

Approved

## Joint Steering-Program Committee Meeting Minutes

March 7, 2016, 1:00 - 3:00 pm

TVFR Command and Business Operations Center  
11945 SW 70th, Tigard, OR



### Attendance:

#### Steering Committee Members [Quorum: 19 of 25 positions]

1. Nancy Bush, SC Chair and Clackamas County Representative
2. Mike Mumaw, In-Coming SC Vice Chair and Emergency Management Representative
3. Carmen Merlo, Immediate Past Chair and City of Portland Representative
4. Alice Bush, proxy for Chris Voss, Multnomah County Representative
5. Fred Charlton, Fire/EMS Representative
6. Ray DiPasquale, Public Works Representative
7. Mike Fletcher, Lake Oswego Communications/9-1-1, proxy for Bob Cozzie, Past SC Chair and Public Safety Communications Representative
8. Jason Gates, Law Enforcement Representative
9. Rebecca Geisen, Regional Water Providers Consortium Representative
10. Merrill Gonterman, Program Committee Representative (see below)
11. Scott Johnson, City of Vancouver and Clark County Representative (**two positions\***)
12. Paul Lewis, Public Health Representative
13. Steve Pegram, Columbia County
14. Scott Porter, Past SC Chair and Washington County Representative
15. Kathryn Richer, Health System Representative
16. Harry Saporta, TriMet Representative
17. Paul Slyman, Metro Representative
18. Michelle Taylor (Red Cross), proxy for Cara Sloman, NGO Representative

#### Program Committee Members [Quorum: 9 of 12 positions]

1. Merrill Gonterman, Chair
2. Adrienne Donner, Vice Chair and NW Hospitals Emergency Management Committee Chair
3. Cheryl Bledsoe, PDCC Delegate to the PrC
4. Robin Holm, Public Health Work Group Chair
5. Henry Reimann, Law Enforcement Work Group
6. John Wheeler, REMTEC/Emergency Management Work Group Chair
7. Tom Williams, Fire/EMS Work Group Chair
8. Lonny Welter, Public Works Work Group (PWWG) Chair
9. Christian Jones, Marine and Civil Aviation Work Group

#### Regional Staff and Guests

1. Denise Barrett, RDPO Manager
2. Emma Stocker, RDPO Planning Coordinator
3. Amy Cole, Grants Program Coordinator, Portland Bureau of Emergency Management
4. Josh Goldschmidt, Metropolitan Air Support Unit and Law Enforcement Work Group member

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5. Lisa McOwen, Oregon Department of Justice, TITAN Fusion Center Intelligence Analyst
6. Kori Nobel, Port of Portland
7. Cynthia Valdivia, Washington County Public Health, proxy for Jeremy Van Keuren, Citizen Corps Work Group (a REMTEC sub-committee.)

### 1) Welcome, Introductions and Agenda Review – Nancy Bush, SC Chair

- a) Nancy opened the meeting at 1:05 pm and welcomed all. She ask all for self-introductions. Denise Barrett, RDPO Manager, acknowledged that this was the first joint Program-Steering Committee meeting since last year, but that she planned to have another during the summer that would be devoted to taking the next steps in RDPO strategic planning.
- b) With no other introductions, Nancy reviewed the agenda and asked if there were any changes needed. Hearing none, she proceeded to the next agenda item.

### 2) Meeting Minutes – Nancy Bush, SC Chair and Merrill Gonterman, PrC Chair

- a) Nancy called for a motion from the Steering Committee for the approval of the February 1, 2016 SC meeting minutes. Scott Porter motioned for their approval; Rebecca Geisen seconded the motion. An error was found on the last page, section 10, point h: indicates that the next meeting is scheduled for Dec 7, 2015, when it should read “March 7, 2016.” Denise said she would make the correction. The SC voted unanimously to approve the minutes, with the requested correction. [Final minutes are on the RDPO website at [February 1, 2016 SC Meeting Minutes \(approved\)](#)].
- b) Merrill Gonterman called for a motion from the Program Committee to approve the January 28, 2016 PrC meeting summary. Cheryl Bledsoe motioned for the meeting summary to be approved; Adrienne Donner seconded the motion. The PrC gave its unanimous approval for the minutes. [Now available at [February 28, 2016 PrC Meeting Minutes \(approved\)](#).]

### 3) Overview of Funds Available, UASI FY2016 Application Process and Work Plan – Merrill Gonterman, PrC chair; Denise Barrett, RDPO Manger, and Amy Cole, PBEM Grants Program Coordinator

- a) Denise gave a few words to set the tone for this section of the meeting. She said that the Program Committee reviewed, approved and prioritized the projects in advance of the RDPO knowing the final UASI FY16 grant allocation. She said that all projects met the criteria set back in August 2015 by the Steering Committee, as well as fall in line with UASI Fy16 grant guidance. Some adjustments (i.e., mostly using the scalable amounts) from the original Program Committee funding recommendations were made to accommodate having to allow set asides and other factors that support the following tenets:
  - i) Not a competition – *Emphasis on what’s best for the Region*
  - ii) Finishing work that was started
  - iii) Breaking new ground that will make an important impact, and
  - iv) Ensuring all work groups get something
- b) Merrill Gonterman gave an overview of the funding available:
  - i) Total amount of funds: **\$3,112,000** [\$2,962,000 from UASI FY16; \$150,000 from RDPO locally members’ contributions. Note: the latter figure was increased to \$164,000 after the meeting to cover two of the projects on the list.]
  - ii) Set Asides: **\$1,193,308** [Includes \$740,500 at minimum for Law Enforcement Terrorism Prevention Activities (LETPA); \$30,000 for OEM M&A; \$118,100 for PBEM (M&A, 1.0 FTE); \$64,708 for contingency; and \$240,000 for 2.0 FTE – RDPO Planning Coordinator and PBEM

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Grants Program Coordinator.]

iii) Total funds available all other projects: **\$1,918,692.**

- c) Amy Cole reviewed the work plan/timeline for the completion of the UASI FY16 application:

Task	Due Date
Ordinance for application drafted	2/29/2016
Ordinance submitted for City Council agenda	TBD
Joint Program/Steering Committee Meeting	3/7/2016
Funding Package Approval Round #1	3/7/2016
Ordinance approved by City Council	TBD
Update SAM registration	no later than 3/18/2016
Establish an OAR in <a href="http://grants.gov">grants.gov</a>	no later than 3/18/2016
Funding Package Approval Round #2 (if needed)	3/31/2016
Submit initial application in <a href="http://grants.gov">grants.gov</a>	no later than 4/15/2016
Submit IJ in the Grants Reporting Tool (GRT)	no later than 4/15/2016
OEM submits complete application in ND Grants	no later than 4/25/16

#### 4) Presentation and Review of Project Concepts – Chairs and Subject Matter Experts of Work Groups and Task Forces, supported by Merrill Gonterman, PrC Chair; Adrienne Donner, PrC Vice Chair; Amy Cole, PBEM Grants Compliance Program Coordinator; and Denise Barrett, RDPO Manager

- a) **Fire/EMS Work Group:** Merrill Gonterman on behalf of the Fire/EMS Work Group Chair, Tom Williams, who was unable to attend the meeting.
- i) Airshore Rescue System for Structural Collapse
- (1) Question: Is this part of a plan? Concerned about sustainability. Answer: yes, the state plan has disintegrated, so several fire agencies in the region, including Clackamas Fire, Portland Fire and Rescue, and TVFR have taken this on. There is training going on for responders.
- (2) Question: Why only Clackamas? Answer they were the only group among the fire agencies in the region to ask.
- (3) Question: Will other equipment like this in other jurisdictions come up for replacement soon? Answer: Don't know.
- ii) USAR Operations Training: Training for 120 firefighters in search and rescue. NETs/CERTs get basic. Currently give hybrid training to responders. This would be the operations training for USAR.
- (1) Question: Is this course contractor delivered? No, we will put it together to offer it. Funds requested are largely for overtime/backfill costs, but also some equipment and planning costs.
- (2) Could scale, yes, but not ideal.

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- iii) Tactical Medic/TECC Project: fire medic embedded with special response teams. More advanced training than typical paramedic.
- b) **Citizen Corps Work Group** – Cynthia Valdivia, proxy for Jeremy Van Keuren, Chair
  - i) Group has been meeting regularly.
  - ii) Package of projects for several agencies in the region spanning equipment, training, planning, outreach.
    - (1) Question: What does the scalability represent? Answer: our group did a prioritization exercise to arrive at reduced figures.
    - (2) Question: What are the other opportunities for funding? There are no other known sources of funding.
- c) **Law Enforcement Work Group** – Henry Reimann, Chair
  - i) Tactical science for law enforcement – noted the need to provide this training to up and coming law enforcement officers, as many others who are trained in these skills are retiring.
  - ii) Metropolitan Air Support Team (MAST) iPad minis - enhances communication and documentation access while the MAST planes are in flight.
  - iii) MAST moving map downlink – Multnomah County Sheriff's Office is the only MAST partner in the region that does not yet have this equipment; noted the scaled down cost resulting from having prioritized within this project (i.e., only essential equipment will be purchased).
  - iv) Washington County Sheriff's Office decided to reduce the original ask to a less expensive downlink transmitter.
  - v) MAST exercise - testing capabilities of all units with federally funded equipment.
  - vi) Question: How is it that MCSO has nothing yet? Answer originally flew the least of all units, have had gaps in funding.
- d) **Marine and Civil Aviation Work Group** – Christian Jones, Chair
  - i) Project is actually phase three of the project funded under UASI FY15. When the work group began to scope out the project a bit more closely, it was obvious that \$100,000 would not be enough for all of the work, so we removed the exercise and re-submitted it for UASI FY16.
- e) **Portland Dispatch Center Consortium (PDCC)** – Cheryl Bledsoe, PDCC delegate to the PrC
  - i) Project is the Enterprise Service Bus replacement. RDPO awarded \$500,000 under FY15. We are asking for \$1 million now. Project is scalable. Total project is expected to be at least \$2 million. Seeking some transportation funds as well. What does not get funded will have to be covered by PDCC/user agencies.
  - ii) Original ESB was funded by UASI more than eight years ago. Currently serves seven 9-1-1 centers and two ambulance dispatch agencies. System is at the end of life and end of service.
  - iii) Four-phased project:
    - (1) Phase 1: Calls for service, Automatic Vehicle Location (AVL) and Unit Status;
    - (2) Phase 2: Call Exchange with Utility Companies (PGE, NW Natural & others)
    - (3) Phase 3: Call Exchange with Roads Departments & Intelligent Signal Control
    - (4) Phase 4: Call Exchange with Tow Companies.
  - iv) Question: Where currently located? Answer: The servers are at Portland Bureau of Technology Services.
  - v) Question: Redundancies / recovery planned? Answer: Moving to WCCCA as the system manager in 2017; will have it backed up, split between stacks.
- f) **Public Works Work Group** – Lonny Welter, Chair
  - i) Mobile water treatment plant for the City of Gresham is highest priority. Currently have three on the ground, two in the works. This would be the sixth.

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- (1) Comment from Scott Porter: I hope you are including Columbia and Clark Counties in the shared equipment planning. Answer from Rebecca Geisen: yes, we have reached out to those counties.
- ii) Personal use water bags are multi-use and meant to replace single use bags that came with the original potable water trailers.
- iii) Last project is for the next phase of Clackamas River Water and Sunshine River Water's joint communications study. Ranked this project 3rd tier because phase one is funded under UASI FY15 and has not yet begun. This project is to fill the gaps identified in the study, so could wait until the next grant cycle when a more accurate account of need will be available.
- g) **Public Health Work Group** – Adrienne Donner, PrC Vice Chair
  - i) Mobile morgue operations / equipment. We have the only mobile morgue on the west coast. Asking for equipment to fill gaps. Project is scaled down to exclude the mobile x-ray machine.
  - ii) PsyStart Project: a question came about the ongoing cost. Project needs to incorporate a task force, indications of broad buy-in and a sustainability plan.
  - iii) EM response planner for Public Health. Question: Where would this person sit? Adrienne answered: maybe Washington County or Multnomah County.
- h) **REMTEC/Emergency Management Work Group** – John Wheeler, Chair
  - i) Fuel management exercise is the group's first priority. Would be in coordination with state level – both Oregon and Washington.
  - ii) Recovery Planning -- the area that our local jurisdictions have the least depth on at this point.
  - iii) Windshield survey procedures aim to build on Washington County's work; expand to region.
  - iv) Hazard Mitigation outreach project aims to create a tool kit for planners to use.
  - v) Shelter supplies project addresses the issue of the region having very few shelter supplies, such as cots, stocked in the region. Project funds would be used to purchase caches of supplies for 1,000 people (10 caches to serve 100 people each).
  - vi) Just in time shelter training project is designed to build the capacity of volunteers to effectively manage shelters.
- i) With all projects having been presented, Nancy Bush called for a ten-minute break.

### 5) Arriving at an Approved Package of UASI FY2016 Projects – Nancy Bush, supported by Denise Barrett and Amy Cole

- a) Amy presented a proposed funding allocation on the screen.
- b) Carmen Merlo shared her concerns about UAS funding staffing as proposed, especially for just one year. Would like to fund the water bags. Also shared concerns about recovery planning as a project at this time. Would support the windshield survey project, especially as a next step to build on recent efforts around debris management and information-sharing.
  - i) Alice Busch - Multnomah County agrees.
  - ii) Nancy Bush - would prefer recovery planning; said we need to move that direction and this would be a start.
  - iii) Steve Pegram, Columbia County - recovery planning would be helpful for us as a smaller county. Could it be phased over time? Also agree that funding a staff for one year is challenging.
  - iv) Adrienne - agree about staffing. Part of a complex puzzle. Would prefer funding PsyStart.
  - v) Steve Pegram - TAC med, why not in the funded column? Thinks it is important and would support it.

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- vi) Alice Busch - support behavioral health work, but we don't have a behavioral health plan or concept of operations, so it feels like we need a framework first before taking on PsyStart. Likes the Medical Examiner's project and wonders if more support could be provided.
- vii) Scott Porter - the site scanner seems like an odd application. Would it get used?
- viii) Adrienne Donner - yes, and they would share it with Law Enforcement.
- ix) Fred Charlton - How do these line up with RDPO goals and operations? Denise said they do align and even into the next strategic planning phase's draft vision/outcomes.
- x) John Wheeler - Is the recovery planning is scalable?
- xi) Scott Porter - Yes, scalable, and could be phased.
- xii) Mike Mumaw - Half now to get started then half later? (Group decided not to split it up.)
- xiii) Denise Barrett asked if the group wanted to put more funds into the Enterprise Service Bus project. There was no response.
- c) Mike moved for the Steering Committee to accept the "recommended funding" column of projects as the group of projects with the values stated. Steve Pegram seconded the motion. Nancy Bush called for the vote: all voted in favor.
- d) Click here for the final [UASI FY2016 approved package of projects](#).

**6) Adjournment:** With no other business for this session, Nancy thanked all and adjourned the meeting at 3:10 pm.