

**Steering Committee
Meeting Minutes**
December 4, 2017, 1:00 – 3:00 PM
The Griffith Building, 4755 SW Griffith Drive, Beaverton, OR 972005

Steering Committee Attendance (Quorum reached: 14 of 25 active positions represented)

1. Mike Mumaw, Chair and Emergency Management Discipline Representative
2. Chris Voss, Vice Chair and Multnomah County Representative
3. Jerry Allen, City of Beaverton Representative
4. Roy Brower, Metro Representative
5. Nancy Bush, Clackamas County Representative and Immediate Past SC Chair
6. Bob Cozzie, Public Safety Communications Discipline Representative and Past SC Chair
7. Rebecca Geisen, Regional Water Providers Consortium Representative
8. Carmen Merlo, City of Portland Representative and Past SC Chair
9. Martin Montalvo, Public Works Discipline Representative
10. Steve Pegram, Columbia County Representative
11. Scott Porter, Washington County Representative and Past SC Chair
12. Kathryn Richer, Health System Representative
13. Nora Yotsov, Program Committee Chair
14. Jason Wallis for Chris Neal, Port of Portland Representative

RDPO/PBEM Staff and other RDPO Members Attendance:

1. Denise Barrett, RDPO Manager
2. Laura Bruno, RDPO Planning Coordinator
3. Amy Cole, PBEM Grants Program Coordinator
4. Laura Hall, RDPO Sr. Administrative Specialist
5. Daniel Nibouar, Metro Disaster Debris Planner
6. David Gassaway, RMACS Task Force Chair
7. Mike McKillip, Murray, Smith and Associates
8. Donn Bunyard, Clackamas River Water Emergency Manager
9. Curtis Peetz, RDPO Regional Mass Shelter Task Force

1. **Welcome and Introductions** -- Mike Mumaw, Steering Committee Chair
 - a. Mike Mumaw, Steering Committee Chair opened the meeting at 1:00 pm and welcomed all.
 - b. Mr. Mumaw called for self-introductions around the table.
2. **Administrative Items** – Mike Mumaw
 - a. Mr. Mumaw called on the members to approve the November 6, 2017 SC meeting minutes. Scott Porter moved to approve. Steve Pegram seconded. With no further discussion, the minutes were approved unanimously.
 - b. Denise Barrett thanked Mike Mumaw for acting as SC Chair the past year, and she thanked Chris Voss for acting as SC Chair in the coming year. Reminded all that Mike Mumaw will serve as Vice-Chair for 2018.

3. **Regional Water Interconnections Map and Evaluation Project** – Rebecca Geisen, Regional Water Providers Consortium (RWPC) and Mike McKillip, Murraysmith

Mr. Mumaw announced that it was an **executive closed session** open only to SC members and RDPO staff due to sensitive nature of data presented by the Regional Water Providers Consortium. As such, no minutes were recorded for public record.

4. **Communications Study/Gap Analysis & Interoperable Communications Plan for Clackamas River Water-Sunshine River Water Authority and Interdependent Agencies in Clackamas County** – Donn Bunyard, Clackamas River Water Emergency Manager

- a. Mr. Bunyard said he has been working on the project since 2013. CRW's C-800 system was nearing the end of its lifespan, and there were questions about whether it could handle a full load and/or survive Cascadia. They have four water plants within two miles with lots of inter-ties and inter-dependencies with other water providers in the area, but they can't currently communicate with each other.
- b. This was Phase 1 of the pilot project. They hope to do more phases and apply lessons learned and recommendations regionally.
- c. Goals: An objective study without political influence, improve the ability to communicate, provide a snapshot of what's happening in the region, bring water providers together, create common goals, not force participants into a single solution.
 - i. Scope of work: Define capabilities, establish communication goals, identify gaps, determine how to fill the gaps, determine how to fund
 - ii. Deliverables: Mobile radio solutions.
 - iii. Final outcomes: Comprehensive interoperable communications plan.
- d. Contractor produced fuzzy recommendations:
 - i. Wait and see what happens with C-800. Large bond will take C-800 to next level;
 - ii. Don't build another independent system unless you partner w/ other agencies;
 - iii. Get stakeholder buy-in and create governance structure;
 - iv. Consolidate existing systems and interested partners; and
 - v. Chart course and layouts required for success.
- e. Challenges/Issues/Concerns:
 - i. Scope too broad, thus only 85 - 90% complete;
 - ii. Consultant under pressure to produce certain outcome;
 - iii. Consultant wasn't well known and was therefore not immediately trusted;
 - iv. Participants (agencies) didn't have common goal;
 - v. No budget;
 - vi. Water providers are an independent bunch with attitude of: why change when cell works 99.9% of the time, why contribute to regional solution if this works for us;
 - vii. Working in the communications realm is far too political.
- f. Analysis:
 - i. Maintain C-800 capability;
 - ii. Build VHF system for businesses and public safety;
 - iii. Purchased satellite phones based on study;
 - iv. Looking for partnering opportunities; and
 - v. Regionally, this is a political battle;
- g. Questions and open discussion:
 - i. Are you doing Digital Mobile Radio (DMR)? Yes.

- ii. Will maintain C-800 until this is resolved. They have a total of 18 radios and plan to keep at least six.
 - iii. Timeframe for VHF system: If the parts get here in time, they'll have the first phase up and running by January 15; will deploy/test small sample of radios; may or may not proceed with Phase 2 based on how that goes; small implementation on small budget.
 - iv. Bob Cozzie: The State Interoperability Executive Council (SIEC) got involved in this project based on a rumor that Clackamas River Water had already decided to go with its own VHF system. Because this was funded by UASI grant money, there was an assumption that the project must encourage interoperability. Fear that CRW wanted consultant to rubber-stamp an answer of "build your own system." In the end, as you can see, the recommendations are much broader than that.
5. **RDOP Program Committee and Grants Report** - Nora Yotsov and Amy Cole
- a. Ms. Yotsov: At its November 2017 meeting, the PrC heard from the Regional Animal MAC group first responders about the Eagle Creek Fire response and recovery activities. The PrC also talked about FY18 projects.
 - b. Ms. Cole: The PrC created a status report for UASI and RDPO projects, available at: <https://www.portlandoregon.gov/rdpo/article/667631>. Will do this quarterly moving forward. It includes info on funding available for reallocation. FY'15 has a few yellow; FY'16 is all green; FY'17 is mostly green. They hope to have amendments back by the end of January.
 - i. Green = projects on time.
 - ii. Yellow = either could fall behind or needs amendment.
 - iii. Red = behind schedule (there are none right now).
6. **Regional Mass Shelter Initiative Update** – Curtis Peetz, Regional Mass Shelter Task Force Chair
- a. Workshop in February will bring together participants from around region to learn about capabilities/resources for each county for sheltering.
 - i. Stan Thomas will talk about capabilities/responsibilities/resources of state. FEMA Region 10 may also send a sheltering subject matter expert.
 - ii. Will identify gaps and inform process of developing toolkit for sheltering, which should be ready summer or fall of 2018.
 - iii. Intend also to develop policy recommendations and investment strategies for the Steering Committee's consideration in time for next year's funding cycle.
7. **Regional Multi-Agency Coordination System Development (RMACS) Project Update** – David Gassaway, Task Force Chair and Denise Barrett in capacity as an RMAC Group Coordinator
- a. David: Current RMACS ConOps plan update is complete, but we need to clarify rules of engagement / regional approach for requesting resources. Planning to meet with OEM Director Andrew Phelps to gain support for a headquarter model of ordering. Example: health system has multiple hospitals and clinics spread over multiple counties but prefers a centralized ordering system. The HQ resource ordering model, therefore, would entail ordering emergency supplies for multiple sites in multiple counties through the county in which its main administrative office resides.
 - b. Now we'll transition from Task Force to Coordinator-led project. Coordinators (Denise Barrett, Kathryn Richer, and Adrienne Donner) need to make sure stakeholders are aware of changes in the plan. We're also finishing up revising the supplemental RMAC Group and

Support Organization handbook, which helps these groups understand their roles and responsibilities in an operational sense. The revisions will be finished in the next month or two, and workshops/TTXs will be held in April for the RMAC Group and the Health-Medical MAC Group.

- c. Denise Barrett: We'll maintain the RMAC system for the region, and engage the most active counties (Multnomah, Washington, Clackamas), whose emergency management directors will serve as advisors. The three coordinators will meet with the advisors following this SC meeting to kick off first phase of RMAC maintenance. Funding has been dialed down. It was used to hire ICS training contractors. This new project under FY17 (starting in July) will include workshops/exercises with MAC groups, and orientations at the county level. Lower level of activity but still trying to maintain systems, with an emphasis on just-in-time training.
- d. Kathryn Richer: We'd love more volunteer RMAC Coordinators.

8. Preparing for the January 12, 2018 Policy Committee Meeting – Denise Barrett and Amy Cole

- a. Ms. Barrett The PC is due for a leadership transition from the interim Chair and Vice-Chair who served this past year. We are completing the FY'18 RDPO budget and local cost share methodology, which the PC will review and approve. We long ago completed the draft service level agreement between PBEM and RDPO, which will go before policy committee at its next meeting. Chris Voss will participate as SC Chair and present on the Eagle Creek Fire response and recovery.
- b. Ms. Cole: Presented crosswalk document mapping projects from UASI FY'14-17 grants to the Great East Japan Earthquake lessons learned from the visit in April 2017. The crosswalk shows where we're already doing work and where we have gaps in addressing those lessons. This document will be finalized in January 2018 before it is distributed to RDPO stakeholders and placed on the RDPO website for reference.

9. Round Table – All

- a. Mr. Mumaw: Next SC meeting will be at Metro in Portland on January 8 from 1-3pm.
- b. Mr. Cozzie: Regional CAD project is training four 911 centers; Lake Oswego and Columbia County will launch in early February, C-Comm end of February 2018, WACCA end of March 2018.
- c. Kathryn Richer: Attended National Healthcare Coalition Conference and learned:
 - i. Some states may be cut from the Hospital Preparedness Program funding. It's still a few years down the road, but letters do make a difference. Thanks to Denise Barrett and the RDPO Policy Committee for submitting an advocacy letter fighting to maintain the HPO's HPP funds.
 - ii. Hospital supply systems are suffering due to impacts of hurricanes. Baxter plants in Puerto Rico were taken offline. We'll see effects for at least another three months.
- d. Ms. Barrett: Hillsboro has joined RDPO as a paid member; they've been invited to designate representatives to the PC and SC.

10. Adjournment -- Mike Mumaw adjourned the meeting at 3:00pm.