



Policy Committee Meeting Minutes
October 13, 2017, 9:00AM – 11:00 AM
The Griffith Building, 4755 SW Griffith Drive, Beaverton, OR

Policy Committee Attendance: Voting Members (Quorum Achieved: 9 of 14 members)

1. Councilor Jeanne Stewart, Chair and Clark County Representative
2. Kathryn Harrington, Vice Chair and Metro Representative
3. Kate Arnold, City of Beaverton (standing in for Councilor Lacey Beaty)
4. Commission Chair Jim Bernard, Clackamas County Representative
5. Karylenn Echols, City of Gresham Representative
6. Mr. Vince Granato, Port of Portland Representative
7. Commissioner Margaret Magruder, Columbia County Representative
8. Commissioner Sharon Meieran, Multnomah County Representative
9. Councilor Bill Turlay, City of Vancouver Representative
10. Rich Allen, City of Troutdale Representative

Steering Committee Attendance:

1. Mike Mumaw, SC Chair and Emergency Management Representative
2. Chris Voss, SC Vice Chair and Multnomah County Representative
3. Nancy Bush, Immediate Past Chair and Clackamas County Representative
4. Bob Cozzie, Past SC Chair and Public Safety Communications Discipline Representative
5. Scott Johnson, Clark County and City of Vancouver Representative
6. Carmen Merlo, City of Portland Representative
7. Scott Porter, Past Chair and Washington County Representative

RDPO Staff and Guest Attendance:

1. Denise Barrett, RDPO Manager
2. Laura Bruno, RDPO Planning Coordinator
3. Mike Harryman, State Resilience Officer of the Oregon Governor's Office
4. Alice Busch, Multnomah County Emergency Management
5. David Gassaway, Regional Multi-Agency Coordination System (RMACS) Chair, Washington County
6. Daniel Nibouar, Disaster Debris Management Task Force Chair, Metro
7. Kelle Landavazo, Emergency Management, City of Gresham

1. **Welcomes, Introductions, and Agenda Review** – Jeanne Stewart, Chair
 - a. Chair Stewart opened the meeting and welcomed the Policy Committee and other attendees.

- b. Chair Stewart took roll and confirmed that a quorum was present. She asked all for self-introductions.
- c. Chair Stewart reviewed the agenda and asked if PC members had any additions. Hearing none, she proceeded to the next agenda item.

2. **Administrative Matters** – Jeanne Stewart, Chair

Chair Stewart requested a motion to approve the May 12, 2017 Policy Committee meeting minutes. Jim Bernard moved for approval; Dr. Sharon Meieran seconded the motion. The minutes were unanimously approved as written.

3. **Policy Committee Review of Roles and Responsibilities** – Jeanne Stewart, Chair and Commissioner Sharon Meieran, Multnomah County; Mike Mumaw, Steering Committee Chair and Chris Voss, Steering Committee Vice Chair in support of the discussion.

- a. Chair Stewart introduced the topic and provided some background. She recalled that the RDPO has three documents that govern the organization: 1) the RDPO Inter-Governmental Agreement outlines the agreement between the jurisdictions who've signed it; 2) the Policy Committee SOP (approved April 2016) outlines roles, policies and procedures for this body; and the 3) Program Management SOP governs how we invest financial resources. These documents help us move along with our work and how we prioritize it. We have a structure for how we do things; we have agreements between jurisdictions. There is a question that routinely arises in the Policy Committee (PC): How does the policy level work translate to actual action by the RDPO?
- b. Chair Stewart recalled that Commissioner Meieran recently sent a letter to the Chair and Vice Chair with a series of observations and questions related to the above question. Commissioner Meieran shared the following:
 - i. The PC receives great presentations, which are fascinating and helpful. But it's unclear what we then do, as a committee and organization. The PC hears the presentation and then what action are we meant to take? Can we be intentional and explicit about intention for the PC, within their role, and why information is being shared?
 - ii. What is different about the PC? What value-add does the PC provide to the region?
 - iii. How does it relate to the other RDPO committees (the Steering and Program Committees)?
 - iv. Could we always tie what we're doing at each PC meeting to the organization's goals and objectives, and can we also tie them to action items for the committee or organization?
 - v. It's a big investment of time for all of us to gather each quarter; we want to maximize the wisdom and influence of the people in this room. When we're convening, we should use the time for discussions and action, and less for presentations of information. Perhaps this could be provided in advance to watch/read) and come in ready to discuss and act together.
 - vi. Discussion included:

- 1) The Steering Committee serves as the functioning body of expertise and knowledge in the organization (as emergency management professionals), and they should advise the PC. It may not be very clear in our structure, but the SC sets the organization's agenda. **Action:** perhaps we should encourage the SC to give more action items to the PC.
- 2) The SC do better with pushing up recommendations; but we should also tap into the expertise of the PC. We need the PC members, because they are more involved in legislation. For example: after the Japan presentation, it would have been useful to ask the PC to think about what we do next? What might be available to us? At minimum, questions may be raised for further inquiry (e.g., Commissioner Meieran's question about pharmaceutical supply).
- 3) Appreciation of the questions from Commissioner Meieran; all presentations could probably do a better job of explaining purpose to the PC, because sometimes it is just to share information/establish a baseline (there is no immediate action, at times). Some presentations are clearly a call to action (i.e., Burnside Bridge project) and others are background/informational for future discussions (i.e., Japan Best Practices). **Action:** We should state up front what the intention is for each presentation.
- 4) It is good for all elected officials at the table to ask questions of presenters. It's easy to get complacent with how many other priorities are on our plates. We do not live in the emergency management realm every day. It is good to always ask what each presentation means for our work. It is also useful for all of us to be vocal to share how information will impact our work/what we will take back and do differently.
- 5) Appreciation for the questions Meieran raised; she is not alone wondering these things. Sometimes a meeting is focused on policy actions; sometimes it's less explicit. Each meeting is different. With time, you can see a rhythm to it.
- 6) It's important to remember none of us own all of this; it's the power of forging relationships around the table, regionally; that means more information is flowing. Helps to understand how we're all connected.
- 7) Expression of the value of the truly regional organization, spanning even state borders. We're all in this together in an evolving organization.
- 8) We have challenges finding enough time to cover all that needs to be covered. In the last meeting, there was an item to give a program update, but that had to be postponed.
- 9) It's very hard to drive just one (or a few) priorities for a region that is so diverse (urban and rural, multi-state, etc.). In the past, when we tried to limit the priorities, it tended to tip resources in favor of one to two

jurisdictions, and/or placed the burden of the work on just a few shoulders.

10) We are discipline work group (DWG)-driven. RDPO DWGs identify priorities and put them up the chain for project approvals.

11) How could we be more intentional in the meetings ahead to ensure we are respectful of everyone's time?

- c. Chair Stewart wrapped up this session by stating that Commissioner Meieran's points are well received. The conversation has been very productive and helpful, but it's not over. **Actions:** (1) the SC should endeavor to make more recommendations to the PC; (2) the SC should provide an update about ongoing work; (3) There should be more exchange of questions back/forth between SC and PC (i.e., to ensure presentations result in questions and inquiry and then action). We need to make time for this exchange. To those ends, the Chair and Vice-Chair will have continued discussion with RDPO Manager and the Steering Committee (at November meeting) to bring more actionable items to PC.

4. RDPO Program Management SOP Update – Mike Mumaw, Steering Committee Chair, and Denise Barrett, RDPO Manager

- a. Objective is to review the updated Program SOP and seek a vote of approval from the Policy Committee today. This document needed to be updated to align with the RDPO IGA and the evolving program processes and organizational structure.
- b. The SOP outlines the processes for strategic planning, program development and the use of RDPO funds. It speaks to how each part of the organization is engaged in these processes and the levels of authority to make decisions.
- i. It also articulates the set of principles we apply when we prioritize how we're evaluating where funding should be targeted.
 - ii. In the past, there were a lot of project amendments and reprogramming of funds, which was both sloppy and burdensome for PBEM as our fiscal agent. Now the projects are better designed and managed, and we're seeing better project management principles applied, resulting in fewer amendments.
- c. Suggested Changes to the SOP upon review included:
- i. Change RDPO manager "manages" the PC and SC, to "coordinates" or "facilitates". Would keep it consistent with other operating documents.
 - ii. There's a new section which discusses advocacy on state, federal bills and other issues. Discussion ensued: Do we need to establish a checklist or set of criteria for vetting potential advocacy items? **Action:** recommend Denise always point to the relevant Policy Areas of Interest when she communicates advocacy items to the Policy Committee, so they clearly see how each ask relates to our areas of focus.
 - 1) Denise then shared a list of the bulleted criteria we use to decide which legislation we support. **Action:** Denise to share this full, detailed criteria list with the PC in future correspondence.

- 2) Discussion of whether our advocacy is limited to just issues of funding for the RDPO, or just to items in our strategic plan, or does it go beyond work of the organization? Discussion and examples shared that all align to our strategic plan and/or policy areas of interest, and may well extend to advocacy on work beyond the direct projects funded by the RDPO.
 - 3) The Policy Committee members often need up to 2 weeks to take any legislative items back to their own councils for approval. Sometimes can turn around faster, but usually need 2 weeks. Denise typically provides a lot of lead time, but sometimes the requests are urgent or have a tight turnaround.
 - 4) The Vice Chair Harrington noted that the RDPO Manager puts a great level of effort into vetting advocacy opportunities, providing guidance to the Policy Committee members, and provides as much lead time as possible. Anytime questions arise, it is easy to call Denise to get answers. She shows great discipline and commitment and is doing a great job shepherding these priorities.
- iii. Depreciation of assets: when an item is purchased with UASI or regional funds, and the local jurisdiction depreciates, then replaces the item (purchasing themselves), does that asset remain a “regional” asset?
- 1) Assets are always owned by the local jurisdictions, but the spirit is regional and the intent is to build up our regional capabilities. However, local jurisdictions always have control: they can loan items at their discretion (based on requests) to other regional partners.
 - 2) The challenge is the inventory: we track the RDPO-procured assets (for our grant requirements), but we do not track assets beyond/after that. Some of our discipline groups, such as Public Works, track their equipment. It is recognized that a centralized inventory of emergency management equipment and supplies would be beneficial; however, multiple attempts to establish one have fallen through / failed to be maintained.
- iv. Decision-making process: the 2012 version included a separate section on decision making that was removed in the current document; was that intentional?
- 1) Yes, the RDPO Manager removed the section because we now have decision making spelled out, in much greater detail, in each section of the SOP. So, we did not need to repeat or summarize the information again (reducing redundancy in the document, to avoid confusion).
- v. **Action**: Vice Chair Harrington moved to approve the PM SOP with the one note change from “manage” to “facilitate or coordinate”. Councilor Echols seconded the motion. The motion passed unanimously.

5. **Oregon Legislative Updates Post Long Session and Forecast of Upcoming Short Session**- Mike Harryman, Oregon State Resilience Officer

- a. Mr. Harryman reviewed key resilience bills that were approved or died during the long session:
 - i. HB 2017, Transportation Package: Approved, which includes \$1.4 for seismic and resilience (among the total of \$5.3 billion). Funds seismic resilience for priority lifeline routes in the State.
 - ii. HB 2140, Seller Disclosure on Seismic Retrofits: Approved, which adds two questions to the seller's disclosure statement for residential properties: (1) Was your house built prior to 1974? (2) Do you know whether the house has been bolted to the foundation? Sellers can mark 'yes', 'no', or 'I do not know'.
 - iii. HB 2687, \$5 million General Fund Bonding Obligation. Approved, and sets up bonding money for a lend-lease bill to fund a list of preparedness equipment (P-EQ) needed throughout the State. Applicants can request P-EQ via a grant program. OEM will develop the list and grant process for city, county, tribal and state agencies. State will buy the P-EQ and lease to jurisdictions. When equipment is depreciated, they could keep the P-EQ or return it to the State to send to other jurisdictions.
 - iv. SB 311, Tax Exemption to Commercial and Industrial Properties: Approved, and provides tax exemption to commercial and industrial properties built before 1993, for all costs associated with retrofitting.
 - v. SB850, OSSPAC Working Groups: Approved, legislature created two working groups under OSSPAC to do further inquiry into Residential Seismic Insurance and Mass Care/ Mass Displacement in the state. Denise is facilitating the Mass Care WG.
 - vi. Seismic Marine Bill: Died in session, but it may reappear in February or at the next long session.
- b. Other points of note:
 - i. November 21, 2017 is the deadline for all legislation for the upcoming short session. Oregon Governor Kate Brown will introduce three to five resiliency bills. November 13-15 are the legislative days, when all committees are scheduled to meet in Salem.
- c. Denise noted that the Policy Committee has not been able to approve any advocacy letters in support of any state legislation in the past year or more. Typically, these requests get hung up because of fiscal impacts/considerations which make our jurisdictions hesitate to sign. The Policy Committee has a much easier time on federal legislation, where it's clear we're fighting for our federal funding or a low/no local fiscal impact bill. But, when it comes to state level legislation there may be more financial implications for counties/cities to consider.
- d. Also, related to the Mass Care WG under OSSPAC, the RDPO SC recently established a Regional Mass Shelter Task Force to assess our capabilities to shelter large numbers of post-disaster displaced people and to develop recommendations to the RDPO SC for investments. Note the regional task force, which includes representatives of the five counties, some Cities, the Regional Animal MAC Group, and the Red Cross, is running parallel to the OSSPAC WG, so there are synergies and opportunities to leverage.

6. **Federal and Legislative Updates** – Denise Barrett

- a. FY18 budgets: continuing resolution; waiting to hear about UASI and hospital preparedness grants for 2018.
- b. FEMA Risk Assessment: we were asked to weigh in on the overhaul of the assessment process that informs the UASI and other grant eligibility rankings, so Denise answered questions for FEMA and engaged the Titan Fusion Center and RDPO Law Enforcement Work Group leadership.
- c. Earthquake Early Warning System (EEWS): Representative DeFazio’s bill to fully support establishment of the EEWS on the West Coast stalled; however, the U.S. Geological Survey (USGS) will still get some funding through regular appropriations. OEM held a meeting about the build out of the system; it’s being built in pieces. They want to create a committee for the State of Oregon like the ones in Washington and California. Next meeting taking place on November 14, 2017; Mike Harryman will facilitate.
- d. INFRA Grant Letter of Support: ODOT requested another letter of support for the Abernathy Bridge seismic upgrade project, this time to the “Infrastructure for Rebuilding America” (INFRA) grant at the US Department of Transportation. RDPO provided a letter of support the last two years, when the grant mechanism was called FASTLANE. ODOT was encouraged to apply again this year given they received high marks on the FASTLANE application last year (despite not receiving award). Vice Chair Harrington noted this letter of support is consistent with JPACT support in the region. And Chair Stewart noted this is consistent with our own support last year (and year prior). **Action:** Jim Bernard moved to send letter. Chair Stewart seconded, with inclusion of note in minutes that this is consistent with support given in the last year. PC approved the motion unanimously.
- e. Wildfire Disaster Funding Act- HB 2862/1842: We have the Oregon Congressional delegation support for this bill. Wildfires are getting out of control and so many are now catastrophic. To combat wildfires, we’ve have had to borrow from fire prevention and mitigation funding to directly address responses. We’re breaking \$1 billion in the cost of fighting wildfires this year, and we’re not even at the official end of the season. Do we have RDPO support for this act? Chair Stewart asserts that funding this is a must. And Councilor Turlay requests to see more details of the Act. Discussion ensued that forest management has not received the funding it should have for many years; we need better forest management as well to reduce areas for burn. Commissioner Magruder added that if we don’t manage our forests, we lose them. Agreement that we need to increase forest management.
 - a. **Action:** Denise will write a letter of support for the Act, including details for the PC members to review, and will send it around for vote by email.
 - b. Other note: RDPO Manager, PC Chair and SC Members met with OR Senator Wyden’s staff last month to build a relationship, and Denise will coordinate with them because Senator Wyden is a lead on this Act in Congress.
- f. 2017-2020 RDPO Work Plan Synthesis (copies provided to all members) is designed to help all members understand the RDPO’s current active projects and some projects that will be launched in the coming years.

- g. Washington County community education preparedness event was very well done (shout out from Vice-Chair Harrington).

7. Other RDPO Updates

- a. Eagle Creek Fire Briefing- Chris Voss. Scheduled to deliver during this meeting, but considering conversations today, asks to postpone debrief to January in favor of having all After Action Reviews completed. All agreed.

8. Good of the order

- a. Policy Committee SOP: Chair Stewart asked to draw everyone's attention to P.4, item 7, which outlines decision-making processes and suggested they should be reviewed and updated. She stated there may be misconceptions, and asked all to review how the PC determines a majority and the ways they vote in different circumstances. Also notes that A.3 states if consensus is garnered, there is a role for the Chair to play in being knowledgeable about how the process is going.
- b. Transitioning Leadership in PC: Chair Stewart explained that last year when four members were lost due to election cycle, we had to come up with an interim solution for leadership while the Committee was reconstituted. Chair Stewart and Vice-Chair Harrington stepped into the leadership roles on an interim basis. Now, as we look toward 2018 and all the seats are filled, we'd like to do a formal nomination and vote process to formally seat a Chair and Vice-Chair for 2018.
 - i. **Action:** Chair Stewart will work with RDPO Manager to create a nominating committee. Suggestion that the committee contain representation from at least 2 of the 5 counties.
- c. OEMA Conference: Scott Porter won the Lifetime Achievement award! Congratulations to Scott! And, Alice Bush won the Emergency Manager of the Year award! Congratulations to Alice!
- d. January 2018 PC Meeting Action: Denise will send a Doodle Poll for scheduling.

9. Adjourn

- a. With no other business at hand, Chair Stewart adjourned the meeting at 10:55 am.