



## PORTLAND BUREAU OF EMERGENCY MANAGEMENT

Mayor Ted Wheeler, Commissioner-In-Charge • Courtney Patterson, Director

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### CCWG Meeting Minutes

**Meeting Date:** 04/11/2018 1:00 pm

**Meeting Location:** ECC Cpl Keaton Coffey Conference Room, 9911 SE Bush St

**Notes Prepared By:** Glenn C. Devitt

**Present:** Eric Frank, Renate Garrison, Jamie Hays, Melissa McKinney, Justin Ross, Cynthia Valdivia, Jeremy Van Keuren (and Da'Von Wilson-Angel and Glenn C. Devitt)

**Participating by phone (503-823-9998):** Anne Parrott

**Not present:** Alice Busch

**QUORUM PRESENT**

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*Convened: 1:00*

At a REMTEC meeting this morning Jeremy was asked to take CCWG out of REMTEC to be a standalone ROPD committee. The idea was overwhelmingly approved by the CCWG.

### **ORS 401.368 volunteer workers comp insurance**

Renate brought this to our attention. PBEM has been pursuing it with the State. CoP attorney recommended that a quarterly statement of volunteer hours be sent to the state. State does not want to receive records now, but PBEM will keep them. Matt Marheine (OEM Deputy Director) wrote that there is no funding for the program; if a claim arises, they will handle it case-by-case. Upshot: The state is aware of the situation. CCWG could offer support for the legislative effort to get funding. The POC for this is Sonya Andron (OEM Ops Section Manager).

Please keep a paper trail of your organization's volunteers' hours.

CCWG should offer to help the State design the program, to make it clear that regional emergency managers support the plan.

We would need to define criteria for 'active volunteers'. In WA volunteers submit an annual plan for their trainings, meetings, call-outs, etc. Sign in sheets & hours are logged and submitted to the state.

The City of Portland will make reasonable accommodation for people with disabilities. Please notify us no less than five (5) business days prior to the event by phone at 503-823-4375, by the City's TTY at 503-823-6868, or by the Oregon Relay Service at 1-800-735- 2900.

SaR volunteers who cross from WA to OR lose coverage.

MRC might have something in place.

Check w/ volunteer fire departments in the state.

OHA set up coverage through a state coordinator. Must submit forms for trainings and benefit to volunteers. Assigned a number so that the training is sanctioned by the state. **Minimum of 60 days lead time** for submitting the documentation before the training/event.

We'd like to have the same process, but streamlined.

Should liability be extended to cover volunteers when in the community doing training and education. WA does this; even covers traveling for business meetings. Ann will send WA's material.

Sophie Desart is POC at OEM

### **Missal Report**

What we paid, what we got. There is a distinction between content and presentation. Group comments:

- Didn't tell me anything I didn't know. Now it's just in writing for *everyone* to know.
- Recommendations were not earth-shattering.
- Largely incorporated ideas provided by CCWG members.
- Good to have the document for grant application processes.
- Frustrated that they don't understand our territory, or CERT.
- The report is what we've been hearing from constituents and stakeholders for years. Good to have it on paper from a third party so that we can use it to justify future planning. Jeremy is satisfied that they met their obligations, did research.
- Seems like Missal wanted to arrive at the conclusion they did: That a regional approach is appropriate. Would have liked some more national research.
- We hired a third party from outside the area, to hire a consultant who is also outside the area.
- Lessons learned for possible future reports, especially how we write the RFP and score proposals. Not sure how the RFP process could have been improved. They've had issues with other contracts. They named team members with specific skills in their proposal, but those skills do not seem to be represented in the report.
- Interaction between CCWG and Missal were awkward; interrupted answers, didn't write down some responses. Some female members felt that their comments were ignored until reiterated by a male.

Ann: The Columbia County perspective:

- Was not given opportunity to be part of the RFP process. (JVK will follow up on this.)
- Missal did not follow through with work they said they would do. Two Columbia County CERTs were identified to be included. One group was interviewed; not sure if they participated in online survey. Second group did online survey but were not contacted for a listening session/follow up.

- As the main rural county in the region, they should have been more fully engaged.
- JVK will talk to Michael Phillips to maybe go on record that report is accepted, but 'with protest'.

What do we do with the report, as the CCWG evolves? Do we open the group more widely?

What do we do next, given the high likelihood that CCWG will be moving out of REMTEC?

### **Benefits of creating a regional group**

- Not being as siloed
- Cooperatively seek funding for CERT/NET, with parity. Funding used to be distributed by volunteer headcount. That might or might not make sense. If not, we'll need a new methodology.
- Could be based on metrics like frequency of training events, growth %, etc. The program committee should have that data. Growth can be measured by each jurisdiction's capabilities.
- % of growth based on population?
- Have trouble getting volunteer groups to document time. This jeopardizes funding.
- Need metrics that all participating groups can work with. ARES and other smaller groups don't have systems like Volgistics.
- Define: What are criteria for Active volunteers? Being CERT trained doesn't mean someone actually stays *active*.
- Some WA volunteer groups have their own database so there is no way to know that people have moved away or gone inactive.
- Workers comp coverage might be a way to entice people to stay active. If not registered/active, they are not covered. And if they are not active, we don't want to deploy them anyway.
- WA also covers volunteers' equipment for replacement if damaged.
- Could use a free SurveyMonkey account for monthly/quarterly survey of volunteers to keep records.
- When requesting funding, consider going to the program committee with a total number of volunteers for all participating groups, not separated by jurisdiction. Might help with equity of distribution.
- Maybe ask for funding for a regional Volgistics account? Adds another admin piece; doesn't fit everyone's program logistics.

All agree that standardized metrics need to be recorded. Could have a volunteer maintain these records.

Need SurveyMonkey of CCWG to establish a baseline of what should be measured:

- Vol growth
- \$ value of volunteer time to prove ROI
- What are the obstacles to collecting the data? Funding for solutions to surmount those obstacles would be a reasonable funding request in itself.
- Get RDPO's input on what data/metrics to collect.

## **Regional Training Standards – need a survey; JVK will do this**

Report addressed CERT, not other programs.

Possibly share Portland NET Guidelines regionally. CERT curriculum is already a standard; we could elevate it. The standard is not enforced by FEMA, and varies. We can't give unfunded mandates to potential partners. What are the existing standards in participating counties? Some CERT programs are 'catch and release'. Could implement advanced, tiered levels based on additional skills/training.

Portland requires Basic NET Training, then 12 hours/year, which we would like to increase.

Need regional CERT 'watch list' of people who should not be allowed to participate. Also put expiration dates on badges; three years seems to be the general consensus.

Need a background check standard.

Perhaps share opportunities for training. Regional calendar for training opportunities. The group wants this. PBEM will probably use Tockify, to which all groups could submit events for review/approval.

Create a CERT reciprocity agreement.

Consider a repository for shared documents. Maybe OneDrive.

## **MRC**

MRC will move under the Public Health working group. Might still like to have them represented in CCWG. Subject to email vote after CCWG members review.

## **Citizen Corp Training Expo**

Spending period for UASI 15 money is basically expired. Cannot fund a training by May.

Money can be repurposed for other training expenses. Approximately \$3,000-3,500 remains.

Amy Cole is leaving PBEM this month, so please get your smart sheet reports in ASAP.

Vendor must be in the system already to be able to process funding in time.

Do we have a trainer in the system who can do Basic Life Support training? Typical cost is ~\$5,000.

Stop the Bleed training equipment? Would require a vote. Jeremy will write a proposal.

Pet/livestock first aid training?

Do something with TIP?

Active threat TTT?

De-escalation training? PBEM already providing this to NETs; could add classes.

Include simultaneous interpreter + sign language

## **Bulk purchases**

Could save money

If gear is distributed to CERTs, it should be standardized as a baseline kit to make grant applications simpler.

It probably makes sense to use the same vendor to get a price guarantee which eliminates the need to get three quotes for every order. Jeremy will poll the group about their standard-issue equipment to establish kit types.

## **Social media**

PBEM uses Tumblr. <http://portlandnet.tumblr.com>

## **Regional CERT Roundtable**

Have very active CERTs meet to talk with each other. Possibly include sponsor agencies.

Possibly include that in a revised SOP. Ensure that rolls are defined.

Glenn will send calendar invites and meeting notes, including to-do items.

## **Leadership change**

This is Jeremy's last meeting as CCWG Chair.

**Motion:** Renate will chair the CCWG.

**Vote:** Unanimously approved.

Consider appointing a vice chair who will be the presumptive next chair.

*Adjourned: 2:51pm*