



Policy Committee Meeting Minutes

January 12, 2018, 9:00 AM – 11:00 AM

Port of Portland Headquarters, 7200 NE Airport Way, Portland, OR

Policy Committee Attendance: Voting Members (Quorum Achieved: 8 of 14 members)

1. Councilor Jeanne Stewart, Interim Chair and Clark County Representative
2. Kathryn Harrington, Vice Chair and Metro Representative
3. Councilor Rich Allen, City of Troutdale Representative
4. Councilor Karylenn Echols, City of Gresham Representative
5. COO Vince Granato, Port of Portland Representative
6. Commissioner Margaret Magruder, Columbia County Representative
7. Commissioner Dick Schouten, Washington County Representative
8. Councilor Bill Turlay, City of Vancouver Representative

Steering Committee Attendance:

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

RDPO Staff and Guest Attendance:

1. Denise Barrett, RDPO Manager
2. Laura Hall, Sr. Administrative Specialist
3. Laura Hanson, RDPO Planning Coordinator
4. Alice Busch, Multnomah County Emergency Management
5. Mike Lewis, Clark County
6. Elizabeth Perez, City of Portland
7. Nora Yotsov, Clackamas County
8. Mark Wilsdon, Clark County

View the [meeting slides](#) for additional detail.

1. Welcomes, Introductions, and Agenda Review – Jeanne Stewart, Chair

- a. Chair Stewart opened the meeting, welcomed the Policy Committee and other attendees, confirmed Policy Committee member sign-in, and called for self-introductions.
- b. Kathryn Harrington announced Jim Bernard was interested in the Vice Chair position and Karylinn Echols was interested in the Chair position.
- c. Chair Stewart reviewed the agenda and asked for any additions. Hearing none, she proceeded to the next agenda item.

2. Previous Meeting Minutes – Jeanne Stewart, Chair

- a. Chair Stewart requested a motion to approve the October 13, 2017, Policy Committee meeting minutes.
- b. Karylinn Echols submitted a correction: she noted her name was not in the minutes but she had attended the meeting.
- c. Margaret Magruder submitted written editorial edits to Laura Hall.
- d. Kathryn Harrington motioned for approval with suggested changes and edits; Vince Granato seconded the motion. The minutes were unanimously approved with the suggested corrections and edits.

3. Nominations for Chair and Vice Chair – Jeanne Stewart, Chair

- a. Chair Stewart called for nominations for Chair and Vice Chair for the Policy Committee for the next two years.
- b. Bill Turley asked for a rundown of the duties and time required for these positions. Denise Barrett explained that the Chair presides over meetings and the Vice Chair does so in the Chair's absence. Both positions work with the RDPO Manager to set meeting agendas, and they may reach out to committee members between meetings if there are urgent matters that need attention. The Chair oversees voting and consensus.
- c. Chair Stewart pointed out that experience is important for these positions, as the issues can be complex and involve many jurisdictions. She expressed her endorsement of Karylinn Echols for Chair.
- d. There was some discussion about Jim Bernard's experience. He joined the committee in 2017 and has been an active participant at meetings, has engaged in writing advocacy letters, and has an extensive resume.
- e. Kathryn Harrington expressed that it was a pleasure to serve as Vice Chair and noted the work was lightweight compared to other committees she has been on.
- f. Chair Stewart expressed appreciation for Denise Barrett's experience and guidance during her term as Interim Chair.
- g. Dick Schouten expressed thanks to Chair Stewart and Vice Chair Harrington, and he moved to approve Karylinn Echols for Chair and Jim Bernard for Vice Chair; Margaret Magruder seconded; Chair Stewart confirmed that no one objected to consolidated voting; all approved. Denise Barrett thanked Chair Stewart and Vice Chair Harrington for serving and said she would reach out to the new Chair and Vice Chair in the coming weeks to onboard them.

4. Core Administrative Budget and Local Cost-Share Method – Denise Barrett

- a. Ms. Barrett explained that the RDPO is five years into the annual local cost share methodology and administrative budgeting process. Core members have consistently supported the administrative budget. Non-core members provide valuable contributions on special projects,

and Metro consistently gives more than their core contribution (a total of \$25K per annum). Data has been updated. 80% of the RDPO's administrative budget is subdivided between the five counties and the City of Portland; 20% is covered by TriMet, the Port of Portland and Metro.

- b. There is a 10% increase for 2018 which covers Ms. Barrett's position and a portion of Laura Hall's position (the rest of which is funded through UASI grants). The RDPO is asking for \$203,500.
- c. Ms. Barrett noted that Hillsboro is not at the table, but they did sign the IGA last fall; she asked Kathryn Harrington to help her in requesting an appointee for each of the Policy and Steering Committees. Ms. Barrett opened the floor to questions and comments. Dick Schouten expressed pleasure that Hillsboro joined.
- d. Ms. Barrett expressed her desire to get budget approval from non-attending committee members via Survey Monkey. The IGA states that all core group members must approve the budget, in addition to input from others.
- e. Chair Stewart called attention to Attachment A, which shows a 4.1% increase for the RDPO Manager's salary plus a 4.0% COLA increase, totaling 8.1%. She cautions that an 8.1% annual increase may complicate matters over time and wonders about the sustainability of this type of funding if the group gives 8.1% increases every year. She fears pushback from constituents about this salary increase.
- f. Ms. Barrett responded by explaining that her annual review is done by the Portland Bureau of Emergency Management (PBEM) as the RDPO's Lead Administrative Agency (LAA). She is reaching the ceiling for salary increases, so moving forward there will only be COLA increases. Courtney Patterson from PBEM noted that all City employees got a 4.0% COLA this year, and that is not the norm.
- g. Chair Stewart called for questions or comments. Bill Turlay said he was hesitant to approve the budget without seeing a breakdown of figures, and Ms. Barrett directed him to Attachment A for the breakdown.
- h. Dick Schouten moved for approve of the budget and local cost share methodology. Kathryn Harrington seconded. All approved. Ms. Barrett reiterated that she would follow up with the other jurisdictions electronically.

5. Memorandum of Understanding (MOU) Between the RDPO and the City of Portland – Denise Barrett and Jeanne Stewart

- a. One role of the Policy Committee is to make sure the RDPO has a Lead Administrative Agency (LAA) to support grant administration and organizational coordination, and to support strategic planning and program development and implementation. The City of Portland (via the Portland Bureau of Emergency Management) is the RDPO's LAA. This new MOU is a service-level agreement that states the roles and responsibilities of each, as well as obligations to each other.
- b. The RDPO and the City of Portland agreed this should not be a legally binding document. The RDPO is very lucky to have the City of Portland as LAA. For example, Portland pre-finances all UASI grant-funded costs, including projects and staffing, until it is reimbursed by Oregon Emergency Management, the pass-through agency.
- c. Core responsibilities of the RDPO and the City of Portland were reviewed. With a combination of RDPO contributed funds and UASI grants, PBEM employs 2.5 positions for the RDPO (the RDPO Manager, Planning Coordinator, and Sr. Administrative Specialist), plus two additional

staff for its Finance and Grants Section (the Grants Coordinator and Procurement Contracting Specialist). The City provides access to legal support, procurement and financial services, etc. Many services the City provides are not represented.

- d. This is a non-binding agreement that will go into effect once voted upon. Ms. Stewart will sign it, Ms. Patterson will sign it, and it will go to the City's attorney for approval.
- e. Ms. Echols asked for clarification on the lack of administrative overhead costs detailed in the document. Ms. Barrett said the document outlines real costs, but the Portland Bureau of Emergency Management (PBEM) does get 5% overhead through UASI, which doesn't cover all costs.
- f. Mr. Allen noted Section 3, regarding responsibilities, the document states, "The PBEM Director, in consultation with the RDPO Steering Committee, hires, terminates, and supervises the RDPO Manager." He suggested the word "oversight" be used instead of "consultation." Ms. Harrington said she assumes the City Attorney has done research and chosen wording very carefully based on how it has been working. The MOU presents how it has been working, and it has been working effectively. Ms. Barrett asked Ms. Hanson to look at the wording in the IGA to make sure it's consistent.
- g. Mr. Mumaw noted that he was Chair when the group had this discussion previously. "Oversight" implies the Steering Committee would have influence. But the SC has a consulting role, and the City must stick to their hiring and firing practices.
- h. Ms. Barrett read from the IGA: "With regards to the RDPO Manager, the Steering Committee assists the LAA with performance management." She noted that as PBEM's Director, Carmen Merlo did 360-degree annual reviews, and each year Ms. Barrett submits her work plan to the Steering Committee so that they can provide input. Ms. Harrington said that while serving as Vice Chair, she did have an opportunity to provide feedback to the PBEM Director; PC member feedback is always welcome.
- i. Ms. Barrett called attention to page 10 of the IGA, which says PBEM is responsible "with consultation from the SC." Mr. Turley noted the need to maintain consistency throughout all documents, and Ms. Barrett agreed. Mr. Schouten said he is fine with the language but wanted to point out that if there were severe unhappiness with the RDPO Executive Director's performance, the PC would hopefully have practical input given that they [non-Portland jurisdictions] are funding over ¾ of the position. Ms. Patterson said they absolutely would, and that they can look at feedback mechanisms and make them more robust if desired. She noted that much of the control resides with City of Portland HR systems, but she is entirely open to as much feedback as the SC and PC want to provide.
- j. Ms. Harrington moved to approve the MOU, Mr. Schouten seconded, and all approved.

6. First Draft of Consolidated Committee Calendar – Denise Barrett

- a. Ms. Barrett provided an overview of the document.
- b. Ms. Harrington highlighted the fact that SB 850 recommendations are due to the Oregon State Legislature in late September; she wants to make sure the Policy Committee gets a near-final draft of the report in time to provide a review and weigh in on it. She wants the Policy Committee, with the support of the Steering Committee, to have a chance to write a letter of comment/support and have the PC officially approve such letter. She thinks it's best to have a face-to-face discussion about it in August or just after Labor Day.

- c. Chair Stewart was interested to know if that would include recommendations from the Steering Committee to help them establish support. Mr. Voss said the SC is staying on top of OSSPAC's progress and getting regular briefings, and it's already on their agenda for the year.
- d. Chair Stewart noted the PC is meeting in September and asked when a final draft would be ready for the PC to review and discuss. Ms. Barrett said it's on the SC's August agenda, but they may be able to move it to early September. OSSPAC is aiming to have their report complete in June and suggests meeting to review it in August. Ms. Harrington noted that Metro Council usually has a 2-week recess the last two weeks of August, as does Clackamas. Gresham has a break during the last two weeks of July and the first two weeks of August, but Ms. Echols can attend a meeting during that time, regardless.
- e. Ms. Barrett gave an overview of SB 850 and noted the RDPO is heavily involved with the mass displacement and sheltering side of it, but not so much the insurance side. She shared that OSSPAC is aiming to have a first draft of their report on May 1.
- f. Chair Stewart noted the report will be important for Clark County, even though they aren't in Oregon.
- g. Ms. Barrett noted the various federal bills the PC is supporting, including the Wildfire Disaster Relief Act, have stalled out.
- h. Ms. Barrett said the RDPO has been supporting a DOGAMI project which is an enhanced earthquake impact analysis; there will be a rollout of a technical report and a public report in the next two months. This report includes information for Multnomah, Washington, and Clackamas counties. There will be a follow-up phase for Columbia and Clark counties. The report is based on a 9.0 Cascadia Subduction Zone earthquake and a 6.8 Portland Hills Fault earthquake. The messaging task force is working on messages for the public, elected leaders, and PC member's staff in hopes of setting everyone up for successful public communications on this new information.
- i. Ms. Barrett also provided updates on an upcoming disaster fuel tabletop exercise with federal, state, regional, and local partners and the private sector. They will test plans to improve fuel resilience. The PC will discuss the results in April.
- j. Ms. Barrett said that a disaster declarations 101 briefing was a successful session a couple of years ago at a PC meeting and that perhaps we will schedule a similar session for the fall meeting.
- k. Mr. Schouten asked to circle back to legislation and wanted to know how the PC could incorporate filing deadlines into their work plan to ensure time to discuss issues before it's too late. Mr. Turley said the WA legislature is now in a 60-day session, and there are some differences in timing for OR and WA. He asked that discussions are timed so WA can participate. Chair Stewart said that if a bill supports the purpose of the RDPO, Washington representatives should be involved in the discussion. Scott Johnson noted that WA Emergency Management sends out legislative updates, and Ms. Barrett reaches out to them to see if the RDPO can support them if there is value to the region. This has happened in the past, and there is good coordination.
- l. Mr. Turley noted that he and Chair Stewart report to councils; there is lag time, and we must get consensus. Chair Stewart said timing is very important, and they need as much pre-planning as they can get. Ms. Harrington said she feels comfortable that having meetings in the fall and winter allows the PC to review things, and Ms. Barrett does a great job of keeping this on her radar and keeping the PC informed.

- m. Ms. Barrett said SB 850 will be the big work of the year, and it should yield legislative bills. Some bills got killed this past year that may appear again in a more refined way. It has been difficult for the PC to agree on Oregon State legislative advocacy actions.
- n. Chair Stewart noted the importance of SB 850 for the entire region. Ms. Harrington expressed appreciation for the work of the SC and asked if PC members could attend future presentations at SC meetings. Ms. Barret said yes and the RDPO will make sure everyone is aware of those meetings. Mr. Turley asked for workshops to help educate PC members on topics of importance, and Ms. Harrington pointed out the RDPO is lean-staffed, and SC partners can help. Mr. Johnson pointed out that he is the SC point-of-contact for Mr. Turley.

7. 2017 Achievements and the Year Ahead – Mike Mumaw, Nora Yotsov, and Denise Barrett

- a. Ms. Barrett announced that RDPO work plans, which are based on the Strategic Plan, will be released in the coming weeks.
- b. Presenters provided a summary of what the RDPO did in 2017 and highlights for 2018. View the [meeting slides](#) for additional detail.
- c. During the discussion of Goal 5, Mr. Schouten remarked that Tualatin Fire and Rescue has gone through a lot of annexations and expansion into rural Washington County, Newberg, and other parts of Yamhill County.
- d. Ms. Harrington asked for confirmation that the regional transportation plan has critical facility sites pre-identified. Ms. Barrett said that Ms. Hanson is the point of contact, and she will make sure to connect the dots.
- e. There was a discussion about 9-1-1 lines being crowded during a major event. Bob Cozzie explained how it currently works and explained the potential for NextGen 911 to improve the situation. He also noted the limited number of dispatchers. Mr. Mumaw emphasized the need for pre-planning a special line for information, which would need public awareness. Mr. Voss explained that Multnomah County set up extra 211 lines and staff during the Eagle Creek Fire.

8. Eagle Creek Fire – Chris Voss and Alice Busch

- a. Mr. Voss and Ms. Busch presented on Multnomah County’s response to the Eagle Creek Fire last summer. View [the slides](#) for additional details.
- b. Multnomah County began working before the fire had even spread to the county line. This is because Multnomah County Sherriff’s Office (MCSO) contacted them soon after the fire started to spread. This type of jurisdictional cooperation is to be celebrated. It enabled them to start working on public messaging, evacuation notices, and activation of their EOC. PBEM offered help and set up a staffing plan.
- c. They spooled out 2-1-1 quickly to steer people away from 9-1-1. PBEM and NETs helped staff a 4-person call center while 2-1-1 geared up.
- d. All Citizen Corps groups in the area contributed during this event.
- e. Multnomah County and its partners opened shelters that co-located people and animals. The region’s Animal MAC Group (multiple animal services agencies) collaborated with local community partners to evacuate pets and livestock. Clackamas County supported the animal evacuation though they were concerned the fire could draw even more on their internal resources and call on Clackamas County Disaster Management to activate its EOC.
- f. There were nearly 2,000 attendees at the community meetings Multnomah County and its partners held. Staffing was untraditional, as it included behavioral health, chairs/commissioners, non-profits, and various other resources from the social safety net.

Emotional First Aid was provided for the community and responders. They held multiple press conferences every day and gave visits/tours for elected officials, including county commissioners/chair, Governor Brown, Senator Wyden, et. al.

g. Some Lessons Learned:

- i. It was clear that an EOC needs to be a building, not just a room. They used a closet for a meeting space.
 - ii. The more we invest in and use volunteers during an event, the more we save.
 - iii. Without the tools for a volunteer timesheet; it's hard to collect data.
 - iv. Most of the info they pushed out was in English; they need translators and to cut the timeline of getting translations out.
 - v. Public Alerts is limited in targeting capacity. They were trying to get messages (e.g., evacuation notifications) to 20,000 people, but the system sent them to 800,000.
 - vi. Level 6 interoperability is the goal; many groups couldn't tie into the radio system. We really need to examine interoperability for the city/county/state/volunteers/etc.
 - vii. Economic recovery needs to be examined; there are big policy issues.
 - viii. We can use these disasters as an opportunity to fix pre-existing problems.
- f. Mr. Voss suspects that RDPO meetings helped encourage jurisdictions pitching in to help during this localized disaster.
- g. Chair Stewart requested copies of the slides and after-action reports.

9. Good of the Order – All

- a. Due to time constraints, all agreed to postpone the Japan best practices trip implementation discussion.
- b. Chair Stewart thanked the Policy Committee members and guests. She noted that since the inauguration of new elected leaders will happen in January, the committee may see some turnover. She recommended being prepared to welcome new members by having a briefing on the RDPO and the role of PC members.
- c. Ms. Echols said she is looking forward to serving as Chair and provided her cell phone number.

10. Adjourn

- a. With no other business at hand, Chair Stewart adjourned the meeting at 11:10 am.