

Joint Steering & Program Committee Meeting Minutes



May 7, 2018; 1:00 – 3:00 PM

Griffith Drive Building, 4755 SW Griffith Drive, Beaverton, OR 97005 - First Floor Conference Room

Steering Committee Attendance (Quorum reached: 17 of 26 active positions represented)

1. Jerry Allen, City of Beaverton Representative
2. Roxanne Wolf (for Christina Baumann), Public Health Representative
3. Roy Brower, Metro Representative
4. Tammy Bryan, City of Hillsboro
5. Nancy Bush, Clackamas County Representative and Past SC Chair
6. Bob Cozzie, Public Safety Communications Discipline Representative and Past SC Chair
7. Rebecca Geisen, Regional Water Providers Consortium Representative
8. Scott Johnson, Clark County and City of Vancouver Representative (2 votes)
9. Martin Montalvo, Public Works Representative
10. Mike Mumaw, Emergency Management Representative
11. Courtney Patterson, City of Portland Representative
12. Scott Porter, Washington County Representative
13. Kathryn Richer, Health System Representative
14. Michelle Taylor (for Cara Sloman), NGO Representative
15. Alex Ubiadas, Jr., Program Committee Chair
16. Chris Voss, Steering Committee Chair and Multnomah County Representative

Program Committee Attendance (Quorum reached: 6 of 11 active positions represented)

17. Alex Ubiadas, Program Committee Chair
18. John Wheeler, Program Committee Vice Chair
19. Steve Bregman, Fire/EMS WG Chair
20. Sue Mohnkern (for Adrienne Donner), Public Health WG Chair
21. Sherrie Forsloff, NW Health Preparedness Organization/Hospital EM Committee Representative
22. Kori Nobel, REMTEC Chair
23. Lonny Welter, Public Works WG Chair

RDPO/PBEM Staff and Other Attendees:

24. Denise Barrett, RDPO Manager
25. Laura Hall, RDPO Sr. Administrative Specialist
26. Laura Hanson, RDPO Regional Planning Coordinator
27. Alice Busch, Multnomah County Emergency Management
28. Jeremy Van Keuren, PBEM
29. Mike Phillips, PBEM
30. Kevin Sutherland

1. **Welcome and Introductions** – Chris Voss, Steering Committee Chair
 - a. At 1:00pm, Chair Voss called the meeting to order, welcomed everyone, and asked for self-introductions.
2. **UASI Grant Application** – Denise Barrett
 - a. There is no news about the grant. The Portland Metropolitan Region is ranked 32. PBEM has lost two key Finance members and Denise will be in Japan until May 18. Ms. Barrett reviewed the UASI FY2018 Application Calendar and proposed creating a committee of representatives from the Steering and Program Committees to work collaboratively with RDPO staff to create a few scenarios for funding.

- b. Program Committee project leads will convene to refine the strategy that has already been created. They will focus on scalability first and then create bottom cut-off lines. Denise will provide the formula for set-asides.
- c. Mr. Mumaw said just because something is scalable doesn't mean it should be scaled down. He advocated for looking at the bottom line first and then scalability. Ms. Barrett said she will talk to Laura Hanson about administrative costs (previously asked OEM for overhead to piece together Grants position). Chair Voss said if the award is drastically different than what we expect to contact him and other EMs in region to get help with developing financial strategy. Mr. Porter suggested we decide upon a floor. Ms. Barrett said the RDPO advocates in the annual appeal for a \$2M minimum grant threshold.

3. **Fueling Anxiety TTX Debrief and Recommended Regional Actions** – Scott Porter [\[View slides\]](#)

- a. The two states and five counties are in different places in terms of completing emergency fuel plans. The RDPO 2017-2021 Strategic Plan prioritizes the region working to address gaps like this that would pose a major challenge post-earthquake. The Oregon Fuel Action Plan was approved last year. Washington State does not yet have a plan. Washington and Clackamas Counties began fuel planning a few years ago. [See slides for key constructs of existing plans.]
- b. The organizers used Oregon and Washington County plans as the basis for the exercise to validate and identify gaps. It was a joint RDPO/ODOE effort that included stakeholders from government and private industry. It was a one-day, discussion-based event, and 95 people attended.
- c. Priority fuel users are counties, tribes, and ESF lead agencies. The focus is flexible implementation (from shortage to catastrophic loss).
- d. Lessons Learned: Identify priorities ahead of time; establish consistent fuel request procedures; increase petroleum industry partner awareness of state/county fuel management roles during disasters; address staffing and security at points of distribution; determine how responders will receive fuel (local and those from outside region); and consider how new fuel hub will be developed.
- e. Gaps in County Plan: Fuel consumption data for utilities, critical staff transport, private sector, etc.; public fuel consumption and messaging; waivers (weigh limitations, environmental, etc.); FPOD staffing and security; pre-scripted fuel requests; jurisdictional flexibility; management of aviation fuel; and propane.
- f. Further regional and state coordination is needed. REMTEC will utilize RDPO's Regional Disaster Messaging Task Force once the plan for public messaging has been addressed.
- g. Next Steps:
 - i. ODOE needs to adjust their plans, implement an outreach strategy with petroleum partners, and coordinate contracting with bulk distributors for emergency supply to the counties.
 - ii. Washington County needs to update and adopt the emergency fuel management plan.
 - iii. Clark County is adjusting plans. Multnomah, Clackamas, Columbia are waiting for word on the SHSP grant to begin planning; similar project is in the approved RDPO projects pipeline.
 - iv. The Regional Recovery Framework will address fuel infrastructure and management systems in the recovery phase.
 - v. The RDPO Policy Committee can encourage/support/advocate with local, state, and federal contemporaries.
 - vi. The second phase of this project will need funding.
- h. The message for the Policy Committee was to push for planning to get done. Mr. Porter suggested making Clark County part of the Oregon plan.
- i. Mr. Ubiadas suggested advocating for more a solid resource ordering process. Part of state's plan is using ESF leads for resource ordering, but counties get left out of that loop. He suggested using a headquarters model. Ms. Barrett is meeting next month with OEM to design a TTX to test the organization headquarter resource ordering model.

- j. Ms. Geisen asked where water providers fall in the plan. Mr. Porter said that under this model, they come in through counties.
- k. Mr. Porter noted that no one is claiming ownership of propane at the Federal level, though FEMA says they can get it here when needed. ODOE's Deanna Henry is organizing a meeting with propane distributors.

4. REMTEC Reorganization – Kori Nobel

- a. The Citizen Corps Work Group (CCWG) recently requested and REMTEC approved moving CCWG out from under REMTEC. It would then report directly to the Program Committee. The decision was unanimous within CCWG. REMTEC voted 22 YES and one NO. CCWG wants to ensure regional interaction continues after the shift.
- b. CCWG is moving toward a Community Resilience model and developing a regional plan to equalize UASI funding support of programs in region. 30-40 people attend meetings, and there is representation from private, public, and non-governmental organizations. It is sometimes difficult to focus their work. The shift requires adjusting the RDPO org chart and CCWG's SOP.
- c. Changes to REMTEC SOP:
 - i. Membership category: Ensure membership is broad and not necessarily paid professionals (so volunteers included). Public, private and non-profit sectors included. Narrow down to two categories for voting (RDPO IGA signatories and everyone else). Currently, any member can vote if they've attended five meetings in the last year, but they don't always take roll call. One vote per IGA signatory.
 - ii. When electing chair/co-chair, if no one steps up, it's up to IGA signatory agencies to nominate someone from their jurisdiction.
 - iii. Mike Mumaw noted that there is a need to state that quorum is needed when voting. If quorum not met at meeting, electronic voting will be done. The pool will be made up of jurisdictions that participate. A quorum is 50% of eligible voting members +1.
- d. REMTEC is one of the oldest Work Groups and the only WG in RDPO that classifies individuals as members.
- e. Ms. Bush expressed concern about removing Citizen Corps from REMTEC and said that conversations need to happen because their work impacts a lot and there is a history of issues within the group. She expressed concerns about productivity.
- f. Mr. Mumaw noted a disconnect within REMTEC when members of the CCWG don't have a program within the realm of REMTEC.
- g. Mr. Van Keuren said he is aware of the CCWG's history and believes it has moved passed its issues.
- h. Mr. Voss said he would like a version of the SOP redlined with specific changes, and he would like a list of IGA signatories. The County Emergency Management vote gets watered down in this model, and he is concerned about cities and other agencies having too much representation. REMTEC provides a cross-section of Emergency Management disciplines.
- i. Mr. Mumaw noted that this is the voting standard for all other areas of the RDPO.
- j. Ms. Nobel noted that REMTEC votes on project proposals, the SOP, and election of officers. The group has always had consensus before going to vote. This hasn't been an issue.
- k. There was discussion between Mr. Mumaw and Mr. Porter about whether paying to be a Signatory buys votes.
- l. Ms. Patterson explained that Mr. Van Keuren got excluded from a past project pipeline process due to administrative oversight, and this move will alleviate the issue of people getting left out.
- m. Mr. Ubiadas expressed concern about the CCWG not being able to share info and get info from REMTEC. Ms. Barrett suggested a liaison, and Mr. Van Keuren said he would solidify relationship for sharing info.
- n. Mr. Ubiadas called for a Program Committee vote on making Citizen Corps its own WG reporting to the PrC with a caveat to require a new SOP and send a representative to REMTEC meetings. Ms. Richer pointed out

that no other group has a requirement to attend REMTEC meeting. All agreed to make that point highly recommended but not required. John Wheeler motioned, Lonny Welter seconded, and all voted in favor.

- o. A redlined SOP will be presented to the Steering Committee. [Vote on the REMTEC SOP update, including the reorganizations proposed, will take place at the June 4 SC meeting.]

5. Community Resilience or Outreach Work Group – Denise Barrett and Laura Hall

- a. The Regional Disaster Messaging Task Force has been meeting since 2014, but that's a limited-term assignment/organizational status. Their work has been evolving and the group is in demand. They began by working on common messaging, which didn't work as planned. Since then they have been called on by technical groups, such as the Disaster Sanitation Task Force and the DOGAMI Earthquake Impacts Project to develop messaging. Among that group are people working on community resilience / outreach. Ms. Barrett recommended starting a conversation about how to proceed with this work.
- b. Ms. Hall noted that Susan Romanski from Mercy Corps recently convened a meeting with PBEM, MCEM, WCEM, and Red Cross to discuss regional outreach. That group has a desire to keep meeting to discuss outreach. Ms. Busch noted that the outreach group has been meeting for some time to discuss what each jurisdiction is doing, as opposed to discussing messaging content, and they will keep meeting regardless of whether they form under the RDPO. Ms. Hall noted that there was discussion of RDPO involvement to receive project funding and administrative support. Ms. Barrett said RDPO staff will design a study (and form a study group) that looks at options for moving forward.

6. Mid-Term Strategic Plan Review Kick-Off – Denise Barrett

- a. Ms. Barrett will recruit small task force to review and enhance RDPO goals to prepare for the next project pipeline. That group will present to the Steering Committee in October. Both committees gave their support to this initiative.

7. RDPO Updates – Laura Hanson, Laura Hall, Denise Barrett

- a. There were good attendance and good discussions at Stakeholder Engagement meetings for the Regional Recovery Framework. Ms. Hanson will distill key themes and report via a newsletter and the project website (www.regionalrecovery.org).
- b. The DOGAMI phase two kickoff went well.
- c. ECONW is in the process of doing an economic impact analysis.
- d. The RDPO's website is getting increased traffic due to high-profile projects. The website is getting a makeover, and a social media campaign will launch soon.
- e. All are welcome to attend the [Fire Wind Water event](#) on June 13 from 2-4pm. Please share the info with your networks.
- f. OSSPAC has moved from information gathering to report writing for the SB 850 report. The Steering Committee will be able to weigh in sometime in the next few months. The SC may not be able to get behind all recommendations, but letter of support would be appropriate.
- g. The FCC has opened a comment period for the [Wireless Emergency Alerts system](#). RDPO staff are working on an advocacy letter for the Policy Committee to sign.
- h. UASI FY17 IGAs are headed out for approval and signatures.
- i. The Regional MACs Health Medical TTX looked at updates to the health medical handbook and the role of the Public Health Officer. They are planning a large RMACs TTX.

8. Good of the Order – All

- a. Nancy Bush presented to the RDPO Policy Committee on the concept of debris management sites. A small group is forming to look at current legislation, make recommendations, and work with OEM on the issue. They will potentially sponsor a bill. Clackamas County is pulling it together with Policy Committee support.

For Steering Committee Review and Approval (Program Committee will also review and approve at a later date.)

9. **Adjournment** – Chair Voss

- a. Chair Voss thanked Mr. Mumaw for hosting and adjourned the meeting at 2:56pm.