



EMERGENCY PREPAREDNESS ADVISORY COUNCIL (EPAC)

Minutes

March 27, 2023 | 1:00-3:00pm

1) **Call to Order, Welcome, and Introductions:** Jenny Demaris

- a) The meeting was called to order by Chairperson, Jenny Demaris, at 1:00pm via virtual recorded meeting connection. The meeting quorum was delayed until additional members joined at 1:14pm; required public meeting notice was provided.
- b) The appointed members to the EPAC and supporting state staff were introduced; members of the public in attendance were welcomed. The attendance list is provided as the last page of these recorded minutes.
- a) Position Vacancies Update: Doug Grafe, Interim State Resilience Officer (ISRO)
 - i) Working with four councils with vacancies, meeting with each Chair regarding timeline of the application process and subsequent referral to Governor's Office then the final appointment process.

2) **Review, Approval of Minutes – Agenda Template:** Jenny Demaris, Debra Wixom

- a) The 2/27/2023 minutes, attachment 01, were provided in advance of the meeting, reviewed, and approved by the council as submitted.
- b) Jenny noted she had discussed with Doug Grafe, Interim SRO, the consideration of providing meeting notes vs. minutes if the meeting can be recorded and posted on the website. This would save OEM Staff Support as well as Chair/Vice Chair time for processing the monthly minutes. Jenny will forward a formal request to OEM via Debra to evaluate the ability to record the meetings and post to the website. Council Members suggested the addition of providing closed captioning, if possible, to the video recording; Debra indicated there was a feature in the virtual meeting software and would initiate it.
- c) Additions to Agenda:
 - i) Jenny added SB962 as an agenda item

3) **State Updates:**

- a) State Resilience Officer Update: Doug Grafe reported the Governor's Office is in the hiring process for the permanent SRO position and will continue for the next several weeks.

4) **Charter & Bylaws Approval:**

- a) [Emergency Support Functions](#) (ESF's): Jenny referred Council Members and the attending public to attachment 03, Federal/State Emergency Support Functions (ESF) as a point of reference for those who may not be familiar with ESF's. The ESF's provide the structure for coordinating state/federal interagency support to the incident response and are directly represented in the mission of the EPAC. *"The mission of the council is to facilitate policy recommendations for catastrophic disaster preparedness, mitigation, response and recovery planning, procedures, and protocols with special **emphasis on outreach to representatives of designated state and federal emergency support functions.**"*
- b) Bylaws: Jenny facilitated the review of the updated version of the Bylaws, attachment 02. Jenny made the edits requested from the prior EPAC meeting then shared the document with Doug Grafe as the Interim SRO for feedback. After discussion with Doug, Jenny revised the Bylaws to better reflect the language in 401.Sec. 151.
 - i) Article 2, Section 2 Term of Office: Modified language to better align with the 401.151 wording; retained original language that the SRO acts as the liaison for this process.
 - ii) Article 2, Section 3 Expenses: Copied language directly from 401.151 – no compensation to any member.
 - (1) Additional discussion by Council Members regarding HB2992, regarding board/stipends that may supersede 401.151 language. Doug Grafe will review further and follow-up at next meeting.
 - iii) Article 2, Section 5 Authority: Copied language directly from 401.151 – requires approval of majority of the members of the council.
 - iv) Article 3, Section 1 Regular Meetings: Modified to 401.151 language, meets at least quarterly.

- v) Article 3, Section 4 Quorum: Copied language directly from 401.151, removed the % notation and removed the “of filled members”.
- vi) Article 3, Section 5 Voting: Removed consideration for proxy voting to align with language in 401.151.
- vii) Sensitive Information Discussions:
 - (1) Jenny reported to Council Members she had discussed, with Doug Grafe, the Councils concern of the need to review sensitive and/or protected critical infrastructure information or PCII during recommendation research/analysis during an executive session. Once concept was requesting Council Members obtain PCII certification (1 hour process per year) and adding in a section for Executive Session. This would require the tracking of the required training by council members.
 - (2) Jenny asked for consensus to add executive session language to the bylaws, Council Members agreed. Jenny will modify the bylaws as requested.

5) Discussion Regarding Process for Evaluating Recommendations to Policy Level:

- a) Jenny referred Council Members to the agenda with a draft list of items to be considered when reviewing/considering areas of interest. Jenny noted there is not a protocol established for the EPAC to follow or how to proceed.
 - i) Develop process to evaluate areas of interest
 - (1) Prioritization of areas of interest
 - (2) Evaluation criteria and process
 - (3) Approval and formal recommendation development
 - ii) Identify format, routing and tracking of recommendations
 - iii) Develop Process to Evaluate areas of Interest:
- b) Jenny is collaborating with the other two council chairs of OSSPAC/LGEMAC to determine if a survey can be developed to review current list of areas of consideration and solicit others from those, we represent on the EPAC.
- c) Jenny referred Council Members to the EPAC areas of interest list already received, last page of the agenda, and asked if there were any other areas that should be included. Beth Crane asked to include incorporation of equity, inclusion to the list.
- d) Jenny will work with Ivonne as Vice Chair on a process and a survey evaluation concept for the “areas of interest”.

6) Other Agenda Items:

- a) Senate Bill - [SB962](#):
 - i) Jenny was contacted by Curry and Lane Counties to provide testimony on 03/23/23 to introduce the mission, responsibilities and how to reach out to the EPAC if they chose to make a formal recommendation to the EPAC. An amendment was being introduced to their SB962 to request the EPAC conduct a study and make recommendations regarding identifying dedicated funding for county emergency management staffing. Jenny notified Doug Grafe as the SRO and Vice Chair that she would provide testimony as requested. If a formal recommendation is forwarded to the EPAC Chair/Vice Chair will review and add to the EPAC agenda for discussion.

7) Round Table: Group

- a) Doug Grafe: Stated a couple observations of the council as we begin to build. The legislators want to uplift the need for Emergency Management. Encourage Council Members to think about their role on the council as you build up your agency budget requests through legislative concepts – how can the EPAC support those efforts and work collectively with the legislature.
- b) Deanna Henry: Suggested using a non-disclosure agreement (NDA) when needed for reviewing the security infrastructure information. Doug Grafe spoke to this and agreed this could be a solution for reviewing sensitive information. Scott Burwash was asked if he could locate a template the EPAC could utilize.

- c) Alaina Mayfield: OEM is in the process of updating the 2022 State of the State report. The report is a compilation of all the assessments of after-action reviews, surveys of local/tribal Emergency Management assessments to identify capability gaps, how to identify solutions that can be implemented over the next several years. Alaina volunteered to brief the EPAC on the report when finalized and indicated this may be a way for the EPAC to solicit areas of interest for further recommendation consideration. Jenny will add this to the EPAC agenda when ready.
- d) Beth Crane: The RPM of the Regional Disaster Preparedness Organization is closing in on the draft for the multi organizational multi-disciplinary organization and would be happy to share with those who are interested.

8) Public Comment: Public

- a) None received.

9) Next Meeting:

- a) Jenny asked if the EPAC would like to offer an in person/hybrid option for future meetings. Council Members agreed an in person offering would be beneficial for council member engagement but would continue to offer a virtual option for those who have a lengthy travel or conflicts. Debra will secure a room for the EPAC to utilize and coordinate necessary technology for the hybrid option. The meeting will be held at the Salem ODEM facility.
- b) Scheduled for 04.24.23, 1-3pm.

10) Follow-up Items/Tasks for Next Meeting:

- a) Debra/Jenny, secure meeting room location for April meeting.
- b) Debra/Jenny schedule Alaina Mayfield, ODEM, brief on Maturity Model for April and for State of the State for May or June meeting.
- c) Jenny, begin development of process to evaluate areas of interest list and evaluation process
- d) Scott, identify a possible non-disclosure agreement form for EPAC to consider utilizing.

11) Adjournment: Jenny Demaris

- a) Meeting adjourned at 1:49pm.

Respectfully submitted,

Debra Wixom, Recorder

Oregon Department of Emergency Management

[EPAC Website](#)

03/27/23 – EPAC Meeting Attendance

A=Not Present, P=Present, R=Represented, V=Vacant Position

#	Representation – Council Members	Attendance	Council Member
10	Local - Association of Oregon Counties	V	Vacant
13	Local - Emergency Management Organizations	P	Jenny Demaris
16	Local - Indian Tribes in Oregon	A	Danny Martinez
11	Local - League of Oregon Cities	P	Kelly Madding
12	Local - Regional Emergency Mgmt. Organizations	P	Beth Crane
15	Nonprofit Community - EM Support Functions Responsibility	P	Denise Everhart
14	Private Sector	V	Vacant
2	State - Emergency Management	P	Alaina Mayfield
18	State - Energy	P	Deanna Henry
3	State - Fire Marshall	A	Mariah Rawlins
9	State - Forestry	P	Joy Krawczyk
6	State - Health Authority	P	Emily Wegener
17	State - Human Services	P	Ivonne Mora-Hernandez
8	State - Justice	P	Scott Burwash
1	State - Military	P	Sharel Pond, Col.
4	State - Police	P	Nathan House
5	State - Public Safety Standards and Training	P	Kaylan Kamstra
7	State - Transportation	A	Mac Lynde

Representation – State Staff	Attendance	State Personnel
State - Gov. Office - Resilience Officer	P	Doug Grafe (Interim)
State - Emergency Management	P	Debra Wixom

Representation – Members of the Public	Attendance	Guests/Public at Large
Grant County EM	P	Eric Bush
OEM Northwest Region	P	Garrett Reeves
Marion County EM Director	P	Gregory Walsh
Marion County EM	P	Krista Carter
Public Member	P	Mike Harryman
City of Hillsboro EM	P	Tammy Bryan
OEM Northwest Region	P	Tom Jenkins
Douglas County EM	P	Wayne Stinson
OEM	P	Ricky Hoffman
COE	P	Catherine Zunno
Sherman County EM	P	Dana Pursley-Haner