

Oregon COMLEX Initial Planning Conference (IPC)

Meeting date: Thursday 9-8-11

Trip/Meeting Purpose: Facilitate the COMLEX IPC

DHS/OEC/ICTAP Personnel – Michael D. Paulette (Facilitator), Theresa Coates (Data Specialist)

Location: Oregon Bureau of Emergency Communications (BOEC)

COMLEX IPC attendees: 17 individuals from the following jurisdictions, agencies and disciplines attended the meeting

LAST NAME	FIRST NAME	TITLE	AGENCY
Brooks	Dave	Senior Radio Engineer	Federal Engineering: ODOT State Radio Project
Condon	Kathie	Emergency Manager	BOEC 911
Dwire	Leroy	COMM Systems Analyst	OR Dept. of Forestry
Eriksen	James	LE Sergeant	Multnomah Co Sheriff's Office
Lang	Garret	COML Electrical	Multnomah Co
Larson	Karl	PM Radio	Portland PSSRP
Locate	Greg	COMM System Representative	City of Portland BTS
Mcllvain	John	Emergency Manager	Oregon Air National Guard
McKay	Mark	E & T	Portland OEM
Millman	Jeremy	Radio Systems Technician	CRESA – Clark 911
Noel	Steve	Oregon SWIC	ODOT State Radio Project
Powloski	Kent	PF&R Trng	Portland Fire & Rescue
Richter	Bruce	Region X Coordinator	DHS OEC
Smith	Brandon	COMM Technician	Tualatin Valley F & R
Unsworth	Mike	Sergeant	Portland Police
<i>Paulette</i>	<i>Michael</i>	<i>Exercise Director</i>	<i>DHS OEC ICTAP</i>
<i>Coates</i>	<i>Theresa</i>	<i>Data Specialist</i>	<i>DHS OEC ICTAP</i>

IPC Action Items

1. Determine the exercise venue location
2. Make arrangements to visit or schedule the FPC (10/12/11) at the exercise venue
3. Make arrangements to look over the exercise equipment during the FPC
4. Complete exercise support documents
 - a. ExPlan
 - b. Invitation/Congratulations Letter
 - c. ICS Forms Package
5. Draft exercise documents for review at the Final Planning Conference (FPC)
 - a. Controller/Evaluator Handbook
 - i. COML MSEL
 - ii. Exercise Evaluation Guides (EEGs)
 - b. Exercise support forms/maps
6. Form the COML teams for the first and second day of the exercise

Best Practices/Results

1. Established exercise scenario:
 - a. Severe storm creating flooding and associated incident responses
 - b. Incidents will be identified after the COML teams are formed
2. Established COMMEX goal and objectives
 - a. GOAL: To focus on emergency response communications policies and procedures, identifying areas for improvement, and promoting a collaborative attitude
 - b. OBJECTIVES:
 - i. Observe the ability of COMLs to establish, maintain and demobilize multi-jurisdictional, agencies and disciplines operability and interoperability communications during a disaster incident response.
 - ii. Provide an opportunity for COML trainees to complete the tasks within their COML task book to become certified COMLs.
 - iii. Enhance National Incident Management System (NIMS) skill and abilities for all exercise participants during a communication focused exercise
 - iv. Develop an AAR/IP

Conclusion and Recommendations

1. Complete the exercise support documents reviewed at the IPC and draft the exercise documents in preparation for the FPC
2. Complete Action Items in preparation for the FPC 10/12/11

Deliverables

1. Information Package
2. IPC agenda
3. IPC presentation
4. IPC trip report/roster
5. Invitation & Congratulations Letters