



Emergency Preparedness Advisory Council (EPAC) Agenda

Date:	04.24.23	Location: In Person and/or Virtual <ul style="list-style-type: none"> In Person: OEM Council Room-200, 3930 Fairview Industrial Dr SE, Salem, OR 97302 Virtual Meeting Link: https://us02web.zoom.us/j/83506473623?pwd=Qy9Ob1FwZHg1eHo rc3U3S2pJWkNXUT09 Access Code: 835 0647 3623 & 801870
Time:	1:00 – 3:00pm	
Chairperson:	Jenny Demaris, Lincoln County	
Vice Chair:	Ivonne Mora-Hernandez, ODHS	
Hosting Agency, Recorder:	Debra Wixom, OEM	

#	Agenda Items	Purpose*	Presenter
1.	Call to Order, Welcome, & Introductions: <ul style="list-style-type: none"> Call to Order – Quorum and public meeting requirements, recorded meeting. Introductions 	Informational	Jenny Demaris
2.	Review/Approval Minutes, Additions to Agenda: <ul style="list-style-type: none"> 04/24/23 Meeting Minutes, attachment 01 Additions to Agenda 	Decision	Jenny Demaris Debra Wixom
3.	State Updates: <ul style="list-style-type: none"> State Resilience Officer Update/Vacancy Updates OEM Maturity Model Presentation 	Informational	Doug Grafe Alaina Mayfield
4.	Bylaws Review/Approval: <ul style="list-style-type: none"> Bylaws Update, attachment 02 Non-Disclosure Agreement Update 	Discussion	Jenny Demaris
5.	EPAC Recommendation Referrals: <ul style="list-style-type: none"> Submission Form & Process to Review/Recommend, attachment 03 Calendar of Speakers/Presenters 	Discussion	Jenny Demaris & Group
6.	Other Agenda Items: <ul style="list-style-type: none"> 	Discussion	Group
7.	Round Table: <ul style="list-style-type: none"> 	Informational	Group
8.	Public Comment: <ul style="list-style-type: none"> 	Informational	Public
9.	Next Meeting: <ul style="list-style-type: none"> 05.22.23, 1-3pm 	Discussion	Jenny Demaris
10.	Follow-up Items/Tasks for Next Meeting: <ul style="list-style-type: none"> May Meeting – OEM State of State Report (Alaina M.) 	Informational	Jenny Demaris Debra Wixom
11.	Adjournment:	Informational	Jenny Demaris

*Agenda Item Purpose – Information, Discussion, Decision

Oregon – Emergency Preparedness Advisory Council (EPAC)

Agenda – 04.24.23, 1:00 – 3:00pm

Page 2 of 3

EPAC Information:	
<ul style="list-style-type: none"> • Chairperson: Jenny Demaris, Lincoln County, vdemaris@co.lincoln.or.us (Oct. 2022): • Vice Chairperson: Ivonne Mora-Hernandez, Oregon Department of Human Services, ivonne.mora-hernandez@dhsosha.state.or.us (Oct. 2022): • Council Recorder/Hosting State Agency: Debra Wixom, OEM, debra.wixom@oem.oregon.gov • Council Members: Appointed members by Governor or represented State Agency Director, see roster below. • Council Website: https://www.oregon.gov/oem/Councils-and-Committees/Pages/Emergency-Preparedness-Advisory-Council-(EPAC).aspx • Oregon Department of Justice – Public Meetings Resource Information 	
Active Workgroups:	
<ul style="list-style-type: none"> • Charter (Dec. 2022) - Demaris, Pond, Mayfield, Wegener, Mora-Hernandez • EPAC Areas of Interest Listing (Dec. 2022) – Demaris, Mora-Hernandez, TBD <ul style="list-style-type: none"> - Regular Report Outs – by agency, by topic, frequency - Calendar of Invited Speakers, Subject Matter Experts - Other Council/Commission Inter Relationships - Public Power Safety Shut-Offs - Community Lifeline Model Alignment with Federal/State/Tribal/Local Government - Assigned Region Designation by State Agencies (OHA, ODHS, OEM, ODOT, ODF, etc.) - Oregon Fuel Action/Security Plans - National Qualification Standards Implementation and State Training Program Availability - OEM Director Updates/Legislative Agenda Update <ul style="list-style-type: none"> ○ State Individual Assistance Legislative Concept, Coordination with WA State - Review of Prior After-Action Reports/Audits 	
Future Meeting Dates/Times for 2023	Committee Planning Calendar:
4th Monday of e/o Month 1-3pm:	<ul style="list-style-type: none"> • February – Draft Bylaws to Council • June - Re assess frequency of meetings • December – Annual review of Bylaws • January – Annual report to State Resilience Officer • January 2025 – Election of Chair/Vice Chair
<ul style="list-style-type: none"> • 03.27.23 • 04.24.23 • 05.22.23 • 06.26.23 • 07.24.23 	<ul style="list-style-type: none"> • 08.28.23 • 09.25.23 • 10.23.23 • 11.27.23 • 12.25.23 Holiday

Oregon – Emergency Preparedness Advisory Council (EPAC)

Agenda – 04.24.23, 1:00 – 3:00pm

Page 3 of 3

Council Members – Governor Appointment

Appointed Position	Name	Term Start/End
Local - Association of Oregon Counties	VACANT	
Local - Emergency Management Organizations	Jenny Demaris	07/2022 - 06/2026
Local - Indian Tribes in Oregon	Danny Martinez	07/2022 - 06/2026
Local - League of Oregon Cities	Kelly Madding	07/2022 - 06/2026
Local - Regional Emergency Mgmt. Organizations	VACANT	
Nonprofit Community - EM Support Functions Responsibility	Denise Everhart	07/2022 - 06/2026
Private Sector	VACANT	
State - Department of Energy	Deanna Henry	07/2022 - 06/2026
State - Department of Forestry	Joy Krawczyk	07/2022 - 06/2026
State - Department of Human Services	Ivonne Mora-Hernandez	07/2022 - 06/2026
State - Department of Justice	Scott Burwash	07/2022 - 06/2026
State - Department of Transportation	Mac Lynde	07/2022 - 06/2026
State - Dept. of Emergency Management	Alaina Mayfield	07/2022 - 06/2026
State - Dept. of Public Safety Standards and Training	Kaylan Kamstra	07/2022 - 06/2026
State - Fire Marshall	Mariah Rawlins	07/2022 - 06/2026
State - Health Authority	Emily Wegener	07/2022 - 06/2026
State - Military Department	COL. Sharel Pond	07/2022 - 06/2026
State - Police	Nathan House	07/2022 - 06/2026



EMERGENCY PREPAREDNESS ADVISORY COUNCIL (EPAC)

Minutes - **DRAFT**

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

Bylaws: Emergency Preparedness Advisory Council (EPAC)

Article 1 Mission

SECTION 1: NAME

The name of the body is the Emergency Preparedness Advisory Council, also known as "EPAC". EPAC is established by HB 2927 and addressed in Oregon Revised Statutes (ORS) 401.151.

SECTION 2: OBJECTIVES

This council is established within the Office of the Governor. 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.

The council may research international and national best practices and make formal recommendations to the State Resilience Officer, or the Governor as needed, ***with special emphasis given to connecting statewide policy recommendations.***

The council shall advise and ***make policy recommendations to the Oregon Homeland Security Council regarding federal emergency support functions.***

The council consist of 18-members, eleven appointed by directors from the assigned state agencies with the remaining seven from various local and regional emergency management organizations, agencies.

The policy advisor from the Governor's Office is assigned to the State Resilience Officer. Administrative support will be provided by the Oregon Department of Emergency Management identified as Council Recorder.

Article 2 Membership

SECTION 1: MEMBER APPOINTMENT

EPAC is composed of 18 members. The directors of the represented state agencies will appoint their representative. The Governor appoint the remaining local/regional council members.

11 State agencies:

- Emergency Management
- Energy
- Fire Marshall
- Forestry
- Health Authority
- Health and Human Services
- Justice
- Military
- Police
- Public Safety Standards and Training
- Transportation

7 Local, regional agencies/organizations:

- Association of Oregon Counties
- League of Oregon Cities
- EM Preparedness Regional Organizations
- EM Preparedness Local Organizations
- Private Sector
- Nonprofit Community – EM Support Functions Responsibility
- Indian Tribes in Oregon

SECTION 2: TERM OF OFFICE

Members will serve a term of appointment of four years and are eligible for reappointment. If there is a vacancy for any cause, the appointing authority shall make an appointment to become immediately effective. For vacancies and/or at end of term's the State Resilience Officer will:

- Liaison with the Governor's Office to reopen the application process to select/appoint a replacement or new member(s).
- Liaison with the State Agency Director to select a replacement council member.

SECTION 3: EXPENSES

Members of the council may be entitled to compensation as outlined in the [Board and Commission Member Compensation HB 2992](#) (Chapter 627, 2021 Oregon Law).

SECTION 4: ATTENDANCE

Members are expected to attend all meetings; notification of absences should be made to Chair and/or Council Recorder via email and/or telephone call.

If a member misses two meetings in a row, or three meetings in a 12-month period, without just cause the EPAC Chair will notify the State Resiliency Officer to consult with the member directly and/or organizational leadership, i.e., State agency director, Association of Counties Chair regarding absences and if necessary, identify a replacement. Just cause shall include illness of the member or the family of the member or any other cause that the Chair determines constitutes a valid reason for failing to attend.

SECTION 5: AUTHORITY

No action by any EPAC member shall be binding upon, or constitute an expression of, EPAC policy until it is approved by EPAC membership. Official action by the council requires the approval of a majority of the members of the council.

Article 3 Meetings

SECTION 1: REGULAR MEETINGS

- EPAC shall meet at least quarterly at a day and hour determined by the council.
- If the meeting falls on a state/federal holiday the meeting will be rescheduled to a date/time that is most accommodating to the council members if deemed necessary by the Chair and/or council members.
- Meetings may be held in person, virtual or a combination of both, i.e., hybrid. All options must provide for accessibility to the public.
- Meetings shall be conducted in accordance with Oregon's Public Meetings Law (ORS 192.710) and Public Records Law (ORS 192.001 through 192.505). Regular meetings require at least 10 days written advance notice to members. The notice shall include an agenda of all major topics for discussion.

Bylaws: Emergency Preparedness Advisory Council (EPAC)

Page 3 of 6

Revised: [enter approval date]

SECTION 2: SPECIAL MEETINGS

EPAC may also meet at other times and places specified by the call of the Chair or a quorum of members. Special meetings shall require at least 24 hours advance written notice to all members and shall include an agenda of all major topics for discussion and all topics for action. Under necessary circumstances, EPAC business may be handled by a virtual or telephone conference call. EPAC will meet at the call of the Committee Chair.

SECTION 3: EXECUTIVE SESSIONS

EPAC may also hold Executive (Closed) Sessions as needed for the purpose of reviewing Security Programs relevant to the operations of the state's infrastructure. Executive Sessions are closed to certain persons for deliberation on certain matters. The public and media may be allowed in Executive Sessions, depending on the purpose of the Executive Session.

No executive session may be held for the purpose of taking any final action or making any final decision.

SECTION 4: QUORUM

A majority of the members of the Council constitutes a quorum for the transaction of business.

SECTION 5: VOTING

Each EPAC member is entitled to one vote. Official action by the council requires the approval of a majority of the members of the council.

SECTION 6: PARLIAMENTARY AUTHORITY

The current edition of Roberts Rules of Order shall be the final source of authority in all questions of parliamentary procedures, unless such questions are addressed by Oregon Revised Statute, Oregon Administrative Rule, or EPAC Bylaws.

SECTION 7: PUBLIC PARTICIPATION

The Council will allow for public participation in Council meetings and as time permits during designated public comment periods. During a public comment period, members of the public wishing to raise an issue which is not on the Council's agenda for that meeting shall provide the Council with the information which will be entered into the public record. The Chair has the authority to regulate the order and length of appearances by members of the public. The Chair also has the authority to refuse to allow specific comments if the comments do not pertain to the mission of EPAC or if EPAC has already acted on the issue.

Article 4 Offices

SECTION 1: SELECTION OF OFFICERS

EPAC shall select one of its members to serve as Chair of the Council and shall select another member to serve as Vice Chair. Officers shall serve for a term of two years, running from January 1 through December 31 of the second year following. Officers may serve a maximum of two terms in the same office.

A biennial election of the officers of Chair and Vice Chair will be held at the meeting in December or the regular meeting of the third quarter of the year. The new officers will take office on January 1. If a vacancy occurs in an EPAC officer position, a special election to fill the office will be conducted at the next regular meeting. The new officer will take office at the next meeting after the election.

SECTION 2: DUTIES OF CHAIR

The Chair shall:

- Preside at all EPAC meetings.
- Be the contact representative for EPAC unless the Council makes other arrangements in an official meeting.
- Represent EPAC, along with other members or staff, before legislative committee official functions. If the Chair represents a state agency on the Council and agency policy does not allow them to appear before legislative committees, the Chair may appoint another EPAC member to do so.
- Establish committees as needed and appoint members to committees with member approval.
- Provide a summary report of EPAC activities to the State Resilience Officer and/or Governor annually.
- Will bring forth the Bylaws and Code of Conduct annually for review by Council Members at the last scheduled meeting of the calendar year.

SECTION 3: DUTIES OF VICE CHAIR

The Vice Chair shall:

- Serve in the absence of the Chair.
- This position does not automatically succeed to the office of Chair but may be elected Chair.
- Will orient new incoming Council Members to include review of Bylaws and Code of Conduct.

SECTION 4: DUTIES OF COUNCIL MEMBERS

The Council Members shall:

- Adhere to the Code of Conduct as represented as the last page of these Bylaws.
- Participate in EPAC Committee's either voluntarily and/or upon request by the Chair; Members are encouraged to engage in at least 2 workgroup opportunities per calendar year.
- Brief and/or inform represented agency, organization of EPAC activities and potential council recommendations and solicit feedback as appropriate.
- Brief EPAC Council Members on areas of interest related to EPAC mission from your represented agency, organization.

SECTION 5: DUTIES OF COUNCIL RECORDER

The Council Recorder shall:

- Maintain official documentation of:
 - Council and Committee minutes, agendas, packets
 - Member attendance records and appointment term dates
- Coordinate updates to EPAC website via state resources/personnel

Article 5 Committees

The Chair may establish any committees that the Council deems necessary and prudent to carry out EPAC business. Committee appointments shall be at the will of the Chair, with simple majority approval from the Council. Standing committees will report as needed to the full Council at regular meetings.

Notes will be kept from the Committee and submitted to the Chair, Vice Chair and assigned Council Recorder for official record keeping.

Article 6 Staff

The Oregon Department of Emergency Management (ODEM) shall provide technical, clerical, and other necessary support services to the Council, identified as the Council Recorder. The State Resilience Officer will act as liaison to the Governor's Office and will provide support to the Council to enable it to meet its objectives.

Article 7 Amendment of Bylaws

These bylaws may be amended or repealed, and new bylaws may be adopted at any regular meeting of EPAC. Notice of any proposal to change the bylaws shall be included in the notice of the meeting.

Bylaws Approval and Revisions

Initial Approval: [enter date]

Revisions: [enter date]

EPAC website: [Oregon Department of Emergency Management : Emergency Preparedness Advisory Council \(EPAC\) : Councils and Committees : State of Oregon](#)

EPAC Code of Conduct

RESPECT:

- Assume good intentions and express differing opinions.
- Be punctual and prepared so that the meeting will go more smoothly.
- Respect everyone's time.
- Clarify decisions and direction.
- Operate transparently.
- Check the pulse of the group to ensure accountability.

PREPARE:

- Read the council packet.
- Ask questions of each other.
- Notify in advance, if possible, of meeting absence.

SPEAK:

- Speak at the meeting or forever hold your peace.
- Bring forward differing opinions.
- Acknowledge what you don't know.
- Be clear and concise.

LISTEN:

- Tolerate ambiguity: Council Members, Staff, and Community members all bring different perspectives.
- Wait to speak until the person has clearly finished.
- Clarify your understanding if something confuses you.
- In general, Council Members will remain on camera.

ASK:

- Do I need to know this to decide now? Or do I just want to know the answer?
- Not in the context of the topic? Save your question for offline.



Emergency Preparedness Advisory Council ([EPAC](#)) Referral Request Form

Instructions: Email completed form to Council Chairperson as listed on EPAC [website](#).

EPAC Tracking #:
2023-000

Submitting Agency/Individual Information

Date Submitted	<i>xx/xx/xx</i>	Contact Phone	
Submitted By (first/last name)		Contact Agency	
Contact Title		Contact Email	
Submitting on Behalf of			
Category (select all that apply)	<input type="checkbox"/> Plans <input type="checkbox"/> Organization <input type="checkbox"/> Equipment/Supplies <input type="checkbox"/> Training <input type="checkbox"/> Exercise		
Referral Title			
Recommendation Statement (Justification)			
Research/Analysis Completed?	<input type="checkbox"/> Yes <input type="checkbox"/> No, if yes attach information relating to proposed recommendation		
Description of Attachments	01 – 02 – 03 –		

EPAC Referral Review Area

Date	EPAC Actions Log: Findings/Referral to Sub-Committee/Final Recommendation to SRO/HSC/Gov.
	Reviewed by Chair/Vice Chair - Findings:
	EPAC Review - Action: <input type="checkbox"/> Reviewed – no further action recommended <input type="checkbox"/> Referral to Sub-Committee for further evaluation <input type="checkbox"/> Recommendation to SRO/HSC/Gov.
	Written response to submitting agency/individual from EPAC.
	Recommendation to SRO/Homeland Security Council/Governor – attach copy of final recommendation.
	Recommendation process concluded.

Sub-Committee Referral Area

Date	Action/Findings/Recommendation to EPAC

