



## EMERGENCY PREPAREDNESS ADVISORY COUNCIL (EPAC)

### Minutes

April 24, 2023 | 1:00-3:00pm

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- 1) **Call to Order, Welcome, and Introductions:** Jenny Demaris
  - a) Call to Order – Quorum and public meeting requirements met; this is a recorded meeting.
  - b) Introductions – no new Council Members.
  
- 2) **Review, Approval of Minutes – Additions to Agenda:** Jenny Demaris, Debra Wixom
  - a) 3/27/23 Minutes were approved by the council as submitted.
  - b) Additions to Agenda - No agenda items requested to be added.
  
- 3) **State Updates:** Doug Grafe, Matt Garrett, Alain Mayfield
  - a) State Resilience Officer Update, Vacancy Updates: Doug Grafe
    - i) Vacancies:
      - (1) SRO: This position is currently being worked through the Governor’s office for legislative approval and will be announced once that process is complete. The announcement is expected at the end of this week or beginning of next week.
      - (2) ODEM Director Recruitment: Currently have a third-party contractor that is working through the application pool and should start the 1<sup>st</sup> round of interviews in the next few weeks, once the screening process is finished.
      - (3) EPAC Council Vacancies: There is an opportunity the first week of each month to close the loop of moving appointments to the Governor. Doug feels by the first week of June we should be able to fill the 3 vacancies. Jenny sent request to Association of Counties to select their representative.
    - b) ODEM Update: Matt Garrett
      - i) ODEM had their first round of presentations with the Ways and Means Public Safety Subcommittee, co-chaired by Representative Evans and Senator Solomon. ODEM has their informational presentation before the committee scheduled where they will speak about the partnerships, they have with local emergency management professionals.
      - ii) There is also a push to move forward with the agency’s budget in the first or second week of May. This is the initial budget and depending on the May 17<sup>th</sup> revenue forecast how that presents itself, there may be further conversation.
  - c) ODEM Maturity Model Presentation: Aliana Mayfield and Emmanuel Elizarraga
    - i) Alaina introduced Emanuel who provided a briefing on the 2022 Maturity Model Assessment developed by ODEM, attachment 03. Follow-up questions by council members:
      - (1) Jenny Demaris: What is the State of Oregon doing to ensure more emergency support function (ESF) responsible entities participate in the survey process?
        - (a) Response: Emmanuel stated we want to put an individual on this task. ODEM did not have one in the past due to staffing shortages. Now, with Emmanuel on the team, we realize that there was never technical assistance for the agency to provide for other ESF’s. Just being aware of that fact provides us with an opportunity for growth.
      - (2) Mac Lynde: With all the state agencies working on the COOP Plan, over the next 6 to 9 months, how does that align with the ESF Maturity level?
        - (a) Response: Alaina Mayfield stated COOP is a specific plan intended to cover all the different plans covered by the maturity model. If you don't have a documented process of how you're going to support a cognitive operations incident then the opportunity here is to dig into what those are, whether it’s resources and tools for ODEM to provide in this context, the COOP toolkit and some of

the other things that ODEM has been tasked with supporting agencies to support COOP. Ideally the 2023 Maturity Model will show this growth.

**4) Bylaws Review & Approval:** Jenny Demaris

- a) Bylaws updated version, attachment 02
  - i) Expenses: Prior meeting discussion regarding member compensation and HB 2992.
    - (1) Doug Grafe: For those that desire compensation, there are certain requirements for that. He is working on a fact sheet to help a variety of commissions in this space and will follow up in time with the fact sheet and provide forms that identify current eligibility, etc. and process for those reimbursements.
  - ii) Executive Sessions: Jenny Demaris indicated she modified the executive session to more align with the state website example information vs. detailing when/how/why an executive session may be initiated.
    - (a) Doug Grafe: Suggested using language like “such as” instead of boxing ourselves into just one area.
  - iii) Approval Process: Jenny Demaris recommended moving forward with approval with revisions discussed today. Then at a later date the council can update the Bylaws if more clarification is needed regarding executive session related to reviews/briefings on protected critical information or PCII. Doug Grafe stated the council’s portion of the work can be done and be reviewed by ODEM and DOJ. If there were any adjustments, they would come back to us then.
- b) Bylaws Approval: Jenny Demaris asked for a motion to approve the bylaws, with noted revisions presented today. Mac Lynde gave a motion for approval, COL. Sharel Pond gave a second for approval and motion carried with one abstention by Alaina Mayfield (ODEM).

**5) EPAC Recommendations Referrals:** Jenny Demaris & Group

- a) Jenny Demaris indicated she and Vice Chair Ivonne Mora-Hernandez had discussed how to outline a process for the Councils mission of forwarding recommendations to governing body and the processes by which to do so. Process issue areas include:
  - i) Where do the ideas of things that we are expected to make recommendations on come from? External sources, review of audits/assessments/after action reports and/or directly from council members?
  - ii) Why are we reviewing this item; is the item for the EPAC or should it be transferred to another Council?
  - iii) How do we make a valued assessment of proposals/ideas that are presented to the EPAC?
  - iv) How do we document and track the review of the information/process?
- b) Referral Review Form: Jenny Demaris presented a draft form, attachment 04, for documenting potential recommendations for review, approval and tracking by the council. The initial review of proposed items would be reviewed by the Chair/Vice Chair to ensure enough information is provided to present to the council and/or if the EPAC is the correct council vs. transferring to another council. The process will focus on: what will this recommendation fix, what will it improve or make more resilient if approved?
  - i) Council Members agreed a process including documentation and tracking is needed. Chair and Vice Chair were requested to continue working on the draft form, work with new State Resilience Office and bring back at a future Council Meeting for review again or pilot on first item referred to the council.

**6) Other Agenda Items:** Group

- a) We have no other agenda items requested or suggested at this time.

**7) Round Table:** Group

- a) Mac Lynde: In May or early June those impacted by the 2020 Labor Day wildfires may be contacted to discuss topics around the insurance processing side of the work lead by the State. The project team will reach out to legislative members, agencies, and local partners. Mac is hoping to give an update at our June meeting.

**8) Public Comment:** Public

- a) Mark Ferdig introduced himself as the new Managing Director for the Regional Disaster Preparedness Organization (RDPO) and has joined as an observer today. He is planning to apply for the regional council member vacancy.

**9) Next Meeting:** The council decided to cancel the May meeting due to lack of agenda items and reconvene June 24<sup>th</sup>, 1-3pm. It was noted the ODEM facility is still under renovations and the conference room is not available; Chair suggested using the Treasurer building as an alternate meeting location.

**10) Follow-up Items/Tasks for Next Meeting:** Jenny Demaris, Debra Wixom

- a) Alaina will confirm if ODEM will be ready to brief out on the State of the State Report at the June meeting.
- b) Consider Treasurer building for in person meeting location.

**11) Adjournment:** Jenny Demaris

- a) Meeting adjourned at 2:05pm
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Respectfully submitted,

*Debra Wixom, Recorder*

Oregon Department of Emergency Management

**04/24/23 – 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	A	Kelly Madding
12	Local - Regional Emergency Mgmt. Organizations	V	Vacant
15	Nonprofit Community - EM Support Functions Responsibility	A	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	A	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	P	Mac Lynde

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

Representation – Members of the Public	Attendance	Guests/Public at Large
RDPO Managing Director	P	Mark Ferdig
ODHS ODDS	P	Ash Kane
ODEM	P	Matthew Garrett
ODEM	P	Emmanuel Elizarraga