



EMERGENCY PREPAREDNESS ADVISORY COUNCIL (EPAC)

Minutes - **DRAFT**

October 17, 2022, | 1:00-2:30pm

1) **Welcome, Opening Comments:** Mike Harryman

Meeting was called to order and facilitated by Mike Harryman, State Resilience Officer, at 1:00pm via virtual recorded meeting connection.

2) **Council Member Introduction:** Mike Harryman

The appointed members to the EPAC and the supporting state staff were introduced; attendance provided as last page of these recorded minutes. Two of the 18 council member positions have been filled, vacancies are the representative for Association of Oregon Counties and Private Sector. The vacancies will be filled once the new Governor Leadership Team is in place in January.

3) **Overview of the Council:** Mike Harryman

Mike provided overview of the history of how the EPAC was created through both House Bills 2927 (2021 session) and updated in 4068 (2022 session).

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. Each appointed member will serve a 4-year term.

4) **Review of Public Meeting Law:** Mike Harryman

Council will identify the appropriate timeframe for public notice prior to the next scheduled meeting. Members of the public in attendance were welcomed. Mike reminded the public members they are not allowed to interrupt the meeting but are welcome to add comment during the public comment agenda item. The minutes will be drafted by staff support, reviewed by Chair and Vice Chair, and once approved by the Council will be published to the public EPAC website page.

5) **Administrative Support:** Mike Harryman

Debra Wixom was welcomed as the assigned staff support from Oregon Department of Emergency Management. Debra will assist with council packet, agenda, minutes and liaison for website content development and updates.

6) **Charter:** Mike Harryman

Council Members were encouraged to begin development and adoption of a council charter; discussion item to be added to the next agenda.

7) Review Themes: Mike Harryman

Council Members were solicited in advance by Mike Harryman for “areas you would like discussed in future EPAC’s”. Mike reviewed the collected list and encouraged Members to expand the list further as they go forward.

- a) Public Safety Shut Off’s (PSPS)
- b) Continuous improvement in Emergency Management
- c) Local level continuity of government regarding its redundancy or duplication
- d) Oregon Department of Energy is developing a statewide emergency security plan that will require stake holders’ engagement; this group may want to advise and guide the council to what needs to be looked at.
- e) Developing an understanding of how the state is laid out based on geographical regions
- f) Suggestion of adding a seat on the council for Oregon Advocacy Commission

8) Next Meeting and Frequency: Mike Harryman

Mike asked Council Members for input regarding meeting frequency and indicated a decision should be made by the next meeting once the Chairperson is selected. Input received at the meeting included:

- a) Meet monthly at minimum, for an hour 1 ½.
- b) Give report outs before hand, reduce the time we sit in a meeting then reduce to an hour.
- c) Every other month for two hours as monthly calendar availability may not be available for all members.

9) Process to Elect Chair and Co-Chair: Mike Harryman

Chair and Vice Chair will oversee and prepare the agenda, facilitate meetings, bring in speakers & any anything else the council needs. Council Members were solicited in advance, by Mike, to submit an interest letter and resume if they were interested in self nominating to serve as chairperson. Jenny Demaris was the only council member who submitted interest. Mike queried if there were any other council members interested in serving as the Chair – none received.

- a) Chair:
 - i) Jenny Demaris has requested to be the council’s chair
(1) Voted on by the council: Yes
- b) Vice Chair:
 - i) Ivonne Mora-Hernandez nominated
(1) Voted on by the council: Yes

10) Public Comment: Mike Harryman

Members of the public were invited to provide public comment at this time:

- a) Norman Joe Korpela: Citizen, asked Jenny Demaris if she is working with all other emergency managers to keep them in the loop. Her Reply: Yes, they meet monthly through the Oregon State Sheriff’s Association as an Emergency Management Command Council to connect and share with each other updates. She will solicit their input for any recommendations for her role on the EPAC.

11) Closing Comments: All

No general comments were received by Council Members.

12) Adjournment: Mike Harryman

The meeting was adjourned at 1:53pm.

Respectfully submitted,

Debra Wixom, Recorder

Oregon Department of Emergency Management

[EPAC Website](#)

10/17/22 – 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	P	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	P	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	Shannon Marheine
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	McGregor "Mac" Lynde

Representation – State Staff	Attendance	State Personnel
State - Gov. Office - Resilience Officer	P	Mike Harryman
State - Emergency Management	P	Debra Wixom
State - Emergency Management	P	Matt Marheine

Representation – Members of the Public	Attendance	Guests/Public at Large
Member of the Public	P	Norman Joe Korpela