



EMERGENCY PREPAREDNESS ADVISORY COUNCIL (EPAC)

Minutes - **DRAFT**

November 28, 2022, | 11:00-12:00pm

- 1) **Call to Order, Welcome, and Introductions:** Jenny Demaris
 - a) Meeting was called to order by Chairperson, Jenny Demaris, at 11:00am via virtual recorded meeting connection. Quorum was affirmed for this meeting.
 - b) It was noted that the required public meeting notification was not completed by the Oregon Department of Emergency Management in advance of this meeting.
 - c) The appointed members to the EPAC and supporting State staff were introduced, no members of the public were in attendance. Attendance is provided as last page of these recorded minutes.

- 2) **Review, Approval of Minutes – Agenda Template:** Jenny Demaris, Debra Wixom
 - a) Minutes 10/17/22: Debra, Council Recorder, indicated the 10/17/22 minutes were not available for review and would be provided at the next meeting.
 - b) Agenda Template: Jenny asked for input to the new agenda template. Mike Harryman indicated an area for public comment should be considered/added. Jenny affirmed the request and indicated it was an oversight and would be included on future agendas.

- 3) **Membership:** Jenny Demaris, Mike Harryman
 - a) Member Roster Updates: Jenny and Debra are developing a membership roster with contact information and will be presented at the next meeting.
 - b) Current Vacancies: Mike indicated the two vacant positions will not be filled until after the new Governor leadership team is in place; Association of Oregon Counties and Private Sector representatives.

- 4) **EPAC Website and Public Notice:** Jenny Demaris, Debra Wixom
 - a) Website: Debra indicated OEM staff are in the process developing the EPAC website and it should be up and running by our next meeting.
 - b) Public/Cooperator Notice/Updates: The website and email updates will be a good way for the EPAC to keep the public and the Cooperators informed of our activities and solicit feedback when needed for any recommendations the council is working towards.
 - c) Deanna Henry, after reviewing the draft website outline, requested to add her position for Oregon Department of Energy.

- 5) **Charter Workgroup:** Jenny Demaris, Ivonne Mora-Hernandez
 - a) Workgroup Members: Jenny Demaris, Emily Wegener, Sharel Pond, Ivonne Mora-Hernandez, and Alania Mayfield added.
 - b) Example Templates: Mike Harryman provided 3 different charter examples to Jenny/Ivonne for the EPAC workgroup to consider using as a starting point in the development of their charter.
 - c) Timeline: Jenny indicated she plans to have a solid template for the EPAC Charter Workgroup to review at the January meeting.
 - d) Suggested Focus Areas:
 - i) Reporting Relationship(s): Define how recommendations should be processed by the EPAC, where and to whom they should be referred to. Identify reporting relationships algorithm with other state councils and availability of data to inform recommendation processes.

- ii) Annual Report: Should the EPAC have an annual report? How do we evaluate the effectiveness of the EPAC?
- iii) Financial Support: Does the EPAC have a budget; how is the EPAC financially supported?

6) Future Agenda Development/Discussion Items: Jenny Demaris

Jenny reviewed the notes from the EPAC kick off meeting, input from EPAC Council Members that emailed her directly and other input received from local agencies/representatives to the list noted on the agenda. Council Members discussed the provided list and added other items as noted with *. Additional discussion regarding:

- a) Process for Moving Forward:
 - i) Survey council members on interest areas to narrow down starting point
 - ii) Establish small workgroups to streamline discussion focus
 - iii) Identify other agencies working on items – assign a liaison to report back and provide input from EPAC.
 - iv) Solicit council members to work on a workgroup to create the survey to assist with prioritizing the solicited discussion items.
- b) Discussion Items:
 - i) Other Council/Commission Inter Relationships
 - ii) Public Power Safety Shut-Offs
 - iii) Community Lifeline Model Alignment with Federal/State/Tribal/Local Government
 - iv) Assigned Region Designation by State Agencies (OHA, ODHS, OEM, ODOT, ODF, etc.)
 - v) Oregon Fuel Action/Security Plans
 - vi) National Qualification Standards Implementation and State Training Program Availability
 - vii) OEM Director Updates/Legislative Agenda Update - State Individual Assistance Legislative Concept, Coordination with WA State
 - viii) Review of Prior After-Action Reports/Audits
 - ix) Regular Report Outs – by agency, by topic, frequency
 - x) Calendar of Invited Speakers, Subject Matter Experts
- c) Interest Areas:
 - i) Joy Krawczyk indicated interest in workgroup of reviewing prior after-action reports, audit reviews.
 - ii) Denise Everhart indicated interest in Community Lifeline collaboration

7) Other Discussion Items – Round Table: Group

- a) Beth Crane - How will the EPAC connect with the Legislative Branch, is there an opportunity for us to collaborate and support the work of relevant committees from the house and senate, get a 360 view of Legislative issues not just from OEM both others like emergency transportation, energy group, etc.

8) **Follow-up Items/Tasks for Next Meeting:** Group

- a) Website: Finalize EPAC website to include public notice of meetings
- b) Review Documents: Jenny to forward the after action and audit reports to Council Members for review prior to next meeting.
- c) Agenda Discussion Items Survey: Jenny, Ivonne and interested Council Members to develop survey to query interest and prioritization.
- d) Track Council Member Vacancies: Jenny and Debra to work with State Resilience Officer to ensure vacant positions are filled.
- e) Public Comment: Jenny as Chair to identify agenda placement for public comment/engagement.
- f) Next Meeting Query: Debra to solicit Council Members for preferred meeting date/time of the 3rd or 4th Monday then forward an updated calendar invitation to Council Members.

9) **Next Meeting and Frequency:** Jenny Demaris

- a) Continue meeting monthly for 1.5 hours through June then reevaluate frequency.
- b) Council Members discussed possible reoccurring meeting schedule on the 3rd or 4th Monday. However, consensus of the actual meeting time was not achieved. Jenny requested EPAC Staff Support, query the Council Members for the preferred meeting time of either the 3rd or 4th Monday then forward a new calendar invitation.

10) **Adjournment:** Jenny Demaris

The meeting was adjourned at 11:33am.

Respectfully submitted,

Debra Wixom, Recorder

Oregon Department of Emergency Management

[EPAC Website](#)

11/28/22 – 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	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	D	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	A	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
None present at meeting.		