



EMERGENCY PREPAREDNESS ADVISORY COUNCIL (EPAC)

Minutes - Approved

February 27, 2023 | 1:00-2:00pm

1) Call to Order, Welcome, and Introductions: Jenny Demaris

- a) Meeting was called to order by Chairperson, Jenny Demaris, at 1:00pm via virtual recorded meeting connection. Meeting quorum was established and required public meeting notice provided; however, the publicized virtual meeting connection failed to connect, and a replacement link was provided on the public website after the meeting started.
- b) The appointed members to the EPAC and supporting state staff were introduced as well as members of the public who were in attendance. The attendance list is provided as the last page of these recorded minutes.
- c) It was noted the DOJ representative, Shannon Marheine, is stepping down from her position and Scott Burwash will be her replacement on the Council.

2) Review, Approval of Minutes – Agenda Template: Jenny Demaris, Debra Wixom

- a) The minutes 10/17/22 & 11/28/22 minutes were provided in advance of the meeting, reviewed, and approved as submitted.
- b) Agenda Template: Jenny asked for input to the new agenda template or any additional agenda items for today's meeting. No additional changes requested to the format or for today's agenda.

3) Charter & Bylaws Development Workgroup:

- a) Workgroup consists of: Jenny, Ivonne, Emily, COL Pond and, Alaina.
- b) Workgroup used the format the LGEMAC adopted from OSSPAC as a starting point. The Workgroup met to review, modify the draft the Chair and Vice Chair submitted.
- c) Council Members fully reviewed the provided draft bylaws with specific discussion items identified in green. Modifications were made during the meeting and Chair/Vice Chair will re submit final copy at the March meeting. The following were specific areas discussed by Council Members:
 - i) Majority definition – defined as 75% of filled positions.
 - ii) Vacancy – defined as SRO as liaison to Governor Office and State Director for appointments.
 - iii) Members staying on camera for virtual meetings – added to Code of Conduct page
 - iv) Public Meeting Law Requirements – Council Recorder and Council Chair reviewed state website for clarification. Agreement to leave as 10 days public notice. OEM is also working on a document to outline the scope of their support for the councils.
 - v) Proxy Voting – question to SRO if proxy voting could be allowed for those who are “deployed/response status” and cannot attend the meetings.
 - vi) Compensation – question to SRO for those who are not in government positions – clarification if there is compensation if attending meetings in person.
- d) The Bylaws will be modified as noted during the meeting and will be forwarded to Members for the March 27th meeting.

4) State Updates: Doug Grafe, Carole Sebens & Sonji Moore

- a) State Resilience Officer Appointment Status Update: Doug Grafe was not able to join the meeting. Jenny provided update from Doug regarding the SRO hiring process; application period has closed; applications are currently being reviewed to move to the interview process. Once the SRO position is filled, the new SRO will work with all three councils to fill their membership vacancies.
- b) Dept. of Emergency Mgmt.:
 - i) Legislative Updates: Sonji Moore; Legislator Director
 - (1) OEM does not currently have any bills they will be pursuing in the 23-25 session.
 - (2) OEM is tracking 50 bills, Sonji sends out a weekly update on the bills to the local, tribal, OERS and Public Safety Answering Point Partners. Sonji confirmed if others would like to receive these updates, they can reach out to her, and she will add them to the distribution list.

- (3) Sonji will be presenting at the Oregon Prepared conference with Bryan Lee, Benton County Emergency Manager, on how they can be more engaged and supportive of our local partners in the legislative session. They will also be providing some education of the legislative process.
 - (4) If an agency is not pursuing a bill or it has not been taken on by the governor's office, then the agency will remain neutral on it.
 - (5) Jenny asked if the updates are the same from the listerve.gov delivery link, Sonji indicated that her updates come directly from her distribution list.
- ii) Emergency Preparedness Performance Grant (EMPG) Administrative Rules Proposed Changes: Carole Sebens
- (1) EMPG funding is awarded via FEMA, annually, with the primary objective to assist local, tribal, and territorial emergency management programs.
 - (2) OEM is providing EPAC, LGEMAC, OSSPAC and other partners a chance to look over and provide feedback on impacts including fiscal, small business and racial equity issues.
 - (3) Carole will distribute the proposed changes the week of 2/27/23 and begin collecting feedback.
 - (4) Jenny Demaris asked if the funding formula will change, Alaina Mayfield answered, if the proposed changes are approved then OEM would be able to adjust the actual formula. Currently the formula cannot be modified from the approved 2013 formula.
 - (5) Beth asked that there be an adequate amount of time to review the changes so partners can provide quality feedback. Carole indicated that they will be giving the month of March for review.
- 5) **Areas of Interest Survey with OSSPAC/EPAC:** Jenny Demaris
- a) EPAC, LGEMAC & OSSPAC are working with OEM to request a survey to submit to all three councils and other cooperators asking for feedback related to topics/areas of interest and priorities that the councils would focus on.
 - b) Once feedback is received, Jenny is recommending the EPAC break into workgroups to prioritize the areas of interest to analyze those that could be brought forth for formal recommendation review. EPAC will discuss further at the next meeting.
- 6) **Other Agenda Items:** Group
- a) No additional agenda items were requested.
- 7) **Other Discussion Items – Round Table:** Group
- a) OEM: Alaina Mayfield
 - i) The Oregon Prepared Conference being held in Sunriver March 20-24th now has a waiting list, if there is interest please reach out to Alaina.
 - ii) Recently shared the maturity assessment model and asked the members would like to know more about it. The council members indicated agreement; Alaina will forward to Jenny for distribution to the Council Members and include on a future agenda.
 - b) City of Medford: Kelly Madding
 - i) Their jurisdiction is working on the homelessness EO; working with the homeless service providers, which is new. They are finding it to be very beneficial and are learning a lot.
 - c) Oregon State Fire Marshall: Mariah Rawlins
 - i) 20-21 legislative session HB 2927 removes them from Oregon State Police effective July 1, 2023.
 - ii) 20-21 Legislative Session HB 762 gave their office new responsibility and funding surrounding wildfire mitigation and response. Adaptive Oregon is the mitigation group for current grant opportunities for locals or other agencies interested in fuel mitigation; it's called Community Risk Reduction Grant.
 - iii) The current legislative session could impact general fire services such as bringing urban search and rescue and self-serve gas to the table.
 - d) Department of Energy: Deanne Henry
 - i) The department is kicking off energy security planning over the next couple months and should have the critical energy infrastructure study completed for their 3 key energy sectors once they have identified key

assets and support. Once that is completed, they will start on threat assessment mitigation measurements and will share with this group to solicit feedback and begin stakeholder assessments.

- ii) Additional discussion regarding the ability of the EPAC to review sensitive information provided by an agency, i.e., executive session or other process to review. Jenny indicated she would add this list to the discussion items with the interim SRO.

8) Public Comment: Public

- a) Krista Carter (Marion County Emergency Management)
 - i) Stated that she appreciated all the hard work this council is doing.

9) Next Meeting: Jenny Demaris

- a) Council Members agreed the 4th Monday of every month at 1:00 – 3:00pm will work for a reoccurring meeting schedule. The frequency of the meeting will be reevaluated in June. Next regularly scheduled meeting will be 3/27/23.
- b) Jenny reported the EPAC/OSSPAC/LGEMAC Chairs have scheduled a time at the Oregon Prepared Conference for a meet and greet among the council members. Jenny will follow-up with a calendar invite for those who are attending the conference; however, a virtual session will be available as well.

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

- a) Jenny will forward Sonji's legislative report to Council Members.
- b) Alaina will forward the discussed maturity model and ask to add as a future agenda item.
- c) Jenny and Ivonne will discuss their priority list with the SRO, including process for reviewing sensitive information with Council Members.

11) Adjournment: Jenny Demaris

- a) Meeting adjourned at 2:29pm.

Respectfully submitted,

Debra Wixom, Recorder

Oregon Department of Emergency Management

[EPAC Website](#)

02/27/23 – 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	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	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	A	Interim: Doug Grafe
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
OEM Legislature Director	P	Sonji Moore
OEM Grants Coordinator	P	Carol Sebens
Harney County EM	P	Suzanne Settle
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