

**May 19, 2022 -- Session #1 -- Re-Group & Preparing for Summer 2022 (60 Minutes)**

*Participants*

- Joanne Miesen
- Michael Derleth
- Barry Zimmerman
- Gail Zuro
- JJ Bjordahl
- Jeff Hagen
- Rinny Lakin
- Robert Quinn
- Dave Thomson
- Tim Upshaw
- Brandon Falls
- Victor Prutz
- Jennifer Collins
- Erik Vidstrand
- Bobbie Simmons
- Lynn Faulkenberry
- Jill Williams
- Isaura Ascensio

- Education

- Review how EOC considers activating ([Excessive Heat SOP 2021 - 6/7](#)) (Gail)  
The decision to activate is predicated primarily on the forecast from the National Weather Service as you can see in this linked document. However there are other forces at work that may influence the decision to open shelters and if they are daytime or 24 hour, including the duration of the expected weather, availability of staff and materials and the strong desire to support our community. Unified Commanders such as the EM Director, DCHS Director, City of Portland Emergency Management Director, and JOHS Director, after getting input from the Section Leads, the weather service, outreach teams and others, take a decision to open or not to the County Leadership. This document may be going through an update, you will see some comments in there from last year. We would expect changes once the After Action Report from the Heat Dome to be completed and signed off on.
- How the EOC fits w/ County operations (day-to-day & during emergency situations) We want to remind folks that the EOC is not a separate Department inside the County structure, it is not the Emergency Management Division, and it does not have its own budget. The EOC is an as-needed support structure to support routine operations throughout the jurisdiction that become overwhelmed due to an ongoing situation - we are all the EOC. Each of our subject matter expertise likely corresponds to a role the County needs completed when operational priorities adjust/transition to an ongoing emergency situation, some example below:
  - Heat/Sheltering: JOHS & Libraries routine, request support from MCEM. Day-to-day the JOHS and Libraries offer supplies, space, and personnel that can support comfortable and safe spaces for our community members. Sometimes the weather comes through and creates a situation where the need for relief from severe cold or warm temperatures raises above what the County/Cities/non-profit partners can provide - so they turn to the County (“help!”). When they do so, the County activates the EOC organizational structure to support the management (objectives and

strategies) and resources (people, spaces, equipment, supplies, etc.) of the ongoing situation.

- **Pandemic**: MCHD routine, request support from MCEM. The Health Department manages public health concerns on a daily basis, most of which our amazing peers can manage with their own resources and budget. But when a global pandemic with a novel virus comes sweeping through our community - they turn to the County Leadership (“help!”). So again, we activate the EOC organizational structure to support what they need.
- **Flooding (Columbia River)**: Multnomah County Drainage District (MCDD) routine, support from PDX & MCEM. This model doesn’t have to remain inside County government though. Day-to-day we have the MCDD to support the levee system protecting most of our northern county from flood incidents. They have the resources and budget to manage those efforts. But there may be situations in the future that completely overwhelm their operations and resources, so they turn the County for support (“help!”). And what do we do? You’ve all got it by now.
- High-level review of ICS & how MultCo/Logs fit into that ([Link](#) - 3) Our Logistics Section Lead reports directly to the decision-making body during an incident - the Incident/Unified Command. They have the ear of those decision-makers to ensure the logistical priorities, the resource management process, and procurement authorities are all addressed and occurring effectively. This organizational structure also allows our Logistics Section Lead to communicate with the Operations Section Lead who is overseeing the situation operations - this helps establish clear expectations moving both directions and ensure the resource management process is structured clearly and effectively.
  - **Integration w/ PBEM & City of Portland** For many emergency activations recently the City of Portland & Multnomah County have combined our response efforts into a single organizational structure. Because we are all trained the same (using the Incident Command System), this integration occurs quite easily (of course there are slight differences w/ electronic systems, position titles, etc.). We do not have two parallel organizational structures happening at the same time, we have a truly integrated response with staff from both governmental bodies within the same ICS structure.
- **Logistics Section Organizational Chart Overview** ([Link](#) - 4/5) So within the Logistics Section I encourage you to take a look at the organizational chart on slides 4 and 5 through that link. Slide 4 demonstrates the ICS-recommended organizational chart for the Logistics Section, and Slide 5 highlights the position we are routinely using the red. However, we are routinely activated to address shelter efforts and that is but a single piece of potentially larger and more complex activations (pandemic included sheltering, public information, vaccine clinics, fatality management, economic closure, etc. -- A LOT!), so we as the Logistics Section need to begin thinking about how expand our organizational chart to address bigger need - something we will work with you all on as we meet more

often. And remember, Slide 5 shows the Unit Leader positions within the Logistics Section -- each of those Units breaks down further to have additional staff performing more specific tasks.

- How does Logs figure out how many personnel are required (Gail)
- Preparing for Summer (Gail) This summer we are in such a different place with regards to preparations that it is difficult to compare to this time last year. As many of you have experienced, we have a more robust sign up tool - SignUp Genius and Logs directly creates the roles and timeslots for that so we can more promptly make changes as our work needs it. We have a contract now with US Foods so that we can order snacks, cup of noodles, beverages (coffee/tea), paper goods, breakfast items, etc. We have been working closely with JOHS to purchase all the items we have on the updated Shelter List ahead of time and in enough quantity to last for several days if not longer. Last June we shopped and shopped and shopped for everything from underwear to coffee. The last three activations, that has happened very little. We also have partnered with City of Portland who will be helping with Passenger transport. We provided a few things for the drivers to have in the vehicles but otherwise, CoP takes care of everything from vehicles to dispatching. We learned a method for protecting the gym floors that we use - very time consuming but works very well. We are working on backup plans to rent box trucks as necessary in order to deliver the supplemental pallets to the shelters in a timely manner. We also have several drivers who are very capable of moving and placing our Shelter Trailers, of which we now have 4 fully loaded and ready to go. We have enough supplies for 2 more if necessary, but no trailers they would go in.
  - Logs-related ongoing projects & improvement items/lessons learned from previous activations
    - Summer 2021 AAR - *not completed*
      1. Varying expectations of logistical support: some shelter staff coordinators sent people with p cards to purchase needed items, others monitored inventory and provided early notification to logistics allowing logistics enough time to purchase and deliver items
      2. A universal list of shelter operations supplies and equipment was not readily available to response staff
      3. Unfamiliarity and/or differing understanding regarding the appropriate procedures to order items or obtain re-supply.
      4. Specifically increase the number of staff ready and able to respond (for the duration of an incident) in each of the following sections: Administration, Logistics, Planning, Liaison, and Public Information.
    - County Improvement Plan - 9 incomplete logistics-related items (Does not include COVID) This resource is something the Emergency Management offices leads to track and address lessons learned from exercise events and real-world activations. This document is tracking almost 900 items since back to 2005 (17 years!), and the Logistics Section gets its own tab. We

are in a decent space where 80% of the Logistics-related items have been addressed in some way (justification can be found in the tab), meaning we only have 9 (20%) of the items to address collectively - something for this cadre to delegate as we progress collectively. Of course, this document does not include the work we did during the COVID-19 Activation, and I'm sure we will find a lot of Logistics-specific lessons learned for us to add.

- Training ([Link](#))
  - Review the Logistics-specific courses. So take a look at the different levels we have identified. Level 1 is where to start, and the first three courses are the ones we really encourage you to take when beginning our journey into the world of Emergency Management (the last two in Level 1 are good to know, but not critical). The “Introduction to Emergency Response” used to be titled “Deployment Basics”, and we will begin offering that towards the end of 2022 - so keep an eye out from us with that course! If you have completed those courses, consider moving to Level 2, with two additional courses listed there. One is another independent study course through FEMA (specific to Logistics), and the other will be the MultCo-specific hands on training for our tools, systems, and procedures. I hope to have this course offered in the Fall of 2022, and then offered annually for new cadre members to learn up, and returning members to gain additional practice.
  - Cross-training opportunities (driving bigger vehicles, inventory, resource requests) We talked about the different Logistics positions earlier in the agenda and want folks to now you absolutely do not have to remain in the same position you have always worked with us. We are hoping this cadre can build the capacity to cross-train folks in different positions - providing us the bench strength to operate during large emergencies, and offer varying role to individuals (some can be out-of-class work opportunities). More to come with this as we meet more often.
- Q&A
  - What do you want to hear about to better prepare for activations?
    - Notification: We heard about the desire for additional clarification and leadership encouragement for improved activation notification. They are coming too late for folks to prepare for a response, and Gail will take that back to the shelter leadership team for additional discussion. The conversation touched on notifications only going to work phones/emails, and how the County does have a tool, Everbridge, to distribute messages to both personal and work phones/emails. This data is taken from the Workday system -so if your personal information is not included in Workday (not accessible for others to see), consider that. BUT - the County does not use Everbridge every activation.
    - Training During Work Hours: We also heard about the struggle to complete training as you are unable to do so during work time (some

managers/Departments don't allow that yet). It is something the Emergency Management Team will continue to push County Leadership on. We have to have trained staff if we expect to have effective responses - on-the-job training needs to be allowable.

- General questions?

**No Date -- Session #2 -- Facilities & Inventory Management (60 Minutes)**

- Severe Weather Sheltering Inventory Workshop (Kupp)
  - Process for how facilities were identified
  - Inventory preparation, process, and storage

**HOLD -- Session #3 -- Cross-Training (90 Minutes)**