

**Emergency Preparedness Council  
September 26, 2023  
Via Zoom  
3:30pm-5:30pm (PST)**

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| <b>Facilitator:</b> | Jeff Rubin, Chair |
| <b>Note Taker:</b>  | Aryka Hanto       |

**Attendance:**

|          |                      |          |                              |            |                  |
|----------|----------------------|----------|------------------------------|------------|------------------|
| <b>P</b> | Allie Callow-Spencer | <b>A</b> | Jim Walker                   | <b>P-S</b> | Molly Caggiano   |
| <b>P</b> | Allison Cloo         | <b>P</b> | Commissioner Ben West        | <b>P-S</b> | Aryka Hanto      |
| <b>P</b> | Malia Kupillas       | <b>A</b> | Commissioner Paul Savas      | <b>P-S</b> | Emily Murkland   |
| <b>P</b> | Melinda McCrossen    | <b>A</b> | Commissioner Martha Schrader | <b>P-S</b> | Daniel Nibouar   |
| <b>P</b> | Rachel McCarthy      | <b>A</b> | Commissioner Mark Schull     | <b>E</b>   | Jamie Poole      |
| <b>P</b> | Terrence Niedermeyer | <b>A</b> | Chair Tootie Smith           | <b>E</b>   | Lauren Underwood |
| <b>P</b> | Teresa Robertson     | <b>P</b> | Emily Klepper                | <b>P-S</b> | Jay Wilson       |
| <b>P</b> | Jeffrey Rubin        | <b>A</b> | Caroline Hill                |            |                  |
| <b>P</b> | William Tongsiri     | <b>A</b> | Everett Wild                 |            |                  |
| <b>P</b> | Bill Messner         | <b>P</b> | Kimberlee DeSantis           |            |                  |
| <b>P</b> | Brad O'Neil          | <b>A</b> | Tracy Moreland               |            |                  |

**P-Present A-Absent E-Excused S-Staff V-Visitor**

| <b>Items/Issues</b>            | <b>Discussion</b>  | <b>Follow-Up</b>  |
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| <b>Meeting called to order</b> | Meeting called to order at 3:33pm  |   |
| <b>Roll and Minutes</b>        | Roll taken and quorum met.   |   |
| <b>EPC Membership</b>          | <ul style="list-style-type: none"> <li>• Updated Roster</li> <li>• Google Drive Information</li> <li>• Recruitment               <ul style="list-style-type: none"> <li>• Recruitment has been put on hold due to bylaw change.</li> </ul> </li> <li>• December Meeting</li> </ul> | <ul style="list-style-type: none"> <li>• A poll will be sent out in October for scheduling the December/January meeting.</li> </ul> |

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|   | <ul style="list-style-type: none"> <li>• A poll will be sent out in October for scheduling the December/January meeting.</li> <li>• Email       <ul style="list-style-type: none"> <li>• When sending out emails, please be mindful of how and whom you email.</li> <li>• Please ensure that you are sending emails to only current EPC members.</li> </ul> </li> <li>• Commercial Endorsements and Public Records       <ul style="list-style-type: none"> <li>• When serving in EPC functions, EPC members are bound to county ethics.</li> <li>• EPC members cannot endorse products.</li> <li>• All communications are public records.</li> </ul> </li> <li>• Recommendations       <ul style="list-style-type: none"> <li>• Before sending in recommendations, please do a quick inquiry on the status of the recommendations.</li> </ul> </li> </ul> |  |
| <p style="text-align: center;"><b>Approve Minutes</b></p> | <ul style="list-style-type: none"> <li>• December       <ul style="list-style-type: none"> <li>• Motion to approve: Malia.</li> <li>• Seconded: Allison.</li> <li>• December minutes were approved.</li> </ul> </li> <li>• March</li> </ul>  |  |

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|   | <ul style="list-style-type: none"> <li>• Motion to approve: Terry.</li> <li>• Seconded: Rachel.</li> <li>• March minutes were approved.</li> <li>• June             <ul style="list-style-type: none"> <li>• Motion to approve: Terry.</li> <li>• Seconded: Teresa.</li> <li>• June minutes were approved.</li> </ul> </li> </ul>  |  |
| <p style="text-align: center;"><b>Bylaws Revision</b></p> | <ul style="list-style-type: none"> <li>• Major Bylaw Revisions             <ul style="list-style-type: none"> <li>• Article 3                 <ul style="list-style-type: none"> <li>• Removed section D.</li> </ul> </li> <li>• Article 4                 <ul style="list-style-type: none"> <li>• Decreasing the number of members from 15 members to at least 7 and no more than 9 members</li> <li>• Board of County Commissioners will serve as ex officio nonvoting member.</li> <li>• Subject matter experts may be called upon to advise on specific topics as needed.</li> <li>• At least 5 members broadly distributed across all areas of the county, rural, urban, and suburban, as diverse as possible.</li> <li>• Removing community members at large</li> </ul> </li> </ul> </li> </ul> |  |

- Removing three community members at large representing diverse populations
- Decreasing representatives from CBOs and Nonprofits from 2 members to 1 member
- Decreasing representatives from CPOs or Hamlet/villages from 2 members to 1 member
- Removing section regarding term staggering. All terms are 3-year terms.
- Article 5
  - Removing the Secretary officer.
- Article 8
  - Adding in that subcommittees can be created on an ad-hoc basis.
- Approve Bylaws Revision
  - Move to adopt changes to the bylaws, effective at the next meeting of new 8-member Council.
    - Motion to approve: Allison.
    - Seconded: Teresa

- Approved as revised.
- Move to reappoint individuals as members of the new 8-member board; Acknowledge that these individuals have already been approved and appoint by the BCC for this Council.
  - Motion to approve: Malia.
  - Seconded: Teresa
  - Council voted to approved.
- Closed out meeting of the 15-member council and convened as new 8-member council.
- Approve Recommendations to BCC
  - Motion to approve recommendations: William.
  - Seconded: Malia
  - Recommendations approved.
- Officer Elections
  - Chair
    - Nominations: Malia
    - Motion to elect Malia as Chair: Allie
    - Seconded: Teresa
    - Malia elected to Chair.

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|   | <ul style="list-style-type: none"> <li>• Vice Chair           <ul style="list-style-type: none"> <li>• Nominations: William</li> <li>• Motion to elect William as Vice Chair: Jeff</li> <li>• Seconded:</li> <li>• William elected to Vice Chair</li> </ul> </li> </ul>  |   |
| <p><b>Updates from Clackamas County Disaster Management</b></p> | <ul style="list-style-type: none"> <li>• Incident Updates</li> <li>• Pending After Action Reports</li> <li>• EPC Orientation           <ul style="list-style-type: none"> <li>• Will provide an overview of the county structure and how the EPC is positioned in that structure, how Disaster Management works with county departments, training courses of interest, and background on EPC purpose and bylaws.</li> </ul> </li> <li>• Recovery Framework Updates           <ul style="list-style-type: none"> <li>• Identifies the community's recovery goals prior to disasters.</li> <li>• Have been working with county staff across all departments and community-based organizations.</li> <li>• Currently working on community engagement and using feedback to inform what the framework looks like.</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• Disaster Management will be sending a fire season wrap up email out to the EPC.</li> <li>• A poll for the EPC Orientation will be sent out.</li> </ul> |

- Framework will be available for community review by January 1, 2024.
- Final draft is due May 2024.
- Community Wildfire Protection Plan Updates
  - Typically on a 5 year update cycle
  - Senate Bill 762 created a lot of programs and products across the state.
  - Wildfire Risk Maps were retracted by the State Department of Forestry, this is a key document for planning updates.
  - New guidance for wildfire hazard maps has been provided.
  - Expect to have a draft by the end of September 2023 for Fire Defense Board review.
  - Once reviewed by the FDB, the plans will be posted online for community and EPC review.
  - Looking to have plans finalized by December 2023
- Natural Hazard Mitigation Plan Updates
  - Deadline is April 2024.
  - Waiting on final report from DOGAMI regarding updated hazard assessment and risk

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|   | <p>identification study that should come out at the end of September.</p> <ul style="list-style-type: none"> <li>• Community and EPC will be able to provide comments.</li> <li>• FEMA will review by December 31, 2023.</li> </ul>  |   |
| <p><b>Subcommittee Reports</b></p>                          | <ul style="list-style-type: none"> <li>• Communication and Community Preparedness joint meeting           <ul style="list-style-type: none"> <li>• Drafted a letter to the BCC asking to take action to ensure cell service providers maintain service to cell towers during an emergency.</li> <li>• FEMA and FCC are planning a nationwide emergency alert test on October 4th, 2023.</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• Letter will be revised by Communication Preparedness subcommittee on October 4th, 2023, at 1pm.</li> </ul> |
| <p><b>Discussion and Suggestions for Future Agendas</b></p> | <ul style="list-style-type: none"> <li>• Invitation to Fire on the Mountain Film festival on October 15th.</li> <li>• Draft of NHMP</li> <li>• After Action Reports</li> <li>• Member recruitment and terms ending</li> </ul>  |   |
| <p><b>Summary and Next Steps</b></p>                        | <ul style="list-style-type: none"> <li>• Meeting adjourned 5:41pm</li> </ul>   |   |