

Portland, Oregon

FINANCIAL IMPACT and PUBLIC INVOLVEMENT STATEMENT For Council Action Items

(Deliver original to Financial Planning Division. Retain copy.)

1. Name of Initiator Valentine Hellman		2. Telephone No. 503.823.2055	3. Bureau/Office/Dept. Emergency Management
4a. To be filed (date): 8/2/2012	4b. Calendar (Check One) <div style="display: flex; justify-content: space-around;"> Regular <input checked="" type="checkbox"/> Consent <input type="checkbox"/> 4/5ths <input type="checkbox"/> </div>		5. Date Submitted to Commissioner's office and FPD Budget Analyst: 8/8/2012
6a. Financial Impact Section: <input checked="" type="checkbox"/> Financial impact section completed		6b. Public Involvement Section: <input checked="" type="checkbox"/> Public involvement section completed	

1) Legislation Title:

*Authorize a contract with Chinook Prevention and Preparedness Group for Designing, Conducting and Evaluating an Emergency Response Exercise for a total not-to-exceed amount of \$134,870. (Ordinance; Contract No. 30002802)

2) Purpose of the Proposed Legislation:

The Portland Urban Area (PUA), acting with and through the Regional Disaster Preparedness Organization (RDPO) and the Portland Bureau of Emergency Management (PBEM), has determined that a multi-discipline full scale exercise spanning the entire urban area is necessary to evaluate its current capabilities and identify deficiencies and gaps that should be addressed through future corrective actions.

Chinook Prevention and Preparedness Group shall support the PUA and the PUA Regional Exercise Planning Team (EPT) successfully accomplish the following goals:

- Design, development, conduct, and evaluation for an Assumptions Workshop.
- Design, development, conduct, and evaluation for a Regional Full-Scale Exercise (FSE). The FSE will involve field and Emergency Operations/Coordination Center (EOC/ECC) play and involve public sector emergency response disciplines along with private sector partners, non-governmental organizations, and local volunteer groups.

3) Which area(s) of the city are affected by this Council item? (Check all that apply—areas are based on formal neighborhood coalition boundaries)?

- | | | | |
|--|------------------------------------|------------------------------------|--------------------------------|
| <input checked="" type="checkbox"/> City-wide/Regional | <input type="checkbox"/> Northeast | <input type="checkbox"/> Northwest | <input type="checkbox"/> North |
| <input type="checkbox"/> Central Northeast | <input type="checkbox"/> Southeast | <input type="checkbox"/> Southwest | <input type="checkbox"/> East |
| <input type="checkbox"/> Central City | | | |
| <input type="checkbox"/> Internal City Government Services | | | |

FINANCIAL IMPACT

4) Revenue: Will this legislation generate or reduce current or future revenue coming to the City? If so, by how much? If so, please identify the source.

This legislation will not generate or reduce current or future revenue coming to the City.

5) Expense: What are the costs to the City related to this legislation? What is the source of funding for the expense? *(Please include costs in the current fiscal year as well as costs in future years. If the action is related to a grant or contract please include the local contribution or match required. If there is a project estimate, please identify the **level of confidence**.)*

This legislation will cost \$134,870. Funding for this project is available from the UASI 2011 Grant and has been budgeted in FY12/13.

6) Staffing Requirements:

- Will any positions be created, eliminated or re-classified in the current year as a result of this legislation? *(If new positions are created please include whether they will be part-time, full-time, limited term, or permanent positions. If the position is limited term please indicate the end of the term.)*
- Will positions be created or eliminated in *future years* as a result of this legislation?

This legislation will not affect staffing.

(Complete the following section only if an amendment to the budget is proposed.)

7) Change in Appropriations *(If the accompanying ordinance amends the budget please reflect the dollar amount to be appropriated by this legislation. Include the appropriate cost elements that are to be loaded by accounting. Indicate "new" in Fund Center column if new center needs to be created. Use additional space if needed.)*

Fund	Fund Center	Commitment Item	Functional Area	Funded Program	Grant	Sponsored Program	Amount

[Proceed to Public Involvement Section — REQUIRED as of July 1, 2011]

PUBLIC INVOLVEMENT

8) Was public involvement included in the development of this Council item (e.g. ordinance, resolution, or report)? Please check the appropriate box below:

☒ YES: Please proceed to Question #9.

☐ NO: Please, explain why below; and proceed to Question #10.

9) If "YES," please answer the following questions:

a) What impacts are anticipated in the community from this proposed Council item?

This ordinance seeks Council approval for the hiring of a consulting team to assist the City and its regional partners with design, conduct, and evaluation of a regional disaster exercise. Hiring of the team and the work it performs will have little impact on the community other than to provide assistance to the many organizations planning the exercise. However, the exercise itself will involve and impact numerous external government entities (state, county, city, special district), several volunteer groups and NGOs (NET, Medical Reserve Corps, Amateur Radio Emergency Services, American Red Cross), hospitals, and, perhaps, a number of large private sector entities in the region.

b) Which community and business groups, under-represented groups, organizations, external government entities, and other interested parties were involved in this effort, and when and how were they involved?

A wide spectrum of external government entities (city, county, state, special district and National Guard), along with representatives from the healthcare industry, regional utilities, the American Red Cross, and others were involved in developing the initial goals and objectives for the regional exercise. A smaller group representing those same organizations has been formed to design the exercise and this group will work with the consulting team identified in this ordinance.

c) How did public involvement shape the outcome of this Council item?

Public involvement shaped the initial exercise goals and objectives and helped identify public/ community expectations for both the exercise and the exercise design process. The goals, objectives, and expectations were factored into the RFP that led to selection of the consulting team identified in this ordinance.

d) Who designed and implemented the public involvement related to this Council item?

The initial public involvement strategy was developed by a small team with representatives from the City (fire and emergency management), the regional Cities Readiness Initiative (public health), and Washington County (emergency management). Since formation of the regional exercise design team, the public involvement strategy has

been managed by that group. The exercise design team includes the same people who were part of the initial team plus representatives from the five counties in the metro area, state government (health and emergency management), law enforcement, fire, public safety communications, the Red Cross, hospitals, and more.

e) Primary contact for more information on this public involvement process (name, title, phone, email):

1. Adrienne Donner, Coordinator, Regional Cities Readiness Initiative, (503) 846-3769, adrienne_donner@co.washington.or.us
2. Scott Porter, Director, Office of Consolidated Emergency Management, (503) 259-1171, scott.porter@tvfr.com
3. Valentine Hellman, Contract Management Specialist, Portland Bureau of Emergency Management, (503) 823-2055, valentine.hellman@portlandoregon.gov

10) Is any future public involvement anticipated or necessary for this Council item? Please describe why or why not.

Future public involvement is not anticipated for this Council item and the associated hiring of the exercise design consulting team. However, public involvement will continue throughout the exercise design, conduct, and evaluation processes.

Carmen Merlo

BUREAU DIRECTOR (Typed name and signature)



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Sam Adams, Mayor
Carmen Merlo, Director

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INTEROFFICE MEMORANDUM

DATE: 7/30/2012

TO: Mayor Sam Adams

FROM: Carmen Merlo, Director *CM*
Bureau of Emergency Management

RE: *Authorize a contract with Chinook Prevention and Preparedness Group for Designing, Conducting and Evaluating an Emergency Response Exercise for a total not-to-exceed amount of \$134,870. (Ordinance; Contract No. 30002802)

1. INTENDED THURSDAY FILING DATE: 8/2/2012
2. REQUESTED COUNCIL AGENDA DATE: 8/8/2012
3. CONTACT NAME & NUMBER: Valentine Hellman, 503.823.2055
4. PLACE ON: ☐ CONSENT ☒ REGULAR
5. BUDGET IMPACT STATEMENT ATTACHED: ☒ Y ☐ N ☐ N/A
6. ORIGINAL COPY OF CONTRACT APPROVED AS TO FORM BY CITY ATTORNEY
ATTACHED: ☒ Yes ☐ No ☐ N/A

7. BACKGROUND/ANALYSIS

The Portland Urban Area (PUA), acting with and through the Regional Disaster Preparedness Organization (RDPO) and the Portland Bureau of Emergency Management (PBEM), has determined that a multi-discipline full scale exercise spanning the entire urban area is necessary to evaluate its current capabilities and identify deficiencies and gaps that should be addressed through future corrective actions.

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8. FINANCIAL IMPACT

See Financial Impact Statement.

9. RECOMMENDATION/ACTION REQUESTED

Authorize execution of contract 30002802.