



DEPARTMENT OF EMERGENCY MANAGEMENT

COLUMBIA COUNTY
230 STRAND STREET
ST. HELENS, OREGON 97051

April 4, 2023

SUBJECT: Homeland Security and Emergency Management Commission Update

To the Columbia 911 Communications District:

I am happy to report that with the support and guidance of the Homeland Security and Emergency Management Commission (HSEMC) and Chairman Kelly Niles, the Board of County Commissioners (BOCC) adopted our first Integrated Preparedness Plan (IPP). The IPP fulfills section 2(f) of the HSEMC agreement directing my department to complete a strategic plan with defined deliverables. As directed by the IPP and HSEMC, I want to report on the status of the efforts outlined within. I hope this letter and its enclosures can be updated over time and provide clarity and visibility.

Unfortunately, Continuity of Operations Plans (COOP) have fallen behind schedule due to a conflict with the state sponsored software this function rests within. State Emergency Management has decided to terminate the contract with our current provider, Bold Software, in favor of Veoci. Veoci is a software as a service product I have in depth experience with from a previous agency. I am cautiously optimistic for this change, that I have been informed is in the final stages of contracting. Questions remain unanswered about specifically what agencies will have access and when. Once Emergency Management has access to Veoci, we need to get to know the system and develop standard operating guidelines before starting the process with customer departments.

The Emergency Operations Plan (EOP) review is proceeding well with the on-time presentation of a draft on 3/29 to the BOCC. Some stakeholders were not able to provide feedback in time for this presentation. To meet the three-month planning timeline in the IPP and meet the request of department heads to review a new draft rather than be involved in the day-to-day composition, the project was broken into 3 phases. In phase 1 (35 days, 1/3-2/7), I composed a new draft; phase 2 (41 days, 2/7-3/20), the draft was provided to the stakeholders for review and feedback; phase 3 (9 days, 3/20-3/29), I consolidated feedback and submitted on 3/24 for public posting for the Board meeting the following week.

Stakeholder feedback on both the plan itself and process of planning is being received. Stakeholders may need more time or individual assistance to complete their contributions. Feedback will be taken into account on future reports and IPP updates.

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The timely completion of training assigned within the IPP is concerning, especially the completion of online self-paced FEMA independent study (FEMA-IS) courses. Several FEMA-IS courses are prerequisites for less frequent in person training opportunities that we must be ready to take advantage. In support of the 2018 EOP, I circulated a training guidance memo last June informing department heads of training to complete with their assigned roles in that plan. Knowing that the IPP and a new EOP were scheduled for early this year I did not press departments on completion. I wanted the BOCC to consider recommendations and provide guidance, this has happened with the adoption of the IPP and the beginning of the conversation about the new EOP.

The new EOP provides a by department, by EOC position, by name roster for department heads to complete (condensed version is enclosure B). The IPP provides the timeline for the completion of training for each position. I believe we can keep pace with the plan if assigned personnel complete one FEMA-IS course per month. Progress will be reported in enclosure B: EOC Training Progress.

Additionally, a planned seminar providing the community instruction about the new EOP has been placed on hold until the final plan has been adopted by the BOCC.

This year, we also asked HSEMC what your priorities are regarding emergency management with our stakeholder survey. Points on the graph are weighted so a stakeholders' first priority received five points, while their fifth priority received one point. The results pictured in enclosure C show three leading priorities. In order, the three leading priorities are: updating countywide plans, exploring an emergency response software, and assisting local planning efforts.

First, updating county wide emergency plans. The IPP is a large step towards accomplishing this goal and I look forward to the HSEMC's continued feedback to continue improving.

Second, a county wide emergency response software. The plan up for review in Q2 governs how we utilize our Emergency Operations Center. During this process I hope to solidify our administrative process and procedures (e.g. resources requests, stakeholder reporting, etc.) enough so that we can have a conversation about how a digital system could support them. I believe that HSEMC would be the perfect venue for this discussion beginning in Q3. I look forward to the discussion within the group and hope a consensus recommendation can be made on a software tool for the County moving forward.

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Third, assistance with local planning efforts. In the coming year I hope to establish a system where paying HSEMC stakeholders can receive our expertise. I am open to suggestions on how to accomplish this equitably throughout the group.

Beyond what we hope to accomplish within the IPP, we are working with County Counsel to outline a new intergovernmental agreement for consideration by HSEMC. I hope to take the input we have already received, formally consolidate it, and put it before the full Commission for discussion. HSEMC is unique as the sole countywide body for public safety stakeholders to regularly meet and improve our community. I want to ensure its success as we work together in an increasingly hazardous world.

Your continued support enables this development and reduces risk to our served citizens, thank you.

Should you have any questions about the IPP or its progress, please do not hesitate to reach out to us. Thank you for your time and consideration.

Very Respectfully,

A handwritten signature in black ink, appearing to read "Chris Carey", with a long horizontal flourish extending to the right.

Chris Carey
Director
Department of Emergency Management
Columbia County

Enclosures:

A: Quarterly Status

B: EOC Training Progress

C: HSEMC Stakeholder Survey 2022

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Enclosure A: Quarterly Status

Time		Activity	Status	Notes
2022 Q4	Planning	Continuity of Government Plan	Draft Complete	Conversation started with County Counsel about next steps
		COOP: General Services	Late	Late, state OEM is switching continuity software contractors from the current BOLD planning to a new product called Veoci. The state needs to grant access to CCEM so we can learn the software, develop a standard operating guideline and then engage departments on a way forward.
		COOP: Emergency Management	Late	Late, pending state COOP software change
		COOP: Land Development	Late	Late, pending state COOP software change
		County Facilities Emergency Plan	Waiting on Input	Pending Input from CCSO for active shooter portion
		Hazardous Materials Transportation by Rail Plan	Draft Complete	LEPC Led review
		Hazardous Materials Emergency Response Plan	Draft Complete	LEPC Led review
	Organizing	None	None	
	Equipping	EOC Information Systems	On Plan	Completed HSEMC Stakeholder Survey asking about the group's thoughts on EOC Information Systems as a priority.
	Training	EOC Training Memo	Complete	Distributed to departments 27MAR22
	Exercises	None	None	
Time		Activity	Status	Notes
2023 Q1	Planning	Emergency Operations Plan	On Plan	Draft presented to BOCC 29MAR23
		COOP: Board of County Commissioners	Late	Late, pending state COOP software change
	Organizing	MOU's with back up facilities	On Plan	
		Verifying Everbridge employee information	On Plan	

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		MOU's with local stakeholders for shelters	On Plan	CCEM is composing a form for community stakeholders to complete if they would like to be included in the mass care planning process and/or inclusion in a mass care contact roster for potential activation during mass care events.
	Equipping	EOC Information Systems	On Plan	Completed HSEMC Stakeholder Survey asking about the group's thoughts on EOC Information Systems as a priority.
	Training	IS-100	Late	
		IS-700	Late	
		IS-29	Late	
	Exercises	Seminar: Emergency Operations Plan	Late	Standing by for approved EOP
Time	Activity		Status	Notes
2023 Q2	Planning	EOP Functional Annex: EOC	On Plan	Work beginning on schedule
		COOP: Fairgrounds	Late	Late, pending state COOP software update
	Organizing	MOU's with back up facilities	On Plan	
		MOU's with local stakeholders for shelters	On Plan	
		Verifying Everbridge employee information	On Plan	
	Equipping	None	None	
	Training	IS-200	On Plan	
		IS-800	On Plan	
		IS-2200	On Plan	
	Exercises	TTX: Cascadia	On Plan	
Time	Activity		Status	Notes
2023 Q3	Planning	EOP Hazard Annex: Earthquake	On Plan	
		COOP: Finance & Taxation	Forecasting Late	Late, pending state COOP software update
	Organizing	MOU's with local stakeholders for shelters	On Plan	
	Equipping	None	None	

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	Training	ICS-300	Forecasting Late	Staff must complete prerequisite training and an ICS-300 class must be located
		IS-325	On Plan	
	Exercises	Seminar: EOP Functional Annex: EOC	On Plan	
Time	Activity		Status	Notes
2023 Q4	Planning	EOP Functional Annex: Mass Care	On Plan	
		COOP: Public Health	Forecasting Late	Late, pending state COOP software update
	Organizing	MOU's with local stakeholders for shelters	On Plan	
	Equipping		None	
	Training	IS-405	On Plan	
		IS-11	On Plan	
	Exercises	Tabletop: Extreme Heat Event	On Plan	
Time	Activity		Status	Notes
2024 Q1	Planning	EOC Functional Annex: Communications	On Plan	
		COOP: Community Justice	On Plan	
		COOP: District Attorney	On Plan	
	Organizing		None	
	Equipping		None	
	Training	ICS-400	Potentially Late	Staff must complete prerequisite training and an ICS-300 class must be located
	Exercises		None	
Time	Activity		Status	Notes
2024 Q2	Planning	EOP Hazard Annex: Flooding	On Plan	
		COOP: Information Technology	On Plan	
		COOP: Economic Development	On Plan	

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	Organizing		None	
	Equipping		None	
	Training	IS-5	On Plan	
	Exercises	Tabletop: HAZMAT & Communications	On Plan	
Time	Activity		Status	Notes
2024 Q3	Planning	EOP Functional Annex: Active Shooter / Terrorism	On Plan	
		COOP: Public Works	On Plan	
		COOP: Public Information Officer	On Plan	
	Organizing		None	
	Equipping		None	
	Training	IS-271	On Plan	
		IS-158	On Plan	
		IS-162	On Plan	
		IS-322	On Plan	
		IS-1112	On Plan	
	Exercises	Functional: Flooding	On Plan	
Time	Activity		Status	Notes
2024 Q4	Planning	COOP: Transportation	On Plan	
	Organizing		None	
	Equipping	Bleeding Control Kits	On Plan	
	Training	IS-904	On Plan	
		IS-907	On Plan	
		IS-360	On Plan	
		Stop the Bleed Training	On Plan	
	Exercises	Tabletop: Active Shooter	On Plan	
Time	Activity		Status	Notes
2025 Q1	Planning	Recovery Plan	On Plan	
		COOP: County Clerk	On Plan	
		COOP: County Counsel	On Plan	
	Organizing		None	
	Equipping		None	

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	Training		None	
	Exercises		None	
Time		Activity	Status	Notes
2025 Q2	Planning	EOP Functional Annex: Debris Management	On Plan	
		COOP: Human Resources	On Plan	
		COOP: Sheriff's Animal Control	On Plan	
	Organizing		None	
	Equipping		None	
	Training		None	
	Exercises	Full Scale: Local Assistance Center	On Plan	
Time		Activity	Status	Notes
2025 Q3	Planning	Recovery Plan	On Plan	
		COOP: Sheriff	On Plan	
	Organizing		None	
	Equipping		None	
	Training	K0146 HSEEP	On Plan	
		IS-632	On Plan	
		IS-633	On Plan	
	Exercises	Tabletop: Debris Management	On Plan	
Time		Activity	Status	Notes
2025 Q4	Planning	Integrated Preparedness Plan	On Plan	
		COOP: Surveyor	On Plan	
		COOP: Assessor's Office	On Plan	
	Organizing	Updating County Code to facilitate recovery	On Plan	
	Equipping		None	
	Training	IS-558	On Plan	
		IS-559	On Plan	
		IS-2900	On Plan	
	Exercises		None	

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Enclosure B: EOC Training Progress

Responsible Department		EOC Position	IS-100	IS-700	IS-2200	IS-200	IS-800	ICS-300	ICS-400	L-2300	Sec. Specific
County Agency	Finance & Taxation	Finance & Admin. Section Coordinator									
County Agency	Finance & Taxation	Finance & Admin. Section Coordinator									
County Agency	Treasurer	Finance & Admin. Support									
County Agency	Information Technology	Communications Unit Leader									
County Agency	Information Technology	Communications Unit Leader									
Community Partner	ARES	Communications Unit Leader									
Community Partner	ARES	Communications Unit Leader									
County Agency	General Services	Logistics Section Coordinator									
County Agency	Transit	Logistics Section Coordinator									
County Agency	General Services	Resource Unit Leader									
County Agency	General Services	Resource Unit Leader									
County Agency	Transit	Transportation Unit Leader									
County Agency	Transit	Transportation Unit Leader									
County Agency	Human Resources	Volunteer & Donations Unit Leader									
County Agency	Human Resources	Volunteer & Donations Unit Leader									
County Agency	Emergency Management	EOC Director	x	x	x	x	x	x	x	x	x
County Agency	Emergency Management	EOC Director	x	x	x	x	x	x	x		x
County Agency	County Counsel	Legal Officer									
County	County Counsel	Legal Officer									

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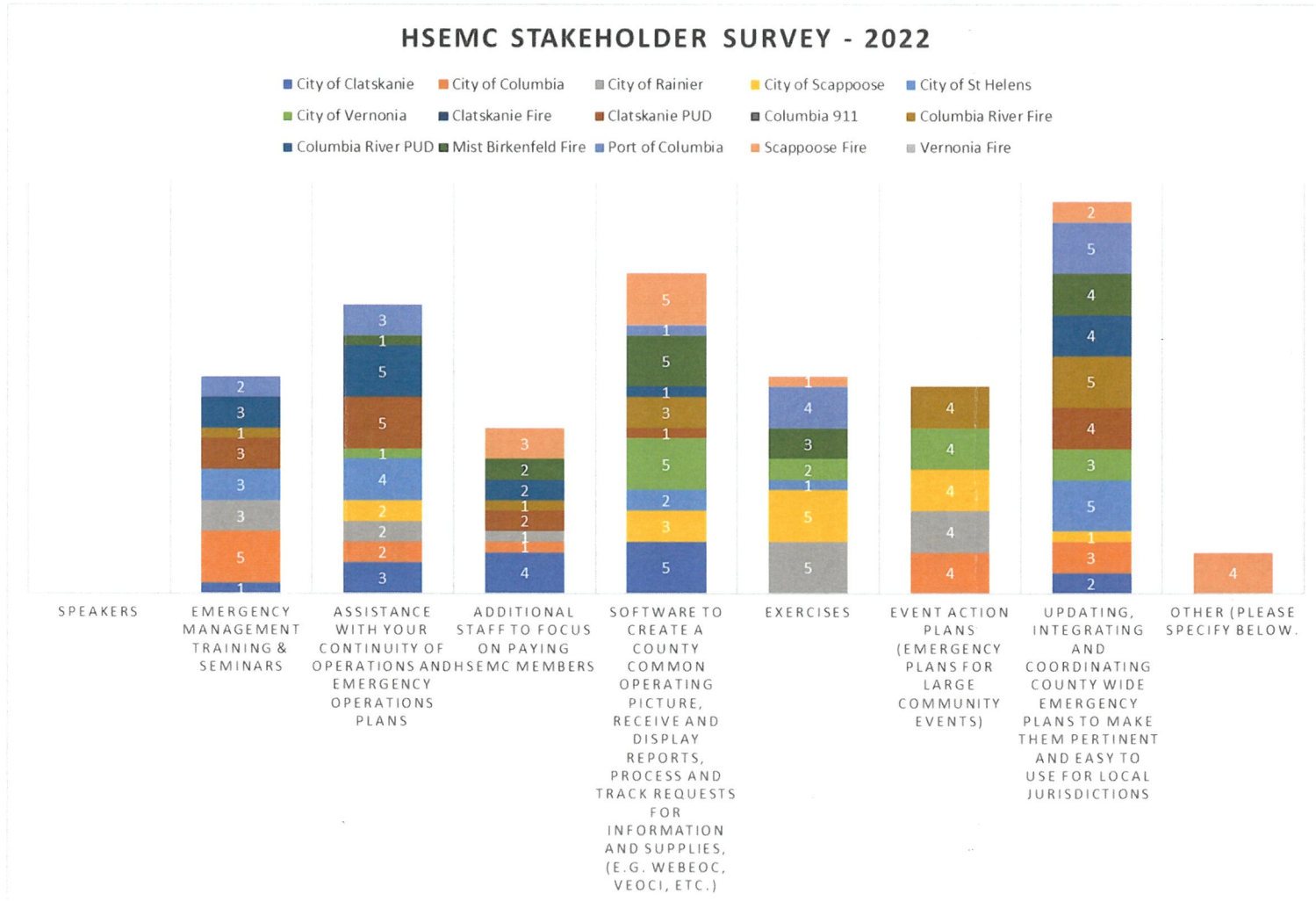
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Agency											
Community Partner	Grange / 4H	Natural Resources Group Leader									
County Agency	Sheriff	Public Safety Branch Director									
Community Partner	Fire Defense Board	Public Safety Branch Director									
Community Partner	Fire Defense Board	Public Safety Branch Director									
County Agency	Public Works	Public Works Group Leader									
County Agency	Public Works	Public Works Group Leader									
County Agency	Assessor	Planning Section Coordinator									
County Agency	Land Development Services	Planning Section Coordinator									
County Agency	Surveyor	Planning Section Coordinator									
County Agency	Land Development Services	Planning Unit Leader									
County Agency	Land Development Services	Planning Unit Leader									
County Agency	Assessor	Situation Status Unit Leader									
County Agency	Clerk	Situation Status Unit Leader									
County Agency	Surveyor	Situation Status Unit Leader									



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Enclosure C: HSEMC Stakeholder Survey 2022



Homeland Security and Emergency Management Commission
Columbia County Office of Emergency Management
230 Strand
St. Helens, OR 97051
503-366-3934

Invoice

Due Date: 31 May 2023

BILL TO Columbia 911 Communications District
PO Box 998
St. Helens, OR 97051

DATE	DESCRIPTION	BALANCE	AMOUNT		
4 April 2022	HSEMC Support Fee Please Make payable to: Columbia County Account: 208-444.20-318.63-000-00		\$9,844.88		
CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	AMOUNT DUE
					\$9,844.88

REMITTANCE
Statement #
Date
Amount Due
Amount Enclosed

Thank you for your support!