# Resource Management Sub-Committee (RMC) of REMTEC

## Standard Operating Procedure (SOP)

### I. Background

The Regional Disaster Preparedness Organization (RDPO) is a partnership of government agencies and private and nonprofit organizations in the Portland Metropolitan Region (PMR) working together to build and maintain regional all-hazards disaster preparedness capabilities through coordinated planning, training and exercising, and investment in technology and specialized equipment. The PMR encompasses the five counties of Clackamas, Columbia, Multnomah, and Washington in Oregon and Clark in Washington, along with the City of Portland. Membership in the RDPO is open to all government jurisdictions in this region, as well as private and nonprofit sector organizations working on disaster preparedness.

The work of the RDPO is conducted and coordinated through a well-defined structure of committees and work groups, including the Policy, Steering, and Program committees, discipline-specific work groups, and cross-discipline task forces.  The Resource Management Committee (RMC) is a subcommittee of the RDPO's Emergency Management Work Group (REMTEC).

FEMA defines resource management as systems for identifying available resources at all jurisdictional levels to enable timely, efficient, and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. [1].

### II. Purpose of the Resource Management Committee (RMC)

The RMC is responsible for developing disaster regional resource management capabilities across the region.

### III. Objectives

1. Assess the status of local and regional resource management capabilities and coordinate to identify and address regional gaps.

2. Address regionally developed core capability targets and RDPO strategic planning goals and objectives that relate to resource management.

3. Facilitate cross-discipline and cross-jurisdictional coordination in resource management projects and programs.

---

[1] National Incident Management System, Third Edition, October 2017

4.  Coordinate the continuous improvement and standardization of resource management and other logistical functions (within an ICS organization).

5.  Facilitate projects that provide mutual benefit to local resource management capabilities.

**IV. Roles and Responsibilities**

1.  Exchange information (within its membership), anticipate and assess regional capability needs, propose projects, and develop coordinated approaches – within a focused area (disciplinary or topical).

2.  Provide expert advice to the Program Committee (through the REMTEC Work Group Chair) on regional capabilities, strategic needs and priorities, and recommended approaches, initiatives, and policies.

3.  Design, plan and execute regional priority initiatives within disciplinary or topical areas, as chartered by the Program Committee in accordance with the RDPO Strategic and Work Plans and associated project budgets.

4.  Coordinate efforts on initiatives originating within jurisdictions, the private sector, NGOs and other networks within the region.

5.  Provide project management direction for any RDPO staff who support the RMC.

**V. Membership and Voting Privileges**

1.  The RMC is comprised of voting members that represent each of the six core regional jurisdictions of the RDPO.  Members are expected to share committee information, projects, activities, issues, and procedures with their respective agencies and disciplines.

2.  Each of the six core urban area jurisdictions in the Portland Metro Region may nominate one member for the RMC.  The emergency management director of each of these jurisdictions should appoint their representative to the RMC. .

3.  All nominees should be knowledgeable of the resources available in their disciplines and/or jurisdictions.  Ideally they should also have training and experience in resource management and they should be knowledgeable of the National Incident Management System (NIMS) resource management practices.

4.  Anyone may attend a committee meeting.  Non-member attendees may not vote but are allowed to participate in discussion on issues that will be decided by vote.

### VI. Leadership

1. The RMC is facilitated by a Chair and, in their absence, by a vice-Chair, who are representatives having the knowledge, skills and time to serve in a regional capacity. Candidates for these positions are nominated by members of the RMC and voted on by all members in attendance at the meeting where a vote occurs. The candidates receiving the most votes are elected as Chair.

2. RMC Chair and vice-Chair serve for a term of two years and may serve consecutive terms. Candidates for these positions must have the authorization and support of their managing agency.

3. The RMC Chair performs the following duties:

    - Serve as the RMC representative to the REMTEC Work Group.

    - Facilitate RMC meetings.

    - Oversee and monitor RMC activities, including, project management and implementation, budget preparation and cost tracking, and procurement approval.

    - Communicate regularly with RMC members.

    - Coordinate with the RDPO Manager on issues related to the work and performance of any RDPO staff assigned to the RMC.

    - Coordinate with other discipline working groups as appropriate.

### VII. Meetings

- The RMC meets every other month on the fourth Thursday, or more frequently as scheduled and as needed.

- An attendance list and notes, including meeting outcomes, is created for each meeting by the RMC Chair and a copy is retained by RDPO staff.

- Key decisions are documented by the RMC Chair and transmitted to the REMTEC Work Group and other appropriate members of the RDPO as necessary.

### VIII. Decision-Making

- The RMC makes decisions using a consensus model that allows each group member equal weight in the decision-making process. During a discussion on an issue requiring a decision by the group, all members participating are entitled to voice an opinion. A decision is reached when all members accept the outcome.

- In some instances, such as selecting a new Chair or when consensus cannot be reached on an issue, a vote is required. In these situations, all group members present at the meeting are entitled to one vote. The individual, project, course of action, etc. receiving a majority of votes shall be selected as the group's decision.

- The decision whether or not to vote on an issue is generally at the discretion of the RMC Chair; however any member of the group can request a vote.

- A formal vote will be required when -
    - Selecting a committee Chair and vice Chair
    - Decisions involve funding or policy
    - The committee fails to reach consensus on an issue that requires a decision
    - The committee agrees by consensus that a vote is required. For example, the committee may require voting approval of committee-produced documents such as operations plans, strategic plans, project deliverables, etc.

- A quorum exists when a simple majority of members (50% plus one) are present, or, if alternative voting methods are used, when a majority of members have cast a vote.

- The Chair will ensure that Roberts Rules of Order are followed for all committee activities involving a decision by vote.

- In some situations, holding a vote at a meeting may not be possible. For example, a grant application issue may require a quick decision to meet a deadline. In these cases, the committee may conduct a vote by conference call, email, or other electronic method if the committee agrees to the alternative voting process by consensus. The Chair will share the results of votes by email with the RMC.

- Whenever a vote takes place, the results of the vote will be included in the notes from the meeting.


**IX. Conflict Resolution**
If an irresolvable issue arises, the follow steps should be taken to attempt to overcome the problem:

1. The REMTEC Chair works with the group or committee to broker an agreement. If this does not resolve the conflict;

2. The committee votes. If this does not resolve the conflict;

3. The Chair of the Program Committee works to broker the agreement. If this does not resolve the conflict;

4. A professional mediator is enlisted by the Program Committee Chair.

**Approval:**

Resource Management Committee Chair:

Katy Wolf      *Katy Wolf*    8/7/19
_____
Printed name/Signature/Date


REMTEC Chair:

_____
Printed name/Signature/Date


Program Committee Chair:

_____
Printed name/Signature/Date