

# Final Report: River Public Safety Coordination Task Force

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## Report on a task force comprised of representatives from the following agencies in the greater Portland area:

Bureau of Emergency Communications  
Clark County Sheriff's Office  
Gresham Fire and Emergency Services  
Marine Board of Oregon  
Multnomah County Sheriff's Office  
Office of City Commissioner Erik Sten  
Office of City Commissioner Sam Adams  
Office of Mayor Tom Potter  
Port of Portland Fire Department  
Portland Fire & Rescue  
United States Coast Guard  
Vancouver Fire Department

**Task force facilitated by:**  
Campbell DeLong Resources, Inc. on behalf of

**The City of Portland, Oregon  
Office of Commissioner Sam Adams**

December 2007

*With Appendix A updated to show the River Activity Report through June of 2008*

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## Introduction

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The River Public Safety Coordination Task Force was organized to implement a specific set of assignments designed to improve the quality of service coordination among river response agencies, enhance efficiencies where possible, and offer better data reporting regarding on-river activities by public safety providers. The following document describes the results of that work.

In addition to the presence of two citizen representatives on the task force, each agency selected members of appropriate rank and authority to represent their agencies as decision-makers. The task force members include:

Brad Howton, *Task Force Chair*, General Manager, Columbia Crossings  
Jane Ames, Senior Policy Director, Office of City Commissioner Sam Adams  
Chuck Atkins, Commander, Clark County Sheriff's Office  
Frank Bocarde, Citizen  
Chris Bryant, Captain, Water Resource Coordinator, Port of Portland Fire Department  
Mitch Cline, United States Coast Guard  
Jim Drew, Lead Marine Patrol Deputy, Clark County Sheriff's Office  
Jeff Johnson, Captain, Marine Program Coordinator, Vancouver Fire Department  
Patrick Jones, Partner Agency Coordinator, Bureau of Emergency Communications (BOEC)  
Jim Klum, Deputy Chief, Gresham Fire and Emergency Services  
Mark Maunder, Battalion Chief, Gresham Fire and Emergency Services  
John Nohr, Deputy Chief, Portland Fire & Rescue  
Monte Reiser, Captain, Multnomah County Sheriff's Office (MCSO)  
Rich Rodgers, Liaison to Portland Fire & Rescue, Office of City Commissioner Erik Sten  
Maria Rubio, Public Safety & Security Director, Office of Mayor Tom Potter  
Bill Rydblom, Law Enforcement Coordinator, Marine Board of Oregon  
Mike Shults, Lieutenant, Multnomah County Sheriff's Office

We acknowledge the periodic assistance of staff at the various participating agencies and, in particular, note the substantial assistance received in developing a method for a river public safety reporting system by the following staff from the Fiscal and Research Analysis Units of the Multnomah County Sheriff's Office: Courtney Cripe, Steve Wright, and Wendy Lin-Kelly.

The task force was facilitated by Campbell DeLong Resources, Inc. Questions about this report for the project facilitators should be directed to: John H. Campbell, at 503-221-2005 or e-mail [John@cdri.com](mailto:John@cdri.com).

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# Final Report

## River Public Safety Coordination Task Force

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### Contents

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|   |    |
|---|----|
| <b>Executive Summary</b> .....  | 1  |
| <b>Results Discussion</b> .....   | 2  |
| <i>Task 1: Develop Reporting System</i> .....                           | 2  |
| <i>Task 2: Improve Radio Communication &amp; Dispatch Methods</i> ..... | 5  |
| <i>Task 3: Develop Operating Protocols</i> .....                        | 7  |
| <i>Task 4: Develop a Towing Service RFP</i> .....                       | 10 |
| <b>Appendices</b> .....   | 11 |
| Appendix A: Sample River Public Safety Report                           |    |
| Appendix B: Marine Incident Communications Plan                         |    |
| Appendix C: Operating Protocols   |    |
| Appendix D: Towing Assistance Procedures                                |    |
| Appendix E: Meeting minutes   |    |

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## Executive Summary

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The task force held its first meeting on February 23, 2007 and met approximately every two weeks until December 2007.

The task force was charged with the completion of four tasks. All four tasks have been completed. The following shows the tasks as originally stated and briefly summarizes the results:

- 1. Develop an Enhanced Reporting System.** Develop an effective and reliable reporting system that defines and collects data needed to effectively manage a coordinated river safety services system.
  - Result:* A method for aggregation of multi-agency response data — primarily from the Bureau of Emergency Communications' Computer Aided Dispatch data with supplemental information from the Clark Regional Emergency Services Agency (CRESA), the Coast Guard, and other agencies — has been developed and a reporting template for that information has been designed. The Multnomah County Sheriff's Office has temporarily assumed responsibility for producing this report on a monthly basis until a final decision is made on the appropriate agency to take on this responsibility long-term.
- 2. Improve Radio Communication & Dispatch Methods.** Develop improved radio communication and standardized emergency dispatch methods for all public agencies providing public safety on waterways in Multnomah County.
  - Result:* The challenge of all responding agencies being on the same radio channel during a river response was met by the creation and implementation of the Marine Incident Communications Plan.
- 3. Develop Enhanced Operating Protocols.** Develop comprehensive operating protocols for all agencies in the Multnomah County area providing river public safety services.
  - Result:* Comprehensive operating protocols have been developed, approved, and are in the process of being implemented. It should be noted that each of the other three tasks involve creation of some protocols as well (e.g., communications methods). As such, the complete "protocols" document is actually encompassed by all four elements of the task force's work.
- 4. Develop a Towing Service RFP.** Develop a Request for Proposals to establish towing service from private tow assistance businesses for non-distress river calls. Recommend the RFP to the appropriate governmental jurisdiction for implementation.
  - Result:* A solution for towing services in non-distress situations was developed without the need to create an RFP as charged, but rather by leveraging the fact that the United States Coast Guard already has a procedure in place to manage these situations as referred to them by other river response agencies.

Details regarding the results for each task are discussed in the following section.

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## Results Discussion

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**Task 1: Develop Reporting System.** *Establish an effective and reliable reporting system that defines and collects data needed to effectively manage a coordinated river safety services system.*

**Results:** *The task force has created a reporting template and members continue to refine river response reporting.*

### Overall reporting challenges

The challenge of creating a consistent reporting format for river response activity is threefold:

- ▶ **First, for most responding agencies (with the exception of the Coast Guard) on-river response is a very small part of a much larger land-based response picture.** The consequence of this situation is that current reporting systems within each agency have been organized, formatted, and optimized to shed light on the lion's share of what most agencies are doing — and with large portions of that work being done on land, available detail for events that occur on water has historically been comparatively inaccessible beyond the ability to understand that on-river vessels were involved. As such, separating out those incidents and grouping them with the work of other agencies is not something that each responding agency's systems were set up to do conveniently.
- ▶ **Second, one of the central challenges involves the difference between a dispatch "incident" and what we have called a dispatch "event."** The distinction in terminology is important. An "event" is the public safety problem that actually occurred — a situation that merits a response from at least one public safety responder. However, as is common at 9-1-1 centers, BOEC counts each agency dispatched to the same event as a separate "incident" — thus multiple "incidents" are often associated with a single "event." Therefore, a simple count of "incidents" on the rivers would overstate the number of emergency events that actually require response.
- ▶ **Third, consolidated reporting has not been a priority for any of the agencies involved,** if for no other reason than because there is no over-arching river response management system in place that either requires the information or expects to make funding or deployment decisions based on it. Indeed, even after a number of false starts and challenges were overcome to achieve a reporting methodology, a final unanswered question remains: Long-term, who should be in charge of producing a consolidated report? In the near term, the work will be done by MCSO, but this is only because they have demonstrated the ability to do so, and a better answer is required.

### Reporting solutions considered and eliminated

Methodologies for aggregating reporting data into a comprehensive document were tested and discussed. We both eliminated some avenues of inquiry and proved the viability of others. In summary: While individual agencies keep more detailed records of the "incidents" to which they respond, the Bureau of Technology Services (BTS) has assured the committee that the Computer Aided Dispatch (CAD) data collected by BOEC is the only meaningful method for analyzing aggregated, "multi-disciplinary" data (e.g., data on police and fire "incidents" at the

same “event”). For example, while Portland Fire & Rescue does maintain more detailed information on its own computers for each incident, representatives at BTS have explained that it is not feasible to aggregate that data with BOEC’s CAD information for analysis. In a similar way, attempting to integrate separately held data at MCSO (such as Marine Board reports) appears to be equally inaccessible (though, like the Fire Bureau’s data, it can be reported separately as is already done). While this information closed some avenues of inquiry, it plainly defined a very clear pathway for the only consensus methodology for creating unified reporting for river events: Making sure that BOEC’s CAD data in regard to all river responders dispatched by BOEC contains the information needed to generate useful information.

### More viable solutions

As the focus turned to developing methodologies to aggregate data on river events from BOEC’s CAD information, in addition to the question of aggregating “incidents” into “events,” the following core challenges had to be addressed:

- ▶ Establishing methodologies to determine whether or not an event included an on-river response;
- ▶ Developing better information on the nature of the event and the disposition/result defined by the on-scene responders;
- ▶ Identifying the river location of the event, particularly when callers or dispatchers may use local streets as reference points to describe places on the water or are otherwise unclear on how to describe the location;
- ▶ Capturing data regarding River Patrol activities that have not historically been reported to BOEC. For example, while self-initiated stops on land are typically called into BOEC, routine self-initiated work such as boating inspections had not previously been recorded with BOEC.

Taking these factors into account, the subcommittee working on reporting methods established, with considerable assistance in data analysis from MCSO, methodologies that have these elements:

- ▶ A monthly reporting system that can show the same data aggregated by event or expanded to show each dispatched incident. (This allows analyses that can show the number of events to which multiple agencies responded, for example.)
- ▶ Basic ability to indicate the kind of event that occurred, although the information will gain significantly in value as more sophisticated “type” coding is used consistently.
- ▶ Identification of river incidents by searching for vessel identification in CAD — a method that appears to be more reliable than searching by call type (e.g., River, Marine, or Dive) and much more reliable than searching by “Disposition Code.”
- ▶ Mapping ability that can identify the approximate location of common event/incident locations on the rivers.

### Overview of changes and approach to develop reporting system

- ▶ **Multnomah County Sheriff’s Office has created a report template incorporating BOEC incident data as well as data from the United States Coast Guard.** Representatives from Clark County Sheriff’s Office (CCSO) are also working with MCSO to incorporate CCSO data into the monthly river response report. Note that the sample report shown in Appendix A of this report should be seen as a sample only and understood as a work that is

still in progress — ongoing efforts will be needed to ensure all responding agencies (including all Multnomah and Clark County responders) are consistently shown and that the information shown is continually refined to further improve the utility of the information for decision makers.

- ▶ **Representatives from MCSO have committed their agency, in the short term until the appropriate agency is agreed upon, to production of a monthly river event report.**
- ▶ **MCSO River Patrol has begun reporting all self-initiated stops to BOEC and is making other changes to information reported to BOEC.** Those changes include:
  - River Patrol has begun more consistent reporting to BOEC of all self-initiated stops, which have, in the past, been treated differently from self-initiated stops on land. Previously, much of the work involved in self-initiated stops was recorded and reported separately for the Oregon Marine Board and had not, prior to the summer of 2007, been reported through CAD, as is commonly done on land. This change in protocol will ensure that those activities are also captured in CAD.
  - MCSO River Patrol has also committed to ensuring that disposition codes providing more complete information than “Z1” (“Cleared, no disposition given”) are used consistently for all on-river calls. (While appropriate codes were already the common practice, this action should clean up the remaining dispatch incidents where this has not been the case.)
  - River Patrol is also working with BOEC to begin use of more explicit “Type” codes for river incidents. In the past, almost all River Patrol incidents were typed by BOEC as “Marine,” which simply indicated that the incident involved law enforcement response on the river as opposed to incidents dispatched as “River” which involve response from Fire and Rescue resources on the river. These new codes may include categories for such types as BERS, Critical Infrastructure Checks, “No Wake” Enforcement, “Give-Way” Enforcement, and Patrol Areas.
- ▶ **Portland Fire & Rescue will ensure that self-initiated work on the river is no longer called in as a “Public Assist” but as a type code that will indicate more clearly that the event occurs on the river.** This change accomplishes two objectives. First, it will become easier to locate on-river work done by PF&R. Second, this will enable BOEC to follow its own protocol of notifying River Patrol for incidents that are typed, for example, as *River*, but for which it does not automatically do so for calls typed as *Public Assist*. Thus, doing so can help make it easier for BOEC to follow its agreed upon dispatch procedures (notifying River Patrol of all river events) and reduce the frequency of inter-agency miscommunication issues. Portland Fire & Rescue will also work to clear up the use of Z1 codes (“Cleared, no disposition given”) for its incidents in the BOEC CAD database. (The Port of Portland will follow the same procedure as Portland Fire & Rescue in this regard as well.)

*The most recent River Response report is included as Appendix A at the end of this report.* Again, it is important to note that the sample report shown in Appendix A should be viewed with the understanding that it is a work in progress — ongoing efforts will be needed to ensure that the work of all responding agencies (including all Multnomah and Clark County area river responders) are consistently shown and that the information shown is continually refined to further improve the utility of the information for effective management decision making.

**Task 2: Improve Radio Communication & Dispatch Methods.** *Develop improved radio communication and standardized emergency dispatch methods for all public agencies providing public safety on waterways in Multnomah County.*

**Results:** *The task force developed and adopted the Marine Incident Communications Plan.*

### Discussion of approach

While discussions initially centered around creating a dedicated radio channel for river events, it quickly became clear that such a solution, while offering the benefit of ensuring all river responders are always on the same channel, also contained very serious implications for the considerable number of events that include both land and on-river response. In other words, while having, for example, River Patrol and Portland Fire on a designated, permanent “river-net channel” whenever they are on the river sounds attractive, the approach actually involves retraining land responders as well and requires developing new protocols to replace existing, and working, protocols for single discipline (law-enforcement or fire only) land-river events. The approach also raises potential safety concerns associated with events that change in character or location (e.g., requiring responders to switch channels as an event moves from land to water).

Further, other emergency communications channels (such as VHF-FM Channel 16, routinely used by the Coast Guard, commercial mariners, and some recreational boaters) will remain part of the emergency response landscape and must be integrated into a complete communications picture.

It should also be noted that a central observation about solving the radio communications challenges was this: Since this task force, and its predecessor committee, began meeting there have been fewer communications problems on the river as the various first-response agencies have begun to work more effectively together. In a sense, the mere fact of meeting has improved coordination and understanding among the agencies involved and helped reduce the number of communications disagreements between law enforcement and fire and rescue responders.<sup>1</sup> Nevertheless, better agreements around these practices are important in order to raise the likelihood that such practices can continue as management at various agencies changes over time.

Combining these findings and others, the task force reached agreement on the attached Marine Incident Communications Plan, which functionally clarifies how BOEC will manage and designate talk groups depending on the type of call, commits each participating agency to compliance with the approach, and reinforces National Incident Management System (NIMS) standards in the process.

Adoption of the Communications Plan is under way and task force members generally agree that improved communication is taking place on the river. Among other steps taken:

- ▶ The Multnomah County Sheriff’s Office has issued a special order regarding implementation of the Communications Plan.

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<sup>1</sup> To be sure, we would not characterize the relationship between the response disciplines as always smooth as might be hoped, but it is fair to say that the majority of the time it certainly is. The challenge is making sure that after-action steps are taken to address issues promptly when misunderstandings, and miscommunications, occur.

- ▶ Portland Fire & Rescue has conducted a training with crews and with chief officers on the Marine Incident Communications Plan. In addition, the Plan is included as an attachment to General Order #4, which addresses communications. (This General Order is updated every two years and when it is next updated the Plan will be formally included.)

We note here as well that members discussed the benefits and drawbacks of how to formalize the approaches and reached a consensus that offering partner agencies a *template* for establishing the same set of policies regarding dispatch, Incident Command protocols, and radio terminology is preferable, and more practical, than attempting to negotiate the complexities of inter-governmental agreements among each of the responding agencies. Each agency, through their representing members, agrees to implement the protocol or plan approved consistent with their own methods for adopting such changes in their own organization.

The Marine Incident Communications Plan is included in Appendix B of this report.

**Task 3: Develop Operating Protocols.** *Develop comprehensive operating protocols for all agencies in the Multnomah County area providing river public safety services.*

**Results:** *A series of operating protocols have been created and approved by the task force for implementation.*

### Discussion of approach

Task force members reviewed a list of issues that have been identified since the task force began that members had indicated would be necessary to address in the protocols element of the work. The task force Chair, as well as representatives from the United States Coast Guard, Portland Fire & Rescue, Multnomah County Sheriff's Office, and Gresham Fire and Emergency Services, formed a subcommittee to draft a set of operating protocols for key issues (that were not otherwise being addressed through the communications, towing, or reporting work) which were then reviewed and approved by the larger task force. Protocols created include:

- ▶ **Event distress triage.** The protocol formalizes many procedures already in place and adds clarity to the process for each agency as well. The key changes to the practices that had been in place prior to the task force's work are:
  - That responding agencies will report their position and estimated time of arrival to each other via radio and
  - That the first responder has a clarified obligation to report to other responders in route so that these responders can then make a better informed decision per their own protocols on whether to continue to the location.
- ▶ **Event location identification.** During the development of this protocol, discussion included how to get better initial location information from callers, how river response agencies can best communicate location to each other, and how to best to record the actual location for inclusion in reporting data.

Regarding getting better initial location from callers, a number of approaches were considered including GPS overlays with cell phones, development of more detailed "question trees" to be used by 9-1-1 operators, and river mile locators. Those options each seemed less than optimal for reasons such as the difference between the location of the caller and the event being observed, the likely knowledge level of the average member of the public who calls in, or the fact that 9-1-1 operators field so few river calls that a simpler solution for clarifying location from the caller seems desirable. Ultimately, task force members agreed to pursue development of a protocol that would outline a process for 9-1-1 centers to conference call or otherwise coordinate with the Coast Guard's dispatchers to take advantage of their river knowledge and expertise in those instances when clarification of a location on the river is needed. In effect, this solution leverages the expertise of Coast Guard dispatchers — who work fulltime on those issues alone — and avoids the necessity of attempting to make every 9-1-1 call taker and dispatcher an expert in river details when the overwhelming majority of their time is spent on, what is to them, the much more familiar challenges of land-based response.

Regarding inter-agency communication on location, there is general agreement among task force members that river responders can, and do, easily and effectively communicate river locations to each other. As such, no additional protocol is called for.

Regarding capturing more accurate location information in the final incident record, while recording latitude and longitude is generally regarded as the best method of capturing final

location information, it was noted that River Patrol duties include activities that take place using a car or on foot (e.g., dock patrols) and would not be easily recorded in this manner. However, it was generally agreed that *on-river* activities could be recorded in this manner.

Task Force members also discussed the possibility of using the LARs<sup>1</sup> system to record final location. A list of LARs identifiers (which BOEC already has mapped to Lat/Lon identifiers) was distributed and members discussed the pros and cons of using LARs to update location information in CAD at the conclusion of the call. Members agreed that first responders will update disposition code and location when necessary and, *in situations where they lack more specifically mappable information*, LARs points will be used.

- ▶ **Ongoing partnership agreement.** In recognition of the significant value of regular communication among the various river response agencies, a protocol was developed to ensure the level of communication represented by the task force and its predecessor committee would continue. The protocol calls for the formation of a committee comprised of representatives from river response agencies (and citizens) that would meet on a regular basis to discuss and solve issues that arise during river events, as well as serve to further communication and cooperation among river response agencies. Task force members agreed that the committee should be made up of command staff with responsibility for river operations from local law enforcement, fire and rescue, dispatch agencies, the Coast Guard, Marine Board, staff to elected officials, as well as citizen representatives from the recreational boating communities. In addition to addressing issues of procedures and practices that periodically arise during river response, three specific issues have been identified as high-priority tasks for the ongoing River Safety Panel:

- Development of methods to conduct shared river response training for multi-discipline (e.g., dispatch, fire, law enforcement, Coast Guard) response partners.
- Development of multi-discipline dive protocols to ensure maximum public safety effectiveness (including rescue, recovery, search, and crime scene investigation) when the response of dive teams is called for.
- Additional review and definition of terminology used by response partners to further minimize miscommunication caused by varying practices by different response agencies.

Protocols are included in Appendix C of this report.

### Considerations for improving the partnership

Considerable work has been done by all agencies involved to build a better working partnership through development of these protocols and the related assignments the task force has fulfilled. Nevertheless, it is also fair to note that some issues remain difficult to resolve fully without establishing a better shared understanding of the technical legal implications (both responsibility and liability) regarding public safety agency roles in those areas where the tasks of fire and rescue/EMS services overlap with (or transition into) recovery work or “Search and Rescue.” Agreement on legal interpretation of the relevant statutes and ordinances is a task that reaches

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<sup>1</sup> LARs stands for Limited Access Roadways, which are described as traditionally being freeways and bridges — locations without cross streets, essentially, that are mapped to allow decision making about nearest appropriate responders and other issues. Previously, with the assistance and direction of MCSO the LARs file at BOEC was adapted to include rivers as well to assist with defining locations. The locations were designed by MCSO in concert with BTS GIS staff. Each location has designated land response blocks for fire, police, and EMS.

beyond the scope or authority of the task force. It is, however, important to note that task force members are in agreement that, in addition to the significant benefits of implementing the tasks and protocols already developed by this task force, future partnership efforts could be made easier by the development of a clear interpretation of the law in this area.

**Task 4: Develop a Towing Service RFP.** *Develop a Request for Proposals to establish towing service from private tow assistance businesses for non-distress river calls. Recommend the RFP to the appropriate governmental jurisdiction for implementation.*

**Results:** *Members have agreed on an approach to non-distress towing incidents.*

### **Discussion of approach**

As members took on the challenge of discussing a towing RFP, it became clear that, unlike the situation on land (where many tow companies compete for business and the cost of a tow is both less expensive and easier to estimate), the situation on the river is different — both because there are only two tow providers and because the potential costs involved cover a much broader range. In addition, having any agency take on the task of managing a river towing RFP would seem largely redundant to related work already being done by the Coast Guard, which has established procedures for licensing tow companies and working with them. As such, the task force agreed to pursue a policy that leverages the already existing practices used by the Coast Guard.

The consensus reached can be summarized as follows: In situations where the river responding agency, or agencies, elect not to tow, the towing need will be referred to the Coast Guard who already maintains a list of approved private tow operators for the area. Details of the protocol were worked out to clarify that procedures are in place to ensure the Coast Guard maintains contact with the mariner/boater until the situation is resolved, that the Coast Guard will keep BOEC informed of the situation who will in turn keep MCSO River Patrol and other appropriate responders informed, and that the private tow company in use will initiate and maintain information sharing via the working frequency, usually VHF channel 16 or 22, until the situation is resolved.

It is important to emphasize that this protocol is specifically for what is likely to be a relatively narrow category of “non-distress” tows. That is, it applies only to those situations where, in the judgment of the first responder dealing with the situation, it is appropriate to implement the non-distress tow protocol rather than provide incidental tow assistance as is sometimes appropriate. As always, responders will maintain discretion to provide towing when the condition or location of the people or vessel involved are consistent with a distress situation or when the situation can be resolved expeditiously without significant impact on resources or the need to delay a call of greater priority (e.g., the disabled boat is near a dock and can be helped with brief on-scene assistance). The protocol also does not address the issue of abandoned or derelict vessels — an important concern that does need to be addressed but which falls outside of the scope of the this task force’s work.

While we recognize that this approach is different from the originally intended RFP methodology, it was the group’s consensus that the method selected is far more efficient, and far less redundant, than other options discussed. There is strong consensus that this approach will save the need for development of a system that would be largely redundant to the approach already developed and in place by the Coast Guard.

A document that describes the basic protocols for this approach is Appendix D of this report.

## **Appendices**

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## **Appendix A: Sample River Public Safety Report**

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*The following sample report should be viewed with the understanding that it is a work in progress — ongoing efforts will be needed to ensure that the work of all responding agencies (including all Multnomah and Clark County area river responders) are consistently shown and that the information shown is continually refined to further improve the utility of the information for effective management decision making.*

*The sample report shown in this edition of the report has been updated to reflect data through June 2008.*



# Interagency River Activity Report

**June 2008**



Prepared For:  
Marine Advisory Task Force

Prepared By:  
Resource Analysis Unit  
Multnomah County Sheriff's Office

July 24, 2008

# **INTERAGENCY RIVER ACTIVITY REPORT**

## **June 2008**

### **BACKGROUND**

The City of Portland and Multnomah County have been involved in a Public Safety Collaborative since 2005 to identify immediate and long term opportunities to improve fire and law enforcement service delivery on the Willamette and Columbia Rivers and other waterways within Multnomah County. These waterways are ranked as the most used bodies of water in the state and make Portland the number one overall destination for boating in Oregon.

This monthly report is the result of the Collaborative's recommendation to implement an effective and reliable unified reporting system that defines and collects data needed to effectively manage coordinated river safety services provided by those public jurisdictions within, or adjacent to, Multnomah County. These agencies include the Multnomah County Sheriff's Office, the City of Portland Bureau of Fire and Rescue, Clark County Sheriff's Office River Patrol, Port of Portland, United States Coast Guard (USCG) and the City of Gresham Fire and Emergency Services. Most data analyzed for this report are provided by the Bureau of Emergency Communications (BOEC), which collects incident data from local Oregon fire and law enforcement providers. Comparable data are also provided by the U.S. Coast Guard and Clark County River Patrol.

Typically, BOEC (or Clark County's dispatch system) receives waterway related service calls for distress and non-distress events. BOEC communications specialists, who are at times assisted by Portland Fire dispatch liaison personnel, triage these calls to various public safety agencies. The new Marine Advisory Task Force protocols enable the USCG to assist with the triage and monitoring of non-distress calls for service. Distress and non-distress calls are relayed as they are discovered by public safety agencies or where a citizen provides information. Every call is attached a resource (public or private) until complete resolution is achieved. Resolution includes many dispositions, such as case closed, referred, agency assist, arrest made, citation issued, suspended, and report taken.

## **DATA SELECTED**

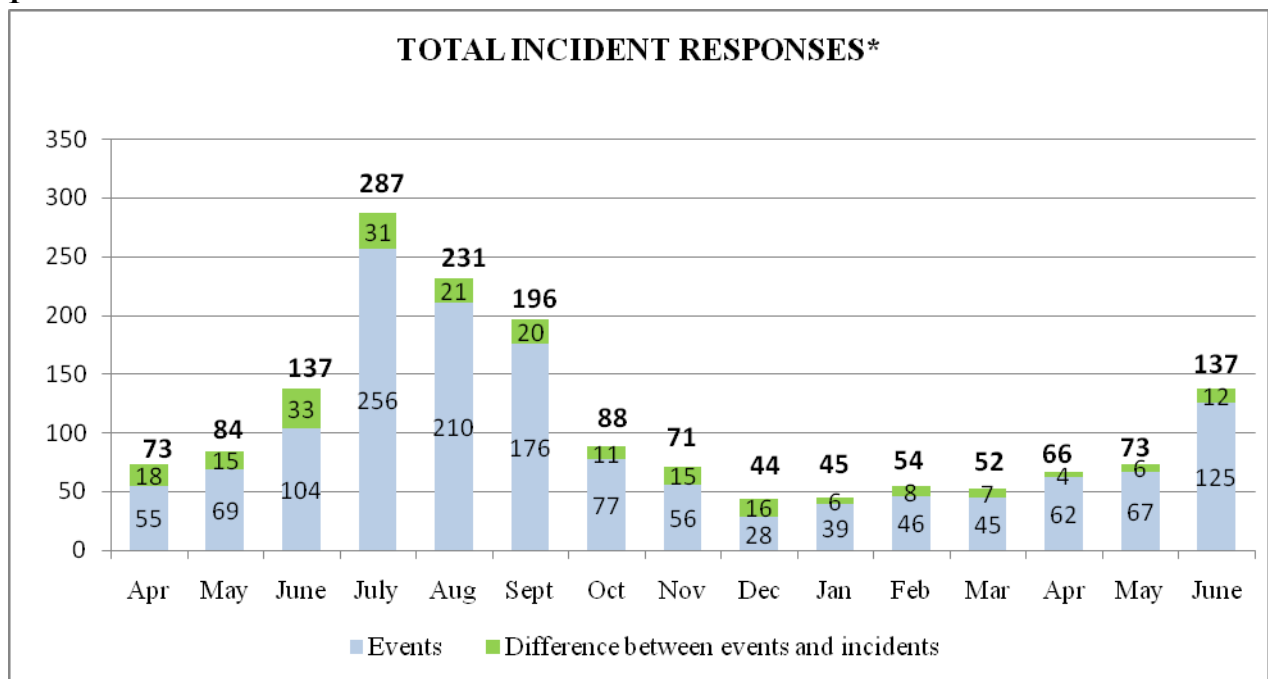
Data for the May report are compiled from BOEC, the USCG, MCSO River Patrol, and Clark County Sheriff's Office Marine Patrol. Due to the different reporting methods among these agencies, many tables and figures in this document report only BOEC data.

For BOEC data, the following marine-related units are included in this report: MCSO 5M units; Portland Fire FB units, RB units, RC1, DV1, and RH16; Port of Portland RB860; and Gresham Fire (RB75). Data from BOEC and other sources are cleaned to represent events on the river, itself, though occasionally data may be included in this analysis that relates to river events which have origin on land. It is also important to note that other incidents may occur that are marine-related but not captured by the units included in the BOEC data, such as incidents where land-based patrol responds.

## MARINE EVENTS

Several records can be generated in BOEC as various agencies are called to respond to distress and urgent, non-distress situations. BOEC events are primarily responded to by MCSO, Portland Fire, Port of Portland, and Gresham Fire. For purposes of this report, the basic situation received by dispatch that requires a response at a single geographic location is considered an “event.” “Incidents” are records generated in the dispatch system when agencies are called upon to respond to an event. Events can sometimes generate multiple incident records, particularly when multiple agencies are called upon to respond. For June 2008, there were a total of 125 events recorded on the waterways between BOEC (107 events), the USCG (12 events), and CCSO (6 events). See Figure 1. These 125 events resulted in 137 incident records (119 BOEC, 12 USCG, 6 CCSO), similar to June of 2007.

**Figure 1**

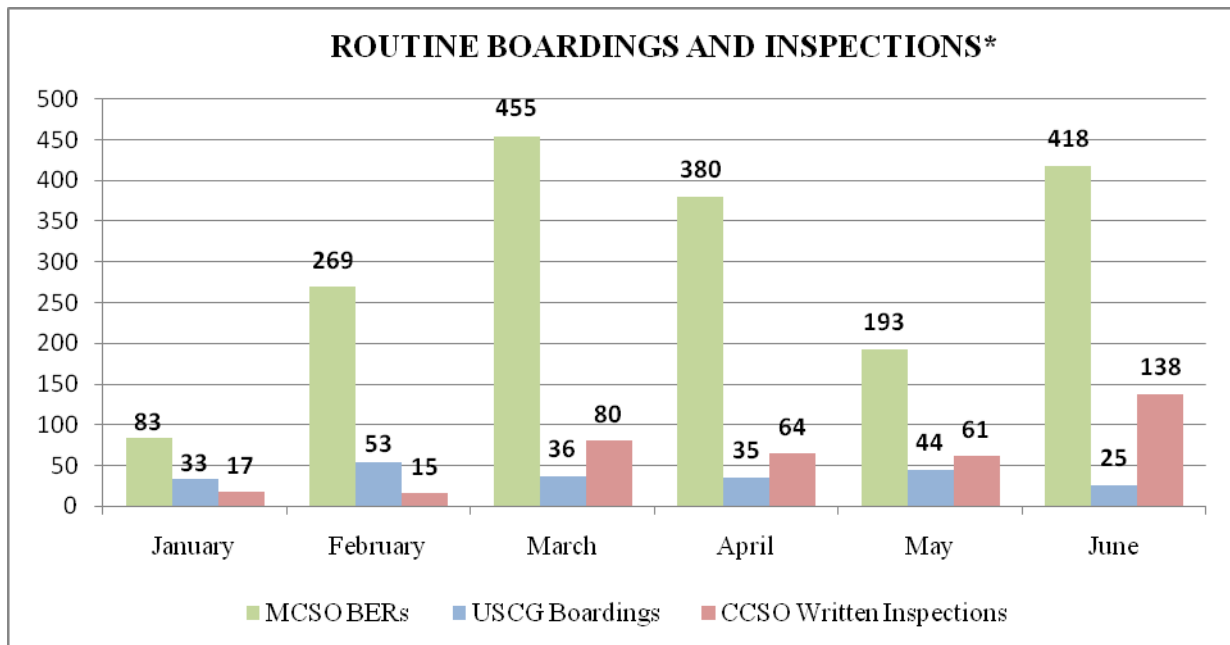


**\*Includes data from BOEC for all months, USCG beginning July, and Clark County Sheriff’s Office Marine Patrol Unit beginning September. Past data for July through December 2007 have been recalculated to reflect only distress and urgent, non-distress events on the river.**

## ROUTINE BOARDINGS AND INSPECTIONS

Much of the work on the river performed by local agencies involves boater safety boardings and inspections. Each agency has its own label for such activity, and each agency may be concerned with different aspects of a vessel, such as physical condition, status of the operator, presence of safety equipment, licensing, etc. MCSO conducted 418 BERs in June, more than double the number conducted in May. CCSO written inspections also more than doubled over May, but USCG conducted fewer boardings in June than in any of the past several months. See Figure 2. Data presented are for non-commercial vessels only, and do not include casual visual inspections of watercraft.

**Figure 2**

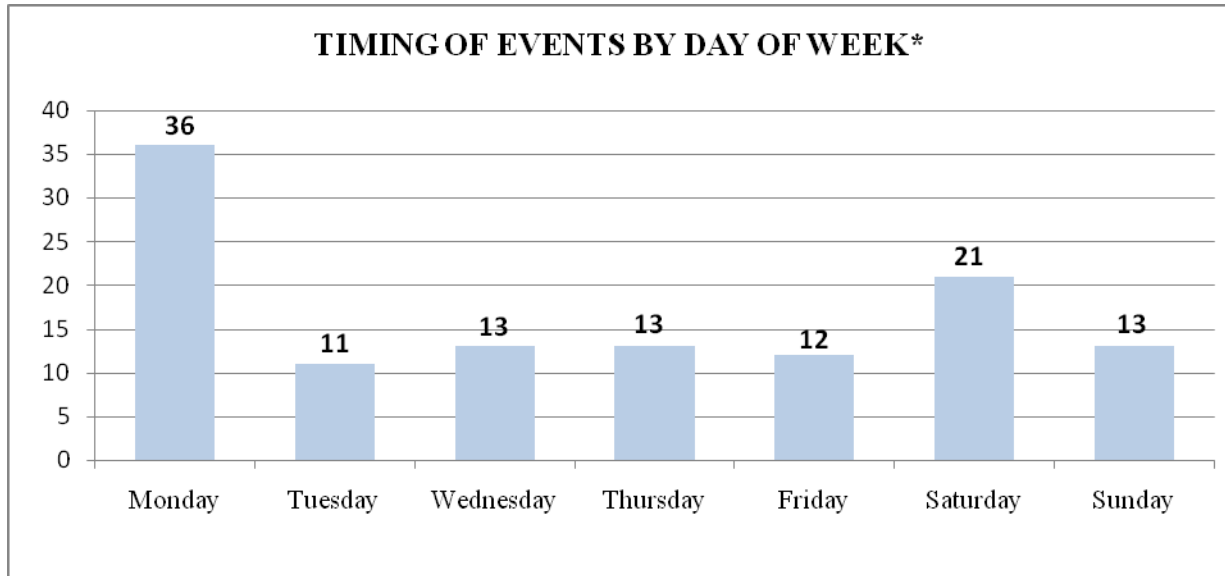


\*Individual agency data. MCSO BERs estimated for Feb.

## EVENT TIMING

Of the 119 June events recorded by BOEC and the USCG, 85 occurred on weekdays and 34 occurred on the weekend, with Monday the most common day for June events. See Figure 3.

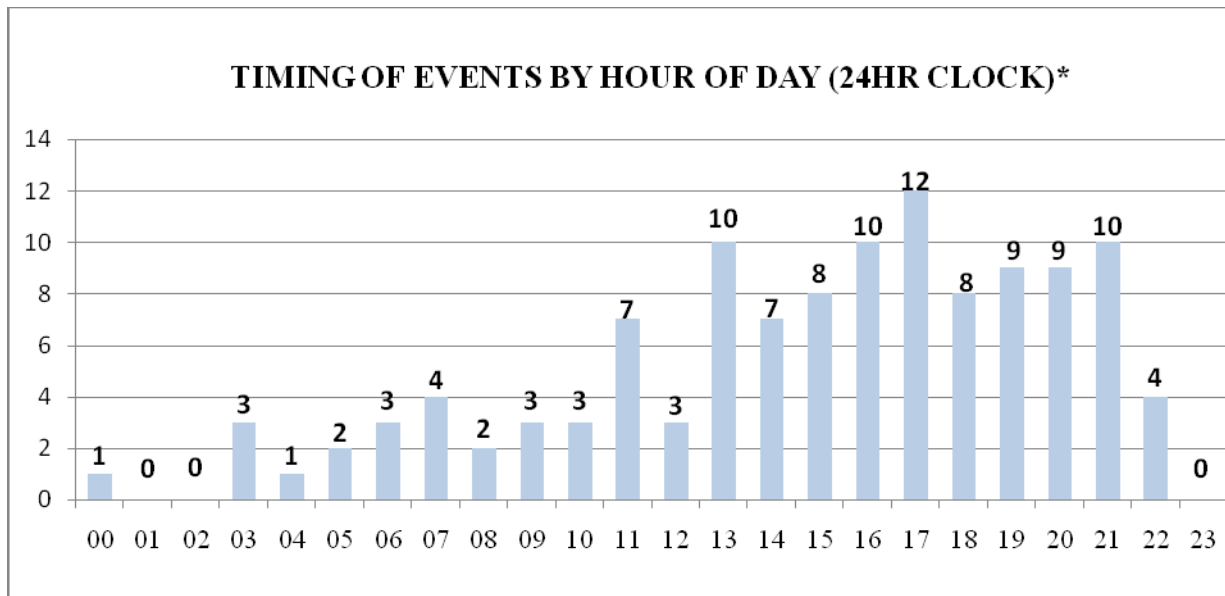
**Figure 3**



\*BOEC and USCG data only N=119 events

As shown in Figure 4, June events on the river were most likely to be reported in the afternoon and evening hours.

**Figure 4**

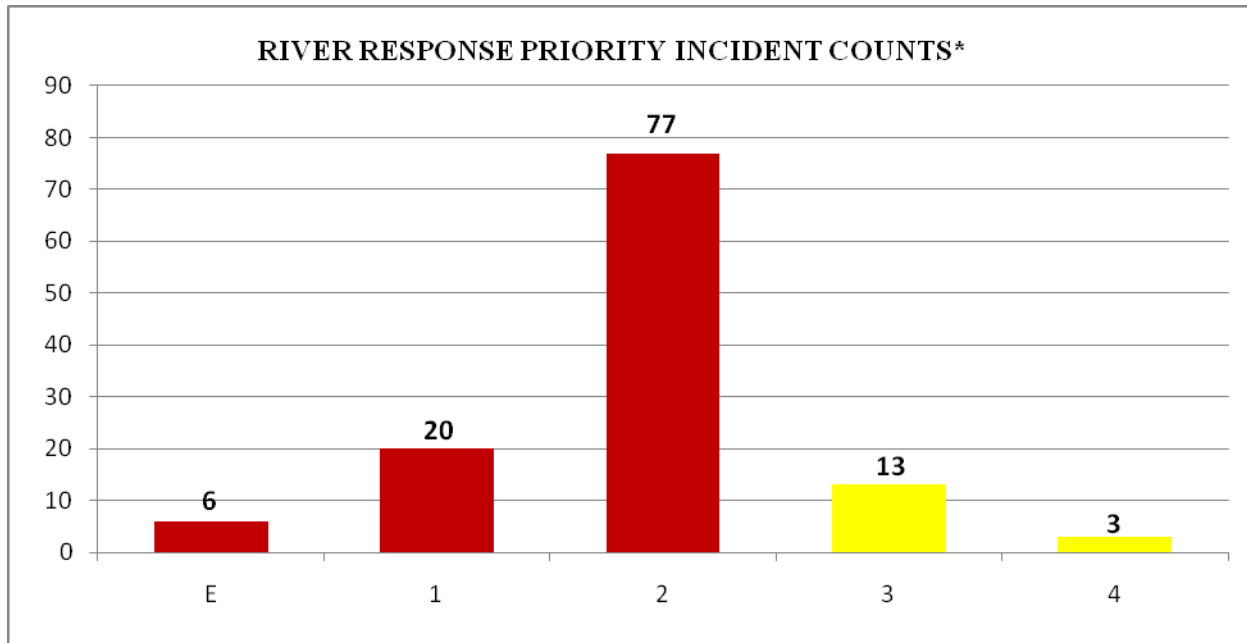


\*BOEC and USCG data only N=119 events

## PRIORITY

Of the 119 incident records in the June BOEC data, 6 (or 5%) were “E” designated emergencies of the highest priority; the largest proportion of river incidents (65%) were designated level two priorities by BOEC dispatch. Incidents designated one or two are emergencies of lesser priority, while those designated 3 or 4 are urgent but non-emergency events. See Figure 5 below.

**Figure 5**

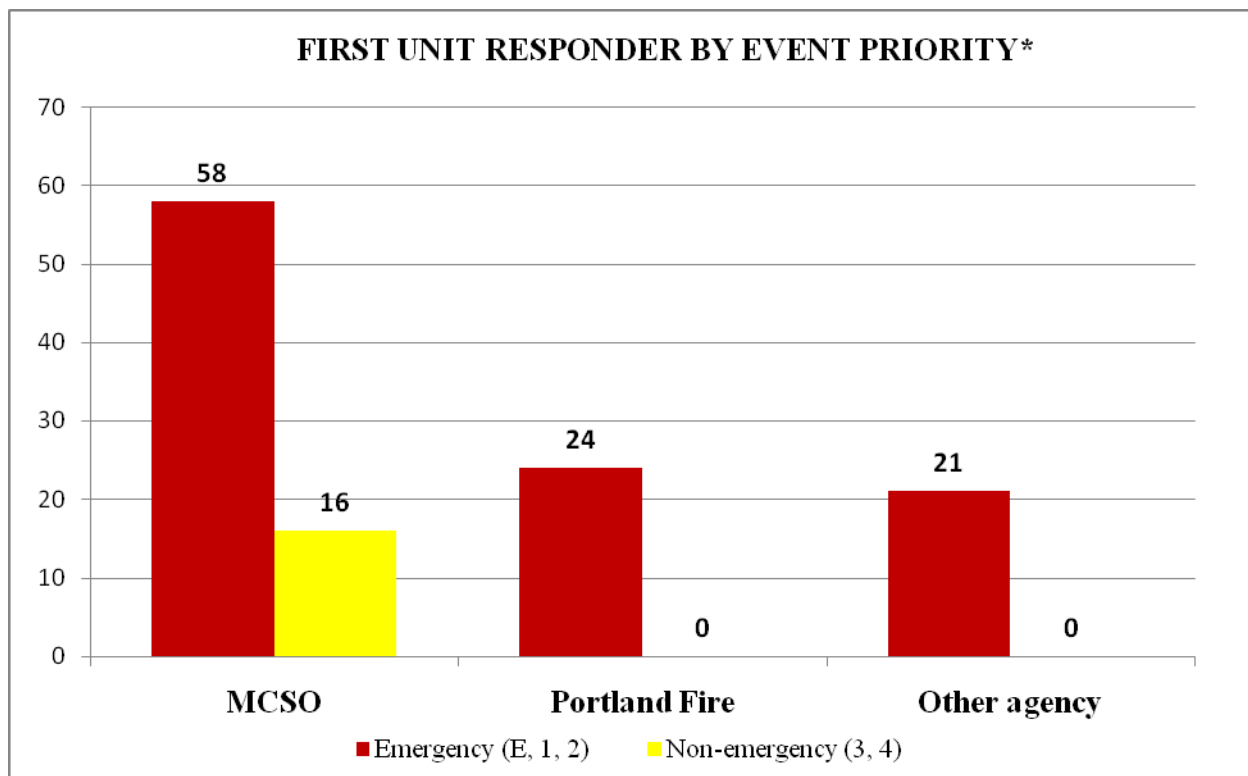


\*BOEC data only N=119 incidents

## FIRST UNIT RESPONDER AND EMERGENCY EVENTS

For emergency incidents in general (priority E, 1, 2), MCSO River Patrol unit was most likely to be first responder, arriving first at 58 out of 103 emergency incidents (56%). Portland Fire Boats were first responder in 24 of June's emergency incidents (23%). See Figure 6. It is possible for MCSO and Portland Fire Boats to respond to the same event and both be designated First Unit in BOEC, and incidents may be either self-initiated or dispatched. MCSO was the first responder to all 16 non-emergency events in June.

**Figure 6**



\*BOEC data only N=119 incidents.

## RESPONDER AND CLEARING UNITS

Examining BOEC data regarding first and second responders and clearing units indicates how the various agencies on the river respond to marine incidents. As shown below in Table 1, MCSO River Patrol units were first responders in 74 out of 119 June incident records (62%), while Portland Fire Boats were first responders in 24 incident records (20%).

**Table 1**

| <b>RESPONDER AND CLEARING UNITY BY AGENCY*</b> |                          |                           |                         |                     |                |
|--|--------------------------|---------------------------|-------------------------|---------------------|----------------|
|  | <b>MCSO RIVER PATROL</b> | <b>PORTLAND FIRE BOAT</b> | <b>PORT OF PORTLAND</b> | <b>GRESHAM FIRE</b> | <b>OTHER**</b> |
| <b>FIRST UNIT</b>                              | 74                       | 24                        | 1                       | 0                   | 20             |
| <b>SECOND UNIT</b>                             | 24                       | 5                         | 0                       | 0                   | 29             |
| <b>CLEARING UNIT</b>                           | 66                       | 24                        | 1                       | 0                   | 28             |

\*BOEC data only N=119 incidents.

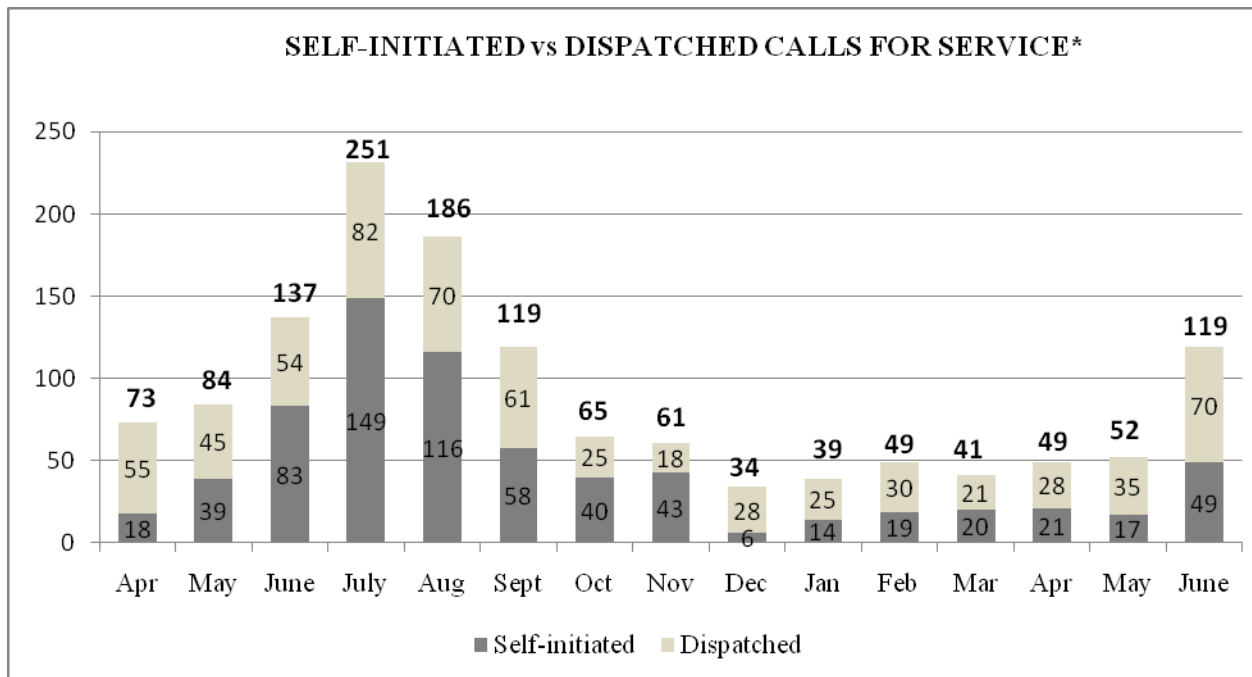
\*\* Other includes Portland Fire non-boat, MCSO non-river patrol, and Portland Police.

Other agencies comprise one-half of all second responders. The clearing unit was most often MCSO River patrol (55%).

## CALLS FOR SERVICE

In June 2008, just over one-half (59%) of all BOEC calls for service were dispatched, with the remainder (41%) self-initiated. As shown in Figure 7, the majority of calls for service over the past six months have been dispatched. On the other hand, the majority of calls for service were self-initiated in June of last year and throughout the summer months of 2007.

**Figure 7**

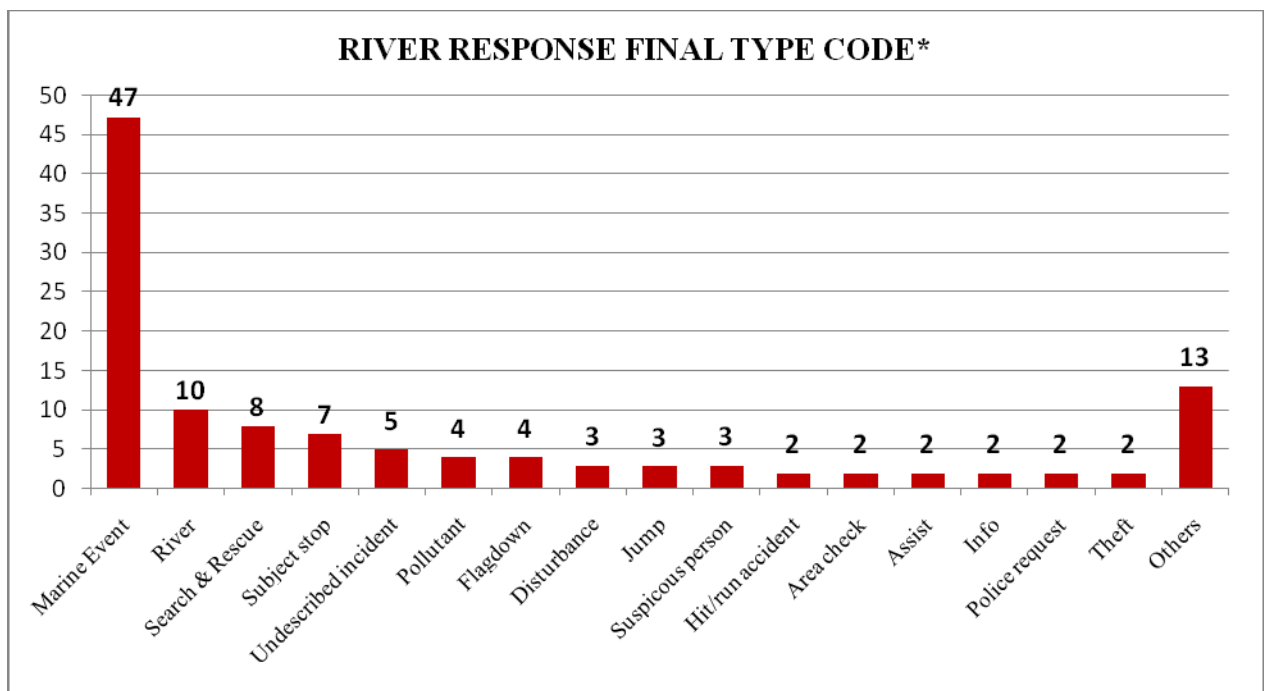


\*BOEC data only N=119 incidents

## FINAL TYPE OF RIVER RESPONSE

Together unspecified “marine” and “river” events account for 57 out of 119 (or 48%) of all June events recorded by BOEC and USCG. The next most frequently occurring responses were USCG calls for search and rescue (7%). See Figure 8. “Other” includes one (1) event each of: audible alarm, unknown injury accident, civil problem, community policing, detail, fight, follow up, home invasion, public assist, unwanted person, vandalism, vice, and welfare check.

**Figure 8**



**\*Data from BOEC and USCG N=119 events.**

## TIME FROM ENTRY TO CLEAR

Average time spent at all June incidents was 1 hour and 01 minutes. Table 2 displays average time spent to clear other types of May incidents entered in BOEC.

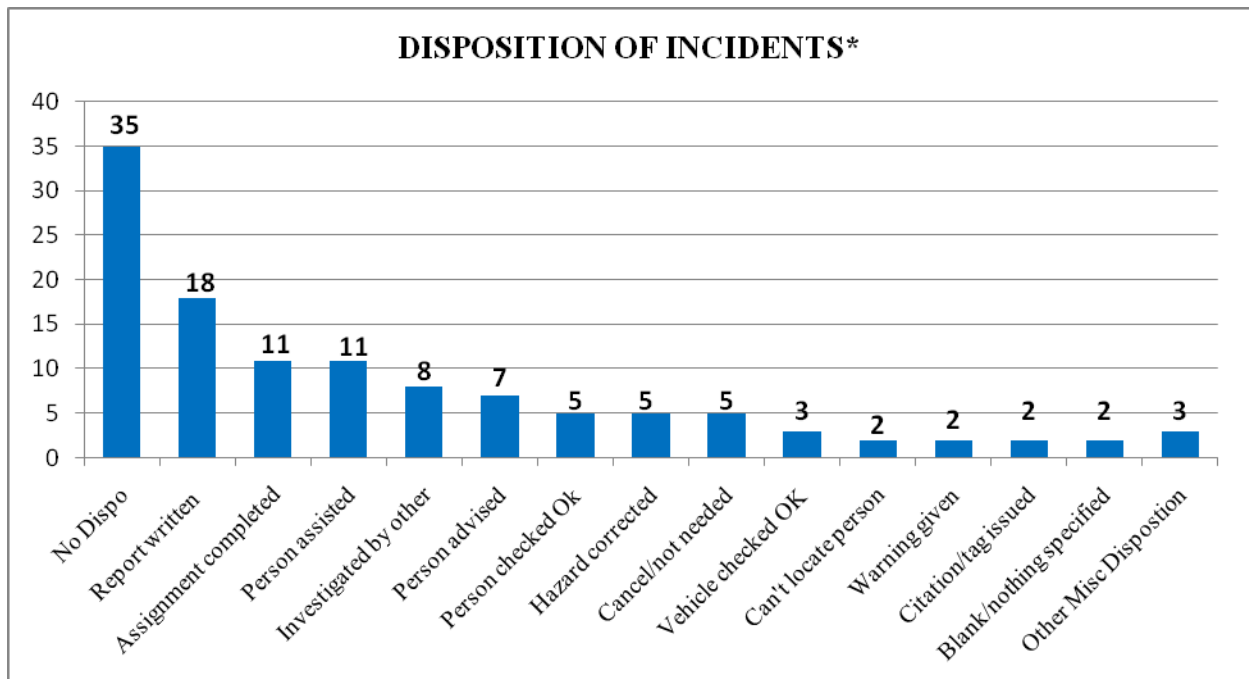
**Table 2**

| <b>AVERAGE TIME SPENT TO CLEAR INCIDENTS*</b>  |       |
|--|-------|
| Marine Event   | 01:06 |
| River  | 00:39 |
| Subject stop   | 00:16 |
| Undescribed incident   | 00:54 |
| Flag down  | 00:17 |
| Disturbance  | 01:41 |
| Jump   | 00:18 |
| Suspicious person  | 01:15 |
| Hit/run accident   | 02:24 |
| Area check   | 00:49 |
| Assist   | 01:15 |
| Info   | 00:03 |
| Police request   | 00:43 |
| Theft  | 04:36 |
| <b>*BOEC data only, N=119 incidents (data presented are for events of N=2 or more)</b> |       |

## DISPOSITION OF INCIDENTS

For the 119 June incidents in BOEC, “no disposition” was the most frequently occurring call disposition (29%), followed by “report written” (15%), and “assignment completed” and “person assisted” (9% each). See Figure 9.

Figure 9



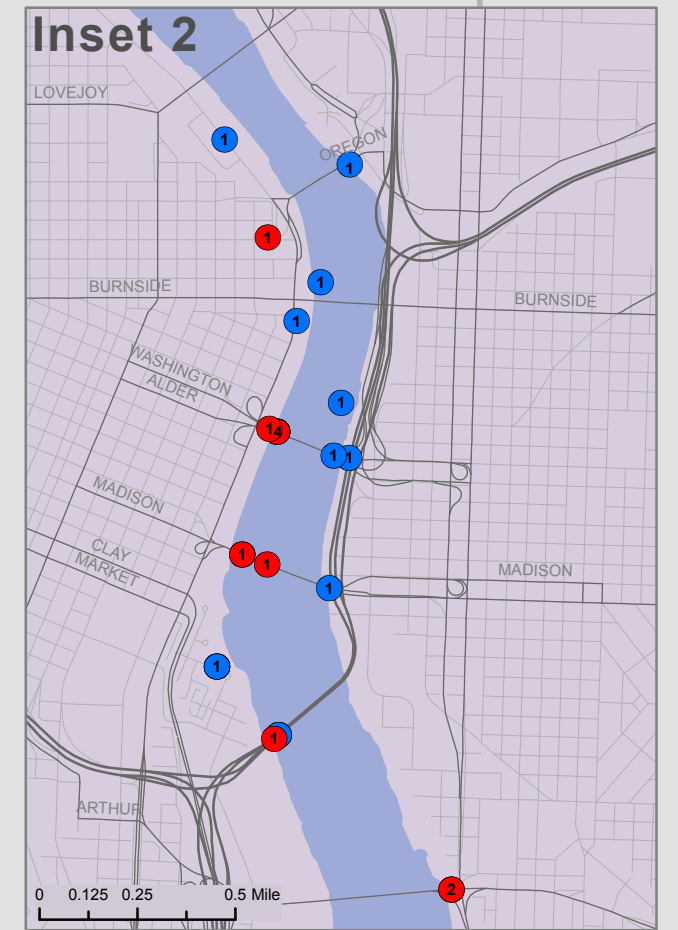
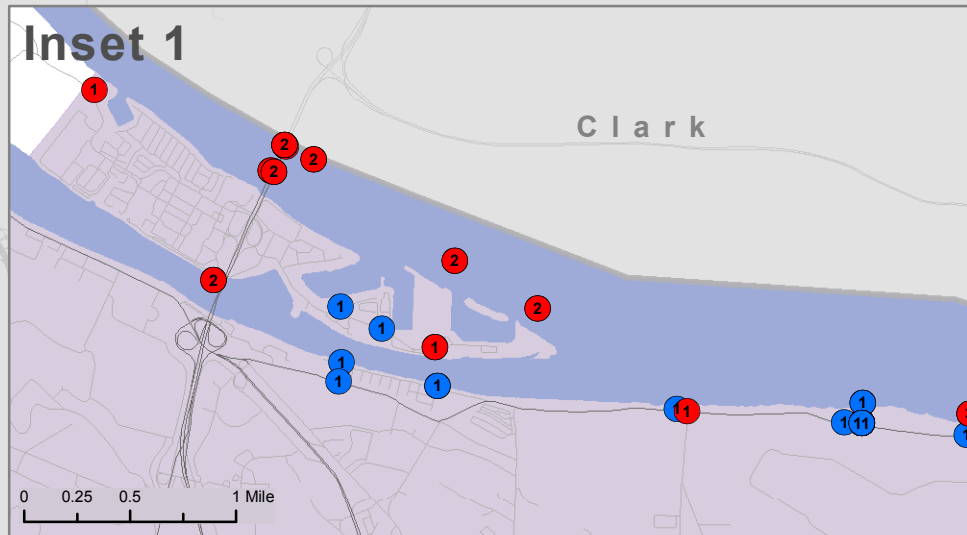
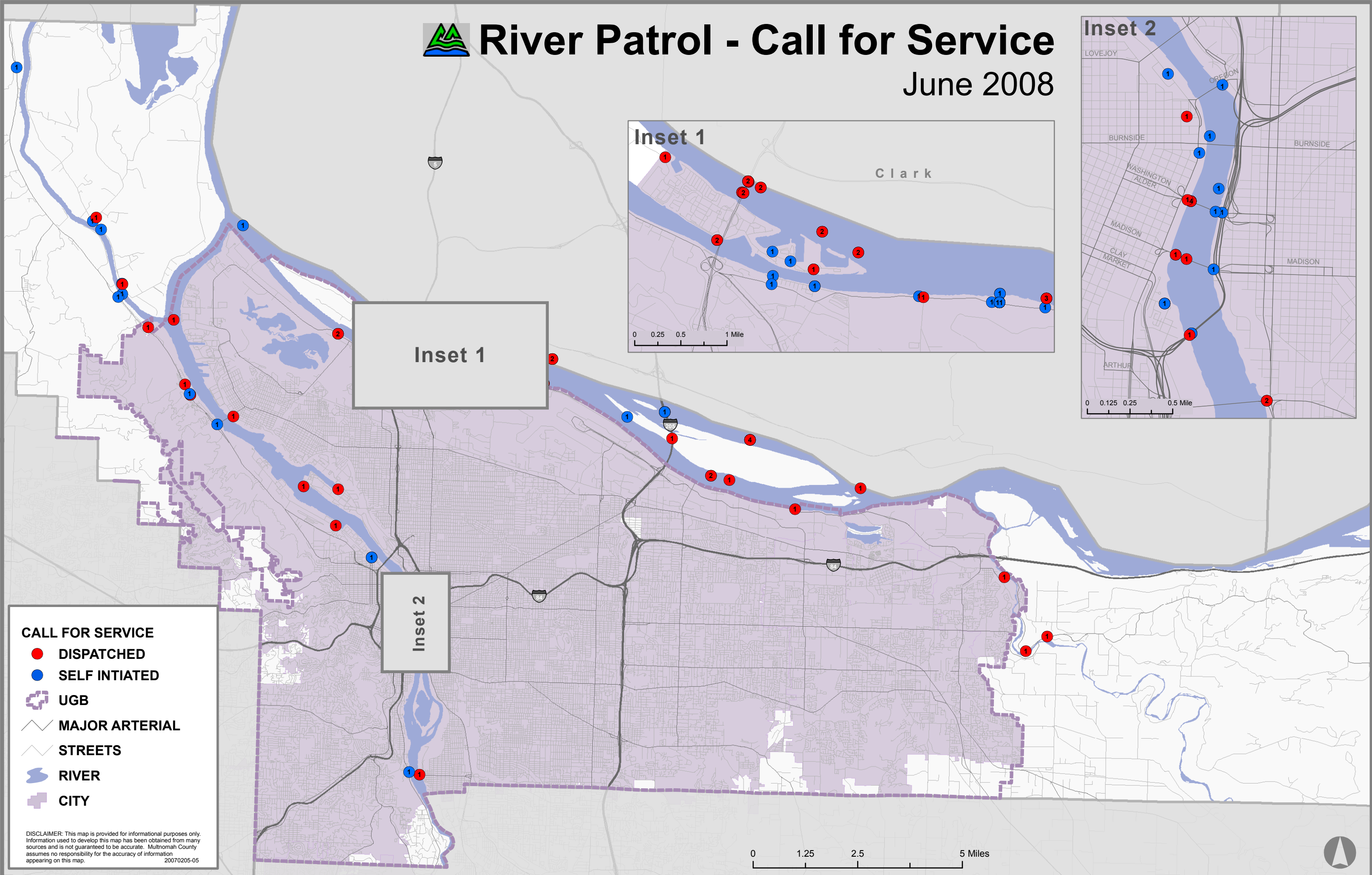
\*BOEC data only N=119 incidents

Other misc. disposition includes one (1) incident with each of the following dispositions: supplemental report written, false alarm, and E6.



# River Patrol - Call for Service

June 2008



Inset 1

Inset 2

### CALL FOR SERVICE

- DISPATCHED
- SELF INITIATED
- UGB
- MAJOR ARTERIAL
- STREETS
- RIVER
- CITY

DISCLAIMER: This map is provided for informational purposes only. Information used to develop this map has been obtained from many sources and is not guaranteed to be accurate. Multnomah County assumes no responsibility for the accuracy of information appearing on this map. 20070205-05

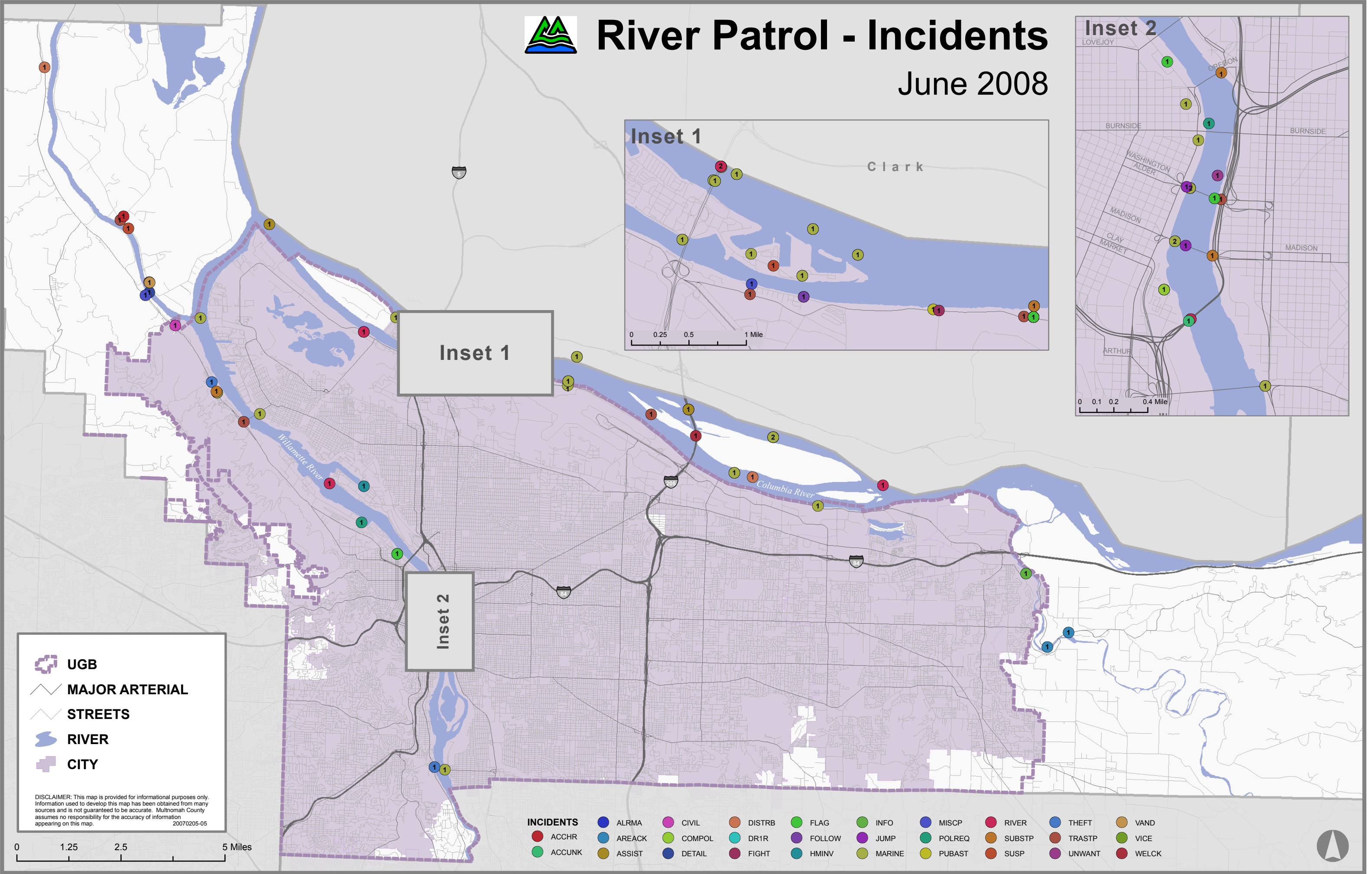
0 1.25 2.5 5 Miles



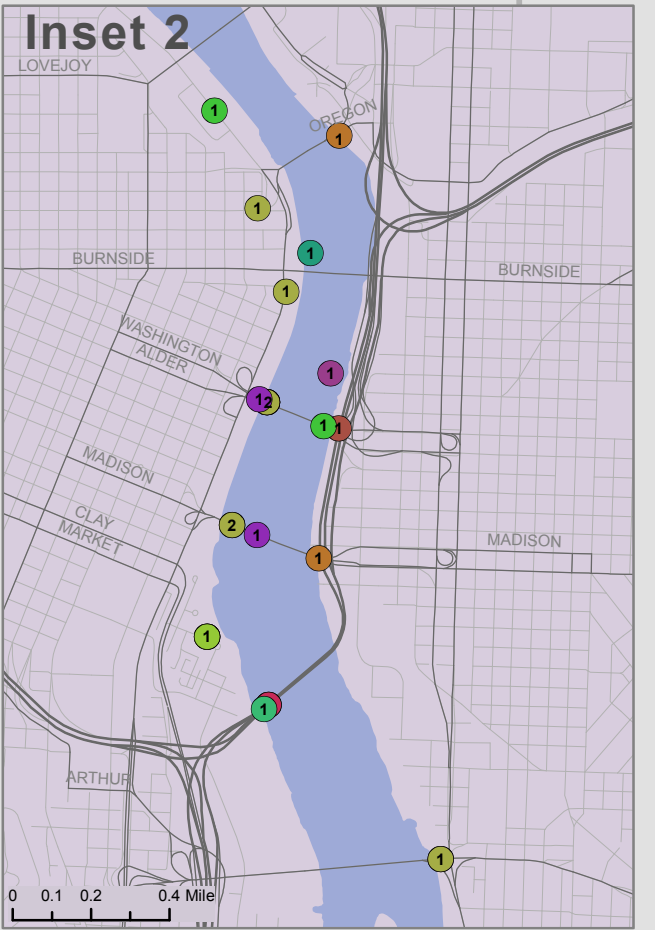
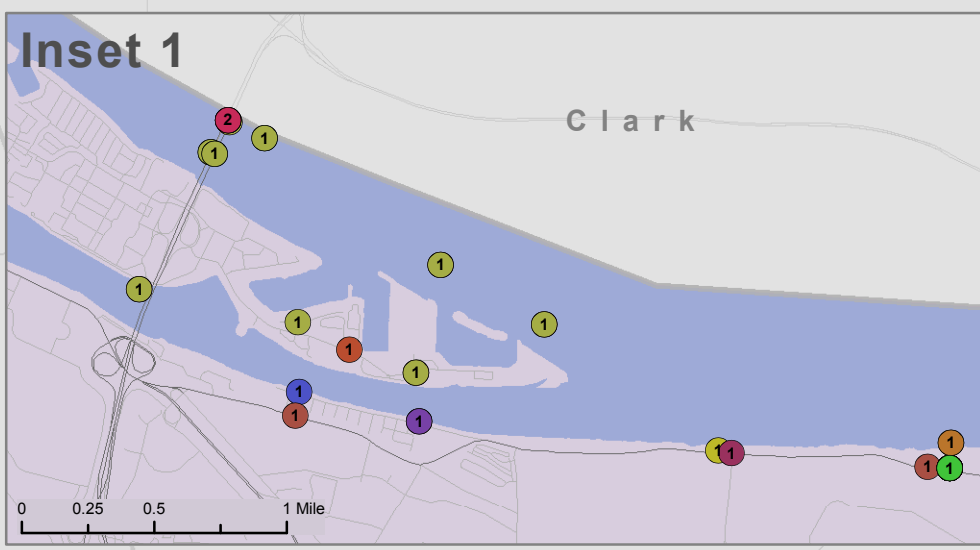


# River Patrol - Incidents

## June 2008



Inset 1



**UGB**
  
**MAJOR ARTERIAL**
  
**STREETS**
  
**RIVER**
  
**CITY**

DISCLAIMER: This map is provided for informational purposes only. Information used to develop this map has been obtained from many sources and is not guaranteed to be accurate. Multnomah County assumes no responsibility for the accuracy of information appearing on this map. 20070205-05

0 1.25 2.5 5 Miles

- |                  |        |        |        |        |        |        |        |        |       |
|------------------|--------|--------|--------|--------|--------|--------|--------|--------|-------|
| <b>INCIDENTS</b> | ALRMA  | CIVIL  | DISTRB | FLAG   | INFO   | MISCP  | RIVER  | THEFT  | VAND  |
| ACCHR            | AREACK | COMPOL | DR1R   | FOLLOW | JUMP   | POLREQ | SUBSTP | TRASTP | VICE  |
| ACCUNK           | ASSIST | DETAIL | FIGHT  | HMINV  | MARINE | PUBAST | SUSP   | UNWANT | WELCK |





## **Appendix B: Marine Incident Communications Plan**

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# Marine Incident Communications Plan

*Approved and recommended for implementation by the  
River Public Safety Coordination Task Force  
May 10, 2007, Portland, Oregon*

## I. Purpose

To define communications procedures to be used by agencies responding to law enforcement, fire, medical, environmental, and public assistance incidents that take place on or near the water.

To provide a recommended communications plan template for responding agencies in the region that can further ensure the effectiveness of public safety responder partnerships and support a spirit of cooperation among river response agencies.

## II. General

Incidents occurring on or near the water can pose logistical and access difficulties. In addition, the nature of the incidents often requires the response of several emergency responder disciplines and agencies (law enforcement, fire, EMS, USCG, etc.). The successful outcome of an incident often hinges on the ability of all responders to communicate on a common frequency. To facilitate multi-unit communications, all agencies responding to marine incidents in Multnomah County will adhere to this communications plan.

While this plan is intended to give guidelines for the great majority of river situations, the varied nature of river response needs means that there will always be unanticipated situations that don't "fit" even the best made plan. In those situations, the default must be to rely on the judgment of dispatchers and responders to make the most appropriate choice of communications approaches. In those situations, such judgments shall be guided by the understanding that, unlike land-based response (where inefficiencies in cross-discipline communication can sometimes be solved with in-person communication on-scene), the nature of the river environment requires that on-scene river responders *must* be able to communicate via radio as needed.

## III. Law Enforcement Incidents

1. Single agency responses- Unit(s) will remain on the appropriate agency frequency.
2. Multi-agency law enforcement responses- All units from all responding agencies will move to the appropriate law enforcement frequency. When fire/EMS units respond to support an incident that is primarily law enforcement in nature, officer safety and operational considerations may dictate the need for all law enforcement units to remain on the assigned LE frequency and fire/EMS units to operate on the assigned fire/EMS frequency and monitor the LE frequency.
3. USCG support of a law enforcement incident - When a USCG unit responds as support to a law enforcement-only incident, the USCG unit will be available on the assigned frequency. USCG will also continuously monitor (all hours, all days) VHF-FM channel 16 (156.8 MHz).
4. Monitoring of primary agency frequency- All agencies will use the assigned incident frequency. When possible, units will also monitor their primary agency frequency.

#### **IV. Fire/EMS Incidents**

1. Single agency responses- Unit(s) will remain on appropriate agency frequency. For incidents occurring in Multnomah County BOEC will normally have dispatch coordination and will assign to a frequency between OPS-1 and OPS-6. For calls for service originating in Clark County, CRESA and BOEC will work together to determine which dispatch agency will provide communications services for the incident.
2. Multi-agency Fire/EMS responses- All units will respond on the assigned frequency. For incidents occurring in Multnomah County BOEC will normally have dispatch coordination and will assign to a frequency between OPS-1 and OPS-6.
3. USCG support of a Fire/EMS incident- When a USCG unit responds as support to a fire/EMS-only incident, the USCG unit will be available on the assigned frequency. USCG will also continuously monitor (all hours, all days) VHF-FM channel 16 (156.8 MHz). For incidents occurring in Multnomah County BOEC will normally have dispatch coordination and will assign to a frequency between OPS-1 and OPS-6.

#### **V. Multi-discipline Incidents**

1. Incidents beginning as multi-discipline and dispatched by BOEC will normally have dispatch coordination by BOEC and be assigned to a frequency between OPS-1 and OPS-6. All assigned agencies and units will respond on the assigned frequency.
2. Incidents beginning as law enforcement only and evolving to include fire/EMS will be assigned to an appropriate multi-discipline frequency. This will normally be a frequency between OPS-2 and OPS-6. All assigned agencies and units will respond on, or move to, the assigned frequency. However, as mentioned in section III-2 above, officer safety or operational considerations may dictate the need for LE agencies to remain on original LE frequency. LE and fire/EMS agency supervisors will make attempts to coordinate communications on these incidents to the degree possible.
3. Incidents beginning as fire/EMS only and evolving to include law enforcement will remain on, or move to, the appropriate OPS-channel. All assigned agencies and units will respond on, or move to, the assigned frequency. These incidents may begin on OPS-1, but be moved to another frequency, normally OPS-2 through OPS-6, due to the need for an incident-specific channel. As the incident transitions from primarily fire/EMS to LE in nature, it may be appropriate for the LE agencies to move back to a LE frequency.
4. USCG support of a multi-discipline incident- When a USCG unit responds as support to a multi-discipline incident, the USCG unit(s) will be available on the assigned frequency. USCG will also continuously monitor (all hours, all days) VHF-FM channel 16 (156.8 MHz). For incidents occurring in Multnomah County BOEC will normally have dispatch coordination and will assign to a frequency between OPS-2 and OPS-6.
5. Monitoring of primary agency frequency- All agencies will use the assigned incident frequency. When possible, units will also monitor their primary agency frequency.

#### **VI. Reports of the River Public Safety Coordination Task Force.**

Agencies participating in this communications plan shall ensure that river response managers have access to the reports of the River Public Safety Coordination Task Force.

## **Appendix C: Operating Protocols**

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# River Response Operating Protocols

*Approved and recommended for implementation by the  
River Public Safety Coordination Task Force 2007, Portland, Oregon.*

This document, in combination with the Task Force's Marine Incident Communications Plan, revised procedures for non-distress tows, and CAD reporting procedures, is intended to be a guide for compliance of all participating agencies through individual modification of current protocol documents.

## I. Real-time Distress Triage

**Purpose/Principle:** To provide a process for continual management of the initial response to an event that will assure sufficient and appropriate resources arrive on the scene.

### A. Call Receipt and Initial Dispatch – BOEC/CRESA/USCG

#### 1. If Distress/Unknown Distress

- a. Identify: location, stability, communications capability, medical needs, law enforcement needs.
- b. Dispatch Portland Fire, MCSO, USCG, PPB, CCSO, AMR and other agencies as appropriate.
- c. Communications frequencies or Talk Groups will be assigned as defined under the Marine Incident Communications Plan.

#### 2. If Non-Distress

- a. Identify: location, stability, communications capability.
- b. Dispatch USCG.
- c. Issue Info communication to Fire, MCSO, and other agency dispatchers as appropriate.

### B. In Transit – All Agencies

1. All agencies report position and ETA to all responders over identified Talk Group.
2. First arrival at event
  - a. Assess situation and need for additional resources.
  - b. Notify all responders.
    - i. ID
    - ii. Location
    - iii. Description of event

- iv. Determine whether all subjects are accounted for
  - v. Assessment of need for addition resources
3. Additional responders determine whether they can break off, based on individual agency protocols. Notify all responders of intent to break off.
  4. First arrival continues to assess event and call for additional assets if that assessment changes, subject to ICS protocols.

### **C. Reporting – All Agencies**

1. All agencies will provide timely reporting of final incident information to dispatchers to support marine incident reporting needs.

## **II. Identification of Event Location**

**Purpose/Principle:** To provide a uniform basis for identifying locations on the Portland-area river system. These methods will be used by all emergency dispatch operators and responding agencies in directing services to an event and reporting final outcome.

- A. Call Receipt and Initial Dispatch – BOEC/CRESA/USCG. In situations where the call taker cannot expeditiously identify the location of the event, the call taker will initiate a conference call with the caller and the U.S. Coast Guard dispatch center who will assist in clarifying the location. In addition, when appropriate, the call taker will initiate a conference call with the caller and a dispatched first responder to facilitate clarification of incident location or other relevant information.
- B. Responding agencies will communicate position and ETA to all responders as described in the Real-Time Distress Triage Protocol.
- C. For all incidents involving BOEC dispatch, responding agencies will ensure the final location for on-river events is reported to BOEC using the LARs River Location List supplied by BOEC, or Latitude and Longitude of the event, as appropriate.

## **III. Creation of a River Safety Panel**

**Purpose/Principle:** To provide an ongoing forum for the common management of safety and law enforcement services provided on the waters of the Portland/Vancouver metropolitan area and for the solution of issues relating to operating protocol and communications issues.

### **A. General Charter**

1. To provide a forum for face-to-face discussion and analysis of key incidents involving participating agencies.
2. To provide a forum for review and discussion of report data and statistics representing agency activities.
3. To reach agreement on changes to common communication and operating procedures that benefit operating efficiency and delivery of River Safety Services, with a specific mandate to address, within the panel's first six months, each of the following tasks:

- a. Development of methods to conduct shared river response training for multi-discipline (e.g. dispatch, fire, law enforcement, Coast Guard) response partners;
  - b. Development of clear multi-discipline dive protocols to ensure maximum public safety effectiveness (including rescue, recovery, search, and crime scene investigation) when the response of dive teams is called for, and
  - c. Additional review and definition of terminology used by response partners to further minimize miscommunication caused by varying practices by different response agencies.
4. When necessary, to reach agreement on changes to existing Operating Protocols proposed for approval and adoption by participating agencies
  5. Manage projects anticipated by river public safety service teams, or others recognized as benefiting the delivery of river safety services.

## **B. Membership and Management**

1. The panel will be made up of command staff responsible for river operations from local law enforcement, fire and rescue, and Coast Guard, as well as citizen representatives from the recreational boating community. Representatives from dispatch agencies, the Portland Police Bureau, Oregon State Marine Board, and elected officials and/or their staff will also be invited to participate.
2. Agency Representatives will be appointed by individual agencies involved in providing public water safety services in the Portland /Vancouver metropolitan area.
3. Two Citizen Representatives will initially be appointed by the River Public Safety Coordination Task Force. Future citizen representatives will be nominated and approved by the standing River Safety Panel.
4. Membership shall identify the Panel's leadership, including Chair, Vice-Chair (Chair-elect), and Secretary, respecting the multiple disciplines involved in the region's River Safety Services providers. These officers will serve for one-year periods. No person may hold the Chair position more often than once every three years.

## **C. Meetings**

1. At least one meeting will be scheduled each calendar month to be held at the discretion of the Chair.
2. Additional meetings may be scheduled to accommodate increased activity levels, or to conduct other business as described in the General Charter.



## **Appendix D: Towing Assistance Procedures**

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## Sector Portland Maritime SAR Assistance Policy

Updated: 10/30/07

It is Coast Guard Sector Portland's policy, once made aware of a non-distress situation where no assistance has been arranged, to establish and maintain communications with the subject vessel. If at any point communications are lost, the situation will be upgraded to Distress and a resource shall be launched.

If a non-distress occurring in Multnomah County is happened upon by USCG Auxiliary or referred to the Coast Guard by a SAR Partner, the Coast Guard shall notify the Bureau of Emergency Communication (BOEC).

The SAR Mission Coordinator (SMC) shall take appropriate action to determine emergency phase. If there is no distress and the person does not have a person to assist, the CG may issue a Marine Assistance Request Broadcast (MARB) at the request of the boater. If there is no response to the MARB in 10 minutes, the CG can respond. The CG usually waits longer when circumstances (weather, time of day, ages of those on board, etc) allow. If a Good Samaritan or commercial salvage company responds to the MARB, they must be able to respond in a reasonable amount of time (roughly 1 hour, but dependant on wx, time of day, etc). SMC will decide a reasonable amount of time given the circumstances. A comms schedule is kept with the vessel while the MARB is broadcast and while comm. salvage is en route.

Although the Coast Guard is committed to helping persons in distress upon the water, we are obligated not to interfere with the right of commercial enterprise to earn a living as a service provider for non-distressed vessels who need assistance. The Controller shall normally make determination of non-distress. In the course of routine operations Coast Guard units may come upon vessels requesting/requiring assistance. If a bona fide emergency does not exist the information relating to the vessel's situation will be passed to the Controller for appropriate dispensation of the request, including contacting a provider asked for by the vessel requesting assistance or broadcasting a Marine Assistance Request Broadcast (MARB). However, should an Auxiliary facility observe a mariner needing assistance prior to him establishing radio contact with the Coast Guard or having a MARB issued, that facility may assist.

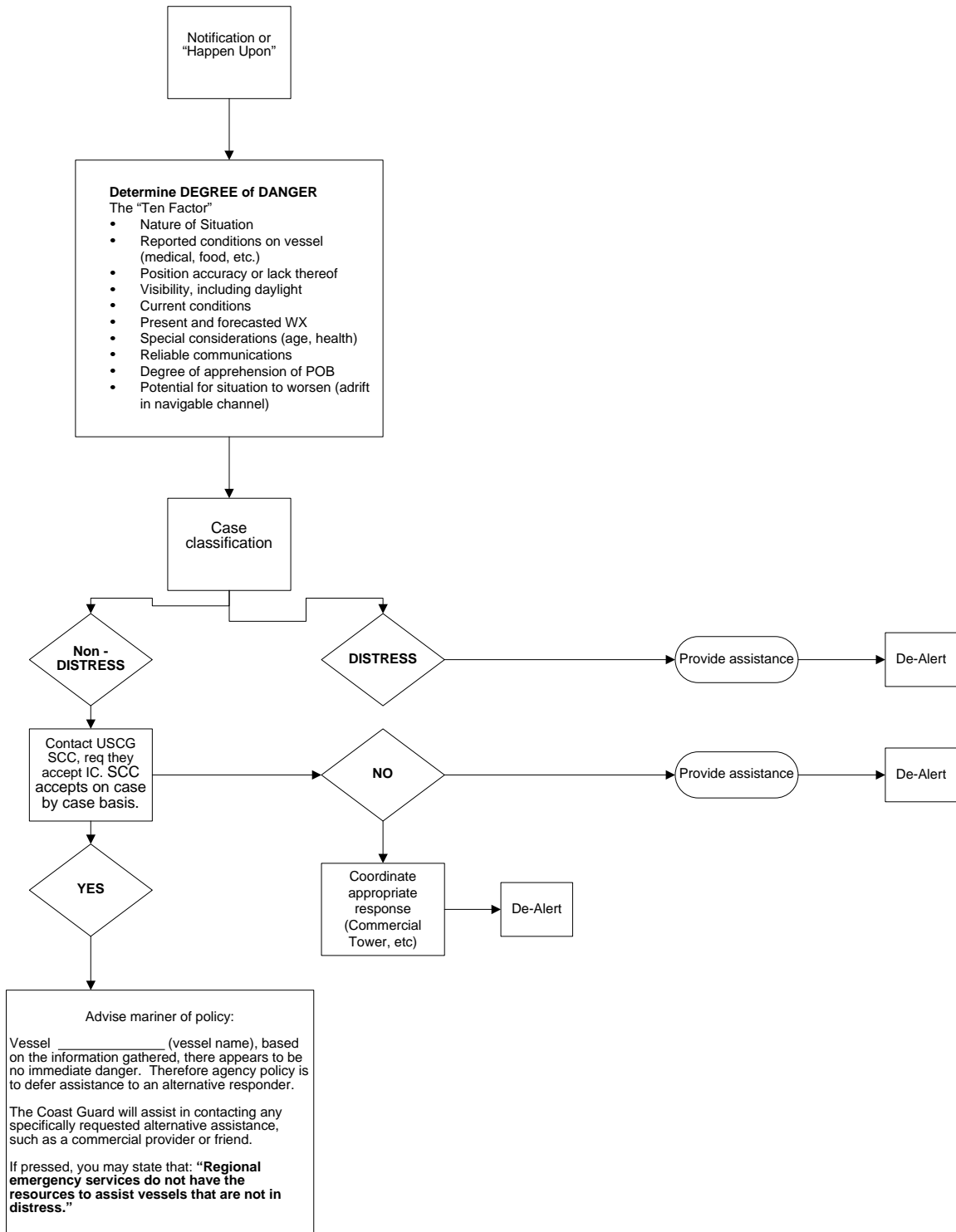
All factors, including the following, will be considered by the Controller when determining whether or not a distress situation exists:

- The degree of apprehension of the persons requesting assistance;
- The age and medical condition of those persons embarked on the vessel;
- The weather and forecast weather for the area of the distressed vessel as well as the anticipated route of response resources to and from the scene;
- The time of day and time for any other responder to arrive on scene and resolve the situation.
- The availability and capability of other responders to resolve the situation;
- Position in relation to the Navigable Channel;
- Ability of vessel to properly anchor;
- Ability of vessel to properly display navigation lights;
- Ability to remotely monitor the situation by direct or indirect communications with the vessel in need of assistance.
- Time of year (e.g. water/air temperature as it relates to hypothermia).

All events on the water are dynamic, and the changing circumstances of the case may require altering the Controller's initial course of action. It is always better to err on the side of safety. We can always apologize for interfering with commercial enterprise, but it is unacceptable to allow lives or property to be needlessly lost due to inaction.

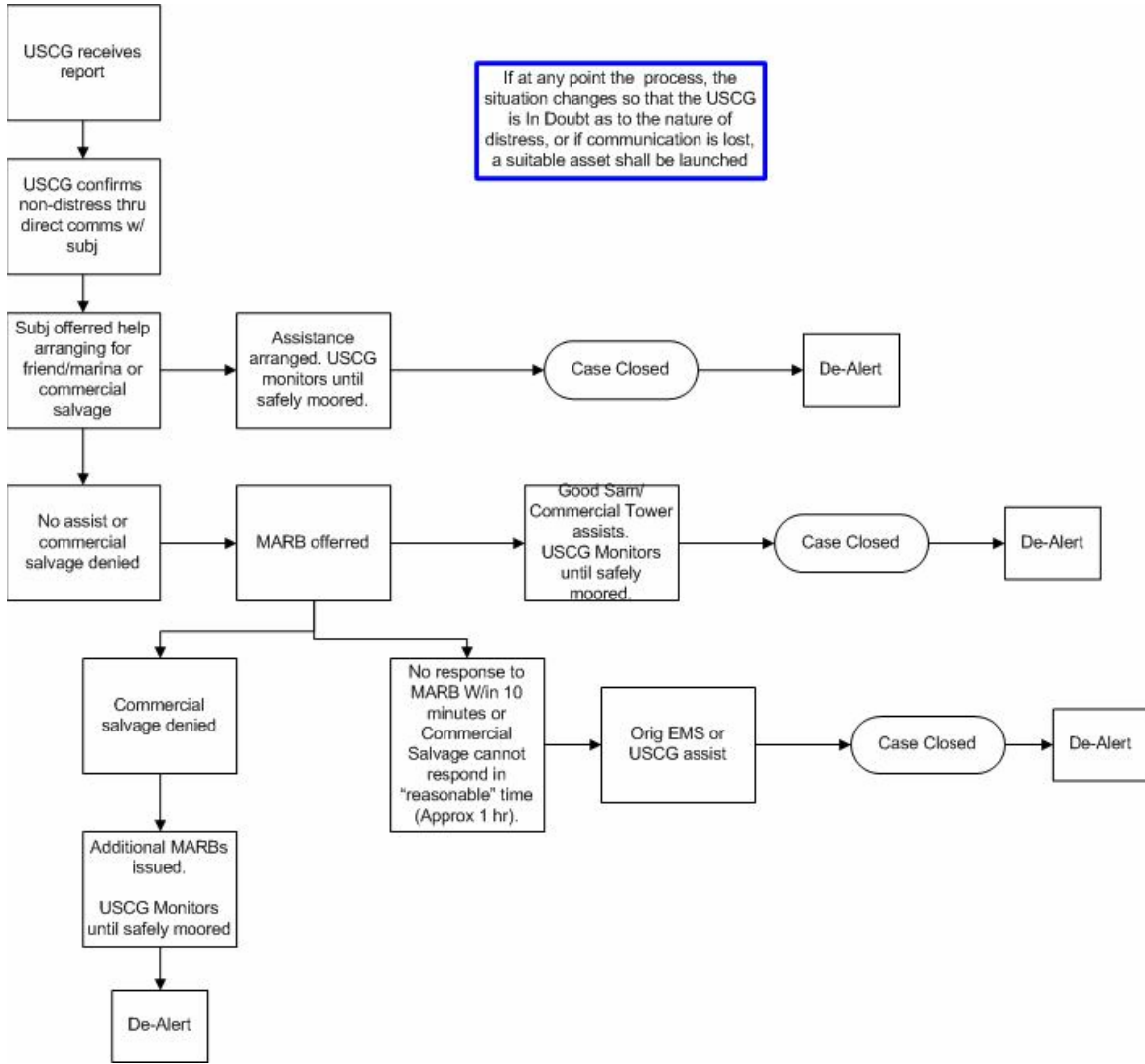
# SAR Partner Non-Distress Policy

Updated: 10/30/07



# SAR Partner transfer of Non-Distress to USCG

Updated: 10/30/08



# SAR Partner transfer of Non-Distress to USCG

Updated: 10/30/08

**Appendix E: Meeting minutes**

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## River Public Safety Coordination Task Force

### Meeting minutes for: February 23, 2007

Rose Room, Portland City Hall

Meeting began at 9:05 a.m.

#### **Attendees:**

Jane Ames, Senior Policy Director, Office of City Commissioner Sam Adams  
Chuck Atkins, Commander, Clark County Sheriff's Office  
Chris Bryant, Captain, Water Resource Coordinator, Port of Portland  
Mitch Cline, United States Coast Guard  
Paul Donheffner, Director, Marine Board of Oregon  
Jim Drew, Lead Marine Patrol Deputy, Clark County Sheriff's Office  
Brad Howton, General Manager, Columbia Crossings, Task Force Chair  
Jeff Johnson, Captain, Marine Program Coordinator, Vancouver Fire Department  
Patrick Jones, Partner Agency Coordinator, Bureau of Emergency Communications  
Jim Klum, Deputy Chief, Gresham Fire & Emergency Services  
Mark Maunder, Battalion Chief, Gresham Fire & Emergency Services  
John Nohr, Deputy Chief, Portland Fire & Rescue  
Monte Reiser, Captain, Multnomah County Sheriff's Office  
Maria Rubio, Office of the Mayor  
Bill Rydblom, Law Enforcement Administrator, Marine Board of Oregon  
Toni Sexton, Operations Manager, Bureau of Emergency Communications  
Mike Shults, Lieutenant, Multnomah County Sheriff's Office

#### **Guests:**

City Commissioner Sam Adams  
Multnomah County Sheriff Bernie Giusto  
Clark County Sheriff Garry Lucas  
City of Portland Mayor Tom Potter  
Jim Beery, Assistant Chief, Portland Fire & Rescue  
Jeff Craig, United States Coast Guard  
Kevin Elmore, Chief, Port of Portland  
Mike Evans, Chief Criminal Deputy, Clark County Sheriff's Office  
Bill Farver, Chief Operating Officer, Multnomah County  
Patrick Garrity, Captain, United States Coast Guard  
Scott Lewis, Chief, Gresham Fire & Emergency Services  
Jim Middaugh, Chief of Staff for City Commissioner Erik Sten  
Tim Moore, Assistant Chief, Multnomah County Sheriff  
Russell Proctor, Commander, United States Coast Guard  
Dave Sprando, Fire Chief, Portland Fire & Rescue

#### **Facilitation Staff:**

John Campbell, Facilitator, Campbell DeLong Resources, Inc.  
Cheri Woodhull, Campbell DeLong Resources, Inc.

Attendees introduced themselves and discussed their best hope for results from the Task Force and changes their agencies can make to achieve results.

Guests provided introductory comments on their hopes for task force success.

Facilitator discussed his perceptions gained from speaking with Task Force members over the previous week, and attendees discussed these perceptions.

Task Force members discussed and made a list of outcome indicators of short- and long-term success in river public safety without attempting to reach consensus on all indicators.

Task Force members discussed and made a list of “dispatch values,” or values that agencies would like to see represented in each call also without attempting to reach consensus on all list items.

It was decided that prior to the next Task Force meeting, representatives from Multnomah County Sheriff’s Office and Portland Fire and Rescue would meet with the facilitator.

The facilitator and Jane Ames agreed to determine a Task Force meeting schedule.

The facilitator asked that all Task Members investigate whether their agencies have any available data regarding the status of any outcome indicators or related data. If so, the facilitator asked members to share the data at the next meeting.

The meeting was adjourned at 12:45 p.m.

## River Public Safety Coordination Task Force

### Meeting minutes for: March 15, 2007

Ward Room, St. Helens Building, United States Coast Guard

Meeting began at 1:34 p.m.

#### **Attendees:**

Jane Ames, Senior Policy Director, Office of City Commissioner Sam Adams  
Chuck Atkins, Commander, Clark County Sheriff's Office  
Frank Bocarde, Citizen,  
Chris Bryant, Captain, Water Resource Coordinator, Port of Portland  
Mitch Cline, United States Coast Guard  
Jim Drew, Lead Marine Patrol Deputy, Clark County Sheriff's Office  
Brad Howton, Task Force Chair, General Manager, Columbia Crossing  
Jeff Johnson, Captain, Marine Program Coordinator, Vancouver Fire Department  
Patrick Jones, Partner Agency Coordinator, Bureau of Emergency Communications  
Jim Klum, Deputy Chief, City of Gresham  
Mark Maunder, Battalion Chief, City of Gresham  
John Nohr, Deputy Chief, Portland Fire & Rescue  
Monte Reiser, Captain, Multnomah County Sheriff's Office  
Rich Rodgers, Liaison to Portland Fire & Rescue, Office of City Commissioner Erik Sten  
Mike Shults, Lieutenant, Multnomah County Sheriff's Office

#### **Facilitation Staff:**

John Campbell, Facilitator, Campbell DeLong Resources, Inc.  
Cheri Woodhull, Campbell DeLong Resources, Inc.

Brad Howton, Task Force Chair, brought the meeting to order. He handed out the Charge to the Task Force for members to review and concluded by thanking everyone for coming.

The facilitator reviewed the agenda and outlined desired accomplishments for the meeting.

Attendees introduced themselves and discussed improvements in river coordination over the past few years.

The minutes for the February 23, 2007, meeting were reviewed and no members had objections or requested changes.

Members briefly discussed events that had occurred since the last meeting and upcoming events, including the tabletop exercise that took place the morning of March 15, 2007, and the TOPOFF exercise that will take place in Portland this year.

Facilitator outlined a synthesized list of the outcome indicators that had been listed by members in the previous meeting. Upon review, members recommended changes to one indicator and recommended a sixth outcome indicator that more directly addressed preparedness. Facilitator agreed to provide an updated draft list integrating those changes.

Members discussed some of the issues concerning a common reporting database, without attempting to reach consensus on the matter.

Facilitator reviewed a synthesized list of “dispatch values” that had been listed by members at the previous meeting. Members and the facilitator agreed to change the second dispatch value to include the word “appropriate.”

Regarding improving radio communications, members discussed the pros and cons of a dedicated shared channel (“RiverNet”). John Nohr agreed to head a workgroup to “codify” a recommended approach. Also on this subcommittee are Mark Maunder, Monte Reiser, and Patrick Jones.

An initial discussion on dispatch protocols was held, with the recognition that there is already consensus agreement on the use of ICS for major events and that members are familiar with it and committed to its use. Discussion focused on the need for ensuring ongoing agreement about smaller incidents that still have more than one agency responding. Jane Ames, Brad Howton, and the facilitator agreed to meet to discuss this issue further.

Members briefly discussed elements needed in a towing assistance Request for Proposals. Jim Drew and Brad Howton agree to meet to discuss what is needed to accomplish this task.

Meeting adjourned at 3:32 p.m.

## River Public Safety Coordination Task Force

### Meeting minutes for: March 22, 2007

Ward Room, St. Helens Building, United States Coast Guard

Meeting began at 9:35 a.m.

#### **Attendees:**

Jane Ames, Senior Policy Director, Office of City Commissioner Sam Adams  
Chuck Atkins, Commander, Clark County Sheriff's Office  
Frank Bocarde, Citizen  
Chris Bryant, Captain, Water Resource Coordinator, Port of Portland  
Mitch Cline, United States Coast Guard  
Brett Elliott, Captain, Multnomah County Sheriff's Office  
Brad Howton, Task Force Chair, General Manager, Columbia Crossing  
Jeff Johnson, Captain, Marine Program Coordinator, Vancouver Fire Department  
Patrick Jones, Partner Agency Coordinator, Bureau of Emergency Communications  
Jim Klum, Deputy Chief, City of Gresham  
Mark Maunder, Battalion Chief, City of Gresham  
John Nohr, Deputy Chief, Portland Fire & Rescue

#### **Facilitation Staff:**

John Campbell, Facilitator, Campbell DeLong Resources, Inc.  
Cheri Woodhull, Campbell DeLong Resources, Inc.

Brad Howton, Task Force Chair, brought the meeting to order.

Attendees introduced themselves.

The minutes for the March 15, 2007, meeting were reviewed and no members had objections or requested changes.

The facilitator reviewed the agenda and outlined desired accomplishments for the meeting.

Members briefly discussed events that had occurred since the last meeting.

#### **Improved Radio Communication**

John Nohr reported on the "RiverNet" workgroup. Conceptually, the direction involves clarifying agreements and building on the better practices that have already become more common place since the River Safety discussions began. The need for better agreements around these practices are important in order to raise the likelihood that such practices can continue as management at various agencies change over time. It was decided that the issues discussed by he and Monte Reiser would be given to Mark Maunder for his input and then would be discussed with Patrick Jones on how to best implement changes with BOEC. Additional discussion of these issues is anticipated for the next meeting.

Members discussed the benefits and drawbacks of how to formalize the approaches and reached some consensus that offering partner agencies a template for establishing the same

set of policies regarding dispatch, IC protocols, and radio terminology would seem preferable, and more practical, than attempting to negotiate the complexities of inter-governmental agreements among each of the responding agencies.

Discussion was also held regarding use of radios by Coast Guard Auxiliary. Mitch Cline agreed to draft a proposed approach on how radios will be issued to and used by Coast Guard Auxiliary.

#### **Towing assistance RFP**

Brad Howton reported that he and Jim Drew are still in the process of scheduling a meeting regarding outlining a towing assistance Request for Proposals.

#### **Reporting**

Members had an initial discussion on the issues surrounding a common data reporting system without coming to a consensus on the issue. After reviewing overall outcome indicators, discussion focused on the immediate need to gain consistent information about dispatched calls.

Patrick Jones agreed to take the lead on a workgroup that will meet and look at the reporting issue. Mitch Cline, Mike Shults, John Nohr, and Frank Bocarde are also on this subcommittee.

Meeting adjourned at 11:32 a.m.

## River Public Safety Coordination Task Force

### Meeting minutes for: April 12, 2007

Training Room, Mt. Rainier Building, United States Coast Guard

Meeting began at 9:37 a.m.

#### **Attendees:**

Jane Ames, Senior Policy Director, Office of City Commissioner Sam Adams  
Chuck Atkins, Commander, Clark County Sheriff's Office  
Frank Bocarde, Citizen  
Chris Bryant, Captain, Water Resource Coordinator, Port of Portland  
Mitch Cline, United States Coast Guard  
Jeff Craig, Command Center Chief, United States Coast Guard  
Ken Edwards, Port of Portland  
Brad Howton, Task Force Chair, General Manager, Columbia Crossings  
Patrick Jones, Partner Agency Coordinator, Bureau of Emergency Communications  
Mark Maunder, Battalion Chief, City of Gresham  
John Nohr, Deputy Chief, Portland Fire & Rescue  
Monte Reiser, Captain, Multnomah County Sheriff's Office  
Mike Shults, Lieutenant, Multnomah County Sheriff's Office

#### **Facilitation Staff:**

John Campbell, Facilitator, Campbell DeLong Resources, Inc.  
Cheri Woodhull, Campbell DeLong Resources, Inc.

Brad Howton, Task Force Chair, brought the meeting to order.

Attendees introduced themselves.

The facilitator reviewed the agenda and outlined desired accomplishments for the meeting.

The minutes for the March 22, 2007, meeting were reviewed and no members had objections or requested changes.

Members briefly discussed events that had occurred since the last meeting.

#### **Improved Radio Communication/Operating Protocols**

(At the previous meeting general consensus was reached among members that offering partner agencies a template for establishing the same set of policies regarding dispatch, Incident Command protocols, and radio terminology is preferable over negotiating inter-governmental agreements among the responding agencies.)

Members discussed concepts that should be included in such a template. Members agreed that the template should include the following:

- ✓ **BOEC assigned communications channel.** For incidents that originate on the river, BOEC will assign a channel for that incident. River-responding agencies will, at a minimum,

monitor the assigned channel (which will most typically be an OPS channel). Agencies, at their discretion, will continue to monitor their own radio net as well.

- ✓ **Communicate response status.** River emergency response agencies will communicate with one another regarding their response or decision not to respond, via the assigned OPS channel. (This protocol is particularly important in multi-disciplinary response situations.) The template will either define terms such as “monitoring,” “responding,” “on scene,” and “arrived” or otherwise plainly indicate the need to be clear about whether one is in route versus actually on scene.
- ✓ **ETA information sharing.** Responding agencies will give BOEC an estimated time of arrival to the scene, or will at a minimum give information on from where they are responding (for example, “From home to the boathouse”). BOEC dispatchers will relay this data to other responding agencies.
- ✓ **Incident Command System.** More formal use of ICS protocols will be implemented earlier for river incidents than would typically be implemented for a land-based incident with similar characteristics. The same applies to moving to the use of Unified Command more rapidly during multi-disciplinary river incidents.
- ✓ **Coast Guard/BOEC coordination.** When responding to incidents in the local jurisdiction, the Coast Guard will contact BOEC with information needed to dispatch/inform the most appropriate local agency or agencies.
- ✓ **Definition of resource terms.** Resource definitions, such as the difference between a fire boat and a rescue boat, will be included in the template. This will aid other responding agencies in determining which, if any, of their own resources should be responding to the incident.
- ✓ **Planning for the unexpected, debriefing.** It must be recognized that there will inevitably be situations for which protocols have not been outlined and, as such, it will be important for all river response agencies to default to handling the incident based on the following core values: river response agencies will make every effort to communicate with each other during the incident and river response agencies will have a method in place that will allow all agencies to debrief following the event.
- ✓ **Ongoing inter-agency coordination.** While protocols matter, it is consistently understood by taskforce members that ongoing inter-agency coordination efforts among response managers (such as this taskforce) will be important to sustain in order to keep protocols in effective use as personnel and managers change over time at the various agencies involved.

John Nohr agreed to present a draft outline of a Marine Incident Communications Plan template at the next meeting.

Meeting adjourned at 11:30 a.m.

## River Public Safety Coordination Task Force

### Meeting minutes for: April 26, 2007

Training Room, Mt. Rainier Building, United States Coast Guard

Meeting began at 9:34 a.m.

#### **Attendees:**

Frank Bocarde, Citizen

Mitch Cline, United States Coast Guard

Ken Edwards, Water Rescue Coordinator, Port of Portland Airport Fire Department

Brad Howton, Task Force Chair, General Manager, Columbia Crossings

Jeff Johnson, Captain, Marine Program Coordinator, Vancouver Fire Department

Mark Maunder, Battalion Chief, City of Gresham

John Nohr, Deputy Chief, Portland Fire & Rescue

Monte Reiser, Captain, Multnomah County Sheriff's Office

#### **Facilitation Staff:**

John Campbell, Facilitator, Campbell DeLong Resources, Inc.

Ruth Adkins, Campbell DeLong Resources, Inc.

Brad Howton, Task Force Chair, brought the meeting to order and noted that the deadlines for the Task Force to develop a reporting system and improved communication/dispatch methods are rapidly approaching.

The minutes for the April 12 meeting were reviewed and no members had objections or requested changes.

Attendees introduced themselves. A brief discussion was held regarding recent incidents including one that involved a cross-jurisdictional issue that arose when a car drove off I-84 and sank in the river.

#### **Marine Incident Communications Plan**

Facilitator noted the goal of the plan is to provide a template that agencies in the region can adopt and implement.

John Nohr reviewed a draft of the plan. Tasks that resulted from that discussion include:

- ▶ Mitch Cline will verify that the Coast Guard has the Law Enforcement frequencies programmed in so that they can switch to those as needed.
- ▶ John Campbell agreed to make several wording changes to the draft Communications Plan, and send the revised document to the entire group. The agreed-upon revisions include:
  - Change wording from BOEC having “*control*” over an incident to having “*dispatch supervision*.”
  - Make adjustments in meaning to account for the fact that the Coast Guard is also involved in dispatch.

- Add the phrase “*and monitor the LE frequency*” at the end of section III.2.
  - Add language to the general section that emphasizes the importance of all parties committing to finding common radio frequency solutions in any situations that cannot be anticipated.
- ▶ Left to be resolved: How MCSO and the Coast Guard will interact and the need to give the draft template to CRESA and have them review it.

### **Reporting System**

John Campbell reviewed a draft reporting grid that could be used to collect information about river incidents to show a more clear picture of what has been happening on the river. It was agreed that, while much of the information on the grid is collected by BOEC, not all of it is, and regarding the information that is collected, a per-event (rather than per-agency incident) analysis has not been done. Tasks that resulted from that discussion include:

- ▶ John Campbell will meet with Patrick Jones to determine the degree to which consolidated information can be pulled by emergency event on the river and report back on those results at the next meeting, potentially with a test run of available data for recent calls.
- ▶ With an anticipated “baseline” of available BOEC data, the Task Force should then be able to take up how to show better information on such issues as distress vs. non-distress, better use of disposition codes, geographic identifiers, responding unit, and others.

### **Towing Service RFP**

Brad Howton reported briefly that he has interviewed vendors and found written agreements used by other communities. There are national certifications and other standards can be used or adapted. He will send out information about how private towing has been implemented elsewhere. Brad asked that members call him with any questions.

Meeting adjourned at 11:35 a.m.

## River Public Safety Coordination Task Force

### Meeting minutes for: May 10, 2007

Training Room, Airport Fire Station, Port of Portland

Meeting began at 9:33 a.m.

#### **Attendees:**

Jane Ames, Senior Policy Director, Office of City Commissioner Sam Adams  
Frank Bocarde, Citizen  
Chris Bryant, Captain, Water Resource Coordinator, Port of Portland  
Mitch Cline, United States Coast Guard  
Brad Howton, General Manager, Columbia Crossings, Task Force Chair  
Jeff Johnson, Captain, Marine Program Coordinator, Vancouver Fire Department  
Patrick Jones, Partner Agency Coordinator, Bureau of Emergency Communications  
Jim Klum, Deputy Chief, Gresham Fire & Emergency Services  
John Nohr, Deputy Chief, Portland Fire & Rescue  
Monte Reiser, Captain, Multnomah County Sheriff's Office  
Bill Rydblom, Law Enforcement Administrator, Marine Board of Oregon  
Toni Sexton, Operations Manager, Bureau of Emergency Communications  
Mike Shults, Lieutenant, Multnomah County Sheriff's Office

#### **Facilitation Staff:**

John Campbell, Facilitator, Campbell DeLong Resources, Inc.  
Cheri Woodhull, Campbell DeLong Resources, Inc.

Brad Howton, Task Force Chair, brought the meeting to order.

Attendees introduced themselves.

The minutes for the April 26 meeting were reviewed and no members had objections or requested changes.

John Campbell reviewed the agenda and outlined desired accomplishments for the meeting.

A discussion was held regarding recent incidents including one involving Multnomah County Sheriff's Office and Gresham Fire & Rescue in an incident in the Sandy River area and another incident involving a stolen Zodiac on the Columbia River. Action items that resulted from that discussion include:

- ▶ The Task Force will discuss the issue of how to ensure that the timely dispatch of additional appropriate resources in cases where additional information learned by the first responder suggests the need for multi-disciplinary assistance.
- ▶ The Task Force will discuss putting a procedure in place so that all on-scene river responders are better informed of the capabilities and general availability of each other's resources.

John Campbell suggested that in the future, Task Force meetings take place at different members' agencies and a tour of the facility is conducted prior to or after the meeting. There was general agreement among members that this is a good idea.

### **Marine Incident Communications Plan**

John Campbell reviewed the latest version of the Marine Incident Communications Plan. Changes were made to clarify the role of dispatchers as coordinators rather than supervisors, to draw a distinction between the United States Coast Guard responding in a support role versus being a single responder, and to clarify the Coast Guard's continuous monitoring/guarding of VHF-FM channel 16 (156.8 MHz). In addition, a sentence was added to the plan to alert all agencies participating in the communications plan of the value of maintaining familiarity with the quarterly reports of the River Public Safety Coordination Task Force.

Mitch Cline raised the issue of needing to explain why the use of a single River Search and Rescue/Law Enforcement response frequency is not being adopted in the plan. After discussion among the members regarding whether such explanation needed to be in the plan itself, John Campbell agreed to include this information in the next Quarterly Report to the Portland City Council.

A motion was made and seconded to approve, with the changes discussed, the Marine Incident Communications Plan. By voice vote, Task Force members approved the adoption of, with changes discussed, the Marine Incident Communications Plan (All members present voted for adoption with the exception of one abstention. No members voted against the motion).

### **Reporting System**

John Campbell reviewed information compiled from BOEC data on river events between April 2 and May 2, 2007, with the purpose of demonstrating the type of unified event (as opposed to incident) data that is available from BOEC. A discussion was held regarding the benefits and drawbacks of the data presented. A discussion regarding how to provide a more clear picture of what the data represents was tabled until the next meeting.

It was agreed that the May 24, 2007 Task Force meeting would be held from 9:00 a.m. to noon.

Meeting adjourned at 11:37 a.m.

## River Public Safety Coordination Task Force

### Meeting minutes for: May 24, 2007

Training Room, Mt. Rainier Building, United States Coast Guard

Meeting began at 9:00 a.m.

#### **Attendees:**

Jane Ames, Senior Policy Director, Office of City Commissioner Sam Adams  
Chuck Atkins, Commander, Clark County Sheriff's Office  
Frank Bocarde, Citizen  
Chris Bryant, Captain, Water Resource Coordinator, Port of Portland  
Mitch Cline, United States Coast Guard  
Jim Drew, Lead marine Patrol Deputy, Clark County Sheriff's Office  
Brad Howton, General Manager, Columbia Crossings, Task Force Chair  
Jeff Johnson, Captain, Marine Program Coordinator, Vancouver Fire Department  
Patrick Jones, Partner Agency Coordinator, Bureau of Emergency Communications  
Mike Leloff, Lieutenant, Portland Police Bureau  
Mark Maunder, Battalion Chief, Gresham Fire & Rescue  
John Nohr, Deputy Chief, Portland Fire & Rescue  
Monte Reiser, Captain, Multnomah County Sheriff's Office  
Bill Rydblom, Law Enforcement Administrator, Marine Board of Oregon

#### **Facilitation Staff:**

John Campbell, Facilitator, Campbell DeLong Resources, Inc.  
Cheri Woodhull, Campbell DeLong Resources, Inc.

The meeting began with a tour of the United States Coast Guard Command Center, followed by a presentation by Mitch Cline on the responsibilities of the Coast Guard.

The meeting then re-convened in the Training Room at 10:05 a.m. Brad Howton, Task Force Chair, brought the meeting to order.

Attendees introduced themselves.

The minutes for the May 10 meeting were reviewed and no members had objections or requested changes.

A discussion was held regarding recent incidents including one that was type-coded by BOEC in such a way that caused Multnomah County Sheriff's Office to not be notified of a situation on the river. An action item that resulted from that discussion includes that the Task Force will address this type of issue when they begin to discuss operating protocols.

#### **Marine Incident Communications Plan**

The approved Marine Incident Communications Plan was briefly discussed. It was suggested that the Task Force include discussion in the upcoming protocols that clarify methods for how

on-scene responding agencies will transition command to other responding agencies as the nature of the required response either evolves or becomes better understood.

During a discussion about how to best disseminate the Communications Plan to law enforcement and firefighters, representatives from Multnomah County Sheriff's Office and Portland Fire & Rescue discussed using the Communications Plan as an opportunity to get their river crews together prior to the start of the summer season.

Following a discussion about the intent of the Communications Plan, out of concerns raised by the Vancouver Fire Department, it was further revised to remove this sentence: "For calls for service originating in Clark County, CRESA and BOEC will work together to determine which dispatch agency will provide communications services for the incident." (A corrected final plan was distributed to all taskforce members following the meeting.)

Concerns from the Portland Police Bureau were raised regarding elements of the plan that specify talk group selection procedures (in particularly, safety considerations associated with changing channels in mid incident), which issues were largely clarified by closer reading of the plan itself.

### **Reporting System**

Task Force members discussed what type of data is missing from BOEC data that is necessary to provide a clear picture of what is happening on the river, including self-initiated responses, ensuring that all river incidents are recorded as such in BOEC data, and better descriptions of the location of the incidents.

Most of the agencies represented appear satisfied that their self-initiated responses are being reflected in BOEC or CRESA data.

River Patrol will work on ensuring that Multnomah County Sheriff's Office will capture their self-initiated responses within CAD data where that information is not already being collected for the Oregon Marine Board.

Portland Fire and Rescue will work with their dispatch liaison to explore establishing better type codes for river responses.

A discussion that would result in the creation a new list of river disposition codes was tabled until the next meeting, with the understanding that agencies would begin reporting disposition codes that are in use today to minimize the number of events that are coded Z1 (Cleared, no disposition code given).

There was a brief discussion about agencies having responders modify the location of the incident in the CAD data as necessary to better reflect the actual location of the incident, but consensus has not been reached on this issue.

It was agreed that the June 7, 2007 Task Force meeting will begin at 9:00 a.m. at the 42<sup>nd</sup> Street Boat Ramp and will then continue at the Port of Portland's Airport Fire Station.

Meeting adjourned at 11:58 a.m.

## River Public Safety Coordination Task Force

### Meeting minutes for: June 7, 2007

Training Room, Airport Fire Station, Port of Portland

Meeting began at 9:00 a.m.

#### **Attendees:**

Jane Ames, Senior Policy Director, Office of City Commissioner Sam Adams

Frank Bocarde, Citizen

Chris Bryant, Captain, Water Resource Coordinator, Port of Portland

Mitch Cline, United States Coast Guard

John Nohr, Deputy Chief, Portland Fire & Rescue

Monte Reiser, Captain, Multnomah County Sheriff's Office

Anna Pendergrass, Operations Manager, CRESA

#### **Facilitation Staff:**

John Campbell, Facilitator, Campbell DeLong Resources, Inc.

Cheri Woodhull, Campbell DeLong Resources, Inc.

The meeting began at the 42<sup>nd</sup> Ave Boat Ramp for an overview of Multnomah County Sheriff's Office's, Port of Portland's, and Portland Fire & Rescue's river resources.

The meeting then re-convened in the Training Room at 9:48 a.m. John Campbell brought the meeting to order.

Attendees introduced themselves.

John Campbell reviewed the agenda and outlined desired accomplishments for the meeting.

The minutes for the May 24 meeting were reviewed and no members had objections or requested changes.

#### **Marine Incident Communications Plan**

The approved Marine Incident Communications Plan was briefly discussed. Task Force members reiterated the intent of the plan to be a regionally-used document.

#### **Reporting System**

There was a discussion among Task Force members about dispatch type-coding and how to ensure that all river responses are reflected in BOEC data. Decisions that resulted from this discussion include:

▶ Portland Fire and Rescue will:

- **Ensure that self-initiated work on the river is no longer called in as a "Public Assist" but as "River."** Note that BOEC records elsewhere that the work is self-initiated, so this will not lose that information and it will gain the benefit of ensuring that

action taken on the river in BOEC's systems can be found as such. There is also an additional benefit to typing a call as "River" rather than "Public Assist" — apparently, BOEC follows its protocol of notifying River Patrol for incidents that are typed as *River*, but does not automatically do so for calls typed as *Public Assist*. Thus, doing so can help make it easier for BOEC to follow its agreed upon dispatch procedures and reduce the frequency of inter-agency miscommunication issues.

- **Work with BOEC and BTS data analysts to ensure that reporting summaries of river activity aggregated by event from BOEC's data can easily integrate PF&R's in-house disposition data.** In other words, while PF&R does not record a disposition code with BOEC (essentially, they are all Z1 at BOEC), the information is apparently being captured by PF&R's in-house system. In order to show a complete picture of what is happening on the river, by event, it will be necessary to ensure that the in-house disposition information is efficiently aggregated back into the BOEC dispatched event data.
- ▶ River Patrol will:
    - **Begin reporting all self-initiated stops to BOEC** (presumably as a "Marine" type code).
    - **Ensure that disposition codes, other than Z1 (Cleared, no disposition given), are used consistently for all calls.** Mostly, the appropriate codes are already being used by River Patrol. This action will clean up the few remaining where that is not the case.
  - ▶ The Port of Portland will follow the same procedure as Portland Fire and Rescue.
  - ▶ Convene off-line meeting with the Bureau of Technology Services, BOEC and others to improve data reporting. John Campbell and Frank Bocarde will continue work with BOEC, CRESA, and BTS (who does data analysis and support for both BOEC and PF&R) to develop pathways to establish better data reporting methodologies.

### Operating Protocols

The development of river-response operating protocols was briefly discussed. Task Force members agreed that the formation of a subcommittee for compiling a rough draft of protocols would take place at the next meeting when more members were present.

Campbell will compile a list of issues that have been identified since the Taskforce began work that members have indicated will be necessary to address in the protocols piece. That information will be used to begin development of the protocols.

It was agreed that the June 21, 2007 Task Force meeting will begin at 9:30 a.m., tentatively at the United States Coast Guard.

Meeting adjourned at 12:05 p.m.

## River Public Safety Coordination Task Force

### Meeting minutes for: June 21, 2007

Training Room, Mt. Rainier Building, United States Coast Guard

Meeting began at 9:30 a.m.

#### **Attendees:**

Jane Ames, Senior Policy Director, Office of City Commissioner Sam Adams  
Chuck Atkins, Commander, Clark County Sheriff's Office  
Frank Bocarde, Citizen  
Chris Bryant, Captain, Water Resource Coordinator, Port of Portland  
Mitch Cline, United States Coast Guard  
Brad Howton, General Manager, Columbia Crossings, Task Force Chair  
Patrick Jones, Partner Agency Coordinator, Bureau of Emergency Communications  
Jim Klum, Deputy Chief, Gresham Fire & Emergency Services  
Rom Matthews, Lieutenant, United States Coast Guard  
Mark Maunder, Battalion Chief, Gresham Fire & Emergency Services  
John Nohr, Deputy Chief, Portland Fire & Rescue  
Mike Shults, Lieutenant, Multnomah County Sheriff's Office

#### **Facilitation Staff:**

John Campbell, Facilitator, Campbell DeLong Resources, Inc.  
Cheri Woodhull, Campbell DeLong Resources, Inc.

Brad Howton, Task Force Chair, brought the meeting to order.

Attendees introduced themselves and Brad Howton reviewed the agenda and outlined desired accomplishments for the meeting.

The minutes for the June 7 meeting were reviewed and no members had objections or requested changes.

A discussion was held regarding recent incidents, including one where a car on Marine Drive went into the river to which six agencies responded, including Multnomah County Sheriff's Office, Portland Police Bureau, Portland Fire & Rescue, Gresham Fire & Emergency Services, Port of Portland, and the United States Coast Guard.

#### **Towing RFP**

Brad Howton outlined an implementation plan for a river towing services request for proposals.

Mitch Cline suggested that the Task Force investigate the option of referring non-distress tows to the Coast Guard in situations where the responding agency decides not to tow. Effectively, the Coast has already established a list of private tow operators and agreements with them. Therefore, it would seem unnecessary to develop separate protocols for doing so by local agencies. After discussion, a voice vote was taken and all Task Force members voted in favor of pursuing the option of, in situations where the river responding agency or agencies elect not to tow, the Coast Guard taking the responsibility for the non-distress call and arranging, as necessary, for private tow options.

Mitch Cline and Brad Howton will make a recommendation regarding specific details that may be required to implement this approach.

### **Reporting System**

There was a discussion among Task Force members about creating a new list of disposition codes for river responses. It was decided that a committee consisting of Frank Bocarde, Patrick Jones, Mike Shults, and John Nohr will create a list of new river disposition codes that will be presented and discussed at the next meeting. Frank Bocarde and Patrick Jones agreed to take the lead on this task.

### **Operating Protocols**

John Campbell reviewed a list of issues that have been identified since the Task Force began that members have indicated will be necessary to address in the protocols piece. It was decided that Brad Howton will lead a subcommittee formed to compile operating protocols to present to the Task Force for discussion. In addition to Brad Howton, subcommittee members include Mitch Cline, John Nohr, Monte Reiser, Mark Maunder, and potentially Mike Leloff, Portland Police Bureau.

It was agreed that the Task Force will not meet on July 5, but will meet on July 19, 2007, at 9:30 a.m. at the United States Coast Guard.

Meeting adjourned at 11:46 a.m.

## River Public Safety Coordination Task Force

### Meeting minutes for: July 19, 2007

Training Room, Mt. Rainier Building, United States Coast Guard

Meeting began at 9:30 a.m.

#### **Attendees:**

Jane Ames, Senior Policy Director, Office of City Commissioner Sam Adams  
Frank Bocarde, Citizen  
Chris Bryant, Captain, Water Resource Coordinator, Port of Portland  
Mitch Cline, United States Coast Guard  
Scott Fisher, Deputy Chief, Portland Fire & Rescue  
Dale Flowers, Law Enforcement Coordinator, Oregon State Marine Board  
Brad Howton, General Manager, Columbia Crossings, Task Force Chair  
Jeff Johnson, Captain, Marine Program Coordinator, Vancouver Fire Department  
Jim Klum, Deputy Chief, Gresham Fire & Emergency Services  
John Nohr, Deputy Chief, Portland Fire & Rescue  
David Rader, Lieutenant, Multnomah County Sheriff's Office  
Bill Rydbloom, Law Enforcement Administrator, Oregon State Marine Board  
Mike Shults, Lieutenant, Multnomah County Sheriff's Office

#### **Facilitation Staff:**

John Campbell, Facilitator, Campbell DeLong Resources, Inc.  
Cheri Woodhull, Campbell DeLong Resources, Inc.

Brad Howton, Task Force Chair, brought the meeting to order.

Attendees introduced themselves and John Campbell reviewed the agenda and outlined desired accomplishments for the meeting.

The minutes for the June 21 meeting were reviewed and no members had objections or requested changes.

A brief discussion was held regarding recent incidents.

#### **Reporting System**

There was considerable discussion among Task Force members about how to best identify, using BOEC call data, whether any given incident occurred on the river, with opinions continuing to vary on whether codes for call type, disposition, or vessel I.D. will be the more effective. The perspective of Lieutenant David Rader from Multnomah County Sheriff's Office was offered. It was decided that the Reporting System subcommittee would meet on Thursday, July 26, at 8:00 a.m. at BOEC with the express intent of ensuring that a method to identify on-river dispatches is agreed upon.

#### **Towing RFP**

Mitch Cline told the Task Force that the United States Coast Guard is prepared to manage requests for towing referred to them by river first responders. He will draft a short proposed protocol template to share with Task Force members at the next meeting.

**Operating Protocols**

Brad Howton agreed to organize a subcommittee meeting prior to the next Task Force meeting to discuss operating protocols and to report back at the next meeting.

It was agreed that the Task Force will meet on August 2, 2007, at 9:30 a.m. at the Port of Portland Airport Fire Department.

Meeting adjourned at 11:20 a.m.

## River Public Safety Coordination Task Force

### Meeting minutes for: August 2, 2007

Training Room, Port of Portland Airport Fire Station

Meeting began at 9:35 a.m.

#### **Attendees:**

Jane Ames, Senior Policy Director, Office of City Commissioner Sam Adams  
Mitch Cline, United States Coast Guard  
Courtney Cripe, Senior Research Analyst, Multnomah County Sheriff's Office  
Jim Drew, Lead Marine patrol Deputy, Clark County Sheriff's Office  
Ken Edwards, Water Rescue Coordinator, Port of Portland  
Brad Howton, General Manager, Columbia Crossings, Task Force Chair  
Jeff Johnson, Captain, Marine Program Coordinator, Vancouver Fire Department  
Jim Klum, Deputy Chief, Gresham Fire & Emergency Services  
John Nohr, Deputy Chief, Portland Fire & Rescue  
Monte Reiser, Captain, Multnomah County Sheriff's Office  
Toni Sexton, Operations Manager, Bureau of Emergency Communications  
Mike Shults, Lieutenant, Multnomah County Sheriff's Office

#### **Facilitation Staff:**

John Campbell, Facilitator, Campbell DeLong Resources, Inc.  
Cheri Woodhull, Campbell DeLong Resources, Inc.

Brad Howton, Task Force Chair, brought the meeting to order.

Attendees introduced themselves and John Campbell reviewed the agenda and outlined desired accomplishments for the meeting.

The minutes for the July 19 meeting were reviewed and no members had objections or requested changes.

A brief discussion was held regarding recent incidents. An action item that arose from this discussion is that the Coast Guard will develop a protocol specifying the difference between "unable to respond" and "will not respond."

#### **Towing**

Mitch Cline provided a document for review that outlines protocols the Coast Guard will follow when a river responding agency refers a non-distress call to it and also protocols the Coast Guard will follow when they receive notification of, or directly discover, an incident on the river. While there was general agreement that the protocols outlined were sufficient to address situations in which a river responding agency refers a non-distress call to the Coast Guard, two issues arose during the discussion, including:

- ▶ How the Coast Guard can best notify others when they discover a situation on the river to which other first responders should be called. Toni Sexton, Mitch Cline, and Monte Reiser will discuss whether the more effective way is for the Coast Guard to contact BOEC or by

alerting other river responders via marine radio. Mitch Cline will report on this decision at the next meeting.

- ▶ How river responding agencies can best explain to those in non-distress situations that their situation will be referred to the Coast Guard for private towing.

### **Reporting**

Courtney Cripe from Multnomah County Sheriff's Office presented a report detailing three months' worth of river dispatch incidents. Jane Ames, John Campbell, and Courtney Cripe will have a follow-up meeting with the goal of looking at methods of sorting the data presented in the meeting by event rather than by incident.

### **Operating Protocols**

Brad Howton presented a draft of an operating protocol regarding event triage. The key changes to the current protocol and communications plan is that responding agencies will report their position and estimated time of arrival to each other via radio and that the first responder has an obligation to report back to the other responders so that these responders can then make a decision per their own protocols on whether to continue to the location or not. Members were asked to consider the protocol, with the intention of incorporating changes and approving it at the next meeting.

It was agreed that the Task Force will meet on August 16, 2007, at 9:30 a.m. at the Port of Portland Airport Fire Department.

Meeting adjourned at 11:32 a.m.

## River Public Safety Coordination Task Force

### Meeting minutes for: August 16, 2007

Training Room, Port of Portland Airport Fire Station

Meeting began at 9:34 a.m.

#### **Attendees:**

Jane Ames, Senior Policy Director, Office of City Commissioner Sam Adams  
Chuck Atkins, Commander, Clark County Sheriff's Office  
Frank Bocarde, Private citizen  
Mitch Cline, United States Coast Guard  
Courtney Cripe, Senior Research Analyst, Multnomah County Sheriff's Office  
Todd Deweese, Supervisor, Bureau of Emergency Communications  
Brad Howton, General Manager, Columbia Crossings, Task Force Chair  
Jim Klum, Deputy Chief, Gresham Fire & Emergency Services  
Alan Lashbrook, Captain, Port of Portland  
Monte Reiser, Captain, Multnomah County Sheriff's Office  
Mike Shults, Lieutenant, Multnomah County Sheriff's Office

#### **Facilitation Staff:**

John Campbell, Facilitator, Campbell DeLong Resources, Inc.  
Cheri Woodhull, Campbell DeLong Resources, Inc.

John Campbell, Facilitator, brought the meeting to order.

Attendees introduced themselves and John Campbell reviewed the agenda and outlined desired accomplishments for the meeting.

The minutes for the August 2 meeting were reviewed and no members had objections or requested changes.

A brief discussion was held regarding recent incidents.

#### **Communications Plan**

A discussion was held regarding implementation of the Marine Incident Communications Plan. Members generally agree that improved communication is taking place on the river, but the Communications Plan has not been fully institutionalized. *Members agreed to provide more information at the September 13, 2007 meeting regarding the implementation of the plan in their agencies.*

#### **Reporting**

Courtney Cripe from Multnomah County Sheriff's Office presented a report detailing both river dispatch "events" and "incidents,"<sup>1</sup> including a map of river incidents using a sorting method based on unit/vessel dispatched rather than type code or disposition code. Action items that results from this discussion include:

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<sup>1</sup> An "event" is an occurrence to which one or more agencies are dispatched. BOEC counts each agency dispatched as a separate "incident" — thus multiple "incidents" are often associated with a single "event."

- ▶ *Analysts at MCSO will develop a map of river “events,” to be presented at the next meeting.*
- ▶ *Multnomah County Sheriff’s Office and Portland Fire and Rescue are working with their river teams to be more specific with final type codes in order to decrease the number of incidents that are generically coded as “Marine” or “River.”*
- ▶ *Multnomah County Sheriff’s Office will meet with BOEC to discuss the creation of five new type codes, including BERS, Critical Infrastructure Checks, “No Wake” Enforcement, “Give – Way” Enforcement, and Patrol Areas.*
- ▶ *Frank Bocarde, Mitch Cline, and Patrick Jones will meet to discuss how to include Coast Guard reporting information in BOEC’s data.*

### **Towing**

Mitch Cline, Toni Sexton, and Monte Reiser were unable to meet to discuss how the Coast Guard can best notify others when they discover a situation on the river to which other first responders should be called. *They will meet prior to the next meeting and Mitch Cline will report on this decision.*

A discussion was held regarding the problem of towing abandoned vessels, with no consensus reached on the matter.

### **Operating Protocols**

Brad Howton presented a revised operating protocol regarding event triage. It was decided that a sentence that read as redundant to what was already in the communications plan would be removed. *Representatives from Multnomah County Sheriff’s Office and the Coast Guard will share the protocol with superiors, and approval of this protocol is expected at the next meeting.*

It was agreed that the Task Force will not meet on August 30, 2007. The next meeting will be on September 13 at 9:30 a.m. at the Coast Guard.

Meeting adjourned at 11:30 a.m.

## River Public Safety Coordination Task Force

### Meeting minutes for: September 13, 2007

Port of Portland Boathouse, James Gleason Boat Ramp

Meeting began at 9:35 a.m.

#### **Attendees:**

Frank Bocarde, Private citizen  
Chris Bryant, Captain, Water Resource Coordinator, Port of Portland  
Mitch Cline, United States Coast Guard  
Brad Howton, General Manager, Columbia Crossings, Task Force Chair  
Jeff Johnson, Captain, Marine Program Coordinator, Vancouver Fire Department  
Patrick Jones, Partner Agency Coordinator, Bureau of Emergency Communications  
Jim Klum, Deputy Chief, Gresham Fire & Emergency Services  
Mark Maunder, Battalion Chief, Gresham Fire & Emergency Services  
John Nohr, Deputy Chief, Portland Fire & Rescue  
Monte Reiser, Captain, Multnomah County Sheriff's Office  
Mike Shults, Lieutenant, Multnomah County Sheriff's Office  
Kathy Walliker, Enforcement Records Manager, Multnomah County Sheriff's Office  
Mike Wood, Command Center Supervisor, United States Coast Guard  
Steve Wright, Fiscal Unit, Multnomah County Sheriff's Office

#### **Facilitation Staff:**

John Campbell, Facilitator, Campbell DeLong Resources, Inc.  
Cheri Woodhull, Campbell DeLong Resources, Inc.

Brad Howton, Task Force Chair, brought the meeting to order.

Attendees introduced themselves. The minutes for the August 16 meeting were reviewed and no members had objections or requested changes. The draft Progress Report was reviewed and the facilitator asked members to review it and provide any comments.

A brief discussion was held regarding recent incidents.

#### **Communications Plan**

Members held a discussion regarding implementation of the communications plan. Members report that the Plan has been implemented but are still in the process of ironing out communications issues as they arise among agencies.

#### **Reporting**

Due to the departure of Courtney Cripe from the Multnomah County Sheriff's Office, who was compiling river responder agencies incident and event data, progress on reporting has slowed. However, Mitch Cline reviewed USCG data and explained how it may be incorporated into BOEC's data on river responses. Action items that resulted from this discussion include:

- ▶ Mitch Cline will make USCG data available to MCSO analysts for inclusion in monthly reports on river events.

- ▶ Frank Bocarde will meet with analysts at MCSO to ensure development of a map of river events.
- ▶ Multnomah County Sheriff's Office will meet with BOEC to discuss the creation of five new type codes, including BERS, Critical Infrastructure Checks, "No Wake" Enforcement, "Give – Way" Enforcement, and Patrol Areas.

### **Towing**

Coast Guard representatives reported that the Coast Guard is prepared to take responsibility for non-distress towing incidents on a case-by-case basis as referred to them by other river response agencies.

MCSO representatives introduced an alternate approach to towing, whereby the Sheriff would implement a towing procedure modeled on its land-based procedures. Considerable discussion followed which focused both on the question of the practicality of doing so and the question of whether it made sense to consider a change in course from the direction in concept that the task force had agreed to pursue at the June 21 meeting.

Kathy Walliker, MCSO Records Manager, briefly outlined Multnomah County's land towing ordinance.

After significant discussion, Brad Howton agreed that he will meet with representatives from MCSO and the Coast Guard to discuss concerns and review Coast Guard policies and procedures.

### **Operating Protocols**

Both because the towing discussion required more time than anticipated and because parts of the towing discussion could have had bearing on the protocols to be discussed, the operating protocol discussion was tabled until the September 27 meeting.

It was agreed that the next Task Force meeting will be on September 27, 2007 at 9:30 a.m. It will be held at the Hayden Island Yacht Club.

Meeting adjourned at 11:25 a.m.

## River Public Safety Coordination Task Force

### Meeting minutes for: September 27, 2007

Hayden Island Yacht Club

Meeting began at 9:37 a.m.

#### **Attendees:**

Frank Bocarde, Private citizen  
Chris Bryant, Captain, Water Resource Coordinator, Port of Portland  
Mitch Cline, United States Coast Guard  
Jim Drew, Lead Marine Patrol Deputy, Clark County Sheriff's Office  
Brad Howton, General Manager, Columbia Crossings, Task Force Chair  
Jeff Johnson, Captain, Marine Program Coordinator, Vancouver Fire Department  
John Nohr, Deputy Chief, Portland Fire & Rescue  
Mike Shults, Lieutenant, Multnomah County Sheriff's Office  
Mike Wood, Command Center Supervisor, United States Coast Guard  
Steve Wright, Fiscal Unit, Multnomah County Sheriff's Office

#### **Facilitation Staff:**

John Campbell, Facilitator, Campbell DeLong Resources, Inc.  
Cheri Woodhull, Campbell DeLong Resources, Inc.

Brad Howton, Task Force Chair, welcomed attendees and brought the meeting to order.

Attendees introduced themselves. The minutes for the September 13 meeting were reviewed and no members had objections or requested changes. John Campbell reviewed the agenda and outlined desired accomplishments for the meeting.

A brief discussion was held regarding recent incidents.

#### **Towing**

Coast Guard representatives provided copies of the Coast Guard's Commercial Assistance Towing Requirements. *Further discussion about towing non-distress vessels was tabled until Brad Howton is able to hold follow-up meetings with representatives from MCSO and the Coast Guard.*

#### **Reporting**

Steve Wright presented river response data compiled by MCSO analysts, including data from the United States Coast Guard. *Action items that resulted from this discussion include:*

- ▶ Frank Bocarde will review the reporting data with Jane Ames to A) Determine if the data as currently collected and reported will meet the information needs of city and county elected officials and B) Discuss the question of which agency should be responsible for producing combined river response reporting data on a monthly basis.
- ▶ Steve Wright has indicated that, in the short term until the appropriate agency is agreed upon, MCSO will continue to produce the monthly river event report.

- ▶ Frank Bocarde will send the reports compiled by MCSO to Anna Pendergrass at Clark Regional Emergency Services Agency (CRESA) and will then discuss with CRESA its capabilities of providing similar information for inclusion in the monthly report.
- ▶ Jim Drew from Clark County Sheriff's Office will work with Steve Wright from MCSO to incorporate CCSO data into the monthly river response report.

### Operating Protocols

**The real-time distress triage protocol was discussed and approved.** Specifically, discussion led to a single additional change: adding under section B a bullet point that reads, "Agencies choosing to monitor but not respond will communicate that status over the identified talk group." By show of hands, Task Force members unanimously voted to adopt this protocol with the noted change.

**A discussion took place regarding incident location identification.** Discussion included how to get better initial location information from callers, how river response agencies can best communicate location to each other, and how to best record the actual location for inclusion in reporting data.

Regarding getting better initial location from callers, with no conclusions reached, the following alternatives were discussed: 1) Coast Guard representatives suggested that BOEC should consider the value of conference calling in Coast Guard to help discern location information, as their dispatchers are specifically trained on river locations. 2) Task Force members discussed the possibility of a GIS overlay on location maps in the CAD system. 3) Members also recommended the use of question tree that 9-1-1 call takers could use to help discern more accurate location information (e.g. "Are you upstream or downstream from the I-5 bridge? Do you see X landmark from your location? Or similar). Other solutions, such as river mile, were considered and rejected as members of the calling public will not be versed in them.

Regarding inter-agency communication on location, there is general agreement among Task Force members that river responders can easily and effectively communicate river locations to each other.

Regarding capturing more accurate location information in the final incident record, while recording latitude and longitude is generally regarded as the best method of capturing final location information, it was noted that River Patrol duties include activities that take place using a car or on foot (e.g. dock patrols) and would not be easily recorded in this manner. However, it was generally agreed that on-river activities could be recorded in this manner. Further action on this item will require input from the participating 9-1-1 agencies.

*It was agreed that the next Task Force meeting will be on October 11, 2007 at 9:30 a.m. It will be held at the Hayden Island Yacht Club.*

Meeting adjourned at 11:28 a.m.

## River Public Safety Coordination Task Force

### Meeting minutes for: October 11, 2007

Port of Portland Airport Fire Station

Meeting began at 9:35 a.m.

#### **Attendees:**

Jane Ames, Senior Policy Director, Office of City Commissioner Sam Adams  
Chuck Atkins, Commander, Clark County Sheriff's Office  
Frank Bocarde, Private citizen  
Mitch Cline, United States Coast Guard  
Jim Drew, Lead Marine Patrol Deputy, Clark County Sheriff's Office  
Brad Howton, General Manager, Columbia Crossings, Task Force Chair  
Jim Klum, Deputy Chief, City of Gresham  
Mike Nolan, Precinct Commander, Clark County Sheriff's Office  
Monte Reiser, Captain, Multnomah County Sheriff's Office  
Mike Shults, Lieutenant, Multnomah County Sheriff's Office  
Dan Weaver, Captain, Port of Portland  
Mike Wood, Command Center Supervisor, United States Coast Guard

#### **Facilitation Staff:**

John Campbell, Facilitator, Campbell DeLong Resources, Inc.  
Cheri Woodhull, Campbell DeLong Resources, Inc.

Brad Howton, Task Force Chair, welcomed attendees and brought the meeting to order.

Attendees introduced themselves. The minutes for the September 27 meeting were reviewed and no members had objections or requested changes. John Campbell reviewed the agenda and outlined desired accomplishments for the meeting.

John Campbell summarized the progress the Task Force has made on its four tasks and Jane Ames discussed the general framework of the final report and the presentations to Portland City Council and the Multnomah County Commission. *Representatives from the Clark County Sheriff's Office will discuss the type of presentation desired, if any, to the Sheriff's Office and/or the Clark County Commission and report back.*

#### **Reporting**

A discussion was held regarding which agency should permanently assume the responsibility for producing the monthly report of river events. As assumption of this task has budget implications, more time is needed to identify an agency who will take on this task. *Pending the permanent assignment of this task, Multnomah County Sheriff's Office agreed to produce the report through May 2008.*

#### **Towing**

*Members agreed to approve the implementation of non-distress towing agreement in which responding agencies refer non-distress tows to the Coast Guard, with the following changes/clarifications:*

- ▶ *If a non-distress call is referred to the Coast Guard, the Coast Guard will notify BOEC that it has assumed responsibility for the call, and BOEC will in turn notify MCSO and other responding agencies, as appropriate.*
- ▶ *The private tow company that has agreed to respond to the call for towing assistance will initiate and maintain information sharing via the working frequency, usually VHF channel 16 or channel 22, until the situation is resolved..*

*A motion was made and Task Force members agreed to urge BOEC to make installation of a CAD terminal at the Coast Guard a higher priority to ensure that a terminal is installed in the very near future.*

## **Operating Protocols**

**Members discussed incident location identification.** *Regarding getting better initial location from callers, Task Force members agreed to pursue development of a protocol that would outline a process for 9-1-1 centers to conference call or otherwise coordinate with the Coast Guard to take advantage of its river knowledge and expertise when clarification of a location on the river is needed.*

Regarding capturing more accurate location information in the final incident record, Task Force members discussed the possibility of using the LARS system to record final location. Because of a lack of familiarity with this system, members discussed having someone knowledgeable about the system attend the next meeting to brief members on LARS. *Jim Klum agreed to invite someone to the next meeting who will be able to discuss LARS.*

**Members discussed an ongoing partnership agreement.** A discussion was held regarding the formation of a committee comprised of representatives from river response agencies that would meet on a regular basis to discuss and solve issues that arise during river events, as well as serve to further communication and cooperation among river response agencies. *Task Force members agreed that if a committee is to be formed, members should be of a similar rank and authority as is currently represented on the Task Force.* Due to time constraints, further discussion of such an ongoing partnership agreement was tabled until the next meeting.

*It was agreed that the next Task Force meeting will be on October 25, 2007 at 9:30 a.m. It will be held at the United States Coast Guard offices on Swan Island.*

Meeting adjourned at 11:40 a.m.

## River Public Safety Coordination Task Force

### Meeting minutes for: October 25, 2007

Training Room, Mt. Rainier Building, United States Coast Guard

Meeting began at 9:38 a.m.

#### **Attendees:**

Jane Ames, Senior Policy Director, Office of City Commissioner Sam Adams  
Chuck Atkins, Commander, Clark County Sheriff's Office  
Frank Bocarde, Private citizen  
Mitch Cline, United States Coast Guard  
Ken Edwards, Water Rescue Coordinator, Port of Portland  
Brad Howton, General Manager, Columbia Crossings, Task Force Chair  
Jeff Johnson, Captain, Marine Program Coordinator, Vancouver Fire Department  
Mark Maunder, Battalion Chief, Gresham Fire & Emergency Services  
Mike Nolan, Precinct Commander, Clark County Sheriff's Office  
Monte Reiser, Captain, Multnomah County Sheriff's Office  
Mike Shults, Lieutenant, Multnomah County Sheriff's Office  
Steve Wright, Fiscal Unit, Multnomah County Sheriff's Office

#### **Facilitation Staff:**

John Campbell, Facilitator, Campbell DeLong Resources, Inc.  
Cheri Woodhull, Campbell DeLong Resources, Inc.

Brad Howton, Task Force Chair, welcomed attendees and brought the meeting to order.

Attendees introduced themselves. The minutes for the October 11 meeting were reviewed. After discussion, the minutes were changed to reflect that once BOEC has been notified that the Coast Guard has taken responsibility for a non-distress call, BOEC would notify Multnomah County Sheriff's Office *and* other agencies as appropriate. In addition, the minutes were changed to better reflect the expectation that private tow companies will keep appropriate river response agencies apprised of towing situations until the event is considered closed.

John Campbell reviewed the agenda and outlined desired accomplishments for the meeting.

John Campbell briefly summarized the progress the Task Force has made on its four tasks.

#### **Operating Protocols**

**Members discussed a draft protocol concerning an ongoing partnership agreement.** *Members agreed to revise the draft protocol under "A. General Charter" to empower the future committee or panel to address additional issues and projects not listed in the protocol.*

*Additionally, members agreed to revise "B. Membership," subsection a to read, "The panel will be made up of command staff with responsibility for river operations from local law enforcement, fire and rescue, dispatch agencies, the Coast Guard, Marine Board, staff to elected officials, as well as citizen representatives from the recreational boating communities."*

The organizational structure of the committee or panel was also discussed. It was suggested that the protocol include a statement that this structure will be decided at the first meeting. *Brad Howton agreed to add such a statement.*

*Brad Howton will distribute a revised draft by the middle of the week of October 29, with the intention of approving the protocol at the November 8 meeting.*

**Members discussed incident location identification.** A list of LARs identifiers was distributed and members discussed the pros and cons of using LARs to update location information in CAD. *Members agreed that first responders will update disposition code and location when necessary and, in the case of the lack of more specific map-able information, LARS points will be used.*

*Steve Wright will work with BOEC to obtain a list of latitude and longitude associated with LARS and develop a map of current LARS.*

### **Reporting**

Steve Wright from Multnomah County Sheriff's Office distributed the September report. Due to time constraints, the report was not discussed. *Steve Wright, Frank Bocarde, and Jane Ames will meet before the next meeting to discuss possible revisions to the report.*

*It was agreed that the next Task Force meeting will be on November 8, 2007 at 9:30 a.m. [Note November 8 meeting was later postponed with final report agenda items held over for the meeting on December 6, 2007]*

Meeting adjourned at 11:35 a.m.

## **River Public Safety Coordination Task Force Meeting minutes for: December 6, 2007**

Training Room, Mt. Rainier Building, United States Coast Guard

Meeting began at 9:37 a.m.

### **Attendees:**

Jane Ames, Senior Policy Director, Office of City Commissioner Sam Adams  
Frank Bocarde, Private citizen  
Chris Bryant, Captain, Water Resource Coordinator, Port of Portland  
Mitch Cline, United States Coast Guard  
Jeff Johnson, Captain, Marine Program Coordinator, Vancouver Fire Department  
Jim Klum, Deputy Chief, City of Gresham  
Mike Leloff, Lieutenant, Portland Police Bureau  
Mark Maunder, Battalion Chief, Gresham Fire & Emergency Services  
John Nohr, Deputy Chief, Portland Fire & Rescue  
Mike Nolan, Precinct Commander, Clark County Sheriff's Office  
Dan Staton, Lieutenant, Multnomah County Sheriff's Office  
Steve Wright, Fiscal Unit, Multnomah County Sheriff's Office

### **Facilitation Staff:**

John Campbell, Facilitator, Campbell DeLong Resources, Inc.  
Cheri Woodhull, Campbell DeLong Resources, Inc.

The meeting was brought to order and attendees introduced themselves.

The facilitator reviewed the agenda and outlined desired accomplishments for the meeting.

The minutes for the October 25 meeting were reviewed and approved.

### **Reporting**

Steve Wright from Multnomah County Sheriff's Office informed the task force that the responsibility for producing the monthly report will be transitioned to Wendy Lin-Kelly within the Multnomah County Sheriff's Office.

Steve Wright distributed the October report, as well as maps indicating locations for incidents during July, August, and September.

*After discussion, it was agreed that the Final Report of the Task Force will be amended to clarify that the reporting system, and the associated sample monthly report shown in the Appendix of the Final Report, remains a work in progress and does not yet accurately reflect all relevant agency data. Steve Wright expects to provide a revised November report for inclusion as the "sample report" in the Final Report of the River Public Safety Coordination Task Force.*

### **Operating Protocols**

**Members discussed incident location identification.** After discussion, *Section II.B, Identification of Event Location, of the Operating Protocols will be further modified to read (with additions underlined): "In situations where the call taker cannot expeditiously identify the*

location of the event, the call taker will initiate a conference call with the caller and the U.S. Coast Guard dispatch center who will assist in clarifying the location. In addition, when appropriate, the call taker will initiate a conference call with the caller and a dispatched first responder to facilitate clarification of incident location or other relevant information.

**Members discussed the draft protocol concerning an ongoing River Safety Panel.** *Members agreed to revise the draft protocol under “A. General Charter” subsection 3a to read, “Development of methods to conduct shared river response training for multi-discipline (e.g., dispatch, fire, law enforcement, Coast Guard) response partners.”*

*Additionally, members agreed to revise “B. Membership,” subsection 1 to include the Portland Police Bureau as an agency that will be invited to participate in the River Safety Panel.*

*Finally, members agreed to revise “C. Meetings,” subsection 1 to change from requiring that a meeting be held each calendar month to requiring that “At least one meeting will be scheduled each calendar month to be held at the discretion of the Chair.”*

*With the changes noted, members unanimously approved the Creation of a River Safety Panel protocol.*

*In accordance with the newly approved River Safety Panel protocol, members unanimously agreed to appoint Brad Howton and Frank Bocarde as citizen representatives on the River Safety Panel, for a term of one year.*

### **Endorsement of the Content of the Final Report**

Members discussed the draft Final Report of the River Public Safety Coordination Task Force. Changes requested included:

- ▶ *Adding an acknowledgement in the Introduction of the report regarding the considerable effort put forth by Courtney Cripe, Steve Wright, and Wendy Lin-Kelly of the Multnomah County Sheriff’s Office in determining a methodology for compiling and producing the monthly report on river activity.*
- ▶ *Updating the report to better reflect the desire for, and continuation of the involvement of, Vancouver Fire Department, the Clark County Sheriff’s Office, CRESA, and other agencies in addressing regional river response issues.*

*With the changes noted to the report (as described above under Reporting, Operating Protocols, and this section of the minutes), members voted unanimously to approve the Final Report as a fair and accurate summary of the accomplishments of the Task Force with no abstentions or votes against.*

### **Discussion regarding questions of legal interpretation of authority**

Following the vote on the accuracy of the report, a discussion was then held regarding the value of adding a paragraph to the report that calls for development of a common interpretation for the scope of specific legal authority for search and rescue on the waterways that are within incorporated city boundaries. (The background: A task force member from the Multnomah County Sheriff’s Office had requested, prior to the December 6 meeting, that the report summarizing the completed work of the task force not be approved by the task force for accuracy until such time as a binding agreement could be reached that establishes a common legal interpretation for the scope of specific responsibility and authority for search and rescue on incorporated areas of County waterways. The Sheriff’s representative at the meeting had also

reiterated that request. Development of such a legal interpretation falls outside of the scope of work of the task force — and is also unrelated to the question of whether the report summarizing already-completed work is fair and accurate — and as such did not present appropriate cause to delay accurate reporting. Nevertheless, discussion regarding the issue, and the value of resolving the legal interpretation question, was held.) During that discussion, agreement was reached that, although the issue falls outside the specific scope of the task force's charge, a record that the discussion took place would be so noted in these minutes and include the fact of the consensus agreement by task force members that resolving the legal questions involved is a need recognized by the task force. The specific vote taken was in regard to placing comments summarizing the issue in these minutes alone as opposed to placing related comments in the main body of the report as well. The motion to place such comments in the minutes alone carried with a single vote against, no abstentions, with all other members present voting in favor of doing so. [Post meeting update: Pursuant to an after meeting request by the Sheriff on the day following the December 6 meeting, with the approval of the Chair, the facilitator developed revised language for recommended inclusion in the report and distributed a request via e-mail to all task force members to include such language in the report. After various minor modifications, all votes cast by the requested deadline of December 13, 2007 were in favor of also including the revised language in the body of the report.]

Meeting adjourned at 12:07 p.m.

*Minutes of final meeting approved by task force Chair.*