

Preparedness Framework (Data) Implementation Team Meeting

Held June 17, 2014 (9:00 am to noon) at HDR's Portland Offices (thank you to HDR, Inc for the venue)

Pre-Meeting Demonstration - The day began with a live demonstration of the TouchShare Geospatial Collaboration Tool by Jay Pelletier and Chris Phillips

Attendance:

Don Pettit and David Pray – OR/DEQ	Bob DenOuden – DAS/GEO	Mike Greenwald – OR Health
Juston Manville – HDR Inc.	Daniel Stoelb – OEM	Robert Kirkman – HDR Inc.
Janine Salwasser – OSU/INR	Teresa Alcock – ODF	Rachel Smith – DOGAMI
Lindsay Spell, Chris Grant, Jen Memhard – PSU/CSAR		

Via Phone:

Steve Lucker, Jeff Weber – DLCD	Dave Gullidge – OSFM	Myrica McKune – OSU/INR
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Meeting Discussions/Action Items:

1. Framework Implementation Teams News (Welcome New Members) Meeting well attended in person and via iLinc. PSU Student Team working on the Emergency Preparedness Framework Data Project also in attendance.
2. Review of Prep-FIT Charter – Familiarized the group with the existing charter and the overall purpose for the Team, reminder about Chair of the Prep-FIT being a three year commitment which has been at times led by OEM, DEQ or both. Time to begin looking at staffing a Co-Chair with the idea that that person might become the Chair at the conclusion of the current 3 year stint.

Handout: OGIC-approved charter

Action: Don to send OGIC-approved charter to Prep-FIT members on phone for review. Any members who have questions or feel the charter is in need of update to contact Don.

3. GovSpace Collaboration Site – Familiarized the group with the existing collaboration tool being used...the Prep-FIT Space within the GovSpace site. Demonstrated both the utility and the challenges in getting to information within the tool. Relayed that almost all documents relating to the Prep-FIT and the FIT-Funded Project led by Prep-FIT (see below) can be found with the Prep-FIT Space at GovSpace site. Feedback from several users that the primary challenge continues to be the reluctance of people to dig in and use the tool...so it ends up being less useful for collaboration than for documentation purposes. Some of the difficulties pertaining to data access were actually caused by unfamiliarity of navigation after recent upgrade of system.

Actions Needed: Don to look into problems with navigation caused by recent upgrade, seek info from Prep-FIT members with GovSpace accounts on whether it should be used for anything other than documentation.

Follow Up: Evaluate further use of GovSpace as collaboration tool and whether other options are better suited to our work. Timeframe – next 6 months. Readdress at next Prep-FIT meeting.

4. Update on Emergency Preparedness Framework Data Project – Gave overview of history, purpose, scope, and general project structure for the Emergency Preparedness Framework Data Project. Discussed how the Private Drinking Water Well Pilot Project was combined into the FIT-funded effort. Introduced PSU Student Team working on the project and where the PSU Team

was at in terms of the overall project tasks...data discovery and data acquisition being completed, moving into creating standardized metadata, beginning to think about development of tools to access the data within packages based on event type or operation type. Hope to have year 1 updated geodatabase ready for inclusion in the Oregon Spatial Data Library by late fall. Will begin the Private Drinking Water Well Pilot Project this fall. All work to be concluded by this time next year. Discussed new datasets for 2014. Discuss fact that water service provider area coverage information has NOT been a priority data set to date. Recent events involving need to shut down water systems for assessment and water use restrictions have highlighted the need for this data.

Action: Include water provider and power service provider area coverages as needed data within the Prep-FIT's data catalog.

Metadata Discussion - Bob DenOuden provided a briefing on the efforts of the Metadata Workgroup. That group has been meeting primarily to discuss the required vs optional elements to be included in Framework Data.

The group discussed disclaimer text to be included in the Prep-FIT datasets, including standard disclaimer endorsed by OGIC, possible additions to cover Prep-FIT standard language pertaining to the reason for assembly of the data, and other disclaimers we have seen in use (security disclaimer & data analysis disclaimer).

Prep-FIT group agreed with approach to bring in datasets with their source metadata, including disclaimers. May consider development of different disclaimer language to be included in addition to existing source disclaimer, and the language of that disclaimer may depend on the type, thoroughness, suitability the disclaimers already in the dataset to the Prep-FIT data catalog. A caution was expressed that we may need to inquire with DOJ to see about the liability associated with ascribing new disclaimers to datasets. We also were concerned about the sufficiency of the existing OGIC disclaimer, having been endorsed some time ago.

Action: Will bring some example datasets with differing origins, thoroughness of metadata, different degrees of completeness (fit for purpose) etc. with metadata and disclaimers back to the Prep-FIT for further discussion and direction.

Action: Bob DenOuden to inquire with Cy Smith (in advance of taking to OGIC), and Rachel Smith to bring up in GPL meeting, the potential need to update the OGIC-endorsed standard disclaimer.

Lindsay Spell of PSU led a discussion of the proposed set of Metadata keywords for Preparedness Framework Data Project (posted on GovSpace) including the EPA keywords/tags built into the EPA Metadata Editor (the primary tool to be used in the project) the ISO standard keywords, and some keywords derived out of the OR-IRIS categories which are concatenated words based on data use. Group discussed the need for additional keywords to allow for gathering data within the OSDL based on use for floods, fires, hazmat releases and other event types...plus action-type keywords to help drive specialized viewers such as an evacuation tool.

Action: Will bring some example datasets with differing examples of keywords used, but will primarily work with OSU/INR to make sure that the conceptual plan for using keywords to allow for data discovery is properly integrated into the metadata.

Note: After the meeting, follow-up e-mail from Bob DenOuden and Myrica McKune (OSU/INR) provided some additional ideas/resources for keywords and requirements for integration into the OSDL.

5. Discussion of Data Access/Security and Public Information Requests (FOIA) – Item not discussed.

Action: Postponed until future meeting.

6. Status of Data Cataloging/Warehousing – Topic briefly discussed, mostly within other agenda item discussions due to limited time.

Action: Further discussion needed in future meeting as we get closer to posting data to OSDL.

7. A RAPTOR System Demo, especially integration of live data and use in recent incidents, was conducted by Daniel Stoelb, RAPTOR System Coordinator at OEM. RAPTOR is available from a public website, within OpsCenter, and within a more restrictive access point for HSIP Gold Data and other datasets requiring restricted access.

ACTION: Daniel will provide awareness level and advanced training to groups needing to utilize RAPTOR. Recommend that a future meeting be held in Salem to allow for a follow-on training session, or that Prep-FIT members (and others at their agencies) make arrangements for RAPTOR training that suits their needs. As the State's formally adopted emergency data viewer, all should be aware of its capabilities and utility to provide a platform for situational awareness, and for sharing information during incidents.