
DRAFT MEETING NOTES

Wednesday, July 24th, 2019

10:00am – 12:00pm

Bellevue Hopelink

Participants: Ann Kennedy (Paratransit), Chris Bekkouri (Bethany Assisted Living), Christy Grant (Snohomish County Human Services), Deborah Witmer (City of Seattle), Jim House (CIEP/WASILC), Karen Johnston (First Transit), Mahlet Zeru (WA DOH), Nicole Johnson (Pierce Co. OEM), Randy Fay (Snohomish Co. OEM), Robert Blumenfeld (Alliance for People with disAbilities), Robin Pfohman (Seattle-King County Public Health), Tammy Mason (Hopelink NEMT)

Staff Support: Staci Haber and Melissa Brown Rotholtz

WELCOME, INTRODUCTIONS, AND ANNOUNCEMENTS

The meeting began at 10:00am.

- Melissa announced that Program Manager is on paternity leave until September. In his absence, Staci Haber and Melissa Brown Rotholtz will serve as the primary RARET contacts.
- Nicole Johnson announced that Pierce County OEM is hiring for a new Vulnerable Populations Coordinator. For more information, contact Nicole Johnson at nicole.johnson@piercecounitywa.gov.
- Staci Haber announced that Hopelink Mobility Management/King County Mobility Coalition is hiring for a Coalition Supervisor. For more information, contact Staci Haber at SHaber@hopelink.org.

DISCUSSION: RARET LOGO DESIGN

Melissa Brown Rotholtz, RARET/Hopelink

Melissa announced that staff support has coordinated with Hopelink’s Communications Team to develop a new RARET logo. The current logo used by RARET is a tri-county map from the UASI workgroup. A new logo will help unify and refresh RARET’s branding moving forward. Four logo options were posed to the team, including the following images:

Logo Option	Feedback
 <p>RARET Regional Alliance for Resilient and Equitable Transportation</p>	<ul style="list-style-type: none">• Preferred by 5 attendees• Does exclamation point convey ‘emergency’ for external partners?
 <p>RARET Regional Alliance for Resilient and Equitable Transportation</p>	<ul style="list-style-type: none">• Preferred by 3 attendees• Use circle instead of ‘badge’ shape• Hard to know Puget Sound region by outline, use state of WA or highlight region in state outline



Regional Alliance for
Resilient and Equitable
Transportation Workgroup

- Preferred by 4 attendees
- Streamlined, clean look

Feedback was requested by the group to determine what features should be included or excluded in a final logo. This feedback will allow Communications staff to adapt a logo for further review and adoption by the workgroup.

General suggestions included:

- Darker color for higher contrast for improved accessibility
- Consider how colors will print in black/white or grayscale, which is standard for many agencies.
- Use a tagline to emphasize the emergency focus of RARET
- If using a tri-county map, are we limiting RARET to only Puget Sound region in the future?

RARET members are invited to provide further feedback on the RARET logo by contacting Melissa Brown Rotholtz at Mbrown@hopelink.org.

BRIEFING: RECENT RARET PROJECT UPDATES

Melissa Brown Rotholtz, RARET/Hopelink

Melissa shared highlights from three recent RARET projects, including:

1. Regional Emergency Transportation Coordination Workshop
2. Centralized Road Closure Repository Tool
3. 2017-2019 RARET Successes: Biennium in Review

Regional Emergency Transportation Coordination Workshop

RARET hosted a workshop on June 19th, 2019 to convene regional stakeholders to discuss transportation coordination needs and opportunities to support populations with access and functional needs in an emergency. The workshop was facilitated by Mike Ryan and Deborah Witmer.

In total, 30 people attended the event, representing emergency management, transportation providers, mobility management, human service agencies, and access and functional needs community representatives. Sixty percent of attendees represented existing RARET workgroup members (having attended at least 2 meetings in the past year).

Next Steps:

- RARET staff support will distribute the event report and CART transcript to all attendees.
- Project ideas and suggestions will be incorporated into strategic Action Plan development.

Centralized Road Closure Repository Tool

In January 2019, a University of Washington Undergraduate Informatics Capstone team partnered with the RARET Workgroup for six months to pilot a centralized road condition database across the Puget Sound Region.

Current databases are separated by city, county, or state jurisdictions, and this project aimed to consolidate the information to display road closures on an interactive regional map of the King, Pierce, and Snohomish Counties. While not all jurisdictions are represented with the final mapping tool, this process served as an opportunity to document gaps and advocate for more centralized road condition databases and alert systems in the future.

The piloted repository tool can be viewed here: <http://raret.surge.sh/roadalerts>

Discussion:

- Are there champions within agencies to advocate for this tool? Jurisdictions were supportive of this project but expressed that resources and staff would be needed to own, develop, and maintain this tool. It was suggested that if there is enough buy-in, UASI stakeholders could get involved.
- There is interest in researching other regional models to assess feasibility and limitations. Suggested regions with existing models included NYC/New Jersey, and Washington DC Council of Governments.
- Engage with state level logistics representatives. This issue is not exclusive to the Puget Sound, and to move supplies and people will require coordination.

2017-2019 RARET Successes: Biennium in Review

Melissa shared that as of July 1st, RARET started a new biennium. She thanked RARET members for their participation in the workgroup and shared some highlights from 2017-2019.

- Coalition Building: Conducted bimonthly RARET meetings with an average of 13 attendees, increased from 11 average attendees per meeting in 2017-2018.
- Information Sharing: Presented on the RARET workgroup at conferences, community meetings, and coalitions, reaching over 200 individuals.
- Training and Education: Trained 61 critical transportation staff (Hopelink) and 12 transportation providers on emergency preparedness, business continuity.
- Coordination: Participated in King County Emergency Response (2/2019) and Northwest Healthcare Response Network Coalition Surge Test (6/2019).

DISCUSSION: RARET ORGANIZATIONAL STRUCTURE

Staci Haber, KCMC/Hopelink

Staci explained that there has been interest in revisiting RARET's organizational model, to implement a Steering Committee to assist with RARET strategic planning efforts. Currently, RARET uses a co-chair structure, with representatives from emergency management and transportation.

Staci acknowledged that co-chairs and RARET workgroup members have varying levels of capacity and are in positions that may require that they shift their attention to emergent issues without notice. In this case, a steering committee model may offer more flexibility for interested members to provide strategic direction and feedback as their positions allow.

A steering committee model would also allow for more regional representation across Pierce and Snohomish counties, as well as representation from different perspectives that are integral to RARET's

work, including public health, human services, and end users. The Steering Committee would meet bimonthly outside of the bimonthly RARET Workgroup meetings.

The Steering Committee's primary responsibility will be:

- Making strategic decisions regarding the direction and prioritization of the RARET Action Plan, and monitoring progress of Action Plan deliverables.

Other Steering Committee responsibilities include:

- Guiding the development of RARET bimonthly meeting agendas
- Reviewing and approving changes made to project schedules, scope, and goals
- Reviewing and suggesting solutions for the issues critical to project success in the absence of a project taskforce.
- Reviewing and approving interim project deliverables.

Staci emphasized that this change would not dissolve or demote a workgroup, but instead expand on it to identify a core group of individuals that can meet in the off month and can commit to more participation to support RARET staff. Participation in the RARET workgroup is ultimately voluntary, and we want stakeholders to identify the level of engagement that works for them.

A visual was used to display a potential organizational structure, which outlined the following groups, in order from lowest to highest direct involvement in RARET initiatives.

1. Alliance – members unable to commit to regular meetings, but want to stay informed
2. Transportation provider network – need to identify what this would look like, and the role that providers and transit agencies would play
3. Workgroup – continue with bimonthly meetings and ongoing participation
4. Taskforce groups – participants interested in specific projects
5. Steering committee – would support RARET staff with strategic decision making

Suggestions:

- Determine how people would be selected for the steering committee and how often.
- Identify representatives from different fields and vote half of the committee on alternate years, to ensure better continuity of membership and reduce the risk of full steering committee turnover setting back momentum.
- Need to determine long-term strategic goals for RARET and identify respected representatives within each sector that can increase buy-in and move projects forward.

Participants were generally supportive of the restructure proposal. Next steps include:

- RARET staff will create 2-3 scenarios for how and when steering committee members would be selected for review and selection by the workgroup.
- Once there is consensus on the government structure, RARET staff will adapt the workgroup charter and communicate changes back to the workgroup.

UPDATE: RARET PROJECT PRIORITIES

Staci Haber, KCMC/Hopelink

In January 2018, the RARET workgroup drafted an action plan. With the start of the new biennium, RARET is revisiting the action plan to realign efforts with the interests of workgroup members.

The RARET Workgroup focuses on six key areas:

1. Gap Analysis
2. Coalition Building
3. Preparedness
4. Resource Identification
5. Coordination
6. Communication

Staci also shared the RARET 2019-2021 Performance Metrics, which are required to fulfill WSDOT funding requirements:

1. Increase the network of transportation providers prepared for and planning to respond to transportation needs in the event of an emergency by 10%, to fill gaps in service and provide populations with access and functional needs transportation options.
2. Host or participate in 2-4 events (conferences, trainings, information sessions, and/or coordination activities) per year, reaching at least 60 individuals.
3. Facilitate a transportation provider network consisting of at least 22-32 providers.
4. Sustain an average membership of 16-21 active workgroup members during the project.

Meeting participants engaged in an activity to brainstorm project priorities and ideas and started on an activity to map projects on an Ease/Impact map, to determine the level of impact compared to ease of implementation. Suggestions included:

1. Gap Analysis
 - Needs assessment on resources availability in notice/non-notice events.
 - Engage emergency management logistics chiefs to assess transportation needs
 - Assess needs to create policy or best practices of moving populations with access and functional needs from home to safety in an emergency.
2. Coalition Building
 - Define Alliance participation expectations for transportation providers
3. Preparedness
 - Create service provider resource guide, as single place for resources focused on how to continue operations during an emergency (book and online version)
 - Develop a website to direct providers to county road information while working on a fix for the centralized road repository tool
 - Include flood maps, NOAA weather, etc.
 - For drivers: create real-time information integration with existing traffic apps (Waze, etc.) and hazards (trees down, etc.)
 - Trainings for transportation providers

- Identify training needs (e.g. putting on chains, driving in adverse weather)
- Identify or create accessible online trainings (i.e. videos) to account for limited in-person availability of drivers and management

4. Resource Identification

- Create after-hours contact lists to access transportation services
- Survey jurisdictions to create a list of non-traditional transportation options (e.g. 4x4 or 4WD vehicles, volunteer drivers, etc.)
 - Engage 2-1-1, Catholic Community Services, volunteer services, etc.
- NEMT Brokers develop a list of contract providers interested in participating in RARET workgroup and/or emergency operations.

5. Coordination

- Participate in regional emergency exercises
 - Engage with City of Bothell for FEMA IEMC exercise in 2020
 - Participate in Cascadia Rising exercise in 2022
- Engage 2-1-1 partners in conversation on possible involvement in transportation coordination
- Develop regional critical transportation plan by 2021

6. Communication

- Establish communications plan
- Establish protocols for convening daily conference call during significant weather events

RARET staff will continue to map out the ease/impact of each project and distribute to the workgroup for review. If workgroup members have additional ideas to add, contact Melissa at Mbrown@hopelink.org.

ACTION ITEMS

- Melissa will send updated RARET Action Plan status report to workgroup.
- RARET members will provide feedback on the RARET logo designs by contacting Melissa at Mbrown@hopelink.org.
- RARET staff will create 2-3 scenarios for how and when steering committee members would be selected for review and selection by the workgroup.
- RARET staff will adapt the workgroup charter and communicate changes back to the workgroup.
- Melissa will map out the ease/impact for brainstormed projects for review by RARET workgroup members.

NEXT MEETING

Wednesday, September 25th, 10:00am – 12:00pm
 Snohomish County Emergency Management

REGIONAL ALLIANCE FOR RESILIENT AND EQUITABLE TRANSPORTATION CONTACT

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