



MEETING MINUTES

Date of Meeting: March 20, 2013

Subject: 1st Steering Committee (SC) meeting

Project Name: City of Covington Hazard Mitigation Plan

In Attendance: Steering Committee- Shellie Bates, Shawn Buck, Robert Meyers, Linda Graney, Ann Mueller

Planning Team- Rob Flaner, Bev O'Dea (Tetra Tech)

Not Present: Glenn Akramoff, Bob Oxborrow, Bill Graney, Karla Slate

Summary Prepared by: Bev O'Dea - 3/25/2013

Project No.: 103S2602

Quorum- Yes or No N/A

Item	Action
------	--------

Welcome and Introductions

- Shellie Bates opened the meeting with brief group introduction.
- Round table introductions by all in attendance.
- Bev O'Dea and Rob Flaner were introduced as the project Planners from Tetra Tech Inc.
- Handouts provided included: Agenda, Example Guiding Principle/Mission Statements, Example Critical Facilities Definitions, Spreadsheet with Critical Facilities listed from Hazus

Why Are We Here? An Overview

- Rob Flaner provided a brief overview of the purposes for preparing a hazard mitigation plan. Rob discussed the Disaster Mitigation Act (DMA) and its amendments to the Robert T. Stafford Act that dictate funding under FEMA grant programs.
- Next Rob went over the scope of work for this planning process. This process will develop a new hazard mitigation plan for the City. This process is being funded by a FEMA grant. The scope of work for this process involves 5 phases:
 1. Phase 1-Organize and review
 2. Phase 2- Enhance/update the risk assessment
 3. Phase3-Engage the public
 4. Phase 4- Write the plan
 5. Phase 5-Adopt

The Steering Committee organization and process fall under Phase 1.
- The timeline for completion of this process is *estimated* to be 6 to 9 months. Factors influencing this time line will be planning partner participation and direction of the Steering Committee.

Item	Action
------	--------

The Steering Committee's Role

- The Steering Committee is the key decision making group that has been identified by the City to oversee this plan update process. During this process, decisions will be made on:
 - Goals and objectives
 - Risk assessment
 - Public involvement strategy
 - Actions/strategy development
- For this first meeting, it was important for the SC to organize and determine the following:
 - The SC Chairperson
 - Lead meetings
 - Keep meetings on track
 - Press spokesperson
 - The SC Vice-Chairperson
 - Act as the Chairperson alternate
 - An established quorum number
 - Member attendance parameters
 - An established meeting day and time
 - A decision to pursue consensus or majority-rule decision making
 - Public Comment protocol
- The Steering Committee voted and made the following decisions:
 - Chairperson: Shellie Bates
 - Vice-Chairperson: Glenn Akramoff
 - Quorum: 50% present members + 1
 - Attendance - 1 unexcused or 2 consecutive excused absences will trigger an inquiry by the Chair. The resulting action following the inquiry will be at the discretion of the SC.
 - Meeting times: The 3rd Tuesday of each month as needed/ from 9:30 to 11:30 AM (No meeting August and September)
 - Voting- SC will strive for consensus and if it is not reached a vote will be taken with a 2/3 majority providing the direction. All dissenting opinions will be reflected in the minutes.
 - Public input protocol- all Steering Committee meetings will be open to the public. Members of the public wishing to address the SC must sign in prior to the meeting and identify their name, address and whom they

Item	Action
<p>represent. All Steering Committee meeting agendas will be posted on the City’s website. Public comments will be taking prior to initiation of each meeting. Each member of the public wishing to address the SC will be given a single allotment of 4 minutes to address the committee. This will be 4 minutes per speaker. Speaking time cannot be aggregated or passed on to another speaker. All public comments received will be reflected in the meeting minutes.</p> <ul style="list-style-type: none"> The option of designated alternates for SC members was discussed as an option of the committee. The SC agreed that alternates could be designated for those members that feel they may have issues in attending all scheduled SC meetings. The designated alternates will have full voting authority for those meetings they attend in the place of the primary representative. 	<p>Rob will prepare the final ground rules document which will be reviewed and approved by the SC at the next meeting.</p>
<p><u>Plan Review</u></p> <p>Shellie will be distributing the link to the City’s HIVA document for review by the SC members. SC members are also asked to review the WA State Enhanced Hazard Mitigation Plan, available on-line at:</p> <p>State Plan: http://www.emd.wa.gov/plans/washington_state_hazard_mitigation_plan.shtml</p> <p>The SC was tasked with the following items prior to the next meeting:</p> <ul style="list-style-type: none"> Review the State’s plan, with focus on the fact that the City’s plan must be consistent with the policies and direction of the State plan. When reviewing the state plan, take note of the following: What are the State goals and objectives? What are the hazards of concern identified for the planning area? What are the State capabilities to support mitigation listed in the plan? 	<p>Shellie will distribute the link to the HIVA to the committee members.</p> <p>SC members to review the current City HIVA as well as the WA State Hazard Mitigation Plan.</p>
<p>This is a cursory review. It need not be a detailed review. We are looking for general observations. What sticks out to you?</p>	<p>SC members will review the sample definitions provided, and will be prepared to make recommendations at the next meeting.</p>
<p><u>Critical Facilities</u></p> <p>Bev discussed the issue of critical facilities - what they are and how the City of Covington wants to define critical facilities within their HMP. Several samples from various plans were provided for review. A default Hazus sample of currently existing critical infrastructure was also provided. The SC will review the samples and will make recommendations at the next meeting.</p>	<p>SC Members will review the examples of guiding principles provided, and will make recommendations and suggestions</p>
<p><u>Guiding Principle/Mission State</u></p> <p>The SC discussed the need for a mission statement or guiding principle on which the HMP will be developed. While not required, the SC felt it would</p>	<p>SC Members will review the examples of guiding principles provided, and will make recommendations and suggestions</p>

Item	Action
<p>help guide the overall plan development, and would be beneficial to include. Examples from previous plans were provided, and the SC will review the options and make recommendations during the next SC meeting.</p> <p><u>Public Involvement Strategy</u></p> <p>The concept of a public involvement strategy was introduced. The DMA requires these plans to be developed in an open public process. This is at the discretion of the jurisdiction preparing the plan. Public outreach strategies used in the original plan need to be expanded to try to gain better public support for mitigation. The Steering Committee will identify and implement a comprehensive outreach strategy for this effort. The Planning Team asked the committee to start thinking about the capabilities within the planning area. What are ways to get the public involved in this process? What are the resources available to us? Media resources? Internet resources? Academic resources? This will be one of the first action items for this committee, and will be integral to the success of this project. A survey will also be deployed which will be distributed via Survey Monkey and hard copy to allow for increased levels of participation. The link to the survey will be posted on the City's website (under the mitigation tab) and the survey address will be distributed at other meetings, within newsletters or other sources to draw the attention of the general public and encourage completion of the survey document.</p>	<p>of ideas during the next SC meeting.</p> <p>SC members will review calendars and schedules to see what existing meetings are already occurring, or what events are up-coming which would allow the incorporation of mitigation planning into the agenda. The Covington Days fair in July was discussed, and Shellie will speak with the appropriate people to determine the potential of using the City's booth to distribute information concerning the HMP, as well as potentially distributing surveys, etc. Shellie will report back at the next SC meeting.</p> <p>Bev will begin development of the survey and distribute it to SC members for review and input.</p>

The meeting was adjourned at 3:15 PM

The next Steering Committee meeting is:

**April 16, 2013 from 9:30 AM to 11:30 AM
Covington City Hall**