



# MEETING MINUTES

**Date of Meeting:** April 16, 2013

**Subject:** 2nd Steering Committee (SC) meeting

**Project Name:** City of Covington Hazard Mitigation Plan

**In Attendance:** Steering Committee- Shellie Bates, Shawn Buck, Linda Graney, Ann Mueller, Karla Slate, Glenn Akramoff  
Planning Team- Rob Flaner,

**Not Present:** Bob Oxborrow, Robert Meyers

**Summary Prepared by:** Rob Flaner – 4/19/2013

**Project No.:** 103S2602

**Quorum- Yes or No** Yes

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**Welcome and Introductions**

- Shellie Bates opened the meeting with brief group introduction.
- Round table introductions by all in attendance.
- 3/20/2013 meeting minutes were reviewed and approved.
- The final SC Ground Rules were reviewed and approved.
- Handouts provided included: Agenda, meeting minutes, final SC Ground Rules, Critical Facility exercise, Example Guiding Principle/Mission Statements, example hazard mitigation survey

**State Plan review/Hazards of Concern**

- An action item for the Steering committee was to review the WA State Hazard Mitigation Plan to look at the goals and objectives identified by the state as well as support the identification of the hazards of concern for the City of Covington.
- Discussion ensued based on the observations of the SC. It was determined that the Covington Hazard mitigation Plan would address the following hazards of concern:
  - Earthquake
  - Flood
  - Landslide/Mass movements
  - Severe Weather (Wind, Ice, Snow)
  - Volcano (Lahar/Ash fall)
  - Wildfire
  - Other Hazards of Concern
- It was decided by the SC that the risk assessment would provide a profile/discussion on other hazards of concern that do not warrant a

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full assessment. These other hazards of concern will include: The BP Power line, The Williams pipeline, hazardous material transportation and terrorism.

**Critical Facilities**

Rob explained to the SC that the DMA requires a hazard mitigation plan to address critical facilities and infrastructure. The plan must define what “critical facilities” are. Local governments have basically 2 options for this requirement. They can adopt the FEMA standard definition, or craft their own which provided more regional relevance. By choosing the latter, a jurisdiction may be able to enhance future grant opportunities by being able to show mitigation benefits to an enhanced inventory of facilities.

A critical facilities exercise that included sample definitions developed by other planning efforts across the country was provided to the SC. After reviewing the example definitions, it was determined by the SC that the Snoqualmie example was appropriate for Covington with some enhancements. Several of these enhancements were discussed and the committee asked for Rob to craft a definition with these changes in mind for their consideration.

Rob to craft a recommended critical facility definition building from the Snoqualmie example. This recommendation will be circulated to the SC for approval by Shellie.

Once the definition is confirmed, the next step will be to create an inventory of facilities that meet the definition. This will be done using the Comprehensive Data Management System (CDMS) extension to Hazus. The default Hazus model included a list of default facilities using the standard FEMA definition. The basis for this default inventory is facilities that have received any sort of federal funding. This default inventory will be our baseline for developing this inventory. The CDMS export file will be sent to Shawn for review. Shawn will coordinate with Carol Bauman, the Tetra Tech risk assessment lead, to determine what data is available locally to update the inventory.

Rob to send CDMS export file to Shawn. Shawn will coordinate with Carol Bauman on updating this inventory.

**Guiding Principle/Mission Statement**

Example guiding principle/mission statements were provided to the SC at the last meeting. The SC was asked to review those examples and be prepared to determine a guiding principle for the plan. After some discussion, it was determined that the Guiding Principle for the plan would be as follows:

*Leverage partnerships and available resources and mitigate known risks to preserve the quality of life within the City of Covington.*

**Public Involvement Strategy**

Shellie provided an update on the outreach strategy as follows:

- Website-The website is fully operational. It can be accessed through the City home page at:  
<http://www.covingtonwa.gov/hazardmitigation/index.html>



Item	Action
<ul style="list-style-type: none"> <li>- The press release advertising the planning process and website has been disseminated. An article in response to this release was published in the "Reporter" on April 1, 2013.</li> </ul>	
<ul style="list-style-type: none"> <li>- Some sort of outreach will be done during "Covington Days". What exactly that entails is to be determined.</li> </ul>	
<ul style="list-style-type: none"> <li>- Survey- Rob provided an example survey to the group to review. The Group reviewed the survey and made suggestions for edits. Rob was asked to prepare a draft survey for Covington to present to the SC for consideration at the next meeting.</li> </ul>	<p>Rob to craft a draft survey based on suggested edits for the next SC meeting.</p>
<ul style="list-style-type: none"> <li>- The City is currently deploying a different survey for City Business. The planning team was asked to wait to disseminate the hazard mitigation survey until after the City survey process is complete, estimated to be sometime towards the end of may.</li> </ul>	<p>Planning team to delay deployment of hazard survey until after completion of City survey.</p>

The meeting was adjourned at 11:32 AM

The next Steering Committee meeting is:

**May 21, 2013 from 9:30 AM to 11:30 AM**  
**Covington City Hall**