

MEETING MINUTES

Date of Meeting: October 15, 2013
Subject: 6th 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, Don Vondran
Planning Team- Rob Flaner, Kristen Gelino
Not Present: Robert Meyers, Marcia Milam, Bob Oxborrow
Summary Prepared by: Kristen Gelino – 10/21/2013
Project No.: 103S2602
Quorum- Yes or No Yes

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Welcome and Introductions

- Shellie Bates opened the meeting.
- The 7/16/2013 meeting minutes were reviewed and approved pending Shawn Buck be added to the list of Steering Committee (SC) member who were not present.
- The Agenda was reviewed.
- Handouts provided included: Agenda, Meeting Minutes, City of Covington Risk Assessment Update, City of Covington Hazard Mitigation Survey Summary, Capabilities Assessment Template, Capabilities Assessment Instructions, and Action Plan Matrix Template.

Kristen will revise the 07-16-13 Meeting Minutes as discussed.

Risk Assessment Update

Rob reviewed the status of the risk assessment. There are two types of analyses that are performed: general building stock (GBS) and critical facilities (CF). The GBS analysis simply looks at direct damage, while the CF analysis looks at both direct and indirect damage.

Shellie and Shawn will review and update the City's critical facilities and return to Tetra Tech by October 25, 2013.

Currently, the City is reviewing and updating the default dataset of critical facilities. Most of the essential facilities, such as police and fire stations, should have been updated in 2010. It is the critical facilities that fall outside of the essential facilities definition that will most likely require updates. The City should keep in mind that it is not essential to list every single facility, but it is important to capture facilities that are in hazard areas, such as floodplains or soft soils.

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Critical facilities information will not be published in the final plan, but summary results of the risk analysis will be available.

Public Outreach Strategy – Where are we at?

In early September a public workshop was held at the City of Covington City Hall. There were about 30 people in attendance, including volunteers from local organizations and members of the SC. This workshop was part of Phase I of the public engagement strategy: Engage the public early in the process to gauge the perception of risk.

City Staff will discuss the possibility for presentations to the City Council and/or Planning Commission during the public comment period.

Another aspect of the Phase I strategy is the City of Covington Hazard Mitigation Survey. The survey is still available on-line. Currently, there are 54 completed surveys. Thank you to Shellie for continuing to encourage residents to participate in the survey. A few more were completed as a result of her efforts over the past weekend.

Kristen and Rob will distribute a draft version of the plan to the SC in December.

Thus far the results of the survey are not surprising. As we start to move towards the development of the action plan, it may be wise to review the results of the survey for relevant information. Question 27, for example, asks about mitigation projects that residents consider important.

As part of the Phase II public engagement strategy, we do not need to have another public workshop; however, Rob recommends that a presentation be made to the City Council and/or Planning Commission during the public comment period. The public comment period must be, at a minimum, two weeks in length. We will need to have a public review draft of the plan completed before we can move on to this phase. Currently, we anticipate that the public comment period will be in January of 2014. This means that we anticipate distributing a draft of the plan for review by the SC in December.

Action Plan Development

The SC reviewed the Mitigation Catalog handout as Rob reviewed its purpose. The catalog is a collection of alternatives that will help the City to develop actions. The catalog is built upon the premise of SWOO (strengths, weaknesses, obstacles, and opportunities). The catalog should help the City identify opportunities and potential actions.

Shellie will coordinate with other departments as necessary to complete the Capabilities Assessment by November 15th.

The SC then participated in a SWOO brainstorming session for the City of Covington where they identified additional opportunities for action. Some items that were discussed were technology redundancy, staffing needs, post-

Shellie will coordinate with City Departments to develop items for the Action Plan

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<p>disaster planning, and opportunities to better utilize volunteers.</p> <p>The SC then reviewed the Capability Assessment Template and discussed the City’s legal and regulatory capabilities. After this discussion, the SC reviewed the Action Plan Matrix Template and discussed possible actions and strategies for developing actions. The development of the Action Plan Matrix will be the City’s homework assignment. The Public Work’s Department should coordinate with other departments to develop these actions. Identified action items should include capital projects and opportunities for partnerships.</p>	<p>Matrix to be completed by November 15th.</p> <p>Kristen will send Shellie more detailed instructions for the action plan development.</p>

Action Items for Next Meeting

The City has three homework assignments that should be completed by the next SC meeting: the critical facilities update, the capability assessment, and the action plan matrix.

The meeting was adjourned at 11:20 AM
 The next Steering Committee meeting is:

**November 19, 2013 from 9:30 AM to 11:30 AM
 Covington City Hall**



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