

**Hazard Mitigation Plan Update**  
**1<sup>st</sup> Steering Committee Meeting**  
**February 6, 2013**

**Welcome and Introductions**

The following persons were in attendance:

<b>Alison Talbott, PG&amp;E</b>	<b>Jody Brundin (SC), Blue Lake Rancheria</b>
<b>Bill Gillespie (SC), City of Eureka</b>	<b>John Friedenbach (SC), Humboldt Bay Municipal Water District</b>
<b>Carol Rische (Alternate), Humboldt Bay Municipal Water District</b>	<b>Judith A. Warren (SC), HSU Regional Training Institute</b>
<b>Chris Joes Koczera (SC), Red Cross</b>	<b>Karen Diemer (SC), City of Arcata</b>
<b>Cindy Henley (Alternate), Red Cross</b>	<b>Linda Nellist (Alternate), HSU Regional Training Institute</b>
<b>Daniel Larkin (SC), County of Humboldt Office of Emergency Services</b>	<b>Lou Iglesias (SC), Weott Community Services District</b>
<b>Danielle Allred, County of Humboldt Public Works</b>	<b>Michael McKaskle, Redway Community Services District</b>
<b>Debra Evans, Redway Community Services District</b>	<b>Nathan Falk, Willow Creek Fire Protection District</b>
<b>Desmond Cowan (SC), Arcata Fire Protection District</b>	<b>Pat Kaspari, GHD</b>
<b>Dieter Schmitt (Alternate), CAL FIRE</b>	<b>Rob Flaner, Tetra Tech</b>
<b>Gary Wellborn, Southern Humboldt Community Healthcare District</b>	<b>Stephen Underwood (SC), Fortuna Fire Protection District</b>
<b>Greg Perry (Alternate), Blue Lake Rancheria</b>	<b>Tina Stillwell, Garberville Sanitary District</b>
<b>Hank Seeman (SC), County of Humboldt Public Works</b>	<b>Tom Nix (SC), CAL FIRE</b>
<b>Jay Parrish (SC), City of Ferndale</b>	

The meeting began at approximately 1:05pm.

Members of the group introduced themselves in a circle, stating their name and affiliation.

**Why are we here? A refresher**

Rob Flaner from the consultant team, explained that part of the commitment to being on the Steering Committee is a requirement to be present at each meeting, or to send an alternate if attendance is not possible.

Rob went over the Agenda and reviewed the Timeline of the Plan Update and the progress report. The purpose of the progress report is to be posted on the website so that it can be reviewed by all planning partners throughout the process.

**Steering Committee's first action will be to:** Finalize the progress report.

**Plan Structure:** A framework for the plan has already been put together (Table of Contents for Volume I). The Steering Committee (SC) gets to give input on what they want to change about it. E.g.–How to profile hazards; how to outline the goals; etc. The Plan still has to meet statutory requirements, but the SC has some latitude on “the meat that we’re going to lay on the bones.”

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## **The Steering Committee's Role**

### **Reviewing the Steering Committee Ground Rules:**

First step: Organize the SC; elect a chairperson and vice chairperson. The SC also needs to recodify the Ground Rules so that they have “process.”

**Purpose:** This text remains the same.

**Chairperson Selection:** The most important role of the chairperson is to be the spokesperson, when we get into the public process portion. Requests, questions, etc. need to be funneled through the chair. The role of the chair is important but not necessarily time consuming or work intensive. Rob suggested that it be someone with experience in public protocol, who isn't shy and is comfortable speaking with the public, because public attention is something that we want in this process.

Rob then opened the table for volunteers to the positions of chair and vice chair:

-Lou Iglesias, who served as the chairperson during the formation of the original plan, said he would like to pass the torch to someone else. He said that the time he had to spend in front of the camera when he acted as chairperson was minimal.

-Jay Parrish said he'll act as chairperson if no one else wants to.

**Action:** The SC was unanimous in agreeing that Jay Parrish would be the Chairperson.

Rob asked who would like to act as vice chairperson.

-Jay nominated Hank Seemann, who asked if there were any other volunteers.

There were none. Hank agreed to be the vice chair.

**Action:** The SC unanimously agreed to appoint Hank Seemann as Vice Chairperson.

**Attendance:** Rob emphasized the importance of SC members being present at meetings. There probably won't be more than six meetings throughout this process.

**Action:** The SC chose to retain the rule that if a member misses two meetings *without an explanation*, the SC may choose to replace the member.

**Quorum:** The SC doesn't have an odd number—14 members. Rob suggested moving the quorum to 50% +1...so eight votes to pass.

**Action:** This was unanimously agreed to by the SC.

**Alternates:** Rob asked that each SC member designate an alternate.

He posed the question: Do we want the alternate to be fully interchangeable? Should the alternate's vote count, or be a proxy? Someone voiced that the alternate should be fully interchangeable, but that they should be prepped and informed about the issues prior to voting.

Dan Larkin said he is having difficulty identifying an appropriate alternate, but he'll take care of designating someone as soon as possible. Jay Parrish is also looking for an alternate; he said he'll bring it up at their next City Manager meeting.

Tracy Shapiro is no longer the primary contact for Southern Humboldt community service districts (CSDs) – Lou Iglesias is now the primary. Barbara Kennedy from Weott CSD will now be the alternate.

**Action:** Alternates will be fully interchangeable with the primary SC member.

**Decision Making:** The SC agreed to strive for consensus throughout the process. However, if consensus cannot be obtained, a majority vote will pass. Any dissenting opinions will be noted in the minutes and recorded.

**Spokespersons:** Any media requests for interviews will be funneled to the chairperson so that the SC has a unified voice.

**Staffing:** This text was unchanged.

**Public Involvement:** Rob suggested that a protocol be established that any member of the public who wants to comment at the meetings must sign in. He proposed that each person have 3 minutes to speak their minds, at the discretion of the Chair. It was noted that, legally, members of the public cannot be required to sign in; they can speak anonymously if they choose. Rob said that that doesn't mean that the suggestion cannot be made into a ground rule, and if someone wants to challenge it, they can. Karen Diemer said the process used for Arcata City Council meetings is to have all members of the public who want to speak take a number and then take turns speaking in order of the number they drew.

Rob asked: What is our protocol for taking public comment?

He suggested taking comments at the end of the meeting, rather than before.

**Action:** A public meeting protocol will be drafted and included in the final SC ground rules. Comments will be taken at the beginning of the meeting with a 3 minute limit per person. Specific language will be proposed in the ground rule package which will be approved at the SC meeting in March, 2013.

**Courtesy:** This text was unchanged.

**Meetings:** It was noted that a 1:30-3:30 p.m. time slot would work better for some members than a 1:00-3:00 p.m. time slot. Generally, each meeting will not be longer than 2 hours. The SC determined that the first Wednesday of the month works well as a

regular meeting time for most people. Rob won't be present at every meeting, but Pat Kaspari from the consultant team will likely be at each meeting.

Several SC members requested seeking a different location than Conference Room B in Clark Complex. Bill Gillespie said he would look into the Eureka Fire Department's training room availability; he said that it's a bigger room, with easier parking. The County Agricultural Building was also suggested as another potential option. Pat will look into the availability of a GHD consulting firm conference room. Once a meeting location has been decided on, the rest of the SC will be informed via email.

**Task-** People would like to have an Outlook meeting reminder sent out (it seems that everyone has Outlook). Pat will do this.

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### **Plan Review**

**SC Homework:** Review the original plan and the 2010 California Hazard Mitigation Plan. Rob passed out a CD for each member of the SC. The CD contains the original local plan and a copy of the 2010 California state plan. A major task of the update process is to identify what the SC wants to change in the original plan document. Additionally, the local plan must be consistent with the State's plan.

SC members should focus on the **Hazard Profiles**—what does the State of CA say Humboldt County is susceptible to? Those issues need to be addressed in order for the updated local plan to be consistent with the State's plan.

SC members should look at the State plan's **goals and objectives**; these have changed since the last local plan was produced.

SC members should focus on **the advanced planning criteria**. The State has gone to an "advanced status," which makes it eligible for more money. The State has identified protocol for how they are going to run their pre-disaster and post-disaster grant programs.

SC members were asked to review AB2140. Participating municipalities will need to be in compliance with this legislation within this plan update.

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### **Public Involvement Strategy**

The public has to have an opportunity to review and comment on all stages of the planning development. So the SC needs to develop a strategy for this.

There will be a website for the Plan update. Cybelle is going to create an "Update Link" that will link to SC meetings, etc. and add it to the County's website where the original plan is located.

Rob asked the question, "How are we going to engage the public in all stages of this process over the next 8 months?"

First item for discussion: ***What is our outreach capability?***

Rob said some really good new technology is at the Planning Team's disposal. The HAZUS model has advanced—and it's a powerful tool. The Planning Team also has good GIS data that can be leveraged and shared.

Lou Iglesias said that it's kind of hard for him to navigate the County website. He suggested that Facebook & twitter are also used.

**Social Media** might be a good avenue for public outreach. Rob said that this is a highly effective method, but that you've got to have a platform.

-Chris Jones Koczera said that the Red Cross has a Facebook page with ~150 followers that could be linked to the County website.

-Some of the Planning Partners have Facebook pages that might also be implemented.

-Judy Warren suggested that she could hand out information about the Plan update and meetings to her "Living on Shaky Ground" classes.

-Individual departments at HSU have social media pages that could potentially be utilized.

-The Tsunami Workgroup has an active Facebook page and email.

It was noted that the local county cable channel might be a good way to distribute information to the public. This channel could be used to broadcast the SC meetings. Dan Larkin said that he can look into this possibility with his connections to Access Humboldt.

Rob asked: Does the SC want to do a survey again? Was it helpful before? He said that Survey Monkey is an easy tool to use and that his consultant group has some formatted surveys that can produce quantifiable feedback. Surveys could also be sent out through social media. This was left open as a possibility, but it did not receive much discussion from the SC.

The Outreach Strategy will be an ongoing topic of discussion throughout the process.

Rob requested that each Planning Partner put the link to the Plan Update website up on their jurisdictions' websites.

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### **Action Items for Next Meeting**

Rob talked about what the Planning Team had accomplished so far. They're making progress on the Risk Assessment. They will probably present their Risk Assessment data in late March.

**SC:** Confirm the definition of "Critical Facilities." Rob explained that: last time, we trusted our default setting. Now, we have nice GIS maps, so we want to point-locate where everything is.

The Risk Assessment is going to be looking at exposure and vulnerability. This data set needs to be pretty accurate in order to determine vulnerability and make a reasonable estimation of risk.

Wherever Lidar data is available, Rob wants it.

Rob said that he will coordinate with Cybelle to put out a Press Release that will be released to all media outlets throughout the County, announcing that this Planning Process has begun, as of today.

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**Adjourn**

There were no further questions, comments, or topics of discussion brought up by the SC members. The meeting adjourned at approximately 2:36pm.