

Hazard Mitigation Plan (HMP) Update
6th Steering Committee (SC) Meeting

September 4, 2013

Welcome and Introductions

SC chair, Jay Parrish, called the meeting to order at 1:30pm.

Group Introductions

Those in attendance introduced themselves and their affiliation to the group at large.

SC members and alternates in attendance were:

Alison Talbott (SC) , PG&E	John Friedenbach (SC) , Humboldt Bay Municipal Water District
Bill Gillespie (SC) , City of Eureka	Karen Diemer (SC) , City of Arcata
Daniel Larkin (SC) , County of Humboldt Office of Emergency Services	Lon Winburn (Alternate) , Fortuna Fire Protection District
Desmond Cowan (SC) , Arcata Fire Protection District	Lou Iglesias (SC) , Weott Community Services District
Hank Seemann (SC) , County of Humboldt Public Works	Tom Nix (SC) , CAL FIRE
Jay Parrish (SC) , City of Ferndale	

SC members absent without an alternate present were:

Jody Brundin, Blue Lake Rancheria Office of Emergency Services

Chris Jones Koczera, Red Cross

Judith A. Warren, Regional Training Institute – Community Disaster Preparedness

Planning Partner, Public, and Agency Representatives in attendance were:

Cybelle Immitt, County of Humboldt Public Works

Danielle Allred, County of Humboldt Public Works

Gary Wellborn, Southern Humboldt Community Healthcare District

John Berchtold, City of Blue Lake

Pat Kaspari, GHD

Rob Flaner, Tetra Tech (present via phone-in)

Tim Petrusha, Humboldt Bay Harbor Recreation and Conservation District

Review Agenda

SC chair, Jay Parrish, went over the agenda items and meeting objectives.

Review/Approve Minutes

SC chair, Jay Parrish, opened the floor to discussion of the two previous meetings' minutes. The minutes from the May 1st meeting had been deferred to this meeting, due to a lack of quorum at the June 5th meeting. There was no discussion of the two previous meetings' minutes.

Action: Bill Gillespie moved to approve both previous meetings' minutes; **Karen Diemer** seconded the motion. **The SC committee passed the motion unanimously.**

Public Comment/Announcements

Cybelle Immitt announced that Briceland Community Services District is experiencing difficulties with maintaining their district and will no longer be participating in the Plan Update..

Cybelle also announced that the Public Outreach Survey achieved 1,000 responses! The survey will be shut down and no longer available online. A summary report of the responses has been sent out to the SC.

Cybelle also mentioned that she could send anyone who would like it the “loss matrix” from the Tool Kit via e-mail.

Cybelle invited the group to share any announcements about possible grant opportunities they were aware of. There were no other announcements made.

Status Report

Where Are We in the Process?

Rob Flaner began by thanking everyone for their participation in the public workshops and the jurisdictional annex workshops. Rob congratulated the group on getting a lot of public input from Phase I of the Public Outreach portion, and reported that this group has obtained more survey responses than any other group he has worked with.

He explained that we are now done with Phases I, II, and III of the Update and are moving into Phase IV, thus nearing completion! Rob reported that the Plan is about 60% complete. The jurisdictional annexes are the primary portion remaining. As of today, Rob has received 8 annexes so far. The annexes are due this Friday.

What Comes Next?

Rob said that we want to be adamant about getting the Plan wrapped up so we can submit it to the State for their review. He said that the turn-around period can be between 60-90 days.

Pat Kaspari relayed that some planning partners had requested permission to submit annexes on Monday, the 9th. Rob said that would be okay and that he will allow 4-5 days of lenience, but not 2-3 week extensions. Rob reported that he has already developed some feedback for some of the annexes that have been submitted and noted that some jurisdictions are struggling with their action plans. He reiterated that the State has made it clear that it wants to see tangible, specific initiatives, not broad, general ones.

Plan Maintenance Strategy?

Review Proposed Addition to Strategy

Rob reminded everyone that, in previous discussions, the group proposed to remove the annual progress report from the Plan Maintenance Strategy and change it to a “5 year performance period” progress report. The maximum performance period is 5 years, when the Plan needs to be updated again. However, if the county were to experience a disaster sooner than that, a performance period progress report would be appropriate.

Rob said that public involvement needs to be discussed and that the SC needs to review what’s being presented and approve that Plan Maintenance Strategy to go into the new Plan.

Cybelle pointed out a difference about how the SC will continue to collaborate periodically and “be a consulting body that’s available to the partnership.” For example, if there were a disaster and a chunk of funding was received, the SC could convene to determine how that funding should be allocated.

There will be a level of coordination that will be happening on an “as needed” basis. Cybelle clarified that the group convening is not reliant on the County and that any member of the partnership could initiate that reconvening. Cybelle felt that this section still needed some editing and word-smithing.

Task: Cybelle will review and edit the portion of the Plan Maintenance Strategy that discusses how and when the SC will be reconvened for performance period progress reports.

Approve Revised Strategy

Rob expressed that he does want approval of the Plan Maintenance Strategy shown in the minutes. However, there was some discomfort among the group about approving something that is incomplete.

Action: **Alison Talbott** moved to approve the Plan Maintenance Strategy, in theory, pending Cybelle’s approval of the final phrasing in the document, which will include editorial but not substance changes. **Karen Diemer** seconded the motion. **The SC committee passed the motion unanimously.**

County-wide Actions

What are they? What were they last time?

Rob explained that there are 6 county-wide initiatives from the previous plan that benefit the partnership as a whole and largely have to do with keeping the planning partnership intact and coordinating activities. He asked the SC to decide whether they wanted to carry the initiatives over, add to them, or eliminate them.

What should they be this time?

In regards to the “lead agency,” Cybelle proposed that any departments or divisions within the County be referred to as simply, “County of Humboldt,” rather than individual departments. The group agreed to this change.

There was some discussion about rewording the text of CW-1 to re-emphasize the partnership collaborating in pursuit of grant funding, while making it clear that any member of the partnership can initiate that collaboration.

Task: Rob will make the following changes to CW-1:

- The initiative will read, “Continue to participate in the planning partnership and, to the extent possible, based on available resources, provide coordination and technical assistance in the application for grant funding that includes assistance in cost vs. benefit analysis for grant eligible projects.”
- The Administering Agency will be changed from “OES and CDS jointly” to “Planning Partnership.”
- Possible funding sources will be changed to “Grant funding.”

Hank Seemann proposed doing an annual check-in with the Planning Partnership by sending out an e-mail to remind partners about the Plan and the website, requesting verification about points of contact, notifying the partnership about possible grant opportunities, etc. Rob said that the Plan Maintenance Strategy would be the place to put this in the Plan.

Task: Cybelle will work with Hank to craft some wording for the Plan Maintenance Strategy specifying how the partnership will be maintained on an annual basis.

Task: Pat will forward e-mail notifications about grant funding opportunities that he receives from CAL OES to Cybelle so that she can send it on to rest of partnership.

Action: **John Friedenbach** moved to approve the county-wide action plan initiatives as amended. **Bill Gillespie** seconded the motion. **The SC passed the motion unanimously.**

Plan Review

Volume I, Part 1

Rob reported that all of Volume I will read similarly to the original plan, with a similar layout. There will be some statutory changes, but no fundamental format changes. There will be text changes and enhanced profiles, different hazards of concern, an added energy profile, there will be an added generic, catch-all chapter (“other hazards of concern”).

Rob hopes to have Volume I finalized for internal review by September 17th, which will be circulated digitally. It will be a large document ~600 pages. There will be a lot of carried over text, because it’s still relevant. He suggested that, during their review, the SC focus on: the results from the risk assessment (vulnerability analysis section); the text on climate change; and all of Part I—which reiterates the plan process we went through. He would like to receive SC members’ comments back by September 27th.

There was some discussion and clarification about the layout, which is set up as: Volume; Part; Chapter; Section. Rob explained that this layout makes it easier to do the cross-walk and identify specific areas of the Plan.

Task: Cybelle will send out the Table of Contents (TOC) to the SC so everyone has an idea of what to expect.

Earthquake Chapter

SC members were given the Earthquake Chapter from the Risk Assessment.

Rob reported that they’ve run into a problem with critical facilities analysis. The results didn’t make sense due to a glitch that occurred when compiling the data using different versions of HAZUS. So, they have to re-do the earthquake analysis. Rob is confident that the assessment will be correct once the data is re-entered.

Rob asked SC members to review the earthquake chapter because all other chapters will have a similar lay-out.

General Discussion

There was some discussion and concern about the likelihood of all SC members being able to read through a 600 page document in two weeks. It was decided that SC members and staff would do their best and focus on areas relevant to their particular expertise. Feedback should be emailed to Cybelle and Rob.

Public Outreach – Phase 2

Rob explained that the SC will have an internal review period of 10 working days to look over the completed draft. If the SC and staff agree that it is ready, the draft will be posted and circulated as a “Public Review Draft.” This draft must be available for the public to review and comment on for at least 14 days.

What Format?

Rob suggested sending out a press release about the availability of the Public Review Draft, making it available on the Hazard Mitigation Plan website, and creating an online forum for public comment. He explained that this would make it easier for the group to submit the Final Draft to the State sooner, get it in the “review channel,” and the Plan may hopefully be adopted by the end of the year.

There was some discussion about coordinating the public review period with all the jurisdictions’ monthly Board meetings so that the Draft Plan could be put on their agendas for review. There is a possibility of making the public review period longer than 2 weeks to accommodate all the jurisdictions’ Board meetings.

Any revisions that come about as a result of the public review period go into the Final Draft, which is submitted to CAL EMA for pre-approval. To get final FEMA approval, all planning partners must adopt the Plan. As soon as the first jurisdiction has adopted the Plan, it could be submitted to FEMA for approval, with the understanding that all other jurisdictions will adopt the Plan within a year. Rob explained that FEMA will allow a few non-substantive changes to be made between pre-approval and the Final Draft. He said that non-substantive changes apply to anything other than the Action Plans.

Rob said he would like to aim to begin the Public Review Period by October 15th. He will shoot to get the completed draft to the SC by September 17th, pending submission of the annexes from all participating jurisdictions. That would leave room for SC members to request adjustments to the Plan if they don’t feel that it is ready for public review.

Action: Karen Diemer moved to approve the proposed Phase 2 of Public Outreach that will involve the Public Review Draft being made available on the website, with an online forum for public comment, and a press release sent out about the availability of the Plan for public review. **Tom Nix** seconded the motion. **The SC passed the motion unanimously.**

Rob asked whether the SC wants to have a meeting in October. SC chair, Jay Parrish, proposed waiting to see where the group is at in two weeks regarding the number of jurisdictions that have submitted annexes. Karen reiterated that, unless an emergency meeting was required for some reason, it would be sensible to have the next SC meeting the first week in November, after the Public Review Period, so that the SC could go over any public comments before submitting the Final Draft to FEMA.

It will be determined at a later date when the next SC meeting will be but, as of right now, the October meeting is cancelled.

Lou Iglesias wanted confirmation that Rob will review the annexes that are already submitted and get back to the jurisdiction about edits that are needed. Rob reported that yes, that will happen, and the annexes he’s reviewed look good so far.

Action Items:

- Cybelle will e-mail the loss matrix to any planning partner that requests it.
- Cybelle will send out the Plan’s TOC to SC members.
- The jurisdiction’s annexes due this Friday, with some possible 4-5 day leniency.
- Cybelle is going to edit the Plan Maintenance Strategy and work with Hank to define a method for maintaining the partnership annually.
- Rob will make the changes discussed to CW-1.

- Pat will forward any grant notifications he receives to Cybelle who will send it on to the rest of the partnership.
- Rob will send SC members the Volume I draft by September 17th and SC members' comments will be due back by September 27th.
- Cybelle and Rob will coordinate a PSA about the Public Review Period.
- Rob will put together a Draft Plan presentation to send to Cybelle to send out to the rest of the Planning Partnership.
- Cybelle will notify the SC about next meeting date and time when it is determined. It will likely be in November.

Dan Larkin reminded the group that Cybelle had sent out a notification about the Cascadian Subduction Zone (CSZ) Earthquake and Tsunami Response Plan Wrap-Up Brief. The CSZ Plan is a concerted plan for an organized response to a Cascadian event in the area. The Plan spans 3 states and has been in the work for 2.5 years. The Wrap-Up Brief will answer any questions you may have about what the federal and state response will be in a Cascadian event. To be able to attend, you have to register by e-mailing David Plance (david.plance@fema.dhs.gov).

Adjourn

The date and location of the next SC meeting will be determined at a later date and relayed to the SC by Cybelle via e-mail.

SC chair, Jay Parrish, adjourned the meeting at 2:51pm.