

MEETING SUMMARY

Date: April 26, 2017 1000-1200
Subject: Planning Team Kick-Off Meeting Workshop Minutes
Project Name: Mason County 2017 Hazard Mitigation Plan Update
Summary Prepared By: Beverly O'Dea, Bridgeview Consulting, LLC, Consultant
Andrew Bales, Mason County Emergency Management

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<p><u>Welcome and Introductions</u> Tammi Wright, Mason County Project Manager for this effort opened the meeting.</p> <p><u>Group Introductions:</u></p> <ul style="list-style-type: none">▪ Joel Myer, Mason PUD 3▪ Ali Lund, Mason PUD 3▪ Kristin Masterler, Mason PUD 1▪ Darin Hall, Mason PUD 1▪ Chief Brandon Searles, MCFD #11▪ Tim McKern, CMFE & City of Shelton▪ Scott Marshall, Mason County DEM▪ Chief D. Moody, Shelton Police Department▪ Jason Wells, Mason County GIS▪ Tammi Wright, Mason County DEM▪ Andrew Bales, Mason County DEM▪ Beverly O'Dea, Bridgeview Consulting Project Manager <p>Absent:</p> <ul style="list-style-type: none">▪ Ross McDowell, Mason County Emergency Management Director <p><u>Agenda:</u> The Agenda was distributed prior to the meeting.</p> <p><u>Meeting Summary:</u> Bev provided a brief overview of 44 CFR 201.7, and discussed the process required for plan update, as well as the ramifications of not having a hazard mitigation plan in place. The 2010 Mason County HMP was reviewed.</p> <p><u>In-Kind Exchange Match</u> Bev O'Dea pointed out that both meeting and non-meeting hours needed to be reported to Tammi Wright for tracking purposes. During each meeting, each planning team member will be asked to record their hours spent on the project since the last meeting. This would</p>	

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<p>be for any time spent working on the mitigation plan, including for such items as: reviewing the hazard mitigation plans for both the County and State, travel time, critical facility data gathering, meeting attendance (including any other HMP-related meetings and presentations), document and information gathering and review, and including discussions with other individuals/departments concerning relevant information.</p> <p><u>Additional Planning Team Members and Stakeholders</u></p> <p>The group discussed the possibility of any additional planning team members or stakeholders which have not yet been identified. Bev asked the group to provide information for any potential new members to the planning team.</p> <p><u>2010 Mason County HMP</u></p> <p>The 2010 plan was discussed and reviewed, with focus on the hazards of concern addressed therein. Tammi Wright was a member of the 2010 update of the County’s plan. Andrew Bales was also a planning team member, but at the time of the plan’s development, he worked for Mason County Hospital. No other planning team members were part of the 2010 County Plan, although PUD 3 and Mason County Hospital District #1 did develop annex templates to the County’s plan.</p> <p>Bev explained some of the differences which will exist between the 2010 and 2017 plan, including guidance requirements. A new template will be developed, and all relevant data contained in the 2010 plan captured in the new template. Old and no longer relevant data will be updated as new data and information exists.</p> <p><u>Risk Assessment</u></p> <p>Bev explained the purpose of updating the risk assessment, and reviewed the previous hazards addressed. The group reviewed the hazards which are recommended for inclusion in this edition of the plan: Climate Change (new), Earthquake, Flood, Landslide, Severe Weather (re-grouping of weather-related hazards currently in 2010 plan), and Wildfire. HazMat will be included within the analysis as a secondary hazard of impact to the hazards identified. This would add one new hazard to this edition – climate change, revise the severe weather hazard, and include hazardous materials. Bev reviewed the basic analysis to be conducted with respect to the hazards of concern, along with the CPRI ranking process. Bev also discussed the relevance of FEMA’s on-going flood study in the area, as well as the flood analysis for the on-going HMP development. Because the maps have not yet been formally adopted, the flood profile for this edition will be based on the old flood study since at present it is unclear when the new maps will be adopted. The planning team confirmed the hazards of concern for the 2017 edition, as well as the risk methodology which was presented during the meeting.</p> <p><u>Critical Facilities</u></p> <p>Bev reviewed the definition of critical facilities which was distributed to the planning team for review. The planning team reviewed and confirmed the definition. As part of this update process, all critical facilities’ structure information will be updated and provided to</p>	<p>Tammi will provide link to the County’s plan for those that do not have it. It is available on the County’s website.</p> <p>All planning team members will provide their specific critical facilities</p>

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<p>level of attendance, allowing for greater public contact.</p> <ul style="list-style-type: none"> – Bev asked that if anyone is making presentations or speaking to any groups, to please let people know that the County and its Planning Partners are updating the current mitigation plan and the status of the effort. – Bev also asked planning team members to distribute the survey, and to let people know that it is available for completion. – If anyone has the opportunity to discuss the update to the mitigation plan and would like any type of information or handouts, let Bev know and she can help facilitate that request. – As appropriate, planning team members should be providing updates to their respective boards and councils, and any committees on which they serve concerning the update process. If anyone does speak about the mitigation planning effort, please let Bev know as that counts as public outreach, and we want to record the information in the plan. – Once the initial draft is completed, a link to the plan will be posted on the County’s website, with a press release issued announcing its availability for review and comment by the citizens. <p><u>Adoption</u> Once the plan is completed, it will be presented for public review and comment. Once the public review process ends and the plan is submitted to FEMA, each Planning Partner will need to formally adopt the plan.</p> <p><u>Goals and Objectives</u> The 2010 goals were reviewed. A sample of updated goals and objectives was also provided. Based on those samples, the planning team identified and approved its goals and objectives for the 2017 update. The identified goals and objectives are more linear in nature, supporting the intent of the mitigation planning process, while also allowing greater opportunity to connect with other on-going planning efforts, as well as enhancing the potential to pursue grant funding for projects not yet identified.</p> <p><u>Grant Opportunities</u> The various grant opportunities were also discussed. Once the plan has been completed and adopted, the Planning Partners will be able to pursue various pre- and post-disaster grants as they become available, which will assist in completing mitigation projects.</p> <p><u>Jurisdictional Annex Templates</u> The Jurisdictional Annex Templates were distributed. Bev went over the type of annexes (e.g., new planning partner, jurisdiction, special purpose district, etc.). Each section of the plan was discussed, with relevant data distributed, such as the disaster history table. It was suggested that each partner begin the process of assimilating the data and identifying potential resources and individuals within their own respective entities who have information relevant and necessary to develop their specific annex documents.</p> <p><u>Capabilities Assessment</u> Bev briefly discussed the existing Capabilities Assessment from the 2010 plan, and</p>	<p>Bev will distribute the word version of the templates so that each Planning Partner can begin capturing the necessary data.</p>

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<p>advised everyone that they would need to update their respective tables based on current information. This will take some time to complete, but much of the data can be captured as we work through the rest of the planning process. Bev suggested that everyone begin the process of reviewing the template early and not wait until the end of the process.</p> <p><u>Mitigation Strategies</u> Bev discussed potential mitigation action items and strategies. She explained that the strategies could be programmatic, policy development, or structural projects. Bev provided examples of potential efforts, and suggested that as team members were working on their normal duties, if they had an idea for a potential mitigation effort, to write it down for discussion when we begin that phase of the plan’s development.</p> <p><u>General Topics</u> Planning Team Chair – The Planning Team felt it was appropriate to elect a Chair for the Planning Team. The Chair will address any media questions, and help facilitate (if necessary) any responses to questions which may arise from public officials. The Chair will be involved in all planning phases. The Planning Team nominated and unanimously elected Ross McDowell, Mason County Emergency Management Director as Chair.</p> <p><u>Mandatory Level of Involvement, Expectations, and Voting</u> The Planning Team discussed and identified what would constitute a minimum level of expectation to achieve plan development. Various items and issues were addressed. In order to ensure successful completion by all Planning Partners, the Planning Team determined that mandatory attendance at all workshop sessions would be necessary. However, recognizing that situations do arise outside of our control, the Team determined that each <i>entity</i> would be allowed one excused absence. Each Planning Partner (entity) will appoint a primary and an alternate point of contact. Attendance by either member will be acceptable to meet the mandatory meeting attendance. Voting on any item would be determined by majority present.</p> <p><u>Action Items for next phase</u> Everyone was assigned specific ‘homework,’ as follows:</p> <ul style="list-style-type: none"> ✓ CIKR/CDMS update (two weeks) ✓ Review of the County and State’s Hazard Mitigation Plan ✓ Begin completing Template ✓ Track hours – everyone should record 	<p>All members should write down any ideas for strategies for use when we get to that point in the planning process.</p>
<p><u>Next Meeting:</u></p> <p>The next meeting will be in approximately two months; however, that will be determined by receipt of the critical facilities data by the planning team members and the completion of the risk assessment.</p>	
<p>There being no further business, the meeting was adjourned at 12:05 p.m. by Bev O’Dea.</p>	