



# MEETING MINUTES

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<b>Date/Time of Meeting:</b>	Thursday – November 10, 2016; 9:00am to 11:00am
<b>Location:</b>	255 Glacier Drive, Martinez, California
<b>Subject:</b>	Steering Committee No.1
<b>Project Name:</b>	Contra Costa County Multi-Jurisdiction Hazard Mitigation Plan
<b>In Attendance (See Attachment):</b>	<b>Attendees:</b> Larry Fong, Jeff Collins, Betsy Burkhart, Chris Lau, Michael Bond, Christina Kiefer, Libby MontesNation, Steven Spedowfski, Jimmy Lee, Will Nelson, Jeff Hebel, Shari Deutsch, Brian Walley <b>Planning Team:</b> Marcelle Indelicato, Rob Flaner, Jessica Cerutti
<b>Not Present:</b>	N/A
<b>Summary Prepared by:</b>	Jessica Cerutti – 11/16/16
<b>Quorum – Yes or No</b>	N/A – Steering Committee not finalized

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## Item

## Action

### Welcome and Introductions, Review Agenda

- Mr. Rob Flaner opened the meeting and facilitated group introductions.
- Distributed handouts included: Agenda; Draft Steering Committee Charter; Previous Plan Mission Statement, Goals, and Objectives
- The agenda was reviewed and no modifications were made.

### Project Overview

After introductions, Mr. Flaner began by providing an overview of the Disaster Mitigation Act (DMA) of 2000. He noted that per DMA 2000 requirements, hazard mitigation plans (HMP) are needed to be eligible for certain types of federal grant funding opportunities. He provided a history of hazard mitigation planning in the County and noted that this process will follow a similar format to the previous plan. Mr. Flaner reviewed requirements for participation and Ms. Marcelle Indelicato indicated that there were a few outstanding jurisdictions who have not completed their LOIP, despite invitation. Mr. Flaner noted that the planning process will be expedited, and recommended that a hard deadline be established for finalizing the Planning Partnership. To this end, Mr. Flaner recommended that the Planning Partnership be finalized by December 14, 2016 to remain on schedule.

Mr. Flaner then reviewed the purpose of the Steering Committee (SC),

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noting that the SC is an advisory body to the core Planning Team. Mr. Flaner said that each participant was selected based on their knowledge and position within the community and the government and many SC members are reprising their roles from the previous plan. He reviewed the importance of public involvement throughout the process and thanked volunteer members for serving on the SC.

Jurisdictions wishing to participate in the Planning Partnership must submit a letter of intent to participate to the Planning Team by no later than December 14th.

Mr. Flaner discussed the need for SC meetings to be public, noting the Brown Act as one of the driving factors. He said that SC meeting will be held on a monthly basis and a conference line will be made available to those who are unable to attend in person.

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

Mr. Flaner turned attention to the draft Steering Committee Charter which was based on the previous charter developed by the Contra Costa County SC. Mr. Flaner requested that the group discuss the specific composition and rules of the HMP SC. He began by discussing who should be the Chair and Vice Chair. Mr. Steven Spedowfski volunteered as the Chair and Ms. Shari Deutsch volunteered as Vice-chair, based on their participation in the previous process and familiarity with the project.

Tetra Tech to update Charter and redistribute to SC.

Mr. Flaner then took the SC through a review of the remainder of the charter and requested updates. The SC provided recommended revisions and Ms. Deutsch offered to provide updated language on public comment per the Brown Act and standard public comment protocol.

### **Plan Review**

After the discussion on the SC Charter concluded, Mr. Flaner drew attention to some upcoming tasks. First, he noted that the previous plan had a mission statement, goals, and objectives. He requested that the SC take some time prior to the next meeting to review these items and come prepared with recommendations on whether to add, omit, edit, or keep the current mission, goals, and objectives. Mr. Flaner said that certain priorities have changed since the previous plan, namely related to climate change. One item for consideration is how to further address climate change in the new plan.

SC to review previous Contra Costa plan, State Plan, and previous plan mission/goals/objectives prior to Dec. 15<sup>th</sup>.

Mr. Flaner next asked the SC to review the current Contra Costa plan as well as the State plan. He noted that this planning initiative is linear in

Tetra Tech to establish SharePoint access for SC members.



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nature, nesting into the state plan, and how the update must address items from the previous planning initiative. Mr. Flaner stated that these documents are extremely long, and only a high level of review was required, mainly focusing on hazard discussion and, if decided, jurisdictional annexes

### **Public Involvement Strategy**

Mr. Flaner briefly touched on the public involvement strategy, stating that the number one priority should be ensuring the project website is still active and able to be revised. He also noted some of the new platforms that have emerged since the previous plan, specifically Nextdoor. Mr. Flaner stated that using Nextdoor has proven effective in reaching the community and that surveys which would have only received a few dozen responses 5 years ago are now receiving hundreds.

Mr. Flaner then touched on the public survey, noting that the SC will review the previous survey during the next SC meeting.

With no further comments, the meeting adjourned.

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

Action items identified for the next meeting include the following:

- Confirm SC Charter
- Discuss and Confirm Mission Statement
- Discuss and Confirm Goals and Hazards of Concern
- Discuss the Public Involvement Strategy



# MEETING MINUTES

Attachment: Sign-in Sheet

Contra Costa Hazard Mitigation Plan Update		
Steering Committee Meeting - November 10, 2016		
Name	Organization/Public	Email
LARRY FONK	RED CROSS, COG SAR	LARRY.M.FONK@GMAIL.COM
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Marcelle Indelicato	CCC-OES	minde@50.cccounty.us
Betsy Burkhardt	CC County Public Info Officer County Administrator's Ofc	betsy.burkhardt@contracostatv.org
CHRIS LAU	CONTRA COSTA COUNTY PUBLIC WORKS DEPT	chris.lau@pw.cccounty.us
MICHAEL BOND	CITY OF EL CERRITO FD	MBOND@CI.EL-CERRITO.CA.US
Christina Kiefer	San Ramon Valley Fire Prot Dist	ckiefer@srvfire.ca.gov
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STEVEN SPEDOWFSKI	CITY OF SAN RAMON	SPEDOWFSKI@SANRAMON.CA.GOV
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Jeff Hebel	Town of Danville	jhebel@danville.ca.gov
Shari Deutsch	Central Contra Costa Sanitary District	sdeutsch@centralsan.org
BRYAN WALLEY	VOLUNTEER - CONTRA COSTA SHERIFF'S OFFICE	bwalley@astound.net