

# MEETING SUMMARY

**Date of Meeting:** February 3, 2009  
**Subject:** First Steering Committee (SC) meeting  
**Project Name:** Contra Costa County Hazard Mitigation Plan –Update  
**In Attendance:** **Steering Committee**- Curtis Lindskog, Jim Bonato, Greg Harman, Tim Galli, Jim Parrott, Steve Frew, Greg Gilbert, Rich Lierly, Susan Roseberry, Diane Hinson (for Shari Deutsch)  
**Planning Partners**- Dennis Nunn, Charles Skuce, Mike Rodriguez, Sandra McKenzie, Marcelle Indelicato, Chris Boyer,  
**Planning Team**-Rob Flaner, Chris Hansen  
**SC Members Not Present:** Steven Spedowski, Tracy Johnson, Teddy Terstegge, Richard Brown  
**Summary Prepared by:** Rob Flaner- February 9, 2009  
**Project No.:** 135-23736-08-090  
**Quorum- Yes or No** N/A

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### Welcome and Introductions

- Rob Flaner, the Lead project Planner from Tetra Tech opened the meeting with brief group introduction.
- Round table introductions by all in attendance.
- Binders were provided to all SC members that included the following handouts: agenda, SC Member contact list, Planning Partner contact list, proposed outline for the plan, and scope of work for plan update.

### Why Are We Here? A refresher

- Rob Flaner reviewed the purposes for planning with a brief overview of the Disaster Mitigation Act of 2000.
- Rob discussed what the completed plan will look like and how it will address DMA requirements for each planning partner. A proposed outline of the table of contents for the plan was provided to illustrate key points.
- The scope of work prepared for this plan update by Tetra tech was provided. This scope illustrates all phases of the plan’s development which will aid the SC in knowing “where we are at” in the process.
- Rob discussed the proposed time line for this process. We are about 1 month behind schedule due to delays in assembling the planning partnership and steering committee.
- The opportunity to join this effort as a planning partner is technically closed because we have officially begun the process. However, potential new planning partner’s inclusion will be reviewed on a case-by-case basis by the Steering Committee. The further we get into the process, the less

Item	Action
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likely we will be able to add new partners. It should be noted that the plan will include linkage procedures for non participating jurisdictions to follow once the plan update is complete. This will allow communities to link to this plan at a later date.

- The goal is to have a draft plan ready for submittal to CAOES by fall of 2009.

**HAZUS**

- Chris Hansen, the GIS lead for Tetra tech gave a brief overview of HAZUS and its use on this project.
- HAZUS is a risk assessment tool developed by FEMA that works in a GIS environment. HAZUS principally addresses the Earthquake, flood, wind and Tsunami hazards.
- HAZUS has 3 levels of implementation:
  - Level 1- Is the “out of the box” version that comes pre-loaded with FEMA default values.
  - Level 2- Default values are overridden by locally generated data sets. Level 2 analyses require a higher degree of capability.
  - Level 3- All data sets including damage functions are locally generated. This level entails total reconstruction of the model. This requires the highest degree of capability.
- The Contra Costa Plan will utilize a level 2 analysis.
- Chris reported on the HAZUS progress to date;
- The County has provided data sets on over 4000 identified critical facilities within the County. This data has been formatted and imported into HAZUS using tools within the HAZUS program. This will help to regionalize the HAZUS model which increases the accuracy of the risk assessment generated by HAZUS.
- Tetra Tech has also accessed the new proposed FEMA floodplain for the County which will be utilized in the flood model.
- The County will provided base map data which will be utilized to override FEMA default attributes, once again increasing the accuracy of the models.
- HAZUS will be utilized to analyze the flood and earthquake hazards. HAZUS type outputs will be generated for the other hazards so that the risk assessment data will be consistent for all hazards of concern addressed by the plan.
- The estimated date for delivery of all HAZUS outputs is the end of April, 2009.

**The Steering Committee’s Role**

- The Steering Committee is the key decision making group that has been identified by the Planning Partnership to oversee this plan update process. During this process, decisions the will be made on:
  - Goals and objectives

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<ul style="list-style-type: none"> <li>○ Risk assessment</li> <li>○ Public involvement strategy</li> <li>○ Mitigation Alternatives</li> <li>○ Plan content</li> </ul>	
<ul style="list-style-type: none"> <li>▪ For this first meeting, it was important for the SC to organize and determine the following:           <ul style="list-style-type: none"> <li>○ The SC Chairperson (duties include)               <ul style="list-style-type: none"> <li>– Lead meetings</li> <li>– Keep meetings on track</li> <li>– Plan spokesperson</li> </ul> </li> <li>○ The SC Vice-Chairperson (duties include)               <ul style="list-style-type: none"> <li>– Act as the Chairperson in the Chair’s absence</li> <li>– Plan spokesperson</li> </ul> </li> <li>○ An established quorum number</li> <li>○ Establish s meeting attendance performance parameter for the SC.</li> <li>○ An established meeting day and time</li> <li>○ A decision to pursue consensus or majority-rule decision making</li> <li>○ Whether or not to utilize alternates</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>▪ The Steering Committee voted and made the following decisions:           <ul style="list-style-type: none"> <li>○ Chairperson: <b>Jim Parrott-City of Pinole</b></li> <li>○ Vice-Chairperson: <b>Curtis Lindskog-Concord Chamber</b></li> <li>○ Quorum: <b>50%+2= 9</b></li> <li>○ SC members that miss 2 consecutive meetings or 4 total over 12 months without representation from an alternate may be replaced at the SC’s discretion.</li> <li>○ SC will strive for consensus and if it is not reached a vote will be taken with the simple majority providing the direction.</li> <li>○ Each SC member will identify an alternate. Alternates will be treated as an SC member and will have voting privileges when representing their jurisdiction in the primary SC member’s absence.</li> <li>○ Meeting times: <b>Afternoon’s, 4th Wednesday of each month/ from 1:00 to 3:00 PM</b></li> <li>○ <b>The principal location for all SC meetings will be the Public Works Building; with the option to be held Curtis Linskog’s office should space not be available on a scheduled SC meeting date.</b></li> </ul> </li> </ul>	<p>Each SC member to provide the name and contact information for their alternate to Rob by 3/1/2009.</p>

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### Plan Review

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| <ul style="list-style-type: none"> <li>▪ Each SC member was provided a digital copy of the current Contra Costa County Hazard Mitigation Plan as well as the most current California State Hazard Mitigation Plan</li> <li>▪ To meet FEMA specified plan update requirements, the current plan must be reviewed to determine the following:               <ul style="list-style-type: none"> <li>○ Changes in the planning area since the initial plan development</li> <li>○ Changes in hazard/risk exposure</li> <li>○ Identify enhancements that would make the plan better support hazard mitigation in the planning area.</li> <li>○ Changes in capability to implement hazard mitigation within the planning area.</li> </ul> </li> <li>▪ Additionally, the plan must be consistent with the State Hazard Mitigation plan. The test of consistency includes the following:               <ul style="list-style-type: none"> <li>○ Hazards of concern. What are the hazards the state’s plan identifies as impacting your planning area?</li> <li>○ Goals and Objectives. Are the goals and objectives identified in your plan consistent with those in the State’s plan?</li> </ul> </li> </ul> | <p>Before the next meeting, each SC member should review the current CCCHMP and the CA State HMP. With the CCCHMP:</p> <ul style="list-style-type: none"> <li>• What do you like?</li> <li>• What do you dislike?</li> <li>• Recommendations for changes/enhancements.</li> </ul> <p>For the CASHMP:<br/>What are the hazards of concern the State plan identifies for the Contra Costa County Planning area?</p> |
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### Public Involvement Strategy

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| <ul style="list-style-type: none"> <li>▪ The first action item for the SC will be to identify a public involvement strategy to be implemented throughout this plan update process.</li> <li>▪ This strategy will be deployed in 2 phases               <ul style="list-style-type: none"> <li>○ Early in the plan’s development to gauge the public’s perception of risk and their support for mitigation alternatives.</li> <li>○ Prior to plan adoption to allow the opportunity for public comment.</li> </ul> </li> <li>▪ To develop this strategy, the SC must first determine what the outreach capabilities within the planning area are.</li> <li>▪ Websites?</li> <li>▪ Questionnaires?</li> <li>▪ Public meetings?</li> <li>▪ Press/Media?</li> </ul> | <p>Before the next meeting each SC member should be prepared to discuss the outreach capabilities within the planning area. What can your jurisdiction bring to the table to support this strategy? What works? What doesn’t work?</p> <p>Susan Roseberry will check on the availability of space on the County website to support a Hazard Mitigation web page.</p> |
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The meeting was adjourned at 4:00 PM

The next meeting date is on:

**February 25, 2009 from 1:00 to 3:00 PM**  
**Contra Costa County Department of Public Works**  
**255 Glacier Dr., Conference Room “G”**  
**Martinez, CA 94553**

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