# MEETING SUMMARY

**Date:** August 25, 2010  
**Subject:** 1st Steering Committee Meeting  
**Project Name:** Kittitas County Multi-Jurisdictional Hazard Mitigation Plan  
**Summary Prepared By:** Laura Hendrix

## Item | Action
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**Welcome and Introductions**
- Group introductions took place. A broad range of fire, conservation, hospital and utility districts and municipalities were represented.
- Attendees:  
  - Jim Allen, Hospital District #1 & 2  
  - Brenda Larsen, KC Fire Marshal  
  - John Camarata, City of Kittitas  
  - Carl Nelson, KCWD #7  
  - Mitch Long, City of Roslyn  
  - Jill Arango, CLC  
  - Rich Elliot, KVFR  
  - Dave Campbell, Cle Elum Fire  
  - Kirk Holmes, KC Public Works  
  - Fred Slyfield, KC Sheriff’s Office  
  - Anna Lael, KC Conservation District  
  - DJ Evans, KC Fire District #1  
  - Matt Boast, Kittitas PUD #1  
  - Ric Bowman, WA Dept. of Ecology  
  - Robert Witkowski, City of Ellensburg  
  - Cheryl Burrows, Kittitas EMS  
  - Russ Hobbs, KC Fire District #7  
- Planning Team:  
  - Rob Flaner, Tetra Tech  
  - Laura Hendrix, Tetra Tech  
  - Christina Wollman, KC Public Works  
- Rob Flaner opened the meeting with a brief summary of the initial “kick-off” meeting held June 22, 2010.

## Overview - Hazard Mitigation Planning
Rob provided an overview of the Hazard Mitigation Planning Process. He explained that the process is funded by a FEMA grant awarded to Kittitas County. The “Planning
Team” is composed of consultants and county staff combined:

- Christina Wollman, Kittitas County (Project Manager)
- Rob Flaner, Tetra Tech (Lead Project Planner)
- Laura Hendrix, Tetra Tech (Public Policy Lead)
- Ed Whitford, Tetra Tech (HAZUS/GIS Lead)
- Dan Portman, Tetra Tech (Technical Editor)

Rob clarified that mitigation planning is preventative in nature and defined mitigation as any “sustained action taken to reduce or eliminate long-term risk to life and property”. The Disaster Mitigation Act (DMA) encourages and rewards local disaster planning efforts by making federal grant funding available to eligible jurisdictions. Those jurisdictions that participate in this planning process and ultimately adopt the hazard mitigation plan will be eligible for disaster mitigation planning grants. Rob discussed the benefits of multi-jurisdictional planning such as pooling resources and enhancing grant opportunities. The five phases of plan development were discussed: Phase 1 Organize Resources, Phase 2 Risk Assessment, Phase 3 Engage the Public, Phase 4 Assemble the Plan, Phase 5 Plan Adoption. Rob estimated the timeframe for the planning process to be about 12 months to completion.

The “Planning Partners” who have completed letters of intent to participate in the planning process were identified as:

**Municipal:**
Kittitas County, Ellensburg, Kittitas, Roslyn and Cle Elum

**Special Purpose Districts:**
Kittitas County Fire Districts #1, #7 and #8, Kittitas Valley Fire Rescue, Hospital Districts #1 and #2, Water Districts #5 and #7, Kittitas County Conservation District, Kittitas County PUD#1, Snoqualmie Pass Utility District and Cle Elum-Roslyn School District.

Rob explained that the role of the “Steering Committee” (SC) was to meet on a regular basis to review information, make decisions on behalf of the Planning Partners and oversee development of the plan. The SC would act as an advisory body and would need to establish ground rules that would guide the meetings. The SC meetings will be advertised and open to the public.

**Steering Committee’s Role**
Laura Hendrix presented the stakeholders present with a draft of the Steering Committee Ground Rules. The responsibilities of the Chair and Vice-Chair were clarified. Those duties include: leading meetings, allowing all members to be heard during discussion, moderating discussions, acting as a sounding board and involving the full SC in work plan tasks. The group appointed Kirk Holmes (Kittitas County Public Works Director) as Chair and Jill Arango (Kittitas County Flood Task Force Technical Advisory Group [TAG]) as Vice-Chair of the SC. It was decided that either the Chair or Vice-Chair must be present at any given meeting.
The group opted to make decisions and recommendations using consensus with majority vote. With consensus, a recommendation made may not be ideal for each committee member, but every member can live with the decision or conclusion made. If consensus cannot be reached on a given issue, voting with majority rule will be used to reach a final decision.

It was decided that a quorum for the SC would be fifty percent (50%) plus one (1) member. During this discussion, some planning partners asked to be included as SC Members. There are now a total of sixteen (16) SC members; therefore a quorum would require a minimum of nine (9) members. The SC members are as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Representing</th>
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<tbody>
<tr>
<td>Christina Wollman</td>
<td>Kittitas County Department of Public Works</td>
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<tr>
<td>DJ Evans</td>
<td>Kittitas County Fire District #1</td>
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<tr>
<td>Jim Allen</td>
<td>Kittitas Valley Hospital Districts #1 &amp; #2</td>
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<tr>
<td>Bob Witkowski</td>
<td>City of Ellensburg</td>
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<tr>
<td>Chief John Sinclair</td>
<td>Kittitas Valley Fire Rescue (KVFR)</td>
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<tr>
<td>Anna Lael</td>
<td>Kittitas County Conservation District</td>
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<tr>
<td>Brenda Larson</td>
<td>Kittitas County Fire</td>
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<tr>
<td>Fred Slyfield</td>
<td>Kittitas County Sheriff's Office</td>
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<td>Greg Zemple</td>
<td>Kittitas County Attorney’s Office</td>
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<tr>
<td>Cheryl Burrows</td>
<td>Kittitas County EMS</td>
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<tr>
<td>Jill Arango</td>
<td>Kittitas County Flood Task Force (TAG)</td>
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<td>Kirk Holmes</td>
<td>Kittitas County Department of Public Works</td>
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<td>Chief Russ Hobbs</td>
<td>Kittitas County Fire District #7</td>
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<td>Matt Boast</td>
<td>Kittitas County PUD #1</td>
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<td>Dave Campbell</td>
<td>City of Cle Elum</td>
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Members inquired about the time commitment involved for the SC members. Rob indicated that there would be at least 8 meetings over the next 12 months, most of those would be early on in the planning process.

The SC decided that this particular meeting time seemed work for everyone’s schedule. The decision was made to conduct meetings on the fourth (4th) Wednesday of each month from 1 to 3 pm. There was some discussion about the need to adjust future meeting dates for the upcoming holidays. The venue was to be determined although

Laura will confirm whether or not the City of Cle Elum is interested in serving on the SC.

Rob asked SC members to consider alternates to serve in their absence.

Laura will finalize the SC Ground Rules for approval at the next meeting.
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<td>there was some discussion about possibly using the hospital’s meeting room or the PUD’s meeting room near the radio tower.</td>
<td>Christina will confirm the venue for the upcoming meeting.</td>
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<td><strong>State Plan Review</strong></td>
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<td>Rob explained that various hazards in Kittitas County have been profiled in the Washington State Enhanced Hazard Mitigation Plan. Those hazard profiles were burned to a CD for each of the stakeholders present. Rob stated that review of the state’s plan would be the first homework assignment for the SC members. He asked that members review the plan and note which hazards were noted by the state for Kittitas County. Rob indicated that the group would need to use this plan as the baseline to identify the hazards of concern to be addressed in the County’s Hazard Mitigation Plan. There was some discussion about severe weather as being a “catch all” for snow, wind, rain events.</td>
<td>SC Members will review state hazard mitigation plan to identify hazards of concern.</td>
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<td><strong>Public Involvement Strategy</strong></td>
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<td>Christina provided an overview of the layout and content for the website she created for the Hazard Mitigation Plan. The website is located at: <a href="http://www.co.kittitas.wa.us/publicworks/hazard-mitigation-plan/">http://www.co.kittitas.wa.us/publicworks/hazard-mitigation-plan/</a> and will be going live in the near future. Christina noted that the website included basic planning process information and facts (FAQs) for the general public. The website will be used to post meeting minutes and agendas as well as information for Planning Partners and Steering Committee Members. She indicated that website visitors would be able to sign up for email updates. Rob urged partners and SC members to provide a link to this website on their websites and mention that their respective jurisdictions are participating in the hazard mitigation planning process.</td>
<td>SC Members will review the example survey and provide feedback about content and distribution.</td>
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<td>Rob presented an example survey to the group. The survey consists of 30 survey questions to gage the public’s understanding about local natural hazards and to gather public input about hazards. Rob explained that this questionnaire is a tool to engage the public and document citizen feedback. The survey is delivered through an online website called Survey Monkey and there will be a link to the survey on the County’s website. It is hoped that this questionnaire will identify what the public is concerned about with respect to disasters. Rob asked SC Members to review the survey and determine if the survey is necessary. If so, Rob asked the committee if there were any missing questions and how would the group like to disseminate the information. Discussion followed regarding providing a small token of gratitude (such as a pencil) for completing the survey and to generate more responses. Rob spoke about the limited funding available to provide tokens and he stated the average time to complete the survey was about 2 1/2 minutes. Additional discussion about the survey ensued. Suggestions involved focusing on web outreach and the distribution of the survey at Red Cross blood drives and flu clinics. Another suggestion was to forward the survey link to all employees within each jurisdiction. Rob suggested a deadline of September 3rd for SC Members to provide comments about the survey so that the survey could be distributed at the blood drive on September 9th.</td>
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data would be displayed for the general public to review. He asked the SC Members to think about when/where to hold these meetings and inviting the press/media to each event.

The Meeting was adjourned by Rob Flaner at 3:00PM

Please note, that all Steering Committee meetings are scheduled for the 4th Wednesday of every month, unless otherwise notified.

The next meeting date is:

**Wednesday, September 22, 2010, from 1:00 to 3:00 PM**

Location to be announced.