



Agenda
City of Portland Natural Hazard Mitigation Plan Update
1st Steering Committee Meeting
Tuesday, July 28, 2015
4:00 to 6:00 PM
Wyeast Conference Room, L1
Portland School District Admin. Building
501 N Dixon St, Portland, OR 97227
Call in Number: 1-866-692-5721 code: 564 2302



Objectives

- Introduce the planning team and Steering Committee members
- Introduce project goals, timeline and relevant laws
- Develop Steering Committee ground rules
- Review hazards of concern and goals
- Identify hazards of concern
- Perform a public involvement capability brainstorming session
- Introduce next steps and review action items

4:00pm – 4:30pm	Welcome and introductions <ul style="list-style-type: none">• Round-table introductions• Review agenda• Public comment	Danielle Butsick <i>PBEM</i>
4:30pm – 4:35pm	Why are we here? A brief overview <ul style="list-style-type: none">• The Disaster Mitigation Act• The Community Rating System• City of Portland mitigation planning	Kristen Gelino <i>Tetra Tech</i>
4:35pm – 4:55pm	The Steering Committee's role <ul style="list-style-type: none">• Steering Committee meeting targets (<i>Handout #1</i>)• The plan update timeline (<i>Handout #2</i>)• Charge statement, ground rules and expectations (<i>Handout #3</i>)• Meeting times and dates	Kristen Gelino <i>Tetra Tech</i>
4:55pm – 5:10pm	2010 Portland NHMP and Oregon State 2015 HMP <ul style="list-style-type: none">• Overview of plan review process• Hazards of concern (<i>Handout #4</i>)• Goals and objectives (<i>Handout #5</i>)	Kristen Gelino <i>Tetra Tech</i>
5:10pm – 5:25pm	Risk assessment update <ul style="list-style-type: none">• Identify hazards of concern• Data dictionary update (<i>Handout #6</i>)	Kristen Gelino <i>Tetra Tech</i>
5:25pm – 5:50pm	Public involvement strategy <ul style="list-style-type: none">• Overview• Capability discussion	All
5:50pm – 5:55pm	Next steps	Kristen Gelino <i>Tetra Tech</i>
5:55pm – 6:00pm	Action item review	Carol Baumann <i>Tetra Tech</i>
6:00pm	Adjourn	



MEETING SUMMARY

Date of Meeting: July 28, 2015

Subject: Steering Committee Meeting No. 1

Project Name: City of Portland 2016 Natural Hazard Mitigation Plan Update

In Attendance: **Steering Committee:** Anne O'Neill, Danielle Brooks, Dean Alby, Glen Collins, Jeremy O'Leary, Jessica London, John Steup, Karen Tam, Kathy Roth, Jonna Papaefthimiou, Laurent Picard, Maggie Skendarian, Mary Ellen Collentine, Micah Meskel, Molly Emmons, Paul Cone, Rob Lee, Ronault LS Catalani, Shalini Prochazka, Solamon Ibe, Galina Burley, Jeff Geisler, Jennifer Levy, Roberta Jortner

***Phone**

Planning Team: Danielle Butsick, Rob Flaner, Carol Baumann, Himanshu Grover and Kristen Gelino

Non-voting Attendees and Members of the Public: Allison Boyd, Angela Carkner, Casey Milne, Darise Weller, Dean Stearman, Don Pettit, Genevieve Ellis, J. Grab, Jeffrey Rook, Jennifer Belknap Williamson, Judith Gray, Mark Feters, Shannon Marheine, Sherrie Forsloff, Siobhan Burke, Tameka Taylor, Tom Milne, Uei Lei

Steering Committee Members (or alternate) Not Present: Jeff Soulages, Kevin Martin, Maggie Tallmadge, Monica Cox, Ranfis Giannettino Villatoro, Simeon Mamaril, Spenser Mangold, Todd Struble, Tony Lamb

Summary Prepared by: Kristen Gelino and Carol Baumann – 7/31/2015

Project No.: 103S3954

Quorum – Yes or No N/A – organizing meeting

Item	Action
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Welcome and Introductions

- Danielle Butsick, City of Portland staff member charged with supporting the planning effort, opened the meeting and provided a few introductory remarks regarding facility logistics and the development of the 2016 Natural Hazard Mitigation Plan Update (NHMP). Ms. Butsick then facilitated round-table group introductions for all persons present.
 - Ms. Butsick reviewed the meeting agenda and no modifications were made.
 - Handouts provided included: Agenda, Target Steering Committee Meeting Agendas (HO#1), Target Project Timeline (HO#2), Draft Steering Committee Ground Rules (HO#3), Prior Hazards of Concern (HO#4), Goals and Objectives (HO#5), Risk Assessment Update (HO#6).
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Item	Action
<ul style="list-style-type: none">- Note: Because this meeting was focused on organizing the steering committee and developing ground rules including public comment protocol, no time for public comment was allotted. Many members of the public and/or coordinating agencies in attendance at the meeting asked questions and provided input throughout the meeting.- Ms. Butsick introduced Kristen Gelino, the lead project planner for the contractor support for this project, and indicated that she would be facilitating the remaining items on the agenda.	

Why are we here? A brief overview

Ms. Gelino thanked those in attendance for their interest in the update to the Natural Hazard Mitigation Plan (NHMP) and indicated that the planning team was pleased to have such a large turnout. She indicated that today’s meeting would be largely devoted to introductions and organizing the steering committee.

Ms. Gelino provided a brief overview of the reasons for the plan update. She indicated that she was not going to provide as much detail as at the kick-off meeting, where many of the attendees had been present. Ms. Gelino indicated that a frequently asked questions document about hazard mitigation and the plan update was available in hard copy from Ms. Butsick and also posted on the City’s hazard mitigation website (note: the presentation from the kick-off meeting is also available online). She indicated that attendees should feel free to ask questions or for additional clarification as needed.

Ms. Gelino provided a brief introduction to the term mitigation. She indicated that this term can often be confusing because it has different meanings in different disciplines. For example, mitigation in climate change discussions most commonly refers to the reduction of greenhouse gas emissions. Ms. Gelino read the standard hazard mitigation definition, which is what will generally be used during the course of this planning process: hazard mitigation is defined as any sustained action taken to permanently eliminate or reduce long-term risks to human life and property from natural hazards.

Ms. Gelino indicated that there were many different drivers for the development of hazard mitigation plans, such as increasing a community’s resilience, but there are two specific sets of regulatory requirements to which this planning process will need to adhere. Ms. Gelino indicated that the first of these requirements is the Disaster Mitigation Act of 2000 (DMA). She informed the committee that the DMA established planning requirements for federal pre- and post-disaster funding opportunities. One such funding opportunity was secured by the City to pay for the current plan update process.



Item	Action
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Ms. Gelino indicated that the second regulatory driver is the Community Rating System (CRS). Ms. Gelino explained that CRS is a program associated with the National Flood Insurance Program (NFIP) that rewards communities that go above and beyond the minimum NFIP requirements in their floodplain management planning activities. Communities participating in the CRS pass on a flood insurance premium discount to resident flood insurance policy-holders in the community. Maggie Skenderian, Portland's CRS coordinator, indicated that Portland currently has a class 5 CRS rating, which translates to a 25 percent flood insurance premium reduction for residents in special flood hazard areas. Ms. Gelino indicated that CRS requirements tend to be rather prescriptive, but it was the planning team's goal to be able to mesh CRS requirements with the steering committee's guidance.

Ms. Gelino informed the committee that this was not the first time that Portland has developed a NHMP. This is the City's third iteration. The first plan was developed in 2004 and updated in 2010. This planning process will serve as an update to the 2010 plan. Ms. Gelino indicated that DMA requires that local plans be updated every five years. This gives a community an opportunity to reflect on what went well during implementation over the last five years and where there is room for improvement. It also allows for the incorporation of new data and information into the risk assessment and for the goals and objectives to be revisited to determine if they are still relevant. Ms. Gelino indicated that there would be some substantial enhancements during this plan update including an enhanced public involvement strategy, the use of an equity driven planning framework, increased attention to the earthquake hazard, and a more data driven, robust risk assessment.

A steering committee member asked why the City had an increased focus on public involvement since the previous versions of the plan did not involve the public. Ms. Gelino clarified that it is a DMA requirement that the public be involved in plan development to some extent. She indicated that there is a lot of flexibility in what this means, but that the prior two plans did have a public involvement component. That being said, Ms. Gelino indicated that there were several reasons for the enhanced involvement including the fact that mitigation projects often focus on personal preparedness and/or mitigation of private property, so public feedback and buy-in is extremely important. She also indicated that the focus on equity requires a large degree of public participation to make sure many perspectives are considered in the planning process. Ms. Butsick further clarified that although it had not played as prominent of a role in past efforts, the City was working toward fulfilling the mandates of Title VI of the Civil Rights Act, which prohibits discrimination in the use of public funds.



Item	Action
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The Steering Committee's Role

Ms. Gelino introduced the steering committee ground rules handout. She indicated that the information provided in the handout was example language that should be modified to meet the needs of the steering committee. Ms. Gelino noted that they would be skipping around in the discussion of the document, but would start by reviewing the purpose of the steering committee so that all committee members have an understanding of their role in the process before the establishment of the ground rules. After the review of the steering committee purpose, the steering committee reviewed, discussed and suggested changes to each section. The comments and suggested changes are summarized below and will be reflected as appropriate in the revised version of the steering committee ground rules:

- Revise the decision-making section to include language that establishes a protocol for a tie-breaker and include language allowing for dissenting opinions to be added to meeting summary. There was some discussion regarding majority rule and the potential for it being used as an unequitable decision making protocol for under-represented groups, however, it was noted that the committee ground rules established that the committee was striving for consensus.
- Modify the charge statement to include language regarding disseminating information and the plan to the public.
- Define stakeholder and include in the ground rules early on. It was also suggested that a definition should be included in other materials related to this process.
- Adjust the steering committee charge statement so that it is in bullet form.
- Edit the charge statement so that it includes impacts to the triple bottom line.
- Volunteers for chairperson and vice chairperson should contact Ms. Butsick or Ms. Gelino. The planning team will follow up with volunteers and request that they provide a statement of interest to be reviewed by the steering committee at the next meeting.
- Establish quorum at one half of the committee membership plus or minus one, depending on the final number of committee members. (Note: In order to encourage diverse representation on the steering committee while maintaining the committee at a manageable size, any additional members to the steering committee will be brought to the committee for confirmation).
- A survey to establish meeting dates, times and locations will be distributed after the meeting by the planning team.
- Modify the attendance section to indicate that attendance is inclusive of a primary representative and his or her alternate. Additionally, attendance requirements will be modified to indicate the chairperson will follow up after 2 consecutive or 3 cumulative missed meetings.

The planning team will revise the steering committee ground rules based on the comments and suggested changes discussed during the meeting.

The steering committee will review the changes to the ground rules and provide feedback before the August steering committee meeting.

Steering committee members interested in volunteering for chairperson and vice chairperson should contact Ms. Butsick or Ms. Gelino.

The planning team will distribute a survey regarding meeting dates, times and locations.

Steering committee members should send contact information for designated alternates to Ms. Butsick and/or Ms. Gelino.



Item	Action
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- Steering committee members should send contact information for designated alternates to Ms. Butsick and/or Ms. Gelino. It was clarified that a primary member may have more than one designated alternate.
- Remove “normally” from the first bullet of the public involvement section. Add language that the time allotted will be at the discretion of the chairperson.
- Change “should” to “will” or “shall” in the courtesy section.

The planning team will develop recommendations based on the suggestions for committee organization and protocol.

Additional suggestions for committee organization included the following:

- Hold some steering committee meetings on the east side of the City. Ms. Butsick and Ms. Gelino indicated that rotating the meeting locations was an option, although that approach sometimes causes difficulties by creating some confusion over meeting locations.
- Committee members and the planning team should strive to speak in plain language and to avoid acronyms. A list of acronyms might be a good option. Additionally, it may be useful to have some sort of indicator that someone has not understood something in the discussion and requests clarification (such as a construction paper dot).
- A person will be designated to track the order of persons indicating they wish to speak. This will be revisited if the steering committee feels that this method is not meeting the needs of the group.
- The room setup be changed to be U-shaped.
- Several colored pieces of paper be provided to indicate general level of agreement and/or need for clarification.
- Committee members set name tents on their sides if they wish to speak.
- A formal process be established if a large number of questions/interest from the general public are anticipated. The planning team indicated that if a topic arose that generated that much public discussion and interest, it is likely that a special meeting of the committee would be needed to hear such concerns.

Throughout the course of the discussion on ground rules, several comments and questions arose including the following:

- A steering committee member asked when the 2010 Portland NHMP was due to expire. Ms. Butsick indicated that the current plan would expire in February of 2016 and that the current planning process would take them beyond the expiration deadline. Ms. Gelino indicated that local governments must have an approved plan in order to receive funding, not in order to apply for funding so the steering committee should not worry about this technicality.
- There was a request for the planning team to include a greater diversity of representatives on the steering committee and to do additional outreach to traditionally underrepresented groups. Ms. Gelino and Ms.



Item	Action
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Butsick indicated that not everyone who had been invited to attend had been able to commit to the steering committee.

- Concerns were also expressed about developing a public outreach plan to cover the diverse groups within the City of Portland. The planning team indicated that the public outreach strategy would be developed by the steering committee and was a topic of discussion later in the agenda and would be addressed at subsequent meetings. Related to these concerns, steering committee members suggested the planning team address translation needs as well as document dissemination needs for the vision impaired (e.g. html).
- A comment was made that this planning process will likely be more of a revision than an update to the plan. The planning team agreed that substantial revisions would be the most likely outcome.
- It was clarified that the planning team would provide handouts for each steering committee meeting.

The planning team will distribute information to assist with framing the topics that were not discussed in detail before the next steering committee meeting.

2010 Portland NHMP and Oregon State 2015 HMP

Due to time constraints, this item was only briefly addressed. Ms. Gelino referred the steering committee to the goals and objectives and prior hazards of concern handouts and indicated that information would be sent out before the next meeting to frame the discussion.

Risk Assessment Update

Due to time constraints this item was not addressed. Ms. Gelino referred the steering committee to the risk assessment handout and indicated that this would be discussed in more detail throughout the process.

Public Involvement Strategy

Due to time constraints this item was not discussed.

Next Steps

Next steps were briefly reviewed by Ms. Butsick and Ms. Gelino including, making the revisions to the steering committee ground rules and following up on other suggestions from steering committee members. Ms. Gelino reminded the committee that information would be sent out by the planning team before the next meeting to assist in scheduling the next meeting as well as framing the next meeting topics.

Action Items for Next Meeting

The action items identified during the meeting were reviewed. The meeting was adjourned at 6:00 PM. The next SC meeting is:



Item	Action
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August 19, 2015 at 4:00 PM
Wyeast Conference Room, Level L1
501 N Dixon St.
Portland, OR 97227
Call in number: 1-866-692-5721 code: 564 7193