



**Agenda**  
**City of Portland Natural Hazard Mitigation Plan Update**  
**2nd Steering Committee Meeting**  
 Wednesday, August 19, 2015, 4:00 to 6:30 PM  
 Providence Portland Medical Center, Room HCC-1  
 4805 NE Glisan St., Portland, OR 97213  
 Call in Number: 866-692-5721 Code: 564-2302



**Objectives**

- Confirm chairpersons, meeting tools, and ground rules
- Clarify the purpose of mitigation in emergency management
- Review and briefly discuss the OEHR equity training
- Perform a public involvement capability brainstorming session
- Review plan review comments and discuss document outline
- Identify hazards of concern
- Introduce next steps and review action items

4:00pm – 4:25pm	<b>Welcome and introductions</b> <ul style="list-style-type: none"> <li>• Round-table introductions</li> <li>• Establish quorum</li> <li>• Introduce new members for confirmation</li> <li>• Review agenda</li> <li>• Public comment</li> <li>• Review action items and approve meeting summary <i>(Handout – SC#1 Summary)</i></li> </ul>	Danielle Butsick <i>PBEM</i>
4:25pm – 4:50pm	<b>Meeting tools and Steering Committee ground rules</b> <ul style="list-style-type: none"> <li>• Co-chairperson introduction and confirmation</li> <li>• Meeting tools introduction <i>(Handout #1)</i></li> <li>• Review and confirm ground rules <i>(Handout #2)</i></li> </ul>	Danielle Butsick <i>PBEM</i> Kristen Gelino <i>Tetra Tech</i>
4:50pm – 4:55pm	<b>Mitigation in emergency management</b> <ul style="list-style-type: none"> <li>• Review the purpose and meaning of mitigation</li> </ul>	Danielle Butsick <i>PBEM</i>
4:55pm – 5:10pm	<b>OEHR equity training recap</b> <ul style="list-style-type: none"> <li>• Review and brief discussion</li> </ul>	Chairperson All
5:10pm – 5:40pm	<b>Public involvement strategy</b> <ul style="list-style-type: none"> <li>• Overview</li> <li>• Capability discussion and brainstorm</li> </ul>	Kristen Gelino <i>Tetra Tech</i> All
5:40pm – 6:05pm	<b>Plan review</b> <ul style="list-style-type: none"> <li>• Overview of plan review process</li> <li>• Review of comments <i>(Handout #3)</i></li> <li>• Discuss document outline <i>(Handout #4)</i></li> <li>• Discuss vision/guiding principle</li> </ul>	Kristen Gelino <i>Tetra Tech</i>
6:05pm – 6:25pm	<b>Risk assessment update</b> <ul style="list-style-type: none"> <li>• Identify hazards of concern <i>(Handout #5)</i></li> <li>• Data dictionary update <i>(Handout #6)</i></li> <li>• Introduce critical facility definition</li> </ul>	Kristen Gelino <i>Tetra Tech</i>
6:25pm – 6:30pm	<b>Next steps and action item review</b>	Kristen Gelino and Carol Baumann <i>Tetra Tech</i>
6:30pm	<b>Adjourn</b>	

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# MEETING SUMMARY

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**Date of Meeting:** August 19, 2015

**Subject:** Steering Committee Meeting No. 2

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

**In Attendance:** **Steering Committee:** Casey Milne, Danielle Brooks, Darise Weller (for Rob Lee), Darlene Urban Garrett, Dean Alby, Dean Stearman, Jeff Geisler, Jeff Soulages, Jeremy O'Leary, Jessica London (for Justin Ross), John Steup, Jonna Papaefthimiou, Karen Tam, Kathy Roth, Kate Carone (for Maggie Skendarian), Laurent Picard (for Leo Krick), Micah Meskel (for Bob Sallinger), Michael Saling (for Mary Ellen Collentine), Nickole Cheron, Ranfis Giannettino Villatoro, Roberta Jortner (for Sallie Edmunds), Ronault LS Catalani, Shalini Prochazka, Sherrie Forsloff, Solamon Ibe

**\*Phone**

**Planning Team:** Danielle Butsick, Rob Flaner\*, Carol Baumann, and Kristen Gelino

**Non-voting Attendees and Members of the Public:** Jennifer Belknap Williamson, D.H. Strongheart, Lisa Shrestha, Surya Joshi

**Steering Committee Members (or alternate) Not Present:** Glen Collins, Jennifer Levy, Kevin Martin, Maggie Tallmadge, Molly Emmons, Simeon Mamaril, Siobhan Burke, Tony Lamb, Vincente Harrison

**Summary Prepared by:** Kristen Gelino and Carol Baumann – 8/31/2015

**Project No.:** 103S3954

**Quorum – Yes or No** Yes (25 voting members present)

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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 facilitated round-table group introductions for all persons present and on the phone.
  - At the start of the meeting it was determined that the committee was a few members short of quorum. Shortly thereafter several additional members arrived and the quorum of 17 was reached.
  - Ms. Butsick informed the committee that after the first steering committee meeting two requests were made to be added to the committee membership. Ms. Butsick introduced Casey Milne from the Goose Hollow Foothills League and Dean Stearman from Oregon Voluntary Organizations Active in Disaster and asked them to provide brief introductions about their organizations, background and interest in the committee. After introductions were made, the committee agreed that both new members should be added to the steering
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Item	Action
<p>committee roster (note: the committee membership now stands at 33 with a quorum of 17).</p> <ul style="list-style-type: none"><li>- Ms. Butsick reviewed the meeting agenda and no modifications were made.</li><li>- Handouts provided included: Agenda, Steering Committee Meeting #1 Summary, Meeting Facilitation (HO#1), Draft Steering Committee Ground Rules (HO#2 – note: mislabeled as handout #3), Plan Review Comments (HO#3), Portland Neighborhood Coalitions (HO#4), Hazards of Concern (HO#5), Risk Assessment Update (HO#6).</li><li>- Ms. Butsick asked if any member of the public wished to address the committee. D.H. Strongheart made the following comments:<ul style="list-style-type: none"><li>- The committee should consider including space weather as a hazard of concern as it has the potential to disrupt the electrical grid and other technologies on which human societies rely.</li><li>- The committee should utilize best available science in the analysis of the hazards of concern.</li></ul></li><li>- Ms. Butsick asked the committee if there were any questions or corrections on the meeting summary that had been distributed before the meeting. No questions were asked and the meeting summary was approved by consensus.</li></ul>	

**Meeting Tools and Steering Committee Ground Rules**

Ms. Butsick reminded the committee that at the previous steering committee meeting a request was made by the planning team for volunteers to serve as chairperson and vice chairperson. She indicated that three volunteers had come forward and agreed to serve as rotating chairs and vice chairpersons: Jessica London, Solamon Ibe, and Jeremy O’Leary. Ms. Butsick asked the committee if there were any objections to or questions about moving forward with this arrangement. No objections were voiced and the co-chairpersons were confirmed. Ms. Butsick indicated that Ms. London was the assigned chairperson for the meeting and Mr. Ibe was serving as the vice-chairperson.

Ms. Butsick then introduced the Meeting Facilitation handout (HO#1). She indicated that the protocols outlined on this handout would be included as an addendum to the steering committee ground rules and were developed based on the feedback received at the previous steering committee meeting. Ms. Butsick briefly reviewed the chair and vice chairperson responsibilities, seating, comment/question queue, voting cards, handouts and committee membership. She noted that the planning team ran into some technical issues in producing the voting cards, but they would be available at the next meeting.

The planning team will produce the colored voting cards for the next steering committee meeting.



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Kristen Gelino, lead project planner from the contract support team, introduced the Draft Steering Committee Ground Rules Handout (HO#2 labeled as HO#3). She indicated that revisions had been made based on the feedback at the previous steering committee meeting and that those changes had been distributed to the group in track changes. Ms. Gelino asked if there were questions about the changes that had been made. A recommendation was made that the definition of stakeholder be clarified to indicate whether or not stakeholders are voting members of the committee. The planning team indicated that they would clarify voting membership in the document.

The planning team will clarify what constitutes as voting membership in the ground rules document.

Ms. Gelino then reviewed comments to the charge statement that had been suggested via the plan review survey distributed to the steering committee. A lengthy discussion ensued regarding Multnomah County Office of Emergency Management's (OEM) role on the steering committee. It was clarified that even if OEM does not serve on the steering committee, they will still receive updates on the planning process via a stakeholder email list. This spurred additional discussion regarding what was meant by a stakeholder in the planning process. After discussion the committee agreed to the following:

- The charge statement should be left as presented with the commas changed to semicolons.
- The planning team will extend an invitation to Multnomah County OEM when agenda items are particularly relevant.
- The use of the term stakeholder will be clarified throughout the documents provided by indicating that any community member can be added to the stakeholder email list.

The planning team will modify the ground rules document to reflect the changes requested by the steering committee.

The ground rules were approved by the committee with the above listed changes.

**Mitigation in Emergency Management**

Ms. Butsick provided some clarifying comments on the purpose and meaning of mitigation. Mitigation is defined as any sustained action taken to permanently eliminate or reduce the long-term risks to human life and property from natural hazards. She indicated that this should be the framework through which the steering committee discusses and makes decisions for this plan. She clarified that the main focus of the plan is mitigation, which is related but distinct, from preparedness and response. Ms. Butsick clarified that elements from other phases of emergency management can be brought into the plan as mitigation actions.

**OEHR Equity Training Recap**

Ms. London led a brief recap discussion on the Equity 101 training that the steering committee had been invited to the previous week. Approximately half of the steering committee membership attended the training. Ms. London



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provided a brief overview of what the training entailed: discussion on the differences between equity and equality, implicit and systemic bias, definitions of equity, and group discussions on mitigation-related scenarios and the application of an equity lens.

The steering committee engaged in brief discussion of the equity training that focused on mechanisms for communication and outreach, restorative justice, distrust of government and being mindful of how different communities within the larger Portland community prefer to be engaged.

**Public Involvement Strategy**

Ms. Gelino introduced the public involvement strategy discussion. She indicated that public involvement will occur through all phases of this planning process and into implementation. She indicated that the steering committee is one avenue for public involvement and outreach, but is not the only avenue. She stated that the City’s goals for the public involvement strategy are to establish authentic mechanisms for influencing plan content, to leverage potential synergies with existing community organizations (whether formal or informal), and to target outreach in areas that are at highest risk to the hazards of concern. The public involvement strategy will be developed through the steering committee and will be divided into two phases. The first phase will focus on gauging the public’s perception of risk and ground-truthing the results of the risk assessment, while the second phase will focus on presenting the draft plan for public review and comment. Ms. Butsick indicated that the City wants to ensure that the outreach strategy is an avenue for mutual information exchange.

Ms. Gelino indicated that the discussion at this meeting should be viewed as a precursor to developing the public involvement strategy. It is meant to be a brainstorming session regarding existing capabilities and mechanisms that have worked well in prior efforts for developing meaningful public outreach. The committee engaged in a discussion and presented the following ideas for consideration:

- Steering committee members should have some role in presenting plan information to the community. Consider train the trainer sessions.
- Consider hosting listening sessions in various areas.
- Be inclusive of communities and organizations that cross city boundaries.
- Utilize social media and newsletters.
- Engage through religious organizations.



Item	Action
<ul style="list-style-type: none"><li>- Look for ways to get youth involved.</li><li>- Find ways to address the natural tendency to focus on preparedness when engaging on hazards and mitigation.</li><li>- Utilize the requirement for high school seniors to complete a senior project.</li><li>- Search for ways to engage intercultural organizations.</li><li>- Be sure to find ways to engage renters and residents that move frequently.</li><li>- Partner with a class at Portland State University.</li><li>- Engage through work centers or legal aid staff.</li><li>- Utilize a popular education model.</li><li>- Develop a structured way to capture information from communities.</li><li>- Make public interactions fun.</li><li>- Develop a deliberate, thoughtful public involvement plan. This may mean that we need to be selective in what groups we target engagement with.</li><li>- Speak to community elders before meetings/events for how the community can be engaged.</li><li>- Broadcast information using nextdoor.com.</li><li>- Utilize different messages for different communications. Identify the messages and then decide how to reach out.</li></ul>	

After discussion it was determined that the planning team will develop a draft public outreach and engagement strategy for the committee's comment.

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**Plan Review**

Ms. Gelino reminded the steering committee that this portion of the plan review process for both the Oregon State Natural Hazard Mitigation Plan (NHMP) and the 2010 Portland NHMP is focused on overarching comments regarding document format and organization. She indicated that steering committee members should review the Plan Review Comments handout (HO#3) that was developed from the responses to the plan review survey. Ms. Gelino indicated that the planning team will develop a draft table of contents for the committee to review at the next steering committee meeting. It was noted that in reviewing these documents, steering committee members should be advised that the State Plan has a specific section addressing the region that encompasses Portland (Region 2). In addition to the comments received via the survey, a few additional comments were made by steering committee members:



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- The Portland Plan was well done and may be a good template for document development.
- An acronyms list is needed.
- The final plan format should make it easy to extract information from the plan for use in other documents.

It was also clarified that the audience for the Plan is City bureaus and FEMA, but the planning team is hoping to develop a document that is also a useful resources for community members, especially the risk assessment portion. Jonna Papaefthimiou informed the committee that as part of the plan update process, a summary document will be developed that will be geared toward the general public and perhaps distributed as a mailing.

Ms. Gelino informed the committee that at the next meeting the committee would be discussing ways to divide the City so that the results of the risk assessment and subsequent risk ranking could be presented with a finer grain of detail than a city-wide scale. Ms. Gelino informed the committee that the starting point for this conversation would be the Portland Neighborhood Coalition boundaries as shown in handout #4. Concern over using these boundaries as the basis for division were expressed and Ms. Gelino indicated that there may be strong opinions about how best to present this information that can be discussed at the next meeting.

**Risk Assessment Update**

Ms. Gelino reminded the committee that the hazards of concern identified and profiled in this planning process must, at a minimum, be consistent with the Oregon State NHMP. She indicated that the 2010 Portland NHMP had some hazards of concern that the State had not identified or had not indicated as impacting the region in which the City of Portland is located. The steering committee will determine if the 2016 NHMP should address these hazards.

Ms. Gelino directed the steering committee members to the hazards of concern handout (HO#5). This handout was developed based on the results from the plan review survey distributed to the steering committee. Hazards of concern that are known to impact the city and that do not require further discussion include: drought, earthquake, flood, landslide, volcanic activity, and wildfire/wildland urban interface. Steering committee members also asked about industrial hazards, terrorism, climate change, and hot weather. Ms. Gelino clarified that this plan is focused on natural hazards of concern.



Item	Action
<p>Ms. Gelino introduced the hazards that require further discussion: erosion, invasive plant species, severe weather, windstorm, winter storm, dam and reservoir failure, climate change and hazardous materials. The steering committee discussed erosion and whether or not it should be included as a standalone hazard in the plan. Ms. Gelino indicated that it was included in the 2010 NHMP, but was not identified as a hazard of concern for the Portland region in the State plan. After discussion, it was determined that the steering committee did not have enough information to make a decision on this hazard. The planning team indicated that the plan review survey would be sent back out to the group so that more members had an opportunity to provide comments before the next steering committee meeting in order to streamline the discussion. Clarification was provided that the criteria for adding a hazard of concern should be hazards that impact people and property that can be mitigated and that additional information on each hazard can be found in the 2010 Portland NHMP and the 2015 Oregon NHMP. Ms. Gelino also directed the steering committee to the Risk Assessment Update handout (HO#6), which provides all of the currently available data sources for the 2016 Portland NHMP.</p>	<p>The planning team will redistribute the link to the plan review survey.</p> <p>Steering committee members should review the plan documents and provide comments via the plan review survey.</p>

**Next Steps and Action Items Review**

The action items identified during the meeting were reviewed. The meeting was adjourned at 6:30 PM. No steering committee meeting will be held in the month of September. However, a natural hazard mitigation focused equity training will be held:

**September 28, 2015 from 4:00 to 7:00 pm**  
**Portland Public Schools Blanchard Education Service Center**  
**Boardroom**  
**501 N Dixon St.**  
**Portland, OR 97227**

The next steering committee meeting is:

**October 21, 2015 at 4:00 PM**  
**Portland Public Schools Blanchard Education Service Center**  
**Wyeast Conference Room, Level L1**  
**501 N Dixon St.**  
**Portland, OR 97227**  
**Call in number: 1-866-692-5721 code: 564 7193**