



MEETING MINUTES

Date of Meeting:	April 5, 2016
Location:	1 Twin Pines Lane, Belmont, CA 94002
Subject:	Steering Committee No. 5
Project Name:	San Mateo County Hazard Mitigation Plan Update
In Attendance:	<p>Steering Committee: Bart Spencer, David Pucci, Joe Spanheimer, Pat Halleran, Tom Maloney, Ken Anderson, Dan Ghiorso, Rob Bartoli, Dan Berumen, Brad Hartzell</p> <p>Planning Team: Bart Spencer, Brad Hartzell, David Pucci, Caitlin Kelly, Rob Flaner, and Jessica Cerutti</p> <p>Non-voting Attendees: Michael Barber, Michelle Durand, Srijesh Thapa, Steve Mahley</p>
Not Present:	All Voting Members Present
Summary Prepared by:	Jessica Cerutti and Caitlin Kelly – 4/15/2016
Quorum – Yes or No	Yes (all voting members present)

Item	Action
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Welcome and Introductions, Confirm Meeting Minutes, and Public Comment

- Ms. Kelly opened the meeting and facilitated group introductions, including an introduction of the newest voting SC member, Brad Hartzell representing San Mateo County OES.
- Distributed handouts included: Agenda, Steering Committee Meeting #4 Minutes; Risk Ranking; Revised Plan Maintenance
- The agenda was reviewed and no modifications were made.
- The SC March Meeting Minutes were reviewed and approved
- Members of the public did not address the Steering Committee.

Public Involvement Strategy

Ms. Kelly began the Public Involvement discussion with a review of scheduled outreach meetings. She stressed the importance of announcing these meetings via press release, noting the FEMA requirement for public notification is a minimum of two weeks prior to the public event. She noted that the first public meeting will take place on April 21st at the San Mateo County Emergency Services Council Meeting. Mr. Spencer then indicated that he would forward the draft press release to Ms. Durand to disseminate by April 7th. Ms. Kelly then

Mr. Spencer to provide Ms. Durand the public meeting press release sample language. Ms. Durand to disseminate press release regarding the 1st public meeting by April 7th.



Item	Action
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reviewed the anticipated discussion, noting that Mr. Flaner would be available as the Tetra Tech lead for the public meeting. Mr. Spencer said that he requested the ESC agenda address hazard mitigation first to avoid losing potential members of the public to and ESC administrative discussion. Ms. Kelly indicated that Tetra Tech would develop some basic materials for distribution to the ESC and members of the public including a survey flyer, overview of hazard mitigation, and an overview of the planning process.

Tetra Tech to develop handout materials for the April 21st and June 11th public meetings

Next, Ms. Kelly requested confirmation of booth acquisition for the June 11 Disaster Preparedness Day festivities. Ms. Durand and Chief Hartzell confirmed participation. Ms. Kelly said that Tetra Tech would develop additional materials for handout that are more conducive to the booth format. Mr. Flaner noted that the booth would have a HAZUS Workstation and associated explanation materials available for the public.

While on the subject of public outreach, Ms. Kelly asked the SC where they stood on the Silver Dragon exercise. The SC said that the approved Silver Dragon flyer was out for printing and would be included across all participating Silver Dragon jurisdictions with the exception of the City of San Mateo and Foster City.

Plan Review

Ms. Kelly spoke about the updated plan maintenance section of the plan. She noted a major revision since the previous SC meeting, stating that the primary entity responsible for plan maintenance was changed from EMA to San Mateo County OES. She said that EMA will still be the main body responsible for conducting annual reviews, but coordination of those reviews are the responsibility of San Mateo OES. The SC agreed and recommended a further revision regarding quarterly review instead of annual, noting that quarterly review would be the best option for maintaining plan currency.

Tetra Tech to revise plan maintenance to include quarterly review.

Next, Ms. Kelly briefly reviewed the revisions for Section 1. She thanked the SC for their input and said that Section 1 was included in the electronic meeting materials sent by Mr. Spencer and may be read at the SC's convenience. She noted the majority of changes were minor grammar and wording revision, but some edits were more substantial. Included in these substantial edits were the inclusion of ethnic demographic information, a description of the Association of Bay Area Governments (ABAG), and the softening of language regarding the previous plan's identified deficiencies.

Next, Ms. Kelly reviewed the outstanding questions for completing the risk assessment. Specifically, she requested clarification regarding data



Item	Action
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and scenarios for flood, earthquake, and sea level rise. She began with the flood discussion. She noted that multiple jurisdictions throughout the planning area are likely to appeal the maps and said that using the current effective FIRM is the best course of action. Mr. Flaner agreed, expanding on the planning requirement for best available data. He noted that best available data in this case is the current effective FIRM since an appeal by any jurisdiction would change the preliminary FIRM causing it to no longer be considered best available data. The SC asked about sea level rise, which would be a new feature to the preliminary FIRM not captured in the current effective FIRM. Mr. Flaner said that while the current effective FIRM will be used to conduct the risk assessment, the preliminary FIRM will be referenced for future assessments as best available data.

Ms. Kelly next asked the SC about the second desired earthquake scenario. She said that Tetra Tech is conducting an assessment based on the previously agreed upon San Andreas Fault Scenario, but wanted clarification on the desired second scenario. Mr. Flaner expanded on this discussion, explaining that the SC previously identified a South Hayward Fault scenario, however, through Tetra Tech's risk assessment process, the San Gregorio fault located north of the County would have more impact than South Hayward. The SC agreed to use the San Gregorio scenario in lieu of the South Hayward scenario.

Finally, Ms. Kelly asked about the desired sea level rise assessment. The SC indicated that the County of San Mateo is currently developing a sea level rise report which may augment information contained within the LHMP. Ms. Kelly requested a copy of the draft report for the purpose of planning consistency across the sea level rise spectrum. Mr. Flaner asked the SC what level should be addressed in the LHMP. The SC agreed that the worst case scenario (6ft) should be included.

Due to time constraints, the agenda items of County-wide Risk Ranking and Plan Adoption was shelved until the May SC Meeting.

Strengths, Weaknesses, Obstacles, Opportunities

The SC meeting adjourned early at 10:20am in order to prepare for the conduction of the SWOO Session.

Action Items for Next Meeting

Action items identified for the next meeting include the following:

- Review/Confirm Risk Ranking
- Review SWOO Results and Mitigation Catalogue
- Discuss Action Plan Development



Item	Action
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- Review Section of the Plan (Part 2A)

The next SC meeting is in person or via teleconference:

May 3, 2016 at 9:00 AM

Belmont EOC

1 Twin Pines Lane, Belmont CA

or

Meeting access number: 1-800-523-8437

Participant code: 519 767 6396