



MEETING MINUTES

Date of Meeting:	February 2, 2016
Location:	1 Twin Pines Lane, Belmont, CA 94002
Subject:	Steering Committee No. 3
Project Name:	San Mateo County Hazard Mitigation Plan Update
In Attendance:	Steering Committee: Bart Spencer, Pat Halleran, Joe Spanheimer, Tom Maloney, Ken Anderson, Dan Ghiorso, Rob Bartoli, Dan Berumen (via conference call) Planning Team: Bart Spencer, Caitlin Kelly, Rob Flaner, and Jessica Cerutti Non-voting Attendees: Christy Adonis; Srijesh Thapa; Michelle Durand
Not Present:	David Pucci; Brian Molver
Summary Prepared by:	Jessica Cerutti – 2/8/2016
Quorum – Yes or No	Yes (8 voting members present)

Item

Action

Welcome and Introductions

- Ms. Kelly opened the meeting and facilitated group introductions.
- The Agenda was reviewed and no modifications were made.
- Distributed handouts included: Agenda, Steering Committee Meeting #2 Minutes; Revised Steering Committee Charter; Revised Public Survey; Capability Assessment Form
- No requests for comment were made.
- No members of the public provided comment to the Steering Committee.

Confirm December's Meeting Minutes, Charter, and Vision Statement

After facilitating group introductions and reviewing the agenda, Ms. Kelly asked the steering committee (SC) for any outstanding comments regarding the meeting minutes from SC#2. Mr. Bartoli and Ms. Durand requested correction of their names. With those corrections, the SC approved SC #2 Meeting Minutes.

Ms. Kelly brought attention to the SC Charter and asked if the SC would like to keep or remove the alternates section, given the SC's steady participatory rate during meetings thus far. The SC decided to provide alternates as per their jurisdictional annexes. A copy of the Charter was passed to the SC members who wrote in their designated alternate.

Tetra Tech to incorporate alternates and redistribute SC Charter.



Item

Action

Ms. Kelly then reviewed the vision statement with incorporated revisions from the last SC meeting. The vision statement was confirmed and approved.

Public Involvement Strategy

Ms. Kelly began the public involvement strategy discussion by providing the SC 2 minutes to review the finalized survey. After the review, Mr. Bartoli confirmed that the Planning Department will provide resources to translate the survey into Spanish. Ms. Kelly suggested targeting Spanish speaking populations via an email blast and Mr. Spencer agreed that this would be the preferred method for Spanish survey distribution. The SC considered developing a separate Spanish website, however Mr. Flaner suggested against this idea, recommending instead that the Spanish survey be linked on the English website due to time and resource constraints. The SC agreed that developing a separate Spanish website would not be conducive to the overall planning timeline. The survey was approved.

During the survey discussion, the project website was brought up by Mr. Flaner. Mr. Flaner stressed the need to have an active website before issuing a press release. Mr. Bartoli agreed and requested some reference regarding how the website should be set up according to process requirements.

After the survey discussion, Ms. Kelly asked about the tentative date of April 21st as the first public meeting. She reviewed the initial discussion from the previous SC meeting, noting that this potential meeting will be held before the Emergency Services Council Meeting (ESCM). Ms. Kelly reminded the SC of their previous discussion and asked them to expand on their expectations of what stakeholders should be invited to participate as part of an open house format. She recommended CERT, American Red Cross, Salvation Army, and RACES. Mr. Anderson additionally suggested ABAG. Mr. Ghiorso indicated that San Mateo OES should have contact information for the organizations who may want to participate in the open house.

During the open house discussion, Ms. Durand noted that there may be an issue with getting public participation from the coastal communities based on a bayside/coast side disconnect and travel to the public meeting site at Redwood City. Mr. Spanheimer agreed, noting that the northern part of the county may experience the same hesitation to come to Redwood City. Mr. Spencer also noted a possible issue with parking availability for the event. Ms. Durand suggested that county parking could potentially be dedicated for attendees, noting that attendees could get their parking validated. Mr. Anderson said that this was a possible solution, however, the SC needed to make sure that April 21st is not a jury

Mr. Bartoli to facilitate the Spanish translation of the survey and provide to Tetra Tech.

Tetra Tech will incorporate the Spanish version of the survey on Survey Monkey once received.

Tetra Tech to send Mr. Bartoli reference links to other planning websites.

Tetra Tech to send Ms. Durand the initial press release for PIO review.



Item

Action

duty day. Mr. Spencer suggested moving away from the ESCM date as a public meeting. He, in addition to Mr. Pucci and Ms. Durand, will investigate alternatives. Mr. Flaner suggested that it would be beneficial to keep the April 21st date as the potential first public meeting and encouraged the SC to promote this event. He said that at least one event should be conducted for public outreach with an attempt to reach as many people as possible with the understanding that not all members of the public will be willing to travel.

Mr. Spencer, Mr. Pucci, and Ms. Durand to investigate possible public meeting #1 alternative locations and dates to encourage greater countywide participation.

Ms. Kelly reminded SC members that public outreach is not confined to these types of open house events, but may also include presentations to neighborhood associations, survey distribution, television spots, and social media outreach. Mr. Maloney agreed and noted that alternative outreach to CERT members (e.g. surveys) will yield high results.

At this point, Mr. Anderson mentioned the Silver Dragon– an annual exercise conducted by the local health department to test distribution capability. Mr. Anderson explained that this exercise is used as an opportunity to distribute information to the community regarding local and regional health and emergency services messages. The SC agreed that Silver Dragon would be an ideal way to distribute mitigation materials to a captive audience, if possible.

Mr. Spencer and Mr. Anderson to look into distributing mitigation messages as part of Silver Dragon.

Ms. Durand then identified the need to engage some of the prominent tech companies within the area. Specifically she mentioned Facebook. Ms. Durand indicated that she was preparing to engage Facebook on other initiatives, and offered to include hazard mitigation on the discussion. She also discussed the need to use social media platforms as part of the overall public outreach strategy. Ms. Cerutti mentioned the need to develop a unified message for social media, ensuring consistency in messaging by designating a single source for message development which would then be pushed out to other organizations for use. Ms. Durand agreed and requested that SC members send her jurisdictional PIO contact information for messaging coordination. Ms. Durand also suggested involvement in the 2016 Disaster Fair last this year. She indicated that she will follow up at the Disaster Fair prep meeting to gather more information.

Ms. Durand to speak with Facebook HQ about hazard mitigation as part of an overall business engagement strategy.

SC to send jurisdictional PIO contact information to Ms. Durand: mdurand@smcgov.org.

Ms. Durand to vet public engagement in the Disaster Fair.

Mr. Anderson mentioned that he discussed hazard mitigation as part of an exercise the previous week. He asked Ms. Kelly if this counts as public engagement. Ms. Kelly confirmed and requested that Mr. Anderson send appropriate exercise materials for inclusion into plan appendices.

Mr. Anderson to send sign-in sheets, agenda, and a synopsis of the exercise/hazard mitigation discussion for inclusion into plan as public engagement.

After discussing the general public engagement strategy, Ms. Kelly talked about the Jurisdictional Annex Workshop (JAW), tentatively scheduled for April 20th. During this time, she asked the SC if a JAW would be beneficial.



Item

Action

The SC agreed that a JAW is necessary and Mr. Halleran indicated that he is currently trying to reserve the Belmont Sports Complex for the JAW. Mr. Spencer requested an overview of the JAW objectives and process and recommended splitting April 20th into two sessions. The SC agreed that the morning session would focus on municipalities while the afternoon session would focus on special districts.

Mr. Halleran to confirm reservation for Belmont Sports Complex on April 20, 2016.

Tetra Tech to develop and send an overview of the JAW to Mr. Spencer for distribution to participating jurisdictions.

Plan Review

Ms. Kelly then turned the SC's attention to the objectives. Mr. Flaner noted that the LHMP does not require objectives, but by selecting objectives for the plan, San Mateo County is allowed more flexibility in requesting post-disaster assistance for projects not identified in the plan.

Ms. Kelly reviewed the original objectives survey and indicated that Tetra Tech will revise the survey to make it more user friendly. Mr. Maloney recommended that the objectives included on the survey note the original plan goals from which they were taken. Mr. Ghiorso suggested against this recommendation, noting that as a SC member, he wanted to identify objectives based on best judgement of the SC instead of their original source. Mr. Maloney and the SC agreed with Mr. Ghiorso's statement, and the objectives survey will be resent by Tetra Tech to the SC for completion.

SC to complete the revised objectives survey by February 12, 2016.

Ms. Kelly then drew attention to the draft table of contents. Mr. Flaner noted that the 2016 plan will restructure the previous update to make a more user-friendly and implementable plan. Mr. Flaner indicated that due to this restructuring, the planning process will mimic an initial plan as opposed to a plan update. Ms. Kelly then explained the anticipated timeline for review, including Sections 1, 2, and 3. She said that normally a SC would review Section 2 at once, however, she recommended breaking apart section 2, due to its large page count, into 2 sections to allow the SC more time to digest the information.

The discussion was then focused on jurisdictions not participating in the HMP update. Mr. Maloney asked about non-participating jurisdictions and community college properties located within these jurisdictions. Mr. Flaner explained that all jurisdictions, participating or not, will be assessed. Additionally, Mr. Flaner noted that since the community college district was developing a district annex, they would receive their own risk assessment for all of their facilities, including those located within a non-participating jurisdiction.

After reviewing the draft table of contents, Ms. Kelly brought up the issue of plan maintenance. She asked the SC about ideas to ensure regular update and implementation of the plan. Mr. Spencer



Meeting Minutes

Item

recommended plan maintenance procedures revolve around the San Mateo Emergency Manager's Association (EMA) meetings. He recommended that EMA dedicate one meeting per year for the purpose of hazard mitigation plan review and update. The SC agreed that this process was a natural fit, and indicated that the SC could easily be folded into the existing EMA group. Mr. Flaner then demonstrated available resources for simplifying the plan update process per the request of the SC.

Ms. Kelly then discussed the capability assessment. She showed the SC the blank capability assessment form and explained the process. She stated that Tetra Tech would complete the majority of the assessment template by researching open source information. However it was noted that for information not found through open source, Tetra Tech would reach out to SC members to provide that information.

Finally, Ms. Kelly concluded the meeting with an update on risk assessment development. She noted that nearly all requested data has been collected and sent to Tetra Tech.

Action

Mr. Spencer to confirm EMA as available platform for conducting the annual review and update of the 2016 San Mateo County HMP.

Action Items for Next Meeting

Action items identified for the next meeting include the following:

- Review and discuss Section 1 of the plan
- Discuss objectives survey results
- Update on the risk assessment
- Discuss risk ranking
- Confirm plan maintenance
- Progress report update

The meeting adjourned at 12:00 PM

The next SC meeting is in person or via teleconference:

March 1, 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