



# MEETING MINUTES

---

<b>Date of Meeting:</b>	December 1, 2015
<b>Location:</b>	735 Industrial Road, San Carlos, CA
<b>Subject:</b>	Steering Committee No. 1
<b>Project Name:</b>	San Mateo County Hazard Mitigation Plan Update
<b>In Attendance:</b>	<b>Steering Committee:</b> David Pucci, Bart Spencer, Joe Spanheimer, Pat Halleran, Tom Maloney, Ken Anderson, Rob Bartoli, Dan Berumen, Carlo Wei, Srijesh <b>Planning Team:</b> David Pucci, Bart Spencer, Rob Flaner, and Caitlin Kelly <b>Non-voting Attendees:</b> 0
<b>Not Present:</b>	Jessica Cerutti (planning team)
<b>Summary Prepared by:</b>	Caitlin Kelly – 12/8/2015
<b>Quorum – Yes or No</b>	Yes (9 voting members present)

---

## Item

## Action

### Welcome and Introductions

- Rob Flaner and Caitlin Kelly opened the meeting and facilitated group introductions.
- The Agenda was reviewed and no modifications were made.
- Distributed handouts included: Agenda, Suggested Charter, Hazard Mitigation Plan (HMP) Planning Schedule, Hazards of Concern, 2010 Mitigation Goals and Objectives, and Proposed Mission/Vision Statement.
- No requests for comment were made.

### The Steering Committee's Role

In order for the steering committee (SC) to obtain a better understanding of their roles and responsibilities, Ms. Kelly clarified the committee's purpose and the planning team's expectation for the committee. Ms. Kelly explained that the SC is an advisory body that is expected to attend all planning meetings and contribute their opinions to facilitate the planning process.

---



**Item**

**Action**

**Review Proposed Charter**

The Proposed Steering Committee Charter was reviewed and the following was identified and agreed to by the SC:

- David Pucci has been selected as the chairperson.
- Bart Spencer has been selected as the vice chairperson.
- The total number of SC members is unknown at this time. David Pucci will reach out to others who identified interest to serve on the steering committee. Final number and quorum will be determined at January Steering Committee Meeting.
- David Pucci will be the designated spokesperson for this planning effort, or be responsible for informing the County Public Information Officer (PIO) on the HMP planning process subject matter.
- Meetings generally will be conducted on the 1<sup>st</sup> Tuesday of each month from 9:00am – 12:00pm. Exceptions may be made for holidays and other events as they arise. The next meeting will be January 5, 2016.

Tetra Tech will revise the Charter to incorporate SC comments and provide further detail on proxy voting and attending meetings via teleconference.

David Pucci will reach out to individuals who expressed interest in serving on the steering committee.

All steering committee members will identify an alternate for the next SC meeting.

**Update Process and Schedule**

Ms. Kelly explained that Tetra Tech is following a phased planning approach in which many phases are being completed concurrently. She then reviewed the planning schedule and asked if the SC could anticipate potential conflicts with the current schedule. All members agreed that the schedule looked attainable with no immediate scheduling conflicts.

**Plan Review**

After the December Steering Committee Meeting, Tetra Tech requested the SC review the 2010 San Mateo County HMP and the 2013 California State HMP and provide feedback by Thursday - December 31, 2015.

Bart Spencer will send out a reminder to the SC to review the existing San Mateo County and State of California HMP. Links to both plans will be included in the email reminder.

**Hazards of Concern**

The 2010 hazards of concern and the 2013 California State hazards of concern were discussed in order to identify which hazards should be profiled in the HMP update. A quorum was reached to profile the following hazards in the HMP update:

- Climate Change
- Drought
- Earthquakes

Tetra Tech will develop specific questions to ascertain the Steering Committee's thoughts and gather feedback on the 2010 San Mateo County HMP. Feedback should be provided by COB Friday, December 31, 2015.



# Meeting Minutes

Item	Action
------	--------

- Floods
- Landslides
- Severe Weather
- Tsunamis
- Wildfires
- Dam and Levee Failures

The steering committee should identify changes/enhancements for inclusion into the updated San Mateo County HMP.

The Steering Committee determined that climate change will be a standalone profile as opposed to being discussed in each separate hazard profile.

The steering committee also determined to profile “Other Hazards”. These hazard profiles will follow the same outline as the hazards of concerns, however their vulnerability assessment will be qualitative rather than quantitative. These hazards will also not be included in the risk ranking exercise. The Steering Committee agreed to profile the following “other hazards”:

- Hazardous Materials Release (oil spills will also be discussed in this profile)
- Pipeline and Tank Hazards
- Terrorism
- Airline Crashes
- Cyber Threats

### Goals and Objectives

Ms. Kelly presented the Mitigation Goal Exercise handout, which had the goals from the 2010 Multi-Jurisdictional Local Hazard Mitigation Plan for the San Francisco Bay Area, the San Mateo General Plan – Natural Hazards Policies, and the 2013 California Multi-Hazard Mitigation Plan. The committee unanimously determined they were not satisfied with the 2010 goal and will need to develop new goals for the 2016 HMP. In order to assist with this process, Tetra Tech will disseminate a SurveyMonkey exercise.

Tetra Tech will develop and disseminate a SurveyMonkey exercise to receive SC feedback regarding the San Mateo County HMP goals.

### Mission/Vision Statement

The Steering Committee determined they wanted to develop a mission/vision statement for the 2016 HMP update. Ms. Kelly then presented examples of mission/vision statements. From those examples, the Steering Committee decided that example 6 from the handout was best suited for San Mateo, with a few minor edits. Tetra Tech will revise

Tetra Tech will revise the example 6 vision statement and forward to SC for approval.



## Item

## Action

the vision statement by incorporating steering committee feedback and developing a 6<sup>th</sup> line regarding climate change.

### Public Involvement Strategy

Ms. Kelly led a discussion on the planning team's introductory public involvement strategy. The planning team proposed having two public involvement meetings with the public being invited to all SC meetings. A HMP website will also house information and announcements for the planning effort. Ms. Kelly identified other potential outreach capabilities for this planning effort including: planning meetings, questionnaires, press releases/media involvement.

The planning team is open to discussing community outreach best practices and implementing those practices in their public involvement strategy. The public involvement strategy will be reviewed and discussed in further detail at the next SC meeting.

### Action Items for Next Meeting

Action items identified for the next meeting include the following:

- The planning team will reach out to individual steering committee members for documents and data.
- The SC will review the existing San Mateo County (<http://planning.smcgov.org/local-hazard-mitigation-plan>) and California State HMP ([http://hazardmitigation.calema.ca.gov/plan/state\\_multi-hazard\\_mitigation\\_plan\\_shmp](http://hazardmitigation.calema.ca.gov/plan/state_multi-hazard_mitigation_plan_shmp))
- The SC will complete the goal setting exercise via SurveyMonkey.
- The SC will finalize the vision statement and SC charter.

The meeting adjourned at 11:00 AM

The next SC meeting is in person or via teleconference:

**January 5, 2016 at 9:00 AM**

**Belmont EOC**

**1 Twin Pines Lane, Belmont CA**

**or**

**Meeting access number: 800-523-8437**

**Participant code: 519 767 6396**