

To **Cedar County Hazard Mitigation Planning Committee**  
 Through **Tim Malott, Coordinator**  
**Cedar County Emergency Management**  
 From **Laurie Bestgen, Mitigation Planner**  
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 Date **11/18/2014**  
 Subject **Minutes from Cedar County Hazard Mitigation Planning Meeting #3 held on 11/13/2014**

This document is a record of attendance and a summary of the issues discussed during the above meeting, including: a brief review of the purpose of a Hazard Mitigation Plan, the public survey results, updating the mitigation strategy, Hazard Mitigation Assistance grants, plan maintenance and the next steps in this process.

## Attendees

First	Last	Title	Department	Jurisdiction
Jeric	Armstrong	Mayor	City Administration	Clarence
Jon	Bell	Board Of Supv. Pro Tem	Board of Supervisors	Cedar County
Randy	Burken	Fire Chief	Fire Department	Clarence
Bonnie	Butler	Preparedness Div. Mgr.	Health Department	Cedar County
Deana	Cavin	City Clerk	City Administration	Durant
Mike	Cooper	Superintendent	School Administration	North Cedar Community Schools
Linda	Coppess	City Clerk/Township Clerk	City Administration	Mechanicsville/Fremont Township
Wayne	Deerberg	Board Of Supv. Chair	Board of Supervisors	Cedar County
Ron	Fick	Maintenance Manager	Maintenance	Durant Community Schools
Brad	Gaul	Board Of Supv.	Board of Supervisors	Cedar County
Dick	Grimoskas	Superintendent	School Administration	Tipton Community Schools
Sue	Hall	Reporter	Newspaper	Press
Barry	Hoffmeier	Mayor	City Administration	Lowden
Tim	Horihan	Chief	Police Department	Mechanicsville
Jeff	Kaufmann	Board Of Supv.	Board of Supervisors	Cedar County
Joey M.	Lande	Director of Operations	Operations	West Branch Community Schools
David	Larson	Superintendent	School Administration	Bennett Community Schools
Marcus	Larson	GIS Tech.	GIS Department	Cedar County
Tim	Malott	Coordinator	Emergency Management	Cedar County
Kyle	Olderos	Assistant Chief	Fire Department	Durant
Orville	Randolph	Mayor/EMS Director	City Administration/EMS	Bennett
Sidney	Randolph	Assistant to Mayor	City Administration	Bennett
Brad	Ratliff	Assistant Director	Emergency Management	Cedar County

First	Last	Title	Department	Jurisdiction
Jeffrey	Renander	Attorney Cedar County	Attorney's Office	Cedar County
Tom	Schwartz	Director	N/A	Herbert Hoover Presidential Library
Mike	Shotwell	Director	Public Works	Bennett
Dawn	Smith	Mayor	City Administration	Durant
Kevin	Stoolman	Fire Chief	Fire Department	West Branch
Greg	Wagner	Mayor	City Administration	Stanwood
Mark	Worrell	Mayor	City Administration	West Branch
Josh	Worrell	Assistant Chief	Fire Department	West Branch
Leanne	Zearley	Council member	City Administration	Tipton
AMEC				
Laurie	Bestgen	Mitigation Planner	Homeland Security & Emergency Management	Consultant

## Introductions

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Tim Malott, Cedar County Emergency Management Coordinator, began the meeting by welcoming and thanking the attendees. Laurie Bestgen, with Amec Foster Wheeler, the firm contracted to assist in the development of the Cedar County multi-jurisdictional hazard mitigation plan update, facilitated the remainder of the presentation.

The PowerPoint presentation utilized during the meeting is available, along with other planning materials at the following location:

<https://amec.box.com/s/7qvrihkhge3vmrgbulw>

## Review Purpose/Participation Status

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Ms. Bestgen provided a brief summary of the purpose of the Hazard Mitigation Plan and the Disaster Mitigation Act of 2000 that codified the requirement of local governments to adopt a hazard mitigation plan to maintain eligibility for FEMA Hazard Mitigation Assistance Grants. The nine-task planning process was summarized and participants were informed that at the conclusion of the meeting, the planning committee will have completed at least portions of Tasks 1-6.

A review of the requirements for jurisdictions to officially participate in the Multi-jurisdictional Hazard Mitigation Plan was provided. To date, all jurisdictions have met the meeting participation requirement and have returned completed Data Collection Guides.

## Public Survey Results

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Ms. Bestgen presented a summary of the public survey results. To date, 98 surveys have been completed. The Hazard Mitigation Planning Committee (HMPC) was informed that the survey monkey at: <https://www.surveymonkey.com/s/cedar-ia> will be extended and available until December 5, 2014. Ms. Bestgen encouraged the HMPC to share the link with co-workers, family, friends, etc in Cedar County to complete the quick 5 question survey on hazards.

According to the survey responses, of the 16 hazards evaluated, the top three in terms of probability of occurrence were Thunderstorm/Lightning/Hail, Severe Winter Storm, and Tornado/Windstorm. The top three hazards in terms of potential magnitude were: Tornado/Windstorm, Severe Winter Storm, and Thunderstorm/Lightning/Hail.

The hazard ranking methodology utilized by the Iowa State Hazard Mitigation Plan was applied to the public opinions of probability and magnitude to provide a comparison of the public's opinion to that of the Hazard Mitigation Planning committee. The public was not surveyed about the elements of warning time and duration. Therefore, the HMPC scores for those elements were applied to the public ranking to allow for comparison. The table below provides the comparison.

Public Survey Results		Planning Committee Results	
Hazard	Weighted Score	Hazard	Weighted Score
Severe Winter Storm	3.26	Tornado/Windstorm	3.25
Tornado/Windstorm	3.07	River Flood	3.25
Thunderstorm/Lightning/Hail	3.00	Severe Winter Storm	3.15
Transportation Incident	2.70	Hazardous Materials Incident	3.10
Drought	2.65	Transportation Incident	3.10
Hazardous Materials Incident	2.62	Flash Flood	2.80
Extreme Heat	2.56	Thunderstorm/Lightning/Hail	2.65
Flash Flood	2.42	Drought	2.50
Radiological Incident	2.33	Grass/Wildland Fire	2.35
Grass/Wildland Fire	2.13	Radiological Incident	2.35
River Flood	2.10	Terrorism	2.05
Terrorism	2.03	Extreme Heat	1.95
Sinkholes	1.81	Dam Failure	1.45
Earthquakes	1.67	Earthquakes	1.45
Dam Failure	1.65	Sinkholes	1.45
Expansive Soils	1.49	Expansive Soils	1.00

## Mitigation Strategy

Ms. Bestgen reviewed the following information related to update of the mitigation strategy:

- Plan Goals
- Previous Actions from 2011 Plan
- Key Issues from Risk Assessment
- State Priorities for Hazard Mitigation Assistance Grants
- Public Opinion from Surveys

Details of this discussion are included in the meeting Presentation.

## Previous Actions

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Ms. Bestgen provided handouts to each jurisdiction listing all actions submitted in the 2011 Hazard Mitigation Plan. The community school districts were not provided a list because they did not participate in the 2011 plan. As part of the plan update, the status of each of the 187 previous actions must be provided. The following status options should be used in reporting the status of previous actions:

- Completed
- Not Started/Continue in Plan Update
- In Progress/Continue in Plan Update
- Delete

Ms. Bestgen discussed an excel spreadsheet of each jurisdiction's previous actions that was sent out electronically to the HMPC members prior to the meeting. Instructions were also provided via email and in the meeting packet on completing the spreadsheet to capture required information for each action that jurisdictions wish to submit to the plan update. Ms. Bestgen encouraged each jurisdiction to call if they need assistance going over the spreadsheet and instructions.

## New Actions

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To facilitate discussion and ideas on new actions that jurisdictions may want to submit to the plan update, Ms. Bestgen presented the following: Key issues the top 10 hazards identified in the risk assessment, the list of Iowa priorities for use of Hazard Mitigation Assistance Grants, and the results of the public survey related to mitigation actions. In addition, a link to FEMA's Mitigation Ideas Booklet at <http://www.fema.gov/hazard-mitigation-planning-resources> was provided to the HMPC. Prior to the meeting, the link had been emailed to the planning committee as well.

Meeting participants were reminded that each jurisdiction must submit at least one action for participation in the plan. Communities participating in the National Flood Insurance Program must also have an action addressing continued compliance.

Ms. Bestgen asked participants to consider, 1) the Draft Risk Assessment provided at meeting two, 2) State priorities, and 3) ideas generated from reviewing examples of mitigation actions that their jurisdiction might consider submitting to the plan.

## STAPLEE Worksheet

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For each on-going and new action to be included in the plan, the responsible jurisdiction must complete the STAPLEE Worksheet and record the results in column P in the spreadsheet. The STAPLEE worksheet provides a framework to determine the general effectiveness in accomplishing the goals of life safety and/or reduction or prevention of damage from a hazard event. This method analyzes the Social, Technical, Administrative, Political, Legal, Economic and Environmental aspects of a project and is commonly used by public administration officials and planners for making planning decisions.

**The due date for completion and return of the spreadsheet with updated status and details for all actions is December 31, 2014.**

## Hazard Mitigation Assistance Grants

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The Hazard Mitigation Plan is a requirement for jurisdictions to be eligible to apply for FEMA's Hazard Mitigation Assistance Grants. Jurisdictions were informed that Iowa's Homeland Security and Emergency Management Division is the State agency responsible for administration of these grants. If they are considering applying for hazard mitigation assistance funding, they were instructed to contact the Deputy State Hazard Mitigation Officer, Dan Schmitz, at 515-725-9369 to obtain additional details regarding the various grant programs, the application process, and current available funds.

THE HMPC was also given a comprehensive list of state and federal grants for mitigation projects. Ms. Bestgen stressed the importance of local hazard problems and the corresponding appropriate mitigation actions to be identified in this plan. In addition, other funding sources use this plan to see identified problems for their grants too.

## Plan Maintenance

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Ms. Bestgen discussed the requirements for the plan to provide a formal plan maintenance process to ensure that the mitigation plan remains an active and relevant document. After discussion, the following plan maintenance process was agreed to by group consensus:

- The HMPC will meet annually to review the Hazard Mitigation Plan. At the Emergency Management Coordinator's discretion, the HMPC may also meet to review the plan after significant hazard events;
- The Cedar County Emergency Management Coordinator will organize the meetings;
- The Cedar County Emergency Management Coordinator will coordinate the updated/re-submitted to FEMA every 5 years;
- Individual Representatives on the HMPC will ensure their jurisdictions review the Mitigation Plan during the process to update other jurisdictional plans such as Comprehensive Plans, Capital Improvement Plans, and School Emergency Plans;
- After the annual review, the Emergency Management Coordinator will forward the Mitigation Strategy with status updates to mayors, city clerks, and school superintendents for consideration in other planning mechanisms; and
- The public will be involved in the plan maintenance process by publication of a Press Release indicating the team has met with a website where the mitigation actions and status updates can be viewed.

## Next Steps

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The meeting concluded with a discussion of the remaining steps to complete the planning process as follows:

- December 31, 2014--Action Spreadsheets Due
- January 2015—Final Draft of Plan Update Document Available to HMPC
- February 2015—Final Public Comment Period
- March 2015—Submit Plan to IA HS&EM
- May 2015—Submit Plan to FEMA
- July 2015—Anticipate FEMA's Approval Pending Adoption (preliminary approval)
- August-December 2015—Jurisdictions Adopt Plan

Participants were also reminded that a planning grant from FEMA through the Iowa Homeland Security and Emergency Management is funding the plan update. The planning grant is 75% federal, 10% State, and 15% local funds. The local funds can be provided as soft-match. As a result, it is very important for planning committee members to record all time they spend on the plan update effort. Soft Match documentation forms were provided in the meeting materials handouts and participants were reminded to return them to Susan Belt, AMEC Project Manager on a monthly basis.