

To **Cedar County Hazard Mitigation Planning Committee**
 Through **Tim Malott, Coordinator**
Cedar County Emergency Management
 From **Susan Belt, AMEC Project Manager**
Laurie Bestgen, AMEC Mitigation Planner
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 Date **5/28/2014**
 Subject **Minutes from Cedar County Hazard Mitigation Planning Kickoff Meeting held on 5/23/2014**

This document is a record of attendance and a summary of the issues discussed during the above meeting. Topics covered during the meeting included; the soft match time documentation, an introduction to the purpose of hazard mitigation planning, the benefits of a multi-jurisdictional approach, and grant programs linked to an approved plan. The hazard mitigation planning process was reviewed to include requirements for public involvement and the use of data collection guides. The planning committee participated in a discussion of the hazards that have the potential to impact Cedar County, including preliminary research conducted by AMEC on each hazard. The probability, magnitude, warning time, and duration of hazards affecting Cedar County was also discussed to provide a planning significance ranking. The meeting concluded with a discussion of the next steps in the planning process.

The meeting was held at the Tipton Fire House at 301 Lynn Street, Tipton, Iowa from 6:30 pm to 8:30 pm.

Attendees

Name		Jurisdiction
Steve	Agri	Cass Township
Mike	Anderson	Bennett
Jeric	Armstrong	Clarence
Jon	Bell	Cedar County
Kirby	Blake	Cedar County
Brian	Brennen	Tipton
Joel	Brown	Mechanicsville
Randy	Burken	Clarence
Larry	Butler	Mechanicsville
Jane	Caes	Cedar County
Linda	Coppess	Mechanicsville/Fremont Township
Wayne	Deerberg	Cedar County
Roger	Dewolf	Tipton
Bob	Dohmen	North Cedar Community Schools
Eldon Ray	Downs	Tipton
Betty	Ellerhoff	Cedar County
Lorna	Fletcher	Tipton
Dwain	Ford	Center Township

Name		Jurisdiction
Brad	Gaul	Cedar County
Dick	Grimoskas	Tipton Community Schools
Sue	Hall	N/A
Barry	Hoffmeier	Lowden
Mike	Horihan	West Branch
Tim	Horihan	Mechanicsville
David	Hosier	West Branch
Brian	Hudson	Tipton
Tawnya	Johnson	Tipton
Jeff	Kaufmann	Cedar County
Bobby	Kaufmann	State of Iowa
Joey M.	Lande	West Branch Community Schools
Marcus	Larson	Cedar County
David	Larson	Bennett Community Schools
Betty	Lett	Citizen
Tim	Malott	Cedar County
Nichole	Malott	Citizen
Brian	Meyer	Clarence
Steve	Nash	Tipton
Chris	Nobisch	Tipton
Kyle	Olderos	Durant Community Schools
Ken	Paul	Tipton
Sean	Paustian	Tipton
Bradly	Peck	Tipton
Bev	Penningroth	Cedar County
V.	Penrod	Tipton
Orville	Randolph	Bennett
David	Schuett	Farmington Township
Mike	Shockwell	Bennett
Dawn	Smith	Durant
Barbara	Smith	Cedar County
Pamella	Spear	Tipton
Floyd	Taber	Tipton
Laura	Twing	Citizen
Greg	Wagner	Stanwood
John	Walsh	Tipton
Kevin	Wenndt	Clarence
Warren	Wethington	Cedar County
Mark	Wild	Alliance Water
Molly	Williams	Cass Township

Name		Jurisdiction
Mark	Worrell	West Branch
AMEC		
Susan	Belt	AMEC
Laurie	Bestgen	AMEC

Introductions

Mr. Malott, with Cedar County Emergency Management, began the meeting by welcoming and thanking the attendees. He provided a brief history of Hazard Mitigation Planning in Cedar County and stressed the importance of participation for the jurisdictions represented. He then introduced Susan Belt with the consulting firm AMEC Environment & Infrastructure, Inc., the firm contracted to assist in the development of the Cedar County Multi-jurisdictional Hazard Mitigation Plan Update.

Soft Match Time Forms

Ms. Belt informed participants that this plan is being funded by a Hazard Mitigation Grant Program (HMGP) grant from FEMA that is administered by the Iowa Homeland Security and Emergency Management Division. The grant program requires that 25 percent of the funding must be non-federal match. The State of Iowa is contributing 10 percent of the match. The remaining 15 percent of the funding must come from local funds. These local match funds can consist of time that is donated by planning committee members and others in the planning area that contribute to the planning effort. This donated time is referred to as “Soft Match”.

The attendees, also referred to as the Hazard Mitigation Planning Committee (HMPC) , were asked to document their time in planning meetings, gathering data, reviewing the draft plan , notifying the public, etc on the Soft Match Time Form. Additionally, time spent by others within the jurisdiction should be recorded as well, such as time spent by a city clerk researching existing plans, studies, reports, and other capabilities or information reviewed or collected by other members of the jurisdiction. **Separate forms must be completed for each individual contributing time to this effort.**

Ms. Belt discussed specific requirements for documentation of hazard mitigation planning activities that occur in conjunction other jurisdictional meetings such as time during a council meeting, a jurisdictional-information session, Lions Club meeting, etc. For hazard mitigation planning activities held in conjunction with larger meetings, facilitators must first close the other meeting, and open a new meeting just for hazard mitigation planning and ensure meeting times documented for soft match are only for the time spent discussing the hazard mitigation plan. For each locally-facilitated mitigation planning meeting, provide the following to AMEC:

- 1) Agenda,
- 2) Meeting minutes (including meeting time and duration), and
- 3) Sign-in sheet of the attendees.

Soft Match Time Forms do not need to be completed for attending any of the three planning meetings facilitated by AMEC. Specific questions on soft match should be directed to Ms. Belt.

A copy of the Soft Match Time Form was handed out at the meeting, and has been provided electronically to all meeting participants with these minutes. Please submit completed soft-match forms to Susan Belt monthly via; mail, fax, or scan and attach to an email. Ms. Belt's contact information is on the form.

Hazard Mitigation Planning Purpose

Ms. Belt presented information on the purpose of Hazard Mitigation Planning and the Disaster Mitigation Act of 2000. The attendees were reminded this is an update of the Cedar County Hazard Mitigation Plan, previously approved in January 2011. The current plan expires in January 2016. A summary of the 6 Presidential Disaster Declarations including Cedar County since 2004 was presented and an overview of the 9 Planning Tasks that will be followed during the planning process was discussed.

Multi-Jurisdictional Approach

Ms. Belt addressed the benefits for jurisdictions participating in this mitigation plan update including improved coordination and communication among local jurisdictions. Impacts of hazards do not stop at jurisdictional boundaries. This multi-jurisdictional approach allows for a more comprehensive risk assessment and resulting mitigation strategy for the entire planning area. The following 14 jurisdictions have been invited to participate as "official participants" in the Cedar County Multi-jurisdictional Hazard Mitigation Plan Update:

Cedar County (unincorporated areas)

Cities

City of Bennett
City of Clarence
City of Durant
City of Lowden
City of Mechanicsville
City of Stanwood
City of Tipton
City of West Branch

School Districts

Bennett School District
Durant School District
North Cedar School District
Tipton School District
West Branch School District

Ms. Laurie Bestgen, AMEC Mitigation Planner, facilitated the remainder of the presentation beginning with describing the federal hazard mitigation assistance funding programs that require an approved hazard mitigation plan. Historically, Cedar County has received nearly \$2 million in FEMA Hazard Mitigation Assistance grants from 1994 to 2014.

Ms. Bestgen also described the role of the HMPC. Each jurisdiction participating in development of the plan must meet the following minimum requirements:

1. Designate a representative to serve on the Cedar County HMPC, which will meet **three** times during the planning process,
2. Provide data for and assist in the development of the updated risk assessment that describes how various hazards impact your jurisdiction,
3. Provide data to describe current capabilities,
4. Develop/update mitigation actions (at least one) specific to your jurisdiction,
5. Provide comments on plan drafts as requested,

6. Inform the public, local officials, and other interested parties about the planning process and provide opportunities for them to comment on the plan, and
7. Formally adopt the mitigation plan.

Jurisdictions that choose not to participate in development of a FEMA-approved mitigation plan will not be eligible applicants for FEMA Hazard Mitigation Assistance Grants.

Planning for Public Involvement

The local hazard mitigation plan requirements state that the public needs to have the opportunity to comment on the plan. The public will be given two opportunities to comment on the plan, once during the drafting stage and another when the plan is complete in the final draft stage.

The meeting attendees discussed methods for notifying the public in the plan. The group discussed methods that are used to effectively engage the public in Cedar County. A survey will be created to both provide information about the plan update under development as well as gain input from the public on the hazards they are most concerned about and mitigation strategies that they think will be most effective.

The survey will be placed in hard copy at:

- Public libraries and
- City hall's of participating jurisdictions

Planning committee representatives will ensure blank copies of the survey are made available at these locations (an electronic copy is provided with these minutes). The survey will also be available on SurveyMonkey.com. The survey link will be provided to all planning committee members for distribution. The survey will be available until October 31, 2014. The planning committee was asked for methods that they could use to disseminate the survey link. The following methods of dissemination were mentioned:

- City, county and school websites,
- Email distribution lists,
- City cable channels,
- Community newsletters

Data Collection Process

AMEC provided hard copies of Data Collection Guides and electronic versions with these meeting minutes. The guides are specific for local units of government and schools.

The Data Collection Guide is designed to collect information on existing capabilities within each jurisdiction to implement mitigation initiatives as well as collect information on previous hazard events. For the hazards that were included in the existing 2011 plan, information is especially needed for the events that have occurred from 2011 to the present.

Deadline for submittal of the Data Collection Guides to AMEC is June 27, 2014.

Introduction to Hazard Identification

Ms. Bestgen presented information about the hazard profiles in the plan and introduced the HMPC to the elements of probability, magnitude, warning time, and duration to rank the hazards. The table below provides additional information on the elements and rating levels.

Element/Level	Characteristics
Probability	
4 - Highly Likely	Event is probable within the calendar year. Event has up to 1 in 1 year chance of occurring (1/1=100%) History of events is greater than 33% likely per year. Event is "Highly Likely" to occur
3 – Likely	Event is probable within the next three years. Event has up to 1 in 3 years chance of occurring (1/3=33%) History of events is greater than 20% but less than or equal to 33% likely per year Event is "Likely" to occur
2 – Occasional	Event is probable within the next five years. Event has up to 1 in 5 years chance of occurring (1/5=20%) History of events is greater than 10% but less than or equal to 20% likely per year Event could "Possibly" occur
1 – Unlikely	Event is possible within the next 10 years Event has up to 1 in 10 years chance of occurring (1/10=10%) History of events is less than or equal to 10% likely per year Event is "Unlikely" but is possible of occurring
Magnitude / Severity**	
4 - Catastrophic	Multiple deaths Complete shutdown of facilities for 30 or more days More than 50 percent of property is severely damaged
3 – Critical	Injuries and/or illnesses result in permanent disability Complete shutdown of critical facilities for at least two weeks 25–50 percent of property is severely damaged
2 – Limited	Injuries and/or illnesses do not result in permanent disability Complete shutdown of critical facilities for more than one week 10–25 percent of property is severely damaged
1 – Negligible	Injuries and/or illnesses are treatable with first aid Minor quality of life lost Shutdown of critical facilities and services for 24 hours or less Less than 10 percent of property is severely damaged
Warning Time	
4	Less Than 6 Hours
3	6-12 Hours
2	12-24 Hours
1	24+ Hours
Duration	
4	More Than 1 Week
3	Less Than 1 Week
2	Less Than 1 Day
1	Less Than 6 Hours

These elements are used in the 2013 Iowa State Hazard Mitigation Plan to determine a Final Hazard Assessment Score for each hazard. The score provides a hazard ranking mechanism as well as a planning significance rating, to focus planning efforts on those hazards with the highest scores. Using the ranking described in the table above, the formula used to determine each hazard's score, which includes weighting factors defined by the State of Iowa's Hazard Mitigation Plan is:

(Probability x .45) + (Magnitude/Severity x .30) + (Warning Time x .15) + (Duration x .10) = Weighted Score

Based on their score, the hazards were separated into three categories of planning significance; High (3.0-4.0), Moderate (2.0-2.9), and Low (1.1-1.9)

Prior to the kick-off meeting Cedar County Emergency Management and AMEC reviewed the hazards in the 2011 Cedar County plan as well as the 2013 Iowa State Hazard Mitigation Plan to determine the list of 16 hazards that have the potential to impact Cedar County that should be included in the Hazard Mitigation Plan. During the kickoff meeting, the ranking elements and rating descriptions were provided as a handout along with the preliminary hazard ranking for the overall planning area of the 16 hazards that will be analyzed in the Cedar County Multi-jurisdictional Hazard Mitigation Plan Update. The preliminary ranking results of the 16 hazards are provided below:

Hazard	Probability	Magnitude	Warning Time	Duration	Weighted Score	Level
River Flood	4	3	1	4	3.25	High
Tornado/Windstorm	4	3	3	1	3.25	High
Severe Winter Storm	4	2	3	3	3.15	High
Hazardous Materials Incident*	4	2	4	1	3.10	High
Transportation Incident	4	2	4	1	3.10	High
Flash Flood	4	2	2	1	2.80	Moderate
Thunderstorm/Lightning/Hail	4	1	3	1	2.65	Moderate
Drought	3	2	1	4	2.50	Moderate
Grass/Wildland Fire	4	1	1	1	2.35	Moderate
Radiological Incident*	1	3	4	4	2.35	Moderate
Terrorism*	1	3	4	1	2.05	Moderate
Extreme Heat	2	2	1	3	1.95	Low
Dam Failure*	1	1	4	1	1.45	Low
Earthquakes	1	1	4	1	1.45	Low
Sinkholes	1	1	4	1	1.45	Low
Expansive Soils	1	1	1	1	1.00	Low
* = Hazard not included in 2011 plan						

Ms. Bestgen, presented preliminary research on each hazard of the above hazards. A copy of the presentation was provided to meeting attendees along with these minutes. Several comments were made by planning committee members for various hazards as follows:

- A Commodity Flow Study for 8 counties, including Cedar County, is currently under development. If draft data is available from this study, it will provide useful information for the Hazardous Materials Incident discussion in the Hazard Mitigation Plan
- New reporting requirements will cause the number of Tier II facilities to increase as the quantity of materials in cell towers now meet the requirement for reporting.
- The City of Durant mentioned their issues with stormwater flooding in town during flash flood events. The existing infrastructure is sometimes inadequate to drain the water

away from town, causing the City to become an island. Two intersections repeatedly are inundated. Additional details will be provided in the Data Collection Guide.

- New wildland areas adjacent to the Presidential Library should be discussed in the wildfire hazard section.
- For the Radiological Hazard, the question was raised as to whether or not Cedar County has a radiation reception center plan. AMEC will follow up with the Cedar County Public Health Department to determine the plans in place for a radiological event.
- For the terrorism hazard, the planning committee agreed that cyberterrorism should be discussed as a potential threat in the planning area.
- There are two new dams in Johnson County, Iowa that are upstream of Cedar County. They are federal dams owned by the Natural Resources Conservation Service. These need to be added to the dam failure hazard section.

Next Steps

Attendees were asked to complete their jurisdiction's Data Collection Guide and to talk with other staff that may be knowledgeable about requested data. Attendees were also reminded to keep track of their time spent conducting research and completing their Data Collection Guides on the Soft Match Documentation Sheet handed out at the meeting and provide back on a monthly basis. The Data Collection Guides are due back to AMEC by June 27, 2014.

The next meeting of the Hazard Mitigation Planning Committee will be Thursday, August 7, 2014 from 6:30 to 8:30 P.M. Location details will be provided in advance of the meeting. A draft of the risk assessment will be provided prior to this meeting. The meeting will involve a review of the risk assessment results and update of the plan's goals.