



City of Los Angeles
Hazard Mitigation Plan Revision
Meeting Summary

Steering Committee Meeting #1
January 11, 2017 9:00am – 11:00am
500 E. Temple Street, Los Angeles, CA 90012



Meeting Summary was composed on January 17, 2017 by Denise Davis, Senior Emergency Management Specialist, Tetra Tech.

Meeting Participants

1. Boldt, Eric	National Oceanic Atmospheric Agency/NWS
2. Cousin, Faye	Los Angeles Emergency Management Department
3. Forbes, Roy	Citizen, CD 4
4. Hayes, Lisa	Department of Water and Power
5. Helder, Emily	EMD, Public Health
6. Hudnut, Ken	United States Geological Survey
7. Ignatczyk, John	Los Angeles Fire Department
8. Ipsen, Chris	City of Los Angeles Public Information Officer
9. Kaufman, Angela	Department on Disability
10. Kitching, Diana	City Planning
11. LaDochy, Steve	Geosciences and Environment, CSU, Los Angeles
12. Lee, Tim	Information Technology
13. Malin, David	Harbor Department
14. Martinez, E J	Housing and Community Investment
15. Napier, Jeff	LADRS
16. Newton Mann, Alyssa	USC Sea Grant
17. Peden, Erricka	Emergency Management Department
18. Pope, Richard	Department on Disability
19. Riebeling, Michelle	Emergency Management Department
20. Sadrpour, Nick	USC Sea Grant
21. Simmons, Clint	West Adams NC
22. Spencer, Amrita	Emergency Management Department
23. Rob Flaner	Tetra Tech
24. Denise Davis	Tetra Tech

Welcome and Introductions

Faye Cousin (SC Chair, LA EMD); Rob Flaner (Project Manager, Tetra Tech)

- Faye Cousin welcomed everyone to the meeting and Rob Flaner facilitated introductions and reviewed the agenda. Mr. Flaner reminded the participants that the project is a revision of the 2011 City of Los Angeles Local Hazard Mitigation Plan, not the development of a new plan. Mr. Flaner began by providing an overview of the Disaster Mitigation Act (DMA) of 2000 (Public Law 106-390). The City HMP revision is not associated with a public assistance grant. Public assistance grants are based on the number of agencies that apply for the grant. The percentage of the grant award is based on the size of the grant pool. The federal drivers to develop an HMP provide opportunities for funding for capital projects to better prepare the City for response and recovery.



Project Overview

Rob Flaner (Project Manager, Tetra Tech)

- Mr. Flaner described the work plan for the Hazard Mitigation Plan (HMP) revision will be conducted in seven phases:
 - Phase one is to organize the project. This includes engaging the Steering Committee (SC) members, stakeholders, and the public. There are two new laws related to hazard mitigation: SB 379, requiring integration of sea level rise and climate change in HMPs, and AB 2140, related to a jurisdiction adopting a local hazard mitigation plan in accordance with the federal Disaster Mitigation Act of 2000 as part of the safety element of its general plan. As of yet, there is no guidance for the states about the sea level rise and climate change requirements.
 - Phase two is to conduct a risk assessment. The risk assessment will include natural and non-natural hazards. The SC will confirm the hazards for the HMP. Tetra Tech will be assessing both, but hazards are assessed differently, according to their probability of occurrence. Risk is equal to probability multiplied by the impact of the hazard. FEMA's HAZUS Risk Assessment Platform is used to assess risk. The Risk Assessment Platform also supports public education and outreach through hazard work stations for the public where community members can search and receive the hazards affecting the area of their home. HMPs must be consistent with the State of California HMP. Regulations state once the state develops an HMP, all cities and counties must be consistent with the state plan.
 - Phase three is public education. Public education and outreach are necessary for compliance with 44 CFR §201.6(b)(2) for FEMA approval and eligibility to apply for FEMA Hazard Mitigation Assistance grant programs. Outreach to the public and stakeholders will inform and educate them on the risks for hazards so they may engage and take action.
 - Phase four is goal setting. Goal setting includes identifying a comprehensive range of activities and alternatives before identifying a City Action Plan for mitigation of hazards. This phase will host a Strengths – Weaknesses – Obstacles – Opportunities (SWOO) session to leverage strengths and opportunities to identify actions for each hazard. This too is a requirement for FEMA approval of the plan.
 - Phase five is the development of a plan maintenance strategy. There is a requirement to develop procedures to monitor, evaluate, and update the HMP over the life of the plan. Tetra Tech has an automated system for progress reporting called the Baseline Assessment Tool (BATool). Each department of the City (42) may revise and prioritize their hazard mitigation activities as part of the plan maintenance, which serve as a priority for funding through grant programs. The goal is to have a list of projects ready when funding opportunities arise.
 - Phase six is the conduct of developing the plan revision. Tetra Tech will develop a format for the plan fundamental to integrate each phase of the plan development.
 - Phase seven is the implementation and adoption of the HMP. The HMP will be submitted to Cal OES for review prior to adoption. If the state finds that changes are necessary, the state will send the plan back for revisions. If the state approves the plan, it will be forwarded to FEMA for review. If FEMA concurs with the state, they plan will be approved pending adoption (APA) by the City, and then formal approval will take place. Once the HMP receives final approval by FEMA, the City is eligible to apply for pre-disaster and post-disaster mitigation funds. There is new staff at both the state and FEMA that will conduct the HMP reviews.



- Mr. Flaner stated there is an expedited timeline for the project. The draft HMP will be submitted to the California Office of Emergency Services (Cal OES) for review by the end of July 2017.

The Steering Committee's Role

Rob Flaner (Project Manager, Tetra Tech)

- Mr. Flaner reviewed the purpose of the SC, noting that the SC is an advisory body to make decisions related to the development of the plan. The SC can expect to participate in at least six meetings during the planning process. Mr. Flaner stressed that whatever the SC body generates must be accessible. The SC will have access to the Public Information Officer (PIO) for the City and the Department on Disability to ensure press releases, advertising, surveys, and other outreach documents will comply with current accessibility requirements.
- Mr. Flaner conducted a review of the draft Steering Committee Charter. At present there are 26 members of the SC, which will require 14 members needed as a quorum to vote on decisions. A concern arose about the SC not being an official advisory body of the City to vote and make decisions. Mr. Flaner reminded the SC that any decision making is not one of policy but process for the development of the HMP. The SC determined that recommendations will be made through consensus first, and if that cannot be reached, through voting. Members may abstain from voting if they choose. Mr. Flaner recommended that each member assign an alternate. It was discussed that alternates need to be informed and should attend the SC meetings. The group decided that alternates for SC members are interchangeable and have full voting rights on behalf of the SC member. SC members were reminded to forward alternate information to Denise Davis of Tetra Tech. It was determined that the City PIO will be the spokesperson for the SC, and the Chair will be the alternate. After discussion and a vote of the SC (10 in favor, 6 against) it was determined that the fourth Thursday of each month will be the meeting day, and the time will be from 1:00 to 3:00. For public involvement, the SC recommended to have a standardized meeting protocol and align the public comment procedure with that of the City.

Plan Review

- Mr. Flaner asked the SC to review the existing HMP for the State of California and the 2011 City of Los Angeles LHMP. SC members will receive a link for a Dropbox account with both plans that Tetra Tech has set up for the HMP project purpose. The mission statement, hazards of concern, and goals and objectives from the 2011 Los Angeles HMP were provided to the SC for their review. Mr. Flaner asked the SC to be prepared to confirm these items for the HMP revision by the next SC meeting.

Public Outreach

- It is a requirement to engage the public in all phases of the HMP revision project. The SC will develop a public outreach strategy to comply with the requirement to include open meetings for the public. Public meetings and opportunities to attend meetings and workshops should be advertised to the entire community. The strategy will determine how to reach the constituency and engage the public for input. Previous outreach included websites, questionnaires and surveys, press releases to the media, social media with mixed success. Mr. Flaner stated that Nextdoor, a free private social network for neighborhood communities, works well for surveys: in San Mateo there were over 13,000 responses to a survey. Public meetings can also be a means to reach the general public; at least two meetings was suggested. Mr. Flaner stated the SC would decide where to hold the meetings; either via neighborhoods or areas, e.g. north and east, south and west, etc. A suggestion was made to utilize the Los Angeles Neighborhood Initiative (LANI) Forum to determine where gatherings and meetings are taking place. SC



members could attend those meetings and provide briefings to neighborhood councils. Another idea was to provide narrated presentations to groups to provide information. It was noted that any presentations provided must be by ADA compliant. All outreach needs to be compliant with Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794 (d)). It was mentioned that the City has a written document for public interface and ADA compliance. The City has a notification system called Notify LA, but does not have a people with disabilities and others with access and functional needs registry. The representative from the Department on Disability stated they would assist in this endeavor.

Action Items and Next Steps

- Mr. Flaner asked the SC to be prepared at the next meeting to confirm the hazards of concern, mission statements, goals and objectives, and discuss the public involvement strategy. Next steps include defining and confirming critical facilities and the update of the risk assessment. Assigned homework was to review the state and 2011 Los Angeles HMP.

Next Meeting Date

- The next meeting will be on January 26, 2017, from 9:00 – 11:00 at the City of Los Angeles EOC, 500 E. Temple Street, Los Angeles, CA 90012.

Adjourn

With no further questions, the meeting concluded at 10:51.