



# MEETING SUMMARY



**Date/Time of Meeting:** Tuesday – June 12, 2018; 10:00am to Noon

**Location:** Chelan County Fire District #1, Station 11, 206 Easy Street  
Wenatchee, WA

**Subject:** Kick-Off Meeting

**Project Name:** Chelan County Natural Hazards Mitigation Plan Update

**In Attendance**  
**(See Attachment):** **Attendees:** Jason Detamore, Mike Kaputa, Todd Kilpatrick (conference call), Arnold Balier, Alex Roberts, Mike Cushman, Cliff Burdick, Craig Gildroy, Jim Brooks, Rob Jammerman, Kent Sisson, Jon Riley, Brian Brett  
**Planning Team:** Rob Flaner, Christina Wollman, Hillary Heard

**Not Present:** N/A

**Summary Prepared by:** Christina Wollman (6/15/2018)

**Quorum – Yes or No** N/A

Item	Action
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**Welcome and Introductions**

- Mike Kaputa opened the Chelan County Natural Hazard Mitigation Plan (HMP) Update Kick-Off meeting with introductions and project history.
- The following handouts were provided: Agenda, Draft Planning Partner Expectations, Scope of Services, and Presentation.

**Why are you here? 2018 Plan Update.**

- Rob Flaner gave a presentation and provided an overview of the Disaster Mitigation Act and the HMP Update planning process. He discussed stakeholders, definition of local government, the five phases of emergency management, and examples and benefits of mitigation. He also discussed the planning update process, timeline, expectations, and levels of effort for the planning partnership. New Letters of Intent (LOI) will need to be signed by all jurisdictions that want to participate, and a steering committee will need to be formed.
- Rob also discussed the grant programs that jurisdictions become eligible for with an approved HMP, which include the Pre-Disaster Mitigation and Hazard Mitigation Grant Programs. He explained that if the jurisdiction’s HMP is expired, the State Emergency Management Division must request extraordinary



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circumstances to apply for the HMGP grant, and the plan must be updated prior to grant award, but for a PDM grant the jurisdiction must have an approved plan at time of application and time of award. For this reason the plan is on an expedited planning process, with a draft completed by December and final approval in February.

### Next Steps

- The group discussed funds available to pay for the plan update. Two \$25,000 FEMA grants were received by the County to pay for the update, but the update will cost \$69,000. The County and State have tried to get more funding from FEMA, but no additional funding is available so planning partners are being asked to participate financially. Some meeting participants noted that they may need to go to political leaders for approval to provide financial support.
- Different ideas were discussed, such as splitting the \$19,000 evenly between all planning partners, or some larger jurisdictions paying more to assist the smaller jurisdictions who may not have discretionary funds in the budget.
- Mike Kaputa stressed that no jurisdiction will be left out of the plan if they do not have the funds to participate.
- The group decided to include a statement on the LOIs that ask how much each jurisdiction is able to contribute to the planning effort with the hope that some of the jurisdictions can contribute more and take some pressure off the smaller jurisdictions.
- The first steering committee meeting will be held in July. The Planning Team will begin to develop a list of potential steering committee members, which will include representation outside of the Planning Partnership.
- The Community Wildfire Protection Plan is under development through a separate process and will be incorporated into the HMP. The CWPP process has been extended until March. Action development between HMP and CWPP will occur between September and October. A CWPP leader will be asked to sit on the Steering Committee.

*Meeting was adjourned at 12:00 PM*

***The next meeting will be the first Steering Committee meeting, date and time TBD.***

