



## **Purpose**

Tetra Tech has prepared these minutes from the October 22, 2013, Steering Committee meeting for the Cook County Multi-Jurisdictional All Hazards Mitigation Plan (HMP). The purposes of the meeting were to approve the public information survey, determine and approve HMP goals, and develop HMP objectives.

**Meeting Attendees:** An attachment to these minutes includes information for all meeting attendees and Steering Committee members.

**Quorum:** Yes

**Public Comment:** There were no public comments.

**Handouts:** Agenda; mission statement; critical facilities definition; risk assessment update; jurisdictional annex workshop templates; public information bulletin #4; summary of goals exercise responses; objectives exercise; and glossary of terms.

## **Discussion Items**

### **1. Welcome and Introductions**

- a. Gene Ryan, Cook County Department of Homeland Security and Emergency Management, welcomed everyone and reviewed building rules, emergency procedures, and restroom locations.
- b. Chair Sam Pulia welcomed everyone to the meeting and thanked them for their participation. Chair Pulia requested and received approval of the meeting agenda and the minutes of the September 24, 2013, Steering Committee meeting.
- c. A request was made and approved to change the next Steering Committee meeting to November 19, 2013. The meeting will be held on November 19, 2013 from 10:00 a.m. to 12:00 p.m. in the Cook County Building, room to be determined.

### **2. Review Critical Facilities Definition and Guidance**

Rob Flaner reviewed the critical facilities definition and guidance, stating that it reflects the previously approved definition and a requested addition to the guidance section addressing mitigation structures. The critical facilities definition and guidance were approved as presented.

### **3. Review Mission Statement**

Rob Flaner reviewed the mission statement, indicating that the only changes from the approved version were editorial.

### **4. Risk Assessment Update**

Rob Flaner reviewed the status of data collection for the risk assessment portion of the project. The following key points were discussed:

- a. Tetra Tech is organizing the data received from the Cook County Assessor's office and other sources to create the critical facilities inventory. When completed, the Planning Partners will review and validate their critical facilities using a GIS-based mapping tool.



**Steering Committee Meeting  
Tuesday, October 22, 2013**

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- b. Tetra Tech has received hazard information from several sources and is preparing the data for the exposure and vulnerability assessments. Tetra Tech will create hazard maps that identify the location and extent of each hazard. These maps will be presented to the Steering Committee at the November meeting and to the public at the December meetings.
- c. Risk assessment results will not be available until January 2014 and will be broken down by Planning Partner.

**5. Phased Deployment of Jurisdictional Annex Workshops**

The Steering Committee members received a copy of the information that was sent to the Planning Partners regarding the current status of the planning effort and the phased approach to completing the jurisdictional annexes. The councils of government will be asked to assist with outreach efforts to ensure participation by their member municipalities.

**6. Public Outreach Strategy**

Rob Flaner outlined the upcoming public outreach activities and materials. The following key activities and events were discussed:

- a. Rob Flaner and Sandy Anagnostopoulos demonstrated the public information survey for the Steering Committee. Tetra Tech will forward a link to the survey for the Steering Committee to review and provide input. The public information survey will be deployed in early November and will be available for several months.
- b. Three public meetings will be held during the week of December 9, 2013. The dates and locations will be confirmed shortly. At these meetings, members of the public will have the opportunity to view 12 hazard maps of the county. Tetra Tech will have computer workstations available where people can view and print information on their own properties. The Steering Committee members, Cook County, and Tetra Tech will identify and enlist organizations and businesses to attend the meetings and provide information and resources to the public.
- c. The public information survey and the public meetings will be publicized, using the project website, municipal newsletters and websites, information bulletins, and local media outlets. Pocket business cards are being developed that will include the web address for the survey and a QR code (a type of bar code designed for use by smart phones and other devices with cameras) allowing people to access and take the survey from their electronic devices.
- d. The November municipal newsletters should include information on the December public meetings. This information should be forwarded to them as soon as possible.
- e. Press releases are distributed to foreign language media outlets in Cook County. Cook County DHSEM will discuss the options for assisting non-English speakers with the public information survey.

**7. Determine Goals**

Rob Flaner reviewed the seven goals that received the majority of positive comments by the Steering Committee. The Steering Committee revised and consolidated the goals, which were then approved. Sandy Anagnostopoulos will forward the goals reflecting the approved revisions after an editorial review.



**8. Develop and Approve Objectives**

The Steering Committee received a handout with directions on completing the objectives exercise in Survey Monkey. Sandy Anagnostopoulos will forward a link to this exercise in the next week. The Steering Committee should complete the exercise no later than November 5, 2013. The results will be reviewed at the November Steering Committee meeting.

**9. Homework/Action Items for Next Meeting**

The Steering Committee will complete the online objectives-setting exercise by November 5, 2013.

## Next Steps

### Planning Team

- The County will confirm public meeting dates and locations as soon as possible. This information will be distributed to the Steering Committee and the Planning Partners.
- The County will distribute a press release announcing the dates, times and locations of the public meetings to local media outlets prior to the next Steering Committee meeting.

### Steering Committee

- By October 25, 2013, the Steering Committee will review the public information survey and provide comments to Tetra Tech.
- The Steering Committee will provide suggestions to Sandy Anagnostopoulos for organizations and businesses to participate in the December public meetings.
- By November 5, 2013, the Steering Committee will complete the objectives-setting exercise in Survey Monkey.

### Tetra Tech

- Following the meeting, Sandy Anagnostopoulos will forward a link to the public information survey to the Steering Committee for review and comment.
- Tetra Tech will prepare pocket business cards with information on the public information survey.
- Tetra Tech will deploy the public information survey in early November.
- Sandy Anagnostopoulos will forward the revised goals reflecting the approved changes to the Steering Committee with the materials for the next Steering Committee meeting.
- Sandy Anagnostopoulos will forward a link for the objectives-setting exercise to the Steering Committee.

## Next Steering Committee Meeting

**Note new meeting date:** Tuesday, November 19, 2013, 10:00 a.m. to 12:00 p.m.  
Cook County Building, 17<sup>th</sup> Floor  
69 W. Washington Street  
Chicago, Illinois

No Steering Committee Meeting will be held in December. The January Steering Committee Meeting will be held on Tuesday, January 22, 2014.



## **Points of Contact**

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Cook County Department of Homeland Security and Emergency Management  
Cook County Multi-Jurisdictional All Hazards Mitigation Plan

**Steering Committee Meeting**  
**October 22, 2013**

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**Attachment**  
**Meeting Attendees**  
**(Steering Committee, Planning Team, and Additional Attendees)**



**Steering Committee Members**

Name	Agency/Organization	Email	Phone	Present?
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**Steering Committee Members**

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