



## Purpose

The purpose of this meeting of the Steering Committee (SC) regarding the Cook County Multi-Jurisdictional Hazard Mitigation Plan (Cook County HMP) was to discuss expectations and establish ground rules for future SC and Planning Partner meetings. The SC (made up of representatives from across Cook County) provides direction and oversight to the Planning Team. The Planning Team, (made up of representatives from the Cook County Department of Homeland Security and Emergency Management (DHSEM) and their consultants) is responsible for coordinating the preparation of the Cook County Hazard Mitigation Plan. Planning Partners (representatives of local governments) have committed to actively participating in preparing and adopting the Cook County HMP.

**Meeting Attendees:** An attachment to these minutes includes contact information regarding all meeting attendees and SC members.

**Quorum:** Not yet established

**Public Comment:** Public representatives were not present

**Handouts:** Agenda, copies of PowerPoint presentation slides, King County, Washington, Regional Hazard Mitigation Plan-Update Final Ground Rules, Illinois Open Meetings Act Frequently Asked Questions for Public Bodies, and Cook County Multi-Jurisdictional All Hazard Mitigation Plan Information Bulletin #1

## Discussion Items

### 1. Welcome and Introductions

- a. Gene Ryan, Cook County Department of Homeland Security and Emergency Management (DHSEM) welcomed everyone and reviewed building rules, emergency procedures, and locations of facilities
- b. Michael Masters, Executive Director, DHSEM, welcomed everyone and expressed appreciation for their participation and commitment. The County wants to be of assistance to the urban area. This process will be worthwhile, but will require time and commitment. The benefits include not just greater preparedness, but also additional grant funding to increase resiliency and address issues.
- c. Rob Flaner, Tetra Tech, Inc. (Tetra Tech) Lead HMP Planner, explained why the SC has been assembled, and that the number 1 objective of the meeting would be to organize this body and determine how all involved will proceed through this process in less than 1 year.

### 2. Overview of why we are here: What are Mitigation and the Disaster Mitigation Act of 2000?

Rob presented slides 4-10 as a review of what constitutes mitigation and the requirements of the Disaster Mitigation Act of 2000 (DMA 2000). Key points of this discussion included:



- a. Preparing the HMP requires commitment and support from political entities and the public—in an open public forum, with buy-in of the people most affected by the proposed actions necessary.
- b. Planning requirements include both mandatory and voluntary items. Rob will ensure that all mandatory elements are met. The SC and Planning Partners will be responsible for identifying additional voluntary items to be included or considered in the HMP.
- c. The HMP will result in clearly defined action plans for each jurisdiction.

### **3. The Planning Team**

Rob reviewed the Planning Team members available to complete the HMP. This will be the largest HMP in the country when fully developed. Key points of the discussion included:

- a. A number of coordinating agencies, all with much data, are present in Cook County (not usually the case in developing an HMP). The Planning Team will seek information from these agencies and will rely on the SC for assistance in that regard.
- b. The grant deadline gives the team about 11 months to complete the HMP, but we must submit the draft plan to the State for review within the March/April timeframe.

### **4. The Role of the Steering Committee**

Rob reviewed what SC is and what it is not. Key points of the discussion included:

- a. The SC is an oversight body; it provides guidance and representation, but it is not a political body. It will make decisions regarding goals and objectives, create a vision/mission statement, and define critical facilities. The SC will develop a public outreach strategy that will include public meetings, perhaps various forms of social media, and anything else that will work to reach and engage the public.
- b. The SC does not develop action plans or complete jurisdictional templates. It is not responsible for funding allocations.
- c. At the time of this meeting, the SC has 22 members; we are waiting on four more potential members. The SC will meet approximately nine times during the course of the project.

### **5. Steering Committee Ground Rules**

Rob reviewed the topics for which the SC must establish ground rules. Rob referred to the handout of King County's ground rules as an example for the SC to examine. These rules will determine how this committee works. Key points of the discussion included:

- a. The ground rules must be well defined, and will be published and available to public. We will develop a document that contains all of the ground rules.
- b. The SC must select a chairperson and vice chairperson. The chair will work closely with Rob and can be as involved as desired. Rob will put together agendas for the meetings, but the chair will help run meetings, keeping proceedings on track and on time.
- c. Sam Pulia of Westchester volunteered to be the chairperson—no opposition came from the SC, so he will be the chairperson.



- d. The vice chairperson will run meetings in the absence of the chairperson. Sandy Frum volunteered—no opposition came from the SC, so she will be vice chairperson.
  - e. The County will designate a spokesperson, but may receive public information requests that will be funneled to the chair or appropriate person.
  - f. The SC decided that alternatives will have full voting authority, but they must be from the same jurisdiction/agency. Members must make sure they get all information to their alternates to keep them informed. Alternates can attend any SC meeting if they want, but only the member will be allowed to vote.
  - g. The SC decided to strive for consensus in its voting.
  - h. The SC decided to permit webex or teleconferencing to increase attendance and participation. The minutes will reflect how each member attended the meeting. Two consecutive absences will lead to a request for explanation, and perhaps a request for participation of the alternate or decision to drop that representation on the SC.
  - i. The SC decided that attendance of 11 members will represent a quorum. Everyone must sign in at each meeting to document attendance.
  - j. Public participation will occur at the SC meetings. All meetings will be announced via various methods to encourage public attendance. The outstanding question is how and if to limit the public comment period at the meetings. Several members liked the idea of limiting the total amount of time for all public comments, and also of limiting these public comments to items from the previous meeting. This must be reviewed by the County's attorney. The public will always have option of submitting comments in writing.
  - k. The SC determined that it would hold the meetings on the fourth Tuesday of each month from 10:00 a.m. to 12:00 p.m. The meetings will be held in the City of Chicago, with the specific location to be announced at a later date. In October, the SC will determine whether it will change the date of the November meeting; in November, the SC will determine whether it will change or cancel the December meeting. These decisions will be reflected in the minutes of those meetings.
  - l. The first action item at the next meeting will be to vote on the ground rules.
  - m. All SC members must review the Illinois HMP, particularly goals and objectives, hazards of concern, and counties susceptible to those respective hazards (hazards of concern is a key item of the next meeting, and the Cook County HMP must be consistent with the Illinois HMP).
6. Rob showed the SC Information Bulletin #1—it will be on the website, and will go out to all partners. The SC may provide guidance on topics for future bulletins.



## **Next Steps**

### **Cook County**

- County's attorney will review the draft ground rules.
- Project website will go up on the County's webpage.
- Bulletin #1 will be posted on the project website.

### **Steering Committee**

- Follow up with stakeholders who have not committed to participate as planning partners.
- Identify an alternate from your organization and send the alternate's contact information to Gene Ryan.
- Review the key portions identified in the Illinois HMP during the meeting. A compact disc with the Illinois HMP was distributed to each SC member present at the meeting

### **Tetra Tech**

- Tetra Tech will draft ground rules based on the SC meeting discussion.
- Tetra Tech will make a contact sheet for the SC that includes alternate SC members.
- Draft ground rules and SC contact information will be emailed to all SC members by August 6, 2013.
- Tetra Tech will send out an Outlook invitation to the next SC meeting. The distribution list will be all SC members and their alternates.
- Bulletin #2 will be prepared prior to the next SC meeting. Tetra Tech will distribute a larger and more easily read Cook County HMP Planning Team organizational chart at the next SC meeting.

## **Next Steering Committee Meeting**

Tuesday, August 27, 2013, from 10:00 a.m. to 12:00 p.m.  
City of Chicago—exact location to be determined



## **Points of Contact**

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**Attachment**  
**Meeting Attendees and SC Contact Information**



**Steering Committee Members**

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### Planning Team Members

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