

Multnomah County Multi-Jurisdictional Hazard Mitigation Program

Steering Committee Kickoff Meeting

May 27, 2014, 1-3 pm

Troutdale Police Facility, Community Room

234 SW Kendall Ct, Troutdale, OR 97060

Welcome and Introductions	1:00 pm
<ul style="list-style-type: none">• Attendee Introductions• Benefits of multi-jurisdictional collaboration and planning	
Proposed Multi-Jurisdictional Organizational Structure	1:10 pm
<ul style="list-style-type: none">• Committee Structure• Meeting Schedule• Hazard-Specific Subcommittees• Discussion and Consensus	
Steering Committee Roles and Responsibilities	1:30 pm
<ul style="list-style-type: none">• Responsibilities• Review Membership• Discussion and Consensus	
Pursuing a Goal of a Countywide, Multi-Jurisdictional Plan	1:50 pm
<ul style="list-style-type: none">• Recent and Current Plan Updates – Gresham and Portland• Upcoming Updates – Jan. 2016 – Fairview, Troutdale, Wood Village; July 2017 – Multnomah Co.• Requirements and Potential Formats• Discussion and next steps	
Upcoming Grant Opportunities	2:20 pm
<ul style="list-style-type: none">• Federal Hazard Mitigation Assistance Grants for FY 2014• OEM and Oregon Partnership for Disaster Resilience - Options for technical assistance• Potential for post-disaster mitigation funds	
Next Steps	2:50 pm
<ul style="list-style-type: none">• Identifying stakeholders to invite (overall and subcommittees)• Setting next meetings• Developing Interlocal Agreement• Developing Plan Update Scope of Work• Pursuing potential technical assistance grant	
Adjourn	3:00 pm

Multnomah County Multi-Jurisdictional Hazard Mitigation Program

Steering Committee Kickoff Meeting Minutes

May 27, 2014, 1-3 pm

Troutdale Police Facility, Community Room

234 SW Kendall Ct, Troutdale, OR 97060

Attendees: Mike McBride, Multnomah Co. Facilities; Laureen Paulsen, PBEM; Craig Ward, Troutdale; Scott Anderson, Troutdale PD; Adam Barber, Multnomah Co. Planning; Joe Rizzi, MCEM; Todd Felix, Gresham EM; Chris Strong, Gresham DES; Joel Wendland, Troutdale PD; Mark Gunter, Wood Village; Allison Boyd, MCEM

1. Welcome and Introductions

- Joe Rizzi, Emergency Management Director for Multnomah County, welcomed the group and asked everyone to introduce themselves.
- Joe discussed some of the benefits of multi-jurisdictional collaboration and planning, including more efficiently including stakeholders in one countywide process versus multiple separate planning processes.

2. Proposed Multi-Jurisdictional Organizational Structure

- Allison Boyd, Resilience Planner for Multnomah County Emergency Management, gave an overview of the proposed committee structure and annual meeting process.
- The group discussed this proposed structure and brought up several valid concerns, including: 1) the number of stakeholders to involve in subcommittees will be a large effort to coordinate, 2) the subcommittees proposed currently only address natural hazards but we want to add additional human-caused hazards to the program, and 3) the additional stakeholders category will include almost everyone.

3. Steering Committee Roles and Responsibilities

- Allison led a discussion around the role of the Steering Committee as a decision-making and program administration body that has representation from all jurisdictions that adopt Hazard Mitigation Plans. Responsibilities would include overseeing plan updates, stakeholder involvement, and making decisions concerning grant applications. The main concern that was voiced was when a vote is needed that each jurisdiction have one vote.
- The membership of the Steering Committee was discussed and it was agreed that each jurisdiction should have up to 3 designated members generally representing the disciplines of emergency management, community planning, and public works/facilities. Some jurisdictions will have less than three representatives. Wood Village anticipates having fewer and Portland will have just an emergency management representative at least until their concurrent planning effort is complete.

4. Pursuing a Goal of a Countywide, Multi-Jurisdictional Plan

- The timing of each jurisdiction's plan update was discussed. Todd Felix, Gresham Emergency Manager, informed the group of the City of Gresham's 2013 plan update and that they anticipate merging their plan into the countywide plan before their next 5-year update. Laureen Paulsen, Portland Bureau of Emergency Management, explained that the City of Portland is in the process of updating their 2011 plan and are awaiting funding from a grant that they were awarded. They are currently unsure if they will participate in a countywide plan for the next iteration.

- The Cities of Fairview, Troutdale, Wood Village all have an update approval deadline of January 2016 which means the plans will need to be submitted to the State and FEMA for review processes no later than August 1, 2015. Multnomah County's deadline is July 2017 but we will work toward meeting the cities' Jan. 2016 deadline so that we can merge these plans.
- The plan update/merging process was discussed and more follow up will need to be done to determine if we need an IGA or MOU to establish expectations for the multi-jurisdictional effort. This will be worked on over the summer along with a scope of work for the plan update.

5. Upcoming Grant Opportunities

- The grant application window for Federal Hazard Mitigation Assistance Grants for FY 2014 is currently open. While these grants are nationally competitive, the State expects to receive \$250,000 that will not be competitive and plans to use this to fund Hazard Mitigation Plan updates for 6 counties including Multnomah County. OEM will contract with the Oregon Partnership for Disaster Resilience to provide technical assistance to the counties in updating their plans. They just released a pre-application to the counties which is due June 6. They will decide based on the pre-application how to divvy the funding between counties. There is a 25% match for the grant that we will cover with documentation of in-kind services.
- The grant performance period will most likely start anywhere from January 2015 to May 2015 so this needs to be considered in the technical assistance is requested since the plan update needs to be drafted by July 2015. Questions were raised about the time period that in-kind match can be gathered – Allison will ask Dennis Sigrist, Oregon Hazard Mitigation Officer.
- The group discussed what priorities to include in the pre-application: 1) human-caused hazards (need to check State policy on this), 2) merging of plans and creation of new committees, 3) common understanding of hazard priorities across jurisdictions, 4) public education strategy.
- Allison also updated the group that post-disaster mitigation funds from the Winter Storm Declaration are all obligated to projects within the designated counties. It was discussed that we should continue to consider “shovel-ready” projects for situations when post-disaster grant funding could open up due to lack of ready projects or match in other communities. Project lists should also include planning projects since there is also 5% post-disaster funding designated for planning projects.

6. Next Steps

- Allison and Tina Birch, Multnomah County Emergency Management, may request more information over the next week for the pre-application. Allison will send out the completed application next week prior to submission but there will only be a day or so for comments.
- The next Steering Committee meeting will be in the Fall. Allison and Tina will be in contact regarding IGA/MOU, plan update scope of work, and stakeholder lists between now and then. Each jurisdiction should designate their Steering Committee membership before the next meeting.
- We will pursue holding a Wildfire Subcommittee meeting this summer with the stakeholders from the Community Wildfire Protection Plan.

7. Meeting adjourned approximately 2:40pm.

Hazard Mitigation Program Tasks for 2014-2015

Draft – 5/27/14

1. Form a multi-jurisdictional organizational structure for the Hazard Mitigation Program and begin holding meetings of the expanded stakeholder group.
 - 1.1. Agree upon roster for the Steering Committee (Planning Team) [Deliverable: Steering Committee Roster] *{March- April}*
 - 1.2. Obtain approval for the topic-specific subcommittees' structure and countywide Hazard Mitigation Program meeting schedule as well as stakeholders to invite for each Subcommittee and include for all-stakeholders notifications. (Steering Committee) [Deliverables: Steering Committee Kickoff Meeting; Subcommittee Rosters; All-Stakeholders list] *{April- May}*
 - 1.3. Plan and hold subcommittees meetings that will focus on assessing accomplishments and gaps for major hazards. (Planning Team) [Deliverables: Meeting Materials] *{June 2014, Sept 2014, March 2015}*
 - 1.4. Plan and hold an all-stakeholders meeting (or develop annual status report and email distribution list) to raise awareness of multi-jurisdictional planning and upcoming plan updates. (Planning Team) [Deliverable: Stakeholder meeting materials or status report and email list] *{Dec. 2014 – Jan 2015; June-July 2015}*

2. Pursue support for merging jurisdictional plans into one countywide plan for the next County Hazard Mitigation Plan update (to be approved by Jan. 2016 to meet cities' deadlines).
 - 2.1. Consider offer of technical assistance via State grant to Oregon Partnership for Disaster Resilience. (Planning Team and Steering Committee) [Deliverable: application to OEM] *{March – May}*
 - 2.2. Identify which jurisdictions will participate in merging of plans for the 2016 update to meet the cities' deadline and if jurisdictions who have more recently updated their plans will wait to merge until after the 2016 deadline. (Planning Team and Steering Committee) [Deliverable: Memorandum of Agreement between participating jurisdictions] *{April – June}*
 - 2.3. Develop scope of work and schedule for updating and merging plans into a multi-jurisdictional Hazard Mitigation Plan. (Planning Team and Steering Committee) [Deliverables: Scope of Work for Plan Update/Merging and Schedule to present at next Steering Committee meeting] *{July – Oct}*
 - 2.4. Implement scope of work for merging and updating plans. (Planning Team and Steering Committee) [Deliverables: Draft sections of plan] *{Nov 2014 – June 2015}*

**Draft Proposal for Multi-Jurisdictional Hazard Mitigation Program
May 27, 2014**

Purpose

Consider opportunities for increased collaboration, stakeholder participation, and cost and time savings in maintaining and improving each jurisdiction’s hazard mitigation program.

Organizational Structure

The goal is to create an oversight and stakeholder input structure that maximizes participation while reducing unnecessary time commitments.



Planning Team

The Planning Team would be responsible for coordinating hazard mitigation meetings, leading plan updates, coordinating grant applications, and overall program administration. Currently, this team includes:

- Allison Boyd, Continuity and Resiliency Planner, Multnomah County Emergency Management
- Tina Birch, Operations Specialist (Cities’ Liaison), Multnomah County Emergency Management
- Todd Felix, Emergency Manager, Gresham Emergency Management
- Jonna Papaefthimiou, Planning and Preparedness Manager, Portland Bureau of Emergency Management

Steering Committee

The Steering Committee would be responsible for guiding program implementation, pursuing grant opportunities, prioritizing mitigation projects, actively participating in plan updates, seeking stakeholder input and participation, and coordinating and tracking jurisdiction-specific hazard mitigation activities. The membership of the Steering Committee is proposed to include at least one and up to three representatives from each participating jurisdiction. The members from each jurisdiction would generally represent the discipline areas of emergency management, community development/planning, and public works as these are important components of successful hazard mitigation programs.

Technical Subcommittees

Subcommittees would focus on specific hazards and/or plan update tasks. It is proposed that we create three standing subcommittees: 1) Earthquake Subcommittee, 2) Wildfire Subcommittee, and 3) Flood, Landslide, and Severe Weather Subcommittee. Additional ad hoc subcommittees may be needed to address issues such as updating the Hazard Vulnerability Analysis or adding additional hazard topics to the plan, e.g. hazardous materials.

Potential Stakeholders to include in Subcommittees:

Earthquake Subcommittee	Wildfire Subcommittee*	Flood, Landslide, and Severe Weather Subcommittee
<ul style="list-style-type: none"> • HMP Steering Committee •Portland Bureau of Development Services •Portland Housing Bureau •Portland Fire & Rescue •Portland Water Bureau •Portland Bureau of Transportation •Trimet •Cities of Troutdale, Wood Village, and Fairview Public Works •Portland Development Commission •Pacific Power •Portland General Electric •NW Natural Gas •Rail companies •Portland State University •School Districts (SERRA) •Oregon Office of Emergency Management •Oregon Department of Geology and Mineral Industries •Army Corps of Engineers •Oregon Department of Transportation •USGS 	<ul style="list-style-type: none"> •HMP Steering Committee •County Fire Defense Board •Portland Fire & Rescue •Gresham Fire Department •Portland Water Bureau •Portland Parks & Recreation •Metro Parks •West Multnomah Soil and Water Conservation District •Oregon Department of Forestry •Mount Hood National Forest •Columbia Gorge National Scenic Area •Bureau of Land Management 	<ul style="list-style-type: none"> •HMP Steering Committee •Portland Water Bureau •Portland Parks & Recreation •Portland Bureau of Transportation •Cities of Troutdale, Wood Village, and Fairview Public Works •Multnomah County Drainage District •Sauvie Island Drainage District •Corbett Water District •East Multnomah Soil and Water Conservation District •West Multnomah Soil and Water Conservation District •Watershed Councils •School Districts (SERRA) •Army Corps of Engineers •Oregon Department of Geology and Mineral Industries •Trimet •National Weather Service

* Wildfire Technical Committee designated by the Multnomah County Community Wildfire Protection Plan (2011)

Additional Stakeholders

To raise awareness and integrate hazard mitigation considerations into other efforts within our communities, there is a large number of stakeholders we may want to keep informed of the countywide hazard mitigation program’s activities. A larger stakeholder list could be maintained for annual progress updates, plan update processes, public meeting announcements, and notifications regarding grant opportunities. Members of the Steering Committee may also want to do additional outreach with some groups by attending their meetings and gathering input to bring back to the hazard mitigation program.

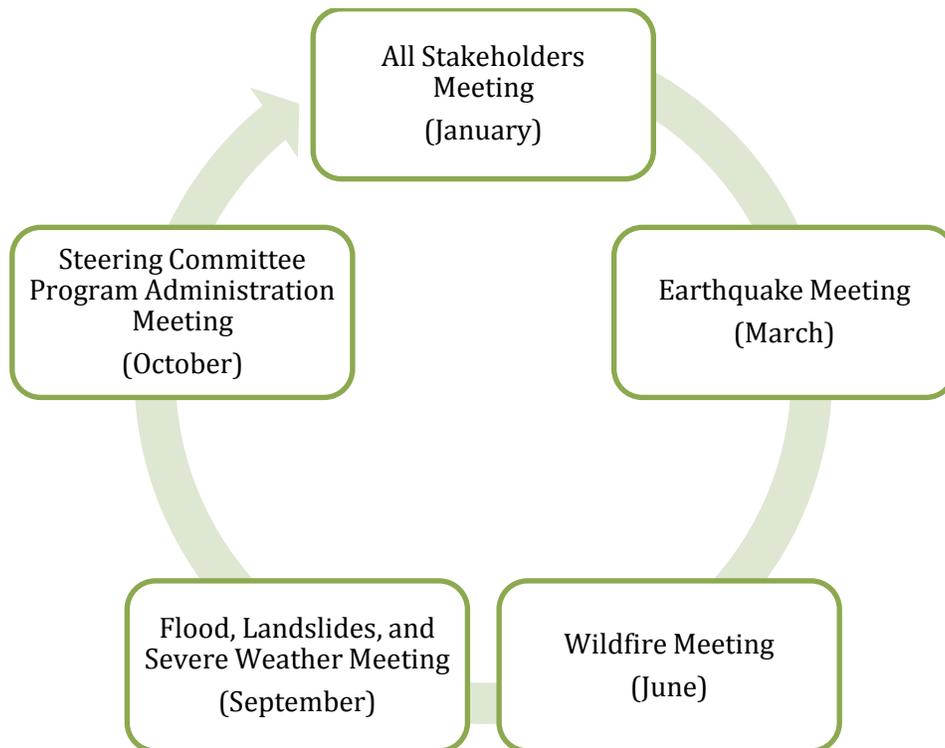
Potential Stakeholders:

- Local Emergency Planning Committee
- Climate Preparation Coordination Team

- Public Health organizations
- Community/Neighborhood Associations
- County Commission
- City Councils
- Portland Development Commission
- Small Business Advisory Council
- Business Associations/ Chambers of Commerce
- Utility Representatives
- Higher Education Representatives
- School District Representatives
- Additional Special Districts

Hazard Mitigation Program Meeting Schedule

Five major meetings are proposed to recur annually. Due to approaching plan update deadlines, the first year of the program may need to be more flexible with the meeting schedule. The Planning Team and a majority of the Steering Committee would attend all five meetings. The goal would be for the Hazard Mitigation Plan to be incrementally maintained and updated through this annual meeting process. Every five years, the Plan will be submitted to the State and FEMA for approval. In the year leading up to approval submission, there may be additional meetings of the Steering Committee and subcommittees, such as the Hazard Vulnerability Assessment Subcommittee, as needed to prepare and approve the 5-year plan update.



Meeting 1: In January, the Steering Committee hosts a presentation to all stakeholders on the status of the Hazard Mitigation Program including accomplishments from the past year and planned activities for the upcoming year. The Stakeholder Meeting would be open and advertised to the general public as

well. Alternatively, an annual report could be developed and Steering Committee members could be responsible for presenting a progress update to their Boards and other stakeholder groups.

Meetings 2-4: A series of three quarterly workshop meetings each focused on a major hazard of concern for the county and its jurisdictions: earthquakes in March; wildfire in June; and flood, landslides, and severe weather in September. At each of these meetings, the Steering Committee is augmented by additional subject matter experts from one of the hazard-specific technical subcommittees. These hazard-specific workshops allow key stakeholders and subject matter experts to discuss the latest data, best practices, and status of the mitigation actions related to that hazard.

Meeting 5: In late October, the Steering Committee meets to review overall program administration (including reviewing hazards not covered by one of quarterly meetings), approve of proposed edits to the Hazard Mitigation Plan, prepare for the January Stakeholder Meeting, and approve the work plan and meeting agendas for the next year.

OMD - Office of Emergency Management and
Oregon Partnership for Disaster Resilience
2014 FEMA Pre-Disaster Mitigation Funding

2014-2017 Community Pre-Application

Natural Hazard Mitigation Planning

Submit application by email to Julie Havens at jhavens@uoregon.edu
by June 6, 2014.

Contact Person Name

Title

Organization

Mailing Address

Street Address

City, State, Zip

Phone

Fax

E-mail

Cell

Website

NHMP Maintenance

Please describe the plan maintenance activities your jurisdiction has undertaken since your last plan update.

NHMP Implementation

Please describe the plan implementation activities your jurisdiction has undertaken since your last plan update. This could include FEMA funded projects, or those funded by state or local government resources.

Local Partners/Supporting Agencies

Please list the current members of your local NHMP committee. Also identify any additional partners you intend to invite to participate in the plan update process. This could include school districts, consumer-owned electric utilities, etc.

Natural Hazard Mitigation Plan – Update Priorities

The Pre-Disaster Mitigation (PDM) Program makes available federal funds to State, Local and Tribal Governments to implement and sustain cost-effective measures designed to reduce the risk to individuals and property from natural hazards, while also reducing reliance on Federal funding from future disasters. Please identify and briefly describe your planning priority(ies) for this update cycle. Which part(s) of your NHMP do you intend to focus on?

Priority 1 —

Activity Description:

Priority 2 —

Activity Description:

Priority 3 —

Activity Description:

Priority 4 —

Activity Description:

Priority 5 —

Activity Description:

New Hazard or Community Based Data

Please describe any new hazard or community-based data you intend to incorporate into your plan. Indicate if you have the data already or if new data is needed/desired. This could include new hazard and map data, disaster impacts and losses, population and demographic updates, etc.

Local Funding/In-Kind Match

FEMA PDM grants require a 1:3 match local match commitment. In other words, a dollar of local funding is needed to match every three dollars of federal grant funds (75% FEM funding with a 25% local match). Please indicate an approximate amount of local match your jurisdiction can commit to this effort and what form (cash or in-kind) the match will take. Note that no federal dollars (including federally funded local staff positions) can be used as match.

Other Relevant Information

Is there any additional information you would like to provide in support of your pre-application?

OMD - Office of Emergency Management and
Oregon Partnership for Disaster Resilience
2014 FEMA Pre-Disaster Mitigation Funding

2014-2017 Community Pre-Application

Natural Hazard Mitigation Planning

Submit application by email to Julie Havens at jhavens@uoregon.edu
by June 6, 2014.

Contact Person Name Allison Boyd

Title Continuity and Resilience Planner

Organization Multnomah County Emergency Management

Mailing Address 501 SE Hawthorne Blvd, Suite 400 Street Address

City, State, Zip Portland OR 97214

Phone 503-988-8362

Fax

E-mail allison.boyd@multco.us

Cell

Website <http://www.multco.us/em>

NHMP Maintenance

Please describe the plan maintenance activities your jurisdiction has undertaken since your last plan update.

The County and Cities of Gresham, Troutdale, and Wood Village participated in the FEMA Risk Map project through an online meeting, phone conferences and a workshop held in September 2012.

Multnomah County has been tracking implementation of actions since its last update. Meetings since the last update were held on June 25, 2013, September 24, 2013, and December 10, 2013.

The new Multi-Jurisdictional Steering Committee met May 27, 2014. Multiple planning team and jurisdiction-specific meetings have been held since September 2013 to build support for and agree upon a multi-jurisdictional organization.

NHMP Implementation

Please describe the plan implementation activities your jurisdiction has undertaken since your last plan update.

This could include FEMA funded projects, or those funded by state or local government resources.

Projects that have been or are in the process of being implemented:

- Develop multi-jurisdictional hazard mitigation program
- Evaluate structural vulnerability of county facilities
- Train staff in ATC-20
- Participation in Mt. Hood Coordination Plan to address volcanic hazard action items
- Participation in the Risk Map Discovery Process
- Many disaster preparedness outreach events, including collaborating with the libraries to develop outreach workshops
- Considering hazards in the update of the Sauvie Island Rural Area Plan

Local Partners/Supporting Agencies

Please list the current members of your local NHMP committee. Also identify any additional partners you intend to invite to participate in the plan update process. This could include school districts, consumer-owned electric utilities, etc.

The newly created Multi-Jurisdictional Steering Committee has representation from each jurisdiction in the county and each have been asked to designate up to three members representing Emergency Management, Community Planning, and Public Works or Facilities. Jurisdictions represented:

- Multnomah County
- City of Fairview
- City of Gresham
- City of Maywood Park (invited)
- City of Portland
- City of Troutdale
- City of Wood Village

Technical Subcommittees are in the process of being formed to include a broad stakeholder base that will provide input into the plan update as well as ongoing plan implementation. The stakeholders involved in each of the jurisdictions' past plan update processes will be built upon to develop these subcommittees. We are currently developing stakeholder lists for three subcommittees: Wildfire Subcommittee (based on the CWPP Steering Committee), Earthquake Subcommittee, and Flood, Landslides, and Severe Weather Subcommittee. Representatives from local government, regional, state and federal agencies as well as school districts, special districts, and community organizations will be invited to participate in these subcommittees.

We also intend to create a larger list of additional stakeholders throughout the county whom we plan to make aware of the hazard mitigation program and keep updated on an annual basis.

Natural Hazard Mitigation Plan – Update Priorities

The Pre-Disaster Mitigation (PDM) Program makes available federal funds to State, Local and Tribal Governments to implement and sustain cost-effective measures designed to reduce the risk to individuals and property from natural hazards, while also reducing reliance on Federal funding from future disasters. Please identify and briefly describe your planning priority(ies) for this update cycle. Which part(s) of your NHMP do you intend to focus on?

Priority 1 — Update and Enhance the Action Plan

Activity Description: **To improve future implementation of the Plan we wish to focus on developing and prioritizing specific actions and projects with clear implementation steps. This will assist with assigning local resources and pursuing funding opportunities.**

Priority 2 — Merge Jurisdiction-specific Plans and Improve Usability

Activity Description: **Multnomah County and the Cities of Fairview, Troutdale, and Wood Village wish to merge their plans into one multi-jurisdictional plan in time to meet the update deadline of January 2016 for the three cities. If time permits, the recently updated City of Gresham plan will also be integrated or it will be incorporated during the next update cycle. The City of Portland has a simultaneous update in process and will therefore not be included in the multi-jurisdictional plan at this time.**

If time and resources permit, the participating jurisdictions are also interested in reformatting the plan to improve usability in our community outreach and to streamline maintenance of the plan. It would be ideal to make the plan more reader-friendly and to organize some components of the plan, such as the risk assessment, by community so that portions of the plan can be pulled out to use for community education and outreach.

Priority 3 — Build the Multi-Jurisdictional Organizational Structure

Activity Description: **As we work on this multi-jurisdictional plan update, we also want to begin establishing a Countywide Hazard Mitigation Program that actively engages our stakeholders on an annual basis to support incremental plan maintenance and implementation. To do this we want to establish an organizational structure and meeting schedule that strategically targets stakeholder input and provides valuable networking and information sharing without overtaxing our government and community partners.**

Priority 4 — Update and Expand the Risk Assessment

Activity Description: **New data has been made available for several hazards since the last update that must be incorporated into our risk and vulnerability assessment. Our communities would like to expand our hazard vulnerability assessments to include human-caused hazards that have been of increasing concern, such as hazardous materials incidents. Our current plans also do not address social vulnerability which we would like to consider in our mitigation strategies. In addition, the excellent work that has been documented in the Community Wildfire Protection Plan and the Climate Change Preparation Strategy needs to be integrated into the Hazard Mitigation Plan. Finally, as we expand our mitigation planning countywide, we would like to work on a common methodology for assessing risk in terms of prioritizing our mitigation actions.**

Priority 5 — Integrating Hazard Mitigation Planning

Activity Description: As part of the Hazard Mitigation Plan update we would like to ensure consistency with our other local planning efforts and incorporate hazard vulnerability considerations into other plans. We would like to develop a coordinated process where updates to the Hazard Mitigation Plan provide the data and analysis necessary for addressing Goal 7 of the state planning goals to consider areas subject to natural hazards in the comprehensive plan.

New Hazard or Community Based Data

Please describe any new hazard or community-based data you intend to incorporate into your plan. Indicate if you have the data already or if new data is needed/desired. This could include new hazard and map data, disaster impacts and losses, population and demographic updates, etc.

Available Data:

We would like to incorporate new data available from DOGAMI, including updated landslide data and earthquake shaking and liquefaction for areas that were not covered during our previous plan update. We will also want to include any applicable data from the Oregon Resilience Plan. There has been updated flood mapping within some jurisdictions. We also want to incorporate the climate change studies that have been done locally, public health studies as applicable, and new wildfire risk mapping that the ODF should have available during our update process.

New data desired:

During the Risk Map Discovery process, we requested assistance with HAZUS analysis particularly for earthquake modeling of impacts. If conducted, this would also be incorporated into our other emergency planning efforts such as debris management, mass care and sheltering, and recovery planning. We also would like to address human-caused hazards in our plan and will need to gather data for a risk analysis of some of these hazards. Additionally, we would like to better address social vulnerability in relation to our hazard risk assessments.

Local Funding/In-Kind Match

FEMA PDM grants require a 1:3 match local match commitment. In other words, a dollar of local funding is needed to match every three dollars of federal grant funds (75% FEM funding with a 25% local match). Please indicate an approximate amount of local match your jurisdiction can commit to this effort and what form (cash or in-kind) the match will take. Note that no federal dollars (including federally funded local staff positions) can be used as match.

Our jurisdictions will use in-kind match generated through staff time (locally funded staff only) who work on updating components of the plan and all of the stakeholders who volunteer their time to attend meetings and provide input to the plan update.

If for any reason sufficient in-kind match can not be met, the County is willing to provide cash match to cover the gap up to \$10,000. The County is also providing additional commitment to this plan update project through dedication of staff time that due to EMPG funding of the positions is not eligible for in-kind match.

Other Relevant Information

Is there any additional information you would like to provide in support of your pre-application?

This pre-application was prepared by Multnomah County in collaboration with the Cities of Fairview, Troutdale, and Wood Village for a combined plan update process. (City of Gresham and Portland also provided input into the priorities submitted under this application.) The County and Cities of Fairview, Troutdale, and Wood Village are working together to produce a single multi-jurisdictional plan to meet the update deadline of January 2016 for the cities. We believe creating a multi-jurisdictional plan as well as conducting countywide hazard mitigation meetings will improve our capacity for mitigation as well as be cost-effective in maintaining our planning requirements. It will require an increase in effort during this planning process but will set the stage for more efficiency in the future.

Sample Memorandum of Agreement for a Multi-Jurisdictional Planning Team¹

I. Purpose

A Memorandum of Agreement (MOA) is hereby executed between the participating jurisdictions in the [Insert Title of Plan]. “Participating jurisdictions” in this MOA are as follows:

- [insert Lead Community name]
- [insert Community A name]
- [insert Community B name]

The purpose of this MOA is to establish commitment from and a cooperative working relationship between all Participating Jurisdictions in the development and implementation of the [Insert Title of Plan]. In addition, the intent of this MOA is to ensure that the multi-jurisdictional hazard mitigation plan is developed in accordance with Title 44 of the Federal Code of Regulations (CFR) Part 201.6; that the planning process is conducted in an open manner involving community stakeholders; that it is consistent with each participating jurisdiction’s policies, programs and authorities; and it is an accurate reflection of the community’s values.

This MOA sets out the responsibilities of all parties. The MOA identifies the work to be performed by each participating jurisdiction. Planning tasks, schedules, and finished products are identified in the Work Program and Schedule. The plan created as a result of this MOA will be presented to the governing body (Planning Commission, City Council and or Board of Commissioners) of each participating jurisdiction for adoption.

II. Background

Mitigation plans form the foundation for a community’s long-term strategy to reduce disaster losses and break the cycle of disaster damage, reconstruction, and repeated damage. The Participating Jurisdictions in a mitigation planning process would benefit by:

- identifying cost effective actions for risk reduction;
- directing resources on the greatest risks and vulnerabilities;
- building partnerships by involving people, organizations, and businesses;
- increasing education and awareness of hazards and risk;
- aligning risk reduction with other community objectives; and
- providing eligibility to receive federal hazard mitigation grant funding.

The [insert Lead Community name] has received a grant from the Federal Emergency Management Agency to prepare a multi-jurisdictional hazard mitigation plan in accordance with 44 FEMA requirements at 44.C.F.R. 201.6.

III. Planning Team Responsibilities

[Insert Lead Community name] will act as the Lead Community, and will assign a Chairperson of the Planning Team for the [Insert Title of Plan]. The Participating Jurisdictions authorize the Lead Community to manage and facilitate the planning process in accordance with the Work Program and Schedule.

1. The language provided in this Sample Memorandum of Agreement does not impose legally enforceable rights and obligations, but provides information that may be suitable for your community in entering a partnership agreement with other jurisdictions. It is recommended that you consult an attorney prior to executing any legal instruments.

Worksheet 1.2

Sample Memorandum of Agreement for a Multi-Jurisdictional Planning Team

The Participating Jurisdictions understand that representatives must engage in the following planning process, as more fully described in the *Local Mitigation Planning Handbook* (FEMA, 2012), including, but not limited to:

- Develop the Work Program and Schedule with the Planning Team
- Organize and attend regular meetings of the Planning Team.
- Assist the Planning Team with developing and conducting an outreach strategy to involve other planning team members, stakeholders, and the public, as appropriate to represent their Jurisdiction.
- Identify community resources available to support the planning effort, including meeting spaces, facilitators, and media outlets.
- Provide data and feedback to develop the risk assessment and mitigation strategy, including a specific mitigation action plan for their Jurisdiction.
- Submit the draft plan to their Jurisdiction for review.
- Work with the Planning Team to incorporate all their Jurisdiction's comments into the draft plan.
- Submit the draft plan to their respective governing body for consideration and adoption.
- After adoption, coordinate a process to monitor, evaluate, and work toward plan implementation.

IV. Planning Team

The following points of contacts and alternatives are authorized on behalf of the governing bodies to participate as members of the Planning Team for the [Insert Title of Plan]:

[Insert Points of Contact for the Lead Jurisdiction and for each Participating Jurisdiction, and any alternative POCs, including, at a minimum:]

Name

Title

Office/Agency

Name of Participating Jurisdiction

Address

Phone number

Email address

V. MOA Implementation

This MOA will be in effect from the date of signature by all parties, will remain in effect through the duration of the planning process, and will terminate after adoption of the final FEMA-approved mitigation plan by all participating jurisdictions, or 5 years after FEMA approval, whichever is earlier. It may be terminated prior to that time for any Participating Jurisdiction by giving 60 days written notice. This MOA is to be implemented through the attached Work Program and Schedule, and any addendums that describe specific activities, programs, and projects, and if necessary, funding by separate instrument.

[Insert signature block for each Participating Jurisdiction, or attach resolutions]

Signature: _____

Name of Authorized Government Official

Title (City Manager, Mayor, County Emergency Management Director, etc.)

Name of Lead Jurisdiction

Office/Agency

Date: _____

Signature: _____

Name of Authorized Government Official

Title (City Manager, Mayor, County Emergency Management Director, etc.)

Name of Jurisdiction A

Office/Agency

Date: _____

VI. Attachments

Plan Work Program and Schedule