



# Steering Committee Quarterly Meeting Minutes

**Date:** Tuesday August 16, 2022  
**Time:** 11:00-12:00pm PST  
**Facilitator:** Amanda Ozaki-Laughon  
**Notetaker:** Lenah Mansour

**Table 1: Action Items**

#	Action Item	Assignee	Date
1	Send meeting minutes, agenda and slide deck	CONSTANT	COMPLETE
2	Provide support regarding public engagement and documentation of community survey posts	Clark County	Ongoing
3	Send CPRI worksheet to the Steering Committee	CONSTANT	08/26/2022
4	Approve meeting minutes from August Steering Committee Meeting	Clark County PM and the City of Henderson	08/23/2022
5	Conclude the hazard planning questionnaire and wrap up public engagement documentation on the community survey	Steering Committee	08/31/2022
6	Complete prior mitigation action worksheet and CPRI worksheet	Steering Committee	09/09/2022
7	Provide mapping GIS products that can be included in the plan as it is being drafted	Steering Committee	10/01/2022

- I. Welcome and administration
  - a. Introductions and Opening Remarks
    - i. Ms. Ozaki-Laughon started the meeting with opening remarks and a welcome, and housekeeping items regarding participation via Zoom.
    - ii. Ms. Ozaki-Laughon then took attendance for the group.



II. Meeting Purpose

- a. Ms. Ozaki-Laughon noted that the purpose of meeting is to provide a quarterly project progress update, review outstanding data requirements, answer any outstanding data questions regarding the project task and move into the mitigation strategy phase.
- b. A secondary purpose for the meeting is to provide an update on the project schedule and discussing and answering any outstanding questions the committee may have.
- c. Ms. Ozaki-Laughon informed the committee that meeting minutes will be taken and will be sent out following this conversation. She asked if there were any questions. Hearing none, she proceeded with a roll call.
- d. Ms. Ozaki-Laughon informed the attendees that the next scheduled meeting will take place on January 17, 2023.

III. Project Progress Update

- a. Ms. Ozaki-Laughon presented the actions taken and tasks completed in this project since March 2022. Ms. Ozaki-Laughon:
  - b. Disseminated meeting minutes from the May Quarterly Meeting
  - c. Developed and shared the Hazard Questionnaire with Steering Committee members
  - d. Developed and shared the Community Survey for the public via Survey Monkey, which has collected over 500 responses
    - i. Began analyzing potential losses and community descriptions/community capabilities
  - e. Ms. Ozaki-Laughon proceeded to present the challenges and support needs:
  - f. There is need to post the community survey to jurisdiction websites and social media, and forward documentation to CONSTANT
  - g. There are outstanding data requirements for community capabilities and potential losses from the hazard questionnaire
  - h. Ms. Ozaki-Laughon presented the next steps foreseen for this project:
    - i. Collect information necessary for risk assessment and complete analysis
    - j. Develop and finalize mitigation strategy, action plan, and mitigation action specifications
  - k. Outstanding Data Requests:
    - l. Ms. Ozaki-Laughon went over the outstanding data requirements in each jurisdiction, asking for clarification on the status. The status of each jurisdiction is included in the below table:



**Table 2: Status Update on Data Collection Efforts**

Jurisdiction	Community Survey Substantiation	Hazard Assessment Questionnaire
<b>Boulder City</b>	Boulder City will post the survey on a webpage and will send the URL of that webpage to MS. Ozaki-Laughon.	Boulder City will resend the PDF with the north-wind historic preservation district survey pdf as it was a damaged file.  They informed Ms. Ozaki-Laughon that the tables have already been completed and sent to CONSTANT.
<b>City of Henderson</b>	Completed	Ms. Ozaki-Laughon will work with Ms. Josie offline on the Hazard Assessment Questionnaire
<b>City of Las Vegas</b>	Las Vegas will post the questionnaires on their webpage	Questionnaire is still in progress
<b>City of Mesquite</b>	Will post the news article on the webpage	Jayson Andreus will provide follow up to Ms. Ozaki-Laughon before the end of this meeting regarding the status update of the questionnaire
<b>City of North Las Vegas</b>	Completed	Completed
<b>Clark County</b>	Completed	Completed
<b>Clark County School District</b>	CONSTANT will follow up offline as there were no representatives from the meeting	
<b>Clark County Water Reclamation District</b>	Completed	Ms. Ozaki-Laughon verified that tables left blank indicate that the information was not applicable for the water reclamation district.
<b>Las Vegas Paiute Tribe</b>	CONSTANT will follow up offline as there were no representatives from the meeting	
<b>Las Vegas Valley Water District</b>	Completed	Ms. Ozaki-Laughon will schedule a meeting with Cory Raos to assist with the hazard assessment questionnaire.
<b>Moapa Band of Paiutes</b>	Ms. Ozaki-Laughon will follow up with Jeff regarding posting the community survey.	Ms. Ozaki will follow up with Jeff offline regarding updates concerning the blank table in the hazard assessment questionnaire.



- m. Ms. Ozaki-Laughon followed up with the presentation to demonstrate the important of the Community Survey substantiation and the Hazard Assessment questionnaire.
- n. Mr. Rosenberg informed the Steering Committee that they need to provide input into developing hazard mitigation activities or action items to meet the FEMA requirement.
- o. Mr. Rosenberg also requested the jurisdictions provide past emergency declarations/proclamations for their communities. This would include COVID-19 public health declarations.
- p. Mr. Rosenberg plans to use content from the questionnaire to update the four major capabilities for each jurisdiction, and he stands available to follow-up with any questions.
- q. Jayson Andrus requested a follow-up meeting with Mr. Rosenberg.
- r. Project Timeline
  - i. Ms. Ozaki-Laughon reviewed the project timeline and informed the participants that CONSTANT completed the majority of community engagement and is entering into the final phase of risk analysis and mitigation goal drafting

#### IV. Mitigation Goals and Actions

- a. Hazard Selection Process
- b. Mr. Rosenberg moved on to go through the hazard selection process and asked for feedback from the committee.
- c. Mr. Rosenberg informed the participants that FEMA requires to perform a thorough job. In describing the hazards and documenting the history, location, extent, impact from climate change, the probability and severity of the hazard.
- d. Mr. Rosenberg informed the committee that he won't need to list all the hazard in the plan and that the major focus is to select those that are most applicable to Clark County and participating organizations.
- e. Hazard identification process:
  - i. Avalanche: Upon going through the Avalanche hazard, Mr. Rosenberg asked Ms. Richardson to send him the avalanche study.
  - ii. Health Hazard: Mr. Rosenberg suggested to combine the epidemic and pandemic under one category being health hazard.
  - iii. Flood: Ms. Richardson does not consider flood to be problematic from the area
  - iv. Ms. Richardson suggested to look at the national weather partners to help with the language encompassing each of the severe weather, hail, thunderstorm, and windstorm.
  - v. Infestation: Mr. Rosenberg asked if infestation should be included in the plan along with the associated mitigation activities. Ms. Richardson informed Mr. Rosenberg that this opinion should given by the agriculture group who were not available for that meeting
  - vi. Mr. Rosenberg suggested to group snowfall and severe storm under winter storm. Misty asked Mr. Rosenberg if he could provide a subset to that information.
  - vii. Mr. Rosenberg suggested including Tornados under severe storm, hail, thunderstorm and high wind.



- viii. Volcano: Ms. Richardson informed the committee that there is nothing active in the region
  - f. Mr. Rosenberg informed the participants that he will be incorporating the elements discussed in the conversation to the plan and then followed by requesting jurisdictions send CONSTANT mapping GIS products that can be included in the plan (e.g. for hazards that include pipeline locations, railroads, fire danger zones and dam inundation).
    - i. Mr. Rosenberg and the Steering Committee agreed to dam inundation under floods.
    - ii. The Steering Committee agreed to include civil unrest in the first draft. Mr. Rosenberg will take a look at the long-term loss of power as he develops the draft.
    - iii. Mr. Rosenberg informed the participating organization that each of them is going to have a tailored list of hazards with their CPRI (consolidated prioritized risk index) available to them.
    - iv. In the comment section, Ms. Szymanski suggested adding power reliance.
  - g. Cumulative Prioritized Risk Index (CPRI)
    - i. Ms. Ozaki-Laughon moved to the next slide to go over the Hazard Identification & Prioritization tool with Mr. Rosenberg.
    - ii. Mr. Rosenberg informed the participants that this is a tool that FEMA is pleased for CONSTANT to use. This tool shows that an analysis has been conducted prior to selecting the hazards and turns of risk and priorities.
    - iii. Mr. Rosenberg informed the committee that four items have been selected and are weighed against probability, magnitude, warning time and duration.
    - iv. Mr. Rosenberg stated this tool will be sent to the attendees to be used when determining the scores for each of their applicable hazards.
    - v. Mr. Rosenberg showed a CPRI sample of hazards to provide an example of how the analysis will be made. He then informed the participants that he will be developing a CPRI overall for each participating organization based on their input and will include it in the plan.
    - vi. Mr. Rosenberg carried out a live CPRI workshop with the committee, went through a couple of hazards and explained the process behind the CPRI analysis.
    - vii. Since FEMA requires climate change to be included as a hazard, Mr. Rosenberg suggested providing a climate change index to each hazard resulting from climate change.
    - viii. Wildfire and pandemic CPRI analysis were configured as an example by Mr. Rosenberg. Probability, magnitude and severity, duration and warning time were given respective scores by the committee.
- V. Mitigation Action Planning
- a. Ms. Ozaki-Laughon moved on to the mitigation action planning section to inform the participants that once the level of severity for each of the identified hazards have been rated the next step forward will be addressing mitigation actions to address these hazards.



- b. Ms. Ozaki-Laughon informed the Steering Committee that Mitigation Goals are a limited number of overall goals that will be matched to mitigation actions. Each jurisdiction will have a mitigation action plan as an appendix in the MJHMP.
- c. She highlighted the four mitigation goals in the 2018 MJHMP and asked for feedback from the Steering Committee. Mr. Rosenberg added that a sample list of goals can be sent to the Committee.
- d. Ms. Ozaki-Laughon stated that once the goals are finalized, CONSTANT will request an update on the mitigation actions found in the 2018 MJHMP. These status updates should be limited to:
  - i. Not Started/Not Funded
  - ii. In Progress/Ongoing
  - iii. Completed
- e. Mr. Rosenberg suggested expanding the Mitigation Goals to include education and outreach/engagement of the public.
- f. Ms. Ozaki-Laughon asked if there were any further comments. Hearing none, she proceeded to the next section.

VI. Next Steps and Action Items

a. Action Items:

CONSTANT:

- a. Send follow-up on public outreach documentation. Survey extended to September 1, 2022.
- b. Send completed meeting minutes and slide deck to Steering Committee.
- c. Send CPRI worksheet to Steering Committee members, due September 9
- d. Send Mitigation Actions Worksheet, due September 9

Clark County PM/Steering Committee Oversight Group

- e. Approve meeting minutes from Steering Committee Meeting
- f. Provide support with Steering Committee members completion of hazard questionnaire and public engagement documentation

Steering Committee

- g. Complete hazard questionnaire by August 31
- h. Send public engagement documentation by August 31
- i. Complete CPRI worksheet and Mitigation Action worksheet by September 9

**Table 3: Meeting Attendees**

#	Name	Project Role
1	Lee Rosenberg	Project Manager, CONSTANT
2	Misty Richardson	Project Manager, Clark County
3	Carlito Rayos	Steering Committee Member



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4	Samantha Baker	Steering Committee Member
5	Clint Spencer	Steering Committee Member
6	Ryan Turner	Steering Committee Member
7	Greg Chesser	Steering Committee Member
8	Bradley Iverson	Steering Committee Member
9	Travis Anderson	Steering Committee Member
10	Angeline Szymanski	Steering Committee Member
11	Jeff Harper	Steering Committee Member
12	Billy Samuels	Steering Committee Member
13	Todd Myers	Steering Committee Member
14	Craig McDougall	Steering Committee Member
15	Corey Ross	Steering Committee Member
16	Sanders Smiles	Steering Committee Member
17	Jeff Ohs	Steering Committee Member
18	Skye Dunfield	Steering Committee Member