



Steering Committee Kickoff Meeting Minutes

Date: April 18, 2022

Time: 1:00-2:00pm PST

Notetaker: Amanda Ozaki-Laughon

Table 1: Action Items

#	Action Item	Assignee	Date
1.	Distribute meeting minutes to Clark Co. Project Manager and then the Steering Committee Members	CONSTANT	04/22/2022
2.	Schedule quarterly Steering Committee meetings based on response to Doodle polls	CONSTANT	04/25/2022
3.	Develop and share drafted Public Involvement Plan	CONSTANT	04/30/2022
4.	Respond to Doodle polls for quarterly Steering Committee meeting availability	Steering Committee	04/22/2022
5.	Identify local events where public engagements can occur	Steering Committee	04/30/2022
6.	Seek clarification regarding the Paiute Tribe’s 2019 annex update and the expectation to align with 2023 Clark Co MJHMP	Clark Co PM	Ongoing

I. Welcome and Administrations

1. Introductions and Opening Remarks
2. Ms. Mann started the meeting with opening remarks and a welcome, and housekeeping items regarding participation via Zoom.
3. Mr. Hynds welcomed the group as the workgroup lead and explained the purpose of the group and the MJHMP project.
4. Ms. Mann then led the group through a round of brief introductions.



5. Following introductions, she explained the difference in members, alternates, and subject-matter experts (SME). The SMEs may be called upon to provide input during certain phases of the project including hazard identification, hazard or community profiles, impacts, etc.

II. Meeting Purpose

1. Ms. Mann noted that the meeting would provide an overview on hazard mitigation, clarify the project's scope, and focus on time-sensitive deliverables, including the timeline of Steering Committee and SME involvement.
2. Ms. Mann asked if there were any questions or comments. Hearing none, she passed the meeting to Mr. Rosenberg.

III. Hazard Mitigation Overview

1. Mr. Rosenberg led the group through an explanation of hazard mitigation planning. He defined key terms, discussed the Federal Disaster Mitigation Act of 2000, and the expiration date of the Clark County MJHMP, last updated in 2018.
2. Mr. Rosenberg emphasized the utility of the plan with regard to applying and receiving grant funding from the federal government.
3. Mr. Rosenberg asked if there were any questions. Hearing none, he passed the meeting to Ms. Mann to discuss the project scope.

IV. Project Scope

1. Ms. Mann led the group through the objectives as expressed in the project contract, emphasizing the update of mitigation strategies based on current hazards in Clark County. She asked Mr. Hynds if he had any additions.
2. Mr. Hynds stated that the State of Nevada is paralleling this effort to list and uniformly describe the hazards for the state.
3. Mr. Rosenberg stated that this uniformity is very important and admirable of the State to take on.
4. Ms. Mann asked if there were any further questions.
5. Ms. Parker stated that the Paiute Tribe updated its annex after the 2018 MJHMP, at the request of the government due to some changes through FEMA regarding tribal mitigation plans. The annex was approved in 2019, and she inquired as to whether the tribe will follow the Clark County timeline.
6. Mr. Hynds expressed his understanding that the plan, as a whole, is expiring, and all of the annexes would be included in this new update. Additional clarification will be sought to determine if the tribe is on the same schedule as this plan update.

V. Deliverables

1. Ms. Mann walked the group through the four tasks of the project including the planning process, risk assessment, mitigation strategy, and plan maintenance and adoption.
2. She asked if the group had any questions. Hearing none, she moved to discuss the project timeline.



3. Ms. Mann led the group through a discussion of the project timeline, including key project milestones, contingencies for holidays, and adoption by September 2023.

VI. Steering Committee Management

1. Ms. Mann asked to Ms. Ozaki-Laughon to discuss the quarterly meeting schedule.
2. Ms. Ozaki-Laughon explained the process of using Doodle poll to fill out availability and responded to questions regarding Friday scheduling and error messages with Doodle poll. She asked if there were further questions. Hearing none, she passed the meeting back to Ms. Mann.

VII. Next Steps and Action Items

1. Ms. Mann led the group through next steps, including scheduling quarterly Steering Committee meetings, distribution of meeting minutes, distribution of a shared site for documentation sharing, and development of a drafted Public Involvement Plan.
2. Ms. Mann highlighted action items for the Project Management team for Clark County, including preparation for one of the project’s community engagements during the July 9 Local Emergency Planning Committee (LEPC) meeting, and search for local events to maximize participation and involvement.
3. The Doodle polls for each Steering Committee Meeting are listed below:
 May 2022 Quarterly Meeting:
<https://doodle.com/meeting/participate/id/bkR586Ja>
 September 2022 Quarterly Meeting:
<https://doodle.com/meeting/participate/id/eVO5JlBa>
 January 2023 Quarterly Meeting:
<https://doodle.com/meeting/participate/id/b4xkW3Vb>
 June 2023 Quarterly Meeting:
<https://doodle.com/meeting/participate/id/dR6M8yKd>
4. Ms. Mann asked if there were any other questions or any further feedback. Hearing none, she concluded the meeting.

Table 2: Meeting Attendees

#	Name	Position	Organization/Department
1.	Holly Mann	Project Manager	CONSTANT
2.	Amanda Ozaki-Laughon	Deputy Project Manager	CONSTANT
3.	Jeremy Hynds	Emergency Manager	City of Henderson
4.	Lee Rosenberg	Subcontracted support	Navigating Preparedness Associates
5.	Jim Sims	Project Sponsor	CONSTANT



6.	A.J. Cieplenski	Subject Matter Expert	Harry Reid International
7.	Angeline Szymanski	Steering Committee Member	Clark County Water Reclamation District
8.	Billy Samuels# Clark County - OEM	Steering Committee Member	Clark County Fire Department
9.	Bradley Iverson	Steering Committee Alternate	City of Las Vegas
10.	Brian O'Neal	Subject Matter Expert	CCFD Rural Division
11.	Carlito Rayos	Steering Committee Member	Clark County
12.	Carolyn Levering	Steering Committee Member	City of Las Vegas
13.	Clint J Spencer	Steering Committee Member	Clark County Public Works
14.	Dan Berc	Subject Matter Expert	NOAA
15.	Geir Gabrielson	Subject Matter Expert	Nevada National Guard
16.	Greg Chesser	Steering Committee Member	Boulder City
17.	Harriett Parker	Steering Committee Member	Las Vegas Paiute Tribe
18.	Janelle Woodward	Steering Committee Member	State of Nevada
19.	Jason Manzo	Subject Matter Expert	Southern Nevada Area Communications Council
20.	Jeff Harper	Steering Committee Member	Moapa Paiute Tribe
21.	Jeremy Hynds	Steering Committee Lead	City of Henderson
22.	Jim Andersen	Subject Matter Expert	Clark County
23.	Jim Owens	Steering Committee Alternate	Las Vegas Paiute Tribe
24.	Josie Ross	Steering Committee Alternate	City of Henderson
25.	Leigh Ann Anders	Subject Matter Expert	Clark County
26.	Misty Robinson	Subject Matter Expert	Southern Nevada Health District
27.	Phil Klevatorick	Subject Matter Expert	Clark County
28.	Robert Vega	Subject Matter Expert	Clark County
29.	Ryan Gerchman	Steering Committee Member	State of Nevada



30.	Sam Baker-	Steering Committee Member	Environment and Sustainability
31.	Sam Palmer	Subject Matter Expert	Clark County
32.	Sarah Wright	Subject Matter Expert	Clark County
33.	Solome Barton	Steering Committee Alternate	City of North Las Vegas
34.	Stephen Neel	Subject Matter Expert	Moapa Valley Fire District
35.	Werner K. Hellmer	Subject Matter Expert	Clark County