



Meeting Minutes

Date: February 15, 2023

Time: 1:30 PM (PST)

Location: Zoom Conference Call

Table 1: Action Items

#	Action Item	Responsible	Due Date
1	Follow up on additional information needed from submitted Mitigation Action Worksheets	CONSTANT	Ongoing
2	Send out Capabilities Assessment Worksheets	CONSTANT	Ongoing
	Submit Section 5: Draft Mitigation Strategy	CONSTANT	Mar. 15
3	Continue to assist with outreach	Clark County/CONSTANT	Ongoing
4	Submit Mitigation Action Worksheets	Steering Committee	Feb. 17
5	Submit Jurisdiction Capabilities Assessment Worksheet	Steering Committee	Feb. 28
6	Open Public Comment Period		May 1

I. Welcome/Introductions

- Mona Bonty, CONSTANT, introduced herself as the Project Manager, as well as the rest of the CONSTANT Team. The additional CONSTANT members attending this meeting were Emily Long, Dan Smith and subcontractor Lee Rosenberg.
- Mona completed Steering Committee roll call. Meeting Participants can be found on Table 2: Participants.

II. Quarterly Project Activities

- Mona provided updates on the following:
 - Work that has been completed since the last Steering Committee Meeting
 - Bi-Weekly Project Status Meetings held with Misty and Josie
 - Submissions of the draft of Section 3 and Section 4 to (Misty/Josie) for review.
 - Meetings with individual jurisdictions on Hazard Mitigation Worksheets were held
 - Coordination and information gathering efforts completed to obtain Critical Facilities Data
 - Meetings held with the State of Nevada, Janelle and Ryan. Their support to the MJHMP update has been appreciated



- Misty has been involved in the engagement of the area tribal communities/government
- Presentation by CONSTANT at the LEPC meeting on the project and the current status need for mitigation projects
- Multiple meetings held regarding in-kind tracking for this project

III. Mitigation Action Worksheet Status

- CONSTANT conducted multiple 1:1 interviews with jurisdictions to support the completion of their Mitigation Action Worksheets
- Mona provided the list of jurisdictions who have submitted their Mitigation Action Worksheets:
 - Boulder City
 - Clark County (Office of Environmental & Sustainability)
 - Clark County Water Reclamation District
 - Las Vegas Valley Water District
 - City of North Las Vegas
- Additional information might be needed, especially on detailed project descriptions
- What is needed, outstanding jurisdictional Mitigation Action information:
 - City of Henderson
 - City of Las Vegas
 - City of Mesquite
 - Clark County Public Works Department
 - Clark County Building and Fire Safety
 - Las Vegas Paiute Tribe
 - Moapa Band of Paiutes
- Spencer Lewis, City of Mesquite, gave an update on their status of their Mitigation Action Worksheet, estimate of submission by beginning of next week
- Mona reviewed the information needed in the Hazard Mitigation Action Worksheet
- Mona mentioned that CONSTANT will be following up with jurisdictions that have submitted worksheets and have any missing or additional; information that is required
 - Deadline for Submission of Mitigation Action Worksheets is Friday, February 17, 2023
 - Projects to include Completed Mitigation Projects, Carry-Over Projects, and Proposed Projects
- Emily, CONSTANT, complimented the team on what has been submitted so far and mentioned that during her analysis the edits that are required are minor, information has also been taken from prior worksheets that were submitted from prior requests

IV. Capabilities Assessment

Emily presented the following regarding the Capabilities Assessment Worksheet:



- Capabilities Assessment for each jurisdiction is the next piece of information needed for the MJHMP update The FEMA Tribal Mitigation Planning Handbook explanation of a Capabilities Assessment
 - The Capabilities Assessment is the primary part of mitigation planning and reviewing mitigation strategies for the mitigation plan
 - The primary types of capabilities:
 - Planning and Regulatory – Capabilities that are based on the implementation of ordinances, policies, local laws and State statutes, and plans and programs that relate to guiding and managing growth and development
 - Administrative and Technical – Refers to the community’s staff and their skills and tools that can be used for mitigation planning and to implement specific mitigation actions
 - Financial – Resources that a jurisdiction has access to or is eligible to use to fund mitigation actions. The costs associated with implementing mitigation activities vary. Some mitigation actions such as building assessment or outreach efforts require little to no costs other than staff and time and existing operating budgets
 - Education and Outreach – Refers to education and outreach programs and method already in place that could be used to implement mitigation activities and communicate hazard-related information
- Potential project examples that would fall under these categories
- Worksheets will be emailed to jurisdictions and are due back to CONSTANT on **February 28, 2023**

V. Open Comment Period and MJHMP Submission

- Emily covered the next steps following submission of Mitigation Action Process
- Looking to conduct Steering Committee Close Out – April 26, 2023
- Open Comment Period: May 1 – 22, 2023, supporting documentation for Open Comment advertisement will be provided
- Emily mentioned the options for when process of adoption and approval can begin
- Jeremy, City of North Las Vegas, had a question regarding whether or not the County had to approve the MJHMP prior to Jurisdictions approving
- Misty, Clark County OEM, commented via chat, “We have only ever had the county approve first, I’m not certain if cities must wait.”
- Lee, CONSTANT, mentioned that Tribal government or Special Districts do not have to wait for County approval
- Emily mentioned that the approval process should occur around the time of BRIC Grant application submission, for that grant the requirements include approved HMP and project must be included in HMP
- Ryan, State of Nevada, mentioned an Approval Pending Adoption option
- Misty, commented via chat, “Due to this being multi-jurisdictional we have typically taken the lead through adoption 1st by the Board of County Commissioners followed by municipalities”



No further questions or comments asked by Steering Committee Members

VI. Project Timeline Highlights

Updates to the Hazard Mitigation Plan Project Timeline

Hazard Mitigation Plan Task	Status and Due Date
Section 3: Planning Area	Draft Completed
Section 4: Hazard Risk Assessment	Draft Completed
Receive Outstanding Mitigation Action Worksheets to input data into MJHMP Plan Draft	Friday, February 17, 2023
Submit Jurisdiction Capabilities Assessment Worksheet	Tuesday, February 28, 2023
Section 5: Draft Mitigation Strategy Submission	Wednesday, March 15, 2023
Open Public Comment Period	Monday, May 1, 2023 – Monday, May 22, 2023
Final Draft to Nevada Department Division of Emergency Management/Homeland Security & FEMA	Thursday, June 1, 2023

VII. Next Steps

- See Action Items (Table 1)

VIII. Questions/Comments.

IX. Adjourn

Table 2: Participants

	Name	Role	Organization
1	Mona Bontty	Project Manager/Sponsor	CONSTANT
2	Dan Smith	DPM	CONSTANT
3	Emily Long	Subject Matter Expert/Project Support	CONSTANT
4	Lee Rosenberg	SME	CONSTANT
5	Misty Richardson	Clark County MJHMP Project Manager	CCOEM
6	Josie Ross	EM Specialist/ DPM Clark County MJHMP	City of Henderson
7	Ryan Gerchman	Hazard Mitigation Planner	State of Nevada
8	Greg Chesser	Deputy Fire Chief	Boulder City

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9	Guy DeMarco	City of Las Vegas OEM	City of Las Vegas
10	Spencer Lewis	Emergency Management	City of Mesquite
11	Jeremy Hynds	Emergency Management	City of North Las Vegas
12	Angeline Szymanski	Emergency Management Coordinator	CC Water Reclamation District
13	Skye Dunfield	EM Intern	CC Water Reclamation District
14	Jae Beasley	Director of School Safety	CC School District
15	Harriet Parker	Safety Officer/EM Coordinator	Las Vegas Paiute Tribe
16	Corey Ross	Emergency Management Coordinator	Las Vegas Valley Water District
17	Clint Spencer	Manager	CC Public Works