



Hazard Mitigation Planning Committee

Meeting #3

Tuesday, December 20, 2022

3:00 pm – 4:00 pm

Brian Martin

Sheriff OES

Ron Ladd

City of Lakeport

Adeline Leyba

City of Clearlake

Leisha Phillips

Auditor/Controller

Derrell Hochstein

Robinson Police Department

Dave Fromer

District 1

Russel Cremer

District 2

Robert Young

District 3

David Brown

District 4

Jessica Fitzgerald

District 5

Alternates Present:

Lauren Berlinn, Sheriff OES

Hazard Mitigation Planning Committee #3

Minutes – December 20, 2022

- 1. Call to Order** – L. Sautelet called the meeting to order at 3:02pm.
 - a. Roll Call:** Quorum established.

- 2. HMP Progress Status Update**
 - L. Sautelet briefly went over in what stage the plan update is in.

- 3. HMP Update Draft – Section 1**
 - a. About**
 - No edits needed.

 - b. Lake County at a Glance**
 - No edits needed.

 - c. Geography & Climate**
 - No edits needed.

 - d. Population & Demographics**
 - R. Ladd and J. Fitzgerald like the tables in place; no need to move to appendices.

 - e. Planning Process**
 - No edits needed.

 - f. Organizing Resources**

- J. Fitzgerald stated Figure 1 is very small. L. Sautelet will make it more legible.

g. Profiling Lake County

- D. Brown stated that Table 5's 'Identified as Most Important' column might not be ranked the same in 3-5 years. D. Fromer confirmed that the hazards list and plan can be updated as needed after approval. D. Brown requested a copy of the Crosswalk. L. Sautelet agreed to send it post-meeting.

4. Public Comment

- None.

5. Adjourn & Set next meeting

- Next meeting is set for Thursday, January 9, 2023 @ 10am
- Meeting adjourned at 3:31pm

REGION IX LOCAL HAZARD MITIGATION PLAN REVIEW TOOL

Last Updated: Aug 9, 2022

The *Local Hazard Mitigation Plan Review Tool* demonstrates how the Local Hazard Mitigation Plan meets the regulation in 44 CFR §201.6 and offers State and FEMA Mitigation Planners an opportunity to provide feedback to the community.

- The **Regulation Checklist** provides a summary of FEMA’s evaluation of whether the plan has addressed all requirements.
- The **Plan Assessment** identifies the plan’s strengths as well as documents areas for future improvement. This section also includes a list of resources for implementation of the plan.
- The **Multi-Jurisdiction Summary Sheet** is a mandatory worksheet for multi-jurisdictional plans that is used to document which jurisdictions are eligible to adopt the plan.
- The **Hazard Identification and Risk Assessment Matrix** is a tool for plan reviewers to identify if all components of Element B are met.

Jurisdiction: Lake County	Title of Plan: Lake County Hazard Mitigation Plan 2023 Update	Date of Plan:
Local Point of Contact: Leah Sautelet	Address: Post Office Box 489 Lakeport, CA 95453	
Title: Emergency Services Manager		
Agency: Lake County Sheriff's OES		
Phone Number: (707) 263-3450	E-Mail: leah.sautelet@lakecountyca.gov	

State Reviewer(s):	Title:	Date:
Date Received at State Agency		
Date Sent to FEMA		

FEMA Reviewer(s):	Title:	Date:
Date Received in FEMA Region IX		
Date(s) Revisions Requested		
Date Approvable Pending Adoption (APA)		
Date Approved		

**SECTION 1:
REGULATION CHECKLIST**

INSTRUCTIONS: The Regulation Checklist must be completed by FEMA. The purpose of the Checklist is to identify the location of relevant or applicable content in the plan by element/sub-element and to determine if each requirement has been ‘Met’ or ‘Not Met.’ The ‘Required Revisions’ summary at the bottom of each element must be completed by FEMA to provide a clear explanation of the revisions that are required for plan approval. Required revisions must be explained for each plan sub-element that is ‘Not Met.’ Sub-elements should be referenced in each summary by using the appropriate numbers (A1, B3, etc.), where applicable. Requirements for each Element and sub-element are described in detail in the *Local Plan Review Guide* in Section 4, Regulation Checklist.

1. REGULATION CHECKLIST		Location in Plan (section and/or page number)	Met	Not Met
Regulation (44 CFR 201.6 Local Mitigation Plans)				
ELEMENT A. PLANNING PROCESS				
A1. Does the plan document the planning process, including how it was prepared and who was involved in the process for each jurisdiction? (Requirement §201.6(c)(1))	a. Does the plan provide documentation of how the plan was prepared? This documentation must include the schedule or timeframe and activities that made up the plan’s development as well as the planning team members who were involved.	4		
	b. Does the plan list the jurisdiction(s) participating in the plan that are seeking approval?	4		
	c. Does the plan identify who represented each jurisdiction on the planning team? At a minimum, it must identify the jurisdiction represented and the person’s position or title and agency within the jurisdiction.)	Table 5, page 11		
A2. Does the plan document an opportunity for neighboring communities, local and regional agencies involved in hazard mitigation activities, agencies that have the authority to regulate development as well as other interests to be involved in the planning process? (Requirement §201.6(b)(2))	a. Does the plan document an opportunity for stakeholders from neighboring communities, local, and regional agencies involved in hazard mitigation activities, agencies that have the authority to regulate development, as well as other interested parties to be involved in the planning process?	11		
	b. Does the plan identify how the stakeholders were invited to participate in the process?	12		

1. REGULATION CHECKLIST Regulation (44 CFR 201.6 Local Mitigation Plans)		Location in Plan (section and/or page number)	Met	Not Met
A3. Does the plan document how the public was involved in the planning process during the drafting stage? (Requirement §201.6(b)(1))	a. Does the plan document how the public was given the opportunity to be involved in the planning process?	14		
	b. Does the plan document how the public's feedback was incorporated into the plan?			
A4. Does the plan describe the review and incorporation of existing plans, studies, reports, and technical information? (Requirement §201.6(b)(3))		14		
A5. Is there discussion of how the community(ies) will continue public participation in the plan maintenance process? (Requirement §201.6(c)(4)(iii))				
A6. Is there a description of the method and schedule for keeping the plan current (monitoring, evaluating and updating the mitigation plan within a 5-year cycle)? (Requirement §201.6(c)(4)(i))	a. Does the plan identify how, when, and by whom the plan will be monitored (how will implementation be tracked) over time?			
	b. Does the plan identify how, when, and by whom the plan will be evaluated (assessing the effectiveness of the plan at achieving stated purpose and goals) over time?			
	c. Does the plan identify how, when, and by whom the plan will be updated during the 5-year cycle?			
ELEMENT A: REQUIRED REVISIONS				
ELEMENT B. HAZARD IDENTIFICATION AND RISK ASSESSMENT (Reviewer: See Section 4 for assistance with Element B)				
B1. Does the plan include a description of the type, location, and extent of all natural hazards that can affect each jurisdiction(s)? (Requirement §201.6(c)(2)(i))	a. Does the plan include a general description of all natural hazards that can affect each jurisdiction?	19		
	b. Does the plan provide rationale for the omission of any natural hazards that are commonly recognized to affect the jurisdiction(s) in the planning area?	21		
	c. Does the plan include a description of the type of all natural hazards that can affect each jurisdiction?			
	d. Does the plan include a description of the location for all natural hazards that can affect each jurisdiction?			
	e. Does the plan include a description of the extent for all natural hazards that can affect each jurisdiction?			

1. REGULATION CHECKLIST		Location in		
Regulation (44 CFR 201.6 Local Mitigation Plans)		Plan	Met	Not
		(section		Met
		and/or		Not
		page number)		Met
B2. Does the plan include information on previous occurrences of hazard events and on the probability of future hazard events for each jurisdiction? (Requirement §201.6(c)(2)(i))	a. Does the plan include information on previous occurrences of hazard events for each jurisdiction?			
	b. Does the plan include information on the probability of future hazard events for each jurisdiction?			
B3. Is there a description of each identified hazard’s impact on the community as well as an overall summary of the community’s vulnerability for each jurisdiction? (Requirement §201.6(c)(2)(ii))	a. Is there a description of each hazard’s impacts on each jurisdiction (what happens to structures, infrastructure, people, environment, etc.)?			
	b. Is there a description of each identified hazard’s overall vulnerability (structures, systems, populations, or other community assets defined by the community that are identified as being susceptible to damage and loss from hazard events) for each jurisdiction?			
B4. Does the plan address NFIP insured structures within the jurisdiction that have been repetitively damaged by floods? (Requirement §201.6(c)(2)(ii))				
ELEMENT B: REQUIRED REVISIONS				
ELEMENT C. MITIGATION STRATEGY				
C1. Does the plan document each jurisdiction’s existing authorities, policies, programs and resources and its ability to expand on and improve these existing policies and programs? (Requirement §201.6(c)(3))	a. Does the plan document each jurisdiction’s existing authorities, policies, programs and resources?			
	b. Does the plan document each jurisdiction’s ability to expand on and improve these existing policies and programs?			
C2. Does the plan address each jurisdiction’s participation in the NFIP and continued compliance with NFIP requirements, as appropriate? (Requirement §201.6(c)(3)(ii))				
C3. Does the plan include goals to reduce/avoid long-term vulnerabilities to the identified hazards? (Requirement §201.6(c)(3)(i))				
C4. Does the plan identify and analyze a comprehensive range of specific mitigation actions and projects for each jurisdiction being considered to reduce	a. Does the plan identify and analyze a comprehensive range of specific mitigation actions and projects to reduce the impacts from hazards?			

1. REGULATION CHECKLIST		Location in	Met	Not
Regulation (44 CFR 201.6 Local Mitigation Plans)		Plan		Met
		(section		Met
		and/or		Met
		page number)		Met
the effects of hazards, with emphasis on new and existing buildings and infrastructure? (Requirement §201.6(c)(3)(ii))	b. Does the plan identify mitigation actions for every hazard posing a threat to each participating jurisdiction?			
	c. Do the identified mitigation actions and projects have an emphasis on new and existing buildings and infrastructure?			
C5. Does the plan contain an action plan that describes how the actions identified will be prioritized (including cost benefit review), implemented, and administered by each jurisdiction? (Requirement §201.6(c)(3)(iv)); (Requirement §201.6(c)(3)(iii))	a. Does the plan explain how the mitigation actions will be prioritized (including cost benefit review)?			
	b. Does the plan identify the position, office, department, or agency responsible for implementing and administering the action, potential funding sources and expected timeframes for completion?			
C6. Does the plan describe a process by which local governments will integrate the requirements of the mitigation plan into other planning mechanisms, such as comprehensive or capital improvement plans, when appropriate? (Requirement §201.6(c)(4)(ii))	a. Does the plan identify the local planning mechanisms where hazard mitigation information and/or actions may be incorporated?			
	b. Does the plan describe each community's process to integrate the data, information, and hazard mitigation goals and actions into other planning mechanisms?			
	c. The updated plan must explain how the jurisdiction(s) incorporated the mitigation plan, when appropriate, into other planning mechanisms as a demonstration of progress in local hazard mitigation efforts.			
ELEMENT C: REQUIRED REVISIONS				
ELEMENT D. PLAN REVIEW, EVALUATION, AND IMPLEMENTATION				
(Applicable to plan updates only)				
D1. Was the plan revised to reflect changes in development? (Requirement §201.6(d)(3))				
D2. Was the plan revised to reflect progress in local mitigation efforts? (Requirement §201.6(d)(3))				
D3. Was the plan revised to reflect changes in priorities? (Requirement §201.6(d)(3))				

1. REGULATION CHECKLIST		Location in	Met	Not
Regulation (44 CFR 201.6 Local Mitigation Plans)		Plan		Met
		(section		Met
		and/or		
		page number)		
<u>ELEMENT D: REQUIRED REVISIONS</u>				
ELEMENT E. PLAN ADOPTION				
E1. Does the plan include documentation that the plan has been formally adopted by the governing body of the jurisdiction requesting approval? (Requirement §201.6(c)(5))				
E2. For multi-jurisdictional plans, has each jurisdiction requesting approval of the plan documented formal plan adoption? (Requirement §201.6(c)(5))				
<u>ELEMENT E: REQUIRED REVISIONS</u>				
OPTIONAL: HIGH HAZARD POTENTIAL DAM RISKS (Applicable to jurisdictions interested in becoming sub applicants to FEMA’s Rehabilitation of High Hazard Potential Dams (HHPD) Grant Program only)				
HHPD1. Did the plan describe the incorporation of existing plans, studies, reports, and technical information for HHPDs?	a. Does the plan describe how the local government worked with local dam owners and/or the state dam safety agency?			
	b. Does the plan incorporate information shared by the state and/or local dam owners?			
HHPD2. Did the plan address HHPDs in the risk assessment?	a. Does the plan describe the risks and vulnerabilities to and from HHPDs?			
	b. Does the plan document the limitations and describe how to address deficiencies?			
HHPD3. Did the plan include mitigation goals to reduce long-term vulnerabilities from HHPDs?	a. Does the plan address how to reduce vulnerabilities to and from HHPDs as part of its own goals or with other long-term strategies?			
	b. Does the plan link proposed actions to reducing long-term vulnerabilities that are consistent with its goals?			
HHPD4. Did the plan include actions that address HHPDs and prioritize mitigation actions to reduce vulnerabilities from HHPDs?	a. Does the plan describe specific actions to address HHPDs?			
	b. Does the plan describe the criteria used to prioritize actions related to HHPDs?			

1. REGULATION CHECKLIST		Location in	Met	Not
Regulation (44 CFR 201.6 Local Mitigation Plans)		Plan		Met
		(section		Met
		and/or		Met
		page number)		Met
	c. Does the plan identify the position, office, department, or agency responsible for implementing and administering the action to mitigate hazards to or from HHPDs?			
<u>REQUIRED REVISIONS</u>				
ELEMENT F. ADDITIONAL STATE REQUIREMENTS				
(Optional for State Reviewers only; not to be completed by FEMA)				
F1.				
F2.				
<u>ELEMENT F: REQUIRED REVISIONS</u>				

SECTION 2: PLAN ASSESSMENT

INSTRUCTIONS: The purpose of this Plan Assessment is to offer the local community more comprehensive feedback to the community on the quality and utility of the plan in a narrative format. The Plan Assessment **must** be completed by FEMA.

The Assessment is an opportunity for FEMA to provide feedback and information to the community on: 1) suggested improvements to the plan; 2) specific sections in the plan where the community has gone above and beyond minimum requirements; 3) recommendations for plan implementation; and 4) ongoing partnership(s) and information on other FEMA programs, specifically Risk MAP and Hazard Mitigation Assistance programs.

The Plan Assessment is divided into two sections:

- 1) Plan Strengths and Opportunities for Improvement
- 2) Resources for Implementing Your Approved Plan

Plan Strengths and Opportunities for Improvement is organized according to the plan elements listed in the Regulation Checklist. Each element includes a series of italicized bulleted items that are suggested topics for consideration while evaluating plans, but it is not intended to be a comprehensive list. FEMA Mitigation Planners are not required to answer each bullet item, and should use them as a guide to paraphrase their own written assessment (2-3 sentences) of each element.

The Plan Assessment must not reiterate the required revisions from the Regulation Checklist or be regulatory in nature, and should be open-ended and to provide the community with suggestions for improvements or recommended revisions. The recommended revisions are suggestions for improvement and are not required to be made for the plan to meet Federal regulatory requirements. The italicized text should be deleted once FEMA has added comments regarding strengths of the plan and potential improvements for future plan revisions. It is recommended that the Plan Assessment be a short synopsis of the overall strengths and weaknesses of the Plan (no longer than two pages), rather than a complete recap section by section.

Resources for Implementing Your Approved Plan provides a place for FEMA to offer information, data sources and general suggestions on the overall plan implementation and maintenance process. Information on other possible sources of assistance including, but not limited to, existing publications, grant funding or training opportunities, can be provided. States may add state and local resources, if available.

A. Plan Strengths and Opportunities for Improvement

This section provides a discussion of the strengths of the plan document and identifies areas where these could be improved beyond minimum requirements.

Element A: Planning Process

Strengths:

- 1)
- 2)
- 3)

Opportunities for Improvement:

- 1)
- 2)
- 3)

Element B: Hazard Identification and Risk Assessment

Strengths:

- 1)
- 2)
- 3)

Opportunities for Improvement:

- 1)
- 2)
- 3)

Element C: Mitigation Strategy

Strengths:

- 1)
- 2)
- 3)

Opportunities for Improvement:

- 1)
- 2)
- 3)

Element D: Plan Update, Evaluation, and Implementation (*Plan Updates Only*)

Strengths:

- 1)
- 2)
- 3)

Opportunities for Improvement:

- 1)
- 2)
- 3)

B. Resources for Implementing and Updating Your Approved Plan

This resource section is organized into three categories:

- 1) Guidance and Resources
- 2) Training Topics and Courses
- 3) Funding Sources

Guidance and Resources

Local Mitigation Planning Handbook

<https://www.fema.gov/media-library/assets/documents/31598>

Level Up! Podcast Series on Hazard Mitigation

<https://www.georgetownclimate.org/articles/level-up-audio-project.html>

Beyond the Basics

<http://mitigationguide.org/>

Mitigation Ideas

<https://www.fema.gov/media-library/assets/documents/30627>

Plan Integration: Linking Local Planning Efforts

<https://www.fema.gov/media-library/assets/documents/108893>

Coastal Plan Alignment Compass

<https://resilientca.org/topics/plan-alignment/>

Integrating Disaster Data into Hazard Mitigation Planning

<https://www.fema.gov/media-library/assets/documents/103486>

Integrating Historic Property and Cultural Resource Considerations into Hazard Mitigation Planning

<https://www.fema.gov/ar/media-library/assets/documents/4317>

Guides to Expanding Mitigation

<https://www.fema.gov/about/organization/region-2/guides-expanding-mitigation>

Community Rating System User Manual

<https://www.fema.gov/media-library/assets/documents/8768>

U.S. Climate Resilient Toolkit

<https://toolkit.climate.gov/>

2018 National Climate Assessment

<https://nca2018.globalchange.gov/>

Managing the Risks of Extreme Events and Disasters to Advance Climate Change Adaptation

http://ipcc-wg2.gov/SREX/images/uploads/SREX-All_FINAL.pdf

FY15 Hazard Mitigation Assistance Unified Guidance

<https://www.fema.gov/media-library/assets/documents/103279>

A Guide to Supporting Engagement and Resiliency in Rural Communities

https://www.fema.gov/sites/default/files/documents/fema_rural-guide_jan-2021.pdf

Guide to Virtual Hazard Mitigation Planning Meetings

<https://www.mass.gov/doc/guide-to-virtual-hazard-mitigation-planning-meetings/download#:~:text=Guide%20to%20Virtual%20Hazard%20Mitigation%20Planning%20Meetings.%20This,valuab%20input%20into%20the%20mitigation%20planning%20process,%20from>

Training

More information at <https://training.fema.gov/emi.aspx> or through your State Training Officer

Mitigation Planning

IS-318 Mitigation Planning for Local and Tribal Communities

<https://training.fema.gov/is/courseoverview.aspx?code=is-318>

IS-393 Introduction to Hazard Mitigation

<https://training.fema.gov/is/courseoverview.aspx?code=is-393.a>

G-318 Preparing and Reviewing Local Plans

G-393 Mitigation for Emergency Managers

Hazard Mitigation Assistance (HMA) Grant Programs

IS-212.b Introduction to Unified HMA

<http://www.training.fema.gov/is/courseoverview.aspx?code=IS-212.b>

IS-277 Benefit Cost Analysis Entry Level

<http://www.training.fema.gov/is/courseoverview.aspx?code=IS-277>

E-212 HMA: Developing Quality Application Elements

E-213 HMA: Application Review and Evaluation

E-214 HMA: Project Implementation and Programmatic Closeout

E-276 Benefit-Cost Analysis Entry Level

GIS and Hazus-MH

IS-922 Application of GIS for Emergency Management

<http://www.training.fema.gov/is/courseoverview.aspx?code=IS-922>

E-190 ArcGIS for Emergency Managers

E-296 Application of Hazus-MH for Risk Assessment

E-313 Basic Hazus-MH

Floodplain Management

E-273 Managing Floodplain Development through the NFIP

E-278 National Flood Insurance Program/ Community Rating System

Potential Funding Sources

Hazard Mitigation Grant Program

POC: FEMA Region IX and State Hazard Mitigation Officer

Website: <https://www.fema.gov/hazard-mitigation-grant-program>

Building Resilient Infrastructure and Communities Grant Program

POC: FEMA Region IX and State Hazard Mitigation Officer

Website: <https://www.fema.gov/grants/mitigation/building-resilient-infrastructure-communities>

Flood Mitigation Assistance Grant Program

POC: FEMA Region IX and State Hazard Mitigation Officer

Website: <https://www.fema.gov/flood-mitigation-assistance-grant-program>

Emergency Management Performance Grant Program

POC: FEMA Region IX

Website: <https://www.fema.gov/emergency-management-performance-grant-program>

**SECTION 3:
MULTI-JURISDICTIONAL SUMMARY SHEET**

INSTRUCTIONS: For multi-jurisdictional plans, this summary sheet must be completed by listing each participating jurisdiction that is eligible to adopt the plan.

MULTI-JURISDICTION SUMMARY SHEET					
#	Jurisdiction Name	Jurisdiction Type	Eligible to Adopt the Plan?	Plan POC	Email
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

