

STEERING COMMITTEE GROUND RULES

Chelan County 2024 Multi-jurisdictional Hazard Mitigation Plan Update

PURPOSE

As the title suggests, the role of the Steering Committee (SC) is to guide the Planning Team through the Chelan County Multi-jurisdictional Hazard Mitigation Plan (HMP) development process that will result in a plan that can be embraced both politically and by the constituency within Chelan County. The SC will provide guidance and leadership, oversee the planning process, and act as the point of contact for all stakeholders and various interest groups in the planning area. The makeup of this committee was selected to provide the best possible cross section of views to enhance the planning effort and to help build support for hazard mitigation.

LEADERSHIP

The SC selected Kurt Blanchard representing Wenatchee Valley Fire to be the chairperson. The role of a chair is to: 1) lead meetings so that agendas are followed and meetings adjourn on-time, 2) allow all members to be heard during discussions, 3) moderate discussions between members with differing points of view, and 4) be a sounding board for staff in the preparation of agendas and how to best involve the full SC in work plan tasks. Ed Martinez representing RC3 was selected as vice chairperson to take the chair's role when the chair is not available. The SC chose to adopt a rule that requires either the chair or the vice chair to be present at any given meeting.

ATTENDANCE

Participation of all SC members in meetings is important and members should make every effort to attend or call in to each meeting. If a SC member cannot attend, they should inform the Planning Team before the meeting is conducted. If a member misses a total of two consecutive, or three cumulative meetings without an explanation, the chairperson will contact the member to determine his or her interest in continued support of this process. The chairperson will also contact a member to determine if participation will still be possible if a committee member misses two consecutive meetings, regardless of notice being provided. The resulting action following such an inquiry will be at the discretion of the chair. (Note: designated alternates as discussed below will count as committee member attendance as applicable.)

QUORUM

A minimum attendance at each meeting often is needed to ensure that the different viewpoints of SC members are adequately represented. A quorum for this committee will be seven members. This quorum can be met with an attendance augmented by designated alternates.

ALTERNATES

Steering Committee members can identify an alternate should they feel there will be an issue with their ability to attend all meetings. For this planning process, designated alternates will be fully interchangeable with the designated primary SC member. So when an alternate attends a meeting and a vote is taken, that alternate may vote as they feel as it pertains to the issue being confirmed. They are not acting as the proxy for the primary member.

Alternates will receive copies of all meeting materials as well as meeting agendas and minutes. Alternates are welcome to attend any and all scheduled meetings. Alternates will not have a vote on this committee when the primary SC member is also in attendance. Alternates will only have a vote when they are attending in the place of the primary SC member. Coordination of who attends scheduled meetings is the sole responsibility of the primary member and their designated alternate. Those SC members that choose to designate alternates shall notify the planning team no later than one week prior to the next scheduled SC meeting.

DECISION-MAKING

As the SC provides advice and guidance on the HMP, it will reach its recommendations through 1) consensus, or 2) voting. Consensus is defined as a recommendation that may not be ideal for each Committee member, but every member can live with it (using the consensus continuum as a gage). Voting is defined as “majority rules.” The Committee decided that consensus will be their preferred method of decision making. However, if consensus cannot be reached on a given issue, then voting will be used to reach a ruling. In the event of a tie, the Chairperson will make the final decision. In any case, minority dissent will be recorded as requested in the meeting summaries and the Committee may choose to note such opinions in their final recommendations. On action items where decisions will need to be made by the Committee, a vote will be taken to determine consensus or the majority stance of the committee. Only seated SC members or their designated alternates that are attending the meeting as the principal representative will have a vote. Members of the public, planning team members, or alternates that are attending a meeting in conjunction with their principal representative will not have a vote.

RECOMMENDATIONS

The SC's recommendations will be recorded in the meeting summaries and reflected in the HMP as appropriate. The SC may also assist in the presentation of the HMP to the elected bodies of participating organizations.

SPOKESPERSON

Ideally the SC will present a united recommendation after considering the different viewpoints of its members, recognizing that each member might have made a somewhat different recommendation as an individual. To consistently represent the SC's united recommendations to participating organizations, the public, and the media, the Committee spokesperson will be the representative from Chelan County Natural Resources Department.

In addition, each member should have a responsibility to represent the SC's recommendation when speaking on Plan-related issues as a SC member. Any differing personal or organizational viewpoints should be clearly distinguished from the SC's work. Finally, SC members may need to help with presentations given to governing bodies as well as during public meetings or presentations.

STAFFING

The Core Planning Team for this project includes appropriate personnel from Chelan County Natural Resources, Cascadia Conservation District, and contracted consultant assistance provided by Perteet, Black & Veatch, and The Ember Alliance. The Planning Team will schedule meetings, distribute agendas, prepare information/presentations for SC meetings, write meeting summaries, and generally seek to facilitate the SC's activities.

PUBLIC INVOLVEMENT

As they conduct SC work, members will seek to keep the public and the groups to which they are affiliated informed about the Plan. All SC meetings will be open to the public. Members of the public wishing to address the SC must sign in prior to the meeting and identify their name, address and whom they represent. All SC meeting agendas will be posted on the HMP website a minimum of one week prior to each SC meeting. Public comments will be taken prior to initiation of each meeting. Comments will only be taken on items contained on the meeting summaries. Each member of the public wishing to address the SC will be given a single allotment of 1-3 minutes at the discretion of the Chair. The number of speakers allowed to address the committee will be at the discretion of the chair. Speaking time cannot be transferred to another speaker. All public comments received will be reflected in the meeting summaries.

COURTESY

Committee members should treat each other with respect, listen to each other, work cooperatively, and allow all members to voice their opinions.

MEETINGS

Meetings will generally be conducted on the third Thursday of each month from 12:30 pm to 2:00 pm at:

Confluence Technology Center
285 Technology Center Way
Wenatchee, WA 98801

Meeting locations can be changed as needed. All changes in venue will be posted on the county's website no later than one week prior to the scheduled meeting. Meeting dates are subject to change based upon SC direction.

	Agency/Organization	Primary Name	Primary Email	Alternate Name	Alternate Email
1	Chelan County NRD	Lisa Dowling	Lisa.Dowling@co.chelan.wa.us		
2	Chelan County EM	Sgt Jason Reinfeld	jason.reinfeld@co.chelan.wa.us	Stan Smoke	stan.smoke@co.chelan.wa.us
3	Chelan County PW/FCZD	Jason Detamore	Jason.Detamore@co.chelan.wa.us		
4	Wenatchee	Jessica Shaw	JShaw@WenatcheeWA.Gov	Stephen Neuenschwander	SNeuenschwander@WenatcheeWA.Gov
5	Small City	Steve Crochi (Cashmere)	Steve@cityofcashmere.org	Mark Botello (Entiat)	mbotello@entiatwa.us
6	Small City	Lilith Vespier	lvespier@cityofleavenworth.com	Wade Ferris (Chelan)	wfarris@cityofchelan.us
7	Fire District 1 (WVFR)	Kurt Blanchard	kblanchard@wvfire.org	Hillary Heard	hheard@wvfire.org
8	Chelan Fire & Rescue (FD7)	Brandon Asher	basher@cfr7.org	Shawn Sherman	shawns@cfr7.org
9	CCD	Ryan Williams	RyanW@cascadiacd.org	TBD	
10	LWFR	Kris King	kking@lwfr.org		
	COMMUNITY MEMBERS / NON PLANNING PARTNER				
11	DNR	Jake Hardt	Jake.Hardt@dnr.wa.gov	Amy Ramsey	amy.ramsey@dnr.wa.gov
12	Sustainable NW	Jana Fischback	jana@sustainablencw.org	Mandy Maxwell	mandy@earthkincollaborative.com
13	RC3	Ed Martinez	edmar1960@gmail.com	Jan Yalowitz	jan@yalfam.com
14	Confluence Health	Jean-Michael Dapena	JeanMichael.DapenaTorres@confluencehealth.org		
15	Our Valley our Future	Stephen Maher	stephenmaher67@yahoo.com		
16	Chumstick Coalition	Bob Keller	rakllr@aol.com		
17	Citizen	Laura Cross	Dlcross0110@yahoo.com		
18	Citizen	Russ Truman	russtruman@gmail.com		