

**Cass County Mitigation Planning Committee Meeting**  
 December 4, 2012, 10:00 AM  
 Public Safety Building, 4630 15 Avenue N, Fargo, ND

	Anderson, Kay	Benson, Jason	Boerboom, Nathan	Masten, Daryl	Murphy, Doug	Rogness, Dave	Schaan, Amber	Schlafmann, Leon	Scribner, Brady	Solberg, Tim	Walker, April
Present	X	X	X	X	X	X	X	X	X	X	
Absent											X

Meeting called to order.

**Grant overview**

Rogness said Cass County’s Multi-Hazard Mitigation Plan expires every five years. The current plan will expire January 2014. FEMA will not fund projects in jurisdictions that do not fall under an approved plan.

Once the plan is completed it is reviewed by the state of North Dakota. Once approved, the state forwards the plan to FEMA for final approval.

Rogness said after completing the plan update five years ago, he decided a planning consultant would aid immensely in updating the plan. He applied for a grant through the state and after a few delays his application was approved. The consultant chosen is Lake Agassiz Development Group. Rogness will present a contract draft from Lake Agassiz to the County Commission for approval.

**Deadlines**

The plan usually takes 18 months to complete (including approval time at the state and FEMA). As there were delays in the grant application approval, the plan will need to be completed on an accelerated schedule to make the January 2014 deadline.

**Budget/match requirement**

The \$60,000 grant requires a match. Part (or all) of the match may be covered in kind. After discussion, Walker and Rogness agreed that any part of the match not covered in kind will be split evenly between Cass County and Fargo.

**Stakeholder/Public involvement requirement overview**

FEMA wants to engage the broadest level of stakeholders possible in the project. Surveys will be created and posted on the county Emergency Management webpage to garner more public involvement and small city input.

During the last update a document was created with a list of the stakeholders. As manmade hazards are no longer included the list will need to be reviewed so related stakeholders can be taken off the list and new stakeholders can be added.

**Documentation/Recordkeeping requirement**

**Quarterly progress reports to state**

Progress reports will be due to the state quarterly. Schaan will complete the reports.

### **Financial**

As the grant is currently written, no disbursements will be paid out until the plan is completed and approved. Rogness would like to work something out with the state so that disbursements can be paid out quarterly.

### **Meeting minutes**

Edwards will take meeting minutes, which is a requirement, for all committee meetings.

### **Participation documentation**

Rogness asked each committee member to keep track of their own time spent on the project. Copies, meeting attendance, and any time provided to the project should be tracked. If possible account for time spent on the project on timecards.

### **Document record keeping**

Edwards will keep a file with all records related to the project in the Emergency Management office. Please forward any documentation to her.

### **Preliminary calendar of events**

Rogness said the first public meetings will kick off in January. During the last planning process invitations were e-mailed to stakeholders and legal notices were put in the newspaper.

After discussion, it was decided to host two meetings on Tuesday, January 8. One meeting will be held in the afternoon at the Public Safety Building. A second meeting will be held in the evening in Casselton. Meeting agendas and minutes will be posted on the County Emergency Management webpage.

### **Plan team member task assignments**

Rogness said there will not be any task assignments at this point. Schaan will begin to work through the plan and will contact people if she needs input. A list of task assignments will be put together for next month.

Schaan said the County overview is very in depth in the current plan. It will be scaled back in the updated plan, but there will be more detail about small communities and the plan will be more user friendly. She hopes to combine mapping features so there will ultimately be fewer maps as well. There will be more tables and less narrative so the next update should also be easier.

### **Plan team meeting schedule**

Rogness said committee meetings should not last more than one hour. After discussion a meeting schedule was determined. Planning committee meetings will be held the first Wednesday of the month at 1:15 PM, at the Public Safety Building.

### **Questions**

Solberg asked what happened to the regional mitigation plan discussion. Rogness said the initiative was originally put on hold as the state was going through staff changes. The concept was then brought to FEMA and was ultimately shelved as FEMA did not support the initiative and the state was unable to provide leadership.

Anderson asked if the plan will be entirely in hard copy again. Schaan said FEMA is more open to digital plan copies now.

Solberg asked about the individual time commitment to the project. Schaan said it should not be significant for any one member. Other than maps and the Hazus loss estimation Schaan will be able to complete a lot of the work alone along with some input from members.

Solberg asked what should be included in the goals. Schaan said the highest priorities should be included, but goals can also be written broadly to cover multiple projects.

**MEETING ADJOURNED**