

MEETING SUMMARY

Date of Meeting: November 01, 2023
Subject: 2022-23 Mitigation Plan Progress Report Meeting
Project Name: 2022 Ada County Multi-Hazard Mitigation Plan
In Attendance: **Steering Committee** - Phil Bandy Ogden (Chair), Mark Zirschky, Scott Buck, Lorrie Pahl, Lloyd Carnegie, Jenah Thornborrow, Zach Kirk, Lila Klopfenstein, Ben Wells, Jim Pardy, Mike Williams, Kelly Armstrong, Jerry McAdams
Committee Alternates - Hunter Mulhall, Colin Schmidt
Mitigation Program Staff - Paul "Crash" Marusich
Summary Prepared by: Paul "Crash" Marusich
Quorum - Yes or No Yes

Item	Action
<u>Welcome and Introductions</u>	
<ul style="list-style-type: none">Chair Phil Bandy Ogden opened the meeting at 2:03 p.m. MDT.Crash Marusich performed a roll call of attendees as this meeting was conducted via Webex.There were no members of the public present, and no public comment was received by the Committee.The Agenda and Progress Report were provided via email and calendar invite prior to the meeting.	
<u>Chair/Vice-Chair Election</u>	
Chair Bandy Ogden called for nominations for the Steering Committee Chair:	Crash Marusich will update Steering Committee information with election results.
<ul style="list-style-type: none">Phil Bandy Ogden was nominated for Chair; no other nominations were made.Committee voted and elected Phil Bandy Ogden Committee Chair.Committee Chair Bandy Ogden called for nominations for Vice-Chair.Mike Williams was nominated for Vice-Chair; no other nominations were made.Committee voted and elected Mike Williams Committee Vice-Chair.The Chair and Vice-Chair are elected for two-year terms.	

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Annual Progress Report Considerations

Crash Marusich with Ada County Emergency Management & Community Resilience (EMCR) gave an overview of this year's progress report process. The final report was delayed due to challenges with the software used to compile it. The Baseline Assessment Tool (BATool), designed specifically to match the format of the Multi-Hazard Mitigation Plan, has recently undergone some upgrades that make it difficult to report all projects. Especially regarding stakeholder projects not in the plan, but part of the larger wildfire mitigation efforts of other partners. The upgrades were made at the suggestion of other customers but unfortunately have made the program difficult to manage for local needs. Additionally, the BATool report did not include all the initiatives in the plan. For these reasons, the progress report was completed manually.

Crash Marusich will investigate alternatives to identify a new web-based solution for the annual progress report. The product will have to be customized to match the plan's format and be accessible via the internet to all planning partners.

It was the recommendation from Crash to the Steering Committee that a new software solution be identified to complete the reports in the future. The Committee was asked for suggestions. Phil spoke about Smartsheet software as a potential solution. Jerry McAdams mentioned Microsoft Access. Both members commented that these software packages would require customization to meet the needs of the report.

Hunter Mulhall mentioned there could be a GIS-based solution customized to meet the need. Lorrie Pahl and Crash then presented information about the Idaho Office of Emergency Management (IOEM) Mitigation Hub. The IOEM Hub is a web-based GIS platform that identifies mitigation projects on a map and is also the first step in applying for a mitigation grant. This is an important tool but is not configured to produce annual progress reports in the desired format.

Progress Report

The Progress Report provided the following information:

- 28 out of 263 initiatives (11%) reported progress toward completion.
- 25 out of 263 initiatives (9%) reported no action taken.
- 11 out of 263 initiatives (4%) were completed.
- 198 out of 263 initiatives (75%) indicated work is conducted as an ongoing capability.

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- 1 initiative was removed due to the elimination of a program.

For detailed information, the Progress Report is located online at:

[https://adacounty.id.gov/emergencymanagement/mitigation/#AnnualMitigation Plan Progress Report](https://adacounty.id.gov/emergencymanagement/mitigation/#AnnualMitigationPlanProgressReport)

As part of the review, Phil noticed some contrasts in the Progress Report. A few actions reported “Yes” in the Action Taken Column and “No Progress” in the status column without an explanation of the year’s activities in the comments section. Similarly, a few actions had a change in the “Timeline” column without an explanation in the comments section. The Committee’s recommendation to the planning partners is to provide information in the comments section that will give context to any change in the Action Taken, Timeline, Priority, or Status columns of the report.

Crash Marusich will convey the Steering Committee’s comments to the planning partners and review the reporting methodologies with them prior to the next progress report.

The meeting was adjourned at 2:35 p.m.