

MEETING SUMMARY

Date: November 15, 2016 1030-1200
Subject: Planning Team Kick-Off Meeting Workshop Minutes
Project Name: Quapaw Tribe 2017 Hazard Mitigation Plan
Summary Prepared By: Randy Jackson, Quapaw Tribe Fire/EMS, Interim Emergency Manager, and
Beverly O'Dea, Bridgeview Consulting, LLC, Consultant

Item	Action
<p><u>Welcome and Introductions</u> Chief Jeff Reeves and Randy Jackson of the Quapaw Tribe Fire Department opened the meeting.</p> <p><u>Group Introductions:</u></p> <ul style="list-style-type: none">▪ Chief Jeff Reeves, Quapaw Fire & EMS▪ Randy Jackson, Quapaw Fire & EMS, Interim Emergency Manager (serving as Project Manager for the HMP Process)▪ Assistant Chief Leon Crow, Quapaw Fire & EMS▪ Chris Wilkens, Quapaw Fire & EMS▪ Jack Brill, II, Downstream Casino - Legal▪ Marilyn Rogers, Quapaw Casino BC▪ Tamara Reeves, Quapaw BC▪ Summer King, Quapaw Environmental▪ Craig Kreman, Quapaw Environmental▪ Susie Attocknie, Quapaw Environmental▪ Jesse Krewson, Quapaw Marshalls▪ Chris Roper, Quapaw Service Area▪ Trenton Stand, Quapaw Realty/GIS▪ Donna Mercer, Quapaw Administration▪ Beverly O'Dea, Bridgeview Consulting Project Manager▪ Adam Palmer, Bridgeview Consulting Research Analyst (arrived while meeting was already in progress) <p><u>Agenda:</u> The Agenda was distributed prior to the meeting.</p> <p><u>Meeting Summary:</u> Bev provided a brief overview of 44 CFR 201.7, and discussed the process required for plan development, as well as the ramifications of not having a hazard mitigation plan in place.</p>	

Item	Action
<p><u>In-Kind Exchange Match</u> Bev pointed out that both meeting and non-meeting hours need to be recorded and reported to Randy Jackson for grant tracking purposes. During each meeting, each planning team member will be asked to record their hours spent on the project since the last meeting. This would be for any time spent working on the mitigation plan, including for such items as: reviewing the Tribe’s, State’s and County’s HMPs; travel time; critical facility data gathering; meeting attendance (including any other HMP-related meetings and presentations); document and information gathering and review, and discussions with other individuals/departments concerning relevant information.</p> <p><u>Additional Planning Team Members and Stakeholders</u> The group discussed the possibility of any additional planning team members or stakeholders which have not yet been identified. Bev asked the group to provide information for any potential new members to the planning team and/or Randy for inclusion in future meetings and information exchanges.</p> <p><u>Surrounding Jurisdictions’ HMP</u> The various local plans in place were discussed and reviewed, with focus on the hazards of concern addressed therein. Existing local plans were identified. Links to Wyandotte Nation, Ottawa County and Oklahoma State’s plans will be provided to the Planning Team to allow for a more in-depth review. A/Chief Leon Crow was a member of the 2012 Wyandotte Nation plan development. He provided some information concerning their process and the data contained within that plan. Chief Crow advised that as a member of the Wyandotte planning team, he had some recent FEMA NFIP data which he will forward on for review and inclusion, as appropriate, in the Quapaw Tribe’s plan. Bev explained some of the differences which will exist between the various plans, including information on the guidance requirements specific to a tribal plan. The NFIP was discussed in general. It was determined that the Tribe is not a member of the NFIP. Currently, there have been no discussions concerning the Tribe joining; however, once the plan is complete, that matter may again be reviewed.</p> <p><u>Risk Assessment</u> Bev explained the purpose of the risk assessment, and reviewed the hazards addressed in the surrounding jurisdictional plans. The group reviewed the list of hazards which were recommended for inclusion in this edition of the plan: Climate Change, Dam, Earthquake, Flood, Expansive Soils/Mines, Severe Weather (grouping of weather-related hazards), Tornado, and Wildfire. Hazmat will be included within the primary hazards. Where available, pipeline and railroad data will also be identified; however, analysis will not be conducted on those elements other than identifying potential exposure to the other hazards of concern. Members of the planning team indicated that they did have GIS layers of both rail and pipelines running through the Planning Area, and will provide same to Bev. The Superfund site will be discussed and identified, but given existing EPA (and other) reports already existing, those far exceed the capacity of the HMP process,</p>	<p>Randy will provide links to the planning team.</p> <p>A/Chief Crow will forward the new Risk Map data from FEMA (already completed by Chief Crow prior to Minutes being completed).</p> <p>Planning team members will provide a GIS shapefile with the Rail and Pipeline data.</p>

Item	Action
<p>and therefore no analysis will not be conducted.</p> <p>Bev reviewed the basic analysis to be conducted with respect to the hazards of concern. The planning team confirmed the hazards of concern for the 2017 edition, as well as the methodology which was presented during the meeting. Use of USGS, NFIP or other “best available science” data will be utilized to identify risk and vulnerability for the hazards of concern. Hazus will be used as appropriate; for those hazards for which Hazus is not applicable, a GIS analysis will occur. For some hazards, a qualitative assessment will be necessary.</p> <p>With respect to floods, identification of the surrounding jurisdictions’ definition of major/minor events, and the amount of rain classified within each category was discussed. The Tribe elected to not identify such amounts as there can be no rain in the Tribal Planning Area, but rain in other states which can, and has, caused flooding in the Tribal Planning Area, including flash floods. Flash floods will be addressed in a qualitative manner, as the variables associated with flash floods are too great to model for specific impact (e.g., where and how much precipitation, etc.) given the size of the Neosho and Spring Rivers’ main tributaries.</p> <p>Brought to light during the meeting is the fact that the Tribe owns property in four states, Oklahoma, Arkansas, Kansas, and Missouri. The planning team was unsure of the types and amount of land; however, the issue will need to be addressed as it will impact and potentially change the method by which the risk assessment is completed, while also changing the scope of the project. Bev, Chief Reeves and Randy will discuss the issue with FEMA to obtain their view on the manner in which to complete the plan given the fact that two different FEMA regions are involved, and four states, which will require review by each state if the Tribe intends to seek grant funding from those states.</p> <p>Bev discussed the issue of obtaining a boundary layer from the Tribe which identifies the Tribal Planning Area. The issue of a listing of existing structures was also discussed in detail, and planning team members will begin capturing that data and provide it to Bev. Until a boundary map is provided to determine where and what facilities exist in other states, the planning team will work on other areas of the plan to begin capturing general data and information. However, the risk assessment element cannot commence until the structure and boundary data is provided.</p> <p><u>Critical Facilities</u></p> <p>Bev reviewed the definition of critical facilities previously distributed for review prior to the meeting. The planning team reviewed and confirmed the definition.</p> <p>All critical facilities’ structure information will be developed and provided to Bev. Once completed, that data will be utilized as the maps and risk assessment are developed. Randy advised that all roads on the reservation are public roads, and not owned by the Tribe. Therefore, a national roads layer will be utilized. The issue of culturally significant sites was also discussed to determine whether they will be identified in the</p>	<p>The planning team members will begin assimilation of the required data.</p> <p>Trent will work on seeing what type of boundary layer exists in GIS; Donna and Eric will begin assimilating the data for the facilities list.</p> <p>Determine the level to which culturally significant sites will be included in the Risk</p>

Meeting Summary

Item	Action
<p>risk assessment portion of the process. Randy and Chief Reeves will work with the appropriate Tribal Staff to determine to what degree this will occur.</p> <p><u>Public Outreach</u></p> <p>The public outreach strategy for this process was discussed, with several options provided, including: a website, public survey, safety fair, email distribution lists, and other public presentations. The Tribe’s PIO will be asked to join the planning team to determine the options available from the list above. A survey will be created and distributed to planning team members for review.</p> <p>Bev explained the two required outreach sessions pursuant to 44 CFR 201.7. After discussions, the following public outreach strategy was initially developed for this planning effort:</p> <ul style="list-style-type: none"> – The Tribe may develop and launch a hazard mitigation website, which will contain various information such as agenda and minutes of meetings, a Frequently Asked Questions Flyer, hazard maps, a link to the draft plan (when completed), and a link to the survey which will be prepared. – The use of the survey will be by both hardcopy and electronic format. A sample survey will be distributed and reviewed, with modifications recommended and posted when completed. The survey will remain active for approximately four months. – Other already-existing meetings were discussed as a potential source to identify risk through presentation of the hazard maps once they are complete. As there are already existing meetings established, this will be an excellent choice to present the draft hazard maps for citizen review and comment at various locations and times. – In addition, Bev asked that if anyone is making presentations or speaking to any groups, to please let attendees know that the Tribe is preparing the current mitigation plan. When such presentations or notices are provided, please let Bev know so she can log the public outreach. If possible, the number of people in attendance should also be provided. – Bev also asked planning team members to distribute the survey when it becomes available, and to let people know that it is available for completion. – Randy and Chief Reeves will contact the PIO to determine if the Tribe’s website can be utilized for purposes of distributing the survey. <p>Bev advised that if anyone has opportunities to discuss the current mitigation planning process and would like any type of information or handouts, let Bev know and she can help facilitate that request.</p> <p>As appropriate, planning team members will be providing updates to Tribal Council and any appropriate boards or committees on the process. Once the plan has been completed, it will be presented in draft form for public review and comment. Once the public review process ends and the plan is submitted to FEMA with appropriate pending adoption</p>	<p>Analysis.</p> <p>Chief Reeves will contact the Tribe’s PIO to invite them to attend the process, and to obtain information with respect to available tools for the public outreach strategy.</p>

Item	Action
<p>received, the Tribal Council will need to formally adopt the plan.</p> <p><u>Goals and Objectives</u></p> <p>A catalog of sample Goals and Objectives were distributed to the planning team for review and comment prior to the kick-off meeting in an effort to prepare for the meeting. During the meeting, the team briefly reviewed the recommended 2017 goals, but asked for more time before reaching final determination. The team will continue to review the catalog of sample HMP goals and objectives for identification and confirmation at the next meeting.</p> <p><u>Grant Opportunities</u></p> <p>The various mitigation grant opportunities were also discussed. Once the plan has been completed and adopted, the Tribe will be able to pursue various pre- and post-disaster grants as they become available, which will assist in completing mitigation projects. The completion of the risk assessment element will also assist the Tribe as they move forward to complete a THIRA document, which will also provide the opportunity for additional grant funding opportunities at both the state and federal levels. In addition, once the plan is completed and adopted, the Tribe will then be eligible to pursue a disaster declaration direct with FEMA, which may provide for recovery of funds to damaged structures and infrastructure.</p> <p><u>Capabilities Assessment</u></p> <p>Bev briefly discussed the Capabilities Assessment portion of the plan. She advised that this element of the planning process will take some time to complete, but much of the data can be captured as we work through the rest of the planning process, and that she will be reaching out to the various Tribal Departments to capture the data.</p> <p><u>Mitigation Strategies</u></p> <p>Bev briefly discussed FEMA’s Hazard Mitigation Catalog which identifies potential mitigation action items and strategies. She explained that the strategies could be programmatic type efforts, policy development, or actual structural projects. Bev provided some examples of potential efforts, and suggested that as planning team members were working on their normal duties, that if they had an idea for a potential mitigation effort, to write it down for discussion when we begin that phase of the plan’s development.</p> <p>General topics and questions were identified and discussed, as follows:</p> <ul style="list-style-type: none"> - For planning purposes, the planning team identified “public” as tribal staff, tribal members, and any selected stakeholders who the team may identify. Some restrictions exist due to the issue of culturally significant resources and scared sites being discussed and identified during planning meetings. - Identification of individuals with Access and Functional Needs – if possible, that data will be provided to assist in completing a social vulnerability assessment. - Future Land Use Development and existing codes, etc. were discussed. If 	<p>Planning Team Members will review the Goals and Objectives in preparation of modification of suggestions, and/or adoption.</p> <p>Bev will begin reaching out to Planning Team Members to capture capabilities data.</p>

Meeting Summary

Item	Action
<p>data exists with respect to identification of future growth, that information will be provided to Bev.</p> <ul style="list-style-type: none">- Building Code compliance and application of codes were discussed.- Building Inspections were discussed. <p><u>Action Items for next phase:</u></p> <p>Everyone was assigned specific ‘homework,’ as follows:</p> <ul style="list-style-type: none">✓ Develop Structure List✓ Review of the Wyandotte Nation’s, Ottawa County’s and the State of Oklahoma’s Hazard Mitigation Plan (prior to next meeting)✓ Template Development (Bev)✓ Track hours – everyone should record <p><u>Next Meeting:</u></p> <p>The next meeting will be in approximately two months; however, that will be determined by receipt of the critical facilities data by the planning team members and the completion of the risk assessment.</p> <p>There being no further business, the meeting was adjourned at 12:16 p.m. by Bev O’Dea.</p>	