



City of Concord Local Hazard Mitigation Plan
STEERING COMMITTEE GROUND RULES
October 11, 2022

PURPOSE

As the title suggests, the role of the Steering Committee is to guide the City of Concord through the process of developing a Local Hazard Mitigation Plan. This process will result in a plan that can be embraced both politically and by the constituency within the planning area. The Committee will provide guidance and leadership, oversee the planning process, and act as the point of contact for the city and the 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.

CHAIRPERSON

The Core Planning Team selected Ryan Pursley to be 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,
- 4) be a sounding board for the Core Planning Team (CPT) in the preparation of agendas and how to best involve the full Committee in work plan tasks,

Rick Kovar and Bea Portillo, volunteered to serve as vice chairpersons to take the chair's role when the chair is not available.

The Committee 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 Committee members in meetings is important and members should make every effort to attend each meeting. If Committee members cannot attend, they should inform Trish Beirne (Trish.Beirne@cityofconcord.org) before the meeting is conducted. If a member misses two meetings *without an explanation*, the Committee may choose to write a letter to the member to confirm interest and may ultimately seek to replace the member.

QUORUM

A minimum attendance at each meeting often is needed to ensure that the different viewpoints of Committee members are adequately represented.



Since there is an even number of Committee members, a quorum for this committee will be ten (10) of the Committee membership and the chair or vice chairperson must be present.

ALTERNATES

A specific list of Committee members was selected for the Steering Committee. These members have made a commitment to attend the meetings and gain the understanding of the issues and each other's viewpoints needed to reach agreement on plan recommendations. However, there may be circumstances when regular members cannot attend. To address these circumstances, alternate members may be identified for each active committee member. The Committee decided the role of alternates is fully interchangeable with that of regular Committee members. Alternates will be able to voice opinions and vote, in the place of the absent committee member they represent.

DECISION-MAKING

As the Committee provides advice and guidance on the Plan, it will reach its recommendations through consensus. Consensus is defined as a recommendation that may not be ideal for each Committee member, but that every member can live with (using the consensus continuum as a gauge). The Steering Committee will strive for consensus. If consensus cannot be achieved, a majority vote will determine the decision. Minority dissent will be recorded in the meeting summaries and the Committee chose to note such opinions in their final recommendations.

RECOMMENDATIONS

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

SPOKESPERSONS

Ideally the Committee 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 Committee's united recommendations to participating organizations, the public, and the media, the Committee spokesperson will be the Committee Chairperson or a designee from the CPT.

In addition, each member should have a responsibility to represent the Committee's recommendation when speaking on Plan-related issues as a Committee member. Any differing personal or organizational viewpoints should be clearly distinguished from the Committee's work. Finally, Committee members will need to help with presentations



given to governing bodies, especially the governing body that a Committee member is affiliated with.

STAFFING

The Core Planning Team for this project includes appropriate personnel from the city along with staff from Tetra Tech, Inc. The CPT will schedule meetings, distribute agendas, prepare information/presentations for Committee meetings, write meeting summaries, and generally seek to facilitate the Committee's activities.

PUBLIC INVOLVEMENT

As they conduct Committee work, members will seek to keep the public and the groups to which they are affiliated informed about the Plan. Committee meetings will be open to the public and agendas and minutes will be posted on the project web page. The preferred method of public input will be via written or emailed documents to CPT or Committee members. However, comments will be taken at the beginning and end of meetings, and on each agenda item, with a 2-minute limit per person.

Public Outreach strategies will likely include social media, and a website for the Plan with a link to Steering Committee meetings, etc.

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 generally will be conducted virtually, in October, December, and February as needed.



STEERING COMMITTEE MEMBERS

Name	Agency	Phone	Email
Trish Beirne	City of Concord Police	(925) 671-3184	trish.beirne@cityofconcord.org
Jesse Crawford	City of Concord Public Works	(925) 671-3002	Jesse.crawford@cityofconcord.org
Bruce Davis	City of Concord Engineering Division	(925) 671-3470	bruce.davis@cityofconcord.org
Stephanie Gronlund	Central Contra Costa Sanitary District		sgronlund@centralsan.org
Rick Kovar	Contra Costa County OES		rkova@so.cccounty.us
Mateika Martin	John Muir Health	(925) 941-5046	mateika.martin@johnmuirhealth.com
Kathryn Monroy	City of Concord Parks and Recreation	(925) 671-3074	kathryn.monroy@cityofconcord.org
Jill Mosley	Contra Costa Water District		jmosley@ccwater.com
Jennifer Nylander	City of Concord Community Development	(925) 671-3432	jennifer.nylander@cityofconcord.org
Jennifer Ortega	City of Concord Manger’s Office	(925) 671-3272	jennifer.ortega@cityofconcord.org
Bea Portillo	Contra Costa County OES		bport001@so.cccounty.us
Ryan Pursley	City of Concord Building Division	(925) 671-3173	ryan.pursley@cityofconcord.org
Les Putnam	PG&E	(925) 334-0501	lrp0@pge.com
Jenny Schaeffer	Food Bank of Contra Costa & Solano	(925) 677-7004	jschaeffer@foodbankccs.org
Danny Scherer	Monument Crisis Center	(925) 825-7751 Ext. 108	dscherer@monumentcrisiscenter.org
Brian Snead	Kinder Morgan	(510) 412-8820	sneadb@kindermorgan.com
Briana Taylor	American Red Cross	(925) 360-3460	briana.taylor2@redcross.org
Norman Wong	BART		NWong@bart.gov