



Steering Committee Ground Rules

PURPOSE

As the title suggests, the role of the Steering Committee (SC) is to guide the Sierra County MJLHMP Core Planning Team (CPT) through the process that 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 and support the planning process and act as the point of contact for all partners and the various interest groups in the planning area. The makeup of the 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.

CHAIR & VICE CHAIR

The SC selected **Rick Maddalena**, representing Sierra County Fire Protection District #1, to act as the chairperson for this plan update effort. The role of the 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 Committee in work plan tasks. The SC selected **LeTina Vanetti**, representing Sierra County OES to serve 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 Committee members in meetings is important and members should make every effort to attend each meeting. If SC members cannot attend, they should inform staff before the meeting is conducted. If a member misses three consecutive meetings, the SC may choose to write a letter to the member to confirm interest and may seek to replace the member.

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 met with three (3) members of the Committee and the chair or vice chair must be present.

ALTERNATES

A specific list of SC members was selected for this planning effort by the CPT (see attached list). 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 have been identified for each active SC member. The Committee



decided the role of alternates is fully interchangeable with that of regular SC members. Alternates will be able to voice opinions and vote, in the place of the absent SC member they represent.

DECISION-MAKING

As the SC 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 SC member, but every member can live with it (using the consensus continuum as a gauge). If consensus cannot be reached on a given issue, then voting will be used to reach a ruling. Minority dissent will be recorded in the meeting summaries and the SC chose to note such opinions in their final recommendations.

RECOMMENDATIONS

The SC's recommendations will be recorded in the meeting summaries and reflected in the plan as appropriate. The SC may also assist in the presentation of the Plan 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 Committee's united recommendations to participating organizations, the public, and the media, the designated spokesperson for this planning process will be a **representative from Sierra County OES**. The spokesperson will act as the liaison for this process with all media requests and interactions. In the situation where the spokesperson determines that a specific level of subject-matter expertise is needed, the spokesperson will reach out to the CPT for guidance on providing that expertise. 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.

STAFFING

The CPT for this project includes appropriate personnel from the Sierra County and contract consultant assistance provided by Black & Veatch Corporation. The CPT will facilitate the planning process, schedule meetings, distribute agendas, prepare information and presentations for SC meetings, write meeting summaries, and generally seek to facilitate the SC's activities. The CPT will also assemble the plan document such that it is in full compliance with the requirements specified under section 201.6, 44CFR.

PUBLIC INVOLVEMENT

As they conduct SC work, SC members will seek to keep the public and the groups to which they are affiliated apprised on plan development milestones. Development of a public involvement strategy will be one of the first tasks undertaken by SC. All SC meetings will be open to the public and will be advertised as such on the County's website.



PUBLIC COMMENT PROTOCOL

SC meetings will comply with common public meetings practices:

- All items on the agenda are open to public comment before final action is taken.
- “Public Comment” gives members of the public an opportunity to speak to the SC.
- Time limits are observed to conduct business that is related to this project effectively and efficiently.

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 County’s website a minimum of 1 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 agenda for that meeting. Each member of the public wishing to address the SC will be given a single allotment of 3 minutes to address the SC, with a total combined time not to exceed 15 minutes. Speaking time cannot be transferred to another speaker. The number of speakers allowed to address the committee will be at the discretion of the Chair. 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 generally will be conducted on the last Tuesday of each month at 10:00 a.m. – 12:00 p.m., virtually on Microsoft Teams, with in-person options available as needed. Meetings will be open to the public. Meetings can be added or deleted as needed as determined by the planning team to meet timelines and milestones specified in the scope of work.



Sierra County
Multi-Jurisdictional Local Hazard Mitigation Plan



SIERRA COUNTY MJHMP STEERING COMMITTEE
(Alphabetical order by last name)

Name	Representing	Email	Sector
Rae Bell Arbogast	Alleghany County Water District	alleghanywater@gmail.com	Planning Partner/Utility
Rae Bell Arbogast	Pliocene Ridge Community Services District	plioceneridge@gmail.com	Planning Partner/Emergency Services
Tom Archer	Sierraville Public Utility District	thomas@tsarcherlaw.com	Planning Partner/Utility
Danielle Bradfield	Sierra County Fire Safe Council	dbradfield@sierracounty.ca.gov	Emergency Services/ Natural Resource Protection
Vickie Clark	Family Resource Center (FRC)/Food Bank	vclark@highsierrasfrc.org	Community-Based Organization
Magdalene DeBerg	Incorporated Senior Citizens of Sierra County/Meals on Wheels/Food Bank	magdaleneiscsc@outlook.com	Community-Based Organization
Paul Douville	Downieville Public Utility District	pdouville46@gmail.com	Planning Partner/Utility
Billy Epps	Sierra County	bepps@sierracounty.ca.gov	Infrastructure
Kathy Fischer	Downieville Day Spa	downievilledayspa@gmail.com	Local Business Owner
Mike Fisher	Sierra County Sherriff's Office		Emergency Services
Victoria Fisher	Eastern Plumas Health Care Board	victoria.russell@hotmail.com	Health and Medical
Steve Folsom	Downieville Fire Protection District	sjfsrt49@att.net	Planning Partner/Emergency Services
Joe Griffin	USFS Leadership Tahoe Forest	james.griffin1@usda.gov	Natural Resource Protection
Scott Hall	Sierra City Fire Protection District	scottdhall58@gmail.com	Planning Partner/Emergency Services
Lee Kiolbasa	Liberty Utilities	Leonard.Kiolbasa@libertyutilities.com	Infrastructure
Rick Maddalena	Sierra County Fire Protection District #1	tk.rick.07@gmail.com	Planning Partner/Emergency Services
Sue McIlravy	City of Loyalton	councilwomansmcilravy@gmail.com	Planning Partner/Government
Sarah Murdock	Cal OES Inland Region Response Operations	Sarah.Murdock@caloes.ca.gov	Emergency Services
Tina Slowan-Pomeroy	Sierra County	tslowanpomeroy@sierracounty.ca.gov	Health and Medical
Sean Snider	Sierra-Plumas Joint Unified School District	ssnider@spjUSD.org	Planning Partner/Education
Bruce Troedson	Sierra County Waterworks Calpine District	batroedson@gmail.com	Planning Partner/Infrastructure
Janet Drummond (alt.)	No. 1	jndrummond123@gmail.com	
LeTina Vanetti	Sierra County OES	lvanetti@sierracounty.ca.gov	Planning Partner/Emergency Services