

**Gem County**  
**Local Hazard Mitigation Plan-Update**  
**STEERING COMMITTEE GROUND RULES**

**PURPOSE**

As the title suggests, the role of the Steering Committee (SC) is to guide the Planning Team through the plan update process that will result in a plan that will comply with State mandates and can be embraced both politically and by the constituency within Gem County. The SC will provide guidance and leadership, oversee the planning process, and act as the point of contact for all stakeholders and 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 natural hazard mitigation.

**LEADERSHIP**

The Steering Committee selected **Bruce Evans** to be the 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, 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. **Chuck Rolland** was selected as vice chairperson 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 staff before the meeting is conducted. If a member misses two consecutive meetings without an explanation, the Chairperson will contact the member to determine their interest in continued support of this process. Replacing any member on the committee due to lack of attendance will be the discretion of the chair.

**QUORUM**

A minimum attendance at each meeting often is needed to ensure that the different viewpoints of Committee members are adequately represented. A quorum for this committee will be 7 members in attendance. This quorum can be met with an attendance augmented by designated alternates.

**ALTERNATES**

It was the decision of the SC to not designate alternates for each SC member. However, for those members that feel they will not be able to attend multiple meetings due to schedule conflicts, they should attempt to identify an alternate. For those members that designate alternates, those designees shall become official members of this committee. They will receive copies of all meeting materials as well as meeting agendas and minutes. Alternates are welcome to attend any and all scheduled meetings. Alternates will not have a vote on this

committee when the primary SC member is also in attendance. Alternates will only have a vote when they are attending in the place of the primary SC member. Coordination of who attends scheduled SC meetings is the sole responsibility of the primary member and their designated alternate. Those SC members that chose to designate alternates shall notify the planning team no later than one week prior to the next scheduled SC meeting.

## **DECISION-MAKING**

As the Committee provides advice and guidance on the Plan, it will reach its recommendations through 1) consensus, or 2) voting. Consensus is defined as a recommendation that may not be ideal for each Committee member, but every member can live with it (using the consensus continuum as a gauge). Voting is defined as “majority rules”. The Committee decided that consensus will be their preferred method of decision making. However, if consensus cannot be reached on a given issue, then voting will be used to reach a ruling. In either case, minority dissent will be recorded in the meeting summaries and the Committee chose to note such opinions in their final recommendations. On action items where decisions will need to be made by the committee, a vote will be taken to determine consensus or the majority stance of the committee. Only seated steering committee members or their designated alternates, that are attending the meeting as the principal representative will have a vote. The Gem County Commissioners will have a single vote. Members of the public, planning team members, or alternates that are attending a meeting in conjunction with their principal representative will not have a vote.

## **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 same as the Committee Chairperson.

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 of regulatory agencies, stakeholders as well as during public meetings or presentations.

## **STAFFING**

The Planning Team for this project includes Anita Taylor, Gem County Emergency Manager, and personnel from the contract consultant assistance provided by Keller Associates and Tetra Tech, Inc. The Planning Team 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 a project web-page sponsored by Gem County. Opportunities for public comment during Steering Committee meetings will be at the discretion of the Chair. Time will be scheduled at the beginning of each SC meeting for public comment. If the Chair has determined that public comment will be taken, comments will be limited to a time duration specified by the Chair (ie: 5 minutes per subject, limited to 3 comments per meeting per individual which may be extended at the discretion of the Chair). Individuals desiring to provide comment will be required to sign-in. Other acceptable methods of public input will include written or emailed documents to staff or Committee members and there will be no public comment during meetings, unless authorized by the Chair. Development of a public involvement strategy will be one of the first tasks undertaken by the Committee.

## **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 third Tuesday of each month from 9:30 AM to 11:30 AM at the Gem County EMS Building, unless otherwise notified by the planning team. Committee members will be notified in advanced as to where the meeting will be held if different than the EMS Building.

## STEERING COMMITTEE MAKEUP

<b>GEM COUNTY HAZARD MITIGATION PLAN - UPDATE</b>				
<b>STEERING COMMITTEE</b>				
Name	Title	Representing	Phone #	E-mail
Anita Taylor	Emergency Manager	Gem County	284-0772	<a href="mailto:ataylor@co.gem.id.us">ataylor@co.gem.id.us</a>
Brad Clark	Planning Director	Gem County / City of Emmett	365-5144	<a href="mailto:bclark@co.gem.id.us">bclark@co.gem.id.us</a>
Bruce Evans	Superintendent of Public Works	City of Emmett	365-9569	<a href="mailto:emmettpublicwork@qwestoffice.net">emmettpublicwork@qwestoffice.net</a>
Chuck Rolland	Sheriff	Gem County		<a href="mailto:sheriff@co.gem.id.us">sheriff@co.gem.id.us</a>
Sharon Church-Pratt	Commissioner	Gem County	365-4561	<a href="mailto:commissioners@co.gem.id.us">commissioners@co.gem.id.us</a>
Lan Smith	Commissioner	Gem County	365-4561	<a href="mailto:commissioners@co.gem.id.us">commissioners@co.gem.id.us</a>
Michele Sherrer	Commissioner	Gem County	365-4561	<a href="mailto:commissioners@co.gem.id.us">commissioners@co.gem.id.us</a>
Neal Capps	County Road and Bridge	Gem County	365-3305	<a href="mailto:gcrb@co.gem.id.us">gcrb@co.gem.id.us</a>
Judy Bedal	Citizen	Public	365-3541	<a href="mailto:judybedal@msn.com">judybedal@msn.com</a>
Laurel Bennett	Program Manager for Southwest District Health Office of Public Health Preparedness	Southwest District Health	455-5376	<a href="mailto:Laurel.Bennett@phd3.idaho.gov">Laurel.Bennett@phd3.idaho.gov</a>
Mike Knittel	Police Lieutenant	City of Emmett	365-6055	<a href="mailto:mknittel@emmettpolice.com">mknittel@emmettpolice.com</a>
Rick Welch	Fire Chief	Gem County Fire District No. 1	365-2012	<a href="mailto:gfdistrict1@qwestoffice.net">gfdistrict1@qwestoffice.net</a>
Ron Gearhart	Manager of Wastewater Operations	City of Emmett	573-7606	<a href="mailto:rgearhart@qwestoffice.net">rgearhart@qwestoffice.net</a>
Tom Carlsen	Director of Federal Programs	Emmett School District	365-6301	<a href="mailto:tcarlsen@isd221.net">tcarlsen@isd221.net</a>
Shannon Crays	Fire Chief	City of Emmett	941-7367	<a href="mailto:efdchief@qwestoffice.net">efdchief@qwestoffice.net</a>

<b>GEM COUNTY HAZARD MITIGATION PLAN - UPDATE</b>		
<b>STEERING COMMITTEE-Alternates</b>		
Name (phone)	Alternate for	E-mail
Linda Anthony (455-5324)	Laurel Bennett	<a href="mailto:Linda.Anthony@phd3.idaho.gov">Linda.Anthony@phd3.idaho.gov</a>
Travis Capson (573-7627)	Bruce Evans, Ron Gearhart	<a href="mailto:tcapson@qwestoffice.net">tcapson@qwestoffice.net</a>
Larry Parks (369-3938)	Tom Carlsen	<a href="mailto:lparks@isd221.net">lparks@isd221.net</a>
Benny Bray	Neal Caps	xx