



Appendix 12

Williamsburg Community School District Planning Committee and Meeting Documentation

The appendix for each jurisdiction includes information about the planning committee and meeting(s) held to discuss and determine the jurisdiction's content in *the Iowa County Hazard Mitigation Plan 2015 – 2020*.

In this multi-jurisdictional planning process, a planning committee was established to ensure the final plan reflects local capabilities, conditions, and priorities in each community. The composition of planning committees throughout Iowa County varies due to type, size, and past planning efforts in each community. The members and meeting attendance for the planning committee is included in Table 1 to provide context for how final mitigation strategies were identified for each jurisdiction.

Table 1: Williamsburg Community School District Planning Committee

Name	Position/Organization
Dr. Carol Montz	Superintendent
Tom Pope	Mary Welsh Elementary School Custodian
Josh Humphrey	Iowa County EMA Coordinator

Meeting documentation is included in the following pages. Documentation includes public notice, agenda, meeting minutes, and sign-in sheet.

Public Meeting Notice

Iowa County Multi-Jurisdictional Hazard Mitigation Plan

Williamsburg Community School District Meeting

Date

Monday, March 30, 2015

Time

2 pm

Location

District Office
810 West Walnut Street
Williamsburg, IA 52361



For more information, please contact Alicia Presto at the East Central Iowa Council of Governments by email at alicia.presto@ecicog.org or by phone at 319-365-9941 ext. 121.

ECICOG
EAST CENTRAL IOWA
COUNCIL OF GOVERNMENTS
YOUR REGIONAL PLANNING AGENCY

Iowa County Multi-Jurisdictional Hazard Mitigation Plan

Williamsburg Community School District Meeting

Agenda

1. Consultant and planning committee introduction (5 minutes)
2. Hazard mitigation planning overview and discussion (10 minutes)
3. Discuss hazard risk assessment (20 minutes)
4. Discuss critical facilities and vulnerable populations (5 minutes)
5. Discuss plan goals (10 minutes)
6. Discuss operations and resources (10 minutes)
7. Discuss mitigation strategy and action plan (20 minutes)
8. Discuss plan maintenance and review (5 minutes)
9. Discuss next steps in plan development process (5 minutes)

Date

March 30, 2015

Time

2 PM

Location

District Office
810 West Walnut Street
Williamsburg, IA



More Information

Alicia Presto, Planner
East Central Iowa Council of Governments
(319) 365-9941 ext. 121
alicia.presto@ecicog.org



Meeting Minutes

Date: March 30, 2015

Time: 2 PM – 3 PM

Location: District Office, 810 West Walnut Street, Williamsburg, IA

1. Consultant and planning committee introduction

The meeting began at 2 PM. The planning consultant from the East Central Iowa Council of Governments (ECICOG) introduced herself and explained that Iowa County has contracted with ECICOG to complete the county's hazard mitigation planning grant to develop a multi-jurisdictional hazard mitigation plan for the county. All meeting participants introduced themselves and identified their position in the school district. For a list of meeting participants, refer to the meeting sign-in sheet. All meeting participants are considered a member of the district's planning committee.

2. Hazard mitigation planning overview and discussion

The planning consultant explained the basic purpose and benefits of hazard mitigation planning. For reference, a brochure for the hazard mitigation funding was provided to the committee. The planning consultant explained that the District will be incorporated into a countywide plan, and they are no longer eligible for funding through the city's plan. The planning consultant answered questions from the committee about participating in a multi-jurisdictional plan.

3. Discuss hazard risk assessment

The planning consultant provided the hazard analysis and risk assessment completed at the countywide, multi-jurisdictional level for the planning committee to use as a reference. Each hazard that can affect the District was discussed in the context of the assessment criteria, which includes probability, magnitude and severity, warning time, and duration. The planning committee discussed excluding hazards and the appropriate priority level (1-High, 2-Medium, or 3-Low) for each remaining hazard.

4. Discuss critical facilities and vulnerable populations

The planning committee identified facilities that are critical to the District during and after a hazard event. The planning committee also discussed the individuals and groups that may be particularly vulnerable during a hazard event. For the District, all existing and future property was considered critical facilities and all students, staff, and visitors were considered a vulnerable population.

5. Discuss plan goals

The planning consultant provided example hazard mitigation goals for the planning committee to use as a reference in the goal setting discussion. The planning committee adopted the example goals.

6. Discuss operations and resources

The planning committee discussed District operations and resources in order to account for all sustained mitigation actions.

7. Review and discuss mitigation strategy and action plan

The planning consultant explained that proposed mitigation actions are new projects or activities that are beyond current District operations. The planning committee identified proposed mitigation actions and the potential lead agency, partners, benefit, cost, and potential funding source were discussed for each action. Based on this discussion, the planning committee identified a priority level for each proposed mitigation action (1-High, 2-Medium, or 3-Low), which determines the anticipated time line for completion.

8. Discuss plan maintenance and review

The planning committee discussed the best method and time for reviewing the hazard mitigation after it is approved. The planning committee decided to independently review the plan annually in February.

9. Discuss next steps in plan development process

The planning consultant explained that a draft summary of the district's information will be provided to the planning committee to review and provide comments to the consultant. The planning consultant will revise, as needed. A full draft of the plan will be available for public comment in May 2015 on the ECICOG website. The consultant will send information to the District when the plan is available. The plan draft will also be submitted for FEMA review in May 2015.

Once the plan is approved, the planning consultant will contact the District and provide instructions when the plan needs to be adopted. The plan development process is expected to be complete in July 2015.

The meeting ended at 3 PM after a tour of the District's tornado safe room in the Junior/Senior High School.

Notes

Meeting minutes were completed by Alicia Presto, the planning consultant, on Friday, April 3, 2015.

Iowa County

Multi-Jurisdictional Hazard Mitigation Plan

Williamsburg Community School District Meeting

Date: March 30, 2015

Time: 2 PM

Location: District Office, 810 West Walnut Street, Williamsburg, Iowa

Meeting Sign-In

Name	Organization	Phone or Email	Are you compensated for participating?
Tom Pope	Mary Welsh Williamsburg	319-668-2300	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Carol Montz	H. School Williamsburg	319 668-1059	Yes <input type="checkbox"/> No <input type="checkbox"/>
Josh Humphrey	Iowa Co. EMA		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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Meeting Duration: 1 hour