



**Morrow County  
Multi-Jurisdictional  
Natural Hazard Mitigation Plan  
2023 Update Meeting  
AGENDA**



**Tuesday February 21, 2023**

**2:00 PM– 4:00 PM**

**HYBRID – Lexington City Hall (425 F St, Lexington, OR 97839) & Online**

Join Zoom Meeting:

<https://us06web.zoom.us/j/6877555033?pwd=akxNZ0hJdOU4WWJBS3F5MXpyWEV3UT09>

Meeting ID: 687 755 5033; Passcode: Lexington

One tap mobile: +17193594580,,6877555033#,,,,\*826960756# US

<b>Welcome/Introductions</b>	<b>2:00 pm</b>
<ul style="list-style-type: none"> <li>• Please share your name, title, and jurisdiction.</li> <li>• Review and approve notes from meeting #2 and #3</li> <li>• Review project timeline</li> </ul>	Stephen Wrecsics, GIS Planning Technician, Morrow County Susan Millhauser, DLCD
<b>Hazard ID</b>	<b>2:15 pm</b>
<ul style="list-style-type: none"> <li>• Review current vs. proposed hazards.</li> <li>• Discussion</li> </ul>	All—Focus on south Morrow County
<b>Hazard Vulnerability Analysis – South County</b>	<b>2:30 pm</b>
<ul style="list-style-type: none"> <li>• Conduct a preliminary ranking of the proposed hazards.</li> </ul>	All—Focus on south Morrow County
<b>Progress Report: action item status &amp; annexes</b>	<b>3:15 pm</b>
<ul style="list-style-type: none"> <li>• Share action items that might be relevant for others to collaborate on or add to their mitigation action list.</li> <li>• Comments on revised annex template welcome.</li> </ul>	All
<b>Review plan goals</b>	<b>3:45 pm</b>
<ul style="list-style-type: none"> <li>• If time allows, and for reference in our next steps in action item development.</li> </ul>	All—Focus on south Morrow County
<b>Next Steps</b>	<b>3:55 pm</b>
<ul style="list-style-type: none"> <li>• Continue to refine annexes and action items, annex drafts due 3/21/23.</li> </ul>	Next meeting: 3/21/23 in Irrigon, North Morrow Government Center & Online

**Morrow County MJ NHMP Website:** <https://www.co.morrow.or.us/emergency/page/natural-hazard-mitigation-plan>



**Morrow County  
Multi-Jurisdictional  
Natural Hazard Mitigation Plan  
2023 Update Meeting  
NOTES**



**Tuesday November 15, 2022**

**2:00 PM–4:00 PM**

**HYBRID – North Morrow Govt Center, Don Adams Conference Room & Online**  
Meeting recording: <https://dlcd.box.com/s/n8vf3pkgrpknwbnjohwb6wdszrytalx>

**Attendees:**

Eleven people representing five jurisdictions and one state agency attended the second meeting of the 2023 Morrow County Multi-Jurisdictional Natural Hazard Mitigation Plan.

**In-person**

Aaron Palmquist, City of Irrigon City Manager

Katie Imes, Town of Lexington City Councilor

Rolf Prag, City of Boardman

Stephen Wrecsics, Morrow County Planning GIS Technician

Carla McLane, Irrigon Contract Planner/ Boardman Planning Official

Pam Reber, DLCD Natural Hazard Planner, Project Manager

**Online**

Kraig Cutsforth, Heppner City Manager

H. Paul Gray, Morrow County Emergency Manager, Project Convener

Veronica Hess, Lexington Town Recorder

Sandi Pointer, Morrow County Public Works

Dawn Hert, DLCD Eastern Oregon Regional Representative

**Welcome/Introductions:**

- Attendees in the room and on Zoom introduced themselves.
- A change to the agenda was made to provide additional time to focus on the 2016 actions items and existing annexes and the proposed template. May not get to the goals and Hazard Vulnerability Assessment included in the packet; we will discuss at the January meeting.
- The meeting notes from November 2, 2022 were reviewed and approved.

**Review Past Mitigation Action Items:**

- Status update steps were reviewed. Other plan update needs and potential partners could also be noted.
- Morrow County road action items were identified in past plans in response to storm events that preceded the plan updates, feedback from Morrow County Public Works is needed. At the same time need to consider stormwater management and DEQ requirements. The existing

stormwater master plan is vague. Best practices need to be in place but not something that FEMA would fund.

- Two lists – 2016 and 2023:
  - 2016 status column update - chose one word: Complete, Discontinued, Started, Not Started, Revise (keep project but revise as needed); avoid the term “ongoing”. It was clarified that completed actions do not need to be carried forward into the new plan.
  - 2023 list will include continuing action items and new ones in priority order. Typically organized by target hazard and related risks for FEMA funding consideration. FEMA is looking for more specific costs (best estimate) and timelines (use the suggested timeframes). For now, include initial priority of High, Medium, Low; can revise later in the process.
- A populated spreadsheet template will be sent out after the meeting for the jurisdictions to work on before the next meeting in January.
- Discussed hazard identification and whether hazards of concern that aren’t natural hazards, such as dam failure, gas lines, air quality, etc., can be included. It was clarified they can be included if there is potential for triggering by a natural hazard.
- Discussed water quality and nitrate contamination issue and DLCD received clarification from OEM that if another federal agency, such as EPA, would fund, then FEMA won’t. However, the plan can identify infrastructure projects to address natural hazards, such as drought, through water conservation, stored water, etc. that could also help to address water quality issues.
- Boardman and Heppner 2016 projects were discussed.
- The group discussed if it would make sense to elevate some projects to county-wide issues, such as language barriers, public information campaigns, recruitment of Red Cross and CERT volunteers, FEMA-required education to qualify for grants, etc. to be implemented in conjunction with the cities. For example, this would support a county grant application that covers the county and the cities, such as for translating webpages into Spanish.
- It was agreed that each city should include and prioritize the actions they plan to do and to also have a combined table that shows shared actions with lead identified, such as the county that will need to report out.
  - A combined table or matrix should include a “other jurisdiction” column and a could use different numbering system, e.g. Year-Hazard-Priority.
- At a later meeting the committee should discuss how to incorporate addressing county-wide and cross-jurisdictional collaboration into the plan’s goals.
- Discussed FEMA National Incident Management System (NIMS) IS 100 training to qualify for certain grants for equipment, such as generators. Not necessarily to receive a mitigation grant but helps to have everyone trained.

## **City Annexes**

- The Basic Plan and Annex Organization was reviewed using the table of contents. Not all sections will need to be in the annex, such as Section 5 – plan implementation and maintenance. The jurisdiction annex template also has suggestions about what to include in the plan process, participation, and adoption section.
- Clarified that the final plan and annexes will include both 2023 jurisdiction priority actions and 2016 action item status updates.

- 2016 plan didn't tie mitigation actions to hazards. The 2023 summary table in each annex can be augmented to do this so that specific hazards to be mitigated are clear.
- The basic plan will include an overview of the hazards and identified projects. It could be augmented with a matrix that ties to the hazards as well as the plan goals. There is also a robust annex for each hazard.
- The jurisdiction annexes are then tailored to each area, e.g., flooding in the south counties. and then more specific information included in the appropriate city annexes that detail hazard characteristics, history, and vulnerability (what has been remediated and what remains), on page 4 of the annex template.
- For the hazard profile section, DLCD will include improved data from DOGAMI, including a HAZUS analysis on floods and geohazards.
- It was clarified that the steering committee will be doing a subjective risk analysis at the local level, called the HVA (Hazard Vulnerability Assessment). It was agreed to do two: one focused on the north county and one focused on the south county.
  - Would like to have updated hazard chapters before finalizing the HVA, using process outlined in the packet.
- For annexes, there has been recent press coverage of volcanic issues that might be informative.

#### **Next Steps:**

- Submit cost share before the next meeting, due either monthly or quarterly. Fill out date, activities, hours, and sign. For staff and City Council members. The form is available in Box. Also document the rate of staff who are not federally funded. Please email financial official contact information to Pam. Ashley will contact them.
- Reviewed how to use the Box online folder.
- Reviewed Hazard Mitigation Assistance eligible activities grant assistance that is currently available, the application is due March 2023.
- Before the January meeting the jurisdictions should work on the mitigation project status updates, after that the focus will be on the annexes. Pam can provide support and also will coordinate with Carla on Boardman and Irrigon.
  - Suggestion to look at the 2016 city annex to help to populate the 2023 status action items.
  - Pam to meet with Katie and Veronica to support Lexington's work as well as support to engage the Lexington City Council once some of the hazard chapters are updated. Pam or Paul could help to present when there is more information to share.
- The next meeting will include a focus on Hazard ID. For example, is Extreme Heat relevant? Pam and Paul will work to firm up hazards that are specific to Morrow County.
  - It was noted that county did a lot of work on the 2016 plan to define the hazards.
  - May want to add wildfire smoke – air quality in general. Dust storms and sand blows would fit in under air quality, as well related to summer wind events.
  - What about freezing fog? That fits in with winter storms.
- Timeline: aiming to have drafts by the summer to get public input.



**Morrow County  
Multi-Jurisdictional  
Natural Hazard Mitigation Plan  
2023 Update Kickoff Meeting  
NOTES**



**Wednesday January 17, 2023**

**2:00 PM– 4:00 PM**

**HYBRID – North Morrow Govt Center, Don Adams Conference Room & Online**  
Meeting recording: <https://dlcd.box.com/s/9tauv0hu7e38ebvnk5qy34r7hd0khc9c>

**Attendees:**

Ten people representing four jurisdictions, one state agency, and one tribe attended the third meeting of the 2023 Morrow County Multi-Jurisdictional Natural Hazard Mitigation Plan.

**In-person**

Aaron Palmquist, City of Irrigon City Manager (left at 3pm)

Rolf Prag, City of Boardman

Carla McLane, Irrigon Contract Planner/ Boardman Planning Official

H. Paul Gray, Morrow County Emergency Manager, Project Convener

**Online**

Kraig Cutsforth, Heppner City Manager

Veronica Hess, Lexington Town Recorder

Sandi Pointer, Morrow County Road Department

Robert Fossek, Confederated Tribes of The Umatilla Indian Reservation (CTUIR) Emergency Management Coordinator)

Pam Reber, DLCD Natural Hazard Planner, Project Manager

Dawn Hert, DLCD Eastern Oregon Regional Representative

**Welcome/Introductions:**

- Attendees introduced themselves via Zoom.
- As the notes were not prepared, a discussion occurred about the need for notes as the meetings are recorded. The group did sound interested in having notes, but agreed that a summary of each meeting with the attendee list would be sufficient for inclusion in the plan.
  - Also, when you meet internally, please email Pam the date, attendance, and a few sentences as to what was discussed.

**Hazard ID:**

- At the last meeting, the steering committee chose to conduct two hazard rankings—one for the hazards of the northern half and then the southern half of the county, in order to capture the unique risks of these different climatic regions and geographies.
- The following hazards were proposed by the project team to the steering committee for discussion and prioritization. Adjustments can be made later if newer data becomes available.
  - Air Quality (incl. impacts of inversion and wildfire smoke)

- Drought
- Earthquake:
  - Cascadia Subduction Zone Event
  - Crustal Event
- Flood
- Landslide
- Severe Weather:
  - Extreme Heat
  - Thunderstorms (incl. lightning)
  - Windstorm (incl. dust storms and tornado)
  - Winter Storm (incl. freezing fog)
- Wildfire
- Volcanic Event
- There were two changes to this Hazard list:
  - Extreme Heat was changed to Extreme Temperature to also reflect extended below zero freezing levels.
  - Tornado was moved from one Severe Weather subcategory to another—from windstorm to thunderstorm.

### **Hazard Vulnerability Analysis – North County**

- All risk assessment is relative, and the analysis is a subjective ranking of local priorities using a methodology developed by Oregon Emergency Management (OEM), which allows for comparison across the state.
- The goal is to have discussion that results in the group’s consensus of priority hazards, for both individual plan-holding entities and as a group to inform development of action items, including some that may be collaborative. Priority hazards should have the highest score.
- The HVA instructions were reviewed then the group discussed and scored each hazard while Pam filled out the ranking spreadsheet, including specific hazard impacts and/or the logic used for ranking each hazard.
- Initial severity rankings of 1, 5, and 10 were used. Adjustments to the initial severity ratings were then discussed and agreed upon to better reflect the range of vulnerability and to help prioritize between hazard risks. Updates can be made later.
- Discussed the interconnected hazards and vulnerability of extreme heat, drought, wildfire, and windstorm. There’s increasing potential for FEMA to fund natural infrastructure projects to increase soil stability, for example, to mitigate impacts.
- Discussed where the HVA score sheet will be in the plan document; it was confirmed that it can be in the annexes for each jurisdiction. The committee can revisit and discuss further as the plan is developed.

### **Progress Report: action item status & annexes:**

- Pam reached out to the fire districts and one special district is interested in becoming a plan holder. It will be important to engage as many special districts as possible in the plan review process.
- Boardman (met 1/12/23, Carla, Rolf, and City Engineer):

- Reviewed the action items and project spreadsheet. Didn't identify any new actions at this time but added information on status. The City is undergoing significant water and wastewater upgrade based on a general obligation bond process, which will allow some of the older action items to be fulfilled.
  - Reviewed the annex template and filled in the plans section.
- Irrigon (met 1/13/23, Carla and Aaron): Reviewed the action items and added one new one into the spreadsheet and reviewed the annex and started putting in plans.
  - Will focus on adding additional information, such as the HVA, into each annex, with additional narrative.
- Lexington (Pam and Veronica): Have started to fill in the narrative, there will be more information added to the community profile and updated the plans list.
- General annex updates:
  - There will be need for more coordination to ensure consistency in headings.
  - DOGAMI Risk Report should be forthcoming in the next couple of months. The Oregon Climate Change Research Institute contract is also being executed. There has been discussion with both about providing support on meeting the new FEMA requirements. The annex template includes an example from the DOGAM Risk Report, which DLCD will provide for each annex.
  - Received a critical facilities GIS layer from Stephen which was sent to DOGAMI to use. If the cities have separate critical facilities GIS layers send to Pam.
    - If it's the layer from the 2016, probably the best data for Boardman and Irrigon, but Carla would like to view it to see if any additions, e.g., the new fire station in Boardman.
  - The Hazard Characteristics section is another place to focus. Includes narrative about locally specific events and vulnerabilities that will be augmented by the DOGAMI Risk Report.
  - The Mitigation Strategy can also be started, a good place to include pictures of completed projects.
  - **Deadline for first draft of the annex document: March 21, 2023.**
- FEMA new plan requirements require asset and infrastructure considerations. DLCD has determined that the best way to meet those would be to set up targeted meetings with utility managers to ask where their system is at risk or if there is anything missing in the plan update, identify opportunities to collaborate on project funding, etc. The committee brainstormed utility partners or others with assets to interview:
  - Windwave – fiber optics; Umatilla Electric (north end); Columbia Basin Electric (south end); PTD Fast - fiber and wireless to homes and businesses; CenturyLink - now Lumen in north county; water, wastewater, port districts; Cascade Natural Gas; GTN gas pipeline (comes in at Lone)
  - Pam will work with Paul and OEM to develop questions, followed by setting up meetings / interviews. The committee will need to help with some of the interviews.
- General action item status updates ([2016 Action Item Status Update with 2023 01-17-23.xlsx on Box](#)):
  - All five cities have done initial action item status updates to the 2016 and 2023 lists.
  - A Morrow County meeting still needs to be set up.

- More resolution will need to be added to the 2023 mitigation actions, such as timeline and costs especially. Without a \$ number it's difficult to understand the project scope.
- Discussed and agreed upon the format of the mitigation action descriptions form template for the annexes.
  - Shared the [Curry County example in Box](#), it can include space for maps and other images. Also included a combined table of county and city actions.
  - Pam will provide an action item form template to the jurisdictions.

### **Plan Goals:**

- Briefly discussed the plan goals for the 2016 plan.
- It would be wonderful for everyone to take these back to their jurisdictions and decision-makers as an educational opportunity along the way so they have context before the plan / annexes come to them for their review.

### **Next Steps:**

- Continue work on actions & annexes.
  - Meet internally with relevant staff.
  - Continue to track time and engagement activities. Cost share forms are due April 15, 2023 for January through March 2023.
  - Pam to provide an action item form template to the jurisdictions.
- Outreach To Do
  - Link to project website! Morrow County MJ NHMP Website: <https://www.co.morrow.or.us/emergency/page/natural-hazard-mitigation-plan>
  - Suggest interested parties, engage community representatives in action item development.
- Next Committee Meeting: Tuesday, February 21, 2 PM – 4 PM in Lexington and via Zoom.





# Natural Hazard Analysis Methodology

Conducting a hazard analysis is a useful first step in planning for mitigation, response, and recovery. Morrow County used the Hazard Analysis Methodology provided by Oregon Emergency Management (OEM.) This methodology involves the following steps, which are taken from the OEM Hazard Analysis Methodology document, updated May 2008. The matrix does not predict the occurrence of a particular hazard, but it does “quantify” the risk of one hazard compared with another. By doing this analysis, planning can first be focused where the risk is greatest. The matrix follows in this section after the methodology instructions, but the narratives, matrix rankings, and scores are all included in the Hazard Specific Annexes.

## COMPLETING THE HAZARD ANALYSIS MATRIX

In this analysis, severity ratings are applied to the four categories of history, vulnerability, maximum threat (worst-case scenario), and probability based as follows:

- LOW = choose the most appropriate number between 1 to 3 points
- MEDIUM = choose the most appropriate number between 4 to 7 points
- HIGH = choose the most appropriate number between 8 to 10 points

Weight factors also apply to each of the four categories as shown below.

### HISTORY (weight factor for category = 2)

History is the record of previous occurrences. Events to include in assessing history of a hazard in your jurisdiction are events for which the following types of activities were required:

- The EOC or alternate EOC was activated;
- Three or more EOP functions were implemented, e.g., alert & warning, evacuation, shelter, etc.;
- An extraordinary multi-jurisdictional response was required; and/or
- A "Local Emergency" was declared.

- LOW — score at 1 to 3 points based on... 0-1 event past 100 years
- MEDIUM — score at 4 to 7 points based on... 2-3 events past 100 years
- HIGH — score at 8 to 10 points based on... 4+ events past 100 years

### VULNERABILITY (weight factor for category = 5)

Vulnerability is the percentage of population and property likely to be affected under an "average" occurrence of the hazard.

- LOW — score at 1 to 3 points based on... <1% affected
- MEDIUM — score at 4 to 7 points based on... 1-10% affected
- HIGH — score at 8 to 10 points based on... >10% affected

**MAXIMUM THREAT** (weight factor for category = 10)

Maximum threat is the highest percentage of population and property that could be impacted under a worst-case scenario.

- LOW — score at 1 to 3 points based on...<5% affected
- MEDIUM — score at 4 to 7 points based on... 5-25% affected
- HIGH — score at 8 to 10 points based on...>25% affected

**PROBABILITY** (weight factor for category = 7)

Probability is the likelihood of future occurrence within a specified period of time.

- LOW — score at 1 to 3 points based on... one incident likely within 75-100 years
- MEDIUM — score at 4 to 7 points based on... one incident likely within 35-75 years
- HIGH — score at 8 to 10 points based on... one incident likely within 10-35 years

**HAZARD ANALYSIS MATRIX**  
**Morrow County**

Hazard	History (weight factor = 2) Severity Rating / Score	Vulnerability (weight factor = 5) Severity Rating / Score	Maximum Threat (weight factor = 10) Severity Rating / Score	Probability (weight factor = 7) Severity Rating / Score	Rank	Total Score
Drought	10 / 20	8 / 40	7 / 70	10 / 70	1	200
Earthquake	2 / 4	5 / 25	9 / 90	3 / 21	6	140
Flood	10 / 20	4 / 20	6 / 60	10 / 70	4	170
Landslide	2 / 4	3 / 15	3 / 30	8 / 56	8	105
Volcano	2 / 4	3 / 15	10 / 100	3 / 21	6	140
Wildfire	10 / 20	4 / 20	5 / 50	10 / 70	5	160
Windstorm	8 / 16	7 / 35	8 / 80	8 / 56	3	187
Winter Storm	3 / 6	8 / 40	9 / 90	8 / 56	2	192

# Section 4

## Mission, Goals and Action Items

### Natural Hazard Mitigation Vision and Mission

The Steering Committee, with the support of the Planning Department and the guidance of Oregon Partnership for Disaster Resilience along with examples of goals from other Oregon counties, considered and developed Morrow County's vision and mission statements as well as the natural hazard mitigation plan goals.

#### Vision

To maximize Morrow County's resistance and resilience to natural hazards in both government and private sectors through preparedness and mitigation.

#### Mission

To identify and reduce risk, work to prevent loss and protect life, property and the environment from natural hazard events through coordination and cooperation among public and private partners.

### Mitigation Plan Goals

The basis for Morrow County's goals concerning mitigation of natural hazard risks lies in the Comprehensive Plan, which directs the County to protect life and property from natural disasters and hazards. This goal exists in harmony with many other County planning programs from the Transportation System Plan to the ordinances, plans and policies of the Health Department, Planning Department, Public Works Department and other entities such as Morrow County Emergency Management. The Steering Committee, with the support of the Planning Department and guidance of the Oregon State's Hazard Mitigation Plan Goals along with examples of goals from other Oregon counties, considered and developed - in no particular priority order - the following natural hazard mitigation plan goals:

#### Goal 1: Protection of Property:

- Lessen impact from natural disaster on individual properties, businesses and public facilities by increasing awareness at the individual level and encouraging activities that can prevent damage and loss of life from natural hazards;
- Improve hazard assessment information to make recommendations for discouraging new development and encouraging preventative measures for existing development in areas vulnerable to natural hazards.

**Goal 2: Education and Outreach:**

- Further the public's awareness and understanding of natural hazards and potential risk, including economic vulnerability and mitigation efforts;
- Provide information on tools, partnership opportunities and funding resources to assist in implementing mitigation activities.

**Goal 3: Preventative:**

- Reduce the threat of loss of life and property from natural hazards by incorporating information on known hazards and providing incentives to make hazard mitigation planning a priority in land use policies and decisions, including plan implementation.

**Goal 4: Partnership and Coordination:**

- Identify mitigation or risk reduction measures that address multiple areas (i.e. environment, transportation, telecommunications);
- Coordinate public/private sector participation in planning and implementing mitigation projects throughout the County;
- Seek funding and resource partnerships for future mitigation efforts; and
- Strengthen communication and coordinate participation among and within public agencies, citizens, non-profit organizations, business, and industry.

**Goal 5: Structural Projects:**

- When applicable, utilize structural mitigation activities to minimize risks associated with natural hazards.

**Goal 6: Natural Resources:**

- Preserve and rehabilitate and enhance natural systems to serve natural hazard mitigation functions (i.e. floodplains, wetlands, watersheds and urban interface areas; and
- Balance watershed planning, natural resource management, and land use planning with natural hazard mitigation to protect life, property, and the environment.

**Goal 7: Emergency Services:**

- Minimize life safety issues by promoting, strengthening and coordinating emergency response plans; and
- Coordinate and integrate natural hazard mitigation activities, where appropriate, with emergency operations plans and procedures.

The plan goals help guide the direction of future activities aimed at reducing risk and

Morrow County is committed to supporting the rural fire districts and communities in their fire protection efforts, both short and long-term. The County will continue to provide support in maintaining countywide risk assessment information and emergency management coordination. During the next 5 years, the Local CWPP Coordination Group will work on implementing the wildfire plan by working with fire districts, community organizations and public agencies to coordinate fuels reduction projects with existing dollars through the National Fire Plan. The **MCCWPP** will focus on public meetings, education campaign; strengthen emergency management and evacuation procedures. **MCCWPP** partners will also focus on refining long-term strategies to maintain fire protection activities in the County. Annual meetings of the local coordinating group and annual open house meetings will continue to take place.

**Morrow County Community Wildfire Protection Plan Mission, Goals, Objectives**

Developed by the local coordinating group comprised of rural fire protection districts, local government, state and federal agencies, and community-based organizations, the plan mission is to reduce the risk from wildland fire to life, property and natural resources in the County.

**Goals**

- Protect against potential losses to life, property and natural resources from wildland fire;
- Build and maintain active participation from each Fire Protection District;
- Set realistic expectations for reducing wildland fire risk;
- Identify actions for fire protection;
- Access and utilize federal and other grant dollars;
- Identify incentives for fire protection and community participation;
- Promote visible projects and program successes;
- Monitor the changing conditions of wildland fire risk and citizen action over time;
- Institutionalize fire-related programs and sustain community efforts for fire protection;
- Establish and maintain escape route and adjacent corridors.

To address the complex range of issues within the **MCCWPP**, it became clear early in the planning process that broader and diverse participation was needed for success. Through public meetings and invitations to organizations and stakeholders in the county, sub categories were formed to develop objectives and implement actions to support the plan. Objectives within sub categories are described below.

<b>Category</b>	<b>Objective</b>
<b>General</b>	<ul style="list-style-type: none"> <li>· Provide oversight to all activities related to the <b>MCCWPP</b></li> <li>· Ensure representation and coordination</li> <li>· Develop and refine goals for fire protection in Morrow County</li> <li>· Develop a long-term structure for sustaining efforts of the <b>MCCWPP</b></li> </ul>
<b>Risk Assessment</b>	<ul style="list-style-type: none"> <li>· Identify Communities-at-Risk in the Wildland-Urban Interface</li> <li>· Develop and conduct a wildland fire risk assessment</li> <li>· Identify hazardous fuels treatment projects</li> </ul>
<b>Fuels Reduction</b>	<ul style="list-style-type: none"> <li>· Identify strategies for coordinating fuels treatment projects at a landscape scale</li> <li>· Provide special need citizens with an opportunity to participate in</li> </ul>

## **NATURAL HAZARDS MITIGATION PLAN UPDATE COST SHARE INSTRUCTIONS for PARTICIPANTS**

**What is cost share?** Cost share is the amount you contribute to the project to meet the required grant match. FEMA requires very detailed documentation to ensure compliance with all federal grant administration rules and to provide credit for your contributions. Documenting the cost share is important because it showcases the communities' commitment to and participation in natural hazards mitigation planning which is necessary for approval of the Natural Hazards Mitigation Plan (NHMP). Cost share is also important because your contributions reduce the amount of cash match the State provides to the project, which frees up State funds for other mitigation activities and technical assistance.

**What counts?** Your time (in meetings, travel, research, reviews, writing, etc.) and expenses (e.g. supplies, parking, and mileage) contributed to the project, unless the time and expenses are federally funded.

### **What is required?**

#### **Monthly Cost Share Reporting:**

- Fill out the cost share forms per the instructions on the back of the forms. There is one form for staff hours (Personnel Expenses form) and one form for all other cost share expenses such as mileage, parking, meeting supplies, etc. Please do not provide your hourly rate; the financial official must certify it. If you do not have expenses, just submit a completed Personnel Expenses form for each month as applicable.
- Simply fill out the sections that are **not** shaded. No need to summarize hours, do calculations, or fill out the shaded sections of the form.
- If you have questions about what counts as match, please contact your DLCDC Project Manager.
- The cost share forms may default to print at 11x17. If printing the form, make sure the "Shrink Oversized Pages" option is selected in the print options window and the paper size is 11 x 8.5 inches. This will ease printing, signing, scanning, and sending it via email to your DLCDC Project Manager.
- **Submit your form via email** to your **DLCDC Project Manager – Susan Millhauser: 971-718-1584, [susan.millhauser@dlcd.oregon.gov](mailto:susan.millhauser@dlcd.oregon.gov)**, by the 15<sup>th</sup> of the following month for each quarter (e.g., January to March cost share forms are due on April 15<sup>th</sup>).

#### **Sign-In Sheets and Meeting Agendas:**

- At every meeting, sign in with your full signature.
- Steering Committee members: Please make sure your name appears a second time on the meeting sign-in form. If not pre-printed, please print it.
- Submit agendas and meeting sign-in sheets for internal jurisdiction meetings related to the NHMP update to the person collecting cost share forms for your jurisdiction's or your DLCDC project manager.

#### **Rate documentation:**

Please provide DLCDC's Project Manager the name of and contact information for your Financial Official. DLCDC's Planning Grants Coordinator will work with your Financial Official to certify your hourly rate for cost share purposes.

**Send Cost Share Report Forms or questions to:**

**DLCDC Project Manager – Susan Millhauser: 971-718-1584, [susan.millhauser@dlcd.oregon.gov](mailto:susan.millhauser@dlcd.oregon.gov)**

**Thank you for your cooperation!**





**COST SHARE REPORT FORM**  
**MORROW COUNTY**  
**Natural Hazards Mitigation Plan Update**

**PERSONNEL HOURS**

① **DLCD PROJECT CONTACT:** Susan Millhauser  
 ② **PHONE:** (971) 718-1584  
 ③ **EMAIL:** susan.millhauser@dlcd.oregon.gov

**INSTRUCTIONS FOR COMPLETING THIS FORM – PARTICIPANT**

**DO NOT complete this form if:**

- Your time or services are supported in whole or in part by federal funds.
- The source of your cash donation is federal funds.
- Donated supplies were purchased in whole or in part with federal funds.
- Donated space is supported in whole or in part by federal funds.

**STEP-BY-STEP INSTRUCTIONS**

The numbers below correspond to the **white numbers in black circles** on the form.

**In the table:**

1. Enter the date of your contribution.
2. Describe what you spent your time doing for the project (for example, travel to meeting, attend meeting, review draft risk assessment, etc.).
3. Enter the number of hours you spent doing the activity described on that line.
4. **READ AND SIGN THE CERTIFICATION.**
5. Enter the date you read and signed the certification.
6. Print your name.
7. Print your title.
8. Print your address.
9. Print the name of your organization.
10. Print your email address.
11. Print your phone number.

<b>Grant Recipient:</b> Oregon Office of Emergency Management	<b>Grant Award Number:</b> DR-4519-02	<b>Performance Period:</b> March 9, 2022 - September 30, 2024	<b>Project Manager:</b> Pam Reber; (971) 304-5505; pamela.reber@dlcd.oregon.gov
<b>Sub-Recipient:</b> Oregon Department of Land Conservation and Development		<b>Grant Manager:</b> Marian Lahav marian.lahav@dlcd.oregon.gov (503) 373-0050	