

**Mason County  
MULTI-JURISDICTION HAZARD MITIGATION PLAN  
MAY 2018 UPDATE**

**VOLUME 2: PLANNING PARTNER ANNEXES**



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**Mason County  
2018 Multi-Jurisdiction Hazard Mitigation Plan Update  
Volume 2—Planning Partner Annexes**

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# CHAPTER 1.

## PLANNING PARTNER PARTICIPATION

### 1.1 BACKGROUND

The Federal Emergency Management Agency (FEMA) encourages multi-jurisdictional planning for hazard mitigation. Such planning efforts require all participating jurisdictions to fully participate in the process and formally adopt the resulting planning document. Chapter 44 of the Code of Federal Regulations (44 CFR) states:

Multi-jurisdictional plans (e.g. watershed plans) may be accepted, as appropriate, as long as each jurisdiction has participated in the process and has officially adopted the plan. (Section 201.6.a(4))

In the preparation of the 2018 *Mason County Multi-Jurisdiction Hazard Mitigation Plan Update*, a Planning Partnership was formed to leverage resources and to meet requirements of the federal Disaster Mitigation Act of 2000 (DMA) for as many eligible local governments in Mason County as possible. The DMA defines a local government as follows:

Any county, municipality, city, town, township, public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; any Indian tribe or authorized tribal organization, or Alaska Native village or organization; and any rural community, unincorporated town or village, or other public entity.

There are two types of Planning Partners in this process, with distinct needs and capabilities:

- Incorporated municipalities (cities and towns)
- Special purpose districts (e.g., fire, hospital, school, water)
- For purposes of this update, the County elected to utilize the base plan as its document, with specific county data identified within the various tables within Volume 1.

### 1.2 THE PLANNING PARTNERSHIP

#### Initial Solicitation and Letters of Intent

The planning team solicited the participation of the County and recognized special purpose districts at the outset of this project. Initial letters and emails were sent out in March 2017 to identify potential stakeholders for this process. The purpose of the letter was to introduce the planning process to jurisdictions in the County that could have a stake in the outcome of the planning effort, as well as to invite participation in the effort.

The planning process kickoff meeting was held at the Mason County Public Works Public Meeting Room on April 26, 2017 to solicit planning partners and inform potential partners of the benefits of participation in this effort. County-identified eligible local governments within the planning area were invited to attend; a press release of the meeting was also published. Various agency and citizen stakeholders were also invited to this meeting. The goals of the meeting were as follows:

- Provide an overview of the Disaster Mitigation Act.
- Provide an update on the planning grant.
- Outline the Mason County plan update work plan.
- Describe the benefits of multi-jurisdictional planning.
- Solicit planning partners.
- Confirm a Planning Committee.

All interested local governments were provided with a list of planning partner expectations developed by the planning team and were informed of the obligations required for participation. Local governments wishing to join the planning effort were asked to provide the planning team with a “notice of intent to participate” that agreed to the planning partner expectations (see Appendix A) and designated a point of contact for their jurisdiction. In all, formal commitment was received from 10 planning partners by the planning team, and the Mason County Planning Partnership was formed.

Maps for each participating city and for port districts are provided in the individual annexes for those jurisdictions. A map at the end of this chapter shows the boundaries of Mason County fire districts. These maps will be updated periodically as changes to the partnership occur, either through linkage or by a partner dropping out due to a failure to participate.

## Planning Partner Expectations

The Planning Team developed the following list of planning partner expectations, which were confirmed at the meeting held on April 26, 2017:

- Each partner will provide a “Letter of Intent to Participate.”
- Each partner will support and participate in the development of the update by providing requested information. Support includes this body making decisions regarding plan development and scope on behalf of the partnership.
- Each partner will provide support for the public involvement strategy developed by the Planning Team in the form of mailing lists, possible meeting space, and media outreach such as newsletters, newspapers or direct-mailed brochures.
- Each partner will participate in plan update development activities such as:
  - Planning Team meetings
  - Public meetings or open houses
  - Workshops and planning partner sessions
  - Public review and comment periods prior to adoption.

Attendance will be tracked at such activities, and attendance records will be used to track and document participation for each planning partner. A minimum level of participation was established, as identified in the ground rules attached as Appendix B - Planning Team Ground Rules.

- Each partner will be expected to perform a “consistency review” of all technical studies, plans, and ordinances specific to hazards identified within the planning area to determine the existence of plans, studies or ordinances not consistent with the equivalent documents reviewed in preparation of the County plan. For example: if a planning partner has a floodplain management plan that makes recommendations that are not consistent with any of the County’s

basin plans, that plan will need to be reviewed for probable incorporation into the plan for the partner's area.

- Each partner will be expected to review the risk assessment and identify hazards and vulnerabilities specific to its jurisdiction. County or contract resources will provide jurisdiction-specific mapping and technical consultation to aid in this task if unavailable by the local jurisdiction, but the determination of risk and vulnerability will be up to each partner.
- Each partner will be expected to review the mitigation recommendations chosen for the overall county and determine if they will meet the needs of its jurisdiction. Projects within each jurisdiction consistent with the overall plan recommendations will need to be identified, prioritized and reviewed to determine their benefits and costs.
- Each partner will be required to create its own action plan that identifies each project, who will oversee the task, how it will be financed and when it is estimated to occur.
- Each partner will be required to sponsor or take part in at least one public meeting to present the draft plan at least two weeks prior to adoption (various ways in which this may be met).
- Each partner will be required to formally adopt the plan.

It should be noted that by adopting this plan, each planning partner also agrees to the plan implementation and maintenance protocol established in Volume 1. Failure to meet these criteria may result in a partner being dropped from the partnership by the Planning Team, and thus losing eligibility under the scope of this plan.

## Linkage Procedures

Eligible local jurisdictions that did not participate in development of this hazard mitigation plan update may comply with DMA requirements by linking to this plan following the procedures outlined in Appendix C.

## 1.3 ANNEX-PREPARATION PROCESS

### Templates

Templates were created to help the Planning Partners prepare their jurisdiction-specific annexes. Since special purpose districts operate differently from incorporated municipalities, separate templates were created for the two types of jurisdictions. The templates were created so that all criteria of 44 CFR Section 201.6 would be met, based on the partners' capabilities and mode of operation. If templates were not completed in advance, each partner was required to participate in a technical assistance workshop during which key elements of the template were completed by a designated point of contact for each partner and a member of the planning team. The templates were set up to lead each partner through a series of steps that would generate the DMA-required elements that are specific for each partner.

### Workshop

Workshops were held for Planning Partners to learn about the templates and the overall planning process. In addition to the workshops, one-on-one meetings and/or telephone conferences were also held to provide assistance. Topics addressed included the following:

- DMA
- Mason County plan background

- The Annex templates and Instructions
- Risk ranking (Calculated Priority Risk Index - CPRI)
- Developing an action plan
- Cost/benefit review.

The sessions provided technical assistance and an overview of the template completion process. Attendance at this workshop was mandatory under the planning partner expectations established by the Planning Team Committee. There was 100-percent attendance of the partnership at these sessions.

In the risk-ranking exercise, each planning partner was asked to rank each risk specifically for its jurisdiction, based on the impact on its population or facilities. Cities were asked to base this ranking on probability of occurrence and the potential impact on people, property and the economy. Special purpose districts were asked to base this ranking on probability of occurrence and the potential impact on their constituency, their vital facilities and the facilities' functionality after an event. The methodology followed that used for the countywide risk ranking presented in Volume 1. A principal objective of this exercise was to familiarize the partnership with how to use the risk assessment as a tool to support other planning and hazard mitigation processes. Tools utilized during these sessions included the following:

- The risk assessment results developed for this plan
- Hazard maps for all hazards of concern
- Special district boundary maps that illustrated the sphere of influence for each special purpose district partner
- Hazard mitigation catalogs
- Federal funding and technical assistance catalogs
- Copies of partners' prior annexes, if applicable.
- Calculated Priority Risk Ranking Table
- Loss Matrices, Critical Facility Exposure and Impact Tables, Comprehensive Data Management System database attribute tables.

## Prioritization

44 CFR requires actions identified in the action plan to be prioritized (Section 201.c.3.iii). The planning team developed a methodology for prioritizing the action plans that meets the needs of the partnership and the requirements of 44 CFR. The actions were prioritized according to the following criteria:

- **High Priority**—Project meets multiple plan objectives, benefits exceed cost, funding is secured under existing programs, or is grant eligible, and project can be completed in 1 to 5 years (i.e., short term project) once funded.
- **Medium Priority**—Project meets at least 1 plan objective, benefits exceed costs, requires special funding authorization under existing programs, grant eligibility is questionable, and project can be completed in 1 to 5 years once funded.
- **Low Priority**—Project will mitigate the risk of a hazard, benefits exceed costs, funding has not been secured, project is not grant eligible, and time line for completion is long term (5 to 10 years).

These priority definitions are dynamic and can change from one category to another based on changes to a parameter such as availability of funding. For example, a project might be assigned a medium priority because of the uncertainty of a funding source, but be changed to high once a funding source has been identified. The prioritization schedule for this plan will be reviewed and updated as needed annually through the plan maintenance strategy.

## Benefit/Cost Review

44 CFR requires the prioritization of the action plan to emphasize a benefit/cost analysis of the proposed actions. Because some actions may not be implemented for up to 10 years, benefit/cost analysis was qualitative and not of the detail required by FEMA for project grant eligibility under the Hazard Mitigation Grant Program (HMGP) and Pre-Disaster Mitigation (PDM) grant program. A review of the apparent benefits versus the apparent cost of each project was performed. Parameters were established for assigning subjective ratings (high, medium, and low) to costs and benefits as follows:

- Cost ratings:
  - **High**—Existing funding levels are not adequate to cover the costs of the proposed action; implementation would require an increase in revenue through an alternative source (for example, bonds, grants, and fee increases).
  - **Medium**—The action could be implemented with existing funding but would require a re-apportionment of the budget or a budget amendment, or the cost of the action would have to be spread over multiple years.
  - **Low**—The action could be funded under the existing budget. The action is part of or can be part of an existing, ongoing program.
- Benefit ratings:
  - **High**—The action will have an immediate impact on the reduction of risk exposure to life and property.
  - **Medium**—The action will have a long-term impact on the reduction of risk exposure to life and property or will provide an immediate reduction in the risk exposure to property.
  - **Low**—Long-term benefits of the action are difficult to quantify in the short term.

Using this approach, projects with positive benefit versus cost ratios (such as high over high, high over medium, medium over low, etc.) are considered cost-beneficial and are prioritized accordingly.

It should be noted that for many of the strategies identified in this action plan, funding might be sought under FEMA’s HMGP or PDM programs. Both of these programs require detailed benefit/cost analysis as part of the application process. These analyses will be performed on projects at the time of application preparation. The FEMA benefit-cost model will be used to perform this review. For projects not seeking financial assistance from grant programs that require this sort of analysis, the Partners reserve the right to define “benefits” according to parameters that meet their needs and the goals and objectives of this plan.

## Analysis of Mitigation Initiatives

Each planning partner reviewed its recommended initiatives to classify each initiative based on the hazard it addresses and the type of mitigation it involves. Mitigation types used for this categorization are as follows:

- **Prevention** - Government, administrative or regulatory actions that influence the way land and buildings are developed to reduce hazard losses. This includes planning and zoning, floodplain laws, capital improvement programs, open space preservation, and stormwater management regulations.
- **Public Information and Education** - Public information campaigns or activities which inform citizens and elected officials about hazards and ways to mitigate them – a public education or awareness campaign, including efforts such as: real estate disclosure, hazard information centers, and school-age and adult education, all of which bring awareness of the hazards of concern.
- **Structural Projects** —Efforts taken to secure against acts of terrorism, manmade, or natural disasters. Types of projects include levees, reservoirs, channel improvements, or barricades which stop vehicles from approaching structures to protect.
- **Property Protection** – Actions taken that protect the properties. Types of efforts include: structural retrofit, property acquisition, elevation, relocation, insurance, storm shutters, shatter-resistant glass, sediment and erosion control, stream corridor restoration, etc. Protection can be at the individual homeowner level, or a service provided by police, fire, emergency management, or other public safety entities.
- **Emergency Services / Response** —Actions that protect people and property during and immediately after a hazard event. Includes warning systems, emergency response services, and the protection of essential facilities (e.g., sandbagging).
- **Natural Resource Protection** – Wetlands and floodplain protection, natural and beneficial uses of the floodplain, and best management practices. These include actions that preserve or restore the functions of natural systems. Includes sediment and erosion control, stream corridor restoration, watershed management, forest and vegetation management, and wetland restoration and preservation.
- **Recovery** —Actions that involve the construction or re-construction of structures in such a way as to reduce the impact of a hazard, or that assist in rebuilding or re-establishing a community after a disaster incident. It also includes advance planning to address recovery efforts which will take place after a disaster. Efforts are focused on re-establishing the planning region in such a way as enhance resiliency and reduce impacts to future incidents. Recovery differs from response, which occurs during, or immediately after an incident. Recovery views long-range, sustainable efforts.

## 1.4 FINAL COVERAGE UNDER THE PLAN

Of the six (6) committed planning partners, all fully met the participation requirements specified by the Planning Team. All partners attended the workshop, and all subsequently submitted completed templates. Therefore, all jurisdictions are included in this volume and will seek DMA compliance under this plan.

<b>Table 1-1 Planning Partner Status</b>				
<b>Jurisdiction</b>	<b>Letter of Intent Submitted</b>	<b>Attended Workshop?</b>	<b>Completed Template?</b>	<b>Will Be Covered by This Plan?</b>
Mason County	3/7/2017	Yes	Yes	Yes
City of Shelton	3/15/2017	Yes	Yes	Yes
Central Mason Fire & EMS	3/15/2017	Yes	Yes	Yes
Mason County Fire District #16	7/6/2017	Yes	Yes	Yes
Public Utility District #1	3/14/2017	Yes	Yes	Yes
Public Utility District #3	3/17/2017	Yes	Yes	Yes



# CHAPTER 2. CITY OF SHELTON ANNEX

## 2.1 INTRODUCTION

This Annex details the hazard mitigation planning elements specific to the City of Shelton, a participating jurisdiction to the 2018 Mason County Hazard Mitigation Plan Update. This Annex is not intended to be a standalone document, but rather appends to and supplements the information contained in the base plan document. As such, all sections of the base plan, including the planning process and other procedural requirements apply to and were met by the City of Shelton. For planning purposes, this Annex provides additional information specific to the jurisdiction, with a focus on providing greater details on the risk assessment and mitigation strategy for this community only.



## 2.2 HAZARD MITIGATION PLANNING TEAM POINT(S) OF CONTACT

The City of Shelton followed the planning process detailed in Section 2 of the Base Plan. In addition to providing representation on the County’s Planning Team, the City of Shelton also formulated their own internal planning team to support the broader planning process. Individuals assisting in this Annex development are identified below, along with a brief description of how they participated.

Local Planning Team Members		
Name	Position/Title	Planning Tasks
Darren Moody, Chief of Police 525 W Cota Shelton, WA 98584 360-432-9726 dmoody@ci.shelton.wa.us	Primary Point of Contact	Attend meetings, provide local data to planning partnership; seek necessary information from inside district to complete annex template.
Tim McKern, Fire Chief 525 W Cota Shelton, WA 98584 360.432.5171 tmckern@cmfe.org	Alternate Point of Contact	Work with Chief to participate in countywide planning process. Assist with information gathering to provide to planning team. Assist with completion of annex template.

## 2.3 COMMUNITY PROFILE

The following is a summary of key information about the jurisdiction and its history:

- **Date of Incorporation**—1890
- **Current Population**—10,120 per Office of Financial Management 2017 Estimate

- **Population Growth**—Population for the City of Shelton is referenced in the chart below, which was captured from the US Census Bureau.

Historical Population		
<u>1890</u>	648	—
<u>1900</u>	833	28.5%
<u>1910</u>	1,163	39.6%
<u>1920</u>	984	-15.4%
<u>1930</u>	3,091	214.1%
<u>1940</u>	3,707	19.9%
<u>1950</u>	5,045	36.1%
<u>1960</u>	5,651	12.0%
<u>1970</u>	6,515	15.3%
<u>1980</u>	7,629	17.1%
<u>1990</u>	7,241	-5.1%
<u>2000</u>	8,442	16.6%
<u>2010</u>	9,834	16.5%
Est. 2016	9,980 <sup>[12]</sup>	1.5%
U.S. Decennial Census 2015 Estimate		

- **Location and Description**— The City of Shelton is the westernmost city on Puget Sound, enjoying quiet harbors along pristine shorelines and densely forested hills. The City serves as the county seat for Mason County, Washington. The City is located at 47°12'49"N 123°6'22"W (47.213702, -123.106088).—According to the United States Census Bureau, the city has a total area of 6.09 square miles (15.77 km<sup>2</sup>), of which 5.76 square miles (14.92 km<sup>2</sup>) is land and 0.33 square miles (0.85 km<sup>2</sup>) is water. The City of Shelton is the only city in Mason County. Major roadways in the City include Highway 3 and Railroad Ave running through its boundaries. There are also three highly-travelled accesses off Highway 101 which flow into the City. The City is geographically recognized with three general areas: Hillcrest, Mt. View, and the Downtown area. Most of the City’s retail is transitioning into the Mt. View area. Likewise, Mason General Hospital is also expanding into the Mt. View area as well. The Downtown area continues with small local retail. The City has ~104 employees, and provides a wide range of municipal services, including water, sewer, solid waste, and numerous parks and recreation facilities.

- **Brief History**— Shelton was officially incorporated in 1890. The city was named after David Shelton (pictured right), a delegate to the territorial legislature. Shelton was once served by a small fleet of steamboats, which was part of the Puget Sound Mosquito Fleet. These boats included the Old Settler, Irene, Willie, City of Shelton, Marian, Clara Brown, and S.G. Simpson.
- **Climate**— Shelton experiences heavy annual precipitation, but experiences a distinct drying trend in summer, in common with much of western Washington. Due to this trend, Shelton's climate is classified as a warm-summer Mediterranean climate. Temperatures year-round are relatively mild, with few days of extreme highs in summer and extreme lows in winter.
- **Governing Body Format**— Shelton was the last city in the state of Washington to utilize the Mayor/Commission form of government. A November 2017 election now changes government to a seven-member City Council with City Manager form of government.
- **Development Trends**—With the closure and sale of Simpson Timber and Sierra Pacific purchase we will have the largest lumber stud mill on the west coast. As of fall of 2017 they are still in Temp Occupancy 60% while the new fire suppression system is installed. In addition, after many years the area on Mountain View the Hall Equities Property is moving slowly but may be gaining ground to development. In addition, a new water system now provides the needed water on the Mt. View area and out to the WSP academy on Hwy 102. Mason General Hospital is in the process of a large expansion to put all of their medical clinics in one central location, and are building a three-story medical complex on the current footprint. This makes the healthcare industry a large part of Shelton.
- **Economy** – The City of Shelton economic base consists of forest products, education, retail sales and services, recreational and healthcare services, agricultural, and light manufacturing. The largest employers include: Sierra Pacific Lumber Manufacture, Mason General Hospital, Shelton School District. The economy was originally built around logging, farming, dairying and ranching as well as oyster cultivation. The Simpson Timber Company mill on Puget Sound's Oakland Bay dominated the landscape of the downtown area; the mill was sold to Sierra Pacific Industries in 2015, who are currently building a new mill Shelton also identifies itself as the "Christmas Tree Capital."



Figure 2-1 David Shelton, 1812–1897



## 2.4 HAZARD EVENT HISTORY

Within the Base Plan, the Planning Team identified all hazard events which have occurred within the County. In the context of the planning region, it was determined that there are no additional hazards that are unique to the jurisdiction or there are hazards which are unique to the jurisdiction as follows. Table 2-1 lists all past occurrences of hazard events within the jurisdiction. If available, dollar loss data is also included.

<b>Table 2-1 Natural Hazard Events</b>			
Type of Event	FEMA Disaster # (if applicable)	Date Incident	Dollar Losses Impacting District (if known)
Flood	4253	12/1/2015	Unknown
Severe Storm	4269	11/12/2015	Unknown
Severe Storm	4056	1/14/2012	Unknown
Severe Storm(s)	1825	12/12/2008	Unknown
Flood	1817	1/6/2009	Unknown
Severe Storm(s)	1734	12/1/2007	Unknown
Severe Storm(s)	1682	12/14/2006	Unknown
Severe Storm(s)	1641	1/27/2006	Unknown
Severe Storm(s)	1499	10/15/2003	Unknown
Earthquake	1361	2/28/2001	Unknown
Flood	1172	3/18/1997	Unknown
Severe Storm(s)	1159	12/26/1996	Unknown
Severe Storm(s)	1079	11/7/1995	Unknown
Severe Storm(s)	981	1/20/1993	Unknown
Flood	883	11/9/1990	Unknown
Volcano	623	5/21/1980	Unknown
Flood	612	12/31/1979	Unknown
Flood	492	12/13/1975	Unknown
Flood	414	1/25/1974	Unknown
Earthquake	196	5/11/1965	Unknown
Flood	185	12/29/1964	Unknown
<b>Jurisdiction Specific Incidents Not Rising to Level of Disaster Declaration</b>			
Wildfire by PUD 3 Headquarters - 240 Acres burned		10/2014	Unknown Damages

## 2.5 CAPABILITY ASSESSMENT

Coordination with other community planning efforts is paramount to the successful implementation of this plan. This section provides information on how planning mechanisms, policies, and programs are integrated into other on-going efforts. It also identifies the jurisdiction's capabilities with respect to preparing and planning for, responding to, recovering from, and mitigating the impacts of hazard events and incidents.

Capabilities include the programs, policies and plans currently in use to reduce hazard impacts or that could be used to implement hazard mitigation activities. The capabilities are divided into the following sections: National Flood Insurance Information; regulatory capabilities which influence mitigation; administrative and technical mitigation capabilities, including education and outreach, partnerships, and other on-going mitigation efforts; fiscal capabilities which support mitigation efforts, and classifications under various community programs.

<b>Table 2-2 Administrative and Technical Capability</b>		
<b>Staff/Personnel Resources</b>	<b>Available (Yes/No)</b>	<b>Department/Agency/Position</b>
Professionals trained in building or infrastructure construction practices (building officials, fire inspectors, etc.)	Yes	These services are provided through the County. CMFE has a certified Fire Marshal / Inspector
Staff with training in benefit/cost analysis	Yes	These services, when necessary, may be contracted or provided by County.
Personnel skilled or trained in GIS applications	Yes	
Personnel skilled or trained in Hazus use	Yes	
Scientist familiar with natural hazards in local area	Yes	Through County and State resources.
Emergency Manager	Yes	The County provides this service.
Grant writers	Yes	We have one staff member who writes Grants for the District. The District has the authority to apply for grants.
Warning Systems/Services (Reverse 9-1-1, outdoor warning signs or signals, flood or fire warning program, etc.?)	Yes	County public works has signage available for use for warning systems; also County communications programs support the District as needed for warning and broadcasts. We also use our PIO and social media for this.
Hazard data and information available to public	Yes	Hazard maps developed through this process are available on the County's website for review.
<b>Education and Outreach</b>		
Local citizen groups or non-profit organizations focused on emergency preparedness?	Yes	CERT teams trained with citizens throughout the County and within the City of Shelton

<b>Table 2-2 Administrative and Technical Capability</b>		
<b>Staff/Personnel Resources</b>	<b>Available (Yes/No)</b>	<b>Department/Agency/Position</b>
Firewise Groups?	No	There are limited groups which currently exist within areas of the County; however, this is a strategy addressed within the countywide strategies.
Public-private partnership initiatives addressing disaster-related issues?	Yes	We work with many small communities in the Fire District to address Disaster Preparedness.
Multi-seasonal public awareness program?	Yes	The County regularly provides seasonal awareness programs via its website, safety fairs, Twitter accounts.
<b>On-Going Mitigation Efforts</b>		
Hazardous Vegetation Abatement Program	Yes	Through Code Enforcement as dangerous vegetation is identified it is enforced on in a case by case basis.
Noxious Weed Eradication Program or other vegetation management	Yes	Mason County Noxious Weed Board employees and the Mason Conservation District work to identify and eradicate Noxious Weeds.
Fire Safe Councils	Yes	
Chipper program	Yes*	The City of Shelton offers free Christmas tree chipping every year.
Defensible space inspections program	Yes	
Address signage for property addresses	Yes	
Other		

## 2.6 NATIONAL FLOOD INSURANCE INFORMATION

Information on the community’s National Flood Insurance Program (NFIP) compliance is presented in Table 2-3. This identifies the current status of the jurisdiction’s involvement with the NFIP.

Repetitive flood loss records are as follows (all are for residential structures):

- Number of FEMA-Identified Repetitive Loss Properties: 3
- Number of FEMA-Identified Severe Repetitive Loss Properties: 2
- Number of Repetitive Flood Loss/Severe Repetitive Loss Properties That Have Been Mitigated: 0

<b>Table 2-3 National Flood Insurance Program Compliance</b>	
What department is responsible for floodplain management in your community?	City of Shelton Community Development Department
Who is your community's floodplain administrator? (department/position)	City of Shelton Community Development Department – Chief Building Official and Senior Planner
Do you have any certified floodplain managers on staff in your community?	No
What is the date of adoption of your flood damage prevention ordinance?	Originally adopted in 1992 and amended in 2006 and 2013.
When was the most recent Community Assistance Visit or Community Assistance Contact?	2012
To the best of your knowledge, does your community have any outstanding NFIP compliance violations that need to be addressed? If so, please state what they are.	None that we are aware of.
Do your flood hazard maps adequately address the flood risk within your community? (If no, please state why)	Yes.
Does your floodplain management staff need any assistance or training to support its floodplain management program? If so, what type of assistance/training is needed?	Training regarding methods of achieving compliance in existing (older) structures undergoing significant remodel would be helpful.
Does your community participate in the Community Rating System (CRS)? If so, is your community seeking to improve its CRS Classification? If not, is your community interested in joining the CRS program?	Shelton Participates in the CRS program.

## 2.7 REGULATORY CAPABILITY

The assessment of the jurisdiction's legal and regulatory capabilities is presented in Table 2-4. This includes planning and land management tools, typically used by local jurisdictions to implement hazard mitigation activities and indicates those that are currently in place.

<b>Table 2-4 Legal and Regulatory Capability</b>				
	Local Authority	Other Jurisdictional Authority	State Mandated	Comments
<b>Codes, Ordinances &amp; Requirements</b>				
Building Code Version - International Codes Year -2015	Yes			
Zoning Ordinance	Yes			
Subdivision Ordinance	Yes			
Floodplain Ordinance	Yes			
Stormwater Management	Yes			
Post Disaster Recovery	Unknown			
Real Estate Disclosure	Unknown			
Growth Management –	Yes			The City of Shelton operates under the Washington State Growth Management Act.
Site Plan Review	Yes			
Public Health and Safety	Yes			
Coastal Zone Management	Yes			
Climate Change Adaptation	Yes			The state has certain mandates which the City operates under, including mechanisms to reduce the carbon footprint.
Natural Hazard Specific Ordinance (stormwater, steep slope, wildfire, etc.)	Yes			Flood, stormwater, wildfire, critical areas ordinance.
Environmental Protection	Yes			
<b>Planning Documents</b>				
General or Comprehensive Plan	Yes (Comp Plan)			
<i>Is the plan equipped to provide linkage to this mitigation plan? Yes</i>				
Floodplain or Basin Plan	Yes			The City Floodplain Ordinance is enforced, but there is no “plan” per se
Stormwater Plan	Yes			The City of Shelton has stormwater requirements for all development. All new development is reviewed pursuant to the Department of Ecology Stormwater Management Manual for Western Washington (2005)
Capital Improvement Plan	Yes			

<b>Table 2-4 Legal and Regulatory Capability</b>				
	Local Authority	Other Jurisdictional Authority	State Mandated	Comments
Habitat Conservation Plan –	Yes			While there is no Conservation Plan directly through the City of Shelton, the City of Shelton does work with the Mason Conservation District for Conservation efforts.
Economic Development Plan -	No			
Shoreline Management Plan	Yes			The City of Shelton updated its Shoreline Master Program in 2013.
Community Wildfire Protection Plan	No			
Transportation Plan	Yes			Yes, in the City Comprehensive Plan.
<b>Response/Recovery Planning</b>				
Comprehensive Emergency Management Plan				Yes, through the County, who provides emergency management services to the City.
Threat and Hazard Identification and Risk Assessment	Yes			The City is part of the Region’s THIRA
Terrorism Plan	Yes			Through law enforcement.
Post-Disaster Recovery Plan	No			
Continuity of Operations Plan	No			
Public Health Plans	Yes			Through the County.
<b>Boards and Commission</b>				
Planning Commission	Yes			
Mitigation Planning Committee	Yes			The points of contact for this process will remain in force during the lifecycle of this plan.
Maintenance programs to reduce risk (e.g., tree trimming, clearing drainage systems, chipping, etc.)- Yes, through the City of Shelton Public Works Department.	Yes			
Mutual Aid Agreements / Memorandums of Understanding	Yes			
Other				

### 2.7.1 Administrative and Technical Capability

The assessment of the jurisdiction’s administrative and technical capabilities, educational outreach efforts, and on-going programmatic efforts are presented in Table 2-5. These are elements which support not only mitigation, but all phases of emergency management already in place that are used to implement mitigation activities and communicate hazard-related information.

<b>Table 2-5 Administrative and Technical Capability</b>		
Staff/Personnel Resources	Available (Yes/No)	Department/Agency/Position
Planners or engineers with knowledge of land development and land management practices	Yes	City of Shelton Community Development and Public Works and Engineering have planners and engineers as paid staff positions.
Professionals trained in building or infrastructure construction practices (building officials, fire inspectors, etc.)	Yes	City of Shelton Building and Fire Departments / Building Official and Assistant Fire Chief
Engineers specializing in construction practices?	Yes	City of Shelton Engineering Department and, to a degree, the City of Shelton Building Department
Planners or engineers with an understanding of natural hazards	Yes	City of Shelton Community Development and Engineering Departments
Staff with training in benefit/cost analysis	Yes	Available on a contractual basis
Surveyors	Yes	Available on a contractual basis
Personnel skilled or trained in GIS applications	Yes	City of Shelton Engineering Department
Personnel skilled or trained in Hazus use	No	
Scientist familiar with natural hazards in local area	Yes	City of Shelton Community Development Department, Planning Staff
Emergency Manager	Yes	Police Department / Chief of Police / Contracted services with the County, who provides assistance with planning and emergency response activities as needed, including damage assessment after a disaster incident.
Grant writers	Yes	No official, job specific, grant writers are on staff. Staff write grants as applicable.
Warning Systems/Services (Reverse 9-1-1, outdoor warning signs or signals, flood or fire warning program, etc.?)	No	
Hazard data and information available to public	Yes	Through Mason County Emergency Management and City of Shelton

<b>Table 2-5 Administrative and Technical Capability</b>		
<b>Staff/Personnel Resources</b>	<b>Available (Yes/No)</b>	<b>Department/Agency/Position</b>
Maintain Elevation Certificates	Yes	City of Shelton Community Development keeps elevation certificates in specific project files as applicable.
<b>Education and Outreach</b>		
Local citizen groups or non-profit organizations focused on emergency preparedness?	No	
Local citizen groups or non-profit organizations focused on environmental protection?	Yes	Numerous organizations (Mason Conservation District, South Puget Sound Enhancement Group, Squaxin Island Tribe, etc.) are focused on environmental protection in the area.
Organization focused on individuals with access and functional needs populations	No	
Ongoing public education or information program (e.g., responsible water use, fire safety, household preparedness, environmental education)	Yes	The City of Shelton Utility Department has outreach information for responsible water use, the City of Shelton Fire Department (Fire District 5) provides outreach for fire safety and household preparedness.
Natural disaster or safety related school programs?		
Public-private partnership initiatives addressing disaster-related issues?		
Multi-seasonal public awareness program?		
Other		
<b>On-Going Mitigation Efforts</b>		
Hazardous Vegetation Abatement Program	Yes	Mason County Noxious Weed Board
Noxious Weed Eradication Program or other vegetation management	Yes	Mason County Noxious Weed Board
Fire Safe Councils		
Chipper program	Yes	The City of Shelton offers a free Christmas tree chipping program yearly.
Defensible space inspections program		
Creek, stream, culvert or storm drain maintenance or cleaning program	Yes	The City of Shelton stormwater utility provides creek, stream, and culvert/storm drainage maintenance and cleaning. The City also advocates for residents to “adopt a storm drain” during the fall when leaf fall is at its highest level.

<b>Table 2-5 Administrative and Technical Capability</b>		
Staff/Personnel Resources	Available (Yes/No)	Department/Agency/Position
Stream restoration program	Yes	The City of Shelton Critical Areas Ordinance requires the restoration and/or maintenance of streams and riparian areas as the City develops. The City of Shelton Community Development Department administers the Critical Areas Ordinance.
Erosion or sediment control program	Yes	The City of Shelton Public Works and Engineering Department has adopted the 2005 Stormwater Management Manual for Western Washington and also has Public Works Standards that apply to any land clearing activity.
Address signage for property addresses	Yes	The City of Shelton adheres to the requirements for the International Fire Code for addressing of properties. The City of Shelton Building Department and The City of Shelton Fire Department (FD 5) administer this code.
Other		

### 2.7.2 Fiscal Capability

The assessment of the jurisdiction’s fiscal capabilities is presented in Table 2-6. These are the financial tools or resources that could potentially be used to help fund mitigation activities.

<b>Table 2-6 Fiscal Capability</b>	
Financial Resources	Accessible or Eligible to Use?
Community Development Block Grants	Yes
Capital Improvements Project Funding	Yes
Authority to Levy Taxes for Specific Purposes	Yes
Incur Debt through General Obligation Bonds	Yes
Incur Debt through Special Tax Bonds	Yes
Withhold Public Expenditures in Hazard-Prone Areas	No
State Sponsored Grant Programs	Yes
Other	

### 2.7.3 Community Classifications

Classifications under various community mitigation programs are presented in Table 2-7. Each of the classifications identified establish requirements which, when met, are known to increase the resilience of a community.

<b>Table 2-7 Community Classifications</b>	
	Participating (Yes/No)
Protection Class	6
Building Code Effectiveness Grading Schedule	County - 3
Storm Ready	Yes - County
Firewise	Yes
Tsunami Ready (if applicable)	NA

## 2.8 HAZARD RISK AND VULNERABILITY RANKING

The jurisdiction's Planning Team reviewed the hazard list identified within the Base Plan, and have identified the hazards that affect the City of Shelton

Table 2-8 presents the ranking of the hazards of concern based on their CPRI score. A qualitative vulnerability ranking was then assigned based on a summary of potential impact determined by: past occurrences, spatial extent, damage, casualties, and continuity of government. The assessment is categorized into the following classifications:

- Extremely Low – No or very limited impact. The occurrence and potential cost of damage to life and property is very minimal-to-nonexistent. No impact to government functions with no disruption to essential services.
- Low (Negligible) – Minimal potential impact. The occurrence and potential cost of damage to life and property is minimal. Government functions are at 90% with limited disruption to essential services.
- Medium (Limited) – Moderate potential impact. This ranking carries a moderate threat level to the general population and /or built environment. The potential damage is more isolated, and less costly than a more widespread disaster. Government functions are at 80% with limited impact to essential services.
- High (Critical) – Widespread potential impact. This ranking carries a high threat to the general population and/or built environment. The potential for damage is widespread. Hazards in this category may have occurred in the past. Government functions are at ~50% operations with limited delivery of essential services.
- Extremely High (Catastrophic) – Very widespread with catastrophic impact. Government functions are significantly impacted for in excess of one month.

Table 2-8 Hazard Risk and Vulnerability Ranking			
Hazard Rank	Hazard Type	CPRI Score	Vulnerability Rank
1	Severe Weather	3.5	Medium
2	Wildfire	3.1	Low
3	Earthquake	3.6	High
4	Flood	2.9	Low
5	Landslide	2.45	Low
6	Drought	2.2	Extremely Low
7	Climate Change	1.15	Low

## 2.9 MITIGATION GOALS AND OBJECTIVES

The City of Shelton adopts the hazard mitigation goals and objectives developed by the Planning Team described in Volume 1.

## 2.10 HAZARD MITIGATION ACTION PLAN

The Planning Team for the jurisdiction identified and prioritized a wide range of actions based on the risk assessment, and their knowledge of the jurisdiction’s assets and hazards of concern. Table 2-9 lists the action items/strategies that make up the jurisdiction’s hazard mitigation plan. Background information and information on how each action item will be administered, responsible agency/office (including outside the district), potential funding sources, the timeframe, who will benefit from the activity, and the type of initiative associated with each item are also identified.

**Table 2-9  
Hazard Mitigation Action Plan Matrix**

Applies to new or existing assets	Hazards Mitigated	Objectives Met	Lead Agency	Estimated Cost (High/Medium/Low) or \$ Figure if Known	Sources of Funding (List Grant type, General Fund, etc.)	Timeline (Long-Term, Short-Term)	Included in Previous Plan? Yes/No	Initiative Type: Public Information, Preventive Activities, Structural Projects, Property Protection, Emergency Services, Recovery, Natural Resource Protection	Who or What Benefits? Facility, Local, County, Region
<b>INITIATIVE #1</b> Create a public education plan that would include classes, publication, and signage to raise the level of knowledge in the community about our current hazards. IE., Wildland fires, Earthquakes, Powerline Awareness. Focus will be on basic all hazard preparedness.									
New	All	1,2,3, 4	City of Shelton	\$2,000	DEM, FEMA, City Funds	Short Term	No	Public Information	This will benefit the City of Shelton residents
<b>INITIATIVE # 2 Outreach to the local community to create interest in the CERT program</b>									
New	All	1,2,3,4	City of Shelton	\$1500	DEM, FEMA, City Funds	Short and Long Term	No	Public Information	This will benefit the City of Shelton residents
<b>INITIATIVE #3 To work with Red Cross and Local Community to use the Civic Center for short term Shelter</b>									
New	All	1,2,3,4	City of Shelton	\$3000	DEM, FEMA, City Funds	Short Term	No	Emergency Services	This will benefit the City of Shelton residents
<b>INITIATIVE # 4 Upgrade the Communication System to mirror the MACECOM Communication Center</b>									
New	All	1,2,3,4	City of Shelton	\$5000	DEM, FEMA, City Funds	Long Term	No	Emergency Services	This will benefit the City of Shelton residents

## 2.11 PRIORITIZATION OF MITIGATION INITIATIVES

Once the mitigation initiatives items were identified, the Planning Team followed the same process outlined within Volume 1 to prioritize their initiatives. An analysis of six different initiative types for each identified action item was conducted. Table 2-10 identifies the prioritization for each action item.

<p align="center"><b>Table 2-10</b> <b>Mitigation Strategy Priority schedule</b></p>							
Initiative #	# of Objectives Met	Benefits	Costs	Do Benefits Equal or Exceed Costs?	Is Project Grant-Eligible?	Can Project Be Funded Under Existing Programs/Budgets?	Priority <sup>a</sup>
1	4	H	L	Y	Y	Y	H
2	All	H	L	Y	Y	Y	H
3	All	L	L	Y	Y	Y	L
4	All	H	L	Y	Y	Y	H
<p>a. See Chapter 1 for explanation of priorities.</p>							

## 2.12 HAZARD MAPS

The following maps illustrate the areas of concern within the City of Shelton.

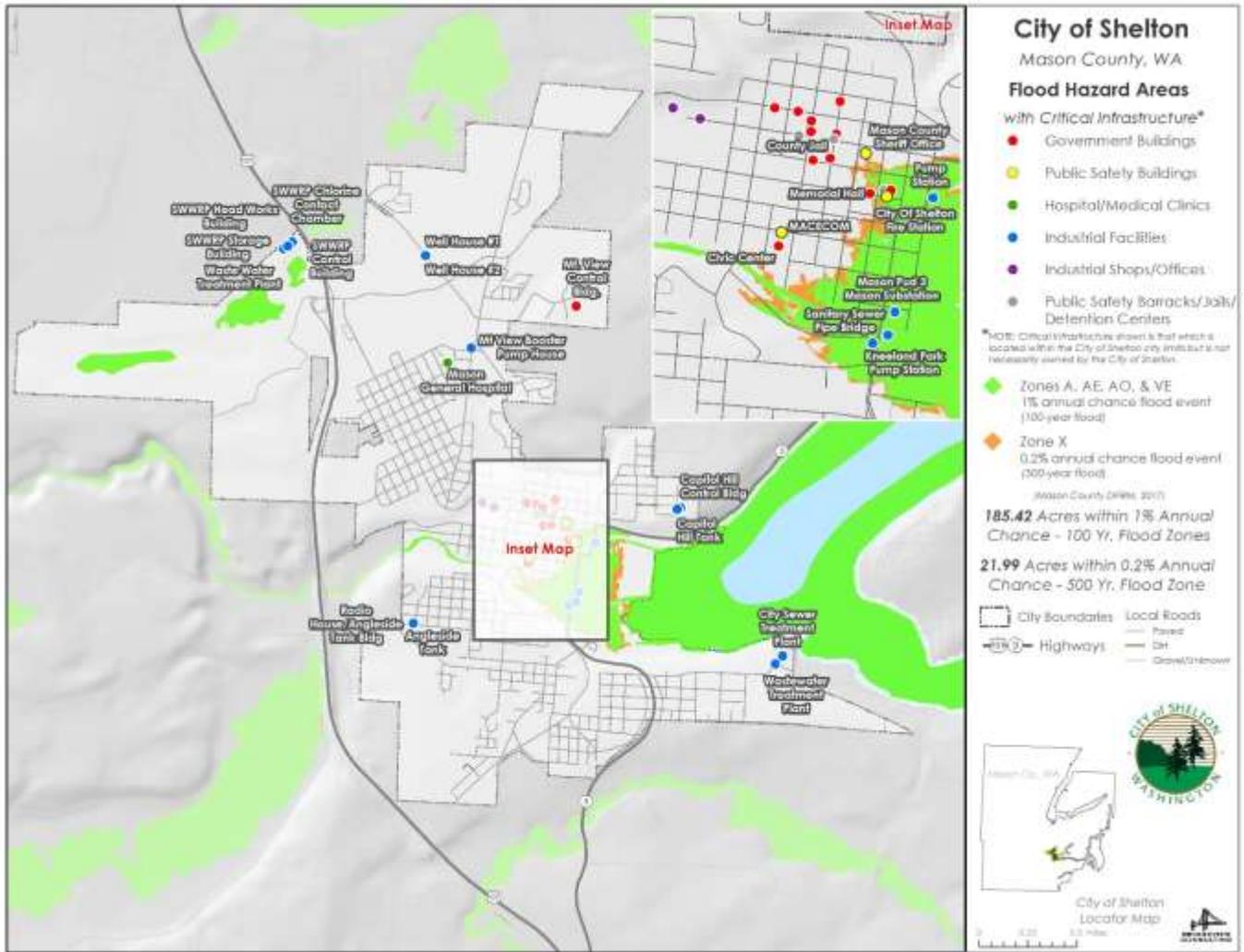


Figure 2-2 City of Shelton Critical Facilities within the Flood Hazard Area

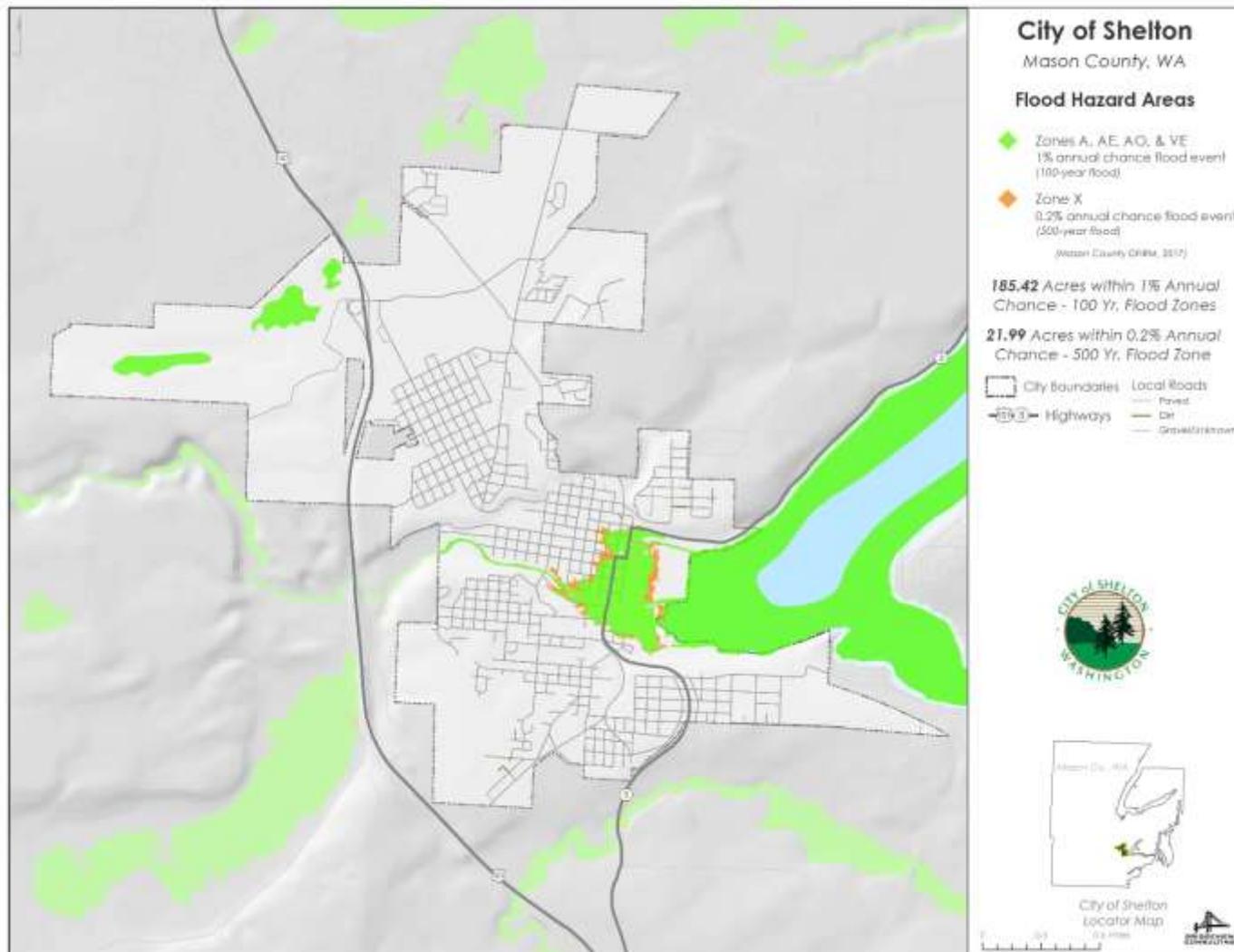


Figure 2-3 Flood Hazard Areas within the City of Shelton

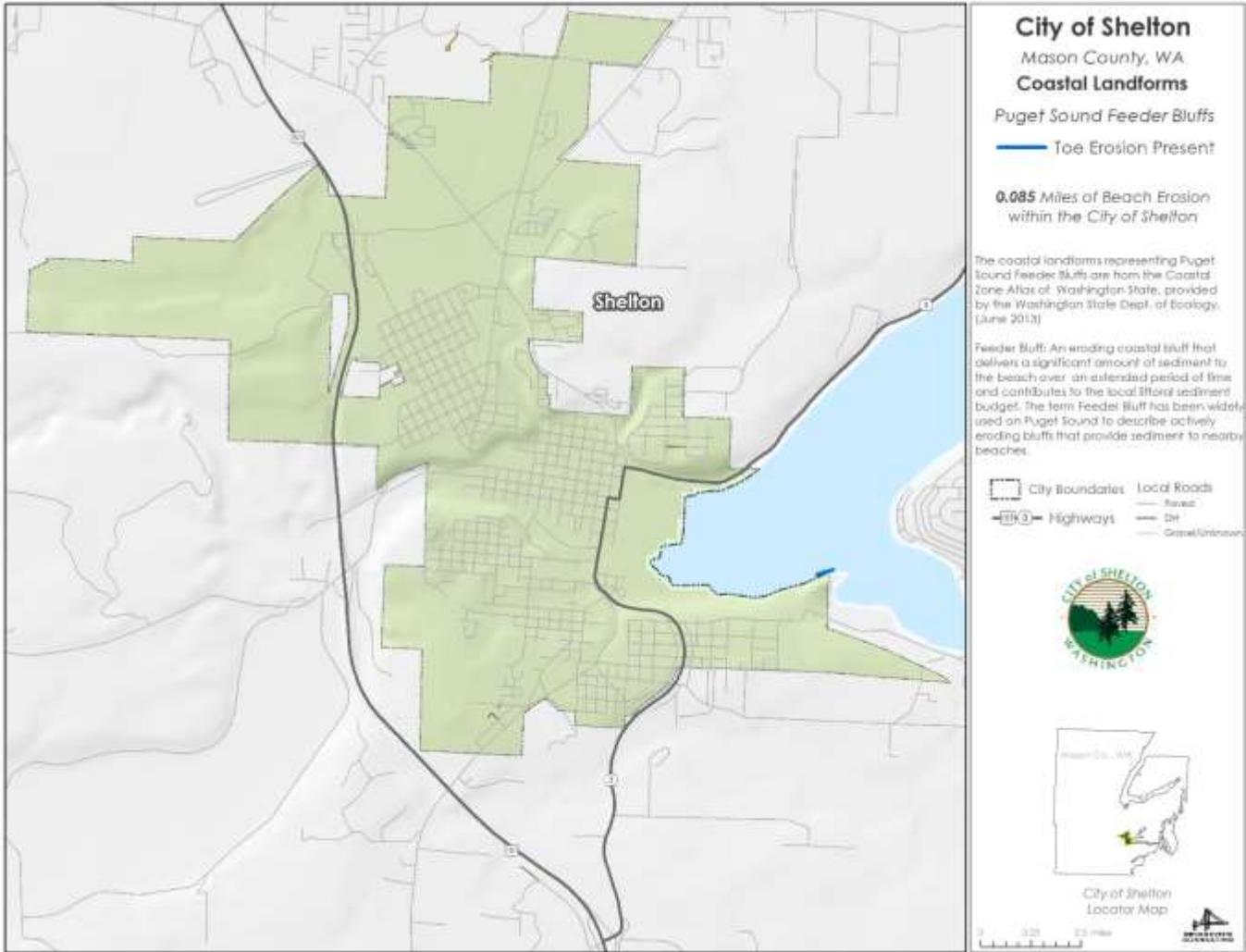


Figure 2-4 Erosion Hazard - Feeder Bluffs

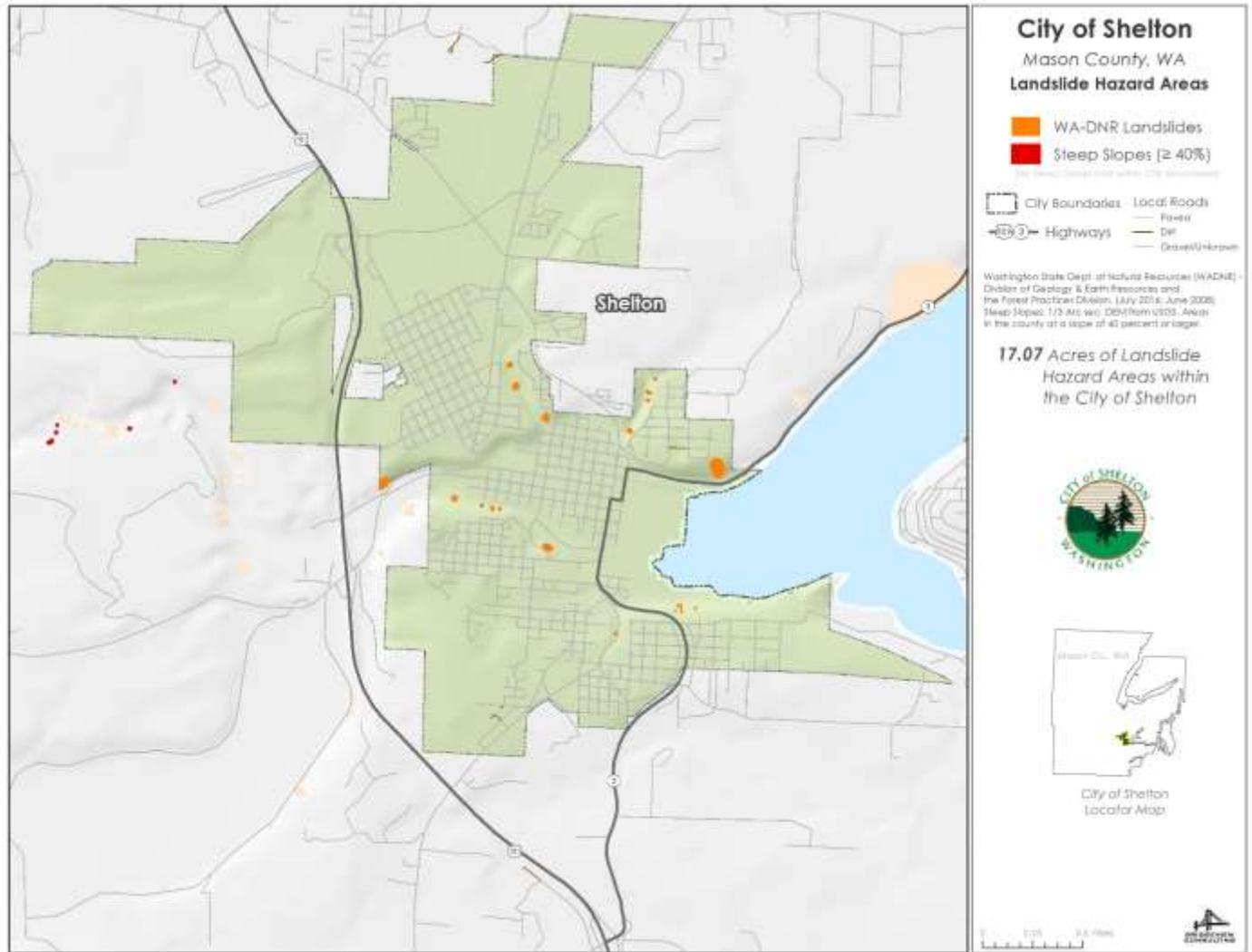


Figure 2-5 Historic Landslide Incidents and Landslide Hazard Areas of Concern

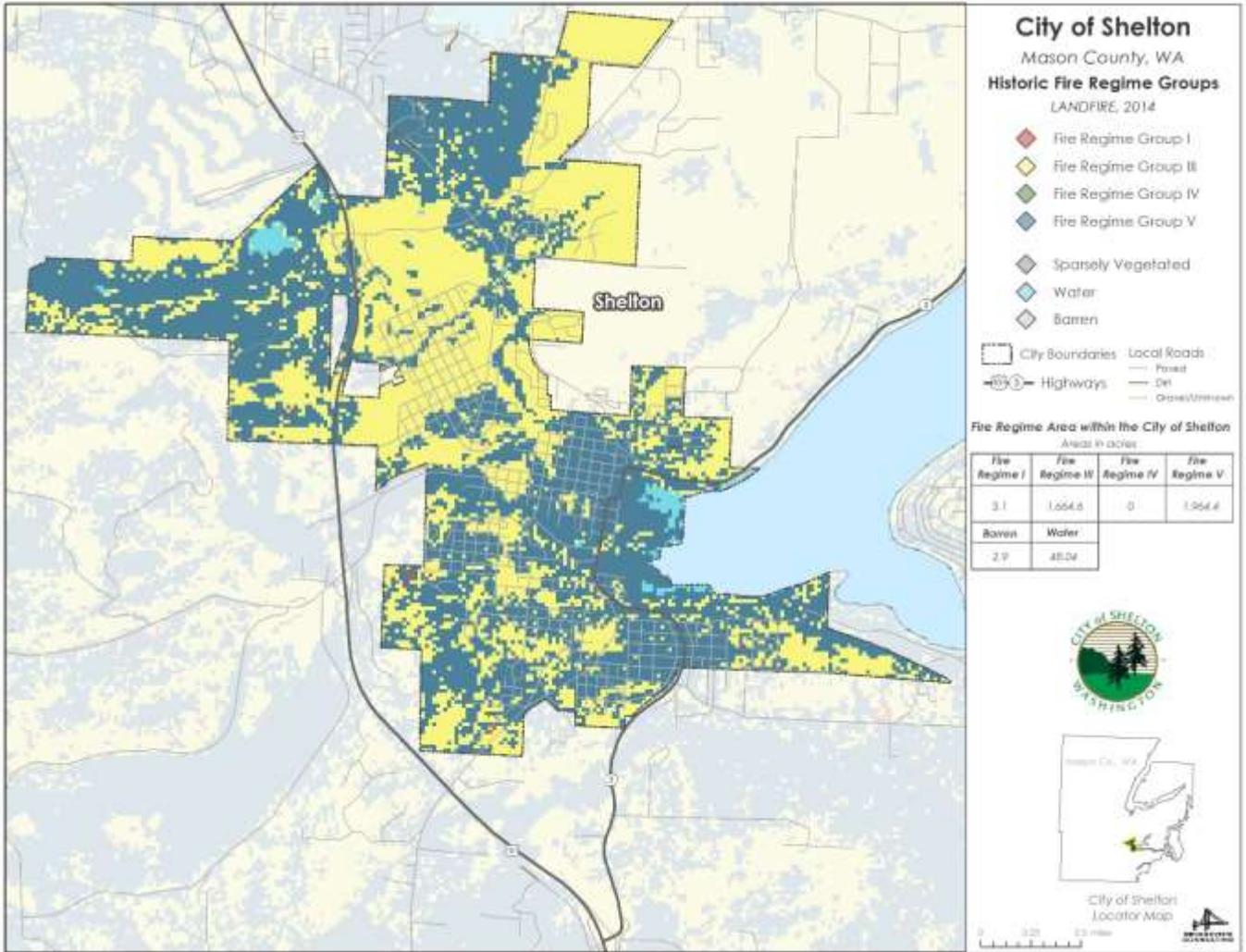


Figure 2-6 Historic Fire Regime Groups

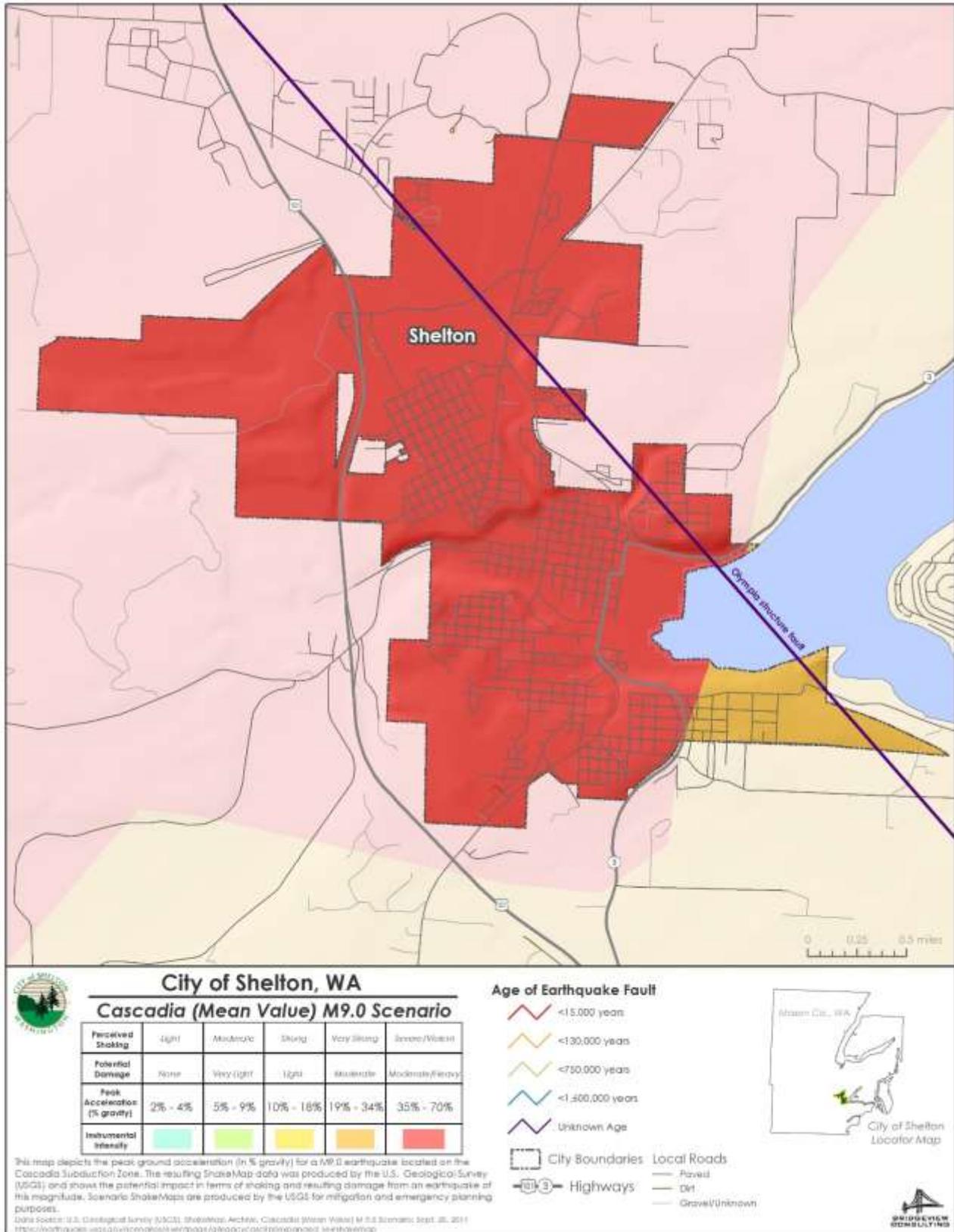


Figure 2-7 Ground Shaking from a Cascadia M9.0 Scenario

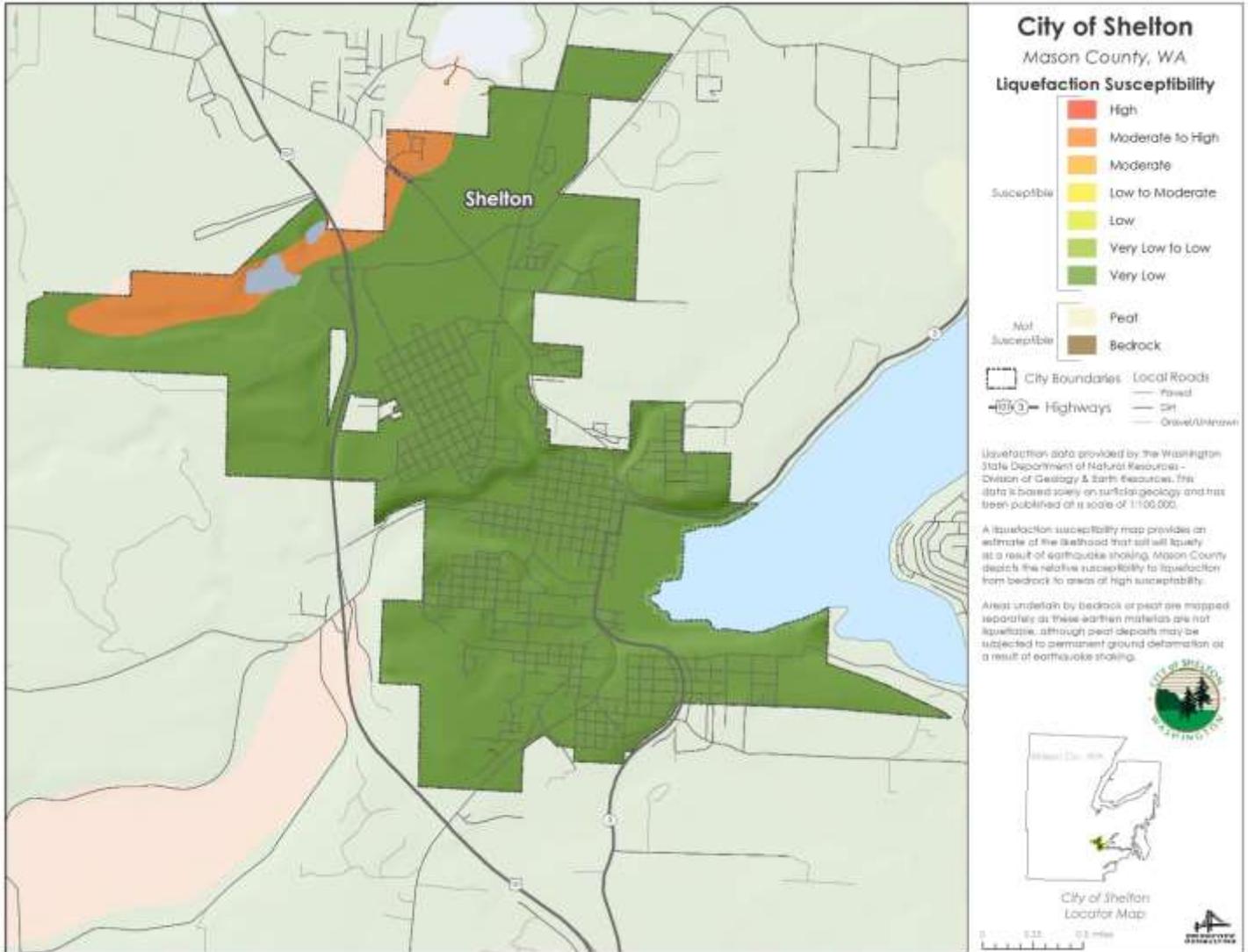


Figure 2-8 Liquefaction Susceptibility within the City of Shelton



Figure 2-9 City of Shelton Earthquake Faults and NEHRP Soils Type

# CHAPTER 3. PUBLIC UTILITY DISTRICT NO. 3 HAZARD MITIGATION PLAN ANNEX UPDATE

## 3.1 INTRODUCTION

This Annex details the hazard mitigation planning elements specific to the PUD 3, a participating special purpose district to the Mason County Hazard Mitigation Plan Update. This Annex is not intended to be a standalone document, but rather appends to and supplements the information contained in the base plan document. As such, all sections of the base plan, including the planning process and other procedural requirements apply to and were met by the PUD 3. For planning purposes, this Annex provides additional information specific to the district, with a focus on providing greater details on the risk assessment and mitigation strategy for this entity only.



## 3.2 HAZARD MITIGATION PLANNING TEAM POINT(S) OF CONTACT

The Mason County PUD 3 followed the planning process detailed in Section 2 of the Base Plan. In addition to providing representation on the County’s Planning Team, the PUD 3 also formulated their own internal planning team to support the broader planning process. Individuals assisting in this Annex development are identified below, along with a brief description of how they participated.

Local Planning Team Members		
Name	Position/Title	Planning Tasks
Stephanie Schuffenhauer, Business Analyst PO Box 2148 Shelton, WA 98584 360-432-5240 <a href="mailto:stephanies@masonpud3.org">stephanies@masonpud3.org</a>	Primary Point of Contact	Identification of historic impact data; capturing of general plan data; identification of assets;
Ali Burgess, Safety & Environmental Assistant PO Box 2148 Shelton, WA 98584 360-432-5980 <a href="mailto:ali.burgess@masonpud3.org">ali.burgess@masonpud3.org</a>	Alternate Point of Contact	Annex development; assimilation of data; point of contact with County planning team; meeting attendance;
Joel Myer, Public Information & Government Relations Manager PO Box 2148 Shelton, WA 98584 360-426-8255 ext 5259 <a href="mailto:jmyer@masonpud3.org">jmyer@masonpud3.org</a>	Public Relations	Public Outreach, meeting attendance;

Local Planning Team Members		
Name	Position/Title	Planning Tasks
Chris Miller, Operations Manager PO Box 2148 Shelton, WA 98584 360-426-8255 ext 3237 <a href="mailto:chrism@masonpud3.org">chrism@masonpud3.org</a>	Operations	Mutual aid, safety measures and regional prioritization
Dale Knutson, Director of Engineering & Utility Services PO Box 2148 Shelton, WA 98584 360-426-8255 ext 5247 <a href="mailto:dalek@masonpud3.org">dalek@masonpud3.org</a>	Engineering	

### 3.3 DISTRICT PROFILE

Mason County PUD No. 3 (the District) provides electrical and telecommunication services to customers in Mason, Grays Harbor, and Kitsap Counties (See appendix A-1 for service territory map). The District maintains 1,783 miles of electrical lines and 477 miles of telecommunication lines that service 33,345 electrical and 826 end use customers as of December 31, 2016. The District maintains 11 substations, an operations center on Johns Prairie Road, a payment center in downtown Shelton and a warehouse/customer service center in Belfair. The annual budget for 2016 was \$63,834,098 and the net assets as of December 31, 2016 were \$90,703,853. Average kWh cost for residential customers was \$0.0727.

The following is a summary of key information about the district:

- **Governing Authority**— The district is governed by a 3-board member commission and RCW 54.
- **Population Served**—33,345 owner-ratepayers as of December 31, 2016 estimated at 62,320 people.
- **Land Area Served**—600 sq. miles
- **Value of Area Served**—The estimated value of the District’s plant assets is \$136,682,161 with an estimated land value of \$26,145,150.
- **Land Area Owned**—Approximately 117 acres scattered throughout Mason County.

- **List of Critical Fleet Equipment Owned by the District:**

Bucket Truck 122	\$148,622
Dump Truck 123	\$91,700
Dump Truck 124	\$91,700
Bucket Truck 126	\$90,526
Fiber Truck 127	\$54,791
Bucket Truck 128	\$144,274
Bucket Truck 129	\$147,962
Bucket Truck 130	\$189,252
Bucket Truck 131	\$204,866
Bucket Truck 132	\$188,111
Bucket Truck 133	\$117,805
Bucket Truck 134	\$380,722
John Deer Tractor 135	\$80,110
Bucket Truck 136	\$314,134
Bucket Truck 137	\$309,448
Bucket Truck 138	\$182,581
Bucket Truck 139	\$247,875
Bucket Truck 140	\$81,323
Fiber Bucket Truck 141	\$168,419
Meter Shop Truck 142	\$140,404
Dump Truck 143	\$177,473
Dirt Crew Truck 145	\$100,007
Line Truck 215	\$156,726
Line Truck 216	\$176,228
Line Truck 217	\$170,219
Line Truck 218	\$234,937
Line Truck 219	\$278,649
Jeep 4400	\$27,223
Jeep 4401	\$27,353
Jeep 4402	\$27,353
Jeep 4403	\$32,021
Jeep 4404	\$32,021

Truck 4420	\$28,372
Truck 4421	\$28,372
Truck 4422	\$26,729
Truck 4423	\$27,548
Truck 4424	\$27,548
Truck 4425	\$32,491
Truck 4426	\$32,491
Truck 4427	\$32,491
Truck 4428	\$34,956
Truck 4429	\$28,088
Truck 4430	\$28,358
Truck 4431	\$35,140
Truck 4432	\$34,760
Truck 4433	\$36,223
Terramite Backhoe	\$15,000
Terramite Backhoe (w/trailer)	\$29,952
John Deer Backhoe	\$121,000
Ditch Witch	\$44,290
Vibratory Plow	\$43,175

- **Total Value of Critical Infrastructure/Equipment**—The total value of critical infrastructure and equipment owned by the district is \$110 million

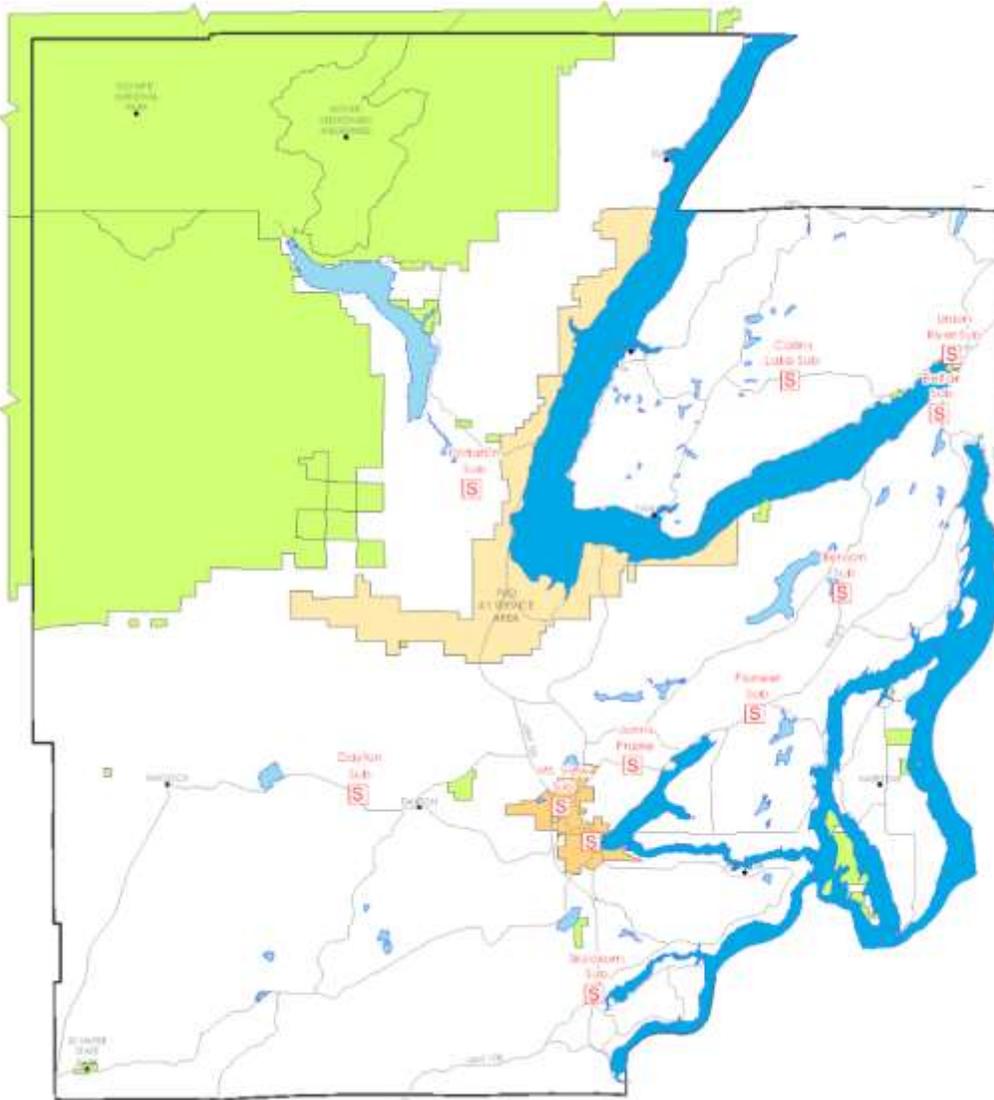
- **List of Critical Facilities Owned by the District:**

Belfair Office & Warehouse	\$435,582
Belfair Substation/COLO	\$370,182
Benson Substation	\$216,608
Downtown Payment Center	\$811,445
Collins Substation	\$80,114
Dayton Substation	\$98,015
Generation Station	\$106,115
Johns Prairie Substation	\$537,629
Kamilche Radio Tower	\$231,346
Mason Substation	\$575,508
Mt. View Substation	\$1,168,907

North Mountain Comm. Tower	\$15,868
Pioneer Substation	\$378,913
Skookum Substation	\$618,908
Union River Substation	\$279,056
Johns Prairie Operations Center	\$35,476,261

- **Total Value of Critical Facilities**—The total value of critical facilities owned by the district is \$41,400,457
- **Current and Anticipated Service Trends**— The county anticipates a 15% growth rate in the next ten years. Mason PUD 3 anticipates a similar growth rate.

## Mason County PUD No. 3 Service Territory



### 3.4 HAZARD EVENT HISTORY

Within the Base Plan, the Planning Team identified all hazard events which have occurred within the County. In the context of the planning region, it was determined that there are no additional hazards that are unique to the special purpose district Table 3-1 lists all past occurrences which have impacted the district. If available, dollar loss data is also included.

<b>Table 3-1 Natural Hazard Events</b>			
Type of Event	FEMA Disaster # (if applicable)	Date Incident	Dollar Losses Impacting District (if known)
Flood	4253	12/1/2015	\$103,500.00
Severe Storm	4269	11/12/2015	\$271,668.33
Severe Storm	4056	1/14/2012	\$507,645.87
Severe Storm(s)	1825	12/12/2008	\$174,206.76
Flood	1817	1/6/2009	\$61,239.77
Severe Storm(s)	1734	12/1/2007	\$800,706.16
Severe Storm(s)	1682	12/14/2006	\$1,416,245.22
Severe Storm(s)	1641	1/27/2006	Unknown
Severe Storm(s)	1499	10/15/2003	Unknown
Earthquake	1361	2/28/2001	Unknown
Flood	1172	3/18/1997	Unknown
Severe Storm(s)	1159	12/26/1996	Unknown
Severe Storm(s)	1079	11/7/1995	Unknown
Severe Storm(s)	981	1/20/1993	Unknown
Flood	883	11/9/1990	Unknown
Volcano	623	5/21/1980	Unknown
Flood	612	12/31/1979	Unknown
Flood	492	12/13/1975	Unknown
Flood	414	1/25/1974	Unknown
Earthquake	196	5/11/1965	Unknown
Flood	185	12/29/1964	Unknown
<b>Jurisdiction Specific Incidents Not Rising to Level of Disaster Declaration</b>			
Wildfire by PUD 3 Headquarters - 240 Acres burned		10/2014	Unknown Damages

### 3.5 CAPABILITY ASSESSMENT

Coordination with other community planning efforts is paramount to the successful implementation of this plan. This section provides information on how planning mechanisms, policies, and programs are integrated into other on-going efforts. It also identifies the jurisdiction’s capabilities with respect to preparing and planning for, responding to, recovering from, and mitigating the impacts of hazard events and incidents.

Capabilities include the programs, policies and plans currently in use to reduce hazard impacts or that could be used to implement hazard mitigation activities. This capabilities assessment is divided into the following sections: regulatory capabilities which influence mitigation; administrative and technical mitigation capabilities, including education and outreach, partnerships, and other on-going mitigation efforts; fiscal capabilities which support mitigation efforts, and classifications under various community programs.

#### 3.5.1 Regulatory Capability

The assessment of the district’s legal and regulatory capabilities, including planning and land management regulations which are customarily used by location jurisdictions to implement hazard mitigation activities, are identified in Table 3-2. Those items applicable to the district are identified.

<b>Table 3-2 Legal and Regulatory Capability</b>				
	Local Authority	Other Jurisdictional Authority	State Mandated	Comments
<b>Codes, Ordinances &amp; Requirements</b>				
Building Code		x		
Washington State Building Code			x	
Zoning Ordinance		x		
Floodplain Ordinance		x		
Stormwater Management		x		
Post Disaster Recovery		x		
Growth Management		x		
Site Plan Review		x		
Public Health and Safety		x		
Natural Hazard Specific Ordinance (steep slope, wildfire, etc.)		x		
Environmental Protection		x		
State Environmental Policy Act			x	

<b>Table 3-2 Legal and Regulatory Capability</b>				
	Local Authority	Other Jurisdictional Authority	State Mandated	Comments
Federal and State Preservation Act		x	x	
Endangered Species Act		x		
<b>Planning Documents</b>				
General or Comprehensive Plan	x			Business Continuity
				<i>Is the plan equipped to provide linkage to this mitigation plan? Yes</i>
Capital Improvement Plan	x			
Habitat Conservation Plan	x			
Economic Development Plan	x			
Community Wildfire Protection Plan	x			
Disaster Preparedness	x			
<b>Response/Recovery Planning</b>				
Comprehensive Emergency Management Plan	x			
Threat and Hazard Identification and Risk Assessment	x			
Terrorism Plan	x			
Post-Disaster Recovery Plan	x			
Continuity of Operations Plan	x			
Public Health Plans	x			
<b>Boards and Commission</b>				
Planning Commission	x			
Mitigation Planning Committee	x			
Maintenance programs to reduce risk (e.g., tree trimming, clearing drainage systems, chipping, etc.)	x			
Mutual Aid Agreements / Memorandums of Understanding	x			
Other				

### 3.5.2 Administrative and Technical Capabilities

The assessment of the district’s administrative and technical capabilities, including educational and outreach efforts, and on-going programmatic efforts are presented in Table 3-3. These are elements which support not only mitigation, but all phases of emergency management already in place that are used to implement mitigation activities and communicate hazard-related information.

<b>Table 3-3 Administrative and Technical Capability</b>		
<b>Staff/Personnel Resources</b>	<b>Available (Yes/No)</b>	<b>Department/Agency/Position</b>
Planners or engineers with knowledge of land development and land management practices	Yes	Service Engineering
Professionals trained in building or infrastructure construction practices (building officials, fire inspectors, etc.)	Yes	Service Engineering
Engineers specializing in construction practices?	Yes	Engineering
Planners or engineers with an understanding of natural hazards	Yes	Safety & Environmental
Staff with training in benefit/cost analysis	Yes	Accounting
Surveyors	No	
Personnel skilled or trained in GIS applications	Yes	GIS Technician
Personnel skilled or trained in Hazus use	No	
Scientist familiar with natural hazards in local area	Yes	Safety & Environmental
Emergency Manager	Yes	Business Continuity
Grant writers	Yes	Jenny Goos
Warning Systems/Services (Reverse 9-1-1, outdoor warning signs or signals, flood or fire warning program, etc.?)	No	
Hazard data and information available to public	Yes	Public Affairs
Maintain Elevation Certificates	No	
<b>Education and Outreach</b>		
Local citizen groups or non-profit organizations focused on emergency preparedness?	Yes	Safety & Environmental
Local citizen groups or non-profit organizations focused on environmental protection?	No	

<b>Table 3-3 Administrative and Technical Capability</b>		
Staff/Personnel Resources	Available (Yes/No)	Department/Agency/Position
Organization focused on individuals with access and functional needs populations	No	
Ongoing public education or information program (e.g., responsible water use, fire safety, household preparedness, environmental education)	Yes	Public Affairs / Education Committee
Natural disaster or safety related school programs?	Yes	Public Affairs / Education Committee / Safety Demo
Public-private partnership initiatives addressing disaster-related issues?	Yes	Public Affairs / Education Committee / Safety Demo
Multi-seasonal public awareness program?	Yes	Public Affairs / Education Committee / Safety Demo
Other		
<b>On-Going Mitigation Efforts</b>		
Hazardous Vegetation Abatement Program	Yes	Operations: Slashing / Tree Trimming
Noxious Weed Eradication Program or other vegetation management	No	
Fire Safe Councils	No	
Chipper program	No	
Defensible space inspections program	No	
Creek, stream, culvert or storm drain maintenance or cleaning program	No	
Stream restoration program	No	
Erosion or sediment control program	No	
Address signage for property addresses	No	
Other	No	

### 3.5.3 Fiscal Capability

The assessment of the jurisdiction’s fiscal capabilities is presented in Table 3-4. These are the financial tools or resources that could potentially be used to help fund mitigation activities.

<b>Table 3-4 Fiscal Capability</b>	
Financial Resources	Accessible or Eligible to Use?
Community Development Block Grants	Eligible
Capital Improvements Project Funding	Yes
Authority to Levy Taxes for Specific Purposes	Yes
User Fees for Water, Sewer, Gas or Electric Service	Yes
Incur Debt through General Obligation Bonds	Yes
Incur Debt through Special Tax Bonds	No
Incur Debt through Private Activity Bonds	No
Withhold Public Expenditures in Hazard-Prone Areas	No
State Sponsored Grant Programs	Yes
Development Impact Fees for Homebuyers or Developers	Yes

### 3.6 COMMUNITY CLASSIFICATION

The district’s classifications under various hazard mitigation programs are presented in Table 3-5. Each of the classifications identified establish requirements which, when met, are known to increase the resilience of a community. Those which specifically require district participation or enhance mitigation efforts are indicated accordingly.

<b>Table 3-5 Community Classifications</b>		
	Participating (Yes/No)	Date Enrolled
Community Rating System		
Building Code Effectiveness Grading Schedule		
Storm Ready	Yes	Countywide
Firewise		
Tsunami Ready (if applicable)		
RP3 – Reliable Public Power Provider designation through the American Public Power Association (APPA) based on reliability, safety, work force development and system improvement.	Yes	2013

### **3.7 HAZARD RISK AND VULNERABILITY RANKING**

The district’s Planning Team reviewed the hazard list identified within the Base Plan, and have identified the hazards that affect the PUD 3.

Table 6-5 presents the ranking of the hazards of concern based on their CPRI score. A qualitative vulnerability ranking was then assigned based on a summary of potential impact determined by: past occurrences, spatial extent, damage, casualties, and continuity of government. The assessment is categorized into the following classifications:

- Extremely Low – No or very limited impact. The occurrence and potential cost of damage to life and property is very minimal-to-nonexistent. No impact to government functions with no disruption to essential services.
- Low (Negligible) – Minimal potential impact. The occurrence and potential cost of damage to life and property is minimal. Government functions are at 90% with limited disruption to essential services.
- Medium (Limited) – Moderate potential impact. This ranking carries a moderate threat level to the general population and /or built environment. The potential damage is more isolated, and less costly than a more widespread disaster. Government functions are at 80% with limited impact to essential services.
- High (Critical) – Widespread potential impact. This ranking carries a high threat to the general population and/or built environment. The potential for damage is widespread. Hazards in this category may have occurred in the past. Government functions are at ~50% operations with limited delivery of essential services.
- Extremely High (Catastrophic) – Very widespread with catastrophic impact. Government functions are significantly impacted for in excess of one month.

<b>Table 3-6. Hazard Risk and Vulnerability Ranking</b>				
<b>Hazard Rank</b>	<b>Hazard Type</b>	<b>CPRI Score</b>	<b>Vulnerability Rank</b>	<b>Description of Risk (Impact to Structures and/or Service Area)</b>
1	Earthquake	3.40	Extremely High	Only one structure falls within the moderate to high liquefaction area, with the majority of structures in the very low liquefaction range. Most structures identified as critical facilities within this plan are wood, with only one masonry building, which is in the very low liquefaction zone. An earthquake would impact the district's ability to provide service and repair lines as disruption in other areas outside of the planning area could impact transmission. The district has approximately 700 miles of overhead power lines and 1,100 miles of underground power lines. It also has 29,200 poles which could be impacted by an earthquake event. Communications could also be disrupted as two critical facilities are communication-related, one built in 1970 and one in 1960. The district also has approximately 500 miles of fiber optic line miles which would be susceptible. In addition, failed roadways would also impact response capabilities for ingress and egress to lines and substations.
2	Severe Weather	3.00	Extremely High	All district-owned structures, poles (29,200) and lines (700 miles overhead) can be impacted by a severe weather event. Impact could include power outages throughout the service area. While measures such as tree-trimming do help reduce the impact, power outages will continue to occur due to high wind events, ice forming on the power lines, lightning strikes, etc.
3	Flood	2.80	High	The PUD currently has one substation falling within the 100-year floodplain valued at ~\$1.7 million dollars. Flooding in parts of the service area would also impact the District's ability to respond to and repair areas where service interruption has occurred. Flood events could impact both above- and below-ground lines.
4	Climate Change	2.45	Medium	Climate change will impact the district through increased frequency of storm events, flooding, landslides, increased wildfire danger, and drought situations.
5	Landslides	2.15	Medium	The district currently has no critical facilities within the identified landslide area; however, poles (29,200 total throughout the county) and lines (both above and below ground power and fiber optics) could be impacted, as would the ability to reach those areas.

Table 3-6. Hazard Risk and Vulnerability Ranking				
Hazard Rank	Hazard Type	CPRI Score	Vulnerability Rank	Description of Risk (Impact to Structures and/or Service Area)
6	Wildfire	2.15	Medium	Wildfires in the area have the potential to impact all lines and poles, as well as all structures, which fall into the various Fire Regimes. The PUD did experience a significant fire event in 2015 as discussed in the wildfire chapter.
7	Drought	2.15	Low	Drought will impact water supply for power generation and increase wildfire danger in the area.

### 3.8 MITIGATION GOALS AND OBJECTIVES

The District adopts the hazard mitigation goals and objectives developed by the Planning Team described in Volume 1.

### 3.9 HAZARD MITIGATION ACTION PLAN

The Planning Team for the district identified and prioritized a wide range of actions based on the risk assessment, and their knowledge of the district assets and hazards of concern. Table 3-7 lists the action items/strategies that make up the district’s hazard mitigation plan. Background information and information on how each action item will be administered, responsible agency/office (including outside the district), potential funding sources, the timeframe, who will benefit from the activity, and the type of initiative associated with each item are also identified.

Table 3-7 Hazard Mitigation Action Plan Matrix									
Applies to new or existing assets	Hazards Mitigated	Objectives Met	Lead Agency	Estimated Cost (High/Medium/Low) or \$ Figure if Known	Sources of Funding (List Grant type, General Fund, etc.)	Timeline (Long-Term, Short-Term)	Included in Previous Plan? Yes/No	Initiative Type: Public Information, Preventive Activities, Structural Projects, Property Protection, Emergency Services, Recovery, Natural Resource Protection	Who or What Benefits? Facility, Local, County, Region
<b>INITIATIVE # P-1:</b> Determine the necessity for a mobile substation to better withstand damage from major events and/or maintenance requirements at substations. Once need is determined, seek partnership with PUD 1 and/or other utilities in the region.									
New/ Existing	E, SW, WF	1, 4, 5, 6, 7	Operations, Purchasing, Finance, PUD 1	High	General Fund, Inter local Agreement, HMGP, DOE, Tribal	Long-Term	No	Preventive, Critical Facilities Protection, Emergency Response, Recovery, Mitigation	Facility, Local, County and Region

**Table 3-7  
Hazard Mitigation Action Plan Matrix**

Applies to new or existing assets	Hazards Mitigated	Objectives Met	Lead Agency	Estimated Cost (High/Medium/Low) or \$ Figure if Known	Sources of Funding (List Grant type, General Fund, etc.)	Timeline (Long-Term, Short-Term)	Included in Previous Plan? Yes/No	Initiative Type: Public Information, Preventive Activities, Structural Projects, Property Protection, Emergency Services, Recovery, Natural Resource Protection	Who or What Benefits? Facility, Local, County, Region
<b>INITIATIVE # P-2:</b> Evaluate radio system coverage for the District through radio mobile testing. Radio communication has become unreliable with an outdated system. A full upgrade will need to take place in order to better serve customers and maintain communication with field personnel for safety. Work with local planning partners to determine feasibility of shared equipment and/or radio towers.									
New/Existing	All	1, 3, 4, 5, 9	Operations, Safety, Purchasing	High	General Funds, HLS, DOJ, DOE	Short-Term	No	Preventive, Emergency Services & Response, Safety	Facility, Local, County
<b>INITIATIVE # P-3:</b> Continue with proactive tree trimming program. This is a cyclic program with the goal of having enough miles trimmed each year so that the entire system is complete every five years. Additionally, hazardous trees are reported by customers and field personnel and investigated.									
Existing	SW, WF, E, CE, F, L	2, 3, 4, 5, 6, 7, 11	Operations	Low	General Funds, Various Fire Grants, HLS, EMPG, Tribal	Ongoing	Yes	Preventive, Property & Critical Facilities Protection, Natural Resource Protection, Mitigation, Recovery	Facility, Local, County
<b>INITIATIVE # P-4:</b> Determine the necessity for a backup communication tower for Kamilche Tower, in the event it does not withstand damage from major events and/or during maintenance work. The backup tower could serve all critical emergency services.									
New/Existing	All	1, 3, 5, 6, 9	Operations, Telecom, Finance	Medium	General Funds, HLS	Short-Term	Yes	Preventive, Property Protection, Mitigation, Emergency Services, Recovery	Local and County
<b>INITIATIVE # P-5:</b> Continue implementation of public safety education programs within Mason County to educate citizens about the hazards faced with the utility and the appropriate preparedness and response measures.									
Existing	All	All	Operations, Engineering, Safety, Education Committee	Low	General Fund	Ongoing	No	Prevention, Public Information and Education, Emergency Services	County and Community
<b>INITIATIVE # P-6:</b> Continue to update and implement Business Continuity Plan for emergency operations and planning efforts to help ensure continuity of operations and system reliability.									
New/Existing	All	5, 6, 9	Operations, Safety, Administration	Low	General Fund	Short-Term	No	Recovery	Facility, County, Community

### 3.10 PRIORITIZATION OF MITIGATION INITIATIVES

Once the mitigation initiatives items were identified, the Planning Team followed the same process outlined within Volume 1 to prioritize their initiatives. An analysis of six different initiative types for each identified action item was conducted. Table 3-8 identifies the prioritization for each initiative.

Table 3-8 Mitigation Strategy Priority Schedule							
Initiative #	# Of Objectives Met	Benefits	Costs	Do Benefits Equal or Exceed Costs?	Is Project Grant-Eligible?	Can Project Be Funded Under Existing Programs/ Budgets?	Priority <sup>a</sup>
P-1	5	H	H	Y	Y	N	M
P-2	5	H	H	Y	Y	Y	H
P-3	7	H	L	Y	N	Y	H
P-4	5	H	M	Y	Y	Y	M
P-5	11	H	L	Y	N	Y	H
P-6	3	H	L	Y	N	Y	H

a. See Chapter 1 for explanation of priorities.

### 3.11 STATUS OF PREVIOUS PLAN INITIATIVES

Table 3-9 summarizes the initiatives that were recommended in the previous version of the hazard mitigation plan and their implementation status at the time this update was prepared.

Table 3-9 Status of previous Hazard Mitigation Action Plan													
Mitigation Strategy	Associated Hazards							2010 Timeline	2015 Project Status	Current Status			
	Coastal Erosion	Earthquakes	Floods	Landslides	Severe Weather	Tsunami	Wildland Fire			Completed	Continual /Ongoing Nature	Removed /No Longer Relevant/No Action	Carried Over
Continue implementation of routine tree trimming on 5-year cycle to minimize hazardous trees and debris from overhead lines. The benefit outweighs the cost to owner-ratepayers with system reliability.					✓			Ongoing	The District continues with the tree trimming program. There are currently two full-time tree crews and one contracted tree crew. The goal each year is to trim enough miles of line to remain on the 5-year cycle. Additionally, hazardous trees are reported by customers and field personnel and dealt with on a case-by-case basis.		✓		
Upgrade Mason Substation to be built above flood plain.			✓						The District completed the Mason Substation rebuild project in 2013.	✓			
Tree wire improvement					✓				The District continues to replace old bare wire with covered tree wire where it has been identified as a hazard. Tree wire prevents outages due to the fact that it is stronger and debris/limbs that come in contact with it will not cause a disruption in service.		✓		
Substation Communication Wireless Backup		✓			✓				The wireless backup at substations is only used in areas where the Utility's fiber communications is not available. The fiber is more reliable than wireless, therefore there is no longer a need for wireless as a backup to fiber. As the fiber framework is extended, eventually all substations will be hardwired with fiber rather than wireless.	✓		✓	

Table 3-9 Status of previous Hazard Mitigation Action Plan													
Mitigation Strategy	Associated Hazards							2010 Timeline	2015 Project Status	Current Status			
	Coastal Erosion	Earthquakes	Floods	Landslides	Severe Weather	Tsunami	Wildland Fire			Completed	Continual /Ongoing Nature	Removed /No Longer Relevant/No Action	Carried Over
Kamilche Communication Tower		✓	✓	✓	✓				The additional backup fuel system was installed in April 2016. The wireless backup link to the County and PUD 3 operations facilities 2015. The feasibility of a backup tower at Clifton Ridge is being determined.	✓			✓
Johns Prairie Operations Center	✓	✓	✓	✓	✓	✓	✓		The Johns Prairie Operations Center was completed in 2012. It is designed with infrastructure capable of withstanding all hazards, including high winds, severe storms, and earthquakes. Generators have been installed to provide up to 50 hours of operation on full generator power. Rainwater collection is used to operate gray water services to the building in the event water is not available from the City of Shelton.	✓			
Off Site Data Storage	✓	✓	✓	✓	✓	✓	✓		The District identified that in a disaster, the main computer servers could be damaged. This would limit availability of information regarding customer accounts and infrastructure. In order to prevent data loss, the District now maintains offsite data storage in Spokane, WA.				

# CHAPTER 4. PUBLIC UTILITY DISTRICT NO. 1 HAZARD MITIGATION PLAN ANNEX

## 4.1 INTRODUCTION

This Annex details the hazard mitigation planning elements specific to the Mason County PUD No. 1, a participating special purpose district to the Mason County Hazard Mitigation Plan Update. This Annex is not intended to be a standalone document, but rather appends to and supplements the information contained in the base plan document. As such, all sections of the base plan, including the planning process and other procedural requirements apply to and were met by the Mason County PUD No. 1. For planning purposes, this Annex provides additional information specific to the district, with a focus on providing greater details on the risk assessment and mitigation strategy for this entity only. This document serves as an update to the district’s previously completed plan. All relevant data has been carried over and updated with new information as appropriate and as identified within the planning process discussed in Volume 1.

## 4.2 HAZARD MITIGATION PLANNING TEAM POINT(S) OF CONTACT

The Mason County PUD No. 1 followed the planning process detailed in Section 2 of the Base Plan. In addition to providing representation on the County’s Planning Team, the Mason County PUD No. 1 also formulated their own internal planning team to support the broader planning process. Individuals assisting in this Annex development are identified below, along with a brief description of how they participated.

<b>Local Planning Team Members</b>		
<b>Name</b>	<b>Position/Title</b>	<b>Planning Tasks</b>
Kristin Masteller, Director of Business Services 21971 N. Hwy 101 Shelton, WA 98584 Telephone: 360-877-5249 e-mail Address: <a href="mailto:kristinm@mason-pud1.org">kristinm@mason-pud1.org</a>	Primary Point of Contact	
Darin Hall, Director of Operations 21971 N. Hwy 101 Shelton, WA 98584 Telephone: 360-877-5249 e-mail Address: <a href="mailto:darinh@mason-pud1.org">darinh@mason-pud1.org</a>	Alternate Point of Contact	



<b>Table 4-1 Natural Hazard Events</b>			
Type of Event	FEMA Disaster # (if applicable)	Date	Dollar Losses (if known)
Snow Storm, High Winds	1079	11/7/95-12/18/95	Data not available.
Ice Storm	1159	12/26/96-2/10/97	Data not available.
Severe Wind storm, Flooding	1499	10/15/03-10/23/03	Data not available.
Severe Wind storm, Landslides	1641	2/2/06-2/4/06	Data not available.
Severe Storm, Landslides	1682	12/14/06-12/15/16	Data not available.
Severe Storm, Snow/Ice	1734	12/1/07-12/17/07	Data not available.
Severe Storm, Snow/Ice	1825	12/12/08-1/7/09	Data not available.
Severe Storm, High Winds, Landslides	4249	11/12/15-11/21/15	Data not available.
<b>Local Area Disaster – Not Declared</b>			
Snow Storm, Landslides	n/a	12/21/12-12/24/12	Data not available.
Severe Wind Storm	n/a	3/10/16-3/13/16	Data not available.

## 4.5 CAPABILITY ASSESSMENT

Coordination with other community planning efforts is paramount to the successful implementation of this plan. This section provides information on how planning mechanisms, policies, and programs are integrated into other on-going efforts. It also identifies the jurisdiction's capabilities with respect to preparing and planning for, responding to, recovering from, and mitigating the impacts of hazard events and incidents.

Capabilities include the programs, policies and plans currently in use to reduce hazard impacts or that could be used to implement hazard mitigation activities. The capabilities are divided into the following sections: regulatory capabilities which influence mitigation; administrative and technical mitigation capabilities,

including education and outreach, partnerships, and other on-going mitigation efforts; fiscal capabilities which support mitigation efforts, and classifications under various community programs.

### 4.5.1 Regulatory Capability

The assessment of the district’s legal and regulatory capabilities, including planning and land management regulations which are customarily used by location jurisdictions to implement hazard mitigation activities, are identified in Table 4-2. Those items applicable to the district are identified.

<b>Table 4-2 Legal and Regulatory Capability</b>				
	Local Authority	Other Jurisdictional Authority	State Mandated	Comments
<b>Codes, Ordinances &amp; Requirements</b>				
Building Code				
Zoning Ordinance				
Subdivision Ordinance				
Floodplain Ordinance				
Stormwater Management				
Post Disaster Recovery				
Real Estate Disclosure				
Growth Management				
Site Plan Review				
Public Health and Safety	X			Water Adequacy Determinations
Coastal Zone Management				
Climate Change Adaptation				
Natural Hazard Specific Ordinance (stormwater, steep slope, wildfire, etc.)				
Environmental Protection				
<b>Planning Documents</b>				
General or Comprehensive Plan				<i>Is the plan equipped to provide linkage to this mitigation plan? Yes</i>
Floodplain or Basin Plan				
Stormwater Plan				
Capital Improvement Plan	X			PUD 1 CIP plan for water & electric

<b>Table 4-2 Legal and Regulatory Capability</b>				
	Local Authority	Other Jurisdictional Authority	State Mandated	Comments
Habitat Conservation Plan				
Economic Development Plan				
Shoreline Management Plan				
Community Wildfire Protection Plan				
Transportation Plan				
<b>Response/Recovery Planning</b>				
Comprehensive Emergency Management Plan				
Threat and Hazard Identification and Risk Assessment				
Terrorism Plan				
Post-Disaster Recovery Plan	X			PUD 1 Disaster Preparedness Plan
Continuity of Operations Plan	X			PUD 1 Disaster Preparedness Plan
Public Health Plans				
<b>Boards and Commission</b>				
Planning Commission				
Mitigation Planning Committee				
Maintenance programs to reduce risk (e.g., tree trimming, clearing drainage systems, chipping, etc.)	X			Annual Vegetation Management program
Mutual Aid Agreements / Memorandums of Understanding	X			Mutual Aid Agreements with neighboring utilities and BPA
Other				

### 4.5.2 Administrative and Technical Capabilities

The assessment of the district’s administrative and technical capabilities, including educational and outreach efforts, and on-going programmatic efforts are presented in Table 4-3. These are elements which support not only mitigation, but all phases of emergency management already in place that are used to implement mitigation activities and communicate hazard-related information.

<b>Table 4-3 Administrative and Technical Capability</b>		
Staff/Personnel Resources	Available (Yes/No)	Department/Agency/Position
Planners or engineers with knowledge of land development and land management practices	NO	
Professionals trained in building or infrastructure construction practices (building officials, fire inspectors, etc.)	NO	
Engineers specializing in construction practices?	NO	
Planners or engineers with an understanding of natural hazards	NO	
Staff with training in benefit/cost analysis	NO	
Surveyors	NO	
Personnel skilled or trained in GIS applications	YES	Electric & Water Depts.
Personnel skilled or trained in Hazus use	NO	
Scientist familiar with natural hazards in local area	NO	
Emergency Manager	NO	
Grant writers	YES	Director of Business Services
Warning Systems/Services (Reverse 9-1-1, outdoor warning signs or signals, flood or fire warning program, etc.?)	NO	
Hazard data and information available to public	YES	Mason County's Data
Maintain Elevation Certificates	NO	
<b>Education and Outreach</b>		
Local citizen groups or non-profit organizations focused on emergency preparedness?	NO	
Local citizen groups or non-profit organizations focused on environmental protection?	NO	
Organization focused on individuals with access and functional needs populations	NO	
Ongoing public education or information program (e.g., responsible water use, fire safety, household preparedness, environmental education)	YES	Ongoing through social media and print media for water use and household preparedness for loss of utilities.
Natural disaster or safety related school programs?	NO	
Public-private partnership initiatives addressing disaster-related issues?	NO	

<b>Table 4-3 Administrative and Technical Capability</b>		
Staff/Personnel Resources	Available (Yes/No)	Department/Agency/Position
Multi-seasonal public awareness program?	YES	Ongoing through social and print media for utility-specific messaging.
Other	NO	
<b>On-Going Mitigation Efforts</b>		
Hazardous Vegetation Abatement Program	YES	PUD 1-specific vegetation mgmt. program
Noxious Weed Eradication Program or other vegetation management	NO	
Fire Safe Councils	NO	
Chipper program	YES	PUD 1- specific chipper use for VM program.
Defensible space inspections program	NO	
Creek, stream, culvert or storm drain maintenance or cleaning program	NO	
Stream restoration program	NO	
Erosion or sediment control program	NO	
Address signage for property addresses	NO	
Other	NO	

### 4.5.3 Fiscal Capability

The assessment of the jurisdiction’s fiscal capabilities is presented in Table 4-4. These are the financial tools or resources that could potentially be used to help fund mitigation activities.

<b>Table 4-4 Fiscal Capability</b>	
Financial Resources	Accessible or Eligible to Use?
Community Development Block Grants	YES
Capital Improvements Project Funding	YES
Authority to Levy Taxes for Specific Purposes	YES
User Fees for Water, Sewer, Gas or Electric Service	YES
Incur Debt through General Obligation Bonds	YES

<b>Table 4-4 Fiscal Capability</b>	
Financial Resources	Accessible or Eligible to Use?
Incur Debt through Special Tax Bonds	UNKNOWN
Incur Debt through Private Activity Bonds	UNKNOWN
Withhold Public Expenditures in Hazard-Prone Areas	NO
State Sponsored Grant Programs	YES
Development Impact Fees for Homebuyers or Developers	NO
Other	NO

### 4.6 COMMUNITY CLASSIFICATION

The district’s classifications under various hazard mitigation programs are presented in Table 4-5. Each of the classifications identified establish requirements which, when met, are known to increase the resilience of a community. Those which specifically require district participation or enhance mitigation efforts are indicated accordingly.

<b>Table 4-5 Community Classifications</b>		
	Participating (Yes/No)	Date Enrolled
Community Rating System	NO	
Building Code Effectiveness Grading Schedule	NO	
Storm Ready	NO	
Firewise	NO	
Tsunami Ready (if applicable)	NO	

### 4.7 HAZARD RISK AND VULNERABILITY RANKING

The district’s Planning Team reviewed the hazard list identified within the Base Plan, and have identified the hazards that affect Mason County PUD No. 1.

Table 4-6 presents the ranking of the hazards of concern based on their CPRI score. A qualitative vulnerability ranking was then assigned based on a summary of potential impact determined by: past

occurrences, spatial extent, damage, casualties, and continuity of government. The assessment is categorized into the following classifications:

- Extremely Low – No or very limited impact. The occurrence and potential cost of damage to life and property is very minimal-to-nonexistent. No impact to government functions with no disruption to essential services.
- Low (Negligible) – Minimal potential impact. The occurrence and potential cost of damage to life and property is minimal. Government functions are at 90% with limited disruption to essential services.
- Medium (Limited) – Moderate potential impact. This ranking carries a moderate threat level to the general population and /or built environment. The potential damage is more isolated, and less costly than a more widespread disaster. Government functions are at 80% with limited impact to essential services.
- High (Critical) – Widespread potential impact. This ranking carries a high threat to the general population and/or built environment. The potential for damage is widespread. Hazards in this category may have occurred in the past. Government functions are at ~50% operations with limited delivery of essential services.
- Extremely High (Catastrophic) – Very widespread with catastrophic impact. Government functions are significantly impacted for in excess of one month.

<b>Table 4-6 Hazard Risk and Vulnerability Ranking</b>				
Hazard Rank	Hazard Type	CPRI Score	Vulnerability Rank	Description of Risk (Impact to Structures and/or Service Area)
1	Earthquake	3.6	High	All of the PUD’s structures falls within the very low to low liquefaction area. Six structures identified as critical facilities within this plan are masonry (three each unreinforced / reinforced masonry); three are steel; one pre-cast, and one manufactured structure. Most of the PUD’s facilities (both water and power) are older (1954-1969). One was built in 1984, one in 1985, and one in 2013. An earthquake would also impact the district’s ability to provide service and repair lines as disruption in other areas outside of the planning area could impact transmission. In addition, failed roadways would also impact response capabilities for ingress and egress to lines, substations, and water facilities.

<p align="center"><b>Table 4-6 Hazard Risk and Vulnerability Ranking</b></p>				
Hazard Rank	Hazard Type	CPRI Score	Vulnerability Rank	Description of Risk (Impact to Structures and/or Service Area)
2	Severe Weather	3.55	High	All structures, poles, and lines (both water and power) can be impacted by a severe weather event. Impact could include power outages throughout the service area. The PUD has over 4,200 poles and nearly 400 miles of line along the Olympic National Forest and Hood Canal. The PUD does conduct regular tree-trimming do help reduce the impact; however, power outages will continue to occur due to high wind events, ice forming on the power lines, lightning strikes, etc. A severe weather event which includes flooding could potentially impact water supply, although such incidents have not occurred. Power outages for the area also results in a loss of water service for most of PUD 1’s water systems due to no standby generators for the well pumps.
3	Flood	3.25	High	No critical facilities or building structures owned by PUD are within either a 100- or 500-year flood hazard area. However, flooding issues could impact wells in the area. Flood events could impact response to downed lines.
4	Landslides	2.8	Medium	The PUD has no identified structures within the landslide hazard areas, although it does own over 4,200 poles and approx. 400 miles of lines, some of which have been impacted annually by landslide events. Assessment on the poles and lines were outside of the scope of this project.
5	Drought	2.6	Medium	Drought will impact water supply for power generation and increase wildfire danger in the area. The District already mandates water use restrictions during peak use seasons due to drought and high consumption.
6	Wildfire	2.55	Medium	Wildfires in the area have the potential to impact all lines and poles, as well as all structures, which fall into the various Fire Regimes. The District has over 4,200 poles and approx. 400 miles of line.
7	Climate Change	2.4	Medium	Climate change will impact the district through increased frequency of storm events, flooding, landslides, increased wildfire danger, and drought situations.

## 4.8 MITIGATION GOALS AND OBJECTIVES

The District adopts the hazard mitigation goals and objectives developed by the Planning Team described in Volume 1.

## 4.9 HAZARD MITIGATION ACTION PLAN

The Planning Team for the district identified and prioritized a wide range of actions based on the risk assessment, and their knowledge of the district assets and hazards of concern. Table 1-7 lists the action items/strategies that make up the district’s hazard mitigation plan. Background information and information on how each action item will be administered, responsible agency/office (including outside the district), potential funding sources, the timeframe, and the type of initiative associated with each item are also identified.

<b>Table 4-7 Hazard Mitigation Action Plan Matrix</b>									
Applies to new or existing assets	Hazards Mitigated	Objectives Met	Lead Agency	Estimated Cost (High/Medium/Low) or \$ Figure if Known	Sources of Funding (List Grant type, General Fund, etc.)	Timeline (Long-Term, Short-Term)	Included in Previous Plan? Yes/No	Initiative Type: Public Information, Preventive Activities, Structural Projects, Property Protection, Emergency Services, Recovery, Natural Resource Protection	Who or What Benefits? Facility, Local, County, Region
<b>INITIATIVE #1- Continue social media activity to alert customers and residents of utility interruptions, extreme weather events, disaster events, planning, resources, transportation/highway closures, etc.</b>									
Existing	All		PUD 1	Low	n/a	Ongoing	No	Public Information	Local/ Regional
<b>INITIATIVE #2- Procure a mobile substation to help power sections of the grid during prolonged and significant outages; keep critical facilities in power- schools, hospitals, EMS, MACECOM, etc. Can be shared with neighboring counties.</b>									
New	All		PUD 1 or 3	High	Grant	Long-term	No	Emergency Services	Local/ Regional
<b>INITIATIVE #3- Construct a new substation near the Mason/Jefferson County line to enable looping and keep the 1,600 customers on the Hwy 101 N. feeder in power if one of the other substations fails or there is a massive slide/storm that takes out infrastructure along 101.</b>									
New	All		PUD 1	High	Grant/ PUD1	Long-term	No	Preventative, Structural Projects	Local
<b>INITIATIVE #4- Installing grounding rods (lightening arrestors) at substations to prevent failure due to lightning strikes.</b>									
Existing	SW		PUD 1	Low	Grant	Short-term	NO	Preventative, Structural Projects	Local
<b>INITIATIVE #5- Seven to 10 Year Vegetation Management Trim Cycle System-Wide</b>									
Existing	SW, WF		PUD 1	Low	PUD 1	Ongoing	NO	Preventative, Natural Resource Protection	Local
<b>INITIATIVE #6- Utility Pole Testing</b>									
Existing	All		PUD 1	Low	PUD 1	Short-term	NO	Preventative	Local

### 4.10 PRIORITIZATION OF MITIGATION INITIATIVES

Once the mitigation initiatives items were identified, the Planning Team followed the same process outlined within Volume 1 to prioritize their initiatives. An analysis of six different initiative types for each identified action item was conducted. Table 4-8 identifies the prioritization for each initiative.

Table 4-8 Mitigation Strategy Priority Schedule							
Initiative #	# of Objectives Met	Benefits	Costs	Do Benefits Equal or Exceed Costs?	Is Project Grant-Eligible?	Can Project Be Funded Under Existing Programs/Budgets?	Priority <sup>a</sup>
1		H	L	Y	N	N	H
2		H	H	Y	Y	N	M
3		M	H	Y	Y	Partially	M
4		M	L	Y	?	Partially	M
5		H	M	Y	N	Y	H
6		M	M	Y	?	Partially	M

a. See Chapter 1 for explanation of priorities.

# CHAPTER 5. CENTRAL MASON FIRE & EMS HAZARD MITIGATION PLAN ANNEX

## 5.1 INTRODUCTION

This Annex details the hazard mitigation planning elements specific to the Central Mason Fire and EMS (CMFE), a participating special purpose district to the Mason County Hazard Mitigation Plan Update. This Annex is not intended to be a standalone document, but rather appends to and supplements the information contained in the base plan document. As such, all sections of the base plan, including the planning process and other procedural requirements apply to and were met by the Mason County DEM Planning Team. For planning purposes, this Annex provides additional information specific to the district, with a focus on providing greater details on the risk assessment and mitigation strategy for this entity only. This document serves as an update to the district’s previously completed plan. All relevant data has been carried over and updated with new information as appropriate and as identified within the planning process discussed in Volume 1.

## 5.2 HAZARD MITIGATION PLANNING TEAM POINT(S) OF CONTACT

The CMFE followed the planning process detailed in Section 2 of the Base Plan. In addition to providing representation on the County’s Planning Team, the CMFE also formulated their own internal planning team to support the broader planning process. Individuals assisting in this Annex development are identified below, along with a brief description of how they participated.

<b>Local Planning Team Members</b>		
<b>Name</b>	<b>Position/Title</b>	<b>Planning Tasks</b>
Tim McKern, Chief 122 W Franklin ST /PO Box 1910 Shelton, WA 98584 360-432-5171 tmckern@cmfe.org	Primary Point of Contact	Attend meetings, provide local data to planning partnership; seek necessary information from inside district to complete annex template.
Mike Patti, Deputy Chief 122 W Franklin/PO Box 1910 Shelton, WA 98584 360.432.5170 mpatti@cmfe.org	Alternate Point of Contact	Work with Chief to participate in countywide planning process. Assist with information gathering to provide to planning team. Assist with completion of annex template.

### 5.3 DISTRICT PROFILE

Mason County Fire District #5 (MCFD 5) is a combination fire department serving 23,000 citizens within 156 square miles of suburban and rural coverage in Washington State’s South Puget Sound Region. MCFD 5 sits just over 30 miles southwest of Seattle and 25 miles northwest of the state capitol in Olympia. MCFD 5 answered 5,190 calls for service in 2015.

Currently, MCFD 5 operates three staffed stations and eight volunteer stations in the City of Shelton and the communities of Allyn, Victor, Lake Limerick, Mason Lake, Pickering, Agate, Deer Creek, Harstine Island, and John’s Prairie. MCFD 5 protects almost one half of Mason County’s population. In addition, MCFD 5 participates in a countywide mutual-aid agreement and provides automatic mutual-aid to 13 other fire departments.

Our full-time staff consists of one chief, one deputy chief/fire marshal, nine lieutenants, 15 firefighters (12 certified as paramedics), two firefighter/mechanics, and two administrative support staff members. Our volunteer staff includes one battalion chief, one lieutenant, and 42 firefighters. All firefighters at MCFD 5 are trained to the Firefighter I and Firefighter II levels and many are certified wildland firefighters. Additionally, all supervisors are trained as Fire Officer I and above. MCFD 5 provides both basic and advanced life support emergency medical services.

The MCFD 5 coverage area includes several pieces of critical infrastructure to the region, including 13 schools, one college, three major highways, a major natural gas pipeline, the rail line leading to the Navy SUBBASE Bangor and the Puget Sound Naval Shipyard, as well as the transmission lines that power the entire Olympic Peninsula. In addition, MCFD 5’s response area includes three popular state parks. Since MCFD 5 protects 106 miles of shoreline, it is not uncommon for us to see our population triple during the warm summer months.

On September 1, 2008, MCFD 5 entered into an inter-local agreement to provide services to the City of Shelton. Shelton is the seat for Mason County and the only incorporated city within the county. This agreement added 6 square miles and a population of 9,834 to the district’s coverage area. To date, the results from the consolidation of both departments by inter-local agreement have been positive and have lead to improved services to the citizens in both the city and the district.

The following is a summary of key information about the jurisdiction:

- **Governing Authority**— The district is governed by elected Commissioners.
- **Population Served**—25000 as of 2016
- **Land Area Served**—156 Square Miles
- **Value of Area Served**—The estimated value of the area served by the jurisdiction is \$2,198,136,233
- **Land Area Owned**— CMFE currently leases land from the City of Shelton, but owns the structures.
- **List of Critical Infrastructure/Equipment Owned by the Jurisdiction:**  
HazMat / MCI Trailer and Equipment \$70,000
- **Total Value of Critical Infrastructure/Equipment**—The total value of critical infrastructure and equipment owned by the jurisdiction is \$70,000
- **List of Critical Facilities Owned by the Jurisdiction and Values:**

Structure	Building Value	Content Value	Total Value
City of Shelton Fire Station	\$2,040,000.00	1,000,000.00	3,040,000
CMFE Station #1	\$67,510.00	\$33,755.00	\$101,265.00
CMFE Station #10	\$70,800.00	\$35,400.00	\$106,200.00
CMFE Station #4	\$48,440.00	\$24,220.00	\$72,660.00
CMFE Station #2	\$72,660.00	\$36,330.00	\$108,990.00
CMFE Station #6	\$14,112.00	\$7,056.00	\$21,168.00
CMFE Station #9	\$100,000.00	\$50,000.00	\$150,000.00
CMFE Station #7	\$46,725.00	\$23,362.50	\$70,087.50
CMFE Station #5	\$13,528.00	\$6,764.00	\$20,292.00
CMFE Station #11	\$21,470.00	\$10,735.00	\$32,205.00
<b>TOTALS</b>	<b>\$2,495,245.00</b>	<b>\$1,227,622.50</b>	<b>\$3,722,867.50</b>

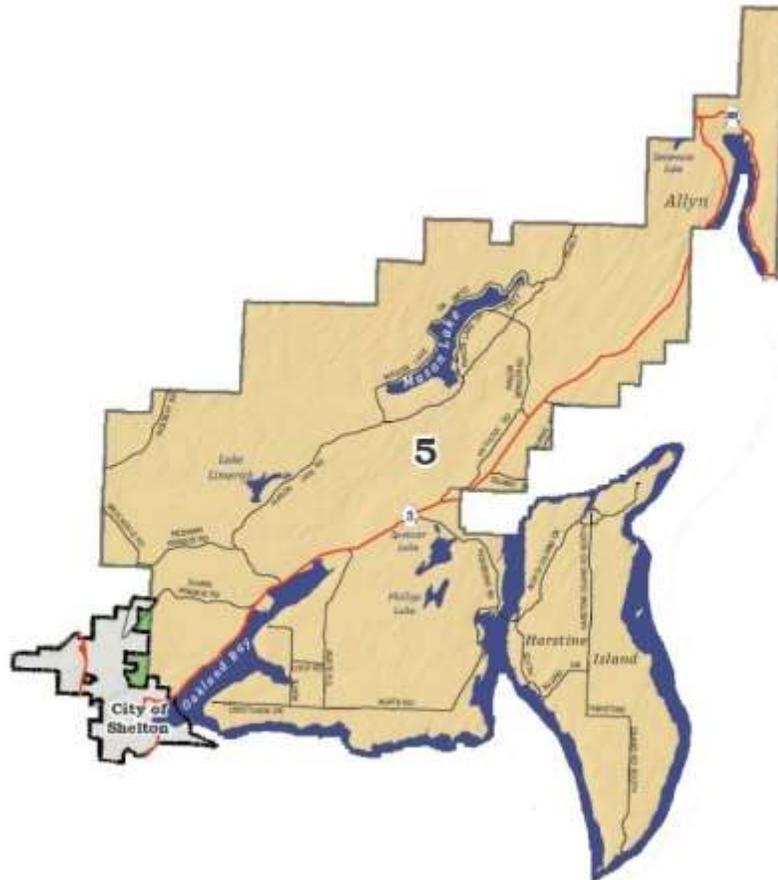
• **Current and Anticipated Service Trends:**

SERVICE TRENDS 2014-2016						
Major Incident Breakdown	2016	% of Total Calls	2015	% of Total Calls	2014	% of Total Calls
Fires	172	3.32%	165	3.18%	150	3.11%
Overpressure ruptures, explosion, overhear - no fire	4	0.08%	4	0.08%	10	0.21%
Rescue & Emergency Medical Service	3986	77.06%	3767	72.58%	3629	75.21%
Hazardous Conditions (No Fire)	50	0.97%	41	0.79%	45	0.93%
Service Call	334	6.46%	494	9.52%	403	8.35%
Good Intent Call	338	6.54%	389	7.50%	286	5.93%
False Alarm & False Call	264	5.10%	268	5.16%	267	5.53%
Severe Weather & Natural Disaster	13	0.25%	56	1.08%	27	0.56%
Special Incident Type	11	0.21%	6	0.12%	8	0.17%
<b>TOTALS</b>	<b>5172</b>		<b>5190</b>		<b>4825</b>	

- Additionally, service trends in the area will continue to increase due to continued expansion within the area. A new shopping center, homes, hotel, and a recreation center will be developed in the next 6-10 years within the City of Shelton and areas covered by CMFE. Exact numbers are yet to be determined.
- The District has entered into Inter Local Agreements with Mason Fire Districts 11 and 6 to provide assistance and support, expanding its area of service.

- As the result of an increase by voters supporting a levy to enhance EMS, the District has acquired four new remounted medic units which will not only provide additional services, but also potentially increase response times in areas.

The district’s boundaries are shown on in the map provided below.



## 5.4 HAZARD EVENT HISTORY

CMFE provided response activities to all of those disasters identified within Table 5-1. In addition to those events identified, the District also responded to many additional events, one of which included resources owned by PUD 3. That incident is also identified below as a significant event which did not rise to a disaster declaration.

<b>Table 5-1 Natural Hazard Events</b>			
Type of Event	FEMA Disaster # (if applicable)	Date Incident	Dollar Losses Impacting District (if known)
Flood	4253	12/1/2015	Unknown
Severe Storm	4269	11/12/2015	Unknown
Severe Storm	4056	1/14/2012	Unknown
Severe Storm(s)	1825	12/12/2008	Unknown
Flood	1817	1/6/2009	Unknown
Severe Storm(s)	1734	12/1/2007	Unknown
Severe Storm(s)	1682	12/14/2006	Unknown
Severe Storm(s)	1641	1/27/2006	Unknown
Severe Storm(s)	1499	10/15/2003	Unknown
Earthquake	1361	2/28/2001	Unknown
Flood	1172	3/18/1997	Unknown
Severe Storm(s)	1159	12/26/1996	Unknown
Severe Storm(s)	1079	11/7/1995	Unknown
Severe Storm(s)	981	1/20/1993	Unknown
Flood	883	11/9/1990	Unknown
Volcano	623	5/21/1980	Unknown
Flood	612	12/31/1979	Unknown
Flood	492	12/13/1975	Unknown
Flood	414	1/25/1974	Unknown
Earthquake	196	5/11/1965	Unknown
Flood	185	12/29/1964	Unknown
<b>Jurisdiction Specific Incidents Not Rising to Level of Disaster Declaration</b>			
Wildfire by PUD 3 Headquarters - 240 Acres burned		10/2014	Unknown Damages

## 5.5 APPLICABLE REGULATIONS AND PLANS

The following codes, ordinance, policies or plans which are applicable to this hazard mitigation plan or support hazard mitigation planning efforts are identified as follows:

- Central Mason Fire and EMS Strategic Plan
- Central Mason Fire and EMS Policy and Guidelines
- Emergency Operations Plan with the Mason County
  - [www.co.mason.wa.us](http://www.co.mason.wa.us)
- Capital Improvement Program, renewed annually (See Strat Plan)
- Federal Mitigation Act of 2000 requires State, Tribal and local governments to develop a hazard mitigation plan as a condition for receiving certain types of non-emergency disaster assistance, including funding for mitigation projects. The District’s current approved Hazard Mitigation Plan Update supports this regulation and plan update.
- Response Plans
- National Response Framework
- National Incident Management System
- Revised Code of Washington 52.26 (Regional Fire Protection Service)
- WAC 296.305

### 5.5.1 Administrative and Technical Capabilities

The assessment of the district’s administrative and technical capabilities is presented in Table 5-2. These are elements which support not only mitigation, but all phases of emergency management already in place that are used to implement mitigation activities and communicate hazard-related information.

<b>Table 5-2 Administrative and Technical Capability</b>		
Staff/Personnel Resources	Available (Yes/No)	Department/Agency/Position
Professionals trained in building or infrastructure construction practices (building officials, fire inspectors, etc.)	Yes	These services are provided through the County. CMFE has a certified Fire Marshal / Inspector
Staff with training in benefit/cost analysis	Yes	These services, when necessary, may be contracted or provided by County.
Personnel skilled or trained in GIS applications	Yes	
Personnel skilled or trained in Hazus use	Yes	
Scientist familiar with natural hazards in local area	Yes	Through County and State resources.
Emergency Manager	Yes	The County provides this service.
Grant writers	Yes	We have one staff member, the District has the authority to apply for grants.

<b>Table 5-2 Administrative and Technical Capability</b>		
<b>Staff/Personnel Resources</b>	<b>Available (Yes/No)</b>	<b>Department/Agency/Position</b>
Warning Systems/Services (Reverse 9-1-1, outdoor warning signs or signals, flood or fire warning program, etc.?)	Yes	County public works has signage available for use for warning systems; also County communications programs support the District as needed for warning and broadcasts. We also use our PIO and social media for this.
Hazard data and information available to public	Yes	Hazard maps developed through this process are available on the County’s website for review.
<b>Education and Outreach</b>		
Local citizen groups or non-profit organizations focused on emergency preparedness?	Yes	CERT teams trained with citizens throughout the County and within the City of Shelton
Firewise Groups?	No	There are limited groups which currently exist within areas of the County; however, this is a strategy addressed within the countywide strategies.
Public-private partnership initiatives addressing disaster-related issues?	Yes	We work with many small communities in the Fire District to address Disaster Preparedness.
Multi-seasonal public awareness program?	Yes	The County regularly provides seasonal awareness programs via its website, safety fairs, Twitter accounts.
<b>On-Going Mitigation Efforts</b>		
Hazardous Vegetation Abatement Program	No	
Noxious Weed Eradication Program or other vegetation management	No	
Fire Safe Councils	Yes	
Chipper program	No	
Defensible space inspections program	Yes	
Address signage for property addresses	Yes	
Other		

### 5.5.2 Fiscal Capability

The assessment of the jurisdiction’s fiscal capabilities is presented in Table 5-3. These are the financial tools or resources that could potentially be used to help fund mitigation activities.

<b>Table 5-3 Fiscal Capability</b>	
Financial Resources	Accessible or Eligible to Use?
Community Development Block Grants	Yes
Capital Improvements Project Funding	Yes
Authority to Levy Taxes for Specific Purposes	Yes
Incur Debt through General Obligation Bonds	Yes
Incur Debt through Special Tax Bonds	Yes
Withhold Public Expenditures in Hazard-Prone Areas	No
State Sponsored Grant Programs	Yes
Other	

### 5.6 COMMUNITY CLASSIFICATION

The district’s classifications under various hazard mitigation programs are presented in Table 5-4. Each of the classifications identified establish requirements which, when met, are known to increase the resilience of a community. Those which specifically require district participation or enhance mitigation efforts are indicated accordingly.

<b>Table 5-4 Community Classifications</b>	
	Participating (Yes/No)
Protection Class	6
Building Code Effectiveness Grading Schedule	County - 3
Storm Ready	Yes - County
Firewise	Yes
Tsunami Ready (if applicable)	NA

### 5.7 HAZARD RISK AND VULNERABILITY RANKING

The district’s Planning Team reviewed the hazard list identified within the Base Plan, and have identified the hazards that affect the Mason County Fire District 16. Following the same process identified in the base plan, Table 5-5 presents the ranking of the hazards of concern based on their CPRI score. A qualitative vulnerability ranking was then assigned based on a summary of potential impact determined by: past

occurrences, spatial extent, damage, casualties, and continuity of government. The assessment is categorized into the following classifications:

- Extremely Low – No or very limited impact. The occurrence and potential cost of damage to life and property is very minimal-to-nonexistent. No impact to government functions with no disruption to essential services.
- Low (Negligible) – Minimal potential impact. The occurrence and potential cost of damage to life and property is minimal. Government functions are at 90% with limited disruption to essential services.
- Medium (Limited) – Moderate potential impact. This ranking carries a moderate threat level to the general population and /or built environment. The potential damage is more isolated, and less costly than a more widespread disaster. Government functions are at 80% with limited impact to essential services.
- High (Critical) – Widespread potential impact. This ranking carries a high threat to the general population and/or built environment. The potential for damage is widespread. Hazards in this category may have occurred in the past. Government functions are at ~50% operations with limited delivery of essential services.
- Extremely High (Catastrophic) – Very widespread with catastrophic impact. Government functions are significantly impacted for in excess of one month.

**Table 5-5  
Hazard Risk and Vulnerability Ranking**

Hazard Rank	Hazard Type	CPRI Score	Vulnerability Rank	Description of Risk (Impact to Structures and/or Service Area)
1	Severe Weather	3.5	Medium	Severe storms can impact all of the District’s structures. Most structures included in this assessment were built in 1977-1978 timeframe. One was built in 1920. Strong winds in the area could damage the facilities. Severe storms also impact response capabilities. Falling trees and flooded roadways impact ingress and egress. Snow, while customarily not of a long duration or significant amounts, also has the potential to impact response times, as well as increasing calls for service. Snow-load capacities can also be of concern, such as the roof collapsing a gym in Thurston County during a particularly significant snow event. A combined snow/rain event could overcome drainage capacity, further impacting response.
2	Wildfire	3.1	Low	The majority of structures owned by the district fall into Fire Regime 5. While structures owned by the district have not been impacted by wildfire, the district’s response to wildfire events has increased over the last several years, potentially because of climate change and the drought which the entire state experienced in 2015, as well as the dries summer on record in 2017. We have been fortunate to be able to control wildfires which have erupted, although there was a significant wildfire which occurred impacting PUD 3.

<b>Table 5-5 Hazard Risk and Vulnerability Ranking</b>				
Hazard Rank	Hazard Type	CPRI Score	Vulnerability Rank	Description of Risk (Impact to Structures and/or Service Area)
3	Earthquake	3.6	High	The entire planning area is susceptible to earthquakes. While all of the structures owned by the district fall within the “very low” liquefaction zone, all of the structures are dated, making them more susceptible to the EQ hazard. All but three of the structures owned by the district included in this assessment are wood, with three being steel construction.
4	Flood	2.9	Low	None of the district’s structures fall within either the 100- or 500-year floodplain; however, response to areas flooded do frequently occur. In some instances, response is hampered by floodwaters over roadways.
5	Landslide	2.45	Low	No structures owned by the district fall within the landslide hazard area, although roadways are many times impacted by landslides occurring throughout the county along major arterials.
6	Drought	2.2	Extremely Low	Droughts will increase the risk to wildfire and has the ability to limit water supplies needed to fight fires. The increase to wildfire danger could also impact the risk to the district’s structures.
7	Climate Change	1.15	Extremely Low	Climate change will continue to exacerbate other hazards of concern, including increased severity of severe storms, increased flooding events, and impact to water supplies. These have the potential to impact not only district-owned structures, but also response capabilities.

## 5.8 MITIGATION GOALS AND OBJECTIVES

CMFE adopts the hazard mitigation goals and objectives developed by the Planning Team described in Volume 1.

## 5.9 HAZARD MITIGATION ACTION PLAN

The Planning Team for CMFE has identified and prioritized a wide range of actions based on the risk assessment, and their knowledge of the district assets and hazards of concern. Table 5-6 lists the action items/strategies that make up the district’s hazard mitigation plan. Background information and information on how each action item will be administered, responsible agency/office (including outside the district), potential funding sources, the timeframe, and the type of initiative associated with each item are also identified.

Table 5-6 Hazard Mitigation Action Plan Matrix									
Applies to new or existing assets	Hazards Mitigated	Objectives Met	Lead Agency	Estimated Cost (High/Medium/Low) or \$ Figure if Known	Sources of Funding (List Grant type, General Fund, etc.)	Timeline (Long-Term, Short-Term)	Included in Previous Plan? Yes/No	Initiative Type: Public Information, Preventive Activities, Structural Projects, Property Protection, Emergency Services, Recovery, Natural Resource Protection	Who or What Benefits? Facility, Local, County, Region
<b>INITIATIVE #1</b> Create a public education plan that would include classes, publication, and signage to raise the level of knowledge in the community about our current hazards. IE., Wildland fires, Earthquakes, Powerline Awareness. Focus will be on basic all hazard preparedness.									
New	All	1, 2, 3, 4	CMFE	\$2,000	DEM, FEMA, Tribal Grants, District funds	Short Term	No	Public Information	This will benefit all district residents, and visitors.
<b>Initiative #2</b> Move Station 51 from current location to on the hill Wheelright Street. Hillside is coming down and need to move station before next major rainfall.									
Station 51 Allyn WA	All	All	CMFE	3,000,000	Grants, FEMA, Bonds, District funds	Long Term	Strategic Plan	Structural projects, Emergency Services, Recovery	Facility, Local, County, Region
<b>INITIATIVE #3</b> Generator back up for Station 54 and 57									
Station 54 & 57	All	All	CMFE	High	DEM, Grants, District Funds	Medium Term	No	Preventive Activities, Emergency Services, Recovery	Facility, Local

### 5.10 PRIORITIZATION OF MITIGATION INITIATIVES

Once the mitigation initiatives items were identified, the Planning Team followed the same process outlined within Volume 1 to prioritize their initiatives. An analysis of six different initiative types for each identified action item was conducted. Table 5-7 identifies the prioritization for each initiative.

Table 5-7 Mitigation Strategy Priority Schedule							
Initiative #	# of Objectives Met	Benefits	Costs	Do Benefits Equal or Exceed Costs?	Is Project Grant-Eligible?	Can Project Be Funded Under Existing Programs/Budgets?	Priority (a)
1	4	H	L	Y	Y	Y	H
2	ALL	H	H	Y	Y	Y	H
3	ALL	H	M	Y	Y	N	M
a. See Chapter 1 for explanation of priorities.							

# CHAPTER 6. MASON COUNTY FIRE PROTECTION DISTRICT #16 HAZARD MITIGATION PLAN ANNEX

## 6.1 INTRODUCTION

This Annex details the hazard mitigation planning elements specific to the Mason County Fire District 16, a participating special purpose district to the Mason County Hazard Mitigation Plan Update. This Annex is not intended to be a standalone document, but rather appends to and supplements the information contained in the base plan document. As such, all sections of the base plan, including the planning process and other procedural requirements apply to and were met by Fire Protection District 16. For planning purposes, this Annex provides additional information specific to the district, with a focus on providing greater details on the risk assessment and mitigation strategy for this entity only. This document serves as an update to the district’s previously completed plan. All relevant data has been carried over and updated with new information as appropriate and as identified within the planning process discussed in Volume 1.

## 6.2 HAZARD MITIGATION PLANNING TEAM POINT(S) OF CONTACT

Mason County Fire District 16 followed the planning process detailed in Section 2 of the Base Plan. In addition to providing representation on the County’s Planning Team, the Mason County Fire District 16 also formulated their own internal planning team to support the broader planning process. Individuals assisting in this Annex development are identified below, along with a brief description of how they participated.

<b>Local Planning Team Members</b>		
<b>Name</b>	<b>Position/Title</b>	<b>Planning Tasks</b>
Matthew N Welander PO Box 2436 Shelton, WA 98584 Telephone: 360-485-3714 Email: <a href="mailto:mwelander@mcf16.com">mwelander@mcf16.com</a>	Fire Chief, Primary Point of Contact	Attend meetings; provide local data to planning partnership; seek necessary information from inside district to complete annex template.
Carly Bean PO Box 2436 Shelton, WA 98584 Telephone: 360-426-7343 Email: <a href="mailto:cbean@mcf16.com">cbean@mcf16.com</a>	Medical Division Chief Alternate Point of Contact	Work with Chief to participate in countywide planning process. Assist with information gathering to provide to planning team; assist with completion of annex template.

### 6.3 DISTRICT PROFILE

Mason County Fire District 16 is in Mason County, bordering the City of Shelton on the west side of the city. The district covers the area in between Shelton and the Matlock area. Formed in 1977 the original station was built primarily with lumber donated by the Simpson Timber Company. The fire district provides fire suppression, rescue and emergency medical services, and wildland/urban interface protection to the approximately 3500 permanent residents. In addition to the permanent residents, the district is responsible for the protection of a major state prison and a 90-acer motor sports facility which both more than double our population and add special hazards. Funding for the district is provided by fire taxes, impact fees from the prison, and use fees for stand-by at the track.

The fire district is made up of three elected commissioners, one paid chief, and approximately 20 volunteer fire personnel. The Headquarters Station is located at the intersection of Shelton Matlock and Dayton Airport Roads. With at satellite station and storage facility are located at 140 W Shelton Valley Rd.

The following is a summary of key information about the jurisdiction:

**Governing Authority**— The district is governed by elected commissioners.

**Population Served**— 3,433 as of 2016, with an addition 1,200 inmates and large numbers of spectators at the motorsports park

**Land Area Served**—54 Square Miles

**Land Area Owned**—1.5 acres

**List of Critical Infrastructure/Equipment Owned by the Jurisdiction:**

Station 16-1	\$300,000
Station 16-2	\$120,000
2 Engines and Contents	\$600,000
1 Tender	\$300,000
2 Brush Engines	\$100,000
1 Ambulance	\$100,000
2 Command Vehicles	\$120,000

**Total Value of Critical Infrastructure/Equipment**—The total value of critical infrastructure and equipment owned by the District is \$1,640,000

**List of Critical Facilities Owned by the Jurisdiction:**

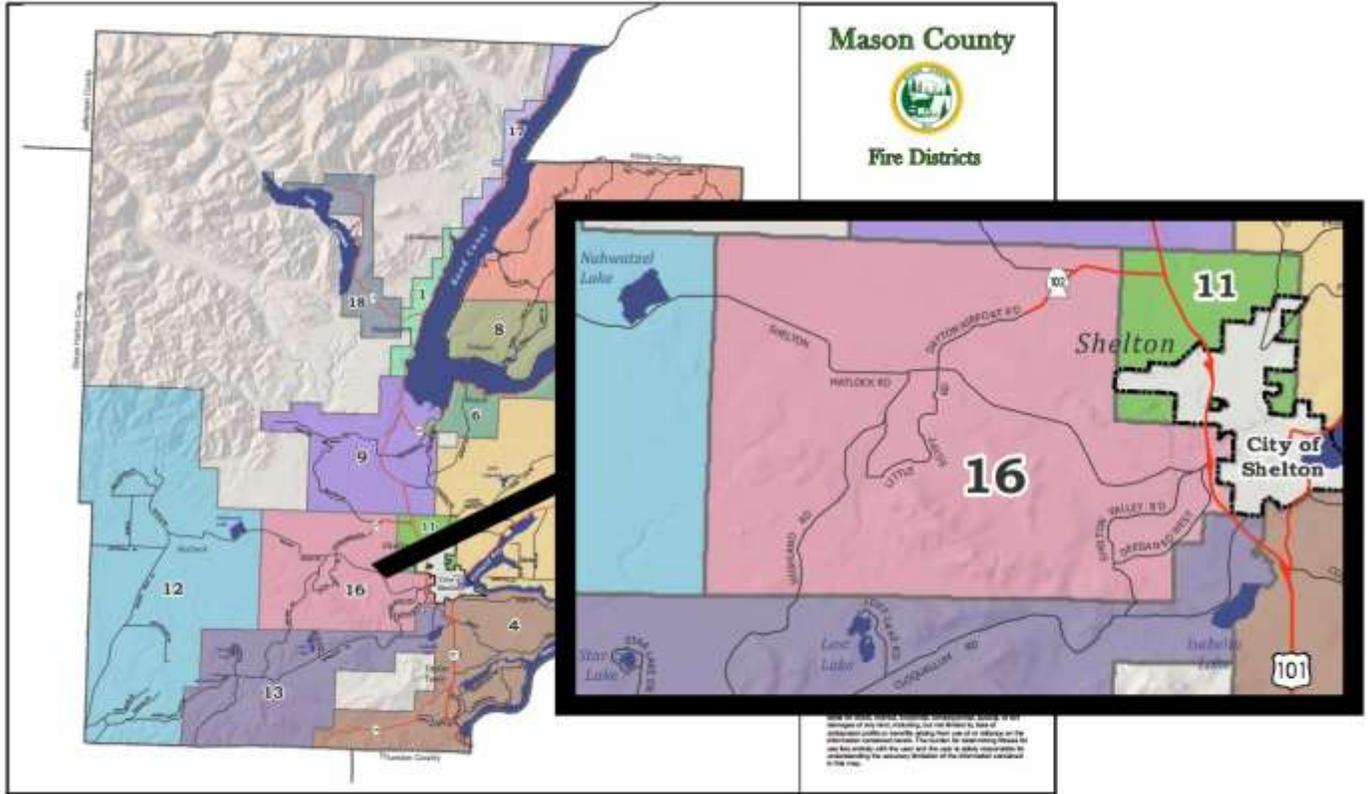
Station 16-1	\$300,000
Station 16-2	\$120,000

**Total Value of Critical Facilities**—The total value of critical facilities owned by the jurisdiction is \$420,000

- **Current and Anticipated Service Trends** - Mason County Fire District 16 has seen a steady call volume increase over the past several years, all be it a slight increase, it is steady. The population in Mason County remained flat between 2010 and 2014, the age of our population has increased. The number of people over 65 is 21.3% compared to the state at 14.1%. And our poverty rate is at 15.6% with a median household income of \$36,693, which is below the state’s average of \$55,003. So, with our income from taxes flat we are faced with an aging population who require more responses, a large prison population, a large, and growing, motorsports park. We are constantly

looking for ways to increase the service capabilities of the district with a relatively smaller budget every year. The district also needs people, the nationwide trend towards dwindling volunteers is a very difficult issue for small districts to overcome.

The district’s boundaries are shown on in the map provided below.



## 6.4 HAZARD EVENT HISTORY

Anecdotaly during storms, there is large areas of isolation due to the high percentage of overhead powerlines. Also of note is the Little Egypt area, which floods every year. There histrionically have been several large wildland fire incidents in our 80-90% timberland. Also, while not in our jurisdiction, there is an agreement to provide response and protection to the far west end of the Skokomish Valley during times of floods.

The following table identifies the disaster incidents which have impacted the county. At present, the District does not have any data which specifically illustrates impact to District facilities. This is something which the District has identified as a deficiency and will begin to capture moving forward.

<b>Table 6-1 Natural Hazard Events</b>			
Type of Event	FEMA Disaster # (if applicable)	Date Incident	Dollar Losses Impacting District (if known)
Flood	4253	12/1/2015	Unknown
Severe Storm	4269	11/12/2015	Unknown
Severe Storm	4056	1/14/2012	Unknown
Severe Storm(s)	1825	12/12/2008	Unknown
Flood	1817	1/6/2009	Unknown
Severe Storm(s)	1734	12/1/2007	Unknown
Severe Storm(s)	1682	12/14/2006	Unknown
Severe Storm(s)	1641	1/27/2006	Unknown
Severe Storm(s)	1499	10/15/2003	Unknown
Earthquake	1361	2/28/2001	Unknown
Flood	1172	3/18/1997	Unknown
Severe Storm(s)	1159	12/26/1996	Unknown
Severe Storm(s)	1079	11/7/1995	Unknown
Severe Storm(s)	981	1/20/1993	Unknown
Flood	883	11/9/1990	Unknown
Volcano	623	5/21/1980	Unknown
Flood	612	12/31/1979	Unknown
Flood	492	12/13/1975	Unknown
Flood	414	1/25/1974	Unknown
Earthquake	196	5/11/1965	Unknown
Flood	185	12/29/1964	Unknown

## 6.5 APPLICABLE REGULATIONS AND PLANS

The following codes, ordinance, policies or plans which are applicable to this hazard mitigation plan or support hazard mitigation planning efforts are identified as follows:

- Mason County Fire District #16 Strategic Plan
- Mason County Fire District #16 SOP/SOGs
- Emergency Operations Plan with the Mason County
  - [www.co.mason.wa.us](http://www.co.mason.wa.us)
- Capital Improvement Program, renewed annually (See Strat Plan)
- Federal Mitigation Act of 2000 requires State, Tribal and local governments to develop a hazard mitigation plan as a condition for receiving certain types of non-emergency disaster assistance, including funding for mitigation projects. The District’s current approved Hazard Mitigation Plan Update supports this regulation and plan update.
- Response Plans
- National Response Framework
- National Incident Management System
- Revised Code of Washington 52.26 (Regional Fire Protection Service)
- WAC 296.305

### 6.5.1 Administrative and Technical Capabilities

The assessment of the district’s administrative and technical capabilities is presented in Table 6-2. These are elements which support not only mitigation, but all phases of emergency management already in place that are used to implement mitigation activities and communicate hazard-related information.

<b>Table 6-2 Administrative and Technical Capability</b>		
Staff/Personnel Resources	Available (Yes/No)	Department/Agency/Position
Professionals trained in building or infrastructure construction practices (building officials, fire inspectors, etc.)	Yes	These services are provided through the County.
Staff with training in benefit/cost analysis	Yes	These services, when necessary, may be contracted or provided by County.
Personnel skilled or trained in GIS applications	Yes	
Personnel skilled or trained in Hazus use	Yes	
Scientist familiar with natural hazards in local area	Yes	Through County and State resources.
Emergency Manager	Yes	The County provides this service.
Grant writers	No	While there is no designated staff, the District has the authority to apply for grants.

<b>Table 6-2 Administrative and Technical Capability</b>		
Staff/Personnel Resources	Available (Yes/No)	Department/Agency/Position
Warning Systems/Services (Reverse 9-1-1, outdoor warning signs or signals, flood or fire warning program, etc.?)	No	County public works has signage available for use for warning systems; also County communications programs support the District as needed for warning and broadcasts.
Hazard data and information available to public	Yes	Hazard maps developed through this process are available on the County’s website for review.
<b>Education and Outreach</b>		
Local citizen groups or non-profit organizations focused on emergency preparedness?	Yes	CERT teams trained with citizens throughout the County and within the City of Shelton
Firewise Groups?	No	There are limited groups which currently exist within areas of the County; however, this is a strategy addressed within the countywide strategies.
Public-private partnership initiatives addressing disaster-related issues?	Yes	Skokomish watershed groups addressing flood potential within the watershed areas.
Multi-seasonal public awareness program?	Yes	The County regularly provides seasonal awareness programs via its website, safety fairs, Twitter accounts.
<b>On-Going Mitigation Efforts</b>		
Hazardous Vegetation Abatement Program	No	
Noxious Weed Eradication Program or other vegetation management	No	
Fire Safe Councils	Yes	
Chipper program	No	
Defensible space inspections program	Yes	
Address signage for property addresses	No	
Other		

### 6.5.2 Fiscal Capability

The assessment of the District’s fiscal capabilities is presented in Table 6-3. These are the financial tools or resources that could potentially be used to help fund mitigation activities.

<b>Table 6-3 Fiscal Capability</b>	
Financial Resources	Accessible or Eligible to Use?
Community Development Block Grants	Yes
Capital Improvements Project Funding	Yes
Authority to Levy Taxes for Specific Purposes	Yes
Incur Debt through General Obligation Bonds	Yes
Incur Debt through Special Tax Bonds	Yes
Withhold Public Expenditures in Hazard-Prone Areas	No
State Sponsored Grant Programs	Yes
Other	

## 6.6 COMMUNITY CLASSIFICATION

The district’s classifications under various hazard mitigation programs are presented in Table 6-4. Each of the classifications identified establish requirements which, when met, are known to increase the resilience of a community. Those which specifically require district participation or enhance mitigation efforts are indicated accordingly.

<b>Table 6-4 Community Classifications</b>	
	Participating (Yes/No)
Protection Class	7
Building Code Effectiveness Grading Schedule	County - 3
Storm Ready	Yes - County
Firewise	No
Tsunami Ready (if applicable)	NA

## 6.7 HAZARD RISK AND VULNERABILITY RANKING

The district’s Planning Team reviewed the hazard list identified within the Base Plan, and have identified the hazards that affect the Mason County Fire District 16. Following the same process identified in the base plan, Table 6-5 presents the ranking of the hazards of concern based on their CPRI score. A qualitative

vulnerability ranking was then assigned based on a summary of potential impact determined by: past occurrences, spatial extent, damage, casualties, and continuity of government. The assessment is categorized into the following classifications:

- Extremely Low – No or very limited impact. The occurrence and potential cost of damage to life and property is very minimal-to-nonexistent. No impact to government functions with no disruption to essential services.
- Low (Negligible) – Minimal potential impact. The occurrence and potential cost of damage to life and property is minimal. Government functions are at 90% with limited disruption to essential services.
- Medium (Limited) – Moderate potential impact. This ranking carries a moderate threat level to the general population and /or built environment. The potential damage is more isolated, and less costly than a more widespread disaster. Government functions are at 80% with limited impact to essential services.
- High (Critical) – Widespread potential impact. This ranking carries a high threat to the general population and/or built environment. The potential for damage is widespread. Hazards in this category may have occurred in the past. Government functions are at ~50% operations with limited delivery of essential services.
- Extremely High (Catastrophic) – Very widespread with catastrophic impact. Government functions are significantly impacted for in excess of one month.

**Table 6-5  
Hazard Risk and Vulnerability Ranking**

Hazard Rank	Hazard Type	CPRI Score	Vulnerability Rank	Description of Risk (Impact to Structures and/or Service Area)
1	Severe Weather	3.5	Medium	Severe storms can impact all of the District’s structures depending on the type of event. Strong winds in the area could damage the facilities. Severe storms also impact response capabilities. Falling trees and flooded roadways impact ingress and egress. Snow, while customarily not of a long duration or significant amounts, also has the potential to impact response times, as well as increasing calls for service. Snow-load capacities would not be of great concern, as all of the districts structures were built 1979 or later. However, a combined snow/rain event could overcome drainage capacity, further impacting response.
2	Wildfire	3.1	Low	The majority of the district’s structures fall within Fire Regime Class 3 (see wildfire profile for definition). Two of the structures are of concrete and steel construction. The remaining structure is wood construction, making it more vulnerable to fire.

Table 6-5 Hazard Risk and Vulnerability Ranking				
Hazard Rank	Hazard Type	CPRI Score	Vulnerability Rank	Description of Risk (Impact to Structures and/or Service Area)
3	Earthquake	3.6	High	The entire planning area is susceptible to earthquakes, which would impact response times due to damaged infrastructure throughout the county. All structures owned by the district fall within the very low liquefaction hazard zone. Due to the age of much of the building stock throughout the county, earthquake would also be of concern with respect to staffing, and employees' ability to report for duty due to blocked roadways, structure failure, etc.
4	Flood	2.9	Low	None of the district's structures are within the 100- or 500-year floodplain. Flood would be of concern with respect to the district's ability to respond to calls for service.
5	Landslide	2.45	Low	No structure is within the landslide hazard area, however, roadways impacted by landslides would reduce response times.
6	Drought	2.2	Extremely Low	Droughts will increase the risk to wildfire and has the ability to limit water supplies needed to fight fires. The increase to wildfire danger could also impact the risk to the district's structures.
7	Climate Change	1.15	Low	Climate change will continue to exacerbate other hazards of concern, including increased severity of severe storms, increased flooding events, and impact to water supplies. These have the potential to impact not only district-owned structures, but also response capabilities.

## 6.8 MITIGATION GOALS AND OBJECTIVES

The District adopts the hazard mitigation goals and objectives developed by the Planning Team described in Volume 1.

## 6.9 HAZARD MITIGATION ACTION PLAN

The Planning Team for the district identified and prioritized a wide range of actions based on the risk assessment, and their knowledge of the district assets and hazards of concern. Table 6-6 lists the action items/strategies that make up the district's hazard mitigation plan. Background information and information on how each action item will be administered, responsible agency/office (including outside the district), potential funding sources, the timeframe, and the type of initiative associated with each item are also identified.

## **6.10 PRIORITIZATION OF MITIGATION INITIATIVES**

Once the mitigation initiatives items were identified, the Planning Team followed the same process outlined within Volume 1 to prioritize their initiatives. An analysis of six different initiative types for each identified action item was conducted. Table 6-7 identifies the prioritization for each initiative.

## **6.11 FUTURE NEEDS TO BETTER UNDERSTAND RISK/ VULNERABILITY**

We will need to work with DOC/WCC in the near future to further understand their specific needs in the event of a disaster of consequence.

**Table 6-6  
Hazard Mitigation Action Plan Matrix**

Applies to new or existing assets	Hazards Mitigated	Objectives Met	Lead Agency	Estimated Cost (High/Medium/Low) or \$ Figure if Known	Sources of Funding (List Grant type, General Fund, etc.)	Timeline (Long-Term, Short-Term)	Included in Previous Plan? Yes/No	Initiative Type: Public Information, Preventive Activities, Structural Projects, Property Protection, Emergency Services, Recovery, Natural Resource Protection	Who or What Benefits? Facility, Local, County, Region
<b>INITIATIVE #1</b> Create a public education plan that would include classes, publication, and signage to raise the level of knowledge in the community about our current hazards. IE., Wildland fires, Earthquakes, Powerline Awareness. Focus will be on basic all hazard preparedness.									
New	All	1, 2, 3, 4	Fire District 16	\$2,000	DEM, FEMA, Tribal Grants, District funds	Short Term	No	Public Information	This will benefit all district residents, and visitors.
<b>Initiative #2</b> Add Larger Bays to Station 16-1 and remodel existing station, with emphasis on developing the ability to be a shelter for short to medium term displaced residents and emergency responders.									
Station 16-1	All	All	Fire District 16	High	Grants, FEMA, Bonds, District funds	Medium Term	Strategic Plan	Structural projects, Emergency Services, Recovery	Facility, Local, County, Region
<b>INITIATIVE #3</b> Relocate all above ground power lines from in front of Fire Station									
Station 16-1	Severe weather, Earthquake	All	PUD 3	TBD (Medium)	PUD 3, FEMA	Medium Term	No	Preventive Activities, Emergency Services, Recovery	Facility, Local
<b>INITIATIVE #4</b> Improve communications infrastructure between our major hazards and resources. To include WCC, DEM, neighboring fire districts.									
New, Station 16-1	All	All	District 16, DEM, FEMA	Assessing (High)	Grants, DEM, District Funds	Medium	No	Structural Projects, Property Protection, Emergency Services, Recovery	Facility, Local, County, Region
<b>INITIATIVE #5</b> Establish a well for Station 16-1.									
Station 16-1	All	All	District 16, DEM, FEMA	Assessing (Medium)	Grants, District Funds	Medium	Stat Plan	Emergency Services, Recovery	Facility, Local, County

<p align="center"><b>Table 6-7</b> <b>Mitigation Strategy Priority Schedule</b></p>							
Initiative #	# of Objectives Met	Benefits	Costs	Do Benefits Equal or Exceed Costs?	Is Project Grant-Eligible?	Can Project Be Funded Under Existing Programs/Budgets?	Priority <sup>a</sup>
1	4	H	L	Y	Y	Y	H
2	ALL	H	H	Y	Y	Y	H
3	ALL	H	M	Y	Y	N	M
4	ALL	H	H	H	H	N	M
5	ALL	M	M	Y	N	Y	M

a. See Chapter 1 for explanation of priorities.

**Mason County 2018 Multi-Jurisdiction Hazard Mitigation Plan Update  
Volume 2: Planning Partner Annexes**

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**APPENDIX A.  
PLANNING PARTNER EXPECTATIONS TO  
THE HAZARD MITIGATION PLAN UPDATE**

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## APPENDIX A. PLANNING PARTNER EXPECTATIONS ACHIEVING DMA COMPLIANCE

One of the goals of the multi-jurisdictional approach to hazard mitigation planning is to achieve compliance with the Disaster Mitigation Act (DMA) for all participating members in the planning effort. There are several different groups who can be involved in this process at different levels, and as determined by the planning partnership. In order to provide clarity, the following is a general breakdown of those groups:

- ✓ The Hazard Mitigation Planning Team (referred to herein as “planning team”, whose makeup includes the project management team (county and consultant), Bridgeview Consulting members, and those planning partners responsible for the plan’s written development;
- ✓ The planning partners, who are those jurisdictions or special purpose districts that are actually developing an annex to the regional plan; and
- ✓ The planning stakeholders, which are the individuals, groups, businesses, academia, etc., from which the planning team gains information to support the various elements of the plan.

DMA compliance requires that *participation* be defined in order to maintain eligibility with respect to meeting the requirements which allow a jurisdiction or special purpose district to develop an annex to the base plan. To achieve compliance for *all* partners, the plan must clearly document how each planning partner that is seeking linkage to the plan participated in the plan’s development. The best way to do this is to clearly define “participation”. For this planning process, “participation” is defined by the following criteria examples (this list is not all-inclusive):

- ✓ **Estimated level of effort.** It is estimated that the total time commitment to meet these “participation” requirements for a planning partner would be ***approximately 40 - 50 hours during the planning process.*** This time is reduced somewhat for special purpose districts.
- ✓ **Participate in the process.** As indicated, it must be documented in the plan that each planning partner “participated” in the process to the best of your capabilities. There is flexibility in defining “participation,” which can vary based on the type of planning partner (i.e.: City or County, vs. a Special Purpose District) involved. However, the level of participation must be defined at the on-set of the planning process, and we must demonstrate the extent to which this level of participation has been met for each partner.
- ✓ The planning team will be responsible for supporting the partnership during the public involvement phases of the planning process. Support could be in the form

of providing venues for public meetings, attending these meetings as participants, providing technical support, etc.

- ✓ **Duration of planning process.** This process is anticipated to take seven to nine months to complete (not including state and FEMA review). It will be easy to become disconnected with the process objectives if you do not participate in some of these meetings to some degree. General tasks associated with this effort include review of existing plans, updating of general profile and Census data, identification and/or verification of critical infrastructure, and public outreach efforts (to be identified and defined during planning meetings, but at a minimum will require two efforts).
- ✓ **Capability Assessment.** All planning partners will be asked to identify their capabilities during this process. This capability assessment will require a review of existing documents (plans, studies, and ordinances) pertinent to each jurisdiction to identify policies or recommendations that are consistent with those in the “base” plan or have policies and recommendations that complement the hazard mitigation initiatives selected (i.e.: comp plans, basin plans or hazard specific plans).
- ✓ **Hazard Identification and Risk Ranking.** All planning partners will participate in the identification of hazards to be addressed during this effort and the overall risk ranking exercise for the base plan. Once the base plan risk ranking has occurred, each planning partner will complete their own risk ranking exercise for their own jurisdiction/entity. This is a facilitated process, and requires mandatory attendance at the risk ranking planning meeting to gain compliance. This meeting will be mandatory attendance.
- ✓ **Action/Strategy Review.** All previous planning partners will be required to perform a review of the strategies from their respective prior action plan to: determine those that have been accomplished and how they were accomplished; and why those that have not been accomplished were not completed. Note – even if your plan has expired, it is still considered an update, and not a new plan. The planning team will be available to assist with this task; however, for existing planning partners, this is mandatory.
- ✓ **Annex Template Development.** Each planning partner will be required to develop their own annex template, which will be the data specific to their entity or jurisdiction. Information contained in this document will include, but is not limited to: community profile, population or service area data, disaster history information, identification of critical facilities. The template itself will be provided; however, the actual completion of the document is a requirement of each planning partner. This element is mandatory for active participation.
- ✓ **Consistency Review.** All planning partners will be required to review the entire base plan when completed, and their respective annex document after final editing by the planning team. Customarily, there is a minimum of two weeks provided for

this review process, but normally we attempt to give an entire month for this element of the project.

- ✓ **Plan adoption.** Each jurisdiction and special purpose district involved in the effort must adopt the plan once FEMA and State approval have been gained. If not adopted by each jurisdiction, that jurisdiction's plan is not considered to be "in place," meaning that in essence, they have no hazard mitigation plan in place even though they have gone through the process.

One of the benefits to multi-jurisdictional planning is the ability to pool resources. This means more than monetary resources. Resources such as staff time, meeting locations, media resources, technical expertise will all need to be utilized to generate a successful plan.

It is anticipated that two or three workshop sessions will be required to complete this plan. Those sessions will last three or four hours each, and take the place of monthly meetings. While the workshop sessions will provide the bulk of actual meeting attendance, based on the progress of the planning partnership as a whole, there may be additional meetings which may be required; *however, each planning partner will be required to attend, at a minimum, the two-three workshops.* Much of the data exchange can occur through email or telephone calls, which will supplement the workshops.

With the above participation requirements in mind, each planning partner will be asked to aid this process by being prepared to develop its own section of the plan. To be an eligible planning partner in this effort, each Planning Partner will be asked to provide the following:

- A. A "Letter of Intent to participate" or Resolution to participate to the Planning Team (see exhibit A).
- B. Designate a lead point of contact for this effort. This designee will be listed as the hazard mitigation point of contact for your jurisdiction in the plan.
- C. Identify their hourly rate of pay for this point of contact, which will be used to calculate the in-kind match for the grant that is funding this project.
- D. If requested, provide support in the form of mailing list, possible meeting space, and public information materials, such as newsletters, newspapers or direct mailed brochures, required to implement the public involvement strategy developed during this planning process.
- E. Participate in the process. There will be many opportunities as this plan evolves to participate. Opportunities such as:
  - a. Hazard Mitigation Planning Team meetings;
  - b. Public meetings or open houses;
  - c. Workshops/ Planning Partner specific training sessions;

d. Public review and comment periods prior to adoption.

At each and every one of these opportunities, attendance will be recorded. Attendance records will be used to document participation for each planning partner. While attendance at every meeting may not be practical, there are meetings which are mandatory. Each planning partner should attempt to attend as many meetings and events as possible, but must attend the minimum established requirement.

- F. There will be **mandatory** workshops that all planning partners will be required to attend. These workshops will cover specific items, one of which will be the proper completion of the jurisdictional annex template which is the basis for each partner's jurisdictional chapter in the plan. Failure to have a representative at these mandatory workshops will disqualify the planning partner from participation in this effort. The scheduling for these workshops will be far enough in advance to allow the planning partners to attend.
- G. In addition to participation in the mandatory workshops, each partner will be required to complete their annex document, and provide it to the planning team in the time frame established. Technical assistance in the completion of these annexes will be available, but the actual writing of the annex document is the responsibility of each planning partner. Failure to complete your annex in the required time frame may lead to disqualification from the partnership.
- H. Each partner will be asked to perform a "consistency review" and "capabilities assessment" of all technical studies, plans, ordinances specific to hazards to determine the existence of any not consistent with the same such documents reviewed in the preparation of the County (parent) Plan. In the same category, each partner will also be required to review the entire base plan once completed, as well as their edited annex.
- I. Each partner will be asked to review the Risk Assessment and identify hazards and vulnerabilities specific to its jurisdiction. Resources will provide the jurisdiction specific mapping and technical consultation to aid in this task if the jurisdiction/entity does not have their own capacity, but the determination of risk and vulnerability will be up to each partner (through a facilitated process during one of the mandatory workshops).
- J. Each partner will be asked to review and determine if the mitigation recommendations chosen in the parent plan will meet the needs of its jurisdiction. Projects within each jurisdiction consistent with the parent plan recommendations will need to be identified and prioritized, and reviewed to determine their benefits vs. costs.
- K. Each partner will be required to create its own action plan that identifies each project, who will oversee the task, how it will be financed and when it is estimated to occur.
- L. Each partner will be required to formally adopt the plan.

Planning tools and instructions to aid in the compilation of this information will be provided to all committed planning partners. Each partner will be asked to complete their annexes in a timely manner and according to the timeline established during the initial planning meeting.

**\*\* Note\*\*:** Once this plan is completed, and FEMA approval has been determined for each partner, maintaining that eligibility will be dependent upon each partner implementing the plan's maintenance protocol identified in the plan.

**Exhibit A.  
Example Letter of Intent to Participate**

Date: \_\_\_\_\_

**Mason County Hazard Mitigation Planning Partnership**  
C/O Bev O’Dea, Bridgeview Consulting, LLC.  
915 No. Laurel Lane  
Tacoma, WA 98406

Via email at: [bevodea@bridgeviewconsulting.org](mailto:bevodea@bridgeviewconsulting.org)

Re: Statement of Intent to Participate - Mason County Multi-Jurisdictional Hazard Mitigation Plan

Dear Mason County Planning Partnership,

In accordance with the Federal Emergency Management Agency’s (FEMA) Local Mitigation Plan requirements, under 44 CFR §201.6, which specifically identify criteria that allow for multi-jurisdictional mitigation plans, the [Participating Jurisdiction] is submitting this letter of intent to confirm that [Participating Jurisdiction] has agreed to participate in the Mason County Multi-Jurisdiction Hazard Mitigation Planning effort.

Further, as a condition to participating in the mitigation planning; [Participating Jurisdiction] agrees to meet the requirements for mitigation plans identified in 44 CFR §201.6 and to provide such cooperation as is necessary and in a timely manner to Mason County to complete the plan in conformance with FEMA requirements.

[Participating Jurisdiction] understands that it must engage in the following planning process, as more fully described in FEMA’s *Local Multi-Hazard Mitigation Planning Guidance*, including, but not limited to:

- Identification of hazards unique to the jurisdiction and not addressed in the master planning document;
- Conducting a vulnerability analysis and identification of risks, where they differ from the general planning area;
- Formulation of mitigation goals responsive to public input and development of mitigation actions complementary to those goals. A range of actions must be identified specific for each jurisdiction;
- Demonstration that there has been proactively offered an opportunity for participation in the planning process by all community stakeholders (examples of participation include relevant involvement in any planning process, attending meetings, contributing research, data, or other information, commenting on drafts of the plan, etc.);
- Documentation of an effective process to maintain and implement the plan;
- Formal adoption of the Multi-Jurisdiction Hazard Mitigation Plan by the jurisdiction’s governing body (each jurisdiction must officially adopt the plan); and
- Documentation of participation in the National Flood Insurance Program (NFIP), continued compliance with NFIP requirements, and address NFIP insured structures that have been repetitively damaged by floods.

Therefore, with a full understanding of the funding obligations incurred by an agreement between the Lead Jurisdiction and the Participating Jurisdiction, I [Name of authorized jurisdiction official], commit [Name of Participating Jurisdiction] to the [Name of Lead Jurisdiction] Multi-Jurisdiction Hazard Mitigation Planning effort.

Executed this \_\_\_ day of \_\_\_\_\_, 20\_\_\_.

Sincerely,

[Jurisdiction official's signature]

**Exhibit B.  
(Current) Planning Team Contact information**

<b>Name</b>	<b>Representing</b>	<b>Address</b>	<b>Phone</b>	<b>e-mail</b>

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**APPENDIX B.  
PLANNING TEAM GROUND RULES**

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## **APPENDIX B.**

# **THE MASON COUNTY PLANNING TEAM GROUND RULES 2018 MULTI-JURISDICTION HAZARD MITIGATION PLAN UPDATE**

### **PURPOSE**

As the title suggests, the role of the Planning Team (PT) is to guide the development of the Hazard Mitigation Plan through a facilitated process that will result in a plan that can be embraced both politically and by the constituency within the planning area. The PT will provide guidance and leadership, oversee the planning process, and act as the point of contact for all agency representatives, stakeholders and the various interest groups in the planning area. The PT, made up of all planning partners involved in this process, provides the best possible cross section of views to enhance the planning effort and to help build support for hazard mitigation.

### **CHAIRPERSON**

The Planning Committee has selected a chairperson, **Mr. Ross McDowell**, from Mason County Emergency Management. 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;
4. Be a sounding board for staff in the preparation of agendas and how to best involve the full team in work plan tasks; and
5. Serve as the primary spokesperson for this planning effort.

### **ATTENDANCE**

Participation of all Team members in meetings is important and members should make every effort to attend each meeting. If Team members cannot attend, they should inform the planning team before the meeting is conducted. Each Planning Team member should attempt to identify an alternate who will represent that member at any meeting for which attendance cannot be met. If a member accumulates:

- One unexcused absence, or
- Two consecutive excused absences

that member will be contacted by the Chair to see if there are any issues with regards to that individual's participation on the Team.

The Planning Team determined that in order to achieve an active level of participation in this planning efforts, 75 percent of all meetings must be attended by the entity developing an Annex to the Mason County Multi-Jurisdiction Hazard Mitigation Plan. Any final action determining active participation will be at the direction of the Planning Team. The Planning Team will strive to maintain the Planning Team membership as one from each participating entity.

## **QUORUM**

The Planning Team determined that a minimum attendance at each meeting will not be required in order to conduct business. With the anticipation of an alternate Planning Team member being appointed by each of the participating entities, the Planning Team felt that the different viewpoints of team member will be adequately represented. Alternatively, if neither the primary or alternate team members are present, the decisions reached during meetings will be binding upon absent members based on decisions reached through consensus voting. It should be understood that all entities must maintain an active level of participation in this effort; decisions made during the absence of the member does not meet active participation.

## **ALTERNATES**

There may be circumstances when regular planning team members cannot attend the planning meeting. To address these circumstances, alternate members will be pre-identified as appropriate. The Planning Team determined that the role of alternates will be the same as the primary planning team member. Therefore, the planning team alternate can make a binding decision or vote on any issue at a meeting in which they preside as a fully empowered team representative.

## **DECISION-MAKING**

As the Planning Team provides advice and guidance on the Plan, it will strive for consensus on all decisions that need to be made, with special effort to hear and consider all opinions within the group. Consensus is defined as a recommendation that may not be ideal for each member, but every member can live with it (using the consensus continuum as a gage). Strong minority opinions will be recorded in meeting summaries and the team may choose to note such opinions in their final recommendations.

## **RECOMMENDATIONS**

If differing opinions exist for any significant portion of this planning effort, the Planning Team determined that such recommendations will be recorded in the meeting summaries and reflected in the plan as appropriate.

## **SPOKESPERSONS**

Ideally, the Planning Team will present a united front after considering the different viewpoints of its members, recognizing that each member might have made a somewhat different viewpoint. In order to ensure consistent information is provided, and to consistently represent the Team's united recommendations to participating organizations, the public, and the media, the Chairperson will act as the Team's spokesperson(s). In addition, each member should have a responsibility to represent the Team's recommendation when speaking on plan-related issues as a Team member. Any differing personal or organizational viewpoints should be clearly distinguished from the Team's work. In an effort to enhance community involvement and participation, the Planning Team determined that if questions were posed to the Chairperson about a specific jurisdiction, the community member would be re-directed back to the appropriate Planning Team member so as to allow for relationship building and enhanced communications within the specific planning area.

## **STAFFING**

The Planning Team for this project includes appropriate personnel from Mason County, along with contract consultant assistance provided by Bridgeview Consulting, LLC. The Planning Team will schedule meetings, distribute agendas, prepare information/presentations for Planning Team meetings, write meeting summaries, and generally seek to facilitate the Team's activities.

## **PUBLIC COMMENT**

As they conduct Planning Team work, members will seek to keep the public and the groups to which they are affiliated informed about the plan. Information of such outreach will be provided to contract consultant for recording in the plan milestones.

All Planning Team meetings will be open to the public and advertised as such. The Planning Team will adhere to the "Rules of Conduct" which are consistent with the Open Public Meetings Act (Chapter 42.30 RCW) and have been administered by the Board of Mason County Commissioners. Members of the public wishing to address the Planning Team may do so based on the following protocol:

- General guidelines
  - The purpose of the meeting is to address the hazard mitigation plan; therefore, only items identified on the previous meeting's agenda will be recognized - no new items will be addressed.
  - Speakers will be required to sign in previous to the beginning of the meeting so that they may be recognized by the Chair;
  - Presentations by citizens will be made at the onset of the meeting;
  - Any person submitting letters or documents should provide a minimum of six (6) copies prior to the meeting or at the meeting. All copies should be given to the Chair of the Planning Team. The Chair will be officially responsible for distributing the submittal(s).
  - Demonstrations, the displaying of banners, signs, buttons, or apparel expressing opinions on political matters or matters being considered by the Planning Team will not be permitted at meetings to maintain the decorum befitting the deliberative, legislative or executive process.
  - A speaker asserting a statement of fact may be asked to document and identify the source of the factual datum asserted.
  - When addressing the Planning Team, members of the public shall direct all remarks to the PT Chair and shall confine remarks to the matters that are specifically before the board.
- Speaking Time Limits
  - Unless deemed otherwise by the Chair, each person addressing the Planning Team shall be limited to five (5) minutes speaking time. The speaking time limit does not include time necessary to respond to questions asked by members.
  - Speakers may not allocate their five (5) minutes to another speaker.

## **MEETINGS**

Meetings will be advertised on the County's webpage a minimum of one week prior to the meeting occurring. Planning meetings will be established on an as-needed basis throughout the planning process,

and will be established customarily as a workshop. All meetings will be held at the Coupeville Recreation Hall unless otherwise identified. The Planning Team also has the option to adjust this schedule due to holidays or other extenuating circumstances. Meetings will be open to the public and advertised as such.

**Mason County 2018 Multi-Jurisdiction Hazard Mitigation Plan Update  
Volume 2: Planning Partner Annexes**

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**APPENDIX C.  
PROCEDURES FOR LINKING TO  
THE HAZARD MITIGATION PLAN UPDATE**

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## APPENDIX C. PROCEDURES FOR LINKING TO THE HAZARD MITIGATION PLAN UPDATE

Not all eligible local governments within Mason County are included in the *Mason County 2018 Multi-Jurisdiction Hazard Mitigation Plan Update*. It is assumed that some or all of these non-participating local governments may choose to “link” to the Plan at some point to gain eligibility for programs under the federal Disaster Mitigation Act. In addition, some of the current partnership may not continue to meet eligibility requirements due to a lack of participation as prescribed by the plan. The following “linkage” procedures define the requirements established by the Planning Committee for dealing with an increase or decrease in the number of planning partners linked to this plan. It should be noted that a currently non-participating jurisdiction within the defined planning area is not obligated to link to this plan. These jurisdictions can choose to do their own “complete” plan that addresses all required elements of 44 CFR Section 201.6.

### INCREASING THE PARTNERSHIP THROUGH LINKAGE

Eligible linking jurisdictions are instructed to complete all of the following procedures during this time frame:

- The eligible jurisdiction requests a “Linkage Package” by contacting the Point of Contact (POC) for the plan:

Name:	Tammi Wright
Title:	Emergency Management Coordinator
Address:	100 Public Works Drive
City, State ZIP:	Shelton, WA
Phone:	(360) 427-9670 x800
e-mail:	<a href="mailto:TammiW@co.mason.wa.us">TammiW@co.mason.wa.us</a>

The POC will provide a linkage packages that includes:

- Copy of Volume 1 and 2 of the plan
  - Planning partner’s expectations package.
  - A sample “letter of intent” to link to the hazard mitigation plan update.
  - A Special Purpose District or City template and instructions.
  - Catalog of Hazard Mitigation Alternatives
  - A “request for technical assistance” form.
  - A copy of Section 201.6 of Chapter 44, the Code of Federal Regulations (44 CFR), which defines the federal requirements for a local hazard mitigation plan.
- The new jurisdiction will be required to review both volumes of the hazard mitigation plan update, which includes the following key components for the planning area:
    - The planning area risk assessment
    - Goals and objectives
    - Plan implementation and maintenance procedures

- Comprehensive review of alternatives
- County-wide initiatives.

Once this review is complete, the jurisdiction will complete its specific annex using the template and instructions provided by the POC. Technical assistance can be provided upon request by completing the request for technical assistance (TA) form provided in the linkage package. This TA may be provided by the POC or any other resource within the Planning Partnership such as a member of the Planning Team Committee or a currently participating City or Special Purposes District partner. The POC will determine who will provide the TA and the possible level of TA based on resources available at the time of the request.

- The new jurisdiction will be required to develop a public involvement strategy that ensures the public's ability to participate in the plan development process. At a minimum, the new jurisdiction must make an attempt to solicit public opinion on hazard mitigation at the onset of this linkage process and a minimum of one public meeting to present their draft jurisdiction specific annex for comment, prior to adoption by the governing body. The Planning Partnership will have resources available to aid in the public involvement strategy such as the Plan website. However, it will be the new jurisdiction's responsibility to implement and document this strategy for incorporation into its annex. It should be noted that the Jurisdictional Annex templates *do not* include a section for the description of the public process. This is because the original partnership was covered under a uniform public involvement strategy that covered the planning area described in Volume 1 of the plan. Since new partners were not addressed by that strategy, they will have to initiate a new strategy, and add a description of that strategy to their annex. For consistency, new partners are encouraged to follow the public involvement format utilized by the initial planning effort as described in Volume 1 of the plan.
- Once their public involvement strategy is completed and they have completed their template, the new jurisdiction will submit the completed package to the POC for a pre-adoption review to ensure conformance with the Regional plan format.
- The POC will review for the following:
  - Documentation of Public Involvement strategy
  - Conformance of template entries with guidelines outlined in instructions
  - Chosen initiatives are consistent with goals, objectives and mitigation catalog of the hazard mitigation plan update
  - A designated point of contact
  - A ranking of risk specific to the jurisdiction.

The POC may utilize members of the Planning Committee or other resources to complete this review. All proposed linked annexes will be submitted to the Planning Team for review and comment prior to submittal to State Emergency Management.

- Plans approved and accepted by the Planning Team will be forwarded to Washington State Emergency Management for review with a cover letter stating the forwarded plan meets local approved plan standards and whether the plan is submitted with local adoption or for criteria met/plan not adopted review.
- Washington State Emergency Management Division (EMD) will review plans for federal compliance. Non-Compliant plans are returned to the Lead agency for correction. Compliant plans are forwarded to FEMA for review with annotation as to the adoption status.

- FEMA reviews the new jurisdiction's plan in association with the approved plan to ensure DMA compliance. FEMA notifies new jurisdiction of results of review with copies to Washington State EMD and approved planning authority.
- New jurisdiction corrects plan shortfalls (if necessary) and resubmits to Washington State EMD through the approved plan lead agency.
- For plans with no shortfalls from the FEMA review that have not been adopted, the new jurisdiction governing authority adopts the plan (if not already accomplished) and forwards adoption resolution to FEMA with copies to lead agency and Washington State EMD.
- FEMA regional director notifies new jurisdiction governing authority of plan approval.

The new jurisdiction plan is then included with the regional plan with the commitment from the new jurisdiction to participate in the ongoing plan implementation and maintenance.

## **DECREASING THE PARTNERSHIP**

The eligibility afforded under this process to the planning partnership can be rescinded in two ways. First, a participating planning partner can ask to be removed from the partnership. This may be done because the partner has decided to develop its own plan or has identified a different planning process for which it can gain eligibility. A partner that wishes to voluntarily leave the partnership shall inform the POC of this desire in writing. This notification can occur any time during the calendar year. A jurisdiction wishing to pursue this avenue is advised to make sure that it is eligible under the new planning effort, to avoid any period of being out of compliance with the Disaster Mitigation Act.

After receiving this notification, the POC shall immediately notify both Washington State EMD and FEMA in writing that the partner in question is no longer covered by the hazard mitigation plan update, and that the eligibility afforded that partner under this plan should be rescinded based on this notification.

The second way a partner can be removed from the partnership is by failure to meet the participation requirements specified in the "Planning Partner Expectations" package provided to each partner at the beginning of the process, or the plan maintenance and implementation procedures specified within Volume 1 of the plan. Each partner agreed to these terms by adopting the plan.

Eligibility status of the planning partnership will be monitored by the POC. The determination of whether a partner is meeting its participation requirements will be based on the following parameters:

- Are progress reports being submitted annually by the specified time frames?
- Are partners notifying the POC of changes in designated points of contact?
- Are the partners supporting the Planning Team by attending designated meetings or responding to needs identified by the body?
- Are the partners continuing to be supportive as specified in the Planning Partners expectations package provided to them at the beginning of the process?

Participation in the plan does not end with plan approval. This partnership was formed on the premise that a group of planning partners would pool resources and work together to strive to reduce risk within the planning area. Failure to support this premise lessens the effectiveness of this effort. The following procedures will be followed to remove a partner due to the lack of participation:

- The POC will advise the Planning Team of this pending action and provide evidence or justification for the action. Justification may include: multiple failures to submit annual

progress reports, failure to attend meetings determined to be mandatory by the Planning Committee, failure to act on the partner's action plan, or inability to reach designated point of contact after a minimum of five attempts.

- The Planning Team will review information provided by POC, and determine action by a vote. The Planning Committee will invoke the voting process established in the ground rules established during the formation of this body.
- Once the Planning Team has approved an action, the POC will notify the planning partner of the pending action in writing via certified mail. This notification will outline the grounds for the action, and ask the partner if it is their desire to remain as a partner. This notification shall also clearly identify the ramifications of removal from the partnership. The partner will be given 30 days to respond to the notification.
- Confirmation by the partner that they no longer wish to participate or failure to respond to the notification shall trigger the procedures for voluntary removal discussed above.
- Should the partner respond that they would like to continue participation in the partnership, they must clearly articulate an action plan to address the deficiencies identified by the POC. This action plan shall be reviewed by the Planning Team to determine whether the actions are appropriate to rescind the action. Those partners that satisfy the Planning Team's review will remain in the partnership, and no further action is required.
- Automatic removal from the partnership will be implemented for partners where these actions have to be initiated more than once in a 5 year planning cycle.