

Steering Committee Ground Rules

PURPOSE

As the title suggests, the role of the Steering Committee (SC, or Committee) is to guide the Spokane County Partnership as well as the planning team through the process that will result in a plan that can be embraced both politically and by the constituency within the planning area. The SC will provide guidance and leadership, oversee the planning process, and act as the point of contact for all partners and the various interest groups in the planning area. The makeup of this committee was selected to provide the best possible cross section of views to enhance the planning effort and to help build support for hazard mitigation. The Steering Committee that has been selected for this process is as follows:

- 1) **Mr. Dave Leavenworth, Spokane Fire Department**
- 2) **Mr. Andy Hail, Spokane Valley Fire Department**
- 3) **Gerry Bozarth, Spokane DEM**
- 4) **Char Parsley, Hearing Loss Center**
- 5) **Bryce Robbert, Avista Corp.**
- 6) **Marianne Barrentine, Spokane County**
- 7) **Peter Troyer, Spokane Airport**
- 8) **Brian Asmus, City of Liberty Lake**
- 9) **Ben Haworth, Providence Health**
- 10) **Susan Sjoberg, Spokane Regional Health**
- 11) **Frank Cejka, Red Cross**
- 12) **Garth Davis, Spokane Conservation District**
- 13) **Mike Winters, Cheney Fire Department**
- 14) **Ted Olsen, WA Department of Ecology**
- 15) **Doug Parks, Town of Latah**

CHAIRPERSON

The Steering Committee has selected a chairperson, **Mr. Dave Leavenworth**, from Spokane Fire Department. 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 Committee in work plan tasks and 5) serve as the primary spokesperson for this planning effort. A vice chair was also selected by the Steering Committee, **Mr. Andy Hail**, from Spokane Valley Fire Department. The Vice-chair will assume all chair responsibilities in the Chair's absence.

ATTENDANCE

Participation of all Committee members in meetings is important and members should make every effort to attend each meeting. If Committee members cannot attend, they should inform the planning team before the meeting is conducted. Each Steering Committee 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:

- *1 unexcused absence, or*
- *2 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 Committee. Any final action following the inquiry will be at the direction of the Steering Committee. The Steering Committee will strive to maintain the SC membership at 15 members with a representative makeup similar to the initial committee makeup.

QUORUM

A minimum attendance at each meeting of eight (8) is needed to ensure that the different viewpoints of Committee members are adequately represented.

ALTERNATES

A specific list of Committee members was selected for the Steering Committee. These members have made a commitment to attend the meetings and gain the understanding of the issues and each other's viewpoints needed to reach agreement on plan recommendations. However, there may be circumstances when regular members cannot attend. To address these circumstances, alternate members should be identified for some organizations and interests. The Steering Committee has decided that the role of alternates, compared to regular Committee members, is that they are fully interchangeable. A Steering Committee alternate can make a binding decision or vote on any issue at a meeting in which they preside as a Steering Committee representative. The alternates for the Steering Committee are as follows:

Name of Alternate	Name of primary Member	Representing
Bruce Millsap	Peter Troyer	Spokane Airport
Jane Clark	Marianne Barrentine	Spokane County
Clint Gibson	Brian Asmus	Liberty Lake

DECISION-MAKING

As the Steering Committee 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 Committee 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 Committee may choose to note such opinions in their final recommendations.

RECOMMENDATIONS

The Committee's recommendations will be recorded in the meeting summaries and reflected in the plan as appropriate. The Committee may also

assist in the presentation of the Plan to the elected bodies of participating organizations.

SPOKESPERSONS

Ideally, the Committee will present a united recommendation after considering the different viewpoints of its members, recognizing that each member might have made a somewhat different recommendation as an individual. To consistently represent the Committee's united recommendations to participating organizations, the public, and the media, the Chairperson and Vice-Chair will act as the Committee spokesperson(s). In addition, each member should have a responsibility to represent the Committee's recommendation when speaking on Plan-related issues as a Committee member. Any differing personal or organizational viewpoints should be clearly distinguished from the Committee's work.

STAFFING

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

PUBLIC COMMENT

As they conduct Committee work, members will seek to keep the public and the groups to which they are affiliated informed about the Plan. Development of a public involvement strategy will be one of the first tasks undertaken by the Committee.

All Steering Committee meetings will be open to the public and advertised as such. The Steering Committee will adhere to the "Rules of Conduct" which are consistent with the Open Public Meetings Act (Chapter 42.30 RCW) and have been adopted by the Board of Spokane County Commissioners (resolution No. 11-0263, March 22, 2011). Members of the public wishing to address the SC may do so based on the following protocol:

Addressing the Steering Committee (SC)

- Any person desiring to address the SC must first be recognized by the Chair. A person may be required to fill out a sign-in sheet as a condition of speaking. All sign-in sheets shall be delivered to the Chair of the SC.
- Each person speaking, using a microphone , or if no microphone is available but the meeting is being recorded or minutes are being taken, shall initially identify themselves by his or her name, mailing address (unless confidentiality is requested) and, if appropriate representative capacity.
- Any person submitting letters or documents should provide a minimum of five (5) copies prior to the meeting or at the meeting. All copies should be given to the Chair of the SC. The Chair will be officially responsible for distributing the submittal(s).
- Demonstration, the displaying of banners , signs, buttons, apparel expressing opinions on political matters or matters being considered by the SC, applause, or similar actions 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 SC, members of the public shall direct all remarks to the SC Chair and shall confine remarks to the matters that are specifically before the board.
- All comments must have relevance to the Hazard Mitigation Plan and the planning area. Topics of discussion must be related to the previous meetings' topics as current agenda items have not yet been addressed. Relevance will be determined by the Chair.

Speaking Time Limits

- Unless deemed otherwise by the Chair, each person addressing the SC shall be limited to three (3) minutes speaking time. The speaking time limit does not include time necessary to respond to questions asked by the SC.
- Speakers may allocate their three (3) minutes to another speaker provided they so indicate on their sign-in sheet or at the time they are recognized by the Chair.

COURTESY

Committee members should treat each other with respect, listen to each other, work cooperatively, and allow all members to voice their opinions.

MEETINGS

Meetings generally will be conducted on the last Wednesday of each Month as needed from 1:00 pm to 3:00 pm at the Spokane Fire Training Center located at 1618 North Rebecca St., Spokane WA, unless a change of venue is requested by the Steering Committee. The Steering Committee 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.