

**3rd Quarter Jefferson County All-Hazard Mitigation Advisory Committee (AHMAC) Meeting
Minutes of August 3rd, 2022**

Agencies Present:

City of Arvada
Arvada Fire Protection District
Denver Water
City of Edgewater
Elk Creek Fire Protection District
Fairmount Fire Rescue
Golden Gate Fire Protection District
Inter-Canyon Fire Protection District
Jefferson County Conservation District
Foothills Fire Protection District
City of Lakewood
Lookout Mountain Water District
Town of Morrison
West Metro Fire Protection District
City of Wheat Ridge
Jefferson County Planning & Zoning
Jefferson County Office of Emergency Management

Public Comment

None

Agenda

- Welcome, Roll Call
- Discuss AHMAC Business Framework
 - Draft By-laws and Feedback Review – VOTE
 - Chair & Vice Chair Methodology – VOTE
- Monday.com AHMAC Project Management Overview
- AHMAC Member Project Updates & Discussion
- Next Steps
- Public Comment
- Adjourn

Motions

- AHMAC By-Laws Adoption: Unanimous approval
- AHMAC Chair and Co-Chair Rolling Schedule: Unanimous approval

AHMAC By-Laws Review and Discussion

- Article III: Membership
 - A question was brought up by Ben Yellin (Elk Creek Fire Protection District) regarding what the process of retaining/gaining AHMAC membership would be should organizations merge

or otherwise change. The Jefferson County Office of Emergency Management will reach out to the State of Colorado for clarification on this issue.

- A question was raised regarding how a new primary or secondary representative for an agency is sponsored when turnover occurs. The Jefferson County Office of Emergency Management indicated that an updated letter of recommendation provided by the agency's executive staff should be provided. A process is in place for BCC approval of new representatives. A template for this letter will be provided by the Jefferson County Office of Emergency Management.
- Article III: Organizational Structure
 - Ben Yellin asked if a subcommittee holds a meeting, if this would be considered a "special meeting." The response from the Office of Emergency Management was that this is not considered a special meeting. Voting will not occur in Subcommittee meetings. Any reporting will be made to the AHMAC Chair. Voting will be done by the AHMAC.
- Article IV: Responsibilities
 - Mark Westberg (City of Wheat Ridge) requested that reports made to the BCC are also sent to all member agencies for their own reporting purposes. This will be done.

AHMAC By-Laws Vote:

The AHMAC upon motion of Hal Grieb, duly seconded by Todd Hyatt (Arvada Fire Protection District), voted upon adoption of the AHMAC By-Laws. The AHMAC upon motion of John Mandl (Inter-Canyon Fire Protection District), duly seconded by Shelley Cobau (Town of Morrison) unanimously approved adoption of the AHMAC By-Laws.

AHMAC Chair and Co-Chair Discussion

The AHMAC will have a rolling Chair and Co-Chair. This rolling schedule is mapped out until 2042. City of Arvada (Melissa Ryder) will be the first Chair. The Jefferson County Office of Emergency Management team will continue to provide support to the Chair and Co-Chair but their involvement will be somewhat limited. The rolling list will be amended as agency representatives change.

AHMAC Chair and Co-Chair Vote

The AHMAC upon motion of Hal Grieb, duly seconded by Melissa Ryder (City of Arvada), voted upon the rolling AHMAC Chair and Co-Chair schedule. The AHMAC upon motion of John Mandl, duly seconded by Shelley Cobau unanimously approved the rolling AHMAC Chair and Co-Chair schedule.

Project Tracking in Monday.com

A board for project tracking has been created in Monday.com. This is a real-time board where all voting members will have full editing access and will be able to make updates to existing projects as needed.

There is a form on Monday.com where new projects can be submitted. The AHMAC will vote on approval for these submissions. The board will be posted publicly so stakeholders and the public can view project updates real-time. Project data will be reported to the BCC for their annual update.

- Discussion:
 - It was brought up that there are significant mitigation efforts which currently go un-tracked, and asked how these efforts are being tracked. Hal Grieb responded that use of the new Monday.com tracking board should be utilized as much as possible going forward so that mitigation efforts are not duplicated, and that grant dollars are not missed out on. Smaller

projects are important to track as well, and sometimes small efforts can be combined into a larger, overarching project, which could then be submitted to the Monday.com board.

- A question came up regarding how projects in other counties should be handled. It was decided that projects should only be submitted to the Monday.com board if they cross into Jefferson County.

Agency Project Updates

- Jefferson County Planning & Zoning reported that an RFP is out to hire a consultant firm to update the County Comp Plan, Transportation Plan, Regulations amendments, the CWPP and associated CEMP Evacuation Plan, etc. Kick-off is expected in November. Their evacuation annex is also being updated.
- The City of Arvada reported that they are currently working on 16 action items. Among these, a mitigation grant has been submitted with FEMA and the State of Colorado in order to complete a feasibility study for the acquisition of properties in the Arvada flood plain. The Arvada Fire Protection District and the City of Arvada are also working together to pursue development of a community fire protection plan. A budget request has been submitted for this, and kick-off is expected in early 2023.
- The Town of Morrison reported that the town received BRIC Grant funding. An RFQ is out for a consultant who would identify projects and acquire cost estimates. Shelley asked if AHMAC participating agencies could approach the Chair and Co-Chair for a letter of support which could be attached to grant applications. Further research needs to occur before this question as answered, as there is a question if a letter of support from the AHMAC Chair would also imply BCC approval. More info to come on this.
- The Jefferson County Office of Emergency Management reported that a new Fire Management Officer, Kenyon Shephard, was hired recently. Coordination has been occurring with the Mountain Metro Wildland Fire Mitigation Committee (MMWMC), and Sheriff Jeff Shrader approved funding of a consulting/mediation firm, Peak Consulting, to aid in these efforts. It is the goal of the Office of Emergency Management to designate the MMFMC as a subcommittee of the AHAMC.
- Lookout Mountain Water District reported that they are pushing to upgrade infrastructure where possible, within financial means. Most of the work has done on the Beaver Brook Dam. They are mitigating some potential hazards which have come up with the Upper Dam.
- Inter-Canyon and Elk Creek Fire Protection Districts reported that they are updating their CWPP, which covers 150 square miles of Jefferson County land. This land will be divided into 46 planning units, and each unit will have a member of the community as an ambassador. They are also working to bring North Fork Fire into the Wildland Division. Once this is complete, North Fork's CWPP will be updated as well.
- The Jefferson County Conservation District reported that they have several fire mitigation projects currently active, with roughly 3-5 more planned for 2023. 3-5 are currently planned for 2024.
- The City of Wheat Ridge reported that the mapping of Sloan's Lake was completed as of August 2nd, 2022.
- The West Metro Fire Protection District reported that they are continuing work on their CWPP implementation.

Next Steps

Action items for the Q4 meeting include discussion of annual reporting, meeting format, subcommittees, and expectations for 2023.