

**APPENDIX A-PLAN ORGANIZATION
SECTION A.4
POTTAWATOMIE COUNTY HAZARD MITIGATION PLANNING
TEAM MEETING MINUTES**

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APPENDIX A-PLANNING TEAM MEETING MINUTES

The following tables lists the meeting minutes for the Pottawatomie County Hazard Mitigation Planning Team meetings.

Meeting Minutes-Oct. 13, 2011		
Name of Organization	Pottawatomie County Hazard Mitigation Planning Team	
Purpose of Meeting	Introduction/Hazard Identification/Critical Facilities	
Date/Time	October 13, 2011 -10:00 A.M.	
Location	Gordon Cooper Technology Center	
Chairperson	Don Lynch, Pottawatomie Co./Shawnee Emergency Mgmt.	
Topics	Meeting Content	Participants
Introductions	Introduction of participants and consultants	Don Lynch, Emergency Manager
Introduction to Hazard Mitigation	Review of objectives and goals	David Van Nostrand Hazard Mitigation Specialists, L.L.C.
Hazard Analysis	Review of Oklahoma's potential hazards and the effects they have on citizens. Reviewed potential of occurrence in Pottawatomie County and its jurisdictions.	David Van Nostrand
Critical Facilities	FEMA definition of a critical facility. Introduction of forms to identify local critical facilities and discussion of what facilities are usually identified.	Judy Soos Hazard Mitigation Specialists, L.L.C.
Announcements and Adjournment	Don Lynch, Director, Shawnee/Pottawatomie County Emergency Management	

Meeting Minutes-Nov. 17, 2011

Name of Organization	Pottawatomie County Hazard Mitigation Planning Team	
Purpose of Meeting	Review of previous meeting/Introduction to Action Projects	
Date/Time	November 17, 2011 - 10:00 A.M.	
Location	Gordon Cooper Technology Center	
Chairperson	Don Lynch, Pottawatomie Co./Shawnee Emergency Mgmt.	
Topics	Meeting Content	Participants
Introductions	Reviewed goals and hazards identified during the meeting October 13.	David Van Nostrand Hazard Mitigation Specialists, L.L.C.
Introduction to Action Projects	Discussion of the types of projects and requirements for appropriate tasks and needs	Steve Somerlott, Hazard Mitigation Specialists, L.L.C.
Announcements and Adjournment	Don Lynch, Director, Shawnee/Pottawatomie County Emergency Management	

Meeting Minutes-Jan. 26, 2012

Name of Organization	Pottawatomie County Hazard Mitigation Planning Team	
Purpose of Meeting	Possible additional Action Projects	
Date/Time	January 26, 2012 - 10:00 A.M.	
Location	Gordon Cooper Technology Center	
Chairperson	Don Lynch, Pottawatomie Co./Shawnee Emergency Mgmt.	
Topics	Meeting Content	Participants

Project Ideas	Presentation of possible projects not previously identified.	Steve Somerlott, Hazard Mitigation Specialists, L.L.C
Announcements and Adjournment	Don Lynch, Director, Shawnee/Pottawatomie County Emergency Management	

Meeting Minutes-March 22, 2012

Name of Organization	Pottawatomie County Hazard Mitigation Planning Team	
Purpose of Meeting	Possible additional Projects	
Date/Time	March 22, 2012 - 10:00 A.M.	
Location	Gordon Cooper Technology Center	
Chairperson	Don Lynch, Pottawatomie Co./Shawnee Emergency Mgmt.	
Topics	Meeting Content	Participants
Project Continued	Final review of project ideas from participants.	Steve Somerlott, Hazard Mitigation Specialists, L.L.C
Announcements and Adjournment	Don Lynch, Director, Shawnee/Pottawatomie County Emergency Management	

Meeting Minutes-April 20, 2012

Name of Organization	Pottawatomie County Hazard Mitigation Planning Team	
Purpose of Meeting	Prioritization of Projects/Maintenance	
Date/Time	April 20, 2012 -9:00 A.M.	
Location	Pottawatomie County Highway District 1 Shop	
Chairperson	Don Lynch, Pottawatomie Co./Shawnee Emergency Mgmt.	
Topics	Meeting Content	Participants

Introduction	Preliminary remarks and introduction of consultant participants.	Don Lynch, Emergency Management Director
Highway Projects	Brief presentations regarding possible Action Projects followed by opportunity for workers input on areas within their individual districts that need improvement.	David Van Nostrand, Steve Somerlott, Hazard Mitigation Specialists, L.L.C.
Announcements and Adjournment	Don Lynch, Director, Shawnee/Pottawatomie County Emergency Management	

Meeting Minutes-May 24, 2012-10:00 am		
Name of Organization	Pottawatomie County Hazard Mitigation Planning Team	
Purpose of Meeting	Make-up Meeting	
Date/Time	May 24, 2012	
Location	Gordon Cooper Technology Center	
Chairperson	Don Lynch, Pottawatomie Co./Shawnee Emergency Mgmt.	
Topics	Meeting Content	Participants
Make-up Review	Reviewed: Identified hazards and goals, definition of critical facilities, and the identified Action Projects.	David Van Nostrand, Hazard Mitigation Specialists, L.L.C
Announcements and Adjournment	Don Lynch, Director, Shawnee/Pottawatomie County Emergency Management	

Meeting Minutes-May 24, 2012-7:00 pm		
Name of Organization	Pottawatomie County Hazard Mitigation Planning Team	
Purpose of Meeting	Prioritization of Projects/Maintenance	
Date/Time	May 24, 2012 -7:00 P.M.	
Location	Gordon Cooper Technology Center	
Chairperson	Don Lynch, Pottawatomie Co./Shawnee Emergency Mgmt.	
Topics	Meeting Content	Participants
Prioritization of Projects	Participants were provided with forms listing identified Action Projects to fill out according to the S.T.A.P.L.E.E. system based on their jurisdiction's priority.	Steve Somerlott, Hazard Mitigation Specialists, L.L.C
Maintenance	Determination of maintenance program and responsibilities	Steve Somerlott, Hazard Mitigation Specialists, L.L.C.
Announcements and Adjournment	Don Lynch, Director, Shawnee/Pottawatomie County Emergency Management	

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