



OREGON DEPARTMENT OF EMERGENCY MANAGEMENT

STATE INTERAGENCY HAZARD MITIGATION TEAM (STATE IHMT) **ORIGINATING DOCUMENT**

State IHMT

On March 4, 1997, Governor Kitzhaber issued recommendations and proposals to address dangerous debris avalanches. From these recommendations and proposals, the Oregon Department of Emergency Management (OEM) was directed to create the Governor's Interagency Hazard Mitigation Team (IHMT). One of the primary goals for the IHMT was to assist counties in the assessment of geological hazards and to identify potential funding for mitigation of those hazards. The IHMT has evolved since 1997, and OEM has expanded its scope to address mitigation of all hazards and to provide subject matter expertise to local and tribal jurisdictions on pre and post disaster hazard mitigation options.¹

The State IHMT has developed over the years to provide expertise and guidance to State, Tribal and local jurisdictions within Oregon and is chaired by the OEM Mitigation Section Manager. The IHMT also provides expertise and guidance to OEM staff on hazard mitigation actions and strategies, as well as grant proposal prioritization. OEM staff in turn use this expertise and guidance to inform OEM's statewide hazard mitigation efforts. While the IHMT may at its discretion provide recommendations to OEM staff on policy, strategic goals, operations and grant proposal priorities, OEM maintains the sole decision-making authority for all hazard mitigation programs and decisions under its responsibility.

Because the IHMT is not an advisory body to a governing body, it is not subject to the state's public meetings law. However, the IHMT has voluntarily chosen to comply with the notice provisions of ORS 192.640.

- Agendas are posted well in advance of the meeting
- Notices are posted on the website and delivered via email
- Quorum is required for meetings
- Minutes are posted and preserved

I. Purpose

The State IHMT has met since 1997 "to examine, understand, and communicate potential losses that may result from natural hazard events, including secondary losses that could occur when natural hazard events

¹ The IHMT is an important part of OEM's administration of its statewide hazard mitigation efforts and is managed and operated by OEM in compliance with OEM's state and federal law obligations. OEM administers hazard mitigation grants provided to entities in the State of Oregon through Section 404 of Public Law 93-288, the Robert T. Stafford Relief and Emergency Assistance Act (Stafford Act) of 1988, as amended. The Disaster Recovery Reform Act (DRRA) was enacted on October 5, 2018 and further amended Section 404 of the Stafford Act to allow FEMA to provide Hazard Mitigation Grant Program assistance to states for certain hazard mitigation measures.

affect technological systems and critical infrastructure, and to address these potential losses by developing strategies to lessen loss of life, property, economic capacity, and natural resources to include maintaining and implementing the FEMA-approved and Governor-adopted *Oregon Natural Hazards Mitigation Plan* and other agency missions.”²

The purpose of the State Interagency Hazard Mitigation Team is to provide expert guidance to Oregon State, Tribal and local jurisdictions in matters of hazard mitigation. IHMT Members are appointed by state agency directors and hold knowledge of natural hazard risk, mitigation actions, mitigation planning, and community resilience needs. The IHMT’s responsibilities include:

- Coordinate hazard mitigation programs and activities at the state government level.
- Characterize and evaluate the natural hazards to which the State of Oregon is vulnerable.
- Identify sources of hazard mitigation funding and the procedures that must be followed to obtain such funding; make this information widely available.
- Identify and evaluate proposed hazard mitigation strategies, projects, and legislation to ensure consistency, and to proactively integrate natural resource goals into mitigation.
- Provide education and information about natural hazards and actions to mitigate against their effects.
- Facilitate integration of hazard mitigation into activities and programs of state government agencies, and to the extent practical, into the activities of tribes, local governments, private nonprofits, and private sector organizations.
- Strive to integrate into natural hazards mitigation: natural resource protection and restoration, stormwater management, fish and wildlife concerns, protection of federally and state listed threatened and endangered plants and invertebrates, floodplain management, and protection of water quality for public use.
- Promote and facilitate the concept of a disaster resistant economy in Oregon.

II. Definitions

The following definitions apply to terms used in this Originating Document and the tasks of the State IHMT.

“Grant Review Workgroup” Grant review workgroup refers to a group of IHMT members designated as responsible for evaluating hazard mitigation assistance grant applications focused on hazard mitigation projects, planning, capacity building, and strategic investments to make Oregon more resilient. The grant review workgroup aims to approve and prioritize grant applications that mitigate risks or hazards, often related to disaster recovery or mitigation strategy.

“Hazard Mitigation Planning” Hazard mitigation planning is coordinated planning that reduces loss of life and damage to property by identifying risks and planning for those risks and helping minimize the impact of disasters. It begins with state, tribal and local governments identifying natural disaster risks and vulnerabilities that are common in their area. After identifying these risks, they develop long-term strategies for protecting people and property from similar events. Mitigation plans are key to breaking the cycle of disaster damage and reconstruction. Having a FEMA-approved mitigation plan is a prerequisite for eligibility under HMA Grants.

“Mitigation” Mitigation is any action taken to eliminate or reduce the long-term risk to human life and property from natural and technological hazards. It is one of the phases of emergency management which

² This text is modified slightly from the State IHMT Mission Statement developed in 2008.

can occur in any stage and is the only phase that breaks the cycle of damage. Mitigation is also known as loss reduction or risk reduction.

“Natural Disaster” A natural process or phenomenon that may cause loss of life, injury or other health impacts, property damage, loss of livelihoods and services, social and economic disruption, or environmental damage.

“Natural Hazards” Natural hazards are defined as environmental phenomena that have the potential to impact societies and the human environment. These should not be confused with other types of hazards, such as human-caused or technological hazards. For example, a flood resulting from changes in river flows is a natural hazard, whereas flooding due to a dam failure is considered a technological hazard, and therefore excluded from the National Risk Index.

“Oregon Landslide Risk Reduction Team (OLRRT)” The Oregon Landslide Risk Reduction Team, we are the subgroup focused on landslides

“Silver Jackets” is the Flood Mitigation Subcommittee to the State IHMT. It is a joint federal-state committee focused on preparedness and mitigation of flood and related hazards.

“State Administrative Plan (SAP)” is the plan developed by OEM to describe the procedures for administration of Building Resilient Infrastructure and Communities, the Hazard Mitigation Grant Program, and Flood Mitigation Assistance Program.

“State Hazard Mitigation Officer” is the official representative of state government who is the primary point of contact with FEMA, other federal agencies, and local governments in mitigation planning and implementation of mitigation programs and activities required under the Stafford Act.

III. Relationship of IHMT Members to OEM Mitigation Section

It is OEM’s expectation that the State IHMT will offer expertise and guidance to OEM staff and others for program improvement and provide information relevant to mitigation planning, grant subapplication reviews upon requests, and program actions affecting Hazard Mitigation Assistance. OEM retains all decision-making authority on all hazard mitigation programs under its responsibility.

IV. Members, Quorum, and Voting

The State IHMT is a state organization which permits non-member attendance and input from tribes, local and federal government agencies, private nonprofits, the private sector, and the general public, herein called “Interested Parties” (see “V” below).

The Director or designee of each state agency listed as a member of the State IHMT directly below shall appoint one primary member and one alternate member (who shall be allowed to attend, participate, and vote if the primary member is unable to attend) to represent their agency. Such appointed members shall serve on the IHMT indefinitely until removed or until they resign. Members shall represent a cross-section of subject matter experts and mitigation partners. State agency IHMT members must remain employees or public officials with the state agency who appointed them in order to sit on the IHMT. Agencies may change their designated representatives at their sole discretion. OEM retains the authority to amend the number of seats on the IHMT as needed. To do so, OEM must amend this Section IV and distribute the new Originating Document to all IHMT members.

In the event of a vacancy for either the primary or alternative representative of the respective agency, the agency director will designate a new representative for their agency. The newly selected representative

will assume their duties immediately following the selection process, ensuring uninterrupted representation.

The State IHMT is comprised of multiple state agencies who have voting positions. Each IHMT agency represented will have one member representing them and have one vote on topics presented by the IHMT team.³ Additional agency's may be added by IHMT members and approved by a vote.

1. Oregon Department of Emergency Management (OEM)
2. Office of the Governor (State Resilience Officer)
3. University of Oregon, Oregon Partnership for Disaster Resilience (OPDR)
4. Department of Administrative Services (DAS)
5. Oregon Department of Agriculture (ODA)
6. Business Oregon – Infrastructure Finance Authority (IFA)
7. Oregon Climate Change Research Institute/Oregon Climate Service (OCCRI/OCS)
8. DCBS-Building Codes Division (BCD)
9. DCBS-Division of Financial Regulation (DFR)
10. Oregon Department of Energy (ODOE)
11. Department of Environmental Quality (DEQ)
12. Office of the State Fire Marshal (OSFM)
13. Oregon Department of Fish and Wildlife (ODFW)
14. Oregon Department of Forestry (ODF)
15. Department of Geology and Mineral Industries (DOGAMI)
16. Oregon Health Authority (OHA), Public Health Division
17. Oregon Housing and Community Services (OHCS)
18. Oregon Department of Human Services (Oregon DHS)
19. Department of Land Conservation and Development (DLCD)
20. Department of State Lands (DSL)
21. Oregon Department of Emergency Management (OEM)
22. Oregon Parks and Recreation Department (OPRD)
23. Public Utility Commission (PUC)
24. Oregon Department of Transportation (ODOT)
25. Oregon Water Resources Department (OWRD)
26. Oregon Watershed Enhancement Board (OWEB)

Quorum, Consensus, and Majority Voting: To hold any meeting of the IHMT, a quorum consisting of at least a majority of all IHMT members must be present. Most IHMT decisions or recommendations will be decided by informal consensus of the team, which does not require a formal vote. However, if the Chair or any two members have called for a formal vote, a majority of the IHMT members is required for the passage of any such called-for vote. When a formal vote is called, no member may abstain from voting unless they declare a potential or actual conflict of interest and describe the general nature of the conflict.

V. Interested Parties

Any Oregonian or representative of an Oregon organization with mitigation as a purpose may request to be added to the Interested Parties distribution of the State IHMT by contacting the State IHMT administrative staff.

³ The membership list has grown gradually over time as the need for certain kinds of expertise or authority were discovered by the original nine state agencies identified by Gov. Kitzhaber in 1997 during his first term in office. OEM retains the authority to amend the list to address the state's needs.

VI. Organizational Structure

Officers: The OEM Mitigation Section Manager shall serve as the Chair of the IHMT. The IHMT will by formal vote of a majority of all members, elect a Vice-Chair and Secretary, each of whom must be a member of the IHMT and shall serve for no more than 2 two-year terms. The Vice-Chair may not be an OEM staff member. If the State IHMT receives legislative funding, OEM may at its sole discretion amend this Originating Document to add a Treasurer to the list of officers.

Duties: Duties of officers shall be those commonly ascribed by these offices and include but are not limited to the following:

- Chair: The Chair shall preside over all meetings in which the Chair is in attendance. The Chair shall also work with the Secretary to create the agenda for IHMT meetings.
- Vice-Chair: In the absence of the Chair, the Vice Chair will assume the responsibilities of the Chair.
- Secretary: Shall work with the Chair to schedule and provide notice for all IHMT meetings and shall keep and post all meeting minutes. The Secretary will keep minutes of each meeting and provide copies to the State IHMT Chair two weeks after the meeting. Meeting minutes will be posted to the State IHMT website within 30 days of each meeting.

VII. Procedural Rules and Responsibilities

Duties: The State IHMT provides expert mitigation information and guidance to OEM staff and to other agency staff. The IHMT may review OEM's strategic plan, goals, services provided, and the significant policy decisions made by the agency related to hazard mitigation programs and operations.

Meetings: The State IHMT will meet at least four times per year, once each quarter. Meetings are scheduled and planned by the IHMT Secretary and Chair, and the Secretary will send out the appropriate invitations. At the time of the drafting of this Originating Document, those meetings are from 9:00 to 11:30 a.m. Pacific Time on the third Thursday of January, April, July, and October, but the Chair may amend this schedule from time to time as long as it provides reasonable advance notice to the membership. The State IHMT occasionally schedules other meetings when urgent matters cannot wait. The State IHMT secretary will strive to provide at least ten days' written notice of all upcoming meetings to all State IHMT members and to Interested Parties; however, in the event of an urgent or emergent matter, the Chair may provide as little as 10 hours' notice.

Grant Review Workgroup: A grant review workgroup is a group of IHMT members assembled by OEM staff from time to time to review grant proposals, make recommendations on grant priorities and submissions for FEMA's Hazard Mitigation Assistance grant programs. The Grant Review Workgroup can vary in size, expertise, and time demands depending on the grant type and grant notice of funding opportunity priorities. The Grant Review Workgroup's role is to objectively evaluate all grant applications and collaboratively provide guidance to OEM staff regarding grant funding to maximize impact. Other IHMT agencies who have grants may use the IHMT Grant Review Workgroup but are not required to.

Recommendations: IHMT guidance for OEM staff consideration will be submitted in writing to the OEM Mitigation Section Manager.

Dismissal: Team members may be dismissed at the Chair's discretion for repeated non-participation or for unprofessional or unethical behavior. In such circumstances, the Chair shall notify the dismissed member's agency and request the appointment of another representative, who may serve as either an appointed member or as an alternate, as desired by the appointing agency.

Role and Expectations of IHMT Members: An actively involved IHMT member is expected to fully participate in quarterly IHMT meetings, contribute their expertise to discussions, serve on subcommittees, and actively contribute to the decision-making process, ensuring the organization operates in line with its mission and goals by providing oversight and strategic guidance, while upholding their agency’s missions and directives.

Review of Originating Document: This Originating Document will be reviewed and may be updated annually during the first calendar quarter of the year.

Compensation: No member of the State IHMT shall receive compensation or reimbursement from OEM for expenses incurred while serving on the State IHMT or team thereof. The IHMT is not a state board or commission.

Public Announcements: While OEM expects and encourages members to discuss natural hazards mitigation within the community, members shall not report opinions expressed in meetings, nor shall they report independently on State IHMT actions without approval of the Chair.

VIII: Subcommittees

The State IHMT Chair or OEM staff may at their discretion appoint all Subcommittees as needed to accomplish the program of work.

Current Subcommittees are:

- Flood Mitigation Subcommittee (aka, Silver Jackets)
- Landslide Mitigation Subcommittee (aka, Oregon Landslide Risk Reduction Team)
- Grant Review Workgroup (Subcommittee)

Future Subcommittees may include:

- Public relations and outreach
- Rules, policies, and procedure
- Strategic planning and implementation
- Research and analysis
- Diversity, equity, and inclusion
- Oregon Natural Hazards Mitigation Plan (Plan Maintenance)

IX: Authority and Adoption

The State IHMT is assembled and administered by Oregon Emergency Management pursuant to its mitigation and administrative authority under ORS 401 and in compliance with direction from the Governor’s Office.

Acknowledged by:

OEM Director

Dated: _____

OEM Deputy Director

Dated: _____

OEM Mitigation Section Manager | Chair

Dated: _____

State IHMT Team Member | Vice-Chair

Dated: _____