

**Mitigation Advisory Task Force
February 10, 2005, Meeting**

1. Introductions: The meeting began at 5:00 p.m. with introductions. In attendance were:

James Frizzell	Aroma Township
Alan Labaj	Momence Township
Cliff Cross	City of Kankakee
Jerry Charter	Village of Bonfield
Gary Preston	Village of Bourbonnais
Don Mayes	Village of Bradley
Ray Cummins	Village of Buckingham
Elden Dubuque	Village of Chebanse
Bob Hart	Village of Chebanse
Tom Fitts	Village of Grant Park
Larry Gibbs	Village of Hopkins Park
Jim Saindon	Village of Momence
Shirley Byrd	Village of Sun River Terrace
Ralph J. Bailey	Village of Sun River Terrace
Paula Karlock	Farm Bureau/Soil and Water Conservation District
John Haley	Kankakee Community College
Ronnie Schaafsma	Kankakee County Health Department
Mike Van Mill	Kankakee County Planning Department
Delbert Skimerhorn	Kankakee County Planning Department
Eric Sadler	Kankakee County Planning Department
Craig Bayston	Kankakee County Regional Planning Commission
Mike Spilsbury	Kankakee County Regional Planning Commission
Craig Long	Kankakee County Sheriff's Department
Shawn O'Brien	Property Owner
Laura McElroy	<i>The Herald</i>
Carl Gerdovich	Iroquois County ESDA
French Wetmore	French & Associates
Jill Magnuson	French & Associates

2. Background on the planning project: French Wetmore then gave background information on the planning project. The focus of this plan is on the following natural hazards: floods, earthquakes, thunderstorms, lightning, tornadoes, wildfire, drought, and winter storms.

Nine steps will be followed during the planning process: 1) Organize, 2) Public Involvement, 3) Agency and Organization Coordination, 4) Hazard Profile, 5) Vulnerability assessment, 6) Goal Setting, 7) Mitigation Activities, 8) Draft Plan, 9) Final Plan. Planning steps one through five were discussed at this meeting.

3. Planning step 1 – Organize: The role of the Mitigation Task Force (also called “the Committee”) was discussed. The Committee is the focal point for the planning process. The Committee members will provide directions to the planners, review draft sections of the plan,

act as a liaison with constituents and stakeholders, and ensure that the plan is tailored to the needs of Kankakee County.

Mike Spilsbury mentioned that the Community Development Subcommittee of the Kankakee County Regional Planning Commission will officially submit the final plan for County approval. Eric Sadler reminded people that a copy of the resolution that created the Mitigation Advisory Taskforce was needed from each city so that information needed for the Plan could be sent to French. Mr. Sadler said each city should send this resolution to him as soon as possible.

The meeting locations and schedule were decided next. The future meetings are as follows:

March 10	Open House	7-9 PM	Quality Inn, 800 N. Kinzie Ave, Bradley
April 14	Meeting	5-7 PM	County Board Room
May 12	Meeting	5-7 PM	County Board Room
June 9	Meeting	5-7 PM	County Board Room
July 21	Meeting	5-7 PM	County Board Room
August 18	Meeting	5-7 PM	County Board Room

The Committee meetings will be at 5:00 p.m. in the County Board Room on the fourth floor of the Administration Building, 189 E. Court St, Kankakee unless otherwise noted.

Mike Spilsbury then discussed rules of the meetings. He said that this should be lots of opportunity for open discussion. A group consensus will be used in decision making instead of a strict voting process. Mr. Spilsbury emphasized the importance of active participation and open discussion during meetings.

4. Planning step 2 – Public involvement: There is already a press release regarding the beginning of the planning process. Delbert walked the Committee through the website (<http://planning.k3county.net/>).

The March 10th open house was discussed next. The purpose of the open house is to inform the community about the process and about ways they can help to lessen the damaging effects of a disaster in their own home. We will be there to discuss the



planning process as well as have different vendors (such as contractors, the Red Cross, FEMA, etc.) to disperse information. Each city was also invited to set up a table. Mailings to cities, newspapers and radio stations will be used to spread the word of the Open House.

The final public meeting was set for August 18. This meeting will inform people and describe the plan. This meeting will gather input to see if the plan needs any revisions. This final public meeting should also be the final meeting of the Mitigation Advisory Task Force.

There was then a discussion about other methods to encourage input. French offered a 30 minute video about the process that Task Force members could borrow. Other suggestions were: the “Community Calendar” announcement on the local radio station, placing the video on the Channel 4 “Cable Crawler,” handouts at local schools for children to take home to their parents, and connecting Village websites to the Kankakee County website.

5. Planning step 3 – Agency and organization coordination: A list of current agencies and organizations was handed out. Members were asked to review this list and to send Eric Sadler any additional groups they feel should be added.
6. Planning steps 4 and 5 – Hazard assessment and problem evaluation: Hazard Data Collection forms were handed out and it was mentioned that there is a collection form on the website as well. These collection forms will be used to receive information on smaller storms or occurrences that might not be in a national database and also to receive personal accounts on how peoples lives have been affected by a disaster. French mentioned that the committee members should make copies of the forms and disperse them and that the forms should be returned as soon as possible.

It was agreed that each Task Force member will be sent a current list of the critical facilities. Committee members are to review that list and to send any suggestions back to the Planning Department.

7. Assignments for next meeting: A questionnaire regarding the activities of municipalities was handed out. This questionnaire needs to be returned, as well as copies of their plans, zoning ordinances, and other applicable data. These all need to be brought to the open house on March 10th.

Everyone attending the meeting needs to:

- Photocopy and spread the word about the data collection form,
- Review and comment on the stakeholder organizations list and the critical facilities list,
- Publicize the open house, and
- Bring any questions and comments to the next meeting.

The meeting was adjourned at 7:00 p.m.