

# Memorandum

March 5, 2026

To: Douglas County HMP Steering Committee

From: Shirley Schultz, Anchor QEA  
Mandy Maxwell, EK Consulting

**Re: Steering Committee Meeting Notes  
March 11, 3:00-4:15 p.m.**

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## 1. Attendees

Mayor Wall - Mansfield  
Mayor Crawford - East Wenatchee  
Mayor Orozco - Bridgeport  
Mayor (pro tem) Carmen Andonaegui – Rock Island  
Hillary Heard – Wenatchee Valley Fire District  
Sergeant Mike Baker – Douglas County Sheriff  
Kazi Haque, Swati Rastogi – Douglas County Planning  
Erika Guerrero – Douglas County Transportation  
Mandy Maxwell – EK Consulting  
Shirley Schultz, Roel Hammerschlag – Anchor QEA

## 2. Work Plan

Shirley walked through the final Work Plan and Schedule, which will be distributed to the Steering Committee and posted on the project web page. The schedule is high-level, showing major work components through the spring and summer, with plan adoption ready with the Comprehensive Plan in the fall.

## 3. Public Participation Plan

Mandy gave a high level overview of the final Public Participation Plan, which is required by both FEMA and Commerce for the HMP. She noted that the project web page is live: [2026 Hazard Mitigation Plan Update | Douglas County, WA](#) and should be shared. The County has put out a press release: [Douglas County is Updating its Multi-Jurisdictional Hazard Mitigation Plan • Douglas County, WA](#). The website allows people to subscribe for updates, and it will contain meeting notes, materials, agendas, and draft and final plans. The Public Participation Plan and Work Plan will be posted soon. The 2020 HMP is linked in the left-hand side bar.

## 4. Community Outreach

The group discussed community outreach opportunities, including the best methods to contact community members and where people get their information. In general, all cities have social media channels and physical locations where fliers can be posted (e.g., the post office).

Bridgeport schools also disseminate information about public events. For Coulee Dam the best interaction is probably virtual; primary materials should be translated. For meetings in Bridgeport, East Wenatchee, and Rock Island, translation services should be included (will check on Waterville).

The planning team will be conducting focus groups / community conversations in each city, ideally by the middle of April. The team will provide a package of promotional/informational information for each meeting, to include a flier, website blurb, social media blurb, and a radio-style PSA.

Mandy will be reaching out via email to schedule those city visits.

## **5. Plan Audit Preview (15 minutes)**

One of the first tasks for both FEMA planning and Commerce climate resiliency planning is to review existing plans and policies for gaps in community profiles, hazard descriptions, or how communities approach mitigation and recovery from hazards. To that end we have completed our review of the existing HMP to see where updates need to be made.

This chapter will include community demographics, community assets (both people and places), natural features, and the types of hazards communities face.

The group continued the discussion we started in January about community profiles. All communities noted that wildfire, severe storms, heat, and drought were concerns. Communities along the river are at risk of dam failure and flooding in general, along with associated landslides.

All communities have vulnerable populations. Bridgeport is home to two RV parks which are vulnerable to flooding; Mansfield has an older population that may have difficulty in an evacuation. The Fire District notes a lot of work with dispersed and isolated populations which may not be reachable in a disaster. (Also noted education with visitors or temporary residents.)

We discussed inviting a representative from the Red Cross to participate in the Steering Committee.

## **6. Coming Up**

Steering Committee members reviewed and generally concurred with the attached job description. We have alternates for most committee members and additional members are invited.

The next meeting will be in person the week of April 20, Shirley will send an availability poll for that week. Location TBD. At that time we will have a report out of community conversations as well as the community profiles.

## **Steering Committee Homework for March 11**

### **Steering Committee Commitments / Charter:**

The Douglas County HMP is being updated under the auspices of the County Sheriff's Department; however, the plan will be ratified by all cities in the county as well as the BOCC. The plan requires broad ownership to be implementable and meaningful to the participating entities.

### ***Members of the Steering Committee will:***

- a. Review materials before the meeting
- b. Provide input on public engagement opportunities
- c. Learn about the HMP and know where to direct people for more information
- d. Share information, e.g. posting fliers, sharing on social media, connecting interested people
- e. Coordinate and assign a point person (backup, if needed) to continue with the HMP project from start to finish. (The HMP study will not be delayed because of members missing meetings or commitments.)
- f. Come to the conversation with ideas about the following:
  - i. hazards unique to each community.
  - ii. Vulnerability Assessment - exposure, sensitivity, potential impacts, etc., etc.
  - iii. Risk Assessment
  - iv. Mitigation Strategies
- g. Work within their community to amend/adopt local goals, policies, and regulations (e.g., in comprehensive plans and codes) to bolster hazard mitigation and resilience

### ***The project team commits to the following:***

- a. Clearly communicating project status
- b. Using meeting time wisely
- c. Clearly communicating tasks and due dates for Committee Members
- d. Listening to and incorporating Steering Committee feedback