
Lake County Sheriff's Office of Emergency Management

Multi-Jurisdictional Hazard Mitigation Plan Annexes

RFP Number 24-30 | May 24, 2024

Submitted to

**Lake County Sheriff's Office of
Emergency Management**

ATTN: Leah Sautelet, Emergency
Services Manager

1220 Martin Street, Post Office Box 489
Lakeport, CA 95453

Email leah.sautelet@lakecountyca.gov

Submitted by

William J. Slater

Chief Operating Officer,
Consulting Services

Tidal Basin Government Consulting, LLC
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Cover Letter

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May 24, 2024

Lake County Sheriff's Office of Emergency Management
1220 Martin Street, Post Office Box 489
Lakeport, CA 95453

Re: Request for Proposal, Multi-Jurisdictional Hazard Mitigation Plan Annexes

Dear Sheriff Howe and Ms. Sautelet,

Tidal Basin Government Consulting, LLC (Tidal Basin) understands that the Lake County Sheriff's Office of Emergency Management (the County) seeks a qualified firm staffed with individuals that have expertise in hazard mitigation planning in accordance with current Federal Emergency Management Agency (FEMA) standards to work with the county, the City of Clearlake and the City of Lakeport to develop two community-specific annexes to the Lake County Local Hazard Mitigation Plan. We are excited to submit this proposal to assist the county and communities with this important work.

Why is Tidal Basin the best choice?

We know hazard mitigation. Tidal Basin employs top talent from the emergency management and hazard mitigation industry who bring expertise in successfully supporting the development of FEMA-approved hazard mitigation plans. We take pride in helping our clients review community capabilities, understand hazards and risks, and develop comprehensive, achievable hazard mitigation plans that have real impacts on their communities. We were founded on the principles of maintaining the high integrity of our staff, delivering quality work at the best possible price, and delivering results for our clients so they can maximize their return on investment.

We know what works in the mitigation planning process. Tidal Basin has refined a hazard mitigation planning process that minimizes the time commitment of our clients and their stakeholders, while maximizing the value of their input.

As Chief Operating Officer, Vice President, I am authorized to negotiate terms, render binding decisions, commit to the firm's resources, and receive correspondence regarding this RFP. We confirm that we will and have the ability to supply the requested services.

We acknowledge and confirm receipt of **Addendum 1**, released May 14, 2024.

For any questions, please contact me at bill.slater@tidalbasingroup.com with a cc to proposals@tidalbasin.rphc.com. We thank you in advance for your consideration.

Sincerely,

William J. Slater

Chief Operating Officer, Consulting Services

Phone: 315-440-4775

Email: bill.slater@tidalbasingroup.com



Company Profile

Company History



**TIDAL
BASIN**

Tidal Basin Government Consulting, LLC (Tidal Basin) has provided our clients with comprehensive, all-hazards emergency management planning focused on preparedness, response, recovery, and mitigation consulting services for 38 years. We support our client's efforts to enhance the overall resilience of their organization and continue to serve customers and stakeholders with minimal disruption or impact on operational and business services. Since 1996, our expert staff has provided counsel and staff surge support at the greatest times of need. In that time, through growth and expansion, Tidal Basin has been able to apply that fundamental principle to all phases of emergency management. Our expert staff includes nationally qualified planners from local, regional, state, tribal, and federal agencies. We work as advocates for our clients to provide customized approaches to program needs. We implement comprehensive and all-hazard strategies in all product delivery to provide outcome-driven results for our clients.

With our sister company, Michael Baker, our shared capabilities capture the entire disaster life cycle, offering a full spectrum of pre- and post-disaster services, supported by Michael Baker's expertise in design, engineering, construction, and technology solutions. Together, we empower organizations and communities to emerge more resilient.



Michael Baker International, Inc., (Michael Baker) is one of the largest professional service firms in the United States. Founded in 1940 as a civil engineering and surveying firm, Michael Baker provides a full range of engineering and consulting services, which include planning, architectural, environmental, construction, program management, geospatial informational technology, and communications services in both private and public sectors. Michael Baker is consistently ranked by Engineering News-Record among the top 10% of the 500 largest U.S. design firms.

Executive Summary

Tidal Basin has proposed a streamlined approach for the development of community-specific annexes for the cities of Lakeport and Clearlake. Our approach is focused on:

- Developing useful and effective community annexes, utilizing the information in the Base Plan as a baseline.
- Employing effective project management and interface with Lake County and each participating city, ensuring the project stays on track and on time while keeping the county and each community informed of its progress.
- Utilizing a streamlined planning process focused on community specific capabilities, risks and mitigation strategies that effectively buy down community risk.
- Guiding each city through a process of effectively identifying opportunities for hazard mitigation and conducting a simplified cost/benefit and prioritization process for each mitigation action identified.
- Facilitating an engaging public participation strategy to ensure that resident voices and input are reflected in the process.
- Ensuring that each annex meets the tone and tenor of the Base Plan.
- Ensuring that each annex meets all state and FEMA requirements for hazard mitigation planning.



Project Understanding and Approach

Tidal Basin understands that Lake County developed an approved multi-jurisdictional Hazard Mitigation Plan in 2023 (Base Plan), and seeks to add two community-specific annexes to the plan focusing on the cities of Clearlake and Lakeport. We understand that the annexes need to match the tone and tenor of the Base Plan, while offering added value beyond the Base Plan for the communities of Clearlake and Lakeport. We understand that each annex needs to include the following key elements:

- A robust planning process that is inclusive of stakeholders.
- A Hazard Identification and Risk Assessment that reviews risk specific to each jurisdiction and specifies any unique risk variables from the Base Plan.
- A community-specific hazard mitigation strategy that builds off each community's previous mitigation strategy and adds new actions based on updated hazard and risk information.
- Community-specific plan maintenance sections, including how each community will incorporate the hazard mitigation strategy into other planning mechanisms.
- A description of any changes made since the last approved plan, including community development, risk, priorities and mitigation efforts.
- Support for community adoption, including engaging stakeholders, the city councils and public engagement.

We understand the preferred time allocations to accomplish this project and have devised an approach described in the Work Plan to ensure these percentages are met throughout the plan development process: 20% for the overall project, 40% for the City of Clearlake, and 40% for the City of Lakeport. Planning efforts will be performed in tandem to ensure we remain on schedule.

Tidal Basin's proposed team is well-positioned to assist the county and communities in this effort. Collectively, our team members have developed over 50 hazard mitigation plans through successful FEMA review since 2015. Our proposed team also has a successful track record of working together on hazard mitigation plans, including plan updates for Morris County, NJ, Ramsey County, MN, and the Resighini Rancheria Tribe, located in Del Norte County, CA.

Tidal Basin has had one hazard mitigation plan approved after April 2023. The Resighini Rancheria Tribal Hazard Mitigation Plan was approved by FEMA in October 2023 on its first submission, with no requested changes from FEMA. FEMA's feedback on the plan included:

While Tidal Basin has not had any plans approved since FEMA's new hazard mitigation planning guidance went into effect, we are currently working on three local plans scheduled to be approved by the end of 2024. We have used innovative approaches to meet the new guidance requirements, focusing particularly on traditionally underrepresented communities in the planning process and thoroughly addressing the potential impacts of climate change on these communities.



“You have an extremely well-thought-out plan, that is written in a very logical, clear, and easy to follow format. This design also allows for future updates to be built upon, great work!”

FEMA Reviewer Comment on Resighini Rancheria Hazard Mitigation Plan



Work Plan

Phase 1: Project Kickoff and Administration

Task 1.1 – Project Administration

The Tidal Basin team is comprised of staff that have worked with federal, state, regional, tribal, and local jurisdictions providing strategic, tactical, and hands-on experience in developing, reviewing, and implementing hazard mitigation plans. Tidal Basin utilizes effective project management that includes active communication and coordination throughout the project's life. We assemble our teams to provide the maximum support for the project with individuals consistent with their skills and experience, availability, knowledge of the area, and the services to be provided. We ensure that our project coordination emphasizes a collaborative environment for all parties involved, including the integration of our planning experts with jurisdictional personnel.

Project Administration is continuous throughout the performance period, and our team uses the following effective project management techniques to attain the best possible outcome for the project.



Project Kickoff Meeting – *Brings the Team Together:*

In this meeting we develop the Project Work Plan (PWP), define deliverables and assumptions, agree on roles and responsibilities, discuss expectations, confirm a project timeline, and discuss communication protocols.



Project Work Plan – *Aligns the Project Vision and Team:*

This is the blueprint and guide for ensuring the projects stays on time and on task by documenting the agreements reached at the Kickoff (scope, staff assignments, project schedules), administration and communication, procedures, reference documents, and quality assurance, quality control.



Coordination Meetings – *Regular Project Management Communication:*

These meetings, usually at bi-weekly intervals, allow for ongoing and open communication between the Project Sponsors and the Tidal Basin Project Team. The PM will discuss project progress and milestones, unmet needs, requests for the client, and successes. These meetings can be frequent based on client needs.



Monthly Progress Reports – *Progress Reporting with Current and Future Efforts:*

We develop and submit monthly progress reports to the Project Sponsor no later than the first Friday of each month detailing each task of the project, including a statement regarding task status, accomplishments from the previous month, and tasks to be completed in the upcoming month.



Quality Assurance / Quality Control – *Adherence to Standards and Expectations:*

Our review process allows us to track and maintain deadlines, milestones, and requirements. The Project Manager oversees the QA / QC process for all deliverables and ensures they meet all project requirements, applicable guidance, and the intentions and needs of the County.



True Collaborative Approach

Tidal Basin's clients provide unique knowledge and experience critical to ensuring the success of the project. We provide the technical approach, subject matter expertise, recommendations, and staff to perform the work. However, we find that when our clients are actively engaged with us to provide knowledge and input, ensure engagement by other stakeholders, and review materials promptly, the project is a success. To begin, Tidal Basin will ask Lake County, the City of Clearlake and the City of Lakeport points of contact to act as Project Sponsors and serve on the project's Steering Committee.

- **Project Sponsor.** Each Project Sponsor will serve as the primary point of contact for Tidal Basin for their respective jurisdictions and help coordinate activities with Tidal Basin and any partners involved in or affected by the project. The Project Sponsor will assist with the following responsibilities:
 - **Project Meetings:** Attend project meetings and provide information and input to assist with plan development during the meetings.
 - **Partner Coordination:** Aid with communication and coordination with city and county departments, participating jurisdictions and stakeholders, including points of contact and identification of organizational roles and responsibilities, as well as resources available to support project activities.
 - **Expertise and Guidance:** Provide guidance/input about current processes and procedures, county-specific information, writing style, formatting, or other specific client preferences.
- **Steering Committee.** Identified project sponsors from Lake County, Clearlake and Lakeport will serve as the project Steering Committee, providing overall guidance during the life of the project. The Steering Committee will meet regularly (we recommend bi-weekly, though the frequency is at the client's discretion) to discuss updates on progress and project needs. Our clients find that these touchpoints keep them engaged and keep the project moving by ensuring regular communication.
- **Local Planning Team.** Each community will be asked to identify members to serve on a Local Planning Team (LPT). The LPTs for each city will meet three times throughout the process, as detailed in the approach below.
- **Stakeholder Engagement.** Stakeholder involvement is a critical component in understanding local values, goals, and objectives as well as local restraints such as available resources, policies, and relationships. Tidal Basin will work collaboratively with the Project Sponsor to identify the stakeholders early in the planning process. For example, subgroups may include County or City government departments and agencies, external governmental departments and agencies, and citizens.

We engage stakeholders through multiple means and methods, including but not limited to surveys, project meetings, and community meetings. Our team is experienced in meeting facilitation techniques that help draw out multiple perspectives and employ discussions to support those perspectives in finding common ground.

Tidal Basin will lead the planning process to enhance and update existing risk and vulnerability assessments by validating and incorporating the latest information on hazard exposure, growth, and development. This includes estimating potential losses and impacts on current and future development, aligning with FEMA guidance for comprehensive risk assessment. Additionally, the process may involve expanding the assessment to cover various aspects such as vulnerability to population, economy, built environment, and natural surroundings for each hazard. Tidal Basin plans to carry out natural hazard risk and vulnerability assessments, focusing on similar parameters to ensure a thorough understanding of potential risks and impacts. The implementation strategy involves initiating with a Kickoff Meeting,



followed by planning meetings structured around four main phases, adhering to FEMA's hazard mitigation planning methodology for an effective outcome.

Task 1.2 – Project Kickoff Meeting

Following commencement of the project, Tidal Basin will hold a Project Kickoff Meeting with the Steering Committee. This meeting will be held virtually. At this meeting, we will:

- Validate the PWP and review the proposed schedule and timeline.
- Identify members of the LPT for each city, and external stakeholders.
- Clarify and confirm the project scope.
- Validate list of hazards being assessed.
- Review the proposed timeline for completing the project.
- Agree on roles and responsibilities.
- Explain data gathering protocols as well as information needed for development of annexes.
- Discuss communication protocols and preferences.
- Discuss potential risks associated with the project.

Based on agreements reached during the meeting, we will finalize the PWP following approval from the Project Sponsors. The final PWP will serve as the charter for the project moving forward.

Task 1.3 – Data Collection and Review

This task focuses on data collection and review, ensuring that all relevant information is collected for each community, and that collected information is incorporated into relevant plan elements. This process begins during the Kickoff Meeting in Task 1.2. To accelerate the gathering of this data, Tidal Basin will commence by seeking assistance from the Steering Committee during the Kickoff Meeting to identify key agencies, jurisdictions, and stakeholders who will have the best available data including, but not limited to relevant plans, risk assessments, community profiles, historical data, environmental assessments. To achieve this objective, Tidal Basin will:

- Review data sources used in current plan to assess each for updates.
- Refer to publicly available information from local, regional, state, and federal resources.
- Assess sources for updated information related to the changing environment and potential climate adaptation.
- Provide a GIS data request form that will identify common datasets and information used during the development of hazard mitigation plans.

Concurrently, Tidal Basin planners will begin researching capabilities hazards via non-direct methods, including:

- Conducting a comprehensive review of the current HMP and other related plans to frame out where additional value can be added in the community-specific annexes.
- Reviewing publicly available documents, plans and other sources for potential ties to the hazard mitigation plan.



- Reviewing hazard occurrences for each community since the last plan using publicly available information sources to ensure that the most up-to-date information is used in the plan update.
- Developing and distributing a public survey to gather input on the hazards and vulnerabilities in each community, allowing for community members to express their concerns, priorities, and suggestions regarding hazard mitigation strategies.

After collecting and reviewing data, Tidal Basin will convene a meeting with each community's LPT to introduce the planning process, assess capabilities, and report on hazard mitigation actions.

Task 1.4 – Capabilities Assessment

Following the introduction to the mitigation planning process, each LPT will be tasked with reporting on capabilities related to hazard mitigation; this is usually accomplished by each LPT appointing an individual or small team of individuals to facilitate the assessment. Capability assessments in a HMP are designed to evaluate a community's readiness and capacity to effectively implement mitigation measures and respond to hazards, identifying strengths and areas for improvement. To simplify this request, Tidal Basin will provide a worksheet to aid in data collection, including opportunities to report on four key categories: Planning and Regulatory, Administrative and Technical, Financial, and Education and Outreach.

Our team will be available to support the individuals responsible for completing this task as necessary, providing technical assistance and conducting an initial review and update of capabilities, based on publicly available information.

Task 1.5 – Mitigation Strategy Reporting

The LPTs for both Clearlake and Lakeport will also be asked to report on any mitigation activities previously identified as part of the previous HMP. To assist in this process, Tidal Basin will provide each community with a list of its previous mitigation actions. Communities will be asked to give an update on any progress toward each action, and to identify whether the action should continue, or be removed from the update hazard mitigation strategy.

Task 1.6 – Public Engagement Process

In the hazard mitigation planning process, public engagement is essential for encouraging community participation. To facilitate this, a public engagement survey will be circulated to gather feedback and insights from residents regarding hazard mitigation priorities and concerns. We encourage updates on the progress of the HMP to be disseminated through local social media channels, ensuring that residents stay informed and engaged throughout the process. Additionally, information sharing via social media platforms will provide an interactive platform for community members to learn about and contribute to the planning efforts. Distribution of relevant materials to local groups, including business associations and community organizations, will further promote awareness and participation.

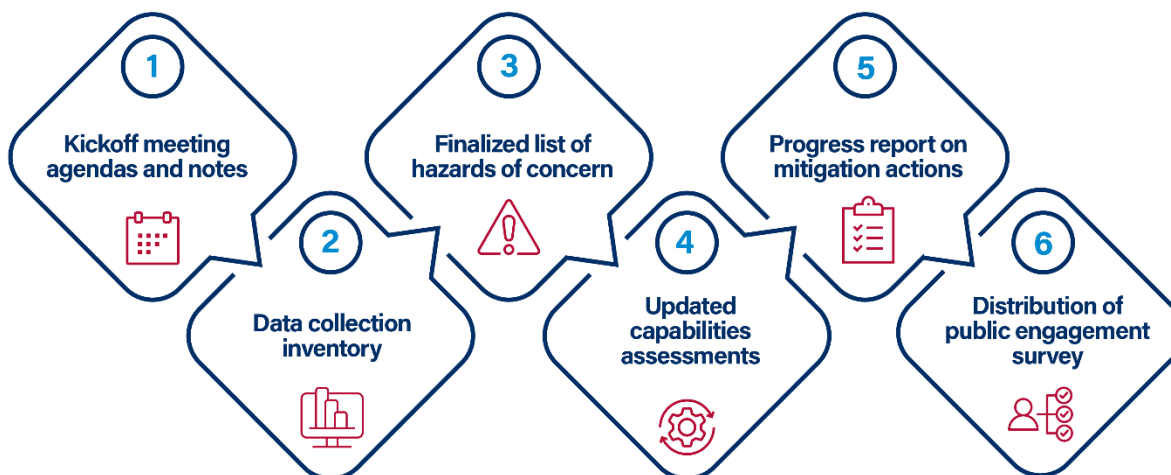


Figure 1: Public Engagement Process

Phase 2: Hazard Identification and Risk Assessment

The purpose of the hazard identification and risk assessment process is to help each community understand its risks – what hazards can occur? How are communities vulnerable? What are the potential consequences if a major hazard does occur? What does all of this even mean to my community?

Task 2.1 – Hazard Overview and Identification

To mitigate hazards and risks, Clearlake and Lake City must first understand what their risks are. Tidal Basin will facilitate the development of the Hazard Identification and Risk Assessment (HIRA) for all natural hazards that pose the greatest risk to each city. Tidal Basin anticipates the following hazards will be reviewed and potentially included in the community-specific plans based on the hazards included in the Base Plan:

- Aquatic Hazards
- Dam Failure
- Drought
- Earthquake
- Flood
- Levee Failure
- Severe Weather – Extreme Heat
- Severe Weather - Heavy Rains, Snow and Storms
- Tree Mortality
- Wildfire

Tidal Basin will conduct an in-depth analysis on each identified hazard, ensuring that the jurisdiction has a thorough understanding of the threat from, vulnerability to and consequences of each. This analysis will mirror the layout of the Base Plan, and include:

- Hazard Profile
- Location and Extent
- Previous Occurrences



- Probability of Future Events
- Impacts of Climate Change
- Secondary Hazards
- Exposure and Vulnerability

The hazard chapter in each annex will mostly focus on information above and beyond what is already included in the Base Plan. Our team will document any occurrences of each hazard in each community since the previous update. If necessary, Tidal Basin will modify any rankings for each community from the Base Plan to ensure accuracy. Additionally, Tidal Basin will collaborate with each community's LPT to review the overall significance of each hazard, ensuring that rankings are relevant and reflect each community's priorities.

It is understood that County and City resources will be used for mapping; however, our team is positioned to support or enhance maps for the HMP if necessary. We understand that Geographic Information Systems (GIS) is invaluable for mitigation planning due to its ability to analyze and visualize hazard data, vulnerability assessments, and critical infrastructure. By overlaying various layers of geographic information, GIS enables officials to identify high-risk areas, prioritize mitigation efforts, and optimize resource allocation for maximum effectiveness. As we collaborate to update the HIRA, the following analyses will be developed, as needed, utilizing the best available data:

- Update maps and analysis of relevant hazards and data.
- Conduct detailed analysis of risks and vulnerabilities using best available data.
- Identify and map both structures and critical facilities and show their vulnerabilities to different hazards by location.

GIS efforts will focus on those hazards that can be mapped geographically and only on maps and analysis that enhance information already found in the base plan; all mapping and analysis is developed using best available data.

Task 2.2 – Vulnerability Assessment

Following hazard identification, Tidal Basin will review and enhance information for each hazard found in the current risk assessment for each community, focusing on hazard exposure, growth and development, estimating potential losses, and potential impacts on people, property and the environment. with an emphasis on the impacts on each city. We will also emphasize any changes in capability over the past five years and any progress made on identified hazard mitigation actions that may impact each city's vulnerability to each hazard.

The resulting vulnerability assessment will convey potential vulnerability to people (including those with access and functional needs), general property, critical facilities and infrastructure, economy, built environment (including future development), and historic, natural, and cultural resources, and activities that hold meaning to each community. The vulnerability analysis will also account for any expected changes in future conditions.

Scientific consensus indicates that ongoing and potentially accelerating changes in the global climate could significantly impact future hazard threats and vulnerabilities. In recent years, FEMA has emphasized the importance of considering climate change in hazard mitigation planning efforts. Tidal Basin will take into account climate change implications on hazards as part of the risk assessment, including implications for disadvantaged communities in each city.



Finally, Tidal Basin will summarize the information gathered from the HIRA into an easily understood format, outlining the implications of risk for each city in each annex.

Task 2.3 – HIRA Review

Following the development of initial HIRA information, Tidal Basin will facilitate Meeting #2 with each community's LPT. Meeting #2 will be held virtually, allowing attendees to join the meeting from whatever location is easiest for them. This meeting will include a facilitated discussion based on the results of the HIRA for each hazard, including each hazard's threat, the vulnerability of each city to the hazard, and potential consequences from the hazard. LPT members will then be asked to provide input on each hazard to be included in the draft HIRA for their community including any additional anecdotes about these hazards that should be included.

After facilitating Meeting #2 for each community, Tidal Basin will compile a full draft of the HIRA for a two-week LPT review and comment period.



Deliverables for Phase 2

- Meeting #2 agenda and notes (City of Lakeport and City of Clearlake)
- Draft HIRA (City of Lakeport and City of Clearlake)

Phase 3: Develop a Mitigation Strategy

The hazard mitigation strategy is where the rubber meets the road – where a community identifies ways that it can mitigate the risks it faces based on information in the HIRA. Tidal Basin will help each community develop hazard mitigation actions that are comprehensive, realistic, and effective.

Task 3.1 – Mitigation Action Identification

Following the development of the HIRA and the qualification and quantification of risk to each city, Tidal Basin will facilitate each LPT through a process to develop hazard mitigation actions. This process will include:

- Reviewing previous goals and objectives and ensuring that these still meet the needs of the planning area.
- Reviewing the status provided on mitigation actions by each city in Phase 1.
- Reviewing other efforts across the planning area that may have served to mitigate risk.
- Working directly with each city to identify, assess and add new mitigation actions.
- Working directly with each city to collect background information on each hazard mitigation action, including information on project responsibility, costs, benefits, timelines and impacts to hazard vulnerability.

By this Task, cities will have already reported on the status of all mitigation actions from the previous plan and identified those strategies that will continue into the plan update, laying the foundation for the updated hazard mitigation strategy. Building off this foundation, Tidal Basin will work with communities to add mitigation actions and develop a fully comprehensive and effective hazard mitigation strategy.

To support the development of the updated hazard mitigation strategy, Tidal Basin will facilitate Meeting #3 with each LPT. Meeting #3 will be held on-site in each community to facilitate a workshop



environment. At these meetings, Tidal Basin will discuss mitigation action development, including guidance on how to develop mitigation actions and the difference between hazard mitigation projects and projects that fall under other phases of emergency management. We will review the threat, vulnerability and consequence information for each hazard, and discuss ways communities can buy down their risks with effective mitigation actions. Tidal Basin will also prepare community specific risk summaries to help the LPT devise mitigation actions that are applicable for the planning area. discuss necessary mitigation action support information needed for each action from each city.

To support the cities at these meetings in developing mitigation actions, Tidal Basin will provide the following materials as part of Meeting #3 to support community-specific mitigation action planning efforts:

- Overview of hazards and risk handout, summarizing HIRA hazard information and highlighting any community-specific information.
- A list of potential hazard mitigation actions that may make sense for the planning area.

Task 3.2 – Mitigation Strategy Finalization

Once both LPTs have identified a comprehensive list of hazard mitigation actions, Tidal Basin will compile the actions into a comprehensive, updated hazard mitigation strategy for each annex. These strategies will include at least one new or continuing hazard mitigation action for each hazard, as well as the following support information for each action:

- Identification of how the action mitigates risk.
- Position/agency responsible for implementing mitigation action.
- Potential sources of funding for the action.
- Estimated timeline for action implementation, based on a range.
- Estimated cost of project, based on a range.
- Action ranking and prioritization.



Deliverables for Phase 3

- LPT Meeting #3
- Updated hazard mitigation strategy

Phase 4: Review and Approval

Task 4.1 – Compile Draft Annexes

As each annex is compiled, Tidal Basin will integrate data from the hazards identification, risk assessment, capabilities assessment, and stakeholder engagement efforts into full draft of the plan. The draft HMP will include the following general sections, meeting all FEMA [and State] HMP review requirements:

- Introduction (including plan update and changes information)
- Community Profile and Capabilities
- HIRA



- Mitigation Strategy
- Plan Maintenance and Implementation
- Appendices (including documentation of the planning process)

This process involves analyzing identified hazards, evaluating community vulnerabilities and capacities, and developing mitigation strategies to reduce risk and enhance resilience. The resulting plan will outline actionable measures to mitigation hazard and protect the community, aligning with requirements outlined by FEMA in their guidance for hazard mitigation planning.

Task 4.2 – Plan Review Process

The plan will undergo thorough review and feedback from stakeholders to ensure alignment with local needs and priorities before finalization.

- **Local Planning Team Review.** Upon completion of the draft plan, Tidal Basin will package each annex into a review draft. These drafts will be shared with members of each LPT for a two-week review and comment period. Following the review period, Tidal Basin will facilitate a meeting with each LPT to discuss any final edits and or questions, and any comments from this review period will be incorporated where applicable.
- **Public Plan Review.** Following each LPT's review and approval of its respective annex draft, the drafts will be released and publicized for public comment. Tidal Basin suggests that each annex be made available online (community websites, emergency management websites, or other trafficked websites). Additionally, Tidal Basin proposes that each review period be publicized through press releases, social media posts, or any other avenue each community uses to share information. Tidal Basin will develop a public plan review tool for each annex utilizing Microsoft Forms, where comments on each annex can be captured and collated in a single place; a link to the review page will be included with each review document. Physical copies of each annex can also be distributed to offer further review options throughout the planning area. Tidal Basin suggests a two-week availability period for each annex to allow sufficient time for public review and input.
- **State Plan Review.** A draft of each annex, along with each annex's FEMA Plan Review Tool, will be provided to Cal OES for review against state and FEMA guidelines. If Cal OES requests any modifications to either annex, Tidal Basin will collaborate with the appropriate LPT to promptly revise and resubmit the draft. Please note that Tidal Basin does not dictate the timeline for the state's review. Historically, most states complete plan reviews and provide feedback within a few weeks.
- **FEMA Plan Review.** Following approval from Cal OES, the plan and plan review tool will be submitted to FEMA Region IX for final review and approval. Should FEMA request any changes to either annex, Tidal Basin will work with the appropriate community's LPT to revise and resubmit the plan in the most efficient manner possible. Tidal Basin has no authority over FEMA's review schedule; according to regulations, FEMA is allotted up to 45 days from the plan's receipt to complete its review.

Task 4.3 – Final Deliverables and Project Closeout

Once FEMA approves each annex, it will be marked as "Approved Pending Adoption," allowing each city to adopt it and initiate the plan's five-year life cycle. Tidal Basin will support Clearlake and Lakeport by providing sample adoption paperwork. This assistance will ensure that the adoption process is streamlined and efficient for each community.

Tidal Basin will also provide each community with an annual mitigation reporting tool to support annex maintenance that streamlines the documentation process, enabling comprehensive tracking of progress



and outcomes of mitigation actions for each respective community over time. It facilitates informed decision-making by providing stakeholders with accessible and up-to-date information on the status of mitigation efforts. Additionally, the finalized plan will then be digitally provided to each community in both Word and PDF formats.



Deliverables for Phase 4

- Final annex in Adobe and Word.
- Local mitigation plan review tool for each annex.
- Sample adoption paperwork for each annex.
- Annual mitigation reporting tool for each annex.



Schedule

Project Timeline	2024						2025				
	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
Phase 1 – Project Kickoff and Administration											
Task 1.1 – Project Administration											
Task 1.2 – Project Kickoff Meeting	Meeting										
Task 1.3 – Data Collection and Review	Process	Process									
Task 1.4 – Capabilities Assessment		Process	Process	Deliverable							
Task 1.5 – Mitigation Strategy Reporting		Process	Process	Deliverable							
Task 1.6 – Public Engagement Process			Process	Process	Deliverable						
Planning Meeting #1		Meeting									
Phase 2 – Hazard Identification and Risk Assessment											
Task 2.1 – Hazard Overview and Identification	Process		Process	Process	Deliverable						
Task 2.2 – Vulnerability Assessment			Process	Process	Deliverable						
Task 2.3 – HIRA Review						Deliverable					
Planning Meeting #2				Meeting							
Phase 3 – Develop a Mitigation Strategy											
Task 3.1 – Mitigation Action Identification					Process	Process	Deliverable				
Task 3.2 – Mitigation Strategy Finalization						Process	Deliverable				
Planning Meeting #3					Meeting						
Phase 4 – Review and Approval											
Task 4.1 – Compile Draft Plan						Process	Process	Deliverable			
Task 4.2 – Plan Review Process									Process		
<i>LPT Review</i>									Process		
<i>Public Review</i>									Process		
<i>State Review</i>									Process	Deliverable	
<i>FEMA Review</i>										Process	Deliverable
Task 4.3 – Final Deliverables and Project Closeout										Process	Deliverable

Legend

Process	Light Blue
Deliverable	Red
Meeting	Dark Blue



Pricing

Tidal Basin proposes to accomplish the scope of work for a total price of **\$109,965.63**.

	Overall Project (20%)	Clearlake (40%)	Lakeport (40%)
Phase 1	\$7,209.36	\$14,418.72	\$14,418.72
Phase 2	\$6,260.90	\$12,521.81	\$12,521.81
Phase 3	\$5,182.64	\$10,365.28	\$10,365.28
Phase 4	\$3,340.20	\$6,680.40	\$6,680.40
Total	\$21,993.11	\$43,986.21	\$43,986.21
Total Price			\$109,965.63

Pricing Assumptions:

- Each community will receive a community-specific planning process encompassing the following key elements, as laid out in the scope of work:
 - Community-specific capabilities assessment
 - Community-specific hazard identification and risk assessment
 - Community-specific hazard mitigation strategy
 - Community-specific public input process
 - Three community-specific planning meetings, two virtual and one on-site in each community
 - State and FEMA approved community annex to the Lake County Local Hazard Mitigation Plan.
- Budget assumes communities will provide basic GIS mapping and analysis, per RFP.
- Any GIS costs in budget focus on Hazus Level II analysis
- Travel costs reimbursed at California GSA reimbursement rates.

Tidal Basin also understands that basic mapping and GIS support from the project will be provided by Lake County and the Cities of Lakeport and Clearlake. Should additional support be needed from Tidal Basin for GIS, Tidal Basin can provide GIS analysis and mapping services for **\$149.63/hour**.



Contract

The sample contract, Attachment A, is acceptable to Tidal Basin Government Consulting, LLC.



Deviations

Tidal Basin's proposal fully complies with the requirements described in the RFP; we have no proposed deviations to the laid-out scope of work. The following table shows the cross-reference between Tidal Basin's proposed approach and the planning elements found in the RFP.

SCOPE OF SERVICES TO BE PROVIDED		PROPOSAL LOCATION
Task 1		
	Coordinate with OES to establish an overall project timeline and ensure alignment of efforts among participating jurisdictions.	Task 1.2
	Actively participate in overall project management meetings, ensuring that interested additional jurisdictions understand Annex requirements.	Task 1.2
	Work with OES and county departments to review and incorporate nonregulatory flood mapping products and update community impact data.	Task 1.3 Task 2.2
	Ensure each City's annex is developed in alignment with the Base Plan in format, size and tone.	Throughout drafting process
	Collaborate with OES and participating jurisdictions to establish a public engagement strategy, including social media posts, press releases, etc., and timing.	Task 1.6
	Provide monthly status reports including achievements/progress.	Task 1.2
Tasks 2 and 3		
A	Planning Process including but not limited to documentation and inclusion of appropriate stakeholders	Task 1.2
B	Hazard Identification and Risk Assessment including but not limited to review and comparison of the jurisdiction with the Base Plan, specifying any unique or varied risk information applicable.	Task 2.1, 2.2, 2.3
C	Mitigation Strategy including but not limited to a review and update of the previous mitigation strategy and inclusion of at least one action item per identified hazard.	Task 3.1, 3.2
D	Plan Maintenance including but not limited to how the City's individual process for integrating information from the mitigation strategy into their identified planning mechanisms.	Task 4.1
E	Plan Update including but not limited to a description of changes since the last approved plan including community development, priorities or mitigation efforts.	Task 4.1
F	Plan Adoption. Contractor will lead efforts to engage stakeholders including City planning meetings and public engagement. Contractor will provide meeting materials (sign-in sheet, agenda, presentation and minutes) and a facilitator.	Task 4.3



References

Reference #1	
Company Name	Morris County, NJ
Reference Name	Jeffrey Paul, Director, Yusmila DiCaccio, Emergency Management Planner
Reference Contact info	973-829-8600 jpaul@co.morris.nj.us; ydicaccio@co.morris.nj.us
Period of Performance	03/2023 – Present
Project Name / Description	Tidal Basin supported Morris County, New Jersey, part of the New York metropolitan area, in the development of their Multijurisdictional Multi-Hazard Mitigation Plan in March 2023. The list of participating jurisdictions includes all 39 Morris County communities who participated in the previous update.
Project Staff Involved	<ul style="list-style-type: none">▪ Kyle Karsjen – Project Manager▪ Jessica Henry – Planner▪ Crystal Kline – Planner/QA QC
Reference #2	
Company Name	Resighini Rancheria Tribe of Yurok People
Reference Name	Megan Rocha, Executive Director
Reference Contact info	707-954-1173 megan.rocha@resighinirancheria.com
Period of Performance	03/2023 – 09/2023
Project Name / Description	Resighini Rancheria Hazard Mitigation Plan. Tidal Basin supported the Resighini Rancheria Tribe of Yurok People in developing a FEMA-approved hazard mitigation plan focusing on natural hazards that could impact the Tribe. The planning process was rapid, beginning in April 2023 and concluding in November 2023. The plan was approved by FEMA with no requests for revisions.
Project Staff Involved	<ul style="list-style-type: none">▪ Kyle Karsjen – Project Manager▪ Kymmie Scott – Planner▪ Crystal Kline – Planner/QA QC
Reference #3	
Company Name	Ingham County
Reference Name	Rob Dale, Deputy Emergency Manager
Reference Contact info	517-244-8077, rdale@ingham.org
Period of Performance	10/2021 – 10/2022
Project Name / Description	Tri-County Hazard Mitigation Plan. Tidal Basin supported Ingham County, Eaton County and Clinton County in Michigan to update their regional hazard mitigation plan. The plan focused on natural and man-made hazards and included a comprehensive hazard mitigation strategy to buy down risk.
Project Staff Involved	<ul style="list-style-type: none">▪ Kyle Karsjen – Project Manager▪ Jessica Henry – GIS/Planner▪ Crystal Kline – Planner/QA QC

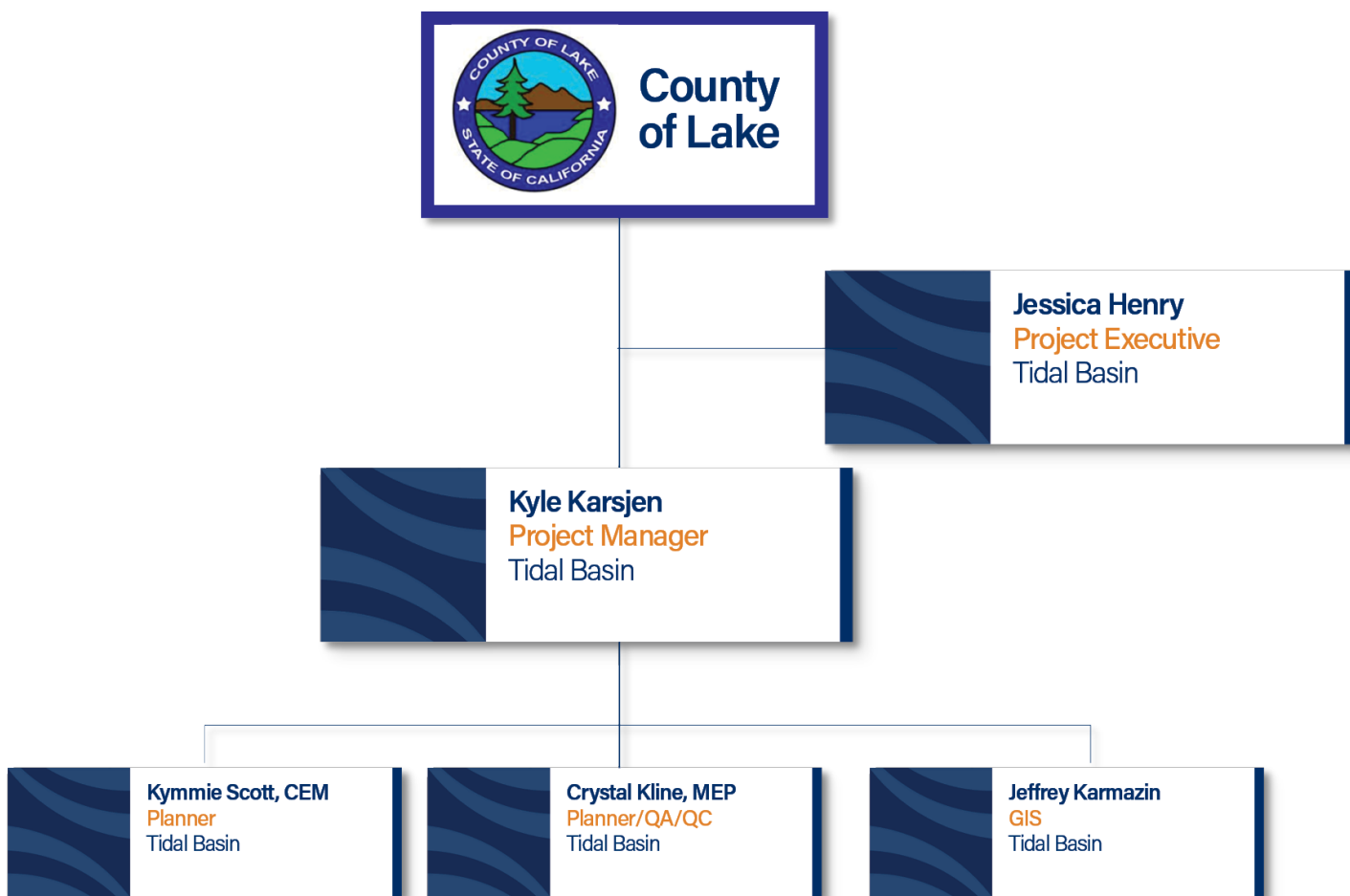


Reference #4	
Company Name	Solano County
Reference Name	Robyn Rains, Emergency Services Manager
Reference Contact info	707-784-1616 rlrains@solanocounty.com
Period of Performance	3/2023-6/2024
Project Name / Description	Solano County Emergency Operations Plan Update and Exercise. Tidal Basin supported Solano County in developing a California-approved Emergency Operations Plan update, including updates to the base plan, annexes and appendices, and culminating in an exercise to increase familiarity with the plan and its use.
Project Staff Involved	<ul style="list-style-type: none">▪ Kyle Karsjen - Planner▪ Kymmie Scott- Project Manager▪ Kerry Evans - Planner▪ Crystal Kline – QA/QC



Staffing Organization and Qualifications

Organization Chart





Assigned Personnel – Summary of Qualifications

Tidal Basin proposes a robust and well-rounded team to assist Lake County with this project. Our team members bring years of experience in the development of hazard mitigation plans, including experience in project management, meeting facilitation, capabilities assessment, hazard analysis and risk assessment, mitigation strategy development and managing public input.

Staff Areas of Expertise	Jessica Henry	Kyle Karsjen	Kymmie Scott	Crystal Kline	Jeffrey Karmazin
California Experience		•	•	•	•
Hazard Mitigation Plan Development	•	•	•	•	•
Risk Assessment Experience	•	•	•	•	•
Public/Local Engagement Experience	•	•	•	•	•
GIS Experience	•				•

Jessica Henry, Project Executive, is responsible for problem resolution and overall contract performance. Ms. Henry has over 12 years of emergency management experience and has been involved in various aspects of the hazard mitigation planning process through her past work as the former Rhode Island State Hazard Mitigation Officer. This included playing a pivotal role in the development of a comprehensive statewide local hazard mitigation plan template, overseeing the review and approval of numerous local plans, and actively contributing to the preparation of a statewide plan update. Her experience includes facilitating stakeholder engagement, conducting risk assessments, and integrating mitigation strategies to enhance community resilience. She has also supported mitigation plan development in Michigan, Minnesota, and New Jersey with Tidal Basin.

Kyle Karsjen, Project Manager, is responsible for managing the operation and direction of the project and developing strategies for achieving project goals and objectives. Mr. Karsjen has over 21 years of experience in emergency management, hazard mitigation, emergency response planning, and hazard identification and risk assessment. He served as Project Manager for the mitigation plan for the Resighini Rancheria Tribe in northern California and has led or supported the development of over 50 hazard mitigation plans for states, counties, communities, tribes, and hospitals in California, Colorado, Iowa, Michigan, Missouri, Montana, New Jersey, New Mexico, North Carolina, Rhode Island, Texas, and Wyoming. He has managed or supported dozens of other projects including emergency operations planning, dam emergency action planning, strategic planning, evacuation planning, exercises, and real-world incident after-action reviews and improvement planning.

Kymmie Scott, Planner, will support the project by in updating community capabilities, reviewing hazards for any changes in threat, vulnerability, or consequence, and assisting plan participants in formulating actionable mitigation strategies that assist in buying down risk. Ms. Scott has over 15 years of experience in emergency management and emergency services and has been a tribal emergency manager for the Tolowa'Dee Nation in northern California, and a county emergency manager in Del Norte County. She has led or supported the development of dozens of emergency plans and has participated in hazard mitigation efforts as a program manager, planner, stakeholder, and grant manager, and was the lead planner for Tidal Basin's update of a hazard mitigation plan for the Resighini Rancheria Tribe in northern California. She has significant experience facilitating discussions across stakeholder groups to identify common objectives and has a deep understanding of hazard identification and risk assessment.

Crystal Kline, Planner/ QA/QC, will provide planning support as well as rigorous planning and quality control and quality assurance support for all deliverables of the project. Ms. Kline has more than 20 years



in the emergency management industry, giving her a strong background in disaster preparedness and hazard mitigation. Crystal provided planning support for Tidal Basin's efforts to update the Resighini Rancheria Tribal Hazard Mitigation Plan in northern California, the Tri-County Hazard Mitigation Plan in Michigan and the Morris County, NJ Hazard Mitigation Plan. In addition to her role at Tidal Basin, she serves as the Vice Chair of the City of Tulsa Stormwater Hazard Mitigation Advisory Board, is a member of the Northeastern State University Homeland Security Advisory Board and is a founding member of the Disaster Resilience Network.

Jeffrey Karmazin, *Geographic Information Systems (GIS) Analyst*, will support the City with the development of mapping deliverables and HAZUS analysis. Mr. Karmazin is a versatile analyst with extensive experience providing hazard maps profiling hazards, vulnerability analysis to natural hazards, and HAZUS support for local, county, and state HMPs. He exerts comprehensive GIS expertise, and has managed data, conducted spatial analyses, and produced final maps for various state HMPs, including those for Pennsylvania, New Jersey, and numerous counties nationwide.



Resumes



Jessica Henry Project Executive

Education

- M.A., Environmental Science and Management, University of Rhode Island
- B.A., Political Science and Psychology, University of Rhode Island

Areas of Expertise

- Emergency Operations Planning
- Floodplain Management
- Grant Administration
- Hazard Mitigation
- ICS/Operational Response
- Risk Analysis
- Resiliency Planning
- Stakeholder Engagement
- THIRA

Certifications & Training

- Certified Floodplain Manager
- FEMA Professional Development Series
- Homeland Security Exercise Evaluation Program (HSEEP)

Profile

Ms. Henry has over 12 years of emergency management, preparedness, and resiliency planning experience in both the public and private sectors. She has demonstrated herself as a leader capable of establishing and achieving ambitious goals through collaboration. Ms. Henry has worked extensively with non-profit, local, state, and federal entities, gaining practical experience in project management, grant administration, and operational response.

Relevant Experience

Project Manager, Tidal Basin, 11/2021 – Present

As a Project Manager, Ms. Henry is responsible for managing project-specific staff and the overall operation and direction of the project. She ensures the development, integration, and compliance of all project deliverables; monitors project budget and schedule; interfaces with the client to meet their needs; ensures staff are appropriately assigned to project tasks and are meeting goals and objectives; and provides input into emergency management proposals. Ms. Henry directs or conducts research, prepares and presents reports, and analyzes the impact of emergency management legislation on clients using standardized project management methodologies.

- Subject Matter Expert – Ramsey County, Minnesota, Hazard Mitigation Plan Update, May 2024 – Present
- Project Executive – Town of Tiverton, Rhode Island, Hazard Mitigation Plan Update, March 2024 – Present
- Project Manager – Jersey City/Newark UASI, THIRA/SPR and Spending Plans, June 2023 – May 2024
- Planner – Morris County, Multi-Jurisdictional Hazard Mitigation Plan Update, March 2023 – Present
- Emergency Management Specialist – Ingham County, Michigan Tri-County Hazard Mitigation Plan Update, November 2021 – February 2023



Kyle Karsjen

Project Manager

Education

- B.S., Community and Regional Planning, Iowa State University

Areas of Expertise

- Strategic Planning
- Program Management
- Emergency Response Planning
- Hazard Analysis
- Risk Assessment
- Training and Exercise
- Critical Infrastructure Protection Planning
- Public/Private Sector Partnership
- Project Management
- Planning Facilitation

Certifications & Training

- HSEEP Certified
- Firefighter 1
- Firefighter 2

Profile

Mr. Karsjen has over 20 years of experience in emergency management, including threat/hazard identification and risk assessment, hazard mitigation, capabilities assessment, strategic planning, emergency response planning, infrastructure and asset protection, and program assessment. Throughout his career, Kyle has either managed or assisted with the development of over 50 local, regional, state, tribal and hospital hazard mitigation plans in California, Colorado, Iowa, Michigan, Minnesota, Missouri, Montana, New Mexico, North Carolina, Rhode Island, South Dakota, Texas and Wyoming. Kyle has an excellent track record of getting plans approved by FEMA on the first attempt.

Relevant Experience

Senior Emergency Preparedness Specialist, Tidal Basin, 10/2019 – Present

Mr. Karsjen supports clients in developing planning, training, and exercise initiatives across the emergency management spectrum. His work includes process facilitation, training development, exercise development and support, and technical assistance. His project experience includes the following:

- Project Manager, Morris County NJ Hazard Mitigation Plan, 2023 – Present
- Project Manager, Ramsey County, MN Hazard Mitigation Plan, 2024 – Present
- Project Manager, Tri-County Region, MI Hazard Mitigation Plan, 2022 – 2023
- Planner, MD Anderson Cancer Center Hazard Mitigation Plan, 2019 – 2020
- Planner, State of Texas, Enhanced Hazard Mitigation Plan, 2022 – 2023
- Project Manager, Del Norte County, CA Evacuation and Transportation Annex, 2022 – 2023
- Deputy Project Manager, Del Norte County, CA Power Outage Annex, 2021
- Planner, Del Norte County, CA Emergency Operations Plan Base Plan Update and Exercise, 2020



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- Planner, Butte County, CA Emergency Operations Plan, 2022

Senior Emergency Management Specialist, Wood Environment and Infrastructure Solutions, 04/2015 – 09/2019

- Planner, San Luis Obispo County, CA Hazard Mitigation Plan 2019
- Project Manager, State of Wyoming, Region 2 Hazard Mitigation Plan 2018
- Planner, Fresno County, CA Hazard Mitigation Plan 2018
- State of Iowa, 11 County Hazard Mitigation Plan Updates, 2017-2019
- Project Manager, Converse County, WY Hazard Mitigation Plan Update, 2017
- Planner, Town of Lyons, CO Hazard Analysis and Risk Assessment, 2017
- Planner, Huerfano County, CO Hazard Mitigation Plan 2017
- Planner, City of Boulder, CO Hazard Mitigation Plan Update, 2017
- Planner, State of Wyoming, Region 5 Hazard Mitigation Plan, 2017
- Planner, Missouri Hazard Analysis and Risk Assessment, Missouri State Emergency Management Agency, MO, 2017
- Project Manager, State of Wyoming, Region 4 Hazard Mitigation Plan, 2016
- Planner, State of Wyoming, Region 6 Hazard Mitigation Plan, 2016
- Planner, Taos County, NM Hazard Mitigation Plan, 2016
- Planner, State of South Dakota, Hazard Analysis and Risk Assessment, South Dakota Office of Emergency Management, SD, 2016
- Planner, City and County of Denver, CO Hazard Mitigation Plan Update, 2016
- Planner, Natrona County, WY Hazard Mitigation Plan, 2015
- Planner, CO HMGP Assistance, State of Colorado, 2015
- Planner, Poweshiek County, IA Hazard Mitigation Plan, 2015
- Planner, Boone County, IA Hazard Mitigation Plan, 2015
- Planner, Taylor County, IA Hazard Mitigation Plan, 2015
- Planner, Santa Fe County, NM Hazard Mitigation Plan, 2015
- Planner, Jefferson County, CO Hazard Mitigation Plan Update, 2015
- Planner, South Dakota Drought Mitigation Plan, South Dakota Office of Emergency Management, SD, 2015
- Planner, Big Horn County, WY Hazard Mitigation Plan, 2015
- Planner, Campbell County, WY Hazard Mitigation Plan, 2015
- Planner, Niobrara County, WY Hazard Mitigation Plan, 2015
- Planner, Teton County, WY Hazard Mitigation Plan, 2015
- Planner, Los Alamos County, NM Hazard Mitigation Plan, 2015



Kymmie Scott, CEM Planner

Education

- FEMA National Emergency Management Advanced Academy (NEMAA), 2019
- B.S., Organizational Leadership, Emergency Management and Public Administration, 2018

Areas of Expertise

- All-Hazards Planning
- Local and Tribal Government Emergency Management
- Stakeholder and Community Engagement
- Organizational Leadership and Team Building
- Program Design and Development
- Culture and Heritage Protection and Preservation

Certifications & Training

- Certified Emergency Manager
- NIMS Classes & Instructor Certification
- HSEEP Program
- CERT Instructor
- All CSTI EOC Position-Specific Classes
- Cal OES Type II and III EOC Coordinator Credentials
- All Basic Wildland Firefighter Certifications; Numerous Wilderness Land Based Search and Rescue Certifications
- Over 40 additional emergency management-related certifications

Profile

Ms. Scott is an accomplished and passionate emergency management professional with over 15 years of experience. She has served as an emergency manager for both local and tribal governments and her career has included work as a first responder, trainer, policymaker, and public information officer. Ms. Scott is a vocal advocate for incorporating cultural and heritage considerations in emergency preparedness and is a strong supporter of strengthening emergency management capacity in underserved communities.

Relevant Experience

Senior Emergency Preparedness Specialist of Preparedness, Resiliency, and Emergency Management, Tidal Basin, 2021 – Present

As a Senior Emergency Preparedness Specialist, Ms. Scott provides project management and team leadership on a variety of preparedness initiatives with local, state, and tribal governments as well as critical infrastructure organizations to include all-hazard planning, training, exercise, after-action reporting, and program assessment. She develops and reviews proposals, budgets, and project tools to ensure a high degree of client satisfaction and team efficiency and accuracy. Ms. Scott also facilitates participatory meetings with internal and external teams to achieve project objectives on time and within budget. Relevant current and past projects include:

- Senior Planner, Ramsey County, MN, Hazard Mitigation Plan (HMP) Update – 2024
- Planner, Morris County, NJ, HMP Update - 2024
- Project Manager, Humboldt County, CA, COVID-19 After Action Review (AAR) – 2024
- Deputy Project Manager, City of Cupertino California, Emergency Planning and Tabletop Series – 2023-2024
- Project Manager, Solano County, CA, Emergency Operations Plan (EOP) Rewrite – 2023-2024
- Planner, Resighini Rancheria, CA, Tribal Hazard Mitigation Plan Update – 2023



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- Deputy Project Manager, Shasta County, CA, COVID-19 After Action Report – 2023-2024
 - Team Leader, State of California, 2020 Fires Debris and Tree Removal Assessment and Management Services, Project AAR - 2022
 - Project Manager, Del Norte County, CA, Natural and Cultural Resource Protection and Preservation Program (NCRP3) project initiative – 2022-2023
 - Senior Emergency Preparedness Specialist, Butte County, CA, Emergency Operations Plan Update, 2021-2022

Adjunct Professor, Pierce College, 10/2020 – 04/2023

Developed and taught three Homeland Security and Emergency Management classes, including classes on local and tribal hazard mitigation planning

Emergency Services Manager, County of Del Norte, CA, 05/2019 – 09/2021

- As project sponsor, oversaw the development for several new or updated disaster plans for the Operational Area including the Emergency Operations Plan, Debris Management Annex, Volunteer and Donations Annex, Power Outage Annex, and Fatality Management Annex.
- Wrote the CHEMPACK plan and co-wrote the Healthcare Coalition Response Plan and Pediatric Response Plan.
- Oversaw the implementation and monitoring of the Multi-Jurisdiction Hazard Mitigation Plan (MJHMP).

Emergency Manager, Tolowa Dee-Ni' Nation, 01/2018 – 05/2019

- Developed a new Emergency Operations Plan from the bottom up, as no previous plan existed.
 - Awarded a Hazard Mitigation Grant to support development of the Tribe's first Local Hazard Mitigation Plan.
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Crystal Kline, MEP

Planner/QA/QC

Education

- B.S., Emergency Response and Risk Management, University of Applied Research and Development

Areas of Expertise

- Exercise Development and Facilitation
- After-Action Report Development
- Development and Update of Emergency Operations Plans
- Continuity Plan Development
- Family Preparedness Planning
- Public Information
- Public Education Campaigns

Certifications & Training

- Certified Master Exercise Practitioner (MEP)
- Professional Continuity Practitioner (PCP)
- Homeland Security Exercise Evaluation Program (HSEEP) certified

Affiliations

- Former Vice Chair, Tulsa Stormwater Hazard Mitigation Advisory Board
- Founding member, Disaster Resilience Network, Disaster Resilient Business Council
- Member, Northeastern State University Homeland Security Advisory Board

Profile

Ms. Kline is an award-winning writer, Oklahoma's first female federally certified Master Exercise Practitioner (MEP), a certified HSEEP Trainer, and a certified Professional Continuity Practitioner. She was an adjunct instructor at FEMA's Emergency Management Institute in Emmitsburg, MD and an instructor at the University of Oklahoma Resilience Development Institute. Beginning with her work in Tulsa Project Impact, more than 25 years in the emergency management industry have given her a strong background in disaster preparedness and hazard mitigation, including development and facilitation of comprehensive exercise programs, emergency response planning, continuity planning, and building public/private partnerships. In addition to her role at Tidal Basin, she is a member of the Northeastern State University Homeland Security Advisory Board, a founding member of the Disaster Resilience Network, and recently served as Vice Chair of the City of Tulsa Stormwater Hazard Mitigation Advisory Board.

Relevant Experience

Emergency Preparedness Specialist, Tidal Basin, 07/2019 – Present

- Emergency Preparedness Specialist – State of Hawaii, Maui Wildfires, 08/2023 – Present
- Planner – Morris County, New Jersey, Hazard Mitigation Plan Update, 03/2023 – Present
- Planner – Solano County, California, Emergency Operations Plan and Tabletop Exercise, 03/2023 – Present
- Planner – Resighini Rancheria, Hazard Mitigation Plan Update, 03/2023 – 08/2023
- Emergency Preparedness Specialist – Colorado Department of Human Services, Marshall Fire After-Action Report, 05/2023 – 06/2023
- Emergency Preparedness Specialist and QA/QC Specialist, Colorado Department of Human Services, ESF #6 Mass Care – Emergency Assistance, 12/2022 – 03/2023



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- Emergency Preparedness Specialist – Michigan State Police (MSP) / Emergency Management and Homeland Security Division (EMHSD) Threat and Hazard Identification and Risk Assessment Update, 04/2022 – 07/2022
 - Planner – Ingham, Eaton and Clinton Counties, Michigan, Tri-County Region Hazard Mitigation Plan
 - Planner - Operational Area Emergency Operations Plan, Butte County, California
 - Planner - Del Norte County, California, Emergency Operations Plan and Annexes
 - Planner - John Wayne Airport Triennial Airport Full Scale Exercise, John Wayne Airport, Orange County, CA
 - Planner - Water System Service's Emergency Communications Center Operations Plan, Training, and Exercises, Los Angeles Department of Water and Power (LADWP), Los Angeles, CA
 - Planner - Michigan State Police, Emergency Management and Homeland Security Division (EMHSD), Strategic Plan, Threat and Hazard Identification and Risk Assessment, and Training
 - Crisis Management Council (CMC) Functional Exercise, Southern California Edison, Los Angeles, CA
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Jeffrey Karmazin

GIS Analyst

Education

- P.S.M, 2022, Geographic Information Systems, Temple University
- B.A., 2016, Environmental Studies, Temple University

Certifications & Training

- GIS Certificate, Temple University, 2016

Profile

Mr. Karmazin is a versatile Geographic Information Systems (GIS) Analyst with 5 years of GIS experience. Jeff's work using GIS has covered a wide range of topics including hazard mitigation planning.

Relevant Experience

GIS Analyst, Michael Baker International, 08/2022 – Present

- GIS Analyst, Pennsylvania State Hazard Mitigation Plan 2023, 08/2022 – 10/2023
- GIS Analyst, Huerfano County, Colorado, Hazard Mitigation Plan 2023, 01/2023 – 10/2023
- GIS Analyst, Muskingum County, Ohio Hazard Mitigation Plan 2023, 10/2022 – 12/2022
- GIS Analyst, New Jersey State Hazard Mitigation Plan 2024, 03/2023 – 04/2024
- GIS Analyst, City of Sonora, California Local Hazard Mitigation Plan 2024, 08/2023 – 12/2023
- GIS Analyst, Ocean County, New Jersey Hazard Mitigation Plan 2025, 02/2024 – Present
- GIS Analyst, City of Chula Vista, California Safety Element 2024, 08/2023 – 10/2023
- GIS Analyst, Butler County, Ohio Hazard Mitigation Plan 2023, 04/2023 – 07/2023
- GIS Analyst, Culver City, California Local Hazard Mitigation Plan 2023, 07/2023 – 11/2023
- GIS Analyst, City of South Gate, California Local Hazard Mitigation Plan 2024, 10/2023 – 11/2023

Michael Baker

I N T E R N A T I O N A L