



**Whatcom County Housing Advisory Subcommittee**  
**Severe Weather Shelter**  
**Meeting Minutes**

**Meeting Date/Time/Location:** May 31, 2019 8:30am to 10:00am – Garden Center Conference Room, 322 Commercial Street, Bellingham

**Subcommittee Members Present:** Barry Buchanan, Tara Sundin (Kelli Linville Designee), Flo Simon, Doug Chadwick, Mike Hilley, Frances Burkhart (John Gargett Designee), Michael Shepard, Lynn Sterbenz, Bridget Reeves, Laura Harker, Mike Parker, Michael Heath, Ann Beck

**Subcommittee Members Absent:** Tyler Schroeder, Dan Hammill, Rick Qualls, Karen Burke

**Whatcom Co. Health Dept. Staff/Guests:** Anne Deacon, Human Services Manager, Barbara Johnson-Vinna, Human Services Housing Specialist; Chris D’Onofrio, Human Services Housing Specialist; Samantha Murdoch, Coordinator; Mark Raaka, Regina Delahunt, Samya Lutz, Emily O’Connor, Chalice Dew Johnson

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action/Who</b>
<b>1. Call to order, introductions</b>	Introductions commenced and quorum present.	<b>Anne Deacon</b>
<b>2. Review of Minutes and Decisions</b>	Barry moved that the minutes from the May 10 <sup>th</sup> , 2019 meeting be approved as presented. Doug seconded the motion. The committee voted and the motion passed.  Previously, winter months sheltering was put in a “parking lot” space. Some of the decisions made in this subcommittee will assist with the work on this need. Currently there are partners working on the winter shelter needs. The concern about daytime shelters was introduced, perhaps to include “daytime cooling shelters” especially with regard to elderly.	<b>Ayes: 13</b> <b>Abstain: 0</b> <b>Motion Passed</b>
<b>3. Reports and Discussions</b> <i>a. Identify and Agree on Weather Threshold</i>	Reviewed the weather data over the past few years. There were 12 days below 25 degrees and 5 days below 20 degrees this year. There are 9 micro climates in Whatcom County, so the subcommittee made a decision to follow one weather/temperature reporting source only to determine threshold for opening a severe weather shelter.  Reviewed severe weather procedures from other counties as well as past standards used by the Interfaith Coalition. Interfaith did not open a shelter for a single night without 48 hours’ notice due to the effort, organization	<b>Anne</b>



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<p>b. <i>Shelter Operator Qualifications</i></p>	<p>and communication required to establish and operate the shelter. Interfaith opened shelters for a minimum of two nights on shorter notice, regardless of weather changes in forecast, again due to the efforts involved in establishing shelter.</p> <p>The subcommittee agreed on using the following criteria for severe weather:</p> <ul style="list-style-type: none"> <li>• Temperature/weather for the entire county determined by NOAA at the Airport               <ul style="list-style-type: none"> <li>• Forecasted 28 degrees for an overnight low, which may include wind-chill (need to define this in more detail)</li> <li>• A minimum of 48 hours' notice of forecasted weather, and the shelter will open despite the change in forecast</li> </ul> </li> <li>• 1 inch of snow forecasted or currently on the ground if the temperature requirement is met</li> </ul> <p>If partners in the east and north county areas come forward to offer services for shelters in their area, they may use spot forecasts for those locations.</p> <p>Minimum requirements for qualification of shelter operator</p> <ol style="list-style-type: none"> <li>1. Trained personnel, both paid and volunteer; acceptable training/orientation curriculum standards</li> <li>2. Space – Depends on population served, but minimally:               <ol style="list-style-type: none"> <li>a. Plumbing for toilets and hand washing</li> <li>b. Fire marshal approved</li> <li>c. Electricity for lighting and heat</li> <li>d. Sleeping area</li> </ol> </li> <li>3. Pre-approved emergency permitting</li> <li>4. Drinking water available</li> <li>5. Accessibility considerations (requirements to be more fully detailed)               <ol style="list-style-type: none"> <li>a. Bus routes</li> <li>b. Transportation options</li> </ol> </li> </ol>	<p><b>Anne</b></p>
<p><b>4. Public Comment</b></p>	<p>Who is going to ensure there are severe weather shelters with adequate accessibility?</p>	<p><b>Emily O'Conner</b></p>
<p><b>5. Next Meetings</b></p>	<ul style="list-style-type: none"> <li>• Consider where we will have the best opportunity to recruit partners – perhaps serving small, specific populations.</li> <li>• Contracts and agreements to allow for immediate plan implementation.</li> <li>• Transportation needs.</li> <li>• Criteria on pre-permitting.</li> <li>• Emergency declarations parameters</li> </ul>	

**WHATCOM COUNTY**  
Health Department



**Regina A. Delahunt, Director**  
**Greg Stern, M.D., Health Officer**

Agenda Item	Discussion	Action/Who
	<ul style="list-style-type: none"> <li>• Utilization and administration of motel stays</li> <li>• Alternatives to shelter</li> <li>• Considerations if non-Faith-based organizations cannot meet shelter provider qualifications, or do not volunteer these services</li> <li>• Considerations if some identified populations don't have a volunteer organization step up to provide shelter that meets their wants/needs</li> </ul> <p><b>Next meeting: June 14<sup>th</sup>, 2019 8:30am to 10:00am, same location</b></p>	
<b>6. ADJOURN</b>	10:02 AM	<b>Anne</b>