

**EVENT PLAN
COWLITZ COUNTY SHORELINE PERMIT
PUBLIC HEARING
MILLENNIUM BULK TERMINALS—LONGVIEW**

PREPARED FOR:



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Appendix A Venue Layout

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Overview

This event plan addresses the shoreline permit hearing that will be held for the Millennium Bulk Terminals—Longview (Applicant) proposed export terminal in Longview, Washington. Information about hearing changes will be disseminated by event staff to the public using the same methods as the original hearing notifications.

Dates, Times, and Location

This section contains logistical information for the public hearing for the Applicant’s shoreline permit, which will be held in Longview, Washington.

| | |
|--------------------|--|
| Location: | Cowlitz County Event Center 1900 7th Avenue, Longview, WA 98632 |
| Dates: | November 2, 3, 6, and 7, 2017 9:00 a.m. to 5:00 p.m. |
| Seating: | Seating provided for 720 |
| Hearing Space: | Mount St. Helens Room (13,000 square feet, seats 720) |
| Media Area: | Table designated in Mount St. Helens Room |
| Staff Space: | Coweeman and Columbia Rooms – Break room where lunch will be served for Cowlitz County staff, the Applicant, consultant team, vendors, and police. An area will be piped and draped for the Hearing Examiner. A color copier will be set up. |
| Access/Parking: | Parking is managed by the event center and will be available on site. A parking lot will be reserved for the applicant and event staff. |
| Transit: | Public transit is available |
| ADA Compliant: | Yes |
| Transcription: | Yes |
| Interpretation: | None |
| Closed Captioning: | If no request is made for closed captioning services for the hearing impaired prior to the hearing, the services will be cancelled the Wednesday before the hearing. |
| Audio/Visual: | PA system and tech; one projector and one screen to show presentation |
| Emergency: | Emergency medical technicians (EMTs) will be on call. |

Three rooms will be used at the Cowlitz County Event Center: the Mount St. Helens Room, Coweeman Room, and Columbia Room. Event staff will be present from setup, starting at 7:00 a.m., until 5:30 p.m. or later as needed. Participants will enter through two main doors on the north and

east sides of the building into a wide T-shaped hallway that connects the event spaces; other entrances will be closed off and used as emergency exits only. Event staff will be at the hearing room entrance directing participants. The hallway also contains water fountains and restroom access.

The Mount St. Helens Room will be equipped with 720 chairs set out theater-style and tables for the Hearing Examiner, representatives of Cowlitz County and the Applicant, the court reporter, closed captioning, speaker timer, media, speaker queue manager, and the speaker sign-in table. The Mount St. Helens Room will be the location for all public testimony. Participants in the room will be eligible to speak at the podium, and event staff will act as ushers, helping to align people who wish to speak by their names and seating them in order in a 20-chair queue.

Event assistants will be stationed at key points inside and outside the hearing room to assist the public during the hearing process, and for coordination with and direction by local law enforcement if requested.

Schedule

The following tables provide the management schedule for the four days of hearings.

Table 1. Hearing Management Schedule for Thursday, November 2, 2017 – TENTATIVE

| Time | Staff | Activity |
|-------------|-------------------------|--|
| 7:00 a.m. | Logistics Manager | Meet with Event Coordinator to review venue and make final adjustments to the plan, as needed. Test audiovisual systems. |
| 7:30 a.m. | Logistics Manager | Meet with event assistance staff and police/sheriff's representatives to discuss site security plans and procedures. |
| 7:30 a.m. | County/Consultant Staff | Early arrival at facility. Set up sign-in process. Review staff roles. |
| 8:00 a.m. | All | Engage in security and safety briefing with the entire team. |
| 8:30 a.m. | All | Open doors to allow attendees to enter the building. All staff at assigned posts within the facility. |
| 9:00 a.m. | Hearing Examiner | Introductory remarks by Hearing Examiner Scheibmeir. |
| 9:15 a.m. | County | Cowlitz County staff presentation. |
| 10:15 a.m. | All | Break |
| 10:30 a.m. | Applicant | Applicant's presentation. |
| Noon | All | Lunch – Staff meal in Coweeman Room. Public can remain in hearing room where police will be present. |
| 1:30 p.m. | Applicant | Applicant's presentation (cont.) |
| 3:00 p.m. | All | Break |
| 3:15 p.m. | Hearing Examiner | Public Testimony |
| 5:00 p.m. | All | Proceedings suspended until 9:00 a.m., November 3rd. Show last attendees out and begin cleanup. Police remain until last member of the public departs. |
| 5:30 p.m. | Logistics Manager | Conduct final check of facility. |

Table 2. Hearing Management Schedule for Friday, November 3, 2017 – TENTATIVE

| Time | Staff | Activity |
|-------------|-------------------|--|
| 8:00 a.m. | Logistics Manager | Meet with Event Coordinator to review logistics. Test audiovisual systems. |
| 8:00 a.m. | All | Arrival at facility and ready assignment stations. |
| 8:15 a.m. | Logistics Manager | Meet with event assistance staff and police/sheriff's representatives to review site security plans and procedures. |
| 8:30 a.m. | All | Open doors to allow attendees to enter the building. All staff at assigned posts within the facility. |
| 9:00 a.m. | Hearing Examiner | Public testimony (cont.) |
| Noon | All | Lunch – Staff meal in Coweeman Room. Public can remain in hearing room where police will be present. |
| 1:30 p.m. | Hearing Examiner | Public testimony. |
| 5:00 p.m. | All | Proceedings suspended until 9:00 a.m., November 6th. Show last attendees out and begin cleanup. Police remain until last member of the public departs. |
| 5:30 p.m. | Logistics Manager | Conduct final check of facility. |

Table 3. Hearing Management Schedule for Monday, November 6, 2017 – TENTATIVE

| Time | Staff | Activity |
|-------------|-------------------|--|
| 8:00 a.m. | Logistics Manager | Meet with Event Coordinator to review logistics. Test audiovisual systems. Check in with event assistance staff and police/sheriff's representatives to review site security plans and procedures. |
| 8:00 a.m. | All | Arrival at facility and ready assignment stations. |
| 8:30 a.m. | All | Open doors to allow attendees to enter the building. All staff at assigned posts within the facility. |
| 9:00 a.m. | Hearing Examiner | Public testimony. |
| Noon | All | Lunch – Staff meal in Coweeman Room. Public can remain in hearing room where police will be present. |
| 1:30 p.m. | All | Staff and Applicant's response and public testimony-derived questions posed by Hearing Examiner to County or Applicant. |
| 4:30 p.m. | Hearing Examiner | Closing remarks, decision on post-hearing briefing, and submittals by Hearing Examiner Scheibmeir. |
| 5:00 p.m. | All | Proceedings suspended until 9:00 a.m., November 7th. Show last attendees out and begin cleanup. Police remain until last member of the public departs. |
| 5:30 p.m. | Logistics Manager | Conduct final check of facility. |

Table 4. Hearing Management Schedule for Tuesday, November 7, 2017 – TENTATIVE

| Time | Staff | Activity |
|-------------|--------------|---|
| 9:00 a.m. | All | As the above timelines are estimates, Tuesday, November 7th, 2017 is reserved in the event there is a delay or postponement of the timelines above. |

Hearing Staff Roles and Responsibilities

Cowlitz County and the Hearing Examiner, with the support of the event assistance team, will run the hearing. Local law enforcement personnel will provide security at the event. County staff may be identified by identification badges that will be worn at all times during the hearing. Consultant staff will be wearing vests to identify themselves as event assistance staff. The locations, roles, and responsibilities of persons stationed at each designated hearing space and area are outlined below.

Public Hearing Room

- **Hearing Examiner:** Manages the hearing, explains the ground rules, calls speakers forward, manages the flow of the hearing, and maintains order.
- **Secretary and Custodian of Records to the Hearing Examiner** (Cowlitz County Building and Planning staff): Provides staff support to the Hearing Examiner as necessary, including management of all exhibits received during the hearing.
- **Timekeeper** (One Event Assistant): Manages the clock during testimony. Will also run one of two digital recorders.
- **Court Reporter** (One Vendor): Records testimony (must face the speaker).
- **Closed Captioning** (One Vendor): Provides testimony for hearing impaired (must face the speaker).
- **Speaker Sign-in Manager** (Cowlitz County Building and Planning staff): Manages sign-in sheets for those who wish to testify and answers public attendees' questions regarding methods of testifying. Names are collected and passed onto the Speaker Queue Manager.
- **Speaker Queue Manager** (One Event Assistant): Manages the speakers waiting to testify and guides them to the podium in the order their name is called by the Hearing Examiner. Names (first initial, last name) will be written on a flip chart. This sign-in sheet will then be passed on to the Hearing Examiner.
- **Usher/Counter** (One Event Assistant): Tracks how many people are in the venue and lets the Logistics Manager know if the total comes close to exceeding the room's safe capacity. Manages crowd in general area, keeps doorway clear, and assists with seating as needed.
- **Audiovisual Support** (One Vendor): Manages the audiovisual equipment. Will also run one of two digital recorders.

Lobby

- **Greeter** (One Event Assistant and County staff): Greets attendees, making the first impression on attendees and helping to set the tone of the hearing. Greeters should be stationed in the

lobby. The greeter should be personable and able to make each attendee feel welcome, provide guidance to attendees wishing to testify before the Hearing Examiner, and give directions and logistical information.

Media

- **Public Information Officers** (County Staff): Works with the media each day of the hearings. These designated staff members should be authorized to communicate with the media; they should be in the main hearing room so that staff can refer media personnel to them easily.

Throughout Venue

- **Logistics Manager** (One Event Assistant): Acts as a “floater” to ensure everything is happening according to plan and serves as the central point for communications.
- **Staff Parking Enforcement** (One Event Assistant/One Law Enforcement Personnel): Regulates access to staff parking area.
- **Law Enforcement Personnel**: Number and location will be determined each morning of the hearings by local law enforcement.

Hearing Logistics

The event assistance team will be responsible for making hearing arrangements, providing the materials listed below, handling and supporting on-site logistics, and managing all 4 days of the hearing. The event assistance team will provide staff for hearing management, supplemented by available County staff.

Materials

- Tan vests (10) for event staff (all event assistance team members)
- Pens (20)
- Notepads/clipboards (2)
- Stapler (1)
- Flipcharts (4 packs)
- Flipchart easel (2)
- Thick black markers (5)
- Cowlitz County will provide table tents for Hearing Room (the Applicant; Cowlitz County Hearing Examiner; Cowlitz County Building and Planning; Speaker Sign-In; Speaker Queue; Court Reporter; Timer; Closed Captioning; Media; others, as needed)
- Communications radios with headsets (2)
- Computer monitor for Hearing Examiner to see presentation
- Wireless remote to advance PowerPoint slides
- Digital audio recorder (1)

- Extension cords and surge protectors (Four 100-foot-long extension cords and four surge protectors and cords and plug-ins for media area)
- Gaffer's tape for extension cords
- Electronic timer and color countdown (green, yellow, red) system
- Blue tape
- First-aid kit
- Standard-sized tables (13)
- Wayfinding signage to assist navigation
- Poster-sized ground rules for entrance area
- Color copier with paper (one box of 8.5-x-11-inch paper with 5,000 sheets and one box of 11-x-17-inch paper with 2,500 sheets)

Facility Logistics

- Access to PA system; eight microphones (one of the microphones will be a wireless microphone for those who cannot use the podium because of a disability or another reason); two back-up microphones (can rent if necessary).
- Hearing Examiner: One table, one chair, one microphone, and a computer monitor
- One podium for public testimony: microphone and wireless microphone
- Court Reporter/Timer/Closed Captioning: One table, three chairs, a stoplight timer, a digital recorder, and a power source
- Applicant: Two tables, four chairs, two microphones, and a power source
- Cowlitz County: Two tables, four chairs, two microphones, and a power source
- Media: Two tables, four chairs, an audio feed, and a power source
- One screen, one projector, and one laptop at County table for PowerPoint presentation
- Departure plan to ensure safe departure for participants
- Food and beverage plan for County staff, the Applicant, consultant team, vendors, and police

Hearing Ground Rules

The ground rules for the hearing, as established by the Hearing Examiner, will be posted around the venue. The ground rules will likely be read and explained by the Hearing Examiner at the start of the hearing, with possible reminders throughout the event. Event assistance staff will assist the County event staff to ensure attendees are abiding by the ground rules. If there is a situation where a person is not willing to abide by the rules and is disruptive, then the staff may ask the person to leave. Law enforcement will be present to provide safety and, if necessary, they will enforce violations of law as appropriate. Below are the ground rules.

Open Record Public Hearing Ground Rules

The Hearing Examiner is committed to providing a safe and effective hearing. An open record public hearing affords opportunity to air the public's suggestions, questions, and concerns before a decision-making body. Public comment is a very important part of a public hearing. All comments received will be evaluated and weighed by the Hearing Examiner before a final permitting decision is made. A secure, nonintimidating, and respectful atmosphere that allows all participants to be heard is the major goal of the Hearing Examiner. The Hearing Examiner proposes specific ground rules to achieve this goal.

The Hearing Examiner asks all participants to honor the ground rules to help maintain an open, secure, and respectful tone for the hearing and allow everyone's voice to be heard equally. Use of these ground rules will support a productive and civil hearing. Individuals who do not follow the ground rules and create an unsafe or intimidating environment will be asked to leave the hearing.

Ground rules for the hearing are listed below.

1. Intimidating behavior will not be tolerated because it creates a disrespectful and threatening environment. Examples of intimidation that are prohibited include:
 - a. Confronting, blocking, or interfering with attendees when they approach, enter, or engage in the hearing venue.
 - b. Conducting rallies or demonstrations at the entrance to or within the hearing venue.
 - c. Demonstrative sign waving inside the hearing venue.
 - d. Loud outbursts inside the hearing venue.
 - e. Signage and displays will be restricted to the designated free speech area, including small signs or banners. Any signs placed elsewhere on the grounds of the Events Center will be removed.
2. County staff will monitor the number of people entering the hearing room and, based on the safe capacities of these areas, may close the space to additional attendance if facility capacity is reached. When people depart and space becomes available, additional people will be allowed to enter.
3. In anticipation that many people want to provide oral comments in front of the Hearing Examiner, a time limit of 10 minutes per speaker is established for this hearing and will be enforced.
 - a. Those wishing to speak must sign up on the speaker's sign-up sheet located in the hearing room. Speakers will be called up to give comment on a first come, first served basis according to the sign-up sheets.
 - b. Clapping, cheering, or jeering disrupts speakers. Such noise contributes to an intimidating atmosphere and is prohibited within the public hearing.
 - c. Speakers may be stopped if disruptive behavior, such as sign waving or a mass activity like standing up as a group, occurs. Please refrain from participating in these types of actions as they may prolong the hearing.
4. Anyone wishing to present documents needs to provide five copies.

5. All witnesses must first be sworn in. All testimony must occur at the podium where a microphone is located as all testimony must be recorded.
6. The presentations by County staff and the Applicant are expected to last through the morning and afternoon on the first day of the hearing (November 2). It is anticipated that public testimony will not commence until the second day of the hearing (November 3).
7. The Hearing Examiner reserves the right to stop, postpone, or close the hearing at any time if disruptions interfere with the hearing procession or if there is a safety risk.

Choosing Speakers and Rules for Speakers

- Event staff will ask attendees as they enter the venue if they wish to provide testimony to the Hearing Examiner.
- If the answer is yes, the staff person will direct them to a sign-in table in the hearing room.
- Testimony will be heard in order of sign in.
- Once the hearing begins, consultant staff will invite speakers to take a seat in a speaker queue near the podium to await their turn.
- A court reporter will document testimony.
- Testimony will be digitally audio recorded.

Coordination with Media

- The County will identify a staff member who is authorized to work with the media. This staff member will be made known to all consultant team members and will be responsible for responding to media requests for information and interviews.
- All media will be referred to the identified media contact.
- The hearing room will have a designated area where media can set up cameras and equipment for oral testimony; the area will include a table and chairs for reporters.

Contingency Plans

The following issues may disrupt or delay the hearing. The event assistance team will be provided with headsets and radios for constant and immediate communication in each main room during the hearing, and to assist County staff and law enforcement.

Medical Emergencies

- Consultant staff will notify local law enforcement immediately if the emergency appears severe or life threatening. Triggers include shortness of breath, dizziness, fainting, or visible blood loss.
- Consultant staff will call EMTs for any medical needs and maintain a perimeter around the person in need.

- If possible, a quiet room will be identified where a person experiencing problems can be attended to in privacy.

Hearing Disruptions

- Event assistance staff will coordinate with and assist County staff and law enforcement regarding hearing disruptions made by attendees. No event assistance staff will engage physically with a disruptor. If a staff person is attacked or feels under imminent physical threat, the staff person may take evasive action and should notify law enforcement.

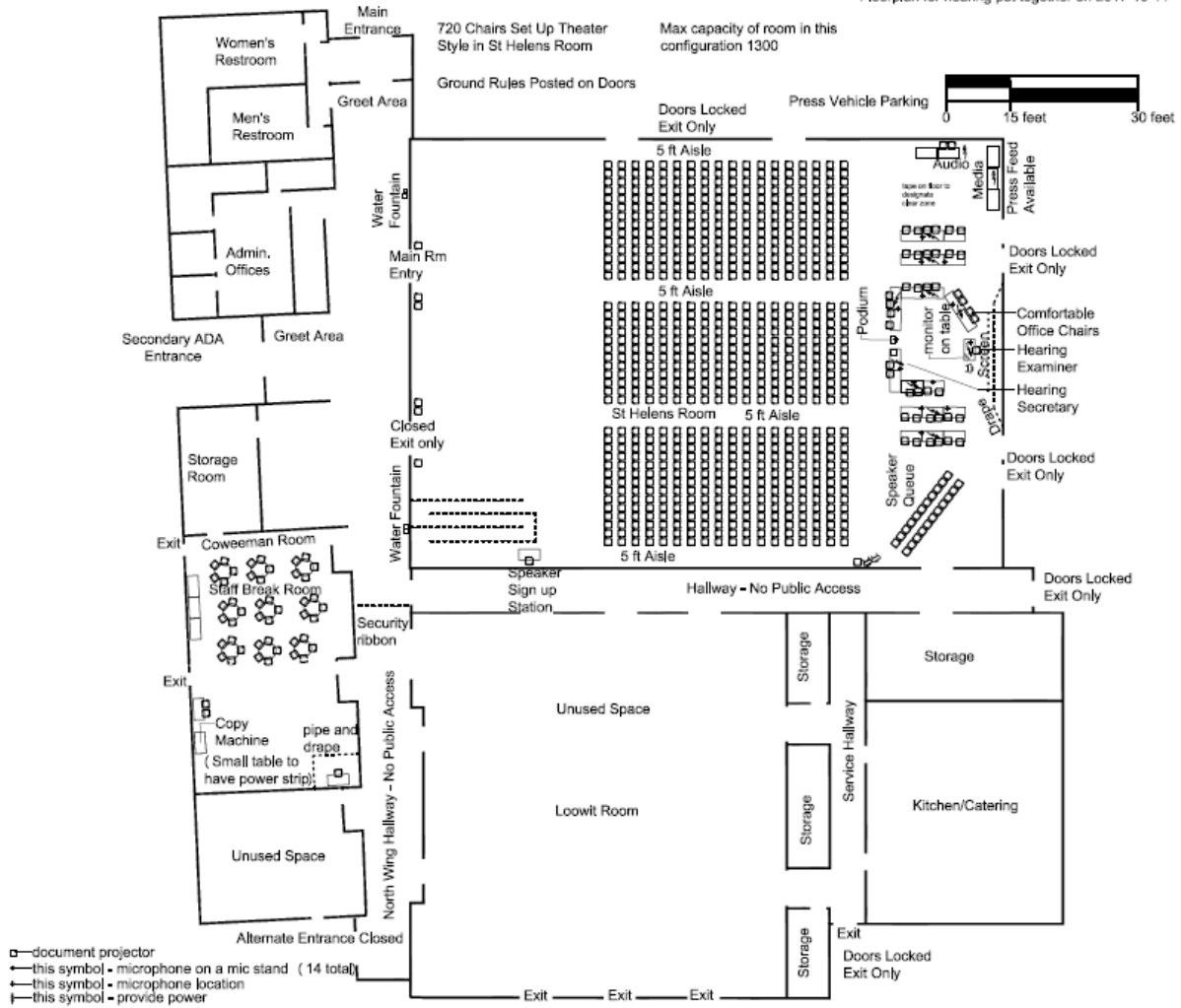
Technical Problems

- If there is a power failure, event assistance staff will be located throughout the venue and positioned to engage with a specific area of the room. In the event of a power failure and near darkness, the staff will engage with people in their area of responsibility and request that they remain seated until the problem is resolved.
- If there is a sound system failure, the same procedure as described for a power failure will be followed.

Appendix A Venue Layout

Millennium Shoreline Permit Hearing - November 2017

Cowlitz Regional Conference Center - Longview, WA
Floorplan for hearing put together on 2017-10-11



Appendix B Venue Circulation

