

APPENDIX B: MEETING DOCUMENTATION

This appendix includes agendas, sign-in sheets, minutes and other documentation (where applicable and as available) for meetings convened during the development of the Delaware County Hazard Mitigation Plan. Documentation of public and stakeholder outreach is provided in Appendix C.





Delaware County Hazard Mitigation Steering Committee

Agenda Wednesday, June 15, 2011 1:00 PM

1. Welcoming Remarks
2. Project Organizational Structure
3. Municipal Participation Expectations
 - o LOI (distribution and deadline for signing-on)
4. Steering Committee (SC)
 - o Purpose, Composition
 - o Review draft ground rules
5. Project schedule
 - o Establish date for municipal Kick-Off Meeting
 - o Establish tentative SC meeting dates
6. Project Scope of Work
7. Plan Review
 - o Purpose
 - o Development of a review plan
 - o Task SC with beginning review
8. Risk Assessment – Data Collection
 - o Review of existing data
 - o Discuss data needs
9. Public Involvement Strategy (see Scope of Work document)
 - o Purpose
 - o Examples
 - o Development of a public outreach plan
10. Building County and Local Capabilities (see Scope of Work document)



DELAWARE COUNTY, NEW YORK
ALL-HAZARDS MITIGATION PLAN UPDATE
STEERING COMMITTEE MEETING
SIGN-IN SHEET
MEETING DATE: June 15, 2011

Name	Agency	Phone Number	E-mail
Graydon Dutcher	Delaware Co. SWCD	(607) 865-5223	graydon-dutche@delco.org
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Nicole Franzese	Planning	607-746-2944	nicole.franzese@co.delaware.ny.us
Richard Bell	Emergency Management	607-746-9600	richard.bell@co.delaware.ny.us
Carissa Fairbairn	DPW	607-746-2128	carissa.fairbairn@co.delaware.ny.us
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Dean Frazier	Del. Cty. Watershed	607-746-8814	dean.frazier@co.delaware.ny.us
Tom Mills	Shawille	607-746-2336 ^{ext 207}	tom.mills@co.delaware.ny.us
JONATHAN RASER	TETRA TECH	973-630-8042	JONATHAN.RASER@TETRA TECH.COM



Delaware County Hazard Mitigation Plan Update Steering Committee

Steering Committee Meeting - Agenda **Monday, July 18, 2011** **1:00–3:00 PM - VFW Hall**

- Welcoming Remarks and Introduction of New Members
- Steering Committee (SC)
 - Review membership and establish Chair
 - Review and Approve Ground Rules
 - Review county-level authorization of Steering Committee
- Planning Partnership and Municipal Participation
 - Status of Letters Of Intent/Expectations Agreements
 - Considerations for municipal Kick-Off Meeting (see later agenda item)
- Risk Assessment – Data Collection
 - Critical and Essential Facilities – review definitions, define for the partnership
 - NFIP Floodplain Mapping (preliminary, summary of mapping)
 - Event and Loss Data
- Review of 2006 Plan, Crosswalk and 2008 State Plan
Develop a summary of what needs to be included in the update process, including:
 - Hazards Of Concern, Revise and Update
 - Goals and Objectives
 - Mitigation Strategies (County and Local)
- Municipal Kick-Off Meeting
 - Review Agenda
 - Review and discuss materials, templates and survey sheets to be distributed to municipalities
 - Discuss how non-attending municipalities will be engaged
- Public Involvement Strategy
 - Review draft website, survey and brochure
 - Identify public and stakeholder outreach over the last month



DELAWARE COUNTY, NEW YORK
 ALL-HAZARDS MITIGATION PLAN UPDATE
 STEERING COMMITTEE MEETING
 SIGN-IN SHEET
 MEETING DATE: July 18, 2011

Name	Agency	Phone Number	E-mail
JONATHAN RASER	TETRA TECH, INC.	773-630-8042	JONATHAN.RASER@TETRA TECH.COM
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Dean Frazier	Historical Affairs	607-746-9214	dean.frazier@co.delaware.ny.us
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Nicole Franzese	Planning	607-746-2944	nicole.franzese@co.delaware.ny.us



Delaware County Hazard Mitigation Plan Update Planning Partnership

Kick-Off Meeting - Agenda
Monday, July 25, 2011
1:00–3:00 PM & 7:00-9:00 PM
111 Main Street, Delhi, New York

- Welcoming Remarks
- Project Overview
 - What is a Hazard Mitigation Plan?
 - Why we are we updating the 2006 Plan?
 - What having an approved plan does and does not gain you?
 - What goes into the planning process?
 - What is the general timeline and schedule of activities?
 - What will be expected of each participant?
 - Role of the Steering Committee
- Hazards of Concern Identification
- Data Collection, incl. Critical Facilities maps/tables
- Reviewing progress on 2006 Mitigation Projects/Initiatives
- Local Capability Assessment
- Repetitive Loss and Severe Repetitive Loss Areas
- Public and Stakeholder Outreach
- Jurisdictional Annexes
- Mitigation Grant Funding Opportunities
- Questions and Answers

**Delaware County Multi-Jurisdictional All-Hazard Mitigation Plan
Kick-Off Meeting - July 25th, 2011**

NAME	MUNICIPALITY	PHONE #	E-MAIL
John Campbell	Franklin	829 2641	johncampbell18@gmail.com
DICK BROWER	FRANKLIN	824-8788	—
Thomas A. Artell	Deposit	467-2433	TNDGPS65@tds.net
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Keitha Capony	Meredon	829 8677	tomsuperv@delhitef.net
Dan Strauss	Deposit	467-5710	
Richard Bell	Delco Eno	746-9600	richard.bell@co.delaware.ny.us
Brad Hubbard	Village of Deposit	607-467-1118	VODSUPERVISOR@TDS.NET
Cheryl Decker	Village of Deposit	467-2492	villagehall746@tds.net Clerk - Treasurer
BARRY CONKLIN	VILLAGE OF DEPOSIT	467-2492	blconk@hotmail.com
Nancy Roberts	Tompkins	865-9121	nancyroberts22@gmail.com tomkinsstc@router.net.net
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Russ Hatch	T/o Harpersfield	652-7498	hatchie08@ocblue.com
Bruce Dolph	Walton	865-4052	Walton Supervisor@stuy.or.com
Tom Mills	Sherrill	746-2336	tom.mills@co.delaware.ny.us

**Delaware County Multi-Jurisdictional All-Hazard Mitigation Plan
Kick-Off Meeting - July 25th, 2011**

NAME	MUNICIPALITY	PHONE #	E-MAIL
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Dean Frazier	Watershed Affairs		
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Sandi Rackwell	Village of Stamford	607-652-2804	sandir@stny.ny.com

**Delaware County Multi-Jurisdictional All-Hazard Mitigation Plan
Kick-Off Meeting - July 25th, 2011**

NAME	MUNICIPALITY	PHONE #	E-MAIL
Dennis J. Valente	Delawareport	607-278-5600	denvale@yahoo.com
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MARTIN A. DONNELLY	TOWN OF ANDES	845-676-4647	845-676-4791 (Town Hall)
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Donald M. Smith	Town of Franklin	607-829-5254	



Delaware County HMP – 2012 Update

All Hazards Mitigation Plan 2012 Update

For Delaware County and its Inclusive Municipalities

Presented by Tetra Tech EM Inc.

Delaware County HMP – 2012 Update

What is Hazard Mitigation?

“Mitigation” -
Sustained action taken to reduce or eliminate long-term risk to life and property from a hazard event

-Or-
Any action taken to reduce future disaster losses

Delaware County HMP – 2012 Update

Why are we Preparing these Plans?

- To establish a framework under which we can fulfill our mission - “to serve and protect”
- To reduce our losses from natural hazards – to make our communities more “disaster resistant”
- To become eligible for federal funds for pre-disaster mitigation planning
 - Hazard Mitigation Grant Program (HMGP)
 - Pre-Disaster Mitigation-Competitive Program (PDM-C)

A Local Mitigation Plan demonstrates a jurisdiction’s commitment to reducing risks from natural hazards and serves as a guide for decision makers as they commit resources to minimize the effects of natural hazards.

Delaware County HMP – 2012 Update

What does the All-Hazards Plan provide?

- A detailed action plan the county and communities will implement to reduce risk to natural hazards

“provides the blueprint for reducing the potential losses identified in the risk assessment, based on existing authorities, policies, programs and resources, and local ability...” (CFR).

- A comprehensive, factual assessment of risk to support why proposed mitigation strategies are appropriate
- Access to Federal Pre-Disaster Mitigation funding (HMGP and PDM)
- Coordination of mitigation efforts with other local, county, regional, state and federal entities

Delaware County HMP – 2012 Update

Who must have a “Plan” under Federal law?

- All “local governments”
 - States – New York has a “Basic” Plan
 - Counties (for county assets)
 - Municipalities (cities, towns, villages)

The Delaware County Plan and Update

- Delaware County and 29 Municipalities developed their original HMP in 2005/6.
- The Final HMP (February 2006) was approved by FEMA in June 2006.
- By regulation, local HMPs must be formally updated, approved by FEMA, and adopted by all jurisdictions every 5 years.

Delaware County (through the Planning Department and Emergency Services) is facilitating the plan update process for the County and all municipalities in the County.

Delaware County HMP – 2012 Update

Why is Updating these Plans Important?

- These Plans are intended to guide and direct risk reduction activities – thus they need to stay relevant.
- Our Exposure and Vulnerability to natural hazard risk changes:
 - As nature (or man’s effects on nature) changes
 - As man does things to increase or decrease our vulnerability
 - As our capabilities to manage risk change (knowledge about risk, funding, etc.)
- How we propose to continue to manage natural hazard risk at the County, Local and Personal levels continually needs to be monitored, assessed and adjusted.



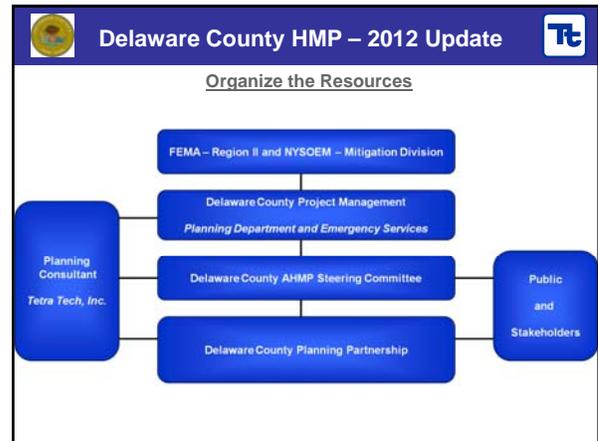
Delaware County HMP – 2012 Update

Plan Update Process Steps

- Organize Resources
- Re-Assess the Risk
- Review and Update the Mitigation Plan
- Develop Procedures for Plan Implementation, Monitoring and Update
- NYSEMO / FEMA Approval
- Adopt the Plan

Engage a Wide Range of "Stakeholders"

- Federal, State, Regional and Local Agencies
- Business and Civic Groups
- Academic Institutions
- Other "local governments"
- The Public



Delaware County HMP – 2012 Update

Municipal Planning Partnership

- All municipalities are encouraged to participate (and continue to be covered by the County-wide Plan), and all have indicated their interest
- FEMA has greatly expanded their scrutiny of "participation"... Municipalities are required to actively participate
- All municipalities who wish to join the update process must formally indicate their intent to participate.

Homework
Please complete, and return the Letter of Intent to Participate (LOI) for your community if you have not already done so.

Delaware County HMP – 2012 Update

Municipal Participation

- Attend planning partnership meetings/workshops (2), or establish and facilitate alternate means to meet the intent of these meetings/workshops
- Provide data and information in a timely manner
- Support public and stakeholder outreach in your jurisdiction
- Assist with the development of your jurisdictional annex
- Review and provide feedback on Draft and Final Plan documents
- Facilitate the adoption process – Governing Body must pass an Adoption Resolution
- Implement and Maintain the Plan

Delaware County HMP – 2012 Update

Assess the Risk – Hazards of Concern Identification

Hazards of Concern - Those natural (and other) hazards that pose significant risk to the Planning Area – and we can address through mitigation rather than only through preparedness, response and recovery

- We want to review and update those "hazards of concern" that we will carry through the planning process
- Our effort should be proportional to the risk the hazards pose
- Each municipality has differing risk to the HOCs.
- We are generally limiting this plan to natural hazards.

Delaware County HMP – 2012 Update

Hazards of Concern (HOC)

Original Plan HOC (Natural)

- Flood
- Severe Storm (including wind, hurricane and tornado)
- Ice Jam
- Severe Winter Storm (snow)
- Extreme Temperature
- Ice Storm
- Infestation (agricultural and disease-carrying insects)
- Wildfire
- Epidemic (agricultural)
- Drought
- Dam Failure

Homework
Should some hazards be deleted? Are there other hazards that we should be considering...in the context of mitigation planning?
The Steering committee needs to know!



Delaware County HMP – 2012 Update

Assess the Risk – Hazard Profiling

- Hazards are profiled (characterized) according to:
 - Background and local conditions
 - Historic frequency and probability of occurrence
 - Severity
 - Historic losses and impacts
 - Designated hazard areas
- What hazard events have occurred since the February 2006 Plan?
- What County and Local Losses have occurred as a result of these events?

Homework

Please complete, to the best of your ability, the Hazard Event and Loss worksheets for your community

Delaware County HMP – 2012 Update

Assess the Risk - Inventory of Assets

What is at risk? People, Property, Economy, Environment

- Population and Demographics – Has this changed since 2006?
- Building Stock (Residential, Commercial, Industrial, Educational, etc.) – Has this changed since 2006?
- Critical Facilities (essential facilities, utilities, transportation features, high-potential loss facilities and user-defined facilities)
 - Police, Fire, Emergency Services
 - Hospitals and Medical Care Facilities
 - Schools and Care Facilities
 - Sheltering Facilities
 - Infrastructure (Transportation Systems, Utilities)
 - High-Potential Loss Facilities (Dams, Military Installations, Haz-Mat)

Homework

Please complete, to the best of your ability, the Hazard Event and Loss worksheets for your community

Delaware County HMP – 2012 Update

Assess the Risk – Vulnerability Assessment

- Vulnerability Assessment - What do we predict our suffering to be if we do nothing to mitigate our risk:
 - Given current conditions, which have changed since 2006?
 - Given our improved understanding of risk, and tools to assess that risk, which have changed since 2006?

Delaware County HMP – 2012 Update

Updating Our Mitigation Strategy – Goals and Objectives

Mission Statement

The mission of the Delaware County Multi-Jurisdictional All-Hazard Mitigation Plan is to identify and reduce, through cost-effective and sustainable mitigation efforts, our vulnerability to natural and man-made hazards. In doing so, Delaware County seeks to create an informed and prepared community while protecting its health, safety, property, economy, quality of life, and environment.

Delaware County HMP – 2012 Update

Update Hazard Mitigation Goals and Objectives

Goals: General guidelines that state what we want to achieve. Should be consistent with the State goals and other local goals.
 Example: "Protect existing properties."

Objectives: Define strategies or implementation steps to attain a stated goal.
 Example: "Enact or enforce regulatory measures that ensure new development will not increase flood threats to existing properties."

Actions: Specific activities that will achieve our goals and objectives and manage natural hazard risk

The Steering Committee shall be reviewing and updating the Plan Goals and Objectives. Each municipality shall be reviewing and updating their Mitigation Action Plan.

Delaware County HMP – 2012 Update

Capability Assessments

- **What resources do we have at our disposal to Mitigate Risk?**

"Proposed mitigation actions will be evaluated against the backdrop of what is feasible in terms of your government's legal, administrative, fiscal and technical capacities" (FEMA 386-3)

- Serve to identify legal authority and administrative, technical and fiscal capabilities in the state, county and jurisdictions that will facilitate or hinder hazard mitigation goals and objectives.
- State Capability Assessment is in the State HMP
- Part of this Planning Process is to build County and Local Mitigation Capabilities
- Training, Workshops and Seminars

Homework

Please complete your Local Capability Assessment Surveys



Delaware County HMP – 2012 Update

Identification and Analysis of Mitigation Actions

- Mitigation actions need to be realistic, achievable and action-oriented.
- Will include both regional actions, as well as jurisdiction-specific.
- Will address both public and private property.
- For each proposed mitigation strategy, the following will be identified:
 - Implementation timeline
 - Estimated cost
 - Estimated benefits (avoided losses)
 - Potential funding sources
 - Lead agency or department
 - Supporting agencies

Delaware County HMP – 2012 Update

Mitigation Actions? Like What?

- **Prevention.** Measures such as planning and zoning, open space preservation, land development regulations, building codes, storm water management.
- **Property Protection.** Measures such as acquisition, relocation, storm shutters, rebuilding, barriers, floodproofing, insurance, and structural retrofits for high winds.
- **Public Education and Awareness.** Measures such as outreach projects, real estate disclosure, hazard information centers, technical assistance.
- **Natural Resource Protection.** Measures such as erosion and sediment control, stream corridor protection, vegetative management, and wetlands preservation.
- **Emergency Services.** Measures such as hazard threat recognition, hazard warning systems, emergency response, protection of critical facilities, and health and safety maintenance.
- **Structural Projects.** Measures such as dams, levees, seawalls, bulkheads, retaining walls, channel modifications, storm sewers, and retrofitted buildings and elevated roadways.

Delaware County HMP – 2012 Update

Update of Local Mitigation Action Plans

- Identify progress made on mitigation actions identified in 2006 plan.
- If an action wasn't completed, why not?
- This strategy review process is NOT meant to blame or punish. The answer can reveal things that need to be addressed to allow mitigation to progress (new initiatives), for example:
 - Obstacle: We do not have the technical resources to prepare a grant application.
 - Possible Action: Develop a county-level support team trained in application development.
- Many of the actions identified in the 2006 were too general – more like Objectives than Actions – Can they be better defined?

Delaware County HMP – 2012 Update

Mitigation Action example

General Action: Retrofit vulnerable infrastructure.

Detailed Action:

The Village will address the replacement of the Jefferson Avenue Bridge, located in the center of the Village to avoid river flow restrictions created by the current design of the bridge. The current bridge has suffered extensive structural damage during past flooding events. The center piling of the bridge is located mid-stream in the Mamaroneck River and contributes to debris back-up and reduced flow capacity of the river.

Homework

Please complete your local mitigation action plan evaluation worksheets. Your local action plan is the ultimate purpose of the planning process, and will be the focus of our second meeting with the municipal partnership.

Delaware County HMP – 2012 Update

Other Planning Tasks

- **Assuring wide involvement and public participation**
 - Notices and new releases on planning effort
 - HMP Webpage detailing effort, providing downloadable drafts of the plan, and providing a way for public input (local contact information and email link)
 - Public presentations and meetings
 - Public access to draft and final plan documents (incl. libraries, town halls)
 - Questionnaire (on-line and/or hard copy)
- **Documentation of the Planning Process**
- **Plan implementation and maintenance procedures**
- **Adoption by local governments**

Delaware County HMP – 2012 Update

Public Outreach – NFIP and Repetitive Loss Properties

Municipality	# Repetitive Loss Properties	# Severe Repetitive Loss Properties
Town of Hancock	12	1
Village of Margaretville	11	7
Town of Colchester	10	1
Village of Walton	5	-
Village of Fleischmanns	3	-
County Total	57	9



Delaware County HMP – 2012 Update

Plan Implementation

- Your mitigation strategy section provides a "blueprint" to follow for progressively reducing your community's natural hazard risk.
- It will include two types of initiatives/projects – those that your community can "self fund", and those that will require outside (e.g. grant) funding.
- Mitigation grant opportunities open regularly:
 - The annual HMA grant window opens in June of each year.
 - HMGP funding comes in the wake of Declared Disasters in the State.
- The Delaware County Hazard Mitigation Planning Coordinator will continue to alert planning partners of grant opportunities as they arise, including all guidance and instructions provided by NYSOEM and FEMA.

Delaware County HMP – 2012 Update

Why do I want to do this again?
...show me the money

- Grant applications across all mitigation programs are similar (almost identical) and can be submitted through e-Grants to more than one program (with the exception of HMGP), and re-submitted if not awarded the first time.
- The grant process starts with a simple "Letter Of Intent" (LOI). SOEM will review the LOI and advise the community whether they should move forward with their application.
- Projects often address private property (e.g. residential, commercial), however the town or county must apply on their behalf as the "sub-applicant".
- Grants typically require a 25% local match...for private property projects, the property owner is typically responsible for fronting the 75% reimbursable portion, along with providing the 25% local match.

Delaware County HMP – 2012 Update

Here's how it works...

Example: Consider a \$200,000 storm water improvement project in your 5-year Capital Budget for FY13

	<u>No Grant</u>	<u>With Grant</u>
Base Project Cost:	\$ 200,000	
Project cost with grant support:		\$ 220,000
Less 75% FEMA reimbursement:		(\$ 165,000)
Net Project cost to Town:	\$ 200,000	\$ 55,000
Savings:		\$ 145,000 (73%)

...and this doesn't consider long term cost benefits

Delaware County HMP – 2012 Update

Plan Document

- Volume 1 will contain all information that applies to the whole planning area (all 29 municipalities) such as description of the planning process, risk assessment, goals and objectives, multi-jurisdictional mitigation strategies and a plan maintenance program.
- Volume 2 will contain those elements that are "jurisdiction-specific", and will include a jurisdictional annex for each participating local government within the planning area. These annexes will meet DMA requirements for each jurisdiction.
- The input each municipality shall provide throughout this Plan Update process shall be captured in their Jurisdictional Annex.

Delaware County HMP – 2012 Update

Secure, Shared Team Website

Delaware County HMP – 2012 Update

Homework Summary

Complete the following plan update survey documents (provided today and at next partnership meeting):

<u>Document/Worksheet</u>	<u>Due Date</u>
Critical Facility Inventory and Map Mark-up	August 22, 2011
Hazard Events and Loss Worksheet	August 22, 2011
Capability Assessment and Municipal Information Sheet	August 22, 2011
Mitigation Strategy Update Sheet	August 22, 2011

Please complete and return to:

Delaware County Planning Department, Attn: Kristin Janke
 P. O. Box 367
 Highway Department Building
 Delhi, NY 13753



 Delaware County HMP – 2012 Update 

**General Questions,
Issues and Concerns**

A photograph showing a paved road that has been severely damaged by a natural event, likely a flood or landslide. The road surface is cracked and broken, with a large section missing in the center. Debris, including logs and rocks, is scattered along the edges of the road. The background shows a lush, green, hilly landscape under a clear sky.

Delaware County Multi-Jurisdictional All-Hazard Mitigation Plan - UPDATE
DRAFT Steering Committee Meeting Minutes
September 19th, 2011 – 1:00pm-2:45pm

Present: Tom Axtell, Rich Bell, Bruce Dolph, Carissa Fairbairn, Dean Frazier, Nicole Franzese, Kristin Janke Schneider, Mike Jastremski, Tom Mills, Wayne Reynolds

- AHMP “homework” will be handed out at the department head meeting on 09/21/11
- Ms. Franzese suggested that Mr. Bell contact FEMA and ask about:
 - The possibility of getting an extension
 - Clarification regarding the deadline (submission vs. approval)
- Still no word on grant funding. Mr. Bell indicated that the announcement was originally scheduled for the same week that the flooding hit.
- The Planning Dept. will contact TetraTech to clarify where we are as far as the contract and scope of work are concerned
- Ms. Janke Schneider and Mr. Jastremski will continue contacting municipalities to remind them of the “homework” due date and offer assistance.
- The public website is finished and available as a link on the Emergency Services homepage. Brochures have also been finished and printed.
- Ms. Franzese suggested that the County have Certified Floodplain Managers available for contractual technical assistance to the towns
 - Ms. Franzese will discuss this idea with the County Planning Board to determine the possibility of a pilot program
- The Public Safety Building conference room has been booked through December for AHMP Steering Committee meetings.

Please work on the AHMP “homework” at the County department level.

Next regular Steering Committee Meeting: October 17th, 2011 – 1:00pm – Public Safety Building

Delaware City
meeting

11/16/11

Attendee

title

phone #

Richard J. Bell	Director of Emergency Management	(607) 746-9600
Nicole Franzese	Planning Director	(607) 746-2944
JONATHAN RASOR	Tetra Tech	(973) 630-8042
Kristin Janke Schneider	Environmental Technician	(607) 746-2944
MICHAEL S. JASTREMSKI	ENVIRONMENTAL PLANNER	(607) 746-2944
Cynthia Bianco	Tetra Tech	973-630-8044



Delaware County Hazard Mitigation Plan Update Planning Partnership

Steering Committee Meeting - Agenda

Monday, November 21, 2011

1:00 PM

Public Safety Building, 280 Phoebe Lane, Delhi, New York

- Welcoming Remarks
- FEMA Region II Presentation and discussion of project issues
- Review of Project Tasks and Schedule
- Status of Municipal Participation and Homework
 - Review of Critical Facilities
- Status of County Homework - Outstanding County Tasks
- Review of Public and Stakeholder Outreach
- Discussion of Elevation Certificates and Identification of Local Surveyors
 - Including Repetitive Loss (RL) and Severe Repetitive Loss (SRL) Area
Community Outreach
- Potential Elevation Certificate (EC), Benefit-Cost Analysis (BCA), and Certified Floodplain Manager (CFM) Training
- Goals and Objectives Worksheet
- Board of Supervisors Liaison



DELAWARE COUNTY, NEW YORK
 ALL-HAZARDS MITIGATION PLAN UPDATE
 STEERING COMMITTEE MEETING
 SIGN-IN SHEET
 MEETING DATE: November 21, 2011 1 PM

Name	Title	Municipality	Phone Number	E-mail
Dean Frazier		Delaware Co	607-746-8944	dean.frazier@co.delaware.ny.us
Bruce Dolph	Town Supervisor Town of Deposit	Delaware County	607-865-4052	walton.supervisor@co.delaware.ny.us
Thomas Arkell	Director of Emergency Management	Delaware County	607-467-2433	tndep365@tks.net
Richard Bell		Delaware County	(607) 746-9600	richard.bell@co.delaware.ny.us
Kristin Janke Schneider	Environmental Technician	Delaware County	607-746-2944	kristin.janke@co.delaware.ny.us
Nicole Franzese	Planning Director	Delaware County	607-746-2944	nicole.franzese@co.delaware.ny.us
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Graydon Dutcher	Stream Program Coord	DESWED	607-865-5223	graydon-dutcher@deswed.org
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Alison Mistiman	Risk Assessor/GIS Analyst	Terra Tech	973-630-8045	alison.mistiman@terratech.com
MICHAEL JASTREMSKI	ENV. PLANNER	Del Co	607-746-2944	michael.jastrenski@co.delaware.ny.us
Paul Hoole	Hazard Mitigation Planner	FEMA	571-289-7114	paul.hoole@fema.dhs.gov
Susan Rivers	Hazard Mitigation Planner	FEMA	571-329-1161	Susan.Rivers@fema.dhs.gov
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Delaware County Multi-Jurisdictional All-Hazard Mitigation Plan - UPDATE
DRAFT Steering Committee Meeting Minutes
November 21st, 2011 – 1:00pm-3:05pm

Present: Tom Axtell, Rich Bell, Cynthia Bianco, Bruce Dolph, Graydon Dutcher, Carissa Fairbairn, Dean Frazier, Nicole Franzese, Paul Hoole (FEMA Region 2), Kristin Janke Schneider, Mike Jastremski, Tom Mills, Alison Miskiman, Susan Rivers (FEMA Region 2),

- Given the presence of Mr. Hoole and Ms. Rivers, Mr. Bell and Ms. Bianco spoke briefly about the Steering Committee's efforts to date and everyone introduced themselves
- Paul Hoole
 - FEMA is trying to get around to visiting each of those counties affected by disasters
 - Grant announcements for recent disasters will be made soon, but grant timelines are such that Delaware County should have an approved plan by the time it is needed (even though the current plan will expire in January)
 - There is, however, the possibility of obtaining an "exceptional circumstance" designation
 - **FEMA staff can informally review parts of the plan update for feedback prior to submission**
 - NEW REVIEW PROCESS: focuses on intent rather than technical content/compliance
 - Plan requirements are the same, but feedback will be more direct
 - Will focus on public / stakeholder involvement, the connection between the risk assessment and the mitigation activities (which must be clear and specific), and the capacity of each municipality to accomplish tasks
- Ms. Franzese suggested flooding, winter storm / ice, high winds, infestation, and wildfire as Hazards of Concern
- Ms. Bianco discussed the remaining tasks
 - **Obtain the rest of the "homework" from the municipalities**
 - **Do the vulnerability assessment**
 - **Schedule jurisdictional annex workshops**
 - **Cost / benefit analysis training**
 - **Get local surveyors trained by FEMA for elevation certificates**
 - **Review sections as they are completed**
- Mr. Bell will follow up with the possibility of obtaining an "exceptional circumstance" designation
- Ms. Miskiman indicated that Andes and Franklin are the only outstanding towns for the critical facilities maps – **must be done by November 30th**.
- **Mr. Dutcher offered that SWCD could do a CFM training in January or February**
- **The Steering Committee must review critical facilities data by December 5th**
- The Steering Committee should do a press release / radio announcement
 - **Tetra Tech will provide a draft**
- Jurisdictional annex workshops need to be scheduled
 - **Planning Department will provide municipal "groupings" to Tetra Tech**
- **DPW must get a list of local surveyors to Tetra Tech**
- **The Steering Committee must fill out the Goals and Objectives Worksheet by November 28th**
 - **Should add a goal about local, sustainable mitigation**

Next Steering Committee Meeting: December 5th, 2011 – 1:00pm – Public Safety Building

Delaware County HMP Update
December 5, 2011 – Working Group Meeting (Conference Call)
Notes and Action Items

1. Tetra Tech to compile updated critical facility inventory and revised maps for transmittal to County by 12/10/11 after which County will review and comment, if necessary, and transmit documents back to Tetra Tech by 12/16/11.
2. The working group will send a summary of the Hazards of Concern (HOC) discussion to the Steering Committee (SC) with recommended Hazards of Concern for approval at next SC meeting.
3. R. Bell to request updated NFIP information from FEMA (Mary Colvin).
4. County to confirm number of RL/SRL outreach meetings to schedule (Sidney, Middletown, Delhi (?)). This will be based on revised FEMA claims data and local knowledge. Tetra Tech to advise tentative meeting dates in January.
5. Tetra Tech would like to conduct the SWOO (Strengths, Weaknesses, Obstacles, and Opportunities) meeting in January with attendees chosen by County including hospital, academia, business neighboring municipalities/Counties, Red Cross, and selected residents. Tetra Tech to provide date. Tetra TECH to provide a summary of the process and invitation to County (date not discussed, but by end of week).
6. The Jurisdictional Annex Workshop to be scheduled in February with follow-up local meetings as necessary in February/March.
7. County to provide Tetra Tech with list of surveyors for EC course and Tetra Tech to coordinate with FEMA on training (date to be advised).
8. County to collate Goals and Objectives comments and send to Tetra Tech by 12/8/11.
9. Tetra Tech to provide revised schedule/scope document to County by 12/9/11.



Delaware County Hazard Mitigation Plan Update Planning Partnership

Steering Committee Meeting - Agenda

Monday, January 16, 2012

1:00 PM

Public Safety Building, 280 Phoebe Lane, Delhi, New York

- Welcoming Remarks
- Approve Natural Hazards of Concern
- Review of Project Tasks and Schedule
- Status of Municipal Participation and Homework (Annexes)
- Progress and Schedule for Stakeholder Outreach
 - EMS and First Responders
 - Hospitals and Nursing Homes
 - School Districts
 - Business/Insurance/Lending
 - Utilities
 - Churches
- RL/SRL and Floodprone Area Community Outreach
 - Dates of Meetings
 - How to identify and invite target audience (RL/SRL list, overlay of DFIRM and Inundation mapping on parcels)
- Elevation Certificate (EC), Benefit-Cost Analysis (BCA), Floodplain Management (NFIP), and Certified Floodplain Management (CFM) Training
- HMGP Opportunities



DELAWARE COUNTY, NEW YORK
 ALL-HAZARDS MITIGATION PLAN UPDATE
 STEERING COMMITTEE MEETING
 SIGN-IN SHEET
 MEETING DATE: January 16, 2012 - 1 PM

Name	Title	Municipality	Phone Number	E-mail
Carissa Fairbairn	Senior Engineering Aide	Del Co DPN	(607) 746-2128	carissa.fairbairn@co.delaware.ny.us
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Thomas A. Axteff	Supervisor	TW Deposit	(607) 967-2433	twdep65@tw.net
MICHAEL JASTROWSKI	ENV. PLANNER	Del Co PLANNING	(607) 746-2944	michael.jastrowski@co.delaware.ny.us
Kristin Janke-Schneider	Environmental Technician	Del. Co. Planning	(607) 746-2944	kristin.janke@co.delaware.ny.us
Dave Lincoln	Emergency Manager	Surry Overton SPD	607-436-3550	lincoldd@overtona.edu
Richard Bell	Emergency Manager	Del Co. OPM.	607-746-9600	richard.bell@co.delaware.ny.us
Cynthia Bianco	Project mgt	Tetra Tech	477-630-8044	Cynthia.bianco@tetratech.com

Delaware County Multi-Jurisdictional All-Hazard Mitigation Plan - UPDATE
DRAFT Steering Committee Meeting Minutes
January 16th, 2012 – 1:00pm-2:25pm

Present: Tom Axtell, Rich Bell, Cynthia Bianco, Carissa Fairbairn, Dean Frazier (by phone), Kristin Janke Schneider, Mike Jastremski, Dave Lincoln (SUNY Oneonta emergency mgmt), Jonathan Raser (phone)

- Mr. Bell moved to approve the minutes of the November 2011 Steering Committee meeting. Seconded by Mr. Reynolds. Vote: all ayes. Motion carried.
- Hazards of Concern were discussed. Mr. Reynolds moved to approve the draft list of hazards as final, seconded by Mr. Bell. Vote: all ayes. Motion carried.
- Ms. Bianco indicated that we are on schedule to submit a draft plan to FEMA by May 11th
 - The draft itself will be written by the end of February and submitted to the Steering Committee ~April 9th
 - Hazard profiles for each municipality will be complete by the end of January
- **Mr. Jastremski and Ms. Janke Schneider will schedule annex meetings as the draft annexes are complete**
- RL/SRL outreach meetings are in the process of being scheduled
 - **Mr. Jastremski will propose dates by the end of the week**
- Stakeholder outreach
 - Surveys are being tailored to each group
 - The committee discussed the current list of stakeholders
 - County agency stakeholder meeting will be scheduled for after a Core Group meeting
 - Ms. Janke Schneider will contact Public Health and Social Services and select a Core Group date in February
 - Ms. Janke-Schneider will contact WAC and provide a survey for them to fill out
- Mr. Lincoln gave a brief talk about emergency management / hazard mitigation at SUNY Oneonta
 - There are 7 emergency management coordinators statewide (@ SUNY Centers of Excellence)
 - Every SUNY school must have a comprehensive emergency management plan
 - SUNY Oneonta's fieldhouse is a "mega" shelter
 - The campus has multiple power redundancies
 - Key components of emergency management / mitigation: incorporating students' need for projects (make them work on something you need to have done / studied), and keep track of student population skill sets (first aid, HazMat, etc.)
- Ms. Fairbairn discussed elevation certificates
 - There is a "canned" 90-minute training (sans credit) available
 - Mr. Jastremski is trying to get a full-day training done (with credit). **He will contact Tom Blanchard to coordinate this.**
- **Tetra Tech will conduct a benefit cost analysis training, preferably during the HMGP grant writing process**
- CFM training will be in Binghamton in May
- Meeting adjourned @ 2:25pm

Next Steering Committee Meeting: February 13th or 20th? – 1:00pm – Public Safety Building



DELAWARE COUNTY, NEW YORK
 ALL-HAZARDS MITIGATION PLAN UPDATE
 STEERING COMMITTEE MEETING
 SIGN-IN SHEET- 1:00 pm, County Office Building Conference Room

MEETING DATE: February 13, 2012

Name	Agency	Phone Number	E-mail
Kristin Janke Schneider	Del. Co. Planning Dept.	607-746-2944	kristin.janke@co.delaware.ny.us
MICHAEL JASTREMSKI	DEL. CO. PLANNING		michael.jastremski@co.delaware.ny.us
Jonathan Kasor	TETRA TECH	973-630-8042	JONATHAN.KASOR@TETRA TECH.COM
Richard Bell	Del Co Eng	607-746-9600	richard.bell@co.delaware.ny.us
Nicole Franzese	DCPD	607-746-7944	nicole.franzese@co.delaware.ny.us
Thomas Antell	Town of Deposit	607-467-2433	TADEPOSIT@TOWNSHIP.NET
Wayne D. Reynolds	Del. Co. DPN	607-746-2128	Wayne.Reynolds@co.delaware.ny.us
Carissa L. Fairbairn	Del. Co. DPN	607-746-2128	Carissa.Fairbairn@co.delaware.ny.us
Bruce Delph	Town Supervisor	607-865-4052	WalthamSupervisor@Stuyvesant.com
Graydon Dutcher	DCSWCD	607-865-5223	Graydon-Dutcher@dcswcd.org
Rick Weidenbach	DCSWCD		Rick-Weidenbach@dcswcd.org
Tom Hilson	Watershed Affairs	607-746-8914	tom.hilson@co.delaware.ny.us
Tom Mills	Sheep		

Delaware County Multi-Jurisdictional All-Hazard Mitigation Plan - UPDATE
DRAFT Steering Committee Meeting Minutes
February 13th, 2012 – 1:00pm-3:50pm

Present: Tom Axtell, Rich Bell, Bruce Dolph, Graydon Dutcher, Carissa Fairbairn, Nicole Franzese, Tom Hilson, Kristin Janke Schneider, Mike Jastremski, Jonathan Raser, Wayne Reynolds, Rick Weidenbach

- Minutes of the January steering committee meeting were approved
- Mr. Raser explained the hazard profile / risk assessment spreadsheet
 - **Mr. Bell and Mr. Reynolds will provide the information needed for severe winter storm and wildfire hazards**
 - Dam break inundation exposure: Mr. Bell and Mr. Jastremski are working on this
 - Mr. Bell is looking for a way to share the dam safety plans and inspection reports
 - **Ms. Franzese suggested that an initiative be put in the AHMP to create a system for logging dam information**
 - **Tetra Tech will send hazard profiles and risk assessments to Ms. Janke Schneider, who will then distribute them to the steering committee for review**
- **A county-level mitigation action working session needs to be scheduled**
- Mr. Bell suggested that an overarching planning system for the AHMP and the CEMP (Volumes 1 and 2 of the same plan, for instance) is needed.
 - **Mr. Bell will create the organizational chart**
- Mr. Raser discussed the municipal annex tracking sheet and the status of the annexes
 - A brief discussion of educational opportunities for the municipalities ensued; Ms. Franzese indicated that training needs can be identified at each municipal annex meeting
 - **Ms. Janke Schneider will schedule municipal annex meetings as appropriate**
- Stakeholder outreach – school districts, utilities, nonprofits, and business groups are all in progress
 - **Ms. Janke Schneider will e-mail Mr. Raser the latest version of the stakeholder survey**
- Plan Review, Maintenance, and Update Program sections of the AHMP will be discussed at a future Working Group meeting
- Ms. Franzese gave an overview of flood-prone area outreach in Middletown and Sidney thus far
- Mr. Bell discussed the possibility of creating a countywide flood mitigation “task force” out of the AHMP Steering Committee; discussion ensued. The idea will continue to be developed in coming weeks.
- Mr. Weidenbach asked the committee about utilizing the NYSDEC’s flood mitigation grant money as a match for EWP grant projects
 - The committee discussed the need to set up a mechanism by which projects will be collected and prioritized
 - There are some time-sensitive issues for the EWP projects; Ms. Franzese suggested waiting until the end of February so that municipalities have a chance to submit other projects
 - **Ms. Franzese will talk to Mr. Spinney about the legality of a “blanket” resolution from the Board of Supervisors**
- Meeting adjourned @ 3:50pm

Next Steering Committee Meeting: March 19th – 1:00pm – Public Safety Building



Delaware County Hazard Mitigation Plan Update Planning Partnership

Steering Committee Meeting - Agenda **Monday, March 19, 2012 - 1:00 PM** **County Office Building Boardroom, Delhi, New York**

- Opening Remarks and Approval of Minutes
- Review of Project Tasks
 - Review of County Profile and Hazards of Concern
 - Review of Hazard Profiles (on Shared Site)
 - Earthquake, Drought, Flood, Landslide, Severe Storm, Severe Winter Storm, Wildfire
 - Annex Preparation, Meetings/Groupings
 - Three Week Schedule to incorporate comments
 - Posting Draft Profiles on Website-Schedule
 - Logistics of FEMA Review
 - Timing, Delivery Method
 - Plan Update and Maintenance Procedure Input
 - Planning Process Input

Delaware County Multi-Jurisdictional All-Hazard Mitigation Plan - UPDATE
DRAFT Steering Committee Meeting Minutes
March 19th, 2012 – 1:00pm-2:15pm

***Present:** Tom Axtell, Rich Bell, Cynthia Bianco, Graydon Dutcher, Carissa Fairbairn, Dean Frazier, Nicole Franzese, Kristin Janke Schneider, Mike Jastremski, Eugene Luchesse, Tom Mills, Wayne Reynolds, Rick Weidenbach*

- Minutes of the February steering committee meeting were approved
- Ms. Bianco indicated that a draft plan will be posted for public review in April
- **The Steering Committee must submit comments to Mr. Jastremski by the end of March. He will compile the comments and send to Tetra Tech.**
- Section 3 (Planning Processes) has yet to be written
 - **Mr. Jastremski will continue to compile a spreadsheet of outreach and meetings**
 - **Ms. Janke Schneider is writing the portion regarding relevant planning efforts**
 - **Tetra Tech will send a summary of what we've submitted to them thus far**
- Ms. Bianco suggested that the flood insurance study section of the flood profile should be removed or updated because it is significantly outdated
- **Mr. Bell will print info from the shared site for the Town of Deposit to review**
- Tetra Tech is incorporating comments on the municipal annexes
 - One example annex will be included with the draft sections of the plan to be sent to FEMA for a preliminary review
- Mr. Reynolds described a project in Sidney Center for consideration under the NYSDEC Flood Mitigation Grant Program
 - Ms. Franzese indicated that the Sidney project and those EWP projects outside the watershed will be applied for
 - Mr. Bell requested a prioritization meeting for the projects on Friday, March 23rd
- Meeting adjourned @ 2:15pm

Next Steering Committee Meeting: April 16th – 1:00pm – Public Safety Building



Delaware County Hazard Mitigation Plan Update Planning Partnership

Steering Committee Meeting - Agenda Monday, April 16, 2012 - 1:00 PM County Office Building Boardroom, Delhi, New York

- Opening Remarks and Approval of Minutes
- Project schedule update
 - Per FEMA's request
- Project budget update
- Draft County Profile and Hazard Profiles
 - Deadline for comments on drafts
 - Schedule to provide drafts to NYSOEM/FEMA Region II
 - Schedule to post to public HMP website
- Progress on Municipal Annexes
 - Review of draft annexes by SC?
- Development of County Annex (county mitigation strategy)
 - Incorporation of identified initiatives
 - Distribution of draft County Annex for review by SC and other county stakeholders
 - County Annex (Mitigation Strategy) Workshop
 - Date
 - Identification and involvement of other County departments (outside of SC)



Delaware County Hazard Mitigation Plan Update Planning Partnership

- Stakeholder outreach
 - Agencies (DEP, CWC, WAC, DEC, etc.)
 - Business

- Prioritization of flood-prone areas for additional HAZUS analysis
 - Criteria?
 - Existing data
 - Support for ongoing HMGP
 - Historic losses
 - Availability of future funding

- Plan Review, Maintenance and Update Procedures
 - Ongoing Planning Committee
 - Annual Review and Reporting
 - Coordination with Municipalities
 - Record-Keeping



DELAWARE COUNTY, NEW YORK
 ALL-HAZARDS MITIGATION PLAN UPDATE
 STEERING COMMITTEE MEETING
 SIGN-IN SHEET- 1:00 pm, County Office Building Conference Room
 MEETING DATE: April 16, 2012

Name	Agency	Phone Number	E-mail
Kristin Jonke Schneider	Del. Co. Planning Dept.	607-746-2944	Kristin.jonke@co.delaware.ny.us
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Jessica Rall	Del. Co. Soil & Water Conservation	607-865-5223	jessica-rall@delsoil.org
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Steve Hood	Del. Co. EMU	607-746-9600	STEVE.HOOD@CO.DELAWARE.NY.US
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TOMATANA CASSEL	TEMA TECH	973-630-8042	TOMATANA.CASSEL@TEMA-TECH.COM



Delaware County Hazard Mitigation Plan Update Planning Partnership

Steering Committee Meeting - Agenda Monday, May 21, 2012 - 1:00 PM Public Safety Building, Delhi, New York

- Opening Remarks and Approval of Minutes
- Status Update / Schedule
- Development of County Annex
 - Distribution of County Annex /Mitigation Strategy Worksheet
 - What other initiatives need to be included (e.g. SCMP, Highway Management Plans, EWP, others?)
 - Identification and involvement of other County and Regional departments and agencies (outside of SC)
 - Mitigation Strategy Workshop - Potential Dates – June 4, 5, 11, 18 (regular SC meeting date)
- Plan Review, Maintenance and Update Procedures (Section 7)
- Documentation of Planning Process (Section 3)
- Public Outreach Program for review of Draft Plan
- NYSOEM Flood Monitoring and Warning System



DELAWARE COUNTY, NEW YORK
 ALL-HAZARDS MITIGATION PLAN UPDATE
 STEERING COMMITTEE MEETING
 SIGN-IN SHEET- 1:00 pm, Public Safety Building
 MEETING DATE: May 21, 2012

Name	Agency	Phone Number	E-mail
Carissa Fairbairn	Delaware Co. DPW	(607) 746-2128	carissa.fairbairn@co.delaware.ny.us
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Dean Frazier	Watershed Affairs	8914	dean.frazier@co.delaware.ny.us
Bruce Dolph	Watershed Supervisor	607-865-4052	bruce.dolph@co.delaware.ny.us
Kristin Janke Schneider	Del. Co. Planning Dept.	607-746-2944	kristin.janke@co.delaware.ny.us



Delaware County Hazard Mitigation Plan Update Planning Partnership

Steering Committee Meeting - Agenda Monday, July 16, 2012 - 1:00 PM County Office Building, Delhi, New York

- Review of Updated Draft County Annex

- Municipal Annexes
 - Review of Progress
 - Finalization
 - Removal of NFIP data from Figure 1
 - Textual edits based on plan update review comments from FEMA Region II
 - Implementation and maintenance guidance for municipalities

- Possible update of Wildfire VA based on new data from U. Wisconsin Silvics Lab

- Submission of Draft Plan to NYSOEM/FEMA Region II
 - Completion of Section 3 - Planning Process
 - Approval of Section 7 – Plan Maintenance and Update Procedures
 - Addressing general plan update review comments from FEMA Region II

- Public Outreach for review of Draft Plan

- Plan Completion Schedule



DELAWARE COUNTY, NEW YORK
 ALL-HAZARDS MITIGATION PLAN UPDATE
 STEERING COMMITTEE MEETING
 SIGN-IN SHEET- 1:00 pm, County Office Building
 MEETING DATE: July 16, 2012

Name	Agency	Phone Number	E-mail
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Wayne Reynolds	DPW	607-746-2128	wayne.reynolds@co.delaware.ny.us
Thomas A. Astle II	County Board Supervisor Town of Deposit	607-467-2453 Clerk	Tomdep@tds.net
Gene Lucchese	NYS OEM	845-325-4497	elucchese@dhss.ny.gov
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