Tompkins County Hazard Mitigation Plan Update
Minutes of Meeting

Purpose of Meeting:	Steering Committee Meeting #1
Location of Meeting:	Zoom Remote Meeting
Date/Time of Meeting:	5/18/2020, 10:00 am to Noon

Attendees:		
	Scott Doyle, Tompkins County Planning	David Sprout, Town and Village of Dryden
	Katie Borgella, Tompkins County Planning	CJ Randall, Town of Lansing
	Kevin Clapp, Department of Homeland Security NY	Dan Maas, Cornell University Office of Emergency Management
	Shannon Clarke, Tidal Basin Group	
	Nina Saeli, Tompkins County Public Health	Tim Ryan, Ithaca College Office of Public Safety & Emergency Management
	Jessica Verfuss, Tompkins County Emergency Response	
	Mike Thorne, City of Ithaca Public Works	Jon Negley, Tompkins SWCD
	Jamie Ethier, NYS DOS	Cynthia Addonizio-Bianco, Tetra Tech
	Paul Beyer, NYS DOS	Heather Apgar, Tetra Tech
		Osamu Tsuda, Tetra Tech

Agenda Summary:	Steering Committee meeting to provide an overview of the hazard mitigation planning process portion of the Tompkins County Resiliency and Recovery Plan, to define roles and responsibilities of the committee, to discuss next steps and project update, to present results of the hazards of concern survey, and to introduce all stakeholders to be involved in the process.

Item No.	Description	Action By:
1.	**Welcome and Introductions** – (Tompkins County/Scott Doyle, All) • **Scott Doyle** led introductions and provided an overview of the agenda. Had everyone joining the call provide their name and role within the HMP process for Tompkins County.	
2.	**Resilience and Recovery Plan Context** – Scott Doyle and Cynthia Bianco give a brief introduction and overview of the HMP process for the county: • **Tompkins County Scott Doyle** - **History**: Scott Doyle provided a background and the context around the Integrated Resiliency and Recovery Plan that provides a comprehensive county-wide planning framework. Prior plans have specifically focused on just hazard mitigation. However, with funding from the state, Tompkins County is looking to work with Tt on creating a more comprehensive resilience and mitigation plan that will be integrated into the County's larger sustainability and resilience vision. - **Purpose and Components:** The resiliency plan will cover topics from hazard mitigation as well as other topics such as CRS, Economic Recovery, Critical Infrastructure Analysis, and Debris Management. As such the County's HMP planning effort will be integrated into the larger resilience planning effort that will help guide the county and its future projects. - **Funding:** The HMP is funded by a grant from FEMA, while the resiliency aspects are funded by NYS DOS grant.	
3.	**New York State Agency Perspectives** – James Ethier/ Paul Beyer from Department of State and Kevin Clapp from NYS Homeland Security gave introduction on how they will be paying a role during this HMP process and what services they can offer the County and the steering committee: • **Kevin Clapp**: federal standards must be met and that we aspire to address goals that are most important to the communities. As a representative from NYSDHSES, he will support the County throughout the entire process and will assist in obtaining data and any additional information as necessary. NYSDHSES will provide personnel	NYS DOS/Paul will be following up with a phone conversation with the County to further discuss the integration of the resiliency plan with the

	to support strategy development during the mitigation workshop. In addition, they will look to assist in conducting public outreach for the county in the future around hazard mitigation and resilience. => **Cynthia Bianco**: Kevin Clapp has been actively engaging planners from the State and FEMA to be engaged in HMP process • **James Ethier/ Paul Beyer** – NYS DOS is funding the resiliency planning element and expects this to be a great opportunity to integrate smart growth principles into the HMP. Two of the five communities awarded this funding are currently developing and incorporating smart growth principles their plans. This work is a pilot project to see how successful counties and municipalities can integrate their planning efforts around climate resilience and hazard reduction. NYS DOS is looking forward to seeing how these principles compliment the HMP planning process plays out.	HMP

4.	**Project Organization** – Scott Doyle and Cynthia Bianco discussed the process of the project, its timeline, and its overarching goals and objectives in the short- and long-term future:
	• **Tompkins County Scott Doyle**
	  - Will have core group representing the county – this will include the steering committee (this group) which will be in charge of guiding the HMP process and creating priorities; as well as individual representatives representing each municipality. Each member of this municipal representative group will be responsible for providing necessary information requested by the County or Tetra Tech, completing assignments and homework given by Tetra Tech, and attending meetings and participating in workshops.
	  - Will be incorporating County HMP with other planning efforts like FEMA CRS, developing a debris management Plan, Community Economic Recovery, Critical Infrastructure and Drought Analysis. This work will also be done by Tetra Tech but will be headed by different individuals within Tetra Tech; as noted on slide 7.
	  - **Scott Doyle**: Tetra Tech Team provided Tompkins County with Depth Grid for flood hazard risk for HAZUS Analysis,
	
	• **Tetra Tech Cynthia Bianco**
	  - The core partners are the planning partnership reps from each municipality – all municipalities will be participating -as per HMP requirements – the steering committee is a subset of the planning partnership and will act as main point of contact, primary decision makers, and leadership during this process.
	  - Additional agency representatives include a mix of individuals from around the county – examples of these stakeholders include the following – Highway Department, Local Chamber of Commerce, Northeast Regional Climate Center.
	  - For those on the steering committee, responsibilities include, guidance and leadership for planning process, act as points of contact for communities, would encourage each steering committee member to have an alternate member in event members cannot attend
	  - Question around method of communication for Steering Committee: Tetra Tech can send email, google forms, zoom. Are there any further requests regarding to mode of communication?
	John Negley: would like Tetra Tech to stay consistent with communication method *(and in email subject header keep it consistent in order to make it easily searchable).* As for polling, survey monkey/ google forms are good.
	Cynthia Bianco: Would also like to have steering committee contribute to plan (based on NYS planning standards) based on their individual communities, and provide hazards of concern, help provide stakeholder outreach methods for communities, and developing hazard mitigation strategies with Tetra Tech.
		NYS DOS Paul Beyer will be sending Tompkins County/Scott Doyle follow up information on how to attain points for FEMA CRS for tasks that the County already completed

5.	**Hazard Mitigation Planning and Update Overview** – this section, addressed by Cynthia Bianco, is meant to provide an overview and update on the existing project(s) that have been completed and are planned in the near future:
	• **Tetra Tech Cynthia Bianco**
	  - **Phase 1:** What is Hazard Mitigation Planning: the process is meant to identify risks and solutions (both sustained and short-term measures projects and solutions). The process will identify specific facilities, actions that need to be taken within the community to identify short- and long-term hazards and solutions based on risk assessment and collaboration with community entities.
	  - **Phase 2:** There is an emphasis on natural hazards since the Stafford Act wants communities to be looking more specifically at natural hazard mitigation. However social and human-caused hazards are also addressed, though not as strong as natural hazards.
	  - In order to qualify for hazard mitigation grant opportunities, counties need to have an updated HMP. Tetra Tech is planning to complete the Hazard Mitigation Planning process next year in time for Tompkins County to apply for state and federal grants. The format of HMP will be developed to meet the federal HMP requirements and to integrate into the Q3 phase process.
	  - Tetra Tech has already been actively working with the Tompkins GIS department to collect necessary GIS data for the analysis which is about to begin. Will now be conducting data analysis to develop a scenario-based loss (monetary) using a program called HAZUS.
	  - **Phase 3:** Another important component to the HMP process is the community engagement. Tetra Tech will like to put out a press release to involve public, that once approved by the steering committee.
	  - **Phase 3/ Phase** 4: Analyzing and presenting results of data analysis that will culminate a workshop that will be open to the public – this workshop will be meant to facilitate mitigation strategy development and prioritization.
	  - **Phase 5:** Plan maintenance is important to understand the community's current projects and whether they are meeting their goals thus far
	  - **Submission to the state**: state will review of draft plan and provide feedback. <u>Kevin Clapp will be involved in planning review process and will provide feedback. Currently working with 20 counties, so need process to be efficient as possible. Highly encourage municipalities to submit for review as each component of the plan is developed in order to streamline the process and to mitigate lag time.</u>
	  - There is a never-ending list of projects that can be costly and while we know what our problems are; we need to prioritize and build capacity to take advantage of state and federal funding for project.
	  - Previous success stories where funding was utilized includes Ludlowville stream restoration project.
	  - By Using HAZUS, we can better document and understand how to prioritize actions – will prioritize mitigation project importance and urgency based on monetary loss.
	  - Last thing to note is that hazard mitigation works! It has been noted that it is a great return on investment: 6 dollars returned for every dollar invested local planning efforts	

6.	**Schedule** – this section goes over the schedule of the project in addition to the current progress and next steps that will be taken by Tetra Tech, the Steering committee, and the rest of the planning partnership:
	• **Tetra Tech Cynthia Bianco**
	  - Tetra Tech team has been working with Scott to review county plans which is now in a spreadsheet to populate community annexes
	  - Public involvement strategies have not yet been established; will need to first get communities to complete their community draft annexes before
		Tt will be deploying local planners to help with community participation process for each municipality

	establishing engagement outreach. So far the Town of Dryden has been the only municipality that has actively been filling out the annex. **Town of Dryden Dave Sprout**: <u>Everyone should start ASAP. So far only one planning board member from the town has reviewed the document. Difficult to get community involvement. Also difficult to differentiate between municipality specific and intermunicipal priorities. Afraid that most communities will be on their own for annexes.</u> - **Cynthia Bianco:** Tetra Tech is committed to assisting municipalities who might not know exactly what to do. It is important to keep in mind that Tetra Tech is more than willing to assist municipalities and its officials who are having trouble filling out their annexes. - As for the overall timeline, the project has experienced a delay due to COVID-19 so will modify existing timeline to match existing circumstances. - Currently behind schedule, plan to submit plan officially in February with a final presentation in December.	Mitigation workshop is tentatively scheduled for November
7.	**Data Collection Status** - this section is an overview and update on current data collection between the County and Tetra Tech. The data will be used to conduct hazard assessments: • **Tetra Tech Cynthia Bianco:** - GIS risk assessors from Tetra Tech have been able to create depth grid for Q3 areas – will now be able to heighten analysis potential and provide a quantitative justification for project prioritization, etc. using HAZUS. - NFIP data is still needed to conduct vulnerability assessment - ISAA request to FEMA has been sent out by the county but no response yet. Will provide update when response is received. - Scott and County GIS has provided shapefile on critical facilities in County. Will use this to conduct further analysis for upcoming meetings and community workshops.	Tt will support the Steering Committee in the development of the lifeline/critical facility crosswalk
8.	**Planning Process Status/ Action** – this section is meant to provide an update on the planning process of the project and what needs to be done by the steering committee at this time: • **Tetra Tech Cynthia Bianco** - Tetra Tech will be asking communities for any missing or additional planning documents and materials that might be missing from the current excel spreadsheet list. - Essential and critical facilities list is crucial to understand in order to plan for resilience measure for recovery – have already received from county – will be conducting analysis and will follow up with county when identified facilities are fully reviewed and evaluated. - Lifeline facilities – to include or not? These are important facilities that are needed to continue operation process of county. Lifeline facilities that have not been included in critical facilities list include grocery stores, gas stations, and other necessary operations that are crucial for community wellbeing. – Should they be included? Community needs to decide if they want to include them in the list of lifeline facilities – while the list of facilities identified is purely subjective based on the county's characteristics and circumstances, keep in mind that by identifying these facilities in advance can help the county ben better prepared for applications for future FEMA BRIC program - **Scott Doyle:** Previous identification of critical facilities has not been comprehensive enough; it would be good to create a more defined and nuanced list of such facilities ' - **Kevin Clapp:** Government/ non-government owned is important to differentiate in order to develop response strategy – and weather data can be provided to develop plans for facilities located in Flood Zone. - The City of Ithaca has not identified<u> critical facilities in flood zones at this time.</u>	

9.	**Mission Statement, Goals, and Objectives** - this section is dedicated to reviewing the various option around whether the county should have multiple mission statements for each plan, or a combined and integrated mission statement: • **Tetra Tech Cynthia Bianco** -According to FEMA guidance, Tompkins County needs to develop a mission statement for the community to orientate goals and plans for the HMP process. Community can decide what community specific topics they want to include in this HMP to provide more context. - **Dave Sprout:** a little dry - **Scott Doyle:** It would help provide definition of what the plan is and is NOT meant to be used for in order to reduce confusion. -**Cynthia Bianco**: Can be useful to have this HMP mission in order to clarify the roles of this HMP versus other plans. Would be better to have one mission statement for recovery and resilience plan. -The plan also needs up to date community goals for the plan. Should there be new goals/ standalone goals/ and or update existing goals for plan? It would be best if goals were quantifiable in order to be able to measure their success over the years.	Steering committee to determine mission statement and to update plan goals Tt to brainstorm to create mission statement Tt to send out goals and objectives worksheet to get committee input
10.	**Hazards of Concern Identification** - this section goes over the survey results that each steering committee member was asked to complete in order to identify hazards and vulnerabilities within the county: • **Tetra Tech Cynthia Bianco** -Results: Majority of areas of concern have not changed thus far. Some indicated that there is an increase in severity in weather events -Do we need to keep existing natural hazards, add new, or combine existing hazards? So far, having many hazards has been difficult to motivate community to figure out goals and objectives. Thus, it might be a good idea to narrow down our options. - Non-Natural Hazards of Concern: Hazardous materials already has a developed plan; Fire is currently taken care of by municipal partners. Comprehensive emergency management plan: while it does not provide detailed response, it does discuss these topics. Cornell and Ithaca College has fire prevention program a(mitigation effort), as well as hazardous materials for Labs, response to spill incidents, and civil unrest. -**Cynthia Bianco**: Should new topics such as civil unrest be addressed? **Shannon Clarke:** topics such as civil unrest is especially apparent in a pandemic – yet they overlap. -Tompkins County Scott Doyle: to reduce unnecessary detail; it might be worth just acknowledging their existence and referencing other plans. Many human-caused hazards overlap with one another. Therefore, it might be best if there was a way to identify these hazards in order to reduce length and redundancy. -For identified hazards, might take out earthquakes and landslides. -**Mike Thorne:** have seen some gorge erosion – might want to swap landslides with erosion. **Dan (CU),** agrees with Thorne – might be good to include a profile on ground failure – rather than just landslides -**Shannon Clarke**: have not seen many resilience measures for Extreme Storms – should they be included in plan or identified as a hazard? While it is not a vulnerability the damage it causes is a vulnerability -**Cynthia Bianco** : extreme weather events is addressed in severe windstorms and extreme precipitation. -Conclusion: will have long list of hazards and will incorporate landslides with ground failure. -Transportation accident and food insecurity have been voted to be taken out.	

11.	**Public and Stakeholder Outreach** - This section discusses the various stages of community engagement and methods to interact with the county and municipalities that are participating in the HMP process: • **Tetra Tech Cynthia Bianco** -Public and stakeholder outreach is important in this HMP process and it crucial in order for this process to satisfy the FEMA requirements and guidelines. It is important to document all outreach conducted including press releases, meetings, workshops, forms, and other community engagement exercises. -Southern Tier is expected to be opening up soon from shutdown. Public library in Groton is active with community – maybe a good source to reach out to, in addition to conducting vital meetings?	
12.	**In-Kind Service Tracking** - This section is intended to provide an overview on what Tetra Tech will provide communities that will help facilitate community engagement: • **Tetra Tech Cynthia Bianco** - Will be sending out a form for community engagement tracking; because it is necessary for communities to track all their community engagement during this process, a tracking system has been established to keep record of the amount of community engagement. Following this meeting, Tetra Tech will be sharing One drive link, which will provide all materials used during this process	Tt will be sending out a form for community engagement tracking for the steering committee
13.	**Next Meeting Framework -** Providing an opportunity for community steering committee members to provide any feedback regarding concern or frustration: • **Tetra Tech Cynthia Bianco** -Any thoughts for making this process easier? No comments Cynthia encourages community members to reach out with any questions; esp. from steering committee.	
14.	Other Items and Questions: • **Scott Doyle:** Thinks this process will be helpful, encourages people to provide feedback on what needs to be done to make process more helpful • **Kevin Clapp:** will need documentation of community participation not just for FEMA requirements but also for getting FEMA CRS points.	