



Warren County
Hazard Mitigation Plan Update
Meeting Notes



Purpose of Meeting:	Steering Committee Meeting
Location of Meeting:	Hybrid In-person and Teleconference Teams Meeting
Date of Meeting:	October 27, 2022, 9:00 am – 10:15 am

Attendees:

Laura Stebbins	Director of Emergency Preparedness, Glens Falls Hospital
Jim Lieberum	Warren County SWCD, District Manager, HM Coordinator
Ethan Gaddy	Warren County Planning Department, CSC
Aaron Frankenfeld	ADK Glens Falls Transportation Council, Director
Tammie DeLorenzo	Warren County Administrators Office
Ann Marie Mason	Warren County, Director of Emergency Services
Sara Frankenfeld	GIS Coordinator, Warren County
Laura Moore	Town of Queensbury, Land Use Planner
Dan Barusch	Town/Village Lake George, Planner
Elizabeth O'Reilly	NYS DHSES, Planning Manager
Shannon Clarke	NYS DHSES, Planner
Shelby Meyers	NYS DHSES, Planner
Paul Hoole	FEMA, Mitigation Planning
Cynthia Addonizio-Bianco	Tetra Tech
Erika Corsi	Tetra Tech

Agenda Summary:

Item No.	Description	Action item(s):
1	<p>Welcome and Opening Remarks</p> <ul style="list-style-type: none"> • Meeting started at 9:05 pm • Jim Lieberum, Director of Warren County Soil and Water Conservation District gave opening remarks providing an overview of the importance of this planning process and thanking the participants for agreeing to serve on the Steering Committee. • Cynthia Addonizio-Bianco, project manager from Tetra Tech (Tt), also thanked participants. • Elizabeth O'Reilly of NYSDHSES noted that hazard mitigation is a diverse subject and can cross the line between recovery and response. The purpose of the mitigation plan is to reduce the amount of response potentially necessary against natural hazards. She indicated that NYSDHSES will provide support as needed throughout the mitigation planning process. • Each participating member introduced themselves and provided input on their participation in the process: <ul style="list-style-type: none"> ○ Resiliency 	Steering Committee to provide additional relevant plans to review and incorporation into the mitigation plan.



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	<ul style="list-style-type: none"> ○ Intersection of hazard mitigation and climate adaptation mitigation through Climate Smart Communities program ○ Communication with other municipalities that has technical capacity restrictions ○ Help inform communities on their land use impacts to resiliency ○ Maintaining Queensbury codes. Queensbury identified as busiest community in terms of development and economic driver for the County ○ Bridge information throughout the County 	
2	<p>Project Overview</p> <ul style="list-style-type: none"> ● Ms. Addonizio-Bianco provided the following information: <ul style="list-style-type: none"> ○ An overview of hazard mitigation, what it is and how it can provide increase resilience through the development of a FEMA-approved Hazard Mitigation Plan. She also noted the need to track time spent working on the plan outside of meetings through in-kind tracking to provide match for federal funding support for the planning effort. An online tracker will be sent out to all plan participants. ○ An overview of the phases of the hazard mitigation planning process including description of the project organization: <ul style="list-style-type: none"> ▪ Core Planning Team (CPT) ▪ Warren County Emergency Services ▪ Warren County Soil and Water Conservation District ▪ Tetra Tech ○ Steering Committee (SC) <ul style="list-style-type: none"> ▪ Numerous County Departments, Major Businesses, Outside Agencies, 1 municipal representatives ○ Planning Partnership (PP) <ul style="list-style-type: none"> ▪ All participating municipalities and Steering Committee members. ○ FEMA ○ Stakeholders ● Steering Committee roles and responsibilities: <ul style="list-style-type: none"> ○ Provide guidance and leadership ○ Oversee the planning process ○ Act as point of contact for partners and stakeholders ● Focus on updating the 2017 critical facilities inventory to ensure completeness and identify lifeline facilities. The County and planning partners will provide input to update the list of critical facilities and lifelines via an online survey. Once updated, the information will be used during the risk assessment and mitigation strategy development. ● DHSES will notify the County when the draft plan has been submitted to FEMA for review. ● FEMA will notify the County and jurisdictions to let them know the submitted plan is approvable. ● Request for relevant plans and studies. (Post meeting note: The attached presentation has been updated to reflect the list of plans 	<ul style="list-style-type: none"> ● Tt to provide SC member access to the project OneDrive site and Steering Committee members to confirm access to OneDrive – access to be provided in separate email ● Critical facility inventory survey to be distributed by Tt to the County and municipal representatives.



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	<p>collected to date.) The committee members are requested to review the list and forward links to additional plans that may be relevant to the planning process.</p> <ul style="list-style-type: none"> Ms. Addonizio-Bianco noted that participants will be given access to OneDrive to share documents and information. 	
3	<p>Risk Assessment and Hazards of Concern</p> <ul style="list-style-type: none"> Ms. Addonizio-Bianco discussed the process of the risk assessment and reviewed the hazards of concern identified in the last HMP. These hazards of concern will need to be reviewed and updated as necessary. A survey will be sent out to the Steering Committee. One action is needed for every hazard of concern that impacts a municipality. 	<ul style="list-style-type: none"> Steering Committee to provide input to update Hazards of Concern– to be distributed by and returned to Tt via email.
4	<p>Goals and Objectives</p> <ul style="list-style-type: none"> Ms. Addonizio-Bianco introduced the goals and objectives from the last HMP and provided suggestions to update them to align with current priorities. The Steering Committee as tasked with reviewing the mission statement, goals and objectives to provide feedback to guide the plan update. The Steering Committee recommending creating a goal and objective that addresses daily and long-term activities 	<ul style="list-style-type: none"> Steering Committee to provide input – to be distributed by and returned to Tt via email. Steering Committee to clarify definition of ‘daily and long-term activities’
5	<p>Upcoming Meetings</p> <ul style="list-style-type: none"> Ms. Addonizio-Bianco reviewed upcoming meetings: <ul style="list-style-type: none"> Steering Committee Meeting – October 27th, 2022* Planning Partnership – November 2nd, 2022 Risk Assessment Meeting – February, 2023 (<i>tentative</i>) <i>Planning Partnership Risk Assessment Meeting – February, 2023 (tentative)</i> Mitigation Strategy Workshop – March, 2023 (<i>tentative</i>) 	
6	<p>Next Steps</p> <ul style="list-style-type: none"> Attend Planning Partnership Meeting Determine Hazards of Concern to include in the HMP Strengths, Weaknesses, Obstacles and Opportunities (SWOO) Review Hazard Profiles Review Risk Assessment Results Identify Problems and Problem Areas Develop Mitigation Strategy Review Draft Plan Submit Draft Plan for NYSDHSES/FEMA Review Adopt FEMA-Approved Plan Implement Projects and Maintain the Plan and Increase Resilience 	
7	<p>Conclusion - The meeting concluded at 10:15 am.</p>	