

**Seneca County, NY – Hazard Mitigation Plan 2024 Update
Planning Partnership Kick-Off Meeting | Meeting Minutes**



Purpose of Meeting:	Seneca County Planning Partnership Kick-Off Meeting	
Location of Meeting:	Teleconference	
Date of Meeting:	November 2, 2023 @ 1:00PM	
Attendees:	<ul style="list-style-type: none"> • Seneca County Division of Emergency Management <ul style="list-style-type: none"> ○ Melissa Taylor, Director ○ Toni DiGiovanni, Deputy Director ○ Jeff Case, Fire Coordinator ○ Kristopher Rodger, Public Safety Systems Administrator • Seneca County Board of Supervisors <ul style="list-style-type: none"> ○ Michael Enslow, Chairman • Covert (T) <ul style="list-style-type: none"> ○ Michael Reynolds, Supervisor • Fayette (T) <ul style="list-style-type: none"> ○ Jeff Trout, Supervisor ○ Jenn Salone, Councilwoman • Interlaken (V) <ul style="list-style-type: none"> ○ Rich Richardson, Mayor • Junius (T) <ul style="list-style-type: none"> ○ Ernie Brownell, Supervisor • Ovid (T) <ul style="list-style-type: none"> ○ Leon Kelly, Mayor ○ Joe Borst, Supervisor • Romulus (T) <ul style="list-style-type: none"> ○ David Hayes, Supervisor • Tyre (T) <ul style="list-style-type: none"> ○ Elizabeth Partee, Supervisor • Waterloo (T) <ul style="list-style-type: none"> ○ Don Trout, Supervisor • Waterloo (V) <ul style="list-style-type: none"> ○ Don Northrup, Administrator • NYSDHSES <ul style="list-style-type: none"> ○ Lisa Burkovich, Finger Lakes Regional Director ○ Beth O'Reilly, Planning Manager ○ John Wilkinson, Environmental Specialist • FEMA Region 2 <ul style="list-style-type: none"> ○ Meghan Wren, Acting Planning Lead, Community Planner, Mitigation Division • Tetra Tech <ul style="list-style-type: none"> ○ Chris Huch, Project Manager ○ Lindsey McCoy, Planner 	
Agenda Summary:	The purpose of the meeting was to introduce the Planning Partnership members and contract consultant, provide an overview of the hazard mitigation planning process, discuss potential changes to the plan's goals and objectives, and to address any questions or concerns that participants may have.	
Item No.	Description	Action item(s):
1	Introductions <ul style="list-style-type: none"> • Chris Huch, Tetra Tech, introduced the planning process. • Melissa Taylor, Seneca County Emergency Management, thanked the team for attending and participating. • Lisa Burkovich, NYSDHSES, thanked the team for joining today's call. • Meghan Wren, FEMA Region 2, thanked all for attending. 	-



2	Hazard Mitigation Overview <ul style="list-style-type: none"> • Mitigation describes actions taken to help reduce or eliminate the long-term risks/damages caused by hazards. • Having an HMP permits eligibility for FEMA pre- and post-disaster grant funding and are required to be updated every five years to maintain eligibility for these funds. • Must meet FEMA’s new 2023 guidelines, which include an increase in participation, discussions on climate change, outreach to socially vulnerable populations, increased documentation needs, and to show how existing capabilities are integrated into the plan. • Numerous staff from each municipality are encouraged to participate and provide input. • All jurisdictions are required to have at least one mitigation action per hazard identified. 	-
3	Project Organization <ul style="list-style-type: none"> • Made up of the Core Planning Team, Steering Committee, Planning Partnership, Stakeholders, NYSDHSES, and FEMA. <ul style="list-style-type: none"> ○ Planning Partnership includes representatives from all municipalities. ○ Steering Committee is welcome to attend Planning Partnership meetings. ○ NYSDHSES has some plan requirements that exceed FEMA requirements. • The Planning Partnership actively participates in the planning process including coordinating and facilitating local efforts, attending meetings, provide information and feedback, and involve the public in the planning effort. <ul style="list-style-type: none"> ○ It is strongly encouraged to have multiple representatives from various local departments that can help provide a broad perspective for your plan input. 	-
4	Planning Process Overview <ul style="list-style-type: none"> • Tetra Tech utilizes an 8-step planning process, which is being kicked off today. • HMP will be considered effective as of first adoption submitted to and approved by FEMA. • The risk assessment provides a basis for policy and helps to identify what is most important to address to increase resiliency. <ul style="list-style-type: none"> ○ Hazards of Concern will remain the same for this plan update, with the elimination of manmade/technological hazards as addressed below. • Manmade or technological hazards listed in the previous plan have been excluded from Hazards of Concern due to FEMA’s emphasis on planning for natural hazards and eligibility to receive mitigation grant funding. • Critical Facilities provide essential services to the community, especially before, during, and after a disaster. • Community Lifelines provide services that allow continuity of operations of critical business and government functions, and crucial to health and safety of residents. • Proposed goals and objectives for the 2024 update will be sent to the Steering Committee for review and provided to the Planning Partnership upon their approval. • Public outreach will occur continually throughout the planning process through social media posts, surveys, County and municipal websites, and the StoryMap. 	-

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	<ul style="list-style-type: none"> Integration involves linking hazard mitigation plan to existing local planning efforts, while incorporating hazard mitigation principles and ensuring interagency coordination. Once the HMP has been adopted, explore funding to implement identified mitigation actions. 	
5	<p>Homework</p> <p>Worksheet 1: Previous Events</p> <ul style="list-style-type: none"> Document events that had an impact within your municipality. Consider all possible Hazards of Concern that have occurred since the previous HMP (2018). <p>Worksheet 2: Capability Assessment</p> <ul style="list-style-type: none"> Captures the details of various plans, regulations, and programs that exist at the local level. Do not feel pressured to say ‘yes’ to everything, not every municipality has all the same programs. Review the information that Tetra Tech has pre-populated and fill out the remaining information <p>Worksheet 3: NFIP Administration</p> <ul style="list-style-type: none"> To be filled out by the municipal Floodplain Administrator (FPA). Tetra Tech will provide a list of identified Floodplain Administrator(s) for each municipality. <p>Worksheet 4: Action Review</p> <ul style="list-style-type: none"> Update status of mitigation actions included in previous plan update, including whether it has been implemented, and any roadblocks to progress. <p>Worksheet 5: New Development</p> <ul style="list-style-type: none"> Documents new building permits that have been issued since the previous plan, 2018-2022. Include new, large developments, including industrial and commercial properties. 	<p>Tetra Tech: Distribute homework sheets. Include list of identified Floodplain Administrator(s) for each municipality.</p> <p>Planning Partnership: Worksheets due back to Tetra Tech December 12, 2023.</p>
6	<p>Project Schedule</p> <ul style="list-style-type: none"> Kick-Off Meeting – TODAY! Goals and Finalize Hazards – Late Fall 2023 Risk Assessment – Late Fall 2023 Identify Actions – Winter 2023-2024 Finalize the Plan – Late Winter 2023 Draft Plan Completed – Early Spring 2024 Draft Plan Submitted to NYSDHSES – Early Spring 2024 Draft Plan Submitted to FEMA – Early Spring 2024 	-
7	<p>Questions/Next Steps/Discussion</p> <p><i>Mayor Leon Kelly</i> – Will contact be made with first responders?</p> <ul style="list-style-type: none"> Yes, they are one of the stakeholder groups that Tetra Tech will be reaching out to directly. <p><i>Supervisor Joe Borst</i> – The Town does not issue building permits; would the County be the entity to provide that information on the worksheet?</p> <ul style="list-style-type: none"> Tetra Tech will reach out to the County on behalf of the municipalities and get info directly from them as one large request instead of numerous small requests. 	-
8	<p>Conclusion</p> <ul style="list-style-type: none"> The meeting adjourned at 1:46 pm. 	-