



Herkimer 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:	August 9, 2022, 2:00 pm – 3:05 pm

Attendees:

Vincent (Jim) Bono	Herkimer County Legislature
Rodney Denslow	Tractor Supply
Adam Hutchinson	Herkimer-Fulton-Hamilton-Otsego BOCES
Michael Lamb	Herkimer ARC
Michael Moody	Village of Herkimer
Brinton Muller	Bassett Healthcare
Elizabeth O'Reilly	NYSDHSES
Maureen Petrie	Catholic Charities of Herkimer County
John Piseck	Herkimer County Industrial Development Agency
John J. Raymond	Herkimer County Emergency Services
Sheriff Scott Scherer	Herkimer County Sheriff Department
John Stephens	Herkimer County Legislature
Joseph Tomanio	Newport Telephone
Stephanie Tyoe	Herkimer County Highway Dept.
Robert (Bob) Vandawalker	Herkimer County Emergency Services
James (Jim) Wallace	Herkimer County
Diane Ward	Herkimer County Public Health
Jennifer Romano	NYSDHSES/OEM
Cynthia Addonizio-Bianco	Tetra Tech

**Agenda Summary:**

Item No.	Description	Action item(s):
1	<p><b>Welcome and Opening Remarks</b></p> <ul style="list-style-type: none"> <li>Meeting started at 2:00 pm</li> <li>John Raymond, Director of Herkimer County Emergency Services 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.</li> <li>Cynthia Addonizio-Bianco, project manager from Tetra Tech (Tt), also thanked participants.</li> <li>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</li> </ul>	



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	<p>indicated that NYSDHSES will provide support as needed throughout the mitigation planning process.</p>	
<p><b>2</b></p>	<p><b>Project Overview</b></p> <ul style="list-style-type: none"> <li>• Ms. Addonizio-Bianco provided the following information:             <ul style="list-style-type: none"> <li>○ 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.</li> <li>○ An overview of the phases of the hazard mitigation planning process including description of the project organization:                 <ul style="list-style-type: none"> <li>▪ Core Planning Team (CPT)</li> <li>▪ Herkimer County Emergency Services, Herkimer/Oneida Counties Comprehensive Planning Program, Tetra Tech</li> </ul> </li> <li>○ Steering Committee (SC)                 <ul style="list-style-type: none"> <li>▪ Numerous County Departments, Major Businesses, Outside Agencies, 2 municipal representatives</li> </ul> </li> <li>○ Planning Partnership (PP)                 <ul style="list-style-type: none"> <li>▪ All participating municipalities and Steering Committee members.</li> </ul> </li> <li>○ FEMA</li> <li>○ Stakeholders</li> </ul> </li> <li>• Steering Committee roles and responsibilities:             <ul style="list-style-type: none"> <li>○ Provide guidance and leadership</li> <li>○ Oversee the planning process</li> <li>○ Act as point o contact for partners and stakeholders</li> </ul> </li> <li>• 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.</li> <li>• Request for relevant plans and studies.</li> <li>• Ms. Addonizio-Bianco noted that participants will be given access to OneDrive to share documents and information.</li> </ul>	<ul style="list-style-type: none"> <li>• 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</li> <li>• Critical facility inventory survey to be distributed by Tt to the County and municipal representatives.</li> </ul>
<p><b>3</b></p>	<p><b>Risk Assessment and Hazards of Concern</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Ms. Addonizio-Bianco noted that NFIP data gathering for information on policies, losses, and NFIP assistance visits is underway.</li> </ul>	<ul style="list-style-type: none"> <li>• Steering Committee to provide input to update Hazards of Concern– to be distributed by and returned to Tt via email.</li> </ul>



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4	<p><b>Goals and Objectives</b></p> <ul style="list-style-type: none"> <li>• Ms. Addonizio-Bianco noted that the last HMP did not have a mission statement and recommended the addition of a statement to summarize the purpose of the plan.</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Steering Committee to provide input – to be distributed by and returned to Tt via email.</li> </ul>
5	<p><b>Upcoming Meetings</b></p> <ul style="list-style-type: none"> <li>• Ms. Addonizio-Bianco reviewed upcoming meetings:             <ul style="list-style-type: none"> <li>○ Steering Committee Meeting – September 20<sup>th</sup>, 2022*</li> <li>○ Planning Partnership – September 26<sup>th</sup>, 2022</li> <li>○ Risk Assessment Meeting – November 15<sup>th</sup>, 2022 (<i>tentative</i>)</li> <li>○ <i>Planning Partnership Risk Assessment Meeting – November 28<sup>th</sup> (tentative)</i></li> <li>○ Mitigation Strategy Workshop – January 23<sup>rd</sup>, 2023 (<i>tentative</i>)</li> </ul> </li> </ul>	<p><i>*Post meeting note - this meeting is rescheduled for September 27<sup>th</sup> at 2 pm.</i></p>
6	<p><b>Next Steps</b></p> <ul style="list-style-type: none"> <li>• Attend Planning Partnership Meeting</li> <li>• Determine Hazards of Concern to include in the HMP</li> <li>• Strengths, Weaknesses, Obstacles and Opportunities (SWOO)</li> <li>• Review Hazard Profiles</li> <li>• Review Risk Assessment Results</li> <li>• Identify Problems and Problem Areas</li> <li>• Develop Mitigation Strategy</li> <li>• Review Draft Plan</li> <li>• Submit Draft Plan for NYSDHSES/FEMA Review</li> <li>• Adopt FEMA-Approved Plan</li> <li>• Implement Projects and Maintain the Plan and Increase Resilience</li> </ul>	
7	<p><b>Conclusion</b> - The meeting concluded at 3:05 pm.</p>	