



MEETING NOTES

Meeting	Cattaraugus County, New York Hazard Mitigation Plan (HMP) Update Core Planning Group (CPG) Kickoff Meeting		
Date	November 2, 2023	Time	2:00 – 3:30 p.m.
Location	Cattaraugus County Department of Public Works (DPW) Conference Room, 8810 Route 242, Jack Ellis Drive, Little Valley, NY		
Attendees	Kathy Ellis, Commissioner, Cattaraugus County DPW		
	Kimberly A. Merrill, HMP Coordinator, Secretary to the Commissioner, Cattaraugus County DPW		
	Michael S. Prinino, Deputy Commissioner, Cattaraugus County DPW		
	Thomas Ruper, Safety Engineer, Cattaraugus County Attorney's Office Risk Management Division		
	Mary O'Leary, Director, Cattaraugus County Department of Community Services		
	Chris Baker, Director, Cattaraugus County Office of Emergency Services		
	Naomi Gennings, NIMS Coordinator, Cattaraugus County Office of Emergency Services		
	James Lawrence, Emergency Preparedness Director, Cattaraugus County Health Department		
	Chris Holewinski, GIS Coordinator, Cattaraugus County Office of Real Property & GIS Services		
	Tony Subbio, Project Manager, Tetra Tech		

Discussion Points

This section summarizes each discussion point addressed during the CPG Kickoff Meeting.

Introductions

Ms. Merrill welcomed the group. Attendees introduced themselves. A few attendees were new to hazard mitigation and the planning process. Most were involved in the 2020 HMP update.

Overview of Hazard Mitigation

Mr. Subbio provided a brief overview of hazard mitigation and the funding available from the Federal Emergency Management Agency (FEMA). He described the requirements of the Disaster Mitigation Act of 2000 (DMA 2000) and the New York State Division of Homeland Security and Emergency Services (NYS DHSES) for HMPs.

Project Scope Review

Mr. Subbio summarized the project scope, which is organized into the following tasks:

- Task 1: Organize the Planning Effort – This task includes formation of the CPG and the Steering Committee and conducting outreach to stakeholders and the general public. Jurisdictions will form teams of officials to compile information for the HMP update. Tetra Tech will develop a project website and a set of stakeholder surveys to collect information to feed the planning process. This task also includes data collection. Mr. Subbio sent Tetra Tech's GIS Data Wish List to Ms. Merrill on October 10, 2023.
- Task 2: Hazard Identification and Risk Assessment – This task includes analyzing the hazards of concern and how they impact the County and its communities. Following the completion of the risk assessment, Tetra Tech will conduct a public risk assessment review meeting.



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- Task 3: Vulnerability Assessment – This task analyzes the people, property, and other assets that could be impacted by the hazards.
- Task 4: Capability Assessment and Resource Integration – Under this task, planners will identify what programs and resources can be leveraged to reduce vulnerability. Tetra Tech will document each jurisdiction's participation in the National Flood Insurance Program (NFIP) under this task.
- Task 5: Mitigation Strategy and Actions and Plan Integration – This task includes updating the goals and objectives of the HMP, developing specific actions for inclusion in the updated HMP, and documenting how mitigation is integrated with other community plans.
- Task 6: Implementation and Plan Maintenance – Under Task 6, planners will document how the updated HMP will be maintained for the next 5 years. Tetra Tech will again deploy the BAToolSM program to support ongoing plan maintenance.
- Task 7: Draft Plan – This task captures progress on writing the updated HMP and the layers of review before the completed HMP is approved by FEMA.
- Task 8: Plan Adoption – Under this task, the County and participating jurisdictions will formally adopt the HMP.

FEMA Review of the 2020 HMP

Mr. Subbio facilitated the review of FEMA's comments from the 2020 HMP. Ms. Merrill pointed out that the use of the BAToolSM program worked well for five of the 38 municipalities. In 2023, Ms. Merrill conducted two virtual meetings to review the HMP. Approximately half of the municipalities attended the meetings. The County conducted one-on-one outreach with the rest of the municipalities. Ms. Merrill will send notes from each annual review meeting to Mr. Subbio.

Hazards of Concern

The following hazards will be profiled in the updated HMP:

- Dam Failure
- Flood
- Landslide
- Pandemic
- Severe Storm
- Severe Winter Storm
- Utility Failure
- Wildfire

There have been landslides in Ashford, Otto, Point Peter, and along NY-353 in the Village of Cattaraugus.

Mr. Baker stated that the New York State Department of Environmental Conservation's records on wildfires inflate the number of instances of wildfires such that wildfire is rated worse in the County than it is in the State of California. Mr. Baker will put together data on wildfires in the County.

Steering Committee

Mr. Subbio described the Steering Committee and the groups to be represented on it. He explained that school districts, multi-municipal authorities, and other special districts will be jurisdictions of their own in this HMP update. There are several fire districts and a few private water districts in the County.



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Mr. Subbio also described FEMA's recently updated requirements related to addressing social vulnerability in HMPs. Mr. Lawrence stated that he has data on economic status, health status, and vulnerability of the general population. Attendees stated that there are many organizations in the County that provide services to socially vulnerable populations. The Department of Social Services, Department of the Aging, and Department of Community Services actively serve these populations. Mr. Holewinski reported that the County maintains databases on vulnerable populations; he will work with Information Services to obtain the data.

Attendees will send lists of points of contact for Steering Committee organizations to Ms. Merrill.

Public and Stakeholder Outreach

Attendees discussed outreach to stakeholder organizations and the general public. Tetra Tech will conduct meetings with jurisdiction officials after the Steering Committee Kickoff Meeting and after the Risk Assessment Review Meeting. Tetra Tech will develop a project website, a problem identification survey on which individuals can pinpoint hazard impacts, and a set of stakeholder surveys. The stakeholder surveys will collect information from the general public, neighboring jurisdictions, and other stakeholder organizations. Ms. Merrill stated that the County may conduct outreach at in-person events as well.

Project Schedule Review

Mr. Subbio provided a brief overview of the project schedule. The risk assessment will be complete in March 2024. The mitigation strategy will be completed in July 2024. The draft of the HMP will be available for public comment by late July 2024. Public, State, and FEMA reviews of the plan will occur after that.

Mr. Subbio stressed that the project timeline depends on receiving data and information from the County and jurisdictions in a timely manner. Delays in receiving these data and information will delay the overall project timeline.

Next Steps

- Ms. Merrill will send the County's notes from the annual HMP reviews to Mr. Subbio.
- The County will update the GIS Data Wish List and return it to Tetra Tech.
- CPG members will send any relevant plans, studies, or documents to Mr. Subbio.
- Mr. Baker will compile wildfire data and provide them to Mr. Subbio.
- Mr. Holewinski will work with Information Services to obtain data on vulnerable populations.
- Attendees will send lists of points of contact for stakeholder organizations to Ms. Merrill.
- Tetra Tech will develop the survey tools.
- Tetra Tech will develop the project website.
- The CPG will schedule the Steering Committee Kickoff Meeting in early 2024.
- Tetra Tech will assess the risks faced by the County and its communities.

The meeting adjourned at 3:30 p.m.



AGENDA

CATTARAUGUS COUNTY HAZARD MITIGATION PLAN UPDATE Core Planning Group Kickoff Meeting

Thursday, November 2, 2023 | 2:00 – 4:00 p.m.

1. Introductions

2. Overview of Hazard Mitigation

3. Project Scope Review

- a. Task 1: Organize the Planning Effort
- b. Task 2: Hazard Identification and Risk Assessment
- c. Task 3: Vulnerability Assessment
- d. Task 4: Capability Assessment and Resource Integration
- e. Task 5: Mitigation Strategy and Actions and Plan Integration
- f. Task 6: Implementation and Plan Maintenance
- g. Task 7: Draft Plan
- h. Task 8: Plan Adoption

4. FEMA Review of the 2020 HMP

5. Hazards of Concern

- | | |
|----------------|------------------------|
| a. Dam Failure | h. Severe Storm |
| b. Flood | i. Severe Winter Storm |
| c. Landslide | j. Utility Failure |
| d. Pandemic | k. Wildfire |

6. Steering Committee

- a. Municipal officials
- b. Districts
- c. Authorities
- d. Socially vulnerable populations and service providers
- e. Others

7. Public and Stakeholder Outreach

- a. Jurisdictional Meetings
 - i. Following Steering Committee Kickoff Meeting
 - ii. Following Risk Assessment Review Meeting
 - b. Website
 - c. Problem Identification Survey
 - d. Stakeholder Surveys
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8. Project Schedule Review

9. Next Steps

- a. Document Request
 - b. GIS Data
 - c. Develop Website and Surveys
 - d. Steering Committee Kickoff Meeting
 - e. Risk Assessment Update
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10. Questions



SECTION 2:

PLAN ASSESSMENT

This section provides a discussion of the strengths of the planning process/plan document and identifies areas where this plan or subsequent updates of the plan could be improved beyond minimum requirements.

General

- Section 8, Planning Partnership, is a very nice introduction to the Annexes. Many plans do not provide this introduction.

Element A: Planning Process

Strengths

- This plan was developed while COVID-19 was disrupting normal operations. The County is to be commended for completing this plan in a virtual environment.
- The listing of expectation each jurisdiction was expected to meet was good to see because it helps ensure those expectations are met.
- It was excellent to see that in defining the role of jurisdictional representatives, one task was to involve in the planning process others from their jurisdiction representing the viewpoint of their department or function. A planning process that includes various points of view helps ensure better decisions are reached.

Opportunity for Improvement

- Sections 7.1, Plan Maintenance Section, describes an intent to meet annually in mid-October to review and evaluate progress and in October 2022 a detailed approach for updating the plan will be developed. The HMP coordinator will document progress with implementation of the plan and post the results on the County Office of Emergency Services website. It is important that this commitment be met, and it will be a challenge without the full cooperation of each jurisdiction, as there are about 550 mitigation actions. Upon approval of the plan the County should meet virtually with the Planning Partnership (participating jurisdictions) to reinforce the importance of keeping the plan up to date. The extent that the county and jurisdictions follow through on these commitments will likely a factor in the awarding of future FEMA planning and project grants and will help ensure the plan is next updated before it expires in five years.

Element B: Hazard Identification and Risk Assessment

Strengths

- The inundation maps for various dams, starting with Figure 5.4.1 – 4, were an excellent way to present risk information, and the discussion of levees was quite informative.
- Several tables provide risk information by jurisdiction, such as % of people exposed; % of buildings exposed; and the replacement value of exposed building. Other tables calculated to probability of an event occurring in any year. Taken together they presented information that allowed the risks from different hazards to be compared.
- The specifics given on past landslides helped in understanding the breath of the risk.

Opportunity for Improvement

- Significant improvements are not needed.

Element C: Mitigation Strategy

Strengths

- All but one of the towns and villages have a population below 3,000 (Table 4-2). The least populated town is Red House, where there are only 31 people between the ages of 5 and 65. The plan does a good job in including them in the process and in selecting mitigation actions for specific risks.

Opportunity for Improvement

- It is good that the 2020 planning process had each community identify their many risks and then identify mitigation actions to address these risk, but this should be balanced against their capacity to implement all of the actions. The small towns and villages mentioned above often found it difficult to make significant progress on implementing their actions from the 2014 plan. This makes it important that when prioritizing actions as high, medium, and low, the number of actions assigned a high priority be realistic. Several jurisdictions have identified every action as a high priority. These jurisdictions should revisit their prioritization to ensure they can reasonably expect to accomplish their highest priorities.
- The proposed mitigation actions sometime lump several problems together, which may be appropriate if the action is to study a type of problem or several problems that may be interrelated, but if the proposed action calls for multiple projects, in most cases there should be one mitigation action for each project. The exception to this would be if a group of projects are to be treated as a package when seeking budget or grant funding, or the work is to be contracted out under a single contract.
- Integration of plans and policies is an important contributor to sustainability and resilience. In jurisdictions with small populations, such as most communities are in Cattaraugus County, integration is more like to occur, albeit in an informal way. Nevertheless, the plan would be strengthened if it were clearer on how mitigation concepts and information are factored into decisions affecting land use, including deciding which capital improvement should be made because they can indirectly induce land use patterns.

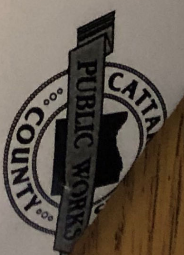
Project Schedule

Task	Timeframe
Task 1: Organize the Planning Effort	<ul style="list-style-type: none"> • Core Planning Group Kickoff Meeting conducted on November 2, 2023 • Municipal participation confirmed by early December 2023 • Steering Committee members identified by the end of November 2023 • Steering Committee Kickoff Meeting conducted in early December 2023 • Jurisdictional Team members identified by mid-December 2023 • Develop public outreach strategy by late December 2023 • Project website developed by the middle of December 2023 and maintained throughout the project • Jurisdictional Meetings to collect initial information conducted in mid-January 2024 • Data and documents collected by the end of January 2024 • Jurisdictional meetings to review risks, capabilities, and actions conducted in early May 2024 • Public and stakeholder surveys available online through early May 2024 • Public outreach conducted with the County through early May 2024 and documented in the HMP
Task 2: Hazard Identification and Risk Assessment	<ul style="list-style-type: none"> • List of hazards of concern developed within one week of the Core Planning Group Kickoff Meeting • Update hazard profiles through March 2024 • Steering Committee risk assessment review meeting conducted in late March 2024
Task 3: Vulnerability Assessment	<ul style="list-style-type: none"> • Risk and vulnerability assessment conducted through March 2024
Task 4: Capability Assessment and Resource Integration	<ul style="list-style-type: none"> • Review existing plans and other resources from jurisdictions and outside stakeholders by the end of March 2024 • Review and assess capabilities and current integration for the County and municipalities by early April 2024 • Describe ability to expand capabilities, including floodplain management, through April 2024
Task 5: Mitigation Strategy and Actions and Plan Integration	<ul style="list-style-type: none"> • Decide which vulnerabilities present an unacceptable risk and for which capabilities do not exist, and develop problem statements through March 2024 • Document criteria for evaluating options to solve problems and identify options to address each problem by early April 2024 • Confirm/update draft goals and objectives, and describe shifts in priorities (if applicable), in early April 2024 • Goals and objectives meeting conducted in mid-April 2024 • Steering Committee mitigation strategy workshop conducted in late May 2024 • Mitigation actions finalized, action worksheets populated, and jurisdictional annexes developed by the beginning of July 2024

Task	Timeframe
Task 6: Implementation and Plan Maintenance	<ul style="list-style-type: none"> Document funding sources by the end of April 2024 Plan maintenance procedures developed by the beginning of March 2024 Develop the BAToolSM Program with identified mitigation actions by November 2024 Launch the BAToolSM Program and hold training with Steering Committee and Jurisdictional Team by February 2025
Task 7: Draft Plan	<ul style="list-style-type: none"> Draft developed and posted to the project and County websites by late July 2024 Public comment period running from the end of March to the end of August 2024 Public Draft Plan Review Meeting conducted at the end of August 2024 Comments documented and draft finalized by the beginning of September 2024 Draft submitted to NYS DHSES in early September 2024 NYS DHSES Review Period from early September to mid-October 2024 Draft HMP updated and submitted to FEMA Region II in early November 2024 FEMA Review Period from early November to the middle of December 2024 APA granted in the beginning of January 2025
Task 8: Plan Adoption	<ul style="list-style-type: none"> Resolutions adopting the HMP passed in November 2024 – January 2025 Final deliverable to County by the end of January 2025
Project Management	<ul style="list-style-type: none"> Project Kickoff Meeting conducted on August 17, 2023 Project Closeout Meeting conducted in February 2025



HAZARD MITIGATION PLAN UPDATE | CORE PLANNING GROUP SIGN-IN



Thursday November 2, 2023

Start time: 2:00 pm End time: 3:30 pm

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