



# MEETING NOTES

Meeting	Cattaraugus County, New York Hazard Mitigation Plan (HMP) Update Steering Committee Kickoff Meeting		
Date	March 7, 2024	Time	5:30 – 6:35 p.m.
Location	Cattaraugus County Legislative Chambers, 303 Court Street, Little Valley, NY 14755		
Attendees	Kathleen Ellis, Commissioner, Cattaraugus County DPW		
	Michael Prinino, Deputy Commissioner, Cattaraugus County DPW		
	Kimberly Merrill, Secretary to the Commissioner, Cattaraugus County DPW		
	Naomi Gennings, NIMS Coordinator, Cattaraugus County OES		
	Chris Holewinski, GIS Coordinator, Cattaraugus County Real Property		
	Thomas Ruper, Safety Engineer, Cattaraugus County Risk Management (virtual)		
	Chris McPherson, Supervisor, Town of Allegany		
	Tony Papasergi, Highway Superintendent, Town of Allegany (virtual)		
	John Helgager, Code Enforcement, Villages of Allegany, Franklinville, and Little Valley		
	Michael Fox, Highway Superintendent, Town of Carrollton		
	Anthony Nagel, Mayor, Village of Cattaraugus		
	Jonathon Wolfe, Public Works Superintendent, Village of Cattaraugus		
	Tina Hyde, Supervisor, Town of Coldspring		
	Kirk Hayes, Highway Superintendent, Town of Coldspring		
	Aaron Huber, Supervisor, Town of Dayton (virtual)		
	Matthew McAndrew, Supervisor, Town of Ellicottville (virtual)		
	Kelly Fredrickson, Code Enforcement, Town of Ellicottville (virtual)		
	Gregory Keyser, Planner, Town of Ellicottville (virtual)		
	Mark Chudy, Public Works Superintendent, Village of Ellicottville (virtual)		
	Pam Tilton, Supervisor, Town of Farmersville		
	Heather Stevens, Councilwoman, Town of Franklinville (virtual)		
	Donna Vickman, Representative, Town of Farmersville		
	Dan Brown, Supervisor, Town of Great Valley (virtual)		
	Rebecca Kruszynski, Councilwoman, Town of Great Valley (virtual)		
	Fred Filock, Supervisor, Town of Leon		
	Megan Morganstern, Clerk, Town of Little Valley (virtual)		
	Susan Koch, Clerk Emeritus, Town of Little Valley (virtual)		
	Jim Bowen, Mayor, Village of Little Valley (virtual)		
	Tim Byroads, Highway Superintendent, Town of Machias		
	Carl Calarco, Supervisor, Town of Mansfield (virtual)		
	Patrick Murphy, Supervisor, Town of New Albion (virtual)		
	Pat Zink, Highway Superintendent, Town of Olean (virtual)		
	Robert Barber, Highway Superintendent, Town of Otto (virtual)		



# MEETING NOTES

	Dan Stang, Highway Superintendent, Town of Perrysburg
	Dan Ackley, Highway Superintendent, Town of Persia
	Anthony Evans, Mayor, Village of Portville
	Cody Uhl, Highway Superintendent, Town of Randolph
	Robert Killock, Mayor, Village of South Dayton (virtual)
	Steve Pollock, Public Works Superintendent, Village of South Dayton (virtual)
	Heather Lamberson, Supervisor, Town of South Valley (virtual)
	Mary Ruth, Clerk, Town of South Valley (virtual)
	Marcia Lexer, Supervisor, Town of Yorkshire
	Christopher Lexer, Highway Superintendent, Town of Yorkshire
	Sharon Huff, Superintendent, Catt-Little Valley Central School District (virtual)
	Kale Luce, School Resource Officer, Randolph Central School
	Tom Sturdevant, Fire Chief, Salamanca Fire District (virtual)
	Roland Paperman, DHSES Representative, New York State Division of Homeland Security and Emergency Services (virtual)
	Tony Subbio, Project Manager, Tetra Tech

## Discussion Points

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

## Introductions

Ms. Merrill welcomed attendees to the meeting. Attendees introduced themselves. Most attendees were part of the 2019-2020 update of the Cattaraugus County HMP.

## Overview of Hazard Mitigation

Mr. Subbio provided an orientation to hazard mitigation. He described the requirements of the Disaster Mitigation Act of 2000 (DMA 2000) as they relate to development of the Cattaraugus County HMP. He also reviewed the NYS DHSES requirements for the HMP.

## Project Scope Review

Mr. Subbio reviewed the project scope and tasks of the HMP update.

### Task 1: Organize the Planning Effort

Mr. Subbio described the roles of the Core Planning Group (CPG) and the Steering Committee. He summarized the change since the last HMP planning effort that school districts, authorities, and other districts will be treated as their own jurisdictions this time. Ms. Merrill had sent Letters of Intent to Participate (LOIs) to jurisdiction officials; she will resend the letters to jurisdictions. Mr. Subbio described the methods of outreach that will be used in the HMP update. He reported that the project website, [www.cattcohmp.com](http://www.cattcohmp.com), is live, and stakeholder surveys have been developed.



# MEETING NOTES

## Task 2: Hazard Identification and Risk Assessment

Mr. Subbio reviewed the list of hazards of concern, shown in the following list:

- Dam failure
- Flood
- Landslide
- Pandemic
- Severe storm
- Severe winter storm
- Utility failure
- Wildfire

## Task 3: Vulnerability Assessment

Mr. Subbio described the analysis that will be conducted for each hazard of concern. For the flood hazard, Tetra Tech will model losses from the 1 percent annual chance event. For the severe storm hazard, Tetra Tech will model losses from the 500-year mean return period wind event. Tetra Tech will conduct a quantitative exposure analysis of the dam failure, landslide, and wildfire hazards.

Following the completion of the risk assessment, there will be a Steering Committee meeting to review the results with the committee and general public.

## Task 4: Capability Assessment and Resource Integration

Mr. Subbio described the capability assessment. Tetra Tech's planners will review plans, regulations, and other documents. Evaluating jurisdictions' ability to adapt to future hazard conditions (i.e., adaptive capacity) will be part of the assessment as well. The HMP will document how different plans and programs are integrated to reduce long-term vulnerability.

## Task 5: Mitigation Strategy and Actions and Plan Integration

The CPG and Tetra Tech will develop the goals and objectives and then review them with the Steering Committee. Tetra Tech and the County will facilitate a Mitigation Strategy Workshop. During the workshop, officials will work to further develop their jurisdictions' mitigation actions for inclusion in the HMP.

Each jurisdiction will have its own annex in the HMP. Tetra Tech will assign a planner to each jurisdiction to guide local officials through development of the annexes. Mr. Subbio introduced the information gathering worksheet that each jurisdiction will be asked to complete to capture information for the annex updates.

## Task 6: Implementation and Plan Maintenance

The Plan Maintenance section will define procedures for maintaining the HMP over the next five years. Tetra Tech will load each jurisdiction's mitigation actions into the BATool<sup>SM</sup> software tool to facilitate the annual review process.

## Task 7: Draft Plan

Throughout the planning process, Tetra Tech will develop the HMP document. The main body will profile the county, explain the planning process, include the risk assessment and mitigation strategy, and discuss maintenance of the plan. Each jurisdiction will have its own annex in the HMP, which will provide information specific to that jurisdiction.

The draft plan will be shared with the Steering Committee for review and comment throughout the planning process. After making any required changes, Tetra Tech will post the HMP for public review. The public review period will be advertised and will last for 30 days. Tetra Tech will then conduct a public meeting with the Steering Committee to gather feedback on the draft plan and make any required changes.



# MEETING NOTES

Tetra Tech will submit the draft for the State's formal review. NYS DHSES will review the draft. If changes are required, Tetra Tech will make the changes and resubmit the document to the State. After the State is satisfied with the draft, the State will forward it to Federal Emergency Management Agency (FEMA) Region II for review.

## Task 8: Adoption

Once NYS DHSES determines that the HMP meets state and federal requirements, NYS DHSES expects that FEMA Region 2 will not identify any required revisions, so the HMP will be ready for adoption by the jurisdictions. The County will work with the jurisdictions to pass adoption resolutions while the HMP is being reviewed by FEMA.

When FEMA is satisfied with the HMP, FEMA will grant the HMP "approvable pending adoption" status to indicate that it meets all requirements and will approve the HMP for all jurisdictions that have adopted the plan.

## Project Schedule Review

Mr. Subbio reviewed the project schedule with the Steering Committee. He stated that the draft plan will be completed in August 2024 to allow for FEMA review, adoption, and formal approval by February 2025. Interim milestones of the planning process include the following:

- The risk assessment will be complete by June 2024.
- The Mitigation Strategy Workshop will be conducted in late July 2024.

## Next Steps

Mr. Subbio reviewed the following next steps in the HMP update process with attendees:

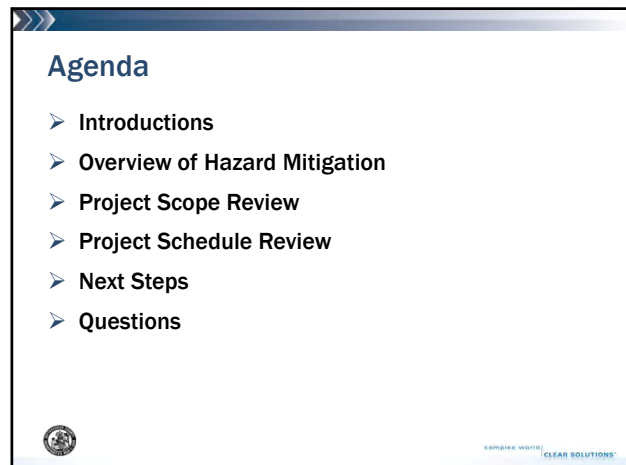
- The information-gathering worksheet will be sent to jurisdictional officials once Tetra Tech receives contact information for each jurisdiction.
- Jurisdictional officials will gather and provide existing plans and ordinances to Tetra Tech's planners.
- Tetra Tech will complete the risk assessment.

With no further questions, Mr. Subbio thanked attendees for their time and participation.

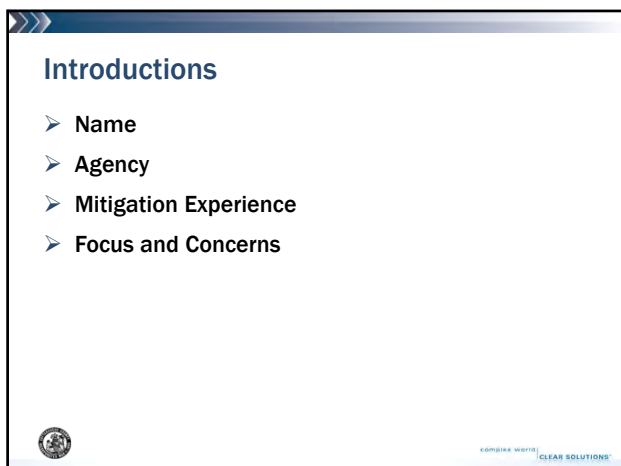
The meeting adjourned at 6:35 p.m.



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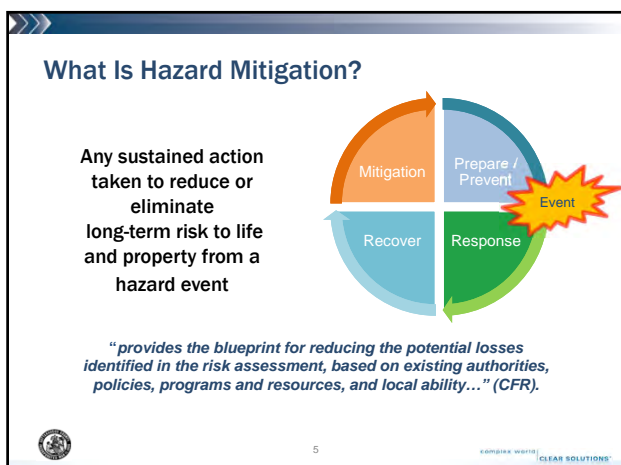
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## Federal Requirements

- **Disaster Mitigation Act of 2000**
  - Risk assessment
  - Public outreach and participation
  - Process for update
  - Formal state and FEMA review
  - Documentation of acceptance by the community



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## New York State Requirements

- Assess critical facilities
- Include jurisdictional annexes
- Develop mitigation actions
- Post draft plan online



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## Project Scope Review

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## Project Scope Review

- **Task 1 – Organize the Planning Effort**
  - Core Planning Group – strategic oversight
  - Steering Committee
    - Jurisdictional officials
    - Stakeholders
    - General public

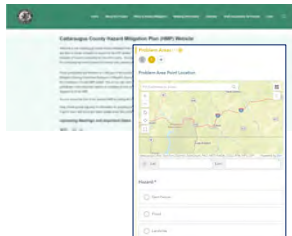


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## Project Scope Review

- **Task 1 – Organize the Planning Effort (continued)**
  - Outreach Strategy
    - Letter of Intent to Participate
    - Project website
    - Problem areas survey
    - Information gathering surveys
      - Individuals
      - Neighboring Counties
      - Stakeholders



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## Project Scope Review (Continued)

- **Task 2: Hazard Identification and Risk Assessment**
  - Hazards of Concern
    - Dam failure
    - Flood
    - Landslide
    - Pandemic
    - Severe storm
    - Severe winter storm
    - Utility failure
    - Wildfire



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## Project Scope Review (Continued)

### Task 3: Vulnerability Assessment

- HAZUS-MH Analysis
  - Flood: 1-percent annual chance floodplain
  - Wind: 500-year MRP events
- Quantitative Analysis for Geographic Hazards
- Review Risk Assessment with Steering Committee (open to the public)



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## Project Scope Review (Continued)

### Task 4: Capability Assessment and Resource Integration

- Review plans, regulations, and other documents
- Assess adaptive capacity
- Document integration of plans and programs
- Assess local floodplain management capabilities



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## Project Scope Review (Continued)

### Task 5: Mitigation Strategy and Actions and Plan Integration

- Develop goals and objectives
- Conduct Mitigation Strategy Workshop
- Develop annexes



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## Project Scope Review (Continued)

### Task 6: Implementation and Plan Maintenance

### Task 7: Draft Plan

- Develop the document
- Review throughout the planning process
- Public review
- Draft Plan Review Meeting (open to the public)



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## Project Scope Review (Continued)

### Task 7: Draft Plan (continued)

- Submittal to the New York State Division of Homeland Security and Emergency Services (NYS DHSES)
- Update as Necessary
- FEMA Review



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## Project Scope Review (Continued)

### Task 8: Plan Adoption

- Adoption
- Approval
- Final Deliverables

**Sample Resolution**

LOCAL GOVERNMENT, INCLUDING SPECIAL DISTRICTS, New York

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE LOCAL GOVERNMENT ADOPTING THE 2020 Columbia County Hazard Mitigation Plan

WHEREAS the local government hereby recognizes the threat that hazard poses to people and property within local government; and

WHEREAS the local government has prepared a multi-hazard mitigation plan, hereby known as the 2020 Columbia County Hazard Mitigation Plan, in accordance with federal laws, including the Robert T. Stafford Disaster Relief and Emergency Assistance Act, or successor the National Flood Insurance Act of 1968, as amended, and the Hazard Mitigation Act of 2006, and

AND WHEREAS the 2020 Columbia County Hazard Mitigation Plan identifies mitigation goals and actions to reduce or eliminate the risk to people and property in local government from the impacts of major hazards and disasters; and

AND WHEREAS the local government hereby recognizes the need to adopt a plan to achieve the goals outlined in the 2020 Columbia County Hazard Mitigation Plan;

BEFORE THE LOCAL GOVERNMENT, AS IT MEETS IN THE LOCAL GOVERNMENT, HEREBY RESOLVES:

The local government hereby adopts the 2020 Columbia County Hazard Mitigation Plan, which contains the goals and actions to reduce or eliminate the risk to people and property from the impacts of major hazards and disasters, and

WHEREAS the local government hereby recognizes the need to adopt a plan to achieve the goals outlined in the 2020 Columbia County Hazard Mitigation Plan, and

WHEREAS the local government hereby recognizes the need to adopt a plan to achieve the goals outlined in the 2020 Columbia County Hazard Mitigation Plan, and

ADOPTED by a vote of \_\_\_\_\_ in favor and \_\_\_\_\_ against, and \_\_\_\_\_ abstaining, this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
(Local Name)

ATTEST: By \_\_\_\_\_  
(Local Name)

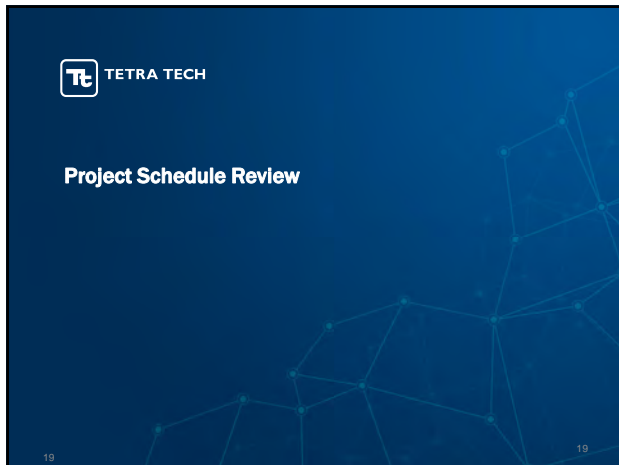
APPROVED AS TO FORM BY \_\_\_\_\_  
(Local Name)



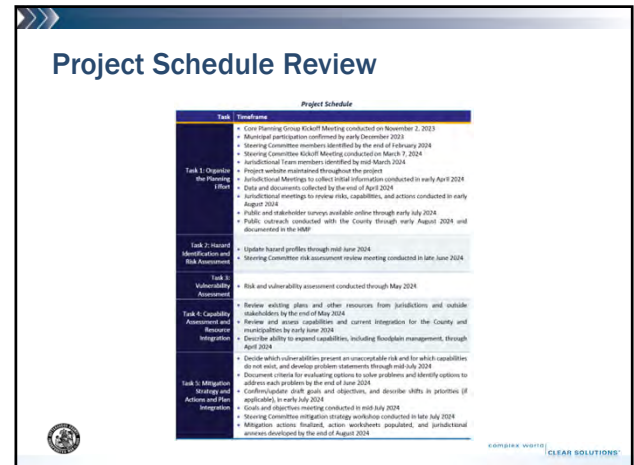
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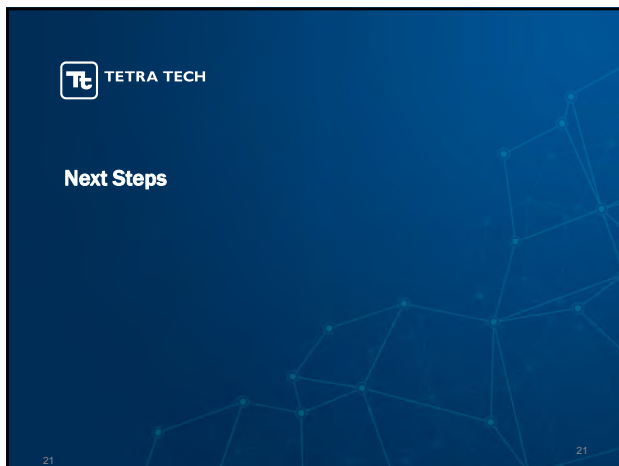




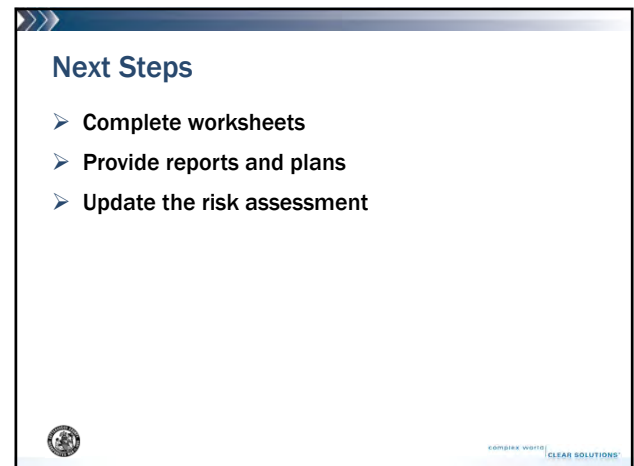
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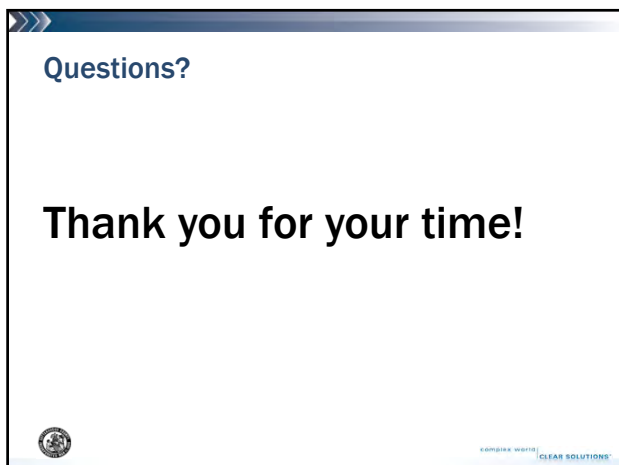
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# AGENDA

## CATTARAUGUS COUNTY HAZARD MITIGATION PLAN UPDATE Steering Committee Kickoff Meeting

Thursday, March 7, 2024 | 5:30 – 7:30 p.m.

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### 1. Introductions

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### 2. Overview of Hazard Mitigation

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### 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

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### 4. Project Schedule Review

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### 5. Next Steps

- a. Complete worksheets
- b. Provide reports and plans
- c. Update the risk assessment

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### 6. Questions

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### ***Project Schedule***

Task	Timeframe
Task 1: Organize the Planning Effort	<ul style="list-style-type: none"> <li>• Core Planning Group Kickoff Meeting conducted on November 2, 2023</li> <li>• Municipal participation confirmed by early December 2023</li> <li>• Steering Committee members identified by the end of February 2024</li> <li>• Steering Committee Kickoff Meeting conducted on March 7, 2024</li> <li>• Jurisdictional Team members identified by mid-March 2024</li> <li>• Project website maintained throughout the project</li> <li>• Jurisdictional Meetings to collect initial information conducted in early April 2024</li> <li>• Data and documents collected by the end of April 2024</li> <li>• Jurisdictional meetings to review risks, capabilities, and actions conducted in early August 2024</li> <li>• Public and stakeholder surveys available online through early July 2024</li> <li>• Public outreach conducted with the County through early August 2024 and documented in the HMP</li> </ul>
Task 2: Hazard Identification and Risk Assessment	<ul style="list-style-type: none"> <li>• Update hazard profiles through mid-June 2024</li> <li>• Steering Committee risk assessment review meeting conducted in late June 2024</li> </ul>
Task 3: Vulnerability Assessment	<ul style="list-style-type: none"> <li>• Risk and vulnerability assessment conducted through May 2024</li> </ul>
Task 4: Capability Assessment and Resource Integration	<ul style="list-style-type: none"> <li>• Review existing plans and other resources from jurisdictions and outside stakeholders by the end of May 2024</li> <li>• Review and assess capabilities and current integration for the County and municipalities by early June 2024</li> <li>• Describe ability to expand capabilities, including floodplain management, through April 2024</li> </ul>
Task 5: Mitigation Strategy and Actions and Plan Integration	<ul style="list-style-type: none"> <li>• Decide which vulnerabilities present an unacceptable risk and for which capabilities do not exist, and develop problem statements through mid-July 2024</li> <li>• Document criteria for evaluating options to solve problems and identify options to address each problem by the end of June 2024</li> <li>• Confirm/update draft goals and objectives, and describe shifts in priorities (if applicable), in early July 2024</li> <li>• Goals and objectives meeting conducted in mid-July 2024</li> <li>• Steering Committee mitigation strategy workshop conducted in late July 2024</li> <li>• Mitigation actions finalized, action worksheets populated, and jurisdictional annexes developed by the end of August 2024</li> </ul>

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



# CATTARAUGUS COUNTY HAZARD MITIGATION PLAN UPDATE

## Steering Committee Kickoff Meeting

# SIGN-IN

Thursday, March 7, 2024 | 5:30 – 7:30 p.m.

NAME/TITLE	AGENCY/ORGANIZATION	E-MAIL ADDRESS	TELEPHONE
Kirk Hayes Hwy Superintendent	Town of Coldspring	Coldspring Hwy@Hotmail	716 499-0030
John Helgager CEO	Village of Little Valley Village of Allegany Franklinville	jhelgager@allegany.org	(716)790-0073
Chris Nolewinski	Real Property	cdnolewinski@comcast.net	716-938-2322
Cody Uhl Highway Superintendent	Town of Randolph	Highway@randolphny.net	716-485-6037
Chris McPherson Town Supervisor	Town of Allegany	supervisor@townofallegany.com	716-790-1444
Dan Stang Highway Super	Town of Perrysburg	townofperrysburg@gmail.com	716-359-5517
Tracy Eddels	CCDPW	traced@att.net	716-938-2460
Pamela Joia Town Supervisor	Town of Farmersville	pamelaioa24@gmail.com	716-498-4150
Christopher Loner	Town of Yorkshire	yorkshirecode@yahoo.com	716-560-8964
Tony Subbio/PM	Tetra Tech	tony.subbio@tetratech.com	717-839-5654







CATTARAUGUS COUNTY HAZARD MITIGATION PLAN UPDATE  
Steering Committee Kickoff Meeting

SIGN-IN

Thursday, March 7, 2024 | 5:30 – 7:30 p.m.

NAME/TITLE	AGENCY/ORGANIZATION	E-MAIL ADDRESS	TELEPHONE
Kimberly Merrill Secretary to Comm/DPR	CattCo DPR	kamerrill@cattco.org	(716) 938-2480
Mike Prunino Deputy Commissioner	CattCo DPR	mjprunino@cattco.org	716-938-2483
Noomi Giennings NIMS Coordinator	Catt Co OES	Nagennings@cattco.org	716-512-8665
Kate Luk School Resource Officer	Randolph Central School	kluce3@randolphcss.org	716-358-7054
MICHAEL P. FOX HIGHWAY Supt	T.O. CARROLLTON	mikepfox@hotmail.com	716-378-3302
DAN ACKLEY Highway Supt.	Town of Persia	persiahighway@roadrunner.com	716-353-6304
FRED FLOCK TOWN SUPERVISOR	TOWN OF LEOX	FRADO@NETSYN.NET	716-548-5087
TOWN Supervisor	Town of Cold Spring	townofcoldspring supervisor@outlook.com	716-969-3567
Anthony Nagel Mayor	Village of Cattaraugus	m2405@villagecattaraugus.com	716-946-9618
Vanessa Woffe	Village of Cattaraugus	cattco2@gmail.com	716-257-0151







CATTARAUGUS COUNTY HAZARD MITIGATION PLAN UPDATE  
Steering Committee Kickoff Meeting

SIGN-IN

Thursday, March 7, 2024 | 5:30 – 7:30 p.m.

NAME/TITLE	AGENCY/ORGANIZATION	E-MAIL ADDRESS	TELEPHONE
Anthony Evans	Village of Portville	portvillemayor@gmail.com	(716) 342-7366
Donna Vickinaw	Farmersville	donnvi@aon.com	716-498-5209
Marcia Lexer	Yorkshire Supv	supervisor@yorkshireny.org	
Tim Byroads	Machias highwaysup	machias Hwy 2015@yahoo	716-353-8911





# Hazard Mitigation Meeting Kickoff

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Jim Bowen

Kelly Fredrickson

Mark Chudz

Mary Ruth

Megan Morgenstein

Patrick Murphy

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Robert Killen

Roland Paperman

Sharon Thuff

South Valley (Heather)

Steve Pollock

Thomas Rupp

Tom Sturdevant

Tony Papasergo

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## Kimberly A. Merrill

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**From:** Daniel Brown <danbrown5346@gmail.com>  
**Sent:** Thursday, March 7, 2024 5:50 PM  
**To:** Kimberly A. Merrill  
**Subject:** (EXTERNAL) Re: HMP Update | Steering Committee Kickoff Meeting (Virtual Option)

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Kim, attending in great valley are  
Matt McCandrew Ellicottville  
Aaron Huber from Dayton  
CARL Clarco Mansfield  
Becky Krynski great valley board.  
Thank you

On Tue, Mar 5, 2024, 11:41 AM Kimberly A. Merrill <[kamerrill@cattco.org](mailto:kamerrill@cattco.org)> wrote:

This meeting invitation provides the sign-in details for virtual attendance at the Cattaraugus County Hazard Mitigation Plan Update Steering Committee Kickoff Meeting, scheduled to take place Thursday, March 7 at 5:30 pm.

If there are any questions, please contact Kimberly Merrill at [kamerrill@cattco.org](mailto:kamerrill@cattco.org) or 716.938.2480. Thank you!

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**When  
it's  
time,  
join  
your  
Webex  
meeting  
here.**



### More ways to join:

Join from the meeting link

<https://cattcounty.webex.com/cattcounty/j.php?MTID=m381c9249b5b82dac548ebd65fd429f96>