

**Cattaraugus County, NY – Hazard Mitigation Plan 2025 Update  
Risk Assessment and Mitigation Strategy Meeting | Meeting Minutes**



<b>Purpose of Meeting:</b>	Risk Assessment and Mitigation Strategy Meeting	
<b>Location of Meeting:</b>	Teleconference	
<b>Date of Meeting:</b>	September 17, 2024 @ 9:00 A.M.	
<b>Attendees:</b>	<ul style="list-style-type: none"> <li>• <b>Cattaraugus County Public Works</b> <ul style="list-style-type: none"> <li>○ Kim Merrill, Secretary to the Commissioner</li> <li>○ Kathy Ellis, Commissioner</li> </ul> </li> <li>• <b>Cattaraugus County Health Department</b> <ul style="list-style-type: none"> <li>○ James Lawrence, Preparedness Director</li> </ul> </li> <li>• <b>Cattaraugus County Emergency Services</b> <ul style="list-style-type: none"> <li>○ Naomi Gennings, NIMS Coordinator</li> </ul> </li> <li>• <b>Cattaraugus County Sheriff Department</b> <ul style="list-style-type: none"> <li>○ Kristy Sicignano, Deputy Sheriff</li> </ul> </li> <li>• <b>Town of Coldspring</b> <ul style="list-style-type: none"> <li>○ Tina Hyde, Supervisor</li> <li>○ Randall Brooks, Code Enforcement Officer</li> <li>○ Kirk Hayes, Highway Supervisor</li> </ul> </li> <li>• <b>Town of Ellicottville</b> <ul style="list-style-type: none"> <li>○ Gregory Keyser, Engineer</li> </ul> </li> <li>• <b>Village of Ellicottville</b> <ul style="list-style-type: none"> <li>○ Gregory Keyser, Engineer</li> </ul> </li> <li>• <b>Village of Little Valley</b> <ul style="list-style-type: none"> <li>○ Jim Bowen, Mayor</li> </ul> </li> <li>• <b>Town of Humphrey</b> <ul style="list-style-type: none"> <li>○ Margo Pearl, Supervisor</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Town of Leon</b> <ul style="list-style-type: none"> <li>○ Fred Filock, Supervisor</li> </ul> </li> <li>• <b>Town of Machias</b> <ul style="list-style-type: none"> <li>○ Tim Byroads, Highway Superintendent</li> </ul> </li> <li>• <b>City of Olean</b> <ul style="list-style-type: none"> <li>○ Eric Maurouard, Fire Chief</li> </ul> </li> <li>• <b>Town of Randolph</b> <ul style="list-style-type: none"> <li>○ Cody Uhl, Highway Superintendent</li> </ul> </li> <li>• <b>Town of Perrysburg</b> <ul style="list-style-type: none"> <li>○ David Hekman, Code Enforcement Officer</li> </ul> </li> <li>• <b>Town of South Valley</b> <ul style="list-style-type: none"> <li>○ Kim Ramsdell, Councilperson</li> </ul> </li> <li>• <b>Allegany-Limestone CSD</b> <ul style="list-style-type: none"> <li>○ Paige Kinnaird, Director of Instruction</li> </ul> </li> <li>• <b>Randolph CSD</b> <ul style="list-style-type: none"> <li>○ Charles Shevlin, School Business Executive</li> </ul> </li> <li>• <b>NYS DHSES</b> <ul style="list-style-type: none"> <li>○ Kevin Clapp, Planning Manager</li> </ul> </li> <li>• <b>Tetra Tech</b> <ul style="list-style-type: none"> <li>○ Jessica Stokes, Project Manager</li> <li>○ Emily Vassallo, Lead Planner</li> </ul> </li> </ul>
<b>Agenda Summary:</b>	The purpose of the meeting was to provide an overview of the hazard mitigation planning process, discuss public and stakeholder outreach efforts, review the risk assessment results, including the hazard ranking, introduce the SWOO exercise to the Planning Partnership, describe the contains within the mitigation strategy, provide an opportunity for jurisdictions to review their previous mitigation actions, complete outstanding worksheets with assistance from Tetra Tech planners, discuss what makes a good mitigation action, and identify potential 2025 mitigation actions.	
Item No.	Description	Action item(s):
1	<b>Introductions</b>	-
2	<b>Project Status</b> <ul style="list-style-type: none"> <li>• Review jurisdictions with outstanding worksheets</li> <li>• Public Outreach and Engagement <ul style="list-style-type: none"> <li>○ Post links on social media and department/agency websites</li> <li>○ Stakeholder and neighboring municipalities surveys have been distributed</li> <li>○ Make efforts to reach out to: <ul style="list-style-type: none"> <li>▪ General Public</li> <li>▪ Stakeholders</li> <li>▪ Neighbors</li> </ul> </li> </ul> </li> </ul>	<b>Planning Partnership</b> <ul style="list-style-type: none"> <li>• Complete and submit outstanding worksheets</li> <li>• Post links on social media and department/agency websites</li> <li>• Make efforts to reach out to general public, stakeholders, neighbors, and socially vulnerable populations</li> </ul>



3	<p><b>Risk Assessment Overview</b></p> <ul style="list-style-type: none"> <li>• Risk is defined as a function of :             <ul style="list-style-type: none"> <li>○ Hazard                     <ul style="list-style-type: none"> <li>▪ Source of potential danger or adverse condition</li> </ul> </li> <li>○ Exposure                     <ul style="list-style-type: none"> <li>▪ Manmade or natural features that are exposed to the hazard</li> </ul> </li> <li>○ Vulnerability                     <ul style="list-style-type: none"> <li>▪ Damage susceptibility of the exposed features</li> </ul> </li> <li>○ Adaptive Capacity (or capability)                     <ul style="list-style-type: none"> <li>▪ Plans/policies</li> <li>▪ Response/recovery</li> </ul> </li> <li>○ Financial resources</li> </ul> </li> </ul>	-
4	<p><b>Risk Assessment Results</b></p> <ul style="list-style-type: none"> <li>• Provided an overview of the results from the risk assessment for each hazard. Results were a combination of qualitative and quantitative data.</li> </ul>	-
5	<p><b>Hazard Rankings</b></p> <ul style="list-style-type: none"> <li>• The calculated probability of a hazard occurring based on historical data</li> <li>• <i>Impacts to people, property, and the economy</i> based on GIS data and analysis of exposure.</li> <li>• The degree to which <i>climate change</i> will affect future occurrences based on best available data.</li> <li>• The degree to which existing <i>capabilities</i> (the ability of your community to respond to the hazard based on ordinances, mitigation strategies and procedures, and readiness) decrease overall risk.</li> <li>• Ranking:             <ul style="list-style-type: none"> <li>○ High: Severe Winter Weather, Severe Weather</li> <li>○ Medium: Flood, Utility Failure, Pandemic, Landslide</li> <li>○ Low: Wildfire, Dam and Levee Failure</li> </ul> </li> </ul>	-
6	<p><b>Identifying and Developing Mitigation Strategies</b></p> <ul style="list-style-type: none"> <li>• The <b>Mitigation Strategy</b> is the County’s roadmap to reduce the risk of hazards identified in the HMP. The strategy is based on hazard impacts, asset vulnerability, and the County’s capabilities.</li> <li>• <b>Mitigation Actions</b> are specific activities, such as policies, projects, and studies, that stakeholders identify to reduce risk.             <ul style="list-style-type: none"> <li>○ Forward-looking and incorporate changing conditions for the life of the County’s assets</li> <li>○ Consider changing demographics, development patterns, impacts of climate change.</li> <li>○ Examples of actions may include elevating electrical and HVAC equipment to reduce the likelihood of damage from floodwaters or planting trees to lower temperatures exacerbated by pavement.</li> </ul> </li> <li>• What is a <b>Mitigation Strategy</b>?             <ul style="list-style-type: none"> <li>○ A group of projects or actions to reduce the impacts of the hazards of concern on your community                     <ul style="list-style-type: none"> <li>▪ Plans and Regulations</li> <li>▪ Structure and Infrastructure Studies and Projects</li> <li>▪ Natural Systems Protection Studies and Projects</li> <li>▪ Education and Awareness Programs</li> </ul> </li> </ul> </li> <li>• Terms to describe the <i>Mitigation Strategy</i> include:             <ul style="list-style-type: none"> <li>○ <b>Mitigation Action Plan or Action Plan</b></li> </ul> </li> </ul>	-



	<ul style="list-style-type: none"> <li>○ <b>Mitigation Projects or Initiatives or Actions</b></li> <li>• Need a clear connection between vulnerabilities identified in the risk assessment and proposed mitigation actions.</li> <li>• The capability assessment can provide insight into challenges and opportunities for the mitigation strategy.</li> <li>• All actions proposed in the mitigation strategy must have a factual basis tied to the results of the risk and capability assessments (<i>this shouldn't be a wish list!</i>)</li> </ul>	
7	<p><b>Developing New Potential Actions</b></p> <ul style="list-style-type: none"> <li>• Quality not quantity                             <ol style="list-style-type: none"> <li>1. Each action needs detailed information on the why, who, what, and when of the action.</li> </ol> </li> <li>• Previous Projects                             <ol style="list-style-type: none"> <li>1. If a project is not finished and still a priority, include in 2025 HMP</li> <li>2. Remove general projects or make more specific</li> <li>3. Remove ongoing capabilities like maintenance or annual outreach</li> </ol> </li> <li>• <b>Each hazard needs at least one mitigation action</b></li> <li>• If your jurisdiction has Repetitive Loss Properties - an action is needed to mitigate the properties (elevation or acquisition) with specifics (street or neighborhood names, not specific addresses)</li> <li>• Four types of Mitigation Actions                             <ol style="list-style-type: none"> <li>1. Plans and regulations</li> <li>2. Structure and Infrastructure</li> <li>3. Natural systems protection</li> <li>4. Education and awareness</li> </ol> </li> </ul>	
8	<p><b>2025 Proposed Goals</b></p> <ol style="list-style-type: none"> <li>1. Protect life, property, the environment, and critical infrastructure from hazard impacts.</li> <li>2. Coordinate hazard mitigation programs and other planning efforts that affect the County.</li> <li>3. Educate the public, officials, and other stakeholders about the hazards they face and what can be done to mitigate hazard impacts.</li> <li>4. Enhance mitigation capabilities to reduce hazard vulnerabilities.</li> <li>5. Support continuity of operations pre-, during, and post-hazard events.</li> <li>6. Reduce the risk of natural hazards for socially vulnerable populations and underserved communities.</li> <li>7. Address long-term vulnerabilities from High Hazard Dams.</li> </ol>	
9	<p><b>Workshop</b></p> <p><i>Strengths, Weaknesses, Obstacles, and Opportunities (SWOO)</i></p> <ul style="list-style-type: none"> <li>• Strengths – what the County and communities do well; things upon which we can capitalize.</li> <li>• Weaknesses – what can be done better; what can be strengthened.</li> <li>• Obstacles – what stands in the way to implementation to prevent mitigation or response (for example regulatory, geographical, environmental, financial issues).</li> <li>• Opportunities - actions or projects to mitigate issues or improve resilience.</li> </ul> <p><i>Review Preliminary Rankings</i></p>	<p><b>Planning Partnership</b></p> <ul style="list-style-type: none"> <li>• Complete outstanding worksheets and submit to Emily Vassallo.</li> </ul>



	<ul style="list-style-type: none"> <li>Review the preliminary rankings on the worksheet. Identify whether the ranking is agreed with or whether it should be changed and why. If your jurisdiction does not face impacts from an identified hazard, please state so.</li> </ul> <p><i>Review Previous Actions</i></p> <ul style="list-style-type: none"> <li>Review the mitigation actions your jurisdiction identified in the previous HMP by providing a brief status narrative. Begin by providing the status headings below and then add details (what has been accomplished, what funding was used, anything holding back progress):                     <ul style="list-style-type: none"> <li>IN PROGRESS: Started but not complete</li> <li>ONGOING CAPABILITY: An action you now complete on a regular basis (maintenance, annual outreach, etc.). These actions will be included in your capabilities moving forward.</li> <li>NO PROGRESS: Not started</li> <li>COMPLETE: Finished!</li> <li>Actions that are COMPLETE or ONGOING will not be carried forward.</li> </ul> </li> </ul>	
10	<p><b>Next Steps</b></p> <ul style="list-style-type: none"> <li>Share information about the HMP Update via social media, community groups, and networks.</li> <li>Work with Tetra Tech planners to complete annexes and finalize actions.</li> </ul>	-
11	<p><b>Questions/Discussion</b></p> <ul style="list-style-type: none"> <li>Are the dams both public and private?</li> <li><i>Jessica Stokes: Yes</i></li> <li>What data is used for the flood maps? There has been a significant change in flooding areas within the municipality.</li> <li><i>Jessica Stokes: FEMA's current, most restrictive FIRM data has been utilized. The FIRM maps are currently being updated and are not available for use, so unfortunately this data is not available for this plan update.</i></li> <li>Are there any additional resources available that we can look at to identify financial resources?</li> <li><i>Jessica Stokes: Yes! I will attach them in the meeting follow-up email, along with this presentation and meeting notes.</i></li> </ul>	-