

## **APPENDIX B. MEETING DOCUMENTATION**

Appendix B includes meeting agendas, sign-in sheets and minutes (where applicable and available) for meetings convened during the development of the Rockland County Hazard Mitigation Plan.



# ROCKLAND COUNTY HAZARD MITIGATION PLAN

## Project Kick-Off Meeting – Agenda

### August 18, 2016



- Introductions
- Project Schedule – Handout
- Municipal Participation – Invitation and Letters of Intent to Participate (LOIP) - Handout
- Steering Committee – Composition
  - Office of Fire and Emergency Services
  - Office of Community Development
  - Department of Environmental Resources/Parks (includes Soil and Water Conservation District)
  - Department of General Services
  - Highway Department
  - Planning Department (incl. GIS Division)
  - Key Municipal Representatives?
  - Other key stakeholders?
- Information and Data Collection
  - Tetra Tech has executed a GIS data agreement with the County, and is currently awaiting all relevant GIS data
  - Collect and review plans (and existing HMPs) – Regional, County, Local
- Public and Stakeholder Outreach
  - Per TT proposal, Tetra Tech will create and maintain a public project website
    - Suggested domain names???
    - County to provide pictures for website banner (Warren County example below)



- Public Survey (online)
- Stakeholder surveys (online) ) - Develop list of County stakeholders (flood advisory commission, academia, commerce, hospitals, transportation, school districts, fire districts, police, utilities, etc.)
- Press releases from County in newspapers and social media - Point of Contact for disseminating Public Information (e.g. press releases, surveys, announcements)



**ROCKLAND COUNTY OFFICE OF FIRE & EMERGENCY SERVICES  
ATTENDANCE SHEET**

MEETING OR TRAINING SESSION TITLE **TETRA TECH- FACILITATOR(S): Christopher Jensen**      DATE: **August 18, 2016**

TIME: **1:30 pm**

PRINT NAME	Agency	Phone Number	E-Mail
1. Nancy Baker	OFES	845-864-8930	Baker.na@co.rockland.ny.us
2. Scott Lounsbury	GIS	845-364-3424	lounsbu@co.rockland.ny.us
3. Jonathan Caser	Tetra Tech	977-630-8042	JONATHAN.CASER@TETRA TECH.COM
4. Christopher Jensen	OFES	845-364-8900	Jensen.c@co.rockland.ny.us
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- Welcoming Remarks and Introductions
- Updating the Mitigation Plan – Why?
- Schedule
- Role of Municipal Participants
- Planning Process
  - Organize Resources
  - Re-Assess Risk
  - Review and Update HMP
  - Implement Plan and Monitor Progress
- Action Items
  - Return Letter of Intent to Participate
  - Confirm Local Floodplain Administrator and Contact Information
  - Worksheets – Found on your CD; Complete electronic Word versions and send to Jonathan Raser by Friday, October 21, 2016
- Upcoming Municipal Meetings
  - Municipal Data Collection Support Meetings – Sept. – Nov. 2016
  - FEMA Mitigation Strategy Meeting – Dec 2016 or Jan. 2017
  - Annex Completion Workshop – February 2017
- Questions and Answers

### **Project Contacts**

Mr. Christopher F. Jensen; Program Coordinator  
Rockland County Office of Fire and Emergency Services    [JensenC@co.rockland.ny.us](mailto:JensenC@co.rockland.ny.us)

Jonathan Raser, CFM                      Phone (973) 630-8042                      Fax (973) 630-8025  
[jonathan.raser@tetrattech.com](mailto:jonathan.raser@tetrattech.com)  
Tetra Tech, Inc.; 6 Century Drive – 3<sup>rd</sup> Floor; Parsippany, NJ 07054



ROCKLAND COUNTY HAZARD MITIGATION PLAN UPDATE  
Municipal Kick-Off Meetings - September 21, 2016  
Sign-In Sheet

Rockland County

Name	Title	Agency/Municipality	Phone Number	E-mail
HAROLD HURSON	CEM	TOWN OF WEST POINT	359-3700	HURSON@TOWNOFWESTPOINT.ORG
NICK LONGO	COORDINATOR RCOFES	RCOFES	8688800	LONGO@CO.ROCKLAND.NY.US
ALLAN BEERS	DER COORDINATOR	RCOFES	364-2670	BEERS@CO.ROCKLAND.NY.US
FRANCOIS COOKLIN	SUPER	Village of Ulster	845-290-2058	TAMMY@CO.ROCKLAND.NY.US
PETER BYRNE	COORDINATOR	RCOFES	364-8800	BYRNE@CO.ROCKLAND.NY.US
RUSSELL GLINIECKI	BUILDING INSPECTOR	VILLAGE OF CHESTNUT GROVE	845-425-8283	BUILDING@VILLAGEOFCHESTNUTGROVE.ORG
Ralph w Kirschke	Village of West Haverstraw	Village of West Haverstraw	845-269-3291	R.Kirschke1@jrsb.org
Joseph Hunt	SUPERVISOR Village of Suffern	VOS	845-357-1617	Safety Joe 52@gmail.com
Anna Badenchini		TOH	845-429-9124	ab@townofhaverstraw.org
George Wargofr	Superintendent	TOH		
MIKE COHUT	Mayor	VOH	845-429-0300	Michael.Cohut@vohny.com
BRYAN WESTERVELT	MEO II	Village of Upper Nyack	845-358-1915	BW@VILLAGEOFUPPERNYACK.NY.US
EVY MANCUSO	Village Eng	Armonk/West Hill	845-357-4411	EMANCUSO@VILLAGEOFUPPERNYACK.NY.US
WALTER VALES	Community Development Specialist	Village of Stony Point	845-517-1142	MJONES@VILLAGEOFSTONYPOINT.ORG
WILLIAM J SHEEHAN	Chief Building Inspector	Stony Point	845-786-7216	WSHEEHAN@TOWNOFSTONYPOINT.ORG
Dominic Mennelken	Deputy Clerk	Village of Kew	845-352-2432	KESSE@KSRNETIC.COM
FRANCES ARSA APPE	Clerk	Village of Pomona	845-354-0545	FRAN.ARSA@TOWNOFPOMONA.VILLAGE.ORG

DMA 2000 Hazard Mitigation Plan Update - Rockland County, New York

September 2016



Brett Yagel @ pomona village. com



ROCKLAND COUNTY HAZARD MITIGATION PLAN UPDATE  
 Municipal Kick-Off Meetings - September 21, 2016  
 Sign-In Sheet

Rockland County

Name	Title	Agency/Municipality	Phone Number	E-mail
Doug Schwetz	Acting Commissioner	RC Planning Trans	364-3421	Schwetz.d.co.rockland.ny.us
Nancy Baker	Communications	OFEES	364-8930	Bakerna@co.rockland.ny.us
Mavis Alonovic	PLANNING ENGINEERS	MONTPELIER (COUNTY) PLANNING	201-934-0300	MVA@PLANNINGENGINERS.COM
Stephen Janis	CEO	VIL OF NEW HEMP	354-8100	Sjanis@newhempstead.org
Scott Lounsbury	<del>PLANNING</del> PLANNING COORDINATOR	County Planning	364-3424	LounsbuS@co.rockland.ny.us
Ann M. Testy	Admin. Asst	Village of NYack	358-3552	ANNMARIETESTY@NYACK-NY.GOV
Jonathan Abram	forman	Village of NYack	358-3552	DPM@NYACK-NY.GOV
William Fay	MFOI	Village Upper Nyack	258-0084	village.clerk@uppernyack-ny.us
Gene Reynolds	DR. Specialist	DER EM	845 590 2875	reynolds.g@oru.com
Lisa Defeciani	Village Trustee	Piermont	845-920-6100	ldefeciani@piermont-ny.gov
Christopher Jensen	Coordinator	Rockland County	845-364-8800	Jensen.c@co.rockland.ny.us
Vincent Artery	Dir, Prama		638-5081	artery@co.rockland.ny.us
James McCormack	DEM CPO	CLARKSTOWN	639-5878	J.McCormack@CLARKSTOWN.ORG
Carl WRIGHT	MAYOR	SLOATSBURG	845-753-2589	
Debra A. O'Keefe				





ROCKLAND COUNTY HAZARD MITIGATION PLAN  
Steering Committee Meeting #2 – Agenda  
October 13, 2016



- Review Progress with Municipalities
  - Letters of Intent to Participate, Municipal Contacts – *Handout*
  - Tetra Tech Team Assignments – *Handout*
  - Municipal Data Collection Progress
  
- Information and Data Collection
  - Tetra Tech is currently awaiting all relevant GIS data from Planning/GIS
  - Collect and review plans – Regional, County, Local
  
- Public and Stakeholder Outreach Program
  - Review of Public HMP Website (<http://www.rocklandhmp.com>)



- Review of Citizen and Stakeholder Surveys – *Links provided via email*
- Outreach program to support traffic to website and surveys
  - Suggested content for County and Municipal outreach – generally via County and local websites – *Handout*
  - Stakeholder surveys (online) - Develop distribution list of stakeholders (academia, commerce, hospitals, transportation, school districts, fire districts, police, utilities, etc.)
  - Press releases from County in newspapers and social media - Point of Contact for disseminating Public Information (e.g. press releases, surveys, announcements)
  
- Review/Finalization of Hazards of Concern – *Handout*
  
- County Annex Development
  - Hazard Events and Losses Worksheet
  - NFIP FPA Worksheet (may be unnecessary)
  - Plan Integration Worksheet
  - New Development Worksheet





**Chairman:** Charles W. Sawicki, Village of Suffern

**First Vice Chairman:** Alan Englander, Village of Upper Nyack

**Second Vice Chairman:** Mike Sadowski, Town of Ramapo

**Participating Members:** Towns: Clarkstown • Haverstraw • Orangetown • Ramapo • Stony Point

Villages: Airmont • Chestnut Ridge • Grandview on the Hudson • Haverstraw • Hillburn • Kaser • Montebello • New Hempstead • New Square • Nyack • Piermont • Pomona • Sloatsburg • South Nyack • Spring Valley • Suffern • Upper Nyack • West Haverstraw • Wesley Hills

### **Stormwater Consortium of Rockland County**

#### **Meeting Minutes**

**October 18, 2016**

#### **First Draft**

**Present:** Charles Sawicki, Village of Suffern; Alan Englander, Village of Upper Nyack; Jim Dean, Town of Orangetown and RC Soil and Water Conservation District; Mike Sadowski, Town of Ramapo; Eve Mancuso, Villages of Airmont, Haverstraw, Hillburn, New Hempstead, Nyack, Piermont, S. Nyack and Wesley Hills; Haris Aljovic, Villages of Montebello and Chestnut Ridge; Manny Carmona, Village of New Square; Doris Ulman, Villages of Grand View-on-Hudson and Pomona  
**CCE Staff:** Ann Marie Palefsky, Jennifer Zunino-Smith

**Call to order:** 10:10 AM

**Review and Approval of Minutes** – Alan Englander moved to approve the September 20, 2016 minutes seconded by Mike Sadowski. Motion carried.

#### **Report of Officers:**

##### **Chairman Report**

Charles Sawicki advised that he will be at the Beacon Stormwater Conference all day tomorrow. He had received an email from Pat Pomeroy who has agreed to attend the next Consortium meeting. She sent two documents “Reviewing Stormwater Management in Site Design: A Guide for Planning Board Members” and “Green Infrastructure Planning Design Guidelines” and had suggested that something similar to this could be designed for Rockland County. It could be a collaborative project with CCE and Soil and Water Conservation District to offer as an educational requirement for the municipalities. This will be discussed at the next meeting. Charles advised that Jonathan Raser CFM, from a consulting firm that is coordinating the efforts of the Steering Committee of the Rockland Hazard Mitigation Plan will come to the next meeting. Jennifer will coordinate a meeting to discuss the MS-4 revised permit and comments on it. A meeting will also be set up with the county about our partnership with the DEC grant.

##### **First Vice-Chairman Report**

Alan Englander advised that in an effort to continue the search for education for planning and zoning board members, he had emailed Arline Miller about possibility of offering another 1-2 hour session on stormwater management education. He has not heard back from her. There is a program at the Fire Training Center on October 27<sup>th</sup> from 7-10 PM on Rockland County Complete Street Workshop. Attendance is free and it will be placed on the Stormwater Consortium website. Three hours of training for each municipal planning or zoning board of appeals members will be provided toward their annual four-hour state training requirement. Alan has sent emails to Suez about two – three significant water main leaks in the Upper Nyack area.



- Welcoming Remarks and Introductions
- Refresher: Updating the Mitigation Plan – Why?
- Role of Municipal Participants
- Worksheets – discuss each worksheet in detail
- Open Discussion, Questions, and Answers



ROCKLAND COUNTY HAZARD MITIGATION PLAN UPDATE  
 Jurisdictional Meetings - November 1, 2016  
 Sign-In Sheet

Rockland County

Name	Title	Agency/Municipality	Phone Number	E-mail
Ruben Berrios	Building Inspector	VOH	845-429-0300	Inspector.rubens@Yahoo
Fred Viotte	Fire + Building Insp	Town of Haverstraw	429-3710	F.Viotte@TownofHaverstraw
Patrick McNamees	Fire Inspector	VOH	845-792-2740	Patrick.McNamees@VOH.com
Alex Guarino	Asst. to Supervisor	Town of Haverstraw	845-429-2200	aguarino@townofhaverstraw
George T Behm Jr	Building Inspector	Town of Haverstraw	845-942-3710	gbehm@townofhaverstraw
Glenn McCaffrey	Town Engineer	Town of Haverstraw	845-357-4411x109	gmccaffrey@brookereengineering.com
Eve Mancuso	Village Eng	Village of Haverstraw	845-357-4411x117	emancuso@brookereengineering.com
Mike Kohut	Village Mayor	Village of Haverstraw	845-429-0300	michael.kohut@vohny.com
Michael Gamboli	Director of Finance	Town of Haverstraw	845-429-2200	mgamboli@townofhaverstraw.org





# Stormwater Consortium of Rockland County

November 15, 2016 – 10:00 am

## Agenda

Pledge to Flag

Roll Call:

Review of Minutes - October 18, 2016

### **Speakers:**

Jonathan Raser CFM , from a consulting firm that is coordinating the efforts of the Steering Committee of the Rockland County Hazard Mitigation Plan

Patricia Pomeroy, Executive Director, Hudson Valley Regional Council

### **Report of Officers:**

Chairman: Charles Sawicki

First Vice Chairman: Alan Englander

Second Vice Chairman: Michael Sadowski

### **Reports of Committees:**

Website Committee –Michael Sadowski, Eve Mancuso, Nicole Laible and Charles Sawicki

Illicit Discharge Committee – Alan Englander, Pat Brady

Technical Committee –Bruce Peters and Luke Kalarichal, Michael Sadowski

Green Infrastructure Committee – Charles Sawicki and Alan Englander

### **CCE Update:**

A. Education Program

B. Grants

### **Water Resource Task Force Update:**

A. Meeting Report

### **Old Business:**

### **New Business:**

### **Public Comments:**

Setting time, date of next meeting: Tuesday, December 20, 2016 at 10:00 AM

Adjournment:

# STORMWATER CONSORTIUM

Sign In

TUESDAY, NOV. 15, 2016

NAME/Agency		Email Address
PJ CORLESS	WEST HAVERSHAM E POMONA	joe@corless.com
JONATHAN RASER	TETRA TECH, INC. (CONG/IMP)	JONATHAN.RASER@TETRATECH.COM
PAT BENDY	TOWN HARRISBURG	pbendy@sb.org
Eve Mancuso	Village of Armonk New Hempstead, Nyack Haversham, S Nyack Pleasant, Westby Hills, Hillburn	emancuso@brookereengineering.com
Bruce Peters	Town of Orangetown	bpeters@orangetown.com
Jen Zuivino-Smith	CCF	jm275@cornell.edu
Charles Stwicki	Village of Suffern	CStwicki@SuffernVillage.com
Mike Sadowski	Town of Ramapo	Sadowskim@ramapo-ny.gov
PATRICIA POMEROY	Hudson Valley Regional Council	ppomeroy@hudsonvalleyrc.org
HARIS ALJOVIC	VILLAGES OF: MONTEBELLO CHERRY RIDGE SWATTSBURG	ON FILE

Alan L Englander Upper Nyack - ON file -

Manny Cannoma New Square //





ROCKLAND COUNTY HAZARD MITIGATION PLAN UPDATE  
Mitigation Strategy Workshop - February 16, 2017  
Sign-In Sheet



Name	Title	Agency/Municipality	Phone Number	E-mail
Camille Gudo Downey	VC	Wesley Hills	845 354 0400	Villagellect@westhills
Marshall Koh	Mayor	"	"	mayor@westhills.ny.gov
Chris Keon	Fire Insp.	"	"	fireinspector@westhills
HARIS ALJONIC		VILLAGES OF MONTICELLO ORANGETOWN KNIFE SHARPENING	201-934-0300	HALJONIC@SPANDERHIBER.COM
Jeery Knapp	Emer. comm.	T. O. ORANGETOWN	845-558-0489	J.Knapp@OC.AOL.C
Stephen Munno	Admin	Orangetown	845-355-6500	smunno@orange.town.com
Lisa Defeciani	Trustee	Piermont	845-920-6100	ldefeciani@piermont-ny.gov
Matthew Jones	Community Development	Village Spring Valley	(845) 517-1142	mjohns@villagespringvalley.org
Ruth Morgan	"	"	"	rmorgan@villagespringvalley.org
JOHN GIARDIELLO	Mayor-ORANGE	ORANGETOWN CTY	845-359-8410	ORANGE@orange.town.com







ROCKLAND COUNTY HAZARD MITIGATION PLAN UPDATE  
Mitigation Strategy Workshop - February 16, 2017  
Sign-In Sheet



Name	Title	Agency/Municipality	Phone Number	E-mail
RUSSELL GLIMIECKI	Building Inspector	CHESTNUT RIDGE	845-425-8283	Building Insp@ChestnutRidgeVillage.Org
JAMES MCCORMICK	Sgt - CPD	CLARKSTOWN T.D	845-639-5878	J.McCormick@CLARKSTOWN.OEG
Joseph Krizeski	Bldg Insp	Grandview on Hudson	914-391-2752	Buildings@GVOH.NY.COM
Ralph W Kirschke	Boardman Trustee	Village of West Hvr	845-479-5715	r.kirschke1@jishb.org
Vincent Fiorentino	Fire Inspector	Village of Nyack	845-358-4249	Fireinspector@nyack-ny.gov
Frances Arsa Artha	Clerk/Treasurer	Village of Pomona	845-354-0545	FRAN.ARSAARTHA@POMONA.VILLAGE.NY.GOV
MARIN SPENCE	VILLAGE ENGINEER	Village of Chestnut Ridge	201-934-0300	MKSPENCE@SPENCEENGINEER.COM
MARTIN SPENCE	"	HOUSE OF SOMERSBURG	"	"
MARTIN SPENCE	"	Village of Montebello	"	"
CHARLES SAWICKI	DIRECTOR OF PUBLIC WORKS	VILLAGE OF WEST HAVEN	845-364-3421	CSAWICKI@SOUTHBRN.VILLAGE.NY.COM
Dory Schuester	Acting Community	County of Rockland - Jay		Schuester@Co.rockland.ny.us



ROCKLAND COUNTY HAZARD MITIGATION PLAN UPDATE  
Mitigation Strategy Workshop - February 16, 2017  
Sign-In Sheet



Name	Title	Agency/Municipality	Phone Number	E-mail
George Behm	Building Insp	Town of Haverstraw	845 942 3710	gbehm@townofhaverstraw.ny.gov
FRED VIOLLA	FIRE INSP	TOWN OF HAV & VOWHA	845 942 3710	FVIOLLA@TOWNOFHAVORSTRAW.NY.GOV
Robert Drexler	Superintendent	Village of Hav.	845 429-2562	dpw@vohny.com
Nelly Villegas	Clerk	Village of Hav.	845 429-2562	" "
JAMES JOHNSON	DPW Supt	Village of South Nyack	845-222-1793	SouthnyackDPW@optonline.net
Joe Simoes	Planner	Town of Clarkstown	845-639-2070	j.simoes@clarkstown.org
Pamela Larson	Village Mgr	Village of Upper Nyack	845-620-9788	pl@clarkstown241@aol.com
Conny Kopf	Village Treasurer	West Hav. Village	845 947-2800	ckopf@westhaverstraw.com
Wm Wittington	AIS Coord.	T.O. Clarkstown	845-639-2126	w.wittington@clarkstown-ny.gov
Ken Pellegrinetti	PE	Piermont	845-857 4111	kdp@piermont.com
GARYN	Hav Super	HAVASTRAW		
BRETT YAGER	MAYOR	VILL of Pomona	845 354 0545	BRETT.YAGER@PomonaVillage.com
Michael F Cohen	Director/Pres	Town of Haverstraw	845 721-8981	McCohen B61@PAOKan



ROCKLAND COUNTY HAZARD MITIGATION PLAN UPDATE  
 Mitigation Strategy Workshop - February 16, 2017  
 Sign-In Sheet



Name	Title	Agency/Municipality	Phone Number	E-mail
Tom Sullivan	Project Mgr	Town of Ramapo	845 893-0270	SullivanT@Ramapo.org
Patrick McNamee	Fire Inspector	Village of Haverstraw	845 429-0300	Patrick.McNamee@VotHy.com
<del>Robert Drexler</del>	<del>Town Supervisor</del>	<del>"</del>	<del>"</del>	<del>"</del>
Mike Kohut	Mayor	Village Haverstraw	845 429-0300	Mike.Kohut@VotHy.com
Judith Cureso	Village Clerk	Village Haverstraw	845 429-0300	Judith.Cureso@VotHy.com
Michael Gamboli	Director of Finance	Town of Haverstraw	845 429-2200	mgamboli@townofhaverstraw.org





## **A FEMA Mitigation Strategy Workshop for the Rockland County Hazard Mitigation Plan**

When: February 16, 2017      Where: Rockland County Fire Training Center,  
Time: 10:00 AM – 12:00 PM      35 Firemen's Memorial Drive, Pomona

Rockland County continues the development of its Hazard Mitigation Plan intended to identify community policies, actions, and tools for implementation over the long term that will result in a reduction of risk and potential for future losses as a result of natural hazards.

As part of the process for developing the Rockland County Hazard Mitigation Plan, FEMA representative, Paul Hoole, will be conducting this workshop designed to take the mystery out of mitigation planning. The focus will be on moving from our assessment of risks to the identification of mitigation actions. Mitigation actions are the heart of the Hazard Mitigation Plan.

Mr. Hoole will introduce a common sense approach, along with an easy way to document the thinking behind the mitigation plan, a FEMA planning requirement. There will also be ample opportunity to ask questions and engage in discussion, so we urge you to take advantage of this opportunity.

To expedite completion of the Hazard Mitigation Plan, it is a requirement that representatives from each municipality in the County attend this FEMA Mitigation Strategy Workshop. We strongly encourage you to bring all members of your local mitigation planning team, which may include:

- Municipal Mayor/Supervisor/Administrator
- NFIP Floodplain Administrator
- Building Code Official
- Public Works Superintendent
- Municipal Engineer
- Land Use Planner
- Municipal CFO/Fiscal Representative
- Police/Fire/EMS Representatives

Please advise the County of your plans to attend by one of both of the following methods:

- Register online at: [https://www.surveymonkey.com/r/RC\\_MSU](https://www.surveymonkey.com/r/RC_MSU)
- Contact Christopher Jensen at 845-364-8902

Thank you!

## Rockland County Presentation 2/16/17



### Rockland County Hazard Mitigation Planning

#### Developing a Mitigation Strategy

Welcome!

This presentation covers the key points needed for each town and village to prepare or update their mitigation strategy. The mitigation strategy is the section in a hazard mitigation plan where goals are set, actions are listed, and a sketch plan for implementing each mitigation action is specified.

Any workshop, including this one, can only cover the essential points in brief. A more thorough explanation is available in FEMA's publication, *Local Mitigation Planning Handbook*. You are encouraged to review the *Handbook*: <http://www.fema.gov/media-library/assets/documents/31598?id=7209>

*Beyond the Basics* is essentially that Handbook online. It is a website designed by the University of North Carolina at Chapel Hill (UNC) to help guide local communities through the process of developing or updating their local hazard mitigation plan. In addition to covering the material from the FEMA *Handbook*, it includes additional material on best practices and addresses weaknesses or shortfalls commonly found in hazard mitigation plans. Suggestions are given on ways plans could be strengthened; hence the name, *Beyond the Basics*. <http://mitigationguide.org/>

#### FEMA Mitigation Program

##### Vision

Every community understands their risks and values the importance of mitigating.

This will lead to local actions being taken to make communities **less susceptible to losses** and more **resilient**.

##### Resilience

- The ability to bounce back (after a disaster)
- Saves Money / Reduces Heartache

Mitigation plans are a means to an end. We hope that through planning that *every community comes to understand their risks and values the importance of mitigating*. This will lead to local actions being taken to make communities less susceptible to losses and more resilient.

Resilient communities are better able to bounce back after a disaster, saving money needed to recover and more importantly reducing heartache.

Prior mitigation activities and projects mean less damage will be done when future natural hazards occur. The purchase of insurance, be it homeowners insurance or flood insurance, will lower the financial cost of a homeowner or business.

## Today's Agenda

**Key Concepts**

- Each Town/Village will have their Own Plan
- Local Engagement is Key to preparing a Good Plan

**Mitigation Strategy – the heart of the plan**

- Use a systematic process for selecting actions
  - Actions to **address specific problems**
  - Actions that **integrate mitigation into daily decisions**

FEMA Region II      3      RiskMAP  
Rebuilding Resilient Together

### Today's Agenda

## Multi-Jurisdictional Plan One Document with Multiple Plans

- Shared (sharing lowers the cost of producing multiple plans)
  - Consultant
  - Planning Process
  - General Risk Assessment (history of hazards, etc.)
- Unique – each jurisdiction has it own
  - Vulnerabilities
  - Actions they will take to address those problems

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- Each Jurisdiction Adopts their Plan
  - FEMA approves plans jurisdiction by jurisdiction

FEMA Region II      4      RiskMAP  
Rebuilding Resilient Together

Multi-jurisdictional plans are actually a compilation of local plans. The planning effort is organized by the county, but the output is best thought of as individual plans for the county and each city, town, and village.

Multi-jurisdictional plans save on the cost of planning because a single consultant can serve all the communities and parts of the plan applies equally to all and can be shared. Principally this is the profiling of hazards that effect all of the communities in the county. For example the threat of high wind event or ice storm applies countywide. However, each community is unique in the specific problems (vulnerabilities) that face and the actions that community will take to mitigate the problem. Once the plan

is completed and implementation begins, it is up to each community to manage that implementation by monitoring progress, evaluating the effectiveness of completed actions, and making adjustments as needed.

## Planning v Plan

### ▪ Planning is **Thinking**

- Each Jurisdiction must think for itself



### ▪ Plans are **Documents**

- Explains risk, current programs to reduce risk, and planned actions to further reduce risk. (Builds support for future actions.)
- Provide documentation for your future use.

Plans are important documents, but it will only be as good as the thinking that goes into it. A consultant can guide you, but communities must do the thinking.

Plans are important documents. They explain to elected official, local business owners, and residents of your community what risks they face from natural hazards. The plan can explain what measures have already been taken to protect people and places, and it lays out the rationale for taking additional actions. Involving the public and other stakeholders helps build support for implementation and a well written plan continues to build support.

Finally, the plan through appendices can capture information that be needed as actions are implemented, and when the plan is next updated. For example, documenting the planning process will mean that members of a future planning committee will not need to reinvent the wheel.

Planning is a serious task and should not be done alone. Create a formal or informal “Jurisdictional Team” to collaborate on key decision.

## Mitigation Strategy Your Jurisdictional Team

### ▪ **A Functionally Diverse Team Is Critical**

- **Elected Officials** – mindful of whole community
- **Emergency Managers / Police / Fire**– know of disasters and problems
- **Local Planners** – aware of trends and land use policies
- **Public Works Staff**– experts on infrastructure and problems
- **Floodplain Administrator / Code Official** – know ordinances
- **GIS Specialist** – can help with analysis and understanding by producing maps



While many small jurisdictions have employees filling multiple roles, to the extent you can capture various points of view from a functionally diverse team, the better the plan will be.

## What is a Mitigation Strategy?

### The heart of a Hazard Mitigation Plan

#### Goals

- Vision / Desired Long-Term Outcomes

#### Mitigation Actions

- Actions/Projects to address specific vulnerabilities.
- Actions that integrate mitigation into daily operations and decisions.

#### Action Plan

- Establishes framework for implementation.



The Mitigation Strategy includes goals, actions, and an action plan.

**Mitigation goals** represent visions for reducing or avoiding losses from the identified hazards. There are no right or wrong goals if they reflect the community. Goals which help guide priorities are better than broad goals that do not. If broad goals are desired, consider adding objectives to help direct the selection of specific actions.

**Mitigation actions** are specific projects or activities that help advance the goals and address vulnerabilities.

- For example – *Elevate County Route 12 from Chapman Street to Maple Road to ensure this evacuation route remains open during flood events.*

The **action plan** describes how mitigation actions will be implemented, including how they will be prioritized, administered, and incorporated into the community's existing planning mechanisms.

Since there are no right or wrong goals, this presentation focuses primarily on mitigation actions.

## Mitigation Strategy

The systematic process

#### Summarize Risk Assessment

- 1<sup>st</sup>: Identify Problems / Vulnerabilities

#### Mitigation Actions

- 2<sup>nd</sup>: Brainstorm Potential Actions
- 3<sup>rd</sup>: Evaluate Potential Actions
- 4<sup>th</sup>: Select the Best Action

#### Action Plan

- 5<sup>th</sup>: Prepare for Implementation

A step by step process for selecting actions is suggested. It is a common sense approach that hopefully tempers the human tendency to jump to a conclusion. While our first thoughts are often our best thoughts, we want to make sure that all options have been considered.

Let's start with identifying vulnerabilities or problems.

## Identify Problems

Public / Stakeholder Input

### Concerns of the Public and Other Stakeholders

Stakeholders include:

- The Public
- Other Town or Village Employees
- Local Schools and Colleges
- Businesses and Utilities
- Non-Profits
- Adjacent Counties



FEMA Region II 8 RiskMAP

The public and stakeholders are a good source for identifying specific problems and concerns.

Inviting the public and other stakeholders to participate in the planning process is required by FEMA. The plan must provide documentation that a genuine offer to participate was made. For example, press releases and public notices might have been issued, hearings held, or surveys distributed. Having received comments, document in the plan what issues were raised and how they were dealt with in the plan. Some of these issues may rise to the level of requiring a mitigation action.

What problems have been cited by the public?

What problems have been cited by stakeholders? Stakeholders include other officials in the jurisdiction as well as outside stakeholders, like local colleges, local businesses, and external regulatory agencies.

Finally, because problems and/or solutions can be regional, neighboring jurisdictions should also be given the opportunity to review and comment on the draft plan. That is, when the plan is a County led multi-jurisdictional effort, neighboring counties must be offered this opportunity.

## Identify Problems Conduct a Risk Assessment

### Review Risk Assessment

Use the Latest and Best Available Information

- Consider General Risk
  - Probability / Intensity (current & future)
- Consider Past Impacts / Damages
  - Especially *areas repeatedly damaged*
- Consider protecting *critical facilities*
- Consider if recent and planned development effects risk
- Think beyond the most recent disaster
  - Fully *consider all hazards of concern*



Each plan must include a formal risk assessment. At this point in your planning process the Risk Assessment should be nearly complete. Summarize the general assessments of risk and vulnerabilities by describing specific vulnerabilities or problems.

One strong indicator of a problem is when damage repeatedly occurs at the same location. Give these areas due consideration. And, take care not to overlook hazards that occur less frequently, but nevertheless present a risk.

A Risk Assessment should also determine if there are critical facilities that should be mitigated? NYS requires mitigation actions / projects for any critical facility that has ever sustained flooding, regardless of whether it is in a 100-year floodplain. Critical facilities should be protected to a 500-year flood event.

## Identify Problems Assess Capabilities

### Why Assess Capabilities?

1. **Keep plan realistic.**
  - ex. Number of actions
2. **Build off of your strengths when selecting actions.**
  - ex. Type of actions
3. **Take an action to strengthen a capability.**
  - ex. Training

- Plans ex. Econ Dev Plan
- Policies ex. Repair +
- Ordinances ex. Zoning
- Programs – ex. NFIP
- Staffing
  - ex. Number / Skills / Abilities
- Equipment
  - ex. Type / Number
- Financial Resources
  - ex. Current Revenue Stream
  - ex. Means to Raise Revenue

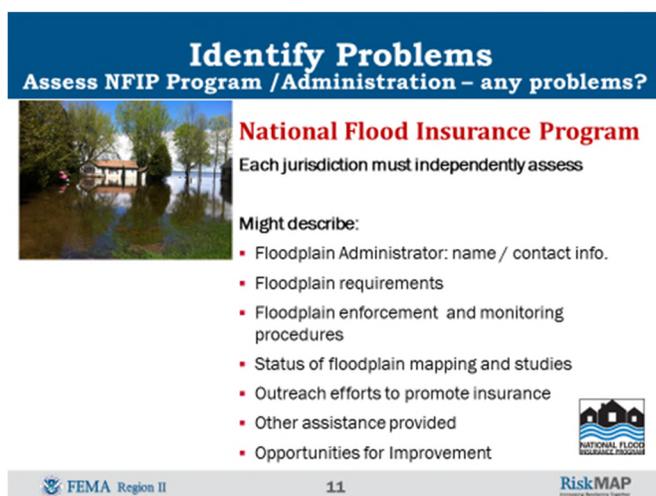
The planning process requires an assessment of local capabilities. This is for two reasons.

- First, communities are not expected to go beyond their capabilities when determining the number of mitigation actions to take on and the amount of work required carrying out those actions.
- Second, steps taken to strengthen local capabilities are mitigation actions.

Capabilities are existing authorities, policies, programs, and resources, which are sometimes called “planning mechanisms.” This slide includes a generic list of capabilities that local communities might have. For example:

- Plans, like Land Use Plans, or Comprehensive Plans, or Master Plans – whatever plans you have, use the formal name of the plan when describing it.
- Policies, like those that indicate who is to be conclude in the review of building applications. Give the official name for the policy and describe how it works relative to mitigating hazards.
- Ordinances – For example, the zoning code.
- Programs – again the National Flood Insurance Program will be among the programs cited for most communities in New York State.
- Studies – give the name of studies that have been completed or are underway
- Staffing / Equipment – skills/abilities and the number of staff and equipment.
- Financial Resources – this could be the annual budget, taxing authority, etc.

The description of local capabilities provides a foundation for mitigation planning. It can describe what measures are already in place to manage risk and it allows small jurisdictions with limited resources and capabilities to distinguish themselves from larger and more capable communities. Since each jurisdiction is unique, their capabilities are unique and should be described jurisdiction by jurisdiction. A generic list of capabilities is not appropriate.



**Identify Problems**  
Assess NFIP Program / Administration – any problems?

**National Flood Insurance Program**  
Each jurisdiction must independently assess

Might describe:

- Floodplain Administrator: name / contact info.
- Floodplain requirements
- Floodplain enforcement and monitoring procedures
- Status of floodplain mapping and studies
- Outreach efforts to promote insurance
- Other assistance provided
- Opportunities for Improvement

FEMA Region II 11 RiskMAP

The National Flood Insurance Program (NFIP) is an important program and the community’s ability to effectively administer this program is an important capability. It is a federal requirement that for jurisdictions that participate in National Flood Insurance Program, they must describe the program and its administration. Each jurisdiction will have its own write-up because each jurisdiction is unique in how it administers the program.

For example, the write-up might discuss:

- Name and contact information for the floodplain administrator

- Adoption and enforcement of floodplain requirements, including regulating new construction in the floodplain
- Floodplain identification and mapping, including the status of map updates
- Describe the jurisdiction’s assistance and monitoring activities
- It is not enough the plan to say “we will continue to comply with NFIP”

## Identify Problems

### Final Thoughts

#### ▪ Considerations

- Have you identified “real problems” you want to mitigation?
- Are there any “hazards of concern” not being mitigated? If yes, why?

#### ▪ Attributes

- One problem per statement
- Problem should be clear to an outsider
- Ideally state the hazard; problem and location; and the consequence
- Do not indicate a solution (that comes later)



This slide recaps the “Identify Problems” step in the process and pauses for discussion and questions.

“Real problems” is a reminder that a mitigation plan should not be a verbose plan with vague statements that no-one wants to take the time to work on. We are all too busy for that. The mitigation plan should be a straight forward description of problems that deserve attention. Real problems deserve attention, which will be the mitigation actions we will discuss shortly.

## Sample Problem Statement

*Flash floods are a growing concern because our warming climate means more intense rain storms. In the past there has been flooding where Fly Creek parallels Derby Lane. With more intense storms, the road may washout completely, requiring expensive repairs and cutting access to ten adjacent homes and two businesses.*



## Updating Your Mitigation Strategy

### Summarize Risk Assessment

1<sup>st</sup>: Identify Problems / Vulnerabilities

### **Mitigation Actions**

2<sup>nd</sup>: **Brainstorm Potential Actions**

3<sup>rd</sup>: Evaluate Potential Actions

4<sup>th</sup>: Select the Best Action

### Action Plan

5<sup>th</sup>: Prepare for Implementation

Problem statements are the starting point for deciding on mitigation actions. The process includes brainstorming potential alternative mitigation actions, evaluating these potential actions, and selecting the best action to address the problem. The Action Worksheet is the place to document the actions considered and why they were or were not selected for implementation.

## Mitigation Actions - Defined

**Mitigation Actions** are any sustained action taken to reduce long-term risk to life and property from a hazard event



**Mitigation**  
elevated home by the river



**Mitigation**  
property acquisition



**Preparedness & Response**  
purchase of a police command vehicle

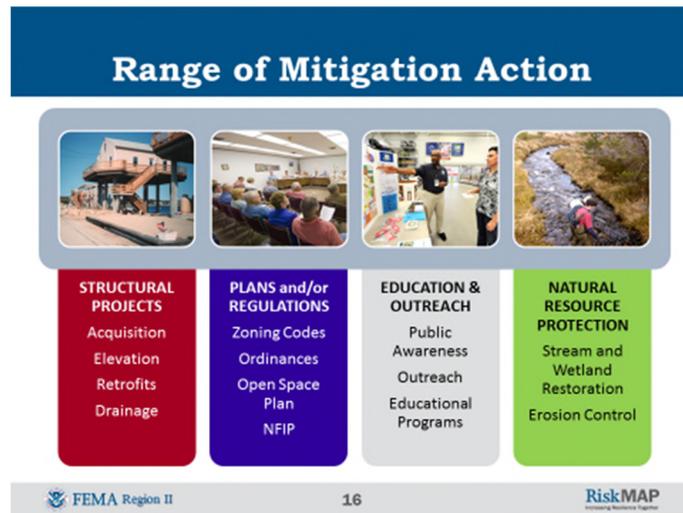
Before brainstorming potential actions, the next few slides explain that mitigation actions (as defined by federal regulations) are different from other emergency management actions, such as emergency preparedness actions and emergency response actions. The official definition of mitigation actions is provided on the slide. Mitigation actions should be specific actions/projects/activities.

Elevating or acquiring a home for removal is a mitigation action. Purchasing equipment to be used to respond to an emergency is not a mitigation action. It is a preparedness & response action.

Mitigation actions lessen or eliminate the need for preparedness & responses actions.

When analyzing risk and identifying mitigation actions, the planning team may also identify emergency preparedness and response actions and these may be included in the plan. However, preparedness and response actions may not be a substitute for mitigation actions. Federal mitigation planning requirements

call for each jurisdiction in a multi-jurisdictional plan to have mitigation actions specific to their jurisdiction and vulnerabilities.



Federal regulations also require that a comprehensive range of mitigation actions be considered when selecting the mitigation actions to be implemented. To help jurisdictional teams think broadly when brainstorming, it may be helpful to consider four potential categories for actions.

It is possible that for some problems the potential actions brainstormed may all fall under a single category (e.g., education and awareness). This is acceptable so long as potential actions from other categories are considered for other problems. In the end meeting the intent of the federal requirement is the important thing. The intent is to have jurisdictional teams think comprehensively when identifying potential actions.

It is also important that teams consider future development when identifying potential actions. What actions might be taken to improve the resilience of new construction? For example it could involve stronger building codes or land use policies that keep new construction out of harm's way.

**Brainstorm Potential Actions**

**Brainstorming Potential Actions:**

- As a jurisdictional team
  - Review the *problem statements*
  - Review your assessment of *capabilities*
    - Build off of strengths and recognized limitations
  - *Brainstorm* potential mitigation actions or projects
- Try to identify more than one type of action
  - Consider a *Comprehensive Range of Actions*
  - Consider *Low Cost & Higher Cost Actions*
- Be Specific – can completion be measured?

FEMA Region II 17 RiskMAP

The next step is to brainstorm mitigation actions or projects. Gather a jurisdictional team to review the problem statements and assess local capabilities. Then, brainstorm mitigation actions or projects for each problem.

## Updating Your Mitigation Strategy

Summarize Risk Assessment

1<sup>st</sup>: Identify Problems / Vulnerabilities

Mitigation Actions

2<sup>nd</sup>: Brainstorm Potential Actions

3<sup>rd</sup>: Evaluate Potential Actions

4<sup>th</sup>: Select the Best Action

Action Plan

5<sup>th</sup>: Prepare for Implementation

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Step 3 is to evaluate the potential actions. Step 4 is the result of the evaluation, the selection of the best action or project. These steps are covered together since they are so closely tied to each other.

## Evaluate Potential Actions

**The Selection Process:**

- Must at least consider the benefits and costs
  - Benefit-Cost Review (rough estimate)
  - Not a formal Benefit-Cost Analysis (BCA)

Potential Actions Identified



Mitigation Actions to Implement

 19 

The evaluation of potential actions is the process used to select the best action or project for a given problem. The evaluation criteria used are up to the jurisdictional team, except that federal requirements state that benefits versus costs of a mitigation action must be considered. Naturally, many other factors should be used as well.

In considering costs versus benefits, rough estimates may be used. FEMA refers to this as a *Benefit-Cost Review* to distinguish it from a formal *Benefit-Cost Analysis (BCA)*. When applying for grants a formal Benefit-Cost Analysis may be required, but it is not a requirement when preparing a hazard mitigation plan.

As the reasons for not selecting a project become apparent, document this consideration by adding a note on the Action Worksheet next to the potential action. This will complete the required documentation that a range of potential actions was considered.

## Benefit-Cost Review

Is it cost-effective?

- **Benefits: Losses Avoided**
  - Lives saved/ Injuries Avoided
  - Structural Damage Avoided
  - Business Downtime Avoided
  - Additional Costs Avoided (e.g., long detours)
- **Costs:**
  - Pre-Construction and Construction Costs
  - Ancillary Costs (e.g., permit and review fees)
  - Annual Maintenance Costs



 FEMA Region II20 RiskMAP  
Partnering Resources Together

Benefits are the savings from losses avoided. For example:

- Lives saved / injuries avoided
- Structural damage avoided
- Business downtime avoided (or any negative impacts from the loss of a function)
- Additional costs avoided, like avoiding long detours or avoiding emergency management costs

Costs are the total cost for the action or project. For example:

- Pre-construction costs and non-construction costs like design costs
- Construction costs
- Ancillary costs like permit and review fees
- Annualize maintenance costs

Costs are not just the cost to the jurisdiction (e.g. the match for a grant). They are the total cost.

## Other Considerations

- Technical Feasibility
- Political Support
- Legal Authority
- Environmental Impacts
- Social – positive or negative
- Willing & Able (local champion & capable)
- Other Community Objectives



In addition to considering the benefits and costs, other factors should be considered.

- **Technical** – is it technically feasible
- **Political** – Will the public support? Is there political will?
  - Communities may want to include an action even if political will is currently lacking. Political will often changes immediately following a disaster and if the project is in the plan, it can be quickly endorsed and implemented. *Where money was not previously available, it may be made available.*
- **Legal Authority** – Is this action or project something that you have the legal authority to do?
  - If it is up to some other entity to do, then they might be consulted as the plan is being prepared or the action could be to lobby them is some specific way to encourage the action to be taken.
- **Environmental Impacts** – Obvious negative impacts could be a fatal flaw. Even if not obvious, many mitigation actions may require environmental reviews as the project is developed. There could also be positive environmental impacts from some actions, such as stream restorations.
- **Social** – Positive social impacts are good, like creating a park in a floodplain by removing structures located there. Actions could also be negative, like adversely affecting one segment of the population or disrupting neighborhoods.
- **Willing & Able** – Is there a local champion for the project? Is the jurisdiction or responsible department administratively able to take on this project?
- **Other** – Communities are unique and may want to consider other factors.

## Updating Your Mitigation Strategy

### Summarize Risk Assessment

1<sup>st</sup>: Identify Problems / Vulnerabilities

### Mitigation Actions

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### Action Plan

5<sup>th</sup>: Prepare for Implementation

The 5<sup>th</sup> and final step is preparing for implementation.

## Step 5 Prepare for Implementation

### **Action Plan:**

- **Responsible Organization (lead organization)**
  - This is an agency or department, not the jurisdiction
- **Action / Project Priority**
  - Numerical Rank; Tier 1/Tier 2/Tier 3; chronological by start date or completion date (Method is optional)
- **Estimated Timeline**
- **Potential Funding Source** – List multiple, if applicable
- **ID Local Planning Mechanism to facilitate Implementation.**
  - If appropriate

An *Action Plan* is the final element of a *Mitigation Strategy*. It prepares the actions for implementation.

- **Responsible Organization** – An agency or department should be selected to take the lead with implementation. Most actions or projects naturally fall within the purview of an agency or department. It is this organization that will periodically provide status reports. The jurisdiction itself should not be assigned the responsibility for implementation because this leaves it unclear who will manage implementation on a day-to-day basis. Only one agency can have the lead. If other agencies are to be involved, they may also be listed so long as it is clear which agency is in the lead.
- **Action/Project Priority** – The jurisdiction's team is best suited for setting priorities. The criteria used should be documented in the body of the plan. The consideration of benefits versus costs must be a consideration. In addition to other selection criteria used, the team might also consider factors like:

- How much can a particular agency or department manage?
- Would it be better overall to do some easy to implement actions first to build support for the entire mitigation plan?
- The output is a priority designation for each action, which should be listed on the Action Worksheet. This could be:
  - Numerical ranking – list actions in priority order
  - Triage Actions: Tier 1 / Tier 2 / Tier 3 - be careful not to make everything a top priority, because that defeats the purpose of prioritizing.
- **Timeline for Completion** – The project manager from the responsible organization may be in the best position to estimate when the action will be completed. The target completion date should be added to the Action Worksheet. The start date could also be added, as could target dates for significant milestones.
- **Potential Funding Sources** – NYS requires that plans include a list of potential Local, State, and Federal fund sources that apply to the project, as well as public-private partnerships worth pursuing. This should include a brief description of the programs and links to webpages for those opportunities.
  - NYS notes that the lack of an identified funding source or program should not prevent the project’s inclusion in a community’s list of possible mitigation actions.
- **Local Planning Mechanisms** – *are covered by the next slide*

## Using Local Planning Mechanisms to Facilitate Implementation

### Examples: Actions & Planning Mechanism Used

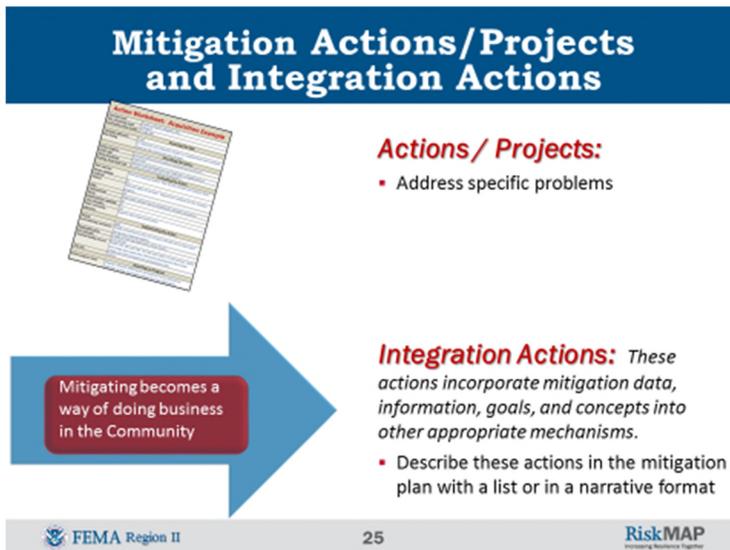
- **Increase culvert size on River Road** – add this project to the capital improvement plan
- **Acquire severe repetitive loss properties on Meadow Street** – Amend the town Land Use Plan to include the vacated land as a town park.
- **Conduct an engineering study to determine the vulnerability of critical facilities to earthquakes** – add consultant funding to the annual town budget

An *Action Plan* is the final element of a *Mitigation Strategy*. It prepares the actions for implementation.

- **Responsible Organization** – An agency or department should be selected to take the lead with implementation. Most actions or projects naturally fall within the purview of an agency or department. It is this organization that will periodically provide status reports. The jurisdiction itself should not be assigned the responsibility for implementation because this leaves it unclear who will manage implementation on a day-to-day basis. Only one agency can have the lead. If other agencies are to be involved, they may also be listed so long as it is clear which agency is in the lead.
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  - NYS notes that the lack of an identified funding source or program should not prevent the project's inclusion in a community's list of possible mitigation actions.
- **Local Planning Mechanisms** – *are covered by the next slide*



Up to this point in the workshop we have been focused on mitigation actions that address specific problems. These are very important and the Action Worksheet was designed to accommodate these projects.

*Integration Actions* are another important type of mitigation action. These are actions to integrate mitigation data, information, goals, and concepts into existing planning mechanisms. Thus they integrate mitigation with the fabric of governing. For example, when appropriate, mitigation may be integrated with the jurisdiction's comprehensive plan or its capital improvement plan.

Integration Actions do not go on an Action Worksheet because they are fairly simple to implement. They should be included in the plan as a simple list. An explanation of why Integration Actions are important and sample listing of Integration Actions follow on the next two slides.

## Integration Actions

*"Integration increases efficiency and avoids conflicting outcomes."*

- **Hazard Mitigation Plan**
  - **Review the Hazard Mitigation Plan** - What mitigation info/concepts should be integrated in other planning mechanisms?
    - Identify potential candidates (other planning mechanisms) for integration
    - Describe process for bringing about integration
    - Best way to meet this requirement is to describe the *integration actions*

Integration increases efficiency and avoids conflicting outcomes.

Now that the Hazard Mitigation Plan is nearly complete, each jurisdiction should ask *what information in the Hazard Mitigation Plan should be incorporated into other planning mechanisms.*

The integration actions will be unique to each jurisdiction. They should be listed in the plan by jurisdiction, where the planning mechanism that will incorporate the information is named and a brief explanation is given stating how the integration will take place.

Examples are given on the next slide.

## Integration Actions

### Examples:

- **Village Ordinance 231** – This zoning ordinance will be updated each time Flood Insurance Rate Maps (FIRMS) are updated.
- **Master Plan for XYZ** – The town's Master Plan will be updated to include the mitigation goals from the Hazard Mitigation Plan.
- **Capital Improvement Program** – A mitigation criterion will be added to other criteria used to rate the priority of capital improvements.
- **Highway Superintendent Job Description** – Amend the Superintendent's job description to include hazard mitigation as a measure of performance.



## Take Aways

### The Goal:

Mitigation is  
a way of doing business

Functionally  
Diverse Team



- *Specific Mitigation Actions*
- *Integration Actions*



Mitigation Strategy is  
the heart of the plan:



## Questions?

Thank you for your attention!

Questions?



FEMA Mitigation Planning Contact

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**ROCKLAND COUNTY HAZARD MITIGATION  
PLAN UPDATE**  
Rockland County Project Management Team –  
Agenda  
May 24, 2017



- 
- Status of Municipal Annexes and Supporting Documentation
  - NYS Hazard Mitigation Planning Standard Requirements
  - Plan Maintenance
  - Rockland County Mitigation Strategy
  - Next Steps



- Welcoming Remarks and Introductions
- County Annex
  - Previous Mitigation Actions
  - Updated Mitigation Actions
  - Critical Facilities
- Goals and Objectives - finalize
- Plan Maintenance
- Next Steps

