

Sussex County, NJ – Hazard Mitigation Plan 2024 Update
Steering Committee Kick-Off Meeting | Meeting Minutes



Purpose of Meeting:	Steering Committee Kickoff	
Location of Meeting:	Teleconference	
Date of Meeting:	March 15, 2023 10:00AM – 10:45AM	
Attendees:	<ul style="list-style-type: none"> Robert Haffner, Sussex County Division of Emergency Management Jen Van Der Wende, Sussex County Division of Emergency Management Autumn Sylvester, Sussex County Division of Planning and Economic Development Christine Florio, Sussex County Health and Human Services – Division of Health 	<ul style="list-style-type: none"> Manny Ayers, Newton Medical Center Joe Konopinski, Wantage Thomas Varro, P.E., Sussex County Municipal Utilities Authority Steven Sarinelli, Newton Medical Center Ashley Gottemoller, Sussex County DPW Alison Miskiman, Tetra Tech Heather Appgar, Tetra Tech

Agenda Summary: The purpose of the meeting was to introduce the Steering Committee members and contract consultant, provide an overview of the hazard mitigation planning process, and to begin the information gathering processes and update the hazards of concern.

Item No.	Description	Action item(s):
1	Introductions – <ul style="list-style-type: none"> Each person on the call introduced themselves. 	-
2	Hazard Mitigation Overview <ul style="list-style-type: none"> Mitigation is a sustained action taken to reduce or eliminate long-term risk to life and property from a hazard event A Hazard Mitigation Plan (HMP) provides an overview of the impacts of natural hazards on communities and is a roadmap to reducing the impact of these hazards. <ul style="list-style-type: none"> Attendees were asked to take a quick poll related to the hazards occurring the most in the County since 2021; majority indicated severe storms and winter storms For the 2024 update, we will be following the revised April 2023 FEMA guidance for local plans 	-
3	Project Organization – <ul style="list-style-type: none"> To complete the HMP update, we will work with individuals, agencies, neighboring jurisdictions, businesses, and other partners The project is organized by the following – <ul style="list-style-type: none"> Core Planning Team - made up of Sussex County OEM and Tetra Tech. This is a small group that will meet frequently to ensure the project stays on schedule and that we meet all State and FEMA requirements. Steering Committee - responsible for providing guidance and leadership throughout the planning process. They will actively contribute, review and provide feedback on plan sections, update the plans’ goals and objectives, finalize the list of hazards of concern, and identify mitigation actions. 	-



	<ul style="list-style-type: none"> ○ Planning Partnership – represents the participating jurisdictions. They will attend meetings, provide information, identify mitigation actions, and adopt the HMP. ○ Stakeholders - must be engaged throughout the planning process. At a minimum, this group should include neighboring counties, local and regional agencies involved in hazard mitigation activities, and agencies that have the authority to regulate development, as well as businesses, academia, and other private and nonprofit organizations. We will put together a draft list of stakeholders and ask for your input. ○ NJOEM - provide the County guidance throughout the HMP update and will review/approve the plan before it is submitted to FEMA. 	
<p>4</p>	<p>Planning Process Overview</p> <ul style="list-style-type: none"> ● Following an 8-phase approach to update the HMP <ol style="list-style-type: none"> 1. Planning Process – ongoing throughout the update 2. Risk Assessment – identifies the risks of each hazard included in the plan <ul style="list-style-type: none"> ▪ Dam Failure ▪ Disease Outbreak ▪ Drought ▪ Earthquake ▪ Extreme Temperature ▪ Flood ▪ Geologic Hazards ▪ Hurricane & Tropical Storm ▪ Infestation & Invasive Species ▪ Nor’Easter ▪ Severe Weather ▪ Severe Winter Weather ▪ Wildfire 3. Public Involvement Strategy – ongoing throughout the plan update; we will use the County’s website and StoryMap to help with outreach 4. Mitigation Strategy – review/finalize goals/objectives for 2024 HMP; review existing capabilities; review 2021 mitigation strategies and provide status; identify new strategies for the 2024 update 5. Plan Maintenance – determine the maintenance schedule of the 2024 HMP 6. Plan Update and Deliverables – update all sections of the HMP; provide to NJOEM and FEMA for review and approval 7. Plan Adoption – the County and each participating municipality will adopt the plan after the HMP is approved by FEMA 8. Project Management and Coordination – ongoing throughout the update 	<p>Tetra Tech –</p> <ul style="list-style-type: none"> ● Provide survey link for input on critical facilities and lifelines ● Provide outreach materials <p>Steering Committee –</p> <ul style="list-style-type: none"> ● Provide input on the hazards of concern (https://www.surveymonkey.com/r/SussexHMPHOCs) ● Provide input on the goals/objectives (https://www.surveymonkey.com/r/SussexHMPGoals) ● Assist with public outreach using materials provided by Tetra Tech ● Provide input on 2021 mitigation actions
<p>5</p>	<p>Project Schedule</p> <ul style="list-style-type: none"> ● Steering Committee Kick-Off – March 15, 2023 	<p>-</p>



	<ul style="list-style-type: none"> • Planning Partnership Kick-Off – March 15, 2023 • Finalize goals, objectives, and hazards of concern – mid-summer • Risk Assessment Meeting – late-summer • Mitigation Strategy Meeting – mid-late fall • Plan maintenance – end of 2023 • Public Draft – February 2024 • Draft to State for Review – May 2024 • Final Draft to FEMA – August 2024 • Plan Adoption – September-October 2024 	
6	<p>Next Steps –</p> <ul style="list-style-type: none"> • Tetra Tech to provide access to OneDrive for document sharing/resources • Steering Committee and Planning Partnership to provide input on problem areas and new development <ul style="list-style-type: none"> ○ Problem areas - https://survey123.arcgis.com/share/18182eea337346b1ae69abfb9240ff58 ○ New Development - https://survey123.arcgis.com/share/1428c68aac87457e920c55a569b61241 • Departments and Municipalities to share outreach materials and links to surveys/HMP website <ul style="list-style-type: none"> ○ Please send screenshots/links to Tetra Tech so we can document in the plan 	<p>Tetra Tech</p> <ul style="list-style-type: none"> • Set up OneDrive and provide access to Steering Committee <p>Steering Committee –</p> <ul style="list-style-type: none"> • Provide input on problem areas - https://survey123.arcgis.com/share/18182eea337346b1ae69abfb9240ff58 • Provide input on new development - https://survey123.arcgis.com/share/1428c68aac87457e920c55a569b61241