



<b>Purpose of Meeting:</b> Steering Committee Meeting #1		
<b>Location of Meeting:</b> Microsoft Teams		
<b>Date/Time of Meeting:</b> April 21, 2021   10:00 am – 11:00 am		
<b>Attendees:</b>	Dennis McNulty - GCOEM Chuck Murtaugh - GCOEM Joe Ward - GCOEM Jack DeAngelo - GCOEM Nick Cressman –Public Works John Vinci – Gloucester County Utilities Authority	Joe Baker – PM Gloucester County Improvement Authority Howard Wolf - NJOEM Chris Testa - NJOEM Mike Fowler – Tetra Tech Chris Huch – Tetra Tech
<b>Agenda Summary:</b>	The purpose of the meeting is to provide the Steering Committee with an overview of the planning process, discuss the main phases of updating the Hazard Mitigation Plan, identifying critical facility types, reviewing the goals, review the hazards of concern, and discuss upcoming meetings and key milestones.	
Item No.	Description	Action By:
1.	<b>Welcome and Introductions</b> <ul style="list-style-type: none"> <li>Tetra Tech (Tt) kicked-off the meeting and D. McNulty (GCOEM) gave an introduction.</li> <li>Attendees introduced themselves.</li> </ul>	None
2.	<b>In-Kind Services Tracking</b> <ul style="list-style-type: none"> <li>Tt explained the importance of keeping track of time spent working on the HMP.</li> <li>The County is using a FEMA grant to update the plan which requires a 25% in-kind match.</li> <li>Tt developed a tracker for participants to use to help keep track of their time. In addition to participants keeping track, Tt will maintain an excel workbook as well.</li> </ul>	Tt to email tracker to Steering Committee
3.	<b>Benefits of Hazard Mitigation and Overview</b> <ul style="list-style-type: none"> <li>Tt provided an overview of hazard mitigation and why the County and municipalities need to update every five years.</li> <li>By participating in the HMP process, the County and municipalities remain eligible for FEMA pre-disaster and HMGP funding.</li> <li>Tt showed the recent FEMA declarations and reported hazard events from NOAA-NCEI.</li> <li>Tt explained that the planning process is on an expedited schedule due to the expiration date of the plan and the next opportunity to apply for FEMA FMA and BRIC funds. Tt is proposing to submit the draft plan to NJOEM by September/October 2021 and have FEMA approval by December 2021/January 2022. However, in order to meet this schedule, we need the support and commitment from the Steering Committee and Planning Partnership.</li> </ul>	None
4.	<b>Project Organization</b> <ul style="list-style-type: none"> <li>The Steering Committee, Planning Partnership, Stakeholders and NJOEM make up the team working on updating the HMP.</li> <li>The Planning Partnership is made up of the Steering Committee, municipalities and Rowan University. A letter inviting them to participate will go out this week and a kick-off meeting will be held for them. <ul style="list-style-type: none"> <li>The invitation to each municipality and Rowan University was sent out on April 21<sup>st</sup>.</li> </ul> </li> </ul>	Tt to send survey to Steering Committee for stakeholder input



	<ul style="list-style-type: none"> <li>○ Each will be asked to complete a Letter of Intent to Participate (LOIP) which outlines the responsibilities and expectations for the planning process.</li> <li>○ The partnership will be asked to complete a series of worksheets, attend meetings, and work with Tt planners to complete their chapter (or annex) of the HMP.</li> <li>● Stakeholders – they play an important role in the planning process. While they are not involved in all stages of the process, they can help us learn about more specific topics or provide input from different points of view.             <ul style="list-style-type: none"> <li>○ The Steering Committee will be asked to review the list and add any additional stakeholders that should be involved.</li> <li>○ Stakeholders will be invited to meetings, asked to review the draft plan, and provide information through an online survey and/or interviews.</li> </ul> </li> </ul>	
5.	<p><b>Steering Committee Roles and Responsibilities</b></p> <ul style="list-style-type: none"> <li>● As Steering Committee members, responsibilities include: providing guidance and leadership throughout the planning process; overseeing the planning process; and act as POCs for the municipalities and stakeholders.</li> <li>● Tt will be working with the Steering Committee throughout the process.</li> </ul>	None
6.	<p><b>Public and Stakeholder Outreach</b></p> <ul style="list-style-type: none"> <li>● Outreach is a big component to the HMP process. In order to be successful in outreach, the help of the Steering Committee and Planning Partnership is needed.</li> <li>● Tt developed a website just for the HMP (<a href="https://www.gloucestercountynjhmp2021.com/">https://www.gloucestercountynjhmp2021.com/</a>) to post meeting dates, meeting materials, and drafts of the HMP.</li> <li>● As outreach is conducted, Tt asked the Steering Committee to send screen shots, meeting agendas, etc. so that information can be incorporated into the HMP.</li> </ul>	Tt to provide tracking tool to keep track of HMP outreach conducted; Tt to provide social media graphics and text; Tt to send link to HMP website
7.	<p><b>Data Collection Status</b></p> <ul style="list-style-type: none"> <li>● Tt began reviewing plans and codes available online. When reviewing, Tt looks at what is relevant to the planning process, what types of risk is discussed, etc.</li> <li>● Steering Committee was asked if any other plans or studies in the last five years should be reviewed or included.             <ul style="list-style-type: none"> <li>○ Gloucester County updated their debris management plan and anticipates NJDEP certification soon. The plan does integrate the municipalities and covers all forms of debris.</li> <li>○ The County would like to develop a plan on evacuation planning.</li> <li>○ Municipalities that do not have updated floodplain management ordinances need to include as a mitigation action in the 2021 update.</li> </ul> </li> </ul>	GCOEM to provide Tt copy of the debris management plan to review
8.	<p><b>Hazards of Concern Identification</b></p> <ul style="list-style-type: none"> <li>● Tt presented a list of suggested hazards of concern to the Steering Committee. The list presented aligns with the current New Jersey State HMP and surrounding counties.</li> <li>● C. Testa (NJOEM) suggested the County include utility failure as a hazard of concern; the County agreed that it will be it's own hazard profile but utility failure will be discussed in the appropriate profiles as well (e.g. severe weather, winter weather, etc.).</li> <li>● Invasive species should concentrate on the impacts to the agricultural industry in the County.</li> <li>● Tt will send a survey to collect input on the hazards of concern.</li> </ul>	Tt to send hazards of concern survey
9.	<p><b>Critical Facilities and Lifelines</b></p> <ul style="list-style-type: none"> <li>● Tt presented the list of critical facility types we have received from the County.</li> </ul>	Tt to provide list of critical facilities



	<ul style="list-style-type: none"> <li>○ The Committee would like to include ports along the Delaware River and pipelines as additional critical facility types.</li> <li>• The Steering Committee and Planning Partnership will be asked to review the list and provide edits or additions as needed.</li> </ul>	to the County to review, revise, and indicate whether or not they are considered lifelines
10.	<p><b>Goals and Objectives</b></p> <ul style="list-style-type: none"> <li>• The goals from the 2016 HMP were presented to the Steering Committee along with suggestions on how to update/revise.</li> <li>• Tt will send out a survey to collect feedback on the goals and then will compile a final list based on input and present to the Steering Committee at the next meeting.</li> </ul>	Tt to send goals survey to Steering Committee
11.	<p><b>Schedule</b></p> <ul style="list-style-type: none"> <li>• Tt discussed the schedule of the planning process.</li> <li>• The Steering Committee confirmed that May 5, 2021 will be the kick-off meeting for the planning partnership.</li> </ul>	Tt to provide a list of upcoming meetings
12.	<b>Questions/Wrap-Up</b>	