



Lehigh Valley Hazard Mitigation Plan Update Minutes of Meeting

Purpose of Meeting:	Project Coordination / Steering Committee Meeting
Location of Meeting:	Northampton County Emergency Operations Center Nazareth, Pennsylvania
Date of Meeting:	July 7, 2011

Attendees:	Tanya Hook-Lehigh County EMA Tom Nervine-Lehigh County EMA Bob Mateff-Northampton County EMS Angel Gillette-Northampton County EMS	Jonathan Raser-Tetra Tech Alison Miskiman-Tetra Tech Cynthia Bianco-Tetra Tech Kristopher Mattson-Tetra Tech
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Agenda Summary: To agree upon project scope of work and schedule, to discuss planning partnership and municipal participation, steering committee participation, public outreach data collection, progress reporting, payment timeline.

Item No.	Description	Action By:
1.	The consultant (Tetra Tech) and the Committee reviewed the project tasks and confirmed the split of responsibilities for each task as noted in the split of work summary document.	-
2.	Tetra Tech (Tt) reviewed the importance of municipal participation and the formation of a planning committee comprised of representatives from all participating municipalities. In order to ensure participation, Tt recommended that the Committee distribute a Letter of Intent (LOI) to participate to each municipal contact with an overview of the plan update process. A sample LOI and cover letter was provided to the Committee as a hard copy and on CD. The Committee to distribute to municipalities prior to Kick-Off Meeting	Committee- Angel Gillette
3.	The Committee to provide date and locations of Kick-Off meeting and steering committee meetings. Tentatively the Kick-Off meeting will be scheduled for the end of August. Tt to check availability of the Hanover Community Center for Kick-Off meeting.	Committee- Angel Gillette Tt-(Kristopher Mattson)
4.	Tt reviewed the public outreach plan consisting of press releases, a public hazards survey, brochures, social network media information, etc. The Committee suggested that information be distributed during the upcoming Community Day on September 17 th in Bethlehem (Lehigh County). In addition as September is National Preparedness month, the Committee may find other opportunities for public outreach in conjunction with preparedness events. Tt to prepare an informational brochure for review by the Committee. Also, Tt recommended a public website to be hosted on the County or at the Regional Planning Commission level. Tt to forward suggested site content to the Committee to review and the Committee to research where best to serve the website.	Committee- Angel Gillette (website hosting and review) Tt-Jonathan Raser, Cynthia Bianco (provide sample web content and



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		sample survey)
5.	Data Collection has been commenced by Tt with outreach to both County GIS contacts. The Committee to confirm contact for planning input (such as comprehensive plans and reports) and provide contact for Lehigh Valley Planning Commission (LVPC) for GIS data collection. Tt provided a sample NFIP request letter for use by Committee on CD to request latest policy claims information for the planning area.	Committee- Tanya Hook (planning contacts), Tt – Angel Gillette (LVPC contact) Alison Miskiman (continued contact for information)
6.	Tt recommended the creation of a secure shared site for use by the Committee to review and provide information to the consultant and Committee.	Tt to set up with contacts provided by Committee (Angel Gillette)
7.	Tt to provide Progress Reporting template to the Committee for review and use during the project. The Committee was requested to obtain a sample of the format and content of in-kind tracking required by PEMA.	Committee- Angel Gillette (PEMA request) Tt-Jonathan Raser (Progress Reporting Template)