



Lehigh Valley Hazard Mitigation Plan Update Minutes of Meeting

Purpose of Meeting:	Steering Committee Meeting
Location of Meeting:	Northampton County Emergency Operations Center Nazareth, Pennsylvania
Date of Meeting:	December 19, 2011

Attendees:

Tanya Hook-Lehigh County EMA	David Fenton – Lehigh County EMA
Tom Nervine-Lehigh County EMA	Geoff Reese – Lehigh Valley Planning Commission
Bob Mateff-Northampton County EMS	Joseph Laky – Northampton County GIS
Angel Gillette-Northampton County EMS	Jonathan Raser-Tetra Tech

Agenda Summary: To review progress and update schedule, review status of critical facility data collection, discuss progress on hazard profiling, municipal participation, and schedule municipal, stakeholder and public outreach meetings and opportunities.

Item No.	Description	Action By:
1.	<p>Progress of critical facility (CF) data collection was discussed. It is believed that the 911 datasets were developed from County GIS data, and pre-date the latest data received from both Lehigh and Northampton County GIS departments. As such, the critical facility data for this update project shall be the CF data provided by both county GIS departments, augmented with other data provided by the Lehigh Valley Planning Commission and the default data in HAZUS-MH.</p> <p>Tetra Tech (TT) to complete the CF database, and provide to SC membership via email and on the Share Site for review and final approval before risk assessment modeling commences. TT anticipates one week for inventory to be completed and distributed for review, then allow one week for review before finalizing.</p>	<p>TT - Completion and posting of CF database for review</p> <p>SC – Review and approval of CF database</p>
2.	<p>TT has developed a draft Regional Profile/Inventory of Assets document, which includes mapping and tables developed by the Lehigh Valley Planning Commission (LVPC). LVPC will be reviewing the Regional Profile and providing updated maps, tables and other input to complete the document for review by the SC and posting to the public plan website.</p>	<p>LVPC – Review of Regional Profile, providing updated maps, tables and information as appropriate</p>
3.	<p>Risk assessment modeling shall commence with the approval of the CF inventory. Flood modeling for the two-county region shall take up to one month. Vulnerability assessment/loss estimation results shall be incorporated into hazard profiles as it becomes available.</p>	TT
4.	<p>The SC reviewed the Hazards of Concern for this project, and have determined that</p>	TT – Complete



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	all of the natural hazards of concern (including those identified as “low risk hazards”) shall be fully profiled in this update process. Of the natural hazards of concern identified in the State Plan, only “Coastal Erosion”, “Infestation” and “Invasive Species” have been determined not to be included in this plan update at this time. “Dam Failure” and “Levee Failure” shall be included in the “Flood” hazard profile.	draft natural hazard profiles
5.	TT shall be developing profiles for the non-natural (man-made and technological) hazards identified in the State Plan with the exception of “Disorientation”. TT shall work with Angel Gillette to contact Nick Tylinda (sp?) to get historic information on non-natural hazard events including events of record.	TT working with Angel Gillette
6.	The effects of climate change on the natural hazards of concern in the region shall be included in each profile, as appropriate. LVPC shall provide TT a recent document on climate change in the state.	LVPC – provide PA climate change document to TT
7.	Municipal Participation – Letters of Intent (LOI) to Participate. Both Counties to provide copies of LOIs received to date.	Tanya Hook (LV) and Angel Gillette (NC)
8.	Municipal Participation – Completion of survey forms (Contact and Municipal Information; Risk Evaluation; Capability Assessment). TT to provide draft text for an email, with forms attached, to be sent to municipal officials of those municipalities that did not attend the November municipal project meetings (Planning Committee Meeting #1).	TT working with Angel Gillette
9.	Planning Committee Meeting #2 – Lehigh and Northampton Counties to determine dates in January for this meeting. Focus of meeting will be to provide another opportunity for municipal participation and public outreach.	LC and NC to determine dates in January for meetings
10.	Public Outreach – TT to work with Angel Gillette to update the public project website, and develop and implement a municipal outreach strategy to include, as available, notices and links to the public project website and citizen survey, notices in local newsletters, email blasts, and project brochures. Northampton County to work on announcements via media releases and social media. TT to provide LVPC with text for an article in the LVPC newsletter.	TT, Angel Gillette, LVPC
11.	Stakeholder Outreach – TT to work with SC to develop a list of regional stakeholders. Stakeholders to be invited to a mitigation workshop (date TBD), and encouraged to provide input to the planning process.	TT working with SC
12.	TT reviewed the need for adequate tracking of “in-kind services” by the SC membership. Angel Gillette to contact PEMA to determine what comprises acceptable documentation of “in-kind services” for the local share of the grant.	Angel Gillette to contact PEMA
13.	TT has developed a secure Share Site for use by the SC and all planning partners during the Plan Update project. Tetra Tech to provide all SC members with an update of their logons\passwords to the site.	TT



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