



Cayuga County Multi-Jurisdictional
All Hazard Mitigation Plan Update
Steering Committee
Minutes of Meeting



Purpose of Meeting:	Steering Committee
Location of Meeting:	Conference call
Date of Meeting:	September 9, 2012

Attendees:	Doug Kierst – District Field Manager – CC SWCD
Brian Dahl-CC Director of Emergency Management	Mark Snyder – Cayuga Onondaga BOCES
Michele Wunderlich-CC –Senior Planner	Doug Ververs – Cornell Cooperative Extension of Cayuga County
Kevin Carpenter-ES Manager - American Red Cross	Mark Fleming – Lieutenant – NY State Police
Jim Stowell-Under Sheriff - Cayuga County	George Welch – Auburn Memorial Hospital
Jeff Dygert-Chief, Auburn Police Department	Bill Lupien – City of Auburn Engineering Department
	Cynthia Bianco – Tetra Tech

Agenda Summary: To discuss the planning status, project schedule, data collection, public and stakeholder outreach.

Item No.	Description	Action By:
1.	Status Overview	
2.	Steering Committee Ground Rules The edited ground rules were distributed for review and discussion. County will advise who will be alternates for the committee members.	Michele to forward email responses. Tt to revise.
3.	Mission Statement, Goals, and Objectives The mission statement was been approved by the SC and will be posted on the hazard mitigation website and appears in the mitigation brochure. Tetra Tech (Tt) will review the NYS Hazard Mitigation Plan as well as local comprehensive and watershed plans to develop proposed goals and objectives to be reviewed by the WG and presented to the SC.	Tt
4.	Data Collection <u>Letters of intent will be re-distributed and the municipal homework will be distributed during the kickoff meeting. They are due October 15th.</u> Michele will send an email reminder to all municipalities. <u>Critical Facility Inventory</u> –The critical facility information was reviewed to highlight missing information. Michele to be contact person for submittal of critical facility data. She will also get municipal water system data and Tier 2 data from EMO.	Michele to email reminder for KO meeting. Tt to follow-up with any municipalities who have not responded after reminder email.
5.	Hazards of Concern ID Tetra Tech will research hazard events and prepare a Hazards of Concern document	Tt



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	for review by the committee. Hazards to be included per the Steering Committee will include Flooding, Severe Storm, Severe Winter Storm, and Transportation Accidents as a minimum.	
6.	Public and Stakeholder Outreach The County has posted HMP information and will comment on draft brochure. They will also provide a link for the survey on its mitigation website. Tt to provide a template press release for use by the County to publicize the planning process and the survey. In addition, County to send email notice to towns/villages, legislators, and WQMA email list to publicize the survey. County to look into potentially using Planning's Twitter account.	County – comments Tt draft press release and final brochure
7.	In-Kind Services Tt advised County to continue to track hours worked on planning for in-kind documentation to be submitted to FEMA upon reimbursement request.	County
8.	Next Meeting September 26, 2012- Kick-Off Meeting	