

STATE OF DELAWARE
HAZARD MITIGATION COUNCIL MEETING
MINUTES
July 11, 2017

WELCOME, INTRODUCTIONS, AND MEETING OVERVIEW

Arthur D. Paul, State Hazard Mitigation Officer (SHMO) opened the meeting by welcoming attendees to the State Emergency Operation Center (EOC) and thanking them for attending. Art asked attendees to introduce themselves and their areas of responsibility. A.J Schall, Director of the Delaware Emergency Management Agency welcomed attendees and emphasized that the All-Hazards Mitigation Plan is for the whole State of Delaware and that we need input and assistance from all State agencies and partners to ensure that the plan is comprehensive, meets all requirements, and will satisfy the mitigation needs of Delaware. Art Paul started with an overview of the meeting and proceeded with the first agenda item.

REVIEW OF HAZARD MITIGATION PROGRAMS

- Flood Mitigation Assistance (FMA) Program - This program is managed by Mike Powell, DNREC Division of Watershed Stewardship. There were no activities to report at this time.
- Hazard Mitigation Grant Program (HMGP) - Damaris Slawik, Hazard Mitigation Project Officer reported on the current projects, PowerPoint presentation attached,:
- Pre-Disaster Mitigation (PDM) Program - see attached ppt. presentation

DELAWARE MITIGATION PLANNING - All-Hazards Mitigation Plan Update

Art Paul gave an overview of the current Hazard Mitigation Plan. The plan was approved in August 2013 and was previously updated in 2010 and 2007; updates were required every three years. However, the frequency of State Plan updates was changed to every five (5) years to coincide with the update frequency of local plans. Delaware's plan is required to be updated by August 2018.

FEMA requires that the plan describe the planning process and include documents used in updating the plan. The plan must also describe State coordination with other agencies and stakeholders; all meetings will be documented and coordinated. The updated plan will be public facing and will be available on DEMAs website; with the exception of "For Official Use Only" or sensitive information. The plan currently has two restricted annexes that are not available to the public. Information made available to the public will be closely scrutinized by the planning team.

- **Update - Kick-off Meeting** -

The State Hazard Mitigation Plan Kickoff meeting was held on February 24, 2017 at the State Emergency Operations Center, Art reviewed the agenda and minutes. There were approximately 26 attendees at the meeting. The purpose of the meeting was to kick-off the process of updating the State All-Hazard Mitigation Plan. The State has a comprehensive plan that was approved by FEMA in August 2013 and requires updating by August 2018. While the plan is well written, it still needs to be thoroughly reviewed to ensure that all requirements are met prior to FEMA approval.

Delaware will use the Planning Process in the Comprehensive Preparedness Guide (CPG) from the Federal Emergency Management Agency (FEMA). The six planning steps from the Guide have been matched to a timeline which shows the actions and activities that will be used to

update the plan (see agenda attached package). Delaware's steps in the planning process are briefly identified below:

Step 1 - Collaborative Planning Team - Kick-Off Meeting

The planning team is listed in the current plan and all agencies and stakeholders statewide will be included in the plan update process. The planning team will be broken into smaller sub-teams to address specific areas or sections of the plan. The entire planning team will be given an opportunity to review and comment on all final section drafts. There will also be meetings in each of Counties and with certain stakeholders.

Step 2 - Understand the Situation - Overview of Risk Assessment

The planning team will review Plan Section 4.1 - Hazard Identification and Section 4.2 for possible revisions and updates. Section 4.1 provides a general description of the hazards and requires updating of the hazards that have impacted Delaware since the August 2013 revision. Section 4.2 provides an overview and analysis of natural hazard vulnerabilities to include risk and loss assessments. The mapping and assessment portion is revised using HAZUS-MH, FEMA's loss estimation software. We will be hiring an outside contractor to do this portion of the plan. The planning team will review and re-rank Delaware's hazards based on the past five years and results will be compiled and ranking decisions made based on the results.

Step 3 - Determine Goals and Objectives - Mitigation Strategy Review

Art Paul briefed on the goals and objectives and displayed and reviewed Plan Section 6.1 - Mitigation Strategy. Following the update of the hazard rankings and the vulnerabilities/risk assessments (completed during Step 2) the planning team needs to review the goals and objectives to ensure they're still valid. Likewise, additional mitigation actions should be considered following the updated assessments.

Over two dozen Lead Agency/Departments are responsible for the 77 Mitigation Actions listed in Plan Section 6.2 - Mitigation Actions. Attendees with Lead Agency responsibilities were given a folder with their specific Mitigation Actions and a copy of the State Mitigation Plan Review Tool from the FEMA State Mitigation Plan Review Guide. Art Paul reviewed the responsibilities of some agencies involved in the planning process. Additionally, FEMA has added new eligible project types under Climate Resilient Mitigation Activities (CRMA) and these new projects types should be considered as new project possibilities/mitigation actions.

Step 4 - Plan Development - Review Guide

Threat Hazard Identification and Risk Analysis (THIRA) information will be included in the plan as part of an additional FEMA requirement, along with climate change considerations. Last Summer DEMA had an intern include additional climate change information into portions of the plan and will work closely with the planning team to ensure that the most accurate data is included. Plan review and development will closely consider Standard State Plan Requirements listed in the State Mitigation Plan Review Guide and the State Mitigation Plan Review Tool will also be used to identify the location of the requirements listed in 44 CFR 201.4.

Step 5 - Plan Prep, Review & Approval - Mitigation Council and FEMA Review

The planning teams will be conducting section updates and reviews throughout the update process. A draft of the whole plan will be consolidated and provided to the Mitigation Council for review prior to forwarding to FEMA. We will use the Plan Review Tool and the Plan Review Crosswalk thru out the planning process to insure that all requirements are identified and met. Additionally, we will work closely with our FEMA Region III points of contact.

We will use all available resources to satisfy the requirements listed CFR 201.4. Following FEMAs review and our corrections, we will receive an Approval Pending Adoption (APA) letter. Once the letter is received, the plan will be forwarded to the Governor for approval.

Step 6 - Plan Implementation & Maintenance - Adoption

When the Governor approves the plan it will be forwarded to FEMA for final approval.

Maintenance of the plan will include annual reports to the State Hazard Mitigation Council. The reports will detail the latest legislative requirements or changes and information on projects and programmatic activity.

- **Hazard Ranking**

A key part of the update process is Step 2- Understand the Situation - Overview of Risk Assessment, we distributed Delaware's Hazard Ranking Survey in April 2017 and the response was very poor. In May we sent out another request to complete an on-line survey using Survey Monkey. While the response was better, Art requested all members of the Planning Team and the State Hazard Mitigation Council to complete the survey. Attendees requested the results of the county surveys.

- **Team Assignments**

For the purposes of updating the plan, the Natural Hazards Section divided the numerous hazards into five (5) events for natural hazards and seven categories for Human Caused/Public Health Hazards. John Callahan suggested that we revisit the team assignments and it was decided to have a telephone conference to discuss the issue further.

SUMMARY

Art summarized the agenda and the discussions. A time will be scheduled to review the planning team assignments and discuss team responsibilities.

ADJOURN

The July 11, 2017 Hazard Mitigation Council meeting was adjourned at 9:45 am.