

**Burlington County, NJ – Hazard Mitigation Plan 2024 Update
Steering Committee Draft Plan Review Meeting | Meeting Minutes**



Purpose of Meeting:	Steering Committee Draft Plan Review Meeting
Location of Meeting:	Teleconference
Date of Meeting:	February 15, 2024 @ 1:00 P.M.

Attendees:	<ul style="list-style-type: none"> • Burlington County Division of Emergency Management <ul style="list-style-type: none"> ○ Darryl Williams, OEM Coordinator ○ Kristen Carr, OEM Deputy Coordinator ○ Jerome Kilkenny, Transportation Coordinator ○ Thomas Stanuikynas, County Planner ○ Todd Wirth, Management Specialist • Burlington County Department of Health <ul style="list-style-type: none"> ○ Monquie Davis, Assistant Health Officer • Burlington County Division of GIS <ul style="list-style-type: none"> ○ David Rickert, GIS Specialist 2 • Mansfield (Twp) <ul style="list-style-type: none"> ○ Matthew Konowicz, Township Fire Department • Moorestown (Twp) <ul style="list-style-type: none"> ○ Jim Carruthers, OEM Coordinator • Springfield (Twp) <ul style="list-style-type: none"> ○ Andrew Eaton, Deputy Mayor 	<ul style="list-style-type: none"> • Burlington County High School <ul style="list-style-type: none"> ○ James Flynn, Principal • NJSP <ul style="list-style-type: none"> ○ Cansu Yerdeleni, Mitigation Unit ○ Kathy Lear, Mitigation Unit ○ Christopher Warwick, NJSP NJOEM ERB-South ○ Brianna Kanabrocki, Disaster Recovery ○ James Buckley, Trooper ○ Jordan Siegel, Trooper • Northern Burlington County Regular School District <ul style="list-style-type: none"> ○ Matthew Konowicz, Director of Instruction for Agriscience, Applied Technology, Business & Technology, Visual & Performing Arts • Rowan College Burlington County Public Safety <ul style="list-style-type: none"> ○ Andrew Eaton, Director of Public Safety • Tetra Tech <ul style="list-style-type: none"> ○ Chris Huch, Project Manager ○ Jessica Stokes, Lead Planner
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Agenda Summary: The purpose of the meeting was to provide an update on the planning process and status update, provide an opportunity for the Steering Committee to comment on the draft 2024 Burlington County HMP framework, discuss the Plan Maintenance strategy for the 2024 HMP, review the FEMA Approval Process, discuss next steps, and address any questions or comments.

Item No.	Description	Action item(s):
1	Introductions	-
2	Project Status <ul style="list-style-type: none"> • Finalize Plan Maintenance – December 2023 • Draft Plan – January 2024 • Draft to NJOEM – February 2024 • Draft to FEMA – March 2024 • Public Outreach and Engagement <ul style="list-style-type: none"> ○ Post links on social media and department/agency websites ○ Make efforts to reach out to: <ul style="list-style-type: none"> ▪ General Public ▪ Stakeholders ▪ Neighbors ▪ Socially Vulnerable Populations • Annex Status 	Steering Committee <ul style="list-style-type: none"> • Continue public outreach
3	HMP Draft Review <ul style="list-style-type: none"> • What's New in the 2023 Update? • New FEMA requirements • Updated critical facilities inventory and included community lifelines • Incorporated new hazards of concern and performed new risk analysis • Enhanced the capability assessment for each participating jurisdiction 	-



4	<p>2024 HMP Framework</p> <ul style="list-style-type: none"> • Volume I <ul style="list-style-type: none"> ○ Section 1 Introduction <ul style="list-style-type: none"> ▪ This is the introduction of the HMP, explains the update process, who participated, and what changes have been made since the last plan. ○ Section 2 Planning Process <ul style="list-style-type: none"> ▪ Provides a timeline of how the planning process was done and everything that went into developing the plan. It includes meeting dates, activities, and plan participants. ○ Section 3 County Profile <ul style="list-style-type: none"> ▪ Provides general information for the Planning Area and critical facilities/lifelines located within the area. ○ Section 4 Risk Assessment <ul style="list-style-type: none"> ▪ Provides a foundation for the rest of the planning process – which focuses on identifying and prioritizing actions to reduce risk to hazards. ○ Section 5 Capability Assessment <ul style="list-style-type: none"> ▪ Identifies the primary types of capabilities – planning and regulatory, administrative, and technical, financial, and education and outreach –existing plans, policies, programs, etc. available at the county, state, and federal level to help the County and municipalities accomplish mitigation. ○ Section 6 Mitigation Strategy <ul style="list-style-type: none"> ▪ Gives an overview of the process and then in each annex, we show the projects and procedures you all will do to reduce or eliminate future losses from hazards. ○ Section 7 Plan Maintenance <ul style="list-style-type: none"> ▪ Describes how the County will keep the hazard mitigation plan up to date over the next five years. <ul style="list-style-type: none"> • Utilize County Emergency Management Meetings • Annual process • Utilize BATool for the first year for maintenance • Kristen Carr to be Plan Coordinator for HMP for current and future public comment • Move all plan documentation to County website • Volume II <ul style="list-style-type: none"> ○ Section 8 Planning Partnership <ul style="list-style-type: none"> ▪ Gives an overview of how each jurisdiction participated in the plan and how the annexes are laid out. ○ Section 9 Jurisdictional Annexes <ul style="list-style-type: none"> ▪ Where the individual jurisdictional annexes of the plan are located. It shows us who participated in the plan, gives a general description of the municipality, outlines and summarizes your capabilities at the local level, provides the jurisdictional hazard ranking, includes a status of mitigation actions from 2019 and then includes mitigation actions for the 2024 HMP. • Appendices: This is where you’ll find a draft adoption/resolution for when you need to adopt the plan, tables of who participated in the process and how; meeting documentation (minutes, presentations, etc.), public and stakeholder 	
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	<p>outreach; mitigation strategy data; plan maintenance tools; critical facilities (the list of facilities will not be posted for public review due to their sensitive nature); and linkage procedures for anyone who didn't participate this time around and would like to join the plan in the next 5 years.</p> <ul style="list-style-type: none"> ○ Appendix A Plan Adoption ○ Appendix B Participation Documentation ○ Appendix C Meeting Documentation ○ Appendix D Public and Stakeholder Outreach Documentation ○ Appendix E Mitigation Strategy Supplementary Data ○ Appendix F Plan Maintenance Tools ○ Appendix G Critical Facilities ○ Appendix H Linkage Procedures 	
5	<p>FEMA Approval Process</p> <ul style="list-style-type: none"> ● The plan is made available for public and State review. <ul style="list-style-type: none"> ○ Feedback and comments will be incorporated into a second draft. ● The second draft will be submitted to FEMA for review and approval. <ul style="list-style-type: none"> ○ If FEMA has questions or comments those will be addressed. ○ FEMA will grant the plan 'Approvable Pending Adoption' status, meaning FEMA will approve the plan once it has been locally adopted. ● The County and municipalities will formally adopt the plan. <ul style="list-style-type: none"> ○ Resolution is submitted to FEMA and FEMA grants final approval. 	-
6	<p>Review the Draft Plan</p> <ul style="list-style-type: none"> ● The entire plan will be posted on the Burlington County HMP website for a 30-day review period (starting DATE) <ul style="list-style-type: none"> ○ You can review sections of the plan during the public review, and we will incorporate any applicable revisions into the final deliverable to the State and FEMA ● NJOEM will begin their review after the public review period ● Public feedback to be incorporated as appropriate prior to submittal to NJOEM/FEMA for their review <ul style="list-style-type: none"> ○ If needed, we will hold a brief meeting to discuss public comments and how to incorporate – date TBD 	-
7	<p>Next Steps</p> <ul style="list-style-type: none"> ● Draft Plan Review Meeting – TODAY! ● Any edits to sections of the plan are due March 21, 2024 ● Public Review Period (30 days) – February 20, 2024 ● Submit Draft Plan for NJOEM/FEMA Review by April 2024 & May 2024 ● FEMA approves plan (June/July 2024); begin adoption 	-
8	<p>Questions/Discussion</p> <ul style="list-style-type: none"> ● Chris Huch: Annex sign-off sheets for municipal annexes? <ul style="list-style-type: none"> ○ Kathy Lear: Yes, the State would like to see these. ● Monique Davis: For annual review, will additional stakeholders have opportunity to weigh in. <ul style="list-style-type: none"> ○ Chris Huch: We can incorporate that into the process, would be a great reminder to stakeholders and the public that the plan does exist, and can be awarded the opportunity to provide a chance to participate. 	-