

Kick-Off Meeting Minutes

November 8, 2017

1:30pm - 3:00pm

Agenda

1. Welcome and Introductions
2. Project Overview
3. 2018 Planning Process
4. Risk Assessment Overview and Hazard Review
 Exercise #1: Risk Evaluation and Identification
5. Capability Assessment and Mitigation Strategy Overview
 Exercise #2: Capability Assessment Survey
6. Five-Year Plan Review
7. Next Steps and Action Items

Welcome and Introductions

Sarah Bowen, a hazard mitigation planning consultant with Michael Baker International, welcomed all members of the Charles County Hazard Mitigation Planning Committee and asked participants to introduce themselves. She also requested that everyone indicate which community or organization they represented, and note whether they participated in the last HMP Update. Michelle Lilly, Chief of Emergency Management for the Charles County Department of Emergency Services, thanked all committee members for participating on the committee and attending the meeting. A list of meeting attendees is shown below:

Name	Organization
Michelle Lilly	Charles County Department of Emergency Services
Jennifer Adams	Charles County Department of Emergency Services
Chris Thompson	Charles County Department of Emergency Services
Beth Groth	Charles County Department of Planning and Growth Management
Hamendra Mathur	Charles County Department of Planning and Growth Management
Esther Read	Charles County Department of Planning and Growth Management
Cathy Thompson	Charles County Department of Planning and Growth Management
Steve Staples	Charles County Department of Public Works
Elsa Ault	Charles County Engineering and Floodplain Permits
Brian Hayden	Charles County Parks, Recreation, and Tourism
Richard Boggs	Charles County Sheriff

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Name	Organization
Luis Dieguez	Charles County Soil Conservation District
Julie Simpson	Port Tobacco River Conservancy
Michelle Miner	Town of La Plata
Bill Bessette	College of Southern Maryland
Randy Jouben	College of Southern Maryland
Donna Thomas	Maryland Department of Health
Ashley Farmer	Maryland State Highway Administration
Sarah Bowen	Michael Baker International
Necolle Maccherone	Michael Baker International
Matthew Bodnar	Michael Baker International

Project Overview

Sarah Bowen defined hazard mitigation and described the purpose of the HMP Update, including:

- Identifying projects that will reduce risk, both day to day and in a disaster situation
- Identifying potential funding sources for mitigation projects
- Maintaining eligibility for certain mitigation funding through the Federal Emergency Management Agency (FEMA)

Sarah also reviewed the contents and outline of the 2012 HMP.

2018 Planning Process

Matt Bodnar reviewed the timeline and planning process for the 2018 HMP Update and described new elements of the plan, including a chapter on cultural and historic resources. Matt discussed the components of this new chapter, such as performing a gap analysis and establishing mitigation recommendations for high-priority historic and cultural resources. He also discussed other efforts in Maryland to link hazard mitigation planning and historic preservation, such as those being undertaken by the City of Annapolis and the Maryland Historic Trust.

Risk Assessment Overview and Hazard Review

Matt reviewed the hazards profile in the 2012 HMP and their risk rankings:

High Ranked Hazards

- Temperature Extremes

Moderate Ranked Hazards

- Thunderstorms and Lightning
- Tornado
- Hurricane
- Severe Winter Storms
- Hazardous Materials
- Flood

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- Public Health Emergency

Low Ranked Hazards

- Drought
- Erosion
- Earthquakes
- Nuclear Events
- Wildfire

Matt asked the committee whether any hazards excluded from the last HMP Update should be profiled in the 2018 HMP. He also asked whether the risks associated with hazards profiled in the 2012 HMP have changed over the past five years. The committee completed an exercise on these topics and discussed the results. Input from the committee indicated that the following hazards should be considered in the 2018 HMP Update:

- Natural Gas Emergency
- Dam Failure
- Wind and Hail
- Sinkholes/Subsidence
- Utility Interruption
- Structure Collapse (particularly for historic buildings)
- Criminal Activity/Civil Disturbance

At the Risk Assessment Meeting on November 8, the committee will finalize the list of hazards to be profiled in the 2018 HMP and prioritized for mitigation action. A key consideration is whether Charles County and its communities want to develop mitigation actions to reduce the risk of these new hazards. Some hazards may be placed on a list to be incorporated in future HMP Updates. The following hazards were also identified as having changes in risk since the last HMP Update:

Increase in Risk

- Tornado
- Public Health Emergency
- Flood
- All hazards (because of more extreme weather events and changing future conditions)

Decrease in Risk

- None

Capability Assessment and Mitigation Strategy Overview

Matt described the capability assessment and how it relates to implementing the mitigation strategy. The committee then conducted an activity to assess existing capabilities, which included a discussion of the following:

- Charles County's GIS and grant writing capabilities
- Charles County recently adopted a watershed conservation zone
- Charles County submitted letter of interest to join the Community Rating System (CRS) in September 2017

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Matt also discussed the four types of mitigation techniques (Plans and Regulations, Structure and Infrastructure Projects, Natural Systems Protection, and Education and Awareness Programs) and described the process for reviewing mitigation actions from the 2012 HMP and developing new actions. This will be a focus for the Mitigation Solutions Meeting on December 13, 2017.

Five-Year Plan Review

Matt led a discussion to assess changes that have occurred since the last HMP Update and potential improvements to the plan. The committee provided the following input on these topics:

- The county has continued to experience growth and development, including more multi-unit, high-density development. This has the potential to increase risk in the event of a disaster, such as a fire.
- There have been challenges with mitigation due to the public perception of buy-out projects.
- Administrative costs of managing grants can also be a challenge.
- The 2012 HMP improved greatly upon the 2006 HMP, such as introducing more local information and having very clear goals and actions. No weaknesses of the 2012 plan were identified by the committee.

Next Steps and Action Items

Matt reviewed the project timeline, which is shown below:

Task	Dates
Full Project Timeline	October 2017 – March 2018
Kick Off Meeting	November 8, 2017
Risk Assessment Meeting	November 29, 2017
Mitigation Solutions Meeting	December 13, 2017
Plan Writing	October 2017 – January 2018
Draft Plan Review Public Meeting	January 23, 2018
Deliver to MEMA/FEMA for Review	February/March 2018
Distribute to Municipalities for Adoption	March 2018

Michelle Lilly noted that committee members do not need to attend the draft plan review meeting on January 23, since this meeting will primarily involve presenting the plan to the Charles County Board of Commissioners.

Michelle explained that Charles County is using a matching grant to fund the HMP Update, so tracking in-kind county staff time on this project is important since it counts toward the match. After the meeting, Michelle stated that she would distribute an in-kind time tracking form. She also asked that anyone who would like to join the cultural and historic resources sub-committee stay after the kick-off meeting to discuss.

Matt also encouraged the committee to visit the project website (www.charlescountymdhmpu.com) to review the 2012 HMP and obtain copies of forms if needed.