

Mitigation Solutions Meeting Minutes

December 13, 2017

1:30pm - 3:00pm

Agenda

1. Welcome and Introductions
2. Recap of Risk Assessment Meeting
3. Mitigation Strategy Discussion
 - Exercise #1: Mitigation Action Progress
 - Exercise #2: New Action Identification
4. Next Steps and Action Items

Welcome and Introductions

Matt Bodnar, a hazard mitigation planning consultant with Michael Baker International, welcomed all attendees and asked participants to introduce themselves. Matt also requested that everyone indicate which community or organization they represented. He then 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
Donna Thomas	Charles County Department of Health
Beth Groth	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
Elsa Ault	Charles County Engineering and Floodplain Permits
Richard Boggs	Charles County Sheriff's Office
Luis Dieguez	Charles County Soil Conservation District
Kelly McGuire	Maryland Emergency Management Agency
Jen Sparenberg	Maryland Historical Trust
Ashley Farmer	Maryland State Highway Administration
Julie Simpson	Port Tobacco River Conservancy
Matthew Bodnar	Michael Baker International
Mark James	Michael Baker International
Laura Johnson	Training Outreach

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Recap of Risk Assessment Meeting

Matt provided an overview of topics discussed and activities conducted at the Risk Assessment meeting, including:

- Changes in risk since the 2012 Hazard Mitigation Plan (HMP)
- Hazards to profile in the 2018 HMP
- Ranking hazards based on risk

He also shared preliminary updated risk factor rankings based on input provided during the Risk Assessment meeting held on November 29, 2017, and additional analysis. These preliminary rankings are shown below.

HAZARD RISK	HAZARD NATURAL (N) or MAN-MADE (M)	RISK ASSESSMENT CATEGORY					RISK FACTOR
		PROBABILITY	IMPACT	SPATIAL EXTENT	WARNING TIME	DURATION	
High	Extreme Weather (N)	4	3	4	4	1	3.4
	Temperature Extremes (N)	4	2	4	1	3	3.0
	Flood (N)	3	3	3	4	2	3.0
	Public Health Emergency (M)	4	3	2	1	4	3.0
Moderate	Hurricane, Tropical Storm, and Nor'easter (N)	2	3	4	1	2	2.6
	Utility Interruption (M)	4	1	2	3	2	2.4
	Severe Winter Storms (N)	3	1	4	1	3	2.4
	Environmental Hazards (M)	4	1	1	4	2	2.3
	Transportation Accidents (M)	4	2	1	1	1	2.2
	Civil Disturbance and Criminal Activity (M)	3	2	1	3	1	2.1
	Building and Structure Collapse (M)	2	2	1	3	3	2.0
	Dam Failure (M)	1	2	2	4	3	2.0
Low	Earth Disturbance (N)	2	1	3	3	1	1.9
	Drought (N)	1	1	4	1	4	1.9
	Erosion (N)	3	1	1	1	3	1.8
	Nuclear Events (M)	1	2	1	2	4	1.7
	Wildfire (N)	1	1	1	4	2	1.4

These proposed rankings were distributed to the committee after the meeting for additional review and feedback.

Mitigation Strategy Discussion

A major portion of the meeting focused on discussing mitigation goals, types of mitigation actions, and mitigation projects to include in the 2018 HMP.

Goals and Objectives

Matt defined and discussed the difference between goals, objectives, and actions and reviewed the goals included in the 2012 HMP. He also compared these goals to the goals of the 2016 Maryland State HMP and noted that they align. However, Matt suggested that one goal be revised to address

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coordination among Charles County departments and jurisdictions and promote plan integration. The committee agreed with this suggestion. The committee also discussed adding a goal about protecting and preserving cultural and historic resources through hazard mitigation.

Mitigation Techniques

Matt reviewed the four types of mitigation techniques, including:

- Local Plans and Regulations
- Structure and Infrastructure Projects
- Natural Systems Protection
- Education and Awareness Programs

He also recapped the results of the capability assessment survey to highlight plans, tools, and programs available to the County to implement mitigation projects.

Mitigation Strategy

Matt highlighted how updating the mitigation strategy will involve documenting progress on existing mitigation actions and identifying new actions for the 2018 HMP. Matt then discussed how each jurisdiction must have at least one mitigation action in the HMP and that there must be at least one mitigation action for each profiled hazard.

Exercise #1: Mitigation Action Progress

Matt then distributed Mitigation Action Progress forms to the committee to request updates on the status of each action and note any additional information, such as what was accomplished during the reporting period, whether the action was still relevant, or whether any information related to the action should be revised. The group also discussed progress on several actions, including:

- The County had completed Action #6 (review and update model flood ordinances once new Federal Emergency Management Agency (FEMA) maps are available). New FEMA maps became available in 2013 and 2015, and the County subsequently updated its ordinances.
- Progress had been made on Action #8 (take action toward joining the Community Rating System). The County recently submitted its letter of interest to FEMA.
- It was noted that Action #22 (establish areas where vaccines and other medicine could be dispersed during a public health emergency) has six components. The group discussed that it would be beneficial to include additional details about each component when updating the action for the 2018 HMP.
- It was determined that Action #28 was no longer relevant and should be removed from the mitigation strategy. This action dealt with updating the Emergency Services Plan, which had since been completed.

Committee members were asked to finish these exercises after the meeting and email them to Matt when complete.

Since several new hazards were being added for the 2018 HMP, Matt described typical types of mitigation actions for the following hazards:

- Hailstorm
- Utility Interruption
- Building and Structure Collapse
- Dam Failure

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- Natural Gas Emergency
- Civil Disturbance and Criminal Activity
- Transportation Accidents
- Landslide
- Subsidence/Sinkhole

Matt referenced the FEMA's [Mitigation Ideas: A Resource for Reducing Risk to Natural Hazards](#) as a resource to gather ideas for potential mitigation actions. Matt also mentioned that relevant ongoing actions could be incorporated into the plan, which would help promote plan integration. He referenced several existing initiatives related to criminal activity and public safety.

Exercise #2: New Action Identification

The committee also conducted an exercise to identify new mitigation actions for the 2018 HMP. New Action Identification forms were distributed to the group. It was discussed that the following actions should be considered for the 2018 HMP:

- Upgrade and bury powerlines where feasible
- Incorporate relevant actions from Dam Emergency Plans
- Conduct targeted outreach to historic property owners about mitigation techniques and recovery
- Survey understudied historic and cultural resources in hazard-prone areas
- Regulate development near steep slopes

Committee members were also asked to finish these exercises after the meeting and submit them to Matt when complete.

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	TBD
Deliver to MEMA/FEMA for Review	March 2018
Distribute to Municipalities for Adoption	March/April 2018

Matt noted that the Mitigation Action Progress and New Action Identification forms would be distributed following the meeting to all committee members, including those that were unable to attend the meeting. Matt encouraged the group to complete these activities to help create a strong mitigation strategy for the 2018 HMP.

Matt also encouraged the committee to visit the project website (www.charlescountymdhmpu.com) to review the 2012 HMP, presentations and notes from past meetings, and obtain copies of forms.