



Rappahannock-Rapidan Region All-Hazard Mitigation Plan Revision

Kick-Off Meeting

Rappahannock-Rapidan Regional Commission

Meeting Minutes – February 23, 2010

Attendees:

Deirdre Clark	Rappahannock-Rapidan Regional Commission
Amy Howard	Virginia Department of Emergency Management
Charley Banks	Virginia Department of Conservation and Recreation
Bruce Sterling	Virginia Department of Emergency Management
Neil Drumheller	County of Culpeper
Willie Lamar	Town of Madison
Brian Wolfe	Rappahannock Electric Cooperative
Sarah Sitterle	Town of Warrenton
Jeff Koenig	National Park Service/Shenandoah National Park
Danny McClung	Town of Culpeper
Fritz Alderman	Town of Culpeper
Terry Lasher	Virginia Department of Forestry
Chris Jenkins	Town of Culpeper
Scott Roy	Town of Culpeper
Adrienne Garreau	Fauquier County
Lou Battle	Warrenton Police Department
Arthur Candenquist	Rappahannock County
Kathy Hatter	Virginia Department of Health
Sara Makely	Fauquier County
Graham Grosvers	Fauquier County
Bo Tucker	Town of Warrenton
Patrick Mauney	Rappahannock-Rapidan Regional Commission
Jenny Biche'	Rappahannock-Rapidan Regional Commission

Project Overview

Deirdre Clark, Regional Planner Rappahannock-Rapidan Regional Commission

Ms. Clark provided the attendees with folders that included a timeline for project tasks, a time and travel log, and a data collection guide. Everyone was asked to maintain their time and travel log and return the completed worksheets 1-3 to Mrs. Clark or Patrick Mauney by March 17, 2010 (see contact information listed below). Mrs. Clark reminded those present that each jurisdiction had pledged to participate fully in the plan revision, and that the time and travel log and data collection guide would provide documentation of in-kind services and materials associated with their participation.

The Data Collection Guide contains worksheets that will facilitate the collection of data needed to update the Regional All-Hazard Mitigation Plan. Attendees were asked to review the existing plan at: <http://www.vdem.state.va.us/library/plans/mitigation.cfm> or email Ms. Clark for a copy of the plan on a CD.

The Disaster Mitigation Act of 2000 requires that state and local governments develop and adopt a hazard mitigation plan in order to be eligible for federal mitigation grant funding. These funds include the Hazard Mitigation Grant Program and the Pre-Disaster Mitigation program, both of which are administered by the Federal Emergency Management Agency under the Department of Homeland Security. Participation in the Regional All-Hazard Mitigation Plan will allow localities to be eligible for either program.

The Regional All-Hazard Mitigation Plan is comprised of the following components:

- **The Risk Assessment Process**-comprised of three components: hazard identification, vulnerability assessment and capability assessment
- **Critical Asset/Vulnerability Assessment**-which will result in a detailed inventory of: essential infrastructure, vulnerable facilities, hazardous materials facilities and natural assets
- **Capability Assessment**-made up of: regulatory tools, administrative/technical resources, fiscal and capabilities narrative

**Amy Howard, Mitigation Planning Coordinator
Virginia Department of Emergency Management**

Ms. Howard stated that she is also the contact for FEMA projects. **Her power-point presentation may be viewed on line at www.rrregion.org.** She suggested forming subcommittees based on committee member expertise. An example would be a flood subcommittee or snow subcommittee made up of representatives from each locality that had experience handling those types of disasters. It is also required that the plan include public participation. This can be done through outreach, media, workshops, information on electric bill inserts, etc. Have citizens know what mitigation is and provide measureable strategies in the plan. Ms. Howard encouraged the committee to cooperate and work with other localities outside the region. It was mentioned that evacuees of the Washington Metropolitan area would travel to this region and therefore conversations with representatives from that area would be beneficial.

The Hazard Assessment worksheets that were provided in the folders will first be completed locally, then combined regionally. Localities that have access to relevant maps were asked to forward that information to Patrick Mauney so that he may compile the regional data. Links were provided in the power point presentation to assist each locality in completing their risk assessment. The NCDC website can provide snowfall records and the VDEM website contains local data.

Examples of vulnerability include people with pets (identify hotels or shelters that will allow evacuees to bring their pets), the aging population and families with small children. FEMA's HAZUS software enables users to identify the annual dollar loss for a particular disaster and computes vulnerability indexes. For example, if the roof of a local high school collapsed, HAZUS could be used to determine the annual cost of the loss for that community. HAZUS is available to each locality and training can be provided.

Under Goals & Strategies, focus should be on implementation. Localities should review earlier goals and strategies and determine if they were accomplished - did you do what you said you would

do? If a strategy was eliminated or changed due to staff turn over or lack of funding, state so in the plan. Livestock may be an issue in the event of an evacuation that may need to be addressed in the plan. Should Washington DC evacuate to the region, how will the region accommodate the masses? The plan will be reviewed every five years; however Ms. Clark will work with localities to provide yearly reports. It was suggested that at this time it might be wise to list a department as a contact rather than a particular person in the event of staff turn over.

In the original plan, Human Related Disasters was not the focus, and it was suggested that the committee review and analyze it further and expand the committee to include the local hospitals and community colleges. Ms. Howard stated that if the plan were to include information on terrorism, two editions would need to be created; one for public viewing and one to remain confidential. FEMA will assign a tracking identification number to monitor those who utilize the confidential plan. A comment was made that after 9/11 local maps removed the identification of such buildings as water treatment facility locations and that the committee may want to take that into consideration as they go forward with their planning. Lastly, communication was identified as a key component in the success and accuracy of the plan and the committee will look at how to effectively do that in a rural area.

Project Schedule and Tasks

Each attendee will complete worksheets 1-3 and forward the information to Ms. Clark or Mr. Mauney by March 17, 2010. At that time Ms. Clark will compile the information and the committee will meet in April, 2010 to review the findings. Progress reports will be on-going and will include the information provided on the time and travel log each committee member is maintaining.

Data Collection Guide

Additional forms and worksheets may be accessed at www.rregion.org. The Data Collection Guide was created based on a template and therefore some information/questions may relate to our region and some may not. The information requested is an update only. The original plan should be reviewed before completing the Guide. Ms. Howard stated that FEMA prefers at least one new strategy per locality in each update of the plan. Once worksheets 1-3 have been completed, the committee can reconvene to look at the remaining worksheets. Worksheet 1 lists the possibility and frequency of each hazard. Worksheet 2 provides the opportunity to comment on specific hazards and provide documentation of each. Ms. Howard suggested that each hazard should be evaluated seasonally when considering its effect. For example, flooding in a local park may not be as disruptive to users in winter as it might be in spring or summer. It was observed that Pandemic Disasters were not included in the worksheets. It will be up to the committee to decide if they wish to add Pandemics and other events. Discussion of all hazards is encouraged to assure full consideration of possible events.

Jurisdictional Responsibilities

Attendees from each locality were asked to complete "team" forms requiring contact information for individuals in specific departments in their town or county. These should be forwarded to Ms. Clark or Mr. Mauney within the next few weeks. It was recognized that not all jurisdictions have staff serving in these specific roles or that one staff member might serve as a point of contact for many types of information. Contact details provided will facilitate requests for information in the future. Absent were representatives from the towns of Gordonsville, Remington, and Orange, as well as The Plains and Orange County.

Steering Committee

Ideally, each locality will be represented on the Steering Committee (see attachment). This representative will be the point of contact for their locality and report back to their community. As planned, the Steering Committee will meet quarterly; however, subcommittees may meet more frequently.

Next Steps

- Each representative will review the original Region All-Hazard Mitigation Plan
- Each representative will complete worksheets 1-3 and return by March 17, 2010 focusing on new data and inter-jurisdictional data from the last five years
- Pay attention to the increase in population and its effects (new schools, new transportation issues, new fire stations, etc.)
- Look ahead—where do we need to improve?
- Focus on tasks we **CAN** do
- Talk to your colleagues and get them involved, discuss with the public
- Provide contact information for local citizens who may want to participate, focusing on aging population and families with young children

NEXT ALL-HAZARD MITIGATION PLAN REVISION MEETING: April XX, 2010

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