

**Passaic County, NJ – Hazard Mitigation Plan 2025 Update
Steering Committee Meeting #1 – Kick-Off | Meeting Minutes**



Purpose of Meeting:	Steering Committee Meeting #1 – Kick-off meeting to discuss the HMP update
Location of Meeting:	Passaic County Training Academy – 300 Oldham Rd., Wayne, NJ
Date of Meeting:	February 20, 2024 9:00 am – 10:15 am
Attendees:	<ul style="list-style-type: none"> • Passaic County <ul style="list-style-type: none"> ○ George Rosenthal, OEM Coordinator ○ Robert Scott, Deputy OEM Coordinator ○ Maria Dombayci, OEM ○ Chief Thomas Adamo, Passaic County Sheriff’s Office ○ Jospheh Pera, Passaic County Engineer ○ Dr. Arti Kakkar, Director of Human Services ○ James Humphries, Director Planning, Science & GIS ○ Andras Holzman, Director of Planning • Paterson (C) <ul style="list-style-type: none"> ○ Steven Olimpio, Paterson School District • Pompton Lakes (B) <ul style="list-style-type: none"> ○ Albert Evangelista, OEM Coordinator • Red Cross <ul style="list-style-type: none"> ○ Sara Huisking, Executive Director • Rutgers <ul style="list-style-type: none"> ○ Ashlyn Spector, Unit Manager • NJ Department of Education <ul style="list-style-type: none"> ○ Alicia Anderson, Executive Assistant • NJ State Police <ul style="list-style-type: none"> ○ Joseph Palach, Trooper ○ Cansu Yerdelenli, NJOEM • Tetra Tech <ul style="list-style-type: none"> ○ Chris Huch, Project Manager ○ Heather Apgar, Hazard Mitigation Planner ○ Emma Kilkelly, Lead Planner
Agenda Summary:	HMP kick-off meeting with Steering Committee members to discuss the overall planning process, provide understanding of participating on the Steering Committee, and walk through the steps taken to update the HMP

Item No.	Description	Action item(s):
1	Introductions <ul style="list-style-type: none"> • Passaic County OEM welcomed everyone • Tetra Tech (H. Apgar) introduced herself • Steering Committee members introduce themselves • Ms. Apgar began the presentation 	-
2	Hazard Mitigation Overview <ul style="list-style-type: none"> • H. Apgar provided an overview of hazard mitigation, hazard mitigation planning, how the plan will be updated for 2025, and the changes that will be made in this update (e.g., updated FEMA HMP requirements, upcoming NJOEM requirements for local HMPs). • Mr. Huch discussed the new requirements and approaches for the 2025 HMP update <ul style="list-style-type: none"> ○ Increased participation requirements ○ Increased outreach to socially vulnerable populations and underserved communities ○ At least one mitigation action for each hazard of concern for each participating jurisdiction ○ Shift from critical facilities to community lifelines (include important services as well as fixed location facilities) 	
3	Project Organization <ul style="list-style-type: none"> • Core Planning Team – Passaic County OEM and Tetra Tech – leading the update effort; facilitate meetings; assist local municipalities throughout the plan update 	



	<ul style="list-style-type: none"> Steering Committee – oversees the planning process and make key decisions throughout (identify hazards of concern, finalize goals/objectives, review sections of the plan, identify mitigation actions) Planning Partnership – represents their municipality and will be responsible for updating the municipal annex (chapter) of the HMP; responsibilities include actively participating throughout the process, complete/submit the Letter of Intent to Participate (LOIP), assist with public and stakeholder outreach, adopt the plan, and implement the plan; prior to submitting for public review, each municipality will need to provide an annex sign off sheet Stakeholders – can include neighboring counties, local and regional agencies involved in hazard mitigation activities, and agencies that have the authority to regulate development, as well as businesses, academia, and other private and nonprofit organizations. We will put together a draft list of stakeholders and ask for your input. NJOEM – provide the County guidance throughout the HMP update and will review/approve the plan before it is submitted to FEMA. 	
<p>4</p>	<p>Planning Process Overview</p> <ul style="list-style-type: none"> The HMP will be developed using a 7-phase approach: organize resources, risk assessment; public outreach; capability and mitigation strategy; assemble the plan; plan maintenance; and plan review/adoption Organize Resources <ul style="list-style-type: none"> Identifying and coordinating the Steering Committee, Planning Partnership, and Stakeholders Review and identify critical facilities/community lifelines – Steering Committee will review list of county-owned facilities to see if anything needs to be updated, added, etc. Identify stakeholders to be involved in the planning partnership – Steering Committee will review list and provide input Identify problem areas and new development throughout the County through Survey123 Risk Assessment <ul style="list-style-type: none"> Review/finalize the hazards of concern; hazards of concern from 2020 HMP include: <ul style="list-style-type: none"> Coastal Storm – based on the type of storms included in this profile and their impacts, this hazard can be split into the impacts in flood, severe weather, and severe winter weather Dam Failure – there are high hazard dams and other dams of concern in the county; should remain as a hazard of concern Drought – little agriculture in the county; what about drinking water resources? Extreme Temperature – includes heat and cold events Flood – includes coastal, riverine, flash flood, and urban Geologic – includes landslides and sinkholes, both are secondary impacts from other hazards; can these be incorporated into flood, severe weather, severe winter weather, etc. as a cascading impact? Severe Weather – includes wind, lightning, hail Severe Winter Weather – includes snow, ice, blizzards Wildfire – while not a frequent occurrence, the largest wildfire in NJ occurred in West Milford in 2023. There was discussion to potentially remove the wildfire hazard, but Mr. 	

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	<p>Huch noted that the recent event likely justifies leaving the hazard in place for the 2025 update</p> <ul style="list-style-type: none"> ○ Tetra Tech will distribute an online form to review and determine the list of hazards of concern for the 2025 HMP ● Capability Assessment <ul style="list-style-type: none"> ○ Will include a review of plans in place to guide development, codes to guide building regulations, programs for maintenance activities, and staff to carry out policies are procedures Countywide. This process will be done with each individual municipality. ● Public Outreach <ul style="list-style-type: none"> ○ Public outreach will occur continually throughout the planning process through social media posts, surveys, County and municipal websites, and the StoryMap. ○ The public will be able to suggest potential actions through a Survey123 tool ○ It was suggested that public outreach to neighboring communities include those communities that are located upstream of major rivers that contribute to flooding. Mr. Huch stated that outreach will be expanded to include these municipalities. ● Mitigation Strategy <ul style="list-style-type: none"> ○ The Mitigation Strategy includes goals, actions, and an action plan that guides prioritization and implementation of mitigation actions. ○ Proposed goals and objectives for the 2025 update will be sent to the Steering Committee for review and approval. <ul style="list-style-type: none"> ▪ The Steering Committee discussed inclusion of a potential new goal to build collaborative flood mitigation strategies along rivers/within watersheds. ● Assemble the Plan <ul style="list-style-type: none"> ○ Tetra Tech will develop the draft plan which will be distributed to the Steering Committee and Planning Partnership for review. ● Plan Maintenance <ul style="list-style-type: none"> ○ Maintenance procedures will be developed by the Steering Committee to ensure the HMP is kept up to date annually. ● Plan Review and Adoption <ul style="list-style-type: none"> ○ There will be a 30 day public review period, a review by NJOEM, and a review by FEMA. Each review may result in requests for edits. ○ FEMA gives final approval for the plan. ○ Each municipality and the County will need to formally adopt the plan via resolution. 	
5	<p>Project Schedule</p> <ul style="list-style-type: none"> ● Kick-Off Meeting – TODAY! ● Goals and Finalize Hazards – April 2024 ● Risk Assessment – February-May 2024 ● Identify Actions – June-December 2024 ● Finalize the Plan – December 2024 ● Draft Plan Completed – January 2025 ● Draft Plan Submitted to NJOEM – May 2025 ● Draft Plan Submitted to FEMA – July 2025 	-
6	<p>Next Steps</p> <ul style="list-style-type: none"> ● Review goals and objectives 	Tetra Tech

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	<ul style="list-style-type: none"> Review hazards of concern 	<ul style="list-style-type: none"> Distribute meeting minutes and surveys for reviews of hazards and goals. <p>Steering Committee</p> <ul style="list-style-type: none"> Contribute through participation in surveys.
7	<p>Questions/Discussion</p> <ul style="list-style-type: none"> The Steering Committee discussed a potential action to increase education and outreach to OEM officials and boards of education on the decision to move to remote learning during unsafe conditions (such as during a storm or flood). The Steering Committee discussed using the HMP process to identify opportunities for better regional coordination of evacuations/road closures. 	<p>Tetra Tech</p> <ul style="list-style-type: none"> Continue to gather information on these potential mitigation strategies.