

Jefferson County 2023 Hazard Mitigation Plan Update

Hazard Mitigation Committee Meeting - Hazard Analysis / Risk Assessment

June 27, 2023, 1:00 PM – 3:00 PM

Hospice of the Panhandle
330 Hospice Lane
Kearneysville, WV

Link to Recording:

[Jefferson County Hazard Mitigation Plan - Hazard Analysis & Risk Assessment Meeting-20230627 130010-Meeting Recording.mp4](#)

Attendees

Jeff Pippel, Jefferson Utilities
Monica Whyte, WV Health Department
Frank Welch, Shepherdstown Water
Jackie Channel, Jefferson County Clerk
Jennifer Krouse, Jefferson County Commission
Makayla Zonfrilli, Jefferson County Administrator
Steve Paradis, Bolivar
Terrence Reidy, Jefferson County Health Department
Michael Armentrout, Harpers Ferry Police Department
J.D. Brown, Harpers Ferry Police Department
Kerry Murphy, NCTC
Jessica Gormont, Jefferson County GIS
Steve Allen, JCHSEM
Dick Myers, Jefferson County OHSEM
Mason Weikle, Jefferson County Health Department
Keith Manthey, US Fish and Wildlife

Edwina Benites, Executive Director, JCDA
Jennifer Barre, Private Citizen
Jacqueline Shadle, County Clerk
Robert Sell, Jefferson County Sheriff's Office
Jesse Hott (American Red Cross, Virtual)
Kelly Parsons (Nichols, Dehaven & Assoc, Virtual)
Reiley Stanley (Ranson, Virtual)

Michael Baker International (MBI)

Mark James (Virtual)
Wes Stafford (Virtual)
Sheila Hicks (Virtual)
Jeffrey Cragle (Virtual)

Smith Planning and Design (SPD)

Michele King
Virginia Smith

Meeting Notes

1. Welcome and Introductions

Steve Allen opened the meeting with introductions of representatives from MBI and SPD. He expressed appreciation for all those in attendance. Michelle King gave a quick overview of the meeting agenda. Michelle invited online participants to submit name and organization using the chat feature on Teams or via email to Sheila.hicks@mbakerintl.com. Introductions were made around the room.

2. Project Update & Recap of May 24 Meeting

Virginia Smith provided a recap of the May 24th Kick-Off Meeting, emphasizing:

- This plan is a requirement for Jefferson County and its participating municipalities and it does require formal adoption to be covered for FEMA funding. Must be reviewed locally, by the State, by FEMA and then upon receipt of approval letter, we make recommendation to the county and municipalities to adopt the plan.

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- FEMA has upped the requirements for municipalities to be covered under County Plans. We must show that each town that is approving the plan has participated throughout the development process. Participation can be via email, workshops, questionnaires, etc and all of this correspondence is being documented.
- Another requirement is expansion to a diverse cross section of participants.
- Building Infrastructure and Resilient Communities (BRIC) Grant requires approval at the time of application.

Question: Steve Allen requested examples of BRIC Grants.

Answer: Small municipality on the eastern shore of Maryland, with flood issues, looking for large grant (approximately \$20 million) that covered all sources of flooding. With that they plan to build stormwater facilities, green infrastructure, earthen berms, and install stormwater backflow valves. Also, acquisition projects for homeowners with flood prone properties was included as part of the overall project.

Virginia noted that today's participants would be provided with results from the worksheets from the May 24th Kick-Off Meeting. Michelle presented a spreadsheet of what has been received to date.

County and Municipal Participation in 2023 Hazard Mitigation Planning Process						
Participation Summary		Jefferson County				
		Bolivar	Charles Town	Harpers Ferry	Ranson	Shepherdstown
Meetings	Steering Committee Kick-Off May 24					✓
	Risk Assessment/Mitigation Workshop June 27	✓		✓	✓	✓
	Mitigation Strategy July 26					
	Draft Plan Review August 29					
	Public Meeting (TBD)					
Worksheets	Identified Hazards and Risk				✓	✓
	Capability Assessment Survey	✓				✓
	NFIP Survey					
	Evaluation of Identified Hazards & Risks	✓				✓
	Mitigation Action Review			✓		✓

Question: Steve Allen asked if there is anyone from any other municipalities that was present at the last meeting that we missed?

Answer: Virginia noted that there will be many upcoming opportunities to participate, particularly with an upcoming mailing to all municipalities.

3. Risk Assessment Overview and Hazard Identification

Michelle presented an overview of what was included in the 2018 plan versus what is being applied for in the 2023 plan. Newly added are:

- Karst / Sinkholes
- Utility Interruption
- Cyber Terrorism

Question: Monica Whyte asked What falls under cyber terrorism?

Answer: Virginia responded that this is looked at mainly from the perspective of how it effects the government, rather than individual community members. Is there an interruption to the continuity of the government services being provided? Typically we do this based on whether the attack would disrupt the ability to provide vital government services, continuity of operations then we look at whether the disruption to the continuity of operations planning.

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Steve Allen remarked that Jefferson County recently received a cyber terrorism Homeland Security grant. Virginia added that we will include that in upcoming plan as a current capability.

- Hazard profiles in the Risk Assessment section will use the same format so the reader can easily refer one to the other and recognize the content – Working draft hazard chapters will be distributed for review with summary sheets as they are completed (Flood and Dam are currently completed).

Steve Allen pointed out that Jefferson County is the only County in West Virginia that does their own hazard mitigation plan, independent of other surrounding counties or regional planning development councils.

4. Hazard Identification and Profiles

Michelle discussed Hazard Profiles

- **Location and Extent:** *Where* does the hazard happen?
- **Past Occurrence:** *When and where* has the event happened in the past?
- **Future Occurrence:** *How likely* is it that the event will happen in the future?
- **Range of Magnitude:** *How minor or major* might the event be?
- **Vulnerability Assessment:** *What people, structures, and critical facilities* are at risk?

Virginia added that we will start sending out some chapters as working drafts for those who would like to review them as they are being developed so that feedback can be incorporated as we go.

Virginia explained Michael Baker's Standardized method to rank risks, which is done on a Countywide basis.

$$\begin{aligned} \text{Risk Factor Value} = \\ &[(\text{Probability} \times .30) + (\text{Impact} \times .30) + \\ &(\text{Spatial Extent} \times .20) + (\text{Warning Time} \times .10) + (\text{Duration} \times .10)] \end{aligned}$$

5. Exercise #1: Prioritizing Hazards using Risk Assessment

Results of Exercise 1 from the May 24th Kick-Off Meeting along with today's exercise were distributed. Attendees were asked to evaluate each hazard using a risk assessment ranking of 1 to 5 for five categories: Probability, Impact, Spatial Extent, Warning Time, and Duration. Instructions were given and ten minutes were provided before exercises were collected.

Virginia introduced two example hazards (floods and dams) and showed an overview of what to expect in the plan. She encouraged participants to review and provide any type of feedback in the comment section so that we can do background research prior to the July 26 workshop but stressed that feedback is welcome at any time.

Michelle discussed elements of the risk and vulnerability assessment completed as part of the flood hazard for this plan update. She explained how different assets were assessed and Jefferson County specific results from FEMA's Hazus Analysis. FEMA's Hazus Program provides standardized tools and data for estimating risk from earthquakes, floods, tsunamis, and hurricanes. Hazus models combine expertise from many disciplines to create actionable risk information that increases community resilience.

Virginia added that having a tool to assess both extent and depth can result in a much more accurate analysis. Michelle detailed the elements that go into factoring loss and impacts of loss.

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Next Michelle discussed the Dam Failure Example, classifications, relative FEMA funding requirements, ideas, impacts, and mitigation strategies.

Virginia moved on to discussing details of the Mitigation Strategy, noting that each municipality must have 2 mitigation actions for each profile hazard. She noted that were 123 action items in the 2018 Jefferson County plan, some of which have been completed or may no longer be applicable. The committee members will be provided an opportunity in the upcoming portion of this meeting to provide status updates and determine what actions should be carried over. A decision should be made which of these get carried over into the upcoming plan.

6. Exercise Recap – Risk Ranking Evaluation

Virginia introduced Exercise 2: 2018 Mitigation Action Progress and detailed the instructions.

7. Mitigation Strategy Discussion

Virginia stressed the importance of the Mitigation Approach Section and identifying high priority risks and securing funding options. Will need to assess goals, objectives, actions and channels. This will be the updated approach.

Virginia distributed the Local Mitigation Planning Handbook and Mitigation Ideas publication for participants review: https://www.fema.gov/sites/default/files/2020-06/fema-local-mitigation-planning-handbook_03-2013.pdf

https://www.fema.gov/sites/default/files/2020-06/fema-mitigation-ideas_02-13-2013.pdf

She explained that FEMA mitigation planning guidance identifies four types of mitigation activities:

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

Virginia discussed Plans, Regulations and Plan Integration. Government authorities, policies, or codes that influence the way land and buildings are developed and built such as:

- Comprehensive Plans
- Subdivision Regulations
- Building Codes and Enforcement
- Capital improvement Programs
- Stormwater Management Plans
- Emergency Operations Plans

Gray Infrastructure (Structure and Infrastructure):

- Modifying existing structures and infrastructure to remove from a hazard area
- Construction of manmade structures to reduce impacts of hazards

Green Infrastructure (Natural Systems Protection):

- Actions that minimize damage and losses and also preserve or restore the functions of natural systems
 - Sediment and erosion control
 - Stream corridor restoration
 - Forest management

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- Conservation easements
- Wetland restoration and preservation

Education and Awareness Programs:

- National preventative programs
- Mailings to hazard-prone communities
- Websites with maps and information
- Presentations to community groups
- Radio or TV spots

8. Exercise #2: Mitigation Action Progress (Take Home)

As take-home exercise was provided to hazard mitigation committee members to review and provide an update on hazard mitigation actions that were presented in the 2018 Plan. Committee members were asked to review each action and determine if it was completed, canceled, deferred or is ongoing.

9. Next Steps and Action Items

Virginia requested that participants please visit the following link and complete the survey regarding the 2023 plan update: <https://www.surveymonkey.com/r/YFSNLX7>



Next Meeting will be the Mitigation Strategy workshop on July 27. All tasks are detailed below:

Task	Dates
Full Project Timeline	May 2023 – September 2023
Kick Off Meeting	May 24, 2023
Hazard Analysis / Risk Assessment	June 27 (Scheduled) – 2hrs
Mitigation Strategy	July 26 – 4hr Workshop
Plan Writing	June – August
Draft Plan Review Public Meeting	August 29 – 2hrs
Deliver to WVEMD/FEMA for Review	August 1 and September 1
Distribute to Municipalities for Adoption	December

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Hazard Mitigation Planning Team:

- Complete Mitigation Action Progress Forms by July 7
- Provide photos of disaster events from 2018-2022
- Review draft sections of plan as provided and full plan in Late August
- Check out the Project website and forward survey to stakeholders:

Project Team:

- Update project website with meeting materials
- Prepare draft plan

Resources & Contact Information

Jefferson County Hazard Mitigation Plan Update Project Website:

<https://www.jeffersoncountywv.org/county-government/departments/homeland-security-and-emergency-management>

Stephen S. Allen, Director sallen@jeffersoncountywv.org

Dick Myers, Deputy Director dmyers@jeffersoncountywv.org

Mark James - mark.james@mbakerintl.com

Virginia Smith - ysmith@smithp-d.com