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## Monroe County Hazard Mitigation Plan Update Local Planning Team Meeting Minutes

August 5, 2015 4:30 P.M.

**CALL TO ORDER:**

Michael Rearick, MCM Consulting Group, Inc.

**PRESENT:**

Suzanne McCool, Monroe County Commissioner  
Bruce Henry, Monroe County EMA  
Maryellen Keegan, Monroe County EMA  
Christine Meinhart, Monroe County Planning  
Jeremy Young, PHMC  
Nick Tylenda, Northampton County EMA  
Timothy Knapp, Pike County EMA  
Tom Hughes, PEMA  
Chris Grim, PEMA  
David Albright, Chestnuthill Township  
Brick Linder, Barrett Township  
Jim Phillips, East Stroudsburg Borough  
Dave Fenner, Hamilton Township  
Barry Borger, Polk Township  
Alan Everett, Hamilton Township  
Brian Ahner, Polk Township  
Gregg Schuster, Pocono Township  
Cathie Thomas, Stroudsburg Borough  
Bob Anderson, MCM Consulting Group, Inc.

**Business:**

Introductions:

- Introductions were completed by all in attendance.

Local planning team:

- MCM provided a presentation that outlined the duties and responsibilities of the local planning team.

- Maryellen Keegan discussed the local planning team composition and the importance of the team.

Monroe County Hazard Mitigation Plan:

- Mike Rearick from MCM overviewed some of the highlights from the current 2011 mitigation plan.
- Mike then discussed the update process that would be completed for the 2017 hazard mitigation plan.

Pennsylvania Historical and Museum Commission (PHMC):

- Jeremy Young from the PHMC provided a presentation on the project that will simultaneously be completed during the mitigation plan update.
- Jeremy explained the importance of both plans and the sharing of data for the project.
- Jeremy explained the phased process that will be completed by the PHMC.

Project schedule:

- MCM discussed the various meetings and workshops that will be completed within the project schedule.

Capability assessments:

- MCM provided the capability assessment documents that need to be completed by the county representatives and the municipal representatives.
- Hard copy and digital copies will be available for the representatives to use.
- Maryellen is working with the county website staff to make the documents available on the county website.
- The due date for this document is September 2, 2015.

Risk Assessment:

- MCM provided and reviewed the hazard identification and risk evaluation worksheets for municipalities and the county.
- The due date for this document is September 2, 2015.
- The Monroe County Office of Emergency management address is located on the capability assessment document.

General discussion:

- Mike Rearick from MCM Consulting Group, Inc. and Jeremy Young from the Pennsylvania Historical and Museum Commission provided their contact information for contact with any questions.
- A question was raised by a member of the local planning team in reference to conducting the same presentations to the council of governments:
  - Additional coordination will be conducted in reference to this issue.

Next meeting:

- The next meeting will be conducted on September 2, 2015 at 4:30 P.M. at Monroe County Office of Emergency Management.

**Action Items:**

MCM Consulting Group, Inc. will develop meeting minutes for this meeting and an agenda for the next project team meeting.

MCM Consulting Group, Inc. will update the project schedule.

The Monroe County Local Planning Team will complete the capability assessment and the hazard identification and risk evaluation worksheets and send back to the Monroe County Office of Emergency Management by September 1, 2015.