

CENTRAL VIRGINIA EMERGENCY MANAGEMENT ALLIANCE



Regular Meeting | Thursday, July 18, 2019 | 9:30 am - Noon
New Kent Forestry Center, 11301 Pocahontas Trail, Providence Forge, VA 23140

Minutes

1. **Welcome and Introductions.** Sherri Laffoon called the meeting to order at 9:30 a.m. Introductions were made.
2. **Motion:** To accept the June 2019 CVEMA meeting minutes.
Made by: Paul Hundley (Richmond)
Second: Mike Magner (VDH)
Minutes are approved.
3. **Special Presentations**
 - Jeremy Falkenau, Senior Area Forrester, Dept. of Forestry
4. **Committee Reports**
 - **Mass Care** | Paul Hundley (Richmond) Next meeting: 9/5/2019 at PlanRVA
 - On behalf of the Mass Care committee, Paul thanked everyone who participated in the panel discussion of the Prince George bus accident.
 - There will be no August meeting in preparation of the Mass Care Symposium on August 8.
 - 25% Mass Care training funds remain for localities to use. About \$10k until March 31, 2020.
 - **Planning** | Curt Nellis (Powhatan) Next meeting 8/21/19 at PlanRVA
 - The draft table of contents for the recovery plan was emailed out to the planning committee.
 - Send your letter of intent from the Emergency Management Coordinator and County Administrator/City Manager for the hazard mitigation plan to Katie by the end of July.
 - PlanRVA is going to create a SharePoint site to temporarily fill the need of having an internal repository for plan access and document sharing.
 - **Public Outreach** | Beverley Brandt (Colonial Heights) Next meeting 7/15/19 at PlanRVA
 - Report Attached
 - **Training & Exercise** | Bill Lawson (Richmond) Next meeting 6/25/19 at PlanRVA
 - Grant is submitted for SHSP grants. We are hopeful that for the amount it was we will get funded.

- We are planning to meet with VDEM R1 and TEED to talk about the TEPW and what we can help with to streamline it.
- We have been working with Mass Care on the Symposium for August 8, make sure to register!
- Please make sure to submit your training and exercises to the calendar. The more that we populate it, the more of a resource it will be.

5. **Old/Unfinished Business**

- FY19 SHSP Grant – were due by June 15th, 2019
 - All localities have received their support letters and grants should have been submitted
 - LEMPG ends next week.
 - FY19 grant period ends June 2021
- FY19 Grant applications have been peer reviewed
 - During review process, some grants are not written well probably due to inexperience. Letters of support based on a provided synopsis, not full grant information and often the two didn't align.
 - Sherri Laffoon suggested that next year, those who want a letter of support from the Alliance will need to fill out a formal application and if it is not written well, provide technical assistance. The grant projects are good projects but are not conveyed well in the application, leading to lower scoring. Sherri tasked the Finance Chair with spearheading this project. Mike Magner is willing to help. Anyone else interested, contact Ben Ruppert.
 - Donna Pletch is going to work with the grants office to try and refine the application so that non-emergency management professionals can understand it. Donna also wants to include well-written grants as examples to assist localities who are small, have a great need but don't have seasoned grant writers.
 - Sherri recommended peer reviewer training to assist in accurate and good scoring, especially if reviewers are looking at grants in subjects they are unfamiliar with.
 - Beverley Brandt put forward that localities who ask for a letter of support from the Alliance should be required to sit in front of the committee, explain their proposal and be available to ask questions.
- Community Foundation/Disaster Response Fund Update
 - Working on website design and promotion through West Cary Group.
 - The foundation of the fund is there so if it was needed to function it could.
 - The Foundation is also working on how to accept a large quantity of small donation amounts. Talked about having a representative at a Community Foundation donor meeting. Ben encourages everyone to work on a budget for each of our committees in the event all the grant funding dries up and we are reliant on private donors.

6. **New Business**

- Hazard Mitigation Plan Update Application – Letters of Intent are needed from all localities by end of July
- Central VA Mass Care Symposium (August 8, 2019) – Registration ends on July 26, 2019

- About 140 spaces committed. Roughly 60 spaces left.
- Disaster Preparedness Workshop (Sept 7, 2019) – registration opening July 22
 - 10 localities to host workshops this year – even if your locality isn't hosting a workshop, please promote it so your residents can go to a locality that is.
- EWA Phoenix
 - Katie Archie from VDSS stated that the EWA Phoenix system is no longer supported and that localities should not plan to use it anymore. Still waiting on what DSS will recommend for a replacement system. In the meantime, localities should hold onto their EWA Phoenix fly away kits. It is likely that the replacement system will be some web-based system that doesn't require software installation.
- Planned exercises, training or special events in your locality
 - July 23 - VOPEX New Kent
 - July 23-25 - ICS 300 at VCU 10 slots left COVLC website CVHC
 - July 25 – Chesterfield Active Threat Exercise
 - August 3 – Henrico Active Shooter Exercise
 - August 12 – CrisisTrack training in Chesterfield
 - August 19 – CERT Level II Damage Assessment
 - September – Active Threat Colonial Heights
 - Sept 18 & 19 VDH ICS 400 at Lucy Corr - registration only open to VDH personnel for first 2 weeks
 - October 11 – Regional CERT refresher classes
 - October 12 – Regional CERT Exercise

7. Roundtable

- *Mike Magner (VDH)* – One case of Hep A in last month, which indicates current campaigns are working. Mike will be out on military annual training Aug 10-24.
- *Maria Biava (Red Cross)* – getting ready for hurricane season and move to VA Blood Services building.
- *Sherri Laffoon (Chesterfield)* – A homeless gentleman was calling 911 to go to the hospital because of the heat. Chesterfield directs residents to the libraries to stay cool. Sherri reached out to Maria Biava at the Red Cross because no resources for transportation were available in Chesterfield. Sherri opened the floor to discuss how other localities handle these types of cases. The feedback was that many of the localities are experiencing the same difficulties
- *Allen Evans (DMA/Ft. Pickett)* – attended accreditation workshop for EMAP
- *Paul Hundley (Richmond)* – Richmond cooling shelters open 9 a.m. – 5 p.m. through Saturday. You don't have to show Richmond residency to go.
- *Steve Parrott (CVHC)* - effective July 8th is the new Coalition Coordinator. In process of advertising RHCC manager job. Please push through the distribution lists. Deadline August 16. Congo declared global health emergency for Ebola outbreak.
- *Pete Svoboda (CVHC)* – VDH/VHHA are hosting an Ebola Summit on Oct 28th in Short Pump (Henrico County).
- *Tricia Chappel (The Olson Group)* – New water risk and resiliency requirements for water systems for over 3300 customers. Information flyer is attached.
- *Donna Pletch (VDEM)* – VDEM just awarded an exercise optional use contract to 10 different vendors. Lauren Opett is point of contact. Pricing is confusing so consult with

Lauren for help. FEMA held a tribal summit with 7 Federally recognized tribes in the state. VDEMs first experience interacting with all the tribes and learning how they are treated differently. Donna plans to visit the reservations and invite the local coordinators as well. FEMA is scheduling flood risk meetings with local flood plain managers. Seems like they are updating flood plain maps. Regional staff are developing a Regional Coordination Center in a box and going through all distribution lists to make sure they are up to date. Hurrevac training on July 30th at VEOC. Registration is open in learning center if you'd like to sign up. There will be no additional training on it this year. Tuesday is VOPEX. Darshan went to FEMA PDA/IDA training and FEMA provided a checklist for preliminary damage assessments – VDEM is going to revamp it for localities. If anyone wants a regularly reoccurring meeting with regional staff let Donna know.

- *Kate Hale (New Kent)* – Cooling center issue affecting New Kent as well due to lack of resources. Hurricane season – wondered if we are getting any closer to being able to identify how many evacuees will leave the coast should an evacuation be ordered.
- *Sherri Laffoon on behalf of Emily Ashley (Henrico)* - we are in the midst of conducting mandatory Workplace Safety Trainings for all county employees that focus on Active Shooter/Mental Health Indicators and Emergency Preparedness.

Adjourn – With there being no further business, Paul Hundley moved to adjourn the meeting, with a second from Beverley Brandt. Sherri Laffoon adjourned the meeting at 11:12 a.m.

The next regular meeting of the CVEMA is on Thursday, August 15th, 2019. Location: Richmond Police Training Academy, 1202 W Graham Rd, Richmond, VA 23220

Respectfully submitted,
Jess Robison
EMACV Recording Secretary

CVEMA T&E Calendar

Calendar Request Form: <http://bit.ly/2omhuZN>

Training & Exercise Calendar: <http://bit.ly/2EFi0c9>

In attendance:

Allen Evans, DMA/Ft. Pickett
Beverley Brandt, Colonial Heights
Donald Hunter, Prince George
Jeremey Falkeneu, Dept. of Forestry
Jess Robison, Chesterfield
Leslie Comer, Charles City County Sheriff's Office
Martha Shickle, PlanRVA
Robert Paxton, VDEM
Darshan Parikh, VDEM

Ben Ruppert, Hopewell
Brian Pierce, CHD-VDH
Eddie Ferguson, Goochland FD
T.O. McCullough, Chesterfield PD
Katie Moody, PlanRVA
Maria Biava, Red Cross
Mike Magner, VDH
Donna Pletch, VDEM
Robert Williams, Hopewell

Sherrí Laffoon, Chesterfield
Peter Svoboda, CVHC
Blake Markey, Goochland FD
Bryant Bays, Dept. of Forestry

Steve Parrott, CVHC
Tori Rowsey, King William
Sarah Stewart, PlanRVA

Public Outreach Committee Minutes 7/15/19

- Beverly discussed the handout distributed to each member present shows the events for 2019 Public Outreach and CERT Committee, see below:
- Disaster Preparedness Workshop (DPW) is scheduled for September 7, 2019. WCG is working on all the marketing materials and should be completed by the end of next week. Registration will be open by July 22nd for people to register for the event. Below are the 3 core topics for localities to cover is
 - Planning & Document
 - Household Safety
 - Active Threat
- Moving forward with the Preparedness Night at the Diamond. The dates will be August 20th Tri-Cities night and August 21st RVA night. There will be 10 volunteers each night to hand out swag items and the people can spin a wheel for additional give-a-ways. We will give away 100 tee shirts each night. The costs also include a PSA, digital announcements and first pitch.
- There was a hand-out of the projected spend down for the FY18 grant. This includes the costs for the Disaster Preparedness Workshop and the Preparedness Night at the Diamond. For more information, please contact Beverley Brandt for Katie Moody.
- The next meeting of CERT (9:30 am) and the Public Outreach (10:30 am) is scheduled for August 19, 2019 at the Richmond Regional Planning District Commission.

CERT Subcommittee

- The location for the regional CERT exercise will be confirmed by the August CERT Subcommittee meeting. The preferred location is the Diamond.
- A damage assessment class for Level II CERT members is being held in Chesterfield on August 19, from 6:30 p.m. – 8:30 p.m.
- Jess and Katie will be working on finalizing the details for the Virginia CERT Program Managers Workshop. The target date to hold the workshop is October 21st.
- Beverley Brandt will be Jess Robison's designee on the National CERT Association board.

RISK AND RESILIENCE ASSESSMENTS AND EMERGENCY RESPONSE PLANS:



NEW REQUIREMENTS FOR DRINKING WATER UTILITIES

Section 2013 of America's Water Infrastructure Act of 2018 (AWIA) requires community water systems¹ that serve more than 3,300 people to complete a risk and resilience assessment and develop an emergency response plan.

RISK AND RESILIENCE ASSESSMENT

Your utility must conduct a risk and resilience assessment and submit certification of its completion to the U.S. EPA by the following dates:

EMERGENCY RESPONSE PLAN

Your utility must develop or update an emergency response plan and certify completion to the U.S. EPA **no later than six months** after risk and resilience assessment certification. Each utility deadline is unique; however, the dates below are the due dates for utilities who submit a risk and resilience assessment certification by the final due date according to the population served.

Important Dates

- March 31, 2020 if serving $\geq 100,000$ people.
- December 31, 2020 if serving 50,000 to 99,999 people.
- June 30, 2021 if serving 3,301 to 49,999 people.

- September 30, 2020 if serving $\geq 100,000$ people.
- June 30, 2021 if serving 50,000 to 99,999 people.
- December 30, 2021 if serving 3,301 to 49,999 people.

Recertification

Every five years, your utility must review the risk and resilience assessment and submit a recertification to the U.S. EPA that the assessment has been reviewed and, if necessary, revised.

Within six months of submitting the recertification for the risk and resilience assessment, your utility must certify it has reviewed and, if necessary, revised, its emergency response plan.

Visit the U.S. EPA website to find more information on guidance for developing a risk and resilience assessment at <https://www.epa.gov/waterriskassessment/conduct-drinking-water-or-wastewater-utility-risk-assessment>.

Visit the U.S. EPA website for guidance on developing an Emergency Response Plan at <https://www.epa.gov/waterutilityresponse/develop-or-update-drinking-water-or-wastewater-utility-emergency-response-plan>.

TOOLS OR METHODS

AWIA does not require the use of any standards, methods or tools for the risk and resilience assessment or emergency response plan. Your utility is responsible for ensuring that the risk and resilience assessment and emergency response plan address all the criteria in AWIA Section 2013(a) and (b), respectively. The U.S. EPA recommends the use of standards, including AWWA J100-10 Risk and Resilience Management of Water and Wastewater Systems, along with tools from the U.S. EPA and other organizations, to facilitate sound risk and resilience assessments and emergency response plans.

¹ Section 2013 of AWIA applies to community water systems. Community water systems are drinking water utilities that consistently serve at least 25 people or 15 service connections year-round.

Still have questions about the new AWIA requirements?
Contact the U.S. Environmental Protection Agency (U.S. EPA) at dwresilience@epa.gov.

Office of Water (4608T)
EPA-817-F-19-004
May 2019



FREQUENTLY ASKED QUESTIONS

I need more information about risk and resilience assessments and emergency response plans:

Risk and resilience assessments evaluate the vulnerabilities, threats and consequences from potential hazards.

What does a risk and resilience assessment include?

- Natural hazards and malevolent acts (i.e., all hazards).
- Resilience of water facility infrastructure (including pipes, physical barriers, water sources and collection, treatment, storage and distribution, and electronic, computer and other automated systems).
- Monitoring practices.
- Financial systems (e.g., billing systems).
- Chemical storage and handling.
- Operation and maintenance.

Who should I work with when creating my emergency response plan?

- Utilities must coordinate the risk and resilience assessments, as well as the emergency response plans with local emergency planning committees.

For more information, see www.congress.gov/bill/115th-congress/senate-bill.

I need more information on the certification process:

What do I need to submit to the U.S. EPA?

- Each utility must submit a certification of your risk and resilience assessment and emergency response plan. Each submission must include: utility name, date and a statement that the utility has completed, reviewed or revised the assessment. The U.S. EPA has developed an optional certification template that can be used for email or mail certification. The optional certification form will be available in August 2019.

Who can certify my risk and resilience assessment and emergency response plan?

- Risk and resilience assessments and emergency response plans can be self-certified by the utility.

How do I submit my certification?

- Three options will be provided for submittal: regular mail, email and a user-friendly secure online portal. The online submission portal will provide drinking water systems with a receipt of submittal. The U.S. EPA recommends using this method. The certification system will be available in August 2019.

What does an emergency response plan include?

- Strategies and resources to improve resilience, including physical security and cybersecurity.
- Plans and procedures for responding to a natural hazard or malevolent act that threatens safe drinking water.
- Actions and equipment to lessen the impact of a malevolent act or natural hazard, including alternative water sources, relocating intakes and flood protection barriers.
- Strategies to detect malevolent acts or natural hazards that threaten the system.

When can I submit the initial certification?

- Utilities should wait to submit the initial certification to the U.S. EPA until the U.S. EPA publishes *Baseline Information on Malevolent Acts Relevant to Community Water Systems*, which is required under AWIA by August 2019.

Do I need to submit my certification to my state or local government?

- No. Section 2013 of AWIA does not require utilities to submit the certification to state or local governments.

How long do I need to keep a copy of my risk and resilience assessment and emergency response plan?

- Utilities need to keep a copy of both documents for five years after certification.

What if I do not have a copy of my most recent risk and resilience assessment?

- The U.S. EPA intends to destroy vulnerability assessments (VAs) submitted in response to the Bioterrorism Act of 2002, but if utilities would like to have their VA and certification documents mailed to them, contact WSD-Outreach@epa.gov, and on utility letterhead, include the utility name, PWSID, address and point of contact as an attachment to the email.

RESOURCES & TOOLS

Conducting a Risk and Resilience Assessment

- The U.S. EPA's Risk and Resilience Baseline Threat Document (available August 2019).
- The U.S. EPA's [Vulnerability Self-Assessment](#).

The U.S. EPA Website

- <https://www.epa.gov/waterresilience/americas-water-infrastructure-act-2018-risk-assessments-and-emergency-response-plans>.

Developing an Emergency Response Plan

- [Emergency Response Plan Guidance](#).
- The U.S. EPA's [Emergency Response Webpage](#).
- [Local Emergency Planning Committees](#).

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