

CENTRAL VIRGINIA EMERGENCY MANAGEMENT ALLIANCE Planning Committee



Tuesday, April 16, 2019 @ 2 pm | RRPDC

Minutes

In attendance:

Kate Hale, New Kent	Ben Ruppert, Hopewell
Katie Moody, RRPDC	Robert Williams, Hopewell
David Caulkins, Henrico HD	Sarah Stewart, RRPDC
Doug Gagnon, VDEM	
Sherri Laffoon, Chesterfield	

1. **Welcome and Introductions.** Katie Moody called the meeting to order at 2:05pm.
2. **Approval of Minutes.** Sherri Laffoon made a motion to approve the minutes. Ben Ruppert seconded. All were in favor.
3. **Old Business**
 - **Hazard Mitigation update.** Doug Gagnon reported that he still does not have any response from Jarratt. He has been working with Reggie Owens to contact someone in Jarratt. The Southside PDC is working on updating their plan in the fall.
4. **New Business**
 - **FY17 JIC/FAC Update Project.**
 - Katie Moody reported that she received the final plan products from Ascentra earlier today. She has already distributed copies to the group via email and printed two copies of each for the meeting today. Ben suggested that perhaps we can distribute to the entire CVEMA group and have some time for comments during Thursday's meeting. We can also discuss it during the Executive Committee post-meeting on Thursday, to see if anyone has any final comments.
 - Ben Ruppert brought up the idea that perhaps we should keep track of "adoptions" of the plan, in the sense that if localities were to use the plan and make it their own – we would have a record of who was using it. The group agreed that this would be a good idea.
 - **Strategic Plan.** Katie reported that we are still waiting for all the committees to provide their updates to the strategic plan. We should be only missing the

Training & Exercise committee update. Curt had wanted to do approval of these at the April CVEMA Meeting, but we may have to do it at the May CVEMA Meeting – this would still be in time for the next grant cycle to open in May.

- **Future Grant Opportunities/Planning Projects –**
 - *FY18 Regional Recovery Plan* – Katie reported that the Regional Recovery Plan RFP was posted on eVA on April 8th. This was a week later than originally planned, so all dates were moved up a week. We will be having two scoping meetings next week on April 22nd and 23rd. Katie noted that she and Curt will not be here to attend the meetings – Doug agreed to be present for the 22nd and Sherri will be present for the 23rd. The new grant deadline is May 3rd and the award will be announced on May 10th. Katie reminded that group that everyone should potentially be available the week of May 10th to meet and review proposals.
 - *FY19 Regional Inventory Project?* Ben Ruppert commented that it may not be very expensive to do an asset collection project – we may not even need a contractor, and we could probably pay an intern to collect the information. The PDC could maintain the inventory and do any GIS work to create maps for the assets. Ben noted that he thought it would be most practical to incorporate the asset tracking into WebEOC. We would have to be able to create an account for Katie under possibly the regional account. We would be able to hire an intern to make appointments at the localities and do data entry to enter the assets that were available. The group decided that approximately \$15,000 could be appropriate. We could focus on Mass Care assets, but also prioritize other items that we would see as appropriate to include in a regional asset inventory.
 - *FY19 Regional Recovery Workshop* - Katie commented that we could also apply for a grant in FY19 for a Regional Recovery Workshop. We may not have enough funds left in FY18 to also do a workshop, but it could be relatively inexpensive to hold a workshop. Katie said that she would talk to Bill Lawson to get an idea of how much a workshop might cost. The following year we could apply to hold a Regional Recovery Exercise.
 - *“Technology Summit”* – Another future grant opportunity would involve a “technology summit” for Emergency managers, including GIS training, etc. The group thought that this would be a good idea. Sherri thought that we should start from where our shortfalls are and continue from there.
 - *FY20 HMPG Update* – Katie and Sarah met with Martha and Mark Bittner (formerly from Crater PDC) regarding the next HMP Update and the FY20 application. Katie noted that the application is due by May 20th. She and Sarah will be working on the application to apply. It

takes approximately 12-14 months to receive the award. Katie wanted to get any thoughts from the group regarding changes to the scope of work in the proposal. Ben suggested that perhaps we could reuse some of the same data in the “update,” but go with a totally new look and feel in terms of how the information is formatted and presented. The group also agreed that they would like the plan to be more consumable and the information could be more useful to the localities, and the public, in other areas besides hazard mitigation. Sarah explained the use of story maps in explaining data-heavy documents – the group agreed that this could be a great way to explain the plan in a more consumable format.

- **Other discussion**

- The CVEMA Meeting will be Thursday morning in Hanover at the Public Safety Training Center.

5. **Adjourn** – Katie ended the meeting at 3:24pm.

Next meeting: Wednesday, May 15th, 2019, RRPDC