

CENTRAL VIRGINIA EMERGENCY MANAGEMENT ALLIANCE Planning Committee



Wednesday, March 20, 2019 @ 2 pm | RRPDC

Minutes

In attendance:

Curt Nellis, Powhatan, Chair
Katie Moody, RRPDC
Emily Ashley, Chesterfield
Doug Gagnon, VDEM
Beverly Brandt, Colonial Heights

Kate Hale, New Kent

1. **Welcome and Introductions.** Curt Nellis, Chair, called the meeting to order at 2:05pm.
2. **Approval of Minutes.** Curt Nellis made a motion to approve the minutes. Emily Ashley 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 a few members of the Planning Committee met with David Short with Ascentra on Feb 28th. This meeting was to review the initial drafts of the FAC and JIC plans and provide feedback. The group would need to provide all feedback on the first drafts to David by March 21st. Katie also reported that David will be present at the CVEMA meeting tomorrow morning to receive any feedback in person.
 - Emily Ashley commented that she noticed the FAC plan also addressed the FRC – are we looking for just a FAC plan or are we also looking for FRC information? Both things can be significant separate

entities. Katie said she would look back at the scope to see if this is something we want the contractor to either tease out or expand on.

- Katie reported that we should expect to receive the final drafts of the plans by next week or sometime next week. We will have approximately a week to provide additional feedback. We should have until the end of April to make any tweaks, however, as we can technically pay any invoices up until the last day of April.
- **Strategic Plan.** Curt reported that he would like to finalize the committee strategic plan updates in the next month for approval at the April CVEMA Meeting. Katie noted that it would be important to have the plan update ready by the next grant cycle this summer. We should be only missing the Training & Exercise committee update.
- **Future Grant Opportunities/Planning Projects –**
 - *FY18 Regional Recovery Plan* - Our next planning project will be the Regional Recovery Plan. Katie distributed the RFP draft and scope of work for the plan to the committee to review. The RFP is basically derived from the FAC/JIC RFP that was written by the PDC last fall. She basically inserted the RRP scope into the RFP. The timeline for the plan is tentative based on what the committee thinks is appropriate. Curt noted that he would like to include two “scoping” meetings on April 15th and 16th. We could move the Questions deadline to the Friday before – April 12th. We would keep the rest of the RFP the same.
 - Curt would like our future planning projects to be appropriate for the region. He would like to create products/tools for all members of the region to be able to use.
 - *FY19 grant projects?* Curt would like to create some type of asset inventory. It started back in the UASI days when we had much more funding to purchase equipment. We have lost track with many of the tangible assets. A potential future project would hire a contractor to do asset collection and tracking throughout the whole region. The group agreed that it would be a good idea to focus more on Mass Care equipment and related areas – this would be most useful in terms of displaying available assets to all members of the community. It would allow us to more efficiently spend money/apply for future equipment grant projects when we have an idea of what we need or already have. Katie also agreed that it would be a good idea to begin this project in FY19 as we will have until June 2020 to allow the contractor to finish the project.
 - Curt also commented that he would like to apply for a grant to hold a Recovery Workshop for the region. This would fall in nicely following the Regional Recovery Framework. It would make sense to apply for this in FY19, as it would follow the completion of the Recovery

Framework. The following year, we could apply for a grant for a Recovery Exercise.

- Curt also suggested some type of grant opportunity that would provide GIS training for Emergency Managers. We could hold some type of “Technology Summit” that would include other types of programs and technology, such as amateur radio, Crisis Track, Web EOC, etc.
- **Other discussion**
 - The CVEMA Meeting will be tomorrow morning in Amelia County.

5. **Adjourn** – Anna ended the meeting at 3:34pm.

Next meeting: Wednesday, April 17th, 2019, RRPDC