

EMERGENCY MANAGEMENT ALLIANCE CENTRAL VIRGINIA

Planning Committee

Wednesday, May 15, 2019 2pm
Plan RVA



Minutes

In attendance:

Kate Hale, New Kent
Sarah Stewart, RRPDC
Martha Shickle, RRPDC
Curt Nellis, Powhatan (Chair)

Kyle Olson, Olson Group
Tricia Chappell, Olson Group
Mariam Karim, Olson Group
Elizabeth Nathaniel, Olson Group

1. **Welcome and Introductions.** Curt Nellis called the meeting to order at 2:00pm.
2. **Approval of Minutes.** Curt Nellis made a motion to approve the minutes. Kate Hale seconded. All were in favor.
3. **Old Business**
 - **FY17 JIC/FAC Update.** The FAC and JIC plans have been completed by Ascenttra and are available to the localities. Katie has provided them via the email list or by request.
4. **New Business**
 - **Strategic Plan.** Updates to the Strategic Plan will be approved at the May CVEMA meeting in Colonial Heights. Localities will be able to use this document for their upcoming grant applications.
 - **FY18 Regional Recovery Plan**
 - The Planning Committee met last Wednesday to review proposals submitted for the Regional Recovery Plan. Four total proposals were submitted, with price ranges from approximately \$35,000-90,000. The grant budget was \$50,000. The group decided to award the contract to Olson Group as they were the most affordable and have worked with state recovery in the past.
 - The Olson Group was present this month's Planning Committee meeting to introduce themselves and kickoff project expectations. OG got their start with the CV UASI and grew from there. Have done a variety of projects with localities in VA and specifically in the region. Staff at meeting are the planning team for the regional recovery framework. Tricia will be the project manager.
 - Curt asked the OG - Ask the localities: what is it that keeps you up at night? Get to know them/the audience. There has been a lot of turnover in staff, and no recent experience around here with disasters and recovery to pull from. There is likely also very little in the way of existing documents to pull from in the localities. We know what recovery is, we want to know "if I've never faced recovery what do I need to know?" I wish I knew ____, ex: debris management – eg – the important parts of a debris management plan are.... The building blocks of your recovery is/will be _____. There is where the

urban rural split exists – different approaches. What are short, medium, and long-term steps & concerns we need to worry about/do. From damage assessment in and out forward. How do damage assessments feed into the larger state planning and recovery processes? What is important and why? Details/Suggestions about resourcing for large and small localities, especially small localities who don't maintain adequate staff to do all these things.

- The OG asked if they should reach out to each locality individually or pull them all together – what will be effective? Curt suggested using survey monkey, representative sample discussions, talk at CVEMA meeting – but we need to design this to provide tools for the rural and urban staff. Tools that they can use when faced with a big event. FAC should be a part of recovery, can be referenced in the plan. Example from Curt: if I had to set up a FEMA trailer park, I would have no idea where to start. I would google temporary housing. Same with debris. Suggestion: reference the top disasters in the Haz Mitigation and say what you would need to do for each of them for recovery.
- Curt noted that Katie can provide OG with copies of the FAC/JIC and Haz Mit Plan, as well as contact info for all local EM's. Curt will provide the introduction and info at the May CVEMA meeting, including introducing Tricia. Katie can also send out the Regional Recovery Framework scope to the EM's in case they are not at the CVEMA Meeting. Tricia will likely be at the June meeting in Henrico – add them to the June agenda to talk about how they will reach out/interact with locals (calls, survey monkey [6-7 questions, no more than 10 questions], etc.) possible multiple tier survey approach?
- Curt noted that recovery is the forgotten piece of the pie in EM planning. Everyone agreed that Emergency Response is exciting, recovery is a hard slog and stresses local population (heart attacks, suicides, etc.).
- Katie will be the project manager and conduit of information from OG to the CVEMA folks.
- Discussion about timeline? OG hopes to have final draft in by Thanksgiving. Curt wants to be sure the planning committee knows about anything before it goes to general CVEMA group. Curt and Kate will be review committee along with others Curt will volunteer.
- Kate Hale noted that Phasing response vs recovery – not always a clean distinction between the two. Recognize or Build that gray area into the framework.
- The OG can reference the VDEM recovery annex. Curt suggested that the contractor not overly structure the final product, don't dictate too much to the localities. Locality can take it and use it how they want, make it their own, but reference what certain tasks or functions are and how they crosswalk into existing state and Federal systems/structures. It should also discuss how aspects of recovery feed into the Haz Mitigation process – knit the 2 efforts together where appropriate. The Framework should be applicable to both Federally declared and non-Federally declared disasters, and how aspects of the elements designed for big events can be scaled to smaller events. Framework will be valuable resources for integrating new people understand and work cooperatively with the region.
- Framework should include “how can you get this done when your locality lacks the resources to accomplish it.”... “But what if we combine resources

with another locality and can prioritize resources for the most important elements?”

- Curt asked the Olson Group - is there anyone else out there doing anything like this? Olson: there might be examples in Home rule states and will look into it. He also suggested that OG could send early drafts if desired, so we can review as process proceeds.
- Contract? We plan to encumber the full amount of the contract right away, if we have a bad Hurricane season, can we extend beyond the holiday season, all the way until the end of March.
- **Other Planning Projects-**
 - *FY19 Regional Inventory Project?* Curt mentioned of inventory of CVEMA previously purchased items as a possible addendum to their contract. Olson previously did a project like that for Dallas region, 24 localities. Did categorizing of equipment as part of the process. Later goal is a regional recovery workshop: pull people together and talk about Regional Recovery Framework and Hazard Mitigation Plan update. Martha also mentioned that inventory would be ideal to occur before or in conjunction with Haz Mit plan.
 - As options for addendums, perhaps the recovery resource inventory, to include supplies/equipment, teams, capabilities. Could do something like: for each element highlighted in the recovery framework, what are the resources needed? What do we have on hand?
- **Other Discussion**
 - Kate Hale - waiting for Rick to review re-entry plan then will share with the group. HRPDC has a re-entry plan. Region 1 needs a re-entry plan.

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

Next meeting: Wednesday, June 19th, 2019, RRPDC