

State Hazard Mitigation Plan Advisory Team

Meeting Summary
Tuesday, January 13, 2009
1:00 p.m.

Randall Kelley Training Center, Sadowski Building
2555 Shumard Oak Blvd., Tallahassee, Florida 32399-2100

Opening: The meeting of the State Hazard Mitigation Plan Advisory Team was called to order at 1:06 p.m. on Tuesday, January 13th, 2009 by Joy Duperault.

Welcome – Introductions & Meeting Goals

Miles Anderson, Mitigation Chief, welcomed everyone and thanked them for coming. He introduced Cherie Trainor, who as of January 1, 2009 is the new Deputy Mitigation Bureau Chief. Miles spoke about keeping the 2010 State Hazard Mitigation Plan update process on track through open communication and team work and emphasized his desire to submit the plan to FEMA in January of 2010.

Introductions

Participants were asked to give their name, agency they were representing, and which update team they have been working on since the October meeting.

Meeting Goals

Joy went over the purpose of SHMPAT meetings (to update the current plan.) She reviewed each plan section, and described the three update teams already underway.

Review of Sub-group Work

Planning - Marybeth Groff reported that due to the team facilitator (Anne Boland) taking a new position within DEM, the Planning team had not met. Marybeth will be facilitating this team and will be in touch with the group to schedule upcoming meetings. Marybeth will send the group an outline of the federal requirements to update sections 1, 2, and 6 along with the 2007 crosswalk comments.

Risk Assessment– Marybeth reported that the risk assessment team is in the process of compiling the requirements for a Scope of Work (SOW), prepared for an Invitation to Bid. The work of updating Section 3 (risk and vulnerability) is expected to be contracted.

Strategy - Jerry LaCavera discussed eight points brought up by the Strategy team:

- **System issues**- lots of duplication and material in the plan that is not well coordinated. They hope to inspire more cooperation and coordination among state departments and other groups.

- **Mitigation categories**- a better explanation needed for local governments and citizens of what mitigation actually is **AND** what funding sources are out there for those types of projects.
- **Charts/tables**- There are too many charts and tables in the current document, which are distracting and sometimes unnecessary. The goal is to include only useful/relevant graphics and move some into an appendix if possible.
- **Private sector**- This is a highly under-used resource thus far. They hope to encourage education through local mitigation people, and incorporate the private sector into both planning and mitigation efforts.
- **Floodplain management**- need to more fully incorporate NFIP and floodplain management goals and programs into the updated plan.
- **Template**- Offer a possible template for communities who may want to re-format their current LMS plan...
- **Education**- This is vital in order to make sure local governments and citizens are aware of the mitigation funding opportunities and taking advantage of them.
- **Clean up**- Streamlining the document makes the document more user-friendly and therefore something that will actually be more useful as a reference and active plan.

Strategy for Update Collaboration

Joy spoke about the need to have a method that enables the teams to work together as well as the ability for SHMPAT as a whole to collaborate on the plan update process.

On this note, Marybeth introduced the idea of an open source management system that could be used to electronically coordinate the update of the Plan. The entire group was solicited for ideas on what types of features this system should provide. The following are ideas the group provided:

- An application similar to “track changes” in Microsoft Word. This would make it simple because there would be no referring to the part of the section.
- A “comment balloon” editing structure so all edits/suggestions can be viewed simultaneously
- Levels of access to allow a staff editor final say on revisions
- Allow the document to be broken in to as many pieces as possible

SharePoint software was suggested as a means to accomplish all of this collaboration. Any user would just need a Windows 2003 or later server and have access to an internet browser. It was also suggested that an editor be used to make sure the finalized chapters are compatible and don't contradict each other.

Break-out Teams (original three sub-teams)

Joy Duperault asked each team to return around 3:00.

- Section 3: Risk assessment/vulnerability
- Sections 4 & 5: State and Local Planning
- Sections 1, 2 & 6: Prerequisites, Planning process, and maintenance

Agenda for Next Meeting

At 3:10, the group reconvened to discuss what they would like to see included on the April 14, 2009 meeting agenda.

- Format should be consistent throughout plan
 - Goals & objectives- simple (i.e. Missouri format)
- Invite a FEMA representative to give an overview of the regulations with some tips on avoiding common mistakes. It should be an informal discussion allowing for education on both sides.
 - Possibly giving SHMPAT a pre-survey for questions/topics they would like answered/explained during this discussion
- Present decision of who will do the risk assessment/vulnerability
- Come up with a timeline/workflow for the plan through January 2010
- By next meeting, come up with a solution to attract more agencies/other SHMPAT members
 - RPC's
 - Community Planning Division
 - Solicit LMS on how to make it better
 - LOMD (video conference)
 - Gotomeeting.com
 - PIO's
 - ECO's (group email list- Peter Newman)
 - Personal phone calls instead of letters to the agency heads (appropriate representative level person on each side)
 - Focus on requirements (reminder)

Adjourn

The participants were thanked and the meeting was concluded at 3:30 pm.