

State Hazard Mitigation Plan Advisory Team

Meeting Minutes
Tuesday, April 14, 2009
1:00 p.m.

DCA Secretary's Conference Room 100E
Department of Community Affairs • 2555 Shumard Oak Drive
Tallahassee, Florida 32399-2100

Opening

The meeting of the State Hazard Mitigation Plan Advisory Team was called to order at 1:10 p.m. on Tuesday, April 14th, 2009 by Marybeth Groff. Members signed in as they entered the meeting.

Welcome and Introductions

Marybeth went over the purpose of the meeting and introduced new mitigation planners Patrick Vicknair, Jo Penrose and Thea Austin. Everyone attending the meeting and on the conference call introduced themselves.

Meeting Goals

- Status of the plan- FDEM staff
- Overview of SharePoint
- Review goals and revise objectives

Staff Updates

- **Technical work**- Laura met with staff and reviewed the bidding process for hiring a consultant to update Section 3.0-Risk Analysis. She will update the SHMPAT at our next meeting.
- **When to update the plan**- FDEM staff determined that updating the enhanced plan every year was not necessary. The enhanced plan will be updated every 3 years as required by FEMA or if a change in events requires updating it.
- **Strategy group report**- Because the current risks and vulnerabilities have not changed over the past three years it is presumed that updates to the enhanced SHMP will not change the plan significantly. The goals and objectives are what the SHMPAT should focus on during the update.

SharePoint

All members were asked if they had been invited to use SharePoint and if they had actually logged in - all had done so. There were no problems reported so a basic user guideline was given to each SHMPAT member. Marybeth went to the SharePoint site to demonstrate some basic use. The following notes summarize the training we received from Marybeth.

If a SHMPAT member uses an alias instead of their name in SharePoint to enter comments then the group won't know who wrote the comments. It is very important we know who wrote the comments for participation records and so we can get clarification if needed.

Marybeth went over edit rights. All SHMPAT members have read access to all documents and members of a subgroup have edit rights to the subgroup in which they belong. All files have been uploaded in Word documents so changes can be tracked and comments made. The entire plan is also available in PDF format. In order to add a document into SharePoint go to the upload menu and browse for the document to place on the subgroup page.

All members have the ability to add information to the calendar by going to "new item" menu. For example, you could add a subgroup meeting date. Be sure to include a call in number and pin for conference call guests. Another feature of the calendar is an alert. On the calendar page and the "actions" menu there is an option for alerts. Once in the new alert menu you can choose how and what you want to be alerted on and you must do this for each section (example: calendar) that you want alerts for- can't do it all at once. This is great for the busy person that doesn't want to go into the system to check for changes every day. You can also link the SharePoint calendar with your Outlook account.

If you want to share something with the entire group you can add an announcement in the announcements section such as when you update a section. Any old announcements may be cleaned up occasionally to make sure everything on the site is relevant.

Checking out documents properly is key. Go to the section you are working on and select the name of the document. Make sure you click check out in the drop down menu. Your name should appear in the "Checked out to" column. Then you can click on the document to open it. Because you can make all these changes only one person at a time can check out the same document. Track changes is automatically on so whenever you type or remove anything it will show it. Another way to add comments is go to "New comment" and a little bubble on the side of the document will show up where you can type. This is a good option for participating without actually changing anything. *When you are done make sure to check it back in* because only then can someone else see your changes or check it out themselves. To do so just close the document and it will ask if you want to check it back in. There is also the option to check the document in and immediately check it back out so you update the document on the site but can continue working- check the box on the bottom of the menu when you close it.

There are other capabilities of SharePoint but the training Marybeth provided covered the basics.

Goals and Objectives

Joy Duperault began the discussion of the State goals and the need for the entire group to discuss them rather than just each subgroup. She discussed the current goals and the study conducted to determine the connectivity between the local goals in the LMS plans

and our goals. Goal 2, 5, & 6 were the most important to the locals with 4 being the lowest and 1 not applying to them. She asked the SHMPAT for comments on what should be included in the goals. The goals don't need to be hazard specific. There needs to be a list of mitigation measures that correspond to each hazard with identified vulnerability. Mitigation measures will be discussed at a later meeting but the broad strokes should be consistent. For those that have tried to read the current plan this is probably where they would stop. Our existing goals are ok but objectives are really specific, more like mitigation measures.

At this point we moved to writing draft objectives for each goal as a group.

Summary of Discussion

A suggestion was made to include climate change in Goal 4 or make it a separate goal with its own objectives. This brought up the idea of the difference between goals and objectives. We talked about making sure our existing goals are broad enough that climate change for example would fit under a goal. We talked about not needing to have a goal to identify hazards because it is assumed that the goals take affect after they have been identified. Climate change is not required to be addressed as a hazard by FEMA currently and we may want to include the hazards to identify in the goals. Or we could ask a contractor to research the issue but it may be hugely expensive and will likely be inconclusive. By addressing climate change as an objective we give the State a chance to determine our risk and vulnerability before claiming it as an official hazard. In a few years we may be better equipped to include climate change as a hazard so we could include in the next update and there can be mitigation measures under it. So the consensus was to include current research and utilize the data regarding climate change and sea level rise under Goal 4 as an objective.

Goal 1: Clarify state capability to say state government because otherwise Goal 2 seems more like an objective under Goal 1. Advocate for protection and enhancement of federal funding was created as an objective.

Goal 2: We need to strengthen the relationship between state agencies and local LMS plans in regard to funding. Perhaps a new goal can be created. Goal 7 seems like an obvious connection that state and locals can benefit from each other but this concept needs to be embraced. We discussed everyday mitigation items like storm water, beach management, drainage and roads, growth management etc. We need to make sure all LMS plans are working together. This happens with the State plan, CEMP and Post-disaster redevelopment. We talked about creating an objective to help rural and under-resourced communities become self-sufficient rather than the State doing it for them. How do we define which communities these are? This objective is intended for the counties with the same 4 people who do everything that don't know how to help. One idea was to create a buddy system of rural communities and match those with more resources to those with fewer resources and offer training opportunities with technical assistance provided from state staff and open these training opportunities to the public. FDEM needs to make sure to define help that can be offered with sometimes limited state resources so we don't over promise. We need to also recognize successes of

mitigation measures such as plaques or best practices manual. The following objective was created: Offer technical support and training to rural communities.

Goal 3: We need an objective to encourage use of available funding and to educate communities so people know what is available. We need to utilize all resources of the state floodplain management office to increase awareness of flood programs. It was noted that to keep our federal funding that all language about severe repetitive loss be kept in the plan but can be moved around. It was noted that lots of mitigation is done statewide but nobody calls it what it is. The state needs to be consistent with terminology. The example used was FDOT replacing culverts when there is flooding and building them back better to reduce possibility of it happening again. There was a discussion about a connection between the education aspect of Goal 3 and the support of interagency relationships in the new Goal 7. We need to work on the wording of these goals so education is separate and maybe a mitigation coordinator for each agency could keep in touch with DEM so we are all collaborating.

Goal 4: We decided to utilize the research regarding climate change and sea level rise as an objective.

Goal 5: It was suggested that we clarify the “state’s” resources to mean not just those owned by the state but everything in the state. Given the current flooding in the state it was suggested that parks around natural springs be mitigated to protect them from flooding. However these areas are usually open space and have limited options for mitigation aside from elevating the caretaker’s house. Include an objective to protect the agriculture lands in the state. Need to coordinate with other agencies to see what programs are new or in use or no longer exist. Giving other agencies freedom to do whatever works best for them does the most good and saves the most money.

Goal 6: We need to make sure that all state facilities are repaired at a better standard after damage has occurred and to harden buildings beyond the requirements to include mitigation measures. Seek all opportunities to mitigate during the design, construction and repair of state facilities and perhaps combine 404 and 406 funds. To make it easier we could remove the barriers like the extensive paper work and funding restrictions. The following objective was created: Seek opportunities and remove barriers to harden facilities (constructed or reconstructed).

Goal 7: An objective was suggested for Goal 7 to have stronger interagency collaboration at the state level- it was also suggested to include folks like the Army Corps of Engineers. Yes collaboration makes things more difficult at times but very useful. Even collaboration with federal and local levels. In order to facilitate this objective maybe an entire other goal may be necessary and mitigation measures could be outsourced to improve collaboration and wording for Goal 7 was discussed. We need to develop & enhance mitigation collaboration. Two objectives were created: Support the strengthening of mitigation policies and programs; Strengthen the relationship between State agencies and Local Mitigation Plans. It was noted that North Carolina has a goal that aims to coordinate better with relevant organizations.

The plan lists the mitigation programs and policies of all state agencies involved in mitigation. It was suggested that these need to be better understood and more frequently updated.

Conclusion

Marybeth summarized the meeting. Joy indicated she was moved into the NFIP Director position so Patrick is taking the lead with the SHMPAT and the Enhanced SHMP. Laura will update the SHMPAT on the status of the contractor that is responsible for updating Section 3.0 –Risk Assessment. We will get an update of progress for each section at the next SHMPAT meeting. We asked each SHMPAT member to come up with at least one objective for each of their assigned goals based on their interest and expertise by the next meeting on July 14, 2009.

Adjourn

The participants were thanked and the meeting was concluded at 3:43 pm.