

CENTRAL VIRGINIA EMERGENCY MANAGEMENT ALLIANCE



Planning Committee

Wednesday, July 19, 2017, 2 pm | WebEx

Minutes

In attendance:

Lori Dachille, VDEM
Anthony McLean, Richmond
Anna McRay, Henrico, Chair
Rick Opett, New Kent
Danielle Progen, VDEM
Kathy Robins, RRPDC
Ben Ruppert, Hopewell
Jada Smith, RRPDC

1. **Welcome and introductions.** The Chair called the meeting to order at 2 pm.
2. **Approval of May 17, 2017 Meeting Minutes.**
3. **Old Business**
 - **THIRA | Award amount: \$37,000 | FA: RRPDC | Deadline: March 31, 2018** | Workshop #2 occurred July 18, 2017 at Twin Hickory Library in Henrico. Attendance and participation were good. Next steps will be determined and communicated by Cat Atchison in the coming weeks.
 - **Port Security Assessment.** Discussed as a possible FY18 SHSP project for funding. Lori Dachille recommended reaching out to Stacie Neal to discuss. Focus at this point is primarily on Region 5. Remove from the agenda until further notice. Anthony McLean asked if this would affect Region 1's ability to apply for funding for port projects. Ms. Dachille reported that it would not. Identifying interdependencies is a crucial factor in establishing a more accurate risk profile. The Chair reported that she was told that they had discovered some fallacies in ODU's statistical gathering process and were narrowing the scope to ensure accuracy. They are hoping to include security assessment of the port in Richmond in the next fiscal year. We will include in regional strategic planning process.
 - **FEMA James River Assessment/Risk Mapping** | Ms. Dachille reported that they will not be holding any more outreach meetings. Those who participated now have the data and can reach out to FEMA if they wish to have a similar process done for their jurisdiction. Danielle will be presenting on this at the Resilient Virginia Conference coming up. Danielle reported that FEMA has developed a crosswalk that shows how information from the Risk Map products can inform hazard mitigation planning. She will disseminate once she receives it. VDEM will support any locality wishing to pursue risk mapping through this tool.
 - **Hazard Mitigation Plan Update** | Plan received FEMA APA status on July 14, 2017. The Chair thanked Ms. Dachille and Ms. Progen for their efforts that pushed this project forward and resulted in a better product. Responsibility for this project at the RRPDC has been handed off from Ms. Stewart to Ms. Robins. Only the Dinwiddie Jurisdictional Summary has been completed so far. Ms. Robins and Jada Smith will complete the remaining Summaries and provide them to the local POCs

to facilitate local adoption in the order of priority requested in the survey sent recently. The Chair will send along any new responses to Ms. Robins. We plan to undertake an annual review (possibly at January CVEMA meetings) of the plan over the next 5 years. This effort will be hosted and supported by the RRPDC as a part of the Emergency Management program. Ben Ruppert reminded that we will need to give locals a significant head's up prior to this meeting so that they can bring their most recent status information.

- **Regional LEPC Planning Template | Mr. Ruppert** reported that he has developed a draft template from several different documents. Will send out for review at next meeting. It is not intended to replace formal notifications, but to provide a more informal checklist for EMs to ensure thorough and appropriate reporting.

4. New Business

- **Regional Strategic Planning Process and Regional Priorities.** The Chair reported that Lt. Joe Powers (soon to be Captain), of the Planning Section at Henrico Division of Fire in June helped guide them through a strategic planning process and has offered his expertise to assist CVEMA with their own process. The process will include a SWOT analysis with brief questionnaires (Survey Monkey) being sent one per week to local EM POCs. Top 5 responses from each category will be used for strategic planning. The September Planning Committee meeting will be an all-day workshop to prioritize these lists and develop goals and objectives based on them. These will be assigned to the appropriate committee. The Chair, Ms. Robins and Ms. Smith will use the results to put together a document to present at the October Planning Committee meeting and at the CVEMA meeting. Mr. Ruppert requested that the Chair give a brief overview at the CVEMA meeting tomorrow. This process will help us to refine our regional priorities to support future grant applications. Will be presented under New Business at CVEMA meeting tomorrow. Evaluation and update of Regional Priorities will be included in this process. VDEM staff is invited to participate in this process to ensure that what we do at the regional level matches and supports state level efforts. Ms. Dachille reported that they have been tasked with updating the C-THIRA. Rather than sending out another survey, she can share existing efforts and data to eliminate duplication of effort. Susan Mongold was a part of the 2010 process and would be welcome in support of this project. Proposed schedule:
 - August 7: Strengths Survey
 - August 14: Weaknesses Survey
 - August 21: Opportunities Survey
 - August 28: Threats Survey
 - September 20: All day workshop | Develop priorities, goals, and objectives
 - October 19: Present draft to Planning Committee
 - October 20: Present draft to CVEMA
 - November or December CVEMA meeting: adoption of plan
- **RRPDC VCU Wilder Fellow.** Jada Smith is our new VCU Wilder Fellow supporting the Emergency Management Program at the RRPDC. She is a second-year Masters candidate in the VCU Homeland Security and Emergency Management program with an undergraduate degree in Criminal Justice from JMU.
- **FY18 Critical Infrastructure Study.** Discussed above at Port Security Assessment. VMASC was going to run existing Critical Infrastructure data from Capabilities Assessment/Gap Analysis completed in 2010. Martha Shickle plans to investigate other avenues of funding. Especially need to capture interdependencies between CI assets.

5. Open discussion, comments, announcements

- **Anna McRay/Henrico** reported that Andrew Slater will be presenting some information at the CVEMA meeting tomorrow about the CMS Rule that goes into effect November 16, 2017. Some

information was provided in the conference call hosted by Dawn Brantley recently. Many questions remain. The Chair has asked Ms. Brantley for a list showing which state agency licenses/certifies each of the 17 different types of facilities affected to assist localities in identifying these facilities. Henrico plans to reach out to their facilities on this. Hoping to develop a regional resource to provide accurate and consistent information to facilities. Key is to have these facilities to connect with the Central Virginia Healthcare Coalition (CVHC) and ESF #8 groups. Would be good to have a customizable template that each jurisdiction can provide to their own facilities. Pete Svoboda, the new Medically Vulnerable Populations Coordinator with CVHC, will be a good resource for this effort. Also, this is something that the Public Outreach Committee could assist with.

- **Ben Ruppert/CVEMA** reported that he will be requesting a motion at the CVEMA meeting tomorrow to move forward with the partnership with The Community Foundation (TCF). In addition to their support of setting up a regional EM account, TCF has offered to assist with development of financial processes and protocols and strategic planning for this committee-advised fund. We will need to add a Finance Chair back into the Bylaws. We still have a lot of work to do to develop processes for distribution of funds. The Chair expressed concern on behalf of Mike Cox, Henrico Fire, with having CVEMA members participate in the Advisory Board making decisions regarding distribution of funds, particularly post-disaster. If he is willing and able, we will include him in the working group that develops these processes. The Chair also requested that we try and arrange for The Community Foundation to present to the CVEMA. Anthony McLean reported that the only concern in the City of Richmond has to do with the process for distribution of any funds but generally supports the partnership. Mr. Ruppert reported that TCF has left development of the disbursement process up to us with support and guidance from TCF. Primary objective right now is for Ben to get the go-ahead from CVEMA to pursue the partnership. All were supportive.
- Lori Dachille reported that at the CVEMA meeting tomorrow she and Kevin Pannell will be discussing some scheduling changes to the current Training and Exercise Plan based on conflicts with other events.

6. Next meeting will be August 16 2017 via WebEx.

7. The meeting was adjourned at 2:57 pm.

Respectfully submitted,
Kathy Robins