

# CENTRAL VIRGINIA EMERGENCY MANAGEMENT ALLIANCE Planning Committee



Wednesday, November 15, 2017 @ 2 pm | RRPDC 9211 Forest Hill Avenue, Suite 200

## Minutes

### In attendance:

Beverley Brandt, Colonial Heights  
Bill MacKay, Goochland  
**Anna McRay, Henrico, Chair**  
Sherri Laffoon, Chesterfield  
Bill Lawson, Richmond  
Lori Dachille, VDEM

Anthony McLean, Richmond  
Kathy Robins, Richmond  
Ben Ruppert, Hopewell  
Jada Smith, RRPDC  
Martha Shickle, RRPDC

1. **Welcome and Introductions.** Anna McRay, Chair called the meeting to order at 2:05pm.
2. **Approval of the Minutes from the August 16, 2017 meeting.**
3. **Old Business – Status Reports**
  - **Regional Strategic Planning Process:** The Chair sent out an Excel spreadsheet via email on the CVEMA Regional Continuous Improvement Plan (2018-2023). From the Strategic Plan Workshop and series of localities' surveys, the Chair outlined the four overarching goals for CVEMA: Training, Resource Sustainability, Whole Community All Hazards External/Public Outreach, and Planning. Each goal outlines tasks, objectives, and functional position responsible. The Chair advised the committee to send necessary feedback and ensure that the goals, tasks, and objectives align with the overall discussion throughout the Strategic Plan process. The Chair stated to send feedback directly to her to track changes. The Chair plans to take a month to review and receive comments and by January, she will have a draft to present to the overall Alliance.
  - **Community Foundation:** Sherri Laffoon reported out on the CVEMA Partnership meeting. She stated that we need to outline the foundation of the Community Foundation in the Continuous Improvement Plan.
  - **THIRA Update:** Ben Ruppert, Hopewell, reported on the THIRA update. He stated Jane Sibley, Dewberry has completed the THIRA spreadsheet and is now looking for feedback. The next task is to plan the all-day THIRA workshop. Ben asked Jada Smith, RRPDC to create Doodle Poll for the second week of January 8-9 and 11-12, 2018 and send out via the THIRA distribution list.

- **HMP Update:** Lori Dachille, VDEM reported on the Hazard Mitigation Plan Update. She stated the adoption process is moving only. One issue, particularly in the Crater area is the need for towns to separately adopt their HMP from the county's HMP. In the Greater Richmond area, the town of Ashland still needs to adopt their hazard mitigation plan. Dachille also reported on an issue with the Colonial Heights adoption process. There were some incorrect information within Colonial Heights' HMP. Martha Shickle, RRPDC stated that she will work with Beverley Brandt, to correct inaccurate information to continue the City HMP adoption process. Lori stated that once FEMA approves the HMP, significant information can not be changed within the plan or it will restart the approval and adoption process.

#### **4. New Business**

- **Bylaws Review and Changes – Finance & Training and Exercise:** The Chair sent out tracked Bylaws changes via email. She stated changes were made on adding the Finance Chair, addition responsibilities on the Recording Secretary, and the Training & Exercise Committee. The Chair opened the floor on discussion of the changes. Ben Ruppert asked whether the Community Foundation should be added into the Bylaws and deferred to Sherri Laffoon. Laffoon reported that the Community Foundation requires an Advisory Committee and Spokesperson. She suggested that the Finance Chair or Finance Vice-Chair be delegated as the spokesperson for the CVEMA Community Foundation. Bill MacKay, Goochland, stated that the information on the Community Foundation should be broad and generic and suggested instead of having CF directly in the Bylaws have generic line on charitable foundation or funds. This will help to prevent the needs to change and vote on later. Martha Shickle, suggested additional changes in Article VIII – Regional Planner to broaden the role and responsibilities of the planner and add additional staff capacity. Bill Lawson, Richmond stated that the Regional Planner should be changed to Regional Support to add staff capacity. Ben Ruppert added that the Article VIII- Regional Support should include information that the RRPDC will provide a Regional Program Manager to coordinate and support the efforts of CVEMA.

5. **Open discussion, comments, announcements.** No further discussions.

6. **Adjourn.** The meeting adjourned at 3:07 pm.

**Next meeting: Wednesday, December 20, 2017 at 2:00pm via WebEx.**