

# CENTRAL VIRGINIA EMERGENCY MANAGEMENT ALLIANCE Planning Committee



Wednesday, December 19th, 2018 @ 2 pm | WebEx

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## Minutes

### In attendance:

**Anna McRay, Henrico, Chair**  
Katie Moody, RRPDC  
Sherri Laffoon, Chesterfield  
Doug Gagnon, VDEM  
Beverly Brandt, Colonial Heights

### 1. **Welcome and Introductions.** Anna McRay called the meeting to order at 2:00pm.

#### **Old Business**

- **Hazard Mitigation update.** Doug Gagnon reported that he reached out to Greensville County to see if they could assist with Jarratt, but still have not had any luck. Also, currently assisting Southside with their Hazard Mitigation Plan updates. Have also reached out to Petersburg a few times but not heard back. Doug also checked with FEMA to be sure that we could close out the project without all the adoptions – we can close out the project, but those localities who didn't adopt the plan are not eligible to apply for FEMA funding.
- Anna requested to Katie and Doug if she could remove the "Pending Adoption" piece on plan on the PDC website.

### 2. **New Business**

- **FY17 THIRA Project Update – RFP Update.** Katie reported we had the 'questions period' deadline for the RFP last Wednesday and posted the answers to the questions last Friday. The deadline for proposals is December 21<sup>st</sup>. She noted that it looks promising so far. It looks like we will have two submissions, hopefully, if not more. We have \$37,000 for the project. We can change the scope of the project or work with VDEM to get more funds if needed – if the costs end up exceeding the grant amount. Katie also noted that we can previously discussed applying for an extension for the project, and we could allow the contractor more time if needed.

- **Strategic Plan.** Anna reported that she is not had a chance to integrate comments from the Chairs into the Strategic Plan. We will probably push it off one month.
- **Future Grant Opportunities/Planning Projects** – Our next planning project will be the Regional Recovery Plan. This will start April 2019 (FY18). We had discussed possibly extending the contract with the previous contractor to also work on this plan. The PDC had also discussed working on the project to better utilize planning grant funds.
  - Other items for the following year will be committee updates for the strategic plan.
  - Beverly suggested that perhaps we have a sit-down planning session for all the Committee Chairs? This would allow the Committees to better coordinate their projects and funds. Anna suggested that we could use Executive Committee time to also do this. The next Executive Committee meeting will be in March.
  
- **Other discussion**
  - CVEMA meeting will be held tomorrow morning at Powhatan.

3. **Adjourn** – Anna ended the meeting at 2:14pm.

**Next meeting: Wednesday, January 16th, 2018, WebEx**