



FEPA Board of Directors Meeting
August 3, 2016
FEPA Mid-Year Work Session
Sarasota, Florida
Minutes

President Paul Womble opened the meeting and thanked everyone for their attendance and participation. He asked FEPA Executive Director Eve Rainey to perform a roll call to determine attendance and the presence of a quorum. After determining that a quorum was present, Mr. Womble called on Judd Wright to provide an invocation and lead Board members in the Pledge of Allegiance. After the conclusion of the pledge, Mr. Womble directed members' attention to the draft minutes of the Board's May 12, 2016 meeting for review and approval. Mr. Scott Garner moved approval of the minutes with Mr. Randy McDaniel providing a second; the minutes were approved without objection.

Mr. Womble moved to Officer and Executive Committee reports by noting the continued focus of the work of FEPA's Committees and project based strategic planning. He added that this focus would be a recurring theme of the Mid-Year Work Session and Committees will continue to facilitate completion of FEPA projects. Treasurer Jonathan Lord presented the Treasurer's Report and updated the Board on the revenues and expenditures of the Association through the first half of the 2016 Budget Year. He advised that FEPA continues to maintain a positive revenue stream while managing expenditures within the approved budget. Mr. Pete McNally moved approval of the Treasurer's Report with Mr. Garner providing a second. The Report was approved without objection.

The Board received Committee Reports that focused on their activities since the 2016 Annual Meeting. Training and Professional Development Committee Chair Judd Wright called on Mr. Billy Abernathy to provide the FEPA Intermediate Academy update. Mr. Abernathy reminded Board members of the February 26 – March 4, 2017 dates for the annual training at Camp Blanding. Mr. Lord asked whether the Academy had a sufficient instructor cadre for the week of activities and Mr. Abernathy reported that Academy graduates serve as instructors/facilitators and are glad to "give back" by donating their time and expertise. Mr. Lord reported that the Division of Emergency Management's (DEM's) financial support for the 2017 Academy was approved, so the registration fee could be waived. With this information, details on the 2017 Academy can be posted on SERTTrac and FEPA websites and registration can be opened. Mr. Wright reported on the recently completed fifth delivery of the FEPA County EM Director/Key Staff training on August 1-2, 2016 with 31 students completing the course delivery. Mr. Bryan Lowe, with DEM's Recovery Bureau, reported on plans for the FEPA Advanced Academy which will focus on Recovery Programs and related activities. He announced that DEM funding to support the FEPA Advanced Academy was also in place.

Secretary John Scott, Co-Chair of the FEPA Technology Committee, provided the Committee's report. He advised that the FEPA beta website was 80% complete and work continues with the Membership and Awards Committee on site content. Use of the website for Mid-Year registrations and payments went well, so the Committee will continue with the transition plan to the beta site through the summer and fall. He added that the Certification component was still pending and the functionality of the existing site will stay in place to support the FEPA Certification Program. Mr. Scott reported that the work of the State Emergency Alert and Notification System Advisory Group was complete with the launch of AlertFlorida and the group will transition to an AlertFlorida users group to serve as a forum for best

practices, technical issues, and enhancements. The FEPA component of the users group will be led by Technology Committee Co-Chair, Mike Resto.

Mitigation Committee Chair, Cecilia Patella, reported on the Committee's activities which included updating the Mitigation training modules for both the FEPA Intermediate Academy and the FEPA County EM Director/Key Staff training. Ms. Patella recognized the work of Ms. Kelly Wilson, St. Johns County Emergency Management, and asked the Board to approve Ms. Wilson as a Co-Chair of the Mitigation Committee. The Board adopted this position by consensus. Higher Education Committee Co-Chair, Michele Jones, presented the Committee's Report and provided a recommended definition of the requirements for a FEPA "Student" membership. She explained that the definition more clearly outlines that student members are pursuing emergency management degrees on a full time basis. Mr. Scott moved approval of the definition as presented with Past-President Mitch Smeykal providing a second. The motion passed without objection. Ms. Jones continued her report with an update on the Committee's work on a Tool Kit for students to engage in FEPA as well as a Committee recommendation for a reduced student registration fee for the FEPA Annual Meeting and Work Session. She concluded her remarks by noting that DEM has a new intern coordinator and the Committee will continue to work with the DEM Coordinator on methods to ensure successful internship placements and experiences.

Certification Commission Chair, Angela Allen, provided the Commission's Report and updated the Board on the Commission membership and vacancies as well as the total number of certified FEPA members to date (231). She updated the Board on the continued work to integrate the Instructor Certification Program into Commission activities as well as a process flow analysis on the Certification Application and Review Process to assist the Technology Committee with website enhancement recommendations. Ms. Allen reported that long-term Commissioner Paul Winter was stepping down from his Vice-Chair position due to a change in his job responsibilities and location and the Commission will fill the position during their Mid-Year Work Session meeting. Ms. Rainey provided the Legislative Committee report and updated the Board on Legislative action during the 2016 Session as well as the timeline and potential issues for 2017.

Vice-President and Membership and Awards Committee Chair, Mary Blakeney, provided the Committee's report. She indicated the current FEPA membership stood at 606 with 21 Corporate Members. She asked Board members to be thinking about the FEPA Annual Awards Program and potential nominees as well as to encourage members to comment on website content. Annual Meeting Committee Chair, Jonathan Lord, reported on the dates and location for the 2017 FEPA Annual Meeting and Work Session, January 30 to February 3, 2017 at the DoubleTree Universal Studios Orlando, Florida. He indicated support for a Student Registration Fee for the Annual Meeting, but suggested that the rate must at least represent FEPA's costs for meals and other meeting amenities. Mr. Lord indicated that the Annual Meeting Committee meeting would focus on the format and content for the 2017 Program as well as the continued challenge to secure exhibitors and sponsors for the Annual Meeting. He concluded his report by updating the Board on 2016 Mid-Year attendance of approximately 130 participants.

Moving to Liaison Reports, Mr. Womble noted that, as FEPA President, he represented the Association on the DEM Emergency Management Advisory Working Group that will conduct its first meeting of 2016 at the conclusion of the FEPA Mid-Year Work Session. He called on Mr. Kevin Peters, FEPA's representative on the State Emergency Response Commission (SERC) for Hazardous Materials. Mr. Peters updated the Board on recent activities of the SERC and its related sub-committees and task forces. Ms. Linda Stoughton, FEPA representative on the DEM All Hazards Incident Management Team Oversight Group reminded the Board that the Historical Recognition period for team member qualifications is scheduled to end in November and the group will move to a "task book" recognition system. She added that the group continues to work on updated the Standard Operating Guide for the

program to reflect current practices and the move to task book evaluations. Ms. Rainey provided an update on the Florida Joint Council of Fire and Emergency Services and their work on the Florida Fallen Firefighter Memorial.

Mr. Alan Harris, Emergency Management Domestic Security Funding Committee Chair, provided the Domestic Security Oversight Council (DSOC) Liaison Report on behalf of Quin Romay. Mr. Harris explained the recent DSOC adoption of report that revises the structure of the State Working Group (SWG) for Domestic Security that aligns members into Focus Groups rather than Sub-Committees. The report is the work product of a professionally facilitated May meeting of SWG representatives hosted by the Florida Department of Law Enforcement. Mr. Harris noted the agreement on the need to evaluate the effectiveness of the SWG and the costs to support SWG activities in light of diminishing federal funding; however he outlined concerns with the timeline and process to develop the document adopted by the DSOC in July. He continued by expressing concerns regarding the lack of emergency management components in the focus groups as outlined in the document. After significant discussion regarding the document as well as the timeline and process under which it was developed, the Board voted to develop a letter of concern with a timeline of actions taken, to be provided to the DSOC Co-Chairs and ask that the adoption of the document be reconsidered. This motion was offered by Mr. Garner with Mr. McDaniel providing a second. The motion passed without objection. Following Liaison Reports, the Board received updates of recent activities in each of the FEPA Areas by the Area Governors and Alternates. Mr. Womble commented on all the positive work taking place throughout the state.

Under New Business, FEPA Parliamentarian, Ed Ward, provided the slate of recommended revisions to the FEPA Policies and Procedures to better reflect current business practices. Mr. Garner moved acceptance of the revisions as presented. Ms. Blakeney provided a second for the motion which passed without objection. Ms. Rainey followed with an update on the Association's move to be recognized under Section 501(c)(3) of the Internal Revenue Service (IRS) Code and directed Board members' attention to the background information provided in their meeting materials. Mr. Lord provided additional insight on the proposal as FEPA Treasurer and outlined the timeline for application, review and determination by the IRS. Ms. Blakeney, FEPA Strategic Planning Committee Chair, followed with an update on the process and timeline to develop the FEPA 2017-19 Strategic Plan. Included in the update was a recommendation to return to a consolidated single Strategic Plan to include a broader set of strategic goals for the Association. Ms. Blakeney advised that she would update Committee Chairs on the Strategic Plan timeline and action items prior to their meetings at the Mid-Year Work Session. Mr. Womble followed Ms. Blakeney's report and outlined a list of FEPA representatives to the Governor's Hurricane Conference (GHC). As a Co-Sponsor of the GHC, multiple FEPA members serve as members of the conference's Board of Directors, Officers and Committees. He asked the Board to concur with his slate of recommended FEPA liaisons to the GHC in preparation for the GHC Business Meeting being conducted next week. Mr. Lord moved approval as presented with Mr. Garner providing a second. The motion passed without objection.

Ms. Rainey reminded Board members of the Final Area Governor's Resource Manual that was provided with their meeting materials. Mr. Womble followed with a quick update on FEPA's participation at the upcoming International Association of Emergency Managers conference in Savannah Georgia. There being no other business to conduct, the meeting was adjourned.

Approved: November 8, 2016