



**FEPA Board of Directors Meeting
November 8, 2016 - Conference Call/Webinar - Minutes**

President Paul Womble opened the meeting and thanked everyone for their participation. He asked Executive Director Eve Rainey to perform a Roll Call to determine the presence of a quorum and Ms. Rainey indicated a quorum was present. After the Invocation and Pledge of Allegiance, Mr. Womble directed the Board to the draft minutes of the August 3, 2016 meeting. Mr. Randy McDaniel moved approval of the minutes as presented with Ms. Kimberly Cristiano providing a second. The motion passed without objection.

Under Officer or Executive Committee Reports, Mr. Womble briefed Board member on the Executive Committee's face to face meeting conducted the day before and concluding the morning of the Board meeting. He indicated that the group toured the 2017 Annual Meeting venue and space and that all was on track. Mr. Womble added that he attended the recently completed International Association of Emergency Managers (IAEM) conference in Savannah, Georgia and noted the significant federal presence at the meeting. Mr. Womble concluded his remarks by recognizing the recent hurricane events and extensive use of county to county mutual aid which may prompt a request by the Florida Division of Emergency Management (DEM) for more FEPA involvement in this process.

Treasurer Jonathan Lord presented the Association's financial reports through October, 2016 and advised the Board that FEPA continued in a strong financial position through 2016. He also presented the proposed FEPA 2017 Budget as reviewed and recommended by the FEPA Executive Committee. Mr. Lord explained that the FEPA budget document reflects conservative revenue estimates and a sustainment level of expenditures. After the Board reviewed several specific line items of the 2017 proposed budget, Mr. McDaniel moved approval as presented with Secretary John Scott providing a second. The motion passed without objection.

Mr. Lord continued his report as Chair of the FEPA Annual Meeting Committee and noted the Committee's written report provided in the meeting materials. He explained the revised format for the 2017 meeting workshop sessions to allow for a series of focused discussions on policy issues related to 2016 emergency events. He outlined the proposed set of training sessions for the 2017 meeting as well as the schedule of events and FEPA related meetings. Mr. Lord completed his report with an outline of a recommended schedule for future FEPA Annual and Mid-Year meetings that would accommodate additional meeting locations across the state as well as give participants advanced notice of meeting locations and dates.

Mr. Womble directed the Board's attention to the series of written Committee Reports provided to the Board of Directors in their meeting materials. With respect to the Certification Commission, the Board was asked to approve nine plaques recognizing individual Commissioner's years of service. A motion was made by Mr. Scott with Vice-President Mary Blakeney providing a second and passed without objection. The Commission also reported on the close of the FEPA Certification Class of 2017 and the surge of applications just prior to the November 1, 2016 deadline.

Ms. Rainey indicated that the Emergency Management Accreditation Committee had not submitted a report and that the Higher Education Committee was meeting at the same time as the Board of Directors. She added that the Higher Education Committee continues its monthly conference calls and is planning events to support student participants at the Annual Meeting. Ms. Rainey continued with the Legislative Committee Report on behalf of Chair Womble and reminded the Board of the dates for the 2017 Regular Legislative Session as well as federal issues that FEPA continues to track with the assistance of the IAEM Governmental Affairs Committee.

Membership and Awards Committee Chair Blakeney amplified the Committee's written report by noting the current number of FEPA members and corporate members. She added that two FEPA Areas had FEPA membership meetings scheduled in December in conjunction with DEM Region Meetings. Ms. Blakeney announced the opening of the FEPA 2017 Awards

nomination period and advised that the FEPA website now included an on-line Awards Nomination submission portal. She concluded her report by asking for each Area Governor's assistance with the Memorial component of the FEPA Awards Ceremony to ensure that everyone is properly recognized.

Nominations Committee Ed Ward was called on to report on the FEPA 2017 Officer Elections. He reported that the "Call for Nominations for Elected Office" was included in the meeting materials and was ready to be circulated to the membership through the Area Governors. Mr. McDaniel provided a motion to move forward with opening the nominations period and Mr. Scott provided a second for the motion that passed without objection. Mr. Ward, serving as Chair of the Resolutions and By-Laws Committee, presented the recommended revisions to the FEPA By-Laws and Administrative Policies and Procedures using the materials provided to the Board. He noted that the changes, with Board approval, were on schedule for presentation and adoption by the Membership at the 2017 Annual Meeting. Past-President Mitch Smeykal moved approval of the documents with one minor change made by the FEPA Executive Committee. Mr. Scott provided a second for this motion and it passed without objection.

Mr. Scott, Co-Chair of the FEPA Technology Committee directed the Board's attention to the Committee's written report provided in their meeting materials and provided a brief summary of committee activities noting continued progress with the WebEOC work group and the AlertFlorida work group. He added that the preliminary transfer of the FEPA website address was complete and the Technology Committee will continue its work with the Certification Commission for full integration of the Certification application and review process.

Ms. Rainey presented on behalf of the Training and Professional Development Committee and indicated that registration continues for the FEPA Intermediate Academy. She added that the FEPA Advanced Academy Curriculum Development Sub-Committee conducted one meeting before being postponed due to hurricane response and recovery activities. Ms. Blakeney, as Chair of the Strategic Planning Committee, advised the Board that the draft Strategic Plan provided with their meeting materials was on track for adoption at the 2017 Annual Meeting. She indicated that the plan would be distributed to all FEPA Committee Chairs for comment and input with a December 15, 2016 deadline. Ms. Rainey directed the Board's attention to the State Emergency Response Commission (SERC) Report submitted by FEPA SERC representative Kevin Peters and added that there has been much comment and discussion regarding the Department of Environmental Protection's proposed rule on public notice for pollution discharges. Mr. Womble noted the good work of the FEPA Committees and Liaison's as well as the emphasis on formal written Committee reports provided to the Board of Directors for each meeting. He continued by asking the Area Governors for their reports of issues and activities in their respective areas.

Under Old Business, Mr. Womble reported on the progress of the State Working Group restructure. He noted that, as directed by the Board at its August meeting, FEPA sent a letter of concern to the Domestic Security Oversight Council Co-Chairs. He also expressed his thanks to Bill Johnson, Palm Beach County Emergency Management, for traveling to Tallahassee on behalf of the emergency management community to participate on a small group providing input the re-structure proposal that was led by the Florida Department of Law Enforcement. Mr. Womble added that WebEOC sustainment as a Domestic Security Emergency Management funding proposal will require a strategy to ensure success.

Under Miscellaneous Matters and Announcements, the Board was advised that the Department of Health is conducting a series of workshops for comment on revisions to the 911 Telecommunicators Training and Certification process. All were reminded of the upcoming DEM Current Issues in Emergency Management Session in Tallahassee and that the deadline to apply for "Historic Recognition" for the DEM All Hazard Incident Management Team Program is November 15, 2016.

Before closing the meeting Mr. Womble suggested that the Board consider the Association's Committee structure during upcoming meetings to better identify which Committees are needed to support the organization's responsibilities and program functions and which are potentially "work groups" that support members' needs and interests. He added that work groups are valuable and FEPA has proven success utilizing their expertise, but not all may need to be standing committees per the Association's By Laws and Administrative Policies and Procedures. There being no additional business to conduct, Mr. Smeykal moved adjournment with Ms. Blakeney providing a second. The motion passed without objection and the meeting was adjourned.

Approved – January 31, 2017