



**FLORIDA EMERGENCY PREPAREDNESS
ASSOCIATION**

2018 MID-YEAR WORK SESSION

SUMMARY OF PROCEEDINGS

July 25-27, 2018

St. Petersburg, Florida



FEPA 2018 Mid-Year Work Session

Summary of Proceedings

The Florida Emergency Preparedness Association (FEPA) 2018 Mid-Year Work Session was conducted July 25-27, 2018 at the St. Petersburg Hilton Bayfront, St. Petersburg, Florida. More than 120 participants contributed to the success of the 2018 event. In addition to the formal Mid-Year agenda, the two-day FEPA County Emergency Management Program Director/Key Staff training was conducted immediately preceding Mid-Year and attracted 22 students. FEPA Mid-Year 2018 included the inaugural activities of the Radiological Emergency Preparedness Working Group which sponsored AWR-351 Ingestion Pathway Core Concepts training on Monday, July 23, 2018 and a REP focused comprehensive planning session on Tuesday, July 24, 2018

As the FEPA Mid-Year Work Session focuses on the “business” of the Association both a Board of Directors and a General Membership meeting were included in the week’s activities. FEPA’s Committees and Working Groups also met to continue their work on their respective programs and projects. Time on the agenda was reserved for General Session updates from partner agencies and organizations as well as reports of interest to all participants. The final agenda of the 2018 Mid-Year Work Session is included in this report.

FEPA thanks FEPA Corporate Member Southern Disaster Recovery for its sponsorship of the Wednesday Mid-Year break and FEPA Corporate Member CDR Maguire for providing customized FEPA lanyards for the Mid-Year event. FEPA also thanks all who contributed to the success of the 2018 Mid-Year Work Session as trainers, presenters, break-out session chairs and facilitators and active participants. The summer work session provides a significant opportunity for FEPA members to meet face to face to promote and enhance their Association and the member services provided.

Wednesday, July 25, 2018 - General Session

FEPA President Mary Blakeney opened the 2018 Mid-Year Work Session, introduced herself and thanked everyone for their attendance and participation. Ms. Blakeney recognized Mr. David Halstead, Interim Director of Pinellas County Emergency Management as the county director of the host location.

Following welcoming remarks and introductions, Ms. Blakeney introduced Mr. Aaron Otis and Ms. Samantha Cooksey with the Florida Department of Health (DOH). Mr. Otis and Ms. Cooksey provided an update on statewide public health preparedness programs and priorities. Their presentation included discussion on Special Needs Shelter Staffing alternatives being explored by the Department, augmentation of special needs shelter supplies and training opportunities and post-impact health care system assessments.

After the DOH presentation Mid-Year participants received updates on a variety of programs and projects of statewide interest. These included presentations from the Municipal Emergency Management Working Group on its recently completed survey of characteristics of municipal emergency management programs, an update on Statewide Implementation of WebEOC from the WebEOC Working Group, regulatory actions regarding health care Comprehensive Emergency Management Plans and Emergency Power Plans from the Health Care Working Group and a status report on the 2018 FEPA County Emergency Management Program survey effort.

Formal presentations from all Mid-Year General Sessions are available on the FEPA website www.fepa.org.

At the end of the Wednesday General Session proceedings, Ms. Blakeney thanked all the presenters and recognized the exceptional work of the FEPA Committees and Working Groups. She reminded participants that after the break, FEPA would convene the Membership Business Meeting.

Thursday, July 26, 2018 – General Session

FEPA President Mary Blakeney opened the morning General Session, welcomed attendees and thanked everyone for their attendance. Ms. Blakeney introduced Mr. Ryan Simpson, Putnam County Emergency Management Director and FEPA Area 3 Governor. She explained that Mr. Simpson had been managing Putnam's Public Assistance disaster projects for Hurricanes Matthew and Irma and FEPA asked him to provide information on his insights and experiences with the new Federal Emergency Management Agency's (FEMA's) Public Assistance Delivery Model. Mr. Simpson's presentation focused on changes in the methods to submit project information and documentation for review as well as the multiple steps in the process. He offered his suggestions for success with the new model as well as his observations on improvements and challenges based on Putnam County's experience. Following Mr. Simpson's remarks, several audience members shared their experiences as FEMA Public Assistance applicants.

Following this presentation, Ms. Blakeney called on Mr. Ken Skalitzky with Volunteer Florida to provide an update on his agency's management of Disaster Case Management Grants and the Community Emergency Response Team (CERT) program. Mr. Skalitzky provided an update on the case management project and highlighted project team members located throughout the state to assist local governments. He listed contact information and objectives for the statewide programs. With respect to the CERT program, Mr. Skalitzky notified attendees that the program's funding allocation had been significantly reduced and Volunteer Florida had to request that applicants correspondingly reduce their funding

requests and activities. He noted that the national CERT conference would be held in Florida in conjunction with the Florida CERT Association annual conference.

Ms. Blakeney presided over the final General Session discussion of the morning, by introducing the State and Federal Policy update. She outlined the continued policy initiatives from the 2018 Legislative Session as well as the highlights of the House Select Committee on Hurricane Response and Preparedness and indicated that these would be a useful roadmap to prepare for 2019 legislative and policy activities. Ms. Blakeney explained the Association's role and focus on providing policy analysis and tools for the membership to use to educate and inform policy makers. She encouraged attendees to continue to engage their respective legislative delegations and reminded them of the opportunity that the upcoming election cycle provides to interact with and inform candidates for office.

At the conclusion of the General Session, Ms. Blakeney reminded participants of the Committee and Working Group breakout session schedule for the remainder of the day and asked each group's leaders to consider their input to the FEPA Strategic Plan during their discussions. She also reminded everyone that each group would report on their deliberations the next morning in General Session.

Friday, July 27, 2018 – General Session

FEPA President Mary Blakeney presided over Friday morning's General Session. She welcomed everyone to the Closing Session and thanked them for their hard work during Committee and Working Group meetings. Ms. Blakeney recognized and thanked Mid-Year Sponsors as well as FEPA Corporate Members in attendance for their continued support of the Association.

Ms. Blakeney introduced Ms. Ashley McLeod with the Center for Public Issues in Education at the University of Florida Institute for Food and Agricultural Sciences (UF/IFAS). Ms. McLeod provided a presentation on the center's development of a Mosquito Control/Emergency Response Toolkit. She explained the purpose and objective of the information as well as the extensive marketing program in support of the effort. Emergency managers from across the state have access to the information and tools to use in their on-going public information and outreach efforts. Ms. Blakeney thanked Ms. McLeod for her presentation as well as the printed materials provided to Mid-Year attendees.

Following the General Session presentation, Ms. Blakeney called on each Committee and Working Group to present a report of their meeting and discussions the previous day. Highlights of these reports and discussions are outlined below. Following the Committee Reports, Ms. Blakeney led a discussion on the FEPA Strategic Plan and reminded members that the biennial update of the document for the 2019-2021 was scheduled to be completed for consideration and adoption at the 2019 FEPA Annual Meeting and Work Session.

Ms. Blakeney then opened the floor for comments and suggestions from the audience. Bill Johnson, Palm Beach County Emergency Management Director, reminded the group that his county had championed public records exemptions for shelter information and damage assessment data during the 2018 Legislative Session and had developed draft language that can be shared with all. In her closing remarks of the 2018 Mid-Year Work Session, Ms. Blakey again thanked the Committees and Working Groups and their members for their great work and progress on projects. She adjourned the Mid-Year Work Session by wishing everyone a safe trip home to their headquarters and reminding everyone that "We Are FEPA!".



FEPA 2018 Mid-Year Work Session

July 25-27, 2018

Hilton St. Petersburg Bayfront, St. Petersburg Florida

WEDNESDAY, JULY 25, 2018

St. Petersburg I and II

- | | |
|--------------------------|--|
| 1:00 pm – 1:30 pm | Welcome and Introductions
Mary Blakeney, President, Florida Emergency Preparedness Association |
| 1:30 pm – 2:00 pm | General Session

Aaron Otis and Samantha Cooksey
Florida Department of Health
Public Health Preparedness – Priorities, Programs and Initiatives |
| 2:00 pm – 3:00 pm | General Session – Update on Issues/Projects/Work Group Actions

FEPA Municipal Working Group – Inaugural Municipal EM Program Survey
FEPA WebEOC Working Group – Statewide Implementation of WebEOC
FEPA Health Care Working Group – Health Care CEMP and Emergency Power Plan Requirements
FEPA 2018 County EM Program Survey – Responses and Preliminary Results |
| 3:00 pm – 3:30 pm | Break |
| 3:30 pm – 5:00 pm | FEPA Membership Business Meeting |

THURSDAY, JULY 26, 2018

St. Petersburg I and II

- | | |
|--------------------------|---|
| 8:00 am – 8:30 am | Coffee and Networking |
| 8:30 am – 8:45 am | Opening Remarks |
| 8:45 am – 9:45 am | General Session

Update on New FEMA PA Delivery Model
Shared Experiences and Tips for Success
Disaster Case Management Grant/Community Emergency Response Team Grant Update
State and Federal Policy Update |

9:45 am – 10:00 am	Break
10:00 am - Noon	Committee/Working Group Meetings - Group 1 Break Outs Membership and Awards Committee – St. Petersburg III Certification Commission – Demens Emergency Management Accreditation Program Working Group – Hilton Training Center 3 Radiological Emergency Preparedness Working Group – Hilton Training Center 4
Noon - 1:00 pm	Lunch – On Your Own
1:00 pm – 3:00 pm	Committee/Working Group Meetings - Group 2 Break Outs Higher Education Committee – St. Petersburg III Annual Meeting Committee – Demens Mass Care Working Group – Hilton Training Center 3 Mitigation Working Group – Hilton Training Center 4
3:00 pm – 3:15 pm	Break
3:15 pm – 5:15 pm	Committee Meetings Group 3 Break Outs Technology Committee/WebEOC Working Group – St. Petersburg 1II Training and Professional Development Committee – Demens Health Care Working Group – Hilton Training Center 3 Municipal Emergency Management Working Group – Hilton Training Center 4

FRIDAY, JULY 27, 2018

St. Petersburg I and II

8:30 am – 9:00 am	Opening Remarks
9:00 am – 9:30 am	UF/IFAS – Center for Public Issues Education – Mosquito Control/Emergency Response Toolkit – Ashley McLeod
9:30 am – 10:30 am	Committee/Working Group Reports
10:30 am – 11:00 am	FEPA Strategic Plan Update
11:00 am to 11:30 am	FEPA Member Comments and Questions
11:30 am to Noon	Wrap-Up / Closing Remarks

Committee Meetings – Group 1 Break Out Sessions – 10:00 am – Noon
Highlights of Discussions

Membership and Awards Committee

Awards

- Open the award nomination process all year rather than for a short period before FEPA Annual Meeting. The Committee discussed the idea and unanimously agreed to move forward. Advanced Planning Consultants (APC) representatives (who manage the FEPA website) were at the meeting and made the change to the award nomination page on the website almost immediately. Members are now able to nominate individuals for awards all year.
 - Action Item – send occasional reminders to FEPA Members that Awards Nominations are open, possibly highlight past winners of the award.
- Florida VOAD advised the Committee that they are interested in sponsoring the FEPA Volunteer Award. The Committee discussed the idea and the consensus was that the FEPA Executive Committee would need to work out the details of what the sponsorship would entail, but it is an excellent opportunity for partnership with our Volunteer agencies.
 - Action Item – establish what the sponsorship includes, what does it require? Some brainstorming followed – corporate membership, funding, logo on award, is it an annual commitment?

Membership

- President Letters of Recognition presented at the Closing Session of the Annual Meeting to Committee and Working Group Chairs, Co-Chairs, and Vice Chairs were well received and should continue.
 - Action Item – document who responsible for these letters
- Members discussed possible new questions to be added to the Annual Membership Survey next year. The two possible questions are: Does your agency/county require professional growth and development activities, including membership in a professional organization. And the follow-up would be, is a FPEM, FAEM, or CEM certification designation a job requirement?
 - Action Item – Discuss wording of these questions with FEPA Executive Committee before creation of the next survey.
- Discussion about “proof” of FEPA Membership. Members discussed the need to prove their FEPA Membership and length of time they have been members. Some suggestions were certificates given at the annual meeting, or possibly adding a column on the membership roster stating “member since ___”.
 - Action Item – Discuss with the FEPA Executive Director the possibility of certificates or adding a column to the membership list and the difficulty of figuring out how long people have been members.
- Discussion Board on the Website has been revamped to a more user-friendly interface. Committee members discussed whether routine “Requests for Information (RFIs)” could be posted to the Discussion Boards. This would prevent duplication of the same RFIs to the membership. As of now, documents cannot be posted to a Discussion Board, but SharePoint may be an option for this in the future.

- Discussion on the value of creating a membership survey to ask members what the most important FEPA Membership benefit they receive is. Possibly develop a list of Membership benefits and allow the membership to rank them in a 1-10 manner.
 - Action item - Discuss what benefits we can use for the survey with the FEPA Executive Director, develop the Survey and send to membership. Discuss results at Annual Meeting.
- Discussion about how to retain and continue to engage those FEPA Members who have retired from Emergency Management. Institutional knowledge is valuable to the membership. Members discussed a possible retirement rate/category for membership. Also discussed the possibility of including a one-year FEPA Membership with the annual Distinguished Service Awards.
 - Action Item – Discuss with FEPA Board of Directors at next Board meeting.

Points to consider:

- Video Testimonial – “I am FEPA”. At the Annual Meeting, partner with the Higher Education Working Group and set up a “video booth” in a high traffic area, possibly near the exhibit hall. The videos would be short 5-10 second clips where FEPA Members are asked “why are you a member of FEPA, or why is your FEPA Membership so valuable” then combine the video clips into one video and put it on the FEPA website and play it at other times when appropriate during FEPA Annual or FEPA Midyear Meetings.

Certification Commission

Commission Membership

- The FEPA Certification Commission added a new Commissioner from Area 7. Jennifer Bourgoon expressed interest in joining the Commission and was approved by both the Certification Commission as well as the FEPA Board of Directors. With Jennifer’s addition, this leaves three openings on the Commission, one opening in Area 2 and two openings in Area 7.

Certification Class of 2019 Deadline

- All Certification Class of 2019 applications are due by November 1, 2018 at 11:59 pm. Applications are encouraged to be submitted earlier than that (and are encouraged to be submitted earlier) so that the review process can go ahead and take place.

Commission Document Updates

- Certification documents will be reviewed, updated and loaded to the Certification Commission website prior to the Class of 2020 submission period. The updated documents include the Approved Training List; the respective certification application forms; and the Certification Commission Manual will also be updated and approved by the Commission.

Instructor Certification

- Jeff Goldberg, Vice-Chair for Instructor Certification, briefed out on items pertaining to that element of the commission. Work is going to begin on the Instructor Re-Certification process. Although the need is still a couple of years away, a process needs to be developed now to allow for review and implementation

Approved Training

- Mr. Goldberg also briefed on an issue that was brought to the Commission at this year's Governor's Hurricane Conference. That is identifying the proper credit hours and mission areas, for classes conducted at the FEPA Annual Meeting, Governor's Hurricane Conference, and FEPA Mid-Year Work Session. The Commission is collaborating with the Training and Professional Development Committee to establish a formal way of recognizing these deliveries on the Commission's "Approved Training List". Under the proposed process, the Training and Professional Development Committee would make a recommendation to the Certification Commission and upon the approval of the Certification Commission the courses would be added for Commissioners use. Once a year, the courses that were evaluated will be added to the approved training list and published prior to the opening of the application period for the next certification class.

Emergency Management Accreditation Program (EMAP) Committee

The Working Group discussed the following topics:

- Using the Emergency Environmental Control rule (health care emergency power requirements) as possible proof of compliance for standards 3.3.1 and 3.5.2.
- Differences between the 2013 and 2016 standards and the application of "the Emergency Management Program has a method and schedule for evaluation, maintenance, and revision of the plan" standard
 - Example of potential proofs of compliance include:
 - County-Wide Policy for review, update and maintenance of documents.
 - EM Program SOP for review, update and maintenance of all program documents.

Proposed Working Group Projects:

- Develop an On-site Assessment After Action Survey form
 - In the next 2 years, nine Florida Programs will be going through reaccreditation. It would be beneficial to develop an after-action survey to collect common issues, questions and best practices. The survey should focus on:
 - What issues were identified per standard
 - What worked well
 - What questions were you asked during interviews
- Through FEPA's website develop a repository of Assessment Reports for all the counties who wish to share their assessment report data with other counties.
- Hold an Emergency Management Accreditation Program 2016 Standards Training at FEPA 2019 Annual meeting.

EMAP Proposed Program Assessment after Action Survey (Draft)

1. Name of your program
2. Number of staff in Emergency Management Office
3. Number of residents in jurisdiction

4. While compiling assessment data and proofs of compliance what would you say was the most challenging part of the process?
5. During the assessment, what issues came up? (Please list the standard and any specific information you could share)
6. What would you say worked well during the assessment? (Please be as specific as possible)
7. Were any interviews conducted by the assessment team? Yes or No
 - a. If yes, what questions were you asked?
8. Once completed, would you be willing to share your assessment report with other counties to learn from best practices?
9. Did any member of the staff participated in an on-site assessment? Yes or No
 - a. What standard areas did they reviewed?

Radiological Emergency Preparedness (REP) Working Group

The REP Working is new to FEPA and held its inaugural meeting at the FEPA 2018 Mid-Year Work Session. More than 20 members participated and attended the full week of activities. Most of these participants are new to FEPA.

REP Training

- The Working Group sponsored FEMA REP training: Core Concepts for Ingestion Counties on Monday prior to FEPA Mid-Year. On Tuesday, FEPA members with an interest in REP issues met the entire day with FEMA updates and discussion on Florida Power and Light's (FPL's) proposed changes to the Nuclear Power Plant Notification Form.

The REP Working Group established four initiatives with three new subcommittees

- The Working Group requested customized ingestion pathway training from FEMA in advance of the Cobalt Magnet (CM) Full Scale Exercise in 2019 and Mars launch in 2020. Several counties that are not ingestion pathway counties for commercial nuclear plants will be included in these scenarios. FEMA representatives are already providing training for the Farley Ingestion County exercise this October. They are ready to customize training for CM to include a recovery seminar and post-plume course.
- The Working Group requested the WebEOC Working Group's assistance with development and implementation of REP specific boards. The Working Group will reach out to the Farley Nuclear Power Plant and Alabama Emergency Management to attain their boards for use in the Florida Farley Task Force Ingestion Pathway Exercise in October. A subcommittee was created with four members of the REP working group. Kate Dean is serving as an advisor to the subcommittee.
- The Working Group agrees that standardized training for REP should be developed with a goal of adopting a set of minimum standards. Jeff Goldberg, Co-Chair of the Training and Professional Development (TPD) Committee addressed the REP group and suggested a subcommittee of the TPD Committee be established to work on this suggestion. A subcommittee was created with four members of the working group and several members of the REP working group attended the TPD meeting.
- The REP working group will work with the Florida Division of Emergency Management on the notification process for nuclear plant emergencies. There are many improvements that can be made in that area. A subcommittee to focus on this issue was created with four members of the working group.

Other Action Items

- Continued work on the 50-mile planning guide and FPL's outreach brochure.
- Work with the National Weather Service on Emergency Alert System messaging for incidents that affect multiple counties.
- Conduct quarterly working group conference calls and webinars to stay on task and keep working group members updated on progress on projects.

Committee Meetings – Group 2 Break Out Sessions – 1:00 pm – 3:00 pm

Highlights of Discussions

Higher Education Committee

- Discussed plans for the November 8, 2018 Careers and Internships in Emergency Management Day
- Discussed Committee work products – Internship Checklist and Listing of Florida Higher Education Institutions offering emergency management related courses of study
- Discussed the parallels of the internship checklist with similar engagement/retention tools for volunteers

Annual Meeting Committee

FEPA Meeting Schedule:

- Annual 2019: Area 1 (Hilton San Destin – Miramar Beach, Florida)
 - February 4-8, 2019
- Mid-Year 2019: Area 6 (Lido Beach Resort – Sarasota, Florida)
 - August 7-9, 2019
- Annual 2020: Area 5 (Daytona Beach Hilton -Daytona Beach, Florida)
 - February 3-7, 2020
- Mid-Year 2020: Area 4 (Coastal Location Proposed)
 - End of July or beginning of August
- Annual 2021: Area 5 (Orlando Area Proposed)
 - End of January of beginning of February
- Mid-Year 2021: Area 3 (Coastal Location Proposed)
 - End of July or beginning of August
- Note: the Division of Emergency Management's Current Issues in Emergency Management is always in Area 2 (Tallahassee) and the Florida Governor's Hurricane Conference is likely in Area 7 (Palm Beach) for a few more years, so each FEPA Area is hosting an Emergency Management Meetings over the next three years

Annual Meeting 2019

- In September the Committee will begin regular Annual Meeting Committee Conference Calls
- 2019 Annual Meeting Hotel Registration portal will be posted by end of August on the FEPA Website
- Call for Presentations will be posted to the FEPA website after Mid-Year Work Session

- Annual Meeting Format
 - 2 Days of Training
 - researching both Everbridge and WebEOC/ESRI training
 - Training and Professional Development Committee will take the lead for the rest of the Training Blocks
 - TTX also included
 - 3 Days of General Sessions and Workshops
 - Each FEPA Committee will be asked to sponsor / host a workshop
 - Host location for Winter VOAD Meeting
- Renewing contract with Conference Management Solutions for meeting management
- Will work on evening entertainment / social ideas for this year
- General Session potential topics
 - 2018 Wildfires
 - Parkland Shooting Review Committee Report
 - National Outreach and Engagement Efforts (Kevin Smith)
 - Puerto Rico (Hurricane Maria):
 - Utility Response / Restoration
 - Recovery Contracting
 - Motivational Speaker
 - Brock Long, FEMA Administrator
 - Division of Emergency Management: if new Director appointed
- Invite Emergency Support Function state and local level leadership

Mass Care Working Group

- Discussed the issue of setting/managing the expectations of residents for when they come to a shelter and ways to address the issue:
 - The Mass Care Working Group will collect the existing tools and messages that are currently being utilized to communicate that message and find commonalities that can help build a unified approach.
 - Developing talking points and possibly videos will be considered.
 - Based on those results will explore the feasibility of undergoing statewide marketing campaign that utilize those products.
- Determined that the White Paper on Statewide Shelter Training, developed by the Training Team, was ready to be shared with the overall FEPA membership.
 - It was also agreed that the Terminology document would also be re-shared with the overall FEPA membership.
- Discussed the change in the Division of Emergency Management's position on host sheltering from a state mission to county-to-county mutual aid concept and the viability of that approach in an actual incident.
- Provided updates on the progress from the Pet Sheltering, Staffing and Feeding teams.
- Continue to work on making SharePoint operational and accessible to working group members.
- Continue to work on collecting the remaining data for mass care survey from those counties that have not yet responded.

Mitigation Working Group

Disaster Mitigation Grant Funding

- Hazard Mitigation Grant Program funding discussion. Membership discussed potential for funding allocations to increase at the Irma 12-month lock-in. Consensus was that each County should over submit projects by the August 6th deadline to ensure all allocated funding is spent.
- Discussion about Irma CDBG-DR funding and the possibility of using it as match with HMGP. A member advised the group of an HMGP project they were working on that was using Matthew CDBG-DR funding as the match, and she also cautioned the group that not all projects are eligible to use CDBG-DR as match for HMGP.
- Discussion regarding the potential additional Irma CDBG-DR funding that may be allocated specifically for Mitigation projects. Membership is awaiting confirmation of these funds in writing, as well as additional information regarding how the funding will be allocated.

Information Sharing

- The group discussed possible avenues of information sharing. Kelly Wilson advised the group that the Mitigation Working Group would be using the FEPA SharePoint site on a trial basis to see if it would work as a place to share applications and current mitigation related information.
 - Action Item – Begin inviting members of the Mitigation Working Group to FEPA SharePoint
- Laura Nelson discussed the possibility of having quarterly conference calls for the quarters without FEPA meetings (Annual 1st quarter, Mid-Year 3rd quarter). This would entail 2 conference calls a year, once in the 2nd quarter, and once in the 4th quarter. The Working Group agreed that this would be an excellent way to check in and discuss mitigation issues among all partners.
 - Action Item – Establish email list and date for 4th quarter conference call.

Committee Meetings – Group 3 Break Out Sessions – 3:15 pm – 5:15 pm Highlights of Discussions

Technology Committee

Technology Committee Survey

- Discussed topics to include in the upcoming committee survey. Suggested topics included: damage assessment software, county emergency management apps, WebEOC boards, WebEOC functions, WebEOC municipal use, First Net use.

WebEOC

- Discussed the Summer Summit hosted by Brevard County in June. Juvare and the FEPA WebEOC Working Group will continue to host a summer summit.
- Richard Butgereit, Division of Emergency Management (DEM) representative, provided an update on the statewide WebEOC system ensuring county administrators that they were working on user guides for each of their boards. Mr. Butgereit was also asked to present at the Domestic Security Grant Program Working Group on WebEOC statewide implementation. He

requested assistance from the counties to ensure he was giving the entire picture, not just the state's point of view.

- DEM requested all WebEOC project templates from each region.
- Requested updated contact information for county WebEOC administrators to enhance WebEOC working group participation.

AlertFlorida

- Andrew Sussman, DEM, briefed the group on the upcoming AlertFlorida contract renewal. He requested feedback on the draft scope of work. He also briefed on the switch from Delta to Everbridge for the special needs registry.

FEPA SharePoint

- Advanced Planning Consultants, FEPA's web site technical support contractor, has been working with the Higher Education Committee and the Mass Care Working Group to pilot the FEPA SharePoint. They are developing a SOP for committee/working group chairs on how to add users, create calendar events, and add documents.

Training and Professional Development Committee

- Members agreed that a more regular forum to discuss training issues was needed and decided to establish quarterly calls that would be open to the entire membership to fill that need.
 - Calls will begin in September following the Florida Division of Emergency Management's (DEM's) training summit
- Discussed the vision, structure and areas of focus for the committee going forward and agreed to form teams to address those areas.
 - Instructors
 - Professional Development
 - FEPA Meetings & Events (Annual/Mid-Year)
 - FEPA Academies & Courses (Intermediate/County Emergency Management Director and Key Staff/Municipal Emergency Management Training/etc.)
 - REP Training
 - Solicited members at the meeting who would be interested in participating or leading the various teams and will expand that invitation to the larger membership.
 - Working to develop descriptions of each team and the core objectives for their focus areas
- Discussed DEM's upcoming instructor summit at the end of August in Orlando and priority areas that need to be discussed.

Health Care Working Group

- The working group will continue to provide feedback to the Agency for Health Care Administration regarding Emergency Power Plans, Comprehensive Emergency Management Plans, and the criteria for both.

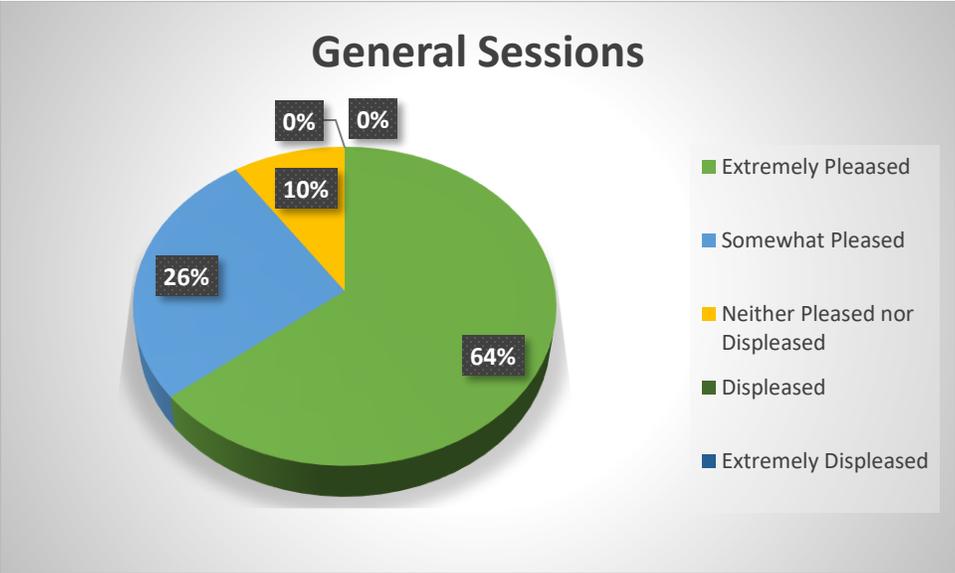
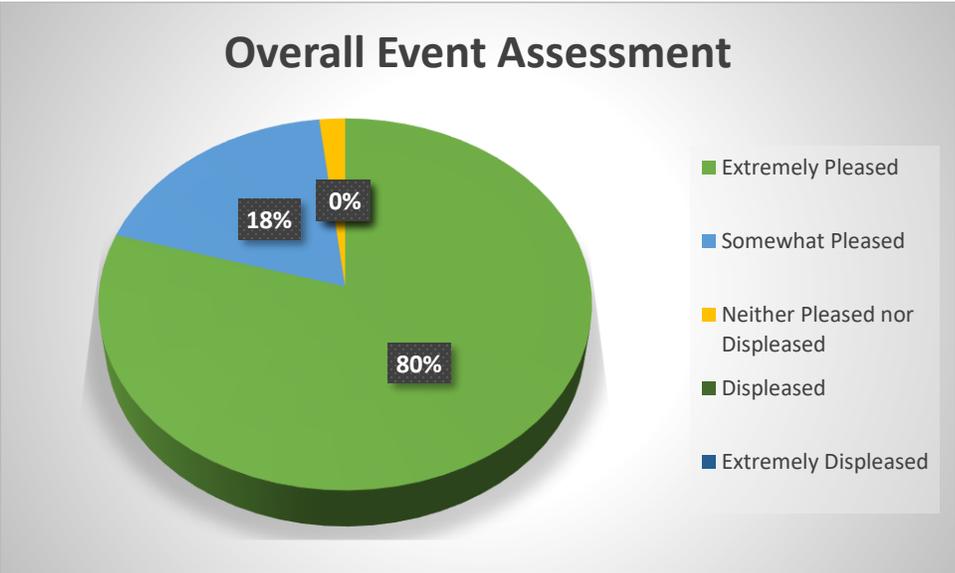
- The working group will continue to gather data regarding healthcare plan reviews.
- The working group has formed two functional teams focused on the following:
 - Charging for Healthcare Plan Reviews
 - Lead by Angela Moreno
 - Objectives:
 - Creation of a guidance/best management practices document for all Emergency Management agencies;
 - Data collection regarding fees for review in relation to Rule Chapter 27P-20, Florida Administrative Code policy.
 - Orientation/Training for New Healthcare Plan Reviewers (EM)
 - Lead by Steven Learner
 - Objectives:
 - Create a professional development course to introduce new Emergency Management staff to healthcare plan reviews, the requirements, the best management practices, etc.;
 - Provide inaugural training at FEPA Annual 2019;
 - Will require coordination with the Training Committee to accomplish.
- Addition of new resources to the Health Care Working Group webpage within the FEPA website
 - Will require coordination with the Technology Working Group to accomplish.
- Review the need/desire for creation of regional WebEOC Healthcare board for information only/situational awareness purposes;
 - Will require coordination with WebEOC Working Group, if deemed desirable.

Municipal Emergency Management Working Group

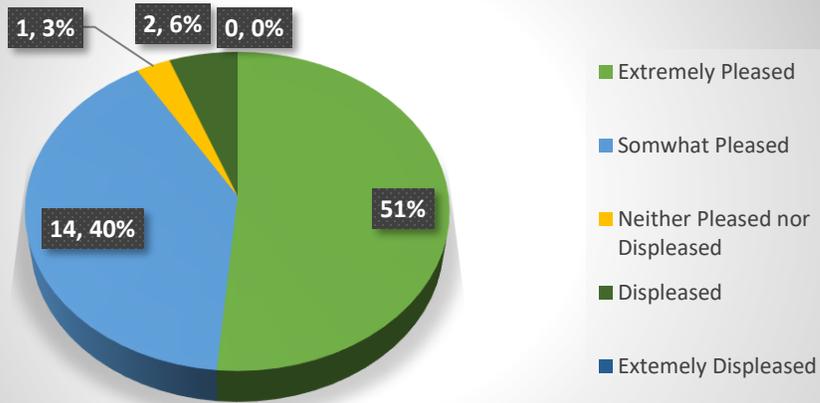
- Introductions
 - Name, Jurisdiction, Size of Jurisdiction
- Reviewed results of Municipal Emergency Management survey
- Will begin planning for next survey.
 - Will discuss with FEPA Board regarding frequency
 - Will consider adding/changing/deleting questions
 - Evaluate to recognize trends
- Discussed assigning a municipal Emergency Management administrator to each of the FEPA areas to act as a liaison to the municipal Emergency Management administrators in that area
 - Some regions are already established, others are not
 - Decided it might best to begin with a core group of municipalities in each county to meet, and then begin reaching out to other municipalities in their counties to join.
 - Discussed ways to reach out to all municipal entities with Emergency Management programs.
 - See initiative above – (Municipalities reaching out to other municipalities w/in their Counties)
 - Word of mouth
- Recommendation of Working Group Chair and Co-Chair (Names will be submitted to FEPA President for approval)
 - Chair – Meischa Jackson, City of Cape Coral
 - Co-Chair – Oliver Greene, City of Tampa

- Roundtable Discussion
 - Discussed making sure we reach out to special districts. See item 7(i) below.
 - Bill Johnston to turn over Working Group files to Co-Chairs.
 - If possible, set a face-to-face meeting.
 - Email, also
 - Group expressed thanks to FEPA for support and looks forward to continuing the work of improving the Association and the professionalism in non-county Emergency Management programs in the State.
- Review of Caucus Goals
 - Discuss and promote best practices in municipal Emergency Management
 - Help jurisdictions define specific authorities within their agencies
 - Develop “framework” of basic municipal program structure
 - Address municipal-specific situations, challenges, opportunities
 - Elevate level of engagement of established jurisdictions throughout the State
 - Improve cooperation/collaboration among agencies
 - Improve cooperation/collaboration/relationships with Counties
 - Discuss legislative issues related to municipalities
 - Include non-county agencies. I.e., utilities, colleges, special districts (I.e., Reedy Creek, The Villages, etc.)
 - Promote participation/membership in FEPA
 - Establish Communication/Coordination Network
 - Reach out to other non-county managers/coordinators to join FEPA

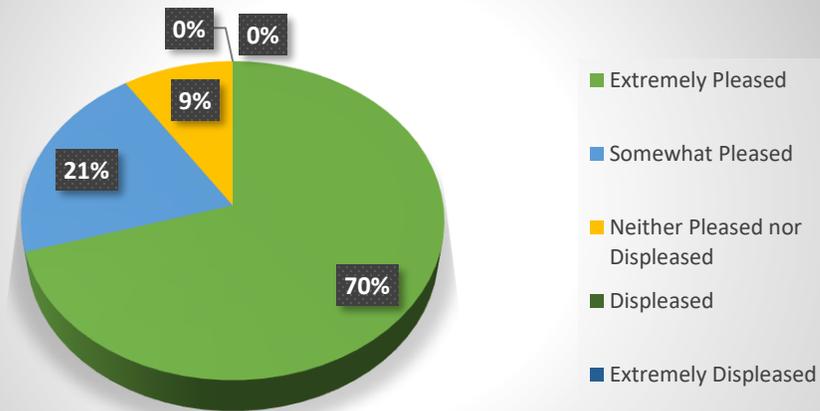
Appendix I – Mid-Year Work Session Survey Evaluations (as of August 15, 2018)



Training Sessions



Committee/Working Group Sessions



Hotel Venue

