



**FEPA Board of Directors Meeting
May 12, 2016
Governor's Hurricane Conference
Orlando, Florida
Minutes**

President Paul Womble opened the meeting and thanked everyone for their attendance and participation. He asked Executive Director Eve Rainey to conduct a roll call of Board members present in person and on the conference bridge. Ms. Rainey concluded the roll call and advised of the presence of a quorum to conduct business. Mr. Womble directed Board members' attention to the draft minutes of the February 3, 2016 meeting and entertained a motion to approve the minutes as presented. The motion was made, seconded and approved without objection. Mr. Womble asked the officers if they had any formal reports and all deferred to other sections of the agenda.

Treasurer Jonathan Lord presented the Treasurer's Report and summarized the detailed financial information provided in the Board meeting materials. He indicated that the Association is in good shape financially and outlined the revenue streams for the first quarter that included the FEPA 2016 Annual Meeting and the FEPA Emergency Management Academy. Mr. Lord noted the good relationship with the Florida Division of Emergency Management (DEM) and that DEM's sponsorship of the 2016 Intermediate Academy allowed FEPA to waive the registration fee. He added that he expected DEM's sponsorship of the Academy to continue through 2017. Mr. Womble expressed his appreciation for the partnership with the Division and the mutual benefit of continuing to coordinate on programs and projects. Mr. Pete McNally moved approval of the Treasurer's Report with Mr. Mitch Smeykal providing a second for the motion. The motion was adopted without objection.

Mr. Lord continued with the Annual Meeting Committee report and updated Board members on the August 2016 Mid-Year Work Session and the plans and schedule for the 2017 Annual Meeting in Orlando Florida. He explained the results of the membership survey regarding locations, format and content for FEPA meetings as well as the continued challenge to balance location amenities with room rates and registration fees. Mr. Womble advised that DEM was conducting CAMEO and Hazards Analysis training prior to the Mid-Year Work Session at the same location and Ms. Rainey advised that the room block for Mid-Year was open for reservations. Ms. Rainey continued with the FEPA Legislative Committee report and provided a summary of legislative activity for the 2016 Florida Legislative Session as well as pending national emergency management legislative initiatives. Mr. Womble advised that Ms. Rainey had completed the update of the Emergency Management Statutory Authorities Quick Reference Guide and a final version of the document would be circulated soon and posted to the FEPA website.

Vice President and Membership and Awards Committee Chair Mary Blakeney presented the Committee's report and updated Board members on the current number of FEPA members including FEPA Corporate Members. She advised that the Committee continues to work with Parliamentarian Ed Ward on updates to the policies and procedures guiding membership and award procedures as well as the Technology Committee on the updated FEPA website. Mr. Ward continued with an update on upcoming revisions to the FEPA Policies and Procedures which should be ready for Board and Membership action by the August Mid-Year Work Session. Mr. Paul Winter followed with the Certification Commission report and advised that long-standing Chair Lee Newsome had stepped down as chair and announced that Angela Allen was recommended by the Commission to become Chair. Mr. Winter advised that the Certification Commission Manual update was completed to reflect the addition of the Instructor Recognition Section and the restructure of the Committee to include two sections, Emergency Management and Instructor, under one Commission. He updated the Board on recommendations for Certification Approvals, additions to Commission membership as well as changes to the Commission leadership team. He explained that with Ms. Allen's elevation to Chair, Mr. Shayne Morgan is recommended to serve as Secretary of the Emergency Management Section. Mr. Ward provided a motion to approve

the recommended slate of Commission Officers, the additional members of the Certification Commission and all Certification candidates. The motion was seconded by Mr. Smeykal and was approved without objection.

At the conclusion of Mr. Winter's report, Mr. Eric Alberts raised several questions and issues with the Certification process. He advised that he had recently completed his FEPA FPEM Re-Certification application as well as his Certified Emergency Manager application and noted several overlaps with the processes. He added that he was ready to submit his Health Care Certification application and was interested in opportunities to streamline the process. After a Board discussion of Certification processes, Mr. Winter agreed to take Mr. Albert's suggestions back to the Commission for a thorough analysis. Board members noted that the Health Care and Instructor Certification categories and applications were relatively new and there will be opportunities improve the processes. In addition, as the revised FEPA website offers an opportunity to map the Certification processes which may reveal additional opportunities.

Mr. Ward continued Committee Reports with an update from the Nominating Committee and advised that the Committee's next actions will be in the fall in preparation for FEPA Annual elections. As part of the Training and Professional Development Committee Report, Mr. Billy Abernathy reported on the success of the 2016 Intermediate Academy as well as the proposed dates of February 26 to March 4, 2017 for the next Intermediate Academy offering at Camp Blanding Florida. These dates were approved by the Board of Directors through a motion by Mr. John Wilson and a second by Mr. McNally. Mr. Womble advised that work continued on the plan of instruction for a FEPA Advanced Academy that would focus on Recovery Programs and activities. Ms. Blakeney continued with the Strategic Planning Committee report and asked that action on the FEPA 2016-2018 Strategic Plan be deferred until the Mid-Year Work Session to coincide with FEPA Committee meetings. The Public Private Partnership (PPP) Committee report was deferred and Ms. Michele Jones followed with the Higher Education Committee Report. Ms. Jones reported on committee activities that included the Academic Program Survey, updates on the FEPA student membership category definition and suggestions for FEPA Student activities for the 2017 Annual Meeting. Ms. Rainey reported for the Mitigation and Emergency Management Accreditation Program (EMAP) Committees and directed Board members' attention to the formal EMAP Committee Report that was provided with the meeting materials.

FEPA Secretary and Technology Committee Co-Chair John Scott provided the report on the update on the State Emergency Notification System and of the revised FEPA website. Mr. Womble followed with the WebEOC Work Group report and advised the Board of the June 16-17, 2016 WebEOC training in Sarasota, Florida. Mr. Smeykal continued with FEPA Liaison Report and updated the Board on the activities of Florida Department of Health's Strategic Planning Oversight Team activities and an updated on Zika funding from re-programmed Ebola funding. Ms. Linda Stoughton followed with an update on the All Hazards Incident Management Team Oversight Team activities and the transition to task books rather than historic recognition. She added that the Standard Operating Guide is still under review and update. Mr. Kevin Peters followed with an update on the activities of the State Emergency Response Commission. Under Area Reports, FEPA Area Governors reported on project and activities in each of the FEPA areas.

Under New Business, Ms. Rainey provided information on the Draft Area Governor Resource Manual and asked for comments and recommendations from the Area Governors to help finalize the document. She continued with an update on FEPA Area meetings as well as the 2016 FEPA County Emergency Management Program Survey. Mr. Womble explained to the Board that PPP Committee Chair, Mr. Paul Latham had stepped down due to work commitments and that the committee continued to struggle with a specific program or project focus. Mr. Ward reminded the Board that should a standing committee fail to meeting at least two times a year, it would dissolve as a standing committee. Board members agreed to let the PPP Committee sunset as a standing committee and were advised that under FEPA policies the President could appoint a Special Committee to work with PPP issues and interests should a need arise. Board members discussed recent FEMA guidance documents on the National Incident Management System "refresh" and noted the wide ranging policy implications for state and local emergency management programs. All agreed to stay engaged on the issue to best advise the FEPA membership.

At the conclusion of New Business, Mr. Womble opened the floor to any additional items for discussion. There being no additional business to discussion, the meeting was adjourned.

Approved – August 3, 2016