PALM BEACH COUNTY
LOCAL MITIGATION STRATEGY
STEERING COMMITTEE
MEETING NOTES

August 16, 2016
3:00 p.m. to 4:00 p.m.
PBC EOC, Broadcast Studio
20 South Military Trail, West Palm Beach, FL 33415

Attendees:

Amanda Myer – PBC Planning, Zoning, and Building

Angela Prymas – City of Boynton Beach

Bill Johnson – PBC Division of Emergency Management

Brian Hanley – PBC Division of Emergency Management

David Rotar – Town of Jupiter

Elizee Michel – Westgate Belvedere CRA

Gustavo Vilchez – PBC Division of Emergency Management

Karen Temme – Town of Palm Beach

Ken Roundtree – Northern Palm Beach County Improvement District

Nigel Baker – Palm Beach County Fire Rescue

Vilma Rivera – PBC Division of Emergency Management

I. **Call to Order – Welcome and Introductions – Ralph Wall, Chairperson**

- Chairperson was not able to attend the meeting due to an obligation to attend at his agency. Gustavo Vilchez (LMS Coordinator) chaired the meeting on his behalf.
- Meeting started at 3:11 p.m.

II. **Last Meeting Summary – Ralph Wall, Chairperson**

- Gustavo Vilchez related highlights from the last Steering Committee meeting, which included the following:
  o Approval made of the DRAFT PPL "as is." Palm Springs's project, "Miller Rd. Storm Water Improvement Project," ranked #2 in the PPL. The project from the City of Palm Beach Gardens, "Radio Communication
  o The Steering Committee will schedule meetings prior to the Working Group meetings.
  o The Steering Committee voted on the nominations for Chair, 2 Evaluation Panelists, and 2 positions of the Hazard Vulnerability Analysis sub-committee. Membership of the Flood Mitigation
  o A discussion was held on strategies to implement in support of the CRS program and the CRS User Group.

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III.   **LMS WebEOC® Board – Gustavo Vilchez, LMS Coordinator**

- Gustavo Vilchez provided a demonstration of WebEOC® in submitting, tracking, evaluating, and scoring projects to be included in the Project Prioritized List (PPL). In the form of LMS WebEOC® boards, Working Group members will be able to see an electronic version of the PPL, project entry forms, and a scoring sheet. Gustavo will be sending all members usernames and passwords to access the LMS WebEOC® boards. Gustavo is migrating all projects listed in the PPL (from individual hard copies and files) into WebEOC®. This project will be completed by the next Working Group meeting (September 14, 2016). A kick off training session on the use of the LMS WebEOC® boards will be held at the next Working Group meeting (September 14, 2016) and the following dates: September 22 (2 sessions): September 23 (1 session); September 29 (1 session) and October 4 (1 session). These training sessions will include the scoring process in WebEOC® to members of the Evaluation Panel after Working Group members submit their projects. Working Group members will be provided with a username and password to access the LMS WebEOC® boards, when they attend the trainings.

- The LMS WebEOC® boards will be used at the next project submission and evaluation periods. Features in the LMS WebEOC® boards will include the following: attaching supporting documentation to project entry boards, editing projects to update their status, printing projects submissions, and seeing the final scores of projects.

- For now the projects reflect as "new" in WebEOC® because they were inputted for the first time in the system. However, Working Group members will be able to edit the status of their projects once they have access to the system.

- The new PPL shown in WebEOC® shows whole numbers as scores from ranked projects, instead of showing a whole number followed by a 10th of a decimal (i.e, 10 instead of 10.4). Additionally, the board rounds all decimals from scores to the lowest whole number (i.e., 10.6 is rounded to 10 instead of 11). In the project submission to the vendor of WebEOC® (Intermedix), the vendor did not include the feature to include a tenth of the decimal in ranked scores. Unfortunately, the period has passed to request the vendor to make modifications for free. However, the integrity of the ranking of all projects has remained intact, thus all projects are ranked in the same order as with the existing PPL. Future projects will be ranked in the same format by WebEOC® to maintain the integrity of the ranking process.

- Few cosmetic errors in the boards were observed, which can be fixed by the Division of Emergency Management (DEM) WebEOC® administrator. These had been reported to the WebEOC® administrator. Should members find more errors, please let Gustavo know, so that they can be fixed by the WebEOC® administrator.

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- Committee members mentioned that they were pleased with the LMS WebEOC® boards despite the cosmetic errors shown. This was expected, as every Information Technology project has a chance of producing a few errors. The improvement in the project submission and evaluation process has become apparent

IV.   **Project Submission– Ralph Wall, Chairperson**
- The next project submission and evaluation periods are as follow:
  o Project Submission Period: Monday, October 3 – Friday, October 28, 2016
  o Project Evaluation Period : Monday, October 31 – Friday, December 2, 2016
- Send updates of projects already submitted and those that should be removed from the PPL because they have been completed or funded by another funding source to Gustavo Vilchez, gvilchez@pbcgov.org.

V.   **2016 LMS Working Group Meeting Schedule – Ralph Wall, Chairperson**
- September 14, 2016, Town of Lantana, 9:00 a.m.
- December 14, 2016, Village of Wellington, 9:00 a.m.
- For 2017, the following municipal partner will host the Working Group meeting:
  o March 8, 2017, City of Boynton Beach, 9:00 a.m.
- We are seeking speakers to present various topics such as LMS best practices, project submission, and other areas of interest. We are also looking for members to host future Working Group meetings. Send recommendations or suggestions to Gustavo Vilchez, gvilchez@pbcgov.org.

VI.   **Flood Mitigation Committee – Ralph Wall, Chairperson**
- The Committee determined that the Community Rating System (CRS) User Group serves as the Flood Mitigation Committee for the LMS Working Group and three (3) members of the Group should be nominated and voted in as standing Flood Mitigation Committee representatives to the Steering Committee. Brian Hanley (PBC Division of Emergency Management) serves as the CRS User Group coordinator and frequently attends the Steering Committee meetings. Many members of the Steering Committee are also members of the CRS User Group and attend their meetings. As such, as an LMS-CRS intersection, Brian and two (2) members of the Steering Committee that participate in the CRS User Group can serve as standing representatives of the Flood Mitigation Committee within the Steering Committee.   Brian and the other two (2) members can report on the activities and needs of the CRS User Group and recommend strategies that

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the LMS Working Group can implement to help the County and the CRS communities gain points in their CRS evaluation criteria. The Steering Committee, in turn, can be informed of the activities and needs, and then, determine what strategies to implement within the Working Group in support of the CRS User Group's needs.

The Committee proposed and agreed to table nominations until the next Steering Committee meeting.

VII.   **LMS Strategies to Support the CRS Program –**
          Gustavo Vilchez, LMS Coordinator
- Gustavo Vilchez pointed out that membership in the Steering Committee and Working Group was decreasing, especially from stakeholders from the education system and the non-profit sector. A decrease in attendance from these partners can hurt the CRS programs represented by the LMS, because the CRS program guidelines highly recommend the inclusion of partners from the community and the public. Angela Prymas (City of Boynton Beach) mentioned that a letter could be delivered to all non-participating members reminding them that not attending LMS meetings yields to not qualifying in Hazard Mitigation Grant Program (HMGP) and other mitigation funding opportunities. David Rotar (Town of Jupiter) mentioned that requirements in attending LMS meetings can be pointed out during Working Group meetings.

- As part of the LMS-CRS intersection, the current version of the LMS should be presented as a DRAFT of the 2020 LMS to the public. Three (3) public meetings can be held in various areas within the County to obtain and record input from the public. This will not only meet LMS State requirements but also meet requirement from the CRS program.

VIII.   **Questions/Comments – Ralph Wall, Chairperson**
- Gustavo Vilchez reported that minor edits of the LMS were conducted per guidance of the Emergency Management Accreditation Program (EMAP), as part of the accreditation application that the Division of Emergency Management (DEM) has made. DEM is awaiting results from its entry for EMAP accreditation.

IX.   **Next Meeting: TBD**
- The meeting adjourned at 4:23 p.m.

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