



**PALM BEACH COUNTY  
LOCAL MITIGATION STRATEGY  
STEERING COMMITTEE  
MEETING MINUTES**



**August 9, 2017**

**9:00 a.m. to 10:30 a.m.**

**Palm Beach County EOC – Broadcast Studio  
20 South Military Trail, West Palm Beach, FL 33415**

- I. **Call to Order – Welcome and Introductions – Ralph Wall, Chairperson**
  - Agency representation will be reflected in meeting notes
  - Meeting called to order 9:03 a.m.
  - Introductions made by all
- II. **Last Meeting Summary – Ralph Wall, Chairperson**
  - Meeting minutes can be obtained from the PBC Division of Emergency Management - Mitigation site:  
<http://discover.pbcgov.org/publicsafety/dem/Sections/Planning-Local-Mitigation-Strategy.aspx>
  - Ralph asked if any questions or concerns from the last meeting. There were none.
- III. **Establish dates for LMS Project Prioritized List (PPL) Update for Fall – Ralph Wall, Chairperson**
  - Project Submission Period (9/15-10/6) *3 weeks*
  - Panel Evaluation Period (10/10-10/22) *3 weeks*
  - Evaluation Panel Meeting Date for Final Review (must be 10/23-11/3)
  - Ralph asked if any suggestions or comments about the dates.
  - Shane will send reminders to members regarding submission dates for projects.
  - Shane reviewed the dates on the SharePoint® calendar
  - Evaluation system questions from City of Boynton Beach
  - The WebEOC® administrator reviewed the system and is working with Intermedix. He is attending a conference at this time.
  - Corrections will not be completed prior to submission period.
- IV. **Revisions Sub-Committee resignation and new appointment – Ralph Wall, Chairperson**
  - Angie Thul has resigned from sub-committee (did not accept nomination)
  - Steve Misshula has been nominated by sub-committee to take her place
  - Steve was not able to attend today. The revision committee felt he would be a good fit. He replaces Tracey Ward.
  - What is the process to fit a seat on the sub-committee asked SFWMD.
  - Shane answered the question by referring to the meeting notes for how



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vacant seat is filled. The Steering Committee fills the seat.

- At the last meeting in City of Greenacres it was suggested to have listing of members who are on the committees. A listing has not been provided yet. The listing can be e-mailed to the members by Shane.
- The listing will help in filling any open seats. Notification of open seats would be helpful to members.
- Ken Roundtree mentioned that filling the positions is difficult. In past meetings, we have not had success in filling seats. We try to go by expertise. We are glad there is more interest in filling the seats now.
- We cannot select the same people each time. Ken and Carlos have had positions for the committee in the past. We need to show technical knowledge as well.
- Sub committees formed from the committees. We need new thoughts and new ideas. New people must be committed to the meetings. Regular attendance is needed.
- Ralph mentioned that we should address how committees are appointed. SFWMD has additional staff ready to serve. There will be bi-monthly or monthly meetings coming up by the Revisions sub-committee to actually do the revising of the 2020LMS. Revisions will then be sent to the State for review.
- Rama Rani's name has been submitted. She is a hydrogeologist with SFWMD.
- Rebecca Harvey's name from City of Boynton Beach has been submitted.
- It was asked if we have a CRS member on the sub-committee. Brian Hanley has the expertise from CRS for the sub-committee.
- We adopted the flood plain management plan for the LMS. It needs to be stated as such so that anyone reading the plan is clear. Ralph as Chair attends regularly. City of Boynton Beach will assist Rebecca. Ken will soon be leaving as well as other members. Young and bright members are welcome to be part of this process.
- Use the new manual for reference. Shane showed the list of members from recent spreadsheets.
- Clarification by Mary Blakeney is that the CRS is not meant to be the flood plain management plan for the LMS. We combine CRS and LMS members in order to garnish additional points.
- It was asked how to obtain a flood plain management plan. The old plan gained additional points since it contained historical information. A stand-alone flood plain management plan can be a great asset to the LMS.
- CRS Max can be used for additional assistance however it can be costly.
- The Storm Water plan that was recently used was a million dollar plan and it contained updates. The floodplain management portion cost was about \$50,000.00 - 60,000.00. It did not help unincorporated areas.



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- Steve, Rama, and Rebecca have been nominated for the revision sub-committee. Motion and all in favor for the three nominations. A notice will be sent to the nominees. The next revisions meeting will be held at the EOC in Conference Room 2.

V.

### **2 Dates to Showcase Draft of 2020 LMS – Shane Ratliff, LMS Coordinator**

- Coastal and West Public Meetings to solicit public input, required to meet CRS Crosswalk before plan is revised.
- September 28 and October 4 proposed, what time?
- Need volunteers for location to hold meetings
- We need at least one public meeting to take suggestions as to what shall be included in the plan. It must be documented for points. How many meetings should we have? One meeting is needed. Shane has spoken with City of Wellington to host a meeting for west location.
- The meeting can be held in the evenings as well after 5:00 p.m. Members need to attend in order to answer questions. We need a meeting to be held in the coastal and eastern side. Wellington will host meeting on September 28.
- City of WPB might be able to host on Wednesday October 4. Ralph will check for availability. For public involvement, an evening meeting might have about 25-30 persons. For press coverage it's best to have evening meeting. SFWMD has auditorium and might be able to host the meeting.
- One meeting can be held during the day and one in the evening. Shane needs an answer by the end of the week. Minutes will need to be taken. Auditorium seating is best to answer questions. Power Points are suggested to review what is in the LMS. Easels are suggested as well to hold PBC maps.
- This can be an educational experience for PBC residents. The idea was posed to have EOC produce a public service announcement for September 28 and October 4 by Ralph. Residents are not aware that LMS exists.
- In order to have better participation, the public service announcements can be done. Channel 20 can be used with Q & A. Timing for PSA before September 28 is tight. We can do an ongoing segment running on Channel 20. The audience is about 50,000 viewers and materials are provided to municipalities. By public, we are saying residents and business owners; Anyone is counted for participation. Ralph can provide newspaper announcement. Shane will include information on the LMS Times. Let's use the same message.
- SFWMD on Gun Club Road can do a 10:00 a.m. meeting with a Power Point on Wednesday October 4. Shane can provide PP with basic LMS information. The evening meeting can be 5:30 p.m. for an hour.
- Ken reminds us to have county personnel in attendance to answer flood questions especially with recent news reports of flood areas. Also, PSA needs to be clear as



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to what topics will be covered.

- Idea to provide summary sheet as a link for the public meeting rather than showing the lengthy LMS document. The press release wording will provide enough information for residents to decide if they wish to participate.
- Shane will receive confirmation of room availability this week.

### VI. **Number of Members on Steering Committee and Working Group – Ralph Wall, Chairperson**

- LMS states can only be 15 members (currently 32 invitations being sent out) for Steering Committee
- Over 158 being invited for Working Group representing approx. 55 agencies
- How many members on the Steering Committee are active? Some members attend on behalf of another co-worker. Remove the members that are not active. We have primary and secondary. Use secondary as alternate. This can bring the numbers down. Sign in sheets have been used for distribution lists. Keep primary and alternate only on the list. No need to send out invites to numerous primary and secondary personnel.
- Formalize the membership for steering committee and working group. The message of attendance needs to be known. Each area can clean up their primary and secondary slots. No more filling in. Shane was asked to provide a list of the members.
- The invitation will only be sent to a primary and secondary. SFWMD gave idea to change name to member and alternate. Another idea is to populate list by checking box on sign in sheet for Steering Committee meetings. If alternate comes to meeting, they sign in. No more additional signatures; just check off the box on sign in sheet. The revision committee can provide additional discussion.
- This committee needs to sell and market LMS to stakeholders, and municipalities. The benefits are not being seen by municipalities. We need representation for projects for federal funding. Funding not available due to lack of disasters. The recent information Shane sent via e-mail shows that some projects will qualify and must be applied for.

### VII. **Eligibility to apply for funding through LMS and Attendance at meetings – Ralph Wall, Chairperson**

- LMS states municipality/agency must attend all Working Group meetings, or a combination of Working Group, Steering, and other sub-committee meetings, but no less than 2 per year Working Group Meetings



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- Less than half of municipalities are eligible based on this calculation
- LMS allows for appeal to the Chairperson to be allowed to qualify
- Less than half qualify for funding if standards not met; let's look at participation process. This will be on Revisions Committee agenda.
- Can we request for progress report of identifying where municipalities are for attendance. The LMS reads that four meetings per year attendance required. Current standings can be provided to each municipality. Shane provided spreadsheet of agency name and attendance quantity via monitor screen for us to view.

**VIII. Clarification from FEMA and FDEM about adoption and types of members  
– Shane Ratliff, LMS Coordinator**

- LMS Adoption must be made by ALL municipalities, agencies, special taxing districts, non-profits, etc. that submit a project to be placed on the PPL, if you apply for funding.
- Old Business Items – At a meeting last year, it was asked if someone from K-12 school system could be on the LMS Working Group since there was no current participation from the university sector. FDEM says yes, several counties use K-12 for educational representation.
- LMS Adoption - Shane will place this item on the agenda for the Working Group. If you place a project on the list, you must adopt it.
- K-12 members – if we know someone from public school system, invite them. There are some from public school system on the distribution list that do not attend and the e-mail address does not show that it's returned. Do we have school board members on the list? City of Boynton asked about a prior attendee from the school board.

**IX. CRS User Group acting as Flood Mitigation Sub-Committee – Ralph Wall, Chairperson**

- Old Business – This was discussed in a previous meeting but not decided upon. Need a decision so CRS User Group can be brought on board to assist with this task for LMS2020. The LMS already shows CRS Committee does this in its structure.
- We have not officially asked Brian Hanley to speak to user group; we will need their assistance for the LMS revision committee. There has not been an official answer. In the past they have acted as flood plain mitigation advisor. They are not a true group of the LMS. Past technical personnel have been advisors. Ken Todd used to assist us. Ken Todd's group from 2000 used to meet along with Jay Ford since they had so much knowledge with flood maps. CRS group needs to be



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flood mitigation group. Ken Todd will retire in about 8 months. Shane will reach out to Ken this week.

**X. Approve the July 2017 PPL Update – Ralph Wall, Chairperson**

- Eliminated ties by using LMS Tie-Breaker questions and BCA as a final tie-breaker if others didn't work, required to be updated in January and July of each year.
- We eliminated the ties. There were ties even after going through tie breaker questions. Some should be deleted due to the time they have been on the list.
- Shane will reach out to the leaders from the list to remove projects that do not need to be on the PPL. The projects are ranked and no more ties exist on the list.
- Benefit Cost Analysis numbers are accurate. Decimal points in the background cannot be seen. Every tie was broken. Total 72 projects.
- LMS transmitted twice a year. If all agree with the official list, Shane will e-mail to members.
- Motion to approve PPL list. Motion to approve, second, all in favor.
- Did Shane reach out to Indian Trail? Shane spoke with a contact person. Shane has not spoken with the current Manager.

**XI. Questions/Comments – Ralph Wall, Chairperson**

- SFWMD has questions on the last minutes handed out today. The third bullet for representation of meetings. Shane will provide listing to members.
- Ken will work with Shane on the attendance of members and current listing of members. Once clarification is met, we can send letter to municipality to alert them of funding.

**XII. Upcoming Meeting Schedule – Continue on the 2<sup>nd</sup> Wednesday quarterly for Steering and Working Group**

- This schedule is fine with the group for 9:00 a.m. – 10:00 a.m.

**XIII. Next Meeting: November 8, 2017, Palm Beach County EOC, 9:00 a.m.**

- Meeting adjourned at 10:31 a.m.



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