PALM BEACH COUNTY
LOCAL MITIGATION STRATEGY
WORKING GROUP
MEETING MINUTES

June 14, 2017
2:00 p.m. – 3:00 p.m.
City of Greenacres Council Chambers
5800 Melaleuca Lane, Greenacres, FL 33465

I. **Call to Order – Welcome and Introductions – 2:01 p.m. Ralph Wall, Chairperson**
- Please refer to sign in sheet for all attendees
- The minutes from the last meeting are available at front table
- A copy of the minutes is also available on our website
- Introductions were made by all and Shane introduced himself to the group. He provided his phone number if anyone has questions and needs to reach him.

II. **Last Meeting Summary – Ralph Wall, Chairperson**
- The next meeting will be at City of Pahokee; directions to follow

III. **2017-18 LMS Meeting Schedule – Ralph Wall, Chairperson**
- September 13, 2017 City of Pahokee, Marina Conference Room
- December 13, 2017 Village of Wellington, location TBA
- March 2018 Town of Palm Springs, location TBA
- All meetings will be held at 9:00 a.m.
- Request to have Village of Palm Springs meeting held on the 2nd Wednesday.

IV. **LMS Times – Ralph Wall, Chairperson**
- Please submit articles to Shane (SRatlif1@pbcgov.org) for the next issue ASAP
- Shane will be working on the quarterly newsletter
- We are looking for best practices that would be helpful to include in the newsletter
- See Shane if you have a success story to share and it can be included in the LMS Times
- Shane's goal is to have the next issue ready by the next meeting in September 2017

V. **Upcoming Training – Shane Ratliff, Special Projects Coordinator, PBC DEM**
- West Palm Beach -- Special Needs Shelter Operations and Management June 28

- Delray Beach – G-300 (Intermediate ICS) September 11-13 and G-400 (Advanced ICS) September 14-15
- Region 7 classes are announced in SERT TRAC for those interested in EM trainings: http://trac.floridadisaster.org
- You can attend one or both of the classes
- Sign up in SERT TRAC at your convenience
- These classes are helpful for you to know what to do after an emergency, especially since the hurricane season is upon us. Let's all be prepared.

VI.   **DEM Update – Mandi Tague, Planning Manager, Division of Emergency Management**

- We are sending a group of about 55 personnel from Fire Rescue, Sheriff's Office, and DEM to attend Preparing the Community for a Complex Attack in Emmitsburg, MD the week of June 19.
- This is a great opportunity for us to learn and to share with others, especially with what is happening in our world today.
- We will share the information learned with the group after our trip.

VII.   **Presentation – PPL Scoring and WebEOC® Issues – PowerPoint Attachment**

- Shane Ratliff, Special Projects Coordinator (LMS), PBC DEM
- WebEOC® November 2016 is the first time scoring was being done
- Scoring was reviewed and was entered into WebEOC® which was averaged and placed on PPL sheet.
- Angela asked about her scoring which did not look correct in WebEOC®. Shane spoke with the WebEOC® administrator and noticed that four projects were affected. The computer program perhaps did not average or round up. If we were doing an average manually we will round up; WebEOC® will round down. In the long run, this will change the overall score.
- Boynton Beach project did not average properly. The figures were given to the administrator who looked at raw numbers to compare to manual score sheets from the evaluation panel. They used a calculator to add the numbers. If you look at them straight, down the numerals are correct. It's correct straight down, however not straight across. If you average the scores across, it averages points. You are actually supposed to sum it all up. The scores on the bottom are indeed correct. The PPL 85 score for Boynton Beach is actually correct at 87. We checked them manually and they're number 2 on the list.

- PPL and WebEOC® are not the same. It might not ever be correct in both places. We have 30-60 days to correct issues on the program. Our window for making corrections on the software is closed.
- LMS Section 4.2 – in the case of a tie – if the first question does not break the tie you go the next question and then the next question. Whichever benefits the most number of people will break the tie if the 3 questions do not. Shane explained the tie breaker per section 4.2 of the PBC LMS 2015.
- Questions on how to use WebEOC® for new users were addressed. Town of Palm Beach submitted their form in the system and it was lost somehow. The program was not user friendly. It did not appear to be an enhancement for the evaluation panel. When the county switched to scoring on WebEOC® it was noted that it did not appear to be fair for scoring. They sat with the prior coordinator to solve the issue and nothing was accomplished. The next time the evaluation panel meets, the issue needs to be addressed.
- At our last meeting, it was discussed to submit in July. The Town of Palm Beach expressed they have not heard anything further. From this point forward we can address the issues and we can decide if we will move forward with the program for scoring. We are being transparent about the program so issues can be addressed and discussed. Suggestion to use Google docs however it does have security issues. Scores from the sheet and the program will change.
- Angela from City of Boynton notes that Gustavo Vilchez, our prior coordinator, did a great job communicating and working on LMS. It was challenging to get this work started on WebEOC®. This was not straight forward and things did not correspond.
- One suggestion to use Excel or use other methods to obtain proper scoring. Shane is open to suggestions.
- July should not be a time to advertise projects because it was never correctly communicated to advertise projects. Should we give others opportunity to submit or not? More discussion to follow.
- The projects and criteria must match (application and evaluation form). Currently you have to search and dig to find the answer. It's an unfair process. The City of Lake Park had issues as well. The evaluation panel should not have to search to locate information. Let's correct the problems so everything matches, suggests Laura from SFWMD.
- Submittal periods are in the Fall. We will need to rewrite projects and that will take time. Submittal times were on the calendar, however it was

not advertised. Perhaps we can survey the cities to see if we want to submit in the Fall.

- Let's identify the issues and match up the application to the evaluation sheet. Correcting the application is the key. Let's fix the mismatch, then perhaps use we can Excel or another mode of scoring. A spreadsheet can show exactly what scoring to use. The suggestion is for members to submit a spreadsheet of their scoring with the application.

- We went the extra mile to place everything on WebEOC® so let's either fix it or not use WebEOC®. Shane needs to finish the entire PowerPoint presentation and then we can decide how to move forward. Two things must be done prior to moving forward. Shane explained there cannot be any scoring ties. They must be broken, then a new PPL must be published and sent to Tallahassee. If we were to have a hurricane now, this PPL would not work in showing the order, funding, etc. WebEOC® is a useful tool that shows a live snapshot, however the program was not originally designed to house LMS. It good that we were able to catch these issues early.

- The right hand column is not needed if it's not averaging correctly. We can just remove it. Any issues that arise we will discuss openly. Shane will always find the answer and will discuss with the group. We do not need a motion – let's just enter the scores correctly and add correctly. City of Boynton asks how many projects exist that are not current. Remove what is not current and ask members to submit. Clean up your projects. Remove them or update them. Carlos has gone through this procedure and can help others if needed.

- Why should we use WebEOC®? DEM Director, Bill Johnson, responds by providing a real time view of the PPL. We have invested time and money and we will not abandon it. We will fix it but will not abandon it. The board and the paperwork are supposed to match. Our apologies to the committee, however we will identify those areas and fix them. We will not throw away $20,000 that we invested into WebEOC®, which was done with the direction of the LMS Working Group.

- Ralph Wall mentions that these type of programs need the right information to be given to the programmers. Our IT group does not work with Google doc. DEM will deliver a tool that will work for us. The issues with forms, scoring, etc. on an Excel spreadsheet can be provided to programmers in order to correct the problem in WebEOC®.

The program adds it up correctly in that one spot and we can have the programmers fix the remaining areas.

- Bill Johnson will work with evaluation panel to make corrections and be ready for the Fall. A meeting will be set up by Shane. The Town of Palm Beach worked hard on their items and needs results. The submittal form must match the evaluation form. Bill say this is doable and if monies are needed, we will make it happen.
- Projects are brought to the committee only twice a year. Ralph made the correction as he had misunderstood the process. When looking at LMS guidelines, we said we would evaluate in July. We give members 30 days. The evaluation panel then reviews. We cannot move forward without this being corrected. Let's skip the process for the Fall. We will fix the scoring process and submit the PPL. Let's find the disconnect between the application and evaluation form.
- Can we streamline the process by submitting to Shane? We will document the process. Carlos suggests that all members look at the list and to help the committee, remove those plans that are not needed. Bill suggests to use Survey Monkey to keep a clean PPL. Shane will email the Power Point presentation to all members along with the meeting minutes

VIII.   **Call for Presentations – Ralph Wall, Chairperson**
- We need group members to actively work and bring presentations to our meetings. Please contact Shane (SRatlif1@pbcgov.org) to place your items on the agenda with topics of interest for the LMS group. Bring items that are beneficial to the group and can contribute to making your municipality safer through preparedness and/or mitigation.
- A suggestion is to present the top three projects with a representative from each. Palm Springs presented recently. All cannot present at the same meeting. One can present at each meeting.
- Questions arose as to why we rotate locations. Let's meet at the EOC only. Bill reminded the group that is was a prior suggestion to have meetings in different locations. We can do meetings at EOC, however the point was to meet all the 39 municipalities and balance all the meetings. If this group wants to meet at EOC, that is fine, however you are taking away the exposure we can have to all the municipalities. This is a county-wide strategy meeting. When Boynton Beach hosted the meeting, there was a large turnout and it was a success. Pahokee and South Bay and

Glades do not feel part of the group. We will lose by not participating with all of the municipalities. You must attend two meetings a year in order to submit projects. The Pahokee marina has a great view! Joins us at all of our meetings if you can. Ralph has had numerous opportunities to attend meetings in various locations. It's important for us to show up. We are doing important work and need to represent.

- Brief mention of funding HMGP Hurricane Matthew – funds/monies for the municipalities. We send funding opportunities to members to give them time to apply. Mandi Tague from DEM will follow up on this item.

IX.   **Questions/Comments – Ralph Wall, Chairperson**
- Please ensure you have signed in, if you arrived late.

X.   **Next Meeting Date: September 13, 9:00 a.m. Pahokee Marina Conference Room**
- We invite all members to attend.

XI.   **Adjournment – Ralph Wall, Chairperson –** 3:24 p.m.

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