



# MINUTES

Pinellas County  
Local Mitigation Strategy (LMS) Work Group  
Quarterly Meeting  
October 16, 2008, 10:00 a.m.  
Tampa Bay Regional Planning Council  
4000 Gateway Centre Blvd. Suite 100  
Pinellas Park, FL 33782

- At 10:00 a.m. Ed McKenzie, Vice Chair, welcomed the Work Group members. Workgroup members picked up a new binder with tabs to incorporate the working document as it is developed.
- Betti Johnson with TBRPC provided an overview of timeline and deliverables (please see attached).
  - The Annual Update required is due in January 2009 and will include the updated Hazard and Vulnerability Analysis, Updated Projects List (with ranking) and Membership List.
  - The 5-year update will require that all sections are updated to comply with the new federal requirements. Process is also critical in this update particularly reaching out to non-traditional partners in the public and private sector as well as incorporating the public comment as the document is developed. The final document must be approved by the State Division of Emergency Management (DEM) and FEMA and adopted by ALL jurisdictions prior to November 15, 2009.
- Review of Draft Documents:
  - Appendix 1 – Hazards Vulnerability Analysis – A draft is being completed and will be forwarded to members for comment at the next meeting. This will be forwarded to DEM for preliminary review and as part of the Annual Update in January 2009.
  - Appendix 2 – Workgroup Members – A list of Workgroup Members and their affiliations is on the website: [www.pinellaslms.org](http://www.pinellaslms.org). If there are any changes, please let Ed McKenzie know before the December 18<sup>th</sup>

meeting. This will be submitted with the required Annual Update in January 2009.

- Appendix 3 – Conflict Resolutions – Unless there are any changes, this Appendix will be forwarded to DEM for preliminary review.
- Discussion/ Templates from Subcommittee:
  - Appendix 5 – Programs, Policies, etc. David Walker with PC Planning Department and Jeffrey Dow with Pinellas Park developed a matrix to capture the local comprehensive plan policies, programs and responsible departments (see attached). **All local governments need to complete this matrix for their communities. This appendix should be completed by the January meeting to submit to DEM for preliminary review.**
  - Appendix 6 – Departmental Responsibilities. Local governments should review this section in the old plan. This will be discussed in more detail at the November 20<sup>th</sup> meeting.
- Appendix 8 – Project Ranking – If there is concurrence, then this section will be revised to reflect the new priority rank methodology. This methodology is described on the website ([www.pinellaslms.org](http://www.pinellaslms.org))
- Appendix 9 – Mitigation Projects and Ranking - The projects list must be updated for the Annual Update in January 2009 and all projects should be ranked using the new methodology. The emergency management department will be using Shareware to allow each member to update their section and include their ranking. This will be discussed in further detail at the November 20<sup>th</sup> meeting.
- Appendix 10 – Accomplishments – This section is extremely important as it demonstrates each jurisdiction's commitment to mitigation everyday. It should incorporate the CRS Annual Report findings, if appropriate, acquisitions, evacuation route improvements, stormwater improvements, Penny for Pinellas expenditures, etc.
- We will be having Subcommittee Meetings to complete the 5-year update. Volunteers were recruited to help with the following tasks:
  - LMS Goals/ Action Plan Subcommittee (Appendix 4)

- Public Private Coordination Subcommittee (Appendix 7)
  - Public Outreach Subcommittee
- Next meeting: November 20, 2008 at 10:00 a.m.
- Meeting was adjourned at 11:45.