



MINUTES

Pinellas County
Local Mitigation Strategy (LMS) Work Group
Quarterly Meeting
December 18, 2008, 10:00 a.m.
Tampa Bay Regional Planning Council
4000 Gateway Centre Blvd. Suite 100
Pinellas Park, FL 33782

Sally Bishop, Chair, welcomed everyone and attendees introduced themselves.

Betti Johnson provided an overview of the timeline and deliverables. The first priority is to complete Appendix 1, 9 and 10 for submittal to the Florida Division of Emergency Management for the annual update due the end of January.

Status of Deliverables for Annual Update:

- Appendix 1 – Hazards Vulnerability Analysis is nearing completion. Please provide your comments to Betti. The final will be available at the January meeting for approval.
- Appendix 8 – Project Ranking. We will use our new matrix process to rank all projects. Send the completed forms to Ed McKenzie for review.
- Sally expanded on the process (Report from Ed McKenzie):
 - Project ranking evaluations will take a week or less
 - Some of the numbers have been inconsistent with the parameter definitions on the matrix and the details in “LMS Priority Definitions” at the SharePoint site.
 - County is reviewing every project matrix submitted and using the same evaluation criteria across the board. This provides some consistency from a single review source and should help reduce the number of challenges from other Working Group members. Members are still free to challenge each other’s assignment of scores.
 - Comments and suggested alternate scores are in Column G. Any comments following an “OK” do not require any action. It is just a comment.
 - If you accept ‘county’ suggested scores, just change the score in Column E and resubmit the spreadsheet. My comments indicate what your original score was, so we have that recorded if we need it.
 - If you dispute county analysis, provide your justification in Column H on the same line and I will reevaluate my score. Using this

spreadsheet for our exchange will give each of us a record of our correspondence. Also this spreadsheet will become the “official” copy of the project ranking, for record purposes.

- When you resubmit, be sure that your projects have different total scores, that is, no tie scores among the projects you submit. You can use scores of 2 and 4 on some items.
 - The procedure planned for the LMS to adopt for handling tie scores for the whole list will be:
 - The project falling in the higher ranked countywide LMS initiative will go first
 - The applicant with the longest participation in the Pinellas County Local Mitigation Strategy goes first.
 - The project that is lowest in cost goes first.
 - Our goal is for the LMS to have its entire project list prioritized for the end of January deadline. The Working Group does have the option of reviewing all the projects as a whole at a later date and adjusting scores accordingly.
 - We understand this is a new process and a learning experience for all of us. Hopefully, we will all get more comfortable with these criteria and this will become an easier process. All comments and input are welcome.
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- Appendix 9 – Mitigation Projects and Ranking. Matrices are coming in and the initial evaluation is under way. Please make sure you have updated your list of projects and have ranked them.
 - Appendix 10 – Completed Projects/ Accomplishments. Please look at the list on the website and update accordingly. Again, forward to Ed McKenzie.
- Appendix 4 – Goals and Strategies. The new guidance requires hazard specific goals with objectives. The Goals and Strategies Subcommittee has developed a draft section. Please review and provide your comments, suggestions, etc. online or to Betti Johnson (betti@tbrpc.org) This is critical step in the update process.
 - The 5-year update will require additional more detailed information on the mitigation activities.
 - Appendix 5 – Programs, Policies, etc. The New template is on the website along with examples from the County and those cities who have completed this section. Download the form and include your information; then send to Ed.
 - Appendix 6 – Departmental Responsibilities. The New template at the website. Download the form, include your info and email to Ed.

- Public Private Coordination Subcommittee (Appendix 7) & Public Outreach Subcommittee will share the task of encouraging more public participation as well as demonstrate a public-private partnership in mitigation. Subcommittee meetings will be scheduled next year (February and March).
- LMS Website and Sharepoint Update – The SharePoint is up and running. Matrices are coming in. Please note: Don't "check out" the project list until you are ready to add your info. When you check it out, it is unavailable to anyone else to work on.
- Steering Committee Discussion – The Miami-Dade LMS, which has been very successful in obtaining mitigation funding, has a steering committee which does the yeomen's share of the work. The committee discussed the concept as follows:

LMS STEERING COMMITTEE

- Representation for all based on:
 - Chair/Vice Chair
 - Large Cities (over 100,000 population)
 - Coastal Cities/Fire Districts
 - Inland Cities/Fire Districts
 - Island Cities/Fire Districts
 - Private Industry
 - Non-Govt Entity
 - Health Care
 - Pinellas County Govt
 - Alternates should be named for each representative
- Steering Committee does the work for the entire work group
- Quorum is 5
- Representation will change on an annual basis
- If Major Changes are called for then sub-committees will be formed with from the working group
- Current Sub-Committees will remain until work complete
- The Steering Committee will probably meet monthly for the duration of the Plan rewrite
- Sharepoint and Email will be used by EM to share meeting minutes and assignments, information, etc.

LMS WORKING GROUP

- Meetings are held quarterly
- Meetings move to different locations
- Meetings consist of updates from the Steering Committee, ties and challenges to Project Priority Scoring, and Informative Presentations

LMS Working Group members will contact their representative on the Steering Committee, or the Chair/Vice Chair, regarding issues they want addressed, questions they have, etc.

The Working Group decided that they preferred to meet and work on the update together rather than delegating decision making and work assignments to a Steering Committee. The concept was tabled.

- Next meeting: January 18, 2009 at 10:00 a.m. at TBRPC.
- Adjourned at 11:30 a.m.