EMERGENCY MANAGEMENT COMMITTEE SPRING MEETING SUMMARY
March 22, 2015

Present:
Mike Sutherland, Chair
Jeff May
Leon Berrett
Mary Wilson
Cora Jackson-Fossett, Bd Liaison
Teresa Smith
Chip Barrett
Teresa Hon, Staff

Guests:
Brian Usher, APWA President-Elect
Andrea Eales, Staff

1. Mike Sutherland called the meeting to order at 8:35am. Slight changes were made to the agenda. The February meeting summary was approved with a change to the date of the call. Teresa Hon provided a review of the expense reporting process and asked members to turn in their expense reports within the next two-three weeks.

Action Item/Date: Submit expense reports for reimbursement by April 10, 2015, to include itemized receipts for any expense over $5.00.

2. Cora Jackson-Fossett provided the Director at Large Report which included the following highlights.

- Talking Points for March were distributed earlier this month. Please review carefully.
- The deadline for Board nominations is April 1. The February Reporter contains details. With the departure of Cindy Long from APWA, board nomination information should be sent to Peter King and Gail Clark.
- Congress registration and housing is open. The Board discussed attire for Congress and concluded that they will only be wearing business attire for the Opening General Session. The Get Acquainted Party will be indoors. Phoenix's new light rail systems will make traveling easier.
- The Board of Directors met last month in conjunction with the biennial Chapter Leadership Training and the Council of Chapters meetings. Additional items addressed include:
  - Approved the National Nominating Committee members
  - Discussed plans to rebrand Congress and make it more contemporary
  - Reinvigorating the Public Works Historical Society (PWHS)
  - Changes to credentialing program offered through DCS which will allow candidates to make it through the program faster without affecting quality
  - The role of the Professional Development Committee in all APWA professional development and education programs
  - Concept of a national roadeo
- Membership total was 28,492 at the end of January. APWA is pleased that our membership retention rate is 86.18%. It was asked how many of those we lose are due to retirement. Teresa indicated that APWA offers a retired member option. How many lifetime members are there?
- The Leadership and Management Committee is continuing to seek volunteers for Recognize Your Leader at any level of employment within public works. (see form at the end of the summary)
- Teresa Hon will be working with Peter King and Brian Usher on nominations and appointments.

Action Item: Forward suggestions for Recognize Your Leader to Becky Stein.
3. Legislative Affairs Discussion – Andrea Eales & Keith Pugh joined the committee to provide answer any lingering questions from the previous day’s presentation and to find out what issues the committee would like to see monitored. Discussion included the following items:

- The Government Affairs Committee will be meeting in Washington DC April 21-22. A representative from FEMA (mitigation division) will be meeting with the GAC on April 22. An invitation is out to another FEMA representative to participate (still pending). Staff from the House Transportation and Infrastructure Emergency Management Subcommittee will also be meeting with GAC.
- A member asked if APWA worked with WEF when forwarding comments on the Waters of the US (yes).
- Budget and appropriations as well as DHS are items which have been in the forefront in recent months. Government Affairs staff will continue to monitor and notify the committee of updates.
- Another item capturing the attention of the GA staff is the bipartisan bill from HR1417 FEMA disaster assistance reform act. Congress is asking for an assessment of things that worked and didn’t in order to identify greater efficiencies. There is funding authorization within the bill at the current funding level. Congress wants to get a better handle on the disasters.
- Andrea requested that all members sign up as an APWA advocate and receive the Washington Report. Advocates are NOT asked to take a Democratic or Republican stand. They represent the public works point of view.
- Committee members are encouraged to invite members of Congress to a Chapter event and/or ask to meet with them when they are in town.
- Regarding requests for input on proposed legislation or federal register items, it was suggested that GA obtain Technical Committee “endorsement” of issue before they send alerts to the Advocates. Members were in agreement that they would be more likely to send a notice if a fellow member had reviewed and vetted the issue.
- Members discussed their experience with the best time to fly in order to “run into” legislative representatives when traveling to and from DC. These are some of the best times to engage in conversation with representatives.
- An additional area of concern from the committee’s standpoint includes electronic magnet pulse and geomagnetic storms (grid resiliency or grid upgrades). Mike Sutherland recommended the book, *A Nation Forsaken: EMP: The Escalating Threat of an American Catastrophe*, by Michael Maloof, for all emergency management people.
- Andrea mentioned the Federal Flood Risk Management Standard Summary. Teresa will scan Andrea’s copy and send to all members.

Action Items:
- Sign up to be an APWA Advocate.
- Invite members of Congress to a Chapter Event and/or ask to meet with them when they are in town.
- Review the Federal Flood Risk Management Standard Summary forwarded by Teresa/Andrea.

4. Review of discussion from February Chapter Leadership Training

Cora and Teresa reviewed the summary of comments offered during the Chapter Leadership Training Hot Topic Discussions. In addition to the suggestion that committee member could wear a specific APWA shirt on the day of their meeting to more easily identify themselves to the other attendees, the following recommendations were offered as action items.

Action Items:
- Members of all committees take the time to discuss within their chapter what it is the technical committees do and their role on the committee
- Teresa H:
  - Will forward the suggestion to appropriate staff for a sign at APWA Central which lists the Technical Committee meeting dates/times, indicating that they are open to all interested parties
  - Suggest to appropriate staff that the Congress app list all open meetings as part of the educational listing which will enable attendees to add the meetings to their personal schedule
  - Try to include mention of the Technical Committees during the First Timer’s Meeting at Congress

5. Emergency Management Subcommittees – The subcommittees were initially developed to assist the committee in addressing the follow-up items from the Think Tank recommendations. The current subcommittees are: Preparedness & Mitigation, Response, Recovery, and Canadian. It was agreed that the Canadian Subcommittee
should not be reconfigured. Following is a record of the ideas and thoughts which were shared during the discussion so that they can be available for reference with further discussion.

- There are so many pressing issues that have slid to the back burner and not resolved from this committee and yet we haven’t sent it to the subcommittees to address.
- Are the themes of the current subcommittees too narrow? Should we do away with those themes and categories and make them regionally specific or even type of emergency specific.
- Do we have the right subcommittees? Perhaps we should look at topics such as cyber security, pandemics, interoperability or social media in order to get the strongest expertise.
- We could send a request to the chairs and members of the subcommittees and ask them, “What are the hot topics? Are there specific issues on which the subcommittee would like to work?”
- Perhaps ask members what items they are interested and knowledgeable in? What are specialties and interests? Just knowing what their interests are could help us to determine how the subcommittees should be “divided.”
- Do you have regional issues that should be taken to another subcommittee?
- Could conduct a survey of members to find out what they feel is important to their position
- Building on discussions from yesterday – Is there more we should be doing to reach out to the other committees and form a liaison relationship? Examples include Transportation and Asset Mgt and the need to have an inventory for reimbursement after a declaration. Solid waste retrofit for debris removal - SW managers to understand that there is a role for them in the response piece of emergency management (dual functions). Engineering and Technology – cyber security and geomagnetic storms. Water – flood plain mapping and/or cyber security. TIM with the Transportation Committee (or a subcommittee)
- Gauge the interest in having subcommittees which include representatives of more than one subcommittee.
- Perhaps we should follow the lead of the Leadership and Management Committee and form a single Resource Committee that we would send issues to. They could volunteer individually as the issue interests them.
- Once we have reorganized the subcommittees, we should share the work plan with subcommittee members so that they can identify issues they would like to address
- Retain the Canadian Subcommittee. Once we finish reorganization see how they feel it would work with their structure.

**Action Items/Dates:**
- Each member is to send Mike and Teresa a list of topics (4 or 5 bullet ideas relating to subcommittees) that we can compile and determine generalities – Due March 31.
- Staff should send a message out to the subcommittees a week after the April 1 conference call meeting.

6. Brainstorm topics for Reporter, Click, Listen & Learn, and live events (Snow and Congress)
   a. 2016 Snow Conference – May 22-25, Hartford, CT
   b. 2016 Congress – August 28-31, Minneapolis, MN
   c. Reporter topics and deadlines
      - June – Engineering & Technology – deadline April 17 (Mike on EMP)
      - July – Transportation – deadline May 17
      - August – UPROW – deadline June 17
      - September – Fleet – deadline July 17
      - October – Congress overview – deadline August 17
      - November – Winter Maintenance – deadline September 17
      - December – Leadership & Management – deadline October 17
      - January – Emergency Management – deadline November 17
      - February – Water Resources – deadline December 17 – cyber security
      - March – Solid Waste – deadline January 17, 2015
      - April – Facilities & Grounds – deadline February 17
      - May issue – Sustainability – deadline March 17

   - Stafford Act/Grants for small communities (suggested by Teresa S) – find a way to obtain money to hire consultants and contractors for response and recovery. (Question if Hazard Mitigation Grants would cover hiring a lawyer to develop contracts.) Program could feature people who have been through it talking it through in order to viewers to understand.
   - CERT classes in small communities?
- Use of technology/social media
- Grid resiliency/geomagnetic magnetic storms – (Mike)
- Mutual Aid Agreements and getting special districts to engage with public works. Leon Schaeffer discussing EMAC
- EM Exercises for public works
- Case Studies - East Coast snow event – (MASS emergency management discuss how decisions were made to shut down roads, etc)
- Exceptional Service during a critical event – police and fire receive commendations but PW does not. In some agencies this is not allowed. How do our members recognize employees? (infoNOW posting).

Brian Usher joined the committee and mentioned that we are working on cross-connecting in the Reporter. Other committees may be reaching out for focused articles. Members should think about topics both for articles in other issues and requests for the emergency management issue.

**Action Items:**

- **After the Natick event there was talk of developing a checklist for agencies/chapters in setting up recognition after a PW member has passed.** Teresa H confirmed that the information is available on the chapter resources page – 3/27/15
- **Think of potential topics for focused articles in other issues of the Reporter for the next conference call – 4/1/15**

7. Position Statement Review – Members discussed proposed comments and changes. The primary reviewer will update further and submit to the committee for final approval.
   a. Risk Map Program – Mike Sutherland will obtain feedback from Andrea Eales regarding the latest FEMA guidance on levees and forward a final draft
   b. Public Works and National Preparedness – Jeff May will updated based on committee discussion
   c. Public Works and the Stafford Act – no suggested changes
   d. Public Works and Cyber Security – no suggested changes
   f. Public Works & Interoperable Communications – no changes (we need to continue to advocate for this)
   g. Draft Role of Public Works in Widespread Health & Medical Crisis statement – slight changes - all members to review final draft
   h. Improving Local Agencies' Emergency Service Capabilities (all members to review for discussion during the May call)
   i. Public Works Professionals as Emergency Responders (all members to review for discussion during the May call)
   j. Public Works and Mutual Aid Agreements (all members to review for discussion during the May call)

**Action Items/Dates:**

- **Mike Sutherland will update the Risk Map Program statement – 4/1/15**
- **Jeff May will update the National Preparedness statement – 4/1/15**
- **All members – review the Role of PW in Widespread Health statement – 4/1/15**
- **All members – review the three guidance statements – 5/1/15**


**Action Item: Teresa H will update the current Work Plan with the committee’s suggestions and distribute the new version – 5/1/15**

9. Review and update on outside and DHS/FEMA committees – individual members report, as time permits
   a. SAFECOM and PSAC are starting to diverge. FirstNet is an independent authority. SAFECOM is coordinating the opt-in opt-out by state on the nationwide public safety network. If a state opts out, it has to meet specific standards and will miss out on money. (Phil Mann)
   b. PSAC – Starting to discuss how the NPSBN will work. One option is “bring your own device” where you can log on from any device. If emergency and broadband is reduced or overtaxed, there will be prioritizing use of the resources. Users will be determined depending on the scenario. Phil will provide a copy of the report once it has been cleared for distribution.
c. The Emergency Management Assistance Compact met in Alexandria VA last weekend. Perhaps a chapter presentation could be “How to reach out to people and educate them regarding EMAC.” A number of resources are available at www.emacweb.org. Jeff May will forward notice of the meeting summary availability once it is posted on their web site.
d. IAEM – no major projects or initiatives (Mike Sutherland)
e. The All Hazards Incident Management Team Association’s annual conference will be in Denver (Mike Sutherland)
f. National Homeland Security is focusing on cyber – hackers and security (Mike Sutherland)

Action Items:
- Phil Mann will provide a copy of the NPSBN report once it has been released for dissemination.
- Jeff May will notify members of the availability of the EMAC meeting summary once it has been posted.

10. Additional Discussion Items from Saturday meeting
   - Members liked being assigned to tables so that they interacted with other committee members
   - Breakouts were good
   - Learned from other committee members
   - Emergency Management would be interested in manning a Congress booth which shares information regarding the Technical Committees.

11. Review of Informational items

Snow Conference emergency management-related sessions – April 12-14 in Grand Rapids
   - From Plowing to Debris Management to Reimbursement
   - “Succession Planning” – Are You Ready for the Next Step?
   - This Can Happen to You
   - Traffic Incident Management: Training Public Works as Responders (Dave Bergner)

Congress emergency management-related sessions or meetings of note – August 30-September 2 in Phoenix
   - Committee meeting on Saturday afternoon (1-5) rather than Tuesday
   - Submerged Roads/Paths to Progress Program: A Model for Future Disaster Recovery Efforts – Sunday, 8:30-9:45am
   - Emergency Management Open Forum – Sunday, 4:00-4:50pm
   - Emergency Management & Accreditation: Where the Weather Clears – Sunday, 3:00-3:50pm
   - Where Are We? Directional Assistance after a Natural Disaster, Monday, 2:00-2:50pm
   - Community Resilience and Climate Change: the Role of Public Works – Tuesday, 10:00-10:50am
   - Traffic Incident Management: Training Public Works as Responders – Wednesday, 8:30-9:20am
   - Special Debris Operations – Planning, Pitfalls and Documentation – Wednesday 9:30-10:45am

Decisions Made: Recognizing that their employers pay for committee member attendance at Congress, the Emergency Management Committee will meet on Saturday afternoon, August 29 from approximately 1:00-5:00pm (time may change due to arrivals in Phoenix). This will enable members to participate in additional education sessions and satisfy their employer’s expectations.

Action Items/Dates: Teresa H will immediately notify the Congress education coordinator of the meeting change – 3/24/15.

Schedule for monthly InfoNOW Community Postings
March – Mike Sutherland
April – Mary Wilson
May – Phil Mann
June – Jeff May
July – Chip Barrett
August – Teresa Smith

Future committee conference calls (second Wednesday of the month at 9am Pacific/10am Mountain/11am Central/noon Eastern). Future meeting dates:
April 1, at the original time (moved from April 8)  May 13  June 10

12. The meeting was adjourned at approximately 4:30pm.
RECOGNIZE YOUR LEADER
INTERVIEW WORKSHEET

The following questions are intended to be used by someone interviewing or collecting information for an individual that they would like to nominate for APWA’s Recognize Your Leader series printed monthly in the APWA Reporter. Completed articles should not exceed 250 words and include a picture of the nominee.

Nominator’s Name: __________________________________________________________

Candidate’s Name: _________________________________________________________

Candidate’s Title: __________________________________________________________

Candidate’s Agency/Organization: ____________________________________________

Candidate’s City/State: _______________________________________________________

How long has the candidate been involved in the Public Works industry? __________

How long has the candidate worked in their current position? _________________

Please describe the reason that the candidate is being considered for recognition.

How was the candidate’s leadership ideas/actions brought to the forefront?

Who did the candidate work with to help bring this idea/action forward?

Did the candidate experience any challenges when trying to implement this?

Are there steps/processes that, when looking back, the candidate could have done differently to make this idea/action even more successful (lessons learned)?

Email submissions to bstein@apwa.net