



**Neighborhood Emergency Preparedness Program**

**June 19, 2012  
2:30-3:30 pm ET**

**Conference Call Minutes**

**Present in Person:** Rhonda Fetzko, Lisa Gaines, Lori Johnson

**Present via Conference Call:** Michelle Hill, Martha Wagaman, Judith Tear, Marc Jean, Walter Thomas, Jack Tracy, Tammi Ketcham

**Meeting Purpose:**

- ◆ Review deliverables and milestones and discuss upcoming events and deliverables
- ◆ Address questions and concerns from County Health Department NEPP Coordinators

TOPIC	DISCUSSION	ACTION/ FOLLOW-UP
Welcome, roll call & approve minutes		
Announcements	Lisa Gaines is a Registered Nurse and is here as a MPH mentee from Florida Agricultural and Mechanical University (FAMU). She is completing one of her rotations here at the Department of Health in Bureau of Preparedness and Response.	
Ronnie Fetzko	The Bureau of Preparedness and Response is currently in a transition of its work space. The Community Resilience Unit has temporarily relocated to a conference room until the office space renovation is complete. It has developed challenges with communication and we apologize for that.	
Program Updates	Sonji Hawkins was able to attend the Governor's Hurricane Conference. She was in the audience. NEPP was the last presentation of the conference. We did not have as many attendees as we had hoped for. We also did not have any Emergency Managers attending the presentation but we did have a good captive audience. There were some partners in collaboration with the universities and several ESF's were there. Susan Mackenzie was also on the panel and she presented the local piece. She has since resigned from Volusia.	



TOPIC	DISCUSSION	ACTION/ FOLLOW-UP
	<p>Ronnie is working with ESF 8 partners to have NEPP on the agenda at the next FEPA conference (January 2013).</p> <p>For those of you who submitted materials, we had posters made for the Governor's Hurricane Conference. You should have received several posters for your CHD, community/local Emergency Managers to keep after the conference.</p> <p>The funding agreements have been received with 7 counties starting-up new communities. Lori will prepare start-up kits for 7 counties, but 2 of those 7 will only need 1 start-up kit as they will be starting up one community versus the traditional two. There was an option to only go with 1 community and cut the Start-up funds in half so we could provide for more counties. We had two counties that will not continue sustainment in the new year (2012-13), so we may be able to use their funds for another county.</p> <p>Most Community Emergency Preparedness Plans have been sent in. Ronnie has reviewed one so far and provided feedback to that county. She will be using the new review tool developed with your assistance earlier this year.</p> <p>The budget has been submitted to CDC but we have not yet received the grant award. It should be here by June 30/July 1.</p> <p>Ronnie is working on the funding agreements requests for Schedule C Memo Transfers to be initiated by finance and accounting.</p>	
Questions & Discussion	<p>The OPHN logo has been removed from the NEPP PowerPoint Presentation. Lisa changed the layout of the PowerPoint from sentence format into bullet format as well as changes to slide 13 (correcting from 36 counties to 36 communities) and slide 15 (correcting from 6 new communities to 6 new counties).</p> <p>Please provide feedback if we need to make changes to any slides.</p>	<p>Updated NEPP PowerPoint will be sent out once complete.</p> <p><b>COB, June 22, 2012</b></p>
Next Steps (Review deliverables and milestones and discuss upcoming events and deliverables)	<p><b>Sustainment Communities-</b> Exercise After-Action-Reports were due. Most have come in except for one county. Please send yours in if you have not already.</p>	<p><b>May 11, 2012</b></p>



TOPIC	DISCUSSION	ACTION/ FOLLOW-UP
	<p><b>All</b> Community Emergency Preparedness Plans must be completed and submitted. Most have been submitted.</p> <p><b>All</b> Spending must be complete (including travel) by June 30</p> <p><b>Certificates</b> - In the past, we have created certificates for Department of Health staff and communities members that have participated in the NEPP Program. Please start putting together a list of people who you would like to be provided a certificate of appreciation, indicating if they are CHD staff or community members.</p> <p>CHD NEPP Coordinators recommend providing an overview of the NEPP Program to Florida Department of Health Regional Emergency Response Advisors.</p>	<p><b>June 15, 2012</b></p> <p><b>June 30, 2012</b></p> <p><b>Send to Lori</b> (listed as Susan Johnson in outlook) <b>by July 18, 2012</b></p> <p>RERAs will be included on the calendar invitation for our next call, pending no objections from their supervisors</p>
Next meeting	<p>Aaron Otis will be on our next conference call to discuss the upcoming simplification of the exercise process for sustainment communities. He will talk about how to scale down the exercises required for sustainment communities to make the process more user-friendly for all. Plan to discuss how we can modify the Workshop Pandemic Preparation for Situation Manual to make it adaptable for all-hazards. You can find a copy in the NEPP Toolkit under “Exercise Related Materials” at <a href="http://www.doh.state.fl.us/PHNursing/NEPP/nepptoolkit.html">http://www.doh.state.fl.us/PHNursing/NEPP/nepptoolkit.html</a></p> <p>At your recommendation, we will reserve conference calls to be held every month, but with the intent of scaling down to every other month. For this reason we will reserve 90 minutes for calls but aim to use 60 minutes or less per call (if a call is deemed necessary).</p>	<p><b>July 17, 2012 2:30-: 4:00 PM</b></p>
Adjourn	3:30PM	