



## Neighborhood Emergency Preparedness Program

**January 15, 2013**  
**2:30 PM Conference Call Minutes**

**Participants:** Michelle Hill, Denise Heady, Sharlene Edwards, Bonita Stevenson, Romanie Pierre, Sonji Hawkins, Margaret Levings, Tammi Ketcham, Gail LaRosa, Martha Wagaman, Jack Tracy, Lori Johnson, Ronnie Fetzko

**Meeting Purpose:**

- ◆ Discuss program updates and deliverables
- ◆ Share reports and best practices from NEPP CHD Coordinators
- ◆ Address questions and concerns from County Health Department NEPP Coordinators

TOPIC	DISCUSSION	ACTION
<b>Welcome</b> , roll call, review & approve minutes	Lori will add the attendees to the December minutes before having them posted online.	
<b>Announcements</b>	<p>Training Information and Calendars can be found at these links:</p> <p><b>DEM:</b> <a href="http://trac.floridadisaster.org/trac/loginform.aspx">http://trac.floridadisaster.org/trac/loginform.aspx</a>            You will need to “register” at this site to access training information. If you have problems (due to the DOH firewall), please contact Ronnie for a Point of Contact at DEM that may assist you with the process.</p> <p><b>BPR:</b> <a href="http://dohiws/Divisions/DEMO/BPR/bpremployeeinfo.html">http://dohiws/Divisions/DEMO/BPR/bpremployeeinfo.html</a></p>	Also check out Preparedness and Response Page. Notice that we have a training and policy page here.
<b>Community Resiliency Update</b>	<p>Community Resiliency Website:  <a href="http://www.doh.state.fl.us/demo/BPR/community.htm">http://www.doh.state.fl.us/demo/BPR/community.htm</a></p> <p>Bonnie is currently at the Emergency Operations Center discussing preparation for the upcoming Special Needs Shelter Interagency Committee Meeting. We have updated the Community Resilience (CR) Webpage. Please check out the new CR umbrella logo.</p>	
<b>NEPP Webpage Updates</b>	<p>Community information, pictures, etc, have been posted to the Community Exchange at:  <a href="http://www.doh.state.fl.us/demo/BPR/NEPP/nepp.html">http://www.doh.state.fl.us/demo/BPR/NEPP/nepp.html</a></p>	Documents such as the Plan Review Tool and Plan Review



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	<p>Please reference the sample submission template when sending information to us to post to the new “Exchange” on the web. Thank you to Sonji Hawkins for providing her local planning deliverable timeline which shows how she modified it for use with her communities. She updated the deliverable dates with an earlier, two week deadline providing her time to review and submit them on time.</p> <p>Thank you to Walter Thomas for bringing to our attention that the Vulnerable Population data sent out was not consistent with local data.</p>	<p>Guide have been updated and new resources added.</p> <p>If needed, please see the vulnerable population data link on the Community Resilience webpage to find county specific information.</p>
<p><b>Statewide Hurricane Exercise</b></p>	<p>Status of exercise process for sustainment communities</p> <p>Tammi Ketcham will be the only NEPP Coordinator participating in the Statewide Hurricane Exercise. For those of you who will be doing your own exercise, you may still participate in it but Ronnie will need to know if this is your intention ASAP. Ronnie is working with the DOH Exercise Coordinator, Ben St. John, to include NEPP in the state exercise. Participation is expected to occur at the local level, but we would like to recognize NEPP in the state level After-Action-Report.</p> <p>Katie Pollard developed an abbreviated training report and Ronnie is modifying it for use by the communities and to make it more user friendly.</p>	<p><b>May 20-23, 2013</b></p>
<p><b>Spending Ideas from the field</b> Jack Tracy: City of Orlando, Orange County</p>	<p>Please note the different between a Spending plan and an Expenditure report. The “Spending Plan” specifies how you plan to spend funds not yet used while the “Expenditure Report” captures the funds you have already spent.</p> <p>If you will not be able to spend your funds, please let Ronnie know as she may be able to provide it to a county that will. Also let Ronnie know if you need to have a spending category changed. For example if you need more funds in the “Supply” category versus “Other” you need to request the change as soon as possible. A categorical change request will need to be requested and these requests may only be able to be approved if funds still exist in the category specified.</p> <p>Those requests that have already been received have been forwarded to our budget office so that Schedule C memo transfers may be made.</p>	<p><b>All funds (except Travel) need to be spent by April 30</b></p>



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	<p>Please note that items have been added to the approved supply list.</p> <p>Marc Jean’s communities are working close with CERT teams that may purchase supplies not allowed with NEPP. The approved supply list will be modified to add supplies that may augment what may be purchased with CERT funds.</p> <p>Jack Tracy started participating in the NEPP program in 2009. He advises start-up communities to spend now because time runs out quickly. NEPP veterans may remember that June 30 was the deadline but certain supplies may be backordered or there may be problems with shipping. The best way to approach supplies and contractual spending is to know the community you’re buying for, their plans and their needs. For start-up communities, don’t think of the personnel you currently have but look into what personnel you will have in the long term. Think ahead!</p> <p>If your community is going include basic response with its preparedness plan, think of teams buying preparedness supplies such as 2-way radios, flash lights, rope, duffle bags and first aid kits.</p> <p>Many communities want to educate their members. FEMA online courses should be encouraged.</p> <p>As far as training and exercise, even if it’s a start-up community, they can have training and contractual expenses. To satisfy ICS 100 and 200, any type of training for new members is acceptable. It’s also good to have a contractor come in and train sustainment communities. Jack Tracy uses a contractor and may be contacted for more information. A contractor can do a lot to assist you with your efforts. Jack recommends having a contractor provide ICS training. Send Jack an email for contact information. Please note that there may be issues with travel so check locally for contractors and understand that you are required to use vendors registered in MyFlorida Marketplace.</p>	
<p><b>Best Practices from the field:</b> Reports from Coordinators</p>	<p>Sonji Hawkins advises you to know your community whether it be a new community or a sustainment community. Make sure to establish a relationship with your community. For example, one of her communities wanted to order body bags and she informed them that they are not responsible for mass fatalities.</p>	
<p><b>Questions &amp; Discussion</b></p>	<p>Ronnie updated the NEPP “Recommended training list and resources” by adding the IS-909 course which is an online independent study course and modified the Home-Care-Series selections to reflect the most current version. Remember that it is a “Train-The-Trainer” course</p>	

