**NORTH CAROLINA EMERGENCY MANAGEMENT ASSOCIATION**

**EXECUTIVE COMMITTEE MEETING MINUTES**

**November 5th, 2019**

**(held in conjunction with the 2019 Fall Conference)**

**Members Present:**

President **Karyn Yaussy** (Catawba County

1st Vice-President: **Brent Fisher** (Nash County)

2nd Vice-President: **Mary Beth Newns** (Currituck County)

Chaplain: **Gordon Deno** (Wilson County)

Past President: **Scott Garner** (Brunswick County)

SERC Representative: **Jerry Vehaun** (Buncombe County)

EBO Representative: **Gene Booth** (Cumberland County)

EBO Representative: **Drew Pearson** (Dare County)

WBO Representative: **Robin Caldwell** (Cherokee County)

WBO Representative: **Daniel Roten** (Allegany County

**Others Present:**

**Jordan Rink** (Chairman, NCEMA Awards Committee)

**Jason Burnett** (Chairman, NCEMA Constitution and By-Laws

Committee)

**Brian Short** (Chairman, NCEMA Legislative Committee)

**Kent Greene** (member, NCEMA Legislative Committee)

**Todd Dillard** (Chairman, NCEMA Nominating Committee)

**Angie Ledford (**Chairman, NCEMA Program Committee)

**Michelle Brock** (Chairman, NCEMA Training Committee)

**Zach Smith** (Chairman, NCEMA Institutions of Higher Education Caucus)

**Gary Jones** (NCEMA Executive Director)

**Mike Sprayberry** (Director, NCEM)

President Karyn Yaussy welcomed everyone and called the meeting to order.

“*Roll Call*” was conducted by Gary Jones; and included the above attendees.

There were no additions to the agenda for this meeting.

Minutes stand approved for the October 8th, 2019 Executive Committee meeting.

**NC Division of Emergency Management Update**

**Mike Sprayberry:**

* *Hurricanes Matthew*, *Florence*, *Michael* and *Dorian* recovery activities continue to remain our top priority.
* *Hurricane Dorian* operations are ongoing; we are focused on disaster housing solutions on Ocracoke Island in Hyde County. We “*thank*” all our local partners for providing mutual aid.
  + Twenty-six counties have received a federal public assistance declaration. We anticipate the possibility that at least three more counties will be added to that list.
* We are cross-walking all of our households in all programs; so that we don’t spend funding from the volunteer agencies, if they are going to be repaired by “Hazard Mitigation Grant Program (HMGP)” or “Community Development Block Grant - Disaster Recovery (CDBG-DR)” program funding.
* We have committed half of our $236M for *Hurricane Matthew* CDBG-DR; and are now identified as “*On Pace*” (which us a US HUD funding “term”……and, this rating “is a big deal”).
* We will have our State Action Plan for the $168M for “Community Development Block Grant – Mitigation (CDBG-MIT)” for *Hurricane Matthew* submitted next month. We are “standing by” for the Federal Register for *Hurricane Florence* CDBG-DR funding.
* Will be distributing a “Notice of Funding Opportunity (NOFO)” for $1M to “Volunteer Organizations Active in Disaster (VOAD)” agencies from “Senate Bill 429” shortly.
* We are working with local partners to install seventy-one new gauges from the “Senate Bill 429” allocation of $2M.
* We are working with the legislature to develop a solid “Pilot Flood Insurance Program.”
* Working with the 2020 Republican National Convention Committee; with many meetings with the various subcommittees.
* We are working closely with the Governor’s Office and the General Assembly on new recovery and resiliency legislation; approximately $260M that will be focused on “match funding” and resiliency actions.
* Senate Bill 429 provided the NC Division of Emergency Management and the NC Office of Recovery and Resiliency with:
  + $1M for SAR (non-recurring)
  + $5M for mitigation
  + $8M for SAR Fund
  + $2M for Pilot Flood Insurance Program
  + $1M for VOADs
  + $9M for grants to local governments with cash flow issues
  + $2M for river gauges
* “Coastal Regional Evacuation and Sheltering (CRES)” meetings are ongoing; with “*risk county*” meetings completed and “*host county*” meetings to be finished on November 12th, 2019 in Nash County.
* EM Forums have been scheduled:
  + Western Branch Office meeting: January 14th, 2019 (location TBD).
  + Central Branch Office meeting: January 15th, 2919 (Pittsboro).
  + 21 Jan – Eastern Branch Office meeting: January 21st, 2019 (Kinston).
* Hazard Mitigation Grant Program (HMGP) “Gap Funding Plan” for *Hurricane Matthew* has been finalized and grants are being awarded at this time.
* NCEM Emergency Services Section continues working on “Mutual Aid Law Enforcement Force Packages;” which must be ready by 2020 Republican National Convention.
* “*Dupont Rescue Experience*” exercise will be conducted on November 7th – 10th, 2019; and, we expect a large number of participants.
* The State Emergency Operations Center will be activated for election operations on November 5th, 2019.
* NCEM will participate in the “Regional Ebola Exercise” on November 6th – 7th, 2019.
* The NC Office of Recovery and Resiliency’s Chief Resilience Officer is deployed this week to the United Kingdom on a fact-finding tour.
* The NC Office of Recovery and Resiliency will shortly be making distribution of a “*Resiliency Quick Start Guide for Local Governments*” that we hope to have published by December 1st, 2019.
* NCEM will participate in the state-wide “*GRIDEX V*” exercise; which will have a scenario concerning a widescale power outage with a cyber component.
* The “2020 Statewide Exercise” scenario will be a cyber-attack during an election.
* “*Know your Zone Program*” continues to be rolled out; Camden-Pasquotank and Craven are “pilots” for the program.
  + They used the “*Know your Zone Program*” during their recent *Hurricane Dorian* activities.
* We continue working with the Division of Prisons on the “*Prison Safety Project*.”
* The NCEM Branch offices have been tasked to work with the counties and the National Weather Service Offices to achieve “*Storm Ready*” status; we expect to achieve statewide “*Storm Ready*” status in 2020.
* The “*School Safety Program*” continues to move forward.
* The next “State Emergency Response Commission” (SERC) meeting is scheduled for January 17th, 2020.
* The next “SERC Regional Committee” (SRC) meeting is scheduled for January 16th, 2020.
* We continue working with the “Emergency Management Accreditation Program” agencies concerning payments both “to” and “from” our State.
  + This includes some $2 M to be received from Puerto Rico.
* The Sheltering Task Force is updating the “*Sheltering Concept of Operations (CONOPS)*;” with a focus on large congregate shelters and the staffing for these shelters.
* NCEM Operations Section is working on updating the monthly “satellite communication” (SatCom)” and “*VIPER*” (Voice Interoperability Plan for Emergency Responders) communications checks.
* Wendy Pulley and Abby Cameron are no longer NCEM employees.
* We continue to move forward with our “*County Art Collection*;” and we totally appreciate your donations!

**Gordon Deno:**

* Requested information concerning resiliency panel discussions hosted by the Council of Government (COG); one is scheduled for November 12th, 2019 of which he was asked to participate on. Gordon mentioned that he did not know anyone else who was identified to participate on the panel.
  + Mike Sprayberry was unaware of those panel meetings.

**Committee/Caucus Chair Reports**

**Program Committee (Angie Ledford):**

* Some 277 conference attendees have registered for the 2019 Fall Conference.
* All conference sessions will be “general sessions.”
* There are some changes to the published conference program:
  + Domestic Preparedness Region # 3 will meet Monday afternoon.
  + Nick Petro (from the National Weather Service) will not be attending the conference; Steve Pfaff will be leading the weather service session.
  + The “*Understanding Targeted Cyber Attacks*” class has been cancelled.
* The three NCEM Branch Meetings are scheduled for 10:30 a.m. – 11:15 a.m. on Tuesday morning.

**Awards Committee (Jordan Rink):**

* Committee received some sixty recommendation letters for four award nominees; with one individual nominated for each award category.
* Committee has developed a schedule of activities that explains/documents the overall award/scholarship process.
* Future committee activities to include:
  + Reconsider the award categories; to ensure that we are “hitting” the Association’s core base.
    - Looking into including/recognizing the higher education community in the program.
  + Looking into the nominating methodology; to determine if it can be revised in order for it to “work better.”
  + Considering developing a “silent auction” process to support expanding the scholarship program.

**Constitution and By-Laws Committee (Jason Burnett):**

* Committee has worked with two proposed changes to the Association’s “by-laws:”
  + Modifying Article IX (“*Duties of the Standing Committees*”)……specifically “Section 2”……to update the information concerning the Awards Committee to reflect the committee’s scholarship program duties.
    - Recommended changes will be presented to the Association’s general membership on Tuesday; for their discussion and their approval.
  + Modifying the Association’s membership categories to implement recommendations from the Membership and Voting Ad Hoc Committee; based upon their recent survey of members (and, potential members).
    - Recommended changes were not received in enough time for that information to be provided to the Association’s general membership in advance of the Tuesday “General Membership Meeting.”
    - Information concerning these recommended changes will be developed and provided to the Association’s membership in enough time for those changes to be discussed and acted upon during the 2020 Spring Conference.

**Legislative Committee:**

* **Brian Short:**
  + The Legislative Committee met earlier today; to discuss on-going activities.
  + Brian Short will be “stepping down” as committee chairman; in advance of his Vance County retirement sometime next year.
    - Drew Pearson (Dare County) has agreed to replace Brian as chairman of the Legislative Committee.
    - Brian will continue as a member of the Legislative Committee; and, will work with Drew while the Legislative Committee plans/conducts the 2020 Washington DC trip.
* **Kent Greene:**
  + Two strategic plan objectives assigned to the Legislative Committee remain in an “open” status:
    - One objective focuses on enlightening our Association’s membership concerning the legislative process within North Carolina and how a bill becomes a law.
    - The second objective concerns providing reference material and training to our membership regarding the complexities of working with their elected officials from within both the NC State Legislature and the Congress of the US.
  + Kent developed a twenty-page document “in draft” to provide guidance concerning about working with legislators/representatives.
  + In concert with Norma Houston; we are recommending developing a video outlining the North Carolina legislative process.
    - Video would be developed by the UNC School of Government’s video production staff; it will be based upon Norma’s PowerPoint presentation she has made during past conferences and it will ultimately be posted to the Association’s website.
  + Norma Houston will review the UNC School of Government eleven-page “handout” document (“*NC General Assembly Handout Overview*”); and update it as appropriate. That document will then be available to Association members on the website.

**Nominating Committee (Todd Dillard):**

* As the new committee chairman; I will be learning the overall nominating process and will be “leaping forward” as appropriate.

**Training Committee (Michelle Brock):**

* The EM-101 and EM-102 courses are now part of the continuing education program of the NC Community College System; and, have been issued “*EPT Course Numbers*.”
  + South Piedmont Community College will conduct the first EM-101 and EM-102 classes starting in February 2020.
* We will be conducting a “*North Carolina Emergency Management Academy 102*” class in conjunction with the 2019 Fall Conference.

**Institution of Higher Education Caucus (Zach Smith):**

* The caucus currently has forty-five members; they are “dues paying” members of the NCEMA.
  + Caucus members will attend conferences and participate in on-going discussions.
  + While some are attending this 2019 Fall Conference; the overall focus of the caucus will be on attendance during the yearly Spring Conferences.
* Caucus conducts a monthly business meeting and has developed a strategic plan.
* Largest hurdle for the caucus is in the technology to facilitate organizational business.
* We have conducted two quarterly “*Lunch and Learn*” programs:
  + Sixty participants attended the first session.
  + One hundred attended the second session.
* There will be some leadership changes as the caucus nears its first year of existence.

**New Business**

**Karyn Yaussy:**

* Ad Hoc Committee Survey: “Other Comments:”
  + Interest exists in implementing the use of credit cards to make payments to the Association; both membership dues and for conference registration.
  + There is a need to implement a method of document sharing across the Association; specifically, the “*Members Only*” portion of the Association’s website.
* “General Membership Meeting” Activities:
  + Vote to modify Association By-Laws.
  + Committee chairman comments.
  + Vote on new NCEMA officers.
* Jerry VeHaun Retiring as NCEMA SERC Representative.
  + “Thank you for your service as our Association’s representative to the State Emergency Response Commission.”

**Old Business**

**Ad Hoc Committee Report (Karyn Yaussy):**

* Don Campbell (Ad Hoc Committee Chairman) will discuss the committee recommendations based upon their recent survey; focusing on the membership and voting aspects of the survey comments.

**Strategic Plan (Gary Jones):**

* You have already heard from Kent Greene concerning the Legislative Committee’s progress in “closing” that committee’s two strategic plan objectives that currently remain “open.” We certainly appreciate Kent Greene’s and Norma Houston’s combined efforts on these projects.
* The Training Committee’s single “open” objective has two remaining tasks that remain active:
  + The task concerning the “mentoring program” should be complete when the program’s information is posted to the Association’s website.
  + The second task concerns coordinating with the “NC Emergency Management Training and Standards Advisory Board” in developing/implementing a “Certificate Program;” and, that effort is about to get underway.
* The single strategic plan objective assigned to the Technology/Communications Committee concerns the “*Members Only*” portion of the Association’s website.
  + I am unaware how this effort is moving forward.

**Executive Director Comments**

**Activity Update (Gary Jones):**

* In addition to my “normal” daily activities; during the past month I also:
  + Assisted Kent Greene in his Legislative Committee strategic plan activities; including participating in a second conference call with him and Norma Houston.
  + Attended the State Emergency Response Committee Meeting at the State EOC.
  + Attended an “access and functional needs” workshop meeting at the State EOC.
  + Worked on several Fall Conference matters; including my assigned session manager duties.
  + Performed some major updating to our higher education contact listing
* During this next month, I do plan to:
  + Assist the Legislative Committee in any way I can; as Kent Greene and Norma Houston move forward with their strategic plan activities.
  + Attend a “*Senior Officials Workshop for All-Hazards Preparedness*” in Greenville, NC.
  + I will also focus on the other strategic plan objectives that remain “open;” and, assist Michelle Brock and Darshan Patel in any way that I can.
  + Spend time posting Fall Conference information to the Association’s website.
  + Move forward with researching the Association’s past presidents, past Association award winners, additional past “President’s Award” winners and with seeking additional information on the “namesakes” of our Association awards.
    - And, I do plan to spend two minutes discussing these efforts during Tuesday’s “general membership meeting.”

**Scheduling of the Next Executive Committee Meeting**

* The next Executive Committee meeting will occur at 9:00 a.m. on Wednesday December 10th, 2019; as a conference call.

The November 2019 Executive Committee meeting adjourned at 5:58 p.m.