

# Meeting Notes



## Hazard Mitigation Assistance (HMA) External Stakeholder Working Group (ESWG) 2018 Q4 Meeting

November 14 and 15, 2018 | Conference Line: 1-800-320-4330 | Participant Code: 255050

(same for both days) | Virtual Meeting | Webinar 1:

<https://fema.connectsolutions.com/hmaeswg18q4> |

Webinar 2: <https://fema.connectsolutions.com/hmaeswg18q42>

### Meeting Outcomes

- ✓ Understand status, progress made, and needs of ESWG Work Streams since last meeting
- ✓ Gain insight into HMA stakeholder perspectives
- ✓ Gain shared understanding of current status of GMM efforts and implications for HMA SLTT stakeholders
- ✓ Prepare for ESWG Membership transitions
- ✓ Finalize 19Q1 ESWG Meeting Dates

### ESWG Participants

- Chris Blinzinger (Provo City, Utah)
- Donna Boreck (FEMA Region VIII HMA)
- Tracy DePew (Cow Creek Band of Umpqua Tribe of Indians)
- Kaylynn Gresham (Oneida Nation)
- Jennie Orenstein (FEMA HMA HQ)
- Tom Hughes (Commonwealth of Pennsylvania)
- Jennifer Walker (East Central Intergovernmental Agency [Iowa])
- Sarah White (Commonwealth of Massachusetts)

### Other Participants

- Nicole LaRosa (FEMA HMA HQ)
- Jeaninne Bruguier (FEMA HMA HQ)

### Facilitators

- Hunter Gray (CG Strategy)
- Judy Oyedele (CG Strategy)
- Morgan Grove (CG Strategy)
- Jane Frantz (Dewberry)
- Jess Fleck (Dewberry)

## 1. Welcome

## 2. HMA ESWG Outreach with Stakeholders

### Donna Boreck

- Has been working with states and tribes and is realizing the importance of clear communication with these two groups. There is a need for quick turnaround and correct answers.
- For close out and grants, need to make sure at the beginning of the process that there is enough training and documentation available for recipients. Donna has had to assist recipients in these areas and it would be useful to have training up front to help recipients be successful.
- Region VIII is currently doing onboarding / training for new recipient on a one-to-one, informal basis but is looking to institute a formal process.

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## Tracy DePew

- Presented updates and socialized work of HMA ESWG to national Tribal Emergency Management Association (TEMA) conference participants, Region X State Hazard Mitigation Officers (SHMOs), and Oregon Tribal Preparedness Coalition (meets quarterly).
- Engaging with National Weather Service (NWS) and Oregon Department of Transportation (ODOT). Tried to get face time with people doing HMA work to tell them about the work tribes have to do for Hazard Mitigation.
- For 2019, Tracy is planning to connect to emergency managers in the 7-county service area near Cow Creek. There are new managers that need to be onboarded and he will be reaching out to them.
- He will be presenting in February at Cow Creek Culture Conference, focusing on hazard mitigation (HM).
- Internally beginning work on continuity of government plan for Cow Creek. Trying to leverage what he's learned over last couple of years with ESWG and through HM planning efforts for the tribe.
- Tracy looking to present at Oregon Prepared (April 2019) conference focusing on HM and tribes. Region X was first tribe to apply for Enhanced Plan status for their tribe's HM plan. Will try to get this status and leverage it to show other tribes that they can do it too.
  - Nicole proposed that the 2019 Annual HM Workshop might be a platform for Tracy to connect with Region X partners.

## Kaylynn Gresham

- Sharing information locally during monthly Regional meetings in her state and with Wisconsin Tribal Emergency Management Alliance (WiTEMA).
- Kaylynn's tribe is not going through FEMA grants to update their tribe's HM plan, instead they're going through the Wisconsin Disaster fund to update their HM plan.
- Someone from FEMA worked with them a month ago to take pictures for trainings and outreach at EMI.
- In process of implementing RAVE alert system (an emergency notification system) at organization and in communities.
- Getting ready to bring 2019 TEMA Conference to Wisconsin during the third week in August, Monday – Friday.

## Tom Hughes

- Shared notes from 2018 Q3 ESWG Meeting with SHMOs in Region III, Natural Hazard Mitigation Association (NHMA), and American Planning Association (APA). Tom talks about the work of the ESWG with other SHMOs. Recommends that new SHMOs visit other states to see how they do the work and inform them of what SHMOs can and can't do.
- Tom's organization is absorbing National Flood Insurance Program (NFIP) duties, so he is also currently serving as the PA state NFIP Coordinator. Tom has been busy with that.

## Jennifer Walker

- After the 18Q3 ESWG meeting in Colorado, ECIA sent out quarterly newsletter and did a writeup on ESWG for the regional newspapers. No immediate plans for future.
- Continues work on flood buyouts, focusing on generators and sirens that they can't get money for right now.
  - o ACTION: Jennifer to find ECIA newsletter and/or regional newspaper digital copies about ESWG and share with the ESWG.
- Jennifer also noted that some local jurisdictions in her area (IA) use for-profit firms based in CA that write hazard mitigation plans that aren't being approved. This is having the broader impact that Jennifer isn't able to apply for funding on their behalf because the plans are being written by people who don't fully understand the local/regional risks.

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- Sarah noted that this is an area she would like to explore further with this group. Highlighting that in terms of HMA grant rules and requirements (e.g., 2 CFR 200), there may be some misalignment with the ultimate purpose of hazard mitigation. Many communities are forced to compete in the commercial/private market. Is it possible to tweak national policy around how grants are funded, how communities are implementing the development of these documents?
- ACTION: ESWG Support to add to 19Q1 ESWG Meeting Agenda topics list.

## Sarah White

- Holding an EMI G-318 “Local Mitigation Planning Workshop” course in Massachusetts this week. Sarah is networking with course participants and talking with them about mitigation.
- In October, Nicole sent out questions regarding the public facing website. Sarah asked different groups (FEMA HMA Branch POC’s who work with all states and tribes, other New England state SHMOs, and two tribal officers) to provide feedback about usability, content, functionality, and other comments. Sarah saw this as an opportunity to use herself as a mouthpiece to solicit wider feedback. This exercise was a good demonstration of a process that can reach more people.
- Sarah received a call from the Minnesota SHMO, who mentioned that FEMA staff had pointed the MN SHMO to reach out to Sarah to talk about Massachusetts’ HM and Climate Adaptation Plan. Sarah discussed it with her and shared some of the pitfalls. People are asking her about FEMA HQ news because she is on this external group.
  - Sarah submitted an abstract for the 2019 HM Workshop where she would overview the HM and Climate Adaptation Plan process. The session would focus on what is transferable and beneficial for others, particularly given that HM planning and climate adaptation planning have similarities but very few states are doing both together.
  - Sarah also submitted a similar session proposal to APA and considered a potential webinar presentation.
- It’d be helpful to hear from FEMA HQ about what the plans are to revise the HMA Guidance. Sarah has heard that there may be a shift to allow more flexibility for states/tribes in the pending Guidance updates. For some communities, creating a hundred-page document isn’t always useful for them. Some communities have specific interests and revised their plan to best fit with what their people are interested in, relegating other things that aren’t as interesting (meeting planning, disaster declaration) to the appendix.
  - Open question for HMA: Is the structure/order of an HM plan a critical sticking-point, or if all the necessary content is included will FEMA accept plans with different orders? The reasoning is that some stakeholders at the SLTT level aren’t always concerned with what goes up front in the HM Plan, and so they may lose interest in the entire document when what they want is at the back.
  - Some of the things not useful to communities are very useful for other audiences, such as universities. More and more universities are asking for more of that type of information.
  - Within FEMA, there is a new push to have HM planning be part of the overall community development and planning conversation.

## 3. HMA Updates

- Disaster Recovery Reform Act (DRRA) was passed and mitigation is now at the forefront. Agency overall sees it as a positive thing. DRRA is viewed as forward leaning. HMA hasn’t been able to put out a lot of public messaging yet, primarily because we’re working hard to put together plan about how new programs would look.
  - HMA is working internally with FEMA legal counsel to determine when and how to engage with External Stakeholders, as well as what can be divulged.

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- Outreach and messaging will be a huge component, but HMA doesn't have much official messaging to share currently.
- Fire Management Assistance Grants-HMGP (FMAG-HMGP) are now permanent.
- National Public Infrastructure Predisaster Mitigation Assistance (NPI-PDMA) is moving forward quickly.
- Feedback from ESWG members:
  - Members noted that it would be helpful for HMA to provide more details relevant to each bullet.
  - Members noted that explanation about the thought process behind some of the changes would be helpful. Sarah noted that the Massachusetts Public Assistance (PA) coordinator has been asked to brief the State Director about her concerns regarding the change, but there are so many things that it's too premature to know what to be concerned about. Sarah noted a particular interest in penalties and incentives for project close-out.
  - FEMA has a public website to inform about each section of DRRA:  
<https://www.fema.gov/disaster-recovery-reform-act-2018>.
  - ACTION: ESWG Members to send (1) questions, (2) potential topic areas for the 19Q1 ESWG meeting, or (3) other FEMA areas they think could be helpful and contribute to a particular topic discussion to HMA and ESWG Support.
  - Sarah noted that there's a fear that external stakeholders do not understand the process being used to engage stakeholders as DRRA is built up and rolled-out.
    - Jennie noted that FEMA is working through that and noted that they're trying to take an approach that acknowledges saying "we don't have much as an update at this point" is better than no update at all.
  - Tracy noted that Cooperating Technical Partners (CTP) grants available through RiskMAP may be a low-hanging fruit opportunity for tribes to document flooding potential in risk mapped areas.
- Other updates
  - FY18 Pre-Disaster Mitigation (PDM) and Flood Mitigation Assistance (FMA) Application period is open. The period opened on October 1, 2018 and will close on January 31, 2019.
    - ACTION: For ESWG Members that participated in the FY18 PDM and FMA Application Period webinars, provide any feedback you have to HMA.

## 4. HM Workshop 2019

- HMA received 114 abstracts. On Monday 11/26, members should be receiving an email from HMA Workshop inbox with a link to SurveyMonkey site to let ESWG members review and rank all abstracts. ESWG Members will have at least one week to review.
  - ACTION: 2019 HM Workshop Team to send HMA ESWG submitted abstracts for review.
  - ACTION: HMA ESWG Members to review submitted abstracts for 2019 HM Workshop
- Dates of HM Workshop are April 1-5.
  - ACTION: Jennine Orenstein/Nicole LaRosa will confirm with HM Workshop POC regarding plans for Workshop duration – are the number of days for the workshop being cut down?

### 4.1 Trivia Night

- HMA coordinating with EMI. Sarah has extra questions from last year. Brian Adams also has a list of questions. HMA looking for ESWG Member to consider co-hosting, potentially Chris Blinzinger.
  - ACTION: ESWG Support to follow-up with Chris Blinzinger.
  - ACTION: ESWG Support to follow-up with Bryan Adams regarding existing, and extra questions that could be used.

### 4.2 HMA ESWG Happy Hour / Social Gathering

- ESWG agreed to have this off-campus, and just for ESWG members. Specific day/evening remains TBD.

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## 4.3 Mitigation Project Site Visit(s)

- HMA received approval for up to 2 site visits. Visits could be going to the same place twice or two different places. HMA is looking for project site(s) being no more than ½ day each, and they should be located within 60-90-minute drive time radius around EMI. HMA will be getting a bus and driver.
  - o Tom agreed to help with finding a site and setting up some inroads to places they can visit.
  - o HMA is looking for an opportunity to visit either a site where there is currently a problem and what's being done about it or a site where there was a problem and to see what was done to fix it.

## 4.4 Facilitated Tribal Conversation

- Went very well last year and HMA would like to replicate success by having Tribal ESWG Members facilitating from the front.
  - o 2019 conversation could be an opportunity to introduce the new leadership within FEMA External Affairs National Tribal Affairs Advisor (NTAA; Bambi Kraus) to the conversation. There is a third person in that office at HQ now, Laurence, who will be working more directly on FIMA and mitigation.
  - o ESWG members recommended focusing on what's new on HMA in Indian Country (e.g., new FEMA NTAA, new HMA ESWG tribal member, possibly first approved Enhanced Plan status for tribal HM plan) might be a good kick starter to the conversation, but also want to leave room for it to take an organic path.
  - o Kaylynn and Tracy agreed to lead this session again.
  - o Kaylynn recommended that tribal HM Workshop presenters be invited and encouraged to attend the conversation so that they can offer their perspectives and honor successes they've seen.

## 5. HMA ESWG Membership Transition Planning

	Rolled/Rolling Off	Rolling On
<b>State</b>	<b>Miles Anderson</b> (Florida)	<b>James Poppen</b> (SD)
<b>Local</b>	<b>George De La O</b> (County of Los Angeles, California)	<b>Jennifer Gerbasi</b> (Terrebonne Parish Consolidated Government, LA)
<b>Tribal</b>	<b>Tracy DePew</b> (Cow Creek Band of Umpqua Tribe of Indians [Oregon])	<b>Kymmie Scott</b> (Tolowa Dee-ni' Nation [Oregon-California])
<b>FEMA Region</b>	<b>Donna Boreck</b> (Region VIII)	<b>Daniel Jones</b> (Region VIII)
<b>FEMA Region</b>	<b>Dorothy Cook</b> (Region VI)	<b>Stacy Robarge-Silkiner</b> (Region VII)

- HMA received 45 applications total - roughly half were from local levels. There were far fewer FEMA Regional applicants than usual.
- Nicole briefly reviewed the process: Nicole and Jeaninne reviewed all applications and then made initial recommendations based on the selection criteria from the application.
  - o Additionally, HMA considered geographic diversity and thought it was important to bring in a state member from west of the Mississippi.
  - o HMA received four tribal applications, which were shared with Tracy, Paula, and Kaylynn. There was agreement on which members to bring in and all new members have accepted.
- ACTION: Nicole LaRosa will initiate an invitation between outgoing and incoming members to allow for the passing forward of institutional knowledge.
  - o ACTION: ESWG Support will continue to work with new Members regarding 19Q1 availability.
- Tracy will have Kymmie shadow him at the 19Q1 meeting. Their two tribes already work together so it won't be a stretch to provide her some background.
- One concern was raised – that there's a possibility that Paula may not be able to continue serving on the ESWG.
  - o ACTION: HMA (Nicole LaRosa/Jennie Orenstein) will reach-out to Paula and confirm if she will be staying on.



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- DECISION: If Paula is unable to continue working on the ESWG, Tracy agrees to stay on with the understanding that the group would actively recruit for someone from another tribe.
- Kaylynn recommended working with Paul Downing (Passamaquoddy Tribe at Indian Township) to identify more potential tribal ESWG members.
- DECISION: Time will be allocated in the 19Q1 meeting so that each peer group can meet to do their transition and there will be a larger all ESWG member transition session.
  - ACTION: Nicole LaRosa will reach out to Jennifer Walker to ascertain what information was and wasn't provided when she joined the ESWG, prior to her first meeting. Nicole and Jennifer will talk offline to figure out best practices for these transitions since they will now be happening more often.
  - Communication will be sent to the new members ensuring they know what to bring for the Q1 meeting and what to think about in terms of priorities.
    - ACTION: ESWG Support to add [annual] ESWG priorities as 19Q1 ESWG agenda topic.

## 6. 2019 Q1 Meeting Planning

- Review and finalize 19Q1 meeting dates:
  - ACTION: Nicole LaRosa will ask Jim Poppen about his availability around the February dates.
  - ACTION: ESWG Support will send out a few more options for times in late February/early March.
  - Late February or early March would probably be a more ideal time for states and tribes, given the FY19 Pre-Disaster Mitigation (PDM) and Flood Mitigation Assistance (FMA) application cycle.
- Tentative Agenda Topics
  - National Response Framework updates and what Community Lifelines will mean for HMA.
  - Disaster Recovery Reform Act (DRRA) and potential implications on HMA programs.
  - Urban Wildfires – might fit into DRRA conversation, but urban wildfires are uniquely distinct.
  - Time as peer groups for ESWG membership transition and knowledge sharing.
  - Time as a full group for ESWG membership transition and knowledge sharing.
  - Mitigation project site(s) – ACTION: Tom Hughes and Region III SHMOs will discuss further ideas.
  - FEMA systems and website updates:
    - HMA website
    - FEMA Go – formerly known as FEMA Grants Management Modernization (GMM).
    - Pivot – new NFIP system being implemented.
  - How ESWG Members can talk about what occurred, what was learned, and what participants will take-away from the meeting.
  - If there's anything that FEMA could benefit from the group's expertise and needs to get feedback on, HMA is encouraged to bring those things to the ESWG.
    - Multiple members suggested the ESWG be used as a sounding board for feedback, instead of being presented to by FEMA.
  - Interim guidance – checking in with ESWG about how it's going.
    - HMA is prohibited from discussing policy in development with non-FEMA staff. However, HMA can instead have listening sessions with open ended discussion questions.
  - DRRA – There are certain sections of this that will be important to hear feedback on from the ESWG. Certain aspects of DRRA are expected to have big impacts. Wildfire is one of those. Another is 'big mitigation' that is multi-jurisdictional and that HMA has been encouraging and it fits with DRRA about the intent there.
    - ACTION: HMA (Nicole LaRosa) and ESWG Support will process potential 19Q1 topics to bring to the ESWG for comments/feedback.

# Meeting Notes



## 7. Work Stream Updates

### 7.1 Mitigation Core Competencies

- Tom noted that development of HMA101 course as pre-workshop training is the current priority.
  - o ACTION: Nicole LaRosa will connect Jim Poppen (new ESWG Member from SD) with Sarah White and Tom Hughes by end of November.
  - o ACTION: Jennie Orenstein will talk with Tara Seibold (HMA) to identify what support is needed to get HMA101 developed and delivered.
- Tom is looking for commitment and buy in from FEMA about this project.
  - o ACTION: Jennie Orenstein to connect with Tom Hughes to discuss work stream support, possibly including Chris Blinzinger if he's interested.
- Tracy suggested potentially reframing as "critical core competencies."
  - o Jennie noted that there might a connection point in the ongoing tribal engagement work, in terms of identifying the critical needs, steps, and milestones.
- Tracy has received feedback from other tribal stakeholders asking about what FEMA Integration Team (FIT) team members look like for tribes. Suggested consideration of technical assistance for FIT team members to provide to tribes just-in-time.

### 7.2 Advance Assistance

- HMA Advance Assistance Discovery Findings Report and Executive Summary have been completed.
- HMA is working to figure out what comes next.

### 7.3 Tribal Engagement & Communications

- HMA connected with several people to work through the draft HMA Tribal Engagement Strategy and draft FY19 HMA Tribal Engagement Implementation Plan. Revisions to both documents are being incorporated based on the feedback provided by the HMA Tribal Engagement Task Force.
- HMA extended an offer for ESWG Members to identify tribal stories, similar to the one about the Santa Clara Pueblo in the latest Mitigation Minute, if they want to share mitigation stories through that or other HMA channels.

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## 8 Action Items

#	Action Item	Owner	Due	Notes
1	HMA ESWG Members to review submitted abstracts for 2019 HM Workshop. <a href="https://www.surveymonkey.com/r/RYFBRSG">https://www.surveymonkey.com/r/RYFBRSG</a>	ESWG Members	11/30/2018	
2	ESWG Members to send (1) questions, (2) potential topic areas for the 19Q1 ESWG meeting, or (3) other FEMA areas they think could be helpful and contribute to a particular topic discussion to HMA and ESWG Support.	ESWG Members	Dec-18	
3	For ESWG Members that participated in the FY18 PDM and FMA Application Period webinars, provide any feedback you have to HMA.	ESWG Members	12/19/2018	
4	Continue to work with new Members regarding 19Q1 availability.	ESWG Support	11/30/2018	
5	Send out additional options for 19Q1 meeting times in late February/early March.	ESWG Support	11/30/2018	
6	Follow-up with Bryan Adams regarding existing, extra questions that could be used	ESWG Support	12/7/2018	
7	ESWG Support to update 19Q1 ESWG Meeting Agenda topics list based on 18Q4 meeting notes and bring back to ESWG for comments. <ul style="list-style-type: none"> <li>Add [annual] ESWG priorities</li> </ul>	ESWG Support	Jan-19	Dependent on #2
8	Talk with Tara Seibold (HMA) to identify what support is needed to get HMA101 developed and delivered.	Jennie Orenstein	TBD	
9	Connect with Tom Hughes to discuss Mitigation Core Competencies work stream support, possibly including Chris Blinzinger if he's interested.	Jennie Orenstein	TBD	
10	Confirm with HM Workshop POC regarding plans for Workshop duration – are the number of days for the workshop being cut down?	Jennie Orenstein, Nicole LaRosa	TBD	
11	Jennifer to find ECIA newsletter and/or regional newspaper digital copies about ESWG and share with the ESWG.	Jennifer Walker	12/19/2018	
12	2019 HM Workshop Team to send HMA ESWG submitted abstracts for review.	Mitch Levinson	11/21/2018	Done
13	Initiate an invitation between outgoing and incoming members to allow for the passing forward of institutional knowledge.	Nicole LaRosa	11/30/2018	
14	Connect Jim Poppen (new ESWG Member from SD) with Sarah White and Tom Hughes by end of November	Nicole LaRosa	11/30/2018	



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#	Action Item	Owner	Due	Notes
15	Follow-up with Chris Blinzinger about Trivia Night	Nicole LaRosa	TBD	
16	Reach out to Jennifer Walker to ascertain what information was and wasn't provided when she joined the ESWG, prior to her first meeting.	Nicole LaRosa	TBD	
17	Ask Jim Poppen about his availability around the February dates. Is there any flexibility in the period he indicated a conflict?	Nicole LaRosa	TBD	
18	Reach-out to Paula Gutierrez and confirm if she will be staying on in 2019.	Nicole LaRosa, Jennie Orenstein	12/7/2018	
19	Discuss further ideas for mitigation project site(s) for 19Q1 ESWG meeting.	Tom Hughes, Region III SHMOs	TBD	

# Meeting Notes



## 9 HMA ESWG 2018 Work Streams

Work Stream	Team	Non-ESWG Contributors / POCs
<b>1. Individual ESWG Member Outreach with Stakeholders</b>	<ul style="list-style-type: none"> <li>• {all ESWG Members}</li> <li>• George De La O (Deputy, if needed)</li> <li>• Dorothy Cook</li> </ul>	<ul style="list-style-type: none"> <li>• ESWG Support – Nicole LaRosa</li> </ul>
<b>2. Mitigation Core Competency and Skills Analysis</b>	<ul style="list-style-type: none"> <li>• Tom Hughes (Lead)</li> <li>• Dorothy Cook (Deputy)</li> <li>• Chris Blinzinger</li> <li>• Sarah White</li> </ul>	<ul style="list-style-type: none"> <li>• ESWG Support – Nicole LaRosa</li> <li>• Robert Perry (EMI)</li> </ul>
<b>3. Advance Assistance Outreach and Education</b>	<ul style="list-style-type: none"> <li>• Chris Blinzinger (Lead)</li> <li>• Ryan Janda (Deputy)</li> <li>• Donna Boreck</li> <li>• George De La O</li> <li>• Jennifer Walker</li> </ul>	<ul style="list-style-type: none"> <li>• Sarah McGarvey</li> <li>• ESWG Support – CG Strategy</li> </ul>
<b>4. Tribal Engagement and Communications</b>	<ul style="list-style-type: none"> <li>• Paula Gutierrez (Lead)</li> <li>• Tracy DePew (Deputy)</li> <li>• George De La O</li> <li>• Kaylynn Gresham</li> <li>• Donna Boreck</li> <li>• Jennie Orenstein</li> </ul>	<ul style="list-style-type: none"> <li>• HMA-Tribal Engagement Strategy Task Force &amp; Core Group</li> <li>• ESWG Support – CG Strategy</li> </ul>
<b>5. Annual Hazard Mitigation Stakeholder Workshop Planning</b>	<p><b>2019</b></p> <ul style="list-style-type: none"> <li>• Sarah White (Lead)</li> <li>• Jennie Orenstein (Deputy)</li> <li>• Tom Hughes</li> <li>• Paula Gutierrez</li> <li>• Kaylynn Gresham</li> <li>• Tracy DePew</li> </ul>	<ul style="list-style-type: none"> <li>• Mitch Levinson (HM Workshop Planning POC)</li> </ul>
<b>6. Online HMA Knowledge and Support Forum (IdeaScale)</b>	<ul style="list-style-type: none"> <li>• George De La O(Lead)</li> <li>• Jennie Orenstein (Deputy)</li> <li>• Tom Hughes</li> <li>• Paula Gutierrez</li> <li>• Kaylynn Gresham</li> <li>• Tracy DePew</li> </ul>	<ul style="list-style-type: none"> <li>• ESWG Support – Nicole LaRosa</li> </ul>