



Meeting Minutes

Date: December 10, 2003
To: Debbie Peery, Alabama EMA
Linda Egger, Alabama EMA
URS Distribution
File
Subject: **Project Initiation Meeting**
State of Alabama Enhanced State Hazard Mitigation Plan

BACKGROUND

On Friday, December 5, 2003, representatives of the Alabama Emergency Management Agency [AEMA] and the URS Corporation [URS] held an initial meeting in Birmingham, Alabama consistent with Task 1.1 of URS' proposed scope of work.

Attendees:

The meeting was attended by the following people.

Debbie Peery, AEMA	[DP]
Linda Egger, AEMA	[LE]
Steve Flukinger, URS	[SF]
Steve Pardue, URS	[SP]
Stuart Wallace, URS	[SW]
Tom Hunter, URS	[TH]
Nicole Pagano, URS	[NP]
Bob Norcross, URS	[BN]

Purpose of the Meeting

The meeting had several purposes. The Minutes section provides more details.

1. Introduce key participants in the planning process.
2. Provide a context for the project and background information about DMA 2000 plans.
3. Discuss the project work program and schedule.
4. Explain and assign tasks.

Materials Provided and Discussed at the Meeting

A bound booklet with the agenda and technical details of the work was distributed to all attendees. At the end of the meeting each participant received a copy of the attendees list. DP provided copies of the letter from FEMA Region IV to AEMA that established the initial schedule for the project.

MINUTES

The following represents the major discussion points from the meeting. For clarity, these points may be presented in a different sequence than discussed at the meeting.

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Planning Requirements

Attendees reviewed the requirements for standard and enhanced mitigation plans. A number of immediate action items were identified (see list below) but the main items were the formation of a State Hazard Mitigation Team and the need to start gathering data and information for the Baseline Assessments.

State Hazard Mitigation Team (SHMT)

The attendees discussed the need to form a State Hazard Mitigation Team [SHMT] and its potential composition including:

- DP discussed an Executive Order signed by the previous Governor that established a state hazard mitigation planning team. The EO expired with the Governor's administration and the team was never assembled.
- DP introduced the idea of having Emergency Management Coordinators as SHMT members since they are already the official points of contact for such activities.
- DP noted that the Regional Planning Commissions (RPCs) statewide are not consolidated as a group, and that there is no statewide land planning agency.
- Option of setting up a steering committee of no more than 10 people to represent the [probably] larger SHMT. SP suggested that AEMA use the list from the Executive Order as the basis for this.
- There was general agreement that SHMT membership should be identified before year's end. URS and AEMA will collaborate to identify potential members and develop two products, [1] a letter to the Governor requesting that an executive order be issued regarding who should participate and to what extent, and [2] a draft letter for the Governor to sign to send out to potential members of the SHMT. See action items below for detailed descriptions of these products and timing.

Public Involvement

SW identified options for how opportunities for public input could be developed. URS will provide more detail for review by the SHMT at the next scheduled meeting (see action items below). It was noted that the SHMT should include individuals with mass communication experience and expertise to help in the process of public involvement.

Work Plan and Tentative Schedule

The attendees discussed the schedule for the project. SW noted that the standard part of the plan would be completed in draft form by August, and that the enhanced portion would be in progress then, but not completed until the end of November.

There was agreement that the schedule indicated by FEMA in its letter to AEMA appears sufficiently flexible. URS will assist AEMA in drafting a letter to FEMA R-4 agreeing to the schedule in principle, but indicating that there may be some movement if the deadlines become impractical (see action items).

Discussion about setting dates for SHMT meetings. The initial SHMT meeting was tentatively set for the last week of February, 2004 with subsequent meetings to follow every other month. The consensus of the attendees was that future dates should be set prior to the initial meeting, and team members made aware of the dates as soon as possible. A complete list of dates for meetings should be included in the initial letter to SHMT members.

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Information Needs

LE noted that 25 of 67 counties in the State have mitigation plans near completion and most of the rest of the counties in the State are under some stage of development, but that most are not proficient with the risk assessment component, so those plans may be of limited usefulness in developing the vulnerability and risk assessment portions of the statewide plan.

DP noted on-going work by Dewberry & Davis. SW noted that URS has already been in contact with D&D and will continue to coordinate efforts.

Attendees discussed the information identified on the "wish list" portion on pages 14 and 15 of the handout booklet. These items are described in more detail in the action items section below.

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ACTION ITEMS

The following actions items were identified during the meeting. The responsible party is identified in [brackets]

Re: State Hazard Mitigation Team (SHMT)

1. Identify and contact appropriate liaison with Governor's office [DP with BN as needed]
2. Identify appropriate SHMT membership [DP, URS]
3. Prepare letter to Governor requesting that he assist in designating the SHMT, provided to AEMA in draft, for forwarding to Governor or liaison. [SW]
4. Prepare letter to proposed SHMT members and steering committee [from Governor to SHMT], provided to AEMA; letter will describe team membership in terms of technical requirements, commitment, schedule [SW]
5. Contact Todd Davison [FEMA R-4 Mitigation Division Director] to ask if he would be willing to address the SHMT at their initial meeting. [DP or LE]

Re: Public Involvement

6. Discuss with Governor or his representative the idea of putting Hazard Mitigation planning information on the State website as part of the public involvement component. [DP]
7. Continue developing ideas about appropriate public involvement in process. [All]
8. After ideas about public involvement at State level are identified, prepare a letter to FEMA R-4 explaining SHMT proposal for satisfying this requirement; for FEMA concurrence. [URS draft, DP to forward]

Re: Work Plan and Tentative Schedule

9. Prepare letter to FEMA Region 4 indicating concurrence with the overall schedule, but asking that they remain flexible; draft to AEMA. [SW]

Re: Information Needs

10. Obtain NFIP flood claim and repetitive loss databases from FEMA [DP and SP]
11. Obtain Statewide GIS base map. [BN]
12. Obtain Statewide repetitive loss study, South Alabama Regional Planning Council [DP provide to SP or SW; may be part of NP visit to AEMA]
13. Gather information about State critical facilities. [DP, with assistance from NP as needed]
14. Obtain Statewide risk assessment [DP, provide to SP or SW; may be part of NP visit to AEMA]
15. Obtain NOAA coastal study/risk assessment. [DP, provide to SP or SW; may be part of NP visit to AEMA]
16. Obtain and review "dam books". [DP, provide to SP or SW; may be part of NP visit to AEMA]
17. Initial NEMIS query to identify all mitigation projects Statewide funded by FEMA. [DP, with URS assistance as needed. Request should probably go through Region 4]

These minutes were prepared by URS on December 10, 2003. Please contact Steve Pardue (301.670.5495 / steven_pardue@urscorp.com) with any comments or corrections.



Meeting Minutes

Date: January 28, 2004
To: Debbie Peery, Alabama EMA
Charles Williams, Alabama EMA
Linda Egger, Alabama EMA
URS Distribution
File
Subject: **January 19 and 20, 2004**
Project Progress Meeting
State of Alabama Enhanced State Hazard Mitigation Plan

Background

On Tuesday, January 19 and Wednesday, January 20, 2004, representatives of the Alabama Emergency Management Agency [AEMA] and the URS Corporation [URS] held a project progress meeting in Clanton, Alabama at the offices of the Alabama EMA, consistent with Task 1.3 in the approved scope of work.

Attendees

The meeting was attended by the following people.

Debbie Peery, AEMA	[DP]
Charles Williams, AEMA	[CW]
Steve Pardue, URS	[SP]
Tom Hunter, URS	[TH]
Aranzazu Pacqua, URS	[AP]
Bob Norcross, URS	[BN]
Jerry McRay, AEMA	[JM]

Purpose of the Meeting

1. Update progress on tasks to date.
2. Review action items from last meeting.
3. Detailed discussion about the planning process and composition of the SHMT.
4. Detailed discussion about specifics of DMA2K planning requirements.
5. Explain and assign new tasks.
6. Discussion about meeting and conference call schedule for the remainder of the project.

Materials Provided at the Meeting

1. Meeting agenda.
2. Preliminary draft of hazard identification section of plan.
3. Markup copy of Federal Register notice that outlined standard and enhanced State mitigation plan requirements.
4. Outline of discussion points related to planning requirements.

Minutes

The following represents the major discussion points from the meeting. For clarity, these points may be presented in a different sequence than discussed at the meeting.

Review of Action Items from December 10, 2003 Meeting

[numbering reflects action items from minutes of 12/10/03 meeting, italics are original text of minutes, bold text indicates discussion/resolution]

1. *Identify and contact appropriate liaison with Governor's office [DP with BN as needed].*
Liaison identified as Phil May, AEMA. Additional action required by CW to brief Phil May on this requirement [included in Action Items at the end of these minutes].
2. Identify appropriate SHMT membership [DP, URS].
As per previous discussions, SHMT membership is identified as those individuals listed on Executive Order 46 [see further discussion below]. The minutes of the 01/19/04 meeting include a detailed discussion of the composition of the Team and the overall structure of the planning process.
3. Prepare letter to Governor requesting that he assist in designating the SHMT, provided to AEMA in draft, for forwarding to Governor or liaison. [SW]
Completed.
4. Prepare letter to proposed SHMT members and steering committee [from Governor to SHMT], provided to AEMA; letter will describe team membership in terms of technical requirements, commitment, schedule [SW]
Completed.
5. Contact Todd Davison [FEMA R-4 Mitigation Division Director] to ask if he would be willing to address the SHMT at their initial meeting. [DP or LE]
Not completed as of 01/19/04. DP will send an email to Todd Davison making him aware of the 02/26/04 meeting.
6. Discuss with Governor or his representative the idea of putting Hazard Mitigation planning information on the State website as part of the public involvement component. [DP]
Discussed in detail with Jerry McCarthy during 01/19/04 meeting, see details below. Added to Action items in this memo.
7. Continue developing ideas about appropriate public involvement in process. [All]
Discussed in detail during 01/19/04 meeting, see details below.
8. After ideas about public involvement at State level are identified, prepare a letter to FEMA R-4 explaining SHMT proposal for satisfying this requirement; for FEMA concurrence. [URS draft, DP to forward]
Discussed further at 01/19/04 meeting. To be included in a memo from AEMA to FEMA R-4. See details in minutes below, and Action Items.

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9. Prepare letter to FEMA Region 4 indicating concurrence with the overall schedule, but asking that they remain flexible; draft to AEMA. [SW]
URS completed draft. Will combine with memo from AEMA to R-4. See Item 8 above, and minutes/Action Items below.
10. Obtain NFIP flood claim and repetitive loss databases from FEMA [DP and SP]
Completed and integrated onto GIS platform as part of initial hazard identification.
11. Obtain Statewide GIS base map. [BN]
Completed with information from DP.
12. Obtain Statewide repetitive loss study, South Alabama Regional Planning Council [DP provide to SP or SW; may be part of NP visit to AEMA]
Completed. Under review.
13. Gather information about State critical facilities. [DP, with assistance from NP as needed]
Not completed. Discussed at 01/20/04 meeting. See notes below.
14. Obtain Statewide risk assessment [DP, provide to SP or SW; may be part of NP visit to AEMA]
DP sent to SP for review. Review ongoing.
15. Obtain NOAA coastal study/risk assessment. [DP, provide to SP or SW; may be part of NP visit to AEMA]
DP sent to SP for review. Review ongoing.
16. Obtain and review “dam books”. [DP, provide to SP or SW; may be part of NP visit to AEMA]
Not completed.
17. Initial NEMIS query to identify all mitigation projects Statewide funded by FEMA. [DP, with URS assistance as needed. Request should probably go through Region 4]
Partially completed, but information sent by R-4 was inadequate. DP will request more detailed information. See Action Items from below.

Minutes of January 19 and 20, 2004 Meetings in Clanton, AL.

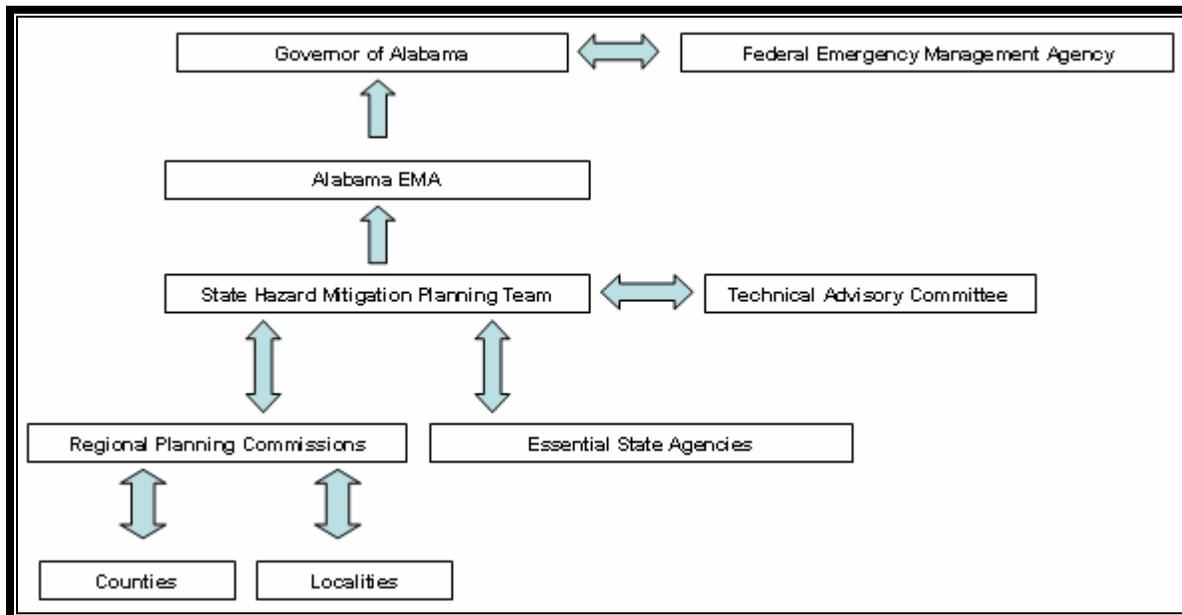
State Hazard Mitigation Team (SHMT)

There was a general discussion about the structure and composition of the SHMT. The graphic below shows the proposed overall organization of the planning process.

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CW suggested, and there was general agreement, that the Regional Planning Commissions are the logical best liaison between the SHMT and the numerous Counties and localities that will be part of the planning process. This is because they are responsible for assembling the local plans produced to comply with DMA2K legislation, and because of their overall purpose have excellent knowledge of the various local government operations, and also of the numerous private and quasi-public groups in the State that may have an interest in the planning process [see further notes below]. AEMA will send a letter to the directors of the RPCs to ask for their cooperation in developing the plan. There is a meeting of the RPCs scheduled for January 30 that URS and AEMA will try to attend [see Action Item].

The State Hazard Mitigation Planning Team [SHMT]

The SHMT is comprised of the individuals listed in the Executive Order. The proposed structure is based on the concept of the SHMT as the lead organization, responsible for managing the process and developing the plan. The process establishes several ways for the lead agency and consultants to communicate with the SHMT. The process is described in more detail below.

The Technical Advisory Committee [TAC]

The TAC is a sub-group within the SHMT. The composition of the TAC will be determined during the initial meeting of the SHMT, and is expected to comprise no more than six individuals. The purpose of having a sub-group is to allow a quick flow of information among representative members, so that various sub-components of the plan can be developed expeditiously and forwarded to the full membership of the SHMT for consideration.

The Regional Planning Commissions [RPCs]

The State has 12 RPCs and an Association of RPCs. Nearly all of the County hazard mitigation plans are being developed by the Planning Commissions, so it is presumed that getting the RPCs involved will be the best way to develop a good understanding of local hazards, vulnerabilities, and hazard mitigation goals/strategies/objectives. The RPCs are an essential part of the overall process, both in terms of gathering information from the County and local levels, as well as passing information back to that level. Public involvement is an essential element in this planning process, and the RPCs are in turn an important conduit.

Essential State Agencies [ESAs]

In addition to the individuals and agencies that are listed as SHMT members in the EO, there are numerous State agencies that have an interest in the Plan [and the planning process] and must be informed of the process and included in it [to some degree] in order to ensure that the Plan is eventually adopted. During the 1/19 and 1/20 meeting with AEMA, the following agencies were identified as ESAs. [DP see action item regarding checking this list, verifying completeness and that the names of the ESAs are correct, developing a contact list/contact information – URS can assist; please advise.]

1. ALDOT
2. ADEM
3. ADECA [especially OWR representation]
4. AL Historical Commission
5. Office of the AL State Geologist
6. AL Department of Public Safety
7. AL Office of Homeland Security
8. Poarch Creek Tribe
9. AL Department of Forestry
10. AEMA
11. TVA [?]
12. Alabama Power

Counties and Localities

As noted above, the proposed model for involving Counties and localities in the planning process is to request that the RPCs serve this function. By definition the Counties and localities include all local [i.e. not regional] utilities, including power and water distribution [and treatment]. The RPCs will be requested to determine the composition of the

Other Organizations

There are also a number of quasi-public and private citizens groups that should probably be involved with the planning process on some level. For example, the Choctohatchee/Pea/Yellow Rivers Watershed Authority [please check for exact name/spelling], among potentially many others. The RPCs will be requested to provide information about such organizations, as will the members of the SHMT. As the planning process proceeds we expect to develop a more complete understanding of the groups that should be involved.

Addition of 1/18/04. The week of January 26 DP contacted SP and indicated that the RPC directors have a monthly meeting, and that she would contact them to see if URS and AEMA could get on the next agenda to discuss the planning process and their role in it.

Status of the Executive Order

Since the 12/10/03 meeting AEMA prepared modifications to the Executive Order [No. 46]. On January 20, the AEMA General Counsel sent the proposed EO to the Governor's office for signature. Once signed, the EO will be included in backup documentation for the State hazard mitigation plan. DP will provide a copy of the signed EO to URS for inclusion in Plan materials. The EO establishes the membership of the SHMT, listing individuals and their departments. DP will forward a copy of the signed EO to AP.

SHMT General Meeting on February 26, 2004

On February 26, there will be a general meeting of the SHMT in Montgomery, AL, at the Alabama Center for Commerce. All the proposed members of the Team were notified of the meeting in a January 12, 2004 letter from Bruce Baughman, Director of AEMA. A copy of one of the letters will be included as backup in the Plan. The February 26 meeting will be the initial meeting of the Team, and will be a combination of presentations and explanations [by URS and AEMA] and a working session to begin forming the initial parts of the plan. Additionally, the Team will select a group of five to ten individuals to serve as the Technical Advisory Committee [TAC], a sub-group of the overall team that will be responsible for most of the planning work that the larger group will review. URS and AEMA will hold a conference call at 11 a.m. EST on Thursday, February 12 to discuss the meeting. URS will prepare the agenda, presentations and any draft plan materials that will be handed out and discussed at the meeting [see Action Items].

Public Involvement and Notification, Communication with Team Members and Interested Parties

Communication with the different groups and individuals involved with the plan will be accomplished in several ways.

Posting on AEMA Web Site. Jerry McRay said that it will be possible to place a link on the AEMA web site to allow users to look at general Plan information and updates. URS will work with AEMA to get this set up, and will provide the initial materials. Later, we will post schedules, add updates, provide meeting agendas and minute meetings, etc.]. AP will lead this effort --- see Action Items. AEMA/URS will establish a master mailing list [AP] that will be used to notify all appropriate parties when there is updated information on the web site. Include the internal mailing lists mentioned by DP in the meeting.

Establish password-protected FTP access for Team members and other pre-identified individuals who will be reviewing materials as the Plan develops. AP see action item.

Institute a comprehensive email list that will be used to inform various groups and individuals of additions to the FTP site and/or new web postings about the plan.

Public workshops. The scope of work describes two meetings in which the public will be invited to hear presentations about development of the plan and provide feedback.

Proposed Schedule for Remaining Meetings

The table below provides a proposed schedule for the remainder of the meetings. All dates are 2004.

Date and Time	Purpose
December 10; 1 p.m.	Project initiation meeting.
January 19 and 20; all day	Progress and Coordination meeting #1. [Task 1.3]
February 26; all day	Progress and Coordination meeting #2 [Task 2.5]. First general meeting of the State Hazard Mitigation Planning Team. Provide background to all Team members [see draft agenda when available]. Select Technical Advisory Committee [TAC]. Discuss remainder of schedule. Assign tasks to TAC.
April 1; TBD	Progress and Coordination meeting #3 [Task 5.3]. Second general meeting of the SHMT. Discuss progress on Tasks 3, 4 and 5. Review content for public workshops.
April 15; TBD	Public workshop #1 [Task 5.4]. Present to the public findings and conclusions of all work to this point in the planning process.
July 15; TBD	Progress and Coordination meeting #4 [Task 8.2]. Third general meeting of the SHMT. Update progress on Phase 2 research. Discuss basic components of the hazard mitigation action plan, for SHMT consideration and approval.
July 29; TBD	Public workshop #2 [Task 8.4]. Summarize previous activities and present proposed mitigation activities to the public.
August 26; TBD	Progress and Coordination meeting #5 [first meeting of Task 9.1]. Third general meeting of the SHMT. Review all products in preparation for final approval and submission to Governor and Legislature. Identify final changes to draft materials.
September 23; TBD	Progress and Coordination meeting # 6 [Second meeting of Task 9.1]. Fourth and final general meeting of the SHMT. Review all products in preparation for final approval and submission to Governor and Legislature. Approve the State Hazard Mitigation Plan.

Action Items from January 19 and 20, 2004 Meetings

The following actions items were identified during the meeting. The responsible party is identified in [brackets].

1. Contact the Association of RPCs or the individual RPCs to determine if AEMA and URS can attend the meeting on January 30 to present and discuss the planning process with attending members. Prepare a short briefing and/or powerpoint presentation for the meeting. Determine if additional meetings with individual or groups of RPCs are indicated. [TH, with SP and/or SW].
2. Review list of Essential State Agencies [see above] to ensure appropriate representation. Determine points of contact in all ESAs and obtain contact information, including email addresses. Consider changing the name to something else so non-essential State Agencies don't get the wrong idea. [DP]

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3. Establish liaisons with each of the RPCs to facilitate ongoing coordination. [TH]
4. Establish liaisons with each of the Essential State Agencies to facilitate ongoing coordination. [TH]
5. Develop a list of other private and quasi-public organizations that will be involved in the planning process or regularly informed of progress and asked for feedback. [TH]
6. Contact the ADECA Office of Water Resources [OWR] to discuss their work in prioritizing areas of the State for FEMA's map modernization program. Meet with OWR and obtain whatever materials may be available in this regard. [TH]
7. URS to organize conference call with AEMA for February 12 at 11 a.m. EST to discuss the meeting of February 26. URS will also prepare a draft agenda for AEMA approval, and discussion on the call. [AP, with input from SP, TH, SW]
8. Contact Department of Risk and/or Department of Finance to obtain a list of State-owned facilities. Forward list to URS. [DP]
9. Prepare a letter to the RPCs described their proposed involvement in the development of the State hazard mitigation plan. [SP or SW]
10. Follow up with AEMA Counsel to determine status of Executive Order, when signed, to whom distributed. [DP, advise AP]
11. Obtain a copy of the signed EO, scan and archive for use in the plan. [AP, through DP]
12. Contact Phil Thiel of Dewberry to determine what information they have about critical facilities, statewide infrastructure, as well as what Dewberry may have developed in the GIS realm. [SP]
13. Email reminder to SHMT regarding meeting on February 26. [DP]
14. Determine GIS needs and forward list to Jerry McRay [AEMA]. [AP, get input from SP, SW, C. Maggio]
15. Obtain email addresses for all SHMT membership [those not already provided]. [DP]
16. Establish master email list for general notification. [AP, with DP]
17. Prepare agenda, presentation materials and draft plan materials for February 26, 2004 meeting in Montgomery. [SP, AP, SW]
18. Develop proposed dates for all future conference calls and meetings. [SP and SW, to be circulated to all appropriate AEMA/URS staff for approval].
19. Prepare a letter to FEMA R-4 that responds to RD inquiry, describes proposed public involvement procedures and requests the Region's opinion about whether it is necessary to have the plan formally approved by the State and signed by the Governor prior to submitting it for approval. The letter also must firmly establish a schedule for the planning process. [SP]
20. Determine the availability and appropriate method for establishing a secure FTP site through URS for use by the SHMT. [AP] – high priority.
21. Contact Jerry McRay about posting Plan updates on the public AEMA website. [AP]
22. Prepare materials for posting on the AEMA web site. [SP and/or SW]
23. Request more complete information on mitigation and public assistance from FEMA R-4 [via NEMIS query]. [DP]
24. Develop and maintain a master chronology of activities in the planning process. [AP]
25. Develop and maintain a master contact list. [AP]

These minutes were prepared by URS on January 22, 2004. Please contact Steve Pardue (410-859-5049 extension 213 / steven_pardue@urscorp.com) with any comments or corrections.

Meeting Minutes

Date: March 23, 2004

To: Alabama State Hazard Mitigation Council
Debbie Peery, Alabama EMA
Linda Egger, Alabama EMA
URS Distribution
File

Subject: **February 26, 2004**
First General Meeting of the
State of Alabama Hazard Mitigation Council

Steve Pardue of URS Corporation initiated the meeting by introducing Charles Williams of the Alabama Emergency Management Agency. Mr. Williams briefly introduced the project and discussed the purpose of the meeting. He noted the Alabama State Hazard Mitigation Plan should be customized consistent with the needs of the State and the State Hazard Mitigation Council [also referred to as the Team, or SHMT, throughout these minutes].

Todd Davison [Mitigation Division Director, FEMA Region 4, Atlanta] was introduced. He briefly discussed the Disaster Mitigation Act of 2000 and noted that it was the basis for the hazard mitigation planning process. He briefly discussed the importance of the planning process and its benefits. He noted that the planning process should allow people to talk and share information, drive coordination between all stakeholders, establish a rational project decision-making process, and provide for optimization of dollars expended.

There was a brief discussion of risk reduction. It was noted that the first step was to define the problem [risk assessment] and the seriousness. There was discussion about the role of hazard mitigation planning in de-politicizing decisions in the post-disaster environment, based on the idea that planning provides a better basis for identifying risks. However, the plan must be implemented to be effective and achieve any true risk reduction. Mr. Davison also noted that significant effort had been put forth in development of the *Map Modernization Program* and good loss reduction techniques had been defined based on that effort.

There were then some follow-up comments:

- In Alabama, most County Hazard Mitigation Plans are multi-jurisdictional and include incorporated cities.
- A procedure should be set up for assessing the value of risk reduction projects, in turn, this allows for a process to define successes.
- A \$13 million grant / bond program established in Birmingham for Village Creek for buyouts / flood reduction projects was mentioned. A study was performed for this project on return on investment which concludes the project to be very beneficial.

Mr. Pardue noted that the plan being developed is not a URS or AEMA plan, but rather the State of Alabama and the State Hazard Mitigation Team's Plan.

The first section of the presentation included PowerPoint slides (included in the meeting materials binder, Appendix F – PPT Slides, pages 1 through 9). The following is a brief overview of that PowerPoint presentation.

The meeting will provide background information about planning requirements, preliminary results of the risk assessment, and describe what the SHMT is going to be doing, and when. Each participant then introduced themselves noting their name and organization. A Sign-In Sheet was then initiated. The Agenda was then discussed as follows:

1. Background and need for the plan.
2. Progress to date, especially risk assessment.
3. Discussion of SHMT role.
4. Schedule.

Mr. Pardue noted the available meeting materials included:

- Binder sections including:
 - Agenda
 - Background
 - Hazard and Risk Information
 - Goals, Objectives and Strategies
 - Appendices
- Printed PowerPoint slides for note-taking

Mr. Pardue stated the purpose of the meeting is to get the SHMT ‘up to speed’; explain the process and background; establish the Technical Advisory Committee (TAC); and set the schedule and assign tasks. He then noted all of the SHMT meetings are intended to be working sessions. The time allowed to complete the plan and the number of people involved make it important to use our time efficiently. The deadline for the plan is November 1, 2004, but the plan must be *adopted* by that time. Planning requirements were established by Congress and FEMA as per the Federal Register Notice (Appendix B) and the purpose of the plans is to rationalize the process of measuring risk and identifying actions. Section 201.4 sets a deadline of November 1, 2004 and demonstrates the State’s “commitment to reduce risks from natural hazards”. It also guides State decision makers in committing resources to hazard mitigation.

Mr. Pardue mentioned that the planning process should include coordination with other Federal and State agencies and interested groups. It should be integrated with other State planning efforts and FEMA mitigation programs and initiatives. The Plan should include:

1. A description of the process, how the plan was prepared, who was involved and how other agencies participated.
2. Risk assessment.
3. Overview of hazards and vulnerabilities.
4. Mitigation strategy.

5. A description of State goals to select activities to reduce future damages.
6. Discussion of existing policies, programs and capabilities.
7. Discussion of funding capabilities.
8. Identification, evaluation and prioritization of cost effective, environmentally sound and technically feasible mitigation actions and activities with an explanation of how actions contribute to strategy.
9. Identify funding sources.
10. Section on coordination of local mitigation planning.
11. Plan maintenance process.
12. Establish a method and schedule for monitoring, evaluating and updating the plan and a plan adoption process.

Mr. Pardue then discussed the enhanced state mitigation plan requirements including:

- Adherence to standard state plan requirements
- Integration with other planning initiatives
- Project implementation capability
- Program management capability
- Assessment of mitigation actions
- Effective use of available mitigation funding
- Commitment to a comprehensive mitigation program.

He then noted Executive Order [EO] 19 was signed by the Governor establishing the SHMT [called the Council in the EO], reiterating the need for a State mitigation plan. A draft copy is in Appendix E. He then briefly described the mitigation planning process noting the “how to” guides developed by FEMA.

During and following the first section of the presentation, several comments were made:

- Mr. Davison stated that some level of approval is required, but not necessarily legislative approval. A resolution should be adequate.
- It was noted that the State Association of Firemen should be included in the process and relevant information and correspondence provided to them.
- Building code issues were discussed as important, relevant to mitigation strategies and it was said that the “International Building Code” office in Birmingham should be contacted.
- A comment was made to the effect that the Governor, through Executive Order 19, is supportive of the process. However, several agencies are not present and their support is needed.

- Ms. Ellen Austin asked, “Is it okay if a project is identified in the County Hazard Mitigation Plan, but not in the statewide plan?” FEMA representatives responded that specific projects such as safe rooms, buyouts, elevation, etc. should be identified in the County level plan, but the State plan should reflect Statewide risks, goals, strategies, actions, priorities, etc., not local ones.
- The current status of County level plans was then discussed. Ms. Linda Egger [AEMA] noted that 35 County level plans had been submitted to AEMA for review and 10 submitted to FEMA for review. To date, none had been approved by FEMA.
- Ellen Austin noted that questionnaires provided by URS will be completed for counties in which Regional Planning Councils are preparing County hazard mitigation plans. This is only about half of the counties preparing plans. In the other cases, it may be more difficult to secure completed questionnaires. Linda Egger and Ellen Austin will work together to assure that each County for which Regional Planning Councils are not preparing the Hazard Mitigation Plans [i.e. that they are being prepared by consultants or using in-house resources] receives the questionnaire with a request to provide data. They could also work with these counties to monitor their progress in completing the questionnaire.

There was a discussion about what organizations should be added to the list to receive information and updates about the hazard mitigation plan. The following is a list of agencies / entities mentioned to be added to the current list:

- BellSouth
- Alabama Gas
- Tennessee Valley Authority
- Alabama Power
- Alabama Volunteer Fire Fighters Association
- Alabama Emergency Management Council
- Alabama State Docks
- U.S. Coast Guard
- Alabama Hospital Association
- Redstone Arsenal
- Anniston Army Depot
- Alabama Chapter of APA
- Coastal Zone Regulatory Program
- GIS Council
- Critical departments of ADECA

The next session began at 10:50 a.m. Mr. Pardue began the PowerPoint presentation, presenting “Part 1 – Organizing Resources,” as included in the Meeting Materials Binder, Appendix F, pages 10 through 12. There was a discussion of how to assess community support including: counties, local jurisdictions, State agencies, Federal agencies and other non-governmental agencies. There was a brief explanation of how the Planning Team was identified (i.e. via EO 19). The 12 Regional Planning Councils and their role were also discussed.

A general diagram, indicating the general flow of information between participating agencies was presented. The following is a brief description of the process identified in the diagram. The Alabama Legislature or Governor will sign and approve [adopt] the plan. AEMA is the lead agency, with facilitation from URS. The SHMT develops draft and final plans and forwards them to AEMA. Technical Advisory Committee [TAC] is a working group within the SHMT. Regional Planning Councils assist in both directions, to and from local communities and to and from the SHMT [ground-up process].

The group then discussed establishment of the Technical Advisory Committee, a sub-group of the SHMT group intended to be analogous to a steering committee that will make recommendations to the SHMT and make procedural decisions between meetings of the SHMT. URS indicated that a five- or six-member TAC was desirable. They would be included in frequent email updates. Five SHMT members volunteered to serve on the TAC:

- Charles Williams, Alabama Emergency Management Agency
- Trey Glenn, Alabama Department of Economic and Community Affairs
- Ellen Austin, Alabama Association of Regional Councils
- Jason Wright, National Weather Service, Birmingham
- Barbara Gibson, Choctawhatchee, Pea and Yellow Rivers Watershed Management Authority

Mr. Pardue noted the team will engage the public through: SHMT meetings; public workshops; interactions between SHMT and RPCs; interactions between RPCs and communities; and AEMA website.

During and after the second PowerPoint session, several comments with associated discussion took place. The following comments and discussion were noted:

- Regarding natural versus manmade hazards, Todd Davison noted the focus should be on natural hazards, but consideration should be made relevant to the logical relationship to manmade hazards.
- A representative from the State Geologist's office noted that a good landslide or sinkhole inventory does not exist, and a process needs to be developed to address this issue.
- It was noted that development in floodplain areas needs to be addressed through planning and smart building and growth concepts. If you want to mitigate, consider county-wide zoning.
- Mr. Davison noted that existing data sets can and should be integrated into this planning process and risk assessment. He noted that parcel mapping and good digital data sets exist in certain counties.
- Technological hazards associated with entities such as military installations and utility companies will likely not readily reveal their vulnerabilities and risks.
- Representatives from the Alabama Forestry Commission stated that detailed information on wildfires does exist and to contact them for the information.

- A discussion then ensued regarding resources to engage the public. Several options were noted including the following:
 1. National Weather Service website
 2. Red Cross newsletter
 3. Press release via the Governor's office
 4. Web publication
 5. Major media – State Broadcaster's Association
 6. NOAA radio broadcasts
- Potential workshop locations were mentioned including Mobile and Mobile County, Birmingham and Jefferson County, and Huntsville and Shelby County.
- There was a discussion about the plan approval process. It was noted that the legislature will be out in May and will not reconvene by the November deadline. Based on this, an approval process needs to be established in advance and cleared with FEMA Region 4.
- A discussion pursued regarding the best way to communicate with the SHMT and others identified. It was decided that email is likely the best way. However, there were questions regarding if all data should be sent to everyone and should replies go to everyone. It was noted that due to volume of email, replies should likely go to URS Corporation only. A procedure for handling communications needs to be established.

The next presentation discussed risk assessment and developing the mitigation plan. The afternoon session, Part 2: Assess Risks is included in the meeting materials binder, Appendix F, pages 13 – 19. Mr. Pardue noted a risk assessment is a determination of the type and severity of expected future damages. Damages are usually expressed in dollar figures, and include physical damages, deaths, injuries, and interruptions to government, lifelines and businesses.

Risk is a combination of:

1. Probability (how often something happens)
2. Vulnerability (how much things get damaged)
3. Value (what is something "worth")

Hazards are defined as sources of potential danger or adverse conditions. A hazard profile is a general description of the hazard in question, and how it has affected the State in the past. The profile usually includes past events, their duration and magnitude, and how much damage they caused, as well as projections of expected future occurrences and their effects.

The types of hazards initially identified in the plan include:

- Floods
- Hurricanes
- Tornadoes
- Geological hazards
- Fire
- Others [lighting, hail, extreme temps]

He then discussed in more detail risk assessment relevant to floods, tornadoes and geological hazards. He presented information regarding the inventory of assets, estimating losses and asset identification.

The discussion then moved on to “Developing the Plan.” Plan components are generally described in the Federal Register notice [in the Interim Final Rule], although it is general in nature, and each plan is different than others. Prior to the next meeting the SHMT will receive an outline for the Alabama plan for consideration and comment.

A second task for the SHMT is to review the goals, objectives and strategies that are in the meeting materials binder, and begin to develop ideas for Alabama. Some additional ideas for goals, objectives, etc. will come from the local plans, but these are statewide objectives, and should reflect the SHMT’s understanding of how all the local plans fit together and what they mean as a whole.

The last item mentioned was the implementation and monitoring component of the plan and the tentative schedule. At the end of the presentation, several additional comments were noted:

- One individual mentioned that “severe weather” such as ice, hail and straight line wind should be added to the hazards assessment.
- Jason Wright, NWS, stated that updated tornado data was available from 1950 – 2003 and to contact him for this data.
- A question was asked as to how to account for impacts from surrounding communities outside of Alabama, such as impacts on the roadway network in Baldwin County from Florida and Mississippi hurricane evacuation efforts. It was noted that the primary problem regarding evacuations is simply people do not leave early enough.
- Mr. Pardue commented that URS had received a computer database file 22,000 lines long on state-owned facilities. He noted we need a reasonable way to define critical facilities starting with a basic definition. One comment was that if a facility’s use involves life safety issues, it could be classified as a critical facility. It was also mentioned that only schools used as shelters should be considered critical facilities. It also depends how we define our critical issues.

After that discussion the meeting was adjourned.

Prepared by:

Thomas E. Hunter

ACTION ITEM LIST

1. A plan approval process needs to be defined acceptable to FEMA.
2. Assure that each County for which the Regional Planning Councils are not preparing the Hazard Mitigation Plans get copies of the questionnaire. Work with these counties to monitor their progress in completing the questionnaire.
3. Consider adding the following agencies / entities to the current list of participants to the process of receiving project information and updates.
 - BellSouth
 - Alabama Gas
 - Tennessee Valley Authority
 - Alabama Power
 - Alabama Volunteer Fire Fighters Association
 - Alabama Emergency Management Council
 - Alabama State Docks
 - U.S. Coast Guard
 - Alabama Hospital Association
 - Redstone Arsenal
 - Anniston Army Depot
 - Alabama Chapter of APA
 - Coastal Zone Regulatory Program
 - GIS Council
 - Critical departments of ADECA
4. Acquire detailed information on wildfires from the Alabama Forestry Commission.
5. Define workshop locations, with possibilities including Mobile / Mobile County, Birmingham / Jefferson County and Huntsville / Shelby County.
6. A procedure for handling communications needs to be established minimizing mass volumes of emails.
7. Develop an outline and Table of Contents for the Alabama State Hazard Mitigation Plan for consideration at the next SHMT meeting.

8. The SHMT members should review the goals, objectives and strategies that are in the meeting materials binder, and begin to develop ideas for the Alabama Plan for discussion at the next SHMT meeting.
9. Add “severe weather” such as ice, hail and straight line winds to the hazards assessment.
10. Acquire updated tornado data from 1950 – 2003 from the NWS.
11. Get a clear definition of “State Critical Facilities” and define process to identify critical state-owned facilities.

Participant List
 Alabama State Hazard Mitigation Team Meeting
 February 26, 2004
 Montgomery, Alabama

Name	Organization	Address	Email	Telephone
BEAM HANNA	USACE	109 ST. JOSEPH ST MOBILE, AL 36602	billy.d.hanna @5em.usace. army.mil	251-690-2027 Cell 404-4749
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Barbara Gibson	Choctawhatchee, Pea & Yellow Rivers Watershed mgmt. Authority	400 PELL Ave. Collegeview Bldg. Troy, AL 36082	@choctaw @troyst. edu	(334) 670-3780
John C. Chitwood	ADDEM	1890 Cong. Dickinson Dr. Montg. AL 36109.	jc@adem.state .us	334-260-2711
ROBERT E. REED	APSC	P.O. Box 304260 Montgomery AL 36130	rreed@ psc.state.al. us	334-242-2698
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Timothy Taylor	Alabama DOT	1409 Coliseum Blvd. Montgomery, AL 4-101	tylort@ dot.state. al.us	334-242-6275
GIL DUDLEY	AL-ARNG	P.O. Box 3711 Montgomery AL 36109	gil.dudley@ al.ngb.army. mil	(334) 271-7208

Participant List
 Alabama State Hazard Mitigation Team Meeting
 February 26, 2004
 Montgomery, Alabama

Name	Organization	Address	Email	Telephone
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Trey Glenn	ADECA	401 Adams Ave Mont.	treyg@ adeca.state.al.us	334-242-5498
Cindy Bahri	Red CROSS	950 22nd ST N Ste 750 Bham AL 35203	bahric@ usa.redcross. org	205-458-8263
Randy McKee	NWS mobile	8400 Airport Blvd. Bldg #11 Mobile AL 36608	randall. mckee @noaa.gov	251-633-6443
James B. Wright	NWS Birmingham, AL	465 Weatherlane Rd. Calera, AL 35040	Jason.B.Wright@ noaa.gov	205- 664 -7954
James Schumacher	42 Air Base Way	MAXWELL AFB	james.schumache @maxwell.af.mil	334 953-4200
JAMES K. MEREDITH	OWR/NFIP	401 Adams Ave	KenM@adeca. state.al.us	334-353-0853

Participant List
Alabama State Hazard Mitigation Team Meeting
February 26, 2004
Montgomery, Alabama

Name	Organization	Address	Email	Telephone
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STEVEN DENHAM	FEMA	ATL	STEVEN DENHAM STEVEN.A.D STEVEN.DENHAM@DHS.GOV	770-220-5494
Todd Davison	FEMA	ATL	todd.davison@DHS.gov	
Ward Sullivan	AL Secretary of State	Suite 208 State House	wsullivan@ sos.al.gov	242-7217
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Dorothy Reynolds	Geological Survey of AL	Tuscaloosa	dreynold@ ge.state.al.us	205-247-3547
DAVID V. TRANTER	AEMA	CLANTON, AL	DavidT@ AEMA.ALABAMA. gov	(205) 280-2209

Participant List
 Alabama State Hazard Mitigation Team Meeting
 February 26, 2004
 Montgomery, Alabama

Name	Organization	Address	Email	Telephone
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Nancy Harley	Secretary of State	P.O. Box 5616 Montg., AL 36103		(334) 242-7206
Eileen Lewis	Red Cross	950 22 nd St N. Bham 35203	lewisei@ USA.red CROSS.ORG	205 458-8270
Donald Brooks	AL Dept. Consv	64 N. Union St.	DBrooks@ DCNR.State .AL.US	334-242-3161



Meeting Minutes

Date: April 20, 2004
To: Debbie Peery, Alabama EMA
Alabama State Hazard Mitigation Council
URS Distribution
File
Subject: Minutes of Second Meeting of the State Hazard Mitigation Council
State of Alabama Enhanced State Hazard Mitigation Plan

BACKGROUND

On Thursday, April 8, 2004 the Alabama State Hazard Mitigation Council held its second general meeting. The meeting was held from 9:00 a.m. to 4:30 p.m. in Montgomery, Alabama.

Attendees:

The meeting was attended by the following people. Names are shown in the order on the sign-in sheet.

Bruce Freeman, Alabama Department of Environmental Management
Robert Reed, Alabama Public Service Commission
Craig Kneisel, Alabama Attorney General's Office
Charles Williams, Alabama Emergency Management Agency
Stacey Glass, Alabama Department of Transportation
George Conner, Alabama Department of Transportation
Ward Sullivan, Alabama Secretary of State's Office
Barbara Gibson, Choctawhatchee-Pea-Yellow Watershed Management Authority
Charles Johnson, Alabama Department of Human Resources
Donald Brooks, Alabama Department of Conservation
Dorothy Raymond, Geological Survey of Alabama
Steve Denham, FEMA Region IV
Scott Adcock, Alabama Emergency Management Agency
Debbie Peery, Alabama Emergency Management Agency
Beau Hanna, Mobile District U.S. Army Corps of Engineers
Gil Dudley, Alabama National Guard
Johnny Johnson, Alabama Department of Insurance
Robin Caler, East Alabama Planning Council
Ellen Austin, Alabama Association of Regional Councils
Joan Parten, Maxwell AFB
T. J. O'Rourke, Maxwell AFB
Camille Bowman, Alabama Historical Commission
Paul Duval, National Weather Service
Buddy Sharpless, Association of County Commissions of Alabama
Teri Baker, Maxwell AFB
Pamela Higgins, Alabama Department of Agriculture and Industries
John Mosely Hayes, Alabama Department of Public Health
David Frederick, Alabama Forestry Commission
Jason Wright, National Weather Service
Eileen Lewis, Red Cross
Amanda Capps, Alabama Emergency Management Agency

Project Initiation Meeting - State of Alabama Enhanced State Hazard Mitigation Plan

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Steve Pardue, URS

Tom Hunter, URS

Materials Provided and Discussed at the Meeting

Each of the SHMT members was provided a binder with meeting materials. These included

Agenda

Minutes of 2/26/04 SHMT meeting

Draft public information for posting on AEMA web site

Draft outline of Alabama State Hazard Mitigation Plan

Draft section 4.7, "General Description of the Planning Process", subsections 4.7.1 and 4.7.2

Draft section 5.2, "Overview of the Type and Location of all Natural Hazards that can affect the State."

Draft section 5.3, "General Description of Vulnerability and Risk"

Local Capability Assessment Survey document

Draft section 5.4, "Risk Assessment", overview and analysis of State vulnerability to hazards

Draft Introduction and Questionnaire [the State-level organization survey instrument]

Draft section 6.1, "IFR Requirement for Mitigation Strategy"

Draft Section 6.2, "State Mitigation Strategy"

MINUTES

The following represents the major discussion points from the meeting. For clarity, these points may be presented in a different sequence than discussed at the meeting.

I. Approval of Minutes

Mr. Pardue gave a brief review of the minutes of the February 26, 2004 meeting of State Hazard Mitigation Council in Montgomery. A copy of the minutes was posted on the web site on April 1 and an email was sent to all SHMT members advising them that the minutes were available for review. A copy of the minutes was also included in the written materials available at the April 8 meeting.

There was a discussion about organizations that could be added to the list on page 4 of the February 26, 2004 minutes. Various members suggested adding the Mobile Gas Service Corporation, the Alabama Association of Volunteer Firefighters, and the Alabama Fire Chiefs Association. Mr. Frederick indicated that he would verify the correct names of these organizations and forward them to AEMA and URS.

There was consensus that these groups should be added to the State agencies list to receive information about the plan and planning process, and to provide feedback to the SHMT. The organizations will not be considered SHMT members because they are not identified as such in EO 19.

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Meeting Minutes – April 8, 2004

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There was a voice vote to approve the minutes of the February 26, 2004 minutes. Approval was unanimous.

II. Review and Discussion of Materials to be Posted on AEMA Web Site

Mr. Pardue gave an introduction to the multi-page draft document intended for posting on the AEMA web site to inform the public about the plan and planning process. A copy of the document was included in the bound materials provided to each SHMT member prior to the present meeting. The document was also posted on the FTP site. AEMA requested that SHMT members review the document and provide comments by April 13.

III. Review of Plan Outline

Mr. Pardue briefly explained the proposed outline of the hazard mitigation plan. A draft of the document was included in the bound materials provided at the meeting. The outline closely parallels the general structure provided in the Interim Final Rule. There was no discussion of the outline.

IV. Review of Planning Process Section of the Plan

Mr. Pardue introduced the draft Planning Process section of the plan. There was a short discussion of the section. Additional organizations will be added to the list of those notified of progress on the plan, as per the previous discussion.

V. Discussion of the Plan Adoption Process

There was a discussion of the process by which the plan will be approved and adopted. Mr. Kneisel of the Alabama Attorney General's office said that each agency with representation on the SHMT [as identified in EO 19, called the State Hazard Mitigation Council in the EO] should be given an opportunity to review the draft plan and to provide comments. He said that each agency should be provided a sign-off sheet, and be given an appropriate time period in which to respond. There was a general discussion about what would be an appropriate review period, and concurrence that 30 days would be sufficient. Mr. Hunter suggested that it may be desirable to have the initial FEMA review and the State agency reviews concurrently in order to use the remaining time efficiently. There was general concurrence that this was a good idea. Mr. Denham reiterated comments made at the February 26 SHMT meeting, in which Todd Davison [Mitigation Division Director, FEMA Region 4] said that the plan must be approved at the Governor's level.

VI. Review of Progress on Planning Tasks

Draft Section 5 of the Plan

Section 5.2

Mr. Pardue briefly reviewed the contents of the draft hazard identification and profile section of the plan. There was a general discussion of Section 5.2 of the draft plan, with the following specific comments.

Project Initiation Meeting - State of Alabama Enhanced State Hazard Mitigation Plan

Meeting Minutes – April 8, 2004

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- The term “extreme heat” [hazard 5.2.11 in this draft version of the plan] should be changed to “extreme temperatures”. There was consensus that this change should be made. The next version of the plan will be modified to reflect this decision.
- Biological hazards should be added to the list of hazards. There was a long discussion about this suggestion, with eventual consensus that this change should be made, but that this version of the plan will not include development of detailed risk information or goals/objectives/actions to address the hazard. Future versions of the plan will probably include these elements. Dr. Hayes indicated that he was willing to assist in developing some of the basic language for the hazard identification section. URS will contact Dr. Hayes to discuss the issue.
- Mr. Frederick of the Alabama Forestry Commission noted that the fire history data in Section 5.2.10.2 is incorrect. He indicated that he or one of the other AFC staff would forward to URS more current and accurate information.
- There was a discussion about how to incorporate hazardous materials into the plan. Mr. Denham said that the State plan should focus on risks that affect the whole region, and that many local jurisdictions will have plans that address hazardous materials at that level. There was general concurrence that nuclear power plants, the Anniston Army Depot, and the Redstone Arsenal should be added to the plan as potentially hazardous sites, but that they should only be mentioned and not addressed in detail. This is because it is unlikely and undesirable for these organizations to disclose their vulnerabilities in a public document, and because they are very likely to have plans in place already.
- An SHMT member said that Mobile Gas Service Corporation should be added to the list of organizations that regularly receive updates and information about plan and planning process.

Mr. Pardue then discussed the last part of Section 5.2, entitled “Conclusion of the Risk Assessment Process”. This section describes a methodology that is intended to limit the number of hazards that receive detailed analysis in the hazard mitigation plan. The methodology rates each of the hazards on five criteria, then assigns a high, medium or low score to them. The hazards with high ratings receive detailed Statewide risk assessments, while effort on the remainder is limited to the hazard identification and characterization already in Section 5.2. The five criteria are

- [1] The history of hazards in the State [now often they have occurred and the severity of consequences.
- [2] The ability of the State to reduce losses from the hazard.
- [3] The presence of susceptible areas.
- [4] Data availability.
- [5] The number of Federal disaster declarations related to the hazard [in Alabama].

Based on these criteria and the original list of 14 hazards [expanded to 15 when biological hazards are included], three hazards appear to predominate risks in Alabama. These are floods, tornadoes and hurricanes. This information was presented to the SHMT. The consensus of the group was that this screening system is acceptable. Mr. Denham said that the method is acceptable, but that more explanation should be provided in the text. There was a comment that the number of Federal disaster declarations for winter storms appears too low [listed as two].

Section 5.3

Mr. Pardue provided a detailed explanation of the Statewide risk assessment procedures used in Section 5.3. The IFR risk assessment requirement will be addressed in three ways.

Flood Risk

First, as shown in the handout materials, past flood damages are used to estimate future losses from the three hazards that will receive detailed risk assessments in the plan. The SHMT was given a detailed description of how this procedure was used for floods, tornadoes and hurricanes. Three sub-processes were used as part of this methodology, in order to correlate the results. First, Statewide flood insurance claims data was obtained from FEMA and the National Flood Insurance Program. Flood losses were identified by County and were brought to present-day value using a Consumer Price Index [CPI] inflation value. Future expected damages [risk] was calculated over a 30-year horizon using a 7% discount rate. The draft plan includes a very detailed description of this procedure, which is only summarized in these minutes. The second sub-process was to determine where most repetitive flood insurance claims [see report for definition] occur throughout the State. Comparing the result of this process to the results of the process that used the NFIP claims data shows high correlation, which is the expected result given that the source of the data is the same. The third method used population data from the 2000 U.S. census overlaid on digital flood plain boundary maps to estimate the percentage of population in the 100-year flood plain. Like the other methods, this one has some shortcomings, which are discussed in the body of the plan. This method also showed good correlation with the results from the first two processes. Results of this part of the assessment are provided in the draft report, which was included in the meeting materials.

Tornado Risk

The tornado risk assessment was conducted by determining past damages on a State-wide basis [broken down by County], then bringing past damages to present value using a CPI inflation multiplier. These results were then projected out to a 30-year horizon and discounted to present value using a 7% discount rate, in accordance with Federal requirements [OMB Circular No. A-94]. Results of this part of the assessment are provided in the draft report, which was included in the meeting materials.

Hurricane Risk

The hurricane risk assessment will be conducted by collecting and analyzing past damage data on a State-wide basis, then bringing past damages to present value using a CPI inflation multiplier. Partial results of this part of the assessment are provided in the draft report, which was included in the meeting materials. Mr. Wright of NWS/NOAA said that this part of the risk assessment section could be improved, and offered his assistance in gathering and assessing more hurricane [and flash flood] data.

Mr. Hunter provided a detailed explanation of two other efforts that will respond to the IFR risk assessment requirements. One of the Federal requirements is to use results of local hazard mitigation plans to provide support for the State plan. In order to accomplish this, AEMA sent surveys to the Regional Planning Councils and Counties to compile information on the contents of their plans. About half of those who received surveys had responded at the time of this

meeting. Results will be presented at the next SHMT meeting. There is also a Federal requirement for risk assessments for State-owned facilities and critical facilities. In order to accomplish this in the required timeframe, AEMA determined that it would also survey a group of State agencies for information about the natural hazards that they are exposed to, and the degree of risk present at their facilities. The results of this activity will be presented at the next SHMT meeting.

VII. Initial Discussion of Phase 2 of the Planning Process

Mr. Pardue then provided background information about the IFR requirement for State hazard mitigation goals and strategies. There was consensus on the SHMT that the organizations identified in EO 19 should be responsible for identifying goals, objectives and strategies. Ms. Peery directed URS to develop a short written explanation of goals, objectives, etc. and their importance in the mitigation plan [and some examples of State-level and organization-level goals and objectives]. AEMA will send this out with a request for feedback from the organizations. This information will be presented in the next meeting of the SHMT.

VIII. Introduction of Phase 3 of the Planning Process

Mr. Hunter gave a brief presentation of how the required State capability assessment will be conducted. Detailed discussion of the draft and final mitigation plans was deferred until the next SHMT meeting.

IX. Review of Materials and Plans for Public Workshops

Ms. Peery and Mr. Pardue provided a brief explanation of the previous plan for public workshops. The original idea was to have two public meetings/workshops to explain to the public the requirement for the hazard mitigation plan, and to describe its progress and components. AEMA believes that more public attendance and participation would be generated if the meetings were targeted to a more local level. Ms. Peery introduced the idea of using AEMA regional coordinator territories as the basis for the meetings. Several ideas about developing public interest were discussed. Ms. Austin said that the RPCs should be invited to the public meetings/workshops. There was general concurrence that this is a good idea.

X. Discussion about Plan Maintenance Procedures

This discussion was deferred to the next SHMT meeting.

XI. Closing Comments and Discussion

AEMA thanked the SHMT membership for attending the meeting. There was no further discussion and the meeting was adjourned at approximately 4:30.

Minutes for State Hazard Team Meeting February 23, 2006

The State Hazard Team Meeting was held on February 23, 2006 at the Agriculture and Industry building in Montgomery. Attached is a list of people who were in attendance.

Mr. Charles Williams, AEMA Preparedness Division Chief, made a brief presentation of Mitigation programs and the importance of the State Hazard Mitigation Plan.

The majority of those in attendance asked specific questions about the NFIP and their requirements. Mr. Ken Meredith, with the NFIP, was in attendance and answered those questions.

The attendees were informed that they would be notified of the date of the next meeting. The meeting adjourned.



BOB RILEY
GOVERNOR

STATE OF ALABAMA
EMERGENCY MANAGEMENT AGENCY

5898 COUNTY ROAD 41 • P.O. DRAWER 2160 • CLANTON, ALABAMA 35046-2160
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BRUCE P. BAUGHMAN
DIRECTOR

February 6, 2006

To: Alabama State Hazard Mitigation Council Members
Subject: Alabama State Hazard Mitigation Council Meeting

We would like to invite you to a meeting of the Alabama State Hazard Mitigation Council. This meeting will be held on February 21, 2006 at the Richard Beard Auditorium in the Department of Agriculture and Industry. The tentative agenda includes a discussion of what has happened in Hazard Mitigation since the last team meeting, to include mitigation activities due to Hurricanes Ivan, Dennis and Katrina. Also we will discuss the teams' participation in the upcoming State Plan update and re-certification by FEMA. The meeting is scheduled from 9-2. Please RSVP to Amy Keenum at 205-280-2297 or amyk@ema.alabama.gov no later than Feb 16, 2006.

Sincerely,

A handwritten signature in cursive script, appearing to read "Charles Williams".

Charles Williams
Preparedness Division Chief

BPB/AC/ak

Welcome to the State Hazard Mitigation Team Meeting



Agenda

- Overview of Mitigation Program since last meeting
- Status of Current Plan
- Future of State Team

What has happened in Mitigation since last SHMT meeting?

- Hurricane Ivan: September 15, 2004
- Hurricane Dennis: July 8, 2005
- Hurricane Katrina: August 29, 2005
- PDM 2004

Hurricane Ivan

- HMGP for Hurricane Ivan is \$41M
- Various types of projects have been funded including: Acquisition/Demolition, Community Shelters, Individual Safe Rooms, Drainage Control Projects and a variety of Plan Updates

Ivan Cont....

- The HMGP Initiative Programs funded emergency power generation and alert and notification systems.
- AEMA received approximately 324 applications
- Received over \$90M worth of applications

Summary of Ivan Applications

Type	# of Apps	\$\$ Requested
Alert and Notification	30	\$4,486,588
Acquisition	8	\$10,653,310
Community Shelter	21	\$12,342,126
Drainage Control	20	\$19,243,099
Elevation	4	\$1,194,982
Engineering	11	\$12,199,432
Generators	18	\$7,560,713
Individual Safe Room	17	\$4,765,604
Planning	10	\$6,600,195
Special Needs Shelter	1	\$857,141
Wind Retrofits	5	\$10,115,920

Hurricane Dennis

- HMGP Available for Dennis is \$1.6M
- There will be \$80,000 available for 5% initiative projects, and \$100,000 for planning.

Hurricane Katrina

- HMGP for Katrina is estimated to be \$75M
- There will be \$3.7M available in the 5% initiatives and \$5.2M available for planning.

Hurricane Dennis and Katrina

- To date AEMA has received 337 Letters of Intent totaling \$330.5M
- Received approximately 10 new applications to date for Dennis and Katrina
- Application Deadline is June 1, 2006

PDM FY 2004

- The Pre-Disaster Mitigation Program is competitive nationwide.
- AEMA Submitted 2 applications for consideration for FY 04 funding cycle
- Both have been Pre-Awarded

Status of State Plan

- AEMA has submitted planning applications that will directly effect the State Plan
 - 2 Applications are from GSA, they are updates to the Earthquake portion of the risk assessment
 - AEMA has submitted a proposal for an entire plan update including the 3 year revision due in 2007

AEMA's Proposal for Plan Update

- Standard State Plan Update Project Description:
- Incorporate the FEMA approved Local Hazard Mitigation Plans.
- Update risk assessment- The evaluation will examine the general list of hazards identified in the plan, and determine if there have been changes in the level of risk to the State and its citizens to the extent that the plan should be modified. In addition risk assessment will identify changes due to Hurricane Ivan, Dennis, and Katrina.

- Update laws, policies, or regulations at the State or Local level.
- Update changes in State agencies or their procedures that will affect how mitigation programs or funds are administered.
- Update significant changes in funding sources or capabilities.
- Update the composition of the State Hazard Mitigation Team.
- Update the mitigation actions to reflect progress as well as new actions the State is now considering.
- Inventory state owned facilities in vulnerable areas.

What is the SHMT's role in the program?

- The Mitigation program is now driven by the Local and State plans.
- The SHMT will be integral in the update process.
 - The team will provide guidelines for information integration
 - Section 8.2 provides the format for interim updates and reviews

SECTION 8

Alabama State Hazard Mitigation Plan

Section 8.2 Method for Monitoring, Evaluating and Updating the Plan

This section of the Plan addresses requirements of Interim Final Rule [IFR] Section 201.4 [c] [5] [i]. A copy of the IFR is provided for reference in Appendix J of this document.

Contents of this Section

- 8.1 Interim Final Rule Requirements for Plan Maintenance Process
- 8.2 Method for Monitoring, Evaluating and Updating the Plan**
- 8.3 System for Monitoring Mitigation Measures and Project Closeouts
- 8.4 System for Reviewing Progress on Achieving Goals
- 8.5 System for Reviewing Progress on Activities and Projects in the State Mitigation Strategy
- 8.6 Plan Adoption Process
- 8.7 Assurances
- 8.8 Description of Review and Update Processes

8.2 Method for Monitoring, Evaluating and Updating the Plan

Subsection 201.4 [c] of the Interim Final rule states that the State Hazard Mitigation Plan must include:

- [5] "A *Plan Maintenance Process* that includes:
 - [i] An established method and schedule for monitoring, evaluating and updating the Plan."

8.2.1 Background

As directed by Executive Order No. 19, the Alabama Emergency Management Agency [AEMA] is responsible for maintaining the State Hazard Mitigation Plan. This section of the Plan describes the method by which AEMA will accomplish this.

8.2.2 Method for Monitoring the Plan

The AEMA, primarily the State Hazard Mitigation Officer, will monitor the Plan in accordance with the system described in the paragraphs below.

SECTION 8

Alabama State Hazard Mitigation Plan

8.2.3 System for Evaluating the Plan

The Plan will undergo interim [i.e. between the required three-year FEMA reviews] annual evaluations. AEMA will initiate the evaluations by contacting all the agencies identified in Executive Order No. 19, as well as other agencies and organizations that have been involved in developing the Plan. The AEMA and SHMT also have the prerogative to determine if other organizations should also be involved. The SHMT will be encouraged to recommend other agencies or organizations that should be included in the evaluation, for example those with specific technical knowledge about risks.

On an annual basis, generally in the month of November [unless circumstances indicate otherwise], AEMA will contact all the appropriate organizations to advise them that the Plan will be re-evaluated, and request their participation. The evaluations will consider several basic factors, plus any additional review indicated by AEMA or the SHMT. The factors include:

1. Changes in risk. The evaluation will examine the general list of hazards identified in the Plan [15 in the original version], and determine if there have been changes in the level of risk to the State and its citizens to the extent that the Plan [in particular the strategies and prioritized actions the State is considering] should be modified.
2. Changes in laws, policies, or regulations at the State or Local level.
3. Changes in State agencies or their procedures [in particular AEMA, which is responsible for maintaining the plan] that will affect how mitigation programs or funds are administered.
4. Significant changes in funding sources or capabilities.
5. Changes in the composition of the State Hazard Mitigation Team [also, "Council"].
6. Progress on mitigation actions [including project closeouts] or new mitigation actions that the State is considering.
7. Major changes to local or multi-jurisdictional hazard mitigation plans.

AEMA also has the prerogative to update the Plan at times other than those identified in this section, under the following general conditions.

1. After a major disaster declaration.
2. At the request of the Governor.
3. When significant new risks or vulnerabilities are identified.

Additionally, as described separately in Section 7.3.2, on an annual basis AEMA will contact local EMA Directors [and other individuals and organizations as appropriate] to request written updates regarding certain elements of the local and multi-jurisdictional plans. The purpose of this effort is to ensure that local information about risk, goals, projects, and mitigation strategies is considered and included in the State Plan, as required by the IFR. Section 7.3.2 includes additional information about the process for soliciting this information from local sources.

SECTION 8

Alabama State Hazard Mitigation Plan

8.2.4 System for Updating the Plan

The Plan will be updated and re-submitted to FEMA for re-approval every three years, as required by law. The Plan will also be subject to interim updates as significant changes or new information are identified in the annual evaluations described in Section 8.2.3 above. AEMA will initiate and lead all Plan updates. The two sub-paragraphs below describe the procedures for interim and three-year updates, respectively.

8.2.4.1 Updates Resulting from Interim Evaluations

The nature of Plan updates will be determined by the evaluation process described above. In general, AEMA will notify the SHMT Technical Advisory Committee [TAC] that the agency is initiating an interim plan update, and describe the circumstances that created the need for the update. AEMA and the TAC will determine if the full SHMT should be consulted regarding the potential changes. If it is determined that the SHMT should be involved, the nature of the involvement will be at the discretion of AEMA and the TAC.

When interim updates are completed, the AEMA will advise all SHMT members via email that the Plan has been updated, and describe the nature of the update.

8.2.4.2 Updates Related to the Required Three-year Plan Review [by FEMA]

As required by law, every three years the Plan will be updated for re-submission and re-approval by FEMA. In those years, the evaluation process will be more rigorous, and will examine all aspects of the Plan in detail. It is anticipated that several meetings of the SHMT will be required, and that the Director of AEMA and the Governor will formally re-approve the Plan prior to its submission to FEMA. Based on the November 1, 2004 deadline for the initial plan, AEMA anticipates that the submission date for the required update will be approximately November, 2007. About six months prior to that time, AEMA will contact SHMT members and other appropriate agencies and organizations to determine a schedule for the Plan update.

The update process will entail a detailed and structured re-examination of all aspects of the original Plan, followed by recommended updates. The recommendations will be presented to the SHMT for consideration and approval. It is expected that the Director of AEMA and the Governor will sign re-approvals of the Plan.

➤ Entire Standard State Plan is available on AEMA website:

<http://ema.alabama.gov>

Click on Working with AEMA and then Hazard Mitigation, plan is available as word document.



March 21, 2007

RECORD OF MEETING

SUBJECT: Kick-Off Meeting
Alabama Statewide Hazard Mitigation Plan Update
Alabama Emergency Management Agency
URS Project No. 19613755.xxxxx

DATE: March 19, 2007, 1:00 pm

PLACE: URS Birmingham Office, Conference Room, Birmingham, AL

ATTENDEES: Mr. Charles Williams, AEMA
Ms. Debbie Peery, AEMA
Mr. Steve Flukinger, URS
Mr. Tom Hunter, URS
Mr. Steve Pardue, VPA
Mr. Jim Lehe, Lehe Planning
Mr. William Summerour, URS

Tom Hunter began the meeting with introductions and a brief explanation of the roles of the of the individual team members present. Steve Flukinger will serve as the Principal-in-Charge. Mr. Hunter will serve as the Project Manager in charge of administrative issues with Steve Pardue as the Deputy Project Manager in charge of technical issues. Jim Lehe and William Summerour were also present and will serve as two of the lead planners responsible for developing different aspects of the plan update.

The next order of business involved several issues regarding project administration. Mr. Hunter informed everyone that the consultant team was in the process of setting up the project and developing the Project Management Plan even though URS had not yet received the Notice to Proceed (NTP). Charles Williams and Debbie Peery both noted that AEMA had received a signed contract and URS should be receiving one shortly. Mr. Hunter then went over communication protocols. Essentially, all contractual related questions that AEMA may have must necessarily be directed to either Mr. Flukinger or Mr. Hunter while technical and material related questions should be directed to Mr. Hunter, Mr. Pardue, Mr. Lehe, or Mr. Summerour as necessary. Mr. Hunter then explained that URS will submit monthly invoices to AEMA along with monthly progress reports that include action items for the upcoming month.

Mr. Hunter then began discussion of the Proposed Project Schedule. First, Mr. Hunter explained that three tasks included in the schedule were not necessarily required to be completed in order for the plan to be approved. These included the enhanced plan elements, the critical facility risk assessments, and the cost avoidance determination methodology. There was then some discussion regarding the deadline for plan completion. As stated in the RFP, the plan "...must be reviewed and approved by FEMA no later than October 17, 2007." The question was whether or not this meant actually approved by FEMA or just "approved pending adoption." AEMA committed to seeking clarification on this from their new Region IV point of contact, Linda Myler.



The date for the initial State Hazard Mitigation Committee (SHMC) Meeting was confirmed for April 25 at the State Department of Agriculture Building in Montgomery from 9:00 am to 12:00 pm. The purpose of the meeting will be to discuss the scope and schedule for the plan update; provide an update on progress since the last SHMC meeting/plan adoption; request/collect data and information from the agency representatives; establish a Technical Advisory Committee (TAC) that will provide oversight to the development of the plan update; and to discuss FEMA requirements for plan updates and enhanced plans. The consultant team will develop a presentation and any other materials necessary for this meeting. Mr. Williams and Ms. Peery indicated that they preferred that the make-up of the SHMC be similar in composition to that established by Executive Order 19. Ms. Peery will be responsible for identifying the agency representatives and inviting them to the meeting on April 25.

The rest of the schedule was then briefly discussed. The only remaining question was the number of public meetings necessary. It was believed by both AEMA and the consultant team that DMA2000 language was more restrictive for local plan development and required **two** opportunities for comment by the public, during the drafting stage and upon plan completion. However, a definitive answer regarding the requirement as it relates to State plans could not be provided. Mr. Summerour committed to determining what is required by the IFR with regards to public involvement in the statewide mitigation planning process. AEMA did indicate that at least one round of public meetings held in population centers throughout the State would be helpful during the plan drafting phase, but that a second round of meetings after plan completion would likely be unnecessary. The dates of these meetings should be confirmed as soon as possible.

Mr. Hunter proceeded to go through the scope of work from the initial proposal providing clarification where necessary to AEMA. The consultant team also asked AEMA if they had any other specific areas of the plan that they wanted the team to focus on. Ms. Peery indicated that she would like to see more focus on the mitigation strategy portion of the plan and for the team to "re-assess" the hazards included in the hazard profile and risk assessment sections of the plan. Specifically, she would like to see the work of the Geological Survey of Alabama be included upon completion and a more comprehensive risk assessment of earthquakes included in the updated HMP (but likely not until after the October 17, 2007 deadline).

The meeting then shifted focus to the immediate task of data collection. Action items regarding data collection were identified and are listed under **Action Items**.

The discussion then turned to the format of the actual document. AEMA was pleased with the structure of the 2004 plan. It was also determined that re-writing the entire plan was unnecessary but that it is important to clarify the portions that are updated. The consultant team will determine a methodology for formatting this and present it to AEMA and FEMA for concurrence.

Mr. Pardue then discussed the team's proposed efforts regarding enhanced plan elements. He reiterated that getting enhanced plan status will require a great deal of effort and a high level of commitment from AEMA. The team will evaluate how AEMA currently manages their mitigation programs and then make recommendations on how to move it forward. This will likely include a series of brainstorming sessions to facilitate discussion.

Action Items:

- Ms. Peery will confirm the October 17, 2007 deadline for FEMA approval and clarify what level of approval will be necessary at that time.
 - *Ms. Peery spoke with Linda Myler on March 20, 2007 regarding the above issue. According to Ms. Peery, Ms. Myler expects the plan to have been adopted by the State at that time and fully approved by FEMA. This means that it will be necessary to submit a plan to FEMA for review by August 31, incorporate any comments necessary, re-submit for “approval pending adoption”, have State adopt plan, and re-submit for final approval by the October 17, 2007 deadline. Ms. Myler and Ms. Peery also scheduled a conference call between AEMA, FEMA Region IV, and the consultant team for March 28, 2007 to address what Region IV expects of the Plan Update.*
- Mr. Summerour will update the proposed schedule based on information received from Ms. Peery.
 - *No update deemed necessary at this time; it was determined that 6 weeks should be sufficient to accomplish all back and forth between the State, AEMA, FEMA Region IV, and the Consultant Team.*
- Ms. Peery will determine appropriate representatives from the agencies that will be part of the SHMC and invite them to the April 25 meeting and provide that information to URS.
- The consultant team will prepare all materials for presentation at the April 25 meeting.
- Mr. Summerour will determine the level of public involvement necessary for the Plan update.
 - *Mr. Summerour read through DMA2000 Interim Final Rule and the FEMA State Hazard Mitigation Plan Review Crosswalk to determine the level of public involvement required during the development/update of Statewide plans. No specific requirement for public involvement at the State level was detailed, only that **“the process should include coordination with other State agencies, appropriate Federal agencies, interested groups and be integrated....”** This language indicates that no public meetings are necessary except to engage “interested groups” that may not be included in the SHMC.*
- Mr. Summerour will track all data and information requests; the following summarizes who is responsible for collecting different data and information:
 - Amanda Capps (AEMA) will provide digital copies of local and state plans (with final FEMA crosswalk) to Jim Lehe as soon as possible
 - Ms. Peery will provide any available database/reports that track ongoing, completed, and rejected mitigation projects
 - Mr. Summerour will query URS offices for studies conducted and data collected related to recent disasters
 - Mr. Williams will review FEMA PA, IA, and mitigation records to determine if they have useful info in their database and will coordinate with Stan Houston (FEMA) to determine what Long Term Recovery Plans are available to the team. Mr. Williams will provide a list of available to data to the consultant team. Mr. Williams will also provide any “FEMA Success Stories” which have been written up. Specifically noted were reports from Baldwin County and the Tarrant Mobile Home Park Acquisition Project.
 - Ms. Peery will provide lists of high-priority mitigation actions that the state/locals are considering
 - Ms. Peery will provide the latest version of the AEMA Admin Plan



- Mr. Williams will provide NFIP Policies in force, claims, repetitive/severe repetitive loss data statewide. Ms. Peery mentioned that she would have to request the repetitive loss list from FEMA as SARPC no longer maintains it. Mr. Lehe will work to determine local jurisdictions throughout the state that have adopted the International Building Code.
- Ms. Peery will provide URS with an updated list of agency points of contact
- URS will query the Risk Management Division of the Department of Finance for self-insurance/loss records for state facilities and operations.
- The consultant team will develop a draft table of contents and document structure for the plan update for approval by AEMA and FEMA Region IV.
- The consultant team will perform an initial gap analysis of the 2004 HMP

Near Term Schedule:

- Conference Call 3/28 @ 10:00 am w/ consultant team, AEMA, and FEMA Region IV to discuss expectations of the October 17, 2007 Plan Update submittal
- Conference Call 4/10 @ 10:00 am w/ consultant team and AEMA to discuss preparations for 4/25 SHMC meeting and status of data collection
- Initial SHMC Meeting on 4/25 @ 9:00 am to discuss plan update, establish TAC

With everyone's questions having been addressed and no further points of discussion, the meeting was adjourned.

Should any additions or modifications be necessary to this record, please notify Mr. Summerour of URS at (504) 837-6326 or william_summerour@urscorp.com within 10 days of the publication date of this record. If revisions are made, a new, final record will be distributed and noted as "revised." Otherwise, this record will be considered accurate and final following this 10-day review period.

Distribution: Attendees
Amanda Capps, AEMA



March 21, 2007

RECORD OF CONFERENCE CALL

SUBJECT: Conference Call with Region IV Mitigation Planners
Alabama Statewide Hazard Mitigation Plan Update
Alabama Emergency Management Agency
URS Project No. 19613755.xxxxx

DATE: March 28, 2007, 10:00 am

PLACE: N/A

ATTENDEES: Mr. Charles Williams, AEMA
Ms. Debbie Peery, AEMA
Ms. Amanda Capps, AEMA
Ms. Linda Myler, FEMA
Mr. George Broughton, FEMA
Mr. Tom Hunter, URS
Mr. Steve Pardue, VPA
Mr. William Summerour, URS

After an initial roll call was completed, Tom Hunter started the meeting by requesting clarification from Ms. Myler regarding the October 17, 2007 deadline for completion of the Standard State Hazard Mitigation Plan. Ms. Myler informed the team that by that date, the plan must be fully approved by FEMA which will require official adoption by the State of Alabama. Mr. Pardue asked if an "approvable pending adoption" status would suffice as in years past; and Ms. Myler reiterated that the plan must be adopted by this date as well. She then asked what the team's schedule was for submitting an initial draft and requested an initial submittal by June 30, 2007. The project team suggested that it needs to adjust its schedule based on the information that it was receiving. She then informed the team that there would be absolutely no extensions; that a FEMA review would take NO MORE than 45 days and likely NO LESS than 21 days; and that individual sections, starting with the Risk Assessment, could be submitted to Mr. Broughton for intermediate reviews by the Region. Using this information, as well as Ms. Myler's suggestion to allow ample time for the Governor to adopt the plan, the team later worked out a revised schedule (Attached).

There was then some back and forth regarding the planning process. Ms. Myler reiterated that the Region IV planners would be readily available to assist with any planning issues or questions that may arise. She also suggested that the team use the *Bluebook* when updating the plan and not just the *Crosswalk*. Ms. Myler noted that when updating a section of the plan, if certain items were no longer valid, the team could simply make an explanatory note to that effect and move on.

Mr. Pardue asked if it would be possible for the Region to provide a gap analysis on the initial plan to provide insight as to whether or not the methodology used in 2004 was still suitable to the Region's new expectations. Ms. Myler said that it would not be. She then suggested that the team utilize all available Katrina data and suggested HAZUS, NOAA, and the NFIP as sources of information as well as Joe Rachel and Brandon Balinski.



Ms. Capps asked for clarification on the differences between FEMA IV's expectations regarding the Standard Plan Update versus their expectations regarding the 1549 Planning Grant Application. Ms. Myler clarified by saying that the team should worry first about getting the standard plan updated and approved for the October 17, 2007 deadline and then proceed to work to continue to improve the plan. Ms. Myler also reminded the team that the plan should be a living document and that AEMA should continue to submit changes, addenda, etc. as they are completed well after the Update is approved.

Ms. Capps asked specifically about the requirement for local plan integration. Ms. Myler responded by saying that only the Plan Update requirements must be met by October 17 and referred the team to Section 201.4 for answers to this and similar questions.

Mr. Williams asked specifically about a requirement for public involvement in statewide planning as AEMA held a series of meetings in 2004 with few to no attendees at each. Recently, Mr. Williams could find no reference to public involvement as a requirement for statewide plans in either the *Bluebook* or *Crosswalk*. Ms. Myler read through the *Bluebook* and confirmed Mr. Williams' assertion that public involvement is not a requirement; however, Ms. Myler suggested that publicly advertising the update process via the AEMA website and local newspapers might still be a good idea.

Ms. Myler then reminded the team the importance of treating every "shall" and "must" as mandatory requirements while anything that is a "should" can be treated as a strong suggestion. Ms. Myler informed the group that Mr. Broughton should be the team's "day-to-day" point of contact, that she should be cc'd along with Lonnie, and that she would be involved in any policy matters. She also suggested that the team update the Hazard Profiles as soon as possible and submit it to George at which point the team should begin the update of the Risk Assessment.

Ms. Myler then closed the meeting by wishing the team luck and reminding the team that the Region was there for support to the extent practicable. With everyone's questions having been addressed and no further points of discussion, the call was terminated.

Should any additions or modifications be necessary to this record, please notify Mr. Summerour of URS at (504) 837-6326 or william_summerour@urscorp.com within 10 days of the publication date of this record. If revisions are made, a new, final record will be distributed and noted as "revised." Otherwise, this record will be considered accurate and final following this 10-day review period.

Distribution: Attendees
Steve Flukinger, URS
Jim Lehe, Lehe Planning



April 23, 2007

RECORD OF MEETING

SUBJECT: Progress Meeting w/ AEMA, FEMA, Consultant Team
Alabama Statewide Hazard Mitigation Plan Update
Alabama Emergency Management Agency
URS Project No. 19613755.xxxxx

DATE: April 23, 2007, 2:00 pm

PLACE: FEMA Transitional Recovery Office, Mitigation Conference Room, Montgomery, AL

ATTENDEES: Ms. Debbie Peery, AEMA
Ms. Kelly Alexander, AEMA
Mr. George Baughton, FEMA Region IV
Mr. Steve Pardue, VPA
Mr. Jim Lehe, Lehe Planning
Mr. William Summerour, URS

The purpose of this meeting was to bring FEMA up to speed with what the project team has been doing and to ensure that it is not doing anything out of line with FEMA expectations.

Mr. Baughton reminded the team that while he should be considered our day-to-day contact, all policy decisions would be elevated to Atlanta and Linda Myler. He will be available at our convenience except for a few weeks in June and a few in September. The team asked how reviews would work and he replied that those details are still being worked out. It may be the Region's specialist for Alabama (Mr. Baughton) or it may be a panel of people at the Region.

Mr. Baughton also reminded the team that if there are elements of the plan that are not 100% complete (i.e. risk assessment for earthquakes, local plan review and integration), that it is OK to document those items that are ongoing, explain the process, and lay out the groundwork for continuing to move forward.

The plan update process was then discussed. The team plans to remove portions of text from the plan to make it more concise and pertinent to 2007 conditions. Where information is removed, documentation will be provided. If tables and figures are replaced/update, this will be documented. Mr. Pardue then went through the plan section by section to explain the team's approach and progress to date.

Planning Process – The team will simply provide a narrative describing how the Plan was updated. This is ongoing and the section is under development. Portions of the initial section may be removed from the body of the plan, but this will be documented. If



figures our tables are updated/replaced, this will be documented. New text will be in a different color font to demonstrate that it is new information.

Risk Profile Section – Mr. Summerour is updating the profiles to reflect currently available information. New information will be in blue text. Updated graphics, tables, etc. will be documented. The team explained that necessary information will be included under flooding and wind, as appropriate. There was discussion on dam failure, hazmat incidents, and manmade hazards. It was Mr. Baughton's **belief** that dam failure is considered a natural hazard and should be updated as such while hazmat incidents and manmade hazards need not be updated. ***The team must get concurrence from FEMA that this is acceptable.*** Later, before adjourning the meeting, Mr. Summerour and Mr. Baughton briefly reviewed the draft risk profile section. Mr. Baughton's initial reaction was that the methodology being used to update the plan was reasonable and sufficient.

Risk Assessment – Mr. Pardue is working on the risk assessment. The team used the same hazard ranking process utilized in 2004 to determine the hazards on which it will perform detailed risk assessments. Mr. Baughton felt that this would be acceptable since it was acceptable for the 2004 plan. ***The team must get concurrence from FEMA that this is acceptable.*** If it is acceptable, then the team plans to update the risk assessments for wind and flood using similar methodologies to what was used in the 2004 plan but with updated information. Regarding earthquakes, the team will do the best that it can with the information currently available.

Mitigation Strategy – Amy Baker (not present) is working on the mitigation strategy. The overall plan is to try to simplify this section of the plan utilizing broad goals, strategies, and actions. The goals will remain the same while strategies and actions are broadened to be more inclusive. The SHMT later concurred with this at the 4/25/07 meeting. A. Baker is in the process of engaging state agencies to determine what mitigation actions they might be interested in.

Capabilities Assessment – J. Lehe is working on the capabilities assessment. The initial plan included good information on State capabilities and limited information on local capabilities. For the initial update, the plan will reflect new information on state capabilities as well as any information on local capabilities available at that time. Any information not available by the June 30 submittal will be incorporated as it becomes available. This will be documented.

Plan Maintenance – This section will be revamped utilizing looser language than the initial plan. The process laid out in the initial plan for maintaining, revising, and updating the plan was likely too ambitious. The update will likely give the State more flexibility to achieve their goals.



RECORD OF MEETING

**SUBJECT: First Meeting of the State Hazard Mitigation Council
2007 Alabama Statewide Hazard Mitigation Plan Update
Alabama Emergency Management Agency
URS Project No. 19613755.xxxxx**

DATE: April 25, 2007, 9:00 am

PLACE: Richard Beard Building Auditorium
Alabama Department of Agriculture
Montgomery, Alabama

ATTENDEES: See Attached List

Note: The 2004 Alabama Statewide Hazard Mitigation Plan can be downloaded and printed at: <http://ema.alabama.gov/> under the link to "Hazard Mitigation."

Debbie Peery, State Hazard Mitigation Officer, Alabama Emergency Management Agency, initiated the meeting by welcoming all the attendees. Ms. Peery briefly introduced the project and discussed the purpose of the meeting explaining that this one of the few statewide planning efforts that exists in Alabama. Essentially, the State must have a FEMA approved and State adopted Hazard Mitigation Plan in order to be eligible for FEMA's Public Assistance (PA) funding after a disaster. In addition, it allows the State to be eligible for Hazard Mitigation Grant Program (HMGP) funds to implement goals and actions after a disaster occurs. Since approval and adoption of the plan in October 2004, the State of Alabama has received \$393 million in Public Assistance (PA) funding. Additionally, the State received \$42 million, \$72 million, and \$2 million respectively after Hurricanes Ivan, Katrina, and Dennis in HMGP funding. Ms. Peery then went around the room to allow all attendees the opportunity to introduce themselves.

Steve Pardue, Deputy Project Manager for the consultant team, was then introduced. Mr. Pardue explained that it is a federal requirement for the State to update its hazard mitigation plan every three years to ensure that it remains valid. Additionally, there have been several major weather events that may have helped the state to better understand its risks and possible reevaluate its priorities. Mr. Pardue laid out the essential tasks that will take place during the "basic" plan update process.

- Reestablish the working groups – SHMC and Technical Advisory Committee (TAC)
- Update hazard profiles with new information
- Update risk calculations, including state-owned and critical facilities
- Incorporate local plans into State Plan
- Update the Capabilities Assessment
- Reevaluate and update the State's goals, priorities and strategies

Mr. Pardue then explained the organization of the team. AEMA will lead the effort with technical support from the consultant team. The SHMC is responsible for general oversight of plan development and will primarily communicate via email, except for a few SHMC meetings that



will be held throughout the plan development process. The TAC will be the day-to-day decision making body and will be asked to conduct reviews of draft sections of the plan. Mr. Pardue asked for volunteers to join the SHMT. At the end of the meeting, the following individuals volunteered:

- Debbie Peery, Alabama Emergency Management Agency
- Alice Maples, Office of the Attorney General
- Adam Thompson, Office of the Secretary of State
- Ellen Austin, Alabama Association of Regional Councils
- Robin Caler, Alabama Association of Regional Councils
- Dorothy Raymond, Geological Survey of Alabama
- Tim Troutman, National Weather Service

Mr. Pardue then briefly explained the schedule. There will be two phases. The basic update of the standard state hazard mitigation plan must be approved by FEMA and adopted by the Governor by October 17, 2007. To accomplish this, FEMA has suggested submitting an initial copy for review to them by June 30, 2007. The second phase will begin after submission of the initial draft of the plan and consist of several new elements which were explained later in the meeting.

Mr. Pardue then introduced William Summerour, URS, who is leading the update of the risk profile section of the plan. The purpose of the risk profile section is to identify the hazards that could affect the State, the locations within the State that could be affected, previous occurrences of the hazard, and the probability of future occurrences. The 2004 plan identified and profiled the following hazards:

- Floods
- Tornadoes and Windstorms
- Hurricanes
- Winter Storms
- Landslides
- Sinkholes and Land Subsidence
- Earthquakes
- Drought
- Hail
- Wildfires
- Extreme Temperatures
- Lightning
- Dam Failure
- Hazardous Materials
- Manmade Hazards

The team explained several areas for improvement. First, the state hazard profiles should be reflective of the hazard profiles contained in local plans. Second, there is new and improved information on a number of hazards. Third, hurricanes are more accurately described and profiled as two separate hazards, wind and flood. Additionally, the team is working with FEMA to determine if it is necessary to update information regarding hazardous materials and manmade hazards since FEMA's focus is on natural hazards. Currently, the team is approximately 80% complete with updating this section of the plan and hopes to submit a draft for review by May 11, 2007.



Mr. Pardue then explained the process for updating the Risk and Vulnerability Assessment Section of the Plan. Essentially, the State Plan describes the areas of the state most threatened by hazards and vulnerable to damage and losses from them. The plan also includes estimate of potential dollar losses. Mr. Pardue explained that the update will use the same basic methodologies as in the initial plan but with newly available information. There will also be a new focus on state-owned and operated facilities, incorporation of local risk assessments, more detailed risk assessment of earthquakes, and use of HAZUS for the wind assessment. The team will also utilize information garnered from recent hurricanes such as insurance claims data, high-water and surge information, new census data, and new earthquake data.

Amy Baker, URS, was then introduced to discuss the update of the State Strategies, Goals, and Actions Section of the Plan. The goals of the mitigation plan should be overarching and guide the identification of specific mitigation actions. Ms. Baker reviewed the overarching goals from the initial plan and suggested that they remain the same for the plan update. The SHMT concurred. The goals are as follows:

- Ensure that the State maintains a comprehensive, current and accurate understanding of its risks from natural hazards
- Identify and implement actions that reduce the State's risk from natural hazards
- Ensure that future development in the State is undertaken in such a way that it does not create or exacerbate risks
- Develop local and regional capacity and commitment to become less vulnerable to hazards
- Promote public understanding, support and demand for hazard mitigation
- Increase interagency cooperation regarding hazard mitigation

Another important step in the update process is reviewing the actions identified in the 2004 plan to determine what has been done, what is underway, and what was never achieved. Additionally, the State plan should reflect the goals and strategies of the local plans. As part of the update, the team will perform and after action review of implemented mitigation projects identified in the 2004 plan, evaluate and incorporate local mitigation strategies, and incorporate lessons learned from hurricanes Ivan, Dennis, and Katrina and the recent tornadoes in 2007. The team will work with the SHMT to identify new strategies and actions by sending out an email to members of the SHMT with the 2004 strategies and actions table so each agency can review its goals. The team will also review annual and quarterly draft reports where available review and assess AEMA's project prioritization methodologies.

Jim Lehe, Lehe Planning, was then introduced to discuss the update to the capabilities assessment. The purpose of the capabilities assessment is to review, identify, and evaluate the capabilities at both the State and local level to implement mitigation actions. This includes a review of policies, programs, laws, regulations, funding programs, staff, etc. The 2004 plan included a capabilities assessment at the State level, however local capabilities were only briefly discussed. The team plans to update all sections of the State capabilities assessment by reviewing the mechanisms currently in place to implement mitigation actions. The team also plans to conduct a survey of all local jurisdictions to create a summary table of their capabilities and develop a ranking system.

Mr. Summerour then discussed the section of the plan regarding the coordinating of local planning. There are two main requirements of this section. First, the State must describe its methodologies for supporting the planning efforts of local jurisdictions; second, the State must describe how it reviewed and incorporated local plans into the State plan. During the initial plan



development no local plans were FEMA approved and, therefore, they were not able to be incorporated into the State Plan. Currently, all but three plans are FEMA approved. The team is currently developing a strategy to review all approved local plans, develop a tracking database that will allow AEMA to easily identify risks, vulnerabilities, and goals of each jurisdiction, extract necessary information from the plans and incorporate it into the update as necessary. Additionally, the team will coordinate with AEMA to determine a methodology for supporting the plan update process for the local jurisdictions.

Mr. Pardue then provided further explanation of the new plan elements that the team will work on. Mr. Pardue explained that because FEMA had requested an initial draft by June 30 work on the new plan elements would not be a high priority until July. In addition, Mr. Pardue explained that these elements of the plan are not subject to the same October 17, 2007 deadline. Mr. Pardue explained that the team will coordinate with AEMA and the SHMT to evaluate its grant management programs, policies, and practices and make recommendations on how to improve them. Providing documentation that demonstrates that AEMA is managing their program according to FEMA's enhanced plan guidance will assist the State in achieving enhanced plan status; however, the State must commit to these programs, policies, and practices to be successful. The team will also work to create a prioritized list of critical facilities and perform detailed risk assessments to identify means by which the State can reduce their risks. This information will be incorporated into the Plan only so long as it does not create any security issues. Lastly, the team will work to develop a methodology for AEMA to use in conducting retrospective benefit-cost analyses to determine the cost-effectiveness of mitigation measures that have been already funded and/or implemented.

That concluded the presentation by the consultant team. The following summarizes the questions that followed with answers in *italics*.

How does information regarding the grant programs get disseminated out? For instance, how can a school in Mobile get mitigation money to retrofit a structure? – *Whenever mitigation money becomes available, AEMA puts information out to agencies, local governments, etc regarding the funding that is becoming available and explains the grant process.*

Would a State agency be eligible to apply for money to provide training? – *Not really. Training programs are typically considered to fall under the "Preparedness" phase of emergency planning and do not qualify as mitigation. Typically, mitigation actions are more structural in nature.*

Does HMGP money come out of the total funding provided by the federal governments to a state after a disaster? – *No. The amount of HMGP money is allocated to the state on top of whatever federal money is spent on public and individual assistance (PA/IA). For instance, if \$100 million is spent on PA/IA, an additional \$15 million could be allocated for HMGP for a total of \$115 million of federal funding.*

Has FEMA produced guidance on how to do wind retrofits? *Not really. There are success stories available and FEMA has produced limited guidance but it is very general in nature. A structural engineer should be consulted to determine if a wind retrofit is feasible for a particular structure.*

Would gates on Interstate on-ramps that could facilitate lane reversal during an evacuation be considered eligible? This would reduce necessary manpower, is a structural project, and has potential to save lives. *AEMA did not have an answer for this. It seems to be an*



unconventional when compared to other types of mitigation measures; however, it should not be ruled out.

*Will information on critical facilities and their vulnerabilities be made public? Any information that should remain classified or confidential **SHALL** remain classified or confidential. The team will not put any information into the plan that could make the State more vulnerable to any type of hazard, including terrorism and other man-made hazards.*

The critical next steps are as follows:

- The consultant team and AEMA will coordinate to update draft sections of the plan which will be provided to FEMA for interim reviews
- The consultant team will submit a completed first draft of the Plan to FEMA and the SHMC for review. This review period will be 45 days.
- The SHMC will reconvene to discuss the results of this review some time in July or early August

After the discussion, the meeting was adjourned.

Prepared by:

William Summerour, URS

Sign-In Sheet
Wednesday April 25th, 2007

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Sign-In Sheet
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Sign-In Sheet
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RECORD OF MEETING

**SUBJECT: Second Meeting of the State Hazard Mitigation Council
2007 Alabama Statewide Hazard Mitigation Plan Update
Alabama Emergency Management Agency
URS Project No. 19613755.00100**

DATE: August 23, 2007; 3:00 PM

PLACE: FEMA's Transitional Recovery Office (TRO)
Montgomery, Alabama

ATTENDEES: See Attached List

Note: The 2004 Alabama Statewide Hazard Mitigation Plan can be downloaded and printed at: <http://ema.alabama.gov/> under the link to "Hazard Mitigation."

Debbie Peery, State Hazard Mitigation Officer, Alabama Emergency Management Agency, initiated the meeting by welcoming all the attendees. Ms. Peery briefly discussed the purpose of the meeting explaining that the meeting was being held to review the required revisions received by FEMA. She also noted that the final revisions had been sent to FEMA that morning (Thursday, August 23). Ms. Peery then went around the room to allow all attendees the opportunity to introduce themselves.

Mr. George Boughton, FEMA Region IV, said the Plan was in good shape and the required revisions were minor.

Mr. Charles Williams, AEMA Preparedness Division Chief, discussed the background for the need of developing a Hazard Mitigation Plan (HMP) by citing the Disaster Mitigation Act of 2000 (DMA2K). Mr. Williams also discussed that as part of DMA2K, the HMP has to be updated every three years. Alabama's first plan update is due October 17, 2007.

Steve Pardue, Deputy Project Manager for the consultant team, was then introduced. Mr. Pardue explained that it is a federal requirement for the State to update its hazard mitigation plan every three years to ensure that it remains valid. Additionally, there were comments received from FEMA that had to be addressed before the plan was adoptable. Mr. Pardue described the three revisions, they are as follows:

- The probability of winter storms needed to be further discussed
- The timeframe for reviewing local mitigation plans needed to be further defined
- The impacts of development trends on vulnerability needed to be added to the Plan.

Mr. Pardue then explained the enhanced plan portion of the HMP update. He noted that the enhanced plan would give Alabama access to better grants and five percent more funding for mitigation actions. As part of the enhanced plan, the team will also work to create a prioritized list of critical facilities and perform detailed risk assessments to identify means by which the State can reduce their risks. This assessment would include structural surveys of the facilities



chosen to be on the list. This information will be incorporated into the Plan only so long as it does not create any security issues.

Mrs. Teri Baker, of the Maxwell Air Force Base, said that there is now an ongoing partnership between AEMA, FEMA, the National Guard, and Maxwell Air Force Base to develop common operations. This will ensure a continuity of processes, guidelines, timelines, and resources in the event of a natural hazard.

Mrs. Linda Cater, representative from Alabama's two-year colleges, noted that the Governor has made it a priority for the two-year colleges to partner with AEMA and the American Red Cross to provide shelters state-wide. Mrs. Cater said that there were currently 26 shelter sites including two special needs shelters. They have also signed a Memoranda of Understanding (MOU) with Louisiana to shelter 10,000 Louisiana residents.

Mr. Williams requested any additional ideas from the SHMT on non-traditional mitigation strategies and goals. A brief review of the comments and suggestions follows:

- Bridges should be assessed – once the results have been gathered, they can be incorporated into the HAZUS earthquake models to better understand the potential damages
- It was suggested to review the risk of earthen dams, but it was decided that this could not be readily completed because of the unknown number of dams that are present on personal property.
- It was also mentioned that research grants for studying the probability, impact, and past history of tsunamis are being pursued to obtain funding.
- The impact of urban forests should also be considered. Guidelines for planting trees that are wind resilient could help lessen the impact of some hazards.
- The New Madras Fault was also mentioned because the public has no knowledge of the possible impacts from an earthquake. Educating the public on earthquake safety may need to be considered.

Ms. Peery mentioned that on October 17, 2007, there will be a day long mitigation application grant workshop along with a seminar on new mitigation programs.

After the discussion, the meeting was adjourned.

Prepared by:

Stephanie Piranio, URS

State Hazard Mitigation team

Meeting #2

August 23rd, 2007

3:00

Sign-in Sheet

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