

## ***FEMA Pre-Disaster Mitigation Plan Update***

### **Meeting Minutes**

Date: Wednesday, June 10, 2015

Time: 10:00am - 11:00

Location: UNM, Scholes Hall, Roberts Room

1. In attendance: Laura Banks, Bryon Piatt, Robert Perry, Mark Reynolds, James Shrum, Deborah Kuidis, Melissa Vargas, Alexandra Snyder, Stephen Lockwood, and Shirley Baros

2. We are moving forward with finalizing a draft of the Pre-Disaster Mitigation Plan to be submitted to our Mitigation Officer at NMDHSEM and then FEMA. The first 3 chapters and the table of contents were sent to the committee via email on June 9th. The approximate timeline for plan review and submission is:

- PDMAC review of Chapters 1-3 completed by June 24th
- PDMAC review of Chapters 4-7 completed by July 8th (sent by June 24th)
- Post final draft and public invitation to July 8th meeting
- Submit final draft to DHSEM by July 20th

Committee members can submit comments, questions or edit suggestions to any of the Administrative Team members listed below by email using track changes, or in paper format through interoffice mail at MSC11 6025. We are also seeking volunteers for proofreading.

3. In order to make sure that the Pre-Disaster Mitigation Plan, once completed, remains up to date and that UNM is ready for the next 5-year update, the committee discussed the preferred process for on-going planning and plan maintenance. The committee agreed that this is a legitimate role for the committee and the current committee members. Plan maintenance and on-going mitigation planning will include:

- documentation of UNM physical and functional changes and additions
- regular meetings with the NMDHSEM Mitigation Officer
- progress toward mitigation goals
- tracking changes in regulations or requirements for mitigation planning at the federal or state level
- being involved in any request for funding for mitigation activities that originate from UNM, and providing technical assistance for those requests and follow up (we will do this through our Mitigation Officer)

The committee agreed that annual meetings should be planned, with the allowance for interim, ad hoc meetings as needed to address critical issues. The committee will keep a formal "Record of Changes" document in progress for additions or edits to the plan document.

4. The committee discussed examples of past damage and losses incurred by UNM that have been addressed by a combination of operational and property coverage funds. A key mitigation strategy is to ensure that funds for remediation are spent in a way that prevents future losses whenever possible and allowable.

5. Outreach to the Branch Campuses is on-going. They will be provided a summary of the goals and purpose of the plan update and reminded that they are being included as a critical educational function of the university. A representative of each campus will be asked to identify any operational elements on their campus that they feel are at greater than typical risk of damage due to natural hazards.

7. The next meeting will be held on July 8th. Future meetings will continue to be held on the second Wednesday of each month from 10:00 - 11:00 in the Roberts Room in Scholes Hall. Member are asked to send a proxy to the meeting if they cannot attend. The dates are as follows: 8/12/2015, 9/9/2015, 10/14/2015 and 11/11/2015.

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