FEMA Pre-Disaster Mitigation Plan Meeting Minutes
26 March, 2009

The UNM FEMA Pre-Disaster Mitigation (PDM) Advisory Committee met on March 26, 2009 at the UNM Earth Data Analysis Center Bandelier Hall West / Room 104 from 9:00 a.m. to 10 a.m. The purpose of this meeting was to introduce the consultant hired to assist in the development of the draft PDM plan and discuss the process, where UNM is, identification of milestones to final draft development and submission to the PDM team leads.

Deborah Kuidis provided the opening remarks at 9:05 a.m. welcoming all those in attendance. Ms. Kuidis provided a brief overview of the consultant hired to help with the drafting of the PDM plan and turned the meeting over to Mr. Fields. The meeting was facilitated by Brian Fields, President & CEO B-Sting Ventures, LLC. Mr. Fields opened the meeting by having all members attending provide a brief introduction.

Following introductions, the facilitator provided a briefing that highlighted the following:

- Why Pre-Disaster Mitigation (PDM) Planning
- Benefits of Mitigation Planning
- UNM PDM Development Phases
- Where UNM is Currently
- Drafting the PDM Process
- PDM Development - Next Steps

During the briefing a few questions were identified by committee members:

Claudia Miller: If we put in the mitigation plan those goals and objectives that require an action (funding mechanism) are we eligible to obtain funds from FEMA to fix identified natural hazard problems.

Brian Fields: Yes, if we have identified in the PDM those actions that are required to fix a potential problem contributed by a natural hazard, UNM would qualify. If not identified and there is a natural hazard that produces problem, UNM would not be eligible to seek funding. As part of the plan maintenance, these types of issues must be accounted for so that as the plan is updated, this information is added for future funding opportunities.

Shirley Baros: The reason UNM is seeking the PDM Plan is that prior to the start of this I submitted a grant request through FEMA. After submission FEMA turned down the request stating that UNM was ineligible to receive funds as we did not have an approved PDM plan.
Claudia Miller: As the approval of the PDM plan may take some time going through the State and FEMA approval process, will the consultant remain available to follow this through to ensure the plan is approved at all levels. My concern is with getting the plan adopted by UNM leadership.

Shirley Baros / Deborah Kuidis: Yes, the plan will be followed through until approved.

Brian Fields: One key component of approval is the adoption by UNM leadership. But let me stress that the State and FEMA realizes that this takes time. If the plan is approved at their level, a grace period is provided to UNM to seek adoption, if not already adopted prior to submission.

Peter Rieckmann: For the development of this plan do we want to know all facilities and contents? I can provide facilities, but contents will be the responsibility of those departments that reside in those facilities. Do we come up with exact figures or do we estimate (guesstimate)? And real estate is and acquisition of property changes all the time. How do we account for that?

Brian Fields: Yes, we need to account for all facilities and yes departments must provide some type of estimate (guesstimate) on the value of their assets. We don’t have to have exact numbers, unless departments account completely. Estimating is acceptable. The key here is to have identified the value so we can have something when we come to cost base analysis. As for accounting for all property, it is realized that things are changing constantly, I would suggest that a snap shot in time be taken and go from there. Use April 08 as that snap shot and this will be acceptable for PDM plan development

Laura Banks: Issue regarding determining the value of assets, is there some type of formula that has been used by other universities to determine an average cost for analysis purposes for mitigation planning? If not, maybe there is some way to develop or determine a formula for estimating potential losses when assessing risks.

Brian Fields: Unaware of this type of analysis product used or developed by other universities. FEMA does provide worksheets to inventory assets and estimate losses in determining the proportion of buildings, the value of buildings, and the population on campus that are located in hazard areas as a way to estimate losses. Will do some research to see if any universities may have developed a product and advise the committee accordingly.

Following the briefing, the facilitator went through the agenda discussing those open items that require additional attention.

Open issues
   a) Department Data – Gaps remain in receiving information

Gaps exist in receiving department data. Deborah Kuidis and Shirley Baros have the list of those departments who have not submitted. Additionally some
departments who have provided data have not thoroughly answered all the questions. We have to go back to them one on one and seek additional data for the purpose of PDM Plan development.

Don Duszynski: If we are at only 75% of the responses received, what has been done to try and get those departments to respond and why haven’t they responded?

Deborah Kuidis: I have a list of those who have not provided a response. We have sent reminders numerous times for response but have not received anything. As to why they have not responded I cannot answer.

Brian Fields: I have found that many become complacent in their daily working environment and don’t find this as being important. Something I have dealt with in the past.

Don Duszynski: UNM staff members are not complacent, they are just overworked and have many responsibilities with some wearing two and three different hats.

Brian Fields: And yes, some are very busy and wear many hats which they must find time to prioritize and fill out the required information which can be difficult.

Shirley Baros: Departments who are very busy have found the time to provide an answer and submit their hazard questions.

b) Update Maps with Current Data

We’ll be using the State plan as a guide but will personalize the plan with UNM data. Our effort will ensure all maps used are up to date and that all hazards listed are current along with the statistics that are required for insertion to the plan.

c) Update Hazard Statistics

As stated in “b” above hazard statistic will be updated to reflect the most current data available.

d) Past Hazards on Campus and Branch Locations

Most important to the PDM plan development are past hazard that have occurred on UNM campus and branches. This data is very important in developing the mitigation goals and objectives and assigning actions that will aid in future FEMA grant funding opportunities. A committee member asked the question on what type of action would be a funding opportunity?
Brian Fields: There could be many opportunities depending on the type hazard and past damaged that has occurred. One example, let’s use flooding. If you have a building that every time UNM experiences a severe flood and it receives extensive damage what could help in mitigating this flood from damaging the building? Something to think about is what is in the building? High value items/assets? What would be the cost should it be the museum or a library? By highlighting the past hazard, cost analysis of building and contents, we can develop a mitigation action for the plan. Once approved by all, UNM can then apply for grants to help in fixing the problems and/or apply for disaster recovery funds that will aid in rebuilding or fixing what has been damaged.

The PDM Facilitator briefly discussed new business issues Those included the following:

a) Discuss Committee Role in Developing Mission Statement, Goals and Objectives
b) Discuss Committee Role in Reviewing Department Hazard Submissions
c) Discuss Committee Role in identifying Mitigation Actions

d) Discuss Updating Mitigation Website

Facilitator briefly discussed the PDM website that will be used as a tool for keeping the public informed on the progress of the PDM committee and development of the plan and host the agendas and minutes for review. Additionally the website will house information related to the PDM provide information as it comes available. Any suggestions for populating the website please provide to Deborah Kuidis or Shirley Baros.

The facilitator identified to the committee the need to assign meeting dates for April and May. This will ensure maximum participation and schedule management. Committee members are encouraged to send someone in their place that can make decisions on their behalf in the event of schedule conflicts. The PDM Advisory Committee committed to the following dates/times:

**April Meeting: 20 April, 2009 1 – 3 p.m. Roberts Room, Scholes Hall**

**May Meeting: 18 May, 2009, 1 – 3 p.m. Roberts Room, Scholes Hall**

Meeting agendas and working materials will be provided prior to the meeting for preparation purposes.

The PDM Advisory Committee adjourned at 10:00 a.m.