FEMA Pre-Disaster Mitigation Plan Advisory Committee
Meeting Minutes

September 28th, 2009

The UNM FEMA Pre-Disaster Mitigation (PDM) Advisory Committee convened on September 28th, 2009 at the UNM Roberts Room, Scholes Hall from 1:00 p.m. to 2:00 p.m. The purpose of this meeting was to provide the Advisory Committee with an update on the PDM Plan and next steps for Planning Team and Advisory Committee while the plan is in the review process.

Deborah Kuidis opened the meeting at 1:05 p.m. welcoming the committee membership. The meeting was turned over to Brian Fields, President & CEO B-Sting Ventures, LLC who facilitated the afternoon’s discussion. After a quick around the room introduction of committee members, Donald Duszynski, Advisor to the UNM President, provided a brief overview regarding the meeting between UNM, the New Mexico Department of Homeland Security and Emergency Management (NMDHSEM) and FEMA Region IV personnel. Don expressed the importance of this plan to UNM and the efforts put forth by all those involved with developing the PDM Plan.

Mr. Fields expressed to the committee how busy the Planning Team has been since the beginning of September. The PDM Plan was delivered on time to the PI and Co-PI. Next, the Planning Team spent 3 full days going page by page to ensure all data was covered and answered accordingly. Once completed, the PDM Plan, using the FEMA Crosswalk Guide, was presented to the State Hazard Mitigation Officer (SHMO). During this 4 hour meeting, the Planning Team went through the PDM plan using the crosswalk as a guide. Following the meeting, the State Mitigation Officer offered a few comments and suggested some additional data be inserted to enhance the plan. Updates were made to the plan and finalized for submission to NMDHSEM and FEMA Region VI. It was noted to the committee that the SHMO was satisfied with the plan and its contents and stated it was ready for submission to FEMA for final review.

Ms. Baros further outlined the plan review process and highlighted the work accomplished during the month of September. She further highlighted the meeting conducted with the State and FEMA expressing the interest by FEMA and what projects UNM may be eligible once the plan is approved. One issue identified by Ms. Baros was the issue of FEMA not funding generators through a grant. Mr. Fields stated that generators are very important to mitigation efforts and though not funded by FEMA at this time, their importance should not be overlooked and future funding may be possible. Mr. Fields stated that FEMA funding guidance changes every fiscal year and that UNM must remain on top of those funding initiatives as they change. Mr. Fields recommended that everyone take a look at the FEMA FY10 Hazard Mitigation Guidance and become familiar with funding opportunities for future mitigation initiatives.
Roger Tannen, Emergency Manager for Bernalillo County, reinforced the discussion on FEMA funding by stating each year FEMA looks at different areas to provide funding. A few years ago, funding priorities focused on Law Enforcement needs, the following year priorities switched to Fire and this year funding is split between the two. He advised to continue to identify needs and keep track of FEMA funding guidance for changes.

The question was asked if UNM should keep in close contact with the SHMO. Roger Tannen commented that staying in touch is very important and Brian Fields commented that UNM should also remain very active with both the City and County Emergency Managers as they work projects and funding issues daily with the NMDHSEM.

Following the update, Mr. Fields advised the Advisory Committee of their next steps while the plan is in the review process. Suggestions included:

- Review actions specific to your department and determine best approach to integrating/implementing
- Track action progress for updating the plan in the future

It was also suggested that PDM Advisory Committee meetings, while the plan is in review, be scheduled every other month for at least the first year, even if the plan is approved. After the first year, transition meetings to quarterly for a period of time allowing for a smooth transition of integrating mitigation planning with current UNM schedule meetings (i.e, Emergency Management Planning Meetings, UNM Capital Improvement Meetings and Risk and Safety Meetings).

The next PDM Advisory Committee:

- November 23rd, 2009; 1 p.m. – 2 p.m.
- January 11th, 2010; 1 p.m. – 2 p.m.
- March 8th, 2010; 1 p.m. – 2 p.m.
- May 3rd, 2010; 1 p.m. – 2 p.m.
- July 19th, 2010; 1 p.m. – 2 p.m.

**NOTE:** All meetings are scheduled for the Roberts Room, Scholes Hall. Changes in meeting location will be advertised in advance for planning purposes.

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

The PDM Advisory Committee adjourned at: 1:50 p.m.