

**State Hazard Mitigation Team Minutes  
EOC Conference Room  
Boone Center, Frankfort  
Thursday October 25, 2012  
1:00 PM**

**Voting Members Present:**

John Heltzel, Director  
James Richerson, Kentucky Emergency Management Assistant Director  
Stephanie Robey, Kentucky Emergency Management  
Leslie Kennedy, State Hazard Mitigation Officer  
Mike Hale, Department for Local Governments  
Jim McKinney, Louisville/Jefferson County Metro Government  
Carey Johnson, Kentucky Division of Water  
Wendell Lawrence, Lincoln Trail Area Development District  
Nancy Price, Kentucky Emergency Management  
Jerry Rains, Kentucky Emergency Management  
Angela Satterlee, Hopkinsville Community Development Services  
Paul Whitman, Shelby Co. Emergency Management Director  
Josh Human, University of Louisville  
Rob Haynes, Department for Local Governments

**Voting Members Absent:**

Joe Sullivan, National Weather Service  
Chris Hart, Kentucky Division of Water  
Chris Mobly, Kentucky Transportation Cabinet  
Susan Wilkerson, Kentucky Office of Homeland Security

**Technical Advisors Present:**

Doug Eades, Kentucky Emergency Management  
Ann Culbertson, Kentucky Emergency Management  
Amanda LeMaster, Kentucky Emergency Management  
Geni Jo Brawner, Kentucky Emergency Management  
Robert Duff, Kentucky Emergency Management  
Todd Neal, Kentucky Emergency Management  
David Liebman, Kentucky Emergency Management  
Ashley McClure, Kentucky Emergency Management  
Michael Garmon, Kentucky Emergency Management  
Esther White, University of Kentucky  
Brian Gathy, University of Kentucky  
Ben Anderson, University of Louisville  
Andrea Pampa, University of Louisville  
Nick Grunstead, University of Louisville

**Guests:**

Paul Vidal, Stantec  
Matthew Basabta, Stantec

**Welcome - Meeting Call to order:**

Leslie Kennedy, State Hazard Mitigation Officer (SHMO), called the meeting to order. She welcomed everyone and started introductions of all present. Ms Kennedy then stated the Mitigation staff is working to update the State Hazard Mitigation Plan. Ms Kennedy distributed suggested changes to the By-Laws. She pointed out that, if approved, the State Hazard Mitigation Team will become Commonwealth of Kentucky Hazard Mitigation Council (KYMC). General Heltzel briefly discussed the By-Laws and noted it has been many years since they were updated. He also stated that surveys would be used to gather responses for the proposed updates to the By-Laws. He then told the Team to watch for the release of the survey within the next 30 days.

Ms Kennedy announced that the Federal Emergency Management Agency (FEMA) had approved the State Plan Update grant. This grant will fund the work associated with updating Kentucky's Enhanced State plan. Stakeholder meetings are being scheduled at each Area Development District (ADD). The Kentucky Emergency Management (KYEM) governmental liaison, Nancy Price, stated that governmental officials were being notified of meetings by e-mail distribution lists and there will also be a focus toward special agencies and private sector entities.

The meeting was then turned over to David Liebman who presented training on the Commonwealth Hazard Assessment Mitigation Planning System (CHAMPS). During this 3-hour instructional training the group learned how to navigate, log on, different user roles, and how to complete different forms within CHAMPS. The CHAMPS overview discussed how the system will operate once all phases are complete.

**CHAMPS:**

- CHAMPS Version 1 development began in 2008 in partnerships with:
  - Federal Emergency Management Agency
  - Kentucky Emergency Management
  - Department for Local Government
  - University of Louisville
  - University of Kentucky
  - Stantec
- Version 1 encompasses the entire Mitigation Program process, functions, and responsibilities
- Champs Version 2 will deal with other Emergency Management components

General Heltzel stated there will be a CHAMPS version 3 also.

Mr. Liebman stated that CHAMPS' web-based design will allow Mitigation interaction at the local level.

### **Training Segments:**

- Purpose of CHAMPS -
  - Stores information in one centralized location
  - Assists communities with mitigation efforts
  - Tracks mitigation efforts and allocated funds
  - Guides communities through hazard mitigation planning, funding and project management
- History of CHAMPS - Partially funded with the FEMA mitigation grant proceeds
- Accessing the system, users:
  - Enter through the KYEM Active Directory, which bypasses the military firewall
  - Must log on through share point
  - Must be registered in ITEAMS to have a role in CHAMPS

### **CHAMPS Modules:**

- Disaster Management Module features disaster-specific information regarding:
  - Damages assessments
  - Declaration description
  - Declared counties
- Briefing Module Components:
  - Disaster Briefings for
    - Public Assistance
    - Mitigation Grant Process
  - Briefing schedules
  - Important forms and documents
  - Briefing presentations
    - Active disasters
    - Past disasters
- Planning Module Components:
  - Create a mitigation plan
  - Submit a mitigation plan
  - Plan review process
  - View and track status of mitigation plans
- Mitigation Action Module Components:

- Mitigation Action Form (MAF)
- Create a MAF
- Review mitigation actions
- Select specific mitigation actions for advancement to project application phase
  
- Projects Module Components:
  - Move MAF into a project
  - Add contributors to project
  - Complete the project application
  - Track progress of project application
  - Receive project guidance and feedback
  
- Custom Plans Module:
  - Can be created for state or regional use
  - Not be associated with mitigation efforts.

**Closing Comments and Suggestions:**

In closing, Paul Vidal of Stantec gave a recap of Mr. Liebman's presentation, demonstrated how the collected information entered into CHAMPS can be used create various spreadsheets and charts. Doug Eades added that if anyone had ideas for improvement of CHAMPS, to communicate with Ms Kennedy. He also told the Team if anyone needed assistance with user names and passwords, to contact Ashley McClure, Mr. Liebman, or himself.

Mr. Liebman and Ms Kennedy both thanked everyone for coming. The meeting adjourned at 4:00 pm.