



**FEMA-4337-DR-FL**  
**Command and General Staff Meeting Minutes**  
**Tuesday, May 22, 2018 at 0930 EDT**



**FEMA**

**STATE/ FEMA PRIORITIES**

- |                           |   |
|---------------------------|---|
| 1. Direct Housing Mission | 4. Staffing Synchronization             |
| 2. Public Assistance      | 5. Interagency Recovery Coordination    |
| 3. Hazard Mitigation      | 6. Support for Hurricane Maria Evacuees |

**OPENING REMARKS**

State Coordinating Officer - Nothing Significant to Report (NSTR)  
 Acting FCO - Deputy Federal Coordinating Officer (DFCO) - Deputy Regional Administrator (DRA) from Region IV will be visiting the JFO 05/23/2018.

**SITUATION UPDATE**

**Florida Forecast:** The National Hurricane Center has updated the Tropical Weather Outlook for an area of disturbed weather in the Caribbean and it now has a 40% chance of development. This is an increase in the chance of development as compared to Monday morning.

**Regardless of whether this disturbance develops into a tropical system, the area will remain in a wet pattern over the next week with expecting rainfall totals of 2-7" through Monday. Given these higher rainfall totals, the main threat over the next week will be flooding.**

Most of the precipitation will take place in the Florida Pan handle and the Western half of the State with rainfalls up to 7 inches. This may cause more flooding because the ground is already saturated.

Temperatures range with lows in low 70s and highs in the low 80s for the next "O" Period.

**Planning will continue to monitor the weather during the course of the "O" period.**

**OPERATIONS SECTION**

**Recovery Bureau Chief**

- NSTR

**State**

- Will follow up on Mission Assignments

**FEMA**

- Reminder for those who will be participating in the visit of the DRA on 05/23/2018, the anticipated time of arrival could be before or after 2:00 pm therefore, keep schedules accessible for tomorrow

**Individual Assistance (IA) Branch**

**State:**

- Not in attendance

**FEMA:**

**IA:**

- 19 funeral cases; 15 new cases; one case at State
- 26 open Congressionals; 170 total; four new inquiries received on 05/21/2018; 12 have had housing inspections issued
- Response to inquiries from Governor's office complete; one was regarding inspection; one was regarding revocation
- Working with External Affairs (EA) on flyer for applicants in travel trailers with a reminder of move out instructions

**Direct Housing (DH)**

- Direct Housing: 192 currently housed;126 move-outs
- Working on placing applicants in Direct Lease

**Voluntary Agency Liaison (VAL)**

- Disaster Case Management (DCM) kickoff meeting in Tallahassee on 05/21/2018 went well
- Attending to Unmet needs cases with DCM

**Infrastructure / Public Assistance (PA) Branch**

**State**

- 76 projects in recipient review

**FEMA**

- **Phase 1:** Requests for Public Assistance (RPAs) complete; final Recovery Scope Meeting (RSM) to be scheduled for 05/23/2018
- **Phase 2:** 117 Site Inspections (SIs) to be conducted this week; 292 total sites
- **Phase 3:** 2,800 projects submitted to Consolidated Resource Center (CRC); 1,900 currently at CRC; expecting to direct 120 projects from the field to the CRC
- **Phase 4:** Anticipating 40-50 projects to be sent to applicants for signatures
- Anticipate obligated \$21M today (05/22/2018)

**Hazard Mitigation (HM) Branch****State**

- Not in attendance

**FEMA**

- Seminole Hurricane Expo went well
- 6,485 projects to review; 60 being reviewed; 415 completed
- Hazard Mitigation Proposals (HMPs) written for a total of just under \$800,000

**Environmental and Historic Preservation (EHP) Branch**

- FEMA-4337-DR-FL: 939 project reviews completed during the operational period, 32 projects in review queue
- FEMA-4341-DR-FL: 18 projects reviewed, and 6 pending

**Field Operations**

4341-STOF PA Field Office

- Three additional projects to be obligated this week for the month of May
- Branch V – Doral (Miami-Dade County)

- NSTR

Branch IV – Ft. Myers (Lee County)

- NSTR

Branch III / JFO Orlando (Orange County)

- NSTR

Branch I & II – Tallahassee (Leon County) & Jacksonville (Duval County)

- NSTR

**LOGISTICS SECTION**

- Working on facility close outs and transitions with General Services Administration (GSA)
- Conducting two facility searches
- Coordinating with staff on transition

**FINANCE AND ADMINISTRATION SECTION**

- Reminder, this week time cards are due; Memorial Day holiday is Monday, so time sheets will be due earlier this Pay Period
- Spend Plan meeting at 1000 following C&GS meeting

**PLANNING SECTION**

- Product inputs due 05/22/2018 for Common Operational Picture (COP), Communications Plan, and Action Tracker
- Incident Strategic Plan review will be sent out on 05/24/2018 and a formal review on 06/01/2018 at 1130

**EXTERNAL AFFAIRS**

- Producing flyer with DH for applicants in travel trailers as a reminder with move out instructions
- Producing a Fact Sheet about staying in contact with local officials as hurricane season nears
- JIC provided response regarding status of completion from the old hurricane season to the new hurricane season stating FEMA is part of the 211 assistance team along with other recovery agencies
- 49 Congressional inquiries in the last week (17 from 05/18/2018); 62 open inquiries; 2,828 over the course of the disaster
- Working with DRA visit on 05/23/2018

**CHIEF OF STAFF****Chief of Staff (COS)**

- Deputy Chief of Staff is working on a holiday memo, which will be sent out after approval from DFCO
- Monitoring staffing issues and overtime patterns; staff should not have overtime past JFO closing hours

**Deputy Chief of Staff**

- NSTR

**Safety Officer:**

- Monitoring weather and disturbance in the Gulf Coast considering hurricane season starts 06/01/2018
- Be prepared and be safe

**Disability Integration Advisor (DIA):**

- NSTR

**Equal Rights Advisor (ERA):**

- Working with IA to resolve one ERO case from an applicant, received 05/21/2018
- Trilogy class must now be taken online as classes in the training room will no longer be accepted for credit
- Noticing trend of applicants appealing for a second inspection

**Alternative Dispute Resolution (ADR):**

- NSTR

**Security Manager:**

- Not in attendance

**Legal Advisor:**

- Not in attendance

**Executive Specialist:**

- NSTR

**CLOSING REMARKS**

SCO

- Governor and State appreciate FEMA for all the hard work
- Working with preparedness issue for the start of hurricane season
- Anticipating close out of disasters in five years or less

FCO

- Echoes the State comment and adds that part of being excellent is continuous improvement

Deputy Planning Section Chief

- Next week's Command and General Staff meeting will be held on Wednesday, 05/30/2018

**Meeting adjourned 0950**