



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

Florida Emergency Management Assistance Foundation, Inc Board of Directors Meeting

December 5, 2023

Meeting Minutes

I. Call to Order

Chair Brian Mimbs called the meeting to order at 11:03 AM

II. Roll Call

Carly Miller called roll. Chair Brian Mimbs and Secretary Javier Marques were marked present.

Vice Chair Steven Lerner was not present. (Vice Chair Steven Lerner joined the meeting at 11:05)

III. Approval of the September 29, 2023 meeting minutes

Chair Mimbs called for consideration and any questions or corrections of the meeting minutes from the September meeting. Chair Mimbs called for a motion to approve the meeting minutes. Secretary Javier Marques called for a motion to approve. All present board members were in favor and the motion was approved.

IV. EM Day at the Capitol Overview – Amelia Johnson, Legislative Affairs Director

Legislative Affairs Director, Amelia Johnson stated that this will be our fourth event which brings together the emergency management community from the counties, non-profit organizations, and other emergency management partners with the State Emergency Response Team. The event will function as it has in years past.

a. Schedule of events

Welcome reception the night before on February 6th at Proof Brewing Company, which is new this year. Emergency Management Day will be February 7th. We will get together in the morning to provide an overview, and have guest speakers, as well as a breakfast. Organizations will be able to meet with their delegations if they choose. The event will conclude with a reception on the 22nd floor of the Capitol.

b. Proposed Budget

The budget this year is in line with the past years. We are exploring the use of shuttles between the welcome reception to the hotels. Parking at Proof is challenging, so the shuttles will be more

efficient and safer to get people to and from the event.

c. Sponsorship Categories

We receive a lot of interest from our partners who are interested in sponsoring the event. The tiers will offer different benefits based on the category of sponsorship.

-Vice Chair Steven Lerner was noted as present for the meeting.

Chair Brian Mimbs made a call for questions on the sponsorship tiers. No questions were presented.

V. Approval of Sponsorship Tiers for EM Day at the Capitol

Chair Brian Mimbs called for a motion to approve the sponsorship tiers as presented. Vice Chair Steven Lerner made a motion to approve. Secretary Javier Marques seconded the motion. All were in favor and the motion passed.

VI. Approval of the Foundation Letterhead

Carly Miller presented the letterhead and stated the foundation was currently using the Division's letterhead, so we created a new letterhead for the Foundation with the foundation's logo and relevant information contained in the letterhead. And we can use this letterhead moving forward instead of the Division's letterhead.

Chair Brian Mimbs made a call for questions on the Foundation letterhead. No questions were presented. Chair Brian Mimbs called for a motion to approve the Foundation's letterhead. Vice Chair Steven Lerner made a motion to approve. Secretary Javier Marques seconded the motion. All were in favor and the letterhead was officially adopted.

VII. Presentation of Florida's Training for Emergency Management – Kevin Guthrie, Executive Director

Executive Director, Kevin Guthrie presented the first of its kind Florida's Training for Emergency Management (FTEM) June 10-14, 2024, at the World Golf Village in St. Augustine, Florida. Training for the industry has plateaued for the past 3 decades and we are stagnant in training. FTEM is something that we want to be a leader in the industry on and to be successful at engaging this we need a partnership with the foundation for the purposes of donations and sponsorships for the week at the World Golf Village. Based on the created curriculum, there may be a price per student in the future and we (the Division) would need a pass through for rendering payments.

FEMA courses remain centered around programmatic areas. There are no courses to develop personnel as a supervisor, manager, or leader. Director Guthrie's vision is for the Division to lead the industry in providing timely, relevant, and quality training for all practitioners regardless of vocation, experience, or education. The division cannot do this alone. FEMAF would be a partner to provide a conduit for sponsorships, scholarships, and assistance in conducting the training symposium.

Executive Director Kevin Guthrie presented a 3-year plan and approach to further develop FTEM and the track concept of foundation, basic, intermediate, advanced, and executive levels of training.

Chair Mimbs called for questions. No questions were presented.

VIII. Presentation of Training Course Assessment, Design, and Delivery – Kevin Guthrie, Executive Director
Executive Director Kevin Guthrie presented one of the areas we need to focus on is the development of intermediate and advanced level supervision and training. It's something that we struggle with in State Government and in the industry. We promote people into positions that they are not ready for. The division engaged the McCrystal Group to provide a high-level development of first line supervisors. The focus will be on developing leaders, decision making and communication and building a leadership model to enable them to be a high performing team.

The McCrystal group will do a needs assessment, creative learning design, project management and delivery, and an evaluation on how to continue developing the program. This is not just for the state and local level but could potentially be on the national level with the intention of developing high performing leaders. The key areas for mid-level leaders will be basic supervision, communication and active listening, basic project management, effective performance management, and decision-making process. This course will be 24 hours with 2 days in the classroom and peer training and 8 hours of homework.

FDEM anticipates coming back to the board to help fund this through donations and working with FTEM. This will be a future decision point for the foundation. We will want to provide 8 courses of 40 people, totaling 320 people, over the next year to 18 months.

The needs assessment and evaluation is \$88,000. The design and development is \$120,000. The delivery is \$4,900 per head. The delivery can be paid out of EMPA/EMPG at the local level, and cities through their training budgets. We may have corporations that want to sponsor or donate specifically to the training, education, and development of Florida's Emergency Managers of the future. We could potentially provide scholarships and bring the cost down.

The Division will work on a presentation on steps that we need the board to take for funding and offsetting the costs. Once the board approves, we will work on making up the cohort. With an anticipated date of the next board meeting.

The division wants leaders in the industry to build these training programs.

Chair Brian Mimbs called for any questions or comments. Chair Brian Mimbs stated that this is great visioning and appreciates the opportunity for the foundation to play a part and it is exactly what we are built for, and we hope to support these concepts.

IX. Updates

a. Donations

William Spicola stated that we have not received any donations, but we will be ramping up as we start off with the sponsorship for EM Day at the Capitol. We are in the process of getting our text

to donate system set up. We do have the ability to accept donations. We have 2 bank accounts, one with Wells Fargo and another with a local bank here in Tallahassee, FirstServe.

b. Website: [Florida Disaster Foundation Home | Florida Disaster Foundation](#)

Carly Miller presented the website updates. We included a section for board meeting minutes. If you hover over the Board Member tab at the top of the page, a drop-down menu with option to select board meetings will appear. After each board meeting, FDEM will upload the recording of that board meeting, as well as upload the approved meeting minutes from the previous board meeting. We included the public notices under the announcement tab. We included the code of ethics, the MOA, and bylaws under the resource tab. And the Contact page now has the email address FloridaDisasterFoundation@em.myflorida.com that is currently being managed by me and Stephanie Hartman. And once the text to donate and “e” donation link is ready, we will include it in the donations tab.

c. X Account (formerly known as Twitter): @FLDisasterfdn

d. Facebook Account: Florida Disaster Foundation

Stephanie Hartman created an X account with the handle of @FLDisasterfdn and Facebook account – Florida Disaster Foundation. Our first tweet and post were made on Tuesday, November 28th in celebration of the National Day of Giving.

e. Reporting

- December 1 annual audit requirement

The foundation, in accordance with Florida Statute is required to make provisions for an annual audit if there are expenditures in excess of \$100,000 by December 1 of each year. Since the foundation has not received any donations, we did not need to make provisions for this audit. However, we did send letters to the Auditor General, OPPAGA, and FDEM to waive this requirement for this reporting year. Those letters were included in the calendar invite.

- Upcoming report due dates

The first quarter of the fiscal year is when most of the reports are due. In accordance with the bylaws, by July 1 the Board of Directors will need to approve an annual operating budget for the corporation. And in August will be the annual report, IRS Forms 1023 and 990, and the division’s recommendation to continue the agency’s association with the foundation. And lastly, by September 30th the foundation will need to submit the budget, and a report of the donations and expenditures.

Chair Brian Mimbs called for any questions. Secretary Javier Marques asked if there is a contribution from the legislature. Will Spicola advised that it is unlikely based on previous experience. It will rely on private donations exclusively.

X. Discussion on Pending Business Items

William Spicola stated that there are few agreements that need to be signed. Also, we can use the FirstServe bank account to set up e donations on a short term if we have that need. In the next few weeks, the text to donate should be ready and will be attached to the Wells Fargo account. The company is called TylerTech that is setting up our credit card processing and text to donate functionality. The build out is complete but we need to get the documentation signed and get a merchant ID assigned from the national/international credit card processor FinTech. Hopefully we can get this up and running in the next couple of weeks.

XI. Upcoming Activities

Chair Brian Mimbs stated that the next board meeting is January 12 which will begin the quarterly cadence of board meetings, and EM Day at the Capitol which we will be happy to support.

Chair Brian Mimbs requested feedback from board members. Secretary Javier Marques wished everyone a happy holiday and blessed new year and thanked everyone for their diligent work to get the foundation going. In the end, Florida and its residents will benefit. If there is anything that we can do outside of the foundation to support, please let us know.

Chair Brian Mimbs stated with Hurricane season behind us as of last week, he is thankful for the staff on this call and the people of the division and across the state and counties. We civilians really appreciate what you do behind the scenes. One of the blessings of my job is being able to see some of that now. It's a greater magnitude than I ever imagined. I appreciate the professionalism and it speaks to the Director's vision for more training, honing, and refining skills, and keeping Florida ready. Thank you all for that.

Chair Brian Mimbs requested feedback from the public. None were heard.

XII. Adjournment

Chair Brian Mimbs adjourned the meeting at 11:44 AM.