

**IAEM PUBLIC-PRIVATE PARTNERSHIP  
COMMITTEE MEETING**

Sunday, November 16, 2008  
1:00 – 2:30 PM  
Redbud Room, Sheraton Overland Park

**Meeting Minutes**

*Present:* Shane Stovall, City of Plano, Texas (**Chairman**)  
Kathleen Henning (**Board of Director Liaison**)  
Billy Owens, City of Irving, Texas  
Hui-Shan Walker, City of Chesapeake, Virginia  
Paul Thomas, City of Kirkwood, Missouri  
Jeff Walker, Licking County, Ohio  
Chris Terzich, Wells Fargo  
Bill Simpson, Honeywell  
Liz Granger, Visa  
Mariah Armitage, City of Plano, Texas  
Deon Pfenning, City of Plano, Texas  
Bob Bamkey, Ratheon  
Bill Thomas, United States Air Force  
Alex Cole-Coroe, North Dakota State University  
Jeff Burkett, US Northcom  
Jacqueline Snelling, FEMA Community Preparedness Directorate

*Next meeting:* **TBD** (Will initially hold monthly conference calls. Will put out survey to find out best day of week and time during month for Committee members before scheduling).

---

**I. FEMA National Citizen Corp Presentation (Jacqueline Snelling, DHS)**

Document that was handed out is attached.

**II. FEMA Private Sector Partnership Subcommittee Presentation (Paul Thomas)**

Paul shared with us some information that the FEMA Private Sector Partnership Subcommittee has put together as they further define their missions and objectives. Committee members agreed that these areas could be integrated into our current objectives and upcoming strategies. These areas are:

- Definitions
- Partnerships
- Best Practices
- Information Sharing
- Protocols

- Capabilities
- Public Education
- Planning, Training & Exercising

## **II. Administrative Items Discussion**

### **A. Attendance**

Members present decided on a three and out policy. If a member has three (3) consecutive unexcused absences, the Chairman can exercise the option of removing the member from the Committee.

An absence is considered to be excused if the member notifies the Chairman prior to the meeting that he / she will be absent.

This was determined to be necessary in order to ensure active participation on the Committee.

### **B. Seats on Committee**

1. It was determined, that at this time, there will be no cap on the number of members allowed on the Committee. This will be reviewed as the PPP Committee grows to ensure that the Committee remains at a manageable number.
2. The Chairman will work with the IAEM Global Board Chairman to solicit interested members to the IAEM PPP Committee. This is to allow for international members, in addition to current members with private sector international interests, to participate on our Committee. No set Committee seats will be made for international members at this time.

### **C. Discussion of Vice Chair and Secretary Position**

Committee members decided to keep the current Co-Chairmanship configuration that we currently have. Shane Stovall and Stephen Krill will continue to serve as Co-Chairs.

Deon Pfenning, City of Plano, volunteered to serve as Secretary for the Committee. One role of this position is to ensure meeting minutes are taken and distributed to all active members.

### **D. Committee Conference Calls and Frequency**

Committee members agreed that as we move forth with determining direction and strategies of the PPP Committee, we should hold monthly conference calls when meetings are not scheduled. This will allow Committee members to keep things moving forward.

A survey will be sent out to Committee members to determine best days and times during the month in hopes to be able to get a majority of Committee members participating.

### **III. Review of Mission Statement and Objectives**

The Committee reviewed the current Committee Mission, Committee Objectives, and the Committee Concept of Operations. Some revisions were made, and changes are highlighted below. Committee members are to review these and provide comments.

#### Committee Mission

Develop, identify, and promulgate best practices for creating effective partnerships among private, not-for-profit, and public sectors.

#### Committee Objectives

1. Establish information sharing forums regarding emergency and disaster planning, training, and exercises between the public, not-for-profit, and private sectors.
2. Identify relationships that can be developed between public, private, and not-for-profit entities that can enhance emergency and disaster prevention, mitigation, preparedness, response, and recovery.
3. Develop effective strategies for achieving common emergency and disaster goals and objectives in the public, private, and not-for-profit sectors using Best Practices.
4. Create an awareness of what public-private partnerships are, and how they can be leveraged in emergency and disaster management.

#### Committee Concept of Operations

The IAEM President shall appoint two Co-Chairpersons (one private sector and one public sector) from the General membership. The Chairman will appoint a Secretary from interested Committee members. The Committee will engage the general membership and other interested parties consistent with its mission, objectives, and strategies.

The Committee will formally meet during the Mid-Year and Annual Meetings of the Association.

Between these IAEM meetings, the Committee will meet regularly as determined by its membership, but not less than once a month.

### **IV. Development of Draft Strategies for Objectives**

This was postponed due to time constraints, and changes that needed to be made in the objectives based on input from Committee members.

**END OF MINUTES**