



## **SART STEERING COMMITTEE MEETING**

Thursday, December 14, 2017 @ 10:00 a.m. to 12:00 p.m.

Farm Service Agency

4440 NW 25th Place, Suite 1, Gainesville, FL 32614-1030

### **MEETING SUMMARY**

#### **Steering Committee Members in Attendance:**

Karen Adams, UF College of Veterinary Medicine  
Tammy Bauldree, FDACS  
Zach Conlin, FDACS  
Dana Dejarnett, FDACS  
John Haven, UF College of Veterinary Medicine  
Saqib Mukhtar, UF IFAS  
Sue Rantuccio, FDACS  
Neil Richmond, FDACS  
Jessica Stempien, FDACS  
Hyatt Sudano, FDACS  
LeiAnna Tucker, FDACS  
Summer Williams, FDACS

#### **Staff in Attendance:**

Sara Thomas, ARPC

#### **Approval of Meeting Minutes:**

The meeting summary from the November 11, 2017 Steering Committee was reviewed. A motion was made by John Haven and seconded by LeiAnna Tucker to approve the minutes with changes. The motion carried unanimously.

#### **Budget Update:**

Sue Rantuccio updated the group on the status of the budget. Ms. Tucker said the Division of Forestry will be setting up a full Incident Management Team (IMT) and Incident Command Post (ICP) at the e-ISuite exercise/workshop to be held in April, and more money will need to be allocated for travel. Agroterrorism training, provided by UC Davis' Western Institute for Food Safety and Security (WIFSS) will be hosted on February 28 in Tallahassee and has been opened to ESF17 and 11 personnel, and SART and FLIRRT responders. This training will require travel funding. Ms. Tucker said the pet friendly sheltering training courses are still in discussion to be offered in an online format. Funding and training software programs will be reviewed over the

next couple months to plan an online format for these trainings. Ms. Tucker said she will be meeting with Dr. Xin at UF to work on updating the SART website, Sentinel, creating brochures, and review training software for the website.

**New SART Partner – FDACS Office of Agricultural Water Policy (OAWP):**

Ms. Tucker introduced Jessica Stempien to the group as a new SART Partner. Ms. Stempien attended the meeting on behalf of Steve Dwinell, Director of OAWP. Ms. Stempien discussed the role of OAWP. The group discussed how the new partnership can be mutually beneficial. During the discussion, Ms. Stempien and Dr. Saqib Mukhtar of UF said they could potentially provide staffing for the ESF17 desks at county EOCs during activations to help augment ESF17 response capabilities at the county level. Dr. Mukhtar also suggested crafting a position description and/or desk reference manual for the ESF17 desk in county EOCs. Discussion and drafting for the position description and/or desk reference manual will be an effort over the next several months.

**2018 Schedule for Steering and Advisory Council Meetings:**

January 18

February 15

March 15

April 30-May 3: SART Steering Committee attend Statewide Hurricane Exercise (Partners participate remotely)

June 7

July 12

August 9

September 13

October 11

November 8: SART Partners Advisory Council Meeting, location to be determined

December 6

**Update for SART Documents – Organizational Declaration:**

Ms. Tucker said the Organizational Declaration was last updated in 2010. She and Mr. Haven said they would like to have the Organizational Declaration and Standard Operating Guidelines (SOG) updated in 2018. Ms. Tucker will send the SOG document to the Steering Committee members for review after further guidance from the Specialty Response Team Focus Group meeting to be held January 23. Comments for both the Organizational Declaration and SOG documents should be submitted to Sara Thomas by January 12, 2018, and reviewed during the next Steering meeting in January. Ms. Tucker also said she would like to get the SART Advisory Board members more engaged in the many efforts underway for 2018 and 2019. Dr. Mukhtar suggested sending the monthly meeting minutes to each of the partners to encourage transparency, involvement and information sharing. The Steering Committee agreed to commence this process, beginning January 2018. Dr. Mukhtar also suggested inviting partners to speak at Steering Committee Meetings as guest speakers. This would be an opportunity to continue engaging with our partners and learn about activities or issues that SART may be able to assist with. Ms. Stempien suggested Steering Committee members could also request to speak at other meetings held by SART partners to continue supporting engagement and communication.

**Active Action Items:**

- Beginning with the January agenda, move “Active Action Items” into a tracking chart format and put it on the agenda. The chart should include the action item, meeting date it was discussed, responsible parties, and status.
- Agriculture Economic Impact Database
- Add tracking specifications for animal tracking to WebEOC
- Follow up on MYTEP – Rescheduled for 2018
- Determine cost of building an online small animal emergency sheltering course – Spring 2018

- Create and maintain a spreadsheet with emergency equine and livestock sheltering options, and post on SART website – Laterika Shoemate Dehaney at FDACS has been working on this
- Send meeting minutes to all partners beginning with the approved December 17 minutes
- Invite industry partners to speak at Steering Committee Meetings
- Finalize Irma AAR at January Meeting or by the end of January
- 12/14/17 SART donation management