



BAY COUNTY
LOCAL MITIGATION STRATEGY WORKING GROUP
Gulf Coast State College Student Union Room 232
May 14, 2025
9:00 AM



MEMBERSHIP

Emergency Management (Non-Voting)

Jennifer Wilburn, Chairman
(Coord.), Bay County
Michele Moore, Recording Secretary

Bay County Members

Wayne Porter, Bay County
Ian Crelling (ALT), Bay County
Keith Bryant, Bay County
Scott Chandler (ALT), Bay County
Natasha Lithway, Bay County (Non-Voting)
Kimberly Cummings, Bay County (Non-Voting)
(ALT), Bay County

City of Callaway Members

Eddie Cook, City of Callaway (Co-Chair)
David Joyner (ALT), City of Callaway
William (Bill) Frye, City of Callaway
Lisa Koepke (ALT), City of Callaway

City of Lynn Haven Members

Chris Lightfoot City of Lynn Haven
Vickie Gainer (ALT), City of Lynn Haven
Mark Johnson, Fire Chief, City of Lynn Haven
Bobby Baker (ALT), City of Lynn Haven

City of Mexico Beach Members

Mel Smigielski, City of Mexico Beach
Mark Steele, (ALT), City of Mexico Beach
Sandy Walker, City of Mexico Beach
Garret Garland, (ALT), City of Mexico Beach

City of Panama City Members

Jennifer Aldridge, City of Panama City
Jared Jones (ALT), City of Panama City
David Collier, City of Panama City
(ALT), City of Panama City

City of Panama City Beach Members

Kathy Younce, City of Panama City Beach
Marcie Douglas (ALT), City of Panama City Beach
Mark McWaters, City of PCB
Michael Martin (ALT), City of Panama City Beach

City of Parker Members

Tony Summerlin, City of Parker
Brent Faile (ALT), City of Parker

Andrew Kelly, City of Parker
Taylor Jeffreys (ALT), City of Parker

City of Springfield Members

Sue Graybill, City of Springfield
Miles Grice (ALT), City of Springfield
Krystal Ward, City of Springfield
Teresa Cox, (ALT), City of Springfield

Bay District School Members

Lee Walters, School District
Roy Lilja, (ALT), School District

Tourism Development Commission

Dan Rowe, TDC
Aaron Lee (Alt), TDC

Not-For-Profit Members

Tonya Holloway, Team Rubicon
Jim Price (Alt), Team Rubicon
Anthony Cornett, American Red Cross
Stephen Harvard (Alt), American Red Cross
Donna Pilson, Rebuild Bay County Inc.
Jill Van Zant (Alt), Rebuild Bay County Inc.

Private Business Sector Members

Jim Slonina, Panhandle Engineering, Inc.
Doug Crook (ALT), Panhandle Engineering, Inc.

Public Representation Members

Jennie Altheimer, Citizen Representative
Vincent McCormick, Citizen Representative
Christina Doucette, Citizen Representative

Other Representation (Non-Voting)

Allison Blevins, FDEM
John Mercer, Gulf Coast State College
Jim McDougall (Alt), Gulf Coast State College
L. Scott Jackson, Florida Sea Grant
David Birge, NWFBI
Andrew Samarripa, Port Panama City
Paul Thorpe, Northwest Florida Water Management
Curt Ward, Florida Forest Service
Robert C. Smith, Naval Support Activity (NAS) Center
Jonathan McFarlane-Weinstein, Tyndall AFB
Jessica Graham, FSU
Ebrahim Ahmadisharaf, FSU

Minutes

The meeting was held at the Gulf Coast State College SUE Room 232. The meeting was called to order by Chairman Jennifer Wilburn at 9:03 a.m. and she conducted a roll call starting with the participants in the room and then on the Zoom Call stating each municipality and entity that was represented at the meeting. Ms. Wilburn asked when motion approvals are voiced, please state your last name when doing so.

The following were in attendance: Jennifer Wilburn, LMS Chairman; Jessica Lundeen Bay County Fire Rescue; Keith Bryant, Bay County; Wayne Porter, Bay County Planning & Zoning, Kenny Benigno, K2/CDR Maguire, Michele Moore, K2/CDR Maguire; Eddie Cook, City of Callaway; Chris Lightfoot, City of Lynn Haven, Sandy Walker, Mexico Beach; Jennifer Aldridge, City of Panama City; David Collier, City of Panama City Fire Department (via Zoom), Mark McWaters, Panama City Beach (via Zoom); Marcie Douglas, City of Panama City Beach; Susan Graybill, City of Springfield; Krystal Ward, City of Springfield; Jennie Altheimer, CERT-Citizen Representative; Adam Johnson, Dept. of Health (via Zoom); Michael Martin, PCB (via Zoom), Donna Pilson, Rebuild Bay County (via Zoom); Jessica Graham, FSU (via Zoom); Christina Doucette, CERT-Citizen Representative (via Zoom); and Vincent McCormick, CERT-Citizen Representative (via Zoom)

Chairman Wilburn requested the approval of the agenda.

Chris Lightfoot asked that #1- Lift Station #39 Generator and #16 – Lift Station #29 Generator for the City of Lynn Haven be removed from the LMS Mitigation Sheet.

Eddie Callaway made the motion to approve the agenda as presented with requested items removed as mentioned by Chris Lightfoot. Keith Bryant seconded the motion. There were no objections.

Chairman Wilburn requested the approval of the minutes from February 5, 2025.

Chris Lightfoot moved to approve the minutes. Sandy Walker seconded the motion. There were no objections.

Agenda Item 1. LMS/LMSWG Overview

- Chairman Wilburn introduced and welcomed the three new citizen representatives – Jennie Altheimer, Christina Doucette and Vincent McCormick. It has been a while since we have had three new active members from the CERT on the LMS Working Group and it is exciting to have such great participation.
- Addition of Projects to the LMS Mitigation Worksheet
 - **AD Harris Community Resilience Center Retrofit Project and Generator - \$200,000**
Ms. Donna Pilson stated that AD Harris is used several times a year by Bay County as a warming and cooling shelter and it is in desperate need of hardened doors/windows and a backup generator. They will be pursuing grant funding to harden this shelter for the residents of Bay County.
 - **New Bay County Fire/EMS Station - \$6,100,000** – Chief Lundeen of BCFR stated that a new Fire/EMS station was needed in the Cedar Grove/E. Hiland area on Transmitter Road. They serve unincorporated Bay County as well as the cities of Callaway, Lynn Haven, Springfield and Panama City – serving 6300 medical calls in that zip code a year averaging 18 calls a day with one ambulance. It is desperately needed to have a new fire and EMS station in that area.

- **Bay County Wildland Fire Grant - \$800,000** – Chairman Wilburn stated that when Fire Grants become available after Wildfire Disasters – it is necessary that Bay County is eligible to apply for grants to increase fire safety for fighting wildfires.
- Chairman Wilburn asked Michele Moore of CDR Maguire/K2 to give a status update of the 2025 LMS Plan. Ms. Moore stated that Florida Division of Emergency Management (FDEM) had reviewed and approved “The Bay County 2025 LMS Plan” and Bay County Board of County Commissioners (BOCC) would be adopting the Plan Update at the June 3rd BOCC Meeting.

Ms. Moore sent resolutions out to all municipalities, the School Board and Panama City Housing Authority for adoption of the 2025 Bay County LMS Plan Update. The County must receive executed copies of the resolutions from all entities to provide to the State (FDEM) so they can send it to FEMA and get the final approval of the 2025 Bay County LMS Plan. This will give Bay County and all municipalities within including the School District and the Housing Authority the eligibility for federal funding for the next five years. The next five-year update will be FY 2030. However, the LMS Plan must be updated after every major disaster event if it happens before the five-year cycle.

The Plan must be completely approved by 9.1.2025 so the County is ahead of schedule. Ms. Moore thanked everyone for their help and participation in updating the plan.

Agenda Item 2. HMGP/CDBG Overview

Each entity gave an overview of their HMGP Projects:

Bay County

Kenny Benigno, Consultant for Bay County reported that out of the 19 HMGP projects – 10 are complete – 7 are under construction and 2 projects are waiting for Phase 2 approval.

Callaway

City Manager Eddie Cook reported that all six (6) projects are completed and in close out.

Lynn Haven – The Fire Station Project is 100% Complete for design and waiting Phase 2 approval. Four Generator Projects are complete and in closeout and out of 6 stormwater projects – Dundee has been officially denied and we are anticipating Acme and Bradley Lane to be denied for Phase 2.

Mexico Beach - Fire/Police Station is in appeal with FEMA because FEMA does not want to allow the City to move it away from the beach; Bypass pumps have been bid twice and keeps coming in over budget so the City is going to pay for one (1) of the pumps and the grant will pay for the other two.

Parker

Both HMGP Projects are 100% done and are in closeout.

Panama City

Jennifer Aldridge stated Fire Stations 1,2 & 6 Project is out for Bid. Millville Project came in \$1 million over budget – working with State on BCA and Budget Mod; All other projects are waiting on Phase 2 approval.

Panama City Beach

Michael Martin reported all projects have design complete and are waiting on Phase 2 approval. and Alf Coleman Road is complete and in the process of closeout. Timeline on the 4.3 Underground Utilities Project for Phase 2 is not going to make the 9/2027 deadline for construction due to ROW acquisition, so they are in conversations with FDEM so the City doesn't lose \$15 Million dollar project.

Springfield – Bypass Pumps 16, 19 and 29 are complete; Bypass Pumps 15, 27, 26 are being bid

Bay District Schools - no report – was not in attendance

Agenda Item 3. CDBG Projects – Kenny Benigno

CDBG-DR Phase I & 2

1. Bay County

- a. **Redwood Drainage – M0015** – Construction is 75% Complete
- b. **Fountain Community Complex – M0169** – Bid Opening 5.20.25
- c. **Mexico Beach Project – M0177**- Construction is 100% Complete

2. Callaway – 15 Lift Stations with 5 being Rehab; Sandy Creek; Has been bid and waiting on contracts to be signed; **Hugh Thomas Road** – Has been bid and waiting on contracts to be signed

3. Lynn Haven – Minnesota Avenue – bid opening on June 13, 2025.
W. 10th Street bid opening on May 29, 2025; and **Ohio Avenue** – procurement is underway.

4. Panama City stated **Millville** is out for bid and **A0** is 40% construction complete; **A2** is 50% construction complete; **Glenwood-** Bid opening was held 5.13.2025; **Project STORM** – is 80% construction complete

5. Panama City Beach – Outfall Project is being bid out; **Front Beach Lights** project is complete and in closeout and the **Fire Station Project** is complete.

6. Springfield – The Nature Park is in redesign and waiting on permits.

CDBG-DR - Voluntary Home Buyout

- **Panama City Hurricane Michael VHB** – all homes have been acquired and working on the stormwater facility on this property.

- **Panama City Hurricane Sally VHB** – In process of purchasing 5 homes.

Agenda Item 4. Hurricane Sally

1. **Bay County Sequential Batch Reactor North Bay WWTP** –Procurement Underway
2. **Panama City Stormwater Improvements on Sherman** –100% Complete – waiting on Ph 2

Agenda Item 5. Hurricane Ian

Bay County WTP Electrical Resiliency Generator - \$1,422,838 – Generator to be delivered in September 2025

Agenda Item 6. Hurricane Idalia

Panama City was rejected for the Hurricane Idalia Projects

Lift Station 79 - \$2,429,175

Lake & Cincinnati Drainage Improvements - \$1,480,973

Agenda Item 7. Hurricane Helene/Milton

City of Panama City Beach is applying for a Tier III project for additional funding for 4.3 Underground Utilities Project for \$15,000,000

Agenda Item 8. Flood Mitigation Assistance (FMA)

Jennifer Aldridge stated that this grant was funded in 2020, and she still has not received the grant agreement to move forward. This has been the slowest grant to work with.

Agenda Item 9. Community Rating System Update – Jennifer Aldridge/Wayne Porter

Wayne Porter reported that Bay County had their 3-year cycle in 2024 and is waiting on the documentation from ISO to receive their CRS rating, so the County did not have to recertify in 2025. He also encouraged everyone to attend the State Floodplain Conference in Fort Meyers, Florida on June 23-27, 2025.

Jennifer Aldridge stated that Panama City had their CRS recertification this week and she would be attending the National Floodplain Conference in New Orleans May 19, 2025.

Agenda Item No. 10. Grant and Training Opportunities

- G-400 Advanced Incident Command System Command & General Staff: Complex Incidents, Wednesday, May 21, 2025 - Thursday, May 22, 2025
- G-2300 Intermediate Emergency Operations Center Functions, Tuesday, May 27, 2025 - Thursday, May 29, 2025

Agenda Item No. 11. Audience Participation:

No comments were made.

Agenda Item No. 12. LMS 2025 Yearly Scheduled Meetings are:

- August 13, 2025 – FSU Holley Lecture Hall C
- November 12, 2025 –FSU Holley Lecture Hall C

Agenda Item No. 13. Adjournment

There being no further discussion, the meeting adjourned at 9:36 a.m.

Keith Bryant moved to adjourn the meeting. Sandy Walker seconded the motion. There were no objections.