



DEVELOPING A SUCCESSFUL LOCAL MITIGATION PLAN

INTRODUCTIONS

- Name
- Community or Company
- Experience With Local Mitigation Planning

WORKSHOP GOAL

To provide a general overview of the
mitigation planning process involved in
developing
A
SUCCESSFUL
LOCAL MITIGATION PLAN

OBJECTIVES

- Review the basic mitigation planning process
- Review authorities for the development of local mitigation plans
- Review basic elements of a local mitigation plan
 - Risk assessment
 - Local capability assessment
 - Mitigation strategy
 - Plan maintenance
- Review plan update process

OBJECTIVES

- Discuss strategies to assist in development of local mitigation plan
- Discuss strategies to assist in updating of local mitigation plan
- Discuss the mitigation plan review process

TERMINOLOGY

- Are We Talking To Each Other Or At Each Other
- Understanding Common Terms And Concepts

KEY TERMS

- Hazards Mitigation
- Hazards
- Risk
- Vulnerabilities
- Repetitive Loss
- Severe Repetitive Loss
- National Flood Insurance Program
- Benefit Cost Analysis
- Hazus-MH
- Community Rating System (CRS)
- Multi-jurisdictional Plans

DISASTER MITIGATION ACT OF 2000

- Approved by Congress in October 2000
 - Amended the Stafford Act creating an emphasis on mitigation planning at state and local level
 - Established national program for pre-disaster mitigation
 - Streamline administration of disaster relief
 - Control federal cost of disasters

SECTION 322 LOCAL MITIGATION PLANNING

- Increased HMGP funding from 15% to 20% for states meeting enhanced planning criteria
- Require local and tribal to develop and submit plans to qualify for HMGP project grants
- Allow 7% of HMGP funds for planning purposes

SECTION 322 LOCAL MITIGATION PLANNING

- Local Mitigation Planning is divided into four topics:
 - Plan Requirements
 - Planning Process
 - Plan Content
 - Plan Review

SECTION 201.6 PLANNING REQUIREMENTS

201.6(A) PLAN REQUIREMENTS

- For all disaster on or after November 2004, a local government must have an approved mitigation plan to receive HMGP project grants
- A local government must have an approved mitigation plan to receive PDM project grants. However, PDM funds continue to be made available to enable local government to develop local mitigation plan
- FEMA Regional director can grant an exception to planning requirements in extraordinary circumstances
- Multi-jurisdictional plans are acceptable

SECTION 201.6 PLANNING REQUIREMENTS

201.6(b) PLANNING PROCESS

- An opportunity for public involvement
- An opportunity for neighboring communities and other agencies involvement
- Review and incorporate existing plans, studies, reports and technical information

SECTION 201.6 PLANNING REQUIREMENTS

201.6(c) PLAN CONTENT

- Document the planning process
- Risk assessment
- Mitigation strategy
- Plan maintenance process
- Formal adoption

SECTION 201.6 PLANNING REQUIREMENTS

201.6(d) PLAN REVIEW

- Plans must be approved by state
- FEMA will review plan for final approval
- Plans must be updated and resubmitted for approval within five years
- State plans must be updated and resubmitted for approval within three years

STATE AND LOCAL MULTI-HAZARD MITIGATION PLANNING GUIDANCE

- Help local jurisdictions develop and adopt new plans or revise existing plans to meet 44 CFR, Part 201
- Help Federal and State reviewers evaluate plans using a fair and consistent manner
- Help local jurisdictions conduct comprehensive reviews and prepare updates to plan

PLANNING PROCESS

- Common types of local mitigation plans:
 - Flood Mitigation Plan
 - Community Rating System Repetitive Loss Plan
 - Local Mitigation Plan
 - Multi-jurisdictional Plans

MULTI-JURISDICTIONAL PLANS

- Multi-jurisdictional plans provides:
 - An economy of scale effort,
 - Opportunity evaluate hazards comprehensively
- All participating communities must meet planning requirements, each must identify:
 - Risk, if different from general planning area
 - Mitigation actions
 - Participating in planning process
 - Adoption

PLANNING PROCESS

- Other Agencies Mitigation Plans:
 - Universities
 - School Districts
 - Private Non-profit Organizations
- It is strongly encouraged that other agencies participate in a local or state mitigation plan.

2007 REVISIONS TO PLANNING REQUIREMENTS

- Combined mitigation planning requirements from all mitigation programs into a single document
- Require a discussion of NFIP repetitive loss properties
- Require a discussion of community's continued compliance under the NFIP
- Incorporate CRS planning requirements

MITIGATION PLANNING PROCESS

Steps	Activity
Step 1	Organize Resources
Step 2	Review and Analysis of Potential Hazards and Associated Risk
Step 3	Identification and Analysis of Existing Capabilities
Step 4	Development of Goals and Objectives
Step 4	Identification and Prioritization of Mitigation Alternatives
Step 5	Development of Plan Maintenance Strategy
Step 6	Plan Approval

MITIGATION PLANNING PROCESS

- Process is just as important as the plan
- Process includes:
 - Agencies at all Levels
 - Residents
 - Businesses
 - Non-profit Organizations

MITIGATION PLANNING PROCESS

- The plan shall document how plan was prepared, to include:
 - Public involvement
 - Neighboring community involvement
 - Describe review of existing plans, policies and programs
 - Who participated in planning process and their roles
 - How plan was prepared
 - How was planning team formed
 - Identify and discuss any problems or issues that arose during the planning process

MITIGATION PLANNING PROCESS

ORGANIZE RESOURCES

Step 1 - Assessing Community Support

- Get community governmental leadership support for planning efforts
- Form core planning team
- Identify expertise to help planning process and provide into development of plan
- Involve other agencies
- Choose a planning process model
- Describe how the public was involved/participated

MITIGATION PLANNING PROCESS

ORGANIZE RESOURCES

Step 2 - Building the Planning Team

- Build on existing organizations
- Determine stakeholders
- Set goals
- Assign task to team members
- Establish regular meeting schedule
- If needed, establish sub-committees
- Record meeting notes

MITIGATION PLANNING PROCESS

ORGANIZE RESOURCES

Step 3 - Engage the Public

- Educate on the results and findings and progress of planning effort
- Enlist the help of local media
- Create and distribute printed materials on the plan and planning process
- Host public workshops

PLANNING PROCESS

Planning Process Update

- Review each section of the plan
- Document process
- What has changed since last approval?

PLANNING PROCESS

Multi-jurisdictional Plan Update:

- Identify all participating jurisdiction
- Identify all jurisdiction no longer participating
- Identify any new participates in the planning process

RISK ASSESSMENT

THE RISK ASSESSMENT PROCESS:

Steps	Activity
Step 1	Identifying the Hazards
Step 2	Profiling the Hazards
Step 3	Assessing Vulnerabilities: Overview
Step 4	Assessing Vulnerabilities: Inventory Assets
Step 5	Assessing Vulnerabilities: Addressing Repetitive Loss Properties
Step 6	Assessing Vulnerabilities: Estimating Potential Losses
Step 7	Assessing Vulnerabilities: Analyzing Development Trends

RISK ASSESSMENT

TERMINOLOGY

- Hazard
- Risk
- Vulnerability

RISK ASSESSMENT

Step 1- Identifying the Hazards

- List all potential hazards that can occur in community
- List natural hazards that may occur in community
- Focus on the most prevalent hazards in community
- A description of sources used to identify hazards

Try to be consistent with State Plan, if local risk assessment omits (without explanation) any known hazards that are recognized as threats to community, the Plan will not pass review

RISK ASSESSMENT

Step 2 - Profiling the Hazards

- Describe each identified hazard to include:
 - Discussion of past occurrences
 - Location of community impacted
 - Extent (size and magnitude) of potential event
 - Probability or likelihood that hazard will occur in area
 - Create a base map
- Plan must discuss classification methods used to illustrate extent of hazard and sources of data used to complete analysis

RISK ASSESSMENT

Step 3 - Assessing Vulnerabilities: Overview

- The overview shall include:
 - General description of hazard impact on vulnerable structures
 - Can be presented in dollar values or percentage of damage

RISK ASSESSMENT

Step 4 - Assessing Vulnerabilities: Inventory Assets

- Develop inventory of critical assets:
 - Critical Facilities
 - Building Stock (Other residential and non-residential structures)
 - Population
 - Other high potential loss facilities, historical, cultural, and natural resource areas
- Determine the dollar value of identified assets.

RISK ASSESSMENT

- Inventory Assets
 - Determine the proportion of assets in hazard areas
 - Determine the dollar value of assets at risk or located in hazard area.
 - Determine the location of expected future growth
 - Compile detail list of what can be damaged by each hazard

RISK ASSESSMENT

Step 5 - Assessing Vulnerabilities: Addressing Repetitive Loss Properties

- Must address repetitive loss structures by type and estimated number in SFHA
- Estimate potential dollar losses to repetitive loss structures
- Describe development trends within repetitive loss areas
- Map repetitive loss structures in relationship to known flood hazard areas
- Discussion of unique natural features and other environmental considerations in repetitive loss properties areas

RISK ASSESSMENT

Step 6 - Assessing Vulnerabilities: Estimating Potential Losses

- Estimate losses to structure
- Estimate losses to content
- Estimate losses to structure use and function (Non-residential structures only)
- Estimate losses from each hazard event

RISK ASSESSMENT

- Simple criteria for estimating potential losses:
 - (# of structures) X (% percentage in SFHA) X (average value of structures (assess value plus content))
 - Use HAZUS or similar loss estimation tables
- What ever method that is used will need to be fully documented

RISK ASSESSMENT

Step 7 - Assessing Vulnerabilities: Analyzing Development Trends

- Plan should examine development trends and impact on identified hazard areas
 - Current Land Uses
 - Projected Future Land Uses
 - Population Changes
 - Potential Growth Areas in Community

RISK ASSESSMENT UPDATE

- Plan update shall include:
 - Discussion of any new occurrences since last plan update
 - Any new or updated historical records or hazard profiles
 - Address any deficiencies identified in the previous plan
 - Any new maps must be consistent with revised data

RISK ASSESSMENT UPDATE

- Review hazards:
 - Are still pertinent, if not explain and delete
 - Add and profile any that may have been omitted from last plan update
 - Add and profile newly identified hazards

RISK ASSESSMENT UPDATE

Has vulnerabilities changed?

- New assets identified
 - New repetitive loss properties identified or structures retrofitted
 - Based on identified changes, provide new estimates of potential losses
 - Analyze new development trends

DEVELOP MITIGATION STRATEGY

Actions	Activity
Action 1	Community Goals and Objects
Action 2	Identification and Analysis of Potential Mitigation Actions
Action 3	Implementation of Mitigation Actions
Action 4	Implementation of National Flood Insurance Program

DEVELOP MITIGATION STRATEGY

Local Mitigation Strategy

- The jurisdiction's blueprint for reducing the potential losses identified in the risk assessment, based on existing authorities, policies, programs and resources, and its ability to expand on and improve these existing tools

DEVELOP MITIGATION STRATEGY

Action 1 - Establish Mitigation goals and objectives

- Review results of risk assessment to determine which hazards has potential for impact on community
- Develop goals and objectives

DEVELOP MITIGATION STRATEGY

GOALS VERSUS OBJECTIVES

- Goals are general guidelines
 - Long-term
 - Represent global vision
- Objectives define strategies or steps to achieve goal
 - Specific
 - Measurable
 - Have a defined completion date

DEVELOP MITIGATION STRATEGY

GOALS VERSUS OBJECTIVES

- Examples of Goals:
 - Mitigate all structures located in the Special Flood Hazard Areas.
- Example of Objectives:
 - Identify and mitigation all repetitive loss structures on Elm Street.

DEVELOP MITIGATION STRATEGY

Action 2 - Identify and prioritize mitigation measures

- Task A: Identify Mitigation Measures
- Task B: Evaluate Mitigation Measures
- Task C: Rank Mitigation Measures

DEVELOP MITIGATION STRATEGY

Task A - Develop Mitigation Strategy

- Mitigation measures can be divided into six general categories:
 - Prevention
 - Property Protection
 - Public Education and Awareness
 - Natural Resource Protection
 - Emergency Services Protection
 - Structural Projects

DEVELOP MITIGATION STRATEGY

Task A - Develop Mitigation Strategy cont.

- Review list of potential mitigation actions under each category by hazard
- The plan must include mitigation actions designed to address existing development as well as new construction and future development.

DEVELOP MITIGATION STRATEGY

PREVENTION

- Government regulations and administrative actions that regulate the way structures will be built and land developed
 - Floodplain Management Regulations
 - Planning and Zoning
 - Building Codes
 - Stormwater and Drainage System regulations

DEVELOP MITIGATION STRATEGY

PROPERTY PROTECTION

- Actions that involve the modifying or improving the resistance of existing buildings and infrastructure to protect them from hazards.
 - Property Acquisition
 - Relocation
 - Elevation of Structures
 - Construction/Retrofit of Structures

DEVELOP MITIGATION STRATEGY

PUBLIC EDUCATION AND AWARENESS

- Actions to inform and educate the general population, public officials, businesses and property owners about preparedness, risk and associated mitigation opportunities
 - Hazard Information Centers
 - Educational Programs for School Age and Adult Populations
 - Flood Maps and Data
 - Library Resources
 - Outreach Projects
 - Real Estate Disclosure Information
 - Environmental Education Programs

DEVELOP MITIGATION STRATEGY

NATURAL RESOURCE PROTECTION

- Actions to inform and educate the general population, public officials, businesses and property owners about preparedness, risk and associated mitigation opportunities
 - Stream Corridor Restoration
 - Wetland Protection and Restoration
 - Watershed Management
 - Forest and Vegetation Management
 - Erosion and Sediment Control

DEVELOP MITIGATION STRATEGY

EMERGENCY SERVICES PROTECTION

- Emergency services protection Actions that protect people and property before and immediately after a disaster or hazardous event
 - Protection of Public Infrastructure
 - Alert Warning Systems
 - Monitoring systems
 - Emergency response planning
 - Evacuation plans
 - Critical facility protection
 - Preservation of health and safety

DEVELOP MITIGATION STRATEGY

STRUCTURAL PROJECTS

- The construction of structures designed to deflect or redirect the impact of natural hazards away from population and structures at risk
 - Reservoirs
 - Levees, Floodwalls, Seawalls
 - Diversions
 - Channel Modifications
 - Storm Sewers
 - Safe Rooms

DEVELOP MITIGATION STRATEGY

- Flood Mitigation Measures:
 - Floodplain management regulations
 - Identify acquisition opportunities
 - Elevate utilities
 - Remove items from basements
 - Free-board on new construction
 - Floodwalls or levees
 - Permanent pumps

DEVELOP MITIGATION STRATEGY

- Earthquake Mitigation Measures:
 - Structural design standards
 - Inspect non-structural systems
 - Secure shelves, cabinets, etc.
 - Secure equipment to floor
 - Add bracing to suspended ceilings
 - Review hazardous materials storage process

DEVELOP MITIGATION STRATEGY

- Tsunami Mitigation Measures:
 - Public Education
 - Warning Systems
 - Evacuation Zones
 - Evacuation Routes

DEVELOP MITIGATION STRATEGY

- Tornado Mitigation Measures:
 - Shelter Areas
 - Shatterproof Glass
 - Safe Rooms

DEVELOP MITIGATION STRATEGY

- Coastal Storm Mitigation Measures:
 - Development away from storm surge
 - Building codes strengthen buildings
 - Move critical records and equipment
 - Protect outdoor equipment
 - Shatterproof glass and storm shutters
 - Anchor manufactured homes

DEVELOP MITIGATION STRATEGY

- Landslide Mitigation Measures:
 - Adopt land use setbacks
 - Designate scenic or open space areas

DEVELOP MITIGATION STRATEGY

- Wildfire Mitigation Measures:
 - Stack firewood 100' uphill
 - Clear combustible materials
 - Clear flammable vegetation
 - Remove leaves/rubbish under structure
 - Thin trees, remove low and dead limbs
 - Remove vines from homes
 - Prune tree branches 15' from chimney

DEVELOP MITIGATION STRATEGY

Task B - Evaluate Mitigation Measures

- Determine evaluation criteria
 - How well they reduce risk
 - Whether they further the goals and objectives established by the planning team
 - Benefits derived per unit cost of the action
 - Are there state priorities that need to be addressed/considered
 - Weigh the pros and cons of implementing each action
 - Commonly used methods include STAPLEE

DEVELOP MITIGATION STRATEGY

STAPLEE

- Social - Is the mitigation strategy socially acceptable.
- Technical - Is the proposed action technically feasible, cost effective and does it provides the appropriate levels of protection.
- Administrative - Does the community have the administrative capability to implement the action.
- Political - Is the mitigation politically acceptable.
- Legal - Does the community have the authority to implement the action.
- Economic - Does economic base, projected growth and opportunity justify mitigation action.
- Environmental - Does the proposed action meet statutory considerations and public desire for sustainable and environmentally healthy community.

DEVELOP MITIGATION STRATEGY

Action 3 - Implementation of Mitigation Action

- Describe the community's method for ranking and prioritizing mitigation actions
- Describe how actions will be implemented and administered

DEVELOP MITIGATION STRATEGY

Rank Mitigation Measures

- Before prioritizing the measures, establish a ranking criteria:
 - Benefit Time
 - Ease to Implement
 - Multi-Hazard
 - Effectiveness/Lifespan
 - Meeting Community Economic Goal
 - Hazard Cost Analysis

DEVELOP MITIGATION STRATEGY

Next develop method to prioritize mitigation measures:

- Multi-voting
- A clear and simple process which allows all team members equal representation in determining the priority of projects.
 - Post all actions
 - Everyone cast a pre-determined number of votes
 - High priority items have the most votes

DEVELOP MITIGATION STRATEGY

- Based on established priorities develop mitigation action plan:
 - List projects highest ranking to lowest
 - Identify which agency will be responsible for carrying out actions
 - List potential funding sources
 - Develop an implementation timeline
 - Cost estimate for each action listed

DEVELOP MITIGATION STRATEGY

Action 4 - Implementation of National Flood Insurance Program

- Plan must include an analysis of local NFIP participation and compliance to include:
 - Ordinance adoption
 - Mapping revisions and updates
 - Community assistance visits
 - Floodplain monitoring activities
 - Continued compliance; and
 - CPT involvement

MITIGATION STRATEGY UPDATE

What has changes since last plan update?

- Reassess goals and objectives are they still pertinent?

MITIGATION STRATEGY UPDATE

Reassess Mitigation Actions:

- Update mitigation action plan:
 - Identify mitigation actions that have been implemented
 - Report status of on-going mitigation actions
 - Eliminate any mitigation actions that community is no longer interested in implementing
 - Add any new actions based revised risk assessment

MITIGATION STRATEGY UPDATE

- Implementation of National Flood Insurance Program
 - Does community continue to participate?
 - Has community's FIRM been updated and formally adopted ?
 - Has community been sanctioned?
 - Has FEMA identified any compliance issues?
 - Has community adopted more restricted floodplain management standards?
 - Does community participate in CRS?

PLAN MAINTENANCE PROCESS

Steps	Activity
Step 1	Monitoring, Evaluating, and Updating the Plan
Step 2	Incorporation into Existing Planning Mechanisms
Step 3	Continued Public Participation

PLAN MAINTENANCE PROCESS

Step 1 - Monitoring, Evaluating, and Updating the Plan

- Describe how, when and by whom the plan will be monitored
- Describe the criteria used to evaluate the plan
- Describe how and when will the plan be updated:
 - By whom
 - Timeframes

PLAN MAINTENANCE PROCESS

Step 2 - Incorporation into Existing Planning Mechanisms

- Plan shall specify how mitigation strategy will be incorporated into other ongoing planning mechanisms:
 - Building and Zoning Code
 - Land Use Plans
 - Emergency Operations Plans
 - Redevelopment Plans
 - Transportation Plans

PLAN MAINTENANCE PROCESS

Step 3 - Continued Public Participation

- Plan shall describe what opportunities to broaden public participation during plan review and update period
- Related mechanism to keep public involved:
 - Posting plan on web site
 - Holding public meetings
 - Placing copies in public library

PLAN MAINTENANCE PROCESS UPDATE

- Plan Update Must:
 - Explain how community incorporated mitigation plan into other planning mechanism
 - Explain how community incorporated mitigation strategy into other planning mechanism and how information contained in plan, including risk assessment, will be integrated into other planning mechanisms
 - Describe how the community involved the public during the plan maintenance process

PLAN ADOPTION

- Community must adopt plan through its legal process
- Multi-jurisdictional Plans
 - Each community must adopt plan separately through its own legal process

PLAN ADOPTION

PLAN ADOPTION

- Demonstrates commitment
- Legitimizes the plan and authorizes responsible agencies
- Fulfills federal requirement

STRATEGY FOR PLAN DEVELOPMENT

- Document as you go through the planning process
- Prepare attendance list and minutes for every meeting
- Write plan in layman's terminology
- Use appendices for technical data

STRATEGY FOR PLAN DEVELOPMENT

- Identify other plans that will be referenced
- Decide primary author and section authors
- Assign responsibility for collecting specific data
- Select plan format
- Develop an outline of plan
- Establish schedule

PLAN REVIEW

- Local plans must be submitted to State for review
- State submits plan to FEMA for approval
- Locals are encouraged to share draft or at a minimum the risk assessment with State for review in advance of finalizing the plan
- Local submits final draft of plan to State for review before final adoption

PLAN REVIEW

- Completing the Crosswalk
 - An important tool for the development and review of local mitigation plan
 - It mirror the mitigation requirements or 201.6
 - A completed crosswalk should be submitted with the final plan review

Plan Review

Plan is evaluated using the following system:

- U = Unsatisfactory
The plan does not address the criteria
- N = Needs Improvement
The plan addresses the criteria, but needs major improvement
- S = Satisfactory
The plan meets the minimum criteria
- O = Outstanding
The plan exceeds the minimum criteria

PLAN REVIEW

Examples: Original Submittal Identifying Hazards:

Sun County has identified several hazards to be addressed in the county's Hazard Mitigation Plan. These hazards were identified during the development of the county's plan based on input from Planning Committee members, and were determined to be the hazards that present the highest risk for the county.

The Sun County Mitigation Plan addresses the following hazards:

- Hurricanes;
- Flooding;
- Coastal Erosion.

Required Revisions:

- Document the process followed to identify and/or eliminate hazards for consideration.

PLAN REVIEW

Revised Submittal:

Sun County identified several hazards that are addressed in the county's Hazard Mitigation Plan. These hazards were identified through an extensive process that utilized input from Planning Committee members (comprised of representatives from FEMA Region 00, county agencies, City governments, local businesses, community groups, State Emergency Management Offices, and the State University), public input, researching past disaster declarations in the county, a review of current FIRMs, and risk assessments completed by the county Emergency Management Agency.

PLAN REVIEW

Revised Submittal: Continue

In addition, the county Planning Agency is developing a GIS database that will map the county's infrastructure, critical facilities, and land uses. Initial data from this study was also used to determine those hazards that present the greatest risk to the county.

The following table identifies the hazards.

PLAN REVIEW

Examples: Original Submittal Involving Public

Original Submittal:

Sun County is dedicated to involving the public directly in the continual reshaping and updating of the Hazard Mitigation Plan. The Hazard Mitigation Plan Evaluation Committee members are responsible for the annual review and update of the plan. Although they represent the public to some extent, the public will be able to directly comment on and provide feedback about the plan. Several active public outreach projects occurring in the county will enable the public to be involved in all aspects of the planning process.

PLAN REVIEW

Examples: Original Submittal Involving Public Continue

Required Revisions:

The plan should describe the public outreach projects the county is undertaking, and the mechanisms for keeping the public involved.

PLAN REVIEW

Revised Submittal:

Sun County is dedicated to involving the public directly in the continual reshaping and updating of the Hazard Mitigation Plan. The Hazard Mitigation Plan Evaluation Committee members are responsible for the annual review and update of the plan. Although they represent the public to some extent, the public will be able to directly comment on and provide feedback about the plan.

Several active public outreach projects occurring in the county will enable the public to be involved in all aspects of the planning process.

PLAN REVIEW

Revised Submittal: Continue

Copies of the plan will be catalogued and kept on hand at all of the public libraries in the county. The existence and location of these copies will be publicized in the monthly newsletter sent out by the county Chamber of Commerce. Contained in the plan is the address and phone number of county Planning Department Staff Member (s) responsible for keeping track of public comments on the plan. In addition, copies of the plan and any proposed changes will be posted on the county Government website. This site will also contain an email address and phone number to which people can direct their comments or concerns. A link to this site will also be provided on the local Sandy State College Department of Geography and Department of Urban Planning web pages.

PLAN REVIEW

Revised Submittal: Continue

A public meeting will also be held after each annual Mitigation Plan Evaluation Committee meeting. This meeting will provide the public a forum for which they can express its concerns, opinions, or ideas about the plan. The county Planning Department will publicize and host this meeting.

Contact Information:

Leroy Thompson
James Lee Witt and Associates

Telephone:

225-303-6622 (Cell)

225-267-2605 (Fax)

E-mail: lthompson@wittassociates.com