

Volusia Community Organizations Active in Disaster (COAD)

Steering Committee Meeting Summary – 11 March, 2014

The meeting was called to order at 10:04 by Deanie Lowe, co-chairman of COAD.

Steering Committee members present:

Brandon, Andrea	Brandon, Jerry	Bruno, Frank
Clements, Jim	Greenberg, Warren	Heald, David
Howell, Charlie	LaHue, Larry	Lowe, Deanie
McCombs, Tom	Parkhurst, Ray	Troxler, David

- Mrs. Lowe began a discussion regarding a need for our COAD to get professional help to make the public aware of what we are doing.
- Mr. Bruno, co-chair of COAD, said that Mike Gilloty, who handled this for the county, will meet with COAD to give his advice on marketing our program.
- Mr. Gilloty is part of a public relations firm and will not charge us for his time. He worked on the original COAD flyers which, when they are finished, will be printed by Mr. Bruno, who said that he was willing to do 5,000.
- Much discussion ensued on the brochure designed for COAD which is meant for public distribution.
 - Change “Mission” to “Vision” because we “Envision” all of these entities working together.
 - Statements on the brochure should say what we are about, not just a moral statement.
 - Mr. Bruno mentioned that the organizational structure should be mentioned to help the public’s understanding of COAD.
 - Mrs. Lowe said that in each of the four segments, some details about COAD’s role in emergency situations should be addressed.

- COAD co-ordinates agencies
 - Volusia COAD's role after emergency response is to assist and co-ordinate relief efforts as needed for such things as food, clothing and temporary shelter.
- Wording on the brochure needs to make clear that COAD is not actually providing the food, clothing etc., but is assisting, co-ordinating, and supporting other agencies in the obtaining and distributing of these resources.
- The wording of the remainder of the brochure was discussed in detail.
- Charlie Howell talked about auto-attended phone calls that can be forwarded. There is one number for the east side of the county and another one for the west side. For now, the west will forward to the east number for ease of contact.
 - Clarify on the brochure that the phone number is for additional information on COAD so that the public know not to call these numbers in an emergency.
- Mrs. Lowe announced that David Heald has been made the chairman of the Response and Recovery Strike Team, and Mary Yochum is now this strike team's secretary. Jay Young has been made Director of Marketing and Public Information Officer in combination with Membership Marketing Director. If Mr. Young is unable to work on this, perhaps Steve Sabo will do it. Joie Alexander would do a very good job as the Public Information Officer.
- Jerry Brandon said that the Prep Strike Team is going to have their "Kick-Off" on 18 March. This would be a great time to have newspaper coverage of COAD. The most recent "Train the Trainer" session was very successful. Almost every member of the Preparedness Strike Team attended. Everyone on the team is now ready to give presentations. Also, we have put together 100 of the packets and they are ready for pick-up. Mr. Brandon thanked

- Mr. McCombs for the training and Mr. Parkhurst for putting the packets together, and for all other help they have given. All materials for these packets were donated so there was no cost to COAD. We need to find a way now to get more materials for more packets so we can keep going.
- There was discussion on how to obtain funds and donations. COAD can accept donations, but the donees cannot deduct it for tax purposes because we are not a 501C3. Mrs. Lowe suggested we check to see if donations can be given to an organization like the Red Cross or the United Way but earmarked for COAD to make them tax deductible.
- COAD needs to set up a checking account. This is needed for any donations accepted and for any expenditures. Charlie Howell will send information to Mrs. Lowe. We will need a tax number, establishment as a non-profit organization, and the account will need two signatures.
- Next on the agenda was a discussion on the content for the next general meeting.
 - The date is changed to 14 May because of the county practice emergency sessions on 21 and 22 May.
 - Jim Judge took time to discuss COAD's role for these 2 days.
 - Mr. McCombs will take the first half hour of the general meeting to review what has been done with training.
 - We will have break-out groups to cover the four quadrants of the county:
 - Quadrant coverage for the meeting :
 - Northeast – Jerry Brandon
 - Southeast – Pat White
 - Southwest – Deanie Lowe
 - Northwest – Tom McCombs
 - Determine who the lead person for the quadrant is.
 - Who is the back-up?
 - Discuss potential resources such as skills, equipment, and materials and create an inventory.

- Larry LaHue will draw up a divided county map.
- Mr. Bruno will help work out the quadrants.
- Mr. McCombs will email a list of information needed by each Steering Committee member.
- The involvement of Volusia ARES, Volusia County's HAM radio operators group was discussed. Warren Greenberg will check with this group and act as COAD's liaison.
- Logan Bernstein has set up classes for ICS training. Mrs. Lowe would like for anyone on the Steering Committee who has not had this training to sign up.
- There was a detailed review of the COAD workshop which was held on 25 February.
- Jim Clements has been named our safety officer.
- Larry LaHue is the duty officer.
- A 9-1-1 call would mean that the sheriff would call Mr. LaHue who in turn would call COAD.
- When COAD is really up and running, the sheriff could call for COAD to begin work.
- Pat White explained and discussed the "user's group":
 - They meet every 4 months.
 - This is a group of fire and police first responders.
 - COAD needs to get into this group.
 - These first responders and the people on the front line need to be aware of COAD and that we are there to help.
 - Mr. LaHue needs to attend a meeting.
 - Mrs. White suggested that COAD get on the agenda.
- Deanie Lowe, Jim Judge, David Heald, Pat White, and Ray Parkhurst will meet after this meeting today to detail a notification process.
- Next on the agenda was a discussion regarding CERT training:

- Some Steering Committee members asked how they can get in on the training.
 - We need to apply for a grant when it comes open.
 - Pat White will apply for the grant because it is required that it be a government agency which applies for this type of grant.
 - There are about 50 backpacks already available.
 - The total class requires approximately 24 hours with each session about 3 hours long.
 - The classes meet once a week for 3 months.
 - This will be brought up at the general membership meeting.
 - Once the interest level is assessed, Mrs. White will try to get dates set up.
- The Response and Recovery Strike Team will be working on the flow chart and directory.
 - Mrs. Lowe brought up the fact that the directory with names, addresses and phone numbers of the Steering Committee is posted on the COAD website and is therefore public information because of the state Sunshine Law. She asked the members if anyone has a problem with their phone numbers being listed. No one had any issues with this.
 - Mrs. Lowe then suggested that when COAD is activated, it is not necessary to have everyone on duty at the same time. Some will be at home readying the home and family and then switch with those who are on duty first.
 - The directory of Steering Committee members should show distribution within the quadrants as well as skill sets and resources.
 - We need to keep track of who has Incident Command System (ICS) training. Mr. Howell will create a database to keep track of various types of training.
 - Mrs. Lowe adjourned the meeting at 12:04PM.