The meeting was called to order at 10:00 AM by Deanie Lowe, co-chairman of COAD.

Steering Committee members present:

Brandon, Andrea  Brandon, Jerry  Bruno, Frank
Clark, Jesse  Clements, Jim  Forand, Patrick
Greenberg, Warren  Heald, David  Howell, Charlie
James, Pat  Lowe, Deanie  McCombs, tom
Olsen, Diane  Parkhurst, Ray  Troxler, David

- Tom McCombs announced that there is a national VOAD meeting in Indianapolis 13 – 17 May.
- Ray Parkhurst said that the Florida state-wide hurricane awareness exercise for this year is the week of 19 May. Volusia County will do the exercises on 21 and 22 May.
- Mrs. Lowe talked about VOAD vs. COAD:
  - VOAD is a state and national volunteer organization.
  - We wanted to include businesses, so we chose to become affiliated as community organizations.
  - Mrs. Lowe also had heard about our being region 5 for something but did not know what it meant,
  - The answer was given that from Volusia to St. Lucie counties are Region 5 of RDSTF – The Regional Domestic Security Task Force.
- Mr. McCombs and Warren Greenberg, who is our communications expert, tested the GROUPME texting and calling program.
  - Sends texts quickly
  - A person on-site can send pictures
- Maps can be generated from GROUPME to direct a person to the correct site.

- There was a lengthy and detailed discussion of the “calling tree”, GROUPME, and how COAD activates when an incident has occurred.
  - We get activated through the EOC or ESF15.
  - We’ll co-ordinate with a liaison from Emergency Management.
  - We will be interfacing with the Volusia County Sheriff’s Communication Center (VCSCC) through the Emergency Management Center.
  - Once it gets down to that level, one of our co-chairmen, either Deanie Lowe or Frank Bruno, will start COAD’s activation through the phone tree or texting through GROUPME.
  - The EOC or ESF15 will specify needs and then the designated chairperson will start the calling tree.
  - Specialty groups such as the Red Cross may also be contacted.
  - Area co-ordinators or their alternates will then begin their part of the calling tree.
  - There was a question about other specialty groups that are fairly large that may need to be contacted such as the Salvation Army and VIND.
  - Charlie Howell will have the activation chart and phone tree on the website, but questioned who gets access to this information.

- There was discussion about COAD’s having a bank account.
  - A motion was made by Dave Troxler and seconded by Pat James that a bank account for non-profits be set up for out COAD with 2 signers.
  - The motion also designated Deanie Lowe and Jerry Brandon as the signers.
  - The motion was passed by the members present.

- Group discussion continued on activation and types of work that COAD members would actually be doing when there is an incident.
Mr. Howell said that resources and specific skills of our members should be listed on our website.

A Memorandum of Understanding (MOU) needs to be completed by every potential organizational member.

Jerry Brandon brought up the idea of having a card given to COAD members and those who have had the presentation. This card would be used at Lowe’s or Home Depot, etc. for a discount on the types of emergency supplies noted as being important. Members said that although this idea was a good one, they thought it might cause difficulty between vendors. Mr. Parkhurst then mentioned that this type of thing could be used when the vendors have their hurricane awareness sales.

Based on this type of idea, discussion continued on the possibilities of setting up a table at the vendor’s site to explain COAD.

This part of the discussion continued and led to a talk about our setting up and/or participating in a type of Preparedness Training Fair.

The next meeting will be Tuesday, 13 May, 2014.

The meeting was adjourned at 11:50 AM.