

Volusia Community Organizations Active in Disaster (COAD)
Steering Committee Meeting Summary – 13 January, 2015

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

Steering committee members in attendance:

Brandon, Jerry	Bruno, Frank	Clements, Jim
Forand, Patrick	Greenberg, Warren	Heald, David
Howell, Charlie	Lewis, Danielle	Lowe, Deanie
Parkhurst, Ray	Pillow, James	Trent, Greg
Troxler, David	White, Pat	

After general introductions, two new members of the Steering Committee were introduced and welcomed. They are Jim Pillow who is with the Church of Jesus Christ of Latter-Day Saints, and Greg Trent with Beyer & Brown.

- Mrs. Lowe asked for reports from each Strike Team.
 - David Heald, Chairman of the Response and Recovery Strike Team, and Ray Parkhurst reported that:
 - The team is still working on developing a referral process as well as identifying potential resources and creating an actual list of them to map out exactly what we as COAD have to call on.
 - In this regard, Mrs. Lowe mentioned that a relatively long-term project is the development of a directory of volunteers and resources who can be called upon when an incident occurs.
 - Mrs. Lowe then asked Jim Pillow to explain the meaning and function of the “EAT Team”, another emergency team.
 - She went on to mention that there has been good communication between Jim Clements and David Heald regarding a drive-thru system for a volunteer reception center (VRC). Now this information must be disseminated to the general membership which needs to be trained on how to actually open a VRC.

- Mrs. Lowe continued by saying that we need better direction from the county on how they will need and use our COAD in a declared disaster. Jim Judge, Director of Emergency Services for Volusia County, has requested that we have a representative sit at the table with Emergency Management. We may wind up being Emergency Support Function 15 (ESF15).
- One of our main goals is to try to be ready for what we are asked to do. Therefore we need to be a viable VRC before we actually have an incident and are called upon by the county.
- Mrs. Lowe spoke to Mr. Pillow about “contracting out” for the services of the well-trained team already in place at the Mormon Church. Mr. Pillow said that they can attach resources, volunteer people as well as supplies, and assign assets. We need to identify a starting point and management, and then go from there for training.
- A discussion followed about the use of Ham Radio operators and the ARES group (Amateur Radio Emergency Service) of Volusia County. We should reach out to them so as not to lose their valuable services and skills.
- Jerry Brandon, Chairman of the Preparedness Strike Team, explained the basic function of this team. He went on to say that they are presently re-working and streamlining the format and the video presentation for the Map Your Neighborhood (MYN) which is the crux of the basic plan to reach more groups, associations, and the public in general. So far he estimates that the team has reached out to about 1,000 people. At the last meeting, the team worked on an analysis of items needed and decided on a tentative budget.
- Mrs. Lowe discussed the up-coming General Membership meeting. The guest speaker will be Gabe Tischler, state co-ordinator for the Catholic Conference Charities. This is a continuation of a series of guests who are

telling their own plans, explaining what they do, and how they might be able to help our COAD when an event occurs.

- Ray Parkhurst mentioned that state training is available for the development of a volunteer reception center (VRC).
 - Mrs. Lowe suggested that perhaps our COAD could get this training specifically for our group.
 - Also, everyone should have ICS 100 and 700 class training.
- Much discussion ensued about activation, potential shelters, and the use of the calling tree.
 - What would COAD do, especially since we do not have liability insurance?
 - Mr. Brandon brought up the calling tree with reference to our previously established quadrants. He said that we need to review names and contact people to be sure that all are still interested and that this calling tree is still valid.
 - Mr. Parkhurst said that there are going to be times when activation will be by needed resources and not only by quadrant.
 - Mr. Brandon then suggested that the calling tree be cross-referenced for more efficient use including location of these specific resources.
 - It was noted that everyone on the Steering Committee needs to know how to activate the “Group Me” site to be able to activate the calling tree.
 - Charlie Howell said that he would research the methodology of the initiation of the Group Me and will teach the Steering Committee members at the next meeting. The night to be used will be changed from Sunday to Monday at 8:00 PM (2000 hrs).
 - It would be good to have a Group Me list so everyone knows who to expect.
 - Mrs. White will start the Group Me notifications for the next four (4) weeks.

- A treasurer has been found. LaDell Crookston will be nominated for this position and voted on at the next General Membership meeting.
- There was a lengthy discussion regarding our 501 (c) (3) application. Karen Leone has been able to answer most questions.
- The next item discussed regarded signatures for a bank account. A reference was made to previous meeting minutes of 9 September, 2014. It was decided to stay with the original decisions of Mrs. Lowe and Mr. Parkhurst as signatories and then add the treasurer after one is elected.
- The next agenda item was about the “State of the COAD 2015” Annual Report to be given at the General Membership meeting in January. Many ideas about our COAD’s accomplishments were put forth as suggestions for inclusion in this report:
 - Great kick-off
 - Each chairman of the Strike Teams will up-date the group on what has been accomplished
 - Website
 - Access to Department of Health training
 - On-line exercise
 - Presentations made to several area church groups, mobile home parks, and neighborhoods
 - Mention should be made of various speakers we have had and what we learned from each of them
- Mrs. Lowe talked about a training workshop session on various volunteer disaster relief topics. It will be held at the Daytona Beach Baptist Church on 28 March, 2015.
- Mr. Parkhurst suggested that we actively seek help, co-operation, and communication with local businesses.
- Mr. Brandon talked about using the school system as part of our communication with families toward preparing for disasters. Now that the elections are over, we will try again with this plan.

Steering Committee Minutes

Meeting of 13 January, 2015

Page 5 of 5

- Charlie Howell will contact Nancy Keefer, Daytona Beach Chamber President to ask her to attend the next Steering Committee meeting to discuss the involvement of local businesses.
- Each Steering Committee member will take a page from the General Membership list to call to remind people to attend the meeting of 21 January, 2015.
- The next Steering Committee meeting will be on 10 February, 2015.
- This meeting adjourned at 12:01 PM.