

Volusia Community Organizations Active in Disaster (COAD)
Steering Committee Meeting Summary – 14 April, 2015

The meeting was called to order at 10:04 AM by Deanie Lowe, Co-chairman.

Steering committee members in attendance:

Brandon, Andrea	Brandon, Jerry	Bruno, Frank
Clements, Jim	Greenberg, Warren	Heald, David
Howell, Charlie	Lowe, Deanie	Parkhurst, Ray
Pillow, Jim	Troxler, David	Wilary, Loretta

- The first agenda item was a detailed discussion of several meeting dates regarding training seminars and tabletop exercises for establishing and running a Volunteer Reception Center (VRC).
 - State training will be 1 May, 2015 at the EOC (Emergency Operations Center of Volusia County) in the OPS room.
 - On 12 May, 2015, the Steering Committee meeting date will be completely devoted to working out a detailed plan for our own COAD’s set-up for our VRC.
 - On 26 May, 2015, the State and the County will review and grade our plan for a VRC after seeing a complete mock-up demonstration.
 - The suggested evaluators for 26 May are Kevin Guthrie, Director of Emergency Management for Flagler County, and Jim Ryan, former Director of Emergency Management for Volusia County.
 - A Hotwash will immediately follow the mock-up demonstration. This will be a recap of the event with a discussion of what went well and what didn’t, and comes before the writing of the AAR (After Action Report).

- Mr. Parkhurst then led a discussion on the development of the objectives to be in writing prior to the VRC mock-up exercise.
- Jim Pillow, Charlie Howell, and Ray Parkhurst talked at length about the kinds of equipment we will need and how to make good use of them.
- The “GroupMe” communication system that our COAD activated some time ago was the next point of discussion.
 - We need to add agencies to GroupMe.
 - We need a contact person from each agency.
 - Each agency should tell us what they need.
- The next agenda item was a discussion of our COAD’s VRC’s (Volunteer Reception Center) recommended exercise evaluation guide which included the following:
 - Validate plans to develop an AAR (After Action Report) and improvement plan.
 - Provide for community preparedness and readiness by integrating public outreach and community participation in planning.
 - Develop systems, procedures, and technology to gather and process information.
 - Provide training and education for the public in all mission areas and incorporate this in all plans and procedures, including outreaching training and exercises for all volunteers.
 - Note: Mr. Parkhurst will contact various agencies to have representatives at the scheduled training sessions. This group will especially include the Red Cross, Salvation Army, and the Baptist Disaster Group.
- The General Membership meeting scheduled for 20 May, 2015 was the next topic of discussion.
 - Possible speakers would be Nancy Keefer, Rick Moore or Aubrey Parliament.

- If Mrs. Keefer is asked to speak, we would hope that one of the main thrusts for her would be to include the business community because of her contacts as President of the Daytona Beach Chamber of Commerce.
- Other possible topics for this meeting would be:
 - A mini-training session
 - A detailed, lengthy discussion about the Hurricane Expo scheduled for 30 May, 2015.
- Mrs. Lowe announced that our COAD's bank balance is now \$144.36. This prompted a lengthy discussion of opportunities to apply for and receive grants, and ways to obtain sponsorships from businesses. Loretta Willary said that in order to apply for grants, it is necessary to be able to say what the money will be used for and to show what the mission will be.
- Mrs. White and Mr. Brandon discussed the second annual Hurricane Expo scheduled for 30 May, 2015 from 10:00 AM to 1:00 or 2:00 PM.
 - Mr. Parkhurst said that the Red Cross will have one table.
 - Mr. Pillow will provide a meteorologist.
- The meeting was adjourned at 11:54 AM.