

## **Volusia Community Organizations Active in Disaster (COAD)**

### **Steering Committee Meeting Summary – 9 June, 2015**

The meeting was called to order at 10:05 by Deanie Lowe, co-chairman.

Steering committee members present:

Brandon, Andrea	Brandon, Jerry	Bruno, Frank
Greenberg, Warren	Heald, David	Howell, Charlie
Lewis, Danielle	Lowe, Deanie	Parkhurst, Ray
Pillow, Jim	Troxler, David	

- Mrs. Lowe outlined the topics for discussion at this meeting:
  - Review of the Volunteer Reception Center (VRC) exercise;
  - Hurricane Expo – what went right/what can be improved;
  - Possibilities for grants. Mrs. Lowe noted that our bank balance = \$144.33
- Mrs. Lowe stated that the six (6) IBM PC desktop computers donated by Greg Trent are being stored at the LDS church.
- The first agenda item discussed was the Volunteer Reception Center (VRC) exercise.
  - An evaluation of the exercise was done by Jim Ryan, former Emergency Management Director for Volusia County who said that everything went well.
  - Jim Pillow discussed activation protocol.
    - When Frank and Linda, who are with the LDS church, receive a phone call to begin activation, who will it be from and how will they know it is legitimate?

- Mrs. Lowe answered that the initial word comes from the County EOC who will notify COAD and the ESF 15. She went on to discuss the COAD activation chart and the phone tree, both of which are already in place.
- Pat White, COAD's liaison with the EOC would notify our co-chairs, who in turn would notify our liaisons with the LDS church if it is determined that a VRC is needed.
- The leaders within each quadrant of the county would be contacted as is deemed necessary.
- If we receive a request from a municipality, we would contact the County to see if there is a problem with this and, if there is none, we would work with that municipality, always keeping the County Emergency Management “in the loop”.
- Mrs. Lowe stated that Emergency Management is a partner with COAD.
- The word would actually come from Pat White, Larry LaHue, or Jim Judge.
- Mr. Pillow mentioned that we need to have more individuals in COAD and train them for the VRC.
- Ms. Lowe agreed and suggested that we need to set up shifts:
  - Decide the length of time for each shift;
  - Personnel should be a mixture of LDS people and other COAD members;
  - It was also mentioned that the people involved should be cross-trained.
- Mrs. Lowe went on to say that we should routinely rehearse the VRC set-up perhaps quarterly with one section of the total VRC set-up per session.
- She asked Mr. Pillow to be our liaison with the LDS church.
  - Arrange the quarterly rehearsals;
  - Draw up a protocol for activation;

- Mr. Pillow's title could be, "Training Co-ordinator".
- Jerry Brandon suggested that we up-date our phone tree.
  - Several names of people are no longer involved with COAD.
  - We still do not have a co-ordinator for the SW quadrant.
  - Frank Bruno, co-chairman, said that he will work on this aspect and said that anyone who does this should be at the general meetings.
- There was much discussion of the problem of contacting people who have attended COAD meetings in the past and how to send out a "blast email" in order to get them to become active. David Heald suggested that a way of doing this would be to send out a survey, part of which would include a question of whether or not they want to continue to be contacted.
- Mr. Bruno then suggested that the July General Meeting be cancelled and that we try to get Nancy Keefer, President of the Daytona Beach Chamber of Commerce as our guest speaker. Mr. Brandon said that in this case, September could be a new "kick-off".
- Larry LaHue talked about a meeting by the Chamber of Commerce with members of local businesses and hospitals where the discussion involved dealing with emergencies.
  - Mrs. Lowe will ask Mrs. Keefer to include a summary of this meeting as part of her talk when she is our guest speaker.
  - Mr. Brandon suggested that perhaps COAD could become a non-paying member of the Chamber of Commerce so that we would be invited to this type of meeting.
  - Mr. Heald then said that Greg Trent, a member of COAD, might agree to act as our liaison to the Chamber of Commerce.

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- It was noted that on 7 July, there will be a meeting regarding the After Action Report (AAR) for the VRC set-up at 10:00 AM at the Sun-Splash Park Life Guard Center.
  - Action items will be discussed after Rick Moore gives a summary report as an AAR which is based on Jim Ryan's evaluation.
  - Discussions for items needing improvement will then need a plan of action based on the report.
- Mr. Pillow brought up the subject of liability insurance.
  - He believes that it should be a priority to find a way to get director's insurance which should cover liability for COAD.
  - Mr. Bruno said we need to talk further to the county.
  - This topic should be brought up as an action item (AI) in the AR.
    - We need a Memorandum of Understanding (MOU) with the LDS church.
    - We need a facilities Agreement with the LDS church.
  - After a great deal of discussion, Mrs. Lowe asked for a vote on COAD's signing an MOU with LDS for creating and managing a VRC in time of need. The motion passed overwhelmingly.
- The next agenda item for discussion was the Hurricane Expo.
  - Jerry Brandon, Chairman of the Preparation Strike Team reported that the Expo was held at the Ormond Beach Lowe's and was very successful.
    - We need a checklist for the next time of what we need and who is going to provide it.
    - We need a list of who is going to be there and what cities can provide.
    - Lowe's manager would like for us to have it there again next year.
    - Maybe we could have it in Port Orange next year.

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- The suggestion has been made for us to do two (2) per year in different locations such as Deltona/Orange City, and DeLand/Northern part of the county.
  - Mr. Brandon will co-ordinate with Pat White on these issues. Also, it was suggested that if we do more than one Expo, we change the emphasis in the name to be an Expo regarding disaster or tornado or flooding.
- The next agenda item was to discuss the feasibility of applying for grants.
- Loretta Wilary has spoken to Mrs. Lowe and said that there are lists of grants that can be applied for.
  - Specific grants discussed were the Volunteer Generation Fund and BRACE, which is the name of a VOAD in the Panhandle area. –This group was able to get a \$25,000 grant which we now have a copy of.
  - Ray Parkhurst suggested that sometimes it is easier to obtain a grant if it is tailored to and focused on something specific such as the elderly or the migrant population or mobile homes.
  - Mrs. Lowe added that we could then include our concept of Map Your Neighborhood (MYN).
- The next agenda item involved a discussion of the Resource and Capabilities Matrices.
- Mr. Heald and Mr. Parkhurst will verify the information on both matrices and present their findings.
- Mrs. Lowe summarized the meeting by outlining the following:
- Mrs. Lowe will speak to Ms. Keefer to ask her to be our speaker for the General Meeting in September.
  - Danielle Lewis will address the list of grants which our COAD can apply for.
  - David Heald will draw up an MOU and Facilities Use agreement which will involve two (2) documents:
    1. An understanding between COAD and the LDS church as to what they are going to provide for the VR services.
    2. We need to have an agreement for each facility that might be used.

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- Mr. Pillow and Mr. Parkhurst discussed the Facilities Use Agreement saying that perhaps this might not be necessary and should be further investigated.
- After much discussion regarding the MYN CDs:
  - Warren Greenberg has compiled the information from the CD by subject.
  - A new CD has not yet been made.
  - We have not as yet compressed it into the format we actually need,
  - Since our original is copywrited, we need to investigate whether or not we actually will be allowed to change it in any way for our own usage.
  - If it cannot be changed due to the copy write, we will need to write out specific instructions for its use by our COAD personnel.
- The meeting was adjourned at 11:58 A M.