

**Volusia Community Organizations Active in Disaster (COAD)**  
**Steering Committee Meeting Summary – 13 December, 2016**

The meeting was brought to order at 10:07 by Jerry Brandon, Vice-Chairman.

Members in attendance:

Brandon, Andrea	Brandon, Gerald	Clements, Jim
Greenberg, Warren	Howell, Charlie	LaHue, Larry
Parkhurst, Ray	Troxler, David	White, Pat
Wilary, Loretta		

Guests in attendance:

Micolucci, Mark	Martin, Francine
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- After introductions of those in attendance, a motion was made by Charlie Howell, seconded by Loretta Wilary, to adopt the minutes of the Steering Committee meeting of 15 November, 2016. Motion passed.
- Next was an up-date by Ray Parkhurst and Mrs. Wilary regarding the aftermath of Hurricane Matthew. In the area of case management:
  - Approximately 300 names have been called to see if they still need help.
  - The list was split between the Red Cross and the United Way
  - The list is now up-dated and accurate.
  - Mr. Howell said that calls for help are still coming in.
    - He is doing call-backs.
    - He and others are up-dating the lists of people who still need help.
    - There are still approximately 200 people needing help.
    - He is fielding the calls and forwarding names to Mr. Parkhurst.

- A lengthy discussion continued regarding how to help people impacted by Hurricane Matthew.
  - Mr. Brandon asked if there had been a chance to analyze what has been done, perhaps in the form of an After Action Report (AAR) in order to be able to improve the whole system and protocols.
  - It was suggested that a day in January be set aside when as many volunteers as possible could get together to do debris removal and put up tarps using the list that has been generated from the phone calls.
  - The list itself will need to be analyzed.
  - Jim Clements talked about the fact that several CERT groups are eager to help and actually looking for things to do. Mr. Brandon asked him to generate a list of names with contact information.
  - Mrs. Wilary suggested that we insert an ad in the classified section of the newspaper in order to get more manpower.
  - Mrs. White discussed our having a set policy on when to drop names off the lists.
    - A suggested timeline is 3 weeks.
    - Mr. Brandon asked for a motion on this policy so that it is established for our COAD. Mr. Parkhurst so moved, seconded by Mrs. White. Motion passed.
    - It was also determined that if members of our COAD call someone on the list, leave a message, and if there is no return call, that name should be dropped from the list.
  
- The discussion about the impact of the storm continued, but turned to what we can actually do now.
  - We need a supervisor with the training and background to assess what is needed.
  - Mr. Parkhurst will call the Baptist Emergency group for help.

- Roof tarps and yard debris are the 2 main things still to be done.
  - We need to have a report ready for January.
  - We can use the FEMA Damage Assessment Report.
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- Summary of this meeting's discussions:
    - Clean up all lists.
    - Analyze the list to have it ready in January.
    - Get teams together to do the actual work.
    - A meeting including Mrs. White, Mr. Parkhurst, and Mrs. Wilary will be held at 9:00 AM on 16 December, 2016 with the specific task of working on the lists.
  
  - The COAD General Membership meeting will be held on 18 January, 2017.
  
  - Mr. Brandon will meet with Mr. Clements regarding the further development of the CERT groups with the direct intention of including the concept of Map Your Neighborhood (MYN) into the CERT program.
  
  - Meeting adjourned at 11:01 AM.