

DELAWARE VOAD MEETING

July 17, 2019 10:00am

DEMA Training Room, Smyrna, DE

Attending: Larry Sullivan (Chair)(Commodore Center), Jim Richmond (Vice Chair)(ARC), Ron Templeman (Treasurer)(Operation BBQ Relief), Ian (Toby) French (Secretary)(Team Rubicon), Michelle Breeland (FEMA Region III), Tony Lee (DEMA), LTC Andrew Werner (DE ARNG), Chris Hodgden (NCC OEM), Ellen Udovich (Baptist Convention MD/DE), Pastor Phil Huber (Lutheran Disaster Relief and MD VOAD), Ed Palsgroyz (BCMD), Celeste Peart (DE Medical Relief Corps), Tim Cooper (DE Public Health), Mollee Dwurkin (DPH), Loren Reed (DEMA)

The meeting was called to order by Larry Sullivan as Chair, and we went around the room to do introductions.

The Minutes of the April Minutes were passed out, reviewed, and approved as written.

Chairperson Update:

- Nomination of new Chair

Larry pointed out that his term as Chair ran only to the end of this (calendar) year, but that for personal reasons he wished to step down effective immediately. He thought that the DE VOAD should have an election for new Chair, but after much discussion it was pointed out that, in accordance with the Bylaws, if a vacancy occurs, the Vice Chair will fill in until the next election period. Following the discussions and confirmation of a path forwards, Pastor Phil made a motion to accept Larry's resignation as Chair effective immediately. The motion was seconded by Ron, and the vote to accept to accept was unanimous, with no further discussion. Jim Richmond will be Acting Chair through the remainder of the year, and he thanked Larry for his service to the DE VOAD and the many things accomplished during his term.

During the above discussion, Pastor Phil was able to quote from an online copy of the DE VOAD Bylaws, which he offered to send to the Executive Board members. This will permit a review and better understanding of the terms of office for each position.

Part of the succession discussion touched on the election for Chair that would be at the end of the year, since we only have one more Quarterly meeting before then, and the election would need to be at that meeting so we enter 2020 with a new Chair. Toby offered to send out an Invitation email informing the members of this need, and asking them to think about nominations. Michelle asked about the possibility of email nominations, this will be included in the notification/invitation email.

- WebEOC and Filling of DE VOAD Seat in EOC

There was brief discussion of the need for a VOAD communication tool surfaced by the recent tornado near Laurel. Toby pointed out that DEMA advertises that EOC and WebEOC training is for "ESCs" (Emergency Support Coordinators). Tony provided a brief description of what ESCs are and the role they play in the EOC. Michelle pointed out that WebEOC is a great

communications tool during an incident; Jim Richmond agreed, and provided some good insights; Pastor Phil offered that he uses MailChimp for comms, which is free and allows grouping of email addresses, Toby offered to look into the use of MailChimp. It was suggested to also consider broadcast text messages;

Ellen Udovich suggested that DE VOAD consider publishing a newsletter for communicating between the Quarterly meetings. Jim pointed out that we are approaching the storm season, creating an obvious need for VOAD communications. Tony Lee suggested drawing up a set of recommended training/qualification requirements for DE VOAD members, he (DEMA) will present those at a future mtg.

- Increase membership and participation;
After discussion, it was agreed that we need an Ad Hoc Committee to work this issue; Tony will assign a DEMA Planner to participate, those present who agreed to serve include:
Michelle Breeland (FEMA)
Pastor Phil Huber (LDS)
Ellen Udovich (BCMD)
Toby French (Team Rubicon)
DEMA Planner, to be named (Erin Norris?)

The formation of this Committee will be reflected in the Minutes, others are welcome to serve. The Committee is to report back at the next Quarterly meeting (October), hopefully completing their work by EOY. Toby will send out a coordination email to Committee members.

- DEMA/VOAD Memorandum of Understanding (MOU)
Larry reported that the previous MOU had been revised, but we have no word back on the status. Tony offered to check on the status.
- Treasurer Report;
The Treasurer's Report was distributed and reviewed. For 2019, 11 organizations have paid their dues and thus are active members. One previous member that had not been active for some years has expressed an interest in rejoining. The DE VOAD account balance is reported at \$4277.25.

There was no further Old Business to be discussed.

- New Business

Tony reported on the DEMA Planning team, with efforts by Erin Norris on a DE VOAD "playbook" to described VOAD member capabilities. It was pointed out that this would be a good outreach tool for OEMs, municipalities, etc, as we need to get the message out to "the community" about the DVOAD. Tony stated that the State needs VOAD to help with disasters, and pointed out that County Emergency Managers (EMs) can go direct to the VOAD, it provides a single POC for volunteer organizations. Also the VOAD should be included in exercises. It was pointed out that there were past problems with inaction

and lack of involvement. Michelle suggested sharing out the DVOAD Playbook discussed above to the full DVOAD membership, but Tony would like have the Executive Committee review it first.

Loren Reed (DEMA) spoke about the upcoming Individual Assistance Workshop and passed out brochures, Michelle will be leading it. Tony chipped in that VOAD will play a role in the practical exercise, partnering with FEMA; ex: case mgt; The Workshop would be great for VOAD members offering individual assistance services after a disaster.

Ellen suggested doing AARs (meetings) for VOAD after incidents; Tony offered space and a location at DEMA. He also said that DEMA can help with videoconferencing if needed. Michele said that FEMA also has a capability, she will set up an "Adobe site" for the Ad Hoc Membership group.

Pastor Phill announced that on August 2, MEMA/DEMA are hosting an evacuation process planning session - getting resources onto Delmarva before bridges close! In addition, Maryland has a full day planned for coordination in Ocean City between MVOAD and the EMs, for improved understanding of State processes and systems. This year Round 2 of this process coordination will be 9 and 10 December on Kent Island.

- Acting Chair
As the new Acting Chair, Jim Richmond stated the following:
Thanked Larry once again for his service to the DVOAD
He will focus on 3 priorities as Interim Chair:
 - o Executive positions – keep 'em filled
 - o Communications – lot more to do
 - o Membership – good cross section of organizations; maintain it thru the transitions
- Meeting timing. Chris from NCC OEM pointed out that the DETF (Delaware Emergency Task Force) meeting is on same day of the month as our VOAD meeting, which means that some key players cannot attend our meeting. There was discussion on whether to move our monthly day, but Jim preferred to wait for next year (2020).

NEXT MEETING: Our next quarterly DVOAD meeting is confirmed for Wednesday, 16 October.

Executive Committee Mtg – Larry, Toby, Ron, Jim

Bill Deane- LDS, want to reactivate, issue of back dues; not chg for back dues, but full charge for 2019.

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