

APPROVED MINUTES
DEVOAD MEETING 15 July 2015
DEMA SMYRNA, DE

This meeting was held in conjunction with the regularly scheduled Delaware Citizens Corps meeting at DEMA, Smyrna, DE, convening at 10:00am. The DEVOAD portion of the meeting convened at 11:11.

DEVOAD Chairperson Dave Venables (Team Rubicon) chaired the meeting; Secretary Dave Scott (NCC OEM) and Treasurer Larry Sullivan (Commodore Center) were also present.

Motion to approve the meeting agenda was unanimously adopted.

Motion to approve the minutes of the 21 January 2015 meeting was unanimously adopted.

Chairman Venables advised that an incorrect version of today's agenda was inadvertently distributed ahead of the meeting by Secretary Scott. Item 14 concerning the status of Vice Chairman Moran was to be addressed at today's meeting, but the details were not to be distributed as an agenda item. Chairman Venables explained that due to Vice Chair Moran's other commitments, he has not been able to devote the time needed to serve effectively as Vice Chair, therefore he (Moran) was offered an Emeritus officer position, and a new Vice Chair would be solicited from the qualified membership.

Chairman Venables noted that he has been selected for a one-year Clay Hunt Fellowship with the International Association of Emergency Managers (IAEM) which, among other things, may lead to his credentialing as a Certified Emergency Manager (CEM).

Chairman Venables then briefed the members on the recent National VOAD conference which he attended last May in New Orleans. He noted that Team Rubicon is on the NVOAD Board of Directors, and he served on the Mass Care Committee. He reported that there were many productive working groups at the conference, as well as afterhours networking opportunities with colleagues from around the country, including staff from FEMA Region III in Philadelphia.

Chairman Venables attended the recent DEMA Shelter meeting, along with representatives of the American Red Cross and others involved in shelter operations. Tony Lee of DEMA remarked that this will be a good opportunity to integrate DEVOAD into the shelter operations plan.

Karen Townsend of DEMA advised that DEMA will hold a Management of Spontaneous Volunteers in Disasters course on 9 September. They are also working on setting up a Local Volunteer and Donation Management Course, date and time TBD. Tony Lee noted DEMA is also looking to integrate DEVOAD into the donations planning group.

Eric Morgan of Team Rubicon, Chairperson of the Planning Committee, gave an update of his progress. He noted that he's still learning DEVOAD's role in Mass Care Operations. There will be a Mass Care working group meeting at DEMA on Wed 22 July at 1330, focused on mass feeding operations. Eric advised he has a copy of the DEVOAD section of the Delaware Emergency Operations Plan (DEOP), and can e-mail it to any interested members.

Eric advised that some members still need to fill out their membership application forms. The application form captures key information about the resources, services, and skills that representatives of the member organizations can bring to bear in an emergency situation. This information is essential for DEVOAD to be able to provide assistance to affected communities, and will be important in the grant application process once we get non-profit organization status.

Bonnie Jones-Goldstein of Wilmington HUB clarified that Wilmington HUB is a subsidiary of UMCOR, and that for DEVOAD dues and membership purposes, they are the same entity.

Treasurer Larry Sullivan gave his treasurer's report. Copy of the report will be appended to these minutes. Current balance is \$1637.43. He also reinforced Eric's point about filling out the application forms so we can keep track of the various organizations' emergency capabilities, services and resources.

Marny McLee (DEMA) requested clarification of member vs. partner status: member organizations are private sector or non-profit organizations that pay dues and have voting rights; partner organizations are governmental agencies that do not pay dues, but do not have voting rights.

Chris Young (American Red Cross) briefed the membership on the ARC's upcoming 3 October 2015 statewide fire prevention campaign to install smoke detectors in homes in low income neighborhoods. This program will be in conjunction with National Fire Prevention Week. Chris was asking for volunteers to help with the installation program in October. He said that the ARC has documented 13 lives saved in DE last year directly as a result of the smoke detector installation program. For further info on how to volunteer, contact Chris at chris.young@redcross.org.

Chaplain (CPT) Susannah Tulloch of the DE Air National Guard gave a presentation on her recent participation in the Colorado VOAD's Emotional & Spiritual Care Committee Disaster Workshop in April. She recommended that a similar program could be worthwhile for DEVOAD. She provided members with copies of the Colorado VOAD Emotional & Spiritual Care Committee's concept paper, and a resilience checklist. Tony Lee (DEMA) recommended she give this presentation to officials at DHSS.

Lunch break from 1155-1235.

Old Business:

Treasurer Larry Sullivan briefed the group on progress toward non-profit incorporation. He noted most of the incorporation paperwork was complete, but that he was waiting until he completed the financial filings with the IRS (Form 1023) to obtain 501(c)(3) non-profit designation. That typically is the most difficult and time consuming part of the process. He is awaiting receipt of guidance documents from the West Virginia VOAD that may help him streamline this process.

The Heart 911 presentation originally scheduled for this meeting has been postponed until the October meeting.

New Business:

Chairman Venables noted that Pastor Rich Warren, who had been serving as "acting" Vice Chair in the absence of Pastor Moran, is not able to serve as official Vice Chair due to other commitments. Chairman Venables asked for a nomination for a new Vice Chair. Larry Sullivan nominated Chris Young (ARC) for the position and Chris accepted. Motion for Chris' nomination was seconded and he was approved by unanimous vote. Secretary Scott will draft an official appointment letter to be signed by Chairman Venables, with the date of office to take effect from 15 July 2015.

Eric Morgan has been working on DEVOAD coordination with the DEMA EOC. Eric noted that IT requirements (i.e. user names & passwords) need to be established ahead of time to allow seamless integration into the EOC during an emergency situation.

Business portion of the meeting concluded at 1244 so Chairman Venables could depart for an afternoon flight to Los Angeles as part of his Clay Hunt Fellowship activities.

Craig Crosby, FEMA Region III Mass Care Lead, and Michelle Breeland, FEMA Region III Voluntary Agency Liaison Officer, gave a presentation on FEMA's mass care program, with focus on logistics, resources, and programs.

Tony Lee reminded members again about the upcoming 23 July meeting on mass care operations at DEMA commencing at 1330.

Secretary Scott advised members that the next meeting will be Wed 21 October 2015 1000-1400 at DEMA.

Motion to adjourn unanimously approved and meeting adjourned at 1320.