

**MINUTES  
DEVOAD MEETING 20 APRIL 2016  
DEMA, SMYRNA, DE**

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

A total of 20 persons attended the meeting, representing the following agencies: American Red Cross; ARRL; Commodore Center; DEMA; Operation BBQ; NCC OEM; Southern Baptist Disaster Relief MD; St. Marks Stanton; Team Rubicon; UMCOR; Wilmington HUB; and one guest, DE 87s NBA D-League.

DEVOAD Chairperson Dave Venables (Team Rubicon) led the meeting. Other officers present included Vice Chairperson Chris Young (ARC), Secretary Dave Scott (NCC OEM) and Treasurer Larry Sullivan (Commodore Center).

Motion to approve the agenda was unanimously approved. A copy of the agenda will be appended to the approved copy of these minutes. Motion to approve the minutes of the 20 January 2016 meeting was unanimously approved.

Chairperson Venables recognized Eric Morgan (Team Rubicon) for his efforts on the New Castle County Mutual Aid workshop that was held at the New Castle County EOC in February 2016, and noted that Eric has taken a position with DEMA managing the Incident Management Team (IMT) resources.

Chairperson Venables noted that he was planning to attend the forthcoming National VOAD conference to be held in Minneapolis MN in May. He has been allotted \$177.00 for airfare from our bank account.

He also mentioned that applications are being accepted for the 2014-2015 Undeclared Disaster Recovery Grant Program. Non-governmental organizations (NGOs) that participated in an undeclared disaster must have an Individual Assistance (IA) declaration.

Chairperson Venables discussed Operation Dragon Fire. This is a National VOAD program in cooperation with the Center for Disease Control (CDC) and New York City, dealing with best practices for responding to pandemics. Aspects of the program include notification procedures for major metropolitan areas. One goal of the program is to develop effective technical solutions to the problem of mass notifications, i.e., how to ensure citizens obtain accurate, real time information, with actionable recommendations.

It was mentioned that the DE Council of Faith Based Organizations has a new e-mail address: [faith.council@state.de.us](mailto:faith.council@state.de.us).

Larry Sullivan presented the Treasurer's Report. After paying for the plane ticket to Minneapolis, our bank account is \$2350.09. A copy of the Account Report as of 13 April 2016 is appended to these minutes. Larry also reported that six (6) member organizations have yet to pay their 2016 dues.

Bill Duveneck (ARRL) gave an interesting presentation on Amateur Radio, with specific attention on the role Amateur Radio plays in emergency management and public safety. He handed out two informational brochures, and discussed upcoming license examination sessions.

#### OLD BUSINESS:

Treasurer Sullivan provided an update on DEVOAD's incorporation and 501(c)(3) application status. The DE non-profit incorporation papers have been completed and filed. He has not yet filed the IRS Form 1023, which is essential to establish our tax free status. Emily Fortman (ARC) advised that she can get the Form 1023 template used by the District of Columbia VOAD to help expedite our application. Larry noted that the process of getting IRS approval of the 1023 could take between 12-36 months (depending upon the level of support from the local Congressional delegation), however once the appropriate paperwork has been filed, we can legally state that we are a tax free non-profit pending final approval, which could improve our fundraising abilities during the pendency of the application process.

#### NEW BUSINESS:

Chairperson Venables observed that the terms for the current slate of officers are up in January 2017 (By Laws Article III). Per Article III, Paragraph B, nominations for new officers shall be made not later than the quarterly meeting immediately preceding the expiration of the current officers existing terms of office. Thus nominations for the 2017 slate of officers shall be made not later than October 2016.

Treasurer Sullivan was pleased to report that the Commodore Center has two new tenants. He is continuing to move forward on rehabbing the Center to accommodate additional tenants.

Vice Chairperson Young noted that during the 1<sup>st</sup> Quarter of 2016, the ARC has been very busy, including recent deployments to Houston TX in response to major flooding. He also noted that the ARC got a new Emergency Response Vehicle, based in Baltimore. He also advised everyone about the Regional Disaster Institute's class at the end of May at Anne Arundel Community College. Chris also advised all member organizations to check our web site, <https://devoad.communityos.org/cms/home>, to ensure their logos are correct.

George Blevins (Southern Baptist Disaster Relief of MD) reported sending cleaning supplies to Houston in response to the flooding.

Ron Templeman (Operation BBQ Relief) said they have served over 700,000 meals to date; visit [www.pigheadedbbq.com](http://www.pigheadedbbq.com) for information on upcoming events.

Frank Filipkowski (ARRL) briefed on upcoming Amateur Radio exercises including: 26 April, Wilmington Communications Exercise; 7 May, Army Military Auxiliary Radio Service (MARS) exercise; and the 17 May, DEMA Radiological Emergency Preparedness (REP) Program Exercise.

Eric Morgan gave a brief update on recent Team Rubicon operations related to VA/National Capital Area snowstorms; flooding in Houston and the United Kingdom; and, deployment to Ecuador in response to the major earthquake.

Pastor Rich Warren (UMCOR) reported that Chrisfield MD got a new grant from UMCOR as part of their continuing rehab following Superstorm Sandy.

Dave Scott reminded members about upcoming CERT training provided by New Castle County OEM: classes are 20-21 May; 24-25 June; 23-24 Sept; and Advanced CERT on 15 October. Go to [www.nccde.org/cert](http://www.nccde.org/cert) for more information or to sign up.

Next meeting will be Wednesday 20 July 2016 at DEMA at 11:00.

Meeting adjourned at 13:00.



**DELAWARE**  
Voluntary Organizations  
Active in Disasters

*Chairman - David Venables  
Vice Chairman - Chris Young  
Secretary - David Scott  
Treasurer - Larry Sullivan  
Member at Large - Rich Walton*

COOPERATION || COMMUNICATION || COORDINATION || COLLABORATION

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## **DELAWARE VOAD MEETING**

Wednesday, April 20, 2016

11:00 am to 2:00 pm

Delaware Emergency Management Agency Office, Smyrna, DE

### **AGENDA**

1. Call to Order
2. Welcome & Introduction
3. Approval of Agenda
4. Discussion and approval of October 2015 Minutes
5. Chairperson's Report/Updates
  - Eric working with DEMA
  - annual conference will be held in Minneapolis, Minnesota May 22-25
    - DEVOAD Representation
  - 2014-2015 Undeclared Disaster Recovery Mini-Grant Program
  - Op Dragon Fire
  - The Delaware Council of Faith-Based Partnerships has a new email address:  
[faith.council@state.de.us](mailto:faith.council@state.de.us)
  - National VOAD Award Nominations Deadline Extended to Friday, April 22nd
  - L-378 Preliminary Damage Assessment for Individual and Public Assistance May 24
  - Debris Management Seminar May 26
  - DEVOAD volunteers are needed for watchstanding duty at DEMA – training to be accounced
6. Planning Committee Report
  - Plan updates
  - Upcoming graded exercise
7. Faith Based Outreach Committee Report
8. Treasurer's Report
  - Dues Paid?
9. Presentation from Bill Duveneck – ARES in Disaster
10. Break for Lunch 12:00 to 12:30
11. Old Business

- Incorporation and 501c3 status
- Update on goals for 2016 (adopted 21 October 2015)
  - Participate in DEMA's mass casualty incident full scale exercise planned for Sept/Oct 2016.
  - Train 10 persons from member organizations to be DEMA EOC watch standers
  - Recruit 6 more member organizations into DEVOAD
  - Develop operation plans for the six phases of the DEMA Emergency Operations Plan (e.g. Prevention, Mitigation, Preparedness, Response, Short Term Recovery, Long Term Recovery).
  - Develop policy for inviting the private sector to give in-kind donations to DEVOAD.

12. New Business

- Soliciting for Chair, Secretary and Treasurer (Oct vote)

13. Round Robin

14. Next meeting (July 20) & adjournment

**Eligible Applicants:** All National VOAD members, including State VOAD and National Members, who are providing recovery services for undeclared disasters in 2014 and 2015. This includes the Detroit floods, Flint water crisis and many others. Disasters that occurred in 2014 or 2015 and did not receive Individual Assistance are also eligible for this mini-grant. Applications eligible for consideration must be submitted between April 5, 2016 and April 27, 2016. **Applications can be found at the following link:** [Mini-Grant-Application.pdf](#)

Operation Dragon Fire (ODF) is a design collaborative initiative between the Centers for Disease Control and Prevention (CDC), National Voluntary Organizations Active in Disaster (NVOAD), and many stakeholders to develop a technology solution to aid decision makers during times of disaster. The San Mateo Exercise took place on the 14th of April. Operation Dragon Fire tested its app during an exercise in collaboration with CERT teams and local emergency management professionals. The app is being used to gather real-time information from volunteers in the field.

The National VOAD Board of Directors invites all National Members, State/Territorial VOAD, and Partners to submit nominations for the 2016 National VOAD Awards. This year's awards will be presented at the 2016 Annual VOAD Conference Awards Dinner, which is being held Monday, May 23, 2016 at 7:00 PM in Minneapolis, Minnesota.

The awards recognize organizational and individual excellence and contributions that reflect "the best of the best" in service and support within the entire VOAD movement.

Each year, National VOAD recognizes individuals, member organizations, State/Territory VOAD and partners for significant contributions to the VOAD Movement. This year, we are accepting nominations for the following categories:

National Member of the Year

State/Territory VOAD of the Year

John "Jock" Menzies Partner of the Year

Innovative Program of the Year

Don Hampton Volunteer of the Year

Spirit Award

12:02 PM

04/13/16

Cash Basis

**DEVOAD**  
**Treasurer's Report - Account Activity**  
 As of April 13, 2016

Type	Date	Num	Name	Memo	Split	Original Amount	Paid Amount	Balance
<b>TD Bank Account</b>								
Payment	01/15/2016		Wilmington HUB at ...		Accounts Rec...	100.00	100.00	2,322.05
Payment	01/27/2016		General Donations		Accounts Rec...	10.00	10.00	2,432.05
Check	01/29/2016			Service Charge	Bank Service ...	-2.00	-2.00	2,430.05
Check	02/29/2016			Service Charge	Bank Service ...	-2.00	-2.00	2,428.05
Payment	03/14/2016		ARRL		Accounts Rec...	100.00	100.00	2,528.05
Total TD Bank Account							206.00	2,528.05
<b>TOTAL</b>							<b>206.00</b>	<b>2,528.05</b>