

MINUTES
DEVOAD MEETING 21 OCTOBER 2015
DEMA, SMYRNA, DE

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

The meeting was led by DEVOAD Chairperson David Venables (Team Rubicon). In addition, other officers present included Secretary Dave Scott (NCC OEM), Vice Chairperson Chris Young (ARC) and Treasurer Larry Sullivan (Commodore Center).

Motion to approve Chairperson Venables' agenda was unanimously approved.

Motion to approve the minutes of the 15 July 2015 DEVOAD meeting was unanimously approved.

Chairperson Venables noted he was attending the upcoming national VOAD meeting in Atlanta in November. The executive committee previously approved his request for travel funding for approximately \$450.00.

Secretary Scott advised members about the upcoming 1st Annual Voluntary Organization Partnership Day to be held at FEMA, Washington DC, on Tuesday 27 October 2015.

Karen Townsend (DEMA) advised members about upcoming training opportunities. On 5 November DEMA will conduct WebEOC training, which will be valuable for DEVOAD members who plan on watch standing at the DEMA EOC. DEMA will also host ICS 300 training in January 2016. Karen also distributed a survey to members about training needs for 2016.

Pastor Rich Walton (UMCOR) briefed the members on the Governor's Faith Based Initiative workshop held recently in Dover to introduce attendees to organizations that can assist in emergencies. He also noted that he's on the faith based outreach committee, and needed to update the e-mail list.

Treasurer Sullivan reported that 2016 dues assessments were sent out to current members; remittances are required by 31 March 2016, but the sooner the better.

Chairperson Venables noted the importance of upcoming DEMA meetings on mass care issues. He inquired if e-mail communications to members to keep them abreast of developments was working, and no problems were reported.

He also mentioned the need for a DEVOAD web site manager. Treasurer Sullivan started the web site, but he could use help to keep it current. Chairperson Venables wants to get member organizations logos on the website. Chris Young volunteered to help out on the web site, with Eric Morgan (Team Rubicon) stepping up to be Chris' back up.

Treasurer Sullivan gave his report, copies of which are appended to these minutes. He noted we already have received \$100 in 2016 dues. The Treasurer's report was unanimously approved.

Chairperson Venables discussed EOC activation for Hurricane Joaquin. CSM Mike Fields (DEARNG) briefed on National Guard operations: 30 personnel and 5 vehicles were deployed in Sussex County to deal with flooding.

Joe (last name?) (ARC) briefed on ARC's storm response. They were on standby for staffing shelters but none were needed in DE.

Chairperson Venables advised meeting attendees that in real world emergencies, he would likely be deployed or otherwise engaged in Team Rubicon responsibilities, as would Eric Morgan. He inquired who would be able to respond to the DEMA EOC representing DEVOAD? Eric noted that DEVOAD would need to provide watch standers for 12 hour shifts. Ellen Udovich (Mid-Atlantic Baptist Network) inquired if EOC training could be offered to volunteers from member organizations in addition to, or in lieu of, member organizations' designated representatives.

Pastor Walton reported on Somerset Co, MD's long term recovery operations. He emphasized the need to train locals in this aspect of disaster recovery. He advised that we may need an alternative meeting area from the DEMA EOC. Treasurer Sullivan noted that rehabilitation of the Commodore Center was proceeding well, and that it could be used as an alternative location. Pastor Walton also advocated CERT training for staff of member organizations.

Angela McIntyre (Philadelphia University PhD candidate attending meeting as part of her academic requirements) suggested developing a spreadsheet with triggering criteria to determine which member organizations should be called up under what type of circumstances.

Vice Chairperson Young suggested developing a web based file sharing system that identifies member organization capabilities. Some concerns were raised about maintaining confidentiality of contact numbers and e-mails if this info was placed on the web.

Meeting broke for lunch at 1202. Meeting re-convened at 1231.

Treasurer Sullivan gave an update on his progress in obtaining 501 (c) (3) status for DEVOAD.

NEW BUSINESS:

Tom Murphy (Heart 911) briefed on the mission and capabilities of Heart 911 in support of that organization's application for DEVOAD membership. Chairman Venables and Secretary Scott determined a sufficient voting quorum was present, motion to accept Heart 911 for DEVOAD membership was unanimously approved.

Treasurer Sullivan then outlined the proposed 2016 budget (proposal attached to these minutes). Pastor Walton asked if additional funding should be included for dues to MDVOAD, since we were considering greater participation on the entire Delmarva Peninsula. Chairperson Venables replied that this should be covered by our NVOAD membership dues.

Proposed 2016 budget approved by unanimous vote.

Chairperson Venables then discussed DEVOAD's goals for 2016. Following a spirited discussion by those present, the following 5 goals were adopted by unanimous consent for 2016:

- 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). Note: per DEMA Emergency Operations Base Plan , version 1.0-11/2/2009, page BP-72, DEVOAD operates in the Donations and Volunteers Group , under the Logistics Section's Resource Support Branch.
- Develop policy for inviting the private sector to give in-kind donations to DEVOAD.

Additional recommendations for action in 2016 were to:

- complete the 501(c)(3) process (substantially complete now)
- have each member organization brief on their capabilities at a DEVOAD meeting, Bill Duveneck (ARRL Amateur Radio)
- make DEVOAD the single point of contact for volunteer resources, Tony Lee (DEMA)
- increase liaison with the State Office of Volunteerism, Faith Mwaura (DE DHSS, State Service Centers)

Next DEVOAD meeting will be Wednesday 20 January 2016, 1100, at DEMA

Meeting concluded at 1336.