



**IDAHO VOLUNTARY ORGANIZATIONS ACTIVE IN DISASTER**

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**Idaho VOAD Meeting Minutes**

BHS, Gowen Field, Boise, ID

November 18, 2008, 12:00pm to 2:00pm

**Persons Present:**

Raunie Aasland

**The Salvation Army**

Linda Anthony

**SW District Health**

Clint Blackwood

**Jerome Co EM**

Sheri Blackwood

**LDS Filer Stake**

Robin Brown

**ACS**

Deborah Carney

**Southern Baptist DR**

Donna Cantrell

**ACS**

Jon Cantrell

**ACS**

Mario Cefaln

**American Red Cross**

Nina Dillon

**211 Idaho CareLine**

Russ Dunn

**ARRL**

Wade Gayler

**Southern Baptist DR**

Lisa Kauffman

**Humane Society US**

Crash Marusich

**ACCEM**

Cherylyn Murphy

**BHS**

Jeff Rosenthal

**Idaho Humane Society**

Jerry Royster

**HUD**

Charlie Ruffing

**Boise Fire Dept**

Loyd Warnick

**LDS Church**

Terry Wilson

**SW District Health**

**WELCOME**

Raunie opened the meeting and asked Wade to say Grace. Raunie welcomed all and everyone was then invited to introduce him or herself with name and affiliation. A tour of the new Idaho Emergency Operations Center (IDEOC) facilities followed the introductions.

**SWEETWATER FIRE**

Charlie Ruffing, Boise Fire Department Burnout Fund, was invited to give an overview on the Sweetwater fire. He educated the group with information about the Burnout Fund and how it works and how it was beneficial during this particular fire. He explained that the fund is used during a fire and is used to provide information and monetary relief to families affected by the fire. The purpose of the monetary donation to a family is to ensure that their immediate needs can be met. They work closely with Red Cross to make sure that Red Cross is notified of family situations and whether or not Red Cross services would be helpful. Charlie also mentioned that he uses the Idaho CareLine website, <http://www.idahocareline.org>, to provide resources to the families in case future needs come up.

One item of concern for Charlie is having a procedure or notification process for VOAD agencies in case of an incident. Right now there is no procedure in place to notify the

organizations and first responders at the time of an incident. He feels that if there were a plan or notification process in place fires and other incidents could be handled more quickly and effectively because all those who need to be involved will have been notified. Solutions for the ability to notify key agencies at the time of an incident were briefly discussed.

It was determined that more discussion at future meetings would be needed.

**Burnout Fund Yard Sale-** Charlie was also asked to give a brief report on the Burnout yard sale. He reported that it was successful. He reported that the LDS church offered volunteers and an Eagle Scout took over the management of the project and it worked out well. Other disaster management teams were contacted to ensure that the items donated would be used and not wasted. They were able to donate the left over items from the yard sale to Texas where a hurricane had recently hit.

### **ELECTIONS**

Before voting, Raunie read off the names of the organizations that have paid their dues and are able to vote. They include: The American Red Cross, The Southern Baptist, Idaho Humane Society, LDS, American Radio Relay League, The Salvation Army, Community Action Partnership, Idaho Food Bank and The Adventist Community Services. Both Russ and Raunie agreed to retain their offices if elected. Raunie stated that there had only been one other nomination and it was Russ for President and he respectfully declined the nomination. Russ accepted the nomination for treasurer and was re-elected. Raunie accepted the nomination for president and was elected president.

### **MINUTES REVIEWED**

Minutes were reviewed and approved.

### **TREASURER'S REPORT**

Since the last meeting \$4,275 (conference dues) was deposited into the account and \$2,701 was paid out. The current balance is \$6,589.08 with \$3,000 in CDs. He mentioned that the total does not include a couple of expenses needing to be paid from the conference. The group accepted the Treasurer's Report.

### **OTHER BUSINESS**

After reviewing the conference evaluations, it was determined that the conference was a success. Raunie mentioned that everyone enjoyed the hands-on exercise and it was determined that September was a good time to hold the conference and the price was acceptable for early registration. The Executive Board has begun to plan for the next conference. The conference will be held at Camp Ida-Haven beginning September 20, 2009 at 5:00pm MDT and concluding on September 22, 2009 at noon. The tentative cost will be \$100 for those who pre-register and \$125 for late registration.

### **THE EMERGENCY OPERATIONS PLAN (EOP)**

Time was turned over to Cherylyn to explain the changes that were made to the EOP. She explained that the changes were in lighter color gray, things that were crossed out and

added to be able to see the changes more clearly. She went on to explain that the Executive Committee looked it over and there were a few more changes to the document. She then listed the changes that the committee felt was needed to provide clarity and a discussion of these changes and other possible amendments were discussed.

The Idaho Emergency Operations Center (IDEOC) was also discussed. Cherylyn explained that she and others understood that there were organizations involved in the IDAVOAD that would be responding to disasters through their own organizations so they would not be available to serve in the state's IDEOC during a disaster. That being said, she asked that all the organizations and other paid members that felt they could volunteer to serve in the IDEOC during a disaster to select two individuals to serve as the IDAVOAD representative. She then turned time over to Raunie to list the qualifications. Raunie explained that they would need 6-8 people who are fully trained, some local to Boise, they need to be computer literate, have administrative skills, leadership abilities, communication skills (oral and written), limited response to their own organizations, able to commit at least a couple weeks of their time and be available for training. The needed training was also briefly discussed. The web address for the FEMA Independent Study is: [www.training.fema.gov](http://www.training.fema.gov) for the courses that are available online. Minimum training would be the IS-100, IS-200, IS-700 and IS-800 courses. These are free and take a couple of hours each.

There was a motion to move to close the discussion on the EOP and to accept the proposed amendments as amended. This motion was moved and seconded. The motion was passed to accept the EOP amendments as amended.

### **NATIONAL VOAD CONFERENCE**

Raunie turned the time over to Wade, who has been attending meetings to prepare for the National VOAD Annual Conference, to give an update. The conference will be in Salt Lake City on May 18- 22, 2009 at the Hilton Hotel Conference Center downtown Salt Lake. He mentioned that the Utah VOAD decided to sponsor this conference and Idaho is partnered with them for this conference. He informed the group that there is an opportunity to attend the conference and be a volunteer that would also help with the conference at the same time. He mentioned that the registration fees for some of those who want to volunteer and attend the conference would be covered. He then asked the group if there was any interest in participating and being a volunteer at the conference. He took down names of those interested in volunteering. The responsibilities of a volunteer would be: providing assistant during registration, providing support, set up, and collecting registration forms. A question was raised about the registration fees and Wade said that they are not sure at this time what they will be. He did say that the registration would be for the conference only and not include hotel fees, transportation and meals (some meals may be provided). Cherylyn offered a sum of \$1700.00 total to attend the conference. A discussion to split the costs for travel was briefly discussed. He also briefly talked about the projects and activities that would be happening at the conference.

It was mentioned during this discussion that there would be no Idaho Prepared Conference.

### **STATE UPDATE**

Cherylyn informed the group that the government is restricting travel due to budget cuts. She also talked briefly about the Aidmatrix program and the special training involved with using this web-based program. Scheduling for the training was discussed. A preparation for the upcoming flood season has begun. She also reported that the Adventist conference that she and Raunie attended went well.

Meeting Adjourned.

The next meeting will be at BHS, Gowen Field, Bldg. 600, Tuesday, January 13, 2009, from 12-2 p.m.

Lunch will be provided for a donation.