



**IDAHO VOLUNTARY ORGANIZATIONS ACTIVE IN DISASTER**

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**Idaho VOAD Meeting Minutes**

BHS, Gowen Field, Boise, ID

January 13, 2009, 12:00pm to 2:00pm

**Persons Present:**

Cherylyn Murphy

**BHS**

Sonia Scott

**Gem Co CERT**

Anita Taylor

**Gem Co EM**

Clint Blackwood

**Jerome Co EM**

Leslie Olsen

**MV COAD**

Robin Brown

**ACS**

Don Nesbitt

**Southern Baptist DR**

Donna Cantrell

**ACS**

Jon Cantrell

**ACS**

Mario Cefalu

**American Red Cross**

Jan Cefalu

**American Red Cross**

Jackie Roe

**BHS**

Randy McLeland

**Central District Health**

Crash Marusich

**ACCEM**

Robert Feeley

**BHS**

Jerry Royster

**HUD**

Loyd Warnick

**LDS Church**

Mike Lindstrom

**LDS Church**

*Via Teleconference:*

Russ Dunn

**ARRL**

Wade Gayler

**Southern Baptist DR**

Dave Baylor

**WAVOAD**

**WELCOME**

Cherylyn Murphy welcomed everyone and opened the meeting. She briefly went over the agenda. She explained to the group that Raunie, President, and Sheri, IDAVOAD secretary, were not able to attend the meeting due to other commitments. She went on to say that the meeting agenda would go according to the schedules of those who were participating via teleconference namely: Wade, Southern Baptist Disaster Relief, and Dave, WAVOAD President, because they could only participate for a short time.

**IDAHO EMERGENCY OPERATIONS CENTER (IDEOC)/VOAD**

**REPRESENTATIVE FUNCTIONS**

Cherylyn opened the discussion about the IDAVOAD IDEOC Liaison asking member to refer to the IDAVOAD IDEOC Liaison job action sheet. She then introduced Dave and explained that there is currently a major disaster in Washington due to all the flooding and she went on to say that the WAVOAD has a seat in the WA EOC and invited Dave to share the responsibilities and what they are doing currently to aide with the current disaster.

Dave explained that WAVOAD was asked to sit in the WA State EOC. The first time they participated was in 2006. When they first started, they were doing day shift that ran from 7a.m. - 7p.m. with just three or four individuals. When the state activated Phase 3

during the flooding and windstorm that hit Southwest Washington in early December, WAVOAD committed to staffing the EOC 24/7 and did that for as many as 10 days until they started pairing down the various functions. He stated that there were about 30 – 35 state agencies represented in the EOC plus federal presences from the Coast Guard and a FEMA representative. He then listed some of the different state agencies that are involved. He also described the PIO (Public Information Officer) division, which is involved in handling the press coverage. He went on to explain who filled some of the other seats in the state EOC.

Dave stated that the main function of the VOAD seat was to keep the state VOAD members informed and passing information to the IDEOC of VOAD organizations' activity in the field. Once needs are identified, faith-based groups are notified and they are able to provide for the needs. He then identified some of the different faith-based groups who helped to staff the EOC that are volunteers rather than being professional staff from Salvation Army or Red Cross and a few others. These volunteers are there to respond to the Logistics personnel when they have specific needs to be met and file situation reports. He then gave an example from the previous year concerning the need to transport Presto Logs and firewood once it had been requested and confirmed as a resource.

Cherylyn asked if the agencies were required to send any reports to the EOC. Dave's responded that the agencies are required to file daily reports via the forms that are available on the WAVOAD website ([www.wavoad.org](http://www.wavoad.org)) and then submit them to the vice president or the secretary. He then provided information on the process of submitting the forms. Cherylyn then asked how the vice president or secretary sends them to the EOC. Dave's response was that, at this time, they have not found a way of consolidating the forms into one easy-to-read report; however, they are working on finding a solution. Another question that Cherylyn asked, in regard to reports, was if the recovery people had to file reports or was it just the response. Dave said that all are asked to report what they are doing.

Crash asked how credentialing was handled for the volunteers who work in the EOC. Dave said that the volunteers are WAVOAD members or people who are known to the member reps. Crash then asked if the volunteers were credentialed by the state before being allowed in the EOC. Dave's response was that anyone they send the state accepts. He stated that there wasn't a formal ICS credentialing process for that. No background checks are practiced at this time. He said they do have training for the volunteers who staff the EOC; however, on the job training does occur because some need to be reminded and some are new volunteers.

After the questions he gave an update on the disasters that are currently in Eastern Washington and Northern Idaho. Dave was asked where the volunteers from WAVOAD were located within the EOC. Who did they report to? Dave responded that they report to the EOC supervisor and really interact with everyone; however, they work more with operations/logistics. The schedule of shifts was also discussed. He was asked about whether there was a job description outline that was followed and Dave said no; however, one of the volunteers has started to develop one.

In closing the discussion he mentioned that he would like to be better connected with Idaho and Oregon in order to establish better communications during a disaster.

## **NATIONAL VOAD CONFERENCE**

Wade Gayler gave an update on the National VOAD Conference. Wade reported that the logos and the final documents are now completed and that information about the conference could be found at [www.nvoad.org](http://www.nvoad.org). He told the group that an informational sheet that covers the conference and a personal information sheet will be finished in time for the March meeting so that the members could have information about the conference and the role of volunteers. He would like the conference to be part of the discussion in March and also collect names of those interested in being volunteers at the March meeting as well. He said that the conference was still planned for May and told the members to watch their emails concerning volunteering during the conference.

## **IDAVOAD IDEOC LIAISON**

Liaison position in the IDEOC was briefly discussed and defined. One of the duties that was discussed concerned the newly adopted AidMatrix, a website that handles donations. Cherylyn informed the members and partners of webinar training on January 20, 2009 at 9 a.m. The training would be training for custom reporting because there are new report format types and additional fields to select. She then briefly described how a webinar was conducted. She then asked that those who were interested in participating to put a star by their name on the sign in sheet. She also clarified the reasons for an individual to participate in the webinar.

Credentialing for the liaison was then briefly discussed as what courses they needed in order to work as a liaison for IDAVOAD in the IDEOC. Cherylyn asked those attending to go to the WAVOAD website and look at liaison description and help to decide whether or not the description explains what the Idaho liaison will be responsible for. The information for daily activity reports were also discussed as well as those that would be able to volunteer for the liaison position. Each agency was asked to look for one or two individuals that would not be so busy with their organization's activities that they would be able to volunteer in the IDEOC. The information gathered would be discussed at the next meeting and then present to our IDEOC manager.

## **DECLARATIONS**

She informed the group that a disaster was declared on January 8<sup>th</sup> for Benewah County because the St. Joe River was backing up due to ice jams and the high potential for flooding and breaking the levy. Boats were sent to break up the ice jams and so now the situation is being monitor.

## **MINUTES REVIEWED**

Minutes were reviewed and approved as amended with the correct spelling of Mario's last name.

## **TREASURER'S REPORT**

The account has \$6,589.08. Since then there has been a deposit of \$107.91(membership dues and interest) and \$315.48(conference expenses) total expenses was reported bring the current balance to \$6,381.51. A motion was made to accept the treasurer's report as presented and it was approved.

### **CITIZEN CORP PROGRAM**

Robert informed the group that public education has become an important focus and that there would be courses, divided into four quarters, that are focused winter storms, flood, and wildland fires as well as non-seasonal disaster such as earthquakes and general staff preparedness. He briefly described how the public and agencies would be notified of the training.

Robert also described the CERT program training. He informed the group of a CERT Train the Trainer course that would be held on April 21 – 23 of this year in Caldwell. He stated that the focus of this CERT TTT course would be focused on instructing CERT Courses on college campuses; however, the training would qualify the instructor for other venues. He invited those interested to contact him for more information and possible scholarships to attend the course. CERT Courses will be available according to interest.

### **OTHER BUSINESS**

Dues were briefly discussed. A question was asked concerning the cost of membership dues and Cherylyn informed the members that the dues were \$25.00. Membership and partnership applications were also discussed.

Cherylyn clarified the purpose and functions of the State Automated Warning System (SAWS). An IDAVOAD group has been created in order to allow members to receive a call to join a conference call to converse about an emergency instead of individual calls to talk about an emergency situation and answer individual questions. She requested that main points of contact information be reaffirmed and an alternate number be provided.

George Abrams informed the group that there would be an Inland COAD Meeting on January 15, 2009 from 12 – 2 p.m.

### **NIMS (NATIONAL INCIDENT MANAGEMENT SYSTEM)**

Cherylyn introduced Randi as the NIMS Coordinator for the State of Idaho. Randi explained one of the objectives is to create a credentialing system and define guidelines for creating the system, which involves mutual aid agreements. She went on to explain what the guidelines involved and the goal of this project. She explained the goal is to have all emergency responders that represent Idaho to be credentialed according to the national standard. She then gave the group the website that would have more information, which is: [www.fema.gov/emergency/nims](http://www.fema.gov/emergency/nims).

Jan and Donna volunteered to attend the meeting that will be scheduled some time after the Special Olympics.

Cherylyn reminded the group that the National VOAD Conference was May 18 – 22, 2009 and the IDAVOAD meeting would be September 20 –22, 2009.

Meeting Adjourned.

**The next meeting will be at BHS, Gowen Field, Bldg. 600, Tuesday, March 10, 2009, from 12-2 p.m.**

**Lunch will be provided by Donna Cantrell for a donation.**