

Central Virginia Emergency Management Alliance



Thursday, December 21, 2017 @ 0930 hours
Huguenot Public Safety Building, 1959 Urbine Rd., Powhatan 23139

Meeting was called to order by Chair Ben Ruppert at 0933.

1. Welcome & Introductions

Mr. Ruppert welcomed everyone and thanked Chief Singer and Curt Nellis for hosting. Introductions were made. List of attendees is attached. Ben asked if there were any additions to the agenda. There were none.

2. Minutes from November Regular Meeting

Motion: To approve minutes as presented.

Made by: Donald Hunter

Second: Robert Foresman

3. Standing Committee Reports

a. Mass Care | Paul Hundley (Richmond)

No report.

b. Planning | Anna McRay (Henrico)

The Strategic Plan was previously emailed. Be sure to review. Anna is finalizing and will discuss at the January CVEMA meeting.

Yesterday's Planning Committee meeting was cancelled.

c. Public Outreach | Anthony McLean (Richmond)

The Regional CERT exercise was held Dec. 2 in Chesterfield. There was a great turnout.

CERT Train-the-Trainer and Program Manager classes have been scheduled for Feb. 16-19 @ ODEMSA office in Chesterfield. There are 25 slots for each class and registration is through Sherri Laffoon. If you or someone you know would like to attend, please email Sherri Laffoon for details. laffoons@chesterfield.gov.

RRPDC has received a grant called CreateAthon at VCU. Martha discussed. Training is on Jan 4. Open to anyone else who would like to participate. Let Anthony or Martha know.

d. Training Committee | Kevin Pannell (VDEM)

Looking at google forms/calendar. Discussed T&E plan. Updating guidance.

4. Old Business

Strategic plan-Anna will be sending out soon. Please provide feedback.

Planner position-Conducted interviews last week. Second interviews next week. Hope to have position filled by Feb 1.

5. New Business

- a. **THIRA**-next meeting Jan 11 at Tuckahoe Library 9:00 am-4:30 pm. Encourage everyone to attend. Want to make this applicable to the entire region. If you have not been participating in the process as of yet, please come to this meeting. We will be setting goals based on risks identified. This is the point we can set the standard as a region and use this document when applying for grants. The information will be forwarded to the entire CVEMA group.
- b. **CVEMA Bylaws and Charter**-Discussed changes. Ben asked for a motion to accept the Charter as presented. Bill McKay made the motion and Anthony McLean seconded. All were in favor. Ben asked for a motion to accept the Bylaws as presented. Emily Ashley made a motion and Bill McKay seconded. All were in favor.
- c. **Election of Officers**-Bill McKay presented
 - Ben Ruppert - Chair
 - Robert Foresman - Vice Chair
 - Anna McRay - Secretary
 - Sherry Laffoon - Finance Chair

No additional nominations from the floor. Donald Hunter made a motion to accept the nominations. Anthony Mclean seconded. All were in favor.

6. Open Discussion & Roundtable

Ben Ruppert (Hopewell)- The City has hired a part-time emergency mgmt. specialist., Robert Williams formerly with DLA.

Anthony McLean (Richmond)-Richmond adopted their hazard mitigation plan.

Chief Singer (Powhatan)-SAFER grant will be made available Jan 2 with only six weeks to submit.

Bill McKay (Goochland)-another soft target incident last night. Be vigilant.

Chris Warriner (VSP)-new superintendent of VSP was announced. Colonel Settle was appointed.

Jim Keck (VCU)-VEMA has a scholarship for those interested in EM field. Applications are due in Feb. Tressler scholarship is also available for EMs who would like to attend Symposium and don't have the means to fund it.

Doug Gannon (VDEM)-Had meetings recently with Pamunkey Tribe. Planning ongoing for gubernatorial events. Upcoming EPIC training (attached).

Kevin Pannell (VDEM)-Crisis Track trainings ongoing.

Elizabeth Harrison (Verizon Wireless)-still very focused on public safety. Building core network for public safety. Looking for localities to test the new network. Would like to do a presentation at a future meeting.

Curt Nellis (Powhatan)-attended SAR training and EPIC training. Both very good and recommend.

Bill Sammler (NWS)-EPIC software-going to be templates included to coincide with StormReady designation. Winter weather presentation was held this week to discuss changes to site.

Emily Ashley (Chesterfield)-interviews were conducted last week for the Public Outreach Coordinator. Hope to introduce to the committee at the next meeting.

David Calkins (Henrico HD)-held a flu vaccination clinic recently.

Andrew Slater (CVHC)-opportunities for two tabletop exercises in Feb. with a full scale in March. More info soon. Local hospitals are discussing blood suppliers (VBS and Red Cross). VBS blood isn't being used here in Va. More info coming soon.

James Moss (VDH)-Cindy Shelton has retired. Going through hiring process for that position.

The meeting adjourned at 10:21 with Robert Foresman making a motion and James Moss seconded. The next regular Alliance meeting will be January 18, 2018, at Eanes-Pittman Public Safety Training Center, 6610 Public Safety Way, Chesterfield 23832 in Shared Classroom C.

Respectfully submitted,

Sherrri Laffoon

MEETING ATTENDANCE

Amber Laughlin, Team Rubicon

Andrew Slater, CVHC

Anthony McLean, Richmond

Ben Ruppert, Hopewell, Chair

Bill Lawson, Richmond

Bill Sammler, NOAA/NWS

Chris Warriner, VSP

Curt Nellis, Powhatan

David Calkins, VDH

Donald Hunter, Prince George

Douglass Gagnon, VDEM

Emily Ashley, Chesterfield

Jada Smith, RRPDC

James Moss, VDH

Jim Keck, VCU

Peter Svoboda, CVHC

Kathy Robins, Richmond

Kevin Pannell, VDEM

Mike Rae, Emporia

Martha Shickle, RRPDC

Robert Foresman, Henrico, Vice Chair

Samantha Stanley, Henrico

Sherri Laffoon, Chesterfield, Recording Secretary

Steven Singer, Powhatan

CENTRAL VIRGINIA EMERGENCY MANAGEMENT ALLIANCE

CHARTER

The Central Virginia Emergency Management Alliance (CVEMA) serves as a regional entity to coordinate multiple stakeholders in addressing the whole community through mitigation, prevention, preparedness, response, and recovery by focusing on regional grant opportunities, strategic issues and a platform for networking.

Membership

CVEMA Membership includes the localities of Virginia Department of Emergency Management Region 1, as well as Cumberland County (VDEM Region 3) and Caroline and Louisa Counties (VDEM Region 2 as listed below). This membership reflects the partners who are eligible to vote on issues as outlined in the CVEMA Bylaws.:

- Amelia
- Brunswick
- Caroline
- Charles City
- Chesterfield
- Colonial Heights, City of
- Cumberland
- Dinwiddie
- Emporia, City of
- Essex
- Goochland
- Greensville
- Hanover
- Henrico
- Hopewell, City of
- King and Queen
- King William
- Louisa
- New Kent
- Nottoway
- Petersburg, City of
- Powhatan
- Prince George
- Richmond, City of
- Sussex

Additional partners will include, but are not limited to, representatives from:

- Virginia Department of Emergency Management
- Virginia State Police
- Virginia Department of Transportation
- Virginia Department of Health
- Virginia Department of Social Services
- Office of the Secretary of Public Safety and Homeland Security
- National Weather Service Wakefield
- Other State and Federal Partners
- Military
- Hospitals/Regional Health Coordinating Centers
- Higher Education
- Critical Infrastructure Owners

- Private Sector
- Non-Governmental Organizations
- Cooperating and Supporting Agencies

Mission

The CVEMA Homeland Security and preparedness mission is to ensure a resilient, safe, secure, and prepared Central Virginia by developing a coordinated prevention, preparedness, response and recovery strategy for natural and man made disasters and emergencies to include terrorist attacks.

Assumptions

- The Central Virginia Region is composed of many jurisdictions of differing characteristics and response capabilities.
- Each local jurisdiction must assume ultimate responsibility for its community in preparedness for, response to and recovery from all threats and incidents.
- CVEMA supports and promotes regional collaboration; it does not supersede local governance in any way.
- CVEMA will engage the whole community of federal, state, private, non-profit and citizens of Central Virginia.

Goals and Objectives

- Foster regional collaboration;
- Support and coordinate with other regional organizations;
- Pursue and develop mutually beneficial grant investments;
- Participate in public outreach/education;
- Support planning efforts, frameworks and operating procedures to facilitate successful disaster operations;
- Develop and expand public safety relationships with members and invited guests.

Roles and Responsibilities

The CVEMA will:

- Meet on the 3rd Thursday of each month at 9:30 am at locations that rotate across the Region.
- Keep Minutes as a record of all CVEMA meetings. The minutes will include a list of voting members and partners in attendance.
- Maintain a governance structure as defined by the bylaws, including elected officers: Chair, Vice Chair, Finance Committee Chair, and Recording Secretary who will be nominated, elected, and serve according to CVEMA bylaws.

Governance Structure

CVEMA is governed by *Robert's Rules of Order* as applicable, according to CVEMA bylaws. Voting is conducted according to bylaws.

CVEMA will include an Executive Committee consisting of three elected positions: the Chair, Vice Chair, and Recording Secretary; Standing Committee Chairs; and one federal, state, and private sector representative, with duties outlined in CVEMA bylaws.

This document supersedes all previous versions.

This Charter adopted, as amended on December 21, 2017.

CENTRAL VIRGINIA
EMERGENCY MANAGEMENT ALLIANCE

Bylaws

ARTICLE I - NAME

The name of this organization shall be the CENTRAL VIRGINIA EMERGENCY MANAGEMENT ALLIANCE.

ARTICLE II - OBJECTIVE

Section 1. Objective

The objective of the Central Virginia Emergency Management Alliance, hereafter referred to as CVEMA, is to promote regional collaboration and coordination in the service of emergency management to protect lives, property, and the environment through mitigation, preparedness, response, and recovery from natural and human-caused hazards that may impact our region. This includes planning, coordination of resources, training, exercises, and management with public sector, private sector, and non-governmental agency partners, fostering whole community preparedness in the Central Virginia region.

Section 2. Purpose

The purpose of CVEMA is to provide a platform for the exchange of information, knowledge, experience, and technology among Central Virginia emergency management officials, alongside other public safety personnel, private sector, and non-governmental agency partners in the Central Virginia region.

ARTICLE III -MEMBERSHIP

Section 1. Eligibility

CVEMA membership consists of emergency management officials from the 25 localities in the Central Virginia region (see approved map), supported by other public sector, private sector, and non-governmental agency partners.

Section 2. Classification of Membership

1. Local Government Members - Public safety officials in good standing that may include emergency management, fire, or law enforcement officials who have emergency management responsibilities for their jurisdictions.

2. State Government Members- Officials in good standing from State agencies who have emergency management responsibilities, including, but not limited to, Virginia Department of Emergency Management, Virginia Department of Fire Programs, Virginia State Police, Virginia Department of Transportation, Virginia Department of Social Services, Virginia Department of Health, Virginia National Guard, and institutions of higher education.
3. Federal Government Members - Officials in good standing from federal agencies, including branches of the military, who have emergency management responsibilities.
4. Associate Members - Individuals in good standing with emergency management responsibilities consistent with the objectives of CVEMA from the private sector to include non-governmental agencies and non-profit organizations.

Section 3. Member Duties

1. Regularly and actively participate in the meetings and committees of CVEMA.
2. Provide subject matter expertise, as appropriate.
3. Communicate with their leadership about the deliberations of CVEMA and disseminate information, as appropriate, within their locality. Support regional whole community planning, response, recovery, and mitigation efforts through collaborative efforts such as SMA, EMAC, and MOUs/MAA's.
4. Notify Executive Committee of any changes in status.

Section 4. Ethics

Maintaining public trust and confidence is central to the effectiveness of the emergency management profession. The promise to uphold ethical standards signifies the assumption that the CVEMA members will act prudently and responsibly beyond the requirements of laws and codes and commit themselves to the spirit and proper conduct dictated by the conscience of society and commitment to the well-being of all. Members shall conduct themselves in a manner that maintains confidence in their position and clearly conveys that they cannot be improperly influenced in the performance of their official duties. Members shall abide by the core values of respect, commitment and professionalism.

ARTICLE IV - ELECTED OFFICERS

Section 1. Elected Officers

The officers of the committee shall consist of the Chair, Vice-Chair, and Recording Secretary.

Section 2. Duties of Elected Officers

1. Chair
 - a) Shall be a representative of local government emergency management.
 - b) Shall serve as Chair of the Executive Committee.
 - c) Shall preside at meetings.
 - d) Shall appoint Standing Committee Chairs and ad hoc committees as necessary.

- e) Shall serve as a liaison for local government emergency management officials in the CVEMA region to the Virginia Department of Emergency Management.
2. Vice-Chair
 - a) May be any eligible CVEMA member in good standing.
 - b) Shall serve on the Executive Committee.
 - c) Shall preside at meetings in the absence of the Chair.
 - d) Shall act as program coordinator for CVEMA meeting programs, presentations, and/or topics.
 - e) Shall coordinate and support the needs and activities standing and ad hoc committee chairpersons.
 3. Recording Secretary
 - a) May be any eligible CVEMA member in good standing.
 - b) Shall serve on the Executive Committee.
 - c) Shall record monthly Regular Meeting CVEMA minutes.
 - d) Shall keep records of all CVEMA meetings, to include Standing Committee and ad hoc committee meetings.
 - e) Shall maintain a current directory of members.
 - f) Shall be responsible for all official correspondence of the CVEMA.
 - g)
 4. Finance Chair
 - a) May be any eligible CVEMA member in good standing.
 - b) Shall serve on the Executive Committee
 - c) Shall coordinate federal, non-profit, and private funding streams to support the operations and initiatives of CVEMA, and CVEMA member localities as appropriate

Section 3. Election of Officers

1. Each October a Nominating Committee shall be formed consisting of a former CVEMA or CVUASI UAWG Chair or Vice Chair and at least two members in good standing of CVEMA.
2. The Nominating Committee shall present a slate of nominees at the November CVEMA meeting for the annual election of Officers. In addition to the slate of officers presented by the Nominating Committee, nominations may be made from the floor.
3. The annual election of officers shall be held at the December CVEMA meeting. A simple majority of eligible voting members present shall be necessary for the election to be valid. No proxy or absentee voting shall be permitted.
4. When a nominee for office does not receive a majority of the votes cast for that office, a run-off election shall be conducted immediately between the two nominees receiving the greater number of votes.

Section 4. Term of Office

1. The term of office for Alliance Officers shall begin January 1 and end December 31.

2. The elected officers shall hold one-year terms, and may seek reelection to the office not to exceed three consecutive elected terms.

Section 5. Vacancy in Office

1. If an elected officer is unable to complete their term of service, an interim officer will be appointed by the chair until a special election can be held at the next regularly scheduled CVEMA Regular Business Meeting.

ARTICLE V - MEETINGS

Section 1. Meetings of the Alliance

1. Regular business meetings shall be held monthly on the third Thursday of the month.
2. Special meetings may be called at the request of the chair or of two (2) or more members of CVEMA, and will be held at a time and place designated by the Chair.
3. The Chair may change or cancel any meetings that coincide with a holiday or other conflicting events or incidents.

Section 2. Quorum

A simple majority of the eligible voting membership, as outlined in the CVEMA Charter, in attendance shall constitute a quorum.

Section 3. Voting

1. All member agencies are entitled to one vote on issues having no fiscal impact. All members of CVEMA have voting representation through their participation on the Standing Committees.
2. Only local government jurisdictions, as defined in the CVEMA Charter, may vote in matters having a fiscal impact. In such cases, each local governmental jurisdiction shall have one vote.
3. At the discretion of the Executive Committee, a vote can be conducted by electronic means when necessary for the efficient conduct of CVEMA business.

ARTICLE VI - EXECUTIVE COMMITTEE

1. The Executive Committee shall be composed of the elected officers, as defined in ARTICLE IV, Standing Committee Chairs, and one federal, one state, and one private sector representative, to be appointed by the Chair.
2. The Recording Secretary of the Alliance shall be the Recording Secretary of the Executive Committee.
3. The Executive Committee shall:
 - a. Meet at least once per year to conduct the business of the Executive Committee and CVEMA; and shall report to the membership on the substance of these meetings.

- b. Hold special meetings of the Executive Committee upon request of the Chair or any two (2) members of the Executive Committee.

ARTICLE VII - STANDING COMMITTEES

Standing Committees shall report to the membership at regular business meetings. Each Standing Committee Chair shall be a local government jurisdiction representative.

- Executive Committee
- Mass Care and Human Services Committee
- Planning Committee
- Public Outreach Committee
- Training and Exercise Committee

Independent committees recognized by CVEMA as partners:

- Region 1 RPAC-I
- Central Virginia All-Hazards Incident Management Team (CVAHIMT)
- Central Virginia Healthcare Coalition (CVHC)

ARTICLE VIII – REGIONAL PROGRAM SUPPORT FROM RRPDC

Section 1. Program

The Richmond Regional Planning District Commission (RRPDC) provides staff support to the CVEMA for logistics and administration as well as project implementation at the direction of the Executive Committee. RRPDC will designate a primary point of contact to coordinate activities in support of the CVEMA and serves as fiscal agent for a Regional Emergency Management Planner position.

Section 2. Duties of the RRPDC

1. Shall be responsible for maintaining records associated with CVEMA.
2. Shall be responsible for supporting the Recording Secretary in capturing minutes and other records for the Regular Business meeting, Standing Committee meetings, and ad hoc committee meetings.
3. Shall support the Recording Secretary in distribution of minutes and other records
4. Shall support the Vice Chair in coordinating programs, presentations, and/or topics for meetings, and will coordinate logistics for hosting meetings.
5. Shall support the Recording Secretary in maintaining a current directory of members of CVEMA.
6. Shall provide fiscal agency for grants awarded in support of designated CVEMA activities including grant administration, reporting and financial accountability.
7. Shall provide additional support as requested and mutually agreed through development of an annual work plan coordinated through the Executive Committee.
8. Provide, as grant funds are available, the Program Manager to provide assistance as directed.

ARTICLE IX - AUTHORITY

All such matters that may come forth and are not governed by the Bylaws shall be governed by the current *Robert's Rules of Order (Revised.)*

ARTICLE X - AMENDMENT OF BYLAWS

1. These Bylaws may be amended, repealed or added to by a two-thirds (2/3) majority vote of the eligible voting members present at the meeting where the Bylaws are voted upon. Any proposed amendment, repeal or addition to the Bylaws shall be presented to the membership in writing at least ten (10) days before the meeting at which it will be voted upon.
2. These Bylaws shall be in effect immediately upon passage by the membership of the CVEMA after each of the members have read or heard said Bylaws and have declared their understanding of them and their willingness to abide by them as a member of the CVEMA.

This document supersedes all other Bylaws previously adopted.

These Bylaws adopted, as amended, on December 21, 2017.



CENTRAL VIRGINIA EMERGENCY MANAGEMENT ALLIANCE



Official Map (approved by Alliance _____, 2014)



EPIC

EMERGENCY PLANNING INTEGRATION & COLLABORATION SYSTEM

What is the Virginia Department of Emergency Management Emergency Planning Integration & Collaboration System (VDEM EPIC)

A web based planning platform designed to bring planners together and facilitate the planning process to create and maintain standards-based and customizable plans

- Facilitates a step-by-step, standards-based planning process
- Provides customizable planning templates
- Enables unlimited creation of functional annexes, incident, event and site plans
- Allows for a more manageable and trackable planning process
- Provides automated review and approval workflow

Benefits of utilizing the VDEM EPIC System

- One central repository to develop, share, and store emergency management plans
- Predefined templates provide vetted guidance to localities, institutions of higher education, and state agencies
- Simple review and approval process, promoting stakeholder buy-in
- Easily and readily accessible plan and plans statuses
- Online platform provides an efficient and effective means to facilitate plan development

Who we recommend utilize the VDEM EPIC System?

Any and all emergency management planning personnel at state agencies, local emergency management offices, and state institutions of higher education.

When will the VDEM EPIC System be available?

The VDEM EPIC System will be available early 2018 and is free to all governmental entities in the Commonwealth (including planning district commissions, etc...).

Training will be available for the VDEM EPIC System

Training on the VDEM EPIC System will be provided by the Virginia Department of Emergency Management, and be available for all state agencies, localities, and institutions of higher education. Registration for the course will be available in the Commonwealth of Virginia Learning Center. Training is one full day, 8AM – 5PM. Check below for when the training will be held near you:

Local Emergency Management Offices:

Region 1: January 11, 16, 17

Region 2: January 30, 31

Region 3: January 18, 19, 22

Region 4: January 26, 29,

Region 5: January 8, 9, 10

Region 6: January 23, 24, 25

Region 7: February 01, 02

Extra (Anyone): February 05, 06

Institutions of Higher Education:

Region 1: February 9, 12

Region 2: February 22, 23

Region 3: February 13, 14

Region 4: February 20, 21

Region 5: February 7, 8

Region 6: February 15, 16,

Region 7: February 26, 27

State Agencies:

February 7, 8, 9, 12

VDEM Regional Field Offices

