

CENTRAL VIRGINIA EMERGENCY MANAGEMENT ALLIANCE

Mass Care & Human Services Committee



Thursday, March 2, 2017 1:30 pm | RRPDC | 9211 Forest Hill Avenue Suite 200 Richmond VA 23235

Minutes

In attendance:

Kate Bausman, Richmond MRC Coordinator
Shel Bolyard-Douglas, Prince George DSS
David Calkins, Henrico HD
Lucy Carter Smith, VDEM Region 3 DRRO
Ginny Ferguson, Hanover DSS, Vice Chair
Tracie Giles, Chesterfield
Kelly Hickok, RIL
Paul Hundley, Richmond DSS, Chair
Jasmin Johnson, Henrico Health District

Kate McHugh, Richmond Health District
Paul Oswell, VDSS
Cathy Pemberton, Powhatan DSS
Danielle Progen, VDEM
Kathy Robins, RRPDC
Steve Rykal, Chickahominy HD
Meredith Snellings, Red Cross
Altise Street, 211 VIRGINIA

1. **Welcome and introductions.** The Chair called the meeting to order at 1:33 pm and welcomed all. He invited all to introduce themselves.
2. **Approval of Minutes** from the 2/2/17 meeting (available at <http://www.richmondregional.org/CVEMA/CVEMA-Meetings.htm>). Steve Rykal moved approval of the minutes as presented and Cathy Pemberton seconded. Motion carried without further discussion.
3. **Old Business**
 - **FY16 SHSP Grants:**
 - **Shelter Supplies & Equipment** (\$66,150 | FA: Hanover) Deadline for these grants is 3/31/18. One locality will not be making the purchase they had requested and another locality has asked to expend this funding for their sheltering needs.
 - **Shelter Training** (\$57,775 | FA: Richmond) Deadline: March 31, 2018.
 - The Chair reported that, on February 24, City of Richmond held its first Red Cross-led Shelter Management class (7-hour class). He reminded all that any classes that last over 5 hours can include feeding attendees. The Chair will share information on their vendor. There were 17 participants.
 - 4/10-4/11 City of Richmond – Training to be held at Holton Elementary School and will include EWA Phoenix, dormitory and feeding operations training and an exercise.
 - 4/12-4/15 Hanover has scheduled training at Hanover High School. Shelter Fundamentals first day and an exercise the 2nd day. Will try and get 2-hour EWA Phoenix training scheduled for the week before.

- The Chair noted that they tried to customize the Red Cross training to suit the City of Richmond's particular needs. His experience last Friday demonstrated it is best to leave the Red Cross training as is and extract what is useful for your locality.
- Meredith Snellings reported that there is an effort at Red Cross to offer training that is more focused on localities. At the end of the month, they are anticipating having Shelter Fundamentals & Shelter Management classes available on-line. She reported that if localities do on-line training and have questions, Red Cross can provide a Q & A session. The Chair requested that if you do on-line shelter training in your locality, please send him a roster of participants.
- Shel Bolyard-Douglas reported that their shelter pool includes 24 individuals from 12 different departments. Their training is usually one day of on-line and ½ day of classroom training. They will do these in reverse order this time, while waiting for the on-line courses to be available. She has already developed her roster.
- The Chair invited all to be creative in finding ways to deliver this training to your shelter staff. And don't forget to submit your expenses for reimbursement.
- City of Richmond has scheduled EWA Phoenix training for 2 additional Jurisdictional Administrators and User Training for a group of 15 staff on March 27.
- Hanover is planning to host a Pet Sheltering class and exercise. Typically, this involves a 2-hour classroom training and a 16-hour exercise. Donnie Embrey, VASART, is the instructor. He has offered to come to localities and provide the 2-hour training in advance and then offer the 16-hour exercise at the regional or sub-regional level later. He would like to end up with some CART teams across the region.
- Joint training Powhatan, Goochland, Amelia, Cumberland. Cathy Pemberton reported that they are working on coordinating this.
- The Chair reminded all requesting training to fill out the form on the CVEMA website and submit to him or Kathy Robins for the calendar. Be sure to confirm with instructor first.
- **FY15 Shelter Supplies and Equipment Grant updates | Deadline: 3/31/17** The Chair reported that as long as the funding is encumbered, a locality may request an extension to submit proof of payment and other documentation.
 - **Chesterfield** – Tracie Giles will check with Sherri Laffoon.
 - **Hanover** – done
 - **Richmond** – Should have no problem completing.
 - **King William** – Ms. Robins will check on this.

4. New Business

- **FY17 SHSP Grant Applications.** The Chair invited anyone who proposed a project at the January meeting to discuss it now.
 - **Shelter Supplies and Equipment.** Ginny Ferguson reported that Hanover County would like a pet sheltering trailer. Ms. Robins will send an email to CVEMA localities asking who would like to participate in another project to procure shelter supplies and equipment.
 - **Regional Shelter Training** – The group discussed and agreed on submitting another shelter training project similar to the FY16 project and adding facilitated regional exercise.
 - **VDEM FY17 SHSP Stakeholder's Briefing** is coming up Monday, March 6 at Eanes-Pittman from 10 to 12. Anyone interested is invited to attend. Register on VDEM website.

- **Peer Reviewers needed.** Please register to be a Peer Reviewer for the FY17 SHSP grants. Application is through a link on VDEM's grants page on their website.

- **Virginia Mass Care Task Force (VMCTF)** The Chair reported on this statewide group, led by Dawn Brantley, State Sheltering Coordinator at VDEM, that is working to develop a Statewide Sheltering Strategy with representatives from state agencies, localities, non-profits, and private sector partners. From this committee, the Chair, Vice Chair, Ms. Hickok, Lucy Carter Smith, and Ms. Robins are a part of this effort. The group has been organized into Working Groups to address different topics. They have been meeting over the past few months and have discussed integration of systems (WebEOC, EWA Phoenix, etc.), resources (including facilities), building codes and retrofitting, coordination for regional sheltering, timeline and trigger points, staffing and potential conflicts, SMS, AFMN (including veterans in planning), legal considerations, reimbursement issues, need for state to include local staff in discussions around SMS.
- **Statewide Tornado Drill** is March 21 at 9:45 am. Register on the VDEM website.
- **Legislation** regarding weapons in emergency shelters passed both houses of the General Assembly. The governor has until March 27 to sign/veto.

5. **Open discussion, comments, announcements**

Lucy Carter Smith/VDEM Region 3 reported that they have Search and Rescue Training coming up in Farmville on March 16. Working to expand their SAR resources since they are volunteers. Asked the group to pass the word around.

Kelly Hickok/Resources for Independent Living reported that as a member of the National ADA Leadership Team, she can bring training to you on a variety of topics related to individuals with disabilities. Please contact her at hickokk@Ril-va.org to schedule or to find out more. She also mentioned their summer youth program where they help attendees (usually approximately 50 students) develop the skills they will need to live independently. They recently lost the location where they have held these programs. If anyone has space they might offer, they need a couple of classrooms and a small kitchen. The program is scheduled to run from 10 am to 3 pm Tuesday through Friday for four weeks during July or August. Please contact Kelly if you can help.

Paul Oswell/VDSS reported that this past summer Keith Hodges of the Middle Peninsula DSS worked with the Sheriff's Department to start a task force to address the opioid crisis. They have a big meeting coming up in April.

Shel Bolyard-Douglas reported that their LEPC is in the middle of their first CERT training. They are also in the process of bringing the Pillowcase Project to all 3rd graders in the county. They are getting ready to do their annual Emergency Response Training for new county employees. There are 24 in this class. On March 13, she will be leading the 'What's Your Role in a Response' class with them. She will share her agenda/presentation with this group.

6. The Chair reminded all that next month we will host a presentation by Kelly King Horne, Executive Director of Homeward. The next meeting will be on Thursday, April 6, 2017 at 2 pm at the Richmond Regional Planning District Commission.
7. The meeting was adjourned at 2:53 pm.

Respectfully submitted,

Kathy Robins