

Shawnee County COAD
Combined Planning/Training Committee Meeting
August 11, 2011
Location: Harvesters
215 SE Quincy
1 to 3 PM

I. The meeting was held at Harvesters. Those present included: Tom Baumgartner, Susanne Gilmore, G.R. Laughlin, Tim Hall, Denise Fasse, Jerry Parrish, Chris Wills, Steve Christenberry

II. Review of previous minutes: Copies were not available so Steve reviewed the brief minutes from the last Planning Committee meeting.

III. Discussion: Goals for the combined committees: After discussion the group determined that we should focus on one primary activity, developing a plan with procedures to implement a Volunteer Reception Center. A secondary focus on donations management was identified, but the consensus was that a community agency should be primarily responsible for managing donations and that the COAD would support that agency as necessary.

The group brainstormed questions that we need to answer in order to establish a VRC. They include:

- A. Where might a VRC be located? How many alternate locations should we have?
- B. Who would staff it and how would it be staffed?
- C. What technology is needed (phones, computers, software, etc.)?
- D. What equipment, furniture, and office supplies would be needed?
- E. What training will be required?
- F. How do we alert the public as to the location of the VRC after it is set up?
- G. How is the VRC activated?
- H. How do we interact with Emergency Management?
- I. How do we train spontaneous volunteers, and what do we train them on?
- J. How do we transport volunteers to their assignments at disaster locations?
- K. What security needs would we have?
- L. How do we interact with first responders?

The group also identified some of the basic needs we will have. They include:

- A. The COAD needs to develop a calling tree.
- B. Need to identify roles/job descriptions for VRC positions.

- C. VRC locations need sufficient parking availability.
- D. Need to develop and organizational chart that describes the response by the COAD in the event of a disaster.
- E. See if we can get the VRC layout and protocol from Mike in Lyon Co.
- F. Review the KC VOAD material to see what might apply to us.
- G. See if Mark Stump has a VRC protocol and if they use a particular software.
- H. Need further clarification of EM's position regarding ESF 6 and the COAD.
- I. Will we need to use specific forms to satisfy EM's requirements?
- J. How will we get ID badges for spontaneous volunteers?
- K. What resource typings are applicable to ESF 6 volunteers?

Potential locations for a VRC include:

- A. Let's Help (they have a training lab with computer and phone capabilities).
- B. The Salvation Army
- C. Churches
- D. YMCA/YWCA
- E. ExpoCentre

The committee decided to establish a work group to identify potential facilities for VRCs, noting that we should have several locations available across the county to ensure that at least one would be available if there were a large scale disaster.

Donations Management: Jerry volunteered to begin working on identifying agencies that might be willing to take this on. Kay Ireland and Mike Foster at the Rescue Mission were identified as good contacts. Tim and Susanne also agreed to work with Jerry on this. Tim will discuss this with Dee and Jerry will talk with Harvester officials to see what he can learn about the topic.

IV. Review of Lyon Co. COAD/EM presentation: We had a brief discussion about the presentation, but decided to defer this until Steve sends out the written documents Mike provided after the presentation.

V. Volunteer Manual review: Copies of the manual were passed out and the committee was asked to start reviewing them in order to edit as necessary at future meetings. Many thanks to Tom for putting the extensive draft together.

VI. Vision and Mission Statements: Since we were running out of time we simply provided handouts and information compiled by Carolyn and Steve. Will review at a future meeting.

VII. Tour Harvesters: Jerry took the group on a tour of the Harvester facility. He explained operation of the agency and how they get perishable and non-perishable foods that are distributed at Harvesters or by community groups in various locations in the county. They have a very impressive operation and provide much needed food to a great number of people in need.

VIII. Next meetings:

Full COAD Meeting: 9-8-11, 1-3 pm, at American Red Cross

Joint Committee Meeting: 10-13-11, 1-3 pm, at The Salvation Army

IX. Adjourn

Minutes recorded by Steve Christenberry