

# CENTRAL VIRGINIA EMERGENCY MANAGEMENT ALLIANCE



Thursday, February 21st, 2019 @ 9:30 am  
Caroline County EOC, 17202 Richmond Turnpike, Milford, VA 22514

---

## Minutes

1. **Welcome and Introductions.** Sherri Laffoon called the meeting to order at 9:37 a.m. and thanked Mark Garnett from Caroline County for arranging the meeting space. Introductions were made.
2. **Motion:** To accept the January 2019 CVEMA meeting minutes.  
**Made by:** Donald Hunter (Prince George)  
**Second:** Robert Foresman (Henrico)  
Minutes are approved with corrections.
3. **Special Presentations:**
  - Katherine Busser from RRPDC gave an overview of the CVEMA Rebranding Update with the West Cary Group.
4. **Committee Reports**
  - **Mass Care** | Paul Hundley (Richmond) Next meeting: 3/7/2019 at the RRPDC
    - Full report attached. We have a couple projects planned for the next few months – Family Reunification Workshop that will be held on May 1<sup>st</sup> and 2<sup>nd</sup>. It is called the “Safe and Sound” workshop. Henrico will host on May 1<sup>st</sup> and Chesterfield will host on May 2<sup>nd</sup>.
    - We have confirmed a location for the Mass Care Symposium. It will be held on August 8<sup>th</sup>. We are currently reviewing the contract with our location.
    - Collaborating with the state regarding the Regional Feeding Plan Template.
  - **Planning** | Curt Nellis (Powhatan) Next meeting 3/20/19 at RRPDC
    - Curt, Anna, and Katie will be meeting next week to go over the ongoing Planning Projects. The next Planning Meeting will be at the RRPDC on March 20<sup>th</sup>. We will decide if we would like to continue meeting via teleconference. If anyone else would be interested in participating in the Planning Committee, please let Curt know.

- Katie updated the group on the progress of the FAC/JIC Frameworks. She will be sending out the initial drafts from Ascenttra to the Planning Committee today, and whomever else would like to review. We will need to provide any initial feedback on the direction of the projects by Friday. Ascenttra will be meeting with us next week to hopefully review the drafts in person.
- **Public Outreach** | Kate Hale (New Kent) Next meeting 3/18/19 at the RRPDC
  - Report Attached.
  - The Disaster Planning Workshop is now scheduled for September 7<sup>th</sup>. There is still time for other localities to join. The event will also fall during National Preparedness Month. We have an extended period to continue planning.
  - We are considering hosting an “Emergency Preparedness Night” at the Diamond during the summer. This will also be an opportunity to promote the new National Planning Workshop in September.
  - FY17 and FY18 budgets – some money will be going to the West Cary Group, and we have also purchased some CERT equipment.
- **Training & Exercise** | Bill Lawson (Richmond) Next meeting 2/26/19 at the RRPDC
  - At our last meeting, we discussed what we would like to submit for FY19 grant funds. This grant would cover classes we would like to take that VDEM is not able to provide. It could also cover larger regional exercises.
  - We are working on a better way to get classes entered into the Training Calendar. It may be more convenient to capture these classes in the report-out for each committee.

## 5. Old/Unfinished Business

- None.

## 6. New Business

- **2018 Strategic Plan Committee Updates**
  - Anna will be turning this over to Curt next week to be completed.
- **FY17 SHSP Grants Deadline – March 31<sup>st</sup>, 2019**
  - The deadline for FY17 SHSP Grants is March 31, 2019. Most recent quarterly reports were due January 15<sup>th</sup>.
  - We will be holding a VDEM Grants Meeting on February 28<sup>th</sup> at Trade Court. If you have any concerns or comments, please email Sherri before Feb 28<sup>th</sup> so she may discuss it at the meeting. Donna will create an agenda to be sure we hit all those items.
- **Reminder – VEMS Conference (March 26-29, 2019)**

- Sherri reminded everyone that the VEMS hotel is sold out. There is another hotel that will be available.
- Paul noted to everyone that FY17 Mass Care Funds are available for your social services or other mass care representatives if they would like to attend VEMS. Please contact him as soon as possible.

## 7. Roundtable

- *Curt Nellis* (Powhatan) – Finishing up a very large amateur radio project. Would like to present on this capability at a meeting in the future. Curt is also your representative on the FEMA Region 3 Advisory Council. The next meeting is in May.
- *Mark Garnett* (Caroline)– Glad to have everyone here in Caroline today.
- *Darshan Parikh* (VDEM) – We are still working on recovery from Florence and Michael. Also, we will be holding more WebEOC trainings. If you are interested in Crisis Track, please let him know.
- *Donna Pletch* (VDEM) – Donna has been out doing meet-and-greets with many of the localities. If you would like to set up a meeting, let her know. Working on tightening up the VDEM distribution list.
- *Colin Noyes* (National Guard) – In regards to requests for resource requests from the National Guard - the earlier you get your requests into the EOC, the better.
- *Anna McRay* (Henrico) – Good lessons learned for the school shooting hoax yesterday. Airport exercise will still be held on April 17<sup>th</sup>. It will be scaled down a bit because JetBlue will not be able to bring all their FAC materials. We are still looking for about 120 volunteers. The airport will be sending out an EventBrite sign up. We will also be looking for evaluators, particularly for our law enforcement partners. Lunch will be provided. Robert will be handling the exercise upon Anna's departure. We have three RFQ's that will be released – one will be the Courthouse Exercise. There is no date set on this yet, but we are hoping for mid-summer.
- *Sarah Stewart* (RRPDC) – Sarah works in environmental planning at the RRPDC. She works with Katie and many of their projects overlap in terms of natural hazards. She is looking forward to meeting everyone and seeing the potential for future projects.
- *Bill Lawson* (Richmond) – We will hopefully have a presentation on a preparedness study in the April CVEMA meeting.

- *Paul Hundley* (Richmond) – Nicole Cox, Central Virginia Regional DSS Director, will be presenting at the March MCHS Meeting.
- *Eric Seymour* (NWS) – Monday, March 18<sup>th</sup>, NWS will be kicking off an integrated warning team. The idea is to incorporate folks who participate in hazards/preparedness in a discussion on best practices. The event will be 9am-1:30pm in Williamsburg.
- *Mike Magner* (VDH)– March 19<sup>th</sup>-21<sup>st</sup> – VDH will be holding the Preparedness Academy. It will be held in Virginia Beach.
- *Erin Knowlin* (CVHC) – We will be holding our monthly meeting tomorrow morning at ODEMSA. We have had a few cancellations for the ALS class on March 15<sup>th</sup>. We will be participating in the Preparedness Academy in March. We will be having a Hospital Hazmat Awareness Day at the West Chester ER.
- *Robert Foresman* (Henrico) – Thank you to Anna for being a great mentor and friend.
- *Sherri Laffoon* (Chesterfield) – Emergency Management is assisting the Courts and Sherriff's Office with a COOP Tabletop Exercise. At VEMS, on Tuesday at 5pm, we will be having a meeting for all localities who have a CERT program.

**8. Adjourn** – With there being no further business, Sherri Laffoon adjourned the meeting at 11:12 a.m.

Next meeting: Thursday, March 21st, 2019 at 9:30am. Location: Amelia Fire Station 1, 8950 Otterburn Road, Amelia, VA 23002

Respectfully submitted,  
Katie Moody  
RRPDC Emergency Planner

**CVEMA T&E Calendar**

Calendar Request Form: <http://bit.ly/2omhuZN>

Training & Exercise Calendar: <http://bit.ly/2EFi0c9>

In attendance:

Anna McRay, Henrico

Bill Lawson, Richmond

Colin Noyes, DMA

Curt Nellis, Powhatan

Darshan Parikh, VDEM

Donna Pletch, VDEM

Doug Gagnon, VDEM

Eric Seymour, NWS

Jason Loftus, Caroline County

Jimmy Brann, Essex

Kate Hale, New Kent

Katie Moody, RRPDC

Leslie Comer, Charles City

Mark Garnett, Caroline

Mike Magner, VDH

Paul Hundley Richmond

Paul Hundley Richmond

Robert Foresman, Henrico

Sarah Stewart, RRPDC

Sherri Laffoon, Chesterfield

## Mass Care and Human Services - Committee Report February 2019

Chair: Paul Hundley, City of Richmond | Vice Chair: Emily Ashley, Chesterfield

Meets the first Thursday of every month at 1:30 pm at the RRPDC.

First of two collaborative meetings between MCHS Committee and VCA VOAD. Total attendance 15. Guest speaker: Sean Kettles – Wegman’s Asset Protection.

Chair reports:

Aaron Lee, Baptist Association of Virginia – Disaster Response Coordinator (To-Be-Submitted)

Paul Hundley – MCHS Committee Chair (attached)

Grants:

- FY17 State Homeland Security Grant Funding Summary – Mass Care Training and Exercise
  - o Total Funded = \$49,275.00
  - o 22 submitted projects for cost coverage submitted
  - o Two reimbursement requests submitted into EGMS totaling \$12,462.32 for 20 projects
  - o Five projects with committed dollars totaling \$3273.12 await billing and processing
  - o One project scheduled, approx.. cost \$600.00
  - o Remaining funds available prior to March 31, 2019 encumbrance deadline, \$32,939.56 (approx.)

Please communicate available funding for projects related to Mass Care training and exercise to all internal agencies with roles and responsibilities falling under the definition of Mass Care. Training/Exercise Request Forms should be completed (found on CVEMA Website) and submitted to Paul Hundley at [paul.hundley@richmondgov.com](mailto:paul.hundley@richmondgov.com) for review and approval.

Confirmed VEMA Symposium registration fees can be covered by grant. Notification of opportunity emailed to regional DSS Directors distribution list and MCHS Committee Distribution List. Total of three individuals have expressed interest to-date.

- FY17 State Homeland Security Grant Funding Summary - Shelter Equipment
  - o Total Funded = \$68320.00
  - o Distribution of AED’s have been completed. One per CVEMA Locality. Total Cost: \$34,023.61
  - o Distribution all 50 Infant Shelter Kits complete. Total cost: \$3397.60
  - o Pet Trailer purchased, \$19,940.86 (Hanover County), MOU sent to Hanover.
  - o EWA Phoenix Fly-Away Kits purchased (Dinwiddie). Total cost: \$2,445.65

- Other committed funds: EWA Wrist Bands, Dinwiddie and City of Richmond at \$350.00 ordered
- Total remaining funds: \$8,131.92

MSHS Committee meeting discussed additional purchase ideas and submitted requests for remaining funds.

- Powhatan County: request for 2 laptops with Microsoft product
- King William County: request for AED Cabinet
- Nottaway County: request for storage shed, or shelter supplies (Cots/Blankets) if insufficient funding for shed.

Committee opened the floor for discussion on requested items. Approved Powhatan and King William requests. Discussion on Nottaway County led to the possibility of additional shelter supply kits, like those previously ordered through SHSP Grant funding, to be purchased and strategically distributed within region, to include one to Nottaway County. This would fulfil their request for additional shelter supplies.

- FY18 State Homeland Security Grant Funding Summary – Mass Care Training and Exercise
  - Total Funded = \$42,000
  - No expenses applied to date
  - Project projects currently under planning and review or committed:
    - Two Regional Reunification Workshop, Safe & Sound cost \$12,000 (Committed)
      - May 1, 2019 hosted by Henrico County
      - May 2, 2019 hosted by Chesterfield County

Additional information regarding location and registration to come.

- Regional Mass Care Symposium estimated cost \$15,000 - \$20,000
  - Planning Committee formed and details being worked out
  - Next meeting scheduled for February 11, 2019
  - Planning Committee participants: Emily Dillon, Erin Nolan, Mike Magner, Katie Moody, Curt Nellis, Beverly Brandt, Doug Gagnon, Bill Lawson

Projects:

- Regional Reunification Workshop
  - Current details above
- Regional Mass Care Symposium
  - Current details above: please note funding for this project is expected to be through the FY18 SHSP Grant funds.
- Regional Feeding Plan Template
  - Planning Committee formed

- Participating Non-Profit Feeding Partners: FeedMore, Salvation Army, American Red Cross, Nazarene Disaster Relief and General Baptist Association of Virginia
- Participating CVEMA members: Anna McRay, Emily Dillon, Kate Hale, Curt Nellis, Katie Moody, Paul Hundley
- Participating State Representatives: Michelle Pope, Dawn Brantley, Claudia Jackson
- Next meeting date: April 15, 2019

Note: Commonwealth of Virginia beginning work on their own State Feeding Plan and has requested representation from this regions planning team on their planning group. MCHS Committee Chair will represent until more is known regarding focus and direction of state planning.

Locality updates available on February 7, 2019 posted minutes found on CVEMA Website

### Public Outreach - Committee Report January 2019

Chair: Beverly Brandt, Colonial Heights | Vice Chair: Kate Hale, New Kent

- Disaster Preparedness Workshop is scheduled for September 7, 2019. There is still time to include any locality that would like to participate. The 3 core topics for localities to cover is
  - Planning & Document
  - Household Safety
  - Active Threat
- The other two topics will be locality specific
- The committee is looking into possibly having a Preparedness Night at the Diamond. Richmond researching as to what it would take to have this event. CERT and EM groups would have tables at the Diamond and be able to promote preparedness throughout the game. More information at the next meeting. The Tidewater area has been holding this event for a number of years.
- West Care Group handed out drafts of the website and registration for the Disaster Preparedness Workshop.
- The committee discussed the remaining FY17 and FY18 budget. For more information, please contact Beverley Brandt or Katie Moody.
- Next meeting will be on March 18<sup>th</sup>, at 10:30 at the Richmond Regional Planning District Commission.



