



Meeting minutes of the Virginia Emergency Management Association (VEMA) Board of Directors meeting held on May 13th, 2014 at the Virginia Department of Emergency Management headquarters in Richmond, VA. The meeting was called to order at 10:01 am by Mark Penn who presided. In attendance were

Mark Penn, Michelle Oblinsky, Walter English, Carrie Speranza, Sara Ruch, Benjamin Ruppert (Region 1), Jennifer Maul (Region 3), Kirby Felts (Region 3), Steve Davis (Region 4), Robert Foresman (Region 6), Marc Barbieri (Region 7), Jeff Fletcher (Region 7), Jack King (VDEM), Richard Flannery (Business/Industry), _____, (Federal Government), Brittany Schaal (Colleges and Universities), Gene Stewart, (Region 3 State EM), Virgil Gray (Region 7 State EM), Jack King (VDEM), Willie Richardson (Region 4 State EM), Scott Hudson (Region 2 State EM), Gene Wills (Region 1 State EM), Jeff Stern (State Coordinator, VDEM) Bo Keeney, (VEMA Executive Director – Ex-Officio), Bruce Keeney (VEMA Chief Operating Officer)

President’s Report:

Under the President’s Report, Mark Penn commented that the last few months have been extremely busy. He has appointed most of the committee chairman and committee members with the exception of one committee. He informed the board that he was asked to work with the selection committee to select the new state coordinator for the Virginia Department of Emergency Management. Additionally he commented that he will attend a series of collaborative meetings with other state association presidents who have interest in emergency management. Finally he thanks VDEM for allowing VEMA to hold their board meetings at the trade court facility.

1st VP Report

Under the 1st VP’s report Michelle Oblinsky commented that most of her reports would be encompassed in the committee reports.

2nd VP Report

No report provided

Treasurer Report

Under the Treasurer’s report Bo Keeney presented the reports on behalf of Neal Turner who was unable to attend the meeting. Motion English/Foresman to approve the following items in a block:

- a) to approve the VEMA Financial Summary of Accounts as of March 31, 2014 as distributed.
- b) to approve the VEMA Financial Statement as of March 31, 2014 as distributed.

Motions considered in a block passed unanimously

Secretary's Report

Under the Secretary's report Carrie Speranza presented the following reports. Motion to pass the following items in a block:

- a) to approve the VEMA Board of Directors minutes from the February 3, 2014 meeting as previously distributed.
- b) to approve the VEMA Board of Directors minutes from the January 8th, 2014 meeting as previously distributed.
- c) to approve the VEMA 2014 Annual Business meeting minutes as previously distributed.

Motions considered in a block passed unanimously.

Motion Speranza/Barbiere to accept the following as members of VEMA since February 3, 2014:

Individual Members:

Adam Kelly (Fairfax, VA), Adrian Jenkins (Richmond, VA), Allen Evans (Richmond, VA), Aubrey Cheatham (Alexandria, VA), B. R. Forbes (Washington, DC), Captain James Cady, Jr. (Roanoke, VA), Carrie Gonzalez (Bristow, VA), Chief R. B. Alley, III (Newport News, VA), David Calkins (Richmond, VA), David Long (Chesapeake, VA), Dean Sherick (Fairfax, VA), Denise Derflinger (Fairfax, VA), Deputy Chief William Altman (Roanoke, VA), Dr. Joel Bundy (Hampton, VA), Elizabeth Bisutti (Warrenton, VA), Emory Nadeau (Richmond, VA), Eric Heinemann (Newport News, VA), Grady DeVilbiss (Radford, VA), Harold "Monty" Willaford (Spotsylvania, VA), James Lott (Washington, DC), Jason Williams (Hanover, VA), Kathy Doyle (Fairfax, VA), Katie Gamble (Ceres, VA), Kenneth Belkofer (Norfolk, VA), Kevin Franzello (Manassas, VA), Laura Katzif (Fairfax, VA), Lawrence Josefowski (Magnolia, DE), Lawrence Massey (Fairfax, VA), Michael Murphy (McLean, VA), Nicole DelValle (Newport News, VA), Robert Hoffower (Fairfax, VA), Robin Milewski (Yorktown, VA), Roy St. John (Hurt, VA), Scott Hechler (Spotsylvania, VA), Terrence McGregor (Lancaster, VA), Tina Menefee (Newport News, VA)

Student Members:

Brady Grim (Leesburg, VA), Heather Brown (Gloucester, VA), James Jewell (Charlottesville, VA), Lisa Harbart (Roanoke, VA), Mittie Wallace (Warrenton, VA), Robert Burkell (Chester, VA), Venner Milewski (Yorktown, VA), Vitaly Thompson (Arlington, VA)

Organizational Members:

City of Alexandria OEM (Alexandria, VA. Additions -Aaron Hope & Michael Brown), City of Virginia Beach, Dept. of Public Utilities (Virginia Beach, VA. Talmadge Piland, David Ihde, Nelson Nevarro, Keith Havron), Dewberry (Fairfax, VA. Andy Hutchinson to replace Jake Jarosz), Firehouse Subs Disaster Relief Team (Manassas, VA. Edwin Merrigan, Tim Jones), James City County (Toano, VA, Joseph Davis to replace Tal Luton), John Tyler Community College (Chester, VA. Vicky Carwile, Holly Walker, Frank Medaglia, Fred Taylor), Pittsylvania County Department of Emergency Management (Chatham, VA. Jim Davis (was Ind., now Org.), Geraldine Walker, Eddie Walker), Sentara Careplex Hospital (Hampton, VA. Dr. Joel Bundy to replace Randy Kline), Spotsylvania County Fire, Rescue & EM (Spotsylvania, VA. William Hart, Scott Hechler & Monty Williams (were all Ind.)), University of Virginia (Charlottesville, VA. Donna Ferneyhough to replace Toshun Campbell), UVA Health System - Emergency Management (Charlottesville, VA. Robert Truoccolo (Ind.) to replace Nick Krell).

Motion passed unanimously.

Motion Speranza/Barbiere to accept the resignation of the following members from the VEMA membership as of
Individual Member: Toshun Campbell of Charlottesville, VA, replaced on organizational membership, Jake Jarosz of Fairfax, VA, replaced on organizational membership, Randy Kline of Hampton, VA, replaced on organizational membership, Nick Krell of Charlottesville, VA, replaced on organizational membership, Tal Luton of Toano, VA, replaced on organizational membership, Robert Warren of Gloucester, VA due to retirement

Motion passed unanimously.

Executive Directors Report

Under the Executive Director's report Bo Keeney presented a review of current membership issues including dues invoicing, new members, resigning members and other general membership concerns. Additionally he commented on the VEMA newsletter and Website. Specifically he noted that he had secured some new advertisements for the VEMA publications. He encouraged the VEMA committees and leadership to use the social media outlets as much as possible. Furthermore Bo commented on the 2014 VEMS, noting that VEMA is still waiting on the payment from VDEM in order to complete the 2014 final report. He also commented on a brief legislative report, the strategic plan, constitution and bylaws. Finally he informed the board of directors that he had successfully invested the approved \$40,000 from the general fund into 4 certificates of deposit and that we are in the process of switching the VEMA bank from Wells Fargo to Union First Market bank.

Committee Reports

The following committee reports were presented:

- a) Conference Committee (Michelle Oblinsky)
 - a. Michelle commented that she had already talked with the program committee and she's working with the co-chairs. They have determined the 2015 theme will be "Partnerships – Share the Load." The call for papers is going to be published soon.
- b) Legislative Committee (Curtis Brown)
 - a. Mark Penn presented a report for Curtis Brown. He commented that VEMA would hold their 2015 legislative day again and they would develop a list of legislative priorities later in the year.
- c) Audit Committee (Neal Turner)
 - a. No Report presented
- d) Constitution / By-Laws Committee (Ashley Ehrhart)
 - a. No Report presented
- e) Scholarship Committee (Scott Wollek)
 - a. No Report presented
- f) Membership & Marketing Committee (Marc Barbieri)
 - a. Marc commented on new marketing materials that VEMA had just purchased and will utilize at membership recruitment events and the VEMS. He will attend a few trade shows of groups with similar interest later this year to promote VEMA.
- g) Awards & Citations Committee (Neal Turner)
 - a. No Report presented
- h) Certification Committee (Ken Rudnicki)
 - a. No Report presented. Mark Penn commented that Ken is charged with finding his replacement
- i) Technology Committee (Jeff Fletcher)
 - a. Comments were made that VEMA is looking to improve its social media presence once we can gain control of LinkedIn and Twitter. Additionally VEMA will look at how to improve the website

- j) Nominations Committee (Sara Ruch)
 - a. No Report presented
- k) VEMA Representative for National Weather Services' Storm Ready Board (Robert Foresman)
 - a. No Report presented
- l) Rep. for VDEM/VFP Stakeholders Group (Ad-Hoc) (Corey Beazley)
 - a. No Report presented
- m) Fire Programs (Ad-Hoc) (Cory Beazley)
 - a. No Report presented
- n) Strategic Plan Review Committee (Justin Pierce)
 - a. No Report presented. Mark Penn reminded the board that he wants the current strategic plan to remain as a living document.

Under Regional Committee Reports the following were presented.

- 1) Gene Wills Region 1 (State EM)
 - a. There have been very few personnel changes. There are various training events going on, including a web EOC event on the 28th. They have dealt with a Petersburg water main break event and the Lynchburg train derailment event. They additionally just completed a POD exercise.
- 2) Scott Hudson Region 2 (State EM)
 - a. There have been few personnel changes. The region has just dealt with the hot air balloon crash event, noting the VDEM search and rescue did a very good job. They additionally just held a logistics event in Culpeper, VA. The region maintains 100% EOP compliance.
- 3) Gene Stewart Region 3 (State EM)
 - a. They just underwent their review and received fairly good remarks. The region stands at 100% EOP compliance and does not need to undergo another review until 2016. They have had few personnel changes. Finally they are scheduled to hold a school shooting exercise in August of this year.
- 4) Willie Richardson Region 4 (State EM)
 - a. Noted that they currently have 1 coordinator position open in Bristol VA. They just celebrated the 3 year anniversary of the tornado event. They maintain 100% EOP compliance. Finally they are planning for a full scale aircraft event exercise later in the year
- 5) Wallace Twigg Region 5 (State EM)
 - a. Busy with the last part of the regional catastrophic planning grant. They are doing a table top hurricane exercise in may and then a functional hurricane exercise in June. They additionally remain 100% EOP compliant.
- 6) Mike Guzo Region 6 (State EM)
 - a. They are currently planning for a hazardous materials exercise on smith mountain lake and an event at Martinsville Speedway. They remain 100% EOP compliant. They have recently had several search and rescue events in the region in the last few months.
- 7) Virgil Gray Region 7 (State EM)
 - a. Commented that they have had no personnel changes and remain 100% EOP compliant. They held an event at GMU. They are beginning the planning for the 2015 world police and fire games that will bring in 12,500 competitors.

Caucus Reports

- 1) Institutions of Higher Education
 - a. Brittany Schaal presented a report on behalf of the IHE. She commented that they recently held a leadership summit and hopes to hold at least 4 webinars this year. She encouraged each region to reach out to IHE to incorporate them into their exercises.

Old Business

Under old business the following items were presented. It was decided by general consensus that the items under old business would be delayed until later in the year and would be discussed by telephone conference call.

- a) VEMA proposed changes to Bylaws
- b) VEMA proposed changed to Constitution

New Business

Under new business the following items were presented.

- a) Student Chapters at State IHE's
 - a. Mark Penn encouraged the leadership to examine the possibility of creating student chapters to further promote VEMA.
- b) MOU with VCU for research project
 - a. Motion Oblinsky/Barbiere for VEMA to sign a memorandum of understanding with Virginia Commonwealth University for a research project. Motion passed unanimously.
- c) MOU with Lessons Learned Information Systems
 - a. Mark commented that Ken Rudnicki is working on this item but it's not ready for presentation at this time. Ken will present something to the board later this year.
- d) VEMA 2014-2015 Budget
 - a. Motion English/Foresman to approve the 2014-2014 VEMA operating budget as amended. (Amendments include increasing the revenue for certifications and adding additional monies to the contingencies line item under expenses.) It was noted that the budget reflects monies to hire legislative counsel if the VEMA Board decides to do so. The board discussed that the legislative committee would need to meet to further discuss this topic. Motion passed unanimously.
- e) Board Policies and Procedures
 - a. Michelle Oblinsky presented a draft of a Board Policies and Procedures document. Mark Penn asked that the Board not address the document at this time. He asked that each board member review the document and be prepared to comment on the draft during the next VEMA Board of Directors telephone conference call.
- f) 2016 Symposiums locations
 - a. Bo Keeney asked the Board for counsel regarding the site of the 2016 Virginia Emergency Management Symposium. Mark Penn instructed Bo to put out an RFP and examine multiple locations for presentation to the board at a later date.

For the Good of the Order

There being no further business the meeting was adjourned at 12:46 pm.

Submitted by Carrie Speranza, Secretary