

Minutes of the Virginia Emergency Management Association
Monday, June 13th, 2022, held Virtually via Zoom
Board of Directors Meeting



The meeting was called to order at 10:04 am by Robert Gelormine, VEMA President, who presided. In attendance were the following members:

Voting Members:

Bobby Gelormine
 Robert Foresman
 Will Flagler
 Danielle Progen
 Jessica Robison
 Joseph Dame
 Paul Helmuth (Region 3)
 Maribel Street (Region 3)

Melanie Fleenor (Region 4)
 Sara Snowden (Region 5)
 Tim Duffer (Region 6)
 Matt Tatum (Region 6)
 Jeff Fletcher (Region 7)
 Keith Dowler (Business/Industry)
 Alexander Hanna (Student Rep.)
 Bo Keeney (Executive Director – Ex. Officio)

Donna Pletch
 Gene Stewart

Additional Committee Chairs:

Brian Misner
 Nicole DeValle
 Danielle Spach
 Walter English
 Michael Whiteaker
 Matt Leicester

Non-Voting Members:

President Gelormine reminded all VEMA Board members of the required IRS policies including conflict of interest, anti-trust, corporate confidentiality, etc.

Erin Sutton, Chief Deputy at the Virginia Department of Emergency Management provided comments on behalf of the the agency that included updates on recent exercises, budget funding allocations, various stakeholder updates and more.

Motion Tatum/Duffer to accept the consent agenda (indicated by a **) as presented.

- **Reports**
 - President (Gelormine)
 - 1st Vice President (Flagler)
 - Secretary (Dame)
 - Treasurer (Robison)
 - Past President’s Report (Foresman)
 - Symposium (Flagler)
 - Constitution & Bylaws (Fletcher)
- **Motions**
 - to approve the VEMA Financial Summary of Accounts as April 30, 2022 as distributed.
 - to approve the VEMA Financial Statement as April 30, 2022 as distributed.
 - to accept the VEMA Executive Board of Directors minutes from the February 15, 2022 meeting as previously distributed
 - to accept the following as members of VEMA since February 15, 2022 as listed below
 - to accept the VEMS 2022 Final Report as presented
- Certification (DeValle)
- Faith Based Caucus (Whiteaker)
- Membership & Marketing (Spach)
- Region 3 (Stewart)
- Region 5 (Snowden)
- Region 7 (Fletcher)
- Student Rep (Hanna)

Motion passed unanimously.

****President’s Report (Gelormine)**

- a) Monthly VDEM Meeting Update
- b) Caucuses & Committees – Yearly Check of Members part of each group

**** Report (Robison)**

- a) to approve the VEMA Financial Summary of Accounts as April 30, 2022 as distributed.
- b) to approve the VEMA Financial Statement as April 30, 2022 as distributed.

****Secretary’s Report (Dame)**

- a) to accept the VEMA Executive Board of Directors minutes from the February 15, 2022 meeting as previously distributed
- b) to accept the VEMA Annual Membership Meeting Minutes from the March 2022 annual business meeting (pending approval from the VEMA membership in 2023)
- c) to accept the following as members of VEMA since February 15 2022:

• **INDIVIDUAL**

Member Name	City	Company Name / Organizational Members / Notes
Patti Montes	Virginia Beach, VA	Sentara Healthcare

Jennifer Harris	Midlothian, VA	ATCS PLC
Leslie Comer	Charles City, VA	Charles City County
Colonial Heights Fire, EMS & Emergency Management	Colonial Heights, VA	Replaced Tim Blumenschine with Kevin Kiddy
Scottie Cassell	Stuart, VA	Replaced Steve Allen - Patrick County Emergency Management
Walter Soto	Norfolk, VA	Children's Hospital of the Kings Daughters
Laura Hahn	King William, VA	Upper Mattaponi Indian Tribe
Jeffrey Driskill	Front Royal, VA	Warren County Sheriff's Office
Emily Pelliccia	Charlottesville, VA	City of Charlottesville
Robin Hillman	Goochland, VA	Goochland County Department of Fire-Rescue and Emergency Services
William Phibbs	Richmond, VA	City of Richmond Police Department
Kimberley Tempesco	Virginia Beach, VA	Sentara Healthcare System
Timothy M. Kimble	Waynesboro, VA	LifeCare, Commonwealth Criminal Justice Academy
Ronnie Ellis	Hopewell, VA	Hopewell Fire -- REINSTATED FROM 10/2021
Jonathan Stewart	Fairfax, VA	Dewberry
Madison Mattingly	Fairfax, VA	Dewberry
Jennifer Maul	Richmond, VA	moved from Sustaining to Individual
Matthew Schultz	Leesburg, VA	moved from Prince William County Organizational to Individual - Loudoun County OEM

• **ORGANIZATIONAL**

Member Name	City	Company Name / Organizational Members / Notes
City of Alexandria OEM	Alexandria, VA	Replaced Teresa Scott Hoggard & Brent Ruggles with Kevin Coleman and Curicé Paulüs
Virginia Beach Police Department	Virginia Beach, VA	Replaced Shawn Langley with David Tankersley
Louisa County	Louisa, VA	Timothy Luck (voting), Kristin Hawk, Robert Dube
Virginia Beach OEM	Virginia Beach, VA	Replaced Brad Killenbeck with Andy Booden

• **STUDENT**

Member Name	City	Company Name / Organizational Members / Notes
Joshua Crabtree	Hickory, NC	Gaston County EMS
Eric Heinemann	Fort Eustis, VA	Joint Task Force - Civil Support
Chris Wilkinson	Chesterfield, VA	Chesterfield Fire & EMS

• **AFFILIATE**

Member Name	City	Company Name / Organizational Members / Notes
Elite Business Strategies	Hampton, VA	Princess Ousley

Under the Executive Director's report Bo Keeney commented on the most recent membership numbers, a year end review of VEMA financials, a VEMS 2022 recap and overall status of the association. He reported that the association continues to be fiscally solid and with strong membership numbers. He commented that he will work with the VEMA President to address a 2023 review of the VEMA strategic plan.

Under Committee Reports

Committee Reports

- a) Symposium Committee (Flagler)
 - a. Reconstituted the committee members. Call for proposals will go out earlier for VEMS 2023
- b) Legislative Committee (Misner and Lawson)
 - a. Looking at new volunteers. 1st meeting will be by July 12, 2022 and will fill out the organizational chart after that meeting.
- c) Audit Committee (Progen)
 - a. Committee continues to review financials on a monthly basis and all items are in good order
- d) Constitution / By-Laws Committee (Fletcher)
 - a. Expected to review new healthcare caucus bylaws soon.
- e) Scholarship Committee (Ruppert)

- f) Membership & Marketing Committee (Spach)
 - a. Looking at the annual membership survey and soon lay out the 2022-2023 priorities. This will include working with the professional development committee and DEI taskforce.
- g) Awards & Citations Committee (Hockett)
- h) Certification Committee (DeValle)
 - a. Committee has not met recently but has been reviewing submissions independently.
- i) Nominations Committee (Foresman)
- j) VEMA Representative for National Weather Services' Storm Ready Board (Foresman)
- k) Professional Development (Ad-Hoc) (Street / Myers)
- l) Virginia Representative for EMS (Gelormine)
- m) Social Media (Sub-Membership Comm) (Crawford)
- n) Diversity, Equality, and Inclusion (English)
 - a. Working on a push to get more DEI information out to the membership and how to best include DEI best practices into various EOPs

Various Regional Committee Reports were presented.

Regional Committee Reports (See attached Reports)

- | | |
|---|---|
| <ul style="list-style-type: none"> 1) - Region 1 (Pletch) <ul style="list-style-type: none"> a. Anthony McLean b. Benjamin Ruppert (Alexis Boggs)??? 2) Region 2 (Stone) <ul style="list-style-type: none"> a. Melissa Meador b. Michael Guditus 3) Region 3 (Stewart) <ul style="list-style-type: none"> a. Maribel Street b. Paul Helmuth 4) Region 4 (Estes) <ul style="list-style-type: none"> a. Stephen Owen | <ul style="list-style-type: none"> b. Melanie Fleenor 5) Region 5 (Breese) <ul style="list-style-type: none"> a. Sara Snowden b. Willie Love 6) Region 6 (Guzo) <ul style="list-style-type: none"> a. Tim Duffer b. Matt Tatum 7) Region 7 (Jake Kezele) <ul style="list-style-type: none"> a. Jeff Fletcher b. Diane Hansen |
|---|---|

Under Caucus/Other Reports the following were presented:

- 1) Institutions of Higher Education (McCann)
 - a. Working on a 3 year strategic plan and looking at ways to incorporate smaller institutions into the caucus

Unfinished Business

- a) Strategic Plan Workgroup
 - a. VEMA President will work to gather various stakeholders including board members and non-board members to review and suggest revisions to the VEMA strategic plan
- b) Website Workgroup
 - a. VEMA website workgroup will speak with VEMA website developer to see what capabilities are available and make some recommendations to the Board. VEMA President will work to appoint members to this ad-hoc group.

Under New Business the following motions were presented.

Motion Helmuth/Foresman to accept the VEMA 2022-2023 operating budget as presented. Motion passed unanimously.

Motion Foresman/Dame to award Steve Grainer VEMA honorary membership in recognition of his 39+ years of service. Motion passed unanimously.

Under Good and Welfare, it was announced that VEMA Past President and Board member recently had a death in the family and that VEMA sends its sincere condolences to Michelle.

There being no further business the meeting was adjourned at 11:13 am

**Respectfully Submitted,
Joe Dame
VEMA Secretary**

Appendix: Reports

VEMA E-Board Report

This will serve as your position report for the upcoming VEMA meeting

Name

Bobby Gelormine

E-Board Position

President

What is the status of preexisting activities or initiatives?

I spoke with Shawn Talmadge and Erin Sutton regarding increasing the number of VDEM employees included in their organizational Membership, as well as increasing the amount that VDEM pays for the memberships. Both were very receptive to the increase, and this will follow suit with our general membership dues increase.

Any items, projects, committees that you have represented VEMA in since last board meeting?

The VEMA Executive Board held a meeting to discuss various topics including our Strategic Plan, Regional Reporting, Caucuses and Committees, and upgrades to the website to name a few items. Much of the discussion was about long term goals and areas for improvement. The Exec BOD will continue to meet and chip away at these and other topics, but in no way is the reason to meet, to create more work for BOD members. As work or tasks are identified, the BOD will approach the membership to help with completing the project.

Any noteworthy actions for the committees or groups that you oversee?

Symposium Committee completed an After Action Review and is ready to begin the planning process for next year's Symposium

Any other noteworthy items you would like to share with the VEMA membership?

We have built into the budget for next year, the attendance to 2 other State Association Conferences. This will allow networking from state association to state association, as well as seeing what works and doesn't work at other conferences and symposiums.

Did you spend any VEMA money and if so, how was it utilized?

N/A

VEMA E-Board Report

This will serve as your position report for the upcoming VEMA meeting

Name

Joe Dame

E-Board Position

Secretary

What is the status of preexisting activities or initiatives?

No updates.

Any items, projects, committees that you have represented VEMA in since last board meeting?

Attended VEMS 2022.

Any noteworthy actions for the committees or groups that you oversee?

Nothing significant to report.

Any other noteworthy items you would like to share with the VEMA membership?

None.

Did you spend any VEMA money and if so, how was it utilized?

Not applicable.

VEMA E-Board Report

This will serve as your position report for the upcoming VEMA meeting

Name

Jessica Robison

E-Board Position

Treasurer

What is the status of preexisting activities or initiatives?

Any items, projects, committees that you have represented VEMA in since last board meeting?

Any noteworthy actions for the committees or groups that you oversee?

Any other noteworthy items you would like to share with the VEMA membership?

Did you spend any VEMA money and if so, how was it utilized?

N/A

VEMA Quarterly Committee Reports

Did you spend any VEMA money and if so, how was it utilized?

No

Committee

Constitution & By-Laws

Committee Chairperson:

Jeff Fletcher

Committee Meeting dates during the quarter

None

Committee Actions during the quarter :

Prepared information for annual meeting.

Anticipated activity for next quarter / balance of year:

Respond to requests from the BOD.

Status of issues, projects or charge to committee:

No open projects at this time.

VEMA Quarterly Committee Reports

Did you spend any VEMA money and if so, how was it utilized?

None for the 2nd quarter

Committee

IHE Caucus

Committee Chairperson:

Peter McCann

Committee Meeting dates during the quarter

The IHE Caucus Board met on Thursday, April 14.

Committee Actions during the quarter :

Anticipated activity for next quarter / balance of year:

Begin work on the Strategic Plan update for the IHE Caucus.

Status of issues, projects or charge to committee:

Received approval from VDEM TEEDs office regarding the IHE version of the Virginia State Employee Safety and Disaster Awareness Training. Now working on updating voiceover and sending out communications to IHE Caucus members. When ready to do so, the Board will also coordinate communication with VDEM to push to all state IHEs to capture those not part of VEMA and the IHE Caucus.

VEMA Quarterly Committee Reports

Did you spend any VEMA money and if so, how was it utilized?

N/A

Committee

Faith Based Caucus

Committee Chairperson:

Michael Whiteaker

Committee Meeting dates during the quarter

Leadership Meeting on April 5, Caucus Meeting April 20th, Caucus Meeting May 18th

Committee Actions during the quarter :

For our caucus meeting we brought in a guest speaker from VDH to talk about Faith Based Tele-town Hall events around COVID. We also discussed caucus goals such as creating a web based electronic resource for local emergency managers to help them engage faith based organizations. Additionally, we had a pastor from Fairfax submit an article to be included in the VEMA newsletter discussing how chaplains are being incorporated in emergency response efforts in their community.

Anticipated activity for next quarter / balance of year:

We are working to formalize this web based platform. We are also working to expand the available chaplains to not only VEMA members but to emergency managers across the state. Also, we are working on ideas for pre-conference sessions specifically for faith based engagement at VEMS next year.

Status of issues, projects or charge to committee:

The caucus is doing well and progressing nicely. Very proud of our membership.

VEMA Quarterly Committee Reports

Did you spend any VEMA money and if so, how was it utilized?

\$600 for the annual VEMA Awards

Committee

Awards and Citations Committee

Committee Chairperson:

Tanya Hockett

Committee Meeting dates during the quarter

None

Committee Actions during the quarter :

Completed awards cycle

Anticipated activity for next quarter / balance of year:

Meet in the summer to discuss preparations for next awards cycle.

Status of issues, projects or charge to committee:

No issues or project needs at this time.

VEMA Quarterly Committee Reports

Did you spend any VEMA money and if so, how was it utilized?

Money was not spent during this quarter.

Committee

Membership and Marketing

Committee Chairperson:

Danielle Spach

Committee Meeting dates during the quarter

N/A

Committee Actions during the quarter :

Promoting social media campaigns for Hurricane Preparedness Week and providing information on several professional development opportunities and job openings.

Anticipated activity for next quarter / balance of year:

Review and revise the Annual Membership survey. Explore purchasing merchandise in preparation for exhibit hall participation in the fall. Work with the Professional Development committee on future Lunch and Learn and social opportunities for members. Balance: \$704.70

Status of issues, projects or charge to committee:

No committee issues at this time.

VEMA Board - Regional Rep Report

Please fill out the form for your regional rep report for the upcoming board meeting.

Name

Jeff Fletcher

Region

Region 7

Any New Hires, Promotions, Retirements?

Will Flagler (Arlington) is acting Director of Emergency Management & Public Safety Communications while Aaron Miller is Acting Deputy County Administrator.

Any Outreach events or conferences coming up in your area that VEMA should be at or know about?

No

Any Items to note from your Region (EM's, Localities, Agencies, Etc)

Region continues to work on Regional Hazard Mitigation Plan; Loudoun is in the process of conducting its third THIRA;

Items, Committees, Projects or other things to be noted that you have been involved in as regional rep since last board meeting

No

Anything else you would like to share with VEMA membership?

No

Did you spend any VEMA money and if so, how was it utilized?

No

VEMA Board - Regional Rep Report

Please fill out the form for your regional rep report for the upcoming board meeting.

Name

Gene Stewart

Region

Region 3

Any New Hires, Promotions, Retirements?

Janet "Jan" Rogers is the new VDEM Region 3 Admin Specialist, Emily Seigel will start June 27 as the Recovery & Mitigation Specialist.

Any Outreach events or conferences coming up in your area that VEMA should be at or know about?

Any Items to note from your Region (EM's, Localities, Agencies, Etc)

Region 3 held their CCA Tabletop exercise (TTX) with over 85 participants. This exercise opened the eyes of many in the event of multiple attacks and how fast our normal resources would be drained quickly. Halifax County and the VDEM Region 3 team is actively working with the planning of the Blue Ridge Concert Festival being held at the Virginia International Raceway in September. An estimated 40,000 concert goers are expected between Sept 8-11 for over 150 rock stars. The lineup has Alice Cooper, 3 Doors Down, Stone Temple Pilots, Skillet, and Anthark are just a few to mention. Ray Earp assisted with the Liberty University graduation along with the Lynchburg FD to make sweeps for potential dangerous items and monitoring. A functional exercise is being developed for the City of Lynchburg and a table top is being planned for the Charlottesville region.

Items, Committees, Projects or other things to be noted that you have been involved in as regional rep since last board meeting

Anything else you would like to share with VEMA membership?

Did you spend any VEMA money and if so, how was it utilized?

VEMA Board - Regional Rep Report

Please fill out the form for your regional rep report for the upcoming board meeting.

Name

Matt Tatum

Region

Region 6

Any New Hires, Promotions, Retirements?

No

Any Outreach events or conferences coming up in your area that VEMA should be at or know about?

No

Any Items to note from your Region (EM's, Localities, Agencies, Etc)

No

Items, Committees, Projects or other things to be noted that you have been involved in as regional rep since last board meeting

No

Anything else you would like to share with VEMA membership?

No

Did you spend any VEMA money and if so, how was it utilized?

No

Submitted 5/6/22, 4

VEMA Board - Regional Rep Report

Please fill out the form for your regional rep report for the upcoming board meeting.

Name

Stephen Owen

Region

Region 4

Any New Hires, Promotions, Retirements?

No

Any Outreach events or conferences coming up in your area that VEMA should be at or know about?

No

Any Items to note from your Region (EM's, Localities, Agencies, Etc)

No

Items, Committees, Projects or other things to be noted that you have been involved in as regional rep since last board meeting

N/A

Anything else you would like to share with VEMA membership?

No

Did you spend any VEMA money and if so, how was it utilized?

No