



Minutes of the VEMA Board of Directors

August 30, 2023

Held at PlanRVA (424 Hull Street, Suite 300, Richmond, VA 23224)



The meeting was called to order at 11:00 am by Jessica Robison who presided. In attendance were the following members Jessica Robison, Danielle Holmstrom, William Drewery, Leslie Comer, Stephen Davis, Robert Williams (Region 1), Melissa Meador (Region 2), Michael Guditus (Region 2), Paul Helmuth (Region 3), Peter McCann (Region 4), Sara Snowden (Region 5), Tim Duffer (Region 6), Matt Tatum (Region 6), Jeff Fletcher (Region 7), Jennifer Sharpe (VDEM) Andrew Marinik (Colleges/Universities), Vladimir Tamashiro-Loma (VOAD), Bo Keeney (Executive Director – Ex. Officio). Non-Voting Members: Donna Pletch, Gene Stewart. Additional Committee Chairs: Brian Misner, Carrie Gonzalez, Bill Lawson, Michelle Oblinsky, Maribel Street, Craig Bryant, Peter McCann and Katie Moody.

The VEMA Board members were reminded of the conflict of interest policy, anti-trust policy, and other such policies as required may be required by the IRS.

Motion Helmuth/Drewery to approve the consent agenda as presented.

Items included the following

- to approve the VEMA Financial Summary of Accounts as July 31, 2023 as distributed.
- to approve the VEMA Financial Statement as July 31, 2023 as distributed.
- to accept the VEMA Board of Directors minutes from the June 14, 2023 meeting as previously distributed
- to accept the VEMA Executive Board minutes from July 31, 2023 meeting as previously distributed.
- to accept the following as members of VEMA since February 15, 2023 as listed below

Motions included

- a) to approve the VEMA Financial Summary of Accounts as July 31, 2023, 2023 as distributed.
- b) to approve the VEMA Financial Statement as July 31, 2023 as distributed.
- c) For informational purposes – the VEMA Executive Board passed a motion to move the funds in account # 8352726940 into a 7 month CD at 5%.
- d) to accept the VEMA Executive Board of Directors minutes from the July 31, 2023 meeting as previously distributed
- e) to accept the VEMA Board of Directors minutes from the June 14, 2023 meeting as previously distributed.
- f) To accept the new members since the June 14, 2023 board of directors meeting.

Motions included in the consent agenda passed unanimously.

Under the Executive Director's Report, the following were presented:

- a) An update on the General Membership numbers and recent membership recruitment campaigns
- b) The new VEMA Annual Business Operations Calendar, Website Content Review, Membership Renewal Guidance, Best Practices, Onboarding, etc. which were all presented by the Keeney Group to the VEMA Board of Directors.
- c) A review of the Committees Feature of Website

Under unfinished business the following were presented.

- a) Strategic Plan Workgroup
 - a. Bo presented on behalf of the workgroup. The group reviewed the plan with pillars (objectives), the creation of sub-committees in alignment with the main pillars. Each sub-committee will develop action plans to achieve objectives. Each sub-committee will have one or two strategic plan committee members to help guide the development of various objectives. The strategic plan will track with fiscal year as opposed to calendar year and will focus on 3 years (July 2024- June 2026 fiscal years).
- b) Updating Membership Communication Practices
 - a. The newsletter will keep with the current format and task the VEMA Strategic Planning taskforce on communications to examine future member communications. They will examine timing, format (internal/external), etc.

Various Committee, Caucus, Regional, & Other matters were submitted in advance via the reporting system. Reports not previously included:

- a) Symposium Committee (Holmstrom)
 - a. VEMS monthly meetings will take place on the 2nd Monday of the month.
 - b. Group has created a google drive and email. This will be used for all public facing communications.
 - c. VEMS app will need to be re-bid. The committee will examine re-bidding process for the VEMS app.
 - d. The theme of “The Day After Tomorrow – Are We Prepared?” was voted upon by the board and selected as the VEMS 2024 theme.
- b) Legislative Committee (Misner and Lawson)
 - a. Focusing on the date for EM professionals week.
 - b. Some tribal partners are having trouble with grant funding.
 - c. Data sharing

Under New Business & Discussion Items

- a) Future VEMS Planning – 2026 and Beyond (Holmstrom)
 - a. Motion Holmstrom/Davis to establish a policy to have the VEMS annual conference rotate between an Eastern Location and Western Location every year and to give the Executive Board the authority to select hotels as needed. Motion passed unanimously.
- b) Annual Sponsorship Program (Keeney)
 - a. Motion Helmuth/Davis to approve the annual sponsorship program as presented with the ability to update and change as may be necessary. Motion passed unanimously.
- c) Committee policies and SOPs (Robison)
 - a. Each committee is asked to develop a SOP & policies and bring it to the board for review and approval.
- d) Shepherd's Shoulder (Faith Based Caucus - Whiteaker)
 - a. Hold for unfinished business for next meeting
- e) Membership and Marketing - Develop a growth plan that aligns with the strategic plan
 - a. Hold for unfinished business for next meeting
- f) Membership and Marketing - Social media posting goals
 - a. Hold for unfinished business for next meeting
- g) AMC Evaluation Process
 - a. The evaluation process was completed in 2023. It was last completed in 2017. The 2023 version is more of a narrative as opposed to a rating scale. The narrative established performance goals .
- h) Proposed new association management agreement.
 - a. The updated agreement will be sent to the entire board of directors for their review and comment. After a comment period, a special session will be called to vote on the new agreement.

There being no further business, motion Helmuth/Holmstrom to adjourn the meeting at 12:57 pm

Respectfully submitted,

Stephen Davis, VEMA Secretary

NEW MEMBERS SINCE June 14, 2023

• INDIVIDUAL

Sara Snowden	Individual	6/15/2023	Hampton, VA	City of Hampton (was prev. on their organizational membership)
Aaron C. Walker	Individual	6/19/2023	Richmond, VA	University of Richmond Office of Emergency Management
Leigh Deskins	Individual	6/21/2023	Moorisville, NC	IEM
Marissa Jones	Individual	6/22/2023	Virginia Beach, VA	Virginia Beach Office of Emergency Management
Justin D. Churma	Individual	6/22/2023	Virginia Beach, VA	City of Virginia Beach Department of Emergency Management
Michael Freeman	Individual	6/22/2023	Virginia Beach, VA	City of Virginia Beach
Jamie Styron	Individual	6/25/2023	Virginia Beach, VA	City of Virginia Beach
Nicholas DiCaprio	Individual	6/25/2023	Virginia Beach, VA	City of Virginia Beach
Amie Fuller	Individual	7/5/2023	Winchester, VA	Frederick County
Eric Tiefenthaler	Individual	7/21/2023	Roanoke, VA	Southwest Virginia Healthcare Coalition (SVHC)
James M. Sager	Individual	8/3/2023	Fairfax, VA	Fairfax Water Authority
Jordan Brown	Individual	8/8/2023		American Red Cross
Kambre L. Scott	Individual	8/10/2023	Morrisville, NC	Innovative Emergency Management
<i>James Keck</i>	<i>Individual</i>	<i>8/14/2023</i>	<i>Richmond, VA</i>	<i>Resigned due to his retirement</i>
Bobby Osborne	Student	8/23/2023	Abingdon, VA	Washington County Virginia Department of Emergency Management

• ORGANIZATIONAL

<i>City of Hampton</i>	<i>Organizational</i>	<i>6/15/2023</i>	<i>Hampton, VA</i>	<i>Removed Sara Snowden & Tracy Henger; added Hui-Shan Walker as voting member and Philip Walsh</i>
<i>Newport News Fire Department - Division of Emergency Management</i>	<i>Organizational</i>	<i>6/28/2023</i>	<i>Newport News, VA</i>	<i>Removed Jeffrey Johnson & added Wesley Rogers</i>
<i>Bristol Virginia Fire Department</i>	<i>Organizational</i>	<i>7/10/2023</i>	<i>Bristol, VA</i>	<i>Removed Melanie Fleenor & added Chris Whiteaker</i>
J&M Global Solutions, LLC	Organizational	7/11/2023	Alexandria, VA	Jen Marthia
<i>Pittsylvania County Public Safety</i>	<i>Organizational</i>	<i>7/18/2023</i>	<i>Chatham, VA</i>	<i>Removed Chris Slemm, Eddie Walker, Geraldine Walker & added Christopher Key, Jason Maurakis, Kasey Seay</i>
<i>Virginia Beach Police Department</i>	<i>Organizational</i>	<i>7/18/2023</i>	<i>Virginia Beach, VA</i>	<i>Removed Cesar Espinoza and added Lindsey Jackson</i>
<i>Hanover Fire EMS</i>	<i>Organizational</i>	<i>8/10/2023</i>	<i>Hanover, VA</i>	<i>Removed Chris Anderson & Greg Martin and added Blake Stephens & Aaron Robinson</i>

• STUDENT

Ryan Williams	Student	6/30/2023	Arlington, VA	Arlington County Police Department
Crystal Harbour	Student	6/30/2023	Martinsville, VA	Henry County Public Safety

VEMA E-Board Report

E-Board Position - VDEM

What is the status of preexisting activities or initiatives?

VDEM appreciates the support from VEMA for a few last-minute initiatives; Support of the Logistics Coordination Center as well as with VERC re-establishment. Executive Order-41 Final Draft is with SPSHS.

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

N/A

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

N/A

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?

No

E-Board Position – President - Jessica Robison

What is the status of preexisting activities or initiatives?

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

State EMS Advisory Board - EM Standing Subcommittee Reference materials and documentation for the full advisory board can be found here: <https://www.vdh.virginia.gov/emergency-medical-services/advisory-board/> The Emergency Management Committee page is not current and only has minutes through 2019. I have attached the minutes from the May 5, 2023 meeting. John Northon was welcomed to the EM standing committee as the VDEM representative at the August 4th 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?

Attached are VEMA org charts that were derived from the current bylaws and constitution. Please review and make note of any discrepancies between what is on paper and what is in practice so that the Bylaws Committee can work on updates to present to the general membership. Ad Hoc committee ex-officio members were appointed by the President as they are not listed in any documentation.

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

E-Board Position - 1st Vice President - Danielle Holmstrom

What is the status of preexisting activities or initiatives?

2024 VEMS Planning - VEMS Committee held kick-off meeting in early August with committee org chart, roles/responsibilities, and potential themes discussed. Legislative Committee - Ongoing discussions with HAK on VEMA positions to support VDEM and other state-wide initiatives to support emergency managers. VEMS location discussions for 2026 and beyond - held discussions with the Board and provided an email Board and membership to provide the pros/cons of having VEMS alternate every year vs. having in one or two set locations.

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

See above.

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

Actions needed by Board during August meeting: 1. Vote on 2024 VEMS theme 2. Vote on 2026 and future VEMS hotel locations

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

No

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

No

VEMA Quarterly Committee Reports

Committee - Faith Based Caucus - Michael Whiteaker

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

None

Committee Meeting dates during the quarter

August 22nd will be our next caucus meeting. We held several leadership meetings throughout the quarter to discuss caucus projects and next steps.

Committee Actions during the quarter :

Began marketing our VEMA Faith Based Caucus survey via VDH all Emergency Coordinators meeting, VEMA newsletter and email from all VDEM CRCs to local government / emergency management points of contact. Additionally have an upcoming meeting with shepherd's Shoulder to discuss potential partnership to offer pastoral care support to VEMA membership. We will be planning a Faith Based Emergency Preparedness Summit for some time in 2024 to be a model for building relationships between faith based organizations and local emergency management programs.

Anticipated activity for next quarter / balance of year:

Business meeting to discuss where we have been as a caucus and where we would like to go. Implementing pastoral care support project, helping expand our outreach with the Faith Based survey and planning our Faith Based Emergency Preparedness Summit.

Status of issues, projects or charge to committee:

None currently.

Committee - Constitution and By-Laws - Jeff Fletcher

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

No

Committee Meeting dates during the quarter

None

Committee Actions during the quarter :

Welcome email sent to committee members

Anticipated activity for next quarter / balance of year:

Work as directed by Board and possibly a comprehensive review of By-Laws.

Status of issues, projects or charge to committee:

No on-going projects.

Committee – Scholarship – Katie Moody

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

No

Committee Meeting dates during the quarter

None

Committee Actions during the quarter :

Currently onboarding new scholarship committee members; reviewing the 2022-2023 scholarship timeline/schedule; reviewing the scholarship application and requirements to revamp for next year

Anticipated activity for next quarter / balance of year:

First committee meeting for 2023-2024 to be held to review upcoming scholarship season; finalize any pending documents or forms/applications

Status of issues, projects or charge to committee:

No change from last quarter - gearing up for 2023-2024 scholarship season to likely kickoff in the fall

Committee – Legislative – Bill Lawson and Brian Misner

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

Yes, billing for Hunton Andrews

Committee Meeting dates during the quarter

4th Thursdays of the month.

Committee Actions during the quarter :

Worked with HAK to support VDEM's Disaster Supply Coordination Center. Built relationships with Fire and EMS stakeholders and their legislative summit. Worked with other groups to see where we can support each other. Completed Engagement Letter with HAK. Working with VDEM for Pilot study for full time emergency managers. Coordinated with new leadership on committee direction.

Anticipated activity for next quarter / balance of year:

Platform development, work with VDEM on budget for pilot study. Build education campaign to help EMs with the legislative process, educate elected officials on emergency management, and for others in our communities.

Status of issues, projects or charge to committee:

Continued work with VDEM and partners on strengthening our legislative activities.

Committee – Certification – Carrie Gonzalez

Committee Meeting dates during the quarter

July 31 and August 23

Committee Actions during the quarter :

July 1 application reviews: 10 applications reviewed: 2 PEM via CEM reciprocity approved, 5 new PEM approved, 3 not approved; 1 has since resubmitted and approved for a total of 8 new PEM certifications. // 2023-2024 Committee Initial Meeting conducted on August 23 to set priorities and identify supporting tasks.

Anticipated activity for next quarter / balance of year:

Project/subcommittee work to include expanding outreach and education opportunities, policy review, application process review and developing recommendations for certification recognition options. Will continue monthly committee meetings and quarterly application review meetings.

Status of issues, projects or charge to committee:

No issues; we will continue to welcome and engage new committee members that were unable to attend the committee meeting.

VEMA Board - Regional Rep Report

Name: Alexa Boggs Region 2

Any New Hires, Promotions, Retirements?

Darren Stevens, Acting Emergency Manager, Rappahannock County Amie Fuller, Acting Emergency Manager, Frederick County Jacob Hughes promoted to the Region 2 Disaster Response and Recovery Officer Erin Salling hired at the new Region 2 Radiological Emergency Preparedness Specialist Interviewing for Region 2 All Hazard Planner Victoria Steele resigned as the Region 2 Recovery and Mitigation Specialist

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

None

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

Preparing for 2024 North Anna Power Station Exercise (VOPEX)

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

None

Anything else you would like to share with VEMA membership?

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

None

Jeff Fletcher - Region - Region 7

Any New Hires, Promotions, Retirements?

N/A

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

N/A

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

Regional T&E group has hosted several classes and is working on bringing a Basic Academy Train the Trainer course to the region. Regional Planners are working on updating an Emergency Manager's Guide and several other projects. Family Assistance Center group hosted a 2-day course of FAC planning in Fairfax with nearly 50 participants from over 20 different agencies.

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?

N/A

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

No

Peter McCann - Region 4

Any New Hires, Promotions, Retirements?

None that I am aware of.

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

We have several trainings coming up... 9/5- WCC, Additional WEBEOC course and IHE meeting 9/25-9/29, there will be a COM-T course being held in Smyth County 9/26-9/28, there will be a G318 mitigation course being hosted at WCC, FEMA and VDEM will be teaching. 10/11-10/12, there will be a G205, recovery from local disaster being hosted at Abingdon Fire Department The 3 courses can be found on the covlc. Region 4 already hosted a WebEOC training a month ago. VDEM team also had pleasure of speaking to the UVA Wise Crisis Team which meets monthly. Sara Harrington developed a presentation for new team members and administration on who we are, what we do, what the EM there does and a focus on FAC. She can bring this presentation to other locations anytime.

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

Andrew Marinik – IHE

Any New Hires, Promotions, Retirements?

James Keck, VCU (Retired)

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

VEMA IHE Caucus 3rd Quarter Meeting - Richmond August 31, 2023

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

3rd Quarter Caucus Meeting (Hybrid) - Virginia Tech Richmond Center (2810 N. Parham Rd, Suite 300 Richmond, VA 23294). To ensure we have proper amount of space for the meeting, please submit your RSVP if you plan to be in-person by completing this short form. Zoom Information: :

<https://radford.zoom.us/j/91229336621?pwd=Sm1JaEZnN3hiTU1sYlVlbWF4eWo4dz09> Our guest speaker for this quarterly meeting will be Dawn Bush. Dawn serves as part of the Victims' Crisis Assistance & Response Team - Outreach & Training Specialist within the Division of Programs & Services, Victims Services as part of the Virginia Department of Criminal Justice Services.

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