



## ***DEVOAD Quarterly Meeting Meeting Minutes***

October 5<sup>th</sup>, 2020

### **I. Call to order**

Chair Toby French called to order the quarterly meeting of the Delaware VOAD at 6:35pm on October 5<sup>th</sup>, 2020 via a Zoom virtual meeting due to the ongoing COVID-19 Pandemic.

### **II. Attendees**

At least the following DEVOAD Members were represented:

American Red Cross  
Team Rubicon  
Operation BBQ Relief (OBR)  
Amateur Radio Relay League (ARRL)  
Baptist Conventions of MD/DE (BCMD)  
Charity Crossing  
DE Medical Reserve Corps (DMRC)  
Food Bank of DE  
Adventist Disaster Services (ADS)

The following Partners and Friends of DEVOAD also attended:

DEMA  
NVOAD  
DHSS/DPH  
NCC OEM

### **III. Introduction**

Chairman French provided a welcome and review of the Agenda for the Meeting. He then introduced the Executive Board:

Chair – Ian (Toby) French, Team Rubicon  
Vice Chair – Vacant

Treasurer – Ron Templeman, OBR  
Secretary – Chris Hodgden, NCC OEM  
Member At-Large – Ingrid Hansen

#### **IV. Review of Response Operations Since March Meeting:**

a) COVID-19

- (1) DEVOAD: Toby provided a recap of the COVID-19 statistics for Delaware, the DEVOAD held its first COVID Coordination call on March 18<sup>th</sup> 2020 and met twice per week until April when they went to weekly Calls. The DEVOAD conducted close to 20 Coordination Calls in total, wrapping up the calls at the end of July. The Calls addressed coordination between members, support for State agencies, deliveries of donated materials like masks, PPE, hand sanitizer, and other vital materials for the response.
- (2) DMRC: Ingrid Hansen reported the Medical Reserve Corps assisted the Food Bank of Delaware by providing a first aid tent and DE BEST (Delaware Emotional Behavioral and Support Team) who went car to car at the distribution events to check in on people and to share resources for assistance to those in need. Assisted with CNA (Nursing Assistant) support to long-term care facilities. Assisted DPH with COVID testing sites throughout the state, including the Purdue Plant in Sussex and Wilmington Highrise Apartments in NCC. Interpreter Corp assisted with translation in Spanish and Haitian-Creole at testing sites and non-congregate housing sites in Sussex County.
- (3) ARC: Jim Richmond from the American Red Cross reported on their actions related to COVID-19, including coordinating with the virtual State EOC (WebEOC). Biggest challenge was amending the way they operate day to day to comply with COVID-19 regulations and restrictions, with a majority of their operations transitioning to a virtual level whenever possible to minimize direct in person contact. Adjusted Shelter Operation Plans to a non-congregate format when possible, with input from FEMA and DEMA. Planning and updates continue to go on.
- (4) Food Bank of DE: Chad Robinson gave an overview of the Food Bank's response to COVID, the first mobile pantry event was held in Mid-March and distributed food to over 2000 households at each of those early events. Chad thanked the DEVOAD Agencies, DEMA, and DELDOT for their assistance in supporting the Food Bank getting thru the early days of

COVID with information, additional volunteers and grant requests. Served 19,399 families thru healthy pantry events in Newark and Milford, 66,895 weekend meal kits thru the schools, 23,218 households during 18 mass distributions which will continue thru the end of the year. 28,329 manpower hours donated to date. 81,468 Farmers to family boxes distributed. 161,362 meals distributed to the homeless populations.

- (5) DPH: Tim Cooper, DE Public Health gave a rundown of DPH response, currently SHOC Level 3 (highest level), partnered w/ Walgreens to move from mobile testing sites to more of a fixed testing site operation. Call center still open, getting over 100 calls per day. Warehouse operations continue, processed 1000's of PPE requests with distribution of over 1,000,000 pieces of equipment. Epidemiologists continue contact tracing. Providing weekly press releases on case counts and current COVID status in Delaware. After Action plan in development to look for improvements.

b) Tropical Storm Isaias:

- (1) DEVOAD: Toby provided a recap of Tropical Storm Isaias: On August 4th of this year, the State of Delaware experienced the full brunt of the remnant of the Category 1 hurricane Isaias, which by then was a Tropical Storm. The storm spawned 3 reported tornados, with the longest being a 29+ mile long track (a new Delaware record) starting in Dover and running straight up the State to around Bear. The tornado caused major damage, mostly to large trees, in the Dover area and to the north into Kent and New Castle counties. Members of the DEVOAD sprang into action and are still involved in the Response.
- (2) Kent County/Dover: Pete Lee from Team Rubicon gave a brief intro to TR and how COVID-19 altered their normal response. Provided a summary of the response to TS Isaias (Operation Dover Down) which included a type 4 operation that lasted 13 operational periods, completing 43 work orders in high SVI communities in and surrounding Dover. Removed approximately 80,000 cubic feet of debris. Pete thanked the Federal, State and Local government for their assistance and support.
- (3) New Castle County: Ellen Udovich from BCMD reported on response efforts in the rural area of New Castle County to assist in tree debris removal. 6 properties on Blackbird Landing Rd assigned to BCMD to assist seniors who were unable to remove the debris. At least 8 partner agencies have assisted in the cleanup efforts. Completed 3 properties and

hope to finish the remaining 3 in the next few weeks. Thanked all the DEVOAD partners for the assistance in getting volunteers.

- c) Open issue/summary of discussion

## **V. DEVOAD Business Update**

- a) Treasurers Report (Ron Templeman)
  - (1) Started the Year with \$4,377, provided an overview of expenses totaling \$588.12, Current Balance \$5489.13.
- b) Membership Update (Ron Templeman)
  - (1) New Members:
    - (a) United Way/211
    - (b) Zakat Foundation
    - (c) Food Bank of DE
    - (d) Charity Crossing
    - (e) Missionary Disaster Response

## **VI. DEMA Update**

- a) Erin Norris started by thanking the DEVOAD Membership for the assistance in the past few months, provided overview of DEMA response to COVID-19 and task force responses. Major Disaster Declaration for COVID-19 approved on April 5<sup>th</sup> 2020 (Emergency Protective Measures only), in May they received approval for Individual Assistance. Covered the Phases of Opening by the Governors Office. In August they started with TS Isaias response and recovery and the August 7<sup>th</sup> Tornado in Northern New Castle County. Damage Assessment and Disaster Declaration sent to FEMA, we were approved for Public Assistance only (Kent County) and Individual Assistance is still under review. Provided an overview of Crisis Cleanup and case counts still open. Announced DEMA is hiring a part time position for helping to coordinate with the VOAD with a goal of completing the Guidebook for DEVOAD.

## **VII. NVOAD Update**

- a) Toby introduced April Dembeck from NVOAD, Provided a update on the following projects that NVOAD has started:

(1) Capacity and Capability Project

- (a) Gathering data for the last year from state and territory VOAD's to capture information on how they handle leadership transition, membership engagement, how they utilize technology and status of their financial stability. Hoping to create metrics to guide the future of local VOAD with goals and resources.

(2) Web Site Refresh

- (a) New website will be launching soon, timeline should be established by mid October. State VOAD websites will look very similar to the NVOAD site, and will need to be populated.

**VIII. Major Achievements (Reported by Chairman French)**

- a) DEVOAD members have responded to two major disasters this year, with a significant set of valuable experiences under our belt. For TS Isaias, we gained important experience with the Crisis Cleanup tool, working closely with Aaron Titus (CC Exec Dir) to track the damage called in across DE.
  - b) Increased membership, from 9 to 15; also increased in diversity of missions (feeding, and social services).
  - c) Vastly increased visibility and awareness of DEVOAD with State Agencies, with a much improved appreciation of what we can do as a group of volunteer agencies and organizations. Emergency Mgrs in Dover, Kent and New Castle counties have seen us in action.
  - d) Opportunity to work together and engage with community leaders.
- (1) Jay Muthakamachi (Charity Crossing, hand sanitizer project) provided an overview of his organization and the hand sanitizer project with distribution of over 600 gallons with the assistance of DEVOAD member agencies and New Castle County.

**IX. Goals and Needs (Reported by Chairman French)**

- a) Leadership Fill for the Vice Chair position. Toby stressed the importance of filling this position for continuity, as it is hoped that the Vice Chair can move up to Chair eventually.
- b) Capability Inventory (Guidebook Project) – P/T DEMA empl help with this

- c) Visibility and Outreach – follow up on connection and collaboration from this year; add executive level meetings with agencies like DEMA and County OEMs; build briefing/leave-behind materials to support engagement with customers and State agency leaders.
- d) Strengthen financial standing – Our work in the Community and subsequent exposure has led to two very promising grants that have the potential to double our financial resources; that would allow us to take on additional missions and be more supportive to our Members. With this money we can pay for some of the common supplies on our Response efforts, like fuel and oil for chainsaws, meals and beverages for workers, and so on. It will also allow us to purchase licenses for software packages that support our collaboration, like Zoom.
- e) DART implementation and use

#### **X. Path Forward (Reported by Chairman French)**

- a) Continued Response and Recovery actions for the damage from TS Isaias, continue to gather and refine the data needed to continue the recovery
- b) Populate the new DEVOAD web page when it is rolled out by NVOAD
- c) Be prepared for any COVID-19 resurge (DMRC Testing and vaccine support). Gov just renewed the SoE for DE, testing continues, and there is concern over a combined effect of flu season and a resurge of COVID-19.

#### **XI. Wrap Up**

- a) Toby thanked everyone for their support and participation in the past 7 months on behalf of the executive board and leaders across the state.
- b) Next Quarterly meeting will be in January, the Bylaws call it the Annual Mtg, we'll conduct any elections and DEVOAD business items that are needed to be addressed.
- c) Chair Toby French adjourned the meeting at 8:20pm.

Minutes submitted by: Christopher Hodgden (DEVOAD Secretary)

Minutes approved by: Toby French (DEVOAD Chair)