



**Meeting Notes  
April 29, 2014**

Attendees: Karen Alsip, Lisa Davis, Pam Haverkos, Ed Humphrey, Michael Jackson, Carol Kisner, Cyn Macke, Bonnie Morrison, Melinda Payne, Laurie Schlueter and Bill Schroeder.

Topic	Discussion	Action Items
<b>Welcome</b>	The meeting started at 1:38 PM.	
<b>Review of the Meeting Notes</b>	A motion was made by Lisa Davis and seconded by Bonnie Morrison to approve the Meeting Notes from the July 30, 2013, October 22, 2013 and January 28, 2014 meetings. The motion passed.	
<b>New Business</b>		
By-Law Update and Membership Roster	<p>The Citizen Corps Council has struggled to get quorum based on the current by-laws and the out of date membership list. At previous meetings, the group agreed that a by-laws and membership roster update was needed to reflect the current make-up and direction of the group.</p> <p>The group was provided a copy of the updated by-laws, which incorporated the original language and language from other Citizen Corps Councils from around the County. The group discussed the possibility of incorporating the Citizen Corps Council with the Local Emergency Planning Committee (LEPC). The LEPC is primarily focused on hazardous materials planning. The LEPC merged with the Terrorism Advisory Team last year to become the County’s all-hazard planning committee. After some discussion it was determined that the Citizen Corps Council should remain separate from the LEPC.</p> <p>The group discussed the need to reach out to the Citizen Corps Council member agencies to update their representation on the council. EMA will be drafting a letter that will go out to all Member Organizations.</p> <p>The group reviewed the draft by-law update and recommended the following changes:</p> <ul style="list-style-type: none"> <li>• Article III: Citizen Corps Council Representation; Section 1: Composition:</li> </ul>	<ul style="list-style-type: none"> <li>○ EMA will send letters out the current roster and previous roster.</li> <li>○ EMA will review the indemnification language and submit to the County Prosecutor’s for review and approval.</li> <li>○ EMA will update the draft with the proposed changes and send out current and draft update of the by-laws to members for review. The by-laws will be voted on at the July 17, 2014 meeting.</li> </ul>

	<p>Changes to the organizations that compose the council will generalize organizations by groups, rather than naming specific agencies.</p> <ul style="list-style-type: none"> <li>• Article IV: Governance; Section 3: Quorum: Change the percentage to define a quorum of Council members from 20% and add language that if a quorum is not present, a motion will be made and seconded by those in attendance and the vote will take place at the following meeting with a majority rule.</li> <li>• Article IV: Governance; Section 5: Removal: Change the language to remove “with or without cause” and replace it with “with just cause”. If a business is no longer in existence, they can be removed from the active membership roster.</li> <li>• Article V: General Provisions; Section 1: Amendments: Change the language from “majority of the Citizen Corps Council” to “20% of the Citizen Corps Council”.</li> </ul> <p>The group also discussed the possibility of adding an indemnification clause to the by-laws under Article V: General Provisions.</p>	
<p>Emergency Operation Plan Update</p>	<p>Lisa Davis provided an overview of the VRC procedures. The group discussed ways to improve communications between the VRC and the field operations to ensure that all volunteers are accounted for while on-site.</p> <p>Clermont DD will be participating in a VRC tabletop exercise on May 21, 2014 and DD will provide feedback from this exercise at the next meeting.</p> <p>At the next meeting, the group will review the Long Term Recovery Annex.</p>	<ul style="list-style-type: none"> <li>○ EMA to provide a copy of the Long Term Recovery Annex for review at the July 17, 2014 meeting.</li> </ul>
<p><b>Old Business:</b></p>		
<p>\$1,000 Donation</p>	<p>EMA provided the group with a draft of a Severe Weather Awareness – Alert and Notification brochure. EMA will get quotes for printing costs.</p> <p>Bonnie Morrison, CART, brought up that Citizen Corps may want to purchase some service animal shelter supplies, to include cages, leashes, collars, etc. that could be put into the Red Cross Shelter Trailer.</p>	<ul style="list-style-type: none"> <li>○ EMA to obtain estimated pricing for brochures from local printers to be discussed at the July 17, 2014 meeting.</li> <li>○ CART to submit estimates for service animal supplies at the July 17, 2014 meeting.</li> </ul>
<p>Tri-State Community Organizations Active in Disaster (COAD)</p>	<p>The COAD Executive Board will be holding a tabletop exercise to test their activation procedures.</p> <p>The COAD meets the third Tuesday of every odd month at 10:00 AM at the American Red Cross (2111 Dana Avenue, Cincinnati, Ohio). Their next meeting will be May 20,</p>	

	2014.	
Dangerous Wild Animal Response Plan	<p>The Dangerous Wild Animal Response Plan has been submitted to the State, but we have not yet received approval from the State Dangerous Wild Animal Response Commission.</p> <p>CART is working to develop a cadre of people to assist with wild animals incidents. These individuals will have special credentials identifying this training.</p>	
All-Hazard Mitigation Plan Update	The All-Hazard Mitigation Plan has been approved by the Board of County Commissioners, OEMA and FEMA. The Plan will be valid for 5 years. EMA will be reaching out to the local municipalities for adoptions over the summer.	<ul style="list-style-type: none"> <li>○ EMA will work with the local jurisdictions this summer to adopt the All-Hazard Mitigation Plan.</li> </ul>
Community Outreach	The county has filled the Webmaster position. We will be working with the new Webmaster to transition the Citizen Corps website information to the EMA website.	
Training Announcements	<p>EMA will be offering a Hazardous Material Awareness Training in the early fall. This will be an 8 hour course. If anyone is interested, please contact Pam Haverkos at (513) 735-8502 or <a href="mailto:phaverkos@clermontcountyohio.gov">phaverkos@clermontcountyohio.gov</a>.</p> <p>CART is working with Hamilton County on a hazardous materials Decontamination training. No dates are available at this time.</p>	
<b>Reports</b>		
CERT	No report.	
CART	<p>Cincinnati Petopolis will be held at the Duke Energy Convention Center on Saturday, May 10<sup>th</sup> – 11<sup>th</sup>.</p> <p>4<sup>th</sup> Annual Strut Your Mutt Paws by the River Event will be September 13<sup>th</sup> in New Richmond.</p> <p>CART will be present at the Pet-a-Fair in Dayton and the Milford Parade.</p>	
CARES/RACES	RACES is getting ready for the Clermont County Fair on July 20-26, 2014 and New Richmond River Days on August 15 -17, 2014.	
MRC	The Tri-State Disaster Volunteer Summit will be held on Saturday, May 17, 2014 from 8:00 AM to 3:00 PM at the Sharonville Convention Center, 11355 Chester Road, Sharonville, Ohio 45246. This event is intended for current and potential volunteers who want to add to their personal preparedness skills and abilities. Nine (9) classes will be available and a continental breakfast and lunch will be provided. To register, go to <a href="https://www.surveymonkey.com/s/TMRCshindig2014">https://www.surveymonkey.com/s/TMRCshindig2014</a> or if you do not have internet access, please call 513-357-7419 to register. There is no charge for this event. Space is limited – register early. Registration deadline is May 7 <sup>th</sup> , 2014.	

	<p>Some MRC members attended the POD exercise that was held at the Cintas Center on April 17, 2014.</p> <p>Please note that the MRC website has been revamped and is now up and running.</p>	
VRC	No report	
American Red Cross	No report.	
EMA	<p>Melinda Payne, WebEOC Administrator, indicated that advanced WebEOC training should be available by the end of June, which will be more in-depth and include a scenario based exercise. Basic WebEOC is still available for those interested. Please contact Melinda Payne at <a href="mailto:mpayne@clermontcountyohio.gov">mpayne@clermontcountyohio.gov</a> or (513) 735-8621 for assistance with WebEOC or to schedule a WebEOC training.</p>	
Chamber of Commerce	<p>The Clermont Chamber of Commerce is sponsoring the 31<sup>st</sup> Annual Law Enforcement Appreciation Banquet on Thursday, May 15, 2014 at the Holiday Inn &amp; Suites, 4501 Eastgate Blvd., Cincinnati, Ohio. Registration/cocktails start at 5:30 PM with the dinner/program from 6:00 PM to 8:00 PM. Hamilton County Sheriff Jim Neil will be the speaker at this event. You may pre-register for the event with Mary Gregory, Clermont County Sheriff's Office, at 513-732-7405. If you are interested, the Chamber is still looking for sponsors for this event.</p>	
United Way	No report.	
<b>Next Meeting</b>	The next meeting will be: July 29, 2014 at 1:30 PM. The meeting will be held in the Clermont County EOC (2279 Clermont Center Drive, Batavia, Ohio 45103).	
<b>Adjournment</b>	A motion to adjourn the meeting at approximately 3:43 PM was made by Pam Haverkos and seconded by Bonnie Morrison. The motion passed.	