

Spartanburg County

Volunteer Organizations Active in Disaster

c/o Spartanburg County Office of Emergency Management
Post Office Box 5666
Spartanburg, SC 29304

**** Minutes****
November 16, 2007

The Spartanburg County VOAD meeting convened at 10:00 am on Friday, November 16, 2007 in the American Red Cross Building.

Those present were:

<u>Name</u>	<u>Agency</u>
Kenneth Booker	City of Spartanburg
Linda Burns	Piedmont Chapter - American Red Cross
Miriam Hart	Medical Reserve Corp
Don Jones	Spartanburg Co Baptist Network
Rev Paul McKee	Spartanburg Co Baptist Network
Robin Smith	Piedmont Chapter – American Red Cross
Robbie Swofford	Spartanburg County CERT
Carolyn Turner	Middle Tyger Community Center
Marge Woodruff	Spartanburg Co Baptist Network / CERT / ARC

SCVOAD addressed the following agenda items:

OPENING, CALL TO ORDER – ROBBIE SWOFFORD

Robbie welcomed everyone to the meeting. The Agenda was passed out and everyone briefly introduced themselves.

UPDATE ON THE FOLLOWING INITIATIVES

SCVOAD Blog – Robbie Swofford informed everyone about the SCVOAD blog. The blog is now online at www.scvoad.org. Both Robin Smith and Robbie Swofford encouraged members to join. They both feel this blog will serve as another communication tool for the group.

Flyer Review – Both the Membership and Volunteer flyer were reviewed for the last time. Everyone approved of the Volunteer Flyer and only recommended minor changes for the Membership flyer. Once these changes are made, Robbie will email this flyer to everyone for final approval. Following approval, we will print these flyers out and distribute them to our members.

SCVOAD Display – Currently, SCVOAD has not purchased a display. However, the group feels the SCVOAD display warrants a tri-fold display with brochure holder attachments. In addition, SCVOAD feels a professionally printed background is needed for this display. By January, we plan to purchase the display and accessories. In addition, we will present the design for the backdrop to the entire group. Once approved, this design will accompany our tri-fold display for all SCVOAD functions.

GAPS IDENTIFIED – PAN FLU EXERCISE:

During the Pandemic Flu Exercise, gaps were identified in the SCVOAD. These gaps were addressed in this meeting. As a result, SCVOAD plans to or has already addressed the following action items:

- Develop Organizational Structure – Identify a leader who will work in conjunction with Emergency Management during an actual emergency/disaster. This position, unless decided otherwise, will rotate on a regular basis. Therefore, several SCVOAD members will serve as leader throughout a calendar year. In addition, SCVOAD will identify a lead agency and address other organization concerns in January.
- Miriam Hart will serve at the Medical/Safety Officer. Don Jones will assist with safety issues.

- Mobilization/Notification – SCVOAD will address the Mobilization/Notification concerns. SCVOAD will enter all contact information into the ENS system. By January 2008, First Call interactive Network will expand their means of communication. Therefore, SCVOAD members and volunteers can receive phone calls, faxes, text messages, emails, etc.
- Plans – While SCVOAD has a plan in place, there is a need for a more thorough Operational Plan. Once we create a concrete operational structure, we will address this issue.

CLOSING REMARKS

Prior to or during the next meeting, the following shall be done:

- See GAP Identified (above)
- SCVOAD members are to bring an item of knowledge to share at each meeting
- Miriam will print/present blog report at next meeting
- Each committee member needs to come up with ideas for the tri-fold display board

Robbie Swofford thanked everyone for coming. The date for the next meeting was set for January 18, 2008 at 10:00am. The meeting will take place at the American Red Cross Building.

Respectfully Submitted,
Robbie Swofford
Robbie Swofford
CERT Coordinator