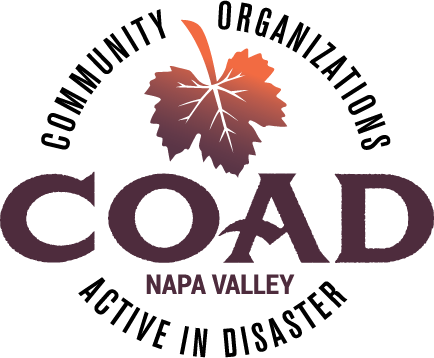
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**Napa Valley COAD**

**General Membership Meeting**

Thursday, November 13, 2018 – 10:00 am to 11:30 am

*Napa Valley Community Foundation Community Room*

*3299 Claremont Way, Suite 2*

**Meeting Minutes**

1. **COAD Conference Debrief**

From the Evaluation Forms…

* “Was the Conference Well Organized” - 91% strongly agree (9% rated 4 out of 5)
* “Overall, I learned concepts and information that will be helpful in my work” - 91% strongly agree (9% rated 4 out of 5)
* “I had ample time to network” – 70% strongly agree (18% rated 4 out of 5 & 12% rated < 3)
* “The breakout sessions were beneficial” – 82% strongly agree (18% rated 4 out of 5)
* “On a scale of 1-10 (10 highest) how would you rate the overall event” 10 = 54% 9 = 27% 8 = 12%No
* What did you most appreciate/enjoy
  + “Well conceived workshops that are beneficial and get thinking going”
  + “The time to spend with folks from other organizations and counties with this common goal and strategies for our community”
  + “ I was able to network and make good connections”
  + “Variety – combination of analytics and emotion”
  + “The venue was just right.  And the lunch!”
* What would you change/improve?
  + “Time to exchange ideas around a table with attendees”
  + “Time to introduce our work to one another”
  + “More speakers”
  + “Possibility to chose the workshops day-of”
  + “Stronger keynote, Bob was effective but needed a more inspirational speaker
* There were no additional comments/feedback from anyone in the meeting.

1. **Long-Term Recovery Update & Meet the New Director**

* Long-Term Recovery is now officially under the COAD umbrella.
* We welcome Nathan Gilfenbaum as the new Director of the Napa Long-Term Recovery Group!

1. **Internews Grant: Communicating with Spanish Speakers During Times of Disaster**

* The COAD Public Info & Outreach subcommittee received a grant from Internews. Internews did a Napa/Sonoma study on how Spanish speakers accessed info during the 2017 fires. As part of the grant the subcommittee is creating a tool-kit for Communicating with Spanish Speakers during disaster. A workgroup was recently convened, there were 20 people representing different entities NPO, education, Govt. to discuss what our community needs. Findings: Continue with coordination –
  + Roles and responsibilities for communicating with Latino population
  + Topic of communication. What did we learn during the recent disaster
  + Understanding capacity. We can’t do it alone. How do we build capacity.
* Working with consultant to compile information and hope to have something out to share by the end of the year.
* This group meets the first Monday of the month. December 3rd is the next meeting. Meeting dates will change in the beginning of the year.

1. **COAD Disaster Activation Plan and Keeping your agency up-to-date**

* Reviewed key components of the Disaster Activation Plan. The plan will be finalized by the end of November 2018 and will be posted on the COAD website.
* **What is the disaster activation plan?** 
  + A guide for COAD outlining operations during a disaster activation.

* **What is the purpose of an activation?**
  + COAD’s main purpose is to minimize the impact of emergencies by collaborating and coordinating services among members and local emergency management/local government. Ensure that there is no duplication or gaps in services and that the needs of our communities most vulnerable populations are being addressed.
* **What is COAD’s role in an activation?** 
  + COAD is not a service provider.  During a disaster, the role of the COAD is to coordinate non-profits, faith-based groups and private sector members in supporting the response and/or recovery from a disaster.
* **How is the COAD activated?**
  + Through a County EOC activation (COAD “Liaison” in EOC)
  + Through a special request from city government
  + Through a special request from the COAD Executive Committee

* **How does COAD Inform members of activation?**
* Email to COAD Listserv
* Phone call and/or text message to Subcommittee Chairs
* COAD Website Disaster Page Activated and Announcement sharing begins
* Message to COAD WhatsApp Group
* COAD Facebook Page
* **What is your agencies role through the COAD in a disaster?**
  + COAD members agencies will organize themselves into subcommittees by the categories of resources which they provide the community during/after a disaster.  They will coordinate with agencies to ensure that there are no duplications and/or gaps in services provided to the community. Each member agency will be required to update the Resource Directory on a daily basis during an activation (this assumes connectivity, otherwise appointed disaster Coordinator will contact agencies directly when possible)
* **What is the Quick Reference Guide?**
  + A categorical visual tool depicting the services that each COAD member provides.
* **What is the Resource Guide?** 
  + A comprehensive list of specific services that agencies provide during disaster, includes contact information.
* **COAD What’sApp Group**
  + Will only be used in the event of an activation
  + Will only be for general announcements and coordination
  + Guidelines and rules will be circulated to all those in group
* **Next-Steps - Table-top Exercise early 2019.  Will include:** 
  + ICS capacity building
  + COAD activation (roles/responsibilities)
  + Coordinated Response
  + Debrief/lessons learned
  + Disaster Activation Plan Updated Accordingly
* **Contact Info:**
  + Make sure COAD has a phone # where you can be reached (this is not a # that will be shared). To check/update your # please email napavalleycoad@gmail.
  + Make sure contact info on resource guide is always up-to-date. Some agencies are missing! Resource Guide can be found here: <https://docs.google.com/spreadsheets/d/1bRQxSzd5GLS49huaiiYeEh4kLyJi85rW83xSztFCZrI/edit?usp=sharing>
  + To join What’sApp Group send email to napavalleycoad@gmail
* The COAD liason in the EOC will utilize the resource directory to report in the EOC what is happening at the community level. The resource guide is important.
* The COAD website is in English without the ability to translate.

1. **2019 Training & Events Priorities**

* We reviewed the trainings that were provided in 2018 which include:
  + After Action: How to debrief response
  + Agency Preparedness Plans: Keeping Current
  + Critical Incident Stress
  + Crisis Communications
  + Violent Intruder Events
  + Access & Functional Needs: Addressed in Planning & Operations
  + Conference Workshops (Media Trainings, ICS, Communications with Spanish Speakers, Emergency Operations Plans, Continuity of Operations Plan, etc..)
* For 2019 we will be focusing on Mitigation & Prepardness
* Ideas/feedback from the group include:
  + Communication Plan under community preparedness
  + Maybe it is worth having “Communication Management” as a complete topic and not under just under Community Preparedness
  + Ongoing training for second responders – mental health
  + Critical incident response Jim Deal interim Director for Mental Health has a lot of info.
  + Continutiy of operations – how do you continue to operate and function when you lose key personell.
* County offering UASI ICS Training:
  + Management 312 for Senior Officials – 6 hour training free
  + Incident Management 300 Jan 8-10 at Napa State Hospital
  + ICS Forms Review on Jan 8th
  + ICS 400 in January
* CERT Training is encouraged. 2019 classes are posted on the website.
* Preperados program – 6 trainings all in Spanish CPR, how to use fire extinguisher, mental health during and after a disaster. All free. County relies on Preperados to bring trainings in Spanish. This is basically CERT in Spanish.
* One suggestion is to have an orientation for new members. There is a natural attrition to this group so when people come on board and haven’t been here since the beginning they don’t have a clue what is going on.

1. **Meeting Schedule for 2019**

* NO DECEMBER Meeting
* General COAD Meetings in 2019 will be quarterly – there will be monthly trainigns/events however
* Monday, Thursday and Friday mornings are our best options. Dorothee will send out a doodle at the end of November to determine the new meeting time – be on the look out.

1. **COAD Executive Committee Update:**

* COAD Exec Comm met in Oct to update Strategic Plan.  Once finalized will be shared
* NY Life Grant – Related to Long-Term Recovery & building capacity for recovery & resilience – partnered with UpValley Family Centers & Resilient Napa. Stay tuned for more info

1. **Member Announcements**

* Public Info and Communication is only active sub-committeee currently. The others are activated during disaster.
* Catherinne Haywood wanted to say thank you to those who supported affordable housing bill. Thank you!
* The CAN-V pantry is closing (Not the Food Bank!) and CAN-V is looking for a new location for the pantry.
* CAN-V reported that they are on standby for Butte County. But at this time there have been no requests.
* Jim from CVNL reported that th Ragnar Race race they supported with volunteers was beneficial and raised funds for LTR. Unsure how much money raised at this time.
* Health and Human services sent notifications out around the community about the fire and due to the loss of lives in Thousand Oaks. The information included contact info for crisis services. See COAD Facebook page for the message
* In times like this where information is coming from various places, this brings up communication again. What is COAD’s role?
* In terms of mutual aid, it is going through NorCal VOAD but if there was a need that Napa could serve we would get that info out. Send messages to COAD and they will be put on the website.
* Open enrollment for health services right now. There are a lot of threats and our vulnerable populations need to know that it is ok to apply for health coverage. Open enrollment ends January 15th. They can go to CHI for support, if needed.

Next Meeting: January 2019 (TBD) ~ NV Community Foundation Community Room