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**Napa Valley COAD**

**General Membership Meeting**

Tuesday, January 21, 2020 – 2:00 pm to 4:00 pm

*Napa Valley Community Foundation Community Room*

*3299 Claremont Way, Suite 2*

**Meeting Minutes**

1. **Welcome and Introductions**
2. **Executive Committee Members**
* New Executive Committee Member – Welcome!
	+ Indira Lopez, Program Director from Upvalley Family Centers
* Strategic planning process underway
	+ In the third year of our three year plan. Strategic planning meeting happening this Thursday. Will share results at the meeting general meeting.
1. **COAD 2020 Meetings**
* Suggested calander was distributed and reviewed. See it attached to email with meeting minutes.
1. **Presentation by Napa County EOS and Public Health on EOC organization and operations**
* Presenters:
* Kevin Twohey, Napa County Office of Emergency Services - EOC Manager
* Lisa Fletcher, Public Health – EOC Plans Chief
* Shaun Vincent, Public Health/EMS – EOC Medical Health Branch Director
* Slideshow presentation by the County attached to email.
* Highlights from the presentation included:
	+ The EOC is **not** chaos! It’s hub of activity and purposeful and focused work to meet the needs arising out of an emergency. It follows an orderly structure that defines roles and responsibilities.
	+ **Kevin Twohey** provided an overview and history of the Napa Valley COAD County’s role in helping to establish the COAD after the earthquake. He views the relationship between the County and COAD as complementary with COAD providing supplemental services for vulnerable populations.
	+ Kevin also introduced the Incident Command Structure (ICS) organization chart used in the County Emergency Operation Center (EOC). ICS is a standardized, but flexible management structure. It represents best practices and is the standard used nationwide with a common nomenclature. ICS provides critical consistency in managing any type of emergency in any location and ensures that everyone is working toward the same operational goals following the chain of command (and not inadvertently at cross purposes).
	+ **Lisa Fletcher** went into more depth about the actual structure in the Napa County EOC and the flow of formal and information communications.
	+ She also shared the slides developed by the Plans section (for 10/31/19) used to conduct the daily cooperators’ briefing in which all internal EOC sections participate, as well as other government agencies, such a cities, and community-based organizations. The COAD Director and/or liaison attend this meetings daily in person or virtually.
	+ Every briefing begins with a review of the goals, which is a critical reminder and grounding experience – why are we here?
	+ The remainder of the slides presented by Lisa include the information shared at the Cooperators’ briefing. Please note that this information, such as the maps, is NOT static and will change based on the situation. The last few slides highlight the groups providing updates at these meetings.
	+ **Shaun Vincent** who serves as the Branch Director for the Medical/Health Branch provided background on the roles of various units under medical/health: medical, health, mental health and environmental. During unplanned disasters, all of these units are fully operational in shelters. A model that is being followed by other agencies.
	+ Shaun also shared the role the medical/health branch plays during PSPS events (planned emergencies). The County has and obtains lists of medically vulnerable individuals when a PSPS event is in the forecast. These lists are safeguarded under HIPAA. Outreach is conducted for all individuals with needs ranging from life threatening to be without power to needing refrigeration for medication. Outreach is done by phone and door knocks supported by CERT and public safety. COAD’s AFN subcommittee is working with Shaun to determine how we can productively and within the requirements of HIPAA to assist the County in its outreach efforts, particularly the agencies that work with medically vulnerable populations regularly and conduct their own daily outreach to clients during emergencies.
1. **Subcommittee Updates**
* NEW – Emergency Food Preparedness working group
	+ Reba Miegs and Jenna Stewart from Innovative Solutions and Healthy Bodies Napa Valley and Rosa Maria Hammar from Catholic Charities are leading this working group under the direction of COAD. The goal is to identify who and where vulnerable populations are located and how to address ongoing and emergency food insecurity. The group is mapping food and demographic information. David Busby from Feed it Forward, who also leads the Safety Net Food Committee will be a representative on the group. Others are invited to attend if they are interested in getting involved. Meetings are on the fourth Thursday of the month starting at 10:30AM at the south County offices.
* AFN/Shelter & Care – New Chair Marlena Garcia
	+ COAD received a donation of 70 batteries (150 and 400 watt generators). COAD’s AFN Subcommittee will develop and write up criteria on who will be eligible to receive these batteries and is seeking input from all COAd agencies on who is in most need. Some batteries will go the key gathering spots for senior citizens. The AFN group will also develop a fact sheet on the generators before distribution, as well as a chart for identifying power needs for different devices to assist people in making appropriate power source choices.
* Public Information & Outreach – Language Access Plan
	+ Working on a presentation on language access plan for emergencies. Want to ensure all information is available in English and Spanish simultaneously.
	+ Presentation will be made to Board of Supervisors at a date to be announced. Would be great to have COAD representatives at this meeting.
* Disaster Recovery Group – Forum conducted January 10, survey responses due January 24.
* Sheltering children working group – next meeting is January 29, 9:30 at Crosswalk Church
	+ During Kincade fire there was a request to provide support children in the shelters.
	+ Working to figure out volunteer issues (background checks, etc) and then look at programming. Hope to have a plan in place by summer so it is ready to roll out before fire season.
1. **Member Updates**
* CERT has a 90 minute presentation that has just rolled out, “Until Help Arrives.” This is a free presentiaon. Currently only available in English. Great for organizations and individuals. **This is the presentation will be delivered the General COAD meeting in May, but every organization is encouraged to look at offering it to their employees.**

Next Meeting: Tuesday, March 17, 2020 @ 2:00 pm to 4:00 pm ~ Location to be announced