

COPIN Board of Directors' Meeting Notes
July 8, 2009

Attending: Mitzi Kline, chair; Susan Geier, vice chair; Bret Atkins, Amanda Ford, Dan Kochensparger, Emma Speight and Pam Delay

Motion to approve June meeting minutes: Ford made motion to approve; Atkins second. Approved

Treasurer's Report: No money (see chart)

Resignation of Vice Chair: Geier submitted her resignation due to relocation to New Hampshire. Speight made motion to approve; Kochensparger second. Approved. Discussion on next steps to add members to the board. Bylaws were reviewed and a board development committee (chair and four members) created to establish a slate of candidates by taking nominations from membership. Members will be asked to submit nominations (and nominees must agree to nomination) by the October meeting. The board will review the nominees and present a slate of candidates for vote at the annual meeting in January.

Speight suggested a review of the board nomination procedures and board member requirements during the membership meeting later that day.

Vice Chair Nomination: Delay nominated Kochensparger who declined, citing time constraints. Kochensparger nominated Ford, who accepted. The board will continue to evaluate that position should Ford's job status make her unable to continue.

Letters of Agreement Received: No new LOAs have been received.

Membership Applications Received: No new applications were received for the board to consider during its meeting. However, three completed applications were received during the membership meeting. The board reconvened at that time and Delay made a motion to accept and Kochensparger second. Approved the following:

- Brent Sheffer, Central Ohio Amateur Radio Emergency Services (full documentation)
- Shawwna Jordan, Union County Health Department (full documentation)
- Chris Bowser, Groveport-Madison Schools (supporting member)

Committee Updates

Membership/Speight:

- The committee has tweaked the E-Z/two-page membership form and now there are two membership formats – the short form for supporting members and the longer form for those who want to be on the response team. Changes will be presented to the membership at that day's meeting and a full new member orientation will be held at the October membership meeting.
- Discussion on gaps in COPIN membership; areas targeted were schools, law enforcement, fire, hospital and critical infrastructure agencies (utilities). Kline

said she would reach out to hospitals; Ford volunteered Weiner to reach out to law enforcement. Also, Delay and Ford would reach out to the schools and Kochensparger would take on fire services. Speight will re-focus on suburbs.

- Other areas to address include nonprofit agencies, the city of Columbus and pulling in more members from the region. The board agreed to request members help in recruitment efforts.

Hotline/Geier:

- The Columbus and Franklin County Emergency Hotline Subcommittee met June 24 to conduct a hotwash/debrief regarding the hotline activation and use during H1N1 response and the group also provided input on how to update the current activation protocol. The After Action/Correction Action Plan will be completed and the protocol updated before her departure on July 24. All will be posted on the COPIN Web site and the updated protocol will go into the JIC plan.
- Kline agreed to take over as chair of that committee even beyond her reign as COPIN chair if needed.
- Additionally, COPIN member Laura Young Mohr of the Columbus Utilities Department has asked to become a member of the hotline committee. The committee next meets at 2 p.m. on Sept. 10 at Columbus Public Health.

JIC Logistics/Kochensparger:

- Kochensparger will do a presentation on the JIC activation during H1N1 for the membership meeting. The PowerPoint looks at what happened each day.
- He will also go over the JIC After Action/Correction Action Plan that has been completed with the membership and will be posted on the COPIN Web site.
- The committee will perform a site survey this month of the JIC facilities in Fairfield County.

Professional Development/Atkins: The committee has not met/no report. The next meeting will be held after the membership meeting on July 9.

Training & Exercise discussion: COPIN has been invited to participate in the upcoming IED exercise presented by Madison and Franklin counties on Sept. 17. Also the mobile JIC has been requested. Kochensparger is on the exercise design team.

Kline said the mobile JIC will need to be exercised prior to Sept. 17 so a drill will be scheduled for late August or early September. Details to come.

Board Meeting Dates:

2 p.m. August 12 at Upper Arlington City Hall

2 p.m. October 7 at Upper Arlington City Hall

2 p.m. December 2 at Emma's house

Membership Meeting:

2 p.m. October 14 at Franklin County EMA.