



## **COPIN Quarterly Membership Meeting Minutes for April 8, 2009**

**Attending:** Mitzi Kline, Susan Geier, Rich Weiner, Dan Kochensparger, Pam Delay, Bret Atkins, Emma Speight, Amber Breedlove, Elizabeth Kress, Alexis Evans, David Ball, Scott McAfee, Scott Kibler, Jennifer Thrush, Lynn Cook, John Rockwell, Fred Alverson, Marilee Chinnici-Zuercher, Jeff Robinson, Mary Ellen Peacock, Rita Barton, Sandy Crossland, Amy Diltz, Jonathon Dye, Alice Hohl, Carrie Hoover, Tamara McBride, Laura Mohr-Young, Pam Palm, Jeff Robinson, Matt Stonerock, Barb Garrison, Candy Schwalbauch, Bernice Cage, Marty Homan and Shawanna Jordan

**I. Welcome and Introductions** - Mitzi Kline

**II. Board Updates and January Meeting Overview** - Mitzi Kline briefly reviewed the 7-month strategic planning process during 2008 that led to the creation of a COPIN board and new organizational structure. All documents – bylaws, letters of agreement, board meeting and membership meeting minutes, etc. – are posted on the [www.COPINworks.org](http://www.COPINworks.org) Web site.

**III. Bylaws Overview:** Susan Geier went over highlights of the COPIN Bylaws, which are posted on the COPIN Web site. The bylaws spell out the purpose of COPIN, how to be a member and the structure, duties and obligations of board members. It was suggested that a past president position be officially added to the board to help with the transition process. The bylaws state the current vice chair will be the next chair, however, the suggestion will be considered by the board.

**IV. Letters of Agreement** - Mitzi Kline said there had been some concerns by members that their agencies may not sign the LOAs. The board has determined that it will allow jurisdictions to cross out anything they may be opposed to in the LOA and that will be considered by the board as the LOAs are not legally binding nor do they obligate either party to any specific action.

**V. Committee Updates**

- **Hotline** - Susan Geier gave brief overview of most recent meeting. Committee toured the call center at Columbus' public utilities department, which will be integrated into the current 211/311 system. A hotline activation drill, incorporating this call center, will be conducted in May. It was stressed that any agency in Franklin County can use this hotline. Members are reviewing the current activation protocol and will make updates at the next meeting. Discussed how to survey counties outside of Franklin to determine hotline capacity, needs, etc. Will need to either add to current committee or create a separate group to look into this further.

- **JIC Logistics and Planning** - Dan Kochensparger said one of the key tasks of this committee is to review and update the JIC plan in collaboration with the Franklin County EMA. Additionally, members will be reviewing the Franklin County JIC as well as JIC plans and room layouts in other counties (Union County is next to be reviewed). Finally, members were asked if they would like to participate or observe in the April 29 Local Emergency Planning Commission exercise to contact him.
- **Membership** - Emma Speight said one or two additional people are still needed to help on the committee. The board is delaying its vote on current membership applications until after this meeting in case more applications were turned in. Everyone who had been listed on the original COPIN membership roster has been contacted re-apply by e-mail and/or phone. That roster will be discontinued after today's meeting, and there will be a new membership roster with the names of those who have filled out the new membership form.
- **Professional Development** - Bret Atkins reported monthly conference calls are being held with committee members. The committee has posted a suggested reading list on the Web site, and it puts together quarterly trainings and also provides information on other trainings being held (online, workshops, etc.). Anyone with training topic ideas is asked to contact the committee.

**VI. Steps/Functions of COPIN Call out Process** - Rich Weiner reviewed how to contact COPIN and referred to the COPIN Web site and brochures. Also, the laminated call-out cards with the 24/7 phone number were passed out.

**VII. COPINworks.org site and COPIN Store** - Pam Delay recommended everyone review the site and give feedback. It was suggested that perhaps the site could allow for RSS feeds from the COPIN Web site so that way members didn't have to constantly check the Web site for updates.

**VIII. PIO Regional Conference Topics** - Emma Speight said there was interest in involving COPIN members in the next regional meeting of the Ohio City Manager's Association in the winter of 2010. Additional information will be presented as it become available.

**IX. Membership Applications** - Emma Speight asked that anyone interested should fill out the membership application and turn it into any board member. Applications were available at the meeting.

X. Miscellaneous:

- COPIN was made a resource member of the Northwest Area Strike Team by a unanimous vote April 8.
- COPIN has been nominated for a collaboration award by the Mid-Ohio Regional Planning Commission, and the award luncheon will be held April 30 (Dan Kochensparger and Emma Speight will attend)
- A Request for Proposal has been posted on the Franklin County Web site regarding a contact PIO position at the Franklin County EMA

XI. Meeting adjourned

**Next COPIN Training Session & General Membership Meeting:  
Wednesday, July 8, 2009**

**1 p.m.** Operation Pills in People Full-Scale Exercise Overview

**2 to 4 p.m. Quarterly Membership Meeting**

All meetings are held at the Franklin County Emergency Management and Homeland Security Agency, 5300 Strawberry Farms Blvd. Columbus 43230