



**General Membership Meeting Minutes
July 14, 2010**

Attendance:

Mark Anthony, FC EMA & HS
Megan Batson, Fayette County Health Dept.
Chris Bournea, OH Dept. of Job & Family Services
Amber Breedlove, Franklin County Board of Health
Anne Brown, City of Worthington
Lynn Cook, American Red Cross of Greater Columbus
Deborah Cox, Franklin County Board of Health
Pam DeLay, Fairfield Dept. of Health
Amy Diltz, Pickaway County Health Dept.
Jonathon Dye, Licking County Health Dept.
Alexis Evans, Madison County/London City Health District
Lee Foster, HandsOn Central Ohio
Linda Haley, Village of Groveport
Kelly Hand, Morrow County Health Dept.
Brian Hoyt, City of Gahanna
Carrie Hoover, Village of Canal Winchester
Ben Johnson, OH Dept. of Job & Family Services
Shawna Jordan, Union County Health Dept.
Scott Kibler, Crawford County General Health District
Mitzi Kline, Franklin County Board of Health
Dan Kochensparger, Upper Arlington Fire Division
Elizabeth Kress, Franklin County Board of Health
Scott McAfee, Village of New Albany
Mary Otting, Gahanna-Jefferson Schools
Pam Palm, Knox County Health Dept.
Jeff Robinson, City of Powell
Aimee Shadwick, ADAMH Board of Franklin County

Melissa Smith, Fayette County Health Department
Emma Speight, City of Upper Arlington
Angie Tabor, Columbus Regional Airport Authority
Jennifer Thrush, Union County Health Dept.
Connie Tracy, Columbus Regional Airport Authority
Greg Viebranz, Westerville City School District
Krista Wasowski, Morrow County Health Dept.
Lindsey Wright, Franklin County Board of Health
Laura Young Mohr, Columbus Dept. of Public Utilities

Call to Order: Made by Dan Kochensparger at 2:02 p.m.

Special Presentation: Marty Miller, Miller Public Relations, reported on MORPC Plan for Evacuation of the Transportation Needs Population of Central OH. Described the research that was conducted to prepare the 224-page document that will soon be made public and asked for the group's ideas on ways to share information with agencies and target population. Summarized the goal of an educational awareness campaign to communicate to residents their need to take responsibility for knowing what can happen, how to get information, what to do during an emergency and how to recover.

Previous General Meeting Minutes: Motion by Lynn Cook with second by Pam Delay to accept the minutes of the previous meeting as written. Motion carried by acclamation.

Treasurer's Report: Pam Delay reported the finances remain stable

COPIN Social Media list: Lynn Cook asked members to provide URLs for agency social media sites as a way for members to observe what others are doing in social media. This request came as a result of a member suggesting that members could learn from one another's experience. A list of member agency social media sites will be made available to members and updated frequently.

Updated LOAs: Mitzi Kline explained that some organizations have not signed LOAs and the work of the Board to amend LOAs to simplify and remove liability and other legal language. In October, revised LOAs will be presented to the general membership.

JIC Logistics & Planning Committee: Chairperson Dan Kochensparger reported the following:

- LLIS.org (Lessons Learned Information Sharing) featured a link to COPIN recently which led to visibility for the organization on a national level and suggested LLIS.org is a good resource for public information officers.
- The committee has organized a series of training to take place during this and subsequent meetings around five priority JIC positions.

Membership Committee: Chairperson Emma Speight reported the following:

- The committee met with the Professional Development Committee to discuss why an annual training calendar is critical to generating new members and retaining current members.

- When changes to LOAs are approved, the committee will follow-up with agencies to get them signed.
- The committee has set a goal to increase membership in the next year to 100.

Professional Development Committee: Chairperson Pam Delay reported the following:

- The joint meeting with the Membership Committee was productive and led to an analysis of current members' skills and training. This analysis resulted in the focus on five key JIC positions during this and the next general membership meetings.
- The committee plans to resurvey the membership in the coming months in conjunction with the Membership Committee.
- A mobile JIC training date has been set – Sept. 24. More details are being finalized and will be shared via email.
- Co-chair Lynn Cook invited members to participate in a training opportunity on Oct. 13, 2010 from 9:00 a.m. to noon – *Psychological First Aid: Helping Others in Times of Stress*. Members were asked to confirm their participation by Oct. 11 by emailing Lynn at CookL@usa.redcross.org.
- Members were reminded to complete the FEMA course 702: <http://training.fema.gov/EMIWeb/IS/is702.asp>
- Additional training opportunities were mentioned.

JIC Activity: Dan Kochensparger led the first part of a tabletop exercise called “Lessons from Columbine” focusing small group discussions on five JIC positions: Lead PIO, Hotline Coordinator, JIC Operations Manager, Writer and Media Briefing Manager. The exercise was introduced with a recording of actual calls to 9-1-1 from Columbine and a visual demonstration of the 529 reporters, 108 satellite trucks and 60 videographers with whom 35 PIOs from agencies including fire, police, public health, and schools interacted.

Next General Membership Meeting: The next meeting is scheduled for October 13, from 2 p.m. to 4 p.m. at Franklin County EMA and Homeland Security at 5300 Strawberry Farms.

Adjournment: Motion by Alexis Evans with second by Aimee Shadwick to adjourn the general membership meeting.