



MEETING MINUTES
September 15, 2016

Call to Order – Steve Higginbotham, Chair
Paula Johnson, Vice Chair
Chris Evans, Secretary
Emily Clendenin, Treasurer

Quorum established (City of Alexandria, Arlington County, City of Falls Church, City of Fairfax, City of Manassas, Fairfax County, Fauquier County, Loudoun County, Town of Hendon, and Prince William County)

Presentation of Minutes – Dispensed or waived

Treasurer's Report – Savings, \$10,573.89
Checking, \$2,564.88

Region V Officer Elections:

- Paula Johnson of Prince William County has been nominated for Chair
- Chris Evans of the City of Alexandria has been nominated for Vice Chair
- Debra McMahon of Fairfax County has been nominated for Secretary
- Three people were nominated for the Treasurer position
 - Joe Allen of Prince William County
 - Kyle Kratzer of Fauquier County
 - Ade Awofisayo of Prince William County

A ballot vote took place where the City of Falls Church members were asked to tally the votes. Once the votes were tallied the new officers were elected.

- Paula Johnson, Chair
- Chris Evans, Vice Chair
- Debra McMahon, Secretary
- Ade Awofisayo, Treasurer

Chair/Officers Report:

1. Region Chair Meeting Report
 - a. DPOR updates, an email was sent out
 - b. VBCOA has a new strategic plan and are pushing for approval through state legislation to have memos of understanding or mutual aid agreements between localities
 - i. The intent is to have the ability for localities to support each other during non-emergency events
 - c. On September 20th IAEI meeting was held at PG County Community College
2. ICC Convention Update
 - a. Pete Mensinger the current VBCOA 2nd Vice President gave the updates
 - i. Currently there is a \$2000 account for 2018 ICC Richmond
 - ii. Looking for other ways to generate revenue

- iii. Expecting total expenses to be \$140,000
 - iv. At the VBCOA Annual Conference they will select chairs for committees
 - v. VPMIA and VBCOA to be main contributors
 - 1. VPMIA to give \$30,000
 - 2. VBCOA to give \$20,000
 - vi. Seven committees are looking for more members
 - vii. Anticipating 1700 people to attend the conference
 - viii. Looking for volunteers for finance, ambassadors, training, and welcoming
3. HSTTP Update
- a. Pete Mensinger also gave an update
 - i. 13 schools are currently enrolled in the program
 - ii. Virginia is #1 in having the most students signed up for the program
 - iii. Tazewell, Virginia in Region I signed up this week
 - iv. Nearly 200 students in program in Region I
 - v. Steve Higginbotham added a note that the HSTTP started in Region V less than two years ago
4. Nomination Committee SOP's
- a. Jim Collins thanked the region officers for past work
 - b. Looking for volunteers to participate in committees
 - c. Steve to update and put directions/expectations on website
5. Committee Responsibilities
- a. Looking for volunteers to participate in committees
 - b. Steve to update and put directions/expectations on website
 - c. Sean Ferrell, past VBCOA President
 - i. Brought up that Eric Rice-Johnston is part of the BCAC Advisory Committee
 - ii. Spoke about the importance of committee members to bring back updates at future meetings

New Business

- Paula Johnson, Vice Chair
 - In July 2017 Charlottesville, VA VCEC Committee to have a meeting
 - Two members of all organizations on the committee
 - Code Change Training is expected to be offered
- *****MOTION*** requested by Paula Johnson, Vice Chair**
 - The motion is to create a By Law Committee
 - The motion was PASSED
 - Sean Ferrell (Prince William County), Allison Cook (City of Alexandria), and Kyle Kratzer (Fauquier County) volunteered
- Motion to adjourn meeting passed