



Attendees: Eric Brubaker, Corey Eide, Alex Castro, Joe Chizmadia, Don Dodson, Christina Jurado, Mike Schwartz, Matt Seaver, Elmer Walters

Guests:

Excused: Matt Perkins, Patrick Dougherty

Absent:

Agenda Item	Discussion	Actions	Responsible Party	Follow-Up Action/Date
Welcome and Introductions	The Committee introduced themselves and was welcomed to the Material Support Services Committee.		Committee	
Meeting Topics	<p>Minutes from the last meeting were handed out and reviewed for approval.</p> <p style="text-align: center;">Election of Chair/Vice Chair</p> <p>Members discussed need to encourage/recruit volunteers for the Committee and actual MSS work. Mass Care and Material Support Services go hand & hand.</p> <p>The need to identify Activity Leads in each district and provide proper training for those leads were discussed at length.</p>	<p>Motion for approval by Matt Seaver, 2nd by Elmer Walters. Minutes were approved.</p> <p>Nominations were opened from the floor.</p> <p>Matt Seaver and Christina Jurado were nominated and seconded for the position of Chair. Voice vote was held with Matt Seaver being elected Chair.</p> <p>Christina Jurado was nominated and seconded for position of Vice Chair. Voice vote was held with Christina Jurado being elected to position of Vice Chair.</p> <p>Staff to work with Chair/Vice Chair on plan to present at the next meeting.</p>	Committee	
	Members brought up the fact they all need access to Crossnet.	Staff		

	This would allow members to look at and use the tools they need to perform their job.			
	Does West Valley have EOC capability? Don Dodson member briefed the committee that West Valley does have EOC capability with 10 active phone lines on a drop.	Staff		
	Incoming phones into the EOC? The following topics were discussed. Possession of cell phones for activity groups. Partner Services is reviewing issues as well. Possession of cache of phones in a ready status for use in large incidents.	Members		
New Business	Call for members to recruit volunteers for the Clean Up party at the DFSC in San Pedro on 2 Feb 08.	Members		
	Discussion on Job Descriptions for MSS leads in the Districts and the other jobs within the MSS Group. It was agreed Job Descriptions should mirror National Headquarters descriptions.	Staff and Chair/Vice Chair to present ideas for committee at the next meeting.		
	Motion to adjourn was made by Joe Chizmadia and seconded by Elmer Walters. Next meeting of the committee is on 27 Mar 08 at West District.			