

Attendees: Eric Brubaker, Corey Eide, Alex Castro, Christina Jurado, Jesse Munoz, Matt Seaver, Elmer Walters

Excused: Don Dodson, Patrick Dougherty

Absent:

Agenda Item	Discussion	Actions	Responsible Party	Follow-Up Action/Date
Welcome and Introductions	The Committee introduced themselves and were welcomed to the Kick-Off meeting for the Material Support Services Committee.		Committee	
Meeting Procedures	<p>Committee Procedures were reviewed and discussed:</p> <ul style="list-style-type: none"> • Committee procedures were handed out to everyone. • Committee meetings are scheduled every other month so volunteers and staff can attend more than one committee. Currently, committee times don't overlap but more frequent meetings would cause scheduling conflicts. • Election of a Chair and Vice Chair will be conducted at the next meeting in January 2008. • Members briefed that the committee would be led by the Volunteers and supported by Staff. 	Volunteers desiring to Chair or Co-Chair the Committee were asked to notify a staff member.	Committee	
Opening Comments	<ul style="list-style-type: none"> • The following thoughts were conveyed to the membership. • Lead Logistics folks to help identify needs in Districts. • There is a desire for an MSS Specialist in each District. • MSS people need to be introduced to the DFSC • Significant need to identify resources in each District. • Need to address access to vehicle keys at District Offices. • MSS concerns might roll into DAT, MC or other committees. • Need for committee members to have access to Crossnet. 	<p>A formal committee roster containing contact information will be distributed at the next meeting in January 08.</p> <p>Create Vehicle Key Sign Out Log</p>	<p>Staff</p> <p>Committee</p>	<p>Jan 08</p> <p>Jan 08</p>

Meeting Topics	<p>There was engaging and wide-ranging discussion regarding topics and issues that could reasonably fall under the purview of this committee</p> <p>Issues discussed included:</p> <ul style="list-style-type: none"> • Structure of the committee. Including the need to look at having an RTT group within the larger body due the nature of their business. • Creating a DOIS (Disaster Operations Information Sheet) for all DR's to aid everyone in contacting the correct person. • Encourage new MSS volunteers to connect with an experienced volunteer to aid in the training process. • Committee members were encouraged to work for promotion within the DSHR system. • Does the new West Valley office have EOC capability? • EOC computers don't communicate in the EOC. • Forward incoming phones in EOC to people in the field. 	<p>Finalize committee structure.</p> <p>Check to see if EOC capable.</p> <p>Open for further discussion .</p>	<p>Committee</p> <p>Staff</p> <p>Committee</p>	<p>Jan 08</p> <p>Jan 08</p> <p>Jan 08</p>
Issues from past DR's	<p>The following issues were from the floor on DR 247 (Wildfires & I 5 Tunnel Incident)</p> <ul style="list-style-type: none"> • Additional batteries and chargers needed for cell phones issued to people working on the DR. • Phone procedures into the EOC need to be clarified. • Conference call challenges and etiquette on those calls are a problem. 	<p>Check and clarify these items for presentation and further discussion at the next meeting.</p>	<p>Committee</p>	<p>Jan 08</p>
Next Meeting	<p>The next meeting of the Material Support Services Committee is scheduled for 24 Jan 08 at the East Valley Service Center.</p>			