



**Emergency and Disaster Response
Santa Clarita Valley District Meeting
Agenda
August 12, 2008**

Attendees: Susie Klose, Louise Goudchaux, Kelly Mulock, Daniel Borsotti, Richard North, Matt Seaver, Sally O’Sullivan, Dean Stewart, Cary Van Ausdall, Craig Baker, Daniel Albi, Stella Weaver, Marji Iacovetti

Absent:

Agenda Item	Discussion	Actions	Responsible Party	Follow-Up Action/Date
Welcome			Susie Klose	
Welcome of New Volunteers / Introductions	New volunteers, Dean Stewart & Daniel Albi were present.		Susie Klose & Marji Iacovetti	
Committee Updates		<p><u>Partner Services:</u> Volunteers will be making presentations at each district during the next few months re: the functions of this activity group.</p> <p><u>Material Support Services:</u> By the end of the year, a clean-up party will be scheduled to clear out items to be relocated from the existing DFSC storage facility.</p> <p><u>Staffing:</u> The committee is working to define the role of the staffing services team. The group is seeking one Staffing Coordinator from each district to participate on the committee to increase the effectiveness of staffing procedures during chapter-wide events.</p>	Committee Members, Cary Van Ausdall (PS), Matt Seaver (MSS), & Kelly Mulock (Staffing)	
Chapter & District Updates		<p><u>Responses:</u> Our chapter responded to 335 incidents during the last fiscal year in addition to 3 larger disaster responses. 9 of those incidents and 1 of the larger disaster responses were located in the SCV district.</p> <p><u>Readiness Event for Military Families:</u> Daniel Borsotti & Joe Chizmadia were the ERV drivers for the event.</p> <p><u>Community Disaster Education Training:</u> Several members of our chapter completed this training including Jo Lasky. Jo is available to make these presentations to groups in our community.</p> <p><u>California Readiness Conference:</u> (Training Conference in San Jose in early Sept.) 9 volunteers from our chapter will attend the conference with scholarships.</p> <p><u>International Services:</u> This department is recruiting new volunteers to help with family tracing (6 month commitment).</p> <p><u>Golden Guardian Drill: Save the Date!</u> Golden Guardian is a large, state-wide drill scheduled for this November. On November 13th, our chapter is planning to open a minimum of 7 shelters – one or more in each district.</p>	Marji Iacovetti	

		<p>All volunteers are encouraged to participate.</p> <p><u>Material Support Services:</u> 80 catastrophic containers are on order with supplies to shelter 300 people in each.</p> <p><u>Emergency & Disaster Response Newsletter:</u> Brandy Welch will begin publishing a newsletter specific to our department. It will be sent out by email to our team. Submissions of photos and articles are welcome.</p> <p><u>Recent Training:</u> Recent classes have included client casework and sheltering classes. We taught Fulfilling Our Mission and shelter training classes to 39 CERTS from the City of Santa Clarita on August 9th. Some of the students are interested in volunteering for smaller events as well.</p> <p><u>Training for DAT Members:</u> It is very important that all DAT members complete required training including client casework and sheltering classes during the next several months.</p>		
Promotion Information		Our promotion committee will be meeting to review DSHR promotion applications on August 22nd. All applications for promotion to Supervisor or Manager in the DSHR system should be submitted by August 19 th .	Kelly Mulock	
Shelter Workshop		Susie Klose taught about shelter opening procedures at a workshop based on an earthquake scenario. The group was divided into 2 teams who used forms from our Shelter Start-up Kits to practice sheltering skills. Team members used Initial Intake forms to practice registering shelter clients. Susie also reviewed the use of Health Services intake forms. As various elements were introduced to the scenario, team members referred to the Shelter Handbooks for important guidance on protocols. The handbooks were recently assembled by volunteers and are kept inside the Shelter Start-up kits for reference during shelter events. One purpose of the workshop was to prepare us for participation in the Golden Guardian drill on November 13, 2008.	Susie Klose	
Workshop Review		<p><u>Shelter Start-up Kit:</u> When opening a shelter, check the inventory of the Shelter Start-up Kit. Make sure all of the forms are stocked according to the inventory sheet on the lid.</p> <p><u>Spontaneous Volunteers:</u> Spontaneous volunteers are welcome under the supervision of the Shelter Manager. They must be 18 years old. We can use a spontaneous volunteer for up to 7 days. After that, he/she must have a cleared background check before volunteering.</p> <p><u>Health Conditions:</u> People with health conditions or physical limitations are very welcome in our shelters as long as they are able to take care of themselves or their caretakers are able to meet their needs within our shelter environment. Anyone with health questions, concerns, or needs must be referred to Health Services. Health Services must be notified re: medication or special dietary needs.</p> <p><u>Animals:</u> Service animals are welcome in our shelters. For the safety of all shelter residents, we cannot allow pets in our general shelters.</p>	Susie Klose	
Ice Cream Sundaes & Adjournment			Stella Weaver & Susie Klose	