



Emergency and Disaster Response
Material Support Services
 Meeting Minutes
 Feb 11, 2009

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Attendees: Eric Brubaker, Corey Eide, Araceli Matamoros, Dave Roberts, Don Dodson, Elmer Walters, Jo Burke, Ruth Burke, David Tuckman, Matt Perkins, Dave Roberts

Guests: Conference Call Participant: Alex Rose, Christina Jurado, Daniel Kopti, Joseph Green

Excused: Matt Seaver, Joe Chizmadia, Patrick Dougherty

Agenda Item	Discussion	Actions	Responsible Party	Follow-Up Action/Date
Welcome and Introductions	Everyone was welcomed and self introductions were made.	None	All	
Approval of Minutes July 24, 08	Minutes from the last meeting on July 24, 08 were handed out and reviewed for approval.	Elmer Walters made motion for approval of the minutes. David Tuckman made the second. Voice vote approved the minutes.	Eric	
New Business				
Top Three Priorities	<p>The top three priorities of the MSS Committee are:</p> <ol style="list-style-type: none"> 1. Standardize MSS Procedures across District boundaries. <ol style="list-style-type: none"> a. District Offices, Equipment Storage Access to appropriate volunteer leadership. b. Monthly Inventory & replenishment of all District Response Vehicles, Supplies, Offices, Storage Units, Shelter Trailers. c. Red Cross Relief Containers-Bi Annual Inventory. 2. MSS Training <ol style="list-style-type: none"> a. Provide training classes like In Kind Donations, DSTT Seminars. b. Develop MSS Simulations 3. Develop DSTT Function in the Response Department. 	Drafts of new procedures will be ready for committee approval at our next meeting on Mar 26, 09.	Eric	
DFSC Closure	Eric Brubaker briefed the Committee that the DFSC has been closed and the facility turned back over to LAUSD. All the items			

	that were left have been put on 45 ft trailers parked at Anheuser Bush out in Van Nuys.	None	Eric	
Meeting Announcements	After action reports on the two recent wildfires and Golden Guardian will be on Feb 26, 09. Invitations will be sent out. On March 7, 09 we will be holding a "Thanks a Bunch Brunch" at West District.	None	Eric	
Container Update	Eric Brubaker briefed the committee that we currently have a total of 84 containers on the ground.	None	Eric	
Elections	Eric announced that elections will be held on Mar 26, 09.	None	Eric	
MSS Committee Structure	Eric briefed the committee on the need to grow the committee. Presented ideas from Barbara Riester on growing the MSS program across all districts. Eric asked for ideas on recruiting be sent to him.	None	Eric	
EOC Update	Eric briefed the committee on the status of our new EOC.	None	Eric	
Mass Care Update	Corey Eide passed out the minutes of the last Mass Care meeting and led discussion to update the Shelter Trailer Inventory and floor plan.	After discussion, Jo Burke, Sue Hammarlund and Elmer Walters will create updated Shelter Trailer Floor plan by Mar 26, 09.	Corey	
Next Meeting	March 26, 09, West District	None	Eric	
Adjournment	Motion was made to adjourn by Jo Burke, seconded by Forest McClendon. Voice vote taken to adjourn was unanimous.	None	Eric	