



Emergency & Disaster Response  
**District Chairs**  
**Meeting Minutes**  
 August 3, 2010

**Attendees:** Jo Lasky, , Mary Douglas, Michael Kleiner, Ken Rieger, Linda Wright, Joe Green, Pat Mac Neil, Dave Roberts, Christina Jurado, Michael Edwards, Bee Kong, Scott Underwood, Jerry Washington and Lisa Bialac-Jehle (via phone).

**Guests:** Louisa Cardenas and Kelly Mulock.

Agenda Item	Discussion	Actions	Responsible Party	Follow-Up Action/Date
<b>Welcome and Introductions</b> Michael Kleiner				
<b>Review of Minutes from July Meeting</b>				
<b>Office of Volunteers</b>	<p>Bee Kong gave a presentation on the new volunteer structure and explained changes.</p> <p>Ken Rieger asked if he could get a list of volunteers after orientations. Jo Lasky stated that he would get their names after they have had interview and background check. Linda Wright stated that volunteers come to orientations and never show up again. Bee Kong and Michael Kleiner agreed that this subject needs discussed to steam line the volunteer intake process.</p> <p>Bee Kong announced the 2010 Candlelight Award winners and showed District Chairs the online evaluation form and encouraged people to fill out online form. Next year the will change the award nominations to be aligned with new national awards system. Jo Lasky asked that volunteer hour link in no longer on website. Joe Green would like for link to be sent to him. Bee Kong explained that the website has changed and he would send link out to all District Chairs and work on getting it back on website.</p>			
<b>Emergency Lodging</b>	Bridget Mercier spoke about Shelter Readiness Program. There			

<b>Vendor Program</b>	<p>are 2 new interns to go and do shelter surveys. We have an agreement with LAUSD and site need to be updated. Bridget Mercier also started that we are in need of volunteers to do surveys.</p> <p>Alex Rose gave the four new volunteer job descriptions for the Emergency Lodging Vendor Program Two for district volunteers and two chapter volunteers and encouraged feedback from group. Joe Green asked if District Chairs and Vice Chairs can be included in the process. Jo Lasky commented on her experience in Antelope Valley that we have done a good job getting hotels. Alex Rose stated that District Chairs can start recruiting for these positions immediately.</p>			
<b>Crown Fire Review and Update on Antelope Valley Chapter</b>	<p>Pat MacNeil announced that there will be a after action meeting on August 16 at the Antelope Valley Chapter office at 6:30pm and the same time for their monthly meeting those involved should fill out the after action survey sent to volunteers. Scott Underwood stated that key volunteers should attend. Michael Kleiner added that there will be carpools going to meeting. Jo Lasky stated that there is a DAT workshop at the same time in Santa Clarita that volunteers who worked during the crown fire are attending. It was suggested that they fill out survey.</p>	<p>after action meeting on August 16 at the Antelope Valley Chapter office at 6:30pm</p>	<p>All who participated in the Crown Fire, please attend</p>	<p>8/16/2010 6:30pm</p>
<b>Regional Update</b>	<p>Michael Kleiner stated that they just sent Red Cross national office our new employee organization chart to be approved. Michael Kleiner responded that Scott Underwood will remain in operations, Corey Eide will work on capacity building and Rich Baenen will lead Special Programs that include SAF and International Services.</p>			
<b>Operations issues</b>	<p>Scott Underwood announced that volunteers need to work with regional coordinators on restock of supplies. The Smart and Final cards should only be used for emergencies. Also DAT van's inventory list has been sent back to the committees for review and it will be moved through operation management committee for approval. During the review of the DAT team structure and makeup of teams is being reviewed. Scott Underwood also mentioned that the Mass Care committee will review use of canteens and set a new plan for use. The group reviewed use of canteen during the crown fire. Scott Underwood announced that</p>			

	we are working on a MOU with LA County Fire.			
<b>District Chair Terms</b>	Pat McNeil announced that information given out at last meeting about District Chairs terms and appointment dates need to be vented out more before discussions. District Chair term dates was meant to let them know when to have nominations available for the positions. Pat MacNeil passed out copies of when District Chair terms ended.			
<b>Chile Earthquake Response Review</b>	Scott Underwood stated that stated it was an incredible experience. They learned about how they worked together and planned their recovery plan. Michael Kleiner stated that we will have photos and video of the trip later. Pat MacNeil stated that she will go to district meetings this month to share her experience.			
<b>Round Table</b>				
<b>Other Business</b>				
<b>Adjourned</b>				