



Emergency & Disaster Response  
**District Chairs Committee**  
**Meeting Minutes**  
 February 8, 2010

**Attendees:** Michael Kleiner, Pat MacNeil, Michael Edwards, Linda Wright, Dave Roberts, Scott Underwood, Jerry Washington, Christina Jurado, Joe Green, Ken Rieger, Corey Eide, Lisa Bialac-Jehle, Jerome Thierry, Daysi Jarquin  
**Guests:** Alex Rose, Mauria McPoland  
**Excused:** Daniel Kopti

<b>Agenda Item</b>	<b>Discussion</b>	<b>Actions</b>	<b>Responsible Party</b>	<b>Follow-Up Action/Date</b>
<b>Welcome</b> (Michael Kleiner and Pat Mac Neil)	Welcome and introductions. We commenced by stating the DAT Days training was a success. There were over 200 participants.			
<b>Approval of January 2010 Minutes</b>	Pat Mac Neil pointed out that in "DDO Incident Report" section, rather than saying "all Duty Officers meeting" should say "Operations Management."	Motion to accept as corrected by Linda Wright, Seconded by Joe Green	All	
<b>Volunteer Survey</b>	Reviewed 2009 Survey. This was sent to 1508 volunteers, and replies by 291. Key findings were announced. Mauria McPoland said that things are looking good and Michael Kleiner underscored there has been significant improvement in all categories. Opportunities include creating action plan for volunteer progress by staff and volunteer leaders.  Joe Green pointed out that Central East district was not included in this survey as a choice this year or in 2007.	Mauria said that she will work with VISTA member Jason regarding Joe Green's concerns re: survey distribution	Mauria McPoland	
<b>Emergency Lodging Vendors Program Overview</b> (Alex Rose)	Alex Rose invited district chairs to encourage volunteers to come to the Overview on February 20.			
<b>Social Networking</b>	Joe green emailed Pat Mac Neil about using social	Joe Green will speak with	Joe Green and	Undetermined

	<p>networking platforms like Facebook and Twitter. Joe is concerned that if there is a district page, are there any legal liabilities or concerns. Joe has 20-something friends that told him there are specific ways to use it. Lisa mentioned that West District has a private/closed Facebook and Twitter and they use it to announce upcoming meetings. Joe wants to do one open to help with recruiting but is concerned with not having consistent messaging.</p> <p>Corey said we need to decide what we want to see being messaged, but also need to define the types of information that is being posted. He underscored that this doesn't replace other communication channels.</p>	<p>Anna Bourne, CDE Manager about her success and Alex Rose will send a link to the Crossnet guidance to Joe Green</p>	<p>Alex Rose</p>	
<p><b>South Bay/South East Districts</b> (Scott Underwood &amp; Michael Kleiner)</p>	<p>Michael Kleiner said that a likely occurrence over the next few years would be a reduction of facilities. Previously, each department was asked to list the facilities which were low priorities. From EDR, Inglewood office was ranked low because it is close to SB and WLA Districts. In addition, Inglewood has restrictions on vehicles and access. The lease is coming up sometime next year and the question will be to have that coverage come from WLA and SB districts, or find a less expensive space in that area. Moreover, both districts have been struggling to maintain their own coverage and create their own identities.</p> <p>Joe Green also asked about redrawing the district boundaries and Michael said it makes sense to relook at all of the geography and making sure that they make sense.</p>			
<p><b>Meal Budgets for Monthly District Meetings</b> (Pat Mac Neil)</p>	<p>Nancy Carrillo is working on an average calculation for a monthly district meeting meal budget. We are considering a per person cost.</p> <p>Dave also mentioned that they save money from recycling. Linda said that Preparedness in Burbank takes their cans, and Joe said Janitors in CE take their cans.</p>	<p>Nancy Carrillo, Response Liaison to develop a new district meeting baseline budget for refreshments</p>	<p>Nancy Carrillo</p>	<p>Next meeting</p>

<p align="center"><b>Remote Access/Workbooks</b> (Pat Mac Neil Michael Kleiner)</p>	<p>Pat advised that Remote Access was sent out to give the chairs access to the chapters hard drive.</p> <p>Michael demonstrated how it works.</p>			
<p align="center"><b>Committee Processes</b> (Michael Kleiner)</p>	<p>Michael reminded the group of the timeline in which each committee was charged with providing three top priorities.</p> <p>Feedback from the Board Response Volunteer Committee and some EDR volunteers expressing frustration with the progress. Michael said he thinks the committees need more direction from the District Chairs Committee. Perhaps they need some clearer expectations and we should make this an assignment type process.</p> <p>Joe Green suggested that perhaps each committee should present their progress to the District Chairs. Michael suggested we consider having District Chairs and Committee Chairs meet together.</p>	<p>It was agreed that all Committee Chairs and Vice-Chairs would be invited to the March District Chair Meeting.</p>	<p>Nancy to invite all Committee Chairs to the March District Chair meeting</p>	<p>Mid February 2010</p>
<p align="center"><b>Cross Promotion of Classes in Districts</b> (Pat Mac Neil)</p>	<p>Pat MacNeil encouraged districts to use their vans to go to classes in other districts.</p> <p>Ken Rieger brought up concern that the DAT Van wouldn't be accessible for a DAT call. Joe Green said that in the CE district they transfer all supplies to the Cargo van before they leave.</p>			
<p align="center"><b>Website Updates - District Pages</b></p>	<p>Nancy is the EDR dept. webmaster. If a district would like to update their page, please contact her and let her know.</p>	<p>District Chairs who would like to post content to their respective district web pages to contact Nancy Carrillo at <a href="mailto:Carrillon@arcla.org">Carrillon@arcla.org</a></p>	<p>Interested Chairs</p>	<p>Ongoing</p>
<p align="center"><b>Roundtable</b></p>	<ul style="list-style-type: none"> <li>Daysi Jarquin, SCV – There has been communications problems recently. There were about 10 volunteers who attended DAT Days. Today a group worked on DAT Kits. They are almost done with organization of storage room. There was very good turn out and new</li> </ul>			

	<p>volunteers for inventory of catastrophic containers. They are getting ready to solicit local merchants. The logistics team in particular has been stellar and very supportive to Chair and Vice-Chair.</p> <ul style="list-style-type: none"> <li>• Jerome Thierry, SE – Stephen Elstein is going like a gangbuster maintaining vehicles. Numbers of responses has dropped. Collaboration with SB district is going well in getting trainees involved in DAT. And also aim is to get more DDO's promoted.</li> <li>• Ken Rieger, SB – Thanks was directed to Jerome for being allowed to go on their calls. District just got a logistics person to support – Jimmy Russell. He remains concerned with on-the-road-breakdowns during DAT calls. He suggested that procedures should be posted in each van. Ken also asked about the Volunteer Handbook.</li> <li>• Joe Green, CE – Joe met with CERT in December and is working with Brandy. Joe is sending weekend updates to volunteers and wants to be included in other chairs' updates. He requested Staff Services come present Regional DAT structure and workflow. If not that, perhaps 5 bullet points to be able to answer questions from volunteers. <i>(Ken commented that he is very concerned we will lose volunteers that can't sign-up with a flexible schedule. Jerry asked that we need to understand the logistics of leaving from particular district offices).</i></li> <li>• Lisa Bialac-Jehle, WD – There is an ongoing, informal mentoring program that is working really well. New volunteers are assigned to existing volunteers. All volunteers are encouraged to go on at least one DAT call. The district has worked on what to do with animals during a disaster and they will be presenting to Next they will be working on what to do with people that bring clothes to a shelter. Jerry also suggested that DAT promotions should get sent in soon.</li> <li>• Dave Roberts, WV – Their MSS Committee is going really well. The district is doing better with its mailing</li> </ul>			
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	<p>list to let people know about which training to do. Scott gave a great presentation about American Samoa at the recent district meeting.</p> <ul style="list-style-type: none"> <li>Linda Wright, EV – Moved into new office. Vehicles are still 3 miles away. District had many attendees in DAT Workshop. Canteen Operations and Logistics are set-up. There are a lot of new people.</li> </ul>			
<b>Other Business</b>	<p>Joe Green advised Mauria McPoland, OVP Director their district is working with Bee Kong and OVP to recruit volunteers and it is going really well.</p> <p>Pat reported there were 1330 volunteer hours and 3977 on-call hours for period of December – not including SE district.</p> <p>Mauria advised that we will continue the existing guesstimate process of recording volunteer hours for next 1-3 months until Salesforce is running to allow volunteers to self-report.</p>			
<b>Adjourned</b>		Mutual motion to adjourn		