



Emergency and Disaster Response
Disaster Services Technology Committee
Meeting Minutes
 October 22, 2009

Attendees: Mike Celic, Matt Perkins, Bettina Brockman (conference), Larry Harris (San Gabriel Pomona Chapter), Steve Meissner, Bill Carpenter, Todd Martin, Rouzbeh Mohajer, Alex Rose

Guests:

Excused:

Agenda Item	Discussion	Actions	Responsible Party	Follow-Up Action/Date
Welcome and Introductions			Bill Carpenter	
Review/Approval of Minutes		Alex Rose made motion to Approve. Todd Martin Seconded it	All	
September Wildfire Disaster Relief Operation - Action Review	Bill Carpenter discussed DROMIS use during the wildfire. It is used for Procurement, Transportation and IKD. It was run stand-alone because NHQ did not want to take the time to integrate it into the Local Area Network. A copy of TIMS was used for Inventory Control. There was a shortcoming because donated and loaned equipment could not be assigned to job without giving it a value – this would have inflated the budget of job incorrectly. Only thing lost were 2 mouse pads. Alex asked if there should be any guidelines or policies suggested to the Chapter regarding when a job is ramping up – specifically, cell phones were borrowed from Verizon and distributed before DST function was operating and it was difficult for them to track the items that were distributed. Bill suggested that this committee suggest procedure and form to MSS Committee as this is a more encompassing issue than just Cell Phones and other Technology.		ALL	

<p>Shelter trailer radio project to get off the ground</p>	<p>Waiting on antenna's and mounts and power connectors. They should arrive by November 10. Radio's and pelican cases are here. All 8 shelter trailers will have a radio and a pelican case with an integrated power-supply. In case will be a 50' and 100' coaxial cable. In trailer will be an antenna adjacent to a bulk-head opening in the trailer so that when the trailer is pulled up to a shelter the radio can be used inside connected to the external radio. Eventually there will also be a low-band handheld.</p>	<p>Ron will see if volunteers in his district will be interested in working on this project and they will contact Bill directly.</p>		
<p>DST online training</p>	<p>Bettina Brockman and Mike Celis do not yet have access. Alex will make that request. Further, Bill Carpenter suggested that everyone has access to their DSHR so that they can schedule themselves for deployment. Alex will make a request on behalf of the committee to find out how people can have their own login.</p>			
<p>New Business?</p>	<p>Ron Ross asked the status of the laptops in the DAT vans. Bill said that is pending Scott Underwood making sure that there is a secure system. Ron Ross also asked why there are Nokia 5190 cell phone charger and speakers built into the Red Cross vans.</p> <p>Alex asked the status of the Hummer. Bill said it is having 1 of each radio that is in the Comm Room installed – Bill said it will be about 1 week. 800 meg trunk radio, CWIRS radio, VHF, UHF, 41.42, Motorola UHF radio on trunk system that SD Imperial Chapter subscribes to, and others. Todd Martin asked if there is training involved and Bill said there should be some familiarization and understanding of interoperable channels in dire emergency but they are very easy to operate. The vehicle will have a double battery backup system and a huge alternator. It will have a permanent Sat phone and hazard lights.</p> <p>Ron Ross asked if there is an official policy for using radio when driving a chapter vehicle. Bill said that that Michael and Scott will need to issue a policy but that the aim is that a digit is assigned to each chapter and vehicle so that it can be easily identifiable.</p>			

<p>Other business</p>	<p>Suggestion from Ron Ross that each district be instructed to turn on Red Cross radio while it is in operation. Suggestion from Steve Meissner that we have a motion this committee create list of instructions to be put in each vehicle for procedure to use radio.</p> <p>Motion to place laminated card with the following in each vehicle: Instructions: (include picture of radio). 1. Push power switch until it turns on, 2. Be certain it says ARC-1, 3. Be certain that volume is turned up to 3 or higher, 4. Announce that the vehicle in service. 5. State when on route. 6. State when vehicle arrives at location. State when vehicle has returned to office. 7. Make sure that the radio is turned off when you are done with the vehicle. (in bold)</p> <p>Steve Meissner seconded and amended the motion that these instructions be passed to training so that when volunteers take Online Defensive Driving classes that they receive this instruction.</p> <p>Bill Carpenter will forward DST Training classes that were sent by Matt Parkins.</p>	<p>Bill will send radio use instructions to committee for comment. Changes will be discussed and agreed upon by email. Bill will then create cards and give to Regional Coordinator.</p>		
<p>Adjourned</p>	<p>Next meeting on December 9, 2009</p>			