



Emergency & Disaster Response
Material Support Services
Meeting Minutes
March 25, 2010

Attendees: Eric Brubaker, Patrice Anderson, Bill Carpenter, Sabina Cheng, Joe Chizmadia, Steve Elstein, Jack Jonathan, Mark Lim, Kat Meredith, Alex Rose, Ron Ross, Matt Seaver, Richard Ulyate, Elmer Walters, Lynette Walters, Sanford Weinberg, Kenneth Kuo, Juan McNeil, Mike Celic, Terry Larsen, Nancy Kaplan, (Call Ins) Prashanth Menon, Jennifer Yu.

Excused: David Tuckman, Oscar Rodarte, Don Dodson, Dwaine Dodson, Christina Jurado, Joe Green, John Fernandez, Julie Fernandez, Bruce Thompson, Catherine Thompson

Absent:

Agenda Item	Discussion	Actions	Responsible Party	Follow-Up Action/Date
Welcome and Introductions	Self introductions were made with each indicating which district they were from. Each of our seven districts were represented.		All	
Approval of Minutes	Minutes from the meeting on Jan 28, 2010: Motion made to approve Jan 28, 2010 minutes by Patrice Anderson & seconded by Ron Ross	Voice vote by the committee approved the minutes.	Committee	
Old Business: Client followup-procedures	Update on status of procedures for greenies. Eric Brubaker briefed the committee the procedures were pulled due higher priority items.			
Transportation	Review and discussion of new chapter vehicle book. Committee reviewed contents of new vehicle book. Three districts are trying book out.	All comments go to Ron Ross or John Fernandez in Santa Clarita.	Committee members	May 27, 010 final approval.
DST Update (Bill Carpenter)	Motion was passed to install radio auto on/off switch in vehicles. DST committee update. Bill Carpenter reported the radios on/off switches were being installed in the vehicle fleet at this time. DST committee minutes were handed out for an update of that group. Bill reported the generator was installed to provide power to the entire building.			
Bush Trailer Inventory (Eric Brubaker)	Pick date and time.	April 17, 2010, from 9:00 am – 2:00 pm was	Committee	April 17, 2010, from

		selected to do the inventory of the Bush trailers.		9:00 am – 2:00 pm
Container Inventory Project Update (Eric Brubaker)	Update on status of project. Committee was briefed Santa Clarita & Canoga Park were finished. All other districts were well on their way to being complete.			
Logistics Team Formation	District Leads, Committee Liaison's, Logistics Meet & Greet, Logistics Team Tools. Eric Brubaker led discussion on the importance of District Leads, Committee Liaison's.	After good conversation, May 15, 2010 was selected to have a Logistics meet and greet. Time and place to be determined.	Volunteers and interested parties	May 15, 2010
Shelter Trailer Configuration (Joe Chizmadia)	Update on Shelter Trailer Configuration. Joe Chizmadia briefed committee that the project to add bars to our shelter trailers is currently on hold.			
Drivers Checklist (Eric Brubaker)	Discuss new Drivers Checklist in our Vehicle Books. Eric Brubaker handed out an example of the new Drivers Checklist.			
Logistics Shelter Team (Ron Ross)	Discuss composition and need for Logistics Shelter Teams. Ron Ross led discussion on the composition & need for Logistics Shelter Teams.			
Logistics Items	Chapter Supply Inventories by District, Standardize District Layouts, Develop Resources, and Contacts for identifying facilities when needed for DRO (DR HQ, Kitchen, Whse, Develop Activity and EOC Go Kits. Web Group.	Eric Brubaker led discussion on the importance of these items and the need to continue to work on them.		
Items from the Floor	Training Events: Eric Brubaker advised in future meetings we will have some form of a training event to help build stronger teams.			
	Logistics Conference Calls: Lynette Walters asked about having Logistics Conf calls for all chapters in LA county.			Finalized at next mtg May 27, 2010.
Adjournment	Next Meeting: May 27, 2010	Matt Seaver made motion to adjourn, with a second by Elmer Walters. Meeting adjourned.		