



Emergency and Disaster Response
Material Support Services Committee
 March 26, 2009

Attendees: Eric Brubaker, Jo Burke, Ruth Burke, Bill Carpenter, Joe Chizmadia, Christina Jurado, Rouzbeh Mohajer, Matt Perkins, Alex Rose, David Tuckman, Elmer Walters, Steven Elstein, Daniel Kopti, Bettina Brockman, Jesse Munoz (Conf Call)

Guests: Jerome Thierry, Michael Hicks, Todd Martin,

Excused: Don Dodson, Patrick Dougherty, Corey Eide, Joe Green

Absent: Matt Seaver,

Agenda Item	Discussion	Actions	Responsible Party	Follow-Up Action/Date
Welcome & Introductions	Everyone was welcomed and introduced themselves to the committee.			
Approval of Minutes Feb 11, 09	Minutes from the last meeting on Feb 11, 09 were handed out and reviewed for approval.	Jo Burke made motion for approval of the minutes. David Tuckman made the second. Voice vote approved the minutes.	Eric Brubaker	
Elections of Chair, Vice Chair, DST Chair	Nominations from the floor were opened for the position of Chair, MSS Committee.	Christina Jurado nominated Joe Chizmadia for the position of Chair. Don Dodson nominated Jo Burke for the position of Chair by email. Todd Martin made the motion to close nominations. Elmer Walters made the second. Both candidates made brief statements about their qualifications. Don Dodson voted by email. A voice vote was held with Joe Chizmadia being elected Chair of the committee.		
	Nominations from the floor were opened for the position of Vice Chair, MSS Committee.	Don Dodson nominated Elmer Walters for the position of Vice Chair by email. Christina Jurado nominated Jo Burke for the position of Vice Chair. David Tuckman made the motion to close nominations. Daniel Kopti made the second. Both candidates made brief statements about their qualifications. Don Dodson voted by		

		email. A voice vote was held with Jo Burke being elected to the position of Vice Chair.		
	Nominations from the floor were opened for the position of Disaster Services Technology (DST) Chair of the MSS Committee.\	Joe Chizmadia nominated Bill Carpenter for the position of DST Chair. Joe Chizmadia made the motion to close nominations for the position of DST Chair. Todd Martin made the second. A voice vote was held with Bill Carpenter being elected to the position of DST Chair.		
Old Business	Top Three Priorities Eric Brubaker reminded everyone of our Top Three Priorities. <ol style="list-style-type: none"> 1. Standardize MSS Procedures. 2. Develop MSS Training Opportunities 3. Develop DST Function within the MSS committee and the Response Department 			
New Business	Four new procedures were handed out to the committee for discussion. They are: Guidelines for Inventory/Replenishment of District Shelter Trailers, Guidelines for Inventory/Replenishment of District DAT Equipment/Supplies, Guidelines for Inventory/Replenishment of District Canteen/Cargo Van Vehicles and Guidelines for Vehicle Equipment Inventory of Response Department Vehicles. Eric Brubaker led discussion on all four new procedures. Some of the items brought out were: Shelter Trailers- Inventories are broken into three distinct parts. DAT Equipment Inventory included the Vehicle Equipment Inventory instead of a stand alone procedure for Depart Vehicles. Eric pointed out that the Canteen procedure was new and why we needed to be able to respond from anywhere in the district.	Eric emphasized these were first drafts and that all comments should be sent to him at brubakere@arcla.org by April 10, 2009.		
	MASS Care Committee update. The committee was briefed the MASS Care committee had approved two dedicated cell phones for shelter use per district.			
Next Meeting	May 28, 2009 at West L.A. District			
Adjournment		Todd Martin made the motion to adjourn. David Tuckman made the second. Voice vote was held for adjournment.		