



Emergency & Disaster Response
Material Support Services
Meeting Minutes
 December 2, 2009

Attendees: Eric Brubake0r, Joe Chizmadia, Don Dodson, Dwaine Dodson, Patrice Anderson, Bill Carpenter (call in), Steve Elstein, Daniel Kopti, Rouzbeh Mohajer, Oscar Rodarte, Alex Rose, Jeff Stansfield (call in), Jerome Thierry, Mark Lim (call in), Matt Perkins (call in), David Tuckman,
Guests: None
Excused: Jo Burke, Ron Ross

Agenda Item	Discussion	Actions	Responsible Party	Follow-Up Action/Date
Welcome and Introductions	Self introductions were made by each individual indicating which District they were from.		All	
Approval of Minutes	Minutes from the meeting on Sep 24, 2009	Motion made to approve Sep 24, 09 minutes by David Tuckman & second by Dwaine Dodson. Voice vote by the committee approved minutes.	Joe Chizmadia	
Old Business: <ul style="list-style-type: none"> • Procedures: Update on status of procedures for greenies and a standard key policy in all districts. • Tire Pressure Gage on Shelter Trailer Inventory 	<ul style="list-style-type: none"> • Procedures did not get finished on time for presentation to the committee. Need volunteers to assist in writing these procedures. • Does the Tire Pressure Gage belong on the Shelter Trailer Inventory? Lengthy discussion held on benefits of having a tire pressure gage on the shelter trailer inventory 	<p>Eric Brubaker asked for volunteers that would like to help write these procedures to email him with their availability.</p> <p>Motion made to approve adding a Tire Pressure gauge was made by Don Dodson & second by Joe Chizmadia. Voice vote by the committee approved the motion.</p>	Eric Brubaker	To be finalized and presented to the committee on Jan 28, 2010

New Business: DST Update	<ul style="list-style-type: none"> Minutes of the last DST Meeting were sent out as an attachment to the meeting notice. Vehicle radio checks were discussed at the DST committee. Bill Carpenter to draft instructions and present at next meeting. 	Bill Carpenter briefed the minutes from the DST committee.	Eric Brubaker	
Shelter Trailer radio project	Bill Carpenter also spoke about the Shelter Trailer Party and what will be involved on Saturday, Dec 12, 09. The event is on rain or shine.	Shelter Trailer radio project is scheduled for Dec 12, 09 here at West District. We will start at 8:30 AM and end mid to late afternoon	Interested volunteers	
Transportation	Presentation of new chapter vehicle book. Eric Brubaker presented the new chapter vehicle book. The logistics team at SCV put it together.	Steve Elstein volunteered to try one in Southeast District. All changes should be sent to Ron Ross in SCV.	Volunteers	New Chapter Vehicle book to be voted on by the committee on Jan 28, 2010.
MSS District Structure	The importance of having a strong district MSS team. Eric Brubaker stressed the importance of having a strong district MSS team. Eric states the need for an MSS lead and at a minimum a Transportation Lead in each district. We need the assistance to help keep track of our equipment & vehicles			
Items from the Floor	<ul style="list-style-type: none"> Tap Light, Flashlight to be added to the Shelter Trailer Inventory. After a lengthy discussion, a motion was made to include a Tap Light and Flashlight on the Shelter Trailer Inventory by Alex Rose, second by Joe Chizmadia. Voice vote by the committee approved the motion. Steve Elstein found a <i>youtube</i> movie with a good description of how to set up and take down a cot Short film on how to set up and take down a cot and the use of a breaker bar to help. ECO Friendly: Jeff Stansfield made a 	Tap Light, Flashlight to be added to the Shelter Trailer Inventory	MSS group	
		Steve Elstein will email the link to staff so we can let the committee see it before the next meeting.	Steve Elstein	
			Jeff Stansfield will research and make a presentation at the next meeting.	

	<p>presentation on the Red Cross being more echo friendly</p> <ul style="list-style-type: none"> • Access to all district offices across the chapter. Jerome Thierry discussed the need for access to all district offices for key personnel 		Eric to research and present on Jan 28, 2010	1/28/2010
Next Meeting	Jan 28, 2010			
Adjournment		Motion made to adjourn by David Tuckman and second by Jeff Stansfield. Meeting adjourned.		