



**Operations Management Committee  
Meeting Minutes  
(Regional DAT)  
June 29, 2010**

**Attendees:** Kirk Nelson(phone), Joe Green (phone), Christina Jurado, Jerry Washington, Michael Hicks, Barry Suddleson, Michael Edwards, Pat MacNeil, Sue Hammarlund, Sue Hunter, Melissa Crews, Jerome Thierry, Steve Meissner, Dave Roberts, Scott Underwood, and Corey Eide.

<b>Agenda Item</b>	<b>Discussion</b>	<b>Actions</b>	<b>Responsible Party</b>	<b>Follow-Up Action/Date</b>
<b>Welcome and Introductions</b>			Scott Underwood	
<b>Regional DAT Review</b>	<p>A short overview was provided on the roles and responsibilities of Chairs and Duty Officer and how they complement each other for Regional DAT.</p> <p>Scott Underwood provided a handout and provided an overview of incidents and cases from April 14<sup>th</sup> on.</p> <p>Kelly Mulock provided Regional DAT statistics for the first eight weeks of the program. Data for the report has been generated from the Duty Officer reports that are submitted by acting Duty Officer when incidents occur.</p> <p>Q: How do we edit an incident report that has already been created? A: Create a second incident report until the template has been updated.</p> <p>Q: If a Duty Officer receives an incident that is technically a follow up to a previous case how should it be noted in the incident report? A: Develop second incident report as it is a unique case. Highlight possible duplication.</p> <p>Q: What do responders in the field use as an incident</p>			

	<p>number when it hasn't been generated?  A: Leave the incident number blank until a CAS incident has been created.</p> <p>Q: What is the average days of assistance we provide for hotel assistance.  A: Standard is 1-3 days of hotel assistance for damage or destroyed.</p> <p>Kelly provided an overview of current number of DAT responders and new members. 140 new DAT responders as of 6/24/2010.</p> <p>Q: Are volunteers being encouraged to sign up for DAT during initial DSHR interviews?  A: Interested volunteers are provided numerous options and resources to become active in DAT. Options include working with District Chairs, Regional Coordinators and DAT Staffing.</p> <p>The next Promotions Committee is scheduled for July 12<sup>th</sup>. Once five applications have been received the committee will hold a special meeting.</p> <p>Q: How can Duty Officers report information on Team Members and Trainees?  A: If there are no objections, the survey will additionally be sent to Team Leaders for their input during the Promotions Committee review.</p> <p>Q: Should there be consideration to reconcile titles between DSHR and DAT?  A: There is strength in keeping these separate.</p> <p>Kelly provided overview on the priority DAT promotions list. The list is on the DAT folder on the common drive for District Chairs and Regional Coordinators list.</p> <p>An initiative for increasing the number of authorized drivers is underway. Currently 51 individuals are authorized and 124 individuals are in the process of completing the</p>			
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	<p>process. A new process has initiated with the DMV that will assist and ease the larger authorized driver process.</p> <p>Sue Hunter provided an overview on current individuals and the training necessary for their promotion to their next corresponding DAT level. Additional focus has been placed on the training calendar for this upcoming and ensuring classes offered match the need of volunteers.</p> <p>Q: What can we do to provide special support to volunteers who have struggled to complete all necessary classes?  A: Coordinate with the Training Coordinator to best meet each individual's need.</p> <p>During the roll out of Regional DAT a comprehensive list of suggestions and requests were compiled. This list was reviewed by the committee.</p> <p>-Opportunities for Duty Officers to provide comments on the past week of duty. These opportunities include adding comments to the incident report and the newly created Weekly Duty Officer Call on Wednesday's at 5:30pm. The committee discussed the possibility of moving the call to 6:00pm. An email will be distributed to Duty Officers for a vote on the time change.</p> <p>-A discussion ensued on including Activity Duty Officers on the online DAT calendar. The online DAT calendar is the only place where all related DAT personnel are viewable and Activity Duty Officers will remain on the calendar for the time being.</p> <p>-A proposal to create a minimum shift for DAT was brought up by leadership and DAT Staffing. The committee suggests a four to six hour shift minimum to be reviewed and voted on by the District Chairs.</p> <p>-A request was made for a specific DAT exercise to be initiated and conducted for chapter use. Further review of this request will be considered and those interested in supporting this effort should make their interest known.</p>			
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	<p>-District Chairs had raised a concern on the need to be more connected to information regarding DAT responses and responders. Regional Coordinators will generate a weekly to monthly report showing the data. District Chairs will vote on the frequency of receiving this data at the District Chairs Committee.</p> <p>-A request was made for Activity Duty Officers to be added to the Duty Roster distribution. The addition of these positions to the online calendar has resolved this request.</p> <p>-A request was made to modify the format of the Duty Roster. The roster will continue to be distributed in an editable format for personal formatting preferences.</p> <p>-Phone numbers that are displayed on the Duty Roster will continue to be displayed as Cell, Home and Work. Duty Officers are encouraged to use all numbers instead of using only a member's cell.</p> <p>-A request for weekends to be separated as a standalone shift was made by leadership and will continue to be a target for future growth.</p> <p>-Discussion ensued regarding a short list of members that may or may not be available. The need for members has been identified and has been shown in recruitment for confirmed shifts. At this time, members will continued to be encouraged to sign up in advance of upcoming shifts.</p>			
<b>Antelope Valley Update</b>	For all Antelope Valley incidents, Greater Los Angeles policies and procedures will be utilized.			
<b>Emergency Lodging Vendors Update</b>				
<b>Next Meeting July 14, 2010</b>				