



Emergency & Disaster Response
Mass Care Committee
Meeting Minutes
 01/06/09

Attendees: Bill Frazer, Sue Hammarlund, Michael Hicks, Christie Hubbard, Christina Jurado, Jo Lasky, Steve Meissner, Sally O'Sullivan, Alex Rose, Ron Ross, Stan Schwartz, Jean Scott, Jerome Thierry, Catherine Thompson, David Tuckman, Alison Marcus, Rouzbeh Mohajer, Steve Elstein

Guests: Scott Underwood

Excused: Joe Green, Eric Brubaker, Don Dodson, Dave Roberts, Linda Wright

Absent: David Behar, Patrick Dougherty, Sandy Hanagami, Himanshu Kathuria, Andrea Lomax, Jesse Lurie, Charlene Mackenzie, Karen Miller, Kirk Nelson, Brian Roth, Elmer Walters

Agenda Item	Discussion	Actions	Responsible Party	Follow-Up Action/Date
Welcome and Introductions (Bill Frazer)	Kosher subways sandwiches provided by our new Subway partnership process			
Old Business (Steve Meissner and Bill Frazer) (Steve Elstein and Jeff Stansfield)	<ul style="list-style-type: none"> • P-cards: Only can be issued to individuals and are not available for generic operations purchases. Emphasis will be on developing agreements for DO or direct billing payment process. • Shelter Feeding training • Shelter trailer radio security: equipment is locked and MSS believes it is sufficiently secured. • Feeding procedure checklist: team was a little unclear on what was asked of them 	<p>Send representative to the Staff Services/Training committee</p> <p>This discussion is deferred to the SOP focus group meeting (see below)</p>	<p>Bill Frazer</p> <p>SOP Focus group</p>	
Operations updates	Foothills incident: no clients but well run			

<p>(Steve Meissner and Bill Frazer)</p>	<p>Independence Explosion shelter: Operation was discussed Weddington Police Evacuation center: Operation was discussed</p>	<p>Electronic versions of the Incident reports are available by request. Contact Steve Meissner</p> <p>All Mass Care committee members are asked to review the reports and consider operational or procedural feedback</p>	<p>All</p>	<p>Feedback requested before the SOP focus group meeting</p>
<p>Feeding: Subway agreement (Steve Meissner and Bill Frazer)</p>	<p>The Subway contact Policy and Procedure process was presented to the committee for approval. Only Mass Care duty officers are to place the order.</p> <p>Amendment 1: Jo Lasky Remove specific contact information</p> <p>Motion to adopt Subway procedure document as amended By: Dave Tuckman Second: Jeff Stansfield</p> <p>Yes: 17 No: 0 Motion carries</p>	<p>Submit document to Policy and Procedure manual process</p>	<p>Bill Frazer</p>	<p>Next District Chairs meeting</p>
<p>Sheltering: Trailer Inventory (Sue Hammarlund)</p>	<p>Shelter Sanitation Kit: Discussed the needs of sanitation supplies</p> <p>Garbage can, tarp and dolly: A rolling garbage can for storage of the tarp has been recommended to aid in storage and transport. There was some discussion around the use of a hand truck or furniture dolly as well, but due to the limited space in a shelter trailer, this will need to be discussed with MSS committee in more detail.</p>	<p>Most supplies are found in the standard Shelter trailer inventory or the HS shelter trunk. Revisions will be made to these as opposed to adding a new "kit" format</p> <p>Refer to MSS Committee for review, recommendation, and implementation</p>	<p>Steve Meissner, Scott Underwood and Eric Brubaker</p> <p>Ron Ross</p>	

<p>Sheltering: Shelter Leadership Gathering (Sue Hammarlund)</p>	<p>Some format and venue questions were raised. A recommendation was made to ask the leadership attendees for a list of topics and just focus on those topics for the next meeting. Also rotating the venue to other district offices to increase attendance will be considered.</p>	<p>Consider remarks and schedule next SLG</p>	<p>Sue Hammarlund and Steve Meissner</p>	
<p>Sheltering: Secure client registration forms (Sue Hammarlund)</p>	<p>The addition of a locked case as a part of the shelter inventory was considered to keep client forms more secure. A larger question of the procedure, shelter closing process, and chain of custody of those forms was also raised that may not be solved by having a locked box.</p>	<p>This will be discussed more in depth in the SOP focus group under sheltering procedures</p>	<p>SOP Focus group</p>	
<p>Bulk Distribution: Training and Planning (Steve Meissner)</p>	<p>Required by National, the new Bulk Distribution class will be offered soon. First class: Jan 20th 6:30pm West LA Mar 10 6:30pm West Valley May 12 6:30pm SB</p> <p>Early February, we will also have a Bulk planning meeting to discuss the chapter's operational goals. Anyone interested is encouraged to sign up early for the class as it will fill quickly.</p>	<p>Take the class and participate in planning discussion</p>	<p>All Mass Care volunteers interested in Bulk distribution</p>	
<p>Mass Care Committee Structure (Steve Meissner)</p>	<p>There are a lot of issues in Mass Care that are not discussed in the MC committee meeting due to lack of time. The question was asked if we should have more frequent meetings, or break up the 2 month break between meetings with specific focus groups or sub-committees to cover the detail on sheltering, feeding, bulk distribution, and other special projects such as PWD/elderly resources, children in shelters, animals and pet owners, ethnic community needs, etc.</p>	<p>All Mass Care volunteers are encouraged to discuss and contribute suggestions to Steve Meissner or Bill Frazer</p>	<p>All Mass Care volunteers</p>	<p>Ongoing</p>
<p>Mass Care Standard Operating Procedure (SOP) (Steve Meissner and Bill Frazer)</p>	<p>There are a number of procedures that are written in various places, or not written down at all. This creates confusion, and inconsistencies in service delivery between the districts. A possible solution is to create a single master document to contain all the procedures and guidelines on how to run an operation of any size beginning with local response.</p>	<p>One Mass Care representative from each district will be asked to volunteer to represent their district or recruited by the District Chairs to attend the focus group.</p>	<p>District Chairs and Steve Meissner to recruit MC representation</p>	<p>TBD (early February)</p>

	<p>Motion: To create an SOP Focus group which will meet one month from now and consist of at least one Mass Care volunteer from each district. The task assigned to the focus group is to create a process for development of this master document.</p> <p>By: Jeff Stansfield Second: Sue Hammarlund</p> <p>Yes: 17 No: 0 Motion carries</p>	<p>Contacts are to inform Steve Meissner of their interest.</p>		
Roundtable	<p>Some issues were raised about trying to "green" our operation and allow for recycling.</p> <p>A resource was offered to have a video recording of Mass Care operations or skills (such as assembling or disassembling a cot) and suggestions were requested</p>	<p>Refer to MSS for feasibility and development of options.</p> <p>Refer to Training to see if they want to use it and MC can assist in skill demos as needed.</p>	Steve Meissner	TBD
Training	<p>Some important training was recommended for leadership: Disaster Frontline Supervisor: Jun 12 9am SB DIST Apr 17-18 9am, 9am SE Collaborating May 22 8:30am West Valley</p>			
Adjourned	<p>Next Meeting Mar 3</p>			