



Emergency & Disaster Response  
**Operations Management Committee**  
**Meeting Minutes**  
 January 29, 2009

**Attendees:** Mike Abramson, Pat McNeil, Kirk Nelson, Ron Ross, Don Dodson, Barry Suddleson, Patrick Trevino, Jerry Washington, Alex Rose, Michael Rohrkemper, Joe Green, Ken Rieger, Corey Eide, Peter Kohn, Eric Brubaker, Ferey Faridian, Lynette Walters, Michael Edwards, Christina Jurado, Scott Underwood, Sue Hammarlund.

**Guests:** Paula Clamurro, Sue Hunter

**Excused:** Michael Kleiner

<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>	Kirk Nelson opened the meeting with introductions			
<b>Approval of December 4, 2008 Minutes</b>	Minutes were reviewed and approved			
<b>Regional DAT</b>  <b>-Review Timeline</b> <b>-Staffing</b> <b>-FAQ From Staffing</b>	Sue Hunter was introduced as the Regional DAT Staffing lead. Sue discussed Staffing's efforts in rolling-out Regional DAT, which included calling all DDOs and District Chairs, collecting feedback from them and answering questions, following-up on the Regional DAT survey that went out to DAT responders, sending emails about Regional DAT and inviting them to join a conference call on April 5 <sup>th</sup> . She emphasized that there is a centralized staffing effort for implementation of Regional DAT, which involves a Staffing Hotline and email address that will be monitored by volunteers. Sue informed the committee that Regional DAT will be phased-in through an email notification and then by online self-registration. Committee members suggested that "SalesForce" should be called "DATForce". In the first phase, email notification and invitation to register will be sent to DAT members 1-week prior to implementation. Duty	Corey discussed important dates and invited leadership to attend additional training being held at DAT Days in March and for staff in April. There is a "line in the	All DAT volunteers	

	<p>members are requested to sign up for 7 day shifts and DAT Leaders/ members/ trainees can sign-up for single-day shifts. Duty Officers will have access to view the Duty Roster via email and will be promptly notified of any changes prior to their shift. Vacancies in the schedule will be filled by Staffing, who will welcome input about qualified volunteers from Duty Officers. Committee members requested that the exact procedures be sent to DAT members prior to implementation. There was an emphasis on volunteer accountability and team-building, particularly for those who do not inform DAT leaders of shift cancellation and are otherwise non-responsive. Sue was thanked for her efforts and leadership.</p>	<p>sand" to complete training by April 16 to continue to act in a designated role if that member has not yet taken the training. On April 14, DATStaffing will begin requesting sign-ups via Salesforce and on April 21, Regional DAT goes live.</p>		
<p><b>Duty Officer Manual</b>   <b>-Overview</b>  <b>-Input from TOC &amp; Headers</b>  <b>-Review by March 22nd</b></p>	<p>Kirk Nelson and Steve Meissner introduced the Duty Officer Manual, which highlighted the responsibilities of the duty officers, and invited members to review and provide comments/ suggestions. There was a walk-through of the Table of Contents for any missing issues and Steve mentioned that documents/ appendixes were still being drafted to supplement the Manual. Members were asked to do a line-by-line review and provide Steve with their comments and suggestions within 10 days and/or before March 22. Steve will provide this document to the members via Googledocs so that changes and edits could be reflected. Once everyone has an opportunity to provide comments, the Manual would be forwarded to the District Chairs Committee in June for review and approval.</p> <p>Kirk Nelson offered a hypothetical for members input: in Regional DAT, where will the DAT team meet prior to a call? Options included at the location of the incident, at an alternative and convenient location, at the closest district office to event or at the DAT teams own district? Scott Underwood emphasized that Duty Officers should use their "best judgment" to determine where the DAT team should convene prior to a call, and should know where the resources are (ie, respective team members' district, local district office and DAT van) and know the location</p>		<p>Steve Meissner</p>	

	<p>of the incident to make the best determination. Importance was placed on being flexible. Members provided suggestions that it should be at the closest district office to the event; not to leave personal vehicles in random locations; don't go to scene alone; go to one's own district and pick up van and/or to meet at a common location. Comments included that time would be saved from assembling a team from a pre-determined list, and time can now be used to traveling to location of incident.</p> <p>Mentorship opportunities were discussed for Duty Officers newly performing this role by pairing with a more experienced Officers.</p>			
<b>Next Meeting</b>	<b>March 29, 2009 @ EOC</b>			