



**Attendees:** Jammie Presto (WLA), Jennifer Bailey (Staff), Kelly Mulock (Staff), Francis Bradford (EV), Paula Clamurro (WLA), Lindsey Fisher (WLA), Robert Buhrow (CE), Christina Milstein (SB), Jane Briese (STAFF), Delores Stella (WV), Kristeen Singh (Staff), Mary Chasin (Staff), Brandy Welch (Staff)  
**Guests:** Red Godfrey (Staff), Andrea Palato (Staff), Bee Kong  
**Excused:** Sonya Hernandez (Staff), Alix Greenblat (WV), Sue Hunter (WV), Mauria McPoland (Staff), Maria Elizondo (Staff)  
**Absent:** Dean Francois (SB), Debra Rosenstock (WV), Alfreda Gleicher (WLA), Paula Pruner (EV), Desiree Bennett (SE)

| Agenda Item                      | Discussion   | Actions | Responsible Party | Follow-Up Action/Date |
|----------------------------------|--|---------|-------------------|-----------------------|
| <b>Welcome and Introductions</b> | Kelly Mulock welcomed committee members and self-introductions were completed. The phone conference call line was activated  |         |                   |                       |
| <b>Golden Guardian Overview</b>  | <p>Red Godfrey was invited to the meeting to present an overview of the Golden Guardian drill scheduled for Nov. 13<sup>th</sup>. However, she opened her comments by acknowledging the Staffing Team's response to their activation for the recent Metrolink incident. Red stated "nothing happens in the Response Department without Staff Services" and that the progress made within the Chapter over the past year has been huge. She also said the level of volunteer commitment for the Gulf States deployments (approximately 70 Chapter members deployed or recently returned) has been noted by NHQ and that this Staffing Services Committee will become a "national model."</p> <p>Golden Guardian is the annual state-level emergency preparedness exercise that alternates between northern and southern CA. This year's exercise includes all of southern CA and our partner agencies are expecting broad participation by ARCGLA. There will be on-line information and sign-up for Chapter volunteers wishing to participate in the drill. Our Chapter will potentially open up to 12 shelters and will also be asked to staff numerous EOCs and support local cities' efforts to participate in the drill. Staff Services will evaluate their participation in the exercise at the December meeting and discuss what was learned. Staff Services will also be called upon to help plan and staff other routine Chapter drills and exercises in the future.</p> |         |                   |                       |

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|   | <p>Kelly explained the following details regarding the human resources responsibilities for Golden Guardian:</p> <ul style="list-style-type: none"> <li>• A Save The Date e-mail has already been sent to all DSHR members;</li> <li>• An on-line registration form will be available on the response portal and Kelly will circulate sign-up instructions to all DSHR members;</li> <li>• A Staffing Services mailbox has been created to receive all e-mail responses;</li> <li>• The Staffing Team will review all e-mails and schedule available members, according to their training and qualifications, for shelters and other support activities;</li> <li>• The Team will also track the time all members spend in support of the exercise, including planning, set-up, and working;</li> <li>• This drill will be a good mentoring opportunity for participating groups and activities.</li> </ul> <p>The following questions were raised by Committee members:</p> <ol style="list-style-type: none"> <li>1. Will there be reimbursement for travel/gasoline costs to participate in the drill?</li> <li>2. Is there a role for youth in this drill?</li> </ol> | <p>Kelly will bring these questions to the Golden Guardian planning meeting and update Committee members.</p>   | <p>Kelly Mulock</p> | <p>Mtg. on 10/7</p> |
| <p><b>Review and approval of previous minutes</b></p> | <p>Minutes from the August 28, 2008 Committee meeting were approved as submitted.</p>   | <p>Minutes approved.</p>  |                     |                     |
| <p><b>Review of Metrolink Incident</b></p>            | <p>Kelly led an open discussion and review of the Staffing Team's activation for the Metrolink incident. The Staffing Team has also been invited to attend the Chapter After-Action Review that will be conducted by a neutral moderator.</p> <ul style="list-style-type: none"> <li>• Delores asked why West Valley district wasn't more involved in staffing this event before it became a Chapter-wide incident. Brandy stated it was immediately apparent this was a large mass casualty incident which automatically requires a Chapter, rather than District, response to support the staffing needs.</li> </ul>  | <p>Brandy is currently working on a Policy that defines the scope of district versus Chapter events. When complete, the Policy will be presented for approval to this</p> | <p>Brandy Welch</p> | <p>Pending</p>      |

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|  | <ul style="list-style-type: none"> <li>• Kelly thanked members of the Staffing Team who assisted in the incident: Christina Milstein; Lindsey Fisher; Paula Clamarro; and Jammie Presto.</li> <li>• The staffing team completed the following tasks: created the work schedule including the various activities needed for the incident; completed outreach phone calls and filled in the schedule with available Chapter members; resolved immediate needs and staffed through the first night (Friday); worked at West Valley District on Saturday and completed staffing needs through Sunday afternoon; made cancellation phone calls when the shelter closed early on Saturday.</li> </ul> <p>Kelly also noted that the Team helped determine how many staff was needed in various capacities by having team members visit the shelter site and observe what was actually happening in real time. This was very helpful but a few challenges were also noted:</p> <ul style="list-style-type: none"> <li>• A few volunteers were reluctant to speak by phone with staffing team members whom they did not know and requested confirmation of events from Kelly and/or Brandy;</li> <li>• Staffing team members are not yet familiar with volunteers and some staffing issues.</li> </ul> <p>Staffing Team recommendations from the After-Action Review will be brought back to this Committee for discussion.</p> | <p>Committee.</p> <p>Kelly will bring staffing recommendations to the next meeting.</p>  | <p>Kelly Mulock</p> | <p>10/23 meeting</p> |
| <p><b>Nomination for Chairperson</b></p> | <p>Kelly Mulock opened discussion on the election of a new Chairperson for this Committee. She noted there is flexibility in how Chairperson responsibilities can be divided and/or shared. Following discussion regarding the options of Co-Chairs and Chairperson/Vice Chairperson, two Committee members volunteered to Co-Chair the Committee.</p>   | <p>Paula Clamurro and Christine Milstein were unanimously elected Co-Chairpersons of the Staffing Services Committee and will assume their responsibilities at the next meeting.</p> |                     |                      |
| <p><b>Next Meeting</b></p>               | <p>The next meeting of the Staffing Services Committee will be held on Thursday, October 23 at 6:30pm at the West Chapter office. The meeting was adjourned at 8:45pm.</p>   |  |                     |                      |
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