

RACES June 27, 2013 @ 1700 hours

DRAFT Meeting Notes @ PECOC Building, 3434 E 22nd Street, Tucson, AZ 85713

Review & Approval of Meeting Minutes: J.Hand called the meeting to order and stated there are no minutes to approve.

Old Business:

TOAD update-J.Hand stated that the generator on the passenger side has been replaced and new re-arched rear springs installed. The mast is still being repaired by the vendor and J.Hand is hoping that it is repaired and returned to ADEM in the next two weeks.

B.Hickey and J.Hand have installed the HF antenna on the PECOC roof.

Team Leader Reports:

Home Unit/HF Antenna- B.Hickey stated last week they had had a joint session with the hospitals to practice relaying messages. B.Hickey stated more home unit stations are being set up and increasing their redundancy.

Hospital-M.Long stated in lieu of the upcoming November Statewide Exercise, new and existing members will be receiving updates and training on EM tracking. M.Long also stated that she will be working with assigned hospital team members in regards to hospital standard operating procedures. M.Long stated if you are not an assigned hospital team member that you must have pre-approval prior to visiting any of the hospital radio rooms.

Training-T.Brown stated that due to the TOAD being out of service no trainings were held for the month of June. J.Hand is hoping the TOAD will be returned in July and there is a tentative TOAD training scheduled for July 20, 2013. T.Brown reminded the group that their ICS 100, 200, 700, 800 certificates are due to OEMHS by July 15, 2013. Members can email their certificates to L.Romero@pima.gov.

Technology-T.Long thanked B.Hickey and J.Hand on all the work they did in regards to putting up the antenna.

New Business:

J.Hand stated that he would like to open up the discussion in regards to the team leadership positions and stated an email was sent to everyone belonging to the RACES membership that showed the following positions opened for nominations:

Director-

- maintain a broad, high-level perspective of all activities being performed by the teams
- communicate clearly, openly and frequently with OEM regarding all activities being performed by the OEM RACES group
- assign requests to the Team Leaders, pass along any deadlines imposed by OEM, and set deadlines for internal requests
- have sufficient knowledge of all OEM communications equipment and infrastructure so as to be able to:
 - assign requests to appropriate teams
 - take the initiative to address problems when they occur rather than wait for OEM to request corrective action(s)
- encourage Team Leaders to:

- complete requests on time
- communicate clearly, openly and frequently regarding any issues impacting successful completion of requests
- ensure that there is sufficient redundancy in leadership and deployment positions to guarantee reliable and adequate coverage at all times

Base Communications-This team maintains the equipment in the Radio Room, investigates and recommends new technology, ensures that any upgrades in the Radio Room are replicated in other areas, and mans the Radio Room during emergencies.

Documentation-This team guides and assists other teams in developing and creating their own Standard Operating Procedures (SOPs).

Home Units Team-This team exercises and trains in point-to-point communications methodologies that are home-based (as opposed to field-based). During an emergency, Home Units Team members become an important link in the chain of last-resort communications efforts.

Hospitals Team-During certain extreme emergencies, the sole means of wide-area communication will be radio based, and this team exercises and trains in the hospitals to support such communication, often in concert with the Home Units Team.

Mobile Communications-This team focuses on becoming subject matter experts on the TOAD and the Warrior and forms the pool of operators to be on call for deployment of either vehicle; also, is responsible for maintaining, through collaboration with the Base Communications Team, the radio equipment installed in all OEM vehicles.

Outreach-This team works on recruiting new members, on publicizing the role of RACES in the community ,and on exploring ways to collaborate with other radio groups in Pima and neighboring counties.

Training-This team guides and assists other teams in developing and creating their own training programs and materials.

J.Hand stated all nominations are due to him by 11:59 pm on Friday July 12th. J.Hand email is Jay.Hand@pima.gov

Meeting Adjourned at 1909 hours