

RACES February 06, 2013 @ 0800 hours

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

**Attendance:** F.Brady-N0KWP, T.Brown-KF7SYU, J.Christian-KE7VJW, R.Comins-W1GHF, D.Donnely-KD7VDA, L. Donnelly-KF7CNR, J.Hand-OEM, M.LePree-K7PKG, M.Long-KA7WLG, T.Long-N7HOR, G.Pallack-KB7WGF,C.Prather-OEM, L.Romero-OEM, H.Zappia-N7HND

**Review & Approval of January 23 and 30, 2013 Meeting Minutes:** J.Hand called the meeting to order and stated the minutes from January 23, 2013 were currently being revised and will be emailed to the committee and voted at the March 6 meeting. J.Hand also stated that the January 30 minutes have not been drafted and will be tabled for discussion and voting T.Long asked that the committee core members are emailed the draft minutes prior to the meeting so they have a chance to review it. J.Hand stated that L.Romero would email the committee the minutes to review.

J.Hand stated that the committee needs to identify smaller committees (ie recruitment/enrollment committee, TOAD/Mobile Communication Platform training committee, home unit, hospital). M.Long suggested that we consider the word “team” in replace of committees and identify team leaders for each team. J.Hand agreed.

J.Hand began discussions on how to proceed with individual teams.T.Long stated we need to first identify the “teams” the group would want and identify team leaders for that “team” and then ask committee members who they would like to sign up with. J.Hand stated he would like to see the existing people who lead certain teams now (ie EOC, Hospital, Home Unit) continue to do so.

J.Hand stated there is urgency on increasing the number of people who can actively deploy the TOAD and he would like Mobile Platform training scheduled as soon as possible. J.Hand asked T.Long to provide OEM with a list of names on who would be able to actively deploy the TOAD. J.Hand also stated he would like to see written standard operation procedures for RACES activation and identify what team members are assigned to do.

T.Long asked when TOAD is deployed if someone from OEM is able to go out with the vehicle and have that person bring a PCARD,. J.Hand stated he is unsure if that request can be fulfilled but will ask. J.Hand stated that anyone who gets deployed needs to be self-sufficient for 72 hours. T.Long stated he would like OEM to define what “self-sufficient” means and to provide the committee with a list of what is recommended for each volunteer to have. J.Hand agreed and will talk to management.

T.Long asked J.Hand to provide a “list of OEM priorities” to define what the expectations are of RACES. J.Hand stated the number one priority is to schedule Mobile Platform training to increase the number of individuals who can actively deploy the TOAD and pair those individuals as teams and begin an on call rotation schedule. T.Long stated OEM may have to consider contacting the individuals who are already the primary person qualified to deploy the TOAD. T.Long stated a lot of RACES members currently work full time and are not able to commit to

an on call schedule. T.Long stated they have a call out list for members who are already trained to assist with deployment.

J.Hand stated that the OEM/RACES meeting will be bi-weekly effective this meeting and stated he will be out of town until March 4, 2013. The committee stated they would like to wait and have the next RACES/OEM meeting until March 6 when he returns. J.Hand stated he would also draft an agenda for future OEM/RACES meeting.

T.Long stated that due to the lengthy discussions in this meeting that the Officers Reports will not be reported.

**New Business:**

T.Long stated he would like to see C.Michels receive some sort of farewell party. J.Hand stated he has been in contact with C.Michels and would hate to lose him indefinitely. J.Hand is still in contact with C.Michels and is hopeful he will return to the group.

L.Romero stated that the OEM van has been reserved for the trip to Ajo on February 9 and everything that was requested for the trip has been placed in the RACES room.

T.Long asked what is the largest motor-pool car available to them since he may be interested in taking RACES members to visit Ajo and possibly assist J.Wisner with his project in Ajo. J.Hand stated he will speak with J.Wisner in regards to his project. L.Romero will check on the motor pool policies.

L.Romero stated to the committee that no training documents were found for the RACES group and would like the members to either email or give her copies of their training certificates so they can be filed electronically. T.Long stated this has already been fulfilled in the past by the committee and J.Hand stated OEM would like the documents again and apologized for the misplaced documents but assured the committee this will not happen again.

B.Hickey stated his home station is down due to a battery failure and is currently working on changing his source of batteries. B.Hickey stated he will be using a reconditioned battery for now and his station should be up and running later on today.

C.Prather passed out a couple of documentation log forms for the group to use in regards to accountability on weekend activities. Committee stated they already have forms that they are using. M.Long stated they are documented and reported on a monthly basis. OEM would like the monthly report sent to them so it can be documented in their files.

J.Hand stated that at today at 1000 hours that he and B.Hickey were meeting Facilities to survey the HF project located on the PECOC roof.

M.Long stated she will be contacting UMC South in regards to how they are replacing their antenna. T.Long also stated that the VA Hospital is holding a meeting on February 8<sup>th</sup> to address the location of operation and discuss their antenna issues.

**Meeting Adjourned at 0955 hours**