

Calaveras Warehouse Project 2011-12

Advisory Committee (Web Conference)

Wednesday, November 23, 2011 (1:30-2:30 pm)

Meeting Summary

1. Attendance:

Colleen Tracy, Public Health	Doug Buchanan, Consultant
Lena Miles, Public Health	Michael McCarn, Consultant
Terry Stone, Public Health	

2. Welcome/Introductions

Doug Buchanan thanked everyone for joining the meeting.

3. Project Review (Deliverables)
 - Finalize warehouse location and conduct facility assessment:

After discussion the group agreed that it would be best to survey all three locations (the Bus Warehouse, the Town Hall and River Academy) for the RSS Warehouse. It was agreed upon that it may be best to do the survey in December when school is out.

 - Develop site plan (include security site plan) and warehouse floor plan: Calaveras County has already developed a badging procedure. Terry will forward this procedure to Doug. A generic floor plan will be used for reference until the warehouse site has been selected.

 - Identify equipment and supplies to be used for receiving, staging, and storing: A list of equipment has been started and will be modified throughout the project.

 - Obtain and include detailed list of SNS & VMI: Colleen will forward reference documents to Doug as they become available. Lena will also assist in researching these items.

 - Develop forms and procedure for receiving, picking, and packaging: Doug and Mike have begun reviewing plans from various counties and will be distributing draft documents prior to our next meeting. We will be breaking down the procedures into functional areas and developing tasks for each area.

 - Develop criteria and process for demobilizing warehouse site: Processes will be developed on how unused supplies and durable equipment will be received and returned following an event.

 - Revise local Medical Health Resource Request procedure: This topic will be moved to March, giving time for the inventory system to be developed. We will be evaluating the requesting process and forms used by providers, and consider how warehouse procedures are integrated with this process.

Deployment is all different functions and we will break it down into those functions and then into the procedures.

4. Future Meetings: Doug reviewed the future meetings outline, and asked for feedback regarding the meeting dates and times. The site survey meeting has been moved to December or January. Doug will send availability dates to Colleen. Resource Requesting topic will be moved to March. Otherwise every other Wednesday meetings at 1:30p.m. seem to work well for everyone.

5. Next Meeting: **Wednesday, December 7 (1:30 – 2:30 pm)**
Topic: -Warehouse Outline and Receiving Process