

Calaveras Warehouse Project 2011-12

Advisory Committee (Web Conference)

Wednesday, December 28, 2011 (1:30-2:30 pm)

Meeting Summary

1. Attendance:

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

2. Welcome/Introductions

Doug Buchanan thanked everyone for joining the meeting.

3. Review the draft RSS Warehouse Plan:

After review of the current draft, the group agreed:

 - Under the check in, badging, and credentialing procedure, the general orientation would be held off-site. Once assigned a position; on-site personnel will provide Just-In-Time training.
 - Asterisked information would be better as an appendix with the SNS and VMI list.
 - The last paragraph of section C about anthrax should be included under Assumptions section.
 - Under the process diagram for Transport/Delivery: warehouse Inventory Control notifies DOC logistics, who updates order status
 - In the Org chart “Supply Unit” should be changed to “Equipment and Supply Unit.”
 - Under the Logistics’ duties, Transportation Unit should be added.
 - Change Staffing unit to Warehouse Staffing Unit in org chart.
 - Under each unit, identify tasks with bullets e.g. Transportation needs for set up, transportation needs for operations, including personnel and supply deliveries.
 - Facility Procurement will be changed to Facility Readiness Unit
 - Reorganize document to reflect Org Chart.

4. Next Meeting:

Wednesday, January 4, 2012 (1:30-2:30)