Mendocino County Amateur Radio Communication Services - McARCS
Minutes Wednesday, January 9, 2008 ~ 1130 – 1300

Mendocino County Sheriffs Training Center
951 Low Gap Rd, Ukiah

Attendees: Jane Tate, John Lemmer, Bill Woodworth, Steve Turner, Jim Cline, Christine Dektor, Frank McGarvey, Annie Robinson, Marcella Chandler (note taker)

- Bill Woodworth gave a brief presentation of the new EOC remodel. The hope is the new digs are up and running ready for training by 3/31/08. His office will move to the modular previously occupied by Retirement and will have a training room. Looking into emergency services software called Web EOC that utilizes the current OASIS satellite system.
- 2 sub-committees met since last meeting 1)establish duties of Net Coordinator and 2) establish development of procedures of activation and operation
- Development of procedures of activation and operation:
    o John - ? how do we get activated in disaster
    o Local HAMs, CERTs, etc.?
    o On County level how?
    o Met w/Bill W. – Bill wants a contact system in place
    o OES coordinator $\longrightarrow$? 1 (single) contact $\longrightarrow$ phone tree?
    o Key contact will be EOS coordinator
- Other issue is MOU $\longrightarrow$ not a formal organization – no authority or chain of command
    o (State level – auxiliary)
    o (Janie – Ken Reynolds)
- After some discussion it was determined that the McARCS group is now officially affiliated with the Mendocino County Office of Emergency Services. John suggested a change to draft plan, section 6.1 to read – **we are affiliated with OES coordinator**.

Back to the agenda…

I   McARCS Leadership and Decision Making Process

- Frank and Annie started group and agreed to continue the facilitative role (shared, and that they make agendas, keep roster, phone trees, etc.). Frank has a high level of interest and motivation but is not always available. Discussion following about what is the leadership of the group – who / how?
- Jim suggested any issues be addressed by larger group – no personal or individual leader
- John – formal group or meetings by consensus @ that meeting
- Bill W. – thrilled with group as is – happy we've come as far as we have. Should remain self-governing and self-activating
- Bill offered the possibility of clerical support (for minutes and such), but makes no guarantee if the request would be granted. Discussion followed… Did not outright turn offer down, but it was suggested that someone not familiar with all the issues would not be able to take proper notes, and if that person rotated, it would be more difficult. It was suggested that we rotate the minutes to the extent possible (but Marcella's spring loaded arm went up…)
- What is the decision making process?
- John – consensus
- Annie – prefers informal

- Frank – does he hear we are already in agreement? Consensus, not unanimous?
- Jim – can always table issues that don't get solved
- Christine – need for a quorum? Agreed that more than 3 people need to be present to make any decisions. If too few people are present to fully discuss issues, table until next meeting. If someone wants to voice an opinion, they must be present.
- John will update plan with this agreed upon decision making process – he welcomes comments and questions. (wants the website moved off his personal account, though has agreed to keep and maintain it for now, but does not want it there forever. John will update the website to include other/specific individuals & put minutes on website – ? on differing formats)

II   McARCS Current Project Identification, Prioritization & Timelines

The McARCS team (formerly McHAM) began one year ago, in that year this team has come a long way and developed several valuable products. At this meeting, current projects were listed and the group prioritized them as top activities to focus on in the coming year. The three top activities are: 1) Activation/Phone Tree Protocols 2) Outreach/Recruitment, and 3) Drills and Exercises. Discussion will continue at the next meeting on who is interested in working on these groups. The other projects are also valuable and will continue to receive attention as time allows.

Project	Timeline	Who	votes
Website / minutes		John &	1
Activation / Phone tree			**6**
Outreach / Recruitment	**ongoing**	**Group**	**6**
Governance		John	
Drills & Exercises		**Group**	**6**
Equip Loan Program		Tim, Linda, Jim	1
Net Tracking / Coordination		Tim, Linda, Marcella (?)	3
DSW Project (ID)			
Adopt a HAM			1

- Other ideas thrown into the air: equip loan program, MOUs, Ids / disaster service workers (per Bill – we will not ID or require Ids of spontaneous volunteers), neighborhood watch / adopt a HAM/school (Steve Turner will talk w/schools)
- Any more idea of projects, please forward to Annie or Frank.

The next meetings are scheduled for the first Wednesday of each month from 1130 to 1300 and will continue to be held in the Emergency Operations Centers (EOC) at the Sheriff's Training Center on Low Gap Road, Ukiah.

The next five meeting dates are:
February 6, 2008
March 5, 2008
April 2, 2008
May 7, 2008
June 4, 2008