



## **Directors' and Sector Chiefs' Training February 12, 2024**

### **Welcome and Membership News**

Mike Ramer welcomed everyone and explained that roll call will be taken over the radios. There were 48 people present. Directors present who have been approved by CBOD were Mike Ramer, Diane Finley, Ed Munoz, Kyle Finley, Fran Schumaker, Odette Rojas, Amy Meier, Mike Gilbert, Daniel Grim, Irene Browne-Grim, Jean Corrigan, Andrea Butler, Marie Colaizzi, and Linda McMullen. Matt Hidalgo, Chief of Public Safety, was also in attendance. Mike introduced the new CBOD Liaison, Andy Altman.

### **Purchasing Supplies**

Mike explained that the Villages want to control costs to keep our HOAs from rising so dramatically and that does affect us. Mike will send an email explaining the procedures we use. He stated that expenses need to be pre-approved - Area Reps need to send to Sector Chiefs, and Sector Chiefs need to send to Mike for approval. Mike will forward the request to the Villages and get approval. Following purchases, send receipts to Mike by sending an electronic copy of the invoice or receipt (preferred) or sending him the paper copy, and he will coordinate reimbursement. Diane added that Sector Chiefs should send requests to Mike, Directors of AID Stations, Communications and Shelter should send requests to Diane, and Directors of Medical and Emotional Support should send their requests to Ed. Question: When do we request AID Station supplies? Mike said anytime they are needed.

### **NEW Logistics Team**

Diane explained that when the Specialty Teams were set up, an Engineering team was created. The name of the group was changed to Damage Assessment, then to Safety, and now they will be called Logistics. Mike Gilbert and Ken Colaizzi will head up the group and their charge is to put up tents, tables, chairs, propane tanks, generators, and lights, and other tasks for EPC when needed during an emergency.

### **Radio Training**

Kyle Finley showed a 2-minute video on radio operations which taught:

Push and hold the PTT button throughout the communication, push before talking.

Hold the mike 2-5 inches in front of your mouth.

Do not talk straight into mike, turn sideways and talk past it.

Avoid background noises around the mike - keyboards, people talking, cars going by.  
Speak clearly in a normal voice - not fast, loud, slow, whisper.

The Communications Team then called out the Sectors' roll call over the radios: " Sector \_ this is Radio \_ Leader, do you copy? (Response) Please state your Name and Village. (Response) Thank you. You may turn off your radio and remove your battery pack. " Question: When I receive a message I have 3 bars on my radio, but when I transmit I only have 2 bars. Why? Answer: You have 3 bars when you are receiving a message because you use less battery, you have 2 bars when you transmit because you are using more battery. If you go down to 1 bar when you transmit you should change your battery. If you put batteries in and get nothing, try rolling the batteries in place. This helps establish a new connection. Also, you can use a battery tester which is found in all AID Stations, Bin 1. You insert the battery into the tester and read the status of your battery's health. Kyle shared that the Communications Team has some new members, and that some will help deliver completed forms to the Incident Commander.

### **AID Stations**

Kyle shared they will move the AID Stations in Sectors 3 and 6 in 2024. Sabrina shared that EPC will have an AID Station Scavenger Hunt so all Sector Chiefs can locate all the Stations. Question: When will the new AID Stations be built? Diane shared that they will use wooden Tuff Sheds, but they do not have build-in dates yet.

Bob Dolci advised that Diane has created improved and detailed Village Sector maps. These will be shared with each Sector's neighboring Sectors and posted in those AID Stations so that if, during an emergency, anyone needs assistance from a neighboring Sector they will know where to go.

Diane reminded everyone of the question asked last month: During an emergency, why not just go to the AID station and try to reach EPC's VEOC by radio, instead of waiting for them to reach us? Answer is because the VEOC may not be set up yet. Just turn on your radio and go on with your duties. Respond when you hear the roll call.

The meeting was adjourned at 10:15 am.

The next EPC Directors' and Sector Chiefs' training will be March 11, 9 am, in Foothill Center.

Respectfully submitted,  
Linda McMullen  
Recorder, EPC Secretariat