



## DISTRICT MATERIALS TEAM WEBINAR MINUTES

Date: January 20, 2021  
To: D11N Materials Team  
From: Jerry B. Edelen, DSO-MA

1. **Introduction** of new District Materials Team as it exists now:

- a. Jerry Edelen, DSO-MA
- b. Bard Mansager, Deputy DSO-MA- extensive background in supply management.
- c. John Brandenburg, DSO-MA (Rolling Fleet Manager).

2. **District Materials Team Responsibilities:**

*COMO Dean McFarren has expanded the responsibilities of our Materials functions from merely running the District Store to including the new responsibilities listed below.*

*Here are some of the additional responsibilities the Team has assumed:*

- a. ***Support the Divisions and Flotillas in their Materials functions.*** (Here's where FSO-MAs and SO-MAs can assist. Let us know how our District Materials Staff can assist you.)
- b. ***Training.*** Our District Materials Team will be offering Materials-related classes at PCA and D-Train.
- c. ***Monthly MA Reports, to include input from Division SO-MAs.*** (These reports will consolidate our District Materials Status and keep senior leadership up to date on our accomplishments and the issues we're working on.)
- d. **District Store Management.** All former District Store Managers have decided to move on for various reasons, so, we're basically starting from



scratch. The webinar attendees were asked to be patient for a while, until the Store could be reconstituted. They were asked if there are any items they wanted stocked, please let the District Materials Team know and we'll do our best to accommodate.

- e. **District Rolling Fleet Management** (shared with District Public Affairs)
  - i. *Basically, managing the Auxiliary Communications Vehicle (ACV), the 4 Coasties and their Trailers:*
    1. Where are the vehicles are located?
    2. What is their maintenance/ insurance status?
    3. Who is responsible for each vehicle?
    4. Who are the qualified drivers/ haulers and when are they up for renewal for their licenses/ insurance?, etc., etc.
  - ii. The webinar attendees were informed that I've gotten with Jane Smith, DSO-PA and she's confirmed she will handle the operational side of the house, while the Materials Staff will handle the maintenance areas previously noted.
  
- f. **Audio/ Visual Equipment Management.** Presently, there is no centralized accountability of the District-purchased AV equipment in our District. That includes:
  - i. Laptop computers
  - ii. In Focus Projectors
  - iii. Screens
  
- g. Our District Team will try to identify:
  - i. Location of all functional AV equipment in our District
  - ii. Identify whether District owned, or privately owned which could be used to support District Operations, PCA or D-Train.
  - iii. Have personnel sign for all District Equipment.
  
- h. **Personal Protection Equipment (PPE): NOT AN INHERENT MATERIALS RESPONSIBILITY ABOVE FLOTILLA LEVEL**
  - i. Alex Bennett pointed out the FSO-MA's are heavily involved with PPE ordering and accountability and questioned if PPE was one of the Management Areas of District Materials.
  - ii. Short answer...no. The webinar attendees were informed that I did call Mike Brown, District PPE Manager who works directly with our Operations and Training Officer and Director of Auxiliary managing the PPE. We're both looking for ways to support both of our areas of responsibility.



iii. Mike asked me to pass the following information at our webinar, which I did:

1. All PPE must be ordered by either the Flotilla Materials Officer or Operations Officer
2. The PPE request must contain:
  - a. First and Last Name of requestor
  - b. Flotilla number
  - c. Whether Boat Crew or Trainee
  - d. Which PPE items are desired
  - e. The specific sizes of the specific PPE:
    - i. Mustang
    - ii. Type III
    - iii. Vest
  - f. Note: Member number is not needed

Webinar attendees were asked to check to see which boat crew members they have in their unit that are not active, and if not, have those members turn in their PPE.

- i. **Communications Equipment Management** (shared with District Communications). I spoke with Larry Stanton, DSO-CM. We'll be working together *locating all District Communications Equipment, ensuring the equipment is signed for and that routine maintenance is scheduled and performed.*
3. Status of District Materials Team- Vacancies...Webinar attendees were asked if they were interested in serving on the District Materials Staff. In the future, if additional District Materials staff requirements are identified, we could vet these personnel for the possible positions(s).
4. Monthly Division Materials input into our District Materials Board and Staff Report
  - a. Webinar attendees were informed that we need monthly SO-MA reports from them two weeks prior to the District Board and Staff Meeting. They were told they would receive a reminder e-mail each month reminding all Division SO-MAs of the need for their reports. If there is no report for the month, they were asked to reply as such.
5. Webinar attendees were asked how the District Materials Team could assist them. No ideas came up at the Webinar. They were asked to contact me directly if they saw a need in the future.



6. Materials Team Webinar purpose/ frequency? Date/ time?
  - a. The members on-line felt that monthly webinars would be too frequent, since I would be consolidating all SO-MA reports and distributing them along with District notes to everyone. Quarterly webinars were deemed more useful. As for day and time, no preferences were given.
  
7. Webinar attendees were asked for any recommendations/ issues they saw at the moment.
  - a. Three recommendations were submitted:
    - i. Once the Flotillas had a handle on their Materials status, the FSO-MAs could advertise their excess Materials for transfer to other Flotillas in our District, thereby saving money.
    - ii. Coxswains should request an extra Personal Locator Beacon for their Facilities for use by Crew Trainees, if they did not already have one.
    - iii. Flotilla 7025s might be used as a basis to identify District Equipment.

*NOTE: Webinar attendees were reminded: PERSONNEL SERVING IN A LEADERSHIP CAPACITY CANNOT ALSO SERVE AS A MATERIALS OR FINANCIAL STAFF OFFICER*

*I received an excellent e-mail from Alex Bennett earlier asking where the prohibition came from against personnel in leadership positions also serving as a Finance or Materials Staff Officer.*

*There is no written prohibition in the Auxiliary Manual nor the Flotilla and Division Procedures Guides. I went up the Chain of Leadership and it was determined the prohibition was contained in an "All Auxiliary Message" dated 25 August, 2018.*

*The Webinar lasted half an hour and had over 20 attendees. 5 members e-mailed prior to the Webinar indicating they would not be able to attend and asked for a copy of the minutes.*

***Overall, a HUGE success....Kudo's to Ann Zocchi for setting up the Webinar and helping answer some tough questions.***

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