

NATCA Disaster Response Committee Washington DC Meeting Minutes

March 22-23, 2025

Saturday March 22, 2025

This was the first in-person committee meeting for 2025 and was held at the NATCA National office in Washington DC.

I. Call to order

Tom Flanary called to order the annual meeting of the NATCA DRC at 9:00am EST on March 22, 2025, held at NATCA National Office and conducted a roll call. The following persons were present: Madeline Bostic (remote), Kristi Coslin, Caty Galluci (remote), Zac Ploch, Anthony Silver, Marc Schneider, and Brett Steinle. Not Present: Chris Gallant.

II. Introductions

Tom Flanary welcomed new members Kristi Coslin and Marc Schneider and highlighted the committee's history and growth since 2017. Committee members introduced themselves to Kristi and Marc.

III. Regional Coordinators and Area of Responsibility (AOR)

A. Since there have been several changes to committee members, the committee made the following adjustments to coordinator assignments by region:

NNE: Brett, Chris

NEA: Chris, Brett

NGL: Marc, Brett

NCE: Marc, Zac

NSW: Anthony, Ashley

NSO: Madeline, Tom

NWP: Caty, Kristi

NNM: Zac, Caty, Marc

NAL: Kristi, Marc

NRX: Brett

B. Discussion about each AOR included: responses, meetings, fundraising, inventory management, volunteers, education, etc. concluded with the creation of a AOR sub-committee.

IV. Sub Committees

The following sub committees were established to report finding back to the committee NLT July 2025 monthly committee meeting:

- A. Regional Area of Responsibility (AOR): Marc, Caty, and Kristi to address responses, meetings, fundraising, inventory management, volunteers, education, etc.
- B. Initial Response Checklist: Anthony, Zac, Brett to address threat assessment, initial response checklist, and volunteer management
- C. Volunteer Management and Communication: Anthony, Madeline, and Kristi to address a clear process for recruiting, managing, and communicating with volunteers. Including organizing the volunteer list and define responsibilities, tiered membership of volunteers, volunteers attend monthly meetings to feel more connected, and identifying volunteers' locations and skill sets to manage them more efficiently.
- D. Inventory Management and Asset Tracking: Marc and Brett to compile a list of all equipment and supplies currently in possession, including location and who has custody, best way to organize and store the equipment,

including potentially using storage containers/pods in strategic locations, and develop a standardized process for tracking and maintaining accountability of equipment, including electronic inventory systems and clear chain of custody procedures.

- E. Response Trailers: Marc and Brett to explore possibility of the number of trailers to start with, list of existing equipment and inventory to determine what is available to outfit the trailers, including costs and options for response trailers.
- F. 501(c)3: Marc to explore options involved with setting up a 501(c)(3) charitable organization called "DRC Two" to handle donations and funding, establishing a LLC in Indiana for the purpose of the trailers, and inquire cost estimates for the 501(c)(3) and LLC setup.

V. Finance

Tom led discussion about DRC Finances.

- A. Disaster Relief Fund (DRF): The current fund balance is approximately \$216,188 with recent significant spending on hurricane responses. Current Automatic Payroll Deductions (APD) are \$6179/PP or approximately \$160,677 annually. Approximately 629 of 14,775 members participating, which is a participation rate of 4.26%. Also discussed the recent ability to use the DRF for fundraising towards the DRC/DRF.
- B. Committee Budget: 2025 budget was approved for \$24,000 by NEB/NFC. With new ability to use DRF for fundraising, committee discussed the current budget sufficient to allow for attendance at NATCA events and additional in person meetings in 2025.
- C. Issues with payroll processing and the need for a more reliable system were highlighted, with suggestions for using third-party services to streamline payments. Awaiting the creation of a 501(c)3 to explore setting up an alternative online donation system, to have more control and transparency over the process and allow retired and non-members to donate.

VI. Adjournment

Motion to adjourn was made at 5:00pm EST by Brett, and second by Anthony.

Sunday March 23, 2025

I. Call to order

Tom Flanary called to order the second day of the annual meeting of the NATCA DRC at 9:00am EST on March 23, 2025, held at NATCA National Office and conducted a roll call. The following persons were present: Madeline Bostic (remote), Kristi Coslin, Caty Galluci (remote), Zac Ploch, Anthony Silver, Marc Schneider, and Brett Steinle. Not Present: Chris Gallant.

II. NATCA ResponseNet

Zac created and introduced the NATCA Response Net, a customized program designed to house all relevant information in one place. The dashboard includes managing assets, volunteers, and issues. Key features include a searchable recall form, a membership database, a maintenance log, quick data access, asset management, and customizable forms for adding assets and reporting issues. The approximate cost of the program is \$240 annually.

III. Volunteers

- A. Recruitment: Discussed plan for Oshkosh, including setting up an 8x8 pop-up tent., selling tumblers with free daily coffee refills, and coordinating volunteer shifts. Also, the importance of building relationships with pilots and volunteers at events like Oshkosh
- B. ArcGIS: Discussion about updating our current map overlays with volunteer and pilot layers. Additionally, need to update all membership in ArcGIS , as current layers are becoming outdated. Brett will assist Tom with updating all the membership addresses mid 2025.

IV. Adjournment

Motion to adjourn was made at 1:00pm by Brett, and second by Marc.

Minutes submitted by: Brett Steinle