



DSO-MA REPORT

Date: November 13, 2021

To: COMO Dean McFarren,
Curtis Han, District Chief of Staff
Bruce Martin, DCAPT-Support
District 11N Board and Staff

From: Jerry B. Edelen, DSO-MA

IMPORTANT NOTES:

PLEASE ENCOURAGE ALL OF YOUR PERSONNEL TO:

- a. ORDER THEIR UNIFORM ITEMS/ ACCESSORIES FROM:
Our Coast Guard Auxiliary Association on-line store www.auxcen.com. The prices are very reasonable, and a portion of each sale comes back to our District to support our Association.
- b. PLACE THEIR AMAZON ORDERS THROUGH:
www.smile.amazon.com instead of amazon.com. How does it work? Once you log onto the website, it will ask you which 501 (c) (3) charity you want to have your donation go to. Just type in "Coast Guard Auxiliary Association". That's all there is to it. In the future, log into www.smile.amazon.com, and .5% of the total of all purchases you make will automatically go the Coast Guard Auxiliary Association. It won't cost our personnel anything; but it will greatly benefit our Association and, in turn, our District!



HIGHLIGHTS:

1. DSO-CM Larry Stanton provides Rolling Stock update.
2. Active Duty POC identified to assist at Coast Guard Station Humboldt.
3. ACV purchases made and repairs made.
4. John Brandenburg is managing the ACV schedule.
5. ACV expenditures approval procedure.
6. ACV Expense Reimbursement Form is attached to this report. (example)
7. Coastie Repair Timeline is being prepared.
8. ANSC Inventory List was distributed.

DETAILS:

1. From DSO-CM, Larry Stanton: Regarding the ACV and Comms trailers. As you know the tires and batteries are all 10 plus years old and aged out. The ACV was serviced a few years ago by Kevin Sellstrom. The trailer located at Air Sta Sac **had new tires mounted last week** but the batteries are dead. I loaned two to the unit to get us through Fleet Week. They are, I believe, two-sealed 200 amp hour, 12 volt. The trailer in Utah is in the same boat. **Tires and batteries are needed.** The prior lack of tracking on our part has led to this budget problem. I am in favor of developing at least a quarterly inspection process to document this as we do in the fire service. This should help get all into alignment.
2. Active duty POC CWO Robert Canepa who is stationed at the Coast Guard Station Humboldt, has agreed to go look at COASTIE's Trailer at that location and send a few pictures to our ADSO-MA (Rolling Stock Manager) John Brandenburg. Once we get this information, we'll schedule the maintenance required to be performed.
3. John Brandenburg been purchasing items for the ACV and will submit a reimbursement request to Fran when the new budget kicks in next year. When he recently inspected the ACV, he noticed that all through the roof penetrations needed to re-caulked before winter set in. After the first rain, also noticed several leaks. He will purchase roof caulking and reseal all roof penetrations.
4. John Brandenburg, our District Rolling Stock Manager is also currently maintaining and scheduling the ACV. and putting a list together of the



maintenance required to bring it up to and keep it in top operational condition.

5. All ACV expenditures need to be approved by me prior to the ACV being used. Once I determine the ACV use is appropriate, I will let Fran Fisher know so that she can reimburse the funds
6. John Brandenburg is currently reviewing ACV Request Procedures and Reimbursement Procedure. He realizes that he needs to standardize all actions associated with the ACV- request for use, fuel cost and reimbursement, etc., and he's on it.
7. John Brandenburg is also working on a District Coastie Repair Schedule recommendation with tire replacement/ wheel packing being the first priority. This recommendation should be ready in one week.
8. The monthly Master Inventory Listing from ANSC was received and distributed to all SO/FSO-MAs in our District.

DISTRICT MATERIALS TEAM- UPDATED:

According to AUXOFFICER, our District 11N Materials Team consists of the personnel listed in the following table. This table is being updated as new personnel are appointed. Please provide me with any information you might have if any of the information is incorrect.

Position	Name	Confirmed?
DSO-MA	Jerry Edelen	Yes
Deputy DSO-MA	Bard Mansager	Yes
ADSO-MA (Rolling Stock Manager)	John Brandenburg	Yes
ADSO-MA	Dave Sequeira	Yes
Division	SO-MAs	
Div 1	John Fortner	Yes
Div 3	Jeff Fite	Yes
Div 4	Trish Votta	Yes
Div 5	Ronald Nathan	Yes



Div 6	Craig Johnson (Acting)	
Div 7	William Rouleau	Yes
Div 8	Donald Cromwell	Yes
Div 10	Billy Ray	Yes
Div 11	Nathan Jeffery	Yes
Div 12	DCDR Greg Olsen	Yes

CHALLENGES/ OBSTACLES: (Progress being made is underlined)

1. Rebuilding the District Materials Team. In January, all District Materials Team members resigned their positions except our District Rolling Fleet Manager. DSO-MA Rolling Stock Manager has been appointed along with a new ADSO-MA, Dave Segueira! All of the new District MA members are absolutely Top-Notch!
2. Ramping up in the Materials subject area- an area I and my Deputy have had little previous experience in. (Now I know what it's like to be fed with a fire hose! Progress is being made...ALL District Store "Square" software is now operational. 😊 **OCTOBER UPDATE: WOOH! NOT SO FAST, A NEW BANK ACCOUNT AND SQUARE ACCOUNT HAD TO BE ESTABLISHED DUE TO SOME HINKY FINANCIAL TRANSACTIONS IN OUR PREVIOUS BANK ACCOUNT. IT HAD BEEN CLOSED DOWN AND FRAN FISHER HAS OPENED A NEW, MORE SECURE ACCOUNT.**
3. The Covid-19 lockdown has severely hurt the functioning of our District Store and complicated obtaining some information necessary to establish a comprehensive Fleet Maintenance Record System. Progress is being made to obtain this information (see previous DSO-MA reports)

AGENCY INTERACTION:

1. There was no monthly National Materials Web Meeting this last month.



GOALS AND OBJECTIVES: (Progress being made is underlined)

Short Term:

1. Locate all District Material to ensure accountability. September's trip to CGI accomplished a lot in this regard.
2. Delineate responsibility for District Material. Our Materials Team is transitioning to accepting full responsibility for the Auxiliary Communications Vehicle. Obtaining our own key to the ACV is completed as is the maintenance we performed this month on the ACV and CGI Coastie.
3. Investigate the possibility of using accounting software in our District Store, such as inventory control software, bar codes, scanners, monthly financial reporting, etc. IPDCO-MA, St. George Rogers passed on to me a new "Square" credit card reader which I've finally been able to make work. As far as using accounting software, I'm still investigating.
4. Develop a comprehensive Vehicle Maintenance Tracking System to ensure the assignment and maintenance of our District vehicle and trailers is the most efficient for everyone and that our drivers are qualified when they use the equipment. Our DSO-MA (Rolling Stock) John Brandenburg is continuing to make progress on this.
5. Make our District Store even more relevant by expanding the items we offer and by only ordering those items that are desired by our District Personnel. An Inspection visit was conducted recently; however, most of the items were wrapped in clear plastic wrap. And, currently, it looks like there is a huge amount of material. The current plan is to arrive early Friday at CGI during our PCA weekend, set up the District Store and take a detailed inventory at that time. From there, we'll have a good idea of other items which should be stocked.
6. Contact the DSO-MAs in other Districts to see how the DSO-MA job is handled in their District, and what other support functions we might adopt to make our Materials Team even more effective. (This is being accomplished at our quarterly National DSO-MA Webinars.
7. Meet with the Base Exchange Manager at Coast Guard Island to see how we could better use the CGI BX to stock Auxiliary needed clothing/equipment. DONE!



Long Term:

1. Have Fun! Whoopee!! 😊
2. Help train SO-MA's so that they can support their Divisions to the fullest. (Note: SO-MA and FSO-MA job descriptions are now included on the District MA website.) Two District-wide Materials webinars have been conducted thus far, during which the MA attendees were provided valuable training!
3. Make use of the National Materials Liaison Division, Coast Guard Auxiliary Association, to improve the functioning of our District Materials Operations and to liaise with other District Materials Staff Sections. Two nation-wide webinars have been conducted thus far, more to follow!
4. Have at least quarterly Webinars with all members of the Materials Team to obtain feedback and assist the SO-MAs with any problems they might have. (Note: Two have been held already, more to follow.)
5. Use the Materials Team to assist in Recruiting and Retention by encouraging and providing to the Divisions effective advertising materials. (Note: This was discussed heavily in our second District Materials Webinar and will be reemphasized in future webinars.)
6. Maintain a Materials list on-line of shared Division Material so that Divisions may borrow Material from each other. (back-burner for the moment)

IMPORTANT NOTE:

Reminder, if you serve in an elected position in the Auxiliary, you CANNOT also serve in either a Materials or Finance Staff Position!

DIVISION SO-MA RECEIVED REPORTS THIS LAST MONTH:

Division SO-MAs are encouraged to submit their monthly reports for inclusion in our District MA Report to inform EXCOM and other staff officers of your activities. It is also valuable for SO-MAs and FSO-MAs to read this section to



see what their Materials shipmates are doing and to get some great ideas for their own organizations!

Division 1 (SO-MA John Clarke Fortier)

Details

Highlights 1. PPE tracked in AUXDATA2 2. PLBs issued directly to members 3. Reports from flotilla materials officers 4. Materials requested during report period Details 1. Flotilla 1-4 VFC, FSO-OP Alex Bennett and ADSO-OP-PPE Michael Brown are continuing the task of entering members' PPE inventory and maintenance logs from paper records to AUXDATA2. Members whose PPE information has been entered into AD2 will receive an advisory to that effect, with instructions for verifying the entries. Paper logs will continue to be maintained until entries in to AD2 are completed. 2. PLBs are being issued directly to members to whom PPE has been issued. Recipients register their PLB with NOAA under an individual account. Copies of the registration are forwarded to FSO-OPS. PLB monthly self-test reminders continue to be sent by FSOs-MA to PLB custodians. FSOs-MA maintain PPE logs to monitor self-testing and expiration dates. 3. Reports from FSOs-MA: 113-01-02: no report received to date 113-01-04: report received; attached 113-01-07: no report received to date 113-01-09: no report received to date Projects 1. Activities and projects in progress as well as planned for the immediate future: to work closely with the FSO-MAs in the pursuit of efficiency and ease in fulfilling materials orders

ITEMS ORDERED	#	QTY	DESCRIPTION	COMMENTS
AuxA 88336	2	10-book	Boating Safety textbook packages	for Mary Kirkwood

Division 3 (SO-MA Jeff Fite)

Activity for the month of October 2021:

• Highlights

- Coastie #3 is Out of Service
- Division inventory search is ongoing—and two TV's have been donated
- There were no Materials requests at the Division level this month



- Flotilla Activity Details

- Pete Hnat, FLT 31, no report
- Joseph Heap, FLT 33, nothing to report
- Richard Celia, FLT 35, no report
- Larry Stanton, FLT 3-10, met with me to plan reorganization and cleanup of 3-10's storage space at Elk Grove East Lawn Cemetery's mausoleum. Date TBD. Supported PA event at Golden Empire Scout Jamboree, Galt, CA, 30 OCT 2021.

- Projects

- Coastie #3 is fully out-of-service. The robot will not “handshake” with the handset controller, rendering him immobile, without lights or siren, and the water-squirter runs continuously. This is in addition to the prior problems. I am working with John Brandenburg to address this problem, hopefully restoring minimal function as before.
- Tire & Bearing Estimates for the Coastie Trailer. Need three estimates to John Brandenburg, and then completed work, for the Coastie trailer to be back in service
- Coastie repair & refurbishment: a detailed report on Coastie and his trailer have been sent to John Brandenburg, the District rolling stock manager. Coastie has a number of issues, and a full factory refurbishment is needed. The trailer has considerable UV damage, and needs to be re-registered and new tires and bearings.
- Locate and inventory unaccounted Division property accurately.

- Challenges & Opportunities

- Cultivate regular reports from FSO's
- Two new FSO's to train—and perhaps retraining of the other two is advisable

- Agency Interactions

- None reported

- Goals & Objectives

- Locate suitable storage for Division property and consolidate it there



- Determine which FSO's have their own ordering accounts with Division of Boating and Waterways, and obtain one for those in need — still in progress as of 11/3/21

Division 4 (So-MA Trish Votta (Randy Tan submitting))

I ordered envelopes and postage for our FSO-FN and got confirmation it was delivered.

Division 5 (SO-MA Ronald Nathan)

Flotilla 5-1 nothing new to report, we still have a good supply of RBS materials.

Flotilla 5-2 Position vacant. FC is storing materials and managing MA needs for Flotilla.

Flotilla 5-3 no report

Flotilla 5-5 No new activity to report.

Flotilla 5-7 no report

Division 6 (Craig Johnson, performing MA duties)

- Nothing really to report other than Flotilla 64 is well stocked if and when our Program Visitors wish to get out.
- Information is being gathered so we can do a complete refurbish of Coastie and his trailer.

Division 7 (FSO-MA Donald Moyle)

Nothing new to report.

Division 8 (FSO-MA Donald Cromwell)

Nothing to report for October

Division 10 (SO-MA Billy Ray)

SO-MA Report

10-02 No Report Received



10-03 No Supplies Requested
10-05 No Report Received
10-06 No Report Received

Division 11 (SO-MA Nathan Jeffrey)

Other than attending the workshop with the OTO, nothing new to report on my end this month.

Division 12

Flotilla 12-91: Nothing to Report

Respectfully submitted,

Jerry B. Edelen

DSO-MA

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