

OC CERT Meeting
Thursday January 30, 2014 6:30 PM
(postponed from January 23)
Public Safety Building 2nd Floor Training Room

- Meeting called to order by Ryan Lewis, Strike Team 1, at 6:40 pm. Attendance per sign in sheets.
- Review and approval of minutes from November 21 2013 Meeting.
- **Website Reminder:** A link for **OC-CERT** Information available on the Town of Ocean City website through the Emergency Services home page. The direct link is:
http://oceancitymd.gov/Emergency_Management/cert-team.html
- **Old Business:**
 - Thanks to OC CERT Members who participated in the Mayor's Open House, ICS 3+00 Training, ICS 400 Training and/or Regional Training in Newark, MD on January 25.
 - It was noted that some training may only be offered to OC CERT Members having specific qualifications, those who have advanced training and meeting the minimum criteria. (For example, only certified CERT Instructors are eligible to assist with Boy Scout training – unless otherwise noted). Most of the training offered to Town employees is also offered to OC CERT Members. As a reminder, specific, detailed information will be sent out prior to each activity.
 - Salisbury University Students will be assisting in this year's Air Show.
- **New Business:**
 - CERT Hats and equipment update. Gear will be issued upon availability. Reminder to have your OC-CERT ID's updated at City Hall if they have expired.
 - Review of December 4 2013 Planning Meeting. Any OC CERT Member, if interested, is invited to attend these Planning Meetings. Members are asked to sign up for specific Committees before the March 6 meeting.
 - The 4 Committees are:
 - Training and Exercises (including HAM Radio/RACES)
 - Emergency Operations/Recovery Operations
 - Membership Retention and Recruitment
 - Special Events/Preparedness Display Information.
 - Google Calendar. Available on Town's website under Emergency Services page. Everyone should monitor the calendar for any changes made.

- Text messages are not currently sent via CAD as the system is being updated but text messages may be sent via Bob Rhode's computer.
- **Events and Exercises:**
 - Salvation Army Bell Ringing volunteers through OC-CERT approved. Sally Crawford and Doug DeGrange volunteered their time. ***Please contact Carol Boyles if you also participated.***
- **OC-CERT Meetings/Training for 2014: January through May**

Note: These dates are subject to change.

January 2014: Wednesday 1 January Mayors Open House City Hall
 Wednesday 8th through Friday 10th ICS-300 Level Training Snow Hill, Maryland
 Thursday 23rd 1830 hours Team meeting and training at the PSB (Team 1)
 Postponed to January 30.
 Saturday 25th 0830-1230 Worcester County Fire Training Center Newark, MD for Incident Command Systems training and exercises for CERT.
 Tuesday 28th and Wednesday 29th ICS-400 Level Training – PSB.

February 2014: Tuesday 4th through Thursday 6th EOC/ICS Interface at the PSB Training room 0800-1630 hour each day. Only need to attend one day.
 Tuesday 18th Berlin BSA Troop 225 Emergency Preparedness Merit Badge. 1800-2000 hours in Berlin.

March 2014: Tuesday 4th and Wednesday 5th EOC Exercises at the PSB Training room 0800-1500 hours each day. Only need to attend one day.
 Thursday 6th 1830 hours at the PSB 2nd floor training room Planning/Committee mtg.
 Tuesday 11th Berlin BSA Troop 225 Emergency Preparedness Merit Badge. 1800-2000 hours in Berlin.
 Saturday 15th 0800-1230 hours Training with the Civil Air Patrol searching, compass reading and map reading to be held at the PSB Training room.
 *Saturday 22nd Berlin BSA Troop 225 Emergency Preparedness Merit Badge. 0830-1230 hours at the Public Safety Building.
 ***(changed to 4/12/14)**
 Thursday 27th 1830 hours Team meeting and training at the PSB (Team 2)

April 2014: Thursday 1st Berlin BSA Troop 225 Emergency Preparedness Merit Badge. 1800-2100 hours with location to be announced.

May 2014: Saturday 26th 0630-1500 hours Regional Communications Exercise Worcester, Wicomico and Sussex Counties. Report Location to be announced
Thursday 1st through Sunday 4th 1000-2100 hours except Sunday 1000-1700 hours Springfest
Wednesday 21st Town Hall meeting at City Hall 1830 hours
Thursday 22nd 1830 hours Team meeting and training at the PSB (Team 3)

- **Training to consider for future dates:**
 1. Compass reading practical exercises
 2. First Aid Training Course
 3. Training with the Civil Air Patrol

Presentation: Incident Command System (ICS) Documents

Packets of various forms were distributed and instructions/comments given on each form. Samples of completed forms pertaining to past events were displayed. Documentation is most important in all events and provides accountability. Team Leader Ryan Lewis thanked the Team 1 Members who participated in the preparation of the presentation as it was a team effort.

Closing Comments:

Thanks to Team 1 for a worthwhile and informative presentation.

Closing: Ryan Lewis

The meeting was adjourned at 9PM.

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