

At the Planning Committee meeting on 5 June 2014 a group discussion was held about the creation of three working groups with objectives from the four sub-committees that had been created.

- I. Work group one will be responsible for the creation of a “Member Skill Sheet”
The lead for this work group will be Frank Hunt

The objectives for this work sheet will be:

1. Keep track of deadlines for certifications/record keeping (i.e. CPR, first aid, Incident Command Systems training, etc.)
2. Training members through a Skills Bank
 - a. Skills assessment form
 - b. List of members’ capabilities, certifications, qualifications and/or credentials.
3. Creation of a CERT position check list with duty descriptions.
4. List of Emergency Operations Center positions and tracking of exercise participation.
5. Maintain a listing of potential training of interest for the member through a master listing for potential training classes.

- II. Work group two will be responsible for the creation of a “Member Survey form for Training Interests and Topics.”
The lead for this work group will be Sally Crawford

The objectives for this work group survey form will be:

1. List training topics and prioritize the list
2. Survey members about previous topics and include feedback or critique information.
3. Poll members to see if they are interested in completing annual training for CPR, AED, First Aid, etc.
4. Evaluate the survey information from participants and create a report with training interests, ideas for future training, satisfaction or dis-satisfaction from previous training.
5. Interests of the member with their comfort level when working events and/or incidents with them Team.

- III. Work group will be responsible for the finalization of the “OC-CERT Mission Statement”.
The lead for this work group will be Carol Boyles and Bob Rhode

The objective for this work group is to finalize the OC-CERT Mission Statement