

OC-CERT PLANNING MEETING MINUTES
THURSDAY 5 JUNE 2014
PSB 2ND FLOOR TRAINING ROOM

The meeting was opened at 6:37 pm by Bob Rhode. Attendance per sign in sheet. Thanks to all those in attendance.

Miscellaneous Information:

- Updates from the prior meeting: good attendance for the Red Cross Sheltering training and the Storm Spotter class. Trip to Wakefield was on April 29.
- More responsibilities will be turned over to the OC CERT Membership rather than handled by Bob Rhode.
- OC CERT will not be participating this Saturday and Sunday with OC1 at N.Division St for the College Beach Weekend. The EOC will be set up for this event and there will be a high police presence in the area. White Marlin Mall will be the staging area for Worcester County.
- Air Show is expected to draw larger crowds this year. Logistics will handle water/food distribution. Operations will be on OC1. There will be 4 gators available for use; radios will be issued.
- DEW Tour roster is available for sign up.
- July 4th plans for OC1 have not been finalized.

At the last Planning Meeting, 4 Sub-Committees/Goals were developed. Discussion will pertain to revising those groups.

- Creating a Two-Year Strategic Training Plan/Goals/Objectives discussion
 - What is the vision for OC-CERT through 1 January 2016?
- Regional CERT Training to be conducted quarterly.
 - Tentative months are January, April, July and October
 - Group discussion, thoughts and/or ideas
- The Planning Section will be open to all members and they can volunteer to assist with any sub-committee they wish to work on. The original members that volunteered to assist with a sub-committee will be the leads for that sub-committee.

Note: Each Sub-Committee is numbered and the following reflects the changes made at the meeting:

Planning Sub-Committee 1: Training and Exercises (including HAM Radio/RACES)

Members that have volunteered to work with this sub-committee are Frank Hunt, Bill Lubeck

1. Example – Team Building Exercises
2. List Training Topics

- a. Prioritize
3. Survey interest in topics
 - a. Post feedback
4. Keep track of deadlines for certifications/record keeping (i.e. CPR)
5. CPR/AED/1st Aid semi-annual
6. Skills Bank
 - a. Skills Assessment
 - b. List of Members capabilities/qualifications
7. Exercises – continue utilizing Town exercises

Planning Sub-Committee 2: Emergency Operations/Recovery Operations

Members that have volunteered to work with this sub-committee are Sally Crawford, Gary Masten, Bill Lubeck, and Joe Lieb

1. Revise Incident Command Forms pertinent to CERT
 - a. Revise if needed
 - b. KISS
2. Create CERT position check list/duty descriptions
3. EOC Training Exercise
4. Skills based training based on position
5. Assess requirements to work in EOC
6. Consider a Public Information Officer PIO for OC-CERT

Planning Sub-Committee 3: Membership Retention and Recruitment

Members that have volunteered to work with this sub-committee Cheryll Bissell, Sally Crawford

1. Evaluate/survey participants about interests/satisfaction/ideas
2. Establish/document minimum membership requirements

3. Complete CERT Course
4. Background check
5. Annual attendance – 1 each Training/Meeting/Event
6. Create marketing plan for recruitment and awareness
 - a. Create recognition plan (i.e. pins, clothing, certificate)
 - b. Increase awareness about CERT
7. Create/manage collateral material
 - a. Flyer
 - b. Video
 - c. Press Release
8. Identify target groups for recruitment
 - a. Lions Club, other Community Groups, AARP, Nursing homes, Wor-Wic, Church Groups, Homeowners Associations, Family and Friends
 - b. Teen CERT (age14-15 years with parent involvement/participation)

Planning Sub-Committee 4: Special Events/Preparedness Display Information

Members that have volunteered to work with this sub-committee are Joan Nardiello, Pam Sanders, and Cheryl Bissell

1. Create an “eye candy” video
 - a. SDHS
 - b. Salisbury University
2. Create Public Service Announcement
3. Positions specific checklist
4. Identify upcoming community events
5. Create “eye popping” displays

6. Look at 911/211 preparedness
7. Props
8. Create a public and/or CERT survey
9. Conduct topic specific
10. Committee Mission Statement/Goal

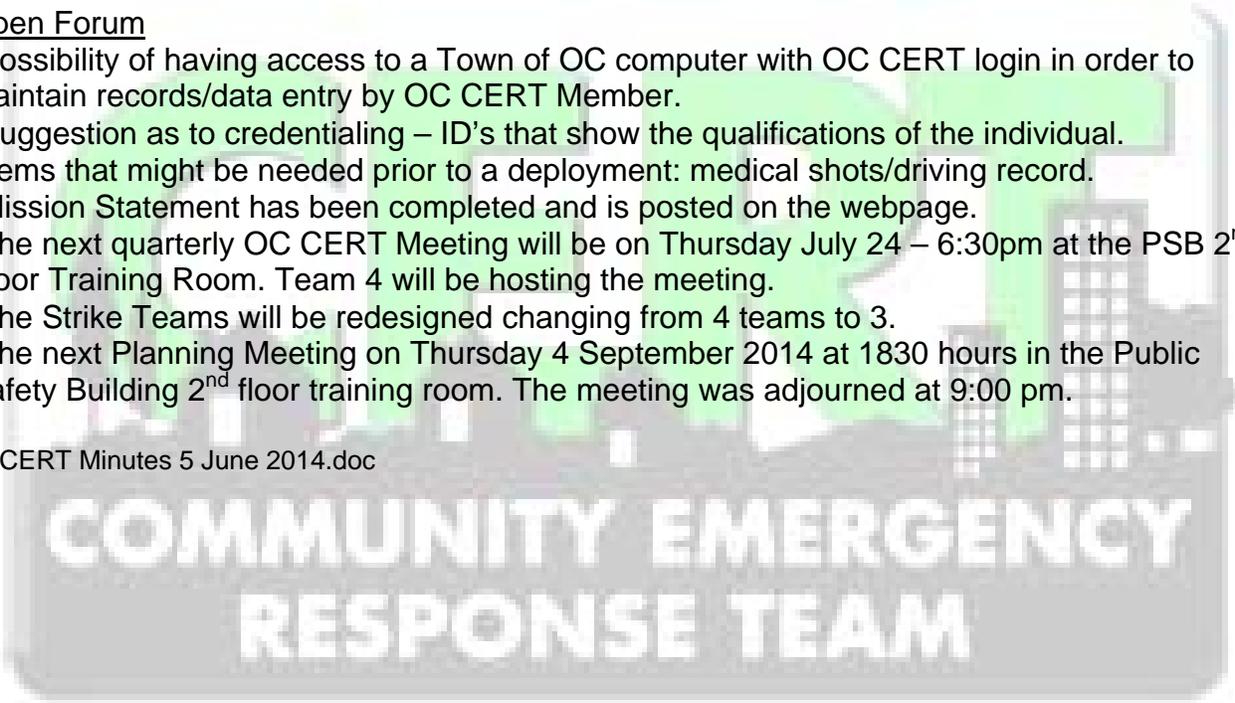
Assignments: (anyone on the Planning Committee can assist with these assignments).
Progress on these assignments will be discussed at the July 24 meeting.

- Frank Hunt to develop a Member Skill Sheet.
- Sally Crawford to create a Member Survey for training interests/topics.

Open Forum

- Possibility of having access to a Town of OC computer with OC CERT login in order to maintain records/data entry by OC CERT Member.
- Suggestion as to credentialing – ID's that show the qualifications of the individual.
- Items that might be needed prior to a deployment: medical shots/driving record.
- Mission Statement has been completed and is posted on the webpage.
- The next quarterly OC CERT Meeting will be on Thursday July 24 – 6:30pm at the PSB 2nd Floor Training Room. Team 4 will be hosting the meeting.
- The Strike Teams will be redesigned changing from 4 teams to 3.
- The next Planning Meeting on Thursday 4 September 2014 at 1830 hours in the Public Safety Building 2nd floor training room. The meeting was adjourned at 9:00 pm.

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**COMMUNITY EMERGENCY
RESPONSE TEAM**