

Montgomery County CERT Steering Committee Meeting Minutes

August 5, 2013

Steering Committee Members in Attendance

Greg St. James, Program Manager	Ben Koshy, Special Ops Coordinator	Jay KapLon, IT Coordinator
Steve Peterson, President	Kathee Henning, Training Coordinator	Jenna Agee, Dep Outreach Coordinator
Carl Brill, Vice President	Cynthia Halota, CPR Coordinator	Ken Ow, Logistics Coordinator
Tricia Laut, Treasurer		

Steering Committee Members not in Attendance

Marcy Fine, Secretary	Jay Wilson, Outreach Coordinator	Patrick Benko, Social Media Coordinator
Denise Gilmore, HR Coordinator	Tom Smith, Operations Coordinator	

CERT Members in Attendance

Mike Slingluff

Meeting began at 7:07pm

Program Manager Updates

Greg provided the following updates:

- Budget documentation and meeting with Michael Goldfarb
- Funds placed in MCCERT account from MCFRS
- T-Shirts
- Upcoming Montgomery County Fair
- Brochure and generic business cards printing

Greg and Steve have consolidated all funding requests and consolidated them into one spreadsheet and provided to Michael Goldfarb, whom they are meeting with this Wednesday afternoon to review it. They thanked everyone for their research and contributions towards ensuring MCCERT has a thorough document ready for MCOEMHS' review. Carl asked how the procurement of items in the spreadsheet will occur and Greg responded the it is believed it will be similar to how CERVIS and the web hosting services were procured; however, that will be determined at the meeting with Michael.

Greg reported that this morning he learned that MCFRS has contributed \$3,000 to MCCERT's account which will be spent on unforeseen costs over time. Steve emphasized that the role of Treasurer will become more active with the need to keep track of spending, along with the budget spreadsheet, and potentially payment for training services (TBD).

Greg reported that burgundy shirts that were initially for MCFRS (with logo) will become available for MCCERT members soon. They will have the logo replaced with MCCERTs. Also, the coordinator shirts (polo) with the logo and 10 year anniversary inscribed should be ready for distribution at the Potluck Party this Sunday, August 11th.

Greg reported that MCCERT will be at the Montgomery County Agricultural Fair on August 14th (Family Day), 16th, and 17th. In Greg's discussions with the MCFRS coordinator for the Fair, MCCERT will have, at minimum, a tent available for distributing literature. The first day at the Fair, MCCERT will have the green screen, and Pirates theme. That day is Family Day. Matt Laur will provide technical support.

Whether the green screen will be used on the 16th and 17th also will be contingent upon how well it was received on the 14th and the weather. Greg stressed the necessity to get a sign-up message tomorrow.

Officer Updates

Steve provided the following updates:

- Rick Dunn VP resignation
- Carl Brill – Vice President
- CERVIS
- Status of potluck party coordination
- Consolidation of Jan/Feb and April/May training class surveys (one gold source)
- Status of Registration forms condensed to one-page
- Completion of reaching out to trainees who recently graduated that are interested in joining MCCERT
- Review of action items

Steve reported that he and Greg received phone calls today from Rick Dunn who called to say he was resigning effective immediately for personal reasons. Both Greg and Steve thanked Rick for his service as Vice President, and respected his decision. Rick's resignation is on good terms and he will remain active with MCCERT.

Greg and Steve offered Carl Brill the position as Vice President to fill the gap of Rick's departure and Carl accepted. Carl will remain Vice President through the remainder of this election cycle. Jay K. has setup his email account.

Steve and Jay K. excitedly reported that after two years of research and consolidation of opinions and recommendations of members, MCCERT has gone live with its new volunteer management software solution – CERVIS. Acknowledgements were made for all the hard work put in by everyone over the course of the past several years, especially by Jay KapLon (IT Coordinator) and past-President Anne Culver, and is eager to begin using it. Greg would like to begin using it as soon as possible, for the Fair; however, Steve balked as there are a few more administrative matters he needs to work with Jay K. on. It was agreed upon that the message that IAR is retiring, along with three other critical subjects, will be combined in a message that will go out via IAR tomorrow. After tomorrow, all communications will come from CERVIS.

Tricia is working with Anne Culver coordinating behind-the-scenes - the potluck party. She reported that 65 people (children included) have RSVP'd. There will be another reminder message sent out to membership this week. Several people in attendance offered to bring games to play. The current challenge facing Sunday is the bringing of food. It was suggested Tricia identify the gaps in food (e.g., side dishes) and that information get distributed with the final invitation notice.

Steve reported that the consolidation of training surveys from each training class will continue as planned with Rick's departure as VP. It was not decided whether the responsibility will be handed over

to Carl to pick up or reassess the consolidation effort given there is a new prerequisite to future 2014 trainings – Storm Camp (see training update).

Steve reported that the three pages of registration forms when one comes to training has been consolidated down to one document and has been reviewed by the Officers, Program Manager, and Coordinators. It will begin being used for the September/October training class. The consolidation eliminates several redundant collection of information, yet maintains capturing the vital information.

Steve reported that the effort to personally reach out the Jan/Feb and Apr/May trainees who desire to become MCCERT members has been completed and the hand off to entering them into PIMS was made to Denise – HR Coordinator. Denise was absent from the meeting to report on whether or not all have been entered; however, Greg confirmed that several individuals have come to the PSHQ for fingerprinting appointments thus proving an effort has been made. More to come from Denise in the near future.

A quick mention of the action items appendix to the meeting agenda was made by Steve. He requested everyone take a look at them to see if they had any outstanding items.

Coordinator Updates:

Outreach

Jay W. contacted Steve and Greg to say he would not be in attendance at tonight's meeting. Steve spoke on his behalf. He introduced Jenna Agee to the Steering Committee members. Jenna will be the Deputy Outreach Coordinator. Jenna provided a report on the successful Home Depot event recently attended by herself, Anne Marrill, Todd Jasper and Carlos Santiso. Member, Laura, paid a visit to the booth to say hi during the day. It was a well-received event promoting hurricane preparedness and CERT.

Steve emphasized the importance of the growing relationship with MCOEMHS and segwayed into discussion of an opportunity, suggested by Becky Zorn – Outreach Coordinator for MCOEMHS. Greg asked that before we commit to the September 15th event, he see more information. The event is an evaluator opportunity to an exercise where CERT members would evaluate, informally, how CART performs during an exercise.

Training

Kathee provided updates on training.

The next CERT Class starts September 17th and ends October 19th, Tuesday/Saturday combination. Advertisement needs to go out. Teaching assignments will go out this month. Location is confirmed for PSHQ at Edison Park.

A list of training supplies was submitted to Greg for the budget. Requested rescue manikin, CPR supplies, bullhorns, medical supplies, medical bags.

This month MCCERT will have staff from the Office of Emergency Management do an update on their preparedness efforts. This is performed annually. Future speakers are planned through October. Officer

Dan Lane, City of Gaithersburg Police Department, had to pull out this summer due to surgery, but will get back on the schedule in the fall. He is in charge of the preparedness outreach program. The September speaker will be from Mid-Atlantic DOGS to discuss how search dogs works, partnerships with new Police unit for SAR, etc. Police have expressed interest in doing joint training with MCCERT for SAR.

Kathee received a call from PEPCO speaker bureau which was referred to CERT President for follow-up based on issues raised during July presentation. Steve spoke with the representative and requested he have Pete Pedersen get in contact with him to discuss potential future partnership on a technology initiative similar to damage assessment.

Storm Camp- Greg, Kathee, and Steve met to discuss enhancements to CERT training program. Storm Camp will be new shorter program to introduce preparedness to civilians. Gives families opportunity for a one day activity, with Pirates and photographs for the kids. Good blend of outreach and training. Once they take the Storm Camp program they can follow up with our enhanced CERT program. This gives us an option for those that do not want to become CERT (as team) members. This will also relieve registration issues since we can get attendees at Storm Camp to register for CERT class. Anticipate that we will make this a pre-requisite for CERT class, starting with January/February class.

Teen CERT – Kathee discussed exploring the idea of a separate Teen CERT class for the fall. There would only be 4 eligible new JFB who have not taken the class, so we would need to aggressively advertise this class at the high schools or older boy scouts. Several Instructors have already stated that they are interested in working with teens to provide training. Teen CERTs need CPR. Spoke to Steve Lichtenberg at GWGFD and he is very busy starting Sept Medic class. So we could use help to give a CPR class to the JFB for the fall. Two Teen CERTS will be getting their make-up certificates in August. Greg tabled any decision on this topic for the future.

Boy Scouts- October Jamboree has requested our assistance to help with their program. We do want to confirm boy scouts for the final practical on Oct 19th. Paula Sind-Prunier is the liaison to Boy Scouts for CERT. Need to know dates for Jamboree so we can provide assistance (this was done in the past so model already exists for this training)

Bethesda Urban District CERT Class - The Bethesda Urban District has requested a closed weekday class for its employees. Class was deferred from summer to fall; no dates have been setup. Kathee is still waiting on contact information to follow up. Looking at November/December timeframe for their CERT class. Greg instructed Kathee if she and Jay W. cannot connect this week to let him know and he will provide the contact information for follow up.

Communications:

Carl provided a draft communications plan to Steve and Greg. Once reviewed, it will be inserted into one of the Annexes of the Policy and Procedures manual.

Human Resources:

Steve provided an update that some, if not all, of the Jan/Feb and Apr/May training graduates have been entered into PIMS; however, Denise will need to confirm.

The topic of the HR Coordinator having access to the training certificate template was deferred until Denise was in attendance; however, Kathee emphasized to maintain integrity with the distribution of the certificates and therefore she should keep possession of the template. Greg concurred. Ben raised a continuity of operations question in terms of someone having a backup copy of the template. Steve mentioned that there may be an option within CERVIS to automate the certificate process. More will be discussed about the certificate process; however, for the time being, Kathee will be the only one in possession of the certificate template.

Information Technology

Steve announced Katelyn Keegan has volunteered to assist with the MCCERT website; however, during the steering committee meeting when he asked Jay if he had received his emails regarding this, it was discovered that Steve has been using the wrong email address for Jay, therefore, he never knew Katelyn was offering to help.

Jay and Steve talked about how they will approach training administrators on the usage of CERVIS. They will need to meet again. Also needing further discussion is sharing the webinar training links.

Operations:

Ben provided details on the upcoming Capshield event October 1st and 2nd at Ft. Belvoir. He needs to collect registrants contact information by the end of August to provide to hosts. It is desired that by the end of this week an announcement of CapShield be sent.

Steve announced that Tom Smith has become the Operations Coordinator and Ben has become the Special Ops Coordinator, responsible for events such as exercises and major pre-planned events.

Social Media:

- Steve meeting with MCOEMHS' Kevin Grubbs on August 13th regarding MCCERT's future involvement during emergencies. Greg requested to be included in the meeting invitation.

Miscellaneous:

Jenna will research into the feasibility of holding future steering committee meetings at the 2nd floor conference room in the Executive Office Building. If this opportunity turns into reality, there is a conference phone in the room, which will allow for dial-in communications with steering committee members who cannot attend meetings in person. This should ensure we have a larger number of attendees at steering committee meetings.

Meeting adjourned at 8:59pm

Appendix A: Steering Committee Meeting Action Items

July 2013

- Insert Social Media Coordinator role and responsibilities content into P&P – (?)

June 2013

- ~~Begin development of Operational procedures for incorporation into the P&P (Tom)~~
- ~~Begin development of Communication procedures for incorporation into the P&P (Carl)~~
- ~~Identify volunteers to assist with potluck party coordination (Steve)~~
- ~~Provide revised price quote for radios (to include ear piece) to Steve (Carl)~~
- ~~Discuss November/December 2013 Teen CERT training offering with Officers and Greg (Kathee)~~

May 2013

- ~~Find Jay W. a deputy Outreach Coordinator (Greg and Steve)~~
- Discuss with Kathee whether or not MCCERT could begin signing their own certificates like they use to (Greg and Steve)
- Volunteer Management Software Solution by CERVIS (Steve and Jay)
 - ~~Determine categories of members (trained, deployable, in training, etc.)~~
 - Ensure CERVIS becomes the primary membership database for storing member data
 - ~~Determine statuses for trainees and members (e.g., in training, active, inactive, etc.)~~
 - Determine all the various sources for member data and consolidate into CERVIS (Google docs, Activ, IAR, Excel spreadsheets, etc)
 - President and IT Coordinator need access to Activ and ALL other sources prior to CERVIS deployment

April 2013

- ~~Request organizers for the MCCERT 10 Year Anniversary Party at the General Meeting – (Steve)~~
- Identify photos and re-write brochure and submit to MCOEMHS for printing – (Greg)
- Identify dates/times to train hand-selected MCCERT members on green screen usage – (Greg)
- Develop the role and responsibilities for the new Social Media Coordinator position – (Steve)
- Contact Carol to identify when the Activ system stopped being used – (Steve and Rick)