

Montgomery County CERT Steering Committee Meeting Minutes

December 02, 2013

Steering Committee Members in Attendance

Greg St. James, Program Manager
Steve Peterson, President
Carl Brill, Vice President
Tricia Laut, Secretary/Treasurer

Ben Koshy, Special Events Coordinator
Patrick Benko, Social Media Coord.
Tom Smith, Operations Coordinator
Jay Wilson, Outreach Coordinator

Ken Ow, Logistics Coordinator

Also in Attendance

Mike Slingluff

Paula Sind-Prunier

David Steele

Program Manager Updates

- We are waiting for the new CERT banners and table skirts for our outreach events. Greg had screen shot of the new banner for Storm Camp.
- CPR cards have now been received (ASHI) and we're registered as our own business. Our first Friends & Family + Infant CPR/AED class is January 23rd, 6:30-9:30 p.m.
- I-Pad – we received a new i-Pad (free) from MCFR and our own Wi-Fi, to be used for sign-ins at meetings, classes and events.
- Chief Hinde has requested presence at the County Council Public Safety Committee Meeting coming up 12/09, 7th Floor, COB.

Officer Updates

- 10th Anniversary Party Committee – volunteers – Tricia Laut, Lena Choudary and her husband, David Smith, and Denise Gilmore. They will communicate with each other and provide updates and requests, etc. to the CERT board members.

Bagel Palace, Dec 12th, 7-10 p.m. + hour prior and after for set up and clean up. Greg has arranged the menu and has a little money left towards the cost of tableware, etc. The committee will need to contact Greg with what needs to be purchased, and he'll arrange for a purchase card holder to go to a Giant Food in Rockville with us. (Must be tax exempt)

Greg will give Tricia the contact at Strathmore to contact directly with questions on what size tables are, etc.

We received a very attractive "Proclamation" to display at the reception referring to our Honorable Mention award for CERT.

We have a contact for live music a guitarist that is often part of a trio at functions. He charges \$100 which Greg will pay, but others are welcome to contribute to that cost – contact Greg.

- Greg would like to pick a date for the final move of all items still in storage at the COB to the PSHQ. It will likely be after the holidays. He has help organizing the room from Bob Marques, Carlos Santiso, and David Contois.
- Boy Scouts – discussion with Paula on what went wrong this time, and how to ensure better communication with both sides next time they agree to be our volunteer 'victims'. Kathy would like to see a dedicated liaison responsible for keeping touch and developing relationships with

Boy Scouts and any other groups we wish to approach for volunteers. This person would need to attend the final practical as well. Denise will check with a local drama high school group to see if they have any interest. Paula and Mike have both said they will be at the next use of the Boy Scouts and will ensure better communication prior to the event.

Coordinator Updates:

Outreach

- Jenna and Jay are planning 2014 strategy, so there will be ample advance notice to find members available as needed.
- Storm Camp – Outreach will be working on finding organizations in the areas where Storm Camp is going to be held.

Training

- A thank you was sent to MC Police for PO Jason Huggins's November presentation on the Search & Rescue & Recovery Unit of the Police Dept. Officer Huggins was also sent a copy of our Lost Person Behavior slide program for review and comment.
- Urban District Training – the 30 hour enhanced CERT class for the Urban District will conclude on Saturday, December 7th with the final class session and practical 8 am to Noon. Monies from the contract will provide funds for shirts and other non-grant approved items for CERT members. Certificates have already been prepared for the graduation ceremony December 7th. Two special sessions were included for the "red shirt" ambassadors. The first was an in class review of IS700 and IS100 since they were full time county employees. The second session covered an abbreviated session of Bystander Care.
- A special thanks to Ken Ow, David Steele and Kristen Wear, who helped with the Urban District Training.
- Mock victims – Springbrook High School has offered to provide 4 drama club students for mock victims for Dec. 7th. The GWGFD JFB has offered to provide 3 mock victims as well. Additional 'victims' are needed and Springbrook has also been requested to provide them for Jan. 15th.
- Storm Camp meetings are progressing to develop exact subject matter to be included. Greg noted that Jeff Alderdice has been assigned through his Master's program to assist with putting Storm Camp together, 10-20 hours a week. The first class will be after Feb 15th.
- Instructor Workshop – Sat., Jan. 4th, 9 am-2 pm. All instructors wishing to teach any classes in the Winter program must attend at least ¾ workshops a year. Workshops contain up-to-date information on the national and County programs, provide refresher skills, and cover new training techniques.
- A new Train the Trainer will be held in 2014 if there are sufficient numbers to warrant the class.
- G557 Rapid Needs Assessment – CERT members Carl Brill, Mike Slinghuff and Kathee Henning attended the one day FEMA Rapid Needs Assessment class hosted by OEM joined by the MCFRS volunteer Chief Hinde, Greg St. James and Steve Peterson.
- IS340 Leadership & Influence – Kathee completed the online class in November. CERT members are encouraged to complete this short but informative program.

- It was mentioned that Greg will speak with Kathy about the option of requesting someone be her official Deputy of Training next year – perhaps David Steele.

Communications:

- The Emergency Communication Plan is continuing forward. Carl presented details on the proposed Emergency Communication Planning document. Greg will check with MCFRS to ensure we are in line on ‘tolerance’ time period to be unable to communication with Resources for major events.
- If interested please request a copy to read from Carl at communications@montgomerycert.org.
- Human Resources:
- After 12/12 Steve and Greg will review what can be automated in CERVIS regarding PIMS, IS classes and other items, so they will not hold up knowing who is qualified for their certificates at the end of each CERT class.

Social Media:

- Constant Contact – Patrick will do the November report late and will keep them monthly, so we have stats/analysis of how many went out, etc.
- Facebook, Twitter – we would like to have more members active in this area and it was suggested we could use some time in the January General Meeting to review basics of how to follow and comment on M.C. CERT Facebook and Twitter programs.
- There was and will be more discussions on how to collect and store a repository of pictures/videos on our site. Flickr was suggested as the most comment program.

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)~~