

# CERT

## COMMUNITY EMERGENCY RESPONSE TEAM

### *BRECKSVILLE – BROADVIEW HEIGHTS*

Coordinator/Board Meeting Minutes

Date: 4/6/2011

Time: 6:30pm-7:30pm

Location: Broadview Hts. Coffee Shop

Attendance: Leslie Lesinski, Marc Rubin, Pat Koss, Jim Steiger, Tim Dodd, Tom Kalvas, Brian Russo, Ed Egut, Kurt Gerber, Carolyn Jatsek, Brian Wolf, Sue Schindler

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1. May Drill—On Saturday May 21<sup>st</sup> there will be a tornado drill with a damage assessment component which will take place on Marc's cul-de-sac. The drill will start at the fire station with two teams being deployed. The remainder of the participants will perform a search drill in the field behind the fire station. There will be a cookout at the fire station following the drill. Brian R. and Sue volunteered to coordinate the cookout.
2. April General Meeting, 4-21—Tom reported that the Army Corp of Engineers will be speaking on disaster response, especially as it relates to flooding. Quad City Cert has been invite to this meeting.
3. May General Meeting—ABC Fire is schedule to do a training session on the use of fire extinguishers.
4. Face Book—Brian W. will post BBH Cert updates to the Cuyahoga County CERT Facebook page.
5. FEMA Training—Sessions must be conducted by certified trainers. Train the trainer sessions are no longer allowed as trainers must be subject matter experts.
6. School Drill follow-up—The drill that was conducted at the Brecksville Broadview Hts Central School on 3/25/11 had approximately 6-8 CERT members participate. Radios were not used but probably should have been retrieved from the fire station. The team should not participate in any event without the radios.

7. ICS 100 class—Quad City Cert will offer this class on April 9<sup>th</sup>.
8. Proclamation to Jill Gerber—The Brecksville City Council will present Jill with a proclamation for her service as CERT president at an upcoming council meeting, possibly in May.
9. Web Site Carrier—October will be the deadline to determine if our web site carrier should change.
10. Posting Meeting Minutes on the Web—Leslie suggested that Sue be trained on how to post the minutes on the web site. Jim will report at the next meeting on this possibility.
11. By-law Update—The by-laws need to be completed, the only snag in finalizing this is the question about conducting background checks. Also the question was raised if our by-laws need to match the county in requiring background checks every 5 years.
12. March Meeting follow-up—Leslie sent a thank you note to Scott Packard.
13. Brian W. will be in charge of the May Coordinator Meeting since Leslie is on vacation.

6. Action Items:

	Item	Who is responsible	By when
1	Attend City Council Meeting for the presentation of Jill's proclamation	Everyone	Date to be announced
2	Report on possibility of Sue training to post meeting minutes on web site	Jim S.	Next coordinator meeting
3	Investigate an alternative to Ohio Biz for the web site prior to February 2012.	Carolyn J., Jim S., Tom K. and Brian W.	October Coordinator Meeting.
4	Gather the necessary information to complete the POD Procedural Notebook and forward it to the Board for review and final approval.	Both Fire Departments	Report at next coordinator meeting

Next Meeting: Wednesday May 3<sup>rd</sup> at 6:30pm Broadview Hts. Coffee Shop

*Respectfully Submitted, Sue Schindler*

Cc: E.Egut, J. Hajek, C. Jatsek, P. Koss