

CERT

COMMUNITY EMERGENCY RESPONSE TEAM

BRECKSVILLE – BROADVIEW HEIGHTS

Coordinator Meeting Minutes

Date: 5/6/2010

Time: 6:30pm-7:45pm

Location: Broadview Hts. Coffee Shop

Attendance: Leslie Lesinski, Tom Kalvas, Jim Steiger, Marc Rubin, Brian Russo, Carolyn Jatsek, Sue Schindler

1. FEMA Training Classes

The classes are complete except for the drill and some make-up classes that need to be picked up. There were 7 total participants. Brian R. will work on getting the missed classes scheduled. Volunteers are still needed for the class drill to be held on Saturday May 8th.

2. May 19th General Meeting

A representative from the Army Corp of Engineers will speak on flooding and erosion at the May meeting. Brian R. is still waiting to hear if they need any special equipment for the presentation.

3. June 17th General Meeting

Carolyn will introduce the speaker at the June meeting for Brian W.

4. Summer Home Days

We will have a booth at the Brecksville Home Days. Games and hands-on fire extinguisher practice will be offered. Volunteers are needed to staff the booth, coordinate the fire extinguisher demo, patrol the fireworks perimeter and to help with the Fun Run. The Fun Run will be held on Sunday with a 1 mile walk and 4 mile run.

5. Memorial Day Parade

The Parade will be held at 9am in Brecksville with volunteers needed to carry the flag and at 10:30am in Broadview Hts.

6. Miscellaneous issues

- Please start thinking about any ideas for how we can increase our member's involvement as requests for volunteers usually yields very low numbers.
- Carolyn received some new equipment which needs to be labeled with city designations and the inventory uploaded into the database.

7. Web Site Update

Jim has completed the new design of the web site. The new home page will contain links to archived documents (i.e. meeting minutes and newsletters), links to Citizen Corp, FEMA and speakers from meetings and a "status" icon to alert members to either "Normal, Alert or Emergency" conditions. We need to designate a live date to roll-out the new site.

8. Action Items:

	Item	Who is responsible	By when
1	Send thank you notes to MetroPark Rangers and K9 Unit for March Search and Rescue event.	Brian R.	Report at Next Coordinator Meeting
2	Send thank you note to Gary Garnet for Skywarn lecture in April.	Not assigned	Report at Next Coordinator Meeting
3	Coordinate scheduling of FEMA make-up classes for the April group.	Brian R.	Report at Next Coordinator Meeting
4	Send thank you note to Gary Shoffstall for Army Corp of Engineers lecture in May.	Not assigned	Report at Next Coordinator Meeting
5	Determine the roll-out date for the new web page.	All	Report at Next Coordinator Meeting
6	New equipment needs to be labeled and the inventory uploaded into the database.	Volunteers needed	Report at Next Coordinator Meeting
7	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
8	Contact Dan Veloski about doing a Search and Rescue Evidence Handling lecture in September along with a scavenger hunt.	Not assigned	Report at Next Coordinator Meeting

Next Meeting: Wednesday June 2nd at 6:30pm Broadview Hts. Coffee Shop

Respectfully Submitted, Sue Schindler

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