

CERT

COMMUNITY EMERGENCY RESPONSE TEAM

BRECKSVILLE – BROADVIEW HEIGHTS

Coordinator/Board Meeting Minutes

Date: 5/4/2011

Time: 6:30pm-7:15pm

Location: Broadview Hts. Coffee Shop

Attendance: Jim Steiger, Tim Dodd, Brian Russo, Kurt Gerber, Carolyn Jatsek, Sue Schindler

1. May Drill, Saturday May 21st—follow-up on these items is needed:
 - Check with Mike Packard for the use of the gas meter—Brian R.
 - Check with Brecksville Fire or ABC Fire Extinguishers for the use of water fire extinguishers—Brian R.
 - Find the damage assessment pictures that may be in the CERT locker at the fire station—Brian R.
 - Bring the radios from the Broadview Hts. fire station the morning of the drill—Tim D.
 - Send a mass email to notify everyone of the drill along with a request that those planning to participate send an RSVP—Carolyn
 - Purchase food and set-up for the cookout the morning of the drill—Carolyn and Sue
 - Cook the hot dogs—Brian R. and Jim S.
2. Help need on future projects—The new barricades need to be spray painted and the forms in the folders need to be photocopied and replenished.
3. Past President Presentation—At the May 17th City Council meeting at 8pm, Jill will be presented with a proclamation to recognize her contribution as CERT past president.
4. May 18th, General Meeting—ABC Fire is schedule to do a training session on the use of fire extinguishers. This will be the last general meeting before the summer break.

5. Homedays, June 23-26th—This year we will not have a booth instead we will focus on providing help with the fireworks, parade and 5k run. Kurt suggested that his commercial insurance policy may allow him to pull the trailer in the parade. Carolyn will check on this possibility with the city.
6. Next Coordinator Meeting—A June meeting was not originally scheduled but most thought we would need one to prepare for the Homedays events. We tentatively suggested this meeting be held on Wednesday June 1st at 6:30pm.

6. Action Items:

	Item	Who is responsible	By when
1	Attend City Council Meeting for the presentation of Jill's proclamation	Everyone	Tuesday May 17 th at 8pm
2	Check on outstanding items for the May drill	Brian R.	May 21 st
3	Check on the possibility that Kurt can pull the trailer in the parade	Carolyn	Next coordinator meeting
4	Report on possibility of Sue training to post meeting minutes on web site	Jim S.	Next coordinator meeting
	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.
	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: Tentatively scheduled for Wednesday June 1st at 6:30pm Broadview Hts. Coffee Shop

Respectfully Submitted, Sue Schindler

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