

# CERT

## COMMUNITY EMERGENCY RESPONSE TEAM

### *BRECKSVILLE – BROADVIEW HEIGHTS*

Coordinator/Board Meeting Minutes

Date: 2/2/2011

Time: 6:30pm-7:30pm

Location: Broadview Hts. Coffee Shop

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

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#### 1. FEMA

Re-registration is needed for the Citizen Corps Council/CERT program. Registration is a requirement for receiving Federal Funds. The deadline is March 30<sup>th</sup>. Even though our CERT team represents both Brecksville and Broadview Hts. we need to register each city as a separate team in other words our CERT program is BBH which is composed of two teams: Brecksville and Broadview Hts.

#### 2. Damage Assessment

Chief Egut explained a new requirement for cities to report damage assessment to the state within 6 hours. The Chief would like to suggest that CERT be trained to do this assessment and reporting. The reporting will be categorized as either Public Assistance or Public Works. Public assistance is for residents and Public Works if for utilities. The classification system is fairly simple with three damage categories of Minor, Major or Destroyed. A two hour training session will take the place of the March meeting. CERT members will be deployed in teams of 4 people in a car to perform the assessments. The completion of this training should be marked on each members ID badge. When called up to perform the assessment, teams would get a refresher along with a packet of information before they go out.

#### 3. General Announcements

- a. Thank you notes need to be placed on the web site.
- b. The plan and site for the May drill needs to be formalized.
- c. The radio model that we use was forwarded to Sharon D. from Citizens Corp.

- d. We need to make sure a computer is available at all general meetings. The meeting in January was without the computer, only 13 people showed up. The hand written attendance sheet was forwarded to Jim and Tom for input into the electronic attendance record.
- e. Quad City CERT will be invited to the Army Corp of Engineers meeting in April.
- f. The Fairport Harbor gas line explosion revealed that 1/3 of citizens could not be contacted as their reverse 911 system did not have the option of cell phone numbers being called instead of land lines. Our Code Red system allows for cell phones but these need to be manually put into the system.
- g. Tim was welcomed to the Board as the new Broadview Hts. Fire representative to help Pat K.
- h. The web site payment to Ohio Biz is \$150/year per city. Pat asked if we should explore a less expensive option. It was decided that we should set a date to begin investigating this prior to February 2012.
- i. The question was asked if we should be on Facebook. Since someone would be needed to continually update this site it was decided that we would not do this at this time.
- j. Sharon D. from Citizens Corp. asked that a representative from BBH Cert attend the Cleveland Council on World Affairs roundtable discussion on Preparing for Potential Pandemic Disease. The event will be held at the Red Cross and will have international visitors from 9 different countries in attendance.
- k. The Central School event is scheduled for March 28<sup>th</sup>. CERT may be asked to be involved. More to follow.

6. Action Items:

	Item	Who is responsible	By when
1	Re-registration is needed for each CERT team to the Citizen Corps Council/CERT program	Chief Egut, Chief Hajek, Leslie L., Carolyn J. and Pat K.	March 30 <sup>th</sup>
2	Thank you notes need to be placed on the web site.	Jim S.	Next Coordinator meeting
3	The plan and site for the May drill needs to be formalized.	Marc R. and Brian R.	Next Coordinator meeting
4	The hand written attendance sheet from the January meeting needs to be input into the electronic attendance record.	Jim S. and Tom K.	Next Coordinator meeting
5	Quad City CERT to be invited to the Army Corp	Leslie L.	Next Coordinator meeting

	of Engineers meeting in April		
6	Set a date to begin investigating an alternative to Ohio Biz for the web site prior to February 2012.	Carolyn J., Jim S., Tom K. and Brian W.	Report the date at the next coordinator meeting.
7	A representative from BBH Cert to attend the Cleveland Council on World Affairs roundtable discussion on Preparing for Potential Pandemic Disease.	Leslie L.	March 7 <sup>th</sup>
8	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 March 2<sup>nd</sup> at 6:30pm Broadview Hts. Coffee Shop

*Respectfully Submitted, Sue Schindler*

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