

CERT Auxiliary Working Group

Saturday, May 9, 2020

Minutes

Scribe: David Sonnenberg

ANNOUNCEMENTS

Information from the Emergency Management Council (EMC):

- a new testing center at Ramsay Clark in Watsonville. This is an appointment only facility.
- County Public Health Services has established a new Preparedness Branch concerned with monitoring Skilled Nursing Facilities, senior living facilities, homeless shelters and “Just in time training”.
- PG & E is planning future Public Safety Power Shut-offs (PSPS). New this year -- when there is an evacuation order there will be an announcement of 4 brick and mortar shelters to assist those with issues during power outages. Possible uses are device charging, helping those who require electricity to operate life safety machines, those who require cool environments, etc.

GROUP ACTIVITY -- CERT Auxiliary ???

As announced earlier Mary Edmund will be stepping down from the Executive Director role in 20 months. (January, 2022). What is to be done? What is the most important thing we do? Should the CERT Auxiliary continue?

A lively discussion ensued with all in agreement that the Auxiliary should continue. Lots of discussion about governance aspects of the Auxiliary. Some of the issues raised included, but were not limited to:

- Shall there be a leader in each functional area;
- Decision making by a group or a single, or unitary, spokesperson;
- Will decision making, at the organization level be totally participatory (current state) or observe a chain of command;
- Do the bylaws of the board require that the board elect the head.

There is significant overlap between the Auxiliary Board of Directors (6 members -- Mike Conrad, President, Dawn Mackey, Secretary, Mary Edmund, Treasurer and Executive Director, with LizAnne Jensen, Liz Taylor-Selling, and Ken Braly, serving as Directors) and the Working Group, practically ensuring that any decision made in the Working Group will be approved by the CERT Auxiliary Board of Directors.

ACTION: It was moved, seconded, and unanimously approved the CERT Auxiliary will reorganize following the ICS structure, with a leader in each functional area and an incident commander.

It was emphasized that area leaders must have decision making authority over their functional area.

The discussion progressed to timeline. ***It was moved, seconded and unanimously approved that a group will outline and design a process for the reorganization, including procedures for nominations for Auxiliary leadership positions and voting by Working Group members by September 1, 2020.*** **ACTION:** Bill Fidler will lead group composed of Ken Braly, Bill Monroe, Mary Edmund, Liz Taylor-Selling and Dawn Mackey to accomplish this task using the attached Feb 2020 document -- CERT Auxiliary Organization developed over the last few months by the Working Group.

CERT TRAINING

MERITS

As the CERT Auxiliary has grown, there is an increasing need for a system that makes inputting information easier and done only once for a variety of reporting needs, as well as, allowing for self-reporting and verification. MERITS software tracks, compiles and records credentials, provides accountability, and ensures single-entry data recording. Team Bonny Doon is beta testing this software. **ACTION:** Instruction on MERITS is offered to other Team Leaders by contacting DawnMackey411@gmail.com.

MURS

Maintenance, Operations and Procedures for the Multi Use Radio Service (MURS) radio will be taught by Dawn Mackey using Zoom on Tuesday, May 19th from 7-8:30pm and Sunday, May 31st from 10-11:30am. A link to the Zoom class will be sent when registered for the class on "SantaCruzCountyCERT.org". Pass this information on to Team members with MURS radios.

TEAM LEADER MEETING

Preparing for deployment will be the main topic at the Team Leader Meeting scheduled for Saturday, May 16th on Zoom from 10-11:30am. There was discussion on creating a "call out" binder that explains the process in detail with steps for the incident commander. **ACTION:** ED Spurr, Operations Chief will finalize agenda and send Zoom link to Team Leaders.

PHASE 2 RE-OPENING

Some local businesses are opening. Bill Fitler introduced the idea of "social pods" and will elaborate on the concept at the next meeting.

TEAM LEADER REPORTS

Bill Munroe, Team Boulder Creek: Meeting about coping with SIP, emotional support by ZOOM, and a mask making project.

Jerry Parson, Team Los Cumbras: Antennae for MURS on community meeting agenda. Board approved protocol for how to get people in the community to the hospital quickly.

Catherine Green, Team Santa Cruz (City): Reviewed organization and team responsibilities. Also did mask making.

Dick Lovelace, Team Paradise Park: no activity

David Sonnenberg, Team Live Oak/Soquel: Discussed agenda for upcoming conference call meeting, Phase 2, latest county and state changes to SIL and social distancing.

Dawn Mackey, Team Bonny Doon: Holding monthly Zoom meetings.

Jamshid, Red Cross: Working on protocol for large scale evacuations with COVID-19 and PSPS. They are avoiding congregate shelters, favoring hotels for social distancing objectives.

Some issues raised in this discussion were:

- What can happen in an emergency if the internet is down and we can't use it? Land line phones?
- Many seniors with hearing issues cannot respond to audio, how else to reach this population?

ACTION: If you are not on the state CERT list, contact certainauxiliary@gmail.com to get on the list.

Liz Taylor-Selling reported that she had no response from the organizers of the Human Race to try to get CERT as a beneficiary of the fundraiser.

(See document following on next page)

CERT Auxiliary Organization February, 2020

Executive Director + General Staff (Deputy, PIO, Website Manager, Database Manager), Administrative Support

Coordination/Liaison

CERT Auxiliary Working Group

Agenda

Summaries

CERT Auxiliary Board of Directors

Quarterly Meetings

CERT Council

Website

Database

OES, EOC, Equine Evac, ARES, Red Cross, VOAD,

Fire Branch Managers, Law, RMC, SVEN,

Other Counties, etc.

Events (mainly Team driven)

Team Information Exchange

On-call schedule (EOC)

Policies and Procedures

Activation

Recertification

Levels of Participation

Code of Conduct

Promotion and Outreach

Newsletter

Articles

Social Network

Public

Political – County Supervisors

Reporters

Service Organizations

Operations (Chief, Deputy, Branch Managers, Course Managers,
Team Leaders, CERT Liaison, Registrar)

Staffing and Volunteer Management

Instructor Management

Meetings

Train the Trainer every 2 years

Recruitment and Retention

Team Management

Meetings

Establishing New Teams / Team Leaders

Educational Program

Program Execution

Basic

Continuing Education

MYN – Area Meetings

Family Preparedness

Sponsored Courses

Registration – google docs

Instructor Sign-ups

Deputized by County Clerk -- DSW

Community Programs

Online Course

New FEMA Curriculum

Logistics (Chief, Deputy, Equipment and Communication
Committees)

Inventory Management (Logistics)

Supplies for classes

Bins for classes

FEMA Manuals/Binders

Backpacks -- Vests / Gloves

Equipment Management/Maintenance

Aptos
Felton

Communications

Planning and Administration (Chief, Deputy, Admin Assistants)

Strategic Plan

Administration

DSW Badges
Classroom / Meeting Reservations
Knowledge about A/V and Facilities Facility
Class roster / Name Badges / Sign-in Sheets
Maintaining records

Finance (Chief, Deputy, Finance Committee)

Financial Management

Annual Budget
Insurance / Certificates of Insurance
Financial Reports
BOD
Quarterly Statements
Sales Tax
Projections
Federal and State Taxes
Donations
Grants
Reordering supplies
Annual Reports
Secretary State, Attorney General, etc

Bookkeeping (QuickBooks)

