CERT AUXILIARY OF SANTA CRUZ COUNTY
TEAM LEADER POSITION DESCRIPTION **DRAFT**

Personal Requirements

1. Complete CERT Basic
2. Develop personal/family preparedness plan
3. Maintain current DSW Certification, 25 hours of participation over five years
4. Complete continuing education classes, including Advanced Training Modules
5. Complete FEMA IS 100.c
6. Complete FEMA IS 200.c
7. Complete FEMA IS 700.b (recommended)
8. Attend at least one activation/exercise per year
9. Access to internet, email, cell phone, other technologies

Auxiliary Working Group

1. Attend monthly Working Group on the second Saturday of the month 10am-Noon, on Zoom (may send designee)
2. Provide update to Working Group on team activities/issues
3. Share information from Working Group with the Fire Branch Manager and the Team
4. Knowledgeable of policies/procedures
   - CERT Operating Procedures and Activation Policy (2024)
   - CERT Privacy Policy (2024)
   - CERT Participation Levels(2023)
   - Recertification Guidelines
   - CERT Auxiliary Working Group Meeting Summaries
   - Santa Cruz County Social Media Policy
5. Initiate and participate in Auxiliary Working Group activities, sub-committees

Fire Branch Manager

1. Meet with your team's CERT Fire Branch Manager at least 2 or more times a year
2. Fire Branch Manager may identify expectations that may be unique to their area and different from other teams.

Team Meetings

1. Provide regular team meetings (minimum four per year).
2. Maintain attendance list for team meetings, trainings, drills, etc
3. Notify CERT webmaster (webmaster@santacruzcountycert.org) of team contact information for website Local Team Information. Also provide updates on meeting time, date and location for web promotion
4. Address training and administrative information relevant to the CERT Auxiliary, Santa Cruz County and specific needs of the team
5. Meeting location and type may vary (not all teams have access to a building)
6. Virtual team meetings are acceptable. The Auxiliary provides access for a Zoom option.

Roster Maintenance

1. Maintain team roster in coordination with Auxiliary Database Manager
2. Send “Welcome Letter” email when you receive notification of new members (or call)
3. Monitor Team DSW Expiration Dates
4. Send “DSW About To Expire” email to members at least six months before expiration date.
5. Determine how members can/should contact each other as it relates to Privacy Policy (ex, ask if members want to opt-in to a team roster that is shared with everyone). Team specific.

Communication

1. Develop method to communicate routine / emergency information to members. Options may include
    a. Email communication. It is strongly suggested that teams create a CERT-specific account Ex. CityofSantaCruzCERT@gmail.com
    b. Mass text using a fee-for-service application such as Text ‘Em All or Phonevite
    c. Customer relation management (CRM) system such as Mailchimp, Sign-Up Genius, Constant Contact, Next Door
    d. Social Media communication (Facebook, Twitter, Instagram)
    e. Radio Communication (MURS/HAM)

Training

1. Provide training opportunities for team
    a. Topics may vary by team needs
    b. Methods include lecture, powerpoints, demonstrations, videos, guest speakers, discussion, Zoom, and practical drills)
2. Promote Auxiliary training, including Recorded Training
3. Promote FEMA Independent Study Program
4. Promote CERT Advanced Training Modules

Activation

1. Maintain Activation Binder and follow SOPs.
2. Maintain team activation supplies and inventory (if available)
3. Identify pre-determined team rally point (as approved by Fire Branch Manager)

Supplies

1. Access to supplies varies significantly by teams. Teams with a supply cache include Bonny Doon, Felton and Aptos/La Selva
2. The Auxiliary Logistic Chief maintains two large storage locations of supplies: Central Fire in Live Oak and one in Felton.
3. Consideration for supplies include: cost, storage location, access, inventory, and expiration

Finances

1. Most teams do not have an independent budget.
2. Teams may, in communication with the Auxiliary, solicit donations from local vendors/individuals for specific training or events. IRS compliant donation forms are available.
3. Mandatory team dues are prohibited.

Public Service Opportunities

1. Non-disaster opportunities to provide educational information to our communities.
   a. Holiday events (July 4th, Halloween, Winter holidays)
   b. Parade monitor
   c. Traffic management
   d. Safety Tables at events (National Night Out, community/public events)
   e. Public health promotion (Zika virus, hepatitis A, door-to-door flyer distribution)
   f. Local drill volunteers (Active Shooter, mass sheltering training)
2. Receive approval from Branch Manager or Auxiliary
3. Distribute only approved CERT or other recognized disaster service organization materials

Additional Resources

1. Command and General Staff Roster
2. Team Leader Roster
3. Santa Cruz CERT Auxiliary Board Roster
4. New Member Welcome Letter
5. Member DSW Renewal Letter
6. By-Laws CERT Auxiliary of Santa Cruz County
7. CERT Auxiliary Reorganization (2020) General reference only, organization has been updated
8. Zoom CERT Auxiliary access information and password
9. Disaster Service Worker Guidelines (2016)