

MINUTES  
**Sudbury CERT**  
April 12, 2007 -- 10:00 to 11:30 AM  
Goodnow Library, 2<sup>nd</sup> Floor Small Meeting Room  
*Respectfully submitted by Carole Flynn*

This first organizational meeting of the Sudbury CERT commenced at 10:00 am, with the following people in attendance:

Richard Simon	Gerry Aronson	Barbara Bahlkow
Carole Flynn	John Seeger	Karla Rose
Sally Sack	Bob Haarde	Debra Mackey
Lynne Geitz (MRC)	Fire Chief, Kenneth MacLean	

Structurally, our Emergency Management Director is Chief Kenneth MacLean, and we are under the direction of the LEPC, but we may expand our group on that.

**We are only deployed at Fire Chief MacLean's request!**

- The first order of business in organizing our efforts as an LEPC (Local Emergency Planning Committee) subcommittee Team was to select a Chairperson and Co-Chairperson. Motions were made and seconded, and it was **voted** that:

Richard Simon will serve as CERT Chairperson  
Barbara Bahlkow will serve as Co-Chairperson

Tasks to be accomplished might be modeled on the Wayland example. All actions must be reviewed by Chief MacLean, but we can confer with other emergency personnel to help define plans.

Chief MacLean suggested that two important areas are to formulate a Mission Statement and to identify tasks.

Debra Mackey (with public relations, marketing, and writing expertise) is willing to formulate a draft Mission Statement; Sally Sack suggested that sample wordings may be found on the [CERT] Website.

- Regarding Membership, Chief MacLean noted that there is a lot of interest in the community. A CERT information table was set up at the Town Meeting this past Monday (4/9); several people expressed interest and filled out preliminary questionnaires and/or contacted Richard, who said that two LEPC members also expressed interest. Additionally, some Sudbury MRC (Medical Reserve Corps) members are very interested in CERT.
- On the subject of Recruitment/Training, Carole Flynn had the idea to hold the second CERT class at Lincoln-Sudbury Regional High School, as their Schedule of Classes would go out to every residence in town. She had called Linda Hawes, LS Adult Education Dept., to inquire about this possibility, and Linda was very enthusiastic. Linda has a deadline and would need to know all the details by early May in order to insert the information into the Schedule for this coming fall. Debra Mackey and Carole Flynn will meet to formulate the insertion/s. One insert will just be an announcement to watch the media for announcements of presentations by Chief MacLean and others regarding

Emergency Awareness. The other insert might regard *either* a scheduled training, or information to pique the interest of readers enough to inquire for more information, in which case, a second class may be formed when there are enough students and we have sufficient funding. Twenty was *suggested* as class size limit. Should there be insufficient funding for a fall class, sign-up students would be notified of a delayed start. The second insert would depend on whether LS would allow it.

Richard Simon spoke with Tom Caty, Safety Manager of Raytheon, who encouraged Richard to make a funding proposal for training both Sudbury and Raytheon volunteers and present this funding proposal to Raytheon management. Chief MacLean thought this was a good idea and also spoke with Tom Caty.

In regard to the first Sudbury CERT graduation class (Saturday, April 14), Sally Sack stated that a reporter from *MetroWest Daily News* will be present, with a photographer, to record presentation of CERT hats and badges at the end of our certification exam. Richard noted that Stacy Hart of the *Town Crier (Wayland/Sudbury)* will also be present.

This is an opportunity for recruitment and/or funding issues in the forthcoming newspaper article. Wording in some of our present fliers and/or the CERT Website may be used to assist in a good press presentation.

Debra Mackey stated we should always obtain reprints (or photocopies) of any media articles, and archive them for future CERT use.

- Trainers for current CERT classes are from the ranks of the Wayland Fire & Police Departments. We need to determine who will teach future Sudbury CERT classes; possibilities are to train Sudbury personnel or rely on Wayland people to continue the training, either in Wayland or in Sudbury, and we'd pay expenses (currently paid as overtime).

LEPC, MRC, and CERT should combine their efforts in various presentations around Sudbury. Per Lynne Geitz, there are two avenues where citizens could assist: volunteer work and CERT/MRC training. Debra Mackey's role will be to assist these speakers in preparing their talks so they include pertinent information.

In addition, Sudbury Valley Trustees (180 members) indicated an interest. Per Chief MacLean, their Director said they would like to participate.

- Funding is needed! In addition to requesting Grants from FEMA, et al., The Sudbury Foundation in the past has contributed funds to the Fire Department for various pieces of equipment (~\$3600). They should be contacted in regard to CERT.

Funding donations are allowed. Town Manager Maureen Valente (ext. 3382) stated to Richard Simon that a "Gift Account" can be set up for CERT, and Fire Chief MacLean would be authorized to write checks from the account (for CERT training, equipment, etc.). Funding requests are not allowed (no fliers, etc.).

Businesses are likely inundated with requests for donations, but the Sudbury Chamber of Commerce might be another avenue of assistance. They would like to obtain more speakers for their meetings. Lynne Geitz (MRC) and others could clarify the differences between the various LEPC groups.

- Communications are important, and a suggestion was made to use a Website and then e-mail to trail interested people, asking their permission to use their input on other locations.

Barbara Bahlkow is a member of the VIP (Vulnerable In-town Populations) and will assist in helping to include information about CERT in VIP presentations.

- Regarding Sheltering, in November the American Red Cross certified Lincoln-Sudbury High School and the Sudbury Senior Center as shelters, as they both have cooking & sleeping facilities and generators, as well as large spaces (gyms).

The dilemma, explained by Chief MacLean, is that all shelters are now federally mandated to be “pet-friendly shelters,” and we need to devise a plan for this. Pets are not only cats and dogs, but include, in town, horses, birds, gerbils, snakes, llamas, et al. Coming up with a solution, short term, is essential. As experienced with Hurricane Katrina, many people won’t leave their homes without their animals. If we do not have a solution, we do not receive federal grant funds.

Appropriate people to develop an animal plan are: Karla Rose, who has animal expertise, Paula Adelson, former Sudbury Dog Officer, and the current company handling animal control for Sudbury under contract. Another information source may be SMART (State of Massachusetts Animal Rescue Team).

Per Chief MacLean, emergency sheltering in the community for seniors is a **very high priority** for FEMA. The Sudbury Senior Center would be a preferred location for senior sheltering. Transportation issues for seniors need to be confirmed with various personnel.

Chief MacLean met with J. Kelly (Building Inspector, responsible for all Sudbury facilities), who will contribute storage shelving for the basement/boiler room of the Sudbury Senior Center. Installed cost is about \$1200, and will be paid out of his capital budget (under Civil Defense). This shelving will store cots, blankets, etc., some of which may be obtained under the Federal Excess Property Program.

Richard Simon will see if he can get the Shelter Operations Plan document on PDF to distribute to CERT members. Non-certified volunteers may also help support CERT in various activities or planning. The Red Cross has a booklet with a list of what community residents will need in a shelter.

- Regarding Equipment, we need to identify what it is we need, how much it will cost, and where to obtain it. Among the items needed are CERT Bags, shelter cots & blankets, animal crates, etc. Karla Rose suggested asking owners (through Emergency Preparedness presentations) to provide their own animal crates, and to make sure they have Rabies Certificates and any medications their animals use. GPS Microchips are a wonderful way to locate a missing animal; they are injected for a cost of approx. \$40. A photo of yourself and your pet is also helpful.

The following people volunteered to undertake the listed Tasks under the Sudbury CERT:

<u>Mission/Purpose</u>	-	Debra Mackey (draft), Sally Sack (see Website for sample wordings)
<u>Meeting Notes</u>	-	Carole Flynn
<u>Community Outreach/Membership</u>	-	Debra Mackey, Carole Flynn
<u>Sheltering: Plan It, Inventory It, Build It Out</u>	-	Gerry Aronson, Barbara Bahlkow, Richard Simon, Lynne Geitz
<u>Continuing Training</u>	-	Carole Flynn, Debra Mackey
<u>Funding</u>	-	Sally Sack (& her sister), Richard Simon, Bob Haarde, Gerry Aronson
<u>Equipment</u>	-	(Animal) Karla Rose, Gerry Aronson (Human) John Seeger
<u>Help Chief MacLean with CEMP/VIP-CERT, Senior Community</u>	-	see below

*Per Chief MacLean:* **Each person should take on the responsibility of driving the process forward, and involve Chief MacLean where decisions have to be made.**

<b>Information gathering:</b>	<b>He doesn't need to be involved.</b>
<b>How to do things:</b>	<b>He <u>will</u> need to be involved.</b>

Lynne Geitz (of MRC) will assist the Sheltering group. Richard Simon will call CERT meetings. Debra Mackey will help with communication, re press releases, media announcements, etc. It needs to be decided who will speak regarding the various aspects of CERT. Perhaps we should appoint a “Public Information Officer.” Everything needs to be consistent.

We should email Richard Simon ([rlsimon@comcast.net](mailto:rlsimon@comcast.net)), as CERT Chairperson, with plans, and cc Ken MacLean ([MacLeanK@town.sudbury.ma](mailto:MacLeanK@town.sudbury.ma)), so he's kept abreast of happenings. The various task groups should meet offline to formulate plans.

**Per Chief MacLean / Richard Simon, we should make high-level objectives in each category for the next three to six months—tactics, what, how, etc.**

Debra Mackey and Carole Flynn should develop a community outreach plan and a communications model for use with the Fire Department staff. Verify with Chief MacLean.

- Regarding helping the Chief with CEMP/VIP-CERT—Senior Community. The Town/Chief MacLean has a CEMP (Comprehensive Emergency Management Plan) with sections that need updating periodically (*ex*: are the General Manager/Transportation/Bus Company still the same, or have they changed). The person volunteering to handle this will be given a password and access to certain sections. The Chief will bring the Town Evacuation Plan to our next meeting.
- Our second Sudbury CERT meeting will be held **Thursday, May 10, from 5:00—6:00 PM at a location to be announced soon.**

Thereafter, monthly Sudbury CERT meetings will take place on the **first Wednesday of each month, from 7:00—8:00 PM, at the Library.**