

MINUTES

Sudbury CERT Meeting

Held at Sudbury Senior Center, Van Houten Room

July 11, 2007 -- 7:00 to 9:00 PM

Respectfully submitted by Carole Flynn

(Note that some material may not be listed chronologically.)

This Sudbury CERT meeting commenced at 7:00 pm, with the following people in attendance:

Richard Simon	Kenneth MacLean	Barbara Bahlkow	Carole Flynn
Sally Sack	Donna Appel	Gerry Aronson	Arnold Barnes
Jerry Cicciu	Lynne Geitz	Bob Haarde	Pat Henaghan
Steve Monteiro	Ruth Mori	Karla Rose & "Tuffy"	John Seeger
John Stevens	Beth Whitlock	Dottie Bernard *	Debbie Bier *

- * After introductions, and explanation to newer members of what CERT is about, the floor was turned over to two guests from Concord: Dottie Bernard, Concord's CERT Shelter Coordinator and Emerson Hospital's Emergency Preparedness Coordinator, and Debbie Bier, Concord CERT Coordinator.

Dottie Bernard proposed inviting Sudbury CERTs to training opportunities via Emerson Hospital's emergency drills and exercises, which take place approximately two to three times a year. Emerson prepares both internally and externally regarding such areas as equipment, infrastructure, facility, staffing, etc., and a through lot of non-patient activities. One example as to where CERTs might help in a drill, where, for example, people had to be decontaminated, would be ensuring that personal property was returned, tracking victims by/for documenting symptoms, and in relief operations. Patient tracking is similar to Shelter Operations management.

With Concord Fire Chief Kenneth Willette's encouragement, Debbie Bier proposed that the CERT groups in each town in our Region 4A coordinate efforts through forming a **Regional CERT** through Crossroads, the Regional LEPC, thus taking advantage of each other's strengths, pooling ideas on mass sheltering, discussing initiatives, sharing resources, conducting shared training, etc., etc.

Emerson Hospital is willing to host us at their training facility for a walk-through drill (not an actual scenario, but more than a table-top exercise).

The ideas were well received by the CERTs present. Due to other commitments, both Debbie and Dottie had to depart immediately after their propositions.

- A motion was made and seconded to approve the Minutes of the June meeting, and it was unanimously **voted** to approve those Minutes as written.
- **Richard Simon** (Chairperson) then spoke re
 - Membership;
 - CERT's two main goals of (1) educating the community at personal and family level re emergency preparedness, Go-Bags, (2) CERT Teams—Sheltering, per Chief MacLean: operations component—we need other members besides certified CERTs;
 - Referenced was Wayland's CERT structure of General, Shelter, VIP & Medical teams;
 - Our Website (part of Town Website) is preliminary, and Bob Haarde is working on it.
 - Membership Cards: Mark Thompson will have them available within the next several weeks for those who had the official CERT Training course. **Photos** will be taken for these cards at the next monthly meeting.

- A Steering subcommittee will meet monthly, about one week before the regular CERT meetings, to discuss and work out the various ongoing tasks or planned events. The first meeting is July 24, 7:00 p.m., in the Library.
 - Outreach: We need someone to serve in a Public Relations capacity.
- **Barbara Bahlkow** (Co-Chairperson & Shelter Team lead) reported on
- Sudbury Day, September 15, from 12:00 to 5:00 p.m., behind Town Hall
The Sudbury Day Chairman will work with us to develop our CERT table around the day's theme. They think what we are about is precisely the type of focus they want for this event. In the event of rain, this event will be held inside LSRHS. Leftover FEMA pamphlets can be used there, along with CERT flyers.
 - Our main shelter is the Senior Center; LSRHS is the other (approved by the Red Cross). The Curtis Middle School has no generator and so could not be approved by the ARC. Alternate, overflow shelters are being considered at various religions facilities. The Methodist and Baptist churches have been evaluated so far for equipment, space (each cot needs 40 sq. ft., and a seated person requires 10 sq. ft.), and parking space. Sheltering requirements vary with the seasons.
 - John Stevens commented that the congregations could be venues for volunteer recruitment, thru their pastors and/or in-house organizations.
 - Steve Monteiro said that the Methodist Church has a "Caring Networks" system already in place and already working. When being approved by a church for an alternate shelter, we would be getting a congregation, not just a facility.
 - The free Shelter Operations course, given by the American Red Cross, will be held on September 8, from 9:00 a.m. to 12:00, at the Sudbury Senior Center. CERT and MRC members are welcome to attend, but please contact Barbara (bab_apb@verizon.net) to sign up. The instruction room has a capacity of 30.
 - Five to seven more Shelter Team members are still needed; please contact Barbara if you can help.
- **John Stevens** (MRC Co-Vice Chairman) commented that if Tim Choat will be the instructor for the ICS-100 certification course (October 3 CERT meeting), he is superb!
- **Carole Flynn** (Outreach, Education/Training) reported:
- **A field trip** to Concord CERT will be planned. Membership will be contacted via email to inquire re attendance. We will be comparing methods and ways to promote the CERT cause.
 - **The July 4 CERT table** mention was printed in the *Sudbury Town Crier's* "Happenings" section June 28. Richard, Carole & Phil Connors manned the table under a 10'x10' canopy that was co-purchased by Barbara, Carole & Richard (and gifted to CERT). Although Heritage Park turnout was light, a comparatively large number of people showed interest in emergency preparedness and in CERT, taking applications, FEMA/CERT printed materials with them after speaking with Richard and Phil, listening to points about fire safety, and seeing a demo of an emergency radio. Printed information was also displayed on a cork board.
 - **New member:** Chery Finley, Aquatic Supervisor at Atkinson Pool, has agreed to instruct members free of charge in CPR, with Defibrillator, on August 1.
 - **Re the October Workshop series**, Kris Kiesel, Senior Center Director, has agreed to speak on one of the evenings. At the request of the LS adult ed department, the fee being charged was increased to \$40, so they can keep \$5, due to their having to do more work for this event. We also need to determine sufficient certified CERT presenters for our portion of the series, evening #3. MRC will be advising on their preparations for evening #4.
 - **Courses:**
 - JUN 23: Hazardous Materials Awareness, at MEMA HQ. Carole, Barbara, & Gerry attended.
 - JUL 11: Film, ICS & Terrorism, shown after meeting.
 - AUG 1: CPR w/Defibrillators, free for Sudbury CERTs, two MRCs, possibly some Concord CERTs.
 - SEP 8: Shelter Operations course, American Red Cross.
 - OCT 3: ICS/NIMS Training w/Certificates, per Chief MacLean.

Late fall/early winter: CERT Training course, if we have funding, instructors, students.
Suggestion by Debbie Bier: ARC's Mass Feeding course would be beneficial.

Two Required Online Courses for all emergency-response personnel, whether official or volunteer:

- ICS-100 (Incident Command System) – This is possibly the one for Oct. 3
<http://www.training.fema.gov/emiweb/IS/is100.asp>
- IS-700 NIMS (National Integrated Management System)
http://www.fema.gov/pdf.nims_training_development.pdf

“As a CERT volunteer, you are eligible to take all MEMA courses for free offered in MA by MEMA or FEMA.” Sudbury CERT needs to elect a person to track training for all members, and to determine a Skills Inventory.

- A “Telephone Tree” should be constructed for emergency situations or last-minute changes of plan. We can do this via email.

➤ **Sally Sack** (Funding Team lead) reported:

We need funding! Our first monetary donation (\$100) was received from The Sudbury Villagers, who may continue donations yearly. Other leads:

- Richard and Chief MacLean spoke at a Rotary meeting June 14 and are scheduled to speak to the Sudbury Chamber of Commerce in October (“We are CERT and we need money.”).
- Arnold Barnes, who is a member of the Retired Men’s Association, thinks they might set up something re funding.
- Richard and Chief MacLean are working with Raytheon personnel re funding a CERT course.
- Sally has a friend who is with Bank of America. Richard and Chief MacLean may be invited to speak.
- Bob Haarde and Gerry Aronson have agreed to help, and to be on a “committee” to generate more ideas, possibly look into grants.
- Would any other CERT members like to be on the Funding Team?

➤ **Chief MacLean:**

- Needing sheltering for Sudbury residents is a slim possibility. However, Boston’s evacuation plan is to “head west.”
- We received \$1200 for industrial shelving from **the Highway Department (?)**. The shelving is only lacking some decking, which may be completed in another couple of weeks, after which we can transfer supplies/equipment to the Senior Center. We viewed the room before the meeting commenced.

➤ **John Cicciu:** Police Department personnel are interested in participating. Invite to a CERT meeting. They have high concern in evacuations because of traffic control. The DPW and Water District have members on the LEPC.

➤ Reiteration from May Minutes:

IMPORTANT:

1. All requests for funds must go through Chief MacLean’s office first.
2. All contracts must contain Town Manager Marie Valente’s signature.

Richard asked that he be called beforehand regarding outreach to new members.

➤ The meeting adjourned at 8:05, and we moved to the next room to watch the “ICS & Terrorism” film, after which members had an opportunity to meet re tasks or to ask questions. Everyone departed by about 9:15.

➤ The next Sudbury CERT meeting will be held **Wednesday, August 1, from 6:30—10:00 PM, at the Senior Center. This will be the CPR training course.** (Richard will confirm.).

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