

MINUTES

Sudbury CERT Meeting

Held at Sudbury Senior Center ▪ January 16, 2008 -- 7:00 PM

Respectfully submitted by Carole Flynn

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

Kenneth MacLean	Barbara Bahlkow	Carole Flynn	Donna Appel
Gerry Aronson	Arnold Barnes	Fred Schulz	John Stevens
Linda Sullivan, RN	Beth Whitlock		

- **Chief Kenneth MacLean** opened the meeting, with introductions all around for the benefit of new member Linda Sullivan, RN, who is the new Sudbury Board of Health Nurse, taking the place of Ruth Mori, who will remain Wayland’s Board of Health Nurse.
- There were no Minutes to approve from November, when a Shelter Drill was held, nor from December, when no meetings were held.
- **Barbara Bahlkow**, Co-Chairperson, reported for Richard Simon (absent) on the following:
 - Four Emergency Preparedness Workshops were completed in October.
 - LEPC held a Tabletop Exercise at Town Hall
 - Emerson Hospital held a Decontamination Exercise.
 - A gift was presented to CERT by the Sudbury Permanent Fire Fighters Association Local 2023, in the form of about a dozen CERT bags, helmets and additional vests. This was a truly wonderful gift that is greatly appreciated—and it will aid CERTs in being more effective when deployed.
 - **The Shelter Drill** in November was successful. See below for remarks.
 - **Several food items** for the Shelter were purchased, with two retailers’ gift certificates, and stored.
 - **Barbara** presented a Shelters Location Map to Chief MacLean along with a list of contacts & features.
 - **Orchard Hill** will be visited and evaluated, as they have volunteered to serve as an overflow shelter. And they do have a heat generator.
- After **Gerry Aronson** asked how people would be notified of shelter availability, **Barbara** said she is preparing a newspaper article on Sudbury Shelters. Additionally, we are thinking of telling potential evacuees to provide their own bedding, as it is insufficient currently at any of the shelter locations.
- More Shelter Managers are necessary—at least one per shelter location activated. We will investigate Shelter Manager training possibilities.
- The Fairbank Shelter will serve as a model transferable to other Sudbury shelters. (For Red Cross certification, continual heat must be available.)
- **A CERT Training Course** is in the works. Concord and Wayland’s untrained CERTs will likely be asked to help make up the class, which could be held in May.
- **A Task Group Sign-up Sheet** was passed around for editing. To be effective CERT members should take part in some way in overall activities. If anyone has not signed up for one or more of the various CERT Teams, please consider doing so, and inform Richard Simon (rlsimon@comcast.net) or Barbara Bahlkow (bab_apb@comcast.net) of which team/s interest you. The various teams are listed below:

Shelter Operations	Medical Operations	General Deployment	Equipment Management
Public Relations	Community Outreach & Education/Training	Fund Raising	Communications/Computer (HAMS, too)
Or Other (Pets/Animals, for instance)			

- **John Stevens** stated that an MRC Emergency Dispensing Site Drill—Step II is planned for this year, with “live action.” If we were to have an actual EDS, MRC would need to draw on the skills of CERT members to help manage the site: People licensed to give injections will only be giving injections, so CERTs would perform the non-medical tasks.
 - **Chief MacLean** commented that this is exactly the vision FEMA folks had of MRC and CERT interactions.
 - **Barbara** circulated John’s newspaper article covering the recent MRC EDS for a pandemic flu and read aloud his comments therein about MRC’s sister organization of CERT assisting in the EDS drill.

- **Arnold Barnes** mentioned that Weston is forming an “Emergency Response Team,” with only MRC, no CERT, as there are insufficient numbers to build two separate organizations. All emergency planning will be under the one group.

- **Chief MacLean** announced:

Crossroads member towns will be holding an LEPC Tabletop Exercise, likely in March. Crossroads is the regional version of area town LEPCs, and Chief MacLean is Chair. A mock Emergency Operations Center (EOC) exercise will be held in Concord, and a representative from Sudbury will be asked to attend.

- **Barbara Bahlkow** (Co-Chairperson & Shelter Team lead) reported on our **Shelter Mock Drill**, where we learned a great deal from this first practice. (Wayland is planning a Shelter Drill in February.)

The drill was successful, with 20 volunteer residents acting as evacuees. Gerry Aronson served as the Greeter and provided a “Shelter Information for Victims” form to each person, and told them where to hang their coats and the location of rest rooms. The evacuees then took seats until they were called to the Registration table. They then proceeded from station to station: to the Dormitory area, where they were assigned a cot, then to the Cafeteria (for snack and beverage) and the Dining Room, where an informative video was shown, and to the Recreation Room. There was also a First Aid Station, manned by Ruth Mori, RN. If leaving, the evacuees were asked to stop at the Registration Desk and tell where they were going.

Beth Whitlock is making new forms for the Registration Desk.

Fred Schulz distributed Assessment forms in the Recreation Room. Some of the items on the questionnaire included:

Were you oriented; Did you have a long wait; Did you feel confidentiality was protected; Did you feel safe in the shelter, et al.

Comments: Excellent job; good; excellent video, etc.

Problems noted: Too long a delay at Registration; unhealthy snacks; no blankets; no place for animals.

Suggestions: More signs needed; start making out registration forms while waiting; first aid station needs more privacy

Beth mailed information to Barbara from the discussion held after the Drill.

Barbara called the Mass. Board of Registration in Nursing, who said an RN in this (mock drill) setting is not covered under the Good Samaritan Law to dispense OTC meds. The nurse needs written standing orders from a physician. Barbara and John discussed the possibility of an MRC physician writing these orders to cover the nurse. Barbara gave Linda Sullivan (the new Sudbury Board of Health RN) the name and number of the person she spoke to at the Board, so Linda could further research this matter.

Barbara stated that we need 100 Blankets for the Fairbank shelter. Beth is inquiring about availability of same from the Red Cross. Barbara also said we need overflow-shelter Liability Statements from our Town Counsel, as the pastors are asking about them. Additionally, we need Facility Agreement forms for the pastors to sign, and Barbara asked Chief MacLean if he would pursue this.

- **Carole Flynn** (Community Outreach & Education/Training Lead):
 - The presentation “Great Earthquakes of Olde New England, 1638-1800” was held January 15 at the Library. Approximately 30 people attended this informative lecture by folklorist John Horrigan, who was preceded by Chief MacLean and an excellent short talk on Emergency Preparedness.
 - As mentioned above, CERT bags, helmets, and extra vests were presented by Sudbury’s Permanent Fire Fighters Association Local 2023. This equipment will help CERTs become a viable resource to first responders during an emergency.
 - A major goal for 2008 is to obtain official CERT Training for members who have not attended the course. MEMA will come to us if we have 20 or more students. We’re working on implementing such a course, which entails a 20-hour commitment. More information will be forthcoming.
 - A **Telephone Tree** sign-up sheet was passed around for those willing to make about four or so calls to other CERTs in the event of a call-up. If you were absent and can make such calls, please notify Carole (carole.flynn1@verizon.net).
 - Another sign-up sheet was passed for anyone interested in helping develop, contribute to, or otherwise become involved in the new **Sudbury CERT Newsletter**, or in helping develop/implement a **Yearly Plan**. Please contact Richard Simon (rlsimon@comcast.net or cert@sudbury.ma.us for more information or to indicate interest.
 - A third sign-up sheet was sent around for anyone possibly interested in conducting or helping conduct **“Lunch & Learn Sessions”** for various Sudbury businesses or organizations. Some material (video portions) from the Workshops might be utilized. These L&L sessions would be attended by employees/members who would bring their lunch while attending a brief presentation on Emergency Preparedness or CERT information during their lunch or other break period. Additional planning and scheduling are necessary, but if you are interested, please send your name and best way to contact you to Richard or Carole.
 - **List of Skills & Trainings.** This will be compiled and transmitted to Chief MacLean to aid in deployment efficiency. Please send a list of your professional skills, licenses, CERT trainings/courses as soon as possible to Carole (carole.flynn1@verizon.net) and include effective dates for each, if applicable.

- **Fund Raising report** was given by Gerry Aronson, in Sally Sack’s absence:

Traveling from business to business in Sudbury is inefficient. Most companies want an official letter, on CERT letterhead, specifying amount of money desired, or other donation. Sally did send some letters and received donations from Target for Go-Bags (6—need 20 more). Approximately \$90 was raised in a Go-Bag raffle on Sudbury Day, and these funds were used to purchase more. BJ’s and WalMart were also visited as was Ocean State Job Lot, whose manager was exceedingly cordial, indicating that we should contact the owner (whose name he gave us, and Gerry will transmit this information to Sally Sack for action). BJ’s and Price Chopper gave \$25 gift certificates for merchandise, which was purchased in the form of canned food for the Fairbank Shelter. Food expiration dates will have to be noted, and the items can be donated to the Food Pantry prior to expiration. Stores indicated that they would be willing to donate \$\$ each year.

 - Gerry requested that by the next meeting CERT members try to determine the person to call or write at company headquarters (w/address) for the following, or appropriate other companies:
 - Land’s End, L.L. Bean, REI, Outdoor Store, Poland Springs, etc.

Bank of America donated \$500, and The Sudbury Foundation donated \$850—both are in CERT account. **All gifts/donations must go through Richard to Chief MacLean, who will then take for approval by Selectmen** and acknowledgment. (The Go-Bag raffle was held before the Selectmen Letter of Approval.)

- **Scheduled 2008 Meeting Dates: February 13 March 5 April 9 May 14 June 11**
All are on Wednesdays, from 7:00 to 9:00 PM, at the Fairbank Senior Center.

- A video was shown on the Pennsylvania Emergency Management Agency organization, and the meeting adjourned at 8:45 PM.

