

MINUTES

Sudbury CERT Meeting

Held at Sudbury Senior Center ▪ 14 May 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	Gerry Aronson
Arnold Barnes	Sally Barnes	Steve Monteiro	Fred Schulz
John Seeger	Eugene Heighton	Donald Cusson	Dorothy Hodgson
Richard Mahoney			

- **Chief Kenneth MacLean** opened the meeting, with introductions all around for the benefit of new attendees, and Chairperson Richard Simon's regrets that he could not attend.
- A motion was made and seconded, and there being no objections, the March Minutes were approved and accepted. There were no April Minutes, as the meeting was canceled.
- **Chief Kenneth MacLean** reported the following:
 - "CERT" radios: Discussed were band ranges, license, maintenance issues, and the need to practice with them. District 14 (23 towns) still operates on lo-band but will be moving to VHF.
 - The purchase and reimbursement requisition system is working. Forms may be obtained from the Steering Committee members.
 - All of the equipment grant has been received and stored, including an additional 21 CERT field kits.
 - Senior management is meeting re public relations.
 - Sudbury Day has been postponed for 2008 and will recommence in the Spring 2009. Carole Flynn interjected that the July 4 Crafts Fair may not take place, as the Rotary Club fair organizer has moved. Inquiries are being made by another Rotary member, but it may be too late to obtain vendors.
- **Barbara Bahlkow**, Co-chairperson & Shelter Team Lead, reported:
 - An American Red Cross **Shelter Sim course** will take place **at the Senior Center on Saturday, June 28, from 9:00 to 12:00**. Members of Sudbury CERT, MRC and VIP Committee may attend. Please contact Barbara ASAP to register (978-369-3332, bab_apb@comcast.net).
 - Barbara passed around copies of an article which appeared in the *Sudbury Town Crier* re the Mock Shelter Drill held in November. It is also displayed on the Senior Center bulletin board. For the benefit of our guests, Barbara recapped the drill exercise.
 - A new shelter locations map was given to Chief MacLean.
 - Presently, there are eleven (11) identified shelter locations. Three (3) more facilities have agreed to serve as shelters and can supply heat, plus food, water, and RNs. Including the Fairbank shelter, approximately 400 people could be accommodated in these heated buildings. Others facilities who do not have heat or equipment can serve as overflow shelters.
 - The administrators and some employees of the nursing home shelters are interested in taking the CERT training.
 - The Shelter Team has 10 certified CERT members. Eleven potential shelters have been identified and evaluated. All will be revisited in the fall. Memorandums of Understanding need to be obtained as well.
 - Guest speaker Eugene Heighton (Interim State Coordinator, NH Citizen Corps) commented that connecting with all leaders of VIPs is very important. (For instance, churches may be "disconnected" from emergency planning.) Create a database with connections with other churches in the community; get a "buy-in" of the pastors; get the message to congregations—(1) in time, and (2) in the event of an emergency, a "bell" rings at the pastor's study, and s/he lets the congregation know where other shelters are. Connect with volunteers—"Those that are interested, can go to these [such and such] shelters if you need different services" Baptist Church ladies love to make meals. Assemble a notification list.

- Gene also showed us an Emergency Meeting Places wallet card that can be distributed to congregations.
- Chief MacLean advised sure MOUs especially at fee-based facilities.
- The Shelter Chart needs a little fine-tuned yet.
- The new Expense Requisition form was passed around, as was an interim Sudbury Shelter Intake Form.
- We have purchased 277 MREs. Chief MacLean recommended moving any canned food upstairs to the kitchen storage area or donate to the Food Pantry (if expiration date is nearing). Sudbury Farms delivered 31 gallons of water and took it to storage also. Richard Mahoney (Marlborough EMA) commented that some types of large water bottles are not reliable and may leak before the expiration date. They stick with the “pint” bottles, as they are easier to manage by most people—he and Gene both recommended the shrink-wrapped 24-unit cases of pints.
- Dennis Mannone is seeing if he can locate some storage space for CERT in the Park & Req. area of the building.
- Barbara’s third requisition was for 15 shelter blankets (same as ARC uses) at \$3.99.
- Gene Heighton commented that the Manchester, NH, chapter of ARC obtained Polartec fleece, sent it to the women’s prison, where it was cut and bound, to make 3,000 blankets. He will obtain the contact info for Liz Michaud who was headed this project.
- Chief MacLean is also looking into a source for blankets (Dept. of Conservation & Recreation, the state agency that operates the Federal Excess Property Program).
- Guest Donald Cusson, Marlborough’s Emergency Management Agency Director, suggested a state surplus contact—will forward info.
- Barbara summarized our shelter equipment inventory, that contains five bariatric cots, which are also at a higher elevation.
- Gene Heighton commented about raised-head cots, with IV pole attachments.
- Dick Mahoney commented on the problem of getting evacuees out of the shelters again, and continued, giving examples of events at Marlborough shelters.
- Gene Heighton told an anecdote re a CD on a Houston, TX, Harris County, shelter experience involving 60,000 evacuees, where the shelter personnel had only 16 hours preparation time before evacuees began arriving. This illustrated the need to have a master list of volunteers through “heads of villages” (local organizations).
- Dick Mahoney shared that in Marlborough they use ARC shelter forms, as Marlborough only opens the shelter, and doesn’t run it. Cooking staffs at the school/s are notified.
- Don Cusson related that even in their shelters they use the ARC intake forms because they are multi-layer format and funnel into other areas to generate further reports, all the way up through Washington, DC. These further reports are to see, for instance, where funds are needed, etc. One problem with the ARC shelter forms is that they don’t spell out what medications one is actually taking that have to be taken every day—the EMT would have to get and bring to the shelter. Marlborough writes this information on the back of the form currently.
- Barbara asked how they handle the issue of animals and sheltering. Marlborough has an agreement with a veterinarian to take them in; they are not taken into a shelter, unless only into a hall area. The Pets Act demands that you provide shelter for animals. ARC now making some way to not turn away animals. Gene said to identify active animal disaster rescue services (we have SMART). Service animals must be accepted.
- Chief MacLean interjected that Wayland did a census of animals once, and besides cats & dogs, it included such animals as a kangaroo, boas. Many people have allergies to animals, and there is no good system in place.
- Gene Heighton said that NH has many animal organizations and they have made great contact with them. The woman running DART made it clear that members must be CERT certified in order to be part of the DART team.

➤ **Carole Flynn**, Community Outreach and Education & Training, reported:

- **The CERT Training Course was completed.** Congratulations to new certified members Arnold and Sally Barnes, Lucille Dixon, Marilyn Ellsworth, and Fred Schulz. And as soon as they complete the final exercise, the following will also be certified: Judy Farrell, Donna Appel and John Stevens. A

news article has been prepared that describes events. Two marvelous instructors made the course interesting and fun: Lynne Shaw, RN, and Boylston Fire Chief Joseph Flanagan. The final exercise was a Search & Rescue operation after a 6.6 magnitude earthquake scenario. Marlborough's Don Cusson and Frank McInnis played victim roles and also lent us the use of some wooden dummy victims they use in training exercises. Don was also instrumental in our CERT class actually happening, as MEMA required at least two students from outside Sudbury, and Marlborough sent three.

- A sign-up sheet was passed around for shift volunteers at the **July 4 Crafts Fair CERT booth**, if the fair takes place.
- **Carole will be cutting back** on her CERT involvement, to take care of some personal things, so there is a need for help in both Outreach and Education/Training. For more information about any of these areas, please contact her or Richard:

Increasing membership; arranging Lunch & Learn Sessions; educating Sudbury residents on the importance of being prepared—and about CERT; writing articles on CERT events for the media; preparing quarterly Newsletter; help with ongoing education and training for our CERT membership; contacting and maintaining relations with emergency agencies in other towns—and exchanging information with them and being involved or cooperating in training events; and maintaining lists for CERT use and that would benefit Chief MacLean in the event of a call-out.

This is a big job for one person, but split among several people, none should find it too daunting. You can choose your job. Please give it some serious thought.

- **Guest speaker, Gene Heighton** (Interim State Coordinator, NH Citizen Corps) said they have made contact with lots of groups who understand and appreciate the issues. One is the CAP, who does digital photography (of floods, etc.) that can be distributed electronically. Radio groups there are very active during emergencies. DART (Disaster Animal Rescue Team) is another group. CERT teams work cooperatively, learn various skills. Other towns are participating. NH has a lot of CERT leaders, who get a lot of activity, get them to share (emergency brochures—a sample was left from Strafford County).

Cooperation is a keyword. The Manchester and Nashua MRC are merging. Their first mailing will be to 5,000 doctors and nurses. The two public health departments talk and are eager (“We can help!”). It’s a very good way of recruiting medical specialties.

- PODs were discussed (Point of Distribution/Dispensing), which we call EDS (Emergency Dispensing Site). NH CERT already has 350 volunteers to call upon for this activity.
- ICS Card: Gene passed around his wallet card that simplifies the ICS arrangement.
- It’s important to reach leaders in communities with large foreign-language populations. Try through churches, etc. If these leaders become CERT/MRC members, they can also act as interpreters at shelters and EDS.
- Gene mentioned that up to 70% of people don’t go to a shelter because their pets cannot enter.
- Don Cusson said they operate an EDS for regular flu shots. They have a staging area, to be sure the person was called. Senior citizens were kept in a short loop at the site. Volunteers use buses and were minute compared to number needed if they had to open all four areas.
- Dick Mahoney and Dorothy Hudgson commented that the MRC provided more appetizing food. They were asked how food was funded. Per Don, the EMA Director has a small budget (\$12,000) which mostly pays for communications, batteries; Marlborough applies for MEMA grants; and department heads contribute. The first call in an emergency would be to dept. heads (school system) asking if can use, which one to use—they make second calls to cafeteria people, etc.
- Gene said a closed POD is bigger in a corporation, of 500+ employees (such as our Raytheon) and proposed we do a POD within Raytheon for CERT team with a company flu vaccine as “carrot.”

- **Guest Donald Cusson, Marlborough’s Emergency Management Agency Director, and retired firefighter**, spoke to the group. Volunteers in EMA open shelter or Emergency Operations Center for a larger incident. Volunteers do all the communications. Department heads make final decisions. LEPC chair has a good rapport with companies and industries in the city—with multiple meetings, drills with industries, etc. It has worked out tremendously. They use Rohm & Haas response team, with MOUs.
 - Marlborough’s firefighters are all full timers.

- All volunteers are encouraged to belong to both CERT and MRC, and various different organizations.
- They train for multiple situations, wear many hats. The radio club sets up communications for whatever comes down a lot.
- Dick Mahoney: “Belong to everything!!” Because are involved and have comm.. schools and for equipment, have been able to have HAM in a series of hospitals in the area. They just ran a drill to see if the network works out well. There is a separate Marlborough Hospital ambulance, directed from a hospital top-floor room for a radio and antenna. They have a map of the area, so they know immediately which areas have no radio communication ability.
- Marlborough’s radios can reach anywhere, including MEMA (who can talk to FEMA). RACES reports to Emergency Manager, ARES can set up on their own (even in a parking lot, for instance).
- Their alternate shelter is the Assabet Valley Regional Vocational school, which has one mile of corridors.
- The Red Cross will find food and shelter and clothing, etc. for evacuees. They’ll also bring a canteen truck for workers.
- **Chief MacLean: Administrator leads the charge, making sure they will stay ahead and are prepared to deal with pandemic, etc.**
- Worcester chapter of ARC conducts shelter courses
- Marlborough CERT was begun about six years ago, is mostly activated for fire situations. A roof collapse and elderly housing power outages also accounted for some shelter openings. Marlborough LEPC holds monthly meetings every third Wednesday, with department heads and local industry included. They have no MRC, but have Board of Health, and Don is the link between agencies.
- Chief MacLean asked if Marlborough notified the Red Cross re shelter situations. If Red Cross is unavailable in a major disaster, they would arrive later. Sudbury CERTs want to be prepared!

The meeting was adjourned at 8:55 PM. **The next meeting will be held on June 11**, at 7:00 PM, at the Fairbank Senior Center.

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