

MINUTES

**Sudbury CERT Meeting**

Held at Sudbury Senior Center ▪ 10 September 2008 -- 7:00 PM

*Respectfully submitted by Carole Flynn*

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

Richard Simon	Barbara Bahlkow	Carole Flynn	John Stevens
Arnold Barnes	Sally Barnes	Beth Whitlock	Fred Schulz
John Seeger	Lucille Dixon	Judy Farrell	Gerry Aronson

- **Richard Simon**, CERT Chairperson, opened the meeting, with introductions all around for the benefit of new attendees, and Chief MacLean's regrets that he could not attend.
- The May Minutes were not disseminated; they will be and can be voted on at our next meeting.
- **Richard** reported the following on behalf of Chief MacLean:
  - A gift certificate was received in the amount of \$50 from Building 19.
  - A "Hurricane Tips" handout was distributed to those present (produced by Carole Flynn).
  - Approximately six weeks ago, Raytheon held an Employee Appreciation Days event, with a community outreach element. Chief MacLean, Richard Simon and Barbara Bahlkow attended. One of Raytheon's handouts that day was a Family Emergency Guide—an item we might use to model a similar guide for CERT.
  - Another Citizen Corps grant was applied for, thru MEMA. Dollar amount and equipment available are unknown at this time.

**Richard** continued:

Now that we are back from summer vacation, a couple of things are being developed.

- **A second Shelter Drill/Call-Up is scheduled, in coordination with MRC, for Sunday, November 23**, and CERT will assist MRC in their next **Emergency Dispensing Site** exercise (date to be determined)
  - **An LEPC meeting will be held October 16, at 10:00 AM, in the upper hall of the Sudbury Grange.**
  - This summer, Donna Appel volunteered to help out in the Funding area in writing some grants, as Sally Sack cannot continue.
- **Barbara Bahlkow**, CERT Co-chairperson & Shelter contact, reported:
- **The second Shelter Mock Drill be take place on Sunday, November 23, from 12:00 to 3:30, at the Fairbank shelter site.** We will use the Telephone Tree as a practice call-up exercise, as well.
  - Beth Whitlock will serve as Shelter Manager for this exercise, and Marilyn Ellsworth will man the First Aid station. Barbara has prepared job descriptions for each station, and Beth will share the list of First Aid supplies with Marilyn, to adjust it together.
  - On Saturday, November 15 (per email), Concord CERT will conduct a huge simulated disaster, requiring opening the Concord-Carlisle High School. (Four observers from Sudbury may attend). Barbara will be talking with Debbie Bier of the Concord CERT.
  - Eagle Scout candidate Stephen Hultin is preparing his project on CERT sheltering. He has ten more boy scouts to assist him in many aspects of the project, including the shelter drill; and perhaps their parents and friends can attend to act as evacuees or to help.
  - **Fred Schulz** has taken on the job of tracking our Inventory and prepared a list on Excel, which was distributed. Fred commented that the storage area needs to be organized, and areas labeled.
  - **Lucille Dixon** will accompany Barbara in resurveying other town shelters and will also assist in ordering supplies. She was introduced to the group as the new shelter contact assistant.
  - **Weston** Board of Health and MRC is holding an Emergency Preparedness Training, free for MRC members, \$60 for others.

- Certificates for the American Red Cross Shelter Simulation course (held June 28) were distributed by Beth Whitlock.
- **Carole Flynn**, Community Outreach and Education & Training Lead, reported:
- Information on several exercises/courses in Concord and Brookline has been forwarded to the membership. It would be good to take advantage of these learning experiences whenever possible.
  - More emergency preparedness information is being posted on the Town Website and Sudbury's cable TV channel, and our meeting notices will henceforth appear in the local newspapers.
  - When we print a new supply of CERT Brochures, we'll possibly need some help in folding them. Please see me after the meeting if you can help.
  - **The Library's display case has been reserved for CERT for the month of March**, with the hope that more people will become interested in emergency preparedness—and perhaps join CERT. We need to decide what to include in this display and get it ready in time, before we need to think about Sudbury Day, which was announced as being planned for April 4.
  - Another plan to gain more members, as well as to inform the public, is to hold what we'd been referring to as “Lunch & Learn Sessions” but now will call “Emergency Preparedness Presentations.” We'll be contacting the houses of worship—first those who have already agreed to serve as emergency shelters—to organize these with their own congregations. (Draft poster passed around) This poster can be used by each facility, which will then be responsible for contacting their people and arranging the time and place (with perhaps Chief MacLean or Richard as the speakers). Further presentations can be modeled on this first contact, approximately once per quarter. We do need someone, after an initial phone contact, to coordinate this plan between the clergy personnel and our speakers. It would take an hour or two of time, and if anyone can help by making this small commitment, please see me after the meeting.
  - Additionally, if someone is familiar with editing DVDs, etc., please let Richard know if you can assist with excerpting suitable video material for the Emergency Preparedness Presentations.
- **Richard Simon and John Stevens** began an ICS-100 Overview, which is expected to be completed over three to four meetings, enabling members to take and pass FEMA's online examination. Richard explained that one of CERT's objectives in learning this material is the importance of understanding what ICS is. Units one and two were covered tonight.
- One of John's examples, relating how untrained, unknown volunteers became victims, emphasized the vital importance of the Incident Command System.
  - Knowing the meaning of the course's Glossary terminology is also important in any crisis.
  - The three purposes of the ICS were discussed, as well as ICS Requirements, and NIMS (National Incident Management System). LEPCs (Local Emergency Planning Committees) are a result of the Superfund Amendments and Reauthorization (SARA) act.
  - **Steve Monteiro** will possibly assist in presenting Unit 3.

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

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