# Cary CERT Association

Board of Directors Minutes

Wednesday, January 4, 2023, at 6:30 p.m.

Cary Fire Department Administration Building

100 North Academy Street, Cary, NC 27511

**Attendance:**

President: Julie Carlino – Present At-Large: Steve Botha

Vice President: George Dolicker – Present At-Large: Tom Hegele

Secretary: Robin Lane – Present At-Large: David Taylor

Treasurer: Stan Levine – Present Others: Randy Stark – Present

Liaisons: Matt Jacoby– Present Cathy Hooper-Newlin – Present

Sonia Estroff – Present

Dawn Truskowski – Present

Meeting began at 6:30 p.m.

December 7, 2022, BOD Minutes accepted as written – George moved to approve and David seconded

Treasurer’s report was accepted. See attached detailed account. Stan Levine

* Account balance beginning of December 2022 was $8,399.45.
* Account balance at end of December 2022 was $8,399.45.
* Members signed a thank you note for donation from a member of $200.

**Committee Updates**:

**Communication**: Randy Stark

CERN NET: There was no CERN NET for the month of December. These will continue during the 2023 calendar year. Looking for new folks to run the net – have a couple of volunteers so far. Script will be provided to those interested in leading the net.

**Carolina Preserve CERT** Julie Carlino/Steve Botha

* **ID Tags**
We ask CFD if they are willing to provide badges for CP. They said yes. We need CP template and badge pictures can be sent to Julie to send on to CFD.
* Saturday **bi-monthly events/trainings**
Ask George to teach on Saturday, March 11. He said no. Robin will ask if CAPRAC can provide instructor and dummies for “Stop the Bleed” and CPR classes to be held at Bradford Hall at CP.
Saturday, May 13. Would like some help putting together a Hurricane and Power Outage Preparedness program. Julie to send them a presentation used in the past.
* **Brochures**
Sonia and Steve to discuss using brochures and posters available in storage.

**Fundraising:** Cathy Hooper Newlin

No fundraisers are currently planned.

Cathy asked for discussion of fundraising purpose. She feels raising money would be easier if it were earmarked for specific things such as tires for the trailer, to refresh medical supplies, or purchase items such as CPR dummies. People would be more willing to help if there was a stated destination for the money rather than just Cary CERT.

Julie to provide previous letter used in the past fundraising.

Cathy also asked questions about grants.

Cathy will chair a fundraising committee which will consist of Cathy, Julie, Sonia, and Robin to discuss all fundraising for the year including fundraiser, Business-to-Business, and grants.

**Training/Exercise Updates:**

* **CERT Party** on December 8, 2022, at Cary Arts Center, 6 p.m. – 9 p.m. Julie Carlino
December 8th Party at Cary Arts Center was a huge success. Many awards were issued. A thank you note was sent to XU Catering for their food. We had 25 members join including 5 first timers, many spouses and CFD liaisons. Certificates were mailed to those who could not attend.
* **January Monthly Training** on January 12, 2023, at Station 7, 7-8:30 p.m. Julie Carlino
Stop the Bleed will be taught by George Dolicker and CAPRAC and certificates will be issued to those attending. CAPRAC has agreed to teach no more than 28 people for 1 hour.
Brad Robinson will review CPR for the final ½ hour and he’ll need CPR dummies from CFD. Discussion was held regarding purchasing our own dummies. Further discussion will be added to Old Business.
Reminder will be sent out with email that members of the GO team need to bring ID tags for annual update stickers.
* **February Monthly Training** on February 9, 2023, at Station 9, 7-8:30 p.m. Julie Carlino
Samantha has been confirmed to teach this.
* **CERT Basic class date** was for January 20–22, 2023 Dawn Truskowski
* 28 people are currently signed up.
* Assignments were made for who is teaching which sections of the course. Julie to coordinate over email the entire schedule.
* Julie to coordinate volunteers.
* Julie to go to trailer and pick up items listed (see attached)
* George suggested we get a Photo Release form from attendees. CFD will check with PR to see if they have one already made up that would work for us.
* Manuals will be provided to students on Friday night.
* Friday night of the course will be held at FS #9; Sat. and Sun. being held at the Fire Training Center near Shearon Harris.
* **CERTEX** on April 1, 2023, entire day Randy Stark/George Dolicker
Randy and George are co-leading this committee. Each CERT from Apex, Cary, and Morrisville will be responsible for 2 stations and there will be a competition. This will be posted in TERMS and all members must sign up. The Board voted to donate no more than $200 to the event for prizes. George made a motion and Tom seconded the motion. We will coordinate with Samantha about asking local media to event.
* **WebEOC Training** on April 22, 2023, at Station 9, 10 a.m. – 12 p.m. Julie Carlino
This introduction to the software will be for GO Team members only. Confirmed with Samantha. We will revisit this at the April board meeting.
* **Animal Response** on September 23, 2023, at Station 9, 10 a.m. – 3 p.m. Julie Carlino
Just for the GO Team. Starting at Station 9 and then going to her farm to work with animals. Confirmed with Samantha.
* **Multi-Agency Drill/Exercise** on September 9, 2023 George Dolicker
No new updates from George on time and place.

**Events** Sonia Estroff

* **Town of Cary Share & Care Event**, 2/3/23, Herb Young Community Center, 9:30 a.m. – 12:30 p.m.
Backpacks will be given out at this event. Cathy will be assisting.
* **Cary Senior Center – “Are You Prepared?”** for 2023
Ideas discussed to get better attendance. Possibly charging a minimal registration fee ($5), increasing attendance count, giving items for attendance that would equal the fee. Moved to next board meeting.

**Old Business**

* **Cables** Randy Stark
Randy has replaced the Kenwood radio Microphone. Dave is working to repair/replace Co-Axial cable.
* **Strategic Plan for Cary CERT** Julie Carlino and Stan Levine
Still a work in progress. Aiming for completion in first quarter of 2023.

**New Business**

* **Merit Program** David Taylor
Compatible with Apple iPhones only. Will continue to monitor feasibility of program to track member training and events.
* **Trailer Inventory**
Full inventory was taken by Randy, Sonia, and Dave on December 19, 2022.
Decision was made to not support the AED. Julie to sell it and recoup some of the cost.
* **Membership Levels** Julie Carlino
Added new requirement for ToC liability and Code of Conduct form and stress that new members need to send their Basic CERT Certificate to the database administrator (Julie). See attached.
* Brad has taken another job. He will be with us for the January Basic Training. He may make himself available for other events but will no longer be with CFD.
* **Cary CERT and instruction beyond FEMA CERT**
Discussion about Cary CERT teaching CPR classes and Stop the Bleed and whether it would be cost effective to purchase dummies for our use. The cost is high.
A committee has been put together and will be added to the board agenda. The committee will be consist of George, Dave, and Tom who will discuss further what can be done as far as:
* Any further recommendation on dummies.
* Should members be certified and the path to do that if it is needed? Wake Tech?
* How can we offer CPR at events (Spring Daze and Lazy Daze); do we have to be certified to offer this service?
* **Database presentation** Julie Carlino
Topic moved to next month.
* **Future Board Meetings** Julie Carlino
Will be hybrid. They will take place in-person at Cary Fire Admin and we will use Stan’s ZOOM account and Julie’s camera to broadcast and allow members to attend virtually.

Meeting end time: 8:30 p.m.

**Financial Statement Attachment**

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| --- |
| **Cary CERT Bank Account Journal Summary — December 2022** |
| **Month** | **Beginning Balance** | **Ending Balance** | **Debits** | **Credits** |
| January | $8,391.85 | $8,114.85 | $277.00 |  |
| February | $8,114.85 | $9,069.85 | $45.00 | $1000.00 |
| March | $9,069.85 | $9,056.17 | $45.00 | $31.32 |
| April | $9,056.17 | $9,011.17 | $45.00 |  |
| May | $9,011.17 | $8,984.10 | $45.00 | $17.93 |
| June | $8,984.10 | $8,956.73 | $167.64 | $140.27 |
| July | $8,956.73 | $8,897.73 | $59.00 |  |
| August | $8,897.73 | $9,853.29 | $59.00 | $1,014.56 |
| September | $9,853.29 | $9,813.52 | $59.00 | $19.23 |
| October | $9,813.52 | $8,515.17 | $1,298.35 |  |
| November | $8,515.17 | $8,399.45 | $154.73 | $39.01 |
| December | $8,399.45 | $8,540.45 | $59.00 | $200.00 |

| **Cary CERT Bank Account Journal Detail — December 2022** |
| --- |
| **Month** | **Check #** | **Paid to:** | **Debit Amount** | **Credit Amount** | **Reason** |
| January | 995063 |  | $45.00 |  | Storage |
| ACH |  | $232.00 |  | USPS P.O. Box |
| February | 995064 |  | $45.00 |  | Storage |
|  |  |  | $1000.00 | Donation |
| March | 995066 |  | $45.00 |  | Storage |
|  |  |  | $31.32 | Donation |
| April | 995064 |  | $45.00 |  | Storage |
| May | 995068 |  | $45.00 |  | Storage |
|  |  |  | $17.93 | Donation from Amazon Smile |
| June | 995070 |  | $59.00 |  | Storage |
| 1143 | Julie Carlino | $108.64 |  | Generator Rental |
|  |  |  | $140.27 | From City Barbecue fundraiser |
| July | 995071 |  | $59.00 |  | Storage |
|  |  |  | $1,000.00 | From Church Grant |
|  |  |  | $14.56 | From Brite Funds (member’s employee sign-up) |
| August | 995072 |  | $59.00 |  | Storage |
| September | 995073 |  | $59.00 |  | Storage |
|  |  |  | $19.23 | Donation from Amazon Smile |
| October | 995074 |  | $59.00 |  | Storage |
| 1144 | Julie Carlino | $25.72  |  | Trailer Maintenance |
| 1145 | Sonia Estroff | $68.50  |  | CERT Supplies |
| 1146 | Randy Stark | $74.97  |  | Kenwood Radio Microphone |
| 1148 | Julie Carlino | $965.10  |  | Generator and Canopy |
| 1151 | Julie Carlino | $105.06  |  | GO Team Lunch |
| November | 995075 |  | $59.00 |  | Storage |
| 1149 | Randy Stark | $83.88 |  | SiteLock for Website |
| 1150 | Wake County Tax Administration | $11.85 |  | Trailer Property Tax |
|  |  |  | $14.56 | ??? |
|  |  |  | $24.45 | Donation from Amazon Smile |
| December | 995076 |  | $59.00 |  | Storage |
|  |  |  | $200.00 | Donation from Carol Lutz |
| Debits and Credits | $2,313.72 | $2,462.32 |  |
| Begin Balance 2022 | $8,391.85 |  |  |
| Balance | $8,540.45 |  |  |

**Things to bring from the Trailer for a Basic CERT Class**

* + Helmets
	+ Gloves
	+ Goggles
	+ Vests
	+ Flashlights
	+ Radios (and batteries)
	+ Medical Supply Bin (including tourniquets)
	+ People Carriers
	+ Gas meter
	+ Electric Panel
	+ Burn Pan

**Other Things to bring for a Basic CERT Class**

* + End of Class Exercise needs:
		- Cardboard Dummies
		- Any dummies the FD may have
		- Tape (to put on signs on doors of buildings)
		- Exercise sheets
		- Observation sheets
	+ Information Forms
	+ Membership Levels
	+ GO Bag list
	+ Town of Cary Liability (already sent to them via email)
	+ CERT Liability/Hold Harmless Forms
	+ NC Code of Conduct Forms
	+ NC CERT Responder Forms
	+ Monthly Training Schedule
	+ Volunteer sign-in sheet (one for each day)

**Cary Fire Department to bring to Basic CERT Class**

* + Supplies for Team-Building Exercise (for 5 teams)
		- 5 rolls of tape
		- 5 pairs of scissors
		- 5 pieces of cardboard
		- 50 sheets of paper

**Cary CERT Membership Levels**

**General Member**

Belonging to Cary CERT starts with taking the CERT Basic class. This can be taken anywhere in the United States as long as a copy (electronic or printed) is provided to a Cary CERT board member. At this time, you are added to the general Cary CERT email list

Becoming a general member means you would like to attend some additional training Cary CERT provides monthly. To do this, we ask you to send us a copy of your:

* CERT Basic Certificate
* filled information sheet
* signed Town of Cary hold harmless liability
* signed Cary CERT hold harmless liability
* North Carolina CERT Code of Conduct
* (optional) filled out North Carolina CERT Responder and Policy Acknowledgment

All of these are scanned and kept in our database.

This is when members will be entered into the database and onto the general Cary CERT email list.

**Voting Member**

Being a voting member of Cary CERT allows you to vote in the November general election. To do this, complete the information sheet, sign the hold harmless liability form, and attend 4 Cary CERT events within the past 12 months. This is a floating 12-month period so, for example, to vote in November, you would have to have four events from November 1 of 2021 to October 31 of 2022.

The events can be participating in the monthly training, attending board meetings, helping teach any of the Cary CERT basic classes, or participating at one of the community events where we provide information about CERT. Some fund-raising events do not count if information is not being provided at the same time to the community.

Attendance names are from the 214s provided at each event. If you have not signed in during the event on this form, you will not be counted for the event; subsequently, attendance at the event will not be counted

**Basic “Card-Carrying” Member**

To get a picture ID badge, you must do everything required for the Voting Membership plus complete FEMA Courses ICS 100 and ICS 700. These can be found on the FEMA website at:

<http://training.fema.gov/IS/crslist.aspx>

Email your certificates to the GO team captain, who will record them in the database. At this point, we’ll take your picture and send it to the Town of Cary, where they will create a Cary CERT badge. You will receive your badge at the next monthly training. It will have an expiration sticker that is good for the rest of the current calendar year. At January’s monthly training meeting, new date stickers will be provided to eligible members. A database report is available to the board to let us know who has attended four meetings in the last 12 months. Date stickers will be available at other events throughout the year if you miss January’s meeting.

**GO Team Member**

GO Team members have four extra events they can attend during the year. These are often hands-on events that increase your skill level to be a valuable member of a CERT operation.

GO Team members become a part of a call tree where we serve as extra help to the Town of Cary during emergencies. Every GO Team member receives the tree electronically with instructions on what to do if you are called out. The call-out will be by phone, text, and email.

To become a member of the GO Team, you must do everything required for the Basic Membership plus complete FEMA Course ICS 200. We also recommend completing ICS 800, but it is not a requirement. Email your certificates to the GO Team Captain, who will record them in the database.

Keeping up your attendance at trainings is very important for this membership. The GO team captain reviews GO team attendance records monthly. If a GO team member is at risk for not having enough training in those 12 months (May 1 of the past year to April 30 of the present, for example), then an email is sent reminding them of the attendance requirements and listing some events for the month. If you cannot keep up with attendance or wish to be taken off the GO team for whatever reason, contact the GO Team Captain. He/She will remove you from all GO Team email lists and make sure the Town of Cary is contacted so you can be removed from their emergency communication system.

In January, an email is sent to all GO team members (and members who are not yet on the GO team but have met all the requirements) asking if they would like to continue in the new year. Email “RSVPs” include updating all personal information (addresses, phone contacts, etc.) and are kept as a record. The database is updated to include all responses and any changes to information. Non-responses will be followed up once with a phone call before a member is dropped from this membership level.

A colored sticker will be added to each GO team member’s badge at the January monthly training meeting for all who responded to the email. Renewal stickers will be available at other events if you miss January’s meeting or become eligible later in the year.

**Summary Table**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Basic Class and Received Information Sheet and Legal Form (Entered into Database) | 4 Events | Completes ICS 100 and 700 (Receive ID Card) | Completes ICS 200 (GO Team tree and access to Box account) |
| General Member | ⚫ |  |  |  |
| Voting Member | ⚫ | ⚫ |  |  |
| Basic Member | ⚫ | ⚫ | ⚫ |  |
| GO Team Member | ⚫ | ⚫ | ⚫ | ⚫ |