

Lincoln County Citizen Corps Coordinating Council (LC5)

Minutes

Wednesday, October 18, 2017, 1800 – 1930

Lincoln County Emergency Management
225 W. Olive Street, Suite, 103, Newport, OR 97365

- I. Introductions, Call to Order by Chairperson M. Eastman
- II. Review, Approval Minutes:
 - August 16, 2017 – Quorum not present, meeting notes to be presented at November meeting
 - September 20, 2017, Quorum present, meeting minutes to be presented at November meeting
- III. Additions to the Agenda: Group
- IV. Discussion Items:
 - A. LCSO Emergency Management Updates: Jenny Demaris
 - i. CERT Info Brochures:
 - 1. Informational insert sheet supply is exhausted
 - 2. NLCERT would like additional copies, other Chapters agreed to send their remaining stock to County EM to share with NLCERT
 - 3. County EM will re order once South Lincoln Chapters finalize their consolidation and email/phone information updates.
 - ii. Reminder Oregon Office of Emergency Management is looking for partners for the annual “Road Shows” for earthquake and tsunami preparedness – CERT Chapters were strongly encouraged to participate by State
 - B. Old Business:
 - i. FY17-18 SHSG CERT Trailer Grant Award: Peter Benjamin/Jenny Demaris
 - 1. Project is pending signed contract though Peter Benjamin is working on finalizing the vendor order list and contract pricing. Goal to have all items purchased by end of November and trailer assembled by end of January.
 - C. New Business:
 - i. Volgistics:
 - 1. CERT Chapters were encouraged to contact County EM and/or finalize their review of new applications within 30 days; if no update provided they will automatically be archived.
 - 2. Reviewed new application process (algorithm will be attached to minutes).
 - ii. 17-18 Goals Review:
 - 1. CERT Communications Training Module – Members will work on updating the template training module to incorporate Lincoln County specific information.
 - 2. New Training Module for the CERT Training Trailer – scheduled for Jan/Feb of 2018.
 - 3. SHSG FY18-19 Application: Chapter Leaders requested to bring estimated number of kits needed for the next 24 months to the November meeting.
 - 4. Compile Roster of Basic CERT Train the Trainer Instructors; Chapter Leaders will send their list of trained trainers to Peter to add to their Volgistics profile so reports can be generated.
 - 5. Evaluate Need for Basic CERT Train the Trainer Course – Evaluate Jan/Feb of 2018

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- Copies will be provided at the meeting for Council Members
 - Electronic Council meeting packet available at: <http://www.co.lincoln.or.us/cccc/page/citizen-corps-coordinating-council-meeting-lc5>

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iii. Election of Officers – Elections will be held at the November meeting.

D. CERT Chapter Updates:

- i. North Lincoln
- ii. Depoe Bay
- iii. Newport
- iv. Seal Rock is exploring consolidation with Waldport and Yachats
- v. Waldport
- vi. Lincoln County School District

V. Review of Action Items was presented by the Committee Recorder

VI. The next meeting will be November 15, 2017, 1800 – 1930 at the Lincoln County Emergency Management office, Suite 103.

VII. The meeting was adjourned by Chairperson Mike Eastman at 1915.

Elected Officers - 2017:

- Chairperson – Mike Eastman
- Vice Chairperson – Kay Wyatt
- Secretary – Lynda Engle

Goals - 2017 – 2018:

- Further develop the National CERT Communications Training Module (Power Point) to reference local information and present as a TtT module to CERT Chapter Leaders or Lead Instructors.
- Conduct Train the Trainer session on new CERT Training Trailer once completed (grant funded project)
- Complete assessment of available new CERT member kits currently available and analysis of future needs for next 12-72 months; submit SHSG FY18-19 for needed projected new member kits in January 2018.
- Create roster of Train the Trainers for Basic CERT Class Instructors within CERT Chapters and input the information into Volgistics.
- Evaluate the need to host a Train the Trainer session in next 12-18 months.

Upcoming Dates of Interest – Committee Reminders:

- Election of Officers: 11/15/17
- Annual Review:
 - 04/30/18 – Prior annual report revised and distributed to CERT Chapter Leaders
 - 06/21/18 – Review 2016-17 Goals, Establish 2017-18 Goals
 - 07/15/18 – Final CERT Chapter info for annual review to LCSO EM
 - August – Present to Board of Commissioners

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- 2017 Meeting Dates: 3rd Wednesday at 1800 – 1930, BOC Conference Room

• Jan-18	• July- 19
• Feb- 15	• Aug-16
• Mar- 15	• Sept- 20
• Apr- 19	• Oct- 18
• May- 17	• Nov -15
• June- 21	• Dec- 20

- Community CERT Events