

Lincoln County Citizen Corps Coordinating Council (LC5)

Lincoln County, Oregon

Minutes

Wednesday, October 19, 2016, 1800- 1930

- I. **Attendance:** Provided as the last page of these recorded minutes.
- II. **Call to order:** Meeting was called to order by Vice Chair Mike Eastman, at 1802 at Lincoln County Board of Commissioners' Meeting Room, Newport.
- III. **Welcome and Introductions:**
- A. Committee Members introduced themselves noting that Depoe Bay and Lincoln County School District representatives were participating via conference call.
- IV. **Approval of Minutes:** It was noted the committee did not meet in September and the August 17th minutes were not available in advance for review; approval postponed to the next meeting.
- V. **Discussion:**
- A. **Emergency Management Update:** EM Demaris
- i. **CERT Brochures w/Local CERT Insert:** The local CERT info inserts were received as well as the FEMA standardized brochure; CERT Teams at the meeting were to take their designated quantity and EM Demaris will coordinate the distribution to those not present at the meeting. EM Demaris also noted that she would be willing to pay for the next 200 copies of the CERT inserts from her County EM budget as it is expected the first 150 may be distributed quickly.
 - ii. **LC5 Bylaws:** Bylaws were signed by both President and Secretary, submitted to the BOC for recording and are posted to the LC5 website with other council documents.
 - iii. **Annual Report:** The annual report was presented by President Linda Carskadon to the BOC on August 24th; it was agreed the BOC was very receptive to the work by the CERT Team's and the value of the time by the individual volunteers to be ready to assist their communities.
 - iv. **CERT Tools for Leadership Class:** Peter Benjamin conducted the training series on August 27th with 24 attendees in the course.
 - v. **SHSG FY15-16 CERT Continuity Project:** This grant project has been closed out with all requirements met. It was noted that Peter Benjamin, LCSO EM Volunteer, will stay on as a liaison to assist the CERT Team Leaders.
 - vi. **SHSG FY16-17:** EM Demaris has the basic information for the grant application and will request further input the first part of December for the completion of the grant application.
 - vii. **OEMA Conference (Lincoln Co.):** EM Demaris noted Kay Wyatt, Depoe Bay CERT Chapter Leader, was nominated and awarded the OEMA EM Volunteer of the year award at the October 5th conference banquet. Appreciation extended to those who were able to attend and/or volunteered their time during the conference on behalf of Lincoln County agencies.
 - viii. **Volgistics – Volunteer Coordination Software:**
 1. EM Demaris encouraged CERT Chapters to work with Peter to begin uploading or entering their CERT Volunteers into the software program, Volgistics. Peter is available to assist with additional training for the CERT Chapters or to assist with uploading the initial roster of team information. EM Demaris indicated CERT Chapters will need to make a final decision if they plan to continue with Volgistics, 12/31, or their information will be removed from the program.
 2. CERT Chapter Leaders noted their need for a refresher or handout on where to access the log-on screen for current users vs. new potential CERT members completing the volunteer application. Peter is in the process of creating a user guide to assist with locating the log on screen and the on-line application; this will be distributed with the draft minutes.

B. New Business:

- i. **Election of Officers:** Acting Chair Mike Eastman
Council Members discussed the need to hold Officer Elections per Bylaws, it was agreed to request nominations of the voting CERT Chapter representatives and hold elections at the November 16th meeting. EM Demaris was asked to highlight the need for nominations and election of officers in the email announcing with the draft minutes.

C. CERT Chapter Updates:

- i. North Lincoln:
 1. Fall CERT class is underway with 27 students.
 2. 11/1 – Volunteers to facilitate the final drill are appreciated.
 3. 10/22, 10/23, 10/29 - First Aid/CPR training offered.
- ii. Depoe Bay:
 1. Great Oregon ShakeOut Activities/Tsunami Walk:
 - **Bella Beach**, residents did the Drop, Cover, and Hold (DCH) activity followed by a community meeting to discuss their disaster plans.
 - **Coronado Shores**, residents did the DCH, walked to one of their two Tsunami Assembly Areas, and then gathered in their clubhouse for a Readiness Fair that included Emergency Manager Jenny Demaris answering questions from residents.
 - **Otter Rock**, residents did the DCH, and walked to their Tsunami Assembly areas, avoiding “hazards” placed by local CERTS. They then assembled in their community hall for a Readiness Fair with numerous exhibits.
 - **Gleneden Beach and Depoe Bay**, CERTs participated with the DBFD Fire Fighters for a DCH and walk to Tsunami Assembly Areas. CERTs served as earthquake “victims” for Fire Fighters to rescue and treat. CERTs also served in a concurrent communication drill, and as helpers for DBFD Fire Fighters as they gained experience in setting up the equipment in their disaster caches.
- iii. Newport:
 1. Fall CERT class is underway with 14 students.
 2. A radio communications module has been added to the training for new and current members.
- iv. Seal Rock:
 1. CERT office will be moving from Seal Rock Fire Department to Bayshore.
 2. The Bayshore Safety Committee has approved the installation of a cache in their area.
 3. The Sandpiper Board will be presented with a similar cache proposal.
 4. A readiness fair is planned in the Bayshore area.
- v. Waldport:
 1. Will be working closely with Seal Rock to provide a readiness fair in Bayshore.
- vi. Lincoln County School District:
 1. 1/12/17, 2pm – Skills certification at Taft High School
 2. 1/19/17, 12noon-3:45pm – Final exercise
 3. Volunteers are appreciated; volunteer packets are due to LCSD one month in advance.
 4. LCSD Safety Coordinator, Sue Graves was accepted into a Master Degree Program in Homeland Security Services through the Center for Homeland Defense and Security at the Naval Postgraduate School. It is sponsored by the National Preparedness Directorate, FEMA.
<https://www.chds.us/c/academic-programs/masters-degree-program>

VI. Review of Action Items: Committee Recorder

- A. Distribute the August minutes for review.
- B. Distribute the user guide to access the Volgistics program from the County website.
- C. Determine why the local CERT information is not visible on the County website.

- D. Provide reminder for nominations of election of officers in email to committee members.
- E. Contact Yachats regarding voting position on LC5.

VII. Next Meeting: The next meeting is scheduled for November 16, 2016, at the County Courthouse, BOC Conference Room.

VIII. Adjournment: Vice chairperson Eastman entertained a motion to adjourn the meeting and Raul Grimes, seconded the motion; meeting adjourned at 1855.

Respectfully submitted,

Virginia "Jenny" Demaris
Lincoln County Emergency Management

- Electronic Committee Meeting Packet available at: <http://www.co.lincoln.or.us/cccc/page/citizen-corps-coordinating-council-meeting-lc5>

October 19, 2016 LC5 Committee Member Attendance

P = Present, **A**=Absent

Representation	P/A	Committee Member
CERT Chapter Leader	P	Kay Wyatt, CERT Depoe Bay
CERT Chapter Leader	A	Kriss Hoffman, CERT North Lincoln
CERT Chapter Leader	A	Linda Carskadon, CERT Waldport
CERT Chapter Leader	P	Mike Eastman, CERT Newport
Teen CERT Liaison	P	Sue Graves, CERT Lincoln Co. School Dist.
CERT Chapter Leader	N/A	Vacant Position, CERT Yachats
CERT Chapter Leader Alternate	A	JoDana Bright-Taylor, CERT North Lincoln
CERT Chapter Leader	P	Lynda Engle, CERT Newport - Seal Rock
County Personnel	P	Jenny Demaris, Lincoln County Sheriff's Office
County Personnel	P	Kerry de Lisser-Shanks, Lincoln County Sheriff's Office
County Personnel	P	Peter Benjamin, Lincoln County Sheriff's Office

General Public at Large - Guests

Delegate	Raul Grimes, North Lincoln (NLFR) CERT
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