



CERT ASSOCIATION OF ILLINOIS
CONFERENCE CALL – OCTOBER 22, 2019 / 1:30PM
MEETING MINUTES

WELCOME AND INTRODUCTIONS

Dan Martin called the meeting to order at 1:32pm and welcomed those on the call. Roll call was taken and the following were on the call:

- Brooks, Connie – LaSalle County EMA
- Clifford, Kurt – Hanover Township Emergency Services
- Drendel, Beth – North Aurora Police Department
- Drotor, Sheri – Cumberland County Health Department
- Frizelis, Rich – Chicago CERT
- Gaonkar, Gaurav – Village of Oak Park
- Huddleston, John – Harlem Roscoe Fire Department (Illinois Stateline CERT)
- James, Randy – South Lake County Regional CERT
- Martin, Dan – Village of New Lenox
- McKellar, Andy – Madison County Emergency Management Agency
- Townsend, Linda – Northbrook Fire Department
- Ulaskas, Randy – Village of Monee
- Van Bladel, Mike – Round Lake Beach Emergency Management Agency
- Wilson, Rich – Buffalo Grove Fire Department
- Wylie, Larry – Collinsville Emergency Management Agency

APPROVAL OF SEPTEMBER 24, 2019 CONFERENCE CALL MINUTES

Dan advised that the Minutes from the September 24, 2019 Conference Call were previously distributed to members via email. Dan asked for a motion to approve the Minutes. Kurt Clifford made a motion to approve the Minutes, followed by a second from Rich Wilson. There was no discussion following the motions and the Minutes were approved by a voice vote with no objections.

OLD BUSINESS

Membership Document

Dan advised that there are members that still have missing information on the Excel document, which currently has 59 members listed. If anyone is missing an address, phone number, etc... please email Dan (dmartin@newlenox.net) so he can add the information to the document. In addition, Dan requested that everyone do some recruitment in an effort to get others involved with the Association. Central and Southern Illinois in particular, are in need of representation.

Geocoding CERT Teams / Association Members

To see where our Teams / Members are located, follow this link: <https://wiu-gis-center.maps.arcgis.com/apps/webappviewer/index.html?id=2fc5e94cf46940cf864940bcf83435f2> Dan thanked Edgar Rodriguez from McDonough County and his staff for creating the mapping feature. Dan will continue to send the Excel document to Edgar so the map can be kept up-to-date.

“Basecamp”

Dan explained that “Basecamp” is essentially a message board that was set-up by Michelle Hanneken at the Serve Illinois Commission. In addition to being a message board, our Meeting Agendas and Minutes are posted there as well as our Newsletters. This is also a location where members can send content for the newsletter. “Basecamp” is also utilized to send CERT-related content, via email, to our entire group. Everyone was reminded NOT to reply to the email generated by “Basecamp” unless they want everyone to see the reply.

Facebook Page

Dan advised that as of October 21st, we have 379 “Likes” on the page. Everyone was requested to “Like” the page if they have not already done so and to “Share” the page with their members. The CERT Association of Illinois Facebook Page can be found at: <https://www.facebook.com/CERTAssociationofIllinois/>

For the most part, we’re NOT receiving content from teams. Once again, if you have something to share, please send to our Facebook Page Administrators, who are:

Tonya Balla balla93@sbcglobal.net

Beth Drendel brdrendel@gmail.com

Dan Martin dmartin@newlenox.net

Web Site

Dan advised that everyone was sent a link to the web site for their review. Everyone was reminded that the web site is a work in progress and is by no means complete. Much of the content is only a place keeper and will be replaced with other content as we move ahead.

An “ABOUT” tab will be added between “HOME” and “EVENTS.” It will contain information like our “By-Laws, Board of Directors, not-for-profit status (eventually), and others things as we see fit.

Since training is so much of what we do, a “TRAINING” tab will be added near the “EVENTS” tab. Information from “TRAINING” can be added to the calendar in “EVENTS.”

Dan asked everyone on the call to send comments, ideas and suggestions ASAP so changes can be made and we can open the site up to the public.

CERT Association of Illinois Newsletter

Dan turned this section over to Kurt Clifford advised that the September 2019 Newsletter is complete and sent to members. Kurt advised that it was the first edition, so if anyone has any comments or feedback please feel free to them. The newsletter team is definitely open to suggestions.

The publication schedule for the newsletter will be March, June, September, and December. The deadline for the December issue is November 15, 2019, so please send content ASAP.

Content and photos can be uploaded to “Basecamp” for the newsletter team to work with. Content will be accepted up to two weeks before each publication (1st of the above-mentioned months). Facebook links to various posts can also be sent to the newsletter team who can use that content for the newsletter as well.

Everyone was also encouraged to write articles for the newsletter. Examples included seasonal things such as winter weather preparedness or even promoting severe weather preparedness campaigns.

Prairie State CERT Challenge

The Planning Team will be having a conference call on Thursday, October 24, 2019 at 8:30am. This will be the After Action / Improvement Plan discussion, which will include information from the surveys / evaluations that were completed by the participating teams.

Connie Brooks added that the team will probably start thinking about planning next year’s event. If anyone is interested in being on the planning team, please let Michelle Hanneken know if they’re interested in helping. Dan encouraged everyone to get involved with the PSCC in some capacity.

CERT Association of Illinois By-Laws

Dan advised that the By-Laws are approximately 75% complete. The By-Laws Committee hopes to have the By-Laws finished during their last call. The By-Laws Committee will then do a final read of the document and it will be sent out to the membership for review. Dan thanked Latesha Tubbs, Randy James and Marc Small for working with him to get the By-Laws completed.

Training Committee (NEW)

Rich Frizelis advised that the group has not had a chance to meet just yet, but would like to get a Mission Statement completed so the group can focus their efforts correctly. The DRAFT Mission Statement is: *“To gather and share best practices, share training opportunities, and collaborate with partners for the betterment of our CERT members.”* Rich advised that he welcomes comments and feedback regarding the Mission Statement.

Rich also advised that he was thinking about sending out a survey to find out what types of training teams are doing and what types of training would teams like to see that Association offer. Rich advised that he has an on-going list of relevant training that might be useful to the Association and would like to add to the list as well.

Rich also advised that he would welcome anyone else to join the Training Committee as there will undoubtedly be much to do. Future working might include:

- Working with teams to open up training to other teams.
- Association (Quarterly) Training.
- Clearinghouse for other types of training - passing along to Association members.
- Annual Conference.
- Facilitate and encourage members to attend National Conferences.

Linda Townsend commented that she appreciated the information that has been sent out by the Association thus far. Linda advised that she otherwise would not have been made aware of the various training opportunities that have been passed along.

Sharing Best Practices – Questions and Discussion

There were no questions or any information to be shared during this segment. Dan advised that if anyone thinks of something after the call, please post it via “Basecamp.”

Rich Frizelis did add that if anyone needs “victims” for an exercise, posting it via “Basecamp” is a great way to get people to assist.

Rich Wilson from Buffalo Grove asked a question regarding Mutual Aid and if this would be in the By-Laws. A short discussion was held for the need to develop a formalized structure for Mutual Aid. Currently, most Mutual Aid is being done informally through personal relationships that have been established.

NEW BUSINESS

CERT Train-the-Trainer will be held on December 7th and 8th in Milton Township. Michelle Hanneken has sent registration information out via “Basecamp” and via email. Connie Brooks added that there is a minimum (10) and maximum (14) to hold the class. Connie advised that she believed that currently there are 4 registered for the class.

GOOD OF THE ORDER

Rich Frizelis advised that we should consider a Finance Committee as we move forward. Dan added that there will be other committees as well, so if anyone would like to get involved to please consider volunteering.

NEXT CONFERENCE CALL / MEETING

The next Conference Call will be on **Tuesday November 19, 2019 / 1:30pm.** Call-in / Access Code information will be sent out via email and will be posted on the Meeting Agenda as well. ***THIS IS ONE WEEK AHEAD TO AVOID THANKSGIVING WEEK.***

ADJOURNMENT

The conference call ended at 2:20pm.