



## **CERT ASSOCIATION OF ILLINOIS**

**CONFERENCE CALL – November 19, 2019 / 1:30PM**

### ***MEETING MINUTES***

#### **WELCOME AND ROLL CALL**

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

- Balla, Tonya - Mundelein Fire Department
- Brooks, Connie - LaSalle County Emergency Management Agency
- Clifford, Kurt - Hanover Township Emergency Services
- Drendel, Beth - North Aurora Police Department
- Frizelis, Rich - Chicago Police Department - 12th District Community Policing Office
- Frohn, Laura – Naperville CERT
- Gaonkar, Gaurav – Village of Oak Park
- Hanneken, Michele - Serve Illinois Commission
- Hemrick, Dottie – Milton Township CERT
- 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
- Moos, Mike - Sherman Emergency Management Agency
- Rodriguez, Edgar - McDonough County ESDA
- Small, Marc - Long Grove Fire Protection District
- Townsend, Linda - Northbrook Fire Department
- Van Bladel, Mike - Round Lake Beach Emergency Management Agency
- Wilson, Rich – Buffalo Grove Fire Department
- Wylie, Larry – Collinsville

#### **APPROVAL OF MINUTES FROM OCTOBER 22, 2019 CONFERENCE CALL MINUTES**

Dan advised that the Minutes from the October 22, 2019 Conference Call were previously distributed to members via email. Dan asked for a motion to approve the Minutes. Connie Brooks 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 currently about 59 members the Excel document. If anyone is missing an

address, phone number, etc. please email Dan ([dmartin@newlenox.net](mailto:dmartin@newlenox.net)) so he can add the information to the document. Once any new members are added a group email will be sent with the updated Excel document, Michele Hanneken will add those members to Basecamp, and finally Edgar Rodriguez will add the jurisdiction of those new members to the Geocoding application. In addition, Dan requested that everyone conduct some recruitment in an effort to get others involved with the Association. Central and Southern Illinois in particular, are in need of representation.

Linda Townsend offered to help in the recruitment of new members.

A suggestion that a true-up between Michel Hanneken's member list and the Association's Excel member list might be needed at times.

### **Geocoding CERT Teams / Association Members**

Dan mentioned that this is where we can see where our Teams / Members are located by using this link. <https://wiu-giscenter.maps.arcgis.com/apps/webappviewer/index.html?id=2fc5e94cf46940cf864940bcf83435f2>

The Geocoding application can be beneficial in areas such as disaster response, helping with recovery efforts, and recruitment.

Edgar Rodriguez noted that if anyone has additional information that they'd like to add to this application to please contact him at ([mcesda@macomb.com](mailto:mcesda@macomb.com)).

Dan noted that the Central and Southern regions of the state are in need of representation and that recruitment efforts might help in that.

A discussion was held prompted by a question from Edgar Rodriguez pertaining to Train-the-Trainer classes.

- Q.** What are the current pre-requisites/enrollment requirements to take the class?
- A.** A letter from the attendee's jurisdiction stating that, after certification, the attendee will teach the course on behalf of the organization and that the 20HR CERT class has been completed. Exceptions can be afforded upon approval such as completing FEMA's IS317 class.
- Q.** Can Train-the-Trainer graduates train those interested in becoming CERT Trainers?
- A.** A Train-the-Trainer can only instruct the CERT Basic Training course.

These links for further information were provided.

<http://public.iema.state.il.us/iema/training/Course.asp?CourseID=3140>

<https://training.fema.gov/is/courseoverview.aspx?code=IS-317>

<https://www.ready.gov/cert>

### **"Basecamp"**

Dan stated that "Basecamp" is a message board as well a mechanism for dissemination of CERT-related information such as adding Newsletter content submissions as well as posting the published newsletters. "Basecamp" is also a repository for posting meeting minutes and agendas. As new members are added they too will be added to "Basecamp." Lastly, Dan noted that the "Reply" option is being used more efficiently now.

### **Facebook Page**

Dan advised that we're hovering a little over 400 "Likes" and that 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/>

Dan also noted that to date we're still in need of content from members and that if you have any submissions to send these our Facebook Page Administrators.

Tonya Balla [balla93@sbcglobal.net](mailto:balla93@sbcglobal.net)

Beth Drendel [brdrendel@gmail.com](mailto:brdrendel@gmail.com)

Dan Martin [dmartin@newlenox.net](mailto:dmartin@newlenox.net)

### **Web Site (eventually <https://www.certillinois.com/>)**

Dan advised that the web site is available for review via this link:

<https://www.certillinois.com/?ucp-access=9fba33af>. It is still a work in progress and it shouldn't be shared with the public.

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

A "TRAINING" tab will be added near the "EVENTS" tab. Information from "TRAINING" can be added to the calendar in "EVENTS."

There has been a suggestion that a directory of CERTs with contact information and links to their web sites and social media accounts be added to the website. This is in the discussion stage.

Dan asked everyone to send comments, ideas and suggestions to Dan Martin [dmartin@newlenox.net](mailto:dmartin@newlenox.net) ASAP so changes can be made and we can open the site up to the public.

### **CERT Association of Illinois Newsletter**

Kurt Clifford informed the members that the second newsletter is near completion and that content submissions can still be sent via Basecamp preferably or email if Basecamp navigation is still new to members.

Kurt offered to work with members that need Basecamp navigation tips on how to submit content by reaching him at [kclifford@hanover-township.org](mailto:kclifford@hanover-township.org).

The publication date for the second newsletter is scheduled in the beginning of December.

### **2020 Prairie State CERT Challenge**

The Planning Team will begin conference calls to discuss the 2020 event soon.

Members of the CERT Association of Illinois are encouraged to get involved with the 2020 event in some capacity (Planning Team, Evaluator, Station Facilitator, Send a Team, etc.).

### **CERT Association of Illinois By-Laws**

Work is continuing on the By-Laws by Latesha Tubbs, Randy James, and Marc Small. Dan has sent out a draft and stated that if there are any questions that can be discussed at this meeting we can do so.

A question was asked by Rich Frizelis.

Q. Where are the Regional Divisions found on the IEMA website?

A. This link will bring up a map of the regions and contacts in Illinois.

<https://www2.illinois.gov/iema/Contacts/Pages/Contacts-Regional.aspx>

Randy James stated that regional representation for the CERT of Illinois Board is a good idea in addition to ensuring a needed skillset (financial, legal, etc.) is had by board members.

Marc Small agreed and stated that the By-Laws, even though are still evolving, is a good starting point.

A question was asked by Linda Townsend.

Q. How affordable will dues be?

A. Dues will be a yearly nominal fee and will be on an individual member basis.

### **Training Committee / Training**

Rich Frizelis stated that the Committee discussed having a training calendar and to have it published on the website and Basecamp. Rich also mentioned that methods such as Tabletop exercises and conferences to facilitate training were discussed.

Rich also mentioned discussion on sending out a survey to groups on what they do for training or need for training.

The last item Rich noted was creating a library of training information available to the membership.

Anyone wanting to help with these training endeavors please contact Rich at

[richf.chicagocert@gmail.com](mailto:richf.chicagocert@gmail.com)

### **Sharing Best Practices – Questions and Discussion**

Rich Frizelis stated that using candy and/or teddy bears for Search and Rescue drills is a good alternative if no victims are available.

Randy James places tenured members with new members during their agency's trainings allowing the newer members to acclimate faster to the skills presented.

Linda Townsend conducts a similar process in that more skilled members shadow newer members during training sessions.

Dan Martin incorporates drills held at Prairie State CERT Challenge into their agency's training sessions.

### **NEW BUSINESS**

#### **CERT Basic Curriculum Release (Webinar)**

December 10, 2019 / 3:00pm. Link to register was sent via Basecamp.

FEMA will share the reasons for the changes, highlight best practices and share impacts of the updated curriculum. Participants will learn how trainers can deliver the updated training and when to order materials.

#### **FEMA's Monthly Newsletter from the Individual and Community Preparedness Division**

Dan noted that signing up via this link will allow members to get on an email list to obtain information from individuals and community groups.

Link to subscribe: <https://public.govdelivery.com/accounts/USDHSFEMA/subscriber/new>

**GOOD OF THE ORDER**

There was nothing for the Good of the Order that had not already been addressed / discussed.

**NEXT CONFERENCE CALL/MEETING**

The next Conference Call will be on **Tuesday January 28, 2020 / 1:30pm**. Call-in / Access Code information will be sent out via email and will be posted on the Meeting Agenda as well.

**ADJOURNMENT**

The conference call ended at 2:30 PM