



CERT ASSOCIATION OF ILLINOIS

CONFERENCE CALL – July 28, 2020 / 1:30PM

MEETING MINUTES

WELCOME AND ROLL CALL

Dan Martin called the meeting to order at 1:30pm and welcomed those on the call. Roll call was taken and the following were in attendance:

- Billings, Trish - Milton Township
- Bonuchi, Roger - Kendall County Emergency Management Agency
- Clifford, Kurt - Hanover Township Emergency Services
- Crawford, David - Northbrook Fire Department
- Danley, Ed - Naperville Fire Department
- Frizelis, Rich - Chicago Police Department - 12th District Community Policing Office
- Frohn, Laura - Naperville Fire Department
- Gaonkar, Gaurav - Village of Oak Park
- Geraci, Charles - Village of Alsip
- Hanneken, Michelle - Serve Illinois Commission
- Hemrick, Dottie - Milton Township
- Huddleston, John - Harlem Roscoe Fire Department (Illinois Stateline CERT)
- James, Randy - South Lake County Regional CERT
- Keen, Linda - Carol Stream Police Department
- Lapcewich, Dean - Milton Township
- Lehrman, Diane - Milton Township
- Lynch, Michael - Milton Township
- Martin, Daniel - Village of New Lenox
- Moos, Mike - Sherman Emergency Management Agency
- Stejskal, Pat - Fremont Township
- Van Bladel, Mike - Round Lake Beach Emergency Management Agency
- Watts, Jerry - Tinley Park Emergency Management Agency
- Wilson, Rich - Buffalo Grove Emergency Management Agency
- Winter, Nancy - Buffalo Grove Emergency Management Agency

APPROVAL OF MINUTES FROM JUNE 23, 2020 CONFERENCE CALL MINUTES

Dan advised that the Minutes from the June 23, 2020 Conference Call were previously distributed to members via email. Dan asked for a motion to approve the Minutes. Rich Wilson made a motion to approve the Minutes, followed by a second from Rich Frizelis. There was no discussion following the motions and the Minutes were approved by a voice vote with no objections.

NEW BUSINESS

Interim Board of Directors

Dan announced that the Interim Board of Directors met again on July 16, 2020 to continue with discussion on the By-Laws and expansion of roles and responsibilities going forward. The Board, as of now, will try to meet 2 weeks before the General Membership meeting.

Interim Board of Directors in Attendance on July 16th

Balla, Tonya - Mundelein Fire Department

Clifford, Kurt - Hanover Township Emergency Services

Gaonkar, Gaurav - Village of Oak Park

James, Randy - South Lake County Regional CERT

Martin, Daniel - Village of New Lenox

Moos, Mike - Sherman Emergency Management Agency

Small, Marc - Long Grove Fire Protection District

Tubbs, Latesha - City of Chicago Office of Emergency Management and Communications *on vacation

Wilson, Rich – Buffalo Grove Emergency Management Agency

Michelle Hanneken – Board Liaison to the Serve Illinois Commission

Mission of the CERT Association of Illinois

Dan Martin noted a change suggestion in the wording the Mission Statement in that “*become*” is changed to “*be*” and that “*disaster*” be changed to “*event*” as noted below.

“The Mission of the CERT Association of Illinois is to be ~~become~~ a statewide resource for the sharing of ideas and training for Community Emergency Response Teams, as well as a coordinated mutual aid system that can be utilized before, during, and after an event ~~disaster~~.”

Dan also stated the appointment of “Officers” (President, Vice-President, Secretary and Treasurer) is on hold at this point until a few more items, such as the Bylaws, get completed.

ByLaws – Randy James

Randy James stated how the Bylaws are being created to date. Randy stated that the content right now is the focus of the document and that other active ByLaws such as ISARC’s and IEMA’s are being used as examples. Rich Frizelis and Mile Moos have been working with Randy James on fine-tuning the ByLaws.

Randy also answered some earlier questions that were submitted to him.

Q. Terms for Directors

A. Directors are elected

Q. How will dues be coordinated?

A. Randy stated that Dan Martin will talk about dues later in this meeting.

Q. How will the Association classify supporting agencies, such as Propac or IEMA, that want to be members?

A. This will be a discussion as the Bylaws are being created.

Q. How long will Officer's terms be?

A. Per the ByLaws, Officers are elected by the Board every year.

Q. Will there be a Code of Ethics document?

A. Mike Moos is assisting with formatting and also drafting a Code of Ethics and the current direction is that it should be a separate document from the ByLaws.

OVERSIGHT

Dan Martin introduced the Oversight Committee members and what they have as far as responsibilities.

ByLaws – Randy James

Feedback from Randy James is noted above in this document.

Training – Rich Wilson

Will work with Rich Frizelis, Chair of the Training Committee.

Web Site – Gaurav Gaonkar

Currently working with Bill Byerley from PageDesk, Inc., to complete the web site.

Social Media – Tonya Balla

Beth Drendel will be assisting with Social Media as well.

Newsletter – Kurt Clifford

Sheri Drotor is assisting with the Newsletter as well.

Meetings / Agendas – Dan Martin

Meeting Minutes – Kurt Clifford

Membership – Kurt Clifford

Geocoding Members - Edgar Rodriguez

Basecamp for Members – Michelle Hanneken

OLD BUSINESS

Membership (Excel Document) – Kurt Clifford

Dan Martin noted, on behalf of Kurt Clifford, that there are currently 79 members listed on the Excel document as our Association continues to grow.

Dan also ask the membership to PLEASE encourage your volunteers / members to get others involved with our Association by reaching out using your own Social Media and other networking means.

Dan instructed the membership to have them send an email to Kurt with the new member contact information so they can be added to the roster.

Lastly, Dan reiterated that recruitment efforts are especially needed in Central and Southern Illinois.

Geocoding CERT Teams / Association Members – Edgar Rodriguez

Dan Martin noted the link to the Association's Geocoding application This app allows members to see where our Teams / Members are located, follow this link:

<https://wiu-giscenter.maps.arcgis.com/apps/webappviewer/index.html?id=2fc5e94cf46940cf864940bcf83435f2>

“Basecamp” – Michelle Hanneken

Dan Martin gave an overview of Basecamp and stated that it is the Association's message board as well a mechanism for dissemination of CERT related information (via email).

It is a location where content for our newsletter, meeting agendas, meeting minutes, and other information can be sent and viewed by the membership.

As we take on new members, Basecamp will be updated accordingly.

Social Media / Facebook Page – Tonya Balla

Dan Martin noted that to date we have 486 “Likes” and 512 “Followers” as of July 27, 2020 but we still need our volunteers to “Like” and “Share” the page, which is

<https://www.facebook.com/CERTAssociationofIllinois/>

We should also drive to get the Association's presence on other types of social media which will be good for marketing our organization.

Lastly, Dan instructed the membership to please send content to Facebook Page Administrators:

1. Tonya Balla <mailto:balla93@sbcglobal.net>
2. Beth Drendel brdrendel@gmail.com
3. Dan Martin <mailto:dmartin@newlenox.net>

Web Site (eventually <https://www.certillinois.com/>) - Gaurav Gaonkar

Dan Martin, on behalf of Gaurav Gaonkar, stated that the website is available for review via this link <https://www.certillinois.com/?ucp-access=9fba33af> but remains a work in progress and that the link should not be shared yet.

Gaurav is working with the website vendor to roll the site out as fast as possible and hopefully will be available to the public soon.

Please send comments, ideas, and suggestions to Gaurav Gaonkar <mailto:ggaonkar@oak-park.us> ASAP so changes can be made and we can open the site up to the public.

CERT Association of Illinois Newsletter- Kurt Clifford

Dan Martin, on behalf of Kurt Clifford, noted that September, 2020 Newsletter is the next publication window and that the deadline to submit content is August 15th.

Content such as photos, training announcements or past trainings can be uploaded to Basecamp for the newsletter team to work with. Email content to Kurt Clifford <mailto:kclifford@hanover-township.org> if you are still unfamiliar with Basecamp.

The next publication window is December with content needing to be submitted by mid-November.

The last item Dan noted was that images for the newsletter should be tailored more to the type of distribution used so that image quality can be maintained.

Training Committee / Training – Rich Wilson

Rich Frizelis stated that the Training Committee will meet soon via Zoom to continue discussions on the rollout of various training programs.

Topics to discuss are holding a Program Manager session and a virtual Prairie State CERT Challenge in lieu of the cancelled PSCC.

Additional topics to discuss will cover quarterly trainings and how these will be coordinated.

Dan Martin noted that training is a big component of the Association which allows us to network, build and maintain interest, and to use training as a marketing tool.

Last, Mike Lynch of Milton Township offered his time to help on the Training Committee.

CERT Train-the-Trainer – Michelle Hanneken

Michelle Hanneken stated that the December class is still scheduled to be held in Milton Township but the Chicago class might need to be rescheduled due to COVID concerns.

The COVID pandemic is making it hard for IEMA to schedule and hold classes as of now.

2020 National CERT Conference <http://2020nationalcertconference.com/> - Dan Martin

Dan Martin announced that the conference has been rescheduled for July 12 – 17, 2021 in Springfield, MO.

University of Utah, School of Medicine, Division of Occupational & Environmental Health

Dan Martin informed the membership of the University's online 2020 CERT Training

<https://medicine.utah.edu/rmcoeh/aboutus/outreach/cert.php>

Dan stated that he's looking at offering this training to his community and asked if other members have taken advantage of this additional training.

A few members did note that they did take the class or are looking at incorporating this curriculum into their current training curriculum.

National CERT Association – Michelle Hanneken

CERT Professional Development Series is the result of the partnership between the National CERT Association, FEMA National and FEMA Region IX, with support from CERT leaders / trainers across the country. Among other items it includes -

1. CERT Train-the-Trainer – series of webinars that cover the training modules in the CERT Train-the-Trainer Course.
2. CERT Program Manager – series of webinars that cover the training modules in the CERT Program Manager Course.
3. CERT Basic – series of short training videos demonstrating key skills that are taught during the CERT Course.

GOOD OF THE ORDER /Best Practices

Dan Martin stated that this section of the meeting can be used to let the membership know what individual jurisdictions are doing so that others may include those practices in their agendas.

Some members stated that they have held trainings using various forums such as Zoom, individual stations, outdoor, and small groups to accommodate the current COVID restrictions.

NEXT VIDEO CONFERENCE CALL/MEETING

The next video conference / meeting will be on Tuesday, August 25, 2020 / 1:30pm. A link to the Zoom video conference will be sent via email in advance.

ADJOURNMENT

The conference call ended at 2:34 PM