



## **CERT ASSOCIATION OF ILLINOIS**

**CONFERENCE CALL – January 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:

- Balla, Tonya - Mundelein Fire Department
- Billings, Trish - Milton Township
- Brooks, Connie - LaSalle County Emergency Management Agency
- Clifford, Kurt - Hanover Township Emergency Services
- Crawford, David - Northbrook Fire Department
- Davis, Dawn - Illinois Department of Public Health
- Frohn, Laura - Naperville Fire Department
- Gaonkar, Gaurav - Village of Oak Park
- 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
- Lynch, Michael - Milton Township
- Martin, Daniel - Village of New Lenox
- McKellar, Andy - Madison County Emergency Management
- Moore, Jeanine - Milton Township
- Rodriguez, Edgar - McDonough County ESDA
- Small, Marc - Long Grove Fire Protection District
- Sobanski, Malwina - Addison Police Department
- Stejskal, Pat - Fremont Township
- Townsend, Linda – Northbrook Fire Department
- Ulaskas, Randy - Village of Monee
- Van Bladel, Mike - Round Lake Beach Emergency Management Agency
- Wilson, Rich - Buffalo Grove Emergency Management Agency
- Wylie, Larry - Collinsville Emergency Management Agency

## **APPROVAL OF MINUTES FROM NOVEMBER 19, 2019 CONFERENCE CALL MINUTES**

Dan advised that the Minutes from the November 19, 2019 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 Edgar Rodriguez. There was no discussion following the motions and the Minutes were approved by a voice vote with no objections.

## **OLD BUSINESS**

### **Membership Document**

Dan stated that there are currently about 60 members in the Excel document and advised that 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.

Trish Billings mentioned that there are a few new Milton Township folks that need to be added to the roster. Dan replied to send their information to him so the updates can be performed in Basecamp also.

Last, Dan requested that everyone conduct efforts in recruitment to get others involved with the Association. As the organization grows there will be a need for more members to help in this growth.

Central and Southern Illinois in particular are in need of representation.

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

Dan commended Edgar Rodriguez for his work on this application.

Dan highlighted the application's capabilities by referencing the information displayed upon selecting a jurisdiction's map symbol.

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

Edgar Rodriguez stated that he will add the Milton Township members to the tool and added that if anyone else has additional information that they'd like to add to this application to please contact him at ([mcesda@macomb.com](mailto:mcesda@macomb.com)).

### **"Basecamp"**

Dan mentioned that the Basecamp application 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" vs "Reply All" options are being used more efficiently now.

Michele Hanneken added that members shouldn't be apprehensive about using the "Reply/All" options but to make sure the correct option is selected for the intended recipient/s.

### **Facebook Page**

Dan stated that we're hovering a little over 435 "Likes" and 457 "Shares" and that everyone was requested to "Like" the page if they have not already done so and to "Share" the page with their other agency members, family, friends, etc.

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)

Some recent content submissions were from Tonya Balla showcasing the ***Feed My Starving Children*** drive in Libertyville. Another content submission was from Beth Drendel showcasing the ***Emergency & Disaster Preparedness*** classes taught to local middle school kids.

### **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.

The site so far is a combination of ideas put forth by the web designer and elements from the Florida CERT website.

Dan highlighted the sites' options and menus by navigating the application accompanied by a verbal description of the results. Other members on the call were able to successfully navigate the site also.

A few questions were asked.

**Q.** Who maintains the website?

**A.** So far, the web designer does but future support can be performed by members.

Edgar Rodriguez offered to help maintain the website

**Q.** Is this a WordPress website?

**A.** Pagedesk is the designing company.

**Q.** Can the site be found by using a Google search?

**A.** If the designer has submitted key words to be used as triggers, then yes. Dan Martin has offered to verify this capability.

**Q.** Will members be able to submit their own additions/content to the website?

**A.** Any website additions should be performed by an Administrator.

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

Kurt Clifford stated that the 2/15 date is the deadline for content submission but isn't a hard stop for submissions.

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 next newsletter is in March.

Kudos was given to Sheri Drotor for her December newsletter publication.

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

Work is continuing on the By-Laws by Latesha Tubbs, Randy James, and Marc Small.

Dan asked if there are any questions so far and there were none.

### **Training Committee / Training**

Dan spoke on behalf of Rich Frizelis and stated that the Training Committee is instrumental to what the Association is doing and its growth.

Dan offered an invitation to any member that wanted to join the Training Committee and to contact Dan or Rich if interested.

Linda Townsend stated that Rich is sending out a survey to the members on what type of trainings are needed or are performed by members. This will give the Committee an idea on training options.

Anyone wanting to help with these training endeavors please contact Rich at [richf.chicagocert@gmail.com](mailto:richf.chicagocert@gmail.com)

### **2019 Prairie State CERT Challenge**

The Planning Team will hold the first planning meeting on 2/27.

Tentative dates for the 2020 Prairie State CERT Challenge are in September/October and will most likely be in Oak Forest as it was in 2019.

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 Train-the-Trainer**

Michele Hanneken stated that the new National CERT curriculum is out and could spark some discussion on how it effects the CERT Association of Illinois

A webinar is scheduled to discuss the new curriculum on February 5, 2020 of which Michele will attend.

Three courses are scheduled as of now in Chicago, Milton Township, and down state of which the location will be determined.

## **CERT Basic Curriculum Release** <https://www.ready.gov/cert>

- Publication Order Form  
<https://www.ready.gov/sites/default/files/Publication%20Order%20Form%202020%20V3%202020.01.07.pdf>
- Instructor Guide  
[https://www.ready.gov/sites/default/files/2019.CERT\\_.Basic\\_.IG\\_.FINAL\\_.508c.pdf](https://www.ready.gov/sites/default/files/2019.CERT_.Basic_.IG_.FINAL_.508c.pdf)
- Participant Manual  
[https://www.ready.gov/sites/default/files/2019.CERT\\_.Basic\\_.PM\\_FINAL\\_508c.pdf](https://www.ready.gov/sites/default/files/2019.CERT_.Basic_.PM_FINAL_508c.pdf)

Dan Martin stated he ordered the new publication and it is scheduled to arrive in 3 ~ 4 weeks as opposed to months, as was the case during the previous 2019 publication window.

Randy James stated that the materials are available electronically as well.

A question was asked.

**Q.** Are the new changes able to be edited into the old manuals?

**A.** This is not recommended. If possible, the new material should be ordered and used.

## **2020 National CERT Conference**

The 2020 Conference will be held in Springfield, MO during July 15th thru 18th, 2020.

Dan encouraged all members that are available to attend the conference not only for the training opportunities but to gather insight on how we might hold a conference in the future.

Dan asked if anyone on the call was interested in attending and there were a few members that did express an interest or are going.

## **NEW BUSINESS**

### **Board of Directors**

An interim Board of Directors has been formed.

The Interim Board members are:

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

This Interim Board will need to be “Board Members at Large” since specific board member responsibilities and oversight to specific committees haven’t been determined.

There are 4 slots still open for board positions and Dan opened up invitations for members that are interested.

Dan also stressed that a board position requires a lot of involvement and to please take any interest with strong forethought.

Randy James stated that the Interim Board allows us to submit to the state for our Association's charter. Once we're approved by the state, we can then hold an election for a standard Board of Directors.

**GOOD OF THE ORDER /Best Practice**

None was submitted

**NEXT CONFERENCE CALL/MEETING**

The next Conference Call will be on Tuesday March 24, 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 2:29 PM