



ROCKWALL CERT Buisness Meeting

Febuary 16, 2012
7:00 PM to 8:45 PM
Rockwall Fire Station #2
920 Rockwall Parkway

Meeting called by:	Rockwall Fire Dept.	Type of meeting:	Monthly Business Meeting
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Facilitator:	Ariana Hargrove	Note taker:	
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Attendees:

Please read:

Please bring:

----- Agenda Topics -----

Fuel Card for CERT Truck	Ariana Hargrove	10
CERT Truck Supplies	Ariana Hargrove	15
CERT Turck Operations	Ariana Hargrove	10
Nixle Account	Ariana Hargrove	10
CERT T-Shirts	Ariana Hargrove	10
CERT Truck Radio	Ariana Hargrove	10
New Monthly Meeting Incentive Program	Ariana Hargrove	10
Partnership with EastTX CERT	Ariana Hargrove	10
CERT Team Command Structure	Ariana Hargrove	20

Other Information

Special notes:



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Fuel Card

Ariana Hargrove

10

Discussion: Fuel Card is in the truck. Each approved driver has been assigned a pin. Contact Ariana for your pin.

Review of Fuel Card Policy. Need signature page back.

If you enter your PIN more than 3 times in a 24 hour period, your PIN will be disabled for additional 24 hours.

Conclusions:

Action items:

Person responsible:

Deadline:

CERT Truck Supplies			Ariana Hargrove	15
Discussion: Review of supplies. Discuss Inventory Sheet.				
Door code for closets at St 2 and St 3 is 1234				
Conclusions:				
Action items:		Person responsible:	Deadline:	
CERT Turck Operations				
Ariana Hargrove				
10				
Discussion: How to operate the CERT Truck power supply				
Conclusions:				
Action items:		Person responsible:	Deadline:	
Nixle Account				
Ariana Hargrove				
10				
Discussion: Set-up and ready to go.				
TEXT: ROCKWALLCERT (all caps) to 888-777 to get all CERT Team messages				
TEXT: CERTCANTEEN (all caps) to 888-777 to get Canteen messages				
Conclusions:				
Action items:		Person responsible:	Deadline:	
Everyone needs to sign-up with Nixle		Each Member	1 Week	
CERT T-Shirts				
Ariana Hargrove				
10				
Discussion: We are buying T-shirts for CERT Team members. Gray with Green lettering.				
Need sizing for everyone.				
Conclusions:				
Action items:		Person responsible:	Deadline:	

CERT Truck Radio	Ariana Hargrove	10
Discussion: Will be fixed in truck. Cost is \$ 1,800. Do you want to do this?		
Conclusions:		
Action items:	Person responsible:	Deadline:

New Monthly Meeting Incentive Program	Ariana Hargrove	10
Discussion: "Incentives" will be given for those who attend meetings and training sessions		
Conclusions:		
Action items:	Person responsible:	Deadline:

Partnership with EastTX CERT	Ariana Hargrove	10
Discussion: Who they are. Do we want to partner with them for training & response? What they have to offer us: radios		
Conclusions:		
Action items:	Person responsible:	Deadline:

CERT Team Command Structure	Ariana Hargrove	20
Discussion: Need to establish a command structure for the volunteer side of the organization.		
Need a Team Coordinator, Assistant Coordinator, 2 Unit Leaders, 2 Note Takers		
Conclusions:		
Action items:	Person responsible:	Deadline:

Other Information

Special notes:



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3/20/2012

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CERT Truck Supplies	Ariana Hargrove	10
CERT Truck Operations	Ariana Hargrove	10
CERT T-Shirts	Ariana Hargrove	10
New Monthly Meeting Incentive Program	Ariana Hargrove	10
FEMA Classes	Ariana Hargrove	10
CPR/AED Class	Ariana Hargrove	10

Other Information

Please review the FEMA Class Brochure that was attached to the email. Be prepared to discuss which classes we want to “require” our Team to have.



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CERT Truck Supplies	Ariana Hargrove	10
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Discussion:

Added sides for canopy, weights for canopy, duct tape, 3-in-1 oil

Conclusions:

Action items:

Person responsible:

Deadline:

CERT Truck Operations			Ariana Hargrove	10
Discussion:				
Book in cab with forms				
Conclusions:				
Action items:	Person responsible:	Deadline:		

CERT T-Shirts			Ariana Hargrove	10
Discussion:				
New shirts are here!				
Conclusions:				
Action items:	Person responsible:	Deadline:		

New Monthly Meeting Incentive Program			Ariana Hargrove	10
Discussion:				
Give out monthly incentive item				
Conclusions:				
Action items:	Person responsible:	Deadline:		

FEMA Classes			Ariana Hargrove	10
Discussion:				
Discuss which classes we want to require for our Team.				
Conclusions:				
Action items:	Person responsible:	Deadline:		

CPR/AED Class	Ariana Hargrove	10
Discussion:		
Discuss upcoming CPR/AED class April 26th 6:30 – 9:00 FS #2		
Conclusions:		
Action items:	Person responsible:	Deadline:

Other Information

CERT Meeting

September 18, 2012

- New meeting schedule
 - It was agreed by the group to adjust our meeting schedule to the 2nd Thursday of odd months (January, March, May, July, September, November)
 - There will be addition training meetings but these will not be on regularly scheduled dates these will be sent to the members in advance.
- FEMA search training October 13 and 20 (was changed after this meeting to the 27th)
- CERT vehicle upkeep
 - Make sure there are no carbonated drinks left in the cooler (they will explode from the heat)
 - Food needs to be rotated out
 - We need to inventory and organize the truck
- CERT training class
 - Radio training with EastTex CERT
 - FEMA animal training
 - Billy will check with Joe to see if he is going to offer a face-to-face class for FEMA 200
 - We are working on scheduling a training session for new CERT members, more information to come later.
- City events
 - Due to lack of volunteers we will not officially be helping with the Rubber Duck Regalia
 - We will be helping with the Fire Department Open House – October 6th 9:00-2:00 at Station 2