

CERT  
**Meeting December 5, 2019**

Minutes for November 21, 2019

**Meeting Schedule**

First and Third Thursdays at 7:00 p.m. There will not be a meeting on the third Thursday in December and fifth Thursday in January.

**Lt. Collins**

*Background Checks*

DOJ will waive the FBI fee. The fee for the background (I.E. fingerprinting) will be \$32 at the Butte County Sheriff's Department.

The background is required even if a prior background has been done recently. It is required because it permits Lt. Collins to obtain information and he is not permitted to get information from prior background investigations.

You are welcome to go to Chico State, but you may want to check with their agency because they may not waive the FBI fee. Most agencies charge for FBI, DOJ, and rolling fees.

*Brochure*

Everyone who attended the meeting was given a copy of a draft copy of a brochure for the organization. Suggestions on changes to the brochure are welcome. The brochure would be attached to a letter sent to people who would be invited to join the CERT team.

*Email*

[cert@buttecounty.net](mailto:cert@buttecounty.net)

**Grant Hunsicker**

*Organizational Structure/Task List*

A task list was provided to individuals in the group. It was suggested that people pick their top five tasks they would be interested in managing. Then a master list can be drafted describing what each member will be assigned to do. We can see after the master list is drafted if there are tasks that can be assigned to other team members that have not joined yet.

### *Grant Writing & Administration*

This task involves searching for grants, writing grants, and making sure the organization is in compliance to keep the grant.

### *Job Descriptions (Briefly discussed below)*

Program Management-The person in charge oversees the organization.

Incident Team Oversight-The program manager makes sure the deployment process is appropriate when an incident occurs.

Long Range Planning-The person assigned with this duty would be planning what is appropriate for the long term (I.E. for the next year, two years).

Communication with the State and other CERTS-One or a few individuals would be in contact/communication with the State.

Public Information Officer-The person in charge of this task would speak to the public, during an incident, this person would speak to the media.

Incident Debriefing-This would involve discussion about the prior incident. (I.E what was successful and not appropriate during the incident).

Safety Officer-This is not on the list. However, this most likely would fall under the team management area.

Badge Production-This person would issue badges. Wearing a badge during an incident would be important because it informs other team members that you are part of the organization. You may sent away if you are not wearing a badge.

Procurement Functions-This task involves researching prices to buy items needed and going to purchase those products.

Public Event Management-Team members are going to engage the public. Individuals who manage this area would decide if support would be needed in public events (emergency and non-emergency situations). It is just as important to engage the public in non-emergency situations because it is a way for

the organization to remain active. The organization will respond better in an emergency situation if the organization is active because members will have a better knowledge of what has been successful or what has failed in trainings and prior deployments.

Asset Management-This duty will involve keeping inventory.

Budgeting/Financial Tasks-A budget needs to be submitted to the State in the next week or two.

Records Management-Dues processing will also be part of this duty.

Exit Processing-Involves an exit interview, getting their badge back.

Training Coordination-Managing the logistics of training. (I.E. Making sure there is water, materials printed, sign in sheets)

Certification Distribution-Distributing certificates after training has been completed and entering completion in a database so we know who has completed training.

### *Training*

There is a goal to do a preparedness and background training on CERT in January. This is a two to three hour training.

There is a plan that calls for basic training in February. It is a 2 ½ day event. There is another training in October. There are two to three trainings a year.

Deployment and communications training is the following month.

There will be other trainings throughout the year such as traffic control training, crowd control training, animal control training, First aid training. Please note that this is a concept.

Someone mentioned the training materials they have seen online. There are 5 training modules: Basic Training, Train the Trainer, Animal Control, and Communications. Each one has an instructor's manual, participant's manual, and a participant's powerpoint. The basic training course will change on January 8, 2020.

There may be a Train the Trainer course in the Spring that will be a short distance away from the County.

### *Goals for the Organization*

Establish an LLC  
Develop a website.

