

**Steele County CERT
Members Meeting
19-Jul-2023**



Called to order: 6:30 pm by Tom Karnauskas
Location: Owatonna Fire Department – 3rd Floor

Attendees

Bob Beier, Jennifer Heien, Jerry Ibberson, Bonnie Johnson, Iris Johnson, Phillip Parker, Sherry Segal, Tom Thiele

Agenda

This was a special meeting called to specifically discuss the planning for the New Member Class.

Meeting Notes

Tom K informed the group about an issue with the dates selected for the class. Th group previously decided to begin the class on 14-Sep (Thu). Tom K used the Course Proposal Sherry S submitted last year, modified for the 2023 dates. Community Ed noted the 14-Sep date is going to be the first date individuals will be able to enroll in course online.

Discussion by the group concluded moving the start of class to 21-Sep. This would provide a 1 week buffer to allow individuals to register with Community Ed. A note was added to the course description to email Tom K with any questions regarding the class.

During the discussion, it was also noted the original class schedule was developed for 10 sessions, although there were only 9 units in the training material. The class schedule was adjusted, and individuals were selected for instructors. The amended schedule below included instructor changes since the meeting was held. This scheudle will be published in the Community Ed booklet that will be mailed in early September.

Date	Description	Lead	BackUp	Support
14Sep Thu	Registration Opens			
19Sep Tue				
21Sep Thu	1 Disaster Preparedness, Paperwork	Sherry	Sandee	Tom K
26Sep Tue	5 Disaster Psychology	Dennis	Lori	
28Sep Thu	8 Terrorism	Dennis	Sherry	
03Oct Tue	2 CERT Organization, Shelter, Equipment	Iris	Bob	Bonnie
05Oct Thu	3 Medical Ops 1	Lori	Jerry	Sherry
10Oct Tue	4 Medical Ops 2	Lori	Jerry	Sherry
12Oct Thu	7 Light SAR	Jerry	Bob	
17Oct Tue	6 Fire Safety, Utility Control	Bob	Phil	OFD
19Oct Thu	9 Drill	Bob	Jenifer	All Hands

The group also discussed the difficulties some individuals had in the past with the FEMA Independent Study courses (IS-100, IS-700). It was decided that individuals would be instructed to take the online courses over the 4 weeks of training. Solutions to support for those having trouble with the FEMA courses would be handled, if necessary.

The class checklist below was reviewed and assignments made.

CERT Basic Training Class Checklist Sept 2023 Class

Request team members to do the listed tasks so that the work is spread amongst the team.

Due Date	Date Completed	Task	Responsible Person
	19-Jul-2023	Select dates for class. (14-Sep thru 17-Oct)	group
	05-Jul-2023	Reserve classrooms and/or firehall space.	Tom Karnauskas
10-Oct-2023		Arrange help from Fire Dept for fire suppression, cribbing exercises	Tom Karnauskas
		Call instructors to volunteer.	Tom Karnauskas
		Have interested students call Community Ed. When they call take down their name, address & phone number.	Tom Karnauskas
		Contact individuals that previously expressed interest to enroll through Community Ed.	Tom Karnauskas
08-Sep-2023		Submit articles to the newspapers and the radio stations.	Iris Johnson
08-Sep-2023		SCEM facebook page	Jerry Ibberson
08-Sep-2023		CERT facebook page (also, SKYWARN)	Megan Norbeck
08-Sep-2023		Owatonna LIVE	Sherry Segal
19-Sep-2023		Confirm attendance of those that signed up.	Tom Karnauskas
		Track attendance and verify eligibility for certificate of completion	Bonnie Johnson
		Arrange for volunteer victims. Names & contact information	Bob Beier
28-Sep-2023		Collect Registration Forms.	Tom Karnauskas
28-Sep-2023		Collect ICS Certificates	Tom Karnauskas
	19-Jul-2023	Ensure there are enough student manuals. (20 available)	Jerry Ibberson
28-Sep-2023		Check that there are enough CERT bags and they are complete.	Tom Karnauskas
12-Oct-2023		Ensure there are enough lanyards, FOGs, SOGS, CERT sew on patches and CERT pins for graduation.	Iris Johnson
08-Sep-2023		Ensure we have supplies for exercises (latex gloves ???)	Tom Karnauskas
28-Sep-2023		Purchase any items needed.	Tom Karnauskas
12-Oct-2023		Invite Emergency Manager(s) to final drill.	Tom Karnauskas
08-Sep-2023		Invite media to final drill/graduation.	Iris Johnson
17-Oct-2023		Print course certificates.	Kristen
20-Oct-2023		Return all gear, paperwork, etc., go thru it and put it away	group