



**Burnet County CERT**  
**General Membership**  
**Agri-Life, 607 N Vandevener St, Burnet Tx**  
**January 9, 2020---1900**

**Agenda**

**Call to Order** – Mary Jane Shanes, Chair

Activities since last general board meeting (October 10, 2019)

Radio Training – October 19, 2019

BOPATE – October 26, 2019

Point of Dispensing (POD) Training October 28, 2019

Officer's Meeting Dec 12, 2019

**Minutes -**

General Membership Meeting October 10 2019 & Officer's Meeting December 12, 2019

**Financial Report** – Mary Jane Shanes, Chair---Balance \$ 749.62 & Grant Fund Account Balance \$2,226.10- Payment for website is due in January. Last year the cost was \$191.38.

**Unfinished Business/ New Business** –Mary Jane Shanes, Chair

**Election of new Secretary**–Nominations & Vote:

**Officer's Reports** – Mary Jane Shanes, Chair, James Reimer, Vice-Chair, Brenda Conn-Membership, Logistics-Debra Peters, Vee Brown Web Master, Jim Gallagher, Training Officer

**CERT Executive Staff Report** – Jim Barho, Director

**Announcements/Adjourn-**

**CAPCOG State Wide Exercise – February 5, 2020**

**Officer's Meeting – March 12, 2020, General Meeting April 9, 2020**

**Training Point of Distribution – James Reimer**

**"Purpose of Burnet County CERT"**

"The purpose of the Burnet County CERT Board is to recruit, train and coordinate program activities for the community so they can prepare for and/or respond in the event of a disaster."

**"Burnet County CERT Mission Statement"**

"Mission Statement- The Burnet County CERT Board will act as the representative group for all Burnet County CERT volunteers and will contribute to the effective and efficient operation of the CERT program of the Burnet County Office of Emergency Management."



**Burnet County  
Office Emergency Management  
Burnet County CERT General  
Meeting  
January 9, 2020 19:00 hours**



**Location:** AgriLife, 607 N Vandever St, Burnet TX.

**Call to order – Mary Jane Shanes – Chair** 1900

Activities since last general meeting (10/10/19): Radio Training, 10/19/19), , BOPATE 10/26/19, POD Training 10/28/19, Officer's Meeting, 12/12/19.

**Minutes**

Minutes from 10/10/19 CERT General Meeting approved.

Minutes from 12/12/19 CERT Officer's Meeting approved.

**Financial Report – Mary Jane Shanes, Chair:** CERT Balance \$749.62; FMAG Fund Balance \$2226.10

Burnet County paid for 2 years of Website hosting: \$272.34

**Unfinished Business/New Business – Mary Jane Shanes - Chair**

**Election of new Secretary**

Barbara Bengston submitted her resignation as Secretary.

James Reimer nominated Debbie Gallagher, seconded by Amy Willeke. No further nominations.

Debbie Gallagher approved as Secretary.

**Unfinished Business**

- Hand Washing Stations (Completed): 3 sets have been completed by Amy Willeke's Dad.
- Pop Up Tents: (Ongoing): still researching corner weights and skirts (banners).
  - **Action item:** Vee Brown will send email to members asking whereabouts of the CERT banner
- Shelter Manual (Ongoing): Wording regarding Service Dogs
  - **Action item:** Jim Barho will consult with County Attorney
- Coolers (Ongoing): No action taken yet

## **Officer's Reports**

### **James Reimer, Vice-Chair**

- BOPATE – 10/26/19. Successful event. Kudos to Amy Willeke & Wendy Marks who made great signage and were food handling safety stars, and to Brenda Conn for her excellence at paperwork organization
- ICS Classes – Formal Continuing Education postponed until CERT Training Room is set up in the new EOC rooms. Members are encouraged to take ICS 100, 200, 700 & 800 on their own online.

### **Brenda Conn, Membership**

- Qtr 4 hours reported: 196
- Suggestions to increase membership: February 6 Wellness Fair (Declined); March 7 Marble Falls Market Day (Declined)
- April 11 Bluebonnet Festival in Burnet. Parade and non-profit table
  - **Action item:** Mary Jane to ask Chamber of Commerce for 2 hour time slot at their non-profit table.
  - **Action item:** Ask for volunteers to see if parade presence is feasible.

### **Debra Peters, Logistics**

- Hand Washing Stations are completed.
- Will need volunteers to inventory and organize CERT storage space in the new EOC.

### **Vee Brown, Website**

- Maintenance ongoing

### **Don Dudley, Radios**

- Radios will be set up after the EOC renovation is complete
- 10 participants at the 10/19/19 training

### **Training Officer Report – Jim Gallagher**

- His volunteer hours for Qtr 4 2019 = 9
- 3<sup>rd</sup> Qtr Meeting training: Activation types 1 & 2
- Oct 19 Radio training by Don Dudley.
- Oct. 28 Point of Dispensing (POD) tabletop exercise
- ICS Class Training by James Reimer postponed
- New training form for tracking new members & activation required certs developed by Phil Pall & Jim Gallagher.
- FEMA released newly revised CERT training materials. 50 new CERT Basic manuals and 12 new Instructor manuals have been ordered.

## **CERT Executive Staff Report – Jim Barho, Director**

- CERT Web-Site Renewal
  - (2) year renewal for ORG Domain \$41.98
  - (2) year renewal for Economy Linux Hosting with cPanel \$215.76
  - Total Cost \$272.34 paid by Jim Barho – EOC Budget County Credit Card
- CERT Scheduled Training Classes & Exercises will be held at the AgriLife Facility in Burnet
  - NWS SkyWarn & FloodAware Training (Date Tuesday 01/28/20 18:00 21:00)
  - NWS SkyWarn & FloodAware Training (Need CERT to setup & Register @ 17:00)
  - CAPCOG Regional Exercise (Date Wednesday 2/5/20 08:00 – 17:00)
  - CAPCOG Regional Exercise (CERT arrive at 07:00 for Registration; will need volunteers throughout day for sign-in/sign-out, refreshments, sit in at the tabletop exercise)
- Burnet County Certification for Storm Ready
  - NWS Paul Yura & Jim Barho will be working on getting Burnet Certified as “Storm Ready Community”
  - 6-7 page application & completion for NWS Certification
- CERT Fund Balance
  - \$749.62 (CERT balance)
  - \$2,226.10 (FMAG Funds)
  - \$2,975.72 (Total Funds)
- EOC Status & Update
  - Construction renovation ongoing
  - Projected move-in schedule estimate end of February 2020
  - TV monitors, Muscle Racks, other necessary items being purchased
  - Will need volunteers to assist with move of equipment from storage to EOC
  - Will need volunteers to assist with set-up and arrange space for EOC, CERT, ARES and STORAGE
  - Volunteers to assist Logistics with Organization, Inventory and Labeling of Assets
    - Debra Peters and Brenda Conn will organize the complete inventory of CERT assets and set up digital tracking system
- CERT Grant 2020
  - Jim Barho applying for CAPCOG Grant to purchase 2 axle “Disaster Response” cargo trailer, generator, lights, extension cords, etc
- Jan 6 2018 Grant
  - Items have been received

### **Announcements/Adjourn**

SkyWarn & FloodAware: January 28, 2020

CAPCOG Exercise: February 5, 2020

Officer’s Meeting: March 12, 2020

General Meeting: April 9, 2020

Meeting adjourned 2040

### **Training Program – Point of Distribution - James Reimer**

Called off. Time used to plan CERT duties at the February 5 CAPCOG Exercise

**Submitted by Debbie Gallagher**