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# Greater Upper Marlboro CERT

# Meeting Minutes

April 8, 2017

1. Call to order

Wanda Leonard called to order the regular monthly meeting of the Greater Upper Marlboro CERT at 9:14 a.m. on April 8, 2017 at the Upper Marlboro Town Hall.

1. Roll call

Alonzo Joy conducted a roll call after a moment of silence for all first responders. The following board members were present: Wanda Leonard (*president*), Linda Pennoyer (*community outreach*), and Alonzo Joy *(secretary*). Excused was Leona Jenkins (*vice president*).

Members and visitors were acknowledged; there were no visitors. Including the board members, there were 12 members present.

The agenda was previously sent to members via email and a hard copy provided at this meeting.

1. Approval of minutes from last meeting

Minutes from February 11, 2017 meeting were inadvertently left behind at the last meeting, thus they were distributed and read during this meeting; two spelling corrections were noted and made. Motion made to accept the revised minutes; seconded. The minutes were approved by an unanimous voice vote.

Minutes from March 11, 2017 meeting were distributed and read; three spelling corrections were noted and made. Motion made to accept the revised minutes; seconded. The minutes were approved by a unanimous voice vote.

1. Old Business
2. Disaster Preparedness Pamphlet – Amelia Harris discussed progress towards a final draft.
3. CERT Patches – The patches were received and passed out to members by Wanda Leonard. Members expressed a warm embrace of the design. It was recommended for uniformity that the patch be placed on the left shoulder of a CERT shirt or jacket. It could be placed on any color shirt or jacket that would complement the patch.
4. Our Kelly green 10’ x 10’ CERT canopy arrived. It was inside a large box in our meeting room (Town Hall). Linda Pennoyer and Wanda Leonard will set it up on Sunday to ensure that all the parts were included.
5. 501 (c) (3) Status – No new updates; still looking to identify someone to take the lead.
6. Past Event
7. Congratulations extended to Michael Weekley, Evelyn Rhodes and Shelia Wilson for graduating from their Basic CERT Class (April 1st and 2nd – Prince George’s County OEM). Michael and Evelyn shared their experiences from the training.
8. Keith Long was formally presented his Basic CERT certificate during this meeting for completing his training in February at Berwyn Heights.
9. Wanda Leonard and Alonzo Joy (CERT Trainers) participated in training new members of Mount Rainier CERT on April 1st and 2nd.
10. Dedra Frazier volunteered at the Boys Scouts’ search and rescue exercise on April 2nd. The exercise involved missing children in the woods after a flood. Dedra said the exercise was successful and fun.
11. Vikki Torrence attended the “Are You Ready” emergency preparedness presentation that was hosted by Clinton CERT on March 25th.
12. New Business
13. May 7th will be our team’s 1st year anniversary.
14. We are in the final process of adopting the “School House Trail,” which is located across from the County Administration Building. Linda Pennoyer reported out on the progress. Adoption would mean that we will engage in quarterly cleaning activities; we will engage the larger community to assist. The M-NCPPC will train a member to be a safety officer and that member will train the rest of the team. Additionally, there will be a sign with our team’s logo prominently displayed at this location. Wanda Leonard asked if there was anyone whom wanted to be trained as a safety officer to let her know. Dedra Harris expressed interest in the safety officer position.
15. Prince George’s County has a link where people can take a picture of the litter they pick up. This is a campaign to document the progress toward cleaning up the county. Alonzo Joy will send this information out to the team.
16. National Night Out Donation – Wanda Leonard discussed the value of this annual campaign to the community and our participation. She also explained some of the ways that donations support this effort in Upper Marlboro and promotes our team. A motion by Wanda was made to donate $50 to the National Night Out Leadership Council. It was seconded and approved by a unanimous voice vote.
17. Promotional Giveaways – A volunteer is needed to research various promotional items (between 300 – 500 items) that the team can use during their events. Wanda Leonard asked that if anyone is interested in volunteering to send her an email.
18. Wanda Leonard indicated that there are some volunteer positions available on the team. She will send to members a list of these open positions and associated duties to seek volunteers.
19. Wanda Leonard will update members on the status of our website production at the next meeting.
20. Emergency Call Tree – There will be a future exercise utilizing our team’s emergency call tree to evaluate our ability to reach members and have those available to respond (in a safe manner) to a specific location. This exercise will test our communications and response process.
21. Tabletop Exercise - Dedra Frazier indicated that the tabletop exercise on flood response will be held during our meeting on May 13, 2017.
22. Do1Thing – April’s focus is “Food.” Having an emergency food supply that will meet the needs of your household for three days without help. Handouts were distributed and members encouraged to participate.
23. Open Comments
24. Marlton Newsletter – Vikki Torrence will inquire how we could promote disaster preparedness and our team in her community’s newsletter.
25. Patty McLaughlin will inquire how we can promote disaster preparedness and our team in her HOA newsletter.
26. Members asked that an email on CERT Train-the-Trainer and CERT Program Manager be sent out because there are some whom are interested in attending the courses. Alonzo Joy will send out information.
27. Members want additional refresher training on the units presented in Basic CERT class.
28. April 15, 2017, First Aid/CPR Course – Anne Arundel County Fire Training Academy ($31). Email previously sent to members reference details and registration.
29. April 23, 2017, WMATA exercise. Discussed value of participating as a volunteer. Encouraged members, if available, to volunteer.
30. April 26, 2016, S.W.A.T. full scale exercise at several locations in the Washington area (to include Bowie, MD).
31. FEMA Student Identification Number (SID) – Needed to participate in FEMA courses. Alonzo Joy will send link to members.
32. Litter Reduction Program/PGC Litter TRAK – is a smartphone application (app) that can be used by groups and individual citizens that are interested in reporting their efforts to reduce litter in their community. <http://www.princegeorgescountymd.gov/2513/Litter-Reduction> Alonzo Joy will send information to the team.
33. September 23, 2017, “Walk for Alzheimer” event in the Town of Upper Marlboro, between 8:00 a.m. – 12:00 p.m. There will be a need for traffic and crowd control. Linda Pennoyer will provide additional information when it is available.
34. CERTCON (CERT Conference) will be hosted this year by Prince George’s County during the 3rd or 4th weekend in September. No further information available at this time.
35. September 23, 2017, “Rock Quarry” exercise in Lothian, Md. It will take place between 8:00 a.m. – 4:00 p.m. No further information available at this time.

Training (10:30 a.m. – 11:30 a.m.)

Alonzo Joy provided training on “CERT Organization and ICS” to help members maintain their skills and readiness.

Members in Attendance

Evelyn Rhodes

Keith Long

Patty McLaughlin

Regina Sollers

Francis Cusato

Michael Weekley

Vikki Torrence

Wanda Leonard

Linda Pennoyer

Dedra Frazier

Amelia Harris

Alonzo Joy

Next Meetings

May 13, 2017 and June 10, 2017

1. Adjournment

Wanda Leonard adjourned the meeting at 11:35 a.m.

Minutes submitted by: Alonzo Joy, Secretary

Minutes approved by: Wanda Leonard, President