

**MINUTES
of the meeting of the
CARSON CITY
CITIZEN CORPS ADVISORY SUBCOMMITTEE**

September 14, 2010

The Carson City Citizen Corps Advisory Subcommittee held a public meeting on September 14, 2010, beginning at 2:14 p.m. in the meeting room of Fire Station No. 1, 777 S. Stewart Street, Carson City.

1. Call to Order

The meeting was called to order by Tom Tarulli.

2. Roll Call and Determination of a Quorum

Voting members present were William Bergquist, Brian Crowe, Kevin Curnes, Linda Hurst, Hank Lucas, Lee Radtke, Ray Saylo, Darren Selby, Tom Tarulli, and Marena Works (which constituted a quorum). Also present were Caroline Panches (American Red Cross) and Mary Ellen Radtke.

Voting members absent were John Arneson, Jonathan Crawford, Dave Dawley, Stacey Giomi, Phillip Harrison, and Bonnie Parnell. Non-voting members absent were Jerry Evans, Keith Forbes, and Rhett Milne.

3. Approval of June 1, 2010, Meeting Minutes

It was moved by Linda Hurst, seconded by Brian Crowe, with motion carried, that the minutes of the June 1 meeting be approved as submitted.

4. Public Comments and Discussion

There were no public comments or discussion.

5. Report on the Community Emergency Response Team's Functional Organization

Lee Radtke distributed the Community Emergency Response Team (CERT) Functional Organization Chart, along with the CERT Management Organization & Functional Assignment list. Lee then went over that information with the committee, which is attached as part of these minutes.

Lee said that the CERT was looking at how they operated and how they're structured in order to support the city in emergency situations. They have created a CERT management team and

have separated out the functions of what CERT did so there would be less confusion when the team was called out. A manual will be prepared for all team members which will identify exactly what was to be done under each specific function.

They have also laid out the functions of the management team, including who would be the leader, co-leaders, secretary, people responsible for training records and administrative tasks, and liaisons. And as additional assignments come up, the management team will assign those tasks to a CERT member.

Lee mentioned that they hold a team leader meeting every month and have a training session with all the members every two months.

6. Next Meeting Date

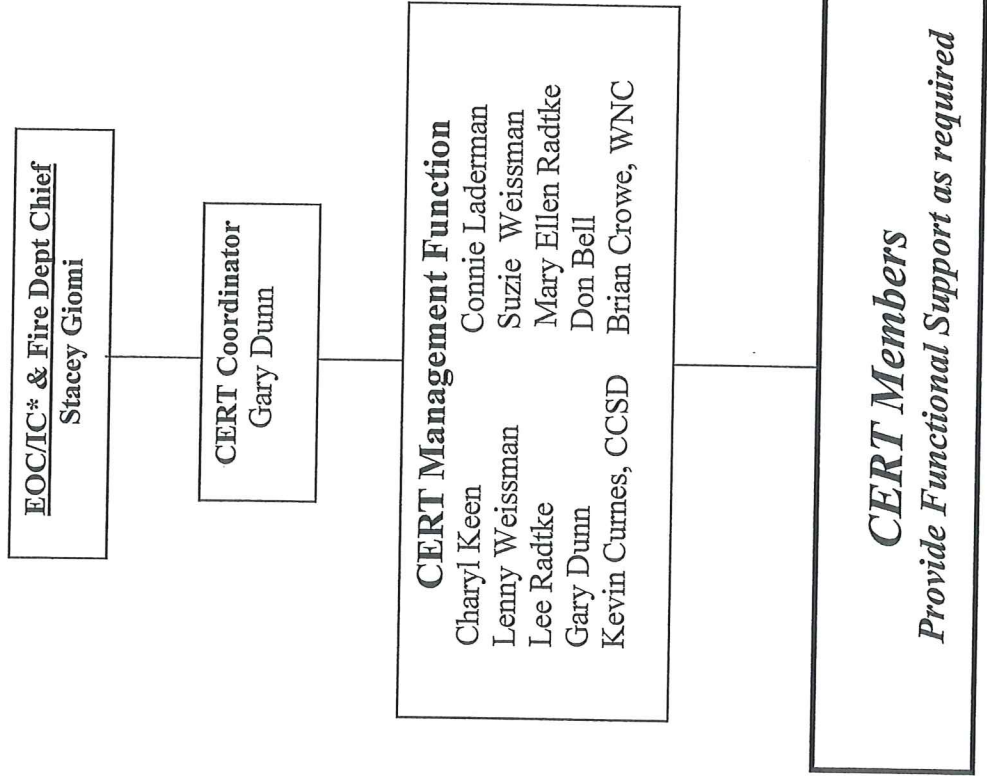
The next subcommittee meeting is scheduled for December 7 at 1:45 p.m. in the meeting room of Fire Station #1.

7. Adjournment

It was moved by Darren Selby, seconded by Hank Lucas, with motion carried, that the meeting be adjourned at 2:26 p.m.

Recorder: Judy Dietrich

CARSON CITY FIRE DEPARTMENT, COMMUNITY EMERGENCY RESPONSE TEAM (CERT) Functional Organization Chart



*Note: EOC= Emergency Operations Center, at Station 1 on Stewart St.
IC= Incident Command, at Incident location.

CERT FUNCTIONS SUPPORTED

CERT Coordinator

Coordinate CERT overall support, Point of contact with Fire Dept, EOC & IC, Implement Incident action plans
Establish Command & Ensure Safety of teams

CERT Planning

Plans, Directs & Coordinates CERT Activities.
Training, Drills and Emergency Response

Admin

Provide admin support, Records - Reports,
Check in/out, Track hours, Personnel Staging,
Document Drills/Exercises & Maintain Training calendar.

Liaison

Provide coordination between CERT & other organizations.

Operations

Search & Rescues, Traffic Control, Evacuation,
Area Surveys, Area Security & Safety/Smoke Trailer Support

Logistic

Acquiring Supplies, Staging, Transportation & CERT Storage

Medical

First Aid, Triage & Staging

Sheltering

Establish Shelters, Assist Animal Control &
Coordination with Red Cross

Fire Dept Rehab

Support Fire Dept. when requested with Food & Drink

IC & EOC*

Admin Support & misc., as required

CERT Management Organization & Functional Assignment

8/6/10 Update LLR

Gary Dunn Fire Dept Coordination/Point of contact/Resources

CERT

Lee Radtke CERT Leader

Don Bell Co-CERT Leader, also CERT Organization layout & CERT
Information Guide

Lenny Weissman Co-CERT Leader

Connie Laderman Secretary, Meeting Minutes and Action items

Suzie Weissman Training Records, & Tracking

Charyl Keen Admin. Training Coordination & Scheduling, Tracking & Logging
Hours, Maintain Roster, Maintain CERT Forms, perform CERT
activation, Maintain CERT Files

Kevin Curnes Liaison, Carson City School District

Brian Crowe Liaison, Western Nevada Collage

This will be modified as CERT Directions are firmed up