

COUNTY OF NORTHAMPTON



Angel L. Gillette
Chair

Julie C. Zumas, MPH
Vice-Chair

Robert F. Mateff, Sr., ENP
NCEMS Director

Citizen Corps Council

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April 24, 2009 Meeting Minutes

The following members were present:

Angel L. Gillette	Julie C. Zumas
Robert F. Mateff	Nick Tylanda
Kelly Berk	Cordelia Miller
Bill Hillanbrand	

I. Welcome and Introductions.

Angel Gillette called the meeting to order at 10:00 AM.

II. Review and Approval of February 20, 2009 Meeting Minutes.

Julie Zumas motioned to accept the minutes with changes, Bill Hillanbrand seconded. All were in favor.

III. Committee Reports

Strategic Planning Committee:

Bill Hillanbrand, Committee Chair noted the planning committee will be meeting in the near future to continue working on the strategic plan. Mr. Hillanbrand noted that he has a few examples to work with.

Training Committee:

Cordelia Miller, Committee Co-chair discussed upcoming training opportunities. Tanya Light, Committee Co-Chair emailed the training schedule to be shared with the group.

IV. Program Reports

MRC – Kelly Berk provided the MRC report. There was further discussion on providing NIMS training to MRC volunteers. Bob Mateff advised Kelly Berk to coordinate with Angel to arrange for the training. Ms. Berk provided an overview of how the MRC volunteers will participate in the upcoming POD Drill on April 25.

April 24, 2009
Northampton County Citizen Corps
Council Meeting Minutes (continued)

CERT – Angel Gillette indicated there is no official report at this time. Lehigh County has agreed to extend CERT training opportunities to Northampton County residents interested in becoming certified in CERT. Ms. Gillette confirmed the CERT unit for Northampton County is functional in the SERVPA system. The Council agreed the SERVPA system will be the system used to track and manage Citizen Corps and CERT volunteers. The Strategic Planning Committee will meet separately to develop standard operating procedures for volunteers that include training requirements, back ground checks and insurance availability.

V. Old Business

1. Council Appointment - Membership Application Approval

- Julie Zumas motioned to approve the Citizen Corps Member Application as the official application for participation on the Citizen Corps Council. Bob Mateff seconded noting that a resume or other document referencing past experience should be included with the application. Motion carried.

2. NOAA Radios – Schools

- Bob Mateff indicated the County Emergency Management staff will be meeting with the school superintendents to provide Go-Kits. Mr. Mateff suggested we also use that as an opportunity to confirm with the schools that the NOAA radios were received.

V. Membership Recruitment and Outreach

The council agreed that a standard operating guide for volunteers should be completed prior to the recruitment. It was suggested that the council use the City of Bethlehem's MRC Stand Operating Guide as a reference when determining participation requirements.

VI. Citizen Corps Grant Application

Ms. Gillette noted that she will email everyone a copy of the 2007 state Citizen Corps grant application to provide the council with information on the state's expectations as it relates to the Citizen Corps program. The state Citizen Corps grant is a reimbursement based grant and will provide approx. \$4,000-\$5,000 for startup programs.

VII. Good of the Order

VIII. Adjourn.

Bill Hillanbrand motioned to adjourn the meeting at 11:05 AM. Motion seconded by Robert Mateff. Meeting was adjourned at 11: 05 AM.