



MINUTES

Apex CERT Board of Directors
Bimonthly Meeting

Date | time March 10, 2020 | 7:00 PM | *Location* AFD Station #3, Apex

In Attendance

Jay Royster (President), Dave Bruhn (Vice President), Hillary Liles (Secretary), Emily Dorsett (Member-at-Large), Mike Beasley (Fire Dept. Liaison), Samantha Royster (Planning Section Chief), Karen Delventhal (Grants Coordinator), Robin Meyer (Logistics Section Chief), Diana Brown, Urmila Staudacher

President's Report

Jay Royster welcomed the board members and other CERT members in attendance and brought the meeting to order. Jay reported on the activities of Apex CERT and CNCSAR over January and February. It included two searches, a night operations exercise, Winterblast at AFHS, fire hydrant painting, and the Humongous Exercise in downtown Apex. All members reported receiving positive feedback from the general membership and agreed we should continue to incorporate as many of these exercises and opportunities as feasible.

Treasurer's Report

Laura Bruhn was unable to attend. Dave Bruhn provided financial documents for the Board to review (please see attached) and summarized our finances. We received a few deposits from Amazon Smile, the refund from our Christmas party deposit, and the donation from AFHS for Winterblast. As of the meeting we had \$3,100.00 in funds and \$800.00 from in-kind donations. Dave broached a request from Laura for a professional consult to find software more customizable than Quickbooks. A consult would cost approximately \$45.00 per hour. The Board voted and unanimously approved the expenditure as well as a software change if a better fit is found.

I. Update on grants by Karen Delventhal

- Karen apprised the Board of corrections made to various grant proposals and submitted for final approval. All changes were approved and Karen will submit grant applications.
- Karen asked for Board review of the supplies list to be purchased with any grant funds received. These were reviewed and approved.
- In addition to grant applications, Karen has submitted requests to Lowe's Home Improvement for in-kind donations and to Walmart for gift card donations.

II. Board Of Directors Items

- i. Dave updated the Board on the Cary/Morrisville CERT MOU: The agreement has been approved by Cary CERT, but Morrisville CERT has requested certain fundraising boundaries be redrawn due to encroachment by the Town of Cary. As of this meeting, they have not signed the MOU agreement.
- ii. Jay reported on repairs made to the CERTmobile: The Town of Apex was issued a list of requested repairs. However, they did not complete all repairs. Since they did not issue an inventory of repairs completed, we will need to repeat an inspection of the CERTmobile to ascertain what remains to be done.
- iii. Samantha has met with Chief Harrison to follow up on background checks for both CERT and SAR teams. As per our previous decision, we will submit to the same background check criteria as Apex Fire Dept employees. She is also researching insurance options including adding our members onto the Town of Apex Worker's Compensation insurance, and purchasing private options. This will also cover both CERT and SAR.
- iv. Jay requested approval for funds to purchase medical equipment for roving first-aid bags. He requested enough to supply five bags to be ready in time for Peakfest. After filling from our current inventory he will need to purchase the following: 2 sets of glucometers, 5 blood pressure cuffs, 5 stethoscopes, 6 pulse oximeters, and 5 tympanic thermometers. The Board looked up and tallied the approximate cost of the items and decided to immediately purchase two sets of the items and wait to see if funding from grants would cover the rest. A budget of \$350.00 was approved for this.
- v. Emily motioned to set a maximum spending threshold so routine purchases would be possible without a Board vote for every expenditure. The motion passed and the spending limit was set at \$250.00. All purchases will continue to be submitted to our Treasurer accompanied by receipts, but Board approval will no longer be required for needed expenditures under \$250.00.

New Business

- I. Samantha motioned to add the position of Public Information Officer (PIO). The Board approved and discussed the training required and the official duties of the position including: Inviting the media to exercises, updating our social media sites, interacting with the media, and writing articles for FEMA and CERT E-briefs. Training is offered through both FEMA and NC TERMS. Samantha will email the membership to find candidates. Jay will fulfill those duties in the interim.
- II. Samantha discussed having business cards for our organization printed. She had an example for review. The Board approved the purchase and she will move forward with acquiring business cards with our contact information to pass out to the public.
- III. Samantha asked for input regarding the Teen CERT Summer Camp we did last year. The general opinion was that it was something we would prefer to do every other year instead of annually. We will revisit this activity next year.
- IV. Jay reminded everyone that the National CERT Conference is scheduled for July 15-19 in Missouri. He would like to see Apex CERT represented there and suggested a \$155.00 scholarship to cover the cost of the conference for one CERT Responder. The Board approved this. The announcement will be made at the April meeting for all interested parties. A lottery drawing will determine the winner at the May meeting.
- V. Samantha spoke with Randy Stark of Cary CERT about doing a joint exercise on May 15th.
- VI. The Basic Training class in April now has a site for their training exercise. Apex Fire Department will allow us to use one of the houses they have set aside for training. If they use it for a burn exercise later, we will schedule firefighter rehab.

Next Meeting

May 19, 2020 at 7:00pm at one of the AFD stations. Exact station TBD.

This meeting was adjourned at 2100 hrs.