

Salem CERT Advisory Group (CAG) Meeting Minutes

Date: August 08, 2025

Time: 5:00 - 6:30 pm

Location: Terry Pickett's Home

Attendees: Terry Pickett, Paul Howard, Mark Wardell, Laura Hildebrant, Lola Hackett, Wayne Floyd

Absent: None

Meeting Opening

- **Host:** Terry Pickett
- Terry welcomed everyone and shared his vision for the group's goals.
- A brief discussion followed with members sharing their thoughts.

Website Update

- Wayne thanked Mark for assisting in converting salemoregoncert.org to WordPress and starting the process to repost the website.

Salem CERT Advisory Group Handbook

- Wayne presented the proposed handbook.
- Open discussion led to several wording changes.
- Group emphasized the handbook as a living document, subject to revision per its amendment process.
- **Decision:** Handbook unanimously adopted.
- **Action Item:** Wayne to make approved corrections and send to Joe Hutchinson, Salem Emergency Manager, for final approval. Once approved, copies will be distributed to CAG members and posted on salemoregoncert.org.

Advisory Team Leads and Goal Categories

- Wayne led discussion on team leads and the six goal categories. Members selected their roles:
 - **Training Team Lead:** Terry Pickett (Assisting: Lola, Laura, Wayne, Mark)
 - **Communications Team Lead:** Mark Wardell (Assisting: Paul, Wayne, Lola)
 - **Community Engagement Team Lead:** Laura Hildebrant (Assisting: Paul, Mark)

- **Logistics Team Lead:** Terry Pickett (Assisting: Wayne)
- **Operations Team Lead:** Lola Hackett (Assisting: Laura)
- **Organization Team Lead:** Paul Howard (Assisting: Laura)
- **Advisory Team Meeting Facilitator:** Wayne Floyd
- Noted that leads are responsible but can involve CERT Council, CERT members, and external resources as needed.

Upcoming Events Discussion

- **State Fair CERT Booth:** Logistic issues discussed; group decided to pass for 2025 but consider for 2026.
 - **Action Item:** Terry to inform Joe Hutchinson.
- **Salem Saturday Market CERT Booth:** Possibilities discussed.
 - **Action Item:** Laura to investigate and report back.
- **2026 Salem Fire Department Airport Exercise & 2025 Table Top Exercise:**
 - **Action Item:** Terry to follow up.
- **Polk County CERT:** Requested assistance from Joe Hutchinson to restart their program; may involve CAG teaching classes.
 - **Action Item:** Terry to follow up.

Member Updates

- **Mark (Communications):**
 - Priorities: Update website, create CERT/CAG Google Drive accounts, develop radio communication plan, and explore a preparedness newsletter.
 - **Action Item:** Mark to develop with assistance from the CAG.
 - Paul suggested looking into a program or application that would allow someone to sign up for and automatically receive a preparedness lesson or tip each week.
 - **Action Item:** Mark to explore and make recommendations.

- **Lola (Operations):**
 - Requested a contact list for CERT Neighborhood Leaders to connect new members.
 - **Action Item:** Lola to check at CERT Council meeting for more information.
- **Laura (Community Engagement):**
 - Noted CERT volunteers' involvement in Red Cross smoke detector installation day (August 23).
 - **Action Item:** Laura to contact Vail and email for volunteers
 - Discussion on data collection; suggested creating an electronic personnel file or relational database.
 - **Action Item:** Mark to assist Laura with this issue.
 - A short discussion was held around setting up a Friends of Salem Cert non-profit organization. Laura and Mark have legal sources that could help set that up. Will revisit at next meeting.
- **Paul (Organization):**
 - Priorities: Develop a marketing/advertising plan for Salem CERT and a CERT Mentoring Program.
 - **Action Item:** Paul to collaborate with Lola, Laura, and Joe in developing the plan.

Meeting Close

- Wayne requested members send any meeting minutes they took by Sunday night.
- **Next Meeting:** Thursday, September 11, 2025, 5:00–6:00 PM, Fire Station Training Center.