

Salem CERT Advisory Group (CAG) Meeting Minutes

Date: November 18, 2025

Time: 5:00 - 6:30 pm

Location: Joe Hutchinson's office

Attendees: Terry Pickett, Paul Howard, Mark Wardell, Laura Hildebrant, Lola Hacket, Wayne Floyd, Joe Hutchinson

Absent: None

Minutes:

1. Update on last CERT Class. (some training changes going forward - handouts/website/practice time)

- one of the best classes we have had in 2025. They nailed triage and head to toe assessments.
- Wayne will work with Lola and Terry to send all the handouts via email at the beginning of the week they are needed. We will also send out links to the CERT manual eBook. After discussion we decided to have about 100 printed manuals on hand if needed. The handouts and links will also be sent to Mark to post on the website.
- The Training Center raised some concerns around the condition of the training room after the graduation of the last class. Joe will contact training and set expectations. Going forward there will be no Pot Luck at graduation.

2. Updates from Joe

- Joe is in process of purchasing a 10x10 container that will be used for CERT Training needs.
- Joe is working with another PIO - Justin? on stitching together photos from last class and others to put on social media.
- Chief mention BERT (Business Emergency Response Training) at class graduation. Joe and Wayne to research.
- We discussed working with Marion County CERT and helping them out as we can.

3. Update on GMRS radio net (Wayne's discussion with Rogene Talento, XXXXX@outlook.com, XXX-XXX-XXXX)

- Rogene, who was in our last CERT class, is the Net Control for a group of GMRS enthusiasts (about 20 people). One of the groups owns the Salem GMRS repeater that covers all of Salem. The owner has said he would let us have a CERT Net on the repeater. Rogene thought a lot of the members would like to join CERT. My (Wayne) vision is to have a CERT managed emergency communication system (GMRS/FRS and Ham radio) that will cover the city and will enhance a CERT team's ability communicate within their teams, with other CERT Teams, and to their neighborhood cache/operation centers. Each cache will have the ability to pass data to and from the EOC so that we become the neighborhood eyes and ears for Salem Fire Department and EOC in a disaster. Mark and Paul will contact Rogene to discuss how they might fit in or help. Mark and Paul will develop and lead this project.

4. Discuss Friends of Salem CERT non-profit.

- Mark gave update. The organizational bylaws have been written and posted. If anyone thinks there needs to be changes, get ahold of Mark asap. He is working on getting the EIN and final approval from DOJ. There may be a cost associated with this.
- Wayne asked for clarification on mission for the Friends of Salem CERT (FSC). Mark clarified that it was mainly for raising funds to support Salem Cert (SC) and to be an advocate for it. The FSC will have no say so in the CAG or the Training. They are a separate group.
- We discussed some options around FSC buying CERT kits and having them for sale at the classes and other ways to raise funds.

5. Discuss status and direction of CERT website.

- Mark is a little behind on the updates for the website but has time now to get caught up. Mark needs content. Wayne and Lola will be sending him the class handouts and the training PowerPoint Decks along with the videos and such. Everyone needs to send Mark events to put on the calendar.
- Mark is also working on the newsletter - again he needs our help with content so send him an article.
- Mark has researched databases. They all have pros and cons. The good stuff is behind paywalls. He did find one that was developed for CERT. He is still researching but thinks that one might work for us. He mentioned he might create one at a future date.

6. Updates from Leads on their projects.

- Paul: Working with Lola and Laura on a draft of a Marketing Plan to promote Salem CERT. Will have ready for CAG review at next meeting. He asked if there was a statewide CERT council and if so, should we be involved. After some discussion Joe will research and get back to us.
- Lola and Laura: Working on the master list of who is who.
- Terry: Getting extra keys made for caches. He is also going with Joe to look at containers and fire extinguishers.
- Mark: Working on website/newsletter/database

7. Additional items to discuss.

- Rogene mentioned that there was a Ham Fair coming up in February. He thought that it might be a good opportunity for CERT. He thought the tables were around \$20.00. Mark and Paul will discuss it with him when they contact him.
- Wayne passed around a handout on tracking projects. Mark and Paul suggested we build this in a shared document so that everyone has access and update the information themselves. Wayne will contact Mark to set it up.
- Phone Numbers
 - Paul Howard XXX-XXX-XXXX
 - Lola Hackett XXX-XXX-XXXX
 - Laura Hildebrandt XXX-XXX-XXXX
 - Terry Pickett XXX-XXX-XXXX
 - Mark Wardell XXX-XXX-XXXX
 - Wayne Floyd XXX-XXX-XXXX
- Next Meeting: 5pm-6:30pm, Tuesday, January 13, 2026, at Joe's office. Going forward we will meet on the second Tuesday of each month.

If I don't see you until the next meeting you, I wish a stuffed Thanksgiving, a Merry Christmas, and a Happy New Year!