

Salem CERT Advisory Group (CAG) Meeting Minutes

Date: February 10, 2026

Time: 5:00 - 6:00 pm

Location: Terry's house

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

Absent: Wayne Floyd, Joe Hutchinson

Minutes:

1. Opening question, does Friends of Salem CERT have a bank account yet?
Answer: Not yet, exploring options. MAPS, Columbia Bank, OnPoint. Will work to have something set up soon(ish).

Monies may be donated to specific teams; each team keeps control of money donated to them.

FERT has money donated in another account that pre-dates FOSC

2. Marketing group to meet on Wednesday February 11th at Ike Box to brainstorm ideas around CERT involvement with Saturday Markey, Fire Department Open Houses, etc.
3. CERT Class update:
Co-Lead of FERT is in class. Perhaps they could help with the last class pep talk about motivating your neighborhood.

Wayne requested slide deck from class be placed on website, thumb drive given to Mark to copy files to get them on website.

Grabenhorst Property Management – Night Deposit restaurant space available for final exercise.

Group supported exploring the option.

Concern about off-site training, but final exercise might work.

Liability insurance concerns were also discussed.

4. Paul reviewed the Project Tracking Google sheet that he developed based on a paper form Wayne had previously provided.

We are encouraged to take a look and begin using online tracking form.

The link to the report form is: [CAG Monthly Status Report](#)

5. Are CERT forms on Website?
Not currently. Default FEMA CERT forms will be added to website soon.

West Salem has also developed slightly modified forms that will also be added to the website as alternatives.

6. Communications team: Mark to pull together meeting of ham radio leaders. To invite Lee, Ducan, Rogene, Paul, Lola, and Bruce from Portland NET. Interested in discussing using a version of Portland NET ARO (Amateur Radio Operator) and GRO (General Radio Operator) training to certify people who intend to be radio operators know how to use their radios.
7. Discussed some requirements for CERT volunteer tracking program. Received reply from Paul on email sent asking about user cases, nothing from Laura yet. Looking at what people want to use a database/tracking program for. Active/Inactive, etc.

We could use database plugin for our website to store any information we need. Laura asked about packets, I feel this would be better on our Google drive, I am more confident about securing it there than on WordPress.

Question: Can the website handle list of Team Leaders?

Answer: Yes, do we have that list?

8. Reviewed recertification process for inactive CERT members
Recertification:
 - Read the manual
 - Take the test
 - Do the final exerciseDiscussed if deployment exercises held by West Salem could substitute for final exercise. These involve opening a cache, pulling equipment, setting up, and responding to likely scenarios for the duration of the 3-hour exercise. Terry felt this would be okay for recertification purposes.

Next meeting topics:

- Report on marketing meeting at Ike Box
- Report on using off-site venue for final exam
- Discussion: How to track training, ideas and best practices