



CHRISTMAS TREE HILL NRG
www.cthnrg.org / cthnrg@gmail.com

MONTHLY MEETING MINUTES
December 15, 2019

I. Steering Committee Meeting

Attendees: Mark Levie (ZC1), Nate Blomgren (ZC2), David Kunhardt (ZC3), Beth O'Neill (ZC4), Anita Bock (ZC5), Al Williams (ZC6), Collin & Kevin Woodall (ZC6), Mark Brooks (ZC7), Scott Thorpe, Cinda van Lierop

The Steering Committee met to discuss Zone Coordinator roles and responsibilities for the upcoming year. After a review of the following primary ZC roles and responsibilities all 7 current ZCs agreed to continuing serving in their roles:

- BC recruitment, mentoring, coordination and support
- Drill participation and organization
- CTH NRG goal setting and planning
- Resident information gathering
- Zone resource coordination (medical supplies, 2-way radios, BC supplies, etc.)

II. General Meeting

Attendees: Mark Levie (ZC1), Nate Blomgren (ZC2), David Kunhardt (ZC3), Beth O'Neill (ZC4), Anita Bock (ZC5), Al Williams (ZC6), Collin & Kevin Woodall (ZC6), Mark Brooks (ZC7), Scott Thorpe, Cinda van Lierop, Soren Jensen, Chas Voorhis, Jan Turner, Cynthia England, Ann Bentley, Gina Ponticello.

Anita convened the meeting at 4:05 PM and after welcoming all present introduced Cynthia and Chas to team members that were not present at the November meeting. The following agenda items were then discussed:

1. 2020 Governance and Zone Coordinator and Block Captain assignments:

Co-Chairs: Anita Bock and Mark Levie

Steering Committee Members: Mark Levie, Nate Blomgren, David Kunhardt, Beth O'Neill, Anita Bock, Al Williams, Collin and Kevin Woodall, Mark Brooks, Scott Thorpe, Cinda van Lierop, Soren Jensen

Zone Coordinators: Mark Levie (ZC1), Nate Blomgren (ZC2), David Kunhardt (ZC3), Beth O'Neill (ZC4), Anita Bock (ZC5), Al Williams (ZC6), Collin & Kevin Woodall (ZC6), Mark Brooks (ZC7)

Block Captains: See attached list of BC assignments.

2. Sub-Committees: Members were reminded to select their sub-committee(s) of choice to join and become active on. See attached Sub-Committee list.

3. **Training:** Training dates and times were discussed and the following dates and times were agreed on:
 - **Block Captain Training** (1.5 hours): **January 26, 3:30 – 5:00 PM**, in lieu of the monthly meeting.
 - **Command Team Training** (1.5 hours): **Saturday, February 23 from 2:30 – 4:00 PM**, just before the monthly meeting.
 - **FADR Training** for CTH NRG members (minimum participation of 15 people is required): **Saturday, February 29 from 10:00 AM to 1:00 PM** (in preparation for the March 8th drill). This date and time is subject to the availability of the Marin Medical Reserve Corps training team.
4. **Budget:** Cinda provided a budget update - the current balance is \$2,400; the Steering Committee previously authorized the purchase of medical supplies for Zones 1,2,3,4,6 and 7 (Zone's 5 supplies have already been purchased), additional radios and chargers, and such other BC supplies as needed. These purchases have yet to be made.
5. **March 2020 Drill:** A November call for ideas and suggestions for the March drill format yielded only the suggestion below from Anita:

Set up a medical field unit in Zone 5 (where a field unit location has been designated and supplies are already available), activate a CERT team to search for and bring volunteer mock injured volunteers to the field unit to be triaged and treated, practice radio skills related to CERT team deployment and medical field unit set-up. Drill will focus on skill building for BCs/ZCs in the following key areas: command team situation management, radio use in real-world scenario, medical first aid unit set-up, triage and treatment by medical team, CERT-NRG self-activation, CERT team deployment and NRG to CERT Command communications.

After discussion members voted to adopt the suggested format. Anita will send out a more detailed drill outline and a preparation task list. All CTH NRG members are strongly encouraged to participate in this important skill building drill.

The business meeting adjourned at 4:50 PM so that the members could enjoy holiday snacks and refreshments.

Next General Meeting Date: February 23, 2020

PLEASE NOTE: On Sunday, January 26 from 3:30 – 5:00 PM there will be a Block Captain training in lieu of a monthly meeting.

CTH NRG 2020 SUB-COMMITTEES: If you have not already done so, please select the sub-committee(s) you would like to serve on and email cthnrg@gmail.com with your selection(s). If you are willing to serve as a Sub-Committee Co-Chair for either the Medical or Drill Sub-Committee, please so indicate.

Administration and Operations (includes finance, meetings and minutes, Block Captain and Zone Coordinator coordination and support, 2-way radio communications, training, command center, and website)

Sub-Committee Chair: Anita Bock

Members	Nathan Blomgren	
Anita Bock	Mark Brooks	
Mark Levie		
Cinda van Lierop		

Bi-Annual Drills (includes planning for drills, drill day set-up and management and drill debriefing sessions)

Sub-Committee Co-Chairs: Mark Levie and Anita Bock

Members	Mark Brooks	
Mark Levie	Kevin & Collin Woodall	
Anita Bock	Soren Jensen	
Al Williams	Beth O'Neill	
Nate Blomgren	Cynthia England	

Mapping and Data Base

Sub-Committee Co-Chairs: Scott Thorpe and Al Williams

Members	Chas Voorhis	
Scott Thorpe		
Al Williams		
Anita Bock		
Cinda van Lierop		

Medical and CERT

Sub-Committee Co-Chairs: Medical:

CERT: Cinda van Lierop

Members	Debra Sartell	Steven Ramos
Cinda van Lierop	Ann Bentley	Linda Meier
	Collin Woodall	Gina Ponticello
Anita Bock	Rebecca Shunk	David Kunhardt
Jean Shulz	Mark Levie	Beth O'Neill
Mariellen Stern	Mark Brooks	Soren Jensen
Jordan Rinker	Scott Ebke	