



## Christmas Tree Hill Neighborhood Response Group

### Block Captain Meeting Minutes

January 28, 2018

## ATTENDEES

### Steering Committee Members:

Cinda van Lierop, Anita Bock, Nate Blomgren, David Kunhardt, Mark Brooks

**Block Captains:** Mark Levie, Soren Jensen, Leslie Cunningham, Lauren Berry, Brad Johnson, Mark Brooks, Kevin Woodall, Beth O'Neill, Jean Schultz

**Invited Guests and Other Residents:** Ann Shores, Jordan Rinker, Collin Woodall

### Welcome New Block Captains

Lauren Berry (Z5B4), Beth O'Neill (Z4B2), and Jean Schultz (Z6B2) were introduced and welcomed to the BC team, and Cinda van Lierop provided the new BCs with a brief overview of the CTH NRG zone/block configuration.

### Overview of Key 2018 Tasks/Responsibilities

Anita Bock reviewed the following primary BC tasks/responsibilities with the BCs:

#### 1. Resident Meetings:

In person resident meetings and/or resident briefing package delivery is a high priority. 9 BCs provided updates as follows: 3 have not yet commenced contacting residents in their assigned block and 6 have either started making contact with assigned residents in their blocks or have substantially completed contact and received completed resident information forms. **Please note: BCs present at the meeting agreed to set as a BC goal that contact with all residents in their assigned blocks—either in-person or via form letter (as provided)—will, if at all possible, be completed or substantially completed by February 24, 2018,** prior to the next NRG SC meeting and in preparation for the BC drill on March 11, 2018.

Anita informed/reminded BCs of the existence of form letters that she drafted that may be used in lieu of one-on-one meetings when necessary and she will re-send the templates to the BCs. She also proposed that the form letter be used to reach out to residents in blocks without a block captain as yet and asked for volunteers to assist with the task of distributing the such letters. When time permits this initiative will be undertaken.

Anita, who lives at 200 Marina Vista Avenue (intersection of MV and Summit) and whose number is 415-238-2195, has additional 'OK/HELP' signs and 'stop bleeding kits' available for Block Captains. Please call to arrange for pick up if you need these items for your resident contacts.

## 2. Resident Information Forms:

Completion and collection of resident information forms and entry of data into the data base spreadsheet is a high priority. Anita informed BCs that she prepared an Excel spreadsheet template to be used for entering resident information which she will send to all BCs. How individual BC spreadsheets will be stored on the website in a password protected manner so as to be available to BCs, SC and IC members remains to be resolved. Once completed the BCs should return the spreadsheets to Anita for consolidation into one workbook with each blocks' information on a separate worksheet. Anita will work with Simon Peel and Collin Woodall to explore the best way to post the spreadsheets on a password protected portion of the website so that BCs, SC members, and IC members will have ready access to the information.

## 3. Participation in the March 2018 BC Drill:

Preparation for and participation in the upcoming March 11, 2018, BC drill is required of all available BCs. **CTH NRG BC Drill on March 11, 2018.** As there was insufficient time to discuss the details and mechanics of the planned CTH NRG BC drill, this item was deferred to the February meeting. Cinda (acting chair of the Zone, Block & Situation Management Sub-Committee) together with Mark (chair of Incident Command Sub-Committee) will flesh out the details of the planned drill and working with BCs will provide specific details at the February meeting with regard to the mechanics of planned drill and required participation by BCs and SCs. Roles and responsibilities will be assigned at the February Steering Committee meeting.

### BC Training

Anita is available to provide one-on-one training as requested, BC training slides and the CTH NRG Emergency Response Plan, which clearly outlines the roles and responsibilities of BCs, are available on the CTH NRG website at [www.cthnrq.org](http://www.cthnrq.org). BCs are encouraged and invited to reach out to Anita if they need assistance with getting started. Also, John and Lee Howard made a training video on how to conduct a resident meeting/briefing, available at:

[https://www.youtube.com/watch?v=aO\\_xsZtOVtk&feature=youtu.be](https://www.youtube.com/watch?v=aO_xsZtOVtk&feature=youtu.be).

### 2-Way Radio Use Instruction and Demo, and Test Schedule

A script was handed out for responding to routine bi-monthly/monthly radio tests, together with a schedule for hosting the 2018 tests. Changes to the schedule should be made well in advance of a test date by sending a change request to [CTHNRG@gmail.com](mailto:CTHNRG@gmail.com). **A copy of the script and the current test schedule with the names of the scheduled hosts will be posted to the CTH NRG website. Hosts are requested to follow the script as written (see script attached) and to call the 2-way radio users' group by call sign and not by name (for example: "Zone 1 Block 1").**

Call signs for the Chair (Cinda) and Vice-Chair (Anita) are CTH 1 and CTH 2. Radio testing will proceed in the order of calling CTH 1, CTH 2, and then the Block Captains' call signs. A radio test reminder will be sent out a few days before each test, please respond to [CTHNRG@gmail.com](mailto:CTHNRG@gmail.com) if you will be unavailable for a scheduled test so that the host need not call you.

Guest Ann Shores of CERT attended the meeting to share her radio expertise, tips, and techniques and together with Nate Blomgren, using a prepared script, demonstrated best practices 2-way radio use. Nate provided guidance on programming channel 21. BC are encouraged to review the demo script (see attached) for reminders about appropriate radio language.

**SAVE THE DATE: MARCH 11, 2018 DRILL. Details to follow.**

**ATTACHMENTS:**

1. 2-Way Radio Test Script
2. 2-Way Radio Demo Script



**CHRISTMAS TREE HILL  
NEIGHBORHOOD RESPONSE GROUP  
2-WAY RADIO EMERGENCY COMMUNICATIONS SYSTEM**

**TESTING OF THE 2-WAY RADIO EMERGENCY COMMUNICATION SYSTEM**

The primary purpose of the bi-monthly/monthly test is to ensure that the 2-way radios for emergency communication at the CTH NRG command level continue to function when traditional communication channels fail. The test also ensures that designated primary and/or backup radio users are within range to transmit and receive radio transmissions from their places of residence.

**INSTRUCTIONS**

The CTH NRG 2-Way Radio Users' Group uses Midland radios. **Please make sure that your radio is kept charged at all times and keep spare batteries on hand.** Charge your radio in the 'off' position.

**TESTING SCHEDULE (see schedule)**

Testing will begin promptly at 8:00 p.m. on designated days and will follow the script outlined below. **Please accept or decline the invitation you receive a few days before the test, so that the host knows who not to call.**

The host will call CTH 1, CTH 2, and then current Block Captains sequentially starting with Zone 1, Block 1.

The person designated as 'host' on the test schedule will conduct the test using their own call sign and will omit themselves from being called from the call test list.

If a radio user participates in the test but cannot hear all or part of the transmission, or transmit, the radio user should please report the status of their portion of the test promptly to Cinda van Lierop and/or Anita Bock on the day after the test. The person conducting the test should also make note of and report negative test results to Cinda and/or Anita after each test. Cinda and Anita can be reached before, during, or after the test at [CTHNRG@gmail.com](mailto:CTHNRG@gmail.com) if the need arises. Please report radio malfunctions to Cinda or Anita promptly.

**Last Updated: January 26, 2018**

**2-WAY RADIO TEST SCRIPT:**

The host should call on CTH 1, CTH 2, and then existing Block Captains sequentially starting with Zone 1, Block 1:

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**THIS IS A TEST OF THE CTH NRG 2-WAY RADIO EMERGENCY COMMUNICATION SYSTEM. [INSERT HOSTS's CALL SIGN] CONDUCTING THE TEST.**

**HOST: [Insert call sign\*] - do you read me? – Over**

**USER: This is [Insert User's Call Sign\*] - Read you loud & clear \* – over**

**\*NOTE: If the transmission is clear say “read you loud and clear”; if the transmission is not, say “transmission poor” or “transmission unclear”. If necessary, say “repeat transmission”.**

**HOST: Copy [insert call sign] – standby**

**HOST REPEAT THE TEST CALLING ON ALL THE USERS LISTED ON THE LIST. Do not call on users that have notified you that they are unable to participate.**

**HOST: This concludes the test of the CTH NRG 2-Way Radio Emergency Communications System. [Host's call sign] clear.**

**USERS: Sign off the frequency by saying: '[insert call sign] clear'.**

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**If during the test a 2-way radio user cannot hear the transmission from the person conducting the test; or, if the tester cannot hear a reply from any radio user, it is usually an indication that the radio user was either not home to respond or may be out of range. No more than 2 attempts to reach a user should be made.**

If you have suggestions about how to make the 2-way radio emergency communication system more effective please contact Cinda van Lierop or Anita Bock at: [CTHNRG@gmail.com](mailto:CTHNRG@gmail.com).

**Thank you.**