

Arizona State Citizen Corps Council
Meeting Minutes
April 21, 2011
APPROVED

A regular meeting of the Arizona State Citizen Corps Council (AZSCCC) was convened on Thursday, April 21, 2011 at the APS Corporate Headquarters at 400 North 5th Street, Phoenix, Arizona, 85007. Notice had been duly given. Present and absent were the following members of the AZSCCC:

MEMBERS PRESENT:

Keith Lansbery, Interim Chair
Cheryl Bowen Kennedy, for Gilbert Orrantia
T.D. Kennard
Debbie Ray (telephonically)
Teresa Ehnert (telephonically)
Cher Williams (telephonically)

MEMBERS ABSENT:

Steve Rutherford
Karen Hauca
Gary White
Cynthia Dowdall
Vickie Owen

GUESTS PRESENT:

Jobee Robson, AZ Central Region CCC
CJ Anderson, AZ Central Region CCC
Alec Tune (FEMA Region IX) (telephonically)
Paul Schickel, Daisy Mountain Fire

AZDOHS PRESENT:

Andrew A. Escoto, Project Specialist

CALL TO ORDER

Keith Lansbery, Interim Chair, called the meeting to order at approximately 9:39 A.M. A quorum was present.

WELCOME AND INTRODUCTIONS

Interim Chair, Keith Lansbery, welcomed everyone to the meeting. Council members and guests introduced themselves. Keith discussed phone etiquette with the members present at the meeting to ensure that all comments are heard. It was also suggested that a document be created that highlights phone etiquette for AZSCCC meetings for future reference.

REVIEW/APPROVE MINUTES

Keith Lansbery, Interim Chair, called for a motion to comment on or approve the February 17, 2011 meeting minutes. Cher Williams moved to approve the meeting minutes as read. Motion was seconded by Debbie Ray.

STRATEGIC PLAN REPORTS

- **Goal 1 – Support County and Citizen Corps Councils:** Keith Lansbery updated the Council about his visit to the *Arizona Central Region Citizen Corps Symposium* on Friday, April 15, 2011. He reported on the breakout session topics that were presented. Friday was attended by more local government people. Saturday's attendees were predominantly community volunteers.

Cheryl Bowen Kennedy commented on Gilbert's lead role for coordinating the symposium and suggested that some information from the training and breakout sessions they offered could be

used for AZSCCC's own selection of sessions offered during a statewide conference. T.D. Kennard concurred.

2011 Coyote Crisis Exercise:

Cheryl reported that she had forwarded contact information for Sue Pistoia (from the last meeting) to Deb Roepke, Coyote Crisis Collaborative. She offered to forward Deb Roepke's contact information to anyone interested in helping with the Collaborative events.

Teresa Ehnert shared with the members that the Coyote Crisis Collaborative and Arizona Department of Health Services are hosting a one-day Community Information Workshop on July 19th at the Arizona Biltmore. Later this year, there is a plan to offer training on moulage. She will forward the link to the July 19th workshop to Cheryl Bowen Kennedy for forwarding to Citizen Corps programs.

Liaison updates:

Keith Lansbery updated the Council on behalf of Cynthia Dowdall regarding registered Fire Corps programs and obtaining FEMA-approved ICISF training. Currently, Cynthia Dowdall is working with the Redbook for Disaster Preparedness. Lastly, Cynthia wished to express to the Council she was not able to coordinate the Liaison Workgroup and therefore there was nothing to report.

Karen Hauca – South Region

Karen was not present.

Steve Rutherford – East Region

Steve was not present.

Debbie Ray – West Region

Debbie has no updates for the Council.

Cher Williams – North Region

Cher has not had any contact with the Northern Region but indicated that she had contact with the Southern Regions (namely Tucson Citizen Corp) regarding the re-registration of CERT programs and councils. She also worked with Picture Rock to encourage the registration of their program. Additionally, Cher did not receive any additional information regarding the statewide conference. However, Cher suggested that Stephen Schuldenfrei, Tucson Citizen Corps, was very good about sending out information and had a good contact list that she recommended be utilized when promoting a statewide conference.

Alec Tune (FEMA Region IX) asked about the FEMA numbers referred to in the Fire Corps report. Cheryl explained that the Fire Corps Program was seeking FEMA-approved training so that training costs may be eligible for reimbursement with grant funds.

Cheryl reminded the Council of the AZSCCC liaison toolbox and opened the discussion up to the members to comment whether the toolbox materials should be updated or wait until feedback was received from the liaison workgroup. No recommendations were made at this time to update the materials.

2010 Theme Recognition Award

Keith and Cheryl updated the Council on the AZSCCC's presentation for the 2010 Theme Recognition Award to the Tempe Fire Department at the Tempe City Council meeting on March 10, 2011.

Additionally, emails announcing the 2011 AZSCCC theme and Recognition Award were sent out for a second time to Citizen Corps councils.

Social Media Update

At the last AZSCCC meeting, interest was expressed for Arizona to have a calendar or clearing house to post events occurring in Arizona as well as having an AZSCCC social media account – Facebook, Twitter or other.

As a follow-up on the calendar/public clearing house concept, the Council was apprised of the calendar on the national Citizen Corps website. Anyone can post to it and can be specific to Arizona. It was suggested that Arizona programs use this venue to post events. The website, presented to the Council, can be accessed at: <http://www.citizencorps.gov/cc/showEvent.do?submitCalendar>.

Cheryl updated the Council on the social media links that had been added to the Citizen Corps page on the AZDOHS website. She also shared information with the Council regarding the pros and cons of having a social media link specifically for Arizona Citizen Corps on a state agency website. Discussion ensued resulting in additional follow-up research to be accomplished by the next meeting.

Alec Tune stated that FEMA really does encourage the use of the calendar located on the national website. He also suggested another tool – L.L.I.S. an after action website used for all types of programs. This tool is unlike Facebook and is another resource for information.

Debbie Ray volunteered to draft marketing information to send to Citizen Corps programs to encourage the use of the national calendar for posting Arizona events.

FFY 2011 Citizen Corps applications

Lastly, Cheryl updated the Council regarding Citizen Corps grant applications for FFY2011. AZDOHS has not received the 2011 Grant Guidance from the federal government yet. She stated that perhaps there might not be separate allocated funding for the Citizen Corps Program this year and explained how the process might work. As a proactive approach, county CCP applications were sent to the RACs for their review. To date, county Citizen Corp applications have been recommended for funding by the RACs.

- **Goal 2 – Strengthen Regional and National Relations**

Re-registration: As a result of the recent re-registration process, there are currently 33 councils registered in Arizona, which is approximately a 30% reduction in the total number of councils previously registered. Currently, there are 33 CERT registered programs in Arizona, which is approximately a 32% reduction in CERT programs previously registered.

Supporting Goal 2 and the strengthening of national relations has been enhanced by increased communication and activity from the federal level. Recent activities included in the many efforts provided by the federal government are webinars-which are free to view/join.

Alec Tune, spoke on national registration numbers, and stated that many of the existing Citizen Corps Programs were outdated or inactive. The percentage reduction in registered CERT programs was weathered fairly well by Arizona. Other states around the country witnessed at least a 45%-50% reduction in total registered programs.

Debbie Ray asked whether the Council had access to the old list of registered programs. It was suggested that perhaps these programs did not register due to personnel changes. Keith stated he had not received responses to repeated outreach efforts to some of the Central Region councils.

For clarification, the March 30, 2011 registration deadline was implemented so that federal agencies had access to tangible information that could be used to support the funding of the program at the national level. Citizen Corps councils and CERT programs can still register.

Alec Tune further explained that funding could have potentially been impacted if a large portion of a particular state failed to re-register. He state, however, that all of FEMA Region IX showed a concerted effort in re-registering their programs.

- **Goal 3 – Marketing**

Speakers Bureau: At the February 17, 2011 the Council tabled the idea of the Speakers Bureau due to the reallocation of resources. Keith suggested and moved that the Speakers Bureau idea be tabled until the Council has the the opportunity to look at the liaison program thoroughly.

Citizen Corps Brochure: Debbie stated that there was no report on the brochure. Request for assistance with the development of the brochure was offered. Debbie indicated that it might be helpful if the partner programs give a brief blurb on their specific program.

Jobee Robson, a member of the public, offered to share a copy of a brochure developed by her agency and will send it to Debbie Ray.

- **Goal 4 – Partner Programs**

Fire Corps – Cheryl reminded the Council of Fire Corps upcoming webinar training available.

CERT – Gary White and Karen Hauca were not present.

VIPS – Debbie Ray gave an update regarding a publication, “Missing Person: Volunteer Helping Law Enforcement” in which Avondale was featured.

Medical Reserve Corps – No updates available.

Neighborhood Watch – Vickie Owens was not present.

- **Goal 5 – Maintaining a Progressive Citizen Corps Council**

The Council was apprised of the number of applicants received to date for the current vacancies on the Council. Members were encouraged to recruit applicants. The deadline for applying is April 30, 2011. An inquiry will be made to the Governor's Office of Boards and Commissions regarding a possible appointment timeframe.

To maintain a progressive Council, the Chair approached the topic of member attendance and the difficulty of progressing on action items. The Chair encouraged active membership. It was suggested that a workgroup be assembled to review the by-laws to promote active participation. Teresa Ehnert recommended a positive approach by addressing attendance on an individual basis and amending the method for obtaining a proxy.

Currently, there is no "end term" for appointment. If an individual is unable to serve, they must submit a letter to Boards and Commissions indicating their resignation. The method for acquiring a proxy is outlined in the Executive Order that establishes the Council. It requires the Governor's approval and may be difficult to obtain timely implementation.

T.D. Kennard made a motion to create a subcommittee to review the by-laws and Executive Order. The motion was seconded by Debbie Ray.

Keith, TD and Cheryl will serve on the workgroup to review the by-laws and Executive Order. Keith will serve as Chair. Proposed revisions to the by-laws and Executive Order will be presented to the Council at the next meeting.

RESOURCE TYPING MATRIX

Keith provided an update to the Council on Gary White's behalf.

Keith attended a meeting of the Central Region Fire Corps group. It was the intent of the Central Region Fire Corps to submit a proposal/recommendation to the Council for their consideration. The Chair indicated that the Council should ensure that all the other state Fire Corps programs are on the same page regarding the proposal/recommendation to the resource typing matrix.

Paul Schickel, a member of the public, indicated that he anticipates Warren Sprecher (State Fire Corps Advocate) will submit something to the Council. He will share with Warren the Chair's interest in having support of Fire Corps programs statewide.

Regarding the Resource Typing Matrix in general, Cher will review the notes from Tim Siemsen and draft something for the Council. The intent of the workgroup reviewing the Resource Typing Matrix was to develop support information to provide additional clarification.

CITIZEN CORPS – LOCAL LEVEL FINANCIAL VIABILITY

The idea of getting information on 501(c)(3) had previously come up from the former Chair, Tim Siemsen, when viewing the economic crunch and the diminishing allotment of grant funds. Keith asked if there is still an interest in having information on 501(c)(3) presented to the Council.

Debbie Ray moved to remove this from the agenda. The motion was seconded by Cher Williams.

NATIONAL PREPAREDNESS MONTH (NPM)

It is the Council's intent to sponsor a statewide Citizen Corps seminar/conference for NPM. Whether the Council should consider options should the seminar not take place was introduced. No suggestions were offered.

Alec Tune reminded the Council that this year marked the 10th anniversary of 9-11 and encouraged the posting of events on the NPM calendar.

2011 MEETING DATES

T.D. recommended moving the June 15, 2011 meeting to July to coincide with the Arizona Emergency Services Association annual conference. Teresa Ehnert and Debbie Ray also expressed interest to move the meeting date.

Cheryl moved to change the June 15, 2011 meeting date to July 21, 2011. The motion was seconded by Debbie Ray. She also informed the Council that conference call capability would not be available at the meeting site.

AZDOHS UPDATES/COUNCIL ANNOUNCEMENTS

Cheryl provided additional information on the AZDOHS grants and the anticipated date when AZDOHS will receive grant guidance. Also, a CERT Train the Trainer class is scheduled in Scottsdale on June 22-24. Information and applications on this event are available online at AZDOHS and ADEM websites.

Lastly, Cheryl shared with the Council comments from Tim Siemsen regarding the recognition for his service on the Council.

CALL TO THE PUBLIC

Alec Tune stated that new CERT manuals are out and on the Citizen Corp website. There will also be manuals on several different topics which would include Powerpoint slides, instructional guides, and additional guide information.

ADJOURNMENT

The meeting was adjourned at 11:48 A.M. Motion was made to adjourn by Debbie Ray and was seconded by Cher Williams.