



**Meeting Minutes  
22 January 2024, 7:00 pm  
Fire Department HQ  
900 2nd Street**

1. CALL TO ORDER: 7:04 pm

2. ROLL CALL:

Members Present: Patrick Moran, (Chair); Stephen Hart (Vice Chair), Kevin Coleman, Marjorie Windelberg, Nicholas Stablein, Crystal Steele, and Donna Reuss

Others Present: Rosy Noguchi, Sean Gallagher, Chief Jim Schwartz, Kevin Coleman

3. REVIEW NOVEMBER CCC ZOOM MEETING MINUTES – N/A

4. OFFICE OF EMERGENCY MANAGEMENT UPDATE – Kevin Coleman

- A. Four members terms are expiring in 2023
- B. Members must re-apply a month before it expires
- C. Recaps of past activities were presented.
- D. Past weather conditions
  - a. i.e. flooding
  - b. Monitoring
- E. 2/21/24 Staff liaison/chair training at City Hall
- F. Planning workshop-1/23/24 (IPPW)
- G. Emergency Operation Plan-Expires 3/2025
  - a. Update process is getting ready to start
  - b. Emergency Support Function-Annex
    - i. Will be looked at /probably some changes
  - c. Roles/Responsibilities-possibly added

5. CITY COUNCIL MEMBER UPDATES

- a. Vice-Mayor Amy Jackson – N/A
- b. Councilman Kirk McPike – N/A

6. CCC AFFILIATE UPDATES – As Available

- a. AHD / MRC – Rosy Noguchi
  - 1. Surveying outreach project
  - 2. Goals-recruit dentist/scientist
  - 3. More trainings
  - 4. April-volunteer recognition/recruit
    - a. Plans ongoing
  - 5. Partner with CERT
    - a. Opioid Training
    - b. 2/9/24, 11:30am
  - 6. HIPAA Training-all volunteers must take the training
- b. CERT – Marjorie Windelberg

1. Teen CERT graduation
    - a. taken care of
    - b. 2/21/24 Winter Session begin
    - c. Field Trips/PowerPoint Slides
    - d. Registration is open
    - e. Q & A-1/31/24
    - f. Kevin-sends alerts to teens as needed
  2. Summer Camp Discussion 1/31/2024
  3. Adult CERT Training
    - a. Thus far, 17 registered adults
    - b. 3/5/2024-4/16/2024
  4. 5/4/2024-Role players needed.
  5. Volunteer Management System
    - a. Working out the kinks
  6. Adverse webinar coming up.
  7. Some fun CERT Training coming soon.
  8. The next Newsletter is on the way.
  9. National CERT Conference put on hold.
  10. DC Homeland Security is going to donate \$30,000.00
- c. Volunteer Alexandria – Lee Gjertsen Malone (notes sent via email/unable to attend)
1. “Snow Buddies: As many of you know, one of our programs involves matching low-income seniors with volunteers who will help shovel snow. Since we got two snow storms last week, we had a lot of engagement. 27 seniors were helped by our team of 20 volunteers, shoveling, salting, and making sure they could get out of their homes safely. We also were contacted by NBC Washington and I put them in touch with some of our volunteers and they got to interview one while he was shoveling, as well as the resident he was helping. (I’m attaching the link below)
  2. As you can imagine the media coverage of our program has attracted a lot of interest from other seniors who want help as well as some volunteers, too. So I have a lot of phone calls and emails to reply to, but overall, it was a positive outcome and our volunteers worked very hard (including me – I shoveled for one of our team who was out of town) Plus our online interactions are highest than they’ve ever been, according to the volunteer who handles our social media. It’s a hugely popular program and really highlights what volunteers can do for our city.
  3. VRC: Last week’s VRC meeting was canceled due to weather but is rescheduled for next week. We are currently planning our annual drill at Beth El Hebrew Congregation in late Feb. This morning I got to speak to a regional meeting to share what we’ve done in terms of training and support, because many of our colleagues in our region are looking to do more VRC training. I’ll be sharing the training modules I’ve prepared with those partners and we also spoke about doing some joint events across NOVA.
  4. Community outreach: One of my goals for this year is to get into the buildings around Alexandria to provide information. I’ve been working on getting contacts for different buildings, HOAs, and other groups, as well as recruiting volunteers who live in different areas so they can take the lead on sharing emergency prep info with their own neighbors.”

- d. Civic Associations – Donna Reuss
  - 1. Finally got a response from the association.
- e. Red Cross – N/A
- f. Radio Club – Sean Gallagher
  - 1. Elections-November
  - 2. President/Vice-President stayed the same
  - 3. Working with Kevin on this Sat/Sun
  - 4. Station 210
  - 5. GW parade
  - 6. Saint Patrick's Day parade
  - 7. Training with Fairfax
  - 8. Networking/Collaboration-goals will continue.
- g. Police Volunteers – N/A
- h. ACPS – N/A

**7. CCC OFFICER BRIEF**

- a. Chair – Patrick Moran
- b. Vice-Chair – Steve Hart
  - 1. Will not renew his position
  - 2. He is stepping down
- c. Secretary – Crystal Steele

**8. OLD BUSINESS**

- A. Revamp & Restructure Proposal– Marjorie Windelberg
- B. Invite new network opportunities/need new members/organizations
- C. Working to increase engagement
- D. How to increase engagement for members that do not consistently attend but listed on the agenda.
- E. Try getting Councilman McPike to assist with engagement.
- F. Brainstorming ideas
- G. Seeking assistance to complete this project
- H. Invite other future members as a guest.

**9. NEW BUSINESS - Open**

**10. NEXT MEETING DATES (4th Monday of every other month except next meeting)**

- a. 3/18/2024
- b. 5/20/2024

**11. ADJOURNMENT: 8:26pm**