



BY-LAWS/Program

COMMUNITY EMERGENCY RESPONSE TEAM (CERT)

Preamble

The City of Calabasas Community Emergency Response Team (CERT) Program was developed to create a well-trained civilian emergency volunteer force. These teams are vital for disaster situations when the number and scope of incidents clearly overwhelm conventional emergency services.

CERT training provides community self-sufficiency through the development of multi-functional response teams that can act as an adjunct to local emergency services during major disasters. In the initial phases of a disaster, CERT Members, empowered by this unique training, can assemble as a Community Emergency Response Team or, under the direction of City Public Safety and Emergency Preparedness officials, can perform as individual leaders, directing untrained volunteers while in the field or at the Emergency Operations Center (EOC).

These bylaws and all program materials incorporate CERT Risk Management and Best Practices found at www.ready.gov/plan.

Article I. The Organization

Section 1 Organization

This organization is comprised of community volunteers and designated City Staff will be known as the Calabasas Community Emergency Response Team (CERT).

Section 2 Offices

The principal office of the City of Calabasas CERT is located at Calabasas City Hall, 100 Civic Center Way, Calabasas, CA 91302.

Field Locations

Six Cache units are located at: Grape Arbor Park, De Anza Park, Gates Canyon Park, Bay Laurel Elementary School, Calabasas High School and the Tennis & Swim Center. In an emergency activation, each cache will be manned by a CERT member. Caches will be provisioned with basic first aid supplies and will act as Information centers.

Section 3 Purpose

The purpose of the CERT program is to provide support and assistance to our communities and emergency services personnel during emergencies or disasters,

The CERT program also seeks to educate community members about disaster preparedness and basic disaster response skills, including fire safety, light search and rescue, team organization, and disaster medical operations. By educating our community about

disaster preparedness, professional responders can rely on the CERT volunteer team for support during disaster situations, allowing them to focus on more complex tasks necessary to manager an emergency or disaster.

Article II. Objectives of the CERT Organization

Section 1 Objectives

- 1) To provide residents with the basic skills they will need to protect themselves, their family, and neighbors, and to respond to the immediate needs of the community, in the aftermath of a disaster when emergency services are not readily available.
- 2) To foster closer relations between the Calabasas Public Safety and Emergency Preparedness Department and the residents of the City of Calabasas.
- 3) To promote general public knowledge of the functions, services, resources of CERT, and the needs of the City during a disaster, and to encourage individuals and groups to seek the CERT team out when appropriate.
- 4) To promote awareness of the Public Safety and Emergency Preparedness Department and provide a variety of training opportunities enabling CERT members to assist the Public Safety Department in the execution of their duties.

Article III. Board

Section 1 Board Members

The CERT Board is comprised of the CERT Coordinator and four Board members, but no more

than six Board Members. The Board will work in coordination with the City CERT Program Manager. Board Members are selected by the City Manager or their designee.

Section 3 CERT Program Manager

The CERT Program Manager (Program Manager) will be appointed by the City Manager or their designee.

Section 2 Term of Office

Each selected Board Member shall serve for a two (2) year term. The term of a new Board Member shall begin the day their appointment is approved by the City Manager or their designee.

Section 4 CERT Coordinator

The CERT Coordinator will be appointed by the City CERT Program Manager and approved by the City Manager or their designee.

Under the direction of the City CERT Program Manager, the CERT Coordinator shall assist with the day-to-day activities and responsibilities of CERT and be the primary point of contact for the CERT Organization. The CERT Coordinator shall organize and chair all CERT meetings, assign and delegate as appropriate to the other members of the Board.

Section 4 Board Member Responsibilities

The Board Members will be responsible for the duties in this section.

Individual Board Members will be assigned teams identified in this section based on an agreement of the CERT Coordinator and the Board.

- Planning/Outreach/Training
- Secretary/Treasurer
- Cache Units
- Communications Team

Section 5 Planning/Outreach/Training Coordinator

The Planning/Outreach/Training Coordinator will work with the CERT Coordinator and the City CERT Program Manager to plan future needs and assist in the development of objectives, strategies, and trainings.

The Planning/Outreach/Training Coordinator also assists the Program Manager in the planning, organizing, budgeting and execution of the Annual CERT Training Program for current and new members, and is tasked with the execution of the annual training plan.

The Planning/Outreach/Training Coordinator will identify opportunities for outreach to community groups, and partners. He/she will also be responsible for coordinating outreach activities at community events.

Section 6 Secretary Treasurer Coordinator

The Secretary Treasurer carries out two (2) major functions:

- Keeps records, minutes, and vital data for the CERT Organization.
- Assists the CERT Coordinator and City CERT Program Manager with financial forecasting, tracking and works with the Board to keep within established financial goals as set by the City Council via the City Manager, or their designee.

Section 7 Cache Unit Coordinator

The Cache Unit Coordinator does the following:

- Works closely with the CERT Coordinator and City CERT Program Manager to ensure adequate provisions of supplies and materials for the CERT organization.
- Provides the CERT Coordinator and City CERT Program Manager with at least a monthly inventory of supplies and equipment.
- Prepares replenishment plans for the CERT Organization.

Section 8 Communications Team Coordinator

The Communications Team supports emergency radio communications between the EOC, the community, and the City. During an emergency, neighborhood information/status reports from the Communications Team will be forwarded to the City's EOC.

The City's CERT Program Coordinator will maintain a current list of the Communications Team participants.

The Communications Team tests the City's amateur radio (ham) system on a weekly basis. The Communications Team Coordinator Board Member will document attendance at the weekly meetings and provide a written report monthly to the City's CERT Program Manager.

Under the direction of the CERT Program Coordinator, the Communications Team Board Member, or their designate, will distribute Family Radio Service (FRS) radios to Calabasas residents pursuant to FCC Guidelines. Written documentation will be sent monthly to the CERT Coordinator. A Communications Team designate will provide ongoing training and drills for FRS radio holders.

Section 9 Salaries

Board Members shall not receive any financial compensation. They serve on a volunteer basis.

Section 10 Vacancies

Vacancies in the Board positions may be filled by an appointment made by the City Manager or their designee.

If the CERT Coordinator position is vacated an Acting Coordinator can be named by the City CERT Program Manager, subject to the approval of the City Manager or their designee,.

Article IV. Board Meetings

Section 1 Regular Meetings

A meeting of the Board of Directors will be held at least quarterly either in person or virtually. The Public Safety Commission (PSC) CERT liaison will attend CERT Board of Directors' meetings and provide updates at the quarterly PSC meetings.

Section 2 Special Meetings

The CERT Coordinator or a majority of the Board may call special meetings.

Section 3 Place of the Meeting

The Board may designate any place as a place of meeting for any regular meeting, or for any special meeting called by the Board.

Section 4 Notice of Meeting

Written notice stating the place, date and time of any meeting of the Board will be delivered, either

personally, by mail or email to each Coordinator no less than three (3) nor more than fifty (50) days before the date of the meeting.

Section 5 Quorum

A majority of the Board shall constitute a quorum and the majority of the Board present at a meeting at which a quorum is present shall constitute the acting authority of the Board.

Article V. Members

Section 1 Eligibility

The Board and the City CERT Program Manager, at their discretion, shall admit to general CERT Membership any person who is interested in the furtherance of the purposes of CERT and who satisfies the following eligibility requirements. Applicant must submit an application and meet the following requirements:

- 1) Be at least 18 years of age;
- 2) Register as a Disaster Services Worker with the California Office of Emergency Services;
- 3) Pass the interview process;
- 4) Have no felony convictions within five years of application; and
- 5) Upon admission, be willing to wear a designated uniform during authorized CERT events and training.

Section 2 CERT Members

Members must successfully complete the pre-requisite twenty (20) hours of initial training and remain active CERT participants. Members are expected to attend all CERT meetings.

Communications Team Members must have completed the pre-requisite twenty (20) hours of initial training, remain an active CERT participant and have a current Federal Communications Commission (FCC) Registration Number and a valid Call Sign.

Members of Calabasas Emergency Response Program (CERP) include individuals who are licensed amateur radio operators capable of providing vetted, critical emergency information to the Emergency Operations Center and the community.

As of the date adoption of the CERT program by a resolution of the Calabasas City Council, Calabasas Emergency Response Program (CERP) is terminated. Any former members of CERP who have completed all certifications required by the CERT program are deemed members of CERT upon verification of membership requirements and completion of necessary paperwork.

Section 3 Voting Members

All CERT members shall be voting members at General Membership meetings.

Section 4 Removal of Members

A. The Board may remove a member from CERT upon failure of a member to attend at least one General Membership Meeting or training meeting in any twelve consecutive month period.

B. If a member is convicted of committing a felony, that member shall be deemed removed from CERT membership upon said conviction.

C. The City Manager or their designee may remove a member for any reason.

D. A member must have the opportunity to be heard by the Board before removal unless the member's location is unknown.

Article VI. Meetings of Members

Section 1 General Membership Meeting

General Membership meetings are to be held a minimum of once per year to transact such matters as deemed proper by the Board of Directors. The Board shall designate the time and place of the annual member meeting. Member meetings should be held no later than thirteen (13) months from the previous member meeting. Failure to hold an annual meeting in a timely manner shall in no way affect the Board or the validity of CERT's actions.

Section 2 Special Meetings

A special meeting of the members may only be called by the Board or City CERT Program Manager. Notice must be given to the members no less than 72 hours prior to the date of the meeting, stating the purpose of each special meeting.

Section 3 Training Meetings

Communications Team training meetings, classroom or hands on, shall be held on at least a quarterly basis. The Communications Team will conduct monthly FRS training meetings and quarterly drills. This will reference the Genasys Protect Zones.

Section 4 Notice of Meetings

Written notice stating the place, date and hour of any meeting shall be given to all members. Notice of a regular meeting shall be delivered personally, by U.S.

mail, or by email, no less than ten (10) days nor more than sixty (60) days before the date of the meeting,

Notice of Special Meetings shall be given no less than 72 hours before the date of the meeting.

Members will indicate upon admission to CERT whether they wish to receive notices via mail or email; however, circumstances may dictate the necessity of alternate method of notification.

Section 5 Member Quorum and Voting

A majority of CERT members admitted to the CERT Program pursuant to Article 5 of these bylaws present at a General Membership meeting constitutes a quorum unless otherwise required by law. Once a meeting of the quorum of CERT members has convened, subsequent withdrawal by some members shall not affect the validity of any action taken at the meeting, even if the number of members drops below the number of members required for a quorum.

Section 6 Votes

Each CERT member present at a General Membership meeting shall have one vote on each matter submitted to a vote at such meeting of the members.

Article VII. Contracts, Checks, Deposits, and Funds

Section 1 Contractual Obligations

Only the City Manager or their designee may enter into a contract or purchase on behalf of CERT.

Section 2 Cash Donations

Any donations can be made to the City's non-profit organization, The Calabasas Community Foundation.

Article VIII. Amendments to By-Laws

Section 1 These bylaws may be altered, amended, or repealed and new bylaws may be adopted by a majority of the Board present at any regular meeting or at any special meeting of CERT. Any changes to the bylaws must be approved by the City Manager or their designee.