

Martinez Area CERT Organizational Structure

The CERT Program

Martinez Area CERT is an all-volunteer citizens' group devoted to the education, training, preparedness and response to disasters and major emergencies within the City of Martinez and County of Contra Costa.

The Martinez Area CERT Program is sponsored by the Martinez Police Department. The Program operates under the direction and control of the Martinez Police Department.

The Program follows the guidelines established by the California OES and FEMA CERT programs.

The Program receives funding support through the Martinez Area CERT Foundation, a 501(3)(c) registered nonprofit.

Steering Committee

The Martinez Area CERT Program is governed by a Steering Committee (SC) that consists of 8 regular members and 3 ad-hoc members.

The Steering Committee provides control, direction, and strategic planning for the Program.

The Steering Committee is the ultimate decision-making body of the CERT organization and will make decisions throughout the year. The SC will also act as arbitrator to resolve issues when there are conflicting ideas or disagreements.

The existing Steering Committee members shall appoint New Steering Committee members to serve staggered two-year terms on the Committee, starting July 1, 2022.

Any Martinez Area CERT general member who wishes to join the Steering Committee should notify the Steering Committee of their interest, for consideration of current or future vacancies.

Consideration for joining the Steering Committee will be based on applicant interest, knowledge about CERT, their ability to work with other Committee members and their participation level in past CERT activities.

In the event of a tie vote regarding the Leaders or changes to policy and procedures, the Police Department Liaison Officer will be involved to break the tie.

Leaders

There are three organization divisions within CERT that are each headed by a Leader: Administration, Training/Education, and Operations.

The Steering Committee appoints the three Leaders to handle the duties specified in Tri-Leadership Duties and Responsibilities listed below. The Leaders are expected to independently make day-to-day decisions within the scope of their responsibilities.

Applicants for the three Leader positions apply and must be approved by the Steering Committee. Applicants may come from the Steering Committee, Active Instructors, Zone Coordinators, or the CERT General membership.

Selection and evaluation criteria for service as a Leader will involve consideration of the time they have to devote to their duties, knowledge of and ability to perform those duties and their ability to work well with other CERT members.

Leaders serve at the pleasure of the Steering Committee. Leaders serve a one-year term with an option to renew for a second year with Steering Committee approval. The SC may renew the term of a current Leader beyond a second year.

If a Leader quits or is unable to finish their term, the Steering Committee will appoint a temporary Leader until a replacement can be approved and appointed. If no temporary Leader can be found, the Steering Committee will leave the position vacant and assume those duties.

Each Leader will mentor an assistant or team who could step in and act in their temporary absence.

Each Leader is expected to keep the SC apprised of all significant activities at monthly Steering Committee meetings .

Leaders are considered ad-hoc members of the SC. They shall have a vote on Steering Committee policy and procedures but cannot vote for themselves in the renewal of their term.

Leaders may spend up to \$300 dollars per quarter using the Foundation's account credit card without prior approval of the Steering Committee. All purchases above \$300 will require Steering Committee approval.

Tri-Leadership Duties and Responsibilities

Administration

- A 1. Working with Support Staff, schedules and hosts most CERT meetings
- A 2. Working with Support Staff, requests & prepares Agenda items for meetings
- A 3. Working with Support Staff, maintains all CERT personnel records and data files
- A 4. Reviews and schedules all public events (or delegates)
- A 5. Attends all CERT involved public events (or delegates)
- A 6. Attends outside CERT liaison meetings (or delegates)
- A 7. Recruits and trains an assistant or team, meets with them regularly
- A 8. Meets regularly with other two Leaders to coordinate activities
- A 9. Develops a working budget

Training/Education

- T 1. Manages all basic and in-service CERT training
- T 2. Coordinates all training equipment needs through Ops
- T 3. Schedules training classes, assigns instructors, and mentors instruction
- T 4. Updates training materials and curriculum as needed with support
- T 5. Working w/ Support Staff, coordinates all class registrations and related records
- T 6. Attends drills and response activities to monitor training needs
- T 7. Coordinates requests for outside training or instructors
- T 8. Attends meetings as needed
- T 9. Recruits and trains an assistant or team, meets with them regularly
- T 10. Meets with other two Leaders regularly to coordinate activities
- T 11. Develops a working budget

Operations

- O 1. Manages CERT operational response to events and disaster
- O 2. Coordinates all operational response training and drills
- O 3. Approves response plans and equipment requests
- O 4. Responsible for Trailer driver certification and practice
- O 5. Maintains CERT Trailers, equipment, and annual inventory
- O 6. Responsible for CERT Communications equipment
- O 7. Works with Zone Coordinators for their equipment needs
- O 8. Attends events & meetings as necessary
- O 9. Recruits and trains an assistant or team, meets with them regularly
- O 10. Meets with other two Leaders regularly to coordinate activities
- O 11. Develops a working budget

Zones and Coordinators

Martinez Area CERT has defined the geographic areas of service to include the city limits, unincorporated county areas adjacent to the city limits and the unincorporated area known as Pacheco. These areas have been divided into four response zones.

Each zone shall have two or three Coordinators who agree to participate in the coordination of CERT volunteers and activities within that zone.

The Zone Coordinators shall serve at the discretion of the Steering Committee. The criteria for being selected as a Zone Coordinator will consist of their time available to do coordination activities, residence in their Zone, knowledge of their CERT Zone areas and their ability to work with other Coordinators and their CERT Members.

Zone Coordinators may serve until they resign, are replaced by the Steering Committee or they are unable to perform their Zone responsibilities.

Zone Coordinators will coordinate equipment and maintenance needs with the Operations Leader.

Each Zone Coordinator needs an assistant or a team.