



## **NORTH CENTRAL REGION CITIZEN CORPS COMMITTEE BYLAWS**



## Introduction

These Bylaws are implemented for the North Central Region Citizen Corps Committee. Provisions of the Bylaws shall not be in conflict with the bylaws of the North Central Region Board (NCR), the Urban Area Security Initiative Working Group (UASI), the collective of the two herein referred to as the 'region', or Department of Homeland Security Guidelines, Federal, or State of Colorado law.

## Article I. Rules of Order

- 1.1 The North Central Region Citizen Corps Committee, herein referred to as the Committee, will operate using Robert's Rules of Order. This includes all motions and decision-making required of the committee.
- 1.2 The Co-Chairs will ensure that all members of the committee are notified via email of committee meetings.
- 1.3 If deemed necessary by the Co-Chairs, voting can be done electronically, including by proxy.

## Article II. Purpose

- 2.1 In accordance with the Committee Standard Operating Procedure (SOP) the committee will serve as an advisory committee to the NCR Board /UASI Working Group.
  - 2.1.1 To develop and expand citizen preparedness activities throughout the NCR.
  - 2.1.2 To enhance citizen awareness, training, and preparedness throughout the region.
  - 2.1.3 To coordinate with non-profit groups and activities, as they apply.
  - 2.1.4 To develop Regional training curriculum, distribution and delivery standards for the various program areas, as it applies.
  - 2.1.5 To identify citizen preparedness programs' best practices and serve as a forum to disseminate these practices throughout the Region and/or State.
  - 2.1.6 To review and prioritize citizen preparedness support requests.
  - 2.1.7 To complete tasks/projects assigned by the region.

## Article III. Voting Membership

- 3.1 Voting members of the committee shall consist of one vote per regional government, non-governmental or non-profit organization present.
- 3.2 Non-governmental and non-profit organizations must be properly registered with the Colorado Secretary of State.

## Article IV. Meetings and Attendance (Regular, Special, Quorum)

- 4.1 Attendance will be taken at each meeting through a written sign-in sheet, which will become part of the written minutes.
- 4.2 Voting members of the Committee may designate an alternate proxy, in writing or via email, to attend the monthly meetings and vote in their absence to the Chair.
- 4.3 The committee will, at a minimum, meet monthly for regular meetings.

## North Central Region Citizen Corps Committee Bylaws

- 4.5 Special meetings may be called at any time by the Chair/Co-Chairs. Also, the region may request a special meeting, which will be scheduled by the Chair/Co-Chairs in a timely manner. In all cases, special meetings shall be limited to the stated purpose, which must be communicated in advance to all members.
- 4.6 At least five voting members, including the Chair/Co-Chairs, shall constitute the minimum number of voting members present at any regular or special meeting in order for business to be conducted.
- 4.7 Other non-regional parties may attend and participate as non-voting members.
- 4.8 Bylaw changes shall be approved by majority vote, in accordance with section 4.6, and must have final approval from the Region Board.

### Article V. Chair and Vice-Chair Positions and Duties

- 5.1 Voting membership shall nominate and elect a Chair, and/or Co-Chair.
- 5.2 The Chair/Co-Chair will organize the committee and administer the operation of the committee.
- 5.3 Any vacancy of a position, at any time, will be filled immediately by soliciting for nominations followed by a member vote.
- 5.4 Only a member in accordance with Section 3.1 may be nominated and serve as a Chair/Co-Chair.
- 5.5 The Chair/Co-Chair will designate a member to record written minutes of each meeting.
- 5.6 The Chair/Co-Chair shall be responsible for setting meeting dates and locations, presiding over meetings, and ensuring that the recommendations passed by the Committee are referred to the Region Board.

### Article VI. Salaries

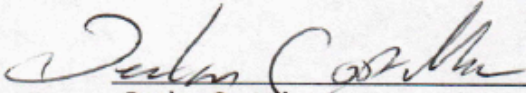
- 6.1 No monetary compensation or in-kind payments shall be received for membership or participation in the Committee.

### Article VII. Reporting

- 7.1 The Chairs will provide update reports of committee work/accomplishments as appropriate during the NCR Board/UASI Working Group Meetings.
- 7.2 Members, in accordance with section 3.1, will submit required reports on a not less than quarterly basis, or as determined by Federal, State, or Local regulations. Failure to do so will be noted by the Chair/Co-Chair and brought to the attention of the committee when funding for future projects is considered. The committee will take into account the frequency of each agency's submittal of required reporting while considering ranking, approval, and denial of any and all proposed project funding.

## Article VIII. Approval

These ByLaws and attached annexes were approved by the Committee on Thursday, February 1, 2018.



Declan Costello

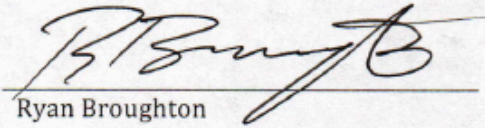
Committee Chair

\_\_\_\_\_

Vacant

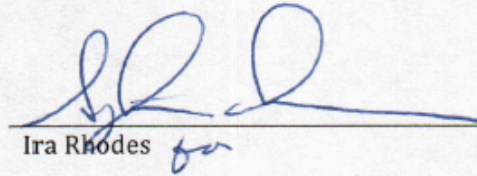
Committee Co-Chair

These ByLaws and attached annexes were approved by the joint NCR Board/UASI Working Group on Thursday, February 8, 2018.



Ryan Broughton

UASI Chair



Ira Rhodes

NCR Chair

# Annex A

## Standard Operating Procedures

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# **1 Introduction**

## **1.1 Purpose**

The purpose of this handbook is to outline the roles, responsibilities, and procedures required to request and track resources utilized for citizen preparedness activities.

## **1.2 Background**

The North Central Region (NCR) Citizen Corps Committee (“The Committee”) was formed in December of 2005 and developed in partnership with local Citizen Corps Councils within the region, READY Colorado, the Red Cross, OMEGA, Volunteers of America, Heritage Eagle Bend, Colorado VOAD, City and County OEMs, and various other citizen preparedness programs. The Committee is responsible for making both program and fiscal recommendations to the NCR and UASI Boards of Directors regarding citizen preparedness activities.

# **2 Regional Policies**

## **2.1 Program Standards**

The Committee recognizes National and State program curriculum. Other programs are reviewed on a case by case basis from committee members for funding appropriateness. If deemed appropriate, recommendations may be approved as Regional Program Standards. Depending on the specificity of the standards, they may then be forwarded to the NCR Board of Directors for final approval.

These program standards will be used as a program management guide and will provide important information about accessing regional resources and accompanying requirements. These operating procedures will be reviewed annually by the Committee and modified as necessary to meet the changing landscape of the program. Changes to this document need final approval from the NCR and UASI Board of Directors. Funding and resources will be provided to those classes meeting the program standards. Classes that are outside of the program standards or that no standards have been set for will be voted on by the Committee for funding approval. All programs supported by State Homeland Security Grant Program funding must be open to the entire region.

### 3 Citizen Preparedness Curriculum Standards

While local jurisdictions are able to modify training to their own needs, the Committee will recognize any emergency preparedness training as created and offered by FEMA or the State of Colorado as the standard by which we follow. The Committee recognizes that jurisdictions vary in size and scope and, as such, a full scoped class may not work well for some jurisdictions. Therefore, the Committee may approve funding for additional preparedness courses on a case-by-case basis.

#### 3.1 CERT Program Requirements

Private, non-profit, and public organizations that wish to create a CERT Program eligible to apply for federal funding through the collaborative efforts of the North Central Region, must be a registered CERT program with FEMA, the State of Colorado and obtain sponsorship through this Committee, or a governmental agency participating in the committee.

Committee members are responsible for submitting updates of local CERT Basic class schedules for the Regional calendar to the Committee Chair/Co-Chair who will maintain and update as necessary. This calendar will identify the number and approximate dates of training events, as well as other citizen preparedness activities that will occur during the upcoming 12 months. Program managers should encourage citizens to refer to this calendar if they are looking for preparedness activities taking place in the Region.

Curriculum Description: The committee recognizes the 23 hour CERT Basic training that follows the national standard as defined by FEMA. The latest standards can be found in the [CERT Train-the-Trainer Instructor Guide](https://www.fema.gov/community-emergency-response-teams/training-materials).  
(<https://www.fema.gov/community-emergency-response-teams/training-materials>)

The following is the minimum standard supported curriculum, as listed in the September 2011 [CERT Train-the-Trainer Instructor Guide](#):

- Disaster Preparedness
- Fire Safety and Utility Controls
- Disaster Medical Operations Part I & II
- Light Search and Rescue Operations
- CERT Organization
- Disaster Psychology
- Terrorism and CERT
- Review, Exam, & Simulation



### 3.2 CERT Program Grant Request

As funding availability allows, CERT Programs can request the following training materials and support through the region.

*Standard Warehouse Items:*

- \_bleeding control training kits
- \_burn pans
- \_cribbing wood
- \_cribbing levers
- \_colored vests (Controller/Evaluator)
- \_fire extinguishers
- \_moulage kits

*These items are allowable to be requested in a project:*

Items to be Reused	Items to be consumed
Backpack	N95 Dust Mask
Helmet	Work Gloves
Goggles	Non-Latex Exam Gloves
Hi Viz Vest	Helmet Strap
Woolen Blanket	Whistle
Flash Light	Permanent Marker
C-A-T Tourniquet (Blue)	Carpenter Crayon
C-A-T Tourniquet (Orange)	Triangular Bandage
7'x5' Tarp	4x4 Dressing
Triage Tarp Set	4in Roller Bandage
Medical Shears	Triage Tape
Sam Splints	Small Note Pad
	Duck Tape
	Emergency Blanket
	Gauze Roll

The grant application must provide details of the training to be provided including dates and maximum numbers of participants.

Items that are reusable are required to be stored by the grant applicant.

Items that are requested in projects **and** not listed above, are considered first items to be deleted by regional staff to ensure that the committee meets funding availability.

#### Prepackaged Kits

A limited supply of Training Materials will be made available through the region for unscheduled projects and/or for regional exercises. These will be available to be

requested as prepackaged kits. All items must be returned to the Region, properly cleaned and sanitized. Each Prepackaged kit will consist of:

Item	Quantity	Comment
Backpack	10	
Helmet	10	
Goggles	10	
Hi Viz Vest	10	
Work Gloves	10 Pair	
Non Latex Exam Gloves	1 Pack	Discard used gloves

### Fire Extinguisher Recharge

Fire extinguishers fully or partially discharged during training must be returned to the NCR warehouse for refilling. Grant requests must include a provision for the total number of refills received during the grant period. The cost of refills will be provided by NCR staff at the time of grant request.

### 3.3 Other CERT Program Details

Citizens completing the standard CERT training should receive a certificate of completion indicating the date of completion and the agency that trained them.

#### CERT Instructor Qualifications & Policies

All instructors for the CERT program should adhere to the National standards as defined by FEMA. The latest standards can be found in the CERT Train-the-Trainer Instructor Guide. (<https://www.fema.gov/community-emergency-responseteams/training-materials>)

The region **does not** pay CERT instructors.

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## 4 CPR/First Aid Program

1. NCR will support the coordination of Heart Saver CPR and/or First Aid classes. For interest in a Basic Life Support Healthcare Provider level course contact OMEGA, the program administrator.
2. For the NCR to certify and/or renew CPR instructors, instructors must commit to and provide documentation of teaching, at minimum, a total of four classes throughout certification period (within a two year period). *NCR will **not** sponsor the instructor credential renewal for individuals who fail to teach the required number of classes.*
3. The four required courses must be taught at minimal cost. Specifically:
  - a) The NCR will provide manuals, facemasks, manikins, alcohol wipes or other disinfectant materials. Training manuals must be returned to NCR.
  - b.) Hosting agency/jurisdiction will provide space to hold the class.
  - c.) Students provide for the cost of their individual cards.
4. The only cost of the class is the fee charged to issue the certification card. Students may purchase training manuals, at their own expense, through outside sources. Equipment is available for checkout for classes offered through the NCR program.
5. The instructor, or hosting jurisdiction, must provide students with additional information on local or regional volunteer opportunities or other emergency preparedness continuing education programs.
6. Classes must be advertised and available to the general public, with the exception of groups or organizations who request the class and are able to fill it with their members.
7. Requesting agency/jurisdiction is responsible for locating an appropriate venue for the class.
8. All class rosters will be provided to the region via OMEGA for class requirement verification and tracking purposes.
9. Quarterly reports on the first aid/CPR program and classes will be provided to the NCR staff by OMEGA.
10. Classes must be requested via OMEGA at least one month in advance to ensure availability of class materials. Instructors are advised to book their equipment as far in advance as possible to avoid reservation conflicts. Equipment is checked out utilizing the established NCR Equipment Release Form (Annex E) for one week at a time unless other arrangements are made in advance.

11. It is the responsibility of the instructor to coordinate acquisition of class materials unless otherwise pre-arranged with host jurisdiction.
12. Instructors are required not to exceed a 1:8 student ratio unless special dispensation is given by the American Heart Association (AHA) training center. If the number of students is greater than the maximum ratio, instructors are responsible for recruiting additional instructors.
13. Instructors are required to complete the certification process for all students who complete the training curriculum. This includes submitting all class documentation to the AHA training center for issuing of certificates one week following the class. Cost paid by students cannot exceed the costs charged by the training center and must be used to pay for the certificates. The certificates must be provided to the students no later than one month after completing the class.
14. OMEGA is the CPR program and equipment administrator authorized by the Committee to act on their behalf (OMEGA is a non-profit voluntary organization dedicated to supporting emergency response).
  - a. All instructors must be certified in American Heart Association curriculum.
  - b. It is the responsibility of OMEGA to put in grant project request to ensure that the NCR CPR/First Aid Program is meeting all standards of the AHA

## **5 Regional Event Support Request Procedures**

### **5.1 Event Roster**

1. All events receiving NCR/UASI funding must provide a typed & the original roster (Annex B) to NCR staff **four weeks** after the event has taken place in order to validate the use of resources.
2. The roster, at a minimum, should provide the following:
  - a. Event Name, Location, Date and Time
  - b. Sponsoring Organization or Agency
  - c. Participants Name and City of Residence
  - d. Initials of Participant (on original roster)

### **5.2 Resource Requests**

1. Local jurisdictions scheduling an event are responsible for identifying instructors for the event. NCR staff may be available to assist in this process, but the primary responsibility is on the local agency.
2. Local jurisdictions must provide NCR staff with a support request form (Annex D) at least **four weeks** prior to the event. The form may be mailed, emailed, or faxed to the NCR office. The Event Request Form contains specific information about the training, including time, locations, number of participants, and resources required.
3. Regional resources are available for use during citizen preparedness events within the Region. These materials must be returned to the NCR office. Any missing items will be the responsibility of the borrowing agency.

### **5.3 Resource Pick-Up**

1. NCR staff will strive to ensure requested equipment is on-hand, organize the request, and set up a time for local agencies to pick up.
2. NCR staff will prepare the Equipment Release Form (Annex E) which will require a signature from the local agency representative.
3. Local agencies will visit the NCR warehouse (12649 E. Caley Avenue, Suite 114, Centennial, CO) and sign for the resources. This includes both resources for distribution and Regional resources, such as moulage kits, burn pans or fire extinguishers.

### **5.4 Resource Close-Out**

A list of event participants (for each of the individual class sessions and exercises) and all excess materials will be required to be turned in to the NCR office within one week of the event. The amount of training supplies distributed must equal the number of participants on the Training Roster (Annex A) or the local agency will be responsible for replacing the items.

Additionally, loss or damage to the 'checked out' items will have to be replaced by the agency whose signature is on the Equipment Release Form.

# Annex B

## Training Roster Template

Annex B – Training Roster Template



## ROSTER

<b>Training Title:</b>			
<b>Location:</b>		<b>Date:</b>	<b>Sponsoring Agency:</b>
Name	Address	Telephone	Email
		(h) (c) (w)	
		(h) (c) (w)	
		(h) (c) (w)	
		(h) (c) (w)	
		(h) (c) (w)	
		(h) (c) (w)	
		(h) (c) (w)	
		(h) (c) (w)	
		(h) (c) (w)	

# Annex C

## Quarterly Citizen Preparedness Report Form



## Annex C – Quarterly Citizen Preparedness Report

Reporting Period: \_\_\_\_\_ to \_\_\_\_\_ (Quarter \_\_\_\_/FY 20 \_\_\_\_)

Organization Reporting: \_\_\_\_\_

Date: \_\_\_\_\_

Local Events of Note:

Upcoming Events for Next Quarter:

Number of volunteers who participated in citizen preparedness programs: \_\_\_\_\_

Total Hours: \_\_\_\_\_

### Training Events

Training: \_\_\_\_\_

# Attended: \_\_\_\_\_

Location: \_\_\_\_\_

Training: \_\_\_\_\_

# Attended: \_\_\_\_\_

Location: \_\_\_\_\_

Training: \_\_\_\_\_

# Attended: \_\_\_\_\_

Location: \_\_\_\_\_

Training: \_\_\_\_\_

# Attended: \_\_\_\_\_

Location: \_\_\_\_\_

Current Challenges:

Local Program/Event Spotlight:

Additional Notes:

# Annex D

## Paid Instructor Invoice

*This can only be used on projects from the FY 2018 or before.*



# Annex E

## Equipment and Training Support Request Form

## Annex E – Equipment/Training Support Request Form

Event Name and Date: \_\_\_\_\_

Local Agency and Representative: \_\_\_\_\_

Equipment Request	Qty Requested	Qty Received	Qty Returned
Training Request	Funding Requested	Funding Received	

**This section is filled out at the time the supplies are given to the requesting agency:**

I, \_\_\_\_\_ of the \_\_\_\_\_ (referred to as "the Agency") am authorized to accept the supplies/equipment described above from Arapahoe County, (referred to as "the County"), on behalf of The North Central Region, the official grant recipient, at no charge to the Agency. I acknowledge that these supplies are primarily intended for use to provide citizen awareness and participation activities.

I further understand that it is the responsibility of the Agency to repair, or replace any damaged or destroyed supplies/equipment and may be subject to audit. Any serviceable equipment that is unused or unwanted will be returned to the County for redistribution to other agencies within the North Central Region.

### Received By (signature and title required)

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_

**This section is filled out at the time the items and roster are returned to the NCR office:**

Items & Training Roster Turned In on: \_\_\_\_\_

NCR Staff Signature: \_\_\_\_\_