

KECT Team Meeting Agenda

City of Kirkland Office of Emergency Management

Date: 2/19/2020

Time: 18:30 – 19:30

Location: Kirkland Fire Station 22

Welcome/Introductions – All

Hours Reporting – Karissa

Review new reporting process and types of activities to report.

Sunday Night Net Process – Karissa

Review updated documentation and process, also posted on the [KECT Resources page](#).

Radio Programming – Marc

Demonstration of using CHIRP to program a radio.

Please bring your radio and a programming cable (a laptop too, if you have one).

This is a great opportunity for anyone who has not applied the latest copy of the frequency list to their radio, or for people who would like a refresher on how to do so before updated frequency lists are produced.

Reminders/Upcoming Activities - All

5th Saturday Exercise

Saturday, February 29, 09:00-12:00

Exercise Goals:

1. First hour: practice sending ICS-213RR forms via voice and Winlink.
2. Second hour: practice making contacts with other EMCOMM teams.

Email KirklandEM@kirklandwa.gov and copy discoverable.marc@gmail.com if you're planning on attending.

Next Meeting

Wednesday, March 18, 18:30 – 19:30, Kirkland Fire Station 22



KECT Team Meeting Notes

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Date: 2/19/2020

Time: 18:30 – 19:30

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Welcome/Introductions – All

Hours Reporting – Karissa

Review new reporting process and types of activities to report.

- KECT members don't need to report activities for which there was a sign in/out sheet, or successful participation in Sunday Night Net.
- Most other volunteer hours to report would be OEM sponsored or hosted activities, or for work related to one of the KECT Leadership or Coordinator positions.
- Reminder that KECT activities are only to be reported to OEM through the reporting process, found on the KECT Resource page under www.kirklandwa.gov/kect. City volunteer hours are not eligible for employer matching.

Sunday Night Net Process – Karissa

Review updated documentation and process, also posted on the [KECT Resources page](#).

- The first Sunday of the month, KECT members can report to their assigned EMCOMM station (or participate from home). All other weeks members should participate from home unless they get OEM pre-approval.
- Sunday Night Net participation rosters will be made available at the stations. When Net Control is hosted from a station, the Net Controller can use the pre-printed roster, put it in a pre-addressed inter-office mailing envelope, and put it in the inter-office mail slot to send it to OEM. They can also scan it or take a photo and email it to KirklandEM@kirklandwa.gov.
- When participating from home, Net Control can either save the Participation Roster as a PDF on their computer, fill it out, save it, and then email it, or they can pre-print it and then either scan or take a photo and send it to KirklandEM@kirklandwa.gov.
- The updated Net Control Script, Participation Roster, and Net Controller schedule are on the [KECT Resources page](#).

Radio Programming – Marc

Demonstration of using CHIRP to program a radio.

- Reviewed CHIRP process
- Reviewed the current frequency list



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