

RBCERTAA BOARD MEETING AGENDA

February 5, 2008

Total Volunteer Hours: ()

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Attendees at this meeting:

RBCERTAA Board Members	Present	Guests in Attendance:
President- Marcelle McCullough	X	Bob Heil
Vice President- Mike Grady	X	Jared Van Sloten
Treasurer- Monty Ruth	X	Miguel Henry
Secretary- "Ro"chelle Kelley	A	Noble Smith
Jeff Adam	X	George Butts
Jennifer Adam	X	Loraine Carunna
Lily Gonzalez	X	
Bob Kumler	A	
Bob Applegate	A	
Sandy Marchese	X	
Fire Department Liaison:		
Captain Dan Bliss	6:45	
A=Absent		

1) CALL TO ORDER ~Marcelle Call to order at 18:31

2) INTRODUCTION OF GUESTS ~Marcelle

3 PRESENTATION OF AGENDA ORDER and request for additions/deletions ~Marcelle

(Please announce Open Forum discussion items at this time)

Added Relay for Life and Certificate from RCHD to Community Involvement

4) CALL FOR APPROVAL OF MINUTES ~ Sandy standing in for Ro

i. November Minutes Mike motion to accept, Marcelle 2nd, All approved

ii. January Minutes postponed until March 4th for acceptance

Bob K automatic motion for dismissal from board for missing 2 meetings in row; vote to be taken at next meeting and Marcelle to contact Bob regarding participation

5) OLD BUSINESS:

A. TREASURER'S REPORT ~Monty

i. Presentation and call for approval of February 2008 Treasurer's Report (see report)
Monty provide report

ii. Revenues received, reimbursement requests and presentation of current bills for payment (See report)

Monty trying to get refund of bank charges and looking for new bank

Mike G can try to help with bank on fee removal. Jennifer Adams suggested Bank of America.

Lily suggested Wells Fargo as they are civic minded to non profit groups.

Mike G moves to approve financial report, Lily 2nd, All Approved

Marcelle had requested summary of last year's expenses. Monty prepared, generally about \$3000 Per year.

6) NEW BUSINESS:

A. Board Position Open (Bob Heil) ~ Mike

Bob Heil accepted nomination for board. Requirement: attend 2 board meetings in row, and CERT grad. Unanimously elected to board. Captain Dan Bliss swore in Bob Heil to the board.

B. Class 37 begins February 7th

- Visual aids (i.e. gas meter, fire extinguisher)
- Gas meter had recently been dropped from recent classes. It is being added back per Dan B.
- Homework (reading chapters and come to class 10 minutes early with questions)
- Per Dan it is OK for class members to come in the 10 minutes early and to have questions answered. Class full over 40 sign ups. Dan thanks RBCERTAA for getting people to sign up.
- Per Dan Bliss indicated there was confusion over people signing up as interested versus signing up for class during the recent MYN events.
- Mike G pointed out that one of Marcelle's goals for the year was to get attendance up at CERT class. This is the first time for a significant period that class is full. Kudos given to Marcelle.
- Noted posters and CERT board also had effect.
- The Academy evaluation forms have been revised to allow students to fill out after each class and pose questions that could be addressed at next class.
- Per Marcelle food will be provided for first class from California Pizza ASAP and Jared will provide some of the drinks. Marcelle requested FD to provide some coffee and other drinks. Dan agreed to request and will make Smart & Final run. Marcelle requests that RBCERTAA make California Pizza ASAP know when you make purchases independently that you indicated you are CERT. To show a return on their investment.
- Try to put together welcome packets for new class. Monty to work on this item.

C. Fire Department Corner ~ Captain Dan Bliss

- When Dan is out of town he will rotate various FD/CERT Instructors so that knowledge of RBCERTAA can be passed along. Dan B wants to make sure chain of command is followed. (Dan interrupted for FD call.) Marcelle wants to make sure we follow the chain of command which is that Marcelle as President shall be point of contact with the Fire Department (more specifically Dan B. at RBFd). Per Mike G the Chief had invited Mike G and Marcelle for breakfast to discuss general overall RBCERTAA.
- Per Bob H. chain of command should be only Marcelle through Dan Bliss. Marcelle will follow up with Dan B on particulars. Per Lily it would be sad if someone outside the board was responsible for the miss-contact. Mike G suggests that a communication be sent out RBCERTAA regarding procedure of chain of contact and this reminder be sent out once a year. Possibly the "open door" policy of Chief could be adding to this situation. This policy might be rethought and the CERT class be informed. Bob H. the issue is if a person states they are with CERT and not representing the RBCERTAA. Lily suggests possibly a chain of command sheets be provided at the CERT class. Monty reminds if the chain of command is used there is strength in numbers for better response.
- Dan back from call - Chief Mead got copy of phone tree and concerned that it wasn't in policy. Note: communications from RBCERTAA to RBFd need to go through Dan B. Chief heard that radios were to be given out. This created major problem. Additionally rumor that CERT member would be on engine in event of disaster....did not sit well. Must use the chain of command. Procedure still in place per confirmation with Dan B. that dispatch has phone contact in place and can utilize in event of disaster (emergency).
- Marcelle indicated that chain of command goes both ways.

D. February 20th Demonstration ~ Mike

Marcelle this is great progress that we are making with RBCERTAA and the Rbfd in the way we are being viewed. Chief Hyink is heading up the program.

Per Mike G - This is to see how well we work together as a team and demonstrate this to the city. Mike G is working this with RBCERTAA and USAR. At 10:30 AM CERT and USAR will report to Alta Vista. Looking for role players at 9:30AM at Knob Hill also pets wanted per Marcelle. Drill starts at 11AM. Mike G and Marcelle will be putting together action plan. Tsunami warning with 25 foot waves on 4th of July. Per Mike G 9:30 AM pre staging of USAR members at station 2 to pick up trailer and materials. Then car pool to Alta Vista. USAR to take leadership roles. Marcelle to be first member at Knob Hill and she will be CERT Division Team leader. Marcelle will assign next on scene to task of signing in personnel and giving assignments. Mike G will send out info. As of tonight 14 people signed up, far behind previous events. It is a county wide drill. This will show our commitment. CERTAA can participate on part time few hours if not possible to do all day. Lily feels too many emails (in reference to USAR) and it is overwhelming for her. Marcelle suggests can she can use HOT LINE and/or call one of board member for additional information. Per Mike G you can do daily recap for USAR to reduce email amount. Per Monty be flexible as plans change. Marcelle advised we are using Knob Hill parking lot, not the school. Come prepared (flashlight, pad & paper and other gear, sturdy shoes, etc).

Dan B will be assigned to work with us at the drill. There may be some role players with minor injuries, checking in people, lost people.

Torrance will have 15 for role playing per Marcelle. Marcelle to give list for materials RBCERTAA feels they need for such drill and actual disasters (such as signage) to Dan B.

February 12 per Mike G USAR to be trained regarding drill.....Dan to follow up with the instructor to make sure material covered. Need 50 for role playing.

E. Emergency Preparedness Speaker Training is still postponed until BCHD can replace the trainer. ~Marcelle

F. Recap of MYN Events

-Speaker from State of Washington (Dr. LuAn Johnson). There were 3 speaking events of 100 people each, Torrance, MB, HB, RB attended the event. Train the trainer event. These ties in with CERT in being prepared. Great event. Jared Van Sloten of Public Safety Commission indicated lots of community interest and requests for materials since speaker (Dr. Johnson). February 18th channel 8 at 7PM safety commission update on requests for materials on MYN. Marcelle, Carole Thompson and Rochelle all met with Officer Ian Miesen regarding RB Neighborhood Watch program.

G. 2008 Training schedule

Two full day training sessions. Both days will cover same material. One is Saturday and the other is Sunday Dan B. working on curriculum but suggests we start to think about lunch (brown bag, pot luck, BBQ). In 2009 there would be mandated training to keep CERT certified. Can attend one or both. Need to discuss food requirements (brown bag or provided?)

i. April - April 5th (Saturday)

ii. June..... then August 10th (Sunday), not June.

H. RB Public Safety Commission Meetings

Marcelle urges CERT Alumni to participate individually at the Safety Commission Meetings. Usually at 7PM at City Council chamber.

i. Monday, February 18th

ii. Monday, March 17th

I. Invited guests to Board Meetings

i. City officials- Would like to extend invitation to city officials to attend.

ii. Hold-your-hand invitation

Mike G suggests board members meet new CERT class members offer to bring them to board meeting and possible buy a meal. Drive home to find out thoughts on if they will be back and/or other comments regarding meeting. Trying to get more participation.

Miguel suggests that the name "board meeting" sounds like it is only open to board members.

Need to make sure weekly updates and other information about Board Meeting states all CERT graduates not just the board are invited for clarification. Need for general membership meeting

J. Upcoming Events ~ Marcelle

i. General Meeting discussion

Per Marcelle need for general meeting is needed, but past ones not well attended. Mike G suggests having a speaker that would draw people to meeting. This would be an annual meeting. Marcelle suggested Speaker could be someone that participated in 911 Mike G suggested survivor of the Freeway collapse in San Francisco. Per by laws nominations in May, elections in June. This could be in conjunction with general meeting. Nominations at Picnic and training sessions and election with speaker in June could be possibility. 6/23 thru 6/25 for speaker possible dates. Marcelle to follow up with potential speakers

ii. CERT Picnic Postpone date decision to March meeting

iii. Dodger Day (Friday, June 6th) Fund raising to go to group. Support thru selling tickets. We keep difference as money raised. Board agreed to participate. Questions posed by Bob Heil for clarification; do we have to pre-purchase tickets and is there any concern on what we charge to be in line with other RB groups selling tickets. Marcelle to respond at March meeting.

K. Committee Updates

i. Community Involvement ~ Sandy

1. Hermosa Beach NHW asked RBCERTAA to walk in their St. Patrick's Day Parade Saturday, 3/15. All agreed pending someone that can tow trailer & truck since Mike G. is unable to participate.
2. Relay for Life Received donation of scooter from American Honda through Mike G. contact. It was accepted that our team should be called Team CERT, and wear green helmets, and vests. Raffle tickets to be sold at \$5 each. Mike G. has someone printing tickets free of charge. It was suggested that we have RBCERT help with contacting the Galleria to see if we can set up display with scooter and CERT information in the Floor in food court to sell raffle tickets. This is good way for Honda, American Cancer Society and RBCERT to get positive publicity in community. Scooter to be stored at Independent Repair. Suggested we look at other events to put scooter on display and sell raffle tickets, such as Hermosa Festival. It was suggested that Kelly (Hermosa NHW) be contacted for help with getting included in Hermosa Festival
3. RBCERTAA received Certificate from BCHD – letter of recognition received for clothes drive for fire victims.
4. Received thank for donation in honor of Carol Bliss
5. Received thank from BCHD for our participation in delivery holiday gift bags.

ii. Equipment ~ Mike

Received donation of 2 fire extinguisher and Mike G gave list of needs to Marcelle for distribution to RBCERT. Approach Lily to coordinate inventory after 2/20 drill.

iii. Funding ~ Monty – postponed to March meeting

1. See Dodger Day above
2. Raffle ~ Mike See above

iv. Communications ~ Bob A. (Not in attendance) –

1. Newsletter update
Well done, Bob A. provided by email earlier in week a recap of bounce backs etc

v. PR ~ Marcelle

Marcelle submits releases to Easy Reader, Beach Reporter, & Daily Breeze of CERT class start dates. State of City address February 25th cost \$35, Mike G suggests Marcelle attend. Marcelle indicated she would be out of town and asked if other board member would be available to attend. Sandy indicated she would be available. Motion by Marcelle for Sandy to attend and be reimbursed. Mike G 2nd, unanimous approval

7) ANNOUNCEMENTS

A. Super Bowl 10k Recap ~ Monty (Marcelle)

- We did not have enough volunteers to staff a water station. We can look at this event next year.

8) OPEN FORUM

Added Relay for Life and Certificate from RCHD to Community Involvement

Monty wants officers responsibilities updated on web site, current bylaws on website. To be discussed in March meeting as neither Bob A. nor Bob K. were in attendance. Look at possibility to have these as PDF.

9) ADJOURNMENT ~ Marcelle motion to at 21:17, next meeting March 4th