

RBCERTAA JUNE 2008 BOARD MEETING AGENDA

July 1, 2008

Total Volunteer Hours: ()

Attendees at this meeting:

RBCERTAA Board Members	Present	Guests in Attendance:
President- Marcelle McCullough	X	George Butts (6:30 to 7:30)
Vice President- Mike Grady	X	Phil Gilbreth
Treasurer- Monty Ruth	X	Gary Horn
Secretary- "Ro"chelle Kelley	A	
Jeff Adam	A	
Jennifer Adam	7PM	
Lily Gonzalez	X	
Bob Kumler	X	
Bob Applegate	X	
Sandy Marchese	X	
Bob Heil	X	
Fire Department Liaison:		
Captain Dan Bliss	A	
A=Absent		

- 1) **CALL TO ORDER** ~ Marcelle - **Marcelle called to order at 6:30PM**
- 2) **INTRODUCTION OF GUESTS** ~ Marcelle **George Butts, Phil Gilbreth**
- 3) **RESIGNATION OF ROCHELLE KELLEY AND JEFF ADAM** – Marcelle and Mike
 Received letter of resignation from Rochelle Kelley (attached to minutes), reluctantly accepted) by board.
 Per Mike Grady – Jeff Adams has elected to resign from Board of Directors, will remain a RBCERTAA member. The Board reluctantly accepted both resignations and would like to acknowledge the commitment and years of service that both Rochelle and Jeff have given to the Board, CERT and RBCERTAA.
- 4) **SWEARING IN OF 2008/2009 BOARD OF DIRECTORS** – Fire Department Liaison
 Gary Horn has elected to run for board of directors. Board of Directors sworn in at 7:05PM
 Phil Gilbreth nominated for board, to be voted on next month.
- 5) **ELECTION OF NEW EXECUTIVE BOARD**
 Mike Grady nominated Marcelle McCullough for Pres, after no other nominations Marcelle accepted for 2nd term, vote was unanimous
 Marcelle nominated Mike Grady as VP, after no other nominations Mike accepted, vote was unanimous
 Monty Ruth nominated Sandy Marchese as Treasurer, after no other nominations vote was unanimous.
 Sandy nominated Monty Ruth as Secretary, after no other nominations Monty accepted, vote was unanimous.
- 6) **PRESENTATION OF AGENDA ORDER and request for additions/deletions** ~ Marcelle
 Add under announcements Brookside Village, during open forum Mike G will discuss program for seniors. Marcelle will discuss 800 hot line and grant writer. Phil to have announcement on his musically group
- 7) **CALL FOR APPROVAL OF MAY 2008 MINUTES** ~ Marcelle
 Mike motion to accept, Bob Heil 2nd, approved

RBCERTAA JUNE 2008 BOARD MEETING AGENDA
July 1, 2008
Page 2

8) OLD BUSINESS:

1. **TREASURER'S REPORT ~ Monty**
 - a. Presentation and call for approval of May/June Treasurer's Report
 - b. Revenues received, reimbursement requests and presentation of current bills for payment
(see attached report)
Yahoo is now an auto withdrawl per month \$11.95 for web site.
Mike G. thanked Monty for being Treasurer and doing the legal requirements and a job well done.
Per Marcelle approximately \$430 was received from donations for picnic less approximately \$220 expenditures....balance to be donated to RBCERTAA to come). Sandy motioned to accept treasurer's report, Mike G 2nd, no objections....approved.

9) NEW BUSINESS:

1. Recap of 08-09 FY City Budget ~ Marcelle
Many RBCERTAA members participated in June City Council meeting in support of keeping CERT funded for 08-09.
In June 17th (Marcelle attended) meeting for the City Budget which approved the CERT program as a core funded program. According to Mike G. conversation with Councilman Diel's – CERT is an on going part of the budgets. The Budget is available on line on the city website. Marcelle advised it shows \$6825 for cost of one CERT class (breakdown as seen in budget on city website). RBCERTAA has asked RBCERTAA to participate in looking for ways to save costs on the program. Budget response report #18 on the city website. Marcelle thanked all that participated in getting the budget approved. Mike G. indicated lots of communications and members attending quick called meeting in response. Thanks to Marcelle for lots of communications with RBCERTAA and the Board of Directors. Marcelle asked members to share personal stories throughout the coming year on how their CERT training has been used.
2. Review of 2007/2008 Board Accomplishments ~ Marcelle
Marcelle advised that the passed board worked incredibly well together to accomplish tasks. Our goal was to increase participation by 30%. Per Mike G next year we will have mandatory training and this should help increase alumni participation in future. This is a big step. Communication has approved due to Bob K and Bob A. We have received positive comments. Community involvement - RBCERTAA did well for the last year under Sandy's direction and participation of members. Funding – 10K was the goal, Although we did not meet this goal, we were able to fund all items needed during the past year. Marcelle would like to continue this goal during the next year.

Open for comments for 2007/2008 – Mike G. indicated that relationships of the board were established during the year. Lots of items were thrown at the board during the year. Marcelle presented to Leadership Redondo a program which would help fund all volunteer organizations within the RB Citizen Corp Council however, it was not accepted We don't have fire suppression equipment or communication equipment. Per Mike G we need to get items to help us in time of disaster. This can be a goal for the next year.

Per Bob H. make sure to archive items for the past year and make sure records in place.

Bob K. gave Marcelle an archive of the web site.

Monty acknowledged receipt of archive materials from Rochelle. Also Monty will make an effort to organize the documents and asked other RBCERTAA board to give him any material that needs archiving.

3. What's to come (moved to Open Forum)
4. **Monty prepared disk to give to Sandy, also check book, debit card, set of keys (one for PO Box and one for financial archival file) at station 1, and documents.**

RBCERTAA JUNE 2008 BOARD MEETING AGENDA
July 1, 2008
Page 3

10) FIRE DEPARTMENT CORNER ~ Marcelle

1. Comments from fire department liaison **Dan Bliss unable to attend, but provided information to Marcelle. Dan hoped all had fun at Picnic. He also gave information to Marcelle on proceeds from Picnic (see above info under treasurer's report). He is also pleased that the budget passed by City Council.**

Gary had storage unit to be donated to RBCERTAA, Dan was to follow up. Marcelle to follow up with Dan Bliss.

Picnic Recap.....

Marcelle indicated that we had about 50 people at picnic. We presented to each RB Fire Station a magazine subscription for Outdoor Magazine. Volleyball, firehose water game, bucket brigade, egg toss and the BBQ were the highlights of the day. Right amount food provided.

Dan B extended invitation to Fire personnel and families to attend. Birthday cake for Noble, Alex and Lily served.

Per Mike G's request Marcelle to check on commercial for CERT for 1630 radio station.

11) UPCOMING EVENTS ~ Marcelle

- i. Relay for Life July 19th – Mike Grady
Per Mike G. Monty to help with 1st aid booth. Bring squirt guns, it is tradition to squirt people walking during hot part of day. We've sold lots of raffle tickets. Mike G. indicated that we should raise over 5K on the scooter raffle sales. Relay for Life July 19th starts at 9AM. Best time to be at event is 9PM Saturday night for the Luminar Ceremony (touching event). Later we will have fire pit and socializing. Marcelle indicated extra help is needed in set up on Friday night between 4 and 8PM at RUHS. See Sandy for joining team. All money raised to date for raffle tickets must be turned in to Mike by July 8th (this is first nite of fund deposit, the 2nd night will be on 7/19.
- ii. August 10th Training – Dan Bliss/Marcelle
Per Marcelle it is at Station 2, so far we have 23 people signed up.

From guest George Butts.....

Note: Gotprint.com site for economical printing per George Butts. The MBRBCERT Assoc.'s next board meeting Monday at MBFD, 6:30 to 8:30PM. George also shared their brochure for sponsorship and general information.

12) COMMITTEE UPDATES ~ Marcelle

- Communications ~ Bob A
Web site updated, thanks to Bob K. The timing of the Newsletter is GREAT per Mike G. Thank you to Bob A.
Marcelle contacted Councilman Diels who owns AAMCOM and he offered a FREE answering service to RBCERTAA. This could also be available to use for a call out in the future. Recently our HOTLINE was down and Monty contacted our current service. Current service agreed they mistakenly turned us off. We are paid through April 2009.
Monty to see if we can get a refund on our current service if we move to AAMCOM. We can take number with us. Per Sandy we cannot track calls on the current HOT LINE if the message answers questions, then no one leaves message. Per Mike G the day of the hot line has ended due to the internet/email. Marcelle disagrees and indicates that this may be part of the Rbfd procedure that gets into place with Captain Bliss. Marcelle to have a more formal proposal at next month's meeting.
Line could be used in emergency. Monty suggested dropping HOTLINE so that one less thing to do. Sandy Indicated it doesn't take much time.

RBCERTAA JUNE 2008 BOARD MEETING AGENDA
July 1, 2008
Page 4

- **Equipment ~ Mike We utilized generator at picnic and thanks to Monty for draining generator after event. We are missing one EZ UP. Container was procured as RBCERTAA storage. Per Mike G we need to follow up with Dan B on the storage issue. We need secure storage.**

Per Lily inventory of container probably not until end of August. Lily also indicated can do inventory perhaps when we get additional storage.

Per Bob H. – Pete Villasenor donated 2 FRS walkie talkies. Marcelle to send thank you note.

- **Funding ~ Monty**
 - **Resignation of Monty as Chair for Fund Raising accepted. New chair is Marcelle. At Marcelle's request for volunteers, Gary volunteered for committee and Monty will remain on committee. Per Monty we have sampling of items (t-shirt, polo shirts, cap) at CERT class in locked cabinet next to stove. By taking orders and delivering at next class it saves on taking items to class each time. All materials back from Rochelle. Need to return 4 storage boxes to Rochelle. Monty requested purchasing about 10 boxes for storage. (approved). Marcelle signed us up for GOODSEARCH.com (search engine for internet). Each time it is used we get donation of 1 cent. This is similar to using GOOGLE. Per Marcelle when you sign up for grants it asked what other exposure to you have for your organization so GOODSEARCH is one more thing to add to our list. Board agreed to have Bob A to put on web site and newsletter.**

Marcelle would like approval for sponsorship/donation brochure for submission to Chamber of Commerce for possible mailing. Marcelle asked for volunteers to work on piece and to be finalized by next board meeting.

Mike G would like someone to take over equipment maintenance and procurement. Monty suggested more than one person can participate in the equipment handling. Marcelle asked for description of what Chair of Equipment would be responsible for to be provided to board prior to next board meeting. Mike G agreed to prepare list of requirements for maintaining equipment.

- **PR ~ Marcelle**

Marcelle has signed us up on VolunteerMatch.com for the CERT classes. Currently listing the 9/4 class.

On city web page for disaster preparedness it does not mention CERT. Marcelle to follow up with Rbfd.

Mike G working on getting 1630 commercial up with the city.

Bob A. sent copy of a newsletter to Daily Breeze that we as citizens take disaster preparedness seriously.

RBCERTAA JUNE 2008 BOARD MEETING AGENDA
July 1, 2008
Page 5

- Community Involvement ~ Sandy

October – Safety Fair

November 13th – Great Shake Out drill 10AM (Marcelle to find out more and present at next month's meeting. Could have a booth and possibly sell caps.

Corey Fletcher of Brookside Village asked to have presentation from CERT. Monty agreed to present, share checklist to tenants, have a preparedness bag for show and CERT class 39 applications.

Per Mike G he was approached by current class member that indicates that Senior Centers need to have classes on disaster preparedness (total of 4 classes) to qualify for grant funding. Topics would be from Fire Dept to teach on turning off gas etc, Ian Meisen to cover issues of avoiding scams after a disaster.) Seniors could report to senior center such as Perry Park and seniors could help with food preparation. Many seniors are interested in taking classes and are promoting it thru senior centers. Marcelle suggests Mike G talk to Brandy Harkins of BCHD.

13) ANNOUNCEMENTS

Phil G. made an announcement - He doing music event with his former band on 8/9 (group called the Twisters)

Mike G suggests that Marcelle attend Safety Commission and City Council and offer class to those on commission and council that have not attended and RBCERT cover cost. Marcelle to see first who has not been thru CERT and will send out email to board members. Discussion followed on if funds should be spent on this item. Advise Dan B. so that FD is aware of our offer. Marcelle to check if Council can accept the \$40 gift under governing laws. To be decided at next board meeting.

Marcelle indicated that all suggestions from CERT alumni are welcomed and participation is encouraged.

Lily announced 5K on 7/4 and extended invitation.

14) OPEN FORUM

What's to come

15) ADJOURNMENT ~ Marcelle adjournment at 8:56PM

PLEASE REMEMBER TO PAY FOR YOUR FOOD