

**RBCERTAA BOARD MEETING
MINUTES
OCTOBER 7TH, 2008
11/04/08**

Attendees at this meeting:

| RBCERTAA Board Members | Present | Guests in Attendance: |
|---------------------------------|-----------------------------|---|
| President- Marcelle McCullough | X | Doug Rodriguez |
| Vice President- Mike Grady | X | Christopher Meyers in at 6:57 p.m. |
| Treasurer- Sandy Marchese | X | |
| Secretary- Monty Ruth | X | Matt Steeneken |
| Jennifer Adam | A | Mayor Margaret Estrada – City of Lomita |
| Bob Applegate | X | Ken Blackwood |
| Phil Gilbreth | X | Brandy Harkins in at 6:43 |
| Gary Horn | X | Billy Anderson |
| Bob Heil | X | Courtney Steeneken |
| Bob Kumler | X | Ken Carr |
| | X | Jared Van Sloten |
| | | |
| | | |
| Fire Department Liaison: | | |
| Captain Dan Bliss | X Out at 7:30 p.m. | |
| A=Absent | | |
| | | |

1) CALL TO ORDER ~Marcelle

The meeting was called to order at 6:30 p.m.

2) INTRODUCTION OF GUESTS ~Marcelle

Marcelle introduced the board and the guests.

- a. Mayor Margaret Estrada and Council Member Ken Blackwood of The City of Lomita
- b. Brandy Harkins – BCHD/MRC
- c. Billy W. Anderson, Jr. – Assistant Director of Security South Bay Galleria
- d. Courtney Steeneken, Human Resources Coordinator, Gerber Ambulance Service
- e. Ken Carr, LAC DCS City of Redondo Beach Radio Officer

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

There were no changes.

4) DISCUSSION OF CERT SHAKE DRILL November 13, 2008 ~ Marcelle

Marcelle Presented the Shake Drill Exercise written proposal. (See Report)

Billy Anderson Spoke about having a triage drill in the parking structure on the 4th level. Other Tenants would evacuate to the east and west parking lots.

Capt. Dan Bliss said that it would be better to do it in an open parking lot outside. Going further away would be okay to avoid interrupting shoppers. Capt. Bliss also suggested using the back corridors behind the scenes to avoid creating a ruckus.

Mike Grady would like to approach Mervin's to see if it would be okay to place a few victims in their store for us to rescue. Billy said he would talk to Mervin's and Nordstrom's. Mike asked if it would be okay to put up our display booth somewhere in the mall, maybe the food court area, to explain the drill to the public. We could put it up earlier in the day.

Marcelle asked Capt. Bliss to explain what their roll might be in this drill. The Fire Dept. says it will be more of an EOC type of drill for them down at City Hall. He would like to have two to three fire personnel at our exercise to

observe and report back to the Chief. It would be okay for Gerber Ambulance to participate in our drill. His only request is that they give a cursory call to let McCormick Ambulance know that they are in the area and what we are doing. Dan also spoke about working with other cities on a mutual aid plan. Lomita is one of those cities.

Mayor Estrada Spoke about looking forward to having some of their 200 CERT members come to train with us. Maybe 20 would be available for us.

Mike Grady said it would be a great opportunity to train together. Marcelle can give them an answer on how many Lomita people we could use by the end of this week. We will be putting together an action plan with information to be given to all participating parties. Dan said that the NIMMS ICS system will play an important roll.

Matt S. Stated that Gerber has participated in many of these types of events. They are well prepared for this, and are not asking for any compensation for their participation. They will be able to offer one unit for safety and one unit to provide simulated patient transportation.

Ken Karr asked about what kind of communications will be needed. Dan anticipates CERT putting someone in the EOC as a liaison to the fire department with a Fire Service Radio. Ken could put one person in the EOC to man that radio to free up a CERT member. Mike says we have CERT Ham operators with handheld radios that he would like to use in the mall area. He anticipates five teams. Ken says he will work on getting DCS operators to participate. Monty will get a list of licensed HAM/CERT operators to Ken.

Brandy from MRC spoke: She wondered how many victims we planned on having. Billy said it would be okay to get as many as we could find. Brandy could assist in getting those victims. She doesn't know how many MRC people will be available to work with us because they have other commitments that day. Dan suggested getting in touch with Kevin Coffelt to borrow moulage supplies. Marcelle thinks that 20 to 25 victims would be a good number.

Mike asked Billy if Mall Security will be assigned with CERT. He replied that they would be. (Dan Bliss left at 7:30 p.m.)

Marcelle then asked for volunteers to step up to fill the positions on the organizational chart of the shake plan proposal. (See Report.)

Marcelle asked for a show of hands from the board to show who is interested in participating in this drill. Nine hands went up.

Mike would like to have another meeting by Nov 4th on this subject.

Monty moved to have a brief recess. The motion was approved at 7:50 pm

The meeting called back to order at 7:54 p.m.

Mike requested that Courtney's business be moved up so that she might leave early for another commitment. Courtney volunteered to take over apparel sales. Monty said he would contact her to fill her in on the apparel sub committee.

5) CALL FOR APPROVAL OF MINUTES (September) ~ Marcelle

Mike moved to approve the September minutes. The motion passed.

6) OLD BUSINESS

a. TREASURER'S REPORT ~Sandy

- i. Presentation and call for approval of October 2008 Treasurer's Report
See Financial Report. Bob H. made a motion to approve the Treasury Report. The motion passed.
- ii. Revenues received, reimbursement requests and presentation of current bills for payment
Monty presented a receipt for a new storage unit lock.
- iii. IRS 990 e-file annually
Sandy will follow up on the procedure for filing. Monty mentioned that there is a more complicated filing only if an organization is declaring more than \$25,000 in income per year.

7) NEW BUSINESS:

a. Class 38 Graduation Coverage October 25, 2008 ~ Marcelle

Monty, Gary and Phil said that they would attend.

b. Personal invite to City Council and Commissions to participate in CERT 2009

i. Discuss Fee or waiving fee

Marcelle said that she was informed by Capt. Bliss that there should be no problem with waiving the fee to council and safety commission members. Mike G. suggested that we wait to invite them later when we know what the class start date will be.

c. Fire Department Corner ~ Marcelle (For Captain Dan Bliss)

i. 2009 Class Schedule & Mandatory Trainings

The new schedule will only have two sessions of eight classes each. Bob H. requested that we suggest to the fire dept that they have new students take the NIMMS portion of the course from the FEMA online University to free up Redondo CERT class time.

ii. Vehicle Donation Proposal

There is a battalion chief suburban vehicle that will be going out of commission and will be available for donation. Marcelle asked the Fire Dept. if it can be made available to CERT. They requested a formal proposal be presented to them. Marcelle asked if anyone is interested in taking this up. Chris M. wanted to know if there will be a secure area to park it. Marcelle mentioned the possibility of the new storage area. Chris said that the American Legion post might be a good place for it. Mike said that he had concerns about insurance, etc. Gary asked if there is a deadline for submitting the proposal. Marcelle said that the sooner the better. Marcelle mentioned that a proposal could reflect that the vehicle remain a city vehicle designated for CERT business. A possible location for storage could be the city yard near Verizon. Gary and Doug will work together on it. Marcelle will give them more information.

c. Storage Facility ~ Gary

Gary got the US Storage Center to donate a unit to us. It is valued at \$145 a month. The Unit is located at 1415 Hawthorne Blvd., Redondo Beach, Calif. 90278. It is Unit C389. Mike Grady got all of our stuff out of the container as well as the MRC stuff and into the unit on Sunday with Monty and Marcelle. Our goal is to only leave training supplies in the Container. The unit is available to us 24/7. There are four keys. The keys are with the Executive Board. Bob A. Asked if there is a stairway for emergency power outages. Mike said yes. Mike motioned to have a nice US Storage Community partner sticker made for our trailer and a Recognition Banner put on the Web site in addition to placement on the sponsors page and mention in the weekly updates and newsletter and provides them with two plaques or certificates. The Motion Passed. Gary will follow up.

d. CERT Area Coordinators Meeting Recap ~ Bob A.

Bob A. said they talked about Golden Guardian and what it will be like in the South Bay during a massive earthquake. Marcelle asked if our continued participation with this group would be necessary. Bob said he didn't know.

e. Committee Updates

i. Community Involvement ~ Sandy

Sandy said that we had two events and thanked those who participated. (The Car Show and the Safety Fair.) We got a nice Certificate from the American Cancer Society for participation in the Relay for Life. There will be an event this Saturday from 12 to 3 pm at Redondo High that Monty will be staffing. We asked Bob A. if he will help us pick out and print some nice Photos for our Community Display. He PROMISED that he would. Marcelle stated that the Community Involvement Committee chair position is open if someone would like to take over for Sandy. Sandy Resigned as Chairperson. Her motion was accepted by the board with great reluctance. Marcelle suggested that we handle chairpersons for future community events on a case by case basis.

ii. Equipment ~ Mike

Communication Equipment, a vehicle and a trailer are next on the list.

iii. Funding ~ Marcelle

Marcelle recapped that we have risen over \$5,000 dollars toward our funding goals this past year. She is working on the donation brochure.

iv. Communications ~ Bob

o Website Update ~ Bob K

Bob K will switch the hosting over to PV net very soon – (a three week window) Monty will give a box of archive photos to Bob K. for the site. Bob will put the photo's in our storage unit when he is done with them.

o Weekly Update ~ Marcelle

We are moving it to a semi monthly – around the 1st and the 15th of each month.

o Newsletter Update ~ Bob A.

Bob A. said there will be a November news letter.

v. PR ~ Marcelle

Marcelle will try to do a splash in the Beach reporter congratulating the last CERT class.

8) ANNOUNCEMENTS

a. Last Board Meeting of 2008 Tuesday, November 4th at Billy's ~ Marcelle

b. CCC Business Preparedness Flyers available online

The business preparedness website is now online at:

<http://www.redondo.org/news/displaynews.asp?NewsID=1177&targetid=1>

9) OPEN FORUM

Mike Grady nominated Doug Rodriguez to fill our open board position. Doug accepted the nomination. The board voted in favor to approve the nomination. A vote to elect him will be conducted at the next board meeting.

10) ADJOURNMENT ~ Marcelle

The motion to adjourn passed at 8:57 p.m.