



Meeting attendees:

RBCERTAA Board Members		Present	Guests in Attendance
President - Sandy Marchese		X	
Vice President - Doug Rodriguez		Absent	
Treasurer - Nancy Nickels		X	
Secretary - Bob Applegate		X	
Dave Buckland		X	
Phil Gilbreth		Absent	
Gary Horn		X	
Marc Lear		Absent	
Marcelle McCullough (6:47)		X	
Susanne Rengo		X	
Courtney Steeneken (6:50)		X	
<b>Number of Board Members Present</b>		<b>8</b>	
<b>Fire Department Liaison</b>			
Captain Dan Bliss		Absent	

X = Present

The regular monthly meeting of the Redondo Beach CERT Alumni Association was held on Monday, March 7, 2011, at 6:39PM, the President being in the chair. The minutes of the last meeting were approved.

- I. **Introduction of Guests:** Sandy
- II. **Presentation of Agenda Order and Request for Additions/Deletions:** Sandy
- III. **Fire Department Corner:** Captain Dan Bliss
  - A. Dan couldn't make it.
- IV. **Old Business**
  - A. Treasurer's Report: Nancy
    - 1. Presentation and call for approval of the Treasurer's report. Reviewed and approved.
 

Previous balance:	\$3438.57
Revenues received:	\$357.00
Payments made:	\$493.70
Adjustments made:	<u>-\$0.00</u>
Ending balance:	\$3301.87
    - 2. Sandy noted that RBCERTAA has been contributing money to reduce the expense incurred to feed the larger CERT classes (CPR/First Aid sessions). She felt that it was unfair to ask the team whose turn it was to bring food to pay for the much larger classes on these nights. She also noted that so far alumni donations had more than covered the expense.
  - B. Other Items
    - 1. Driver's training (Courtney)
      - a) Tabled until next meeting.
    - 2. Vehicle CERT Vehicle Driver Policy (Marcelle, Courtney and Sandy)

- a) Sandy created a binder containing all the appropriate information. It will replace the current log in the van.
  - b) Courtney stated that Gerber has a vehicle inspection form, as well as an accident form. We'll adapt the forms for our own use.
  - c) Gary suggested adding use of reflective cones while parked to the van procedure, requiring a minimum of two cones. He also suggested that we buy cones for this purpose.
  - d) A number of changes were suggested. Bob expressed concern that we were being asked to sign a document holding us personally responsible for damage made to RBFED equipment. It was agreed to remove this portion. The issue was shelved when it was determined that we were reviewing an outdated version of the document.
3. Video from Al Benson (Marcelle/Sandy)
    - a) Covered under the Treasurer's Report (\$2 from each tape sold goes to the Manhattan Beach ShakeOut committee).
  4. Student CERT or SERT program
    - a) Shelved until a later date, per Marcelle.
  5. CERT Academy #44
    - a) "What to do after CERT?" - List from Courtney
      - (1) Courtney presented an extensive list of actions that CERT graduates should consider taking upon graduation from CERT. Among the suggestions—donate blood.
    - b) Board members attending graduation (3/26)
      - (1) Marcelle can go, but not stay
      - (2) Nancy, Gary will be there.
      - (3) Courtney could be there for the afternoon.
      - (4) Dave "probably would be there."
      - (5) Bob wasn't sure yet whether he could make it.

#### V. **New Business**

- A. Clock Donation
  1. Gary bought a 24-hour atomic clock for the Redondo Beach EOC. He wanted the board's permission to donate the clock in RBCERTAA's name. It was OK with us!
- B. Red Cross Training Date
  1. Sandy asked when we should set up ARC training in sheltering, as suggested by the ARC representative at last month's board meeting?
  2. Dave suggested that we talk with Janice Britton from Hermosa Beach, as she might have already set up such a training event.
  3. It was agreed that April 30/May 1 would be the best dates for the training. Marcelle will contact ARC to see if they're available to train on either of those dates.
- C. Repairs for Vehicle
  1. Gary: the power window on the driver's side of the van has stopped working and the interior lights in the back flash on and off repeatedly for no apparent reason. It's quite annoying and a distraction to the driver.
  2. Gary wants the air horn replaced on the van.
  3. Gary recommended that we get some touchup paint from the folks who painted the van to touchup a couple of small chips in the paint that the van picked up while parked.
  4. Gary asked Courtney about the possibility of getting a moonlighting Gerber mechanic to look at the van, particularly regarding the electrical issues, which can be very difficult to diagnose. He felt that a mechanic, knowledgeable of ambulance electrical systems, might have a clearer idea where the problem lies.
  5. Decision of the board was to have the window fixed and get an estimate for the electrical repairs.
- D. Committee Reports
  1. Picnic/Luau/Other (Saturday, June 4) - Nancy (Chair), Debbie, Gary and Courtney
    - a) Nancy will send out an email to committee members.
    - b) Sandy will check with RBFED regarding the availability of Moonstone Park for the event.
      - (1) Other sites suggested by board members:
        - (a) Alta Vista Park
        - (b) Wilderness Park

2. Election - Bob (Chair)
  - a) Bob noted that it was proving difficult to find “generic” bylaws for nonprofit corporations with membership. These bylaws would include procedures for elections.
  - b) Gary recommended the Google CERT group and the cities of Burbank or Los Angeles as sources for advice or bylaws that could be repurposed.
  - c) Bob agreed to send out the election calendar that he cobbled together from the current bylaws.
  - d) Sandy suggested postponing election changes until next month’s meeting.
3. ShakeOut – Information from Sandy/Marcelle
  - a) Search and rescue training was held in Manhattan Beach, with 17 attendees.
  - b) Triage training will be held on March 23 (on agenda under Announcements)
4. Community Relations ~ Gary
  - a) Gary noted that volunteers were needed for Fire Service Appreciation Day.
  - b) Marcelle recommended contacting Target for possible bicycle donations for an opportunity drawing. She also recommended that we try to get a surfboard donated for another drawing aimed at adults.
5. Funding/PR ~ Marcelle
  - a) Marcelle thanked Nancy for her hard work on apparel sales at the CERT classes.
  - b) Marcelle suggested contacting American Honda regarding donations/attending CERT trainings.
  - c) Marcelle also noted that the American Honda Safety Fair is coming up soon.
6. Apparel ~ Sandy
  - a) Sandy said she was ordering more supplies, such as [Rite in the Rain](#) products.
  - b) Nancy said that she was investigating [CPR shield/glove combination kits](#), which cost about \$2.50 each, which she believes we can sell for \$5.00 each.
  - c) Nancy and Sandy have the apparel inventory divided into “class” and “non-class” groups. The “class” inventory is stored at the library and the “non-class” is in storage.
  - d) Nancy expressed an interest in selling our CERT caps to other CERT groups.
7. Communications ~ Bob
  - a) Bob reported taking photos of Marc’s swearing in ceremony at the last board meeting.
8. Equipment ~ Phil
  - a) Gary noted that there were old radios in storage that could be recrystaled (changing their frequency). He thought that Bob Heil could help with this. Doug was also suggested. Courtney recommended giving Bob Heil or Doug one of the radios to get a quote on the recrystaling.
  - b) Gary suggested that we should buy a dolly to help with moving gear from the van.
  - c) Gary will get the “wish list” from Monty and bring it to the next meeting. Everyone was encouraged to bring their lists to the next meeting.

#### VI. Announcements

- |                                |   |
|--------------------------------|---|
| A. Saturday, March 12          | – Torrance FFA Spaghetti Dinner for Ruch Calif Burn Foundation  |
| B. Wednesday, March 23         | – BCJCO Triage Training Class 6:00-9:00PM – MBFD Community Room |
| C. Saturday, March 26          | – CERT Graduation   |
| D. Saturday, April 2           | – RBFD Spaghetti Dinner   |
| E. Monday, April 4             | – RBCERTAA Board Meeting – RB Fire Station 2                    |
| F. Saturday, April 9           | – RBCERT Semi Annual Refresher                                  |
| G. Friday, Sunday, April 15-17 | – Baker to Vegas PD Run – Need volunteers                       |
| H. Saturday, May 14            | – Fire Service Appreciation Day                                 |
| I. Saturday, June 4            | – CERT Picnic/Luau  |
| J. Sunday, November 13         | – RBCERT Semi Annual Refresher                                  |

#### VII. Open Forum

- A. Phil Gilbreth has resigned from the board due to conflicts with his new work schedule.
- B. Courtney said that she’s send out the a link to a website that assists groups in scheduling volunteers.
- C. Marcelle requested that the April 9 note get out soon.
- D. Gary wanted to know what video footage was available for us to use in PSA spots?
  1. Marcelle replied that the RB CERT footage was available. Courtney noted that Gerber had some footage from the 2009 Galleria ShakeOut exercise that we could use.

- E. Nancy told us that while she was attending a funeral she responded to a medical emergency at the scene. The son of the deceased had passed out and she assessed him.
  - F. Courtney suggested that we go to the [President's Volunteer Service Award](#) website and log our hours.
  - G. Sandy noted that Mayor Gin's State of the City address mentioned CERT, noting that we were one of the most outstanding CERT groups in the country.
- VIII. **Adjournment:** The meeting adjourned at 8:52PM.

Bob Applegate, Secretary