



## RBCERTAA BOARD MEETING MINUTES

11



September 1, 2011

Attendees at this meeting:

<b>RBCERTAA BOARD MEMBERS</b>	<b>Present</b>	<b>Guests in Attendance:</b>
President, Gary Horn	x	Olivia Bulgarini
Vice President, Marc Lear	X	Craig Funabashi
Treasurer - Nancy Nickels	X	Sandy Marchese
Secretary (acting) Susanne Rengo	X	Paul Weavers
Debra Bina-O'Brien	X	
Dave Buckland	X	
Bandy Harkins	X	
Florene(Flo) Hartfield	X	
Marcelle McCullough	X	
Doug Rodriguez	x	
Courtney Steeneken	x	
<b>Fire Department Liaison:</b>		
Capt. Dan Bliss	A	
A = Absent		

1. **Call to order/announcement:** The regular monthly meeting of the Redondo Beach CERT Alumni Association was held at Beach Cities Health District on Thursday, September 1, 2011 at 6:30 PM, with the President, Gary Horn, as the chair.
2. **Introduction of Guests:** The guests shown above were introduced by the President, Gary Horn, to the RBCERTAA Board.
3. **Presentation of Agenda Order** and request for additions/deletions: Gary Horn distributed the agenda for the meeting.
4. **Call for Approval of Minutes:**  
The revised minutes of the last meeting from August 1, 2011 were approved.
5. **Fire Dept. Corner:**
  - A. The upcoming CERT class #45 begins on Thursday, Sept. 8. There will be 8 sessions of class with the final graduation session conducted at Fire Station #2 on Saturday, Oct. 29. Marcelle McCullough will coordinate CERT manuals that will be distributed to the class (The newest version is 2011). We should distribute a "welcome" letter from the CERT President to the class. Courtney Steeneken will provide the Southern California 2011 edition of the brochure "Putting Down Roots in Earthquake Country" and other brochures relating to CERT and emergency preparedness. Debbie Bina-O'Brien will assist Marcelle McCullough and get file folders to assemble miscellaneous handouts (welcome letter, letter from the RBCERTAA president and emergency preparedness brochures).
  - B. The fire department is in charge of the CERT class with a capacity of 45 students. The banner has been displayed at the King Harbor site on PCH to advertise the upcoming class.
  - C. Session #2 of the CERT class which will be taking place on Thursday, 9/15/2011 will be relocated from the library meeting room to the Council Chambers because of a scheduling conflict with the room.
  - D. September is National Emergency Preparedness month. The city is hosting a Disaster Preparedness Expo and they have asked RBCERTAA to make a brief presentation at the main RB library from 6:30 – 9:00 PM on 9/13/2011. There is a flyer in the elevator to advertise the event.

**6. OLD BUSINESS:**

**A. TREASURER'S REPORT – Nancy Nickels**

- i. Presentation and call for approval of August 1 Treasurer's Report; approved

Ending Balance from Aug. 1 = \$3,485.19

Revenue/deposits: \$ 119.03

Expenses/Debits: = \$ 290.78

Adjustments = \$     .00

Ending Balance = \$3,313.44

- ii. Receipts for reimbursement were presented to the treasurer :

\$110.98 from Debbie Bina-O'Brien for supplies for the CERT class.

- iii. Brother labeler expense reviewed: Marcelle McCullough and Doug Rodriguez questioned why \$107.10 was spent on the Brother labeler and \$91.66 was spent for labeler tapes. Marcelle has a labeler and would have loaned it to RBCERTAA and money would only have had to be spent for the tape. Doug thought we should have

researched on the internet for these types of expenditures. We don't have the funds to make large purchases randomly. Flo Hartfield added that there should be guidelines before we make large purchases and submit for board approval prior to the purchase. The bylaws indicate that you need approval of items over \$250. If it can wait then bring the request to the board meeting for approval. Marc Lear and Gary Horn requested a donation from Staples but Staples indicated that they had already given out their donations for this period; the equipment was purchased and the anticipated discount was not available. Marcelle McCullough mentioned that in the past she submitted receipts for reimbursement and if they were not approved that she covered her expenses personally. Brandy Harkins made a motion that the members of RBCERTAA board review the current by-law regarding expenditures (article 14) and bring to the October board meeting recommended guidelines for spending money. The motion was seconded. We will discuss this further at our next meeting.

iv. The Treasurer's Report was accepted and approved.

**B. Other Items:**

- i. BCHD has the Redondo Room available for RBCERTAA board meetings on the first Thursday of the month through December 2011 and it will be requested for our use for 2012 also.
- ii. The clock with military hours was presented to the EOC on Tuesday, August 23. The city manager, Bill Workman, represented Redondo Beach; in the event of an emergency the city manager is the director of the EOC. It was nice that he shared his personal involvement with the various emergencies that have occurred in Redondo. Gary Horn presented him with a plaque from RBCERTAA and various RBCERTAA board members were present for the occasion.
- iii. Marcelle discussed the Code Red system used by Hermosa Beach which can store data for 60,000 entries and they would probably share this system with Redondo Beach residents. The Public Safety Commissioner, Sandy Marchese, will propose that residents buy into the system with approximately \$1.00 per person or whatever is determined to cover the costs. If it fails at the Public Safety Board meeting, will RBCERTAA have to pay to use this system? The Disaster Healthcare Volunteer System utilized by BCHD MRC is a state sponsored system in which the state pays for all costs associated with the system. BCHD MRC does not pay to utilize the system. Our current procedures utilized by RBCERTAA are for a district lead team to use the phone tree provided to each team based on the five districts in the city; this would be a backup procedure. At the District 1 meeting next week, Sandy and Gary plan to attend and discuss electronic activation solutions for our group.
- iv. Hats for the graduating CERT class – Gary doesn't want to send Jim (Owner of Independent Auto Repair who donated the hats to CERT) any money until Mike Grady speaks with him about any reimbursement amount owed from RBCERTAA for these hats. We will vote for whether class #45 members are to be given a hat at our next meeting in October. We may be able to get other CERT organizations to take/purchase some of the hats for their CERT groups. One of the problems with

these hats is that they are dark blue which matches Redondo Beach's CERT shirts but maybe not the other CERT organization's uniforms.

- v. RBCERTAA official photographer on public relations committee – We can form a subcommittee composed of 2 – 3 people to act as photographers at events. Marcelle indicated that in the past she has brought her camera to events and she is willing to work with others in this capacity.

## **7. NEW BUSINESS:**

### **A. From the President:**

- i. The emergency preparedness meeting in the main library on 9/13/2011 will be from 6:00-9:00 PM Marcelle McCullough has a power point presentation covering RBCERTAA that she can present but she might get tied up in traffic since she has a prior engagement in LA until 4:00 PM on that date. The meeting is organized by Chief Lepore from the Redondo Beach Fire Department. Gary Horn has eight gigabytes of pictures involving RBCERTAA if any of our members would like to help him with the presentation. Flo Hartfield, Dave Buckland, Courtney Steeneken, Debbie Bina-O'Brien, and Nancy Nickels have volunteered to help him.
  - ii. Gary Horn read a letter from RB Fire Chief Madrigal congratulating him as the new president of RBCERTAA and the past contributions of RBCERTAA to the Fire Department.
  - iii. Susanne Rengo was nominated to be the secretary of RBCERTAA.
  - iv. Gary Horn wanted to give notice to the general RBCERTAA members to attend the Public Safety Commission meeting on Monday, 9/19/2011 in the RB Council Chambers. The Public Safety Commissioners are presenting the RBCERTAA organization with a proclamation for their response to the city in providing volunteers for the fish clean up. The RBCERTAA board should be present for this meeting.
  - v. Anyone on the board can write to other board members but e-mails to the general membership must go through the president.
- B. BCJCO Shakeout Drill – Marcelle McCullough encouraged all board members to sign up to participate in the drill scheduled for 10/15/2011. It is an opportunity to work with other CERT organizations on a neighborhood drill. She will prepare a list, with assistance from Dave Buckland, of RBCERTAA members and submit the list to MBCERTA. She will be out of town from 9/30 – 10/12. An e-mail will be sent out and Debbie Bina-O'Brien will contact the alumni without e-mail addresses or incorrect e-mail addresses by snail mail or phone. The initial briefing will be approximately 45 minutes and will outline expectations of the drill. PR will be conducted through RB Patch and the Beach Reporter. Marcelle is the chair of Planning/Operations; Marc Lear will be her deputy with the assistance of Debbie Bina-O'Brien and Nancy Nickels. Brandy Harkins will be working with MRC for this drill.

- C. Courtney Steeneken reminded all board members to follow her guidelines that she sent to each member in an e-mail and submit brief bio's for the upcoming newsletter.
  
- D. Specialized RBCERTAA Teams: Courtney Steeneken has recommended that we establish teams within our organization like some other cities have done. Marcelle McCullough thought we could establish a lead in each team category based on CERT training. We will discuss this at a future meeting. Torrance has groups organized for three categories: animal control, CERT and TARA (Torrance Amateur Radio Association).
  - i. Animal Disaster Team – This team would work with under the guidance of the RBPD Animal Control in the event of a disaster.
  - ii. Search and Rescue Team
  - iii. Triage Team
  - iv. Medical Operations Team
  - v. Communication/Radio Team – This would work at any time based on the frequencies we decide to use for a particular training.
  
- E. Committee Reports: We will strive to have at least three people on each committee; they don't have to be board members.
  - i. Fund Raising (Debbie Bina-O'Brien). They will set up a plan of action, prepare a letter and/or flyer to distribute to local businesses to solicit donations. Board members will continue to bring loose change collected in their RBCERTAA jars to the meetings to add to our treasurer's funds received.
    - a. Apparel (Nancy Nickels) – She has revised the suggested donation sheet to assure at least \$3.00 minimum mark-up for all items offered. Rather than stock up the spectrum of sizes and tie up our funds for more costly items such as hooded sweatshirts, it was suggested that we have the person pre-pay for the item prior to RBCERTAA submitting our orders for the basic shirts and we will maintain an inventory of the common sizes of basic shirts.
  - ii. Equipment (Marc Lear) –The inventory of the storage area is complete. The van and trailer are in the process of being inventoried and items labeled. The policy will be set when the inventory is completed that we will keep a running tally of our supplies and equipment on hand. Some of our supplies are no longer useful and have outlived their expiration dates; it is a work in progress. The complete inventory will be submitted at the next board meeting in October.
  - iii. Public Relations (Marcelle McCullough) It was recommended that the press be invited to attend the graduation of class #45 at RB Fire Station #2 on Saturday, 10/29.
    - a. Communications (Courtney Steeneken) – She is requesting members to submit items for the newsletter.
    - b. Community Involvement (Flo Hartfield) – The RB Safety Fair is on Sunday 10/02/2011 at RB Civic Center. She will start a sign-up sheet for volunteers to work various hours between 10:00 – 3:00 PM. The RBCERTAA van and trailer

should be delivered to their assigned spot and we should decide what we will be providing for sale, i.e. water, drinks, etc.

#### **8. ANNOUNCEMENTS:**

- i. Thursday, September 8 – CERT Class #45 begins @ RB Library @6:00PM
- ii. Sunday, September 11- RB City memorial, RB Civic Center @11:00AM
- iii. Tuesday, September 13 – CERT presentation at RB Library 6:00 – 9:00PM
- iv. Monday, Sept. 19<sup>th</sup> – RB Public Safety Commission Meeting, Council Chambers @7:00 PM
- v. Sunday, October 2 – Safety Fair, RB Civic Center 10:00 – 3:00 PM
- vi. Thursday, October 6 – RBCERTAA Board Meeting at BCHD Redondo Rm. @6:00 PM
- vii. Saturday, October 15 – BCJCO Shakeout Drill, Check-in @ Mira Costa High School
- viii. Thursday, October 20 @10:20 AM official California shakeout
- ix. Saturday, October 29 – RB CERT class #45 graduation at Fire Station #2
- x. Sunday, November 13 – RBCERT Semiannual Refresher Class Fire Station #2

#### **9. OPEN FORUM:**

- A. Somebody will have to get the combination numbers for the lock for the kitchen cabinets for the library meeting room in order to set up plates, coffee, water, etc. for the new CERT class on 9/08. These numbers are in the black box located in the fire station.
- B. CERT members should try to be present in uniform (shirt with CERT LOGO) at the ceremony to honor the 9/11 memorial scheduled for Sunday, Sept. 11.
- C. Courtney Steeneken distributed the pamphlet “Putting Down Roots in Earthquake Country, Southern California 2011 edition, to all board members and guests at the meeting.
- D. Courtney Steeneken sent an e-mail to the board regarding the drill involving Los Angeles County Dept. of Health Services. Brandy Harkins indicated that she has participated in some of these drills in the past when they involved the medical reserve corps. Courtney wanted to know if RBCERTAA will be participating in this drill on 11/17/2011. This will be a CBR (Chemical Biological Response Drill). Local hospitals will be participating as a table top exercise or a functional drill. The county will do a hot wash at a hospital in the morning (8:00-10:30). Last year the drill scenario included a bomb explosion at Staples Center; Harbor UCLA County Hospital participated and the majority of the victims were pediatric. Brandy was an evaluator.
- E. Customarily there is no RBCERTAA board meeting in December. We will discuss this at our next scheduled meeting.
- F. Brandy recommended that a Budget be prepared by the treasurer so that we are aware of recurring expenses throughout the year.

The meeting adjourned at 9:00 PM