



RBCERTAA BOARD MEETING MINUTES



November 03, 2011

Attendees at this meeting:

RBCERTAA BOARD MEMBERS	Present	Guests in Attendance:			
President, Gary Horn	X	Sandy Marchese			
Vice President		Joseph Kim (PHEV)			
Treasurer - Nancy Nickels	X	Jee Kim (PHEV)			
Secretary (acting) Susanne Rengo	X	David Lloyd Byrd			
Debra Bina-O'Brien	X	Jim Otis			
Dave Buckland	X				
Bandy Harkins	X				
Florence (Flo) Hartfield	X				
Marcelle McCullough	A				
Doug Rodriguez	A				
Courtney Steeneken	X				
Fire Department Liaison:		<table border="1" style="width: 100%; height: 20px;"><tr><td></td><td></td><td></td></tr></table>			
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, November 03, 2011 at 6:40 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 by Public Health Emergency Volunteer Network (PHEV):

Joseph Kim and Jee Kim explained how this volunteer network was created as a collaboration effort of existing volunteer units that get involved with the county public health system and the idea originated in 2009 with the H1N1 pandemic. CERT is a vital resource to tap into and partner with because of their leverage with groups and their resource of volunteers in the community . The mission of public health is to protect health, prevent disease and promote health and well-being. The mission of PHEV is healthy people-healthy communities. It is based on the ICS systems which fit well with CERT principles. If there was a threat of terrorism involving mass destruction or needed first aid in a community, PHEV would have a data base of coordinators involved with community volunteers and be able to disseminate information to the coordinators and receive lists of volunteers to be deployed in an incident so that when the volunteers arrived at the designated location, they could be deployed appropriately and the site would have the names of the volunteers expected and the organization that they represent. CERT could help with registration, crowd control, face-to-face contact, notification to unit leaders of items not in their control and supplies/logistics needed. PHEV has two training sessions annually and volunteers could be pre-trained on certain elements prior to systematic call-out and needed people and equipment. In high risk incidents they would not use volunteers. The H1N1 pandemic involved 109 sites in the county. They currently have mutual agreements in Orange and Ventura Counties. There are currently 11 CERT units involving 720 volunteer members involved with PHEV. The call out system now uses e-mail and text to speech for notifications. Their training involving anthrax is coordinated with the federal government. They gave our organization a folder that included a registration form in order to get RBCERTAA involved..

4. Presentation of Agenda Order and request for additions/deletions: Gary Horn distributed the agenda for the meeting.

5. Call for Approval of Minutes: The Minutes stand as submitted with revisions.

6. Fire Dept. Corner:

A. Captain Bliss was unable to attend this board meeting.

B. The semi-annual refresher course is scheduled for Sunday, November 13, 2011, at Fire Station #2. CERT alumni planning to attend should RSVP and request items they would like covered in the class. Capt. Bliss will be providing lunch.

7. OLD BUSINESS:

A. TREASURER’S REPORT – Nancy Nickels

i. Presentation and call for approval of November 03 Treasurer’s Report

Ending Balance from Sept. 1 =	\$3,432.54
Revenue/deposits:	\$ 690.00
Expenses/Debit:	\$ 211.44
Corrections/Adjustments :	\$ <u>0.00</u>
Ending Balance:	\$3,911.10

ii. Gary Horn submitted receipts for reimbursement for expenses for the graduation certificates for Class # 45 and ink cartridges in the amount of \$26.06

iii. Courtney Steeneken congratulated Nancy on the RBCERTAA budget preparation. A motion was made by Dave Buckland that the budget be approved; it was seconded by Marcelle McCullough and voted on by the board for approval.

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

B, OTHER ITEMS

i. Gary Horn was impressed with the participants in CERT class #45. Flo Hartfield, Nancy Nichols and Debbie Bina-O'Brien helped Gary with the graduation and the distribution of their diplomas, moulage, and logistics but he would like more alumni involved in the future. A photographer donated pictures of the event and a DVD copy will be made for Marcelle for the PR Committee.

ii. Reverse 911 research is ongoing and will be reported by Debbie Bina-O'Brien as a special project at the January meeting. It is unclear if Chief Lepore is writing checks to cover the expenses for this telephone system. Marcelle will discuss this item at the Public Safety Commission meeting on Nov. 22. A motion was made by Marcelle "If city won't spend money for an emergency call-out system, how much would RBCERTAA be willing to spend for a system on a monthly basis?" This was seconded by Doug Rodriguez and it was voted on by the board to spend \$75.00. This topic will be updated at the next board meeting and included in the budget.

iii. RBCERTAA is still looking for an official photographer to donate their services to our organization. We will wait to see if any volunteers respond to the position from the newsletter. Marcelle McCullough and Sandy Marchese have taken pictures at various events in the past.

iv. Recap of BCJCO Shakeout Drill on Oct. 15. This was a neighborhood drill involving Rhonda Dr., Mira Costa High School and the Sketchers facilities. The volunteers reported that one of them had an allergic reaction to the moulage. There was a long distance from the drill area to the triage area and a problem with logistics and supplies being where needed. RBCERTAA's van and trailer were adjacent to the triage area and supplies were checked out as requested and returned. Initially we lacked all the keys to access the trailer but we were able to get the necessary key from the fire department. In the future, Brandy Harkins will coordinate with Nancy Nickels if MRC uses any supplies from the MRC bags. She will develop a policy to respond and report what is used and there will be no request for reimbursement for supplies used. The only items unaccounted for were two pencils.

v. Location for display of Proclamation from Public Safety Commission. Sandy Marchese reported that the library cases cannot be used by any group other than the library. Marcelle suggested that it be stored in the RBCERTAA van to be displayed at events where we are participating. Sandy offered to keep the proclamation since it might get ruined from moisture on Gary Horn's boat.

vi. Supplies for CERT classes: Marcelle McCullough reported that she can get water from West Basin Water District with 48 hr. notice and a four hr. time frame for delivery for events and class purposes. She will get 12 cases for the refresher class on Nov. 13 and store the water not used in our storage facility or the van.

vii. Proposed retreat/seminar in lieu of December RBCERTAA board meeting: Marcelle indicated that we could plan on a workshop to improve the efficiency of communications, establish RBCERTAA board policies and procedures; it could take up to two years to finalize some changes. We would have to determine an initial date; the fee for a facilitator to help with paperwork and keep us structured was \$600 for a half day and \$1,000 for a full day. Debbie Bina-O'Brien stated that they could observe our interaction as a board. Marcelle and Brandy mentioned the agenda and how we meet and greet our guest speaker; the purpose as a board to establish goals and objectives with people who have different communication skills. We have to work on a plan to achieve our objectives; follow Robert's Rules at meetings and summarize data. Marcelle made a motion to secure the services of Kathleen Terry as a facilitator of a ½ day board retreat at the cost of \$600 on a date to be determined. This was seconded by Debbie Bina-O'Brien and voted on by the board.

viii. Review of Tap Root Pro Bono Special Consulting recommendations: Marcelle McCullough recommended that we postpone the discussion of this topic now and include the information about Tap Root in the retreat program.

ix. Review of Article 14 of By-Laws concerning spending limitations: Brandy Harkins drafted an amended spending procedure for reimbursement requests less than \$250. She recommended the development of a form that would include the item requested and the proposed cost; board approval would be required before the expenditure is made for non-critical items. We should try to get needed items donated, if possible. Doug Rodriguez suggested that all expenses be approved prior to spending any money. Marcelle responded that this would be accountability for expenses and help to control expenditures and lead to advance planning and documentation. Sandy Marchese stated that this would be a policy and procedure change rather than a revision of the by-laws. Doug made a motion that the board vote on considering development of policies and procedures for submission of expenditures for reimbursement. This was seconded by Flo Hartfield and voted on by the board to be discussed at the next board meeting or retreat.

8. NEW BUSINESS:

A. From the President:

i. We should invite RBCERTAA alumni to attend our board meetings since they must attend at least two meetings to be eligible to be sworn in to fill any vacant board positions. Possibly somebody already on the board can be elected to fill the vacant V.P. position on the executive board.

ii. Discuss the new vehicle from the Raytheon grant: Gary Horn indicated that Ken Simpson indicated to Sandy Marchese when she was the president of RBCERTAA that Raytheon had

a vehicle available that could be passed on to our group. Gary completed the necessary paperwork for the grant to be completed and the van(truck) transferred to RBCERTAA. Raytheon will pay for the necessary smog check. CARS will complete a full inspection of the vehicle; the weight of the vehicle determined the license classification as commercial; delivery will be next week. Insurance for six months will be \$740 (\$120 per month) and registration will be approximately \$600. Measurements will be needed for storage; if it is not currently licensed, the van must be stored in a garage. The initial inspection will be \$89.00. With two vans, we will have one available for the north and one for the south of Redondo. Dave Buckland made a motion that with the support of the board, we will accept the van from Raytheon as a PR vehicle and we will pay minimal expenditures necessary to register the vehicle and get insurance for one month. This was seconded by Nancy Nickels. Courtney, Debbie and Susanne opposed the vote; Doug abstained and 5 board members voted for the motion (Gary, Nancy, Dave, Flo and Marcelle). Our mission will be to get donations to cover the expenses for the van.

iii. The budget should include the necessary amendments to reflect the additional expenses involved with the new vehicle.

- B. Expense Request Form. Brandy Harkins discussed the documentation of expenses and indicated that she prepared a draft of her proposed changes and submitted it to Marcelle McCullough. The proposed form will have to be developed either at the next meeting or at the retreat.
- C. Committee Report will be covered at our next meeting or at the retreat due to time constraints at this meeting.

9. ANNOUNCEMENTS:

- A. Sunday, Nov.13th– RBCERT Semiannual Refresher Class, Fire Station #2, 10:00 AM-3:00 PM
- B. December retreat – date to be determined.
- C. Thursday, Jan 5th- RBCERTAA Board Meeting BCHD Redondo Rm. (6:30 PM)

10. OPEN FORUM:

- A. Gary Horn suggested that we record all hours volunteered by RBCERTAA members as a record. Courtney Steeneken mentioned that members over age 55 should report their hours to RSVP.
- B. Each recurring event should have an activity procedures and equipment check-list for historical purposes and so that the new board has basic guidelines to follow from past experiences. Marcelle McCullough will prepare this for the CERT graduation.
- C. Marcelle will plan for a retreat in December for ½ day with anticipated expense of \$600. She will e-mail the proposed date for this event.
- D. Marcelle made a motion to approve RBCERTAA to sign up with PHEV and this will be discussed at the retreat. This was seconded by Doug Rodriguez and voted on by the board.

E. Gary announced that he will probably need spinal surgery in December from complications that occurred during the joint shakeout drill. In the past he recovered in a couple of days after surgery when he had similar problems.

11. ADJOURNMENT: Gary Horn adjourned the meeting at 9:20 PM