



RBCERTAA BOARD MEETING MINUTES



FEBRUARY 2, 2012

Attendees at this meeting:

RBCERTAA BOARD MEMBERS	Present	Guests in Attendance:
President, Gary Horn	X	Mike Grady
Vice President (vacant)		Garth McWhorter
Treasurer - Nancy Nickels	X	
Secretary (acting) Susanne Rengo	X	
Debra Bina-O'Brien	A	
Dave Buckland	X	
Bandy Harkins	X	
Florence (Flo) Hartfield	A	
Marcelle McCullough	X	
Doug Rodriguez	X	
Courtney Steeneken	X	
Fire Department Liaison: 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, February 2, 2012 at 18:34, with the President, Gary Horn, as the chair.

2. Introduction of Guests: The guest 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 November 2011 and the January 2012 Minutes:

Attendees at the November meeting was corrected to show that Doug Rodriguez was present at the meeting. Request to delete line 8, page 5 under New Business (Measurements will be needed for storage if it is not currently licensed; the van must be stored in a garage). 1st motion Marcelle McCullough, 2nd motion Brandy Harkin:s: To approve the November minutes as corrected; vote carried unanimously by the board..

Minutes of the January 2012 meeting – 1st motion Marcelle McCullough 2nd motion Brandy Harkins. The minutes are accepted as submitted; vote carried unanimously by the board.

5 . FIRE DEPARTMENT CORNER:

- A. There are 13 people registered for the upcoming CERT class #46. The \$40 fee covers the CERT book and handouts; the cost for the Fire Dept. conducting the class is covered by the City of Redondo Beach. **Hermosa Beach applicants want to be given a**
- B. April CERT Refresher Course; We will need to know the date of the class. It is usually conducted on a Saturday. Some of the suggested topics were: classroom questions and answers or table topics, lifts and carries, cribbing theory and exercise, safety officer training (Kent Iverson covered this topic for the last BCJCO (Courtney Steeneken will prepare a list for the fire department.
- C. The new Harbor Patrol Building will have a community room and we should check with the Fire Dept. to find out the procedure to book the room for RBCERTAA meetings if needed.
- D. The Minutes and Agenda will be distributed to the Fire Dept. at least one week in advance of the RBCERTAA meetings. A representative from the Fire Dept. should always be present at board meetings.
- E. Dave Buckland will update the website and post a notice to alumni with a flyer for the new CERT class in an effort to boost attendance.

6. OLD BUSINESS:

A. **TREASURER’S REPORT:** Nancy Nickels

i. Financial Reports will be presented on a calendar basis in the future (from the 1st of the month through the end of the month); currently they are based on the dates of the board meetings (1st Thursday of the month)

ii. Presentation and call for approval of the January Treasurer’s Report.

Ending balance from January 05, 2012	\$2,940.11
Revenue/deposits	\$ 90.00
Expenses/debits	\$ 85.22

Corrections/Adjustments (bank service charge \$ 15.00

Ending Balance \$2,929.89

1st motion Marcelle McCullough 2nd motion Dave Buckland: To approve the Treasurer's Report. Approval voted unanimously by board.

iii. The following requests for reimbursement and presentation of current bills for payment were submitted during the meeting:

- Insurance payment for one month for the command vehicle \$121.08
- Six month insurance payment for the CERT van covering 3/18-9/18 \$323.74 (It was noted that the insurance for both vehicles would be approximately \$2,100.00 annually).
- It was recommended that a 90 day projection of recurring bills due be presented to the board monthly.
- The reimbursement for the cost of the website used by RBCERTAA will be submitted by Doug Rodriguez; it has changed from \$3.95 per month to \$5.95 per month based on a 3-year contract for a total of \$214.20.

iv. The budget will be updated to reflect the bank service charge until a new bank is located with no service charge, the increase in expenses for the website and the stamp purchase.

B. OTHER ITEMS:

i. Reverse 911 research: This will be presented at the March board meeting. Sandy Marchese, Public Safety Officer, will discuss this at the Safety Commissioner Meeting in February. Hermosa Beach has offered to share their system with Redondo Beach but no cost was mentioned. The call out system to be used in an emergency has been referred to Chief Lepore but there has been no response to our group. The City Manager, Bill Workman, will be asked at the meeting during the week of Feb. 05 to provide assistance in city research on this topic. We currently have a phone tree based on council districts in the city. The system to call disaster workers in a emergency is a city and Fire Dept. problem.

1st motion Dave Buckland 2nd motion Doug Rodriguez: As a policy of the board, we suspend all research for a call out system and notify the city that it is their responsibility to activate CERT in an emergency. All members voted unanimously.

ii. PHEV Network: Brandy Harkins will be the contact and she will complete the form required for submission.

iii. Status on command vehicle: Gary Horn indicated that the vehicle is parked in the lot at AES on Harbor Dr. Fargo, an AES employee, volunteered to do some of the repairs on the vehicle. The generator will radios and lighting equipment but the choke must be

pushed to accomplish this now. The sub-floor is rotted out, donated material will be installed in the next 30 days. The odometer shows less than 5,000 miles but the carburetor needs to be cleaned and the exterior needs a power wash. The speedometer works intermittently. It was also recommended that two CERT logos be put on or near the windows at no expense to RBCERTAA. The registration for the transfer from Raytheon is approximately \$500.00. Courtney Steeneken will prepare a list of possible repairs needed for this vehicle and mail them to the board.

1st motion Gary Horn 2nd motion Dave Buckland: Hold off making sale or no sale decision until we can revisit the issue in 30 days and prior to 6/30/2012 when registration is due until the board can get a sponsor or income to cover expenses for this vehicle.

Motion restated: Hang on to vehicle until May board meeting and revisit issue on what is to be done with vehicle. 7 members voted for motion; 1 (Doug Rodriguez) opposed. Doug wants to discuss the command vehicle no later than the April meeting. We should also find out the net worth (blue book value) of the three vehicles (van, trailer and command vehicle).

7. NEW BUSINESS:

A. From the President – Gary Horn

i. **Vice President nominations:** Marcelle McCullough was nominated as Vice President of the executive board with no opposition. 1st motion: Gary Horn, 2nd motion Brandy Harkins: Marcelle be elected as Vice President; she was elected by a unanimous vote of the board.

ii. **Presidents Goals:** Gary will work on the first two goals. He will write a standard operating procedure on how RBCERTAA works with the Fire Department.

iii. **Committee Reporting Form:** Marcelle McCullough presented a new form that will be utilized at future meetings.

iv. **Suggestion File:** A yellow file was presented by Nancy Nickels and it will be available at all board meetings so that suggestions can be submitted by members and guests.

B. March board meeting: The regular board meetings will continue to be held in the BCHD Redondo Room. The March meeting will be changed to Tuesday, March 6 and it will be in the BCHD Catalina Room, on the third floor so that it will not interfere with the first aid session of the current CERT class on March 1.

C. Committee Reports:

i. **Fund Raising:** - Nancy Nickels has replaced Debbie Bina-O'Brien in this position.

a. A letter has been composed to submit to businesses and groups for donations to RBCERTAA. It was recommended that we don't mention a specific money goal in the letter. Any ideas other than those shown below should be submitted to Nancy. Possible we could get a sponsor for the van, trailer or command vehicle.

b. We will contact the Rotary Club for community support through one of their members, Scott Fellows who is also an alumni of CERT.

- c. The new Safety Commissioner, Baird, has published a book on “Emergency Preparedness Basics” and he is willing to help our group.
- d. BCHD has micro-enrichment grants and we could apply for one.
- e. Raffles were used in the past for such items as scooters, TV’s. etc. and they have brought in as much as \$8,000. This would require active participation of members to sell the tickets.

ii. **Equipment:** No lead person

iii. **Public Relations:** Marcelle McCullough has prepared a letter for the new CERT class and will have packets assembled containing Disaster Preparedness pamphlets included.

- a. **Communications:** Courtney Steeneken will review media resources and Facebook archives to see if there is current activity.
 - Constant Contact will continue to distribute the newsletter in the format developed by Sandy Marchese.
 - The external hard drive cost \$100.00. Cloud computing on website.
 - The calendar needs to be formatted for the website
 - The district map for Redondo should include approved shelters. Gary Horn will contact the Fire Dept. for approval.
- b. Community Involvement will be discussed at the March meeting to prepare for Fire Appreciation Day on May 05, 2012.

8. ANNOUNCEMENTS:

- A. Thursday, February 09, CERT Class #46 starts, main library meeting room, 18:00 pm.
- B. Sunday, February 19, BCJCO Meeting at Hermosa Beach EOC, at 11:00 am- 13:00 pm
- C. Thursday, Feb. 23, CPR Session, CERT Class, main library meeting room, 18:00 pm
- D. Thursday, Mar. 1, First Aid Part 1 Session, CERT Class, main library meeting room, 18:00 pm
- E. Tuesday, March. 6, RBCERTAA Board Meeting, BCHD, Catalina Room, 3rd floor, 18:30 pm.
- F. Saturday, March 31, CERT Academy #46 graduation, Fire Station #2, 10:00 am
- G. April 2012, CERT Refresher Course, Fire Station #2. Date and time TBD
- H. Saturday, May 5, Fire Service Appreciation Day, Station #1 and #2, time TBD.

9. OPEN FORUM:

- A. Mike Grady mentioned that Jared Van Sloten is a mentor for National Emergency preparedness media and currently a Public Safety Commissioner and former executive board member of RBCERTAA.
- B. Brandy Harkins has new contact information as follows: phone-310-634-3109, e-mail [address-brandieharkins@hotmail.com](mailto:brandieharkins@hotmail.com).
- C. The Toastmasters Club has requested use of this historic library building using 501©(3) as a non-profit organization with the city.

The meeting adjourned at 21:54 pm