



RBCERTAA BOARD MEETING MINUTES
January 3, 2013

Attendees at this meeting:

RBCERTAA Board Members	Present	Guests in Attendance:
President – Nancy Nickels	x	Kristle L. Adler
Vice President – Open Seat		Johnny Hernandez
Treasurer – Debbie Bina-O'Brien	X	Mark Levy
Secretary – Doug Rodriguez	x	Norman Thorn K6UU
Marcelle McCullough	x	
Dave Buckland	X	
David Byrd		
Greg Madden		
(Open Seat)		
(Open Seat)		
(Open Seat)		
Fire Department Liaison:		
Capt. Dan Bliss	X	
Capt. Bob Herrera		
A = Absent		

- 1) **CALL TO ORDER/ANNOUCEMENT ~ Nancy 6:35pm**
- 2) **INTRODUCTION OF GUESTS ~ Nancy** Kristle was from last class, and is interested in being on the board. Johnny wants to be on the board. Mark Levy, Cert 43. Board introduced themselves and Dan Bliss announced he would be leaving as CERT Liaison.
- 3) **PRESENTATION OF AGENDA ORDER and request for additions/deletions ~ Nancy 6:44pm Nancy (may move things around based on attendance) Dave Buckland made a motion to approve, Doug seconded. Approved**
- 4) **CALL FOR APPROVAL OF MINUTES for October 4, 2012 ~ Dave Buckland made a motion, Debbie Obrien seconded, Approved.**
- 5) **FIRE DEPARTMENT CORNER~ Dan Bliss & Bob Herrera 7:11pm** – Dan thanked everyone for their participation, introduced Capt Herrera. New Fire Chief should begin mid-February. Debbie asked about new FEMA CERT book, and if we could see it.
 - A. CPR & First Aid Certification 7:20pm
 - i. Nancy stated that there were a lot of Alumni that still needed to be certified 39 signed up, but only 20 showed up. Stressed the need to have regular intervals for these.
 - ii. Bob stressed that funding limits the number of classes are limited by funds for staff due to teacher/student ratio needed.
 - iii. Doug suggested that we charge a nominal \$5-10 dollars to ensure that those that sign up for cpr refresher course show up, as only 10/20 showed up last time.
 - B. Refresher Course 7:29pm.
 - i. Nancy suggested that we center it around our communication project.
 - ii. Debbie mentioned that we have training on forms, positions.
 - iii. Banner that is put up on Inglewood, they use outside service to hang it \$185, and we only have 2 week window. Diane is responsible for getting flyer out, and scheduling banner.

- iv. Melissa stated that the price is \$40 residents, and \$100 non-residents. May or may not change with new leadership.
- v. Nancy stated that she has a list of about 20 people that we have contacted at community events who she will email to let them know about the class.
- vi. Marcelle asked about meeting at harbor station because this was discussed in the past. Nancy said that it doesn't have a meeting room, just kitchen table and BCHD has us inked for 2013.

6) OLD BUSINESS:

A. TREASURER'S REPORT ~ Nancy 6:46pm

- i. Presentation and call for approval of Treasurer's Report - Debbie presented revised report. Dave Buckland made a motion, Nancy seconded, approved.
- ii. Revenues received - a few donations
- iii. Reimbursement requests and presentation of current bills for payment –
 - 1) Debbie wrote a check for tire, but needs co-sign.
 - 2) Nancy needed reimbursement for Ink, file folders, and calendar for Nancy ~\$70 Dave B. made motion, Debbie seconded, approved.
 - 3) Nancy wants to attend 3 day conference \$90/3 day conference. Dave made a motion to approve if FD won't pay, Debbie seconded, approved.
- iv. Automatic debit of \$121 each month for command vehicle Marcelle asked about the van insurance Sep-March ~\$313

B. Other items

- i. BCHD – Micro Enrichment Grant Update ~ Nancy 6:58pm– Check from BCHD for ~\$4105 for Ham radio, and laptops. Will be put in restricted funds to be used for items on the grant.
 - 1) Met with Kristin Higa of communications and she needs to approve any news releases. Kristin also said that all news releases need to include BCHD as a partner in these. Printed items relating to Comm. Hub Project must have BCHD logo. Nancy proposed creating a logo for this project.
 - 2) Kristle asked about the vehicle that we were using for, Nancy clarified that it would be for the new command vehicle.
 - 3) Final report needs to be submitted after we complete their portion of the project.
 - 4) Marcelle asked about a deadline for completion. Only stipulation is that we complete report within 30 days. Asked about funds we requested, \$5180 dollars, although entire project was around \$9k. \$5k cover laptops, ham radio, they decided not to fund vehicle repair or wireless internet. Looking to fundraise, Marcelle cautioned about raising funds for restricted funds.
- ii. Leadership Redondo – Trailer donation Update ~ Nancy 7:41pm
 - 1) Leadership Redondo needed additional information from Nancy regarding donation, Nancy got email bounce backs.
 - 2) Doug secured storage location for the trailer from AES RB, per Tony Chavez Plant Manager.
 - 3) Dave Buckland felt that we may want to re-visit the list of equipment that would be purchased for the trailer.
 - 4) Bob Herrera said he would discuss with Chief Lepore to prioritize the list, and see what is doable based on \$20k raised – trailer cost = equipment purchased.
- iii. 1st Annual Redondo Beach volunteer Expo (National volunteer Week Apr 21-27 2013) 7:48pm~ Nancy
 - 1) Nancy had a meeting with Lisa Santora of BCHD, and they discussed the need to get volunteers involved. Idea to hold 1st Annual Volunteer Expo. Need to get City by in. Nancy wants to get city involved and invite MRC, VIP's, etc. Marcelle reminded that city has more red tape than non-profits and BCHD.
 - 2) Dave Buckland is concerned about the scale of this event, thought it was already moving. Nancy stated that this is a joint effort with BCHD, MRC, etc.
 - 3) Nancy felt that doing it the last part of April would fall in with national volunteer week.
 - 4) Dave Buckland felt that we may be taking on too much new stuff, and it may be better to finish some projects that we've already started.
 - 5) Doug added that we may not want to dilute our efforts too much as we have already a lot on our plate.
- iv. Alumni Survey ~ Debbie 7:59pm

- 1) Debbie read a few of the questions and tried to keep them finite answers, not open-ended.
 - 2) Nancy commented that we need to keep our objective clear and questions on track.
 - 3) Marcelle felt that we should keep it short and possibly offer a raffle, she offered to donate a couple PAL kits.
 - 4) Discussion centered around bringing them back around.
 - 5) Bob added, adults are more “what’s in it for me?”
 - 6) Debbie said she would send out list of questions, and let us decide which ones to use.
 - 7) Marcelle said we could ask “If hurricane Sandy occurred here, would you be ready?”
- v. Communication Hub Project ~ Nancy
- 1) Phase 1 Acquisition of equipment and repair of generator.
 - a. Computer committee
 - b. Ham Radio committee
 - 2) Phase 2 Setup and testing of equipment and training manuals
 - 3) Phase 3 continuous training and manuals.
 - 4) Nancy asked to have 3 bids prior to purchasing
 - 5) Discussion around committee lead and formation.
 - 6) Nancy said she will take preliminary lead on Computer committee and send out a communication

a. NEW BUSINESS

A. From the President ~ Nancy 8:45pm

- i. Shakeout 2013 – Nancy solicited ideas for this year’s Joint Beach Cities...Marcelle summarized what we’ve done in the past for our guests.
 1. RB alumni is too light to be too heavily involved in it.

B. Committees - Nancy

- i. Fundraising – Nancy Nickels (Chair 2012-13)
 1. Marcelle asked about the annual fundraising drive that usually occurs in February.
 2. Nancy said she was going to begin January 24th. Marcelle reminded that we need to do it over a set period, not just one time. She said weekly for approximately 4 weeks.
- ii. Public Relations – (Open Chair) Marcelle asked about us needing to send a thank you as an acknowledgement of the grant. Nancy said she would do a certificate of appreciation. Kristle volunteered to be the head of this committee.
 - a) Community Involvement
 - b) Communications-Sandy (Pressroom) 9:02pm Marcelle said it might be a good idea to ask Sandy if we could come up with something centered around V-day since class starts on Feb 14
- iii. Equipment – Dave Buckland (Chair 2012-13)

C. Brainstorming Session – Topic: RBCERTAA Disaster Preparedness 9:07pm – Nancy article 2 of our incorporation, “...aid Rbfd in providing volunteer emergency manpower...in times of disaster...” Marcelle said she thinks that we have moved away from this. Bring what you learned.

Mission statement was shared by Nancy.

9) ANNOUNCEMENTS

- i. Tuesdays, 6:00pm-7:00pm Beach Cities Walking Group – Walk with CERT
- ii. Thursday. February 7th, RBCERTAA Board Mtg, BCHD 6:30pm

10) OPEN FORUM 9:22pm Discussion surrounded open board positions.

11) ADJOURNMENT ~ Nancy 9:28pm