



**RBCERTAA BOARD MEETING MINUTES  
May 2, 2013**

Attendees at this meeting:

| <b>RBCERTAA Board Members</b>   | <b>Present</b> | <b>Guests in Attendance:</b> |
|---------------------------------|----------------|------------------------------|
| President – Nancy Nickels       | X              | Bob Heil - Class #2          |
| Vice President – Open Seat      |                | Natalie Eckhardt             |
| Treasurer – Debbie Bina-O'Brien | X              |                              |
| Secretary – Doug Rodriguez      | X              |                              |
| Marcelle McCullough             | X              |                              |
| Dave Buckland                   | X              |                              |
| David Byrd                      | A              |                              |
| Greg Madden                     | A              |                              |
| Johnny Hernandez                | X              |                              |
| (Open Seat)                     |                |                              |
| (Open Seat)                     |                |                              |
|                                 |                |                              |
| <b>Fire Department Liaison:</b> |                |                              |
| Capt. Bob Herrera               | X              |                              |
|                                 |                |                              |
| A = Absent                      |                |                              |

- 1) **CALL TO ORDER/ANNOUCEMENT ~ Nancy 6:40pm**
- 2) **INTRODUCTION OF GUESTS ~ Nancy – 6:41pm Bob Heil, class #2.**
- 3) **PRESENTATION OF AGENDA ORDER and request for additions/deletions ~ Nancy 6:42pm – Marcelle**  
asked if Board nominations were on Agenda.
  - A. Dave asked if storage locker could be added to committee report.
  - B. Change dates in Treasurers report.
- 4) **CALL FOR APPROVAL OF MINUTES for April 8, 2013 ~ Nancy**
  - A. Discussion around minutes, two of Nancy's changes were incorporated. Marcelle made a motion to accept minutes as Doug presented, Doug seconded. Motion passed unanimously.
- 5) **FIRE DEPARTMENT CORNER ~ Bob Herrera**
  - A. Refresher Course –6:54pm
    - i. Communication module downloaded from FEMA website. He will use that as a template.
    - ii. Bob said the FEMA program was a robust program, has everything he was looking for, and then some.
    - iii. Questions that surround deficiencies, things to ask, direction to head will be raised at the refresher course.
    - iv. Rbfd Disaster plan has been in place for 10 years, and have been worked on.
    - v. Chief is developing disaster communication plan with input from Bob, and Ham radio team. Bob said this will start on Saturday. Will be driven by those who want to drive it.
    - vi. Bob said that he saw radio room next to EOC and hasn't seen it staffed, who staffs it.
    - vii. First class will be about starting this, and exercise surrounding communication.

- viii. The Chief is going to sit down and talk with, Norm and Michael Cook ,Ham radio operators to find out if they're accountable. Marcelle asked if Doug could communicate this to Bob (that we have a radio.
  - ix. Nancy needed clarification about the radio. It is a portable unit. Wanted to know how we could communicate with the EOC.
  - x. Debbie asked about schedule because she may show up late, wanted to know what was on the agenda.
  - xi. Nancy wanted to know the module number. Bob said google CERT Communications and it will come up.
  - xii. CERT does have a seat in the EOC, but there is no plan to call up CERT to be there. Currently there is none. Currently it is not a viable link.
- B. Fire Service Day – May 11<sup>th</sup> 7:12pm – Same program as last year (and year before).**
- i. Johnny asked what the purpose of CERT being at the event. Bob H. said we'd have a table at each station. Marcelle added, education about classes, sign up sheet for September class, display boards (of activities), fundraising. Marcelle said we have a display board, fish kill pictures, we could display.
  - ii. Dave said there were some brochures in the storage locker, Nancy said there were some at her house, and in the Van.
  - iii. Nancy said that newsletter has link in it for this event 11am-3pm.
  - iv. Bob added that we need applications for Fall academy, with agenda. Generally we help with crowds, adding additional eyes and ears for safety for event. Johnny said he made a display board, with CERT team in action.
  - v. Bob said they may be able to provide applications.
  - vi. Dave Buckland added that Leadership Redondo is expecting us to be there with our trailer to help them promote the new trailer.
- C. CERT Picnic 7:24pm – June 22<sup>nd</sup>**
- i. Bob spoke to Dan, Director of RB Parks, it will be at Franklin Park. No permits necessary,
  - ii. We cannot deny access to those wishing to use park. BBQ is in possession of RBPD at city yard, Bob has seen it, and he will get propane. He will coordinate with city to see if we can get them to pull it over there.
  - iii. June 22<sup>nd</sup>, National Ham radio field day, they had asked to use Wilderness park (in south) because it was a high point in the south.
    - i. In speaking with Cook, he will setup an antenna and be there for 24 hours.
    - ii. We may be able to setup Ham radio at picnic to communicate with those at Wilderness Park.
    - iii. Bob shared that it is a worldwide event. Communicate around the world.
    - iv. Nancy shared that the ham radio operators are offering to give us free training on getting licensed.
- D. CPR Certification 7:34pm –**
- i. Bob said it wasn't offered to alumni at last CERT class.
  - ii. He went to chief to see about offering a separate class for alumni. Bob went to finance director, and CERT isn't a line item in the budget.
  - iii. Bob will wait to see how new chief feels about this in the future.
  - iv. It currently isn't addressed. FLSA says that he cannot offer classes for free, using skills learned on the job, with the knowledge of his supervisor.
  - v. Dave Buckland said that George Butts is certified to teach, and may be able to have him teach our students.
  - vi. Executive meetings are allowed, and emergency board meetings are allowed as long as we have a quorum to make decisions.
  - vii. Bob said that future food at CERT classes would be up to the individual to bring snack, or eat prior. Nancy said that at the beginning of the training they would announce to those attending the class.

## 6) OLD BUSINESS:

- A. TREASURER'S REPORT ~ Debbie 7:53pm** Debbie apologized to board for lack of reports, thanked Dave for stepping up, and wished that she had been informed prior to reading it in the minutes. Said she would be accountable if there are any discrepancies. Will finalize reports and hand over things to Dave B. effective as of 02May13. Said that she would like to continue on the board, even in light of missing 3 meetings. Nancy said that removal from the board is not mandatory.
- i. Presentation and call for approval of Treasurer's Report [February, March & April 2013](#)

- i. Adjustments due to errors.
- ii. Dave made motion that we accept Feb13 report as presented, Nancy seconded, passed unanimously. Total of ~\$8k, including ~\$4100
- iii. Dave B. made motion to accept Mar13 as reported, Johnny seconded, passed unanimously.
- iv. Correction of \$48.60 (50-1.60 fee) was accepted to Paypal in March, but hit bank account April13. Stated that we have registration due for Chevy van, \$457 plus smog cert.
- v. Nancy said that there is a discrepancy between reports and bank statement of \$175 and Debbie said it may have been the one she reported in December.
- vi. Dave made motion to accept report as corrected, Johnny seconded, motion carried unanimously.
- vii. Debbie make a motion that Dave Buckland be interim Treasurer for RBCERTAA from 02May13 until end of the term. Marcelle M. seconded. Motion carried 5/6. Dave Buckland abstained. Dave Buckland has been appointed Treasurer as of 02May13, Nancy will go to the bank with him to get him as a signer.
- ii. Reimbursement requests and presentation of current bills for payment 8:22pm
  - i. Dave B. for gas for Van. \$98.75. \$135 donation in cash that Nancy hasn't deposited. Doug asked if that was where the discrepancy could be. Nancy said it hasn't been reported on financial report yet.
  - ii. Nancy bought juices at Smart & Final to be used at Sea Fair \$11.98 (reimbursement)
  - iii. Johnny needs a check for \$25 for Sea Fair donation.
  - iv. Marcelle estimated \$1896.37 running total after paying June registration for Van in our General Fund.

#### **B. Other items**

- i. Communications Hub Project – Ham Radio Equip – Nancy Nickels 8:30pm
  - i. Have two bids, \$2,194.06, second quote ~\$2,122. Nancy said one has a mail in rebate. (\$100) Doug asked what the total budget was. \$2,605 is for Ham, and \$1500 for laptops.

### **7) NEW BUSINESS**

#### **A. From the President ~ Nancy**

- i. Springfest – Nancy 8:35, Dave and Nancy took trailer to SpringFest. Battery bay 2 is better, Bay 1 doesn't hold a charge for long.
  - 1. John from Leadership Redondo came by and handed out flyers raising funds for the new trailer.
  - 2. Not generally the best event, but were able to plant a seeds for future participants.
  - 3. This was a last minute event because we were invited by Leadership Redondo
  - 4. Summerfest in Riviera Village June 29-30
- ii. CERT Picnic Fund – 8:42 Nancy said our budget was \$500, but donation of \$200 by Dan Bliss, and our budget was \$200.
  - 1. Marcelle said we need to market this hard. Not just a line item in the email blast.
  - 2. Need to work with Megan for food donations, and side dishes for those attending.
  - 3. Doug said that the newsletter captured attention due to the Breaking News, but picnic was a small item in the Newsletter. And we need to have a similar News Release for Picnic.
  - 4. Marcelle recommended that we communicate this at Fire service day.
  - 5. Nancy said we can communicate it at our refresher course for this Saturday, May 4<sup>th</sup>.
  - 6. Marcelle will work on a printed invite prior to the drill.
- iii. Shakeout 2013 8:53 Nancy – In PV, round robin type venue. Learned from last one, beef it up and make it more comprehensive.
  - 1. Donation of \$100 being requested of all the participating groups.
  - 2. Nancy made the motion to allocate funding, Dave Buckland seconded. Open for discussion. Marcelle recommended that we use funds from Command Vehicle to help keep our general fund more flush.
  - 3. Marcelle asked if we can approach Area G and see if they can help us to attend BCJCO annual shake out.
  - 4. Marcelle is concerned that we are down to \$1800 for general fund, and only 10 months of insurance for command vehicle. We have tabled this item until June Board meeting to see if Marcelle can get the funds donated by Area G.

5. Marcelle asked if we can get the picnic announcement added to homepage to promote the event. Also change to PayPal donation button to reflect general fund.

#### **B. BOARD of DIRECTORS Nominations**

Marcelle asked if anyone has submitted statements to the Secretary. Doug said no submittals  
Johnny nominated Nancy, she accepted  
Marcelle nominated Natalie Echart  
Doug nominated Sandy, Marcelle, and Bob Heil  
Dave Buckland nominated Norm.  
Debbie nominated Doug, Dave B. and Johnny Hernandez  
Nancy nominated David Byrd, and Greg Madden  
Doug nominated Debbie, she respectfully declined.  
Marcelle reviewed election procedures for the board.

#### **C. Committees ~ Nancy 9:17pm**

- i. Fundraising – Nancy Nickels (Chair 2012-13)
- ii. Public Relations – (Open Chair)
  - a) Community Involvement (Johnny Hernandez)
    1. Fire Service Day – Covered earlier in minutes
    2. Sea Fair –May 19 - Johnny asked about creating a basket for a donation, Marcelle will donate a PAL kit, for this raffle.
  - b) Communications-Sandy (Pressroom) Not present
- iii. Equipment – Dave Buckland (Chair 2012-13)
  - a) Storage unit – Dave was amazed that we had 5 cases of MRE's, need to do something with them.
  - ii. Copier, apparel, Gortex duffle bags. Dave suggested taking it to picnic and sell.
  - iii. Radios that need to be re-crystalized.
    - b) Van Batteries tabled
    - c) Maintenance Schedule tabled

#### **8) ANNOUNCEMENTS**

- i. Saturday, May 4<sup>th</sup>, RB CERT Refresher
- ii. Saturday, May 11<sup>th</sup>, Fire Service Day
- iii. Sunday, May 19<sup>th</sup>, SEAFAIR

#### **9) OPEN FORUM**

**10) ADJOURNMENT ~ Nancy – Doug made motion to adjourn at 9:28, Dave Buckland seconded. Next meeting June 6<sup>th</sup>, 2013**