



## RBCERTAA BOARD MEETING MINUTES July 11, 2013

Attendees at this meeting:

RBCERTAA Board Members	Present	Guests in Attendance:
President – Nancy Nickels	X	
Vice President – Open Seat		
Interim Treasurer – Dave Buckland	X	
Secretary – Doug Rodriguez	X	
Marcelle McCullough	X	
Dave Buckland		
David Byrd	X	
Greg Madden	X	
Johnny Hernandez	X	
Norman Thorne		
(Open Seat)		
<b>Fire Department Liaison:</b>		
Capt. Bob Herrera	X	
A = Absent		

- 1) **CALL TO ORDER/ANNOUCEMENT ~ Nancy 6:40**
- 2) **INTRODUCTION OF GUESTS ~ Nancy**
- 3) **PRESENTATION OF AGENDA ORDER and request for additions/deletions ~ Nancy**
- 4) **CALL FOR APPROVAL OF MINUTES for June 6, 2013 ~ Nancy** – Marcelle made motion to accept minutes as submitted, Dave Byrd seconded. Motion carried.
  - A. **Swearing in New Board - 6:50pm**
    - i. Board of Directors Pictures
  - B. **Executive Committee Elections 6:55** - Marcelle nominated Nancy for Pres, accepted, no further nominations. Marcelle nominated Johnny for VP, Johnny accepted. Nancy nominated Dave Buckland for Treasurer, accepted, no further nominations. Marcelle & Sandy nominated Doug for Secretary, accepted, no further nominations.
- 5) **FIRE DEPARTMENT CORNER ~ Bob Herrera 6:58pm**
  - Bob reported that Chief Lepore met with RBCERTAA Amateur Radio Team, and it went well.
  - There was testing of the radios in the current radios at EOC.
  - Bob was asked to work on floor plan of an EOC (1, 2?)
  - Up in the air about special CPR/First Aid classes. Nancy asked if we could make sure that the board is able to recertify during the class. Discussion surrounded whether this was in the RBCFD budget and should it be. Marcelle suggested that if we need to limit, it may be limited to board members only, then it may encourage them to participate in the board.
  - Bob felt that Chief Lepore would finalize a radio operations plan.
  - Said that Chief Lepore and Chief Metzger are excited to see the radio component.

**A. CERT Academy #49 September 5th**

- i. Banner – 5 weeks prior, Bob will chase down responsible party to make sure it's hung. Bob asked which location is best.
- ii. Class Schedule (CPR and First Aid dates) – Coffee & water will be supplied by FD. Marcelle asked if it was the RB Newsletter, Website. Nancy asked about how to get more council members to attend. Suggested that we attend city council meeting.
- iii. Bob wanted to thank all about the participation at the picnic. Location was great.

**6) OLD BUSINESS: 7:30pm**

**A. TREASURER'S REPORT ~ Dave**

- i. Presentation and call for approval of Treasurer's Report [June 30, 2013](#)
- ii. Revenues received - Alumni donations & Picnic. Thank you note from Noble. \$1542 received.
- iii. Reimbursement requests and presentation of current bills for payment. \$457 for Command Vehicle Registration out of CV Fund. Batteries \$501.82 - \$373.82 cost. \$128 in-kind donation. Chief Metzger agreed to pay for those, submitted to finance for reimbursement.
  - i. CV Fund now \$631.89, Gen Fund ~ \$3300. \$500.25 left in Communication Project, Norm stated that we still have expenses of approximately \$300-400
  - ii. Nancy said that there is approximately \$29, and she would like to get 3 mouses @ ~\$8 each. \$4,347 in the bank
  - iii. Nancy said that we are in the best financial situation that we've been in for years. Doug said that in the past we did not have fixed monthly expenses that we currently we have.
  - iv. Nancy said that she would create if David could upkeep.
  - v. Doug asked if we could get all the treasurers reports on google docs. Doug said that he would setup all board members with
  - vi. Sandy made the motion to accept treasurers report as corrected, Nancy seconded, no objections, so moved.
- iv. Approvals for purchases
  - i. Nancy asked for approval of ~\$62 for office expenses, no objections.
  - ii. Doug asked about receipt for ink, Nancy checked with Dave, he will investigate. Marcelle said she would approve if needed.
  - iii. Nancy asked if we could purchase CPR mask protectors to sell at CERT class, she would like to get 50 if possible, ~\$175, Marcelle said that she approves it. Sandy made motion to buy, Doug seconded, motion passed unopposed.
  - iv. More Prepared & Right as Rain books, Nancy said we don't make much, decided to table until next month.

**B. Other items**

- i. Communications Hub Project –Nancy Nickels 8:04pm
  - a) Ham Radio Team (EOC, Command Veh., Phase 1&2) – Nancy spoke about her visit to EOC went into radio room, and were able to ping repeater. Said this is the missing link to communicate between CERT in the field and EOC.
    1. Nancy said that it would be good to check-in with DCS for their Monday night check-in.
    2. Said that there was work done on the Command Vehicle, and that the hood hinges broke, and will need to be replaced.
    3. Acquisition phase is done, now working on installation phase.
    4. Nancy asked FD for copy of the communications plan, but Chief Lepore has yet to be worked on.
    5. Marcelle asked if we can have an Amateur Radio committee report as it is ongoing, as Nancy is the chair in the purchasing process, is still a project.
    6. Nancy showed the new Dell Laptops, Sandy asked if we could have the equipment chair who has the laptops, with serial numbers.
    7. Nancy said laptop 1 should be for IC, she was able to get Google Earth Pro free for a year.
    8. Norm mentioned that there is quite a bit of setup prior to being able to take full advantage of this.
    9. Nancy will reactivate the Tech Team as time goes on.
  - b) Tech Team (Google Earth Pro, MS Office, Internet to Go, Prep) 8:17pm Nancy asked for volunteers for Tech Team, Greg, Nancy.

1. Sandy suggested that we put a list of contact info on each computer. She said that she has it in excel format.
  2. Doug mentioned again that we should use Dropbox to store these locally, and it will backup to all machines as soon as they get on the internet.
- ii. CERT Picnic-Marcelle 8:23pm – Nancy prefaced that it went well due to Marcelle. Marcelle felt that we need to treat this as an incident, and use the IC structure.
    1. Have a plan, do an after incident report, etc.
    2. Invite the neighbors to get their buy-in, and more exposure.
    3. Nancy added that everyone helped out well.
  - iii. Command Vehicle Generator – Nancy 8:27pm She submitted a contact us form, no response.
  - iv. Van Batteries – Nancy sent out many requests for donations, she only got a response from Rbfd. She did send them a thank you.

## 1. NEW BUSINESS

### A. From the President ~ Nancy

- i. Ham Radio Room – Amateur Radio Club K6RFD – Norm 8:28pm
  - a. Said they're currently using K6RPD, and he would like to get K6RFD as it just became available 20 days ago.
  - b. It is a group license (club), need 4 members that primarily dedicated to Ham Radio.
  - c. Norm talked to AARL, and they would not approve CERT as an organization,
  - d. Norm proposes that we get 4 Hams together and get the call sign.
  - e. 1 needs to be advanced (trustee), or if a tech is trustee you have less rights to transmit.
  - f. It was suggested that we move forward, Norm, Doug, Greg, & Ken Simpson
  - g. No objections, so the club members will move forward with this, knowing that we can relinquish it or shelve it should there be any objections.
- ii. EOC Expansion Nancy said that Chief suggested use upstairs training room in library as backup EOC.
- iii. Marcelle asked if we had given the list of our callout to the Rbfd. There was discussion about the text that was received during last 'test' callout.
- iv. Marcelle asked that a copy of this list be recorded with the secretary, and ham sign should be included. Received and filed.
- v. CERT Academy #49 Class Prep 8:47pm Nancy said she would need help with folders, Marcelle and David Byrd volunteered, Marcelle asked for sufficient notice due to her schedule.
  - a. Nancy said she would like to provide cookies for opening class. Cost of ~\$20
  - b. Said that it was told that there was to be no food event at the class.
- vi. 2012-2013 In Review Nancy Table and put in an email.

### B. 2013-2014 RBCERTAA Strategic Plan – Marcelle 8:52pm

- i. Marcelle suggested that we schedule a strategic planning session to discuss our goals, get a 10k ft level, ½ day commitment.
- ii. Marcelle and Sandy both offered to help offset the class. Marcelle made the motion, Dave seconded, passed unanimously.

### C. Committees ~ Nancy 8:56pm

- i. Fundraising – Nancy Nickels (Chair 2012-13)
  - a) Raytheon Grant for Command Vehicle
    - i. Nancy was able to login, get it setup, but needs to put in more info.
    - ii. Dave said that he has come up with a wish list for \$10k
    - iii.
  - b) Donation of Rolling Crates 9:04p Nancy said that we were donated 4 by Vicky Roush to use.
- ii. Public Relations – (Open Chair)
  - a) Community Involvement (Johnny Hernandez)
    1. Rivera Village Summer Festival 9:04p Johnny said that it didn't do as well as the Sea Fair, but it was still a good event. Said they did get past members feedback & #'s
    2. Nancy will compile them into MailChimp to send out notices.
    3. Johnny donated the board to use for presentation to RBCERTAA
    4. Marcelle will ask Sandy to write releases to be used when asked to participate in various events.
  - b) Communications-Sandy (Pressroom)
    1. Academy 49 - Advertising Sandy will make sure this is done
    2. She will put in monthly press releases TBRNews, Easy Reader

3. Sandy asked for a group photo to do Press release for new board
  4. Marcelle asked to cc: board
  5. Nancy asked if Sandy can take on PR as well. Marcelle felt it is part of Communications.
  6. Marcelle said she would pay for a reporter to attend class, Sandy will put it out there.
- iii. Equipment – Dave Buckland (Chair 2012-13)
- a) Maintenance Schedule – Nancy said a power source was identified, and we should see about plugging it in to keep batteries charged.
    - i. Norm said that we may be able to get some solar panels using the Command vehicle budget
    - ii. He will donate time and materials to get them installed.
  - b) Command Vehicle Wash & Wax 9:12 Nancy – She said that there are conflicting opinions as to whether it is useful use of time to do it now. Have buffers, wax, etc.
  - c) CERT Vests/CERT Table Cloth (Nancy) 9:16 – Nancy said that we have box of vest with sleeves, so that the title is on each vest. She organized them. And found a CERT table cloth.
    - i. Marcelle said there were also 3-ring binders, and Nancy mentioned that they have been pulled out and Norm is reviewing to see how they work with radio plan.
    - ii. Chiefs asked what the plan for our next drill is. Nancy said it is an idea to have a drill.
    - iii. AI - Marcelle asked that we add as an agenda item for a callout.
    - iv. Nancy asked if we can speak next time about drill.
    - v. Marcelle asked if we know where Leadership Redondo is at with their donation, our wish list, where we are with that. Dave B. said that we have one, Chief Lepore has it, and Dave, Rick, will prioritize our wishes.
    - vi. Chief Lepore asked yesterday about a date to meet to discuss wish list for trailer.
    - vii. Marcelle asked if these donations come without restrictions. Dave said that they have been cooperative, and that
    - viii. David Byrd said that we are need of pop-ups. Marcelle said that these should be on our wish list.

#### **8) ANNOUNCEMENTS**

- i. Saturday, July 20, Relay For Life, Lincoln Elementary, 9am
- ii. Tuesday, July 16, Amateur radio meeting.
- iii. ~~Tuesday, July 23, RBCERT Ham Radio Team Mtg, BCHD Coast Rm, 6-8pm Canceled~~
- iv. Thursday, August 1<sup>st</sup>, RBCERTAA Board Meeting
- v. Thursday, September 5<sup>th</sup>, CERT Academy #49

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

**10) ADJOURNMENT ~ Nancy Dave Buckland made motion to adjourn, David Byrd seconded. 9:28pm**