



RBCERTAA BOARD MEETING MINUTES
August 1, 2013

Attendees at this meeting:

RBCERTAA Board Members	Present	Guests in Attendance:
President – Nancy Nickels	6:43	
Vice President – Johnny Hernandez	X	
Treasurer – Dave Buckland	X	
Secretary – Doug Rodriguez	X	
David Byrd	6:43	
Greg Madden	X	
Sandy Marchese	X	
Marcelle McCullough	X	
Norman Thorn		
(Open Seat)		
(Open Seat)		
Fire Department Liaison:		
Capt. Bob Herrera	X	
Location: BCHD – Redondo Room		
A = Absent		

- 1) **CALL TO ORDER/ANNOUCEMENT ~ Johnny in Nancy's absence 6:38pm**
 - 2) **INTRODUCTION OF GUESTS ~ Johnny - None**
 - 3) **PRESENTATION OF AGENDA ORDER and request for additions/deletions ~ Johnny**
 - 4) **CALL FOR APPROVAL OF MINUTES for July 11, 2013 ~ Johnny 6:41pm** Discussion surrounding minutes, and laptop. Doug made a motion to accept minutes as corrected this morning and sent out, Sandy seconded. Motion carried unanimously..
 - 5) **FIRE DEPARTMENT CORNER ~ Bob Herrera (10 min)**
 - Bob asked if Leadership Redondo donation had been communicated to the board. Dave Buckland said yes.
 - They have already put the deposit down on the trailer, 14k GVW
 - Nancy noted that Rick, Dave and she had met with Chief Lepore to discuss equipment list.
 - Bob said that there are some perishable items on the list, saline, but small items.
 - Bob said it is good that we started to move forward on this, it has been in the works for a while.
 - Bob also said that it is good that we are also working on the communication arm of CERT, and that we may want to submit our communication plan to the FD to get their feedback.
 - Nancy said we have a communications team meeting, we have acquired the equipment, and are working on implementation and then communication plan.
 - Marcelle asked if the board was going to be able to review it prior to submitting to FD, Yes.
- A. CERT Academy #49 – September 5, 2013
- i. Banner – Bob has asked to hang on Prospect, 2nd place is on Inglewood.

- ii. Class Schedule (CPR and First Aide dates) – Due to construction of alternative EOC, some classes will be held somewhere else. Bob is working on it. Nancy said she has fliers for anyone to take.
 - i. Marcelle asked if anyone had signed up for the class, Bob said that was unknown. She also asked about list of those who had already expressed interest at events.
 - ii. Nancy said 9/19 cpr, 9/26 & 10/3 First Aid 1&2. Was already discussed that only board be allowed to take CPR class as add in. Limit of 40 students when enough instructors to proctor. Need to limit to first come first serve.

6) OLD BUSINESS:

A. TREASURER'S REPORT ~ Dave (15 min) 7:10

- i. Presentation and call for approval of Treasurer's Report July 31, 2013
 - ii. Revenues received \$15 through regular donations.
 - iii. Reimbursement requests and presentation of current bills for payment. Marcelle asked about reimbursement for van batteries. Bob will follow up. Doug asked about his reimbursement for ink that was given back at the picnic. Nancy asked if I could present another copy.
 - iv. Approvals for purchases
- Dave Byrd made a motion to accept the treasurers report, Marcelle seconded, passed.

B. Other items (30 min)

- i. Communications Hub Project –Nancy Nickels 7:20pm
 - a) HAM Disaster Communications Meeting (7/23 Chief's Metzger & Lepore)
 - 1. Meeting included Ken Carr, Ken Simpson, Norm, Nancy, David Byrd and we would work on Comm. Plan and would share when we had something solid to present to them.
 - 2. Would do a NET on Monday, and could check-in to Lomita during their NET. This meeting included another tour of the radio room, and Ken said that he could use our help doing check-ins.
 - 3. Greg showed his radio, and that it was a dual channel, with gps, and Bob asked about cost. \$100-500, his was in the \$300 range.
 - 4. Nancy said there is a schedule of ham radio class being held up on the hill.
 - b) Ham Radio Team Roster - Nancy said that Norm has a ham radio roster.
 - c) Command Vehicle Progress – Hinge for hood is ~\$45 each, need 2. Window regulator \$90 each, need 2, and mechanism for rear door, \$30 = ~\$300
 - d) Phase 1 & 2 – phase 1=acquisition, pretty much complete. Phase 2 is setup, installation, and module testing. Will be setting up portable units, and testing. Testing consists of sending out teams to communicate. Marcelle asked if there was a motion made to purchase parts for Big Van. No, just costing.
- ii. Board Member Gmail Addresses – Doug will create one for anyone who needs one. Asked that emails be sent to him requesting that they be created. There was discussion that we should use rbcertaa.org email addresses for all cert business.

7) NEW BUSINESS

A. From the President ~ Nancy (15 min)

- i. CERT Academy #49 Class Prep (Sign-up sheet) – Nancy will send out sign up sheet. Marcelle asked if check-in form is still in the black box. Bob said he is the keeper of the black box. It is in a secure place.
- ii. Los Angeles County CCC Meeting (7/18 LA EOB/OEM) – 7:44pm Nancy attended, she said it was a small group. Said Red Cross is forming partnerships with CERT. They want to put on classes to CERT, to get Qualifications. DAT, 5 classes and a graduation. Red Cross vest with CERT patch, or Red Cross patch for your CERT. 1st class trainee, 2nd class online, Local Deploy, 3rd 4hr, National deployment, etc.
 - 1. Jake Coughlin with LBFD is putting together a CERT training passport. He'd like to see training that go beyond CERT class, after certain training, you get better certifications, and recognition of abilities.
 - 2. Marcelle asked if Red Cross training is something that we are recommending our alumni to attend this. Nancy said that you'd get a patch.

- B. Call Out Procedure-Marcelle (15 min) 7:59pm – Marcelle has been researching and should have something ready for us 1 week before the next board meeting. Would like to have procedures and list for

callout. Our CERT Hotline still has Sandy's voice. Nancy will get with Sandy to update the hotline. Nancy needed to get cell carriers to provide list to FD for callout. Marcelle gave the number for the hotline.

- C. Citizen Corp Council – 31Jul13** – Sandy attended, and Neighborhood watch program, 50 block captains. Julian Harvey spoke along with Chief Leonardi, and Don Martinez. National night out, August 6th. Marcelle said that they did mention CERT and that we would be available to speak to neighborhood block captains about our program. Michael Ude asked if CERT could attend his block party and bring the Van. It is August 8th, 2013. Next meeting of CCC is 9/11 at BCHD.

D. RB CERT Disaster Drill Training – Bi Annual-Nancy (10 min)

- i. Communications Training – 8:14pm Nancy said that with the communications hub project, as we bring more people in, we need to train so everyone is on the same page. Dave said that with all this new equipment, it is necessary. Marcelle said it fits with our Mission Statement, to keep our alumni trained. Doug said while a communication plan is great, what we need are simple “run-books” with laminated pages of simple setup and run procedures. Nancy volunteered to chair a training committee.
- ii. RB CERT Team Training

E. Committees ~ Nancy (30 Min)

- i. Fundraising – Nancy Nickels (Chair 2012-13) (5 min) 8:20pm
 - a) Raytheon Grant for Command Vehicle – Ken said that with their current times, no \$ but maybe equipment.
 - b) Bank of the West Grant – Nancy got a call from Prnay Desai, branch manager, so Nancy can submit the application. Nancy will reach out to him for any ideas.
 - c) Julie Coll-King Harbor Yacht Club – She and Trent, Mark Hanson put on sea fair, and started foundation. Nancy asked if they could put on fundraiser, she said no, but after vacation maybe.
- ii. Public Relations – (Open Chair)
 - a) Community Involvement (Johnny Hernandez) (5 Min) 8:36pm – Dave Buckland and Johnny said they are interested in speaking at neighborhood events. Sandy said they can visit different events, said they should coordinate with Julian Harvey to be part of caravan 6-8:30pm.
 - b) Communications-Sandy (Pressroom) (5 min) – Sandy said that she sent picture to local papers, and it is up to them to publish it. She will work to get monthly items to them. Sandy reiterated that Marcelle said that we should offer to send a reporter through the class.
- iii. Equipment – Dave Buckland (Chair 2012-13) (10 Min)
 - a) Leadership Redondo Trailer Donation (7/16 w/Chief Lepore) Moving forward toward their goal, they should have it ready by end of August 2013.
 - b) 8 FRS Radios (some at FD too) – Nancy charged them, handed off to Dave. They are with Dave B. there are now 8, but 2 & 9 are missing. (numbered through 10)
 - i. Sandy said she has orange Area G jackets, and will see what is available for the board.

8) ANNOUNCEMENTS 8:51pm

- i. Tuesday, Aug 6th, CERT HAM Team Meeting 6pm BCHD.
- ii. Tuesday, Aug 20th, CERT HAM Team Meeting 6pm BCHD
- iii. Saturday, Aug 24th, Strategic Planning Session Need location
 1. Discussion surrounded how much RBCERTAA would be willing to invest in the Strategic planning session out of the general fund. Sandy said she would be willing to have all the entire amount of this come out of our general fund. Dave agrees that having an outside person is necessary to lead this discussion. Dave says it is smart money to invest in the future of the board. Greg says that he is more inclined to put these types of funds in assets. Marcelle said that she apologizes if her presentation wasn't clear, but that she thanks those who committed to supporting this venture. Doug made the motion that the board put forth the \$500 to fund the planning session, and accept donations from those who wish to commit. Dave B. seconded, motion passed with Greg and Nancy opposed. Marcelle, Doug, David B., Johnny, and Sandy for.
- iv. Wednesday, Sept 4th, RBCERTAA Board Meeting
- v. Thursday, September 5th, CERT Academy #49 (Every Thursday through 10/24)
- vi. Thursday, September 17th, CA Statewide Shakeout (CERT Class)
- vii. Saturday, October, 26th, CERT Academy #49 Graduation
- viii. Sunday, October 6th, 10-3pm, Safety Fair, RB City Hall
- ix. Wednesday October 9th, CERT Board meeting

- x. Saturday, October 12th, BCJCO Shakeout Drill

9) OPEN FORUM

- i. 1. Has Radio Plan been given/reviewed with Rbfd - Norm
- ii. 2. 2012-2013 in Review - Nancy to email to Board
- iii. 3. Copy of Raytheon Grant - Nancy
- iv. 4. Copy the Board on the Leadership Redondo Wish List - Dave Buckland
- v. 5. Chiefs asked about drill (New Business: C. iii. Chiefs asking about drill any further discussion outside of Board meeting - Nancy
- vi. 6. August Agenda Item Request - Call out Procedures/List - Marcelle
- vii. 7. Revised treasurers Report to be sent - Dave Buckland
- viii. 8. August Agenda Item Request - Product purchases for class - Nancy
- ix. 9. Recommended HUB be a RBCERTAA Committee
- x. 10. New Board Roster (with ham call signs) to all Board members, RBPD and Rbfd - Dave Buckland/Nancy
- xi. 11. Was suggested (not sure by who) to utilize Google Earth to list our storage, vehicles, etc. and provide Board
- xii. 12. Excel Database to tech team to load onto laptops - Sandy

10) ADJOURNMENT ~ Nancy 9:25pm Doug made motion, Marcelle 2nded Adjourn.