



**RBCERTAA BOARD MEETING MINUTES**  
**September 4, 2013**

Attendees at this meeting:

<b>RBCERTAA Board Members</b>	<b>Present</b>	<b>Guests in Attendance:</b>
President – Nancy Nickels	X6:40	Noble Smith
Vice President – Johnny Hernandez	X	
Treasurer – Dave Buckland	X	
Secretary – Doug Rodriguez	X	
David Byrd	X	
Greg Madden	X	
Sandy Marchese	X	
Marcelle McCullough	X	
Norman Thorn	X	
(Open Seat)		
(Open Seat)		
<b>Fire Department Liaison:</b>		
Capt. Bob Herrera		
Location: Redondo Room		
A = Absent		

- 1) **CALL TO ORDER/ANNOUCEMENT ~ Nancy – Johnny 6:34pm**
- 2) **INTRODUCTION OF GUESTS ~ Nancy – Johnny 6:34pm – Noble Smith**
  - A. Noble Smith – 6:37
    - i. Noble wanted to know if there was any follow-up on the June 22<sup>nd</sup>, 2013 conversation that the magician (Robert Steinmeyer), broadcasts from Pepperdine Univ, at the picnic offered to have FD personnel interviewed. Noble said that he spoke about CERT for about 5-10 minutes on the air. Sandy took it as an action item to follow-up.
    - ii. Noble mentioned about SAR dogs, to demonstrate at CERT class. Marcelle said that if there is a contact, Nancy could present to FD. Nancy said that we were asked to put together an emergency contact list, and this might be included.
- 3) **PRESENTATION OF AGENDA ORDER and request for additions/deletions ~ Nancy – Johnny 6:36–**  
 Addition of 2A for Noble to speak. David Byrd made motion to accept with addition, Sandy seconded, motion carried unanimously.
- 4) **CALL FOR APPROVAL OF MINUTES for August 1, 2013 ~ Nancy 6:49** Doug made the motion, David Byrd seconded, passed unanimously.
- 5) **FIRE DEPARTMENT CORNER ~ Bob Herrera (10 min)**
- 6) **OLD BUSINESS:**
  - A. **TREASURER’S REPORT ~ Dave (15 min) 6:50**  
 Summary of treasurers report, Dave said that \$4.78 is left in communication fund, he proposed closing it next month. Nancy stated that we still have ~\$200 coming back from rebates. Will leave it open.

- i. Presentation and call for approval of Treasurer's Report Aug 31, 2013 – Sandy made motion to approve, Doug seconded. Passed unanimously.
- ii. Revenues received
- iii. Reimbursement requests and presentation of current bills for payment \$26.90 for ink from Doug Rodriguez.
- iv. Approvals for purchases
- v. 2014 Budget 6:57 – Dave said we have a couple months to work on it, then ready for beginning of year. Nancy said that they are working toward having a working budget. Doug asked when we can expect the budget, Dave Buckland said we should have something to vote on for the November 2013 meeting.

**B. Other items (10 min)**

- i. Communications Hub Project –Nancy Nickels 7:00pm
  - a) Ham Radio Team Roster – Said that the roster includes those that don't have call signs. They are interested, or have call signs. Marcelle asked which are not members of CERT, noted on her copy, and Doug asked that this be put on Google Docs. Nancy said yes. Marcelle asked that if they are not CERT members, we should require it.
  - b) Waxing 7:01 – Nancy has pictures of the waxing of the van. She said that they used the buffer, and it actually shines. But some parts have been painted, and look like a different color. Nancy thanked David Byrd for putting together supplies.
  - c) Solar Panels – Nancy said we got 4 @ ~\$40 and we need to take off premise to install them.
  - d) Rebates – Nancy submitted in mid-July, and it was noted that they do take a while.

**8) NEW BUSINESS**

**A. From the President ~ Nancy (20 min) 7:08pm**

- i. Strategic Meeting Review – Nancy thanked Sandy for putting the notes from the retreat back together. Nancy wanted to know how long we should expect for these Action Items to be completed.
  - 1. Sandy & Nancy would work for finalized Mission Statement & Goals. They have outline, and will work to have that back for October meeting.
  - 2. Marcelle & Doug – Board expectations. We have a rough draft, and we will submit prior to board meeting, to have ready to approve at October board meeting. Nancy added they can do the same for the Mission Statement & Goals.
  - 3. Greg & Marcelle will work to have the fundraising plan ready for October meeting. 7:14
  - 4. Nancy mentioned that minutes will be out within a week of the meeting, then Executive Board meeting, then Agenda 7 days prior to meeting.
  - 5. Committees – Listed with responsible parties, except the training, Nancy mentioned that she had volunteered at last month's board meeting. Dave Buckland said that person who leads it may be better if they are there at the inception. Gave example of Norm with Radios. Doug said that we should work to get alumni involved by presenting to the classes what we will train on, share the need for trainers. Someone in the class may step up. Norm said that he has put together training for radio, and that the BJCO has conducted many training classes. Marcelle said that she did not volunteer to be chair, and also wanted to make sure that those empty board positions be filled and perhaps those could fill a void.
  - 6. 7:25 Marcelle said it was good that we were able to hear different voices, and opinions. Nancy said that this was the "brainstorming" that she was trying to do in the past.
- ii. Class Leads Results (46/24/4) – 7:27pm – Nancy said this is information from the leads that we received at different events. 46 people sent, 24 opened, 4 people clicked on link to get application (better than industry standard). Doug asked if we can cross reference the class roster to our lead sheet. Nancy said yes. Marcelle said that not sending to our alumni is a missed opportunity as word of mouth is a great
- iii. Redondo Beach Women's Club – Emergency Preparedness – Nov 18<sup>th</sup> 7:31 Nancy was contacted to provide a speaker on EP. It should take 20-30 minutes; Sandy volunteered to speak. Sandy and Johnny will go. Marcelle asked about donations, this would be a good opportunity as they have raised funds for RBF. Sandy noted that it's always a good time to ask for donations.
- iv. Bank of the West Grant – 7:31 – Nancy provided copies of grant in the draft form. Prnay Desai is taking the class 9/5/13, Jessie Masqueda (comm relations) and Mr. Desai will review before submitting. Mr. Desai spoke to div mgr about program, and felt there was an excellent response.

Doug asked when it would be submitted, and the decision process timeline. Nancy said after Mr. Desai and Mr. Masqueda meet, they would potentially submit immediately. Turnaround time is unknown.

**B. Command Vehicle (30 min) 7:40pm –**

- i. Nancy said she felt that the Command Vehicle is a great resource to have in an emergency
- ii. Doug asked about how many miles we have driven it. ~50 miles, at ~\$2000 over the past year, that equates to about \$40/mile. We've used it 2x for the CERT picnic, and for the BCJCO operation.
- iii. Norm said that they've been meeting about 2x a month at the command vehicle for the Radio Team. Dave Buckland said that its utility is growing over time.
- iv. Sandy asked if there are log books to record mileage, yes. Are they being used? No, not religiously.
- v. Marcelle said that we should not be making decisions about our biggest liability without a budget. If we do decide to keep it, we should not have separated funds. We need to explore our liability related to drivers not trained on operating a big vehicle.
- vi. Doug asked about the board members liability. Said that we could get a trailer like the PD and use that as a command center, we would not need to insure it, and it would hold a lot more people than the CV.
- vii. Marcelle said that we're asking a new board to take on a great responsibility of having to raise funds. We would be strapping them with a big liability. Nancy said that we could get sponsors.
- viii. Dave Buckland thinks that the command vehicle is sexy. Dave feels that we shouldn't stop our ideas just because of money.
- ix. Nancy feels that this has opened up communication between the FD and CERT. She feels that this is a "hub of excitement" and that it will bring in more people. Nancy feels that if we want it bad enough, we will raise funds for it.
- x. David Byrd said that in his experience in a typhoon, they showed up with military vehicles, and people flocked to them for information and support.
- xi. Norm said we should be using it more. During shakeout, parked in front of PD during the event. We can get a lot of visibility. Adds a lot of value to our organization. Agreed that we are running out of money.
- xii. Greg said that the vehicle adds more value than a trailer, it can move itself. Can power itself. Magnet for amateur radio operators. Felt it provides protection from the weather. Lots of room for equipment. Low mileage.
- xiii. Sandy said that we spend a lot of time discussing the CV, and causes meeting to overrun.
- xiv. **Sandy made a motion to come back to October meeting with an answer to address the liability issues surrounding the CV and to table further discussion of the command vehicle until November when we have a 2014 budget.** David Byrd seconded. Dave Buckland said he would contact insurance rep about CV liability, trailer, and board liability. Marcelle recalled that trailers were covered by personal insurance. David Byrd said he has private liability to cover his role on the board for \$9/yr. Norm said that \$million.
- xv. Doug asked if the board was okay with dwindling away the general fund after the funds we have for the CV run out Nancy said she was okay with it because she was working on raising funds. Marcelle said that
- xvi. **Marcelle amended the motion to include a board approval in November to combine the funds and future finance decisions based on our board by-laws.** Marcelle withdrew the amended motion
- xvii. Johnny held his comments at this time.
- xviii. Marcelle made a motion that "If the board approves keeping the CV, we to include a board approval in November to combine the funds and future finance decisions based on our board by-laws. Marcelle withdrew her motion.
- xix. Original motion was re-read, and voted on. Passed unanimously.

**iii. Committees ~ Nancy (30 Min) 8:35pm**

- i. Fundraising – Marcelle (5 min) – Marcelle said that she is acting chair, but does not have the energy to raise \$10k annually to support a CV. Nancy asked if Marcelle had a staff. Not at this time, need to have an outline prior to bringing in board/members.
- ii. Communications/Public Relations – Sandy Marchese (5 Min) 8:38
  - a) Sandy said that Patch did a nice article, and Easy Reader did a nice write up. Updated hotline, and has been checking messages.
  - b) Prior press release did not get picked up, any ideas for additional Press Release. September National Preparedness Month. Mention that we will be at October safety fair.

- c) Sandy said that Nancy takes on too much, so she would like to have a bi-monthly communication to the alumni, message from the President. Spoke about using MailChimp, Sandy said yes.
- d) Marcelle mentioned that the activation process needs to be updated and re-energized. Nixle, phone, radio, hotline.
- iii. Community Involvement - Johnny Hernandez (5 Min) 8:48
  - a. Safety Fair – will be participating. Marcelle asked if we would be doing a presentation. Nancy responded that we did last year, Stop, Drop, & Hold. Nancy said we could get a scheduled slot for a presentation.
- iv. Disaster Communications – Norman Thorn (10 Min) 8:50 They will also work to send documents back and forth. They have been asked by Lomita Sheriff to receive and send back docs at Shakeout 10/17. Marcelle asked if FD is doing anything with Drill.
  - a) Ham Team/Ham Radio Net - Norm said they will be checking into a NET as part of training. Says that they will start checking in to Lomita and from various locations.
  - b) Shakeout, Oct 17<sup>th</sup> - They will also work to send documents back and forth. They have been asked by Lomita Sheriff to receive and send back docs at Shakeout 10/17. Marcelle asked if FD is doing anything with Drill. BCJCO has invited us and alumni to participate. Also he is working with TARA (he is assistant), and they will be working on a drill where everyone will communicate via radio. Marcelle said we have not sent anything out to our alumni, we need to send something out within days and a press release. Also should include VIP, Mayor, Council, Chief, Public Safety Commissioners.
- v. Equipment – Dave Buckland (5 Min) 9:01
  - a) Equipment – Dave inventoried everything. Has put it in a spreadsheet. He is putting together BackPacks using MRC (medical reserve corp) backpacks as a model. Marcelle asked about status of Leadership project. Dave Buckland said that they were working to complete their project by end of August, but he hasn't seen much movement on that. Marcelle asked about storage location of trailer, Dave B. said that it would be stored at AES.
- vi. Training – Nancy Nickels (5) 9:08 – Hasn't had time to work on it yet. Nancy mentioned that perhaps we could do a simulated drill to monitor response time, and then have a small activity for them. Johnny mentioned that we could then check their certifications. Marcelle asked about a refresher, usually in November, we need to work with them now to plan this.

## 8) ANNOUNCEMENTS

- i. Thursday, September 5<sup>th</sup>, CERT Academy #49 (Every Thursday through 10/24)
- ii. Tuesday, September 24<sup>th</sup>, CERT HAM TEAM Meeting, BCHD, Coast Rm 6:00-8:00PM
- iii. Sunday, October 6<sup>th</sup>, Safety Fair, RB Civic Center, 10:00am – 3:00pm
- iv. Thursday, October 9<sup>th</sup>, CERT Board Meeting, 6pm – Location TBD
- v. Saturday, October 12<sup>th</sup>, BCJCO Shakeout Drill
- vi. Thursday, October 17<sup>th</sup>, CA Statewide Shakeout (RB CERT HAM Radio Drill) (CERT Class)
- vii. Saturday, October, 26<sup>th</sup>, CERT Academy #49 Graduation, 10:00am – 3:00pm

## 9) OPEN FORUM

**10) ADJOURNMENT ~ Nancy** – Doug made motion to adjourn, Sandy seconded, carried unanimously.

**Tabled for October Meeting:**  
**Call-Out Procedure**  
**2014 Budget**