



**RBCERTAA BOARD MEETING MINUTES**  
**October 9, 2013 – 6:30pm**

Attendees at this meeting:

<b>RBCERTAA Board Members</b>	<b>Present</b>	<b>Guests in Attendance:</b>
President – Nancy Nickels	X	
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	X	
RB Historical Library		
A = Absent		

- 1) **CALL TO ORDER/ANNOUCEMENT ~ Nancy Call to order 6:38**
- 2) **INTRODUCTION OF GUESTS ~ Nancy NONE**
- 3) **PRESENTATION OF AGENDA ORDER and request for additions/deletions ~ Nancy Marcelle to approve with changes 6 e \$200 rebates, Sandy seconded, approved.**
- 4) **CALL FOR APPROVAL OF MINUTES for August 1, 2013 ~ Nancy 6:40** Doug made motion to approve with corrections, Johnny seconded, approved unanimously.
- 5) **FIRE DEPARTMENT CORNER ~ Bob Herrera (10 min)**
  - A. Graduation – 6:44 class progressing fine. Curt Mahoney will help with this, Bob will utilize on duty personnel, Melissa to do moulage.
  - B. Refresher Course (Dates?) – Usually within 1 month of graduation-3 things he wants to cover.
    - i. Bandaging/splinting-gorilla splinting
    - ii. Cribbing (rules, procedures, techniques, nomenclature, blocks, shims, etc.)
    - iii. Where we are today with radio
  - C. Class on 10/10/13 is terrorism module, Bob will teach due to instructor difficulties with schedule.
- 6) **TREASURER’S REPORT ~ Dave (10 min) 6:55**
  - A. Presentation and call for approval of Treasurer – Marcelle made motion, Byrd seconded, passed unanimously.
  - B. Revenues received .
    - i. \$200 rebate (radios), Sandy asked if \$50 was received, Buckland answered “No”
    - ii. \$140 from class sales, \$65 off raffle from safety fair, Nancy recommended that we do this at all events. (noted she was keeping ~\$68 for change)
  - C. Reimbursement requests and presentation of current bills for payment – Lots this month,

- i. Step for trailer from container store \$20.57, Ralphs ~\$13 for trailer work event
  - ii. \$78 for ink (Doug & Nancy), CPR keyrings from RedCross \$169 for 40 to be sold at events.
  - iii. Insurance for van was changed to monthly EFT (~\$60/mo).
  - iv. Dave Buckland said that there are funds left over from RB Leadership, they would pay for insurance for trailer. Insurance is not needed, and is not offered for theft,
  - v. Marcelle asked if State Farm would be willing to use those funds for vehicles. Buckland stated that it was what was left over from Leadership project.
- D. Approvals for purchases - None
- E. \$200 rebates status – received, \$180 + \$20

## 7) Committees ~ Nancy (35 min)

### A. Fundraising – Marcelle (5 min)

- i. Fundraising plan
  - 1. Board should show donations they contribute.
  - 2. Should consider dues if we continue to take on unfunded liabilities
  - 3. Active donations at all events, advertise we are non-profit
  - 4. Donations for speaking and attending events as their first aid “go-to”
  - 5. Nancy asked about the possibility of speaking to the City for funds, asked about the protocol and who/how to ask. Nancy asked about speaking at Council Meeting. Sandy said that anyone can speak about non-agenda items.
  - 6. Byrd said that we should speak to these entities prior to the meeting so that they are not blind-sided.
  - 7. Byrd said that there is a PayPal option to do a monthly donation, and we should start with the board.
  - 8. Marcelle would like to review outside meeting: Review bylaws, calendar of fundraising/donation events for 2014
  - 9. Byrd said he has 4 irons in the works.
    - a. Spoke to his insurance company to donate insurance for a year for both vehicles.
    - b. Spoke to two past CERT board members to donate funds just for vehicles ~\$3000, \$5000
    - c. His wife said she had filled out a donation request from Northrop
    - d. NR Business Men’s association is interested in a presentation, and giving a donation (Dr. Stern).
  - 10. Nancy spoke to Bank of the West, should know within 2 weeks about the donation. We do not fall into their “donation” bucket, but may be able to use discretionary funds to make a donation.
  - 11. Marcelle asked if we could have communications from the board re: any donation requests in the works so we don’t step on each other’s toes

### B. Communications/Public Relations – Sandy Marchese (5 min)

- i. Sandy shared general info regarding the shakeout drill. Feedback she received was regarding skills needed.
- ii. At the safety fair, Leadership Redondo presented the CERT trailer. Sandy found out 2<sup>nd</sup> hand that this was to happen and communicated that to alumni via email.
- iii. Sent another communication to members about meeting tonight.
- iv. Sandy contacted Beach Report, Easy Reader about presentation of the trailer, photos sent to Patch. Will see if it is published.
- v. Sandy has been checking CERT hotline for communications.
- vi. At Leadership Redondo graduation, Sandy gave a thank you speech for trailer.
- vii. On the last meeting minutes, bi-monthly for sending the newsletter, but still send out communications as needed.

### C. Community Involvement – Johnny Hernandez (5 min) 7:47

- i. Safety Fair – 25 people want to get a reminder call for next class.
  - 1. Thanked the board who helped out with all his events this year.
  - 2. Marcelle said we should send thank you to RBPD for the large amount of support and stagemtime. Sandy said to be sure to cc superiors too.
- ii. Women’s Club – Johnny sent contact to Sandy, Sandy is setup to do this on Nov 18<sup>th</sup>.
  - 1. Sandy/Johnny will be there, and will bring material.

### D. Disaster Communications – Norman Thorn (5 min)

- i. RB CERT Shakeout Drill Oct 17<sup>th</sup>

- ii. Joint drill Oct 19<sup>th</sup>. 89 responders, 26 staff (most victims) per Buckland. Lopsided participation, Torrance, PV, RB have double-digit, first one that Torrance is participating. Programming radios, good excitement.
- iii. Norm said that they would be having all participants speaking on the radio (FRS)
- iv. Looking for a driver for the command vehicle. Will speak offline.
- v. Norm has asked if we can do a check-in from RB to Lomita, do a data link. Will need to have Lepore check with RBPd as they have control of the Radio room. Norm asked if EOC will be open on 17<sup>th</sup>. Nancy was unsure, but will ask.

**E. Ham Team/Ham Radio Net – Nancy (5 min)**

- i. Trouble with meeting room, couldn't reserve it for this month. Also, received notification from AES that we cannot have work parties at AES.
- ii. Norm said they went through radio plan, line by line. Ham team discussed getting other people in Ham group without being CERT certified. (18 months?, not covered by Disaster Service Worker Insurance)
- iii. 2 radio groups, RACES, ARES, they support group via insurance, etc.
- iv. When meeting with Chief Metzger, didn't have background on Disaster Service worker information. Norm sent it to Chief Metzger. May work to get written into plan that certain people could self-activate (board, radio team). Marcelle asked if the plan was going to be presented to board prior to release, answer was yes.
- v. Hughes group, Ken is coordinating use of repeater. Temporary check-ins during disaster, training. LA City has priority rights during disaster. LA City has another repeater that can be used in disaster. Doug asked about TRW repeater, Norm said it is committed to LASD.

**F. Equipment – Dave Buckland**

- i. Trailer – Nancy said we're still getting more equipment, medical supplies, Saturday there were about 6 people putting all the equipment in the trailer.
- ii. Marcelle asked about termites that landed in new trailer on Saturday. Bomb it, Sandy asked to check into efficacy of bombs.
- iii. Buckland is working on inventory of the new trailer, kits, etc.

**G. Training – Nancy Nickels (5 min) – Nancy is working on a rope training class, but is working on securing a location for class.**

**8) Old Business (45 min)**

**A. Communications Hub Project – Nancy Nickels (5 min)**

- i. Going to finalize the grant, and report to them where we're at with their funds and a letter of thanks.

**B. Mission Statement & Goals – Sandy/Nancy (15 min)**

- i. Sandy provided Mission Statement update with Greg's comments. Nancy felt Greg's comments were appropriate. Sandy, Doug agreed. Sandy will cleanup and bring back final copy.
- ii. Goals Discussions surrounding revising goals from strategic planning session. Tabled for next meeting, email comments to Nancy/Sandy within week.

**C. Board Member Expectations – Marcelle/Doug (15 min) Tabled for November meeting.**

**D. Vehicle Insurance Liability – (5 min) Dave, Need to update driver list. Need driver info to Buckland. Dave will check on towing coverage that we've been paying. Discussion surrounding a policy to cover the board, \$1000/yr about \$10/mo each member. Tabled for next month.**

**E. Call out procedure (5 min) Sandy Tabled for next month.**

**9) New Business (10 min)**

**A. From the President – Nancy (10 min)**

- i. BCJCO Shakeout Drill Oct 12 (Sunday)
- ii. CERT Graduation Oct 26

**10) Announcements – Nancy 9:02pm**

**11) Open Forum**

**12) Adjournment – Nancy**

**Tabled for November Meeting:**

**2014 Budget**

Vehicle Insurance Liability