



**RBCERTAA BOARD MEETING AGENDA**  
**February 6th, 2014**

**ATTENDEES AT THIS MEETING:**

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

- 1) **CALL TO ORDER/ANNOUCEMENT ~ Nancy**  
6:37 by Nancy
- 2) **INTRODUCTION OF GUESTS ~ Nancy**  
Nancy Introduced our Guest, Bob Heil.
- 3) **PRESENTATION OF AGENDA ORDER and request for additions/deletions ~ Nancy**  
Sandy needs to leave by 7:45 and requested that her items be moved up as necessary.
- 4) **CALL FOR APPROVAL OF MINUTES for January 9th, 2013 ~ Nancy**
  - A. Nancy discussed corrections made. Dave made a motion to accept Minutes, Johnny seconded. Motion passed.
  - B. A motion was put on the table to revise the minutes due to an error that was discovered during the Treasurers Report. Sandy made a motion that the minutes be revised on item b of the Treasurers Report to show \$3,641.87 in the general fund and that 204.78 is left in the Communications Fund (not in the trailer project). Dave Seconded the motion. The motion passed.
- 5) **FIRE DEPARTMENT CORNER ~Sandy reported for Bob Herrera (20 min)**
  - A. **Class Schedule – 11 people enrolled**
  - B. **Alumni CPR/First Aid Cards & Badges discussed, cards distributed.** Nancy will send an email to Captain Herrera to inquire.
  - C. **Class Pictures-**Nancy will send an email to Captian Herrera to inquire.
  - D. **March 6<sup>th</sup> class is scheduled.**
  - E. **Banner is going up in two places.**
- 6) **PRESIDENT’S REPORT ~ Nancy (10 min)**
  - A. **Board Meeting Schedule**  
Nancy discussed successful scheduling at BCHD this year.  
Notable changes:  
The March meeting has been schedule for the 5<sup>th</sup>, a Wednesday.  
The July meeting will be the 10<sup>th</sup>, a Thursday, in the adjoining (Beach Cities) room.

Meetings are shown in the RBCERTAA calendar. The April meeting may be moved to Wed the 2<sup>nd</sup> or the 9<sup>th</sup> to accommodate those board members who need their First Aid which will be on the previously scheduled meeting date. Dave asked about possibly moving the board meeting day to another day. There was a general discussion of potential conflicts with moving the date. This will be revisited at the next meeting when all are in attendance

**B. Ham Radio Class**

Although the previous max class size was 17, there were 21 people in the class. There were six from Redondo Beach CERT that got their licenses. There were some from MB CERT and some from the Boy Scouts (3), and Chief Lapore, and a RB Dispatch person attended. Sandy also got her license but did not take the class so a total of an additional 7 people are now Hams.

Norm noted that the Palos Verdes Amateur Radio club also has free.

Greg noted that the complete question pool is available on ARRL and is a good study tool.

Sandy reminded everyone that NG has testing the last Saturday of every month.

**C. Academy #50**

Bob intends to be there, Nancy intends to be there, Johnny intends to be there.

Nancy would like as many board members as possible to attend the 1<sup>st</sup> day, on the 6<sup>th</sup>, and to at least one other class. There is a Light Search & Rescue day on April 10<sup>th</sup> where Nancy would like members to bring in their packs to show and tell. Nancy wants to put together folders and needs volunteers to help. Needs to be done by the 22<sup>nd</sup>. Sandy and Johnny volunteered. The assembly meeting will be at Sandy's house.

**7) TREASURER'S REPORT ~ Dave (10 min)**

**A. Presentation and call for approval of Treasurer's Report January 31, 2014**

Dave reviewed the new format of the Financial Report with general discussion

Sandy suggested a 'Budget Balance Forward' column, which Dave will add.

Sandy noted that the minutes show a \$3822.98 ending balance (? ck minutes) which is different number than the Financial Report beginning balance (\$3,641.87). There was general discussion and review of the numbers in the minutes. It was resolved that the numbers do match between financial reports and that the minutes need revising. Sandy requested that the minutes be re-opened for correction. See revised item 4.

**B. Reimbursement requests-None.**

**C. Revenues Received.** Nancy noted that she transferred \$105 from Paypal, which will be February income and will be reflected in next month's Financial Report.

**D.** Johnny moved that the Financial Report be approved, Norm seconded, the motion passed.

**8) COMMITTEES ~ Nancy (35 Min)**

**A. Fundraising – Nancy (5 Min)**

Nancy presented a spreadsheet proposing procuring and stocking items such as Goggles, Masks, Gloves, etc. and selling them to RBCERTAA members. CPR Kits are available through the Red Cross or First-Aid-Products.com. There was general discussion about whether it is appropriate for RBCERTAA to hold inventory and resell items to members. Sandy asked that this be tabled to the next meeting to give board members time to review. Nancy asked for permission to purchase the CPR Kits. Johnny made a motion, Greg seconded it, the motion passed.

**B. Communications/Public Relations – Sandy Marchese (5 Min)**

Sandy did a set of maps that show where members are. Marcelle gave Sandy Sees Candy fundraiser flyer but Sandy left it at home; she will try to scan it and email it. Sandy met with new library person director, meeting went well. Sandy will continue to build a relationship with her to possibly hold RBCERT meetings at the library.

**C. Community Involvement - Johnny Hernandez (5 Min)**

Nothing new coming up. Johnny and Nancy will schedule a meeting, for the following Saturday (15<sup>th</sup>) at 10:00 to review handouts and document them. Earth Day is the next significant event. Sea Lab does an Earth Day in the parking lot by their facility. There is something on the City web site but it does not have a specific date in April. (check). Johnny to meet with Nancy regarding Earth Day at Sea Lab.

**D. Disaster Communications – Norman Thorn (5 Min)**

Nancy wants to start meeting again for Communications, on the third Tuesday of each month. Greg noted he has a conflict at 7:00. Norm noted that the 1<sup>st</sup> and 4<sup>th</sup> Wednesdays are also a possibility.

Chief Lapore noted that the station conference rooms are generally available and to coordinate with the Chiefs. Nancy's preference is the Fire Department Conference Rooms, the Library and 2<sup>nd</sup> choice. Norm noted that the Yacht club is also available for small groups. Nancy will try to get some meetings set up so the Communications Team can resume the project.

- E. Ham Team/Ham Radio Net - Nancy (5 min)**  
Nancy suggested moving the van around the city for the Monday Night Net. Norm suggested it be discussed at the next Communications meeting.
- F. Equipment – Dave Buckland (5 Min)**  
Dave's focus is on the Van but noted that the Command Vehicle and Van both need to be configured and stocked. It was agreed that the Communications meeting was the right place to discuss configuration and options.
- G. Training – Nancy Nickels (5)**

**9) OLD BUSINESS (35 min)**

- A. Vehicle Insurance Liability-Dave (5 min) Meeting Space** Dave discussed D&O insurance. He noted that one carrier would not cover CERT groups. He found one potential carrier for a policy at \$1,000. Norm asked about the potential need for Liability Insurance. Norm believes the board is covered during CERT trainings as long as an Activation by the Fire Dept. takes place and a roster is maintained. Dave will continue to investigate options.
- B. Call Out Procedure-Sandy (15 min)**
- C. Budget 2014 Final Approval-Dave (10)** Approved during the Financial Report.

**10) NEW BUSINESS (10 min)**

No new business.

**ANNOUNCEMENTS**

Wednesday, February 19<sup>th</sup>, Executive Board Meeting, Ocean Diner, 6:00PM  
 Wednesday, March 5<sup>th</sup>, Board Meeting, BCHD, Redondo Room, 6:30PM  
 Thursday, March 6<sup>th</sup>, 1<sup>st</sup> Class of Academy 50!, 6:30PM  
 Wednesday, March 19<sup>th</sup>, Executive Board Meeting, Ocean Diner, 6:00PM  
 Thursday, March 20<sup>th</sup>, CPR Class, 6:30PM  
 Thursday, March 27<sup>th</sup>, First Aid Class, 6:30PM  
 Thursday, April, 3<sup>rd</sup>, First Aid Class, 6:30PM  
 Thursday, April 3<sup>rd</sup>, Board Meeting, BCHD, Redondo Room, 6:30PM – Date To Be Announced once confirmed

**11) OPEN FORUM**

**12) ADJOURNMENT ~ Nancy**  
**Meeting adjourned at 8:19 PM**