



**RBCERTAA BOARD MEETING MINUTES**  
**March 5, 2014 6:45p**

**ATTENDEES AT THIS MEETING:**

<b>RBCERTAA Board Members</b>	<b>Present</b>	<b>Guests in Attendance:</b>
President – Nancy Nickels KK6JFH	X	
Vice President – Johnny Hernandez	X	
Treasurer – Dave Buckland	X	
Secretary – Doug Rodriguez KI6MHN	X	
Greg Madden WQ9P	X	
Sandy Marchese KK6JIK	X	
Marcelle McCullough	X	
Norman Thorn K6UU		
(Open Seat)		
(Open Seat)		
<b>Fire Department Liaison:</b>		
Capt. Bob Herrera	X	
A = Absent		BCHD

- 1) **CALL TO ORDER/ANNOUCEMENT ~ Nancy 6:46**
- 2) **INTRODUCTION OF GUESTS ~ Nancy None**
- 3) **PRESENTATION OF AGENDA ORDER and request for additions/deletions ~ Nancy - Sandy asked if her items be moved up so she can leave by 8pm.**
- 4) **CALL FOR APPROVAL OF MINUTES for November 7, 2013 ~ Nancy Motion by Sandy to approve, seconded by Dave Buckland, carried.**
- 5) **FIRE DEPARTMENT CORNER ~ Bob Herrera (5 min) 6:50pm - Bob Absent**
  - A. Spring Refresher –
    - i. Marcelle asked if we had provided any recommendations to Capt. Herrera.
    - ii. Marcelle recommended CPR/First Aid Certification for members and potential board members.
    - iii. Nancy suggested adding triage to the refresher day.
  - B. Shakeout –
    - i. Nancy emailed Chiefs Lepore and Metzger about RB hosting shakeout drill. No response yet from them. She attended CCC council meeting, where BC Joint CERT says it is down to RB & BC joint to host it.
    - ii. Marcelle brought up that with 3 vacancies on board, we don't have the manpower to host it without getting buy-in from board first.
    - iii. Marcelle asked to have it on April Agenda to discuss, after CCC and discussing with Chief.
    - iv. Nancy notes that BCJ feels time is running out.
- 6) **PRESIDENT'S REPORT ~ Nancy (10 min) 7:03pm**
  - A. Ham Skills Day – Presented by Hughes Amateur Radio Club.
    - i. 2 vehicles in parking lot demonstrating various types of antennas.
    - ii. Also doing data packet transfer in van.
    - iii. Picnic table where experienced ham members were available to answer questions and get info. Nancy said approximately 20 people were there when she was there.
  - B. Trailer Progress
    - i. Water Pumps – Bought hoses, need oil for pumps. Sandy asked what pumps were used for, pumping water out. Question of how many quarts of oil needed, Doug said 4 should be sufficient.

- ii. Racks – Ken Simpson and Chief Lepore installed racks, still need 1 more.
- iii. Trailer needs: Oil and Jerry can
  - i. Gasoline – Norm said that we need to look into forced ventilation if storing with gasoline in trailer. Marcelle asked if we had a total \$ amount. We don't at this time.

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

- A. Presentation and call for approval of Treasurer's Report February 28, 2014 - ~\$110 income, \$186.11 spent on insurance Sandy made motion to accept, Johnny 2<sup>nd</sup>, passed.
- B. Revenues ~\$110
- C. Reimbursement requests and presentation of current bills.
  - i. Sandy \$11.82 for copying maps.
  - ii. Nancy submitted receipts for printer ink.
- D. Approvals for purchases

**8) COMMITTEES ~ Nancy (35 Min) 7:21pm**

- A. **Fundraising** – Marcelle (5 min)
  - i. See's Candy Fundraiser. Last month Nancy sent out an email to the board, mentioned that Easter Sunday is coming up. Nancy suggests we setup a storefront, set price, and they order directly from See's. Get candy shipped to one location, and we deliver or make arrangements to have picked up, and get check of profit. See's has website, we customize, and pick product to be offered.
  - ii. Nancy would like to get newsletter out this week, so it runs 10-31Mar, for delivery at class (potential 3<sup>rd</sup> Apr). Marcelle had concerns that people may not want to wait 3-4 weeks for candy.
  - i. Dave Buckland was concerned that we are becoming fundraisers, and asked if we really need to peddle candy.
  - ii. Vote was 4-2 in favor, with Buckland and Rodriguez abstaining.
- B. **Communications/Public Relations** – Sandy Marchese (5 Min) 7:41p– Marcelle said good job on newsletter.
- C. **Community Involvement** - Johnny Hernandez (5 Min)
  - i. Johnny has been in contact with Trent Kelly for Sea Fair, date hasn't been finalized
  - ii. Nancy asked if we had been in contact with Sea lab about Earth day. Not yet.
- D. **Disaster Communications** – Norman Thorn (5 Min) 7:45p
  - i. Ham team meeting – new members, met at Station 2 FD. Norm said they covered the presentation that they had given to FD.
- E. **Ham Team/Ham Radio** Net - Nancy (5 min) – 7:46p
  - i. Nancy said they are trying to meet 3<sup>rd</sup> Tuesday of the month. 18<sup>th</sup> of March, would meet at FD #3, need table and chairs, Nancy said she can drive van over.
  - ii. Marcelle would it be beneficial to list call signs on minutes. Doug added callsigns to minutes.
- F. **Equipment** – Dave Buckland (5 Min) 7:50p–
  - i. Dave is distributing medical supplies into bags, went to both trailers, and storage, and has all red bags setup - 12 in trailer 2 (new trailer), 6 in old trailer
  - ii. Nancy asked about search and rescue packs. Dave said 1 in van, gold. Nancy said we have green backpacks that she thought would be good for S&R backpacks.
  - iii. Dave said that he had heard from Lisa Santora. Dave provided list to Lisa and she was putting in order to More Prepared. Nancy told Lisa that we had MRC packs that needed to be completed, and have outdated supplies. Lisa agreed to replenish with new supplies.
  - iv. Nancy got new lock from storage unit. Was too big, so they swapped with trailer, combo locks.
  - v. Nancy asked that for handouts we have, get contact person to get them replenished. Nancy will create inventory list, and contact list.
- G. **Training** – Nancy Nickels (5 min) 7:59p -
  - i.

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

- A. Monthly Board Meeting Schedule - Nancy proposed changing meeting date to first Wednesday of the month. All board members were in agreement. Next will be Wednesday, April 9<sup>th</sup>, 2014
- B. PPE Kits – Cost \$168, Suggested Donation \$600, Profit \$432
  - i. Dave said that they could only deduct the profit portion, packaging? Nancy said she would use zip-loc bags.
  - ii. Marcelle felt that we should limit the amount we purchase to under \$200, with a class size of 20, may take a year to sell 20 (break even)
  - iii. Dave Buckland made motion to purchase equipment for 60 packs, not to exceed \$175, Marcelle 2<sup>nd</sup>, passed unanimously.

- iv. Nancy putting off purchasing CPR kits. First-Aid kits are more involved, take orders and fulfill. Won't pursue them now.
- C. Mission Statement & Goals – Sandy & Nancy –
  - i. Marcelle made motion to accept mission statement, as edited in the November meeting. Discussion surrounded run-on sentences. Marcelle amended motion, to accept with amendments, 2<sup>nd</sup> Sandy, passed.
  - ii. Goals – MOU with FD, Marcelle felt that we could spend 3 hrs at board meeting as a board to draft MOU. Discussion surrounded. Nancy suggested publishing them in newsletters, but it was suggested that we publish only a few important ones so as not to confuse them. Greg made motion, Dave 2<sup>nd</sup> to accept goals as corrected, passed.
- D. Call out procedure – Sandy (15min) 8:44pm Sandy said maps printed out, Sandy volunteered to contact those on list. Discussion that Nixle is primary, and phone is backup. Nancy said that we had good coverage in a lot of neighborhoods.
- E. Insurance – Dave Buckland
  - i. If it's a drill, we're covered by Disaster worker insurance. Discussions around Liability insurance.
  - ii. \$1million for \$1000, for mistakes made by the board (D&O). Liability is for things not covered by D&O no prices yet. It was discussed that Liability insurance may be more important than D&O. It was suggested that we talk to them to see if they can become a corporate sponsor.

**10) NEW BUSINESS** (10 min) 9:10pm

- A. Website document archive – Better if we post as pdf's vs. Word Doc's, Doug will give Dave access to Dropbox to get any missing.
- B. BCHD Grant - table
- C. RBCERT Event – Search Skills Saturday – in April. Marcelle said April is very soon. Sandy & Nancy will
- D. Election Picnic – Need to get in newsletter about vacancies, and qualifications so they will qualify for a position (attend 2 meetings, CPR/First Aid qualification) – Tabled until next meeting

**ANNOUNCEMENTS**

Thursday, March 6<sup>th</sup>, 1<sup>st</sup> Class of Academy 50, 6:30pm  
 Thursday, March 13<sup>th</sup>, CERT ACAD #50, CERT Badge Pictures – Alumni can get new.  
 Wednesday, March 19<sup>th</sup>, Exec Board Meeting, Ocean Diner, 6:00pm  
 Thursday, March 20<sup>th</sup>, CERT ACAD #50, First Aid Class, 6:30pm  
 Thursday, March 27<sup>th</sup>, CERT ACAD #50, First Aid Class, 6:30pm  
 Wednesday, April 9<sup>th</sup>, board Meeting, BCHD, Redondo Room, 6:30pm  
 Thursday, April 10<sup>th</sup>, CERT ACAD #50, Alumni to bring their bags to show.

**11) OPEN FORUM**

**12) ADJOURNMENT ~ Nancy** Adjourned 8:44pm Buckland made motion to adjourn, Sandy 2<sup>nd</sup>, Passed.