

RBCERTAA Board Meeting  
5 Nov 2014

Attendees: Johnny, Nancy, Bob, Dave B, Dave H, Dærick, Capt. Melissa

1. Call To Order - Johnny
  - a. 6:32 PM
2. Introduction of Guests – Johnny
  - a. 6:32 PM
  - b. Capt. Melissa from Rbfd
3. Presentation of Agenda Order & Request for additions/deletions – Johnny
  - a. 6:33 PM
  - b. No changes requested
4. Approval of Minutes – Postponed
  - a. 6:33 PM
5. Fire Dept – Capt. Melissa
  - a. Rbfd in a bit of flux staffing-wise
    - i. 5 people retiring/out for injuries
    - ii. Working with past RBCERTAA liaisons for info and advice
      1. Melissa wo be doing all pictures and cards for CERT trainings
    - iii. 3 more people should be starting in a month or two
      1. Engineers exam in January
  - b. CERT trainings/Class 51
    - i. Roster for trainings
      1. Jeremy, cribbing and search & rescue
      2. Steve, CPR
      3. (missed name)
      4. Ben
      5. Vince
      6. Mahoney
      7. Melissa
    - ii. Request for curriculum addition –Nancy
      1. Basic knots, tying ropes
      2. May not fit into main CERT training, might be better as a supplemental training for alumni
    - iii. Chairs on order for training, 30 of them
      1. Will also cover drinks and ice for Saturday session
    - iv. Melissa put in application for library for training
      1. Won't hear back till January
      2. Will make sure is added to website once approved
      3. Food for Saturday session/graduation will be provided
  - c. New fire engine coming to the dept.
    - i. From back east (couldn't remember from where offhand)
    - ii. Pierce engine
    - iii. Shorter, better turns
    - iv. Expected arrival April/May
    - v. Uncertain if older one will retire
      1. Have a 1988 Pierce, may still keep in service

- 2. If kept for reserves, cannot use for Strike teams due to open cab
  - d. Holiday Season
    - i. Christmas Dinners as usual for those who needs assistance
    - ii. Toy drive, boxes coming out close to Thanksgiving
    - iii. Boy Scouts food drive, happening now
  - e. Questions
    - i. Bob- what is the new engine
      - 1. It is a Pumper
    - ii. Bob- once date for class if firmed up, can we get a paper or digital copy of the announcement?
      - 1. Yes, will make sure RBCERTAA gets a copy
  - f. Lastly
    - i. Capt. Melissa attended a small neighborhood watch meeting, mentioned the CERT trainings
    - ii. Low attendance at the NW meeting, but may still help get the word around
- 6. President's Report – Johnny
  - a. 6:50 PM
  - b. Deployment Training 11/15
    - i. 9 signed up so far
      - 1. Nancy to send out reminder email
    - ii. 5 presentation groups
      - 1. IC- Dærick
      - 2. Staging – Noble/Debbie?
      - 3. S&R – Nancy
      - 4. Communications – Dave H
      - 5. Logistics – Dave B
    - iii. Presentations are to help the general alumni understand the deployment process
      - 1. Consider this Deployment 101
      - 2. Builds foundation for deployment trainings to come
- 7. Treasurer's Report – Nancy
  - a. 6:57
  - b. Review of Financial Report
    - i. Explanation of \$25 expense
      - 1. Internet hotspot not working
      - 2. "out of minutes" error when it should have minutes on it
      - 3. Nancy set up to auto refill going forward, which it did immediately
      - 4. Discovered if not used at least 1x/month, account goes 'inactive'
        - a. Nancy got this corrected
    - ii. PO Box now \$64, was \$60
    - iii. \$5 service fee to move on the sheet up to Admin Fees
      - 1. Nancy to ask to get these fees reversed
    - iv. Reimbursements
      - 1. None
    - v. Purchases to Approve
      - 1. None
    - vi. Motion to Approve – 7:05 PM
      - 1. Dave B

2. Seconded by Dærick
  3. Approved 7:05 PM
8. Committees – Nancy
- a. 7:06 PM
  - b. Fundraising – Sheila
    - i. No update, Sheila absent
  - c. Public Relations – Dærick
    - i. 7:07 PM
    - ii. Social media doc,
      1. draft 3 emailed to Board the previous night
      2. goal to complete final draft by Dec meeting
      3. full review with Board in January
  - d. Community Involvement – Johnny, Nancy
    - i. 7:09 PM
    - ii. Safety Fair – 10/5
      1. Interested List of 12 for Class 51
      2. Raffle went well (specific earnings not known)
        - a. Raffled stocked backpack
        - b. Likely to do this again, deemed successful
      3. Handed out many More prepared brochures, deemed well received
      4. Juices sold then ran out, began selling water
      5. Earnings from fair combined from raffle, drink sales, and donations
        - a. \$258 deposited on 10/7
        - b. Specific breakdown of earnings from 10/5 not known
      6. Drill presentations
        - a. Rbfd: Fire- stop drop roll
        - b. Rbcertaa: Earthquake- drop cover hold
      7. Table busy with visitors most fo the day
  - e. Disaster Communications – Norm?
    - i. [Missed time this update began -DG]
    - ii. Norm absent, continuing involvement uncertain, Johnny to follow up
    - iii. Dave H provided update
      1. Focusing communications plan on FRS and Zello
        - a. Zello to be default when cell service is working
        - b. RFS to be default when phones are out
    - iv. Bob –Great Shakeout, Ham commentary
      1. Bob participated on 10/16, represented Rbcertaa
        - a. No other Rbcertaa in attendance
        - b. Overall turnout was low
      2. Performed a full drill
        - a. Successfully passed traffic even down on solar power and inverters
      3. Nancy would like to have regular (Ham) meetings again starting next year
  - f. Equipment – Dave B
    - i. 7:25 PM
    - ii. Inventories
      1. Bags completed

- 2. Trailer is next
      - 3. Van after Trailer
      - 4. Command Vehicle last
    - iii. Hermosa beach Disaster Service Workers
      - 1. Provided material aid on 10/25 for a simulation
        - a. Dummy
        - b. Water shut-off board
        - c. Electrical wire
      - 2. All items returned
    - iv. Request - Nancy needs list of S&R equipment
      - 1. Dave to send to her
  - g. Training – Nancy
    - i. 7:27 PM
    - ii. Deployment Training 11/15
      - 1. Don't need a trainer for Staging after all
        - a. Johnny to fill in if needed
      - 2. Had to cancel Medical
      - 3. All Presenters need to make sure their binders have appropriate forms for Deployment Training 11/15
        - a. Trainers to review and confirm ahead of training
        - b. Will also confirm ready for actual use if needed
9. Old Business
  - a. 7:30 PM
  - b. D&O Insurance – Dave B
    - i. No update
    - ii. Item from last month to follow up on still outstanding, will address
    - iii. Dave believes the various brokers all use the same underwriter
    - iv. Bottom line, D&O will cost \$1000/year
10. New Business
  - a. 7:33 PM
  - b. Zello – Dave H
    - i. Review of Dave's Communications Binder documentation
      - 1. Board to review offline, provide feedback
    - ii. Discussion of Hotline, Dave feels info is out of date
      - 1. Dave previously asked Sandy (absent) for access, need to coordinate
  - c. Dec Board Meeting – Johnny
    - i. Do we keep it or cancel for holidays?
      - 1. Dærick votes to keep it, discuss follow up on Deployment Training
      - 2. Dave B agrees, maintain consistency of schedule
      - 3. Johnny confirmed Dec meeting stands, 12/3
11. Announcements
  - a. 7:38
  - b. Deployment Training 11/15
    - i. Presenters to arrive by 9:00 AM to set up
    - ii. Event is 10:00 – 3:00
12. Open Forum
  - a. 7:39
  - b. Bob – Forms

- i. They are useful but the important thing is to have blank paper and pencils
    - ii. Forms are only guides, not practical to have 500 forms on hand
  - c. Bob – Website, page for donations for equipment
    - i. Noticed it is not clear on the list of items regarding helmets... asking for single helmets or a case?
      - 1. Nancy – yes, singles accepted. To pack with bags when needed
  - d. Dave H – Suggestion for deploying assets
    - i. Mentioned training at Mira Costa as a good example
      - 1. Van hitched to large trailer, pulls trailer to OPS Base
      - 2. Leave trailer at Base
      - 3. Van moves material to Damage Area as needed
      - 4. Picks up materials as needed
        - a. Storage unit
        - b. Small trailer
    - ii. Working with Dave B on strategy for cataloguing material and planning how best to deploy
  - e. Dærick – Social Media use for Deployment Training 11/15
    - i. Will send email shortly with suggestions for FB and Twitter to promote event among RBCERTAA members
  - f. Dave B – Suggestion for email blast for training
    - i. Suggested email could state this is a response to a disaster call out
      - 1. Make sure it states this is a test
      - 2. Consensus from Board is this is not a good idea
      - 3. Alternate suggestion to do a separate communication another time to simply test response
        - a. email, social media, etc
        - b. send out message asking ‘Did you get this?’
        - c. determine communication success by responses
        - d. pick this up another time to detail out
  - g. Dave B – Forms conversation
    - i. Suggests to only use certain forms, official for CERT
      - 1. Get people speaking the same language
      - 2. Consistency
    - ii. Dærick agrees, modified with Bob’s suggestion
      - 1. Keep forms list finite and specific
      - 2. Keep blank paper handy
      - 3. Use forms as a guide, keep list short and simple
13. Adjournment – Johnny
- a. 7:59 PM
  - b. Motion – Dave B
  - c. Second – Nancy
  - d. Adjourned – Johnny, 7:59 PM