



RBCERTAA BOARD MEETING MINUTES November 5, 2014

ATTENDEES AT THIS MEETING:

RBCERTAA Board Members	Present	Guests in Attendance:
President – Johnny Hernandez	X	Bob Heil
Vice President – Dave Buckland	X	
Treasurer – Nancy Nickels	X	
Secretary – Open Seat		
Dave Held	X	
Sandy Marchese		
Daerick Gross	X	
Noble Smith		
Courtney Steeneken		
(Open Seat)		
(Open Seat)		
Fire Department Liaison:		
Melissa Depaoli	X	
A = Absent		

- 1) **CALL TO ORDER/ANNOUCEMENT** ~ Johnny began the meeting at 6:32 pm
- 2) **INTRODUCTION OF GUESTS** ~ Johnny welcomed Bob Heil.
- 3) **PRESENTATION OF AGENDA ORDER and request for additions/deletions** ~ Johnny called for changes to the agenda and none were noted.
- 4) **CALL FOR APPROVAL OF MINUTES** postponed
- 5) **FIRE DEPARTMENT CORNER ~ Captain Melissa Depaoli (6:33 pm)**
 - A. Five Fireman retired in 2013
 - B. Lepore and Herrera are retiring 2014
 - C. Dan Bliss is out until March 2014 due to injury.
 - D. Engineers Exams are scheduled for January.
 - E. 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. Bob asked - what is the new engine
 - a) It is a Pumper
 - vi. Uncertain if older one will retire
 - a) Have a 1988 Pierce, may still keep in service
 - b) If kept for reserves, cannot use for Strike teams due to open cab
 - F. Fire Department Toy Drive/Food started. Toys and Food can be donated at the Fire Department.
 - G. Melissa talked to Neighborhood Watch about CERT. Low attendance at the NW meeting, but may still help get the word around. Nancy told Melissa that RBCERT is also available for this type of community involvement.
 - H. Refresher

- i. 30 chairs ordered
- ii. Water and Gatorade and ice will be provided
- I. Class
 - i. Training Roster is complete.
 - ii. Nancy Requested Rope Techniques.
 - iii. Will know in January if the class room schedule is approved.
 - iv. After approval the class application will go up on the website
 - v. Bob asked- once date for class is firmed up, can we get a paper or digital copy of the announcement?
 - a) Yes, will make sure RBCERTAA gets a copy
 - vi. Food for graduation is back. The Fire Department will be providing lunch for the Academy #51 Graduating Class

6) PRESIDENT'S REPORT ~ Johnny (6:50)

- A. Deployment Training
 - i. Nine people signed up for training class
 - ii. Nancy to send out another reminder for the training.
 - iii. I/C Daerick, Staging Noble/Debbie, S&R Nancy, Comm Dave H., Logistics Dave B.,
 - iv. Dave asked what is the focus of the Deployment. Nancy responded:
 - a) Presentations are to help the general alumni understand the deployment process
 - b) Consider this Deployment 101
 - c) Builds foundation for deployment trainings to come
 - d) There is a need for people to be aware of the necessary forms and get an overview of what information has to be collected.
- B. Bob added to include basic talk about
 - i. safety and repsonsibilities of the team leaders.
 - ii. Need for the buddy system.

7) TREASURER'S REPORT ~ Nancy (6:57)

- A. Beginning Balance 1,695.73
 October Expenditures 280.95
 Donations 353.00
 Ending Balance 1,767.78
- B. Discussion regarding this months expenses:
 - i. Communicatons expense \$25
 - a) Internet hotspot not working
 - b) "out of minutes" error when it should have minutes on it
 - c) Nancy set up to auto refill going forward, which it did immediately
 - d) Discovered if not used at least 1x/month, account goes 'inactive'
 - e) Nancy got this corrected
 - ii. PO Box now \$64, was \$60
 - iii. \$5 service fee to move on the sheet up to Admin Fees
 - a) Nancy to ask to get these fees reversed
- C. Presentation and call for approval of Treasurer's Report October 31, 2014
 - i. Dave moved to approve
 - ii. Daerick seconded
 - iii. All in favor, motion carried
- D. There were no bills or receipts presented for payment.
- E. Approvals for purchases
 - i. Call bank and get fee reversed and waived

8) COMMITTEES ~ Johnny (7:06)

- A. Fundraising – Sheila (5 Min)
- B. Communications/Public Relations – Daerick (5 Min)
 - i. Social Media Guidelines
 - a) Goal is to have the Social Media report completed for the December meeting for a full review in January.
 - b) Daerick requested to add review of Social media to the board meeting agenda.
 - c) Dave requested a special meeting for social media because there is a lot to cover.
 - d) Daerick said we should talk about it at the meeting first and see how it goes.
- C. Community Involvement

- i. Safety Fair
 - a) Lot of people came by
 - b) Twelve people signed up to be reminded.
 - c) Raffle went well and we should continue to provide this at our events.
 - d) We should report back to More Prepared that the backpack is well received and lots of flyers were handed out and how much we collected (approx. \$200)
 - e) Nancy conducted a Earthquake Preparedness Presentation with training on the Drop, Cover and Hold method of protection during an earthquake.

D. Disaster Communications – Dave Held

- i. Dave Held took over as Disaster Communications Chair
- ii. Norm absent, continuing involvement uncertain, Johnny to follow up
- iii. Dave H provided update
 - a) Focusing communications plan on FRS and Zello
 - 1. Zello to be default when cell service is working
 - 2. FRS to be default when phones are out
- iv. Nancy would like to have regular (Ham) meetings again starting next year
- v. Bob –Great Shakeout, Ham commentary
 - a) Bob participated on 10/16 for Shakeout by checking in on the Hughes repeater. He represented RBCERTAA. No other RBCERTAA in attendance
 - b) Overall turnout was low
 - c) Performed a full drill
 - d) Successfully passed traffic even down on solar power and inverters

E. Equipment – Dave Buckland

- i. S&R Bags are together.
- ii. Inventory of the trailer is complete.
- iii. Next we will inventory the small trailer, then the Van.
- iv. RBCERTAA provided mutual aid for HB DSW Shakeout Drill. We provided a dummy, water shutoff prop and electric wire.
- v. Dave will send a list of S&R Equipment to Nancy.

F. Training – Nancy Nickels (10 Min)

- i. Refresher: Deployment Drill
 - a) Checkin/Staging is Debbie Bina O'Brien and Noble Smith.
 - b) I/C Training is Daerick Gross and Johnny Hernandez
 - c) Logistics is Dave Buckland
 - d) Search & Rescue is Nancy Nickels
 - e) Communications is Dave Held
- ii. Johnny will be backup for Staging

9) OLD BUSINESS (7:30)

- A. D&O Insurance Update-Dave Buckland
 - i. Dave reported that prices are about the same everywhere. It is about 1k per year
 - ii. Appears to be only one underwriter for all agencies.
 - iii. Dave suggests going with Bickelmeier Insurance Agent, a known trusted Redondo resident.

10) NEW BUSINESS (7:33)

- A. Communications – Call out/Zello-Dave Held
 - i. Dave will be discussing Zello in his Communications training class.
 - ii. We will use Zello at our Deployment Training.
- B. December Meeting
 - i. We discussed whether or not to have a December Meeting.
 - ii. Daerick suggests we should review the training while its still fresh in our minds.
 - iii. Dave added it's good to keep meeting for continuity.
 - iv. Johnny declared that we will have a December 3rd Board Meeting.

11) ANNOUNCEMENTS

Saturday, November 15th, 10am – 3pm, Refresher
 Wednesday, December 3rd, 2014, RBCERTAA Meeting,

12) OPEN FORUM (7:39)

- A. Daerick: Communications on Refresher Training
 - i. He suggested we do Tweets and other communications regarding the Refresher Course.

- ii. Future communication Tests to see the responses.
- B. Dave Held: Suggestions on deploying assets:**
 - i. We have Operations Base and Damage Area (Field).
 - ii. Van can hitch to large trailer.
 - iii. Pull large trailer to Ops base
 - iv. Deploy Van as a shuttle for equipment and supplies. Picks up material as needed.
 - v. Tow small trailer to Damage Area
 - vi. Use of Command Vehicle
 - vii. Dave wants to create a database of all of our equipment and supplies because it is so spread out.
This database will not only have what we own but where it is located.
- C. Bob: The deployment of vehicles and equipment will depend on the need. It depends on what we have and where it is when we need it.**
- D. Dave Buckland Re: Forms**
 - i. You will use the tools that you have if you don't have forms (pencil and paper)
 - ii. Only use forms that are designated as official CERT forms. Keep list short and simple.
 - iii. Use forms as a guide.
- E. Bob: Re: Forms**
 - i. They are useful but the important thing is to have blank paper and pencils. We should have reams of paper on hand.
 - ii. Forms are only guides, not practical to have 500 forms on hand

13) ADJOURNMENT ~ Johnny adjourned the meeting at 7:59.