



**RBCERTAA BOARD MEETING MINUTES**  
**October 11, 2016**

**ATTENDEES AT THIS MEETING:**

<b>RBCERTAA Board Members</b>	<b>Present</b>	<b>Guests in Attendance:</b>
President – Nancy Nickels	x	Dave Held
Vice President – Johnny Hernandez		
Treasurer – Paul Weavers	x	
Secretary – Terry Brim	x	
(Open Seat)		
(Open Seat)		
(Open Seat)		
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(Open Seat)		
<b>Fire Department Liaison:</b>		
Curt Mahoney		

- 1) **CALL TO ORDER/ANNOUNCEMENT ~ Nancy 6:42**
- 2) **INTRODUCTION OF GUESTS ~ Nancy**
- 3) **PRESENTATION OF AGENDA ORDER and request for additions/deletions ~ Nancy**
- 4) **CALL FOR APPROVAL OF MINUTES ~ Nancy** of September 7, 2016: Paul moved to approve, Nancy seconded. All approved.
- 5) **FIRE DEPARTMENT CORNER ~ Curt Mahoney** (Not present due to insufficient notice of rescheduled meeting).
- 6) **PRESIDENT’S REPORT ~ Nancy**
  - A. Public Safety Committee – Subcommittee on CERT. This subcommittee is responsible for promoting CERT to the public. They have not yet had a meeting; Nancy has not yet been contacted by them.
  - B. Rbfd Liasion. Curt Mahoney will replace Millisa DePaoli as Liasion. Curt has taught parts of the CERT class for at least 10 years. Thanks to Melissa for past service. Welcome aboard Curt.
  - C. Terry Brim Oath of office. Sworn in by Nancy with photos by Dave. Accepted executive committee position as secretary.
- 7) **TREASURER’S REPORT ~ Paul**
  - A. Presentation and call for approval of Treasurer’s Report for September 30, 2016: Terry moved to approve, Nancy seconded. All approved.
    - i. Beginning Balance           \$1,742.59
    - ii. Revenue                        0.00
    - iii. Expenses                     466.07
    - iv. Ending Balance             \$1,276.52
  - B. Revenues received: \$74 raised at Safety Fair.
  - C. Reimbursement requests and presentation of current bills for payment:
    - i. Nancy purchased thumb drive, printer ink, folders for community events. Receipts provided to Paul.
  - D. Approvals for purchases:
    - i. Nancy recommended topping off tank on van. Approved. *AI: Nancy to fill tank prior to next board meeting.*

## 8) COMMITTEES ~ (30 min)

### A. Fundraising – Nancy

- i. Presentations. Nancy has begun assembling material for creation of targeted presentations for fundraising, disaster prep, and promoting CERT. Once assembled, the material will be placed on Drop Box for potential inclusion in the presentations. This is still in the gathering stage, and completion time is TBD pending a better understanding of scope of material and how to organize it. Upon completion of the material organization, Nancy will seek help in preparing targeted presentations. *AI: Nancy to complete material gathering and organization of material by the end of the year.*
- ii. Annual Drive. It is time for the annual notice to alumni requesting support of voluntary “dues” of \$25. Contact will be made via Email list and notice on the website. *AI: Nancy to send out notice before Thanksgiving.*
- iii. CERT Gear. Fire Department required change to RB Cert logos. Need to locate approved logos (supposed to be in drop box) and get them to Queensboro, the company that makes our shirts and other gear. *AI: Nancy to contact Dave Buckland before next board meeting, to locate appropriate logos and to supply them to Queensboro. Nancy will also make sure Queensboro store info is on website.*

### B. Communications/Public Relations – Open

### C. Community Involvement

- i. Safety Fair. We had a successful outing. \$74 was raised from raffle, shirt sales, and donations. Donations for raffle prizes were received from 3 businesses: Fish Windows, Independent Repair, and More Prepared. *AI: Paul to prepare donation receipts for businesses and to write letter of thanks to Fish Windows before next board meeting. AI: Nancy to do the same for Independent Repair and More Prepared before next board meeting.*

### D. Disaster Communications – Dave Held (5 Min)

- i. Ham Radio Team - Nancy suggested contacting BCHD to arrange a room for 3 hrs a month with the time split between the Ham Radio and Disaster Prep teams. Dave felt the Ham Radio team would not need that much time. *AI: Dave and Nancy to bring ham radio team together to discuss communication plans before Thanksgiving.*

### E. Equipment – Terry (5 Min)

- i. Van Preparedness. Nancy and Terry prepared a first aid kit for the CERT van and also moved a Search and Rescue kit to the van.
- ii. Van Bumper. The van bumper was damaged in the parking lot some time ago. We need to explore options for fixing or replacing it. *AI: Nancy to provide Terry with contact info from previous request for quote this week. AI: Terry to follow up and get quote before next board meeting.*
- iii. Container roof. The cargo container behind Station 2 is our primary storage location for CERT gear. The container has several leaks where the roof has rusted through, and there is a potential that some of our supplies and gear will be damaged if it is not repaired. Discussion deferred due to time constraints.

### F. Training – Nancy Nickels (5 Min)

- i. Deployment Plan Training. Nancy discussed possible options for Deployment Training presentation with a smaller teaching crew:
  - a) Multiple Modules per person?
  - b) 2-Part Presentation?
- ii. Nancy is going to get the DSW listing and make contact in hopes to get Deployment Team members.
- iii. Nancy will try to find some meeting place for ongoing training meetings.

### G. Animal Rescue – Johnny. (Not present)

## 9) OLD BUSINESS (30 min)

### A. Facebook – National Preparedness Month. Nancy posted following links:

- i. Emergency Management Magazine-How to be Ready...
- ii. Practical Homesteading Ideas-5 Gallon Emergency Kit Bucket

### B. Newsletter Ideas

- i. Article: CERT 20 year Anniversary  
*AI: Nancy to ask Sandy Marchese to write an article.*  
*AI: Nancy to ask Easy Reader or Beach Reporter if they want to do a story.*  
*AI: Nancy to ask Patch.com if they want to do a story.*

*Al: Nancy to ask Chamber of Commerce if they want to do an event.*

**C. Website Ideas.** Nancy requested board to review and comment on the current web site. *Al: Nancy, Paul, Johnny, Terry to review web site and email comments to Nancy prior to next board meeting.*

**D. State Farm Insurance**

*i. Al: Paul will update driver list and will follow up with State Farm Insurance before next board meeting.*

**10) NEW BUSINESS**

**A.** Great California Shakeout Oct 20<sup>th</sup>, 10:20 am. Not participating due to time constraints.

**B.** CERT on the ROAD-Presentation. No discussed due to time constraints.

**11) ANNOUNCEMENTS**

October 20, 2016 Great California Shakeout at 10:20 am

November 2<sup>nd</sup>, 2016 Board Meeting

**12) OPEN FORUM**

**13) ADJOURNMENT ~ Nancy 8:08**