



**RBCERTAA BOARD MEETING MINUTES**  
**November 2, 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	X	Becky Sims
Treasurer – Paul Weavers	X	
Secretary – Terry Brim	X	
(Open Seat)		
(Open Seat)		
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(Open Seat)		
(Open Seat)		
<b>Fire Department Liaison:</b>		
Curt Mahoney	A	Chief Yaing

**1) CALL TO ORDER/ANNOUCEMENT ~ Nancy 6:33**

**2) INTRODUCTION OF GUESTS ~ Nancy**

Dave Held and Becky Sims, both CERT Alumni. Chief Isaac Yaing filling in for Curt Mahoney

**3) PRESENTATION OF AGENDA ORDER and request for additions/deletions ~ Nancy**

No requests for additions / deletions

**4) CALL FOR APPROVAL OF MINUTES of October 5, 2016 ~ Nancy**

So moved by Paul, all approved.

**5) FIRE DEPARTMENT CORNER ~ Chief Yaing**

**A. CPR and First Aid**

CERT needs refresher CPR course. Chief Yaing would like to dovetail it with same training for other city workers, and would like future session to occur at the same time of year. After some discussion it was agreed that two sessions will be held in January 2017, one on the second Saturday (Jan 14), and one two weeks later on a Sunday (Jan 29).

**AI Nancy: Forward minutes of this meeting to Chief Yaing. Due: Nov 7**

**AI Chief Yaing: Determine time and location for training, notify Nancy. Due: Nov 18**

**AI Nancy: Write notice of CPR training to occur Jan 14, 29. Due: Nov 25**

**B. DSW Registration**

Nancy found the current list of Disaster Service Workers (DSW), and the list was verified by Johnny. We now need to arrange a date with RBFDD for re-registration. January 7 was selected as a possible date.

**AI Nancy: Email Chief Yaing, cc Curt Mahoney to arrange for re-registration with Jan 7 as a possible date. Due: Nov 7**

**C. CERT Training**

Chief Yaing was asked about scheduling of addition CERT training classes. He said that in the near future he will be approaching the Redondo Beach School District, Chamber of Commerce, and NRBBA (North Redondo Beach Business Association), to promote CERT training and disaster prep classes qualified for specific environments of those organizations. Additional CERT classes may be a fallout of that effort. He will keep us informed.

**D. Redondo Beach Safety Committee**

Chief Yaing asked about the status of the Safety Committee. He was informed that it had held no meetings to date. He asked to be informed when committee schedules a meeting.

**AI Nancy: Inform Chief Yaing when Safety Committee schedules a meeting. Due: TBD**

**E. New CERT Logo**

Chief Yaing asked when the CERT team will be transitioning to the new green uniforms with the new logos. He also suggested we take shirt orders at training events as a way to aide in the transition. Nancy informed him that we were awaiting instructions from Chief Metsger, whom she had met with a few months back.

**Ai Chief Yaing: Speak with Chief Metsger about setting a transition date for CERT to transition to the green uniforms. March is a suggested time frame. Due: Dec 7**

**6) PRESIDENT'S REPORT ~ Nancy**

**A. Dropbox vs. Google Drive (redundancy?)**

Nancy reported that we currently storing documents on both Google and Dropbox and requested input on a goforward approach. Use both for redundancy, or consolidate?

Dave suggested laptop is prime, Google is backup

**Go forward: Nancy will keep the CERT inventory on Dropbox, but will organize other data in Google**

**7) TREASURER'S REPORT ~ Paul**

**A. Presentation and call for approval of Treasurer's Report for October 31, 2016**

- i. Beginning Balance:\$1276.52
- ii. Expenses:\$136.09 (insurance, supplies, bank fee)
- iii. Revenue: \$74 (54 RAFFLE, 20 SHIRT)
- iv. Ending Balance: \$1214.43

Approval moved by Terry, seconded by Johnny, all approved.

**B. Online Account Access**

Paul is not currently able to access the accounts on line

**AI Nancy: Go online and arrange checking account user access for Paul. Due: Immediately**

**C. Reimbursement requests and presentation of current bills for payment**

No new bills. Nancy submitted receipt for stamps \$4.70

**D. Approvals for purchases**

Paul received a notice that we are past due in filing Form SI-100, California Statement of Information regarding our status as a non-profit. There will be a \$20 filing fee.

**AI Nancy: Submit Form SI-100. Also verify that Federal Form 990\_N and State Form I99-N are up to date. Due: Dec 7**

**8) COMMITTEES**

**A. Fundraising – Nancy**

- i. Annual Drive-Newsletter. Nancy has not posted due to internet access problems.
- ii. CERT Gear-Progress. Nancy contacted Dave Buckland who thought the logos were posted on Dropbox. As yet, they have not been found.

**B. Communications/Public Relations – Open**

**C. Community Involvement – No discussion**

**D. Disaster Communications – Dave Held**

Dave stated that November is the month that he recharges the radio equipment batteries in Trailer 2.

**AI Dave: Recharge batteries in trailer 2 radio equipment. Due: Dec 7**

**E. Equipment –**

- i. Wheel Chair. Johnny requested permission to borrow the CERT wheel chair while his wife recovers from a fall. Team agreed to use for as long as needed.
- ii. Container Roof. Nancy found UTube video on metal roof repair. Chief Yiang stated the fire department would help with ladders if needed. After some discussion, it was decided to first get a quote from a commercial contractor.

**Ai Terry: Contact metal roof repair company to get estimate for patching container roof. Due Dec 7**

**F. Training – not covered**

- G. Animal Rescue** – not covered
  - i. Contacts Made-Johnny
  - ii. Volunteers-Nancy

**1) OLD BUSINESS** not covered

**A. Newsletter Ideas-reminder**

- i. Article: CERT 20 year Anniversary
  - 1. Ask Sandy Marchese to write an article.
  - 2. Ask Easy Reader or Beach Reporter if they want to do a story.
  - 3. Ask Patch.com if they want to do a story.
  - 4. Chamber of Commerce might want to do an event?

**B. Website Ideas-All**

**C. Public Safety Commission-no contact**

**D. State Farm Insurance-Paul**

**E. Shakeout reports-All**

**10) NEW BUSINESS** not covered

**A. Printing Handout Material-Nancy**

**B. December Meeting?-Nancy**

**11) ANNOUNCEMENTS** not covered

**12) OPEN FORUM** not covered

**13) ADJOURNMENT ~ Nancy**

Meeting was adjourned at 8:06 due to water leak in ceiling

**Action Item Summary:**

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