



## RBCERTAA BOARD MEETING MINUTES January 4, 2017

### ATTENDEES AT THIS MEETING:

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

- 1) **CALL TO ORDER/ANNOUCEMENT ~ Nancy 6:43**
- 2) **INTRODUCTION OF GUESTS ~ Nancy**  
Bob Heil, CERT alumni.
- 3) **PRESENTATION OF AGENDA ORDER and request for additions/deletions ~ Nancy**  
No requests for modifications. .
- 4) **CALL FOR APPROVAL OF MINUTES** of November 2, 2016~**Nancy**  
Moved for approval by Paul, seconded by Johnny. All approved
- 5) **FIRE DEPARTMENT CORNER ~ not available**
  - A. CPR and First Aid
  - B. DSW Registration
  - C. Refresher Courses
- 6) **PRESIDENT’S REPORT ~ Nancy**
  - A. **Treasurer online accounts.** Paul is still unable to access accounts online.
  - B. **California Statement of Information.** Nancy filed form SI – 100, paid the fee, and submitted the canceled check to Paul. Bob suggested to we add fee payment to our budget with note that it must be paid in even years. This would act as a reminder.
  - C. **2017 Room Reservations-Calendar** Now linked to web site
- 7) **TREASURER’S REPORT ~ Paul**
  - A. **Presentation and call for approval of Treasurer’s Report for Nov. 30, 2016 and Dec. 31, 2016**  
Paul noticed a \$5 error in the notes presented at the meeting. The numbers below reflect the correction.

	Nov	Dec
i. Beginning Balance	1209.73	1159.66
ii. Expenses	100.07	80.07
iii. Revenue	50.00	50.00
iv. Ending Balance	1159.66	1129.59

Johnny moved to accept as corrected, seconded by Nancy. All approved.

- B. **Revenues received.** none
- C. **Reimbursement requests and presentation of current bills for payment.** none
- D. **Approvals for purchases.** None

**E. New budget review**

Paul presented the proposed budget for 2017. The budget is organized around the three major expense categories of "Program", "Operating", and "Administrative". Discussion focused on the definition of some of the items, and whether items were placed under the correct headings. Nancy clarified that "Training" under the Program category is "Alumni Training". It was generally agreed that "Equipment & Supply", "Van", and "Trailers & Container" should be moved from the "Program" category to the "Operating" category.

Nancy requested that the budget be broken down by month to allow cash flow assessment, and also agreed to work with Paul to clarify what specific expenses are covered under each item in the budget. Bob suggested that an expected income sheet be added to the budget based on records from the last few years.

Terry requested that the Van budget be increased by \$500 to cover the cost of bumper repair; the Trailers & Container budget be increased by \$200 to cover cost of new tires for Trailer 1, and another \$200 to cover the cost of roof repair for the container. Bob stated that the container belongs to the fire department and therefore they should responsibility for the repair cost.

Paul will modify the proposed budget per comments and present at the next meeting.

**8) COMMITTEES**

**A. Fundraising** – Nancy will put out request to alumni to get donations.

**B. Communications/Public Relations** – No discussion.

**C. Community Involvement** No discussion.

**D. Disaster Communications** – No discussion.

**E. Equipment** – Terry

- i. Update on van repair. The estimate from Avenue Auto Body is \$450 +/- \$50. They will need to see the van again to give a final estimate. They attempted to find a used bumper via a nationwide search of wrecking yards, but that was unsuccessful.

Nancy stated that she has another contact who might be able to help us. She agreed to send them photos of the bumper to that source and to Bob Heil as well.

- ii. Update on Container. Terry has been unable to get an estimate from a roofing contractor as the job is too small and the roofers are too busy. The job is more appropriate for a handyman, but that brings up issues such as liability.

During the discussion, Bob stated that the container belongs to the Fire Department, and that we should request that they take responsibility for its repair. Terry agreed to contact Curt Mahoney.

- iii. Trailer 1 tires. Terry noted that the tires on trailer 1 need replacement and agreed to get a price before the next meeting.

**F. Training** – No discussion

**G. Animal Rescue** – Johnny

- i. Johnny contacted animal control and got a referral to an organization that handles animal rescues. Training is required and they work in teams of 5 people. When two or three teams have been trained the organization would potentially donate an animal rescue trailer.

Bob suggested contacting other South Bay Cert Teams to see if there is a shared interest in doing this.

Johnny agreed to make the contact and to look for FEMA training material.

**1) OLD BUSINESS**

**A. State Farm Insurance**

Paul asked where the insurance policies are located. Nancy agreed to locate them and send to Paul.

## **10) NEW BUSINESS**

- A. Laptop storage. Nancy asked for a place to temporarily store one of the CERT laptops. It was agreed that Trailer 2 would be an appropriate location.

## **11) ANNOUNCEMENTS**

Next meeting Feb 1.

## **12) OPEN FORUM**

Bob announced that the Hughes Amateur Radio Club will be providing ham radio classes in the near future, and agreed to provide a flier when it was available.

Manhattan Beach CERT is doing well and has taken over community CPR training from the fire department.

CERT alumni Doug Rodriguez is running for office city council.

## **13) ADJOURNMENT**

The meeting was adjourned at 8:40.

## **Action Items**

- 1) Nancy and Paul to resolve issues to get Paul online access to bank accounts before Feb meeting
- 2) Nancy to send photos of van bumper to Bob Heil and to contact for alternate estimate for bumper repair prior to Feb meeting.
- 3) Nancy to document what all is included in the current budget line items, and to deliver to Paul within two weeks. This will support Paul's effort to create a monthly budget for 2017.
- 4) Nancy will send out request to alumni for donations to CERT prior to Feb meeting.
- 5) Nancy will locate the insurance policies and provide them to Paul.
  
- 6) Paul to make corrections to November and December Financial Reports by Feb meeting.
- 7) Paul to incorporate comments and reorganization into proposed budget and to present at next meeting
- 8) Paul to add line item on budget for filing state form SI - 100 with note that payment is required in even years
- 9) Paul to create month by month budget/expenditure spreadsheet to allow assessment of cash flow. This will include a sheet for expected income based on recent history.
- 10) Paul to contact DMV to determine why we have not yet received tags for the van. Before next meeting
  
- 11) Terry to get estimate for new tires for Trailer 1 before Feb meeting.
- 12) Terry to contact Curt Mahoney regarding responsibility for repair of container roof prior to Feb meeting.
  
- 13) Johnny to look for FEMA material on animal rescue.
- 14) Johnny to make contact with other South Bay CERT teams to determine if there is a shared interest in animal rescue training, and to determine who could store an animal rescue trailer if one were donated.