



RBCERTAA BOARD MEETING MINUTES July 5, 2017

ATTENDEES AT THIS MEETING:

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

- 1) **CALL TO ORDER/ANNOUCEMENT ~ Johnny**
Nancy advised us before the meeting that she would be late, so VP Johnny called the meeting to order at 6:36.
- 2) **INTRODUCTION OF GUESTS ~ Johnny**
Long time CERT alumni Bob Heil attended.
- 3) **PRESENTATION OF AGENDA ORDER and request for additions/deletions ~ Johnny**
There were no requests for changes.
- 4) **CALL FOR APPROVAL OF MINUTES of June 7, 2017~Johnny**
Paul moved for approval of the June minutes, Johnny seconded, and all approved.
- 5) **FIRE DEPARTMENT CORNER ~ Curt Mahoney**
 - A. **CPR and First Aid**
Curt advised us that three classes would be held in August for CERT alumni needing CPR and First Aid re-certification. The classes will be limited to 10 people in each class on a first come basis. Nancy took the action to notify alumni and to post a link for signups on the web site. Dates and times are listed below under "Announcements".
 - B. **DSW Registration**
Curt verified that we only need to perform the DSW registration once, and then we are on the list until we request that we be removed, i.e., it is a "one and done" process. Before additional CERT members can be added to the DSW list, some official paper work must be completed by the Fire Department. Curt expects that will be done within the next 2-3 weeks.

In addition, Curt and Johnny will meet to ensure the current registration is correct. That will also occur within the next 2-3 weeks.
 - C. **Refresher Courses**
Refresher courses refer to additional training outside of the CPR / First Aid category. The Board will discuss training topics at our next meeting and present them to Curt for scheduling as resources are available.

6) PRESIDENT’S REPORT ~ Nancy
None.

7) TREASURER’S REPORT ~ Paul (20 min)

A. Presentation and call for approval of Treasurer’s Report for May 2017

i. Beginning Balance	\$795.37
ii. Expenses	\$80.31
iii. Revenue	\$0.00
iv. Ending Balance	\$715.06

B. Revenues received. None

C. Reimbursement requests and presentation of current bills for payment. None.

D. Approvals for purchases. None.

Of the \$715.06 balance, \$204.78 is currently listed as “Restricted Funds”. Bob Heil gave a background on the source of the funds, which started as a \$1500 grant to be spent on communications. This was mostly spent for purchasing communications equipment, but the grant was not restricted to “capitol purchases”, and expenses such as printing costs could also be paid for out of this fund. He suggested we assess previous expenditures to ascertain whether they qualified as “communications costs”, and could be billed against the restricted funds, thus freeing up the restricted funds.

Terry moved to approve the report, Emily seconded, and all approved.

8) COMMITTEES ~ (30 min)

A. Fundraising – Open

CERT was notified that the City of Redondo Beach has budgeted \$5000 towards our operating costs in the current year’s budget. Paul will meet with Councilman Gran to determine how and when the funds will become available.

B. Communications/Public Relations – Nancy

Nancy has been posting safety notes to the CERT Facebook page regarding summertime issues such as bear containers. She will also post the class schedule for the First Aid refreshers and for the new CERT class that will start in Sept.

C. Community Involvement – Johnny/Nancy (5 min)

- i. Nancy attended the Ham Radio Field Day at Wilderness Park. While there she also met with City Councilwoman Laura Emdee and Councilman Christian Horvath and discussed disaster communications.

In addition, she wrote and submitted an article about CERT to the Beach Reporter. The article has not yet been printed.

D. Disaster Communications – Nancy
Took pictures at hrfd.

E. Equipment – Terry (5 Min)

- i. Update on van repair
- ii. Update on Container
- iii. Tires for Trailer
- iv. Generator Maintenance

No progress was reported on the items above.

Paul also performed an assessment of the CERT “rolling hardware”, i.e. the van and the two trailers. This is discussed below under “New Business”.

F. Training – None

G. Animal Rescue – Postponed

9) OLD BUSINESS (30 min)

A. Reschedule Picnic

The board selected Oct 21st as the date for the annual CERT picnic. Johnny will contact Curt to verify if the date will work for the Rbfd.

10) NEW BUSINESS (30 min)

A. Swearing in New Board of Directors

The board was sworn in by Curt Mahoney.

B. Electing New Executive Board

Johnny was elected as the new president.

Nancy was elected as vice president.

Paul was elected as treasurer.

Terry was elected as secretary.

C. New President's message to the Board

Johnny stated that he is available to discuss CERT issues at any time, and asked us to feel free to contact him via Email or by phone.

Johnny passed out copies of the folder for the next CERT training class, and asked all board members to review and comment.

He also passed out information about Zello, a free app that runs on smartphones and allows them to be used like walkie-talkies.

11) ANNOUNCEMENTS

July 22nd, CPR/First Aid Recertification, 9:00 a.m. – 11:00 a.m. Main Library, 2nd floor
August 2nd, RBCERTAA Board Meeting
August 12th, CPR/First Aid Recertification, 9:00 a.m. – 11:00 a.m. Main Library, 2nd floor
August 19th, CPR/First Aid Recertification, 9:00 a.m. – 11:00 a.m. Main Library, 2nd floor
Sept. 7th – Nov. 4th. CERT class

12) OPEN FORUM

Paul performed a visual inspection of the van and two trailers, and presented the assessment to the board.

Among the issues that Paul raised are:

- Storage location: The van and trailer 2 are stored at the beach. There is significant corrosion due to the salty environment. We should begin looking for new storage locations farther from the beach. The city may be able to provide alternate location(s).
- Portability: We need to determine how to move the trailers in the event of an emergency. The electrical connections are towing couplings are different between the two trailers. The van is capable of towing trailer 1, but not trailer 2. None of the board members has a vehicle capable of towing trailer 2. We need to identify CERT members who can do this if required.
- Tires: The tires for all vehicles have sidewall cracks.
- Location of keys and wheel locks. We have no master matrix showing which keys are required for each vehicle, and who has those keys. Some keys may be at station 2 for trailer 1. (Terry thinks he has a complete set of keys for all vehicles given to him by Dave Buckland.) We are currently not sure where the wheel lock keys are for the two trailers. Paul and Terry will get together later in the month to identify which keys go to which hardware, and to determine if additional copies need to be made.

13) ADJOURNMENT ~ Johnny

The meeting was adjourned at 9:17.

Action Items:**Nancy**

Notify alumni and post to facebook dates of First Aid/CPR classes and monitor the signups to limit them to 10.
Post to website signup for new CERT class

Johnny

Meet with Curt to review list of DSW registrated CERT members. Notify CERT members who are not DSW registered of new signup date.

Terry

Meet with Paul to determine which keys go with which locks, and where wheel lock keys are located.

Paul

Evaluate prior purchases to determine which could be categorized as "communications expenses".
Meet with Councilman Gran to determine when and how to access city budgeted funds.

Curt Mahoney

Finish paperwork for DSW registration process. Determine appropriate date for new DSW registration event.