



RBCERTAA BOARD MEETING MINUTES June 7, 2017

ATTENDEES AT THIS MEETING:

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

- 1) **CALL TO ORDER/ANNOUNCEMENT**
Nancy called the meeting to order at 6:41.
- 2) **INTRODUCTION OF GUESTS**
Emily Dame was introduced.
- 3) **PRESENTATION OF AGENDA ORDER and request for additions/deletions**
No requests for additions/deletions, and the agenda was approved.
- 4) **CALL FOR APPROVAL OF MINUTES of May 3, 2017~Nancy**
Paul moved to approve the May 3rd minutes and Johnny seconded. All approved.
- 5) **FIRE DEPARTMENT CORNER**
Curt Mahoney was unable to attend. Terry took an action item to contact him for an update on training schedule for a) CPR and First Aid, b) DSW Registration, and c) Refresher Courses.
- 6) **PRESIDENT’S REPORT**
- 7) **TREASURER’S REPORT**
 - A. **Presentation and call for approval of Treasurer’s Report for May 2017**

i. Beginning Balance	741.18
ii. Expenses	80.81
iii. Revenue	135.00
iv. Ending Balance	795.37
 - B. **Revenues Received**
Revenues were from were two donations.
 - C. **Reimbursement requests and presentation of current bills for payment.**
No requests were made.
 - D. **Approvals for purchases**
No purchase requests were presented.

In addition to the financial report, Paul has started an inventory of CERT assets, their location, and their status. These are discussed below in the Equipment section. In addition, Paul noted that ~\$204 of the remaining bank balance are classified as “restricted funds”. Nancy believes those funds are no longer restricted and took the action item to verify.

Johnny moved to approve the treasurers report, and Terry seconded. All approved.

8) COMMITTEES

A. Fundraising

Nancy created a new CERT logo for the fundraiser flyer which she will be sending out in the next week. She will also be creating a flyer to share with businesses.

Paul spoke with RBFD Chief Metzger about the current CERT financial status, which is dire. He also has communicated the same information to city councilman John Gran, and Terry forwarded those communications to city council leaders Laura Emdee and Christian Horvath.

B. Communications/Public Relations – Open

C. Community Involvement

i. Fire Service Day Update

A CERT information booth was set up at Fire Station 2 and was manned by Johnny Hernandez, Paul Weavers, Emily Dame, Scott Fellows, Nobel Smith, Joanne Brown, and Catherine Conrad-Saydah. In addition to distributing information, they collected signatures from 20 people interested in CERT training, and from 3 people interested in refresher courses.

D. Disaster Communications – Open

E. Equipment

i. Update on van repair. Deferred pending funding.

ii. Update on Container. Terry is still trying to meet with a contractor, but both he and the contractor have been out of town most of the last month.

iii. Tires for Trailer. Deferred pending funding.

iv. Generator Maintenance. Deferred pending funding.

v. Asset Inventory.

Paul presented a rough inventory of CERT’s major assets, i.e. the two trailers, the van, and the three emergency generators. Discussion points:

- Location of title for van and trailers. Nancy thinks she can track down the van title, but it will take some time to do so. It is possible that the trailer titles are in the trailers. Terry and Paul will search the trailers to try and locate them.
- Trailer 1. In addition to needing new tires, the trailer is currently not insured. We need to decide if it will be towed to CERT events, and if so we need to get insurance for it. Also, the trailer has wheel locks, and the key must be located before the tires can be replaced. Terry and Paul will search the van and the two trailers for titles and wheel locks, and will also try to start the generators.
- Van Operation. The van value is currently around \$800. Registration of ~\$320 will be due in Sept., and insurance will continue at ~\$70 per month. Paul suggested parking the van and purchasing a non-operating registration, which would cost \$20. This would also eliminate the need for insurance on it. When more funds are available, we could choose to get an operating registration and insurance again.
- Consider moving van to AES. We discussed moving the van to the AES site where Trailer 2 is currently parked. AES requires insurance on the trailer and would probably also require insurance for the van. Suggestion was deferred.

F. Training

No discussion other than listed in Section 5 above.

G. Animal Rescue

Nancy will send out a signup form, but needs to first get more information from Johnny. They will meet offline within the next month.

9) OLD BUSINESS (30 min)

- A. CERT Alumni Picnic/Election-June 24th, Hours 10-3.

Details about the picnic are included below.

Board elections will be held at the Picnic on June 24th. All current members of the board agreed to serve again. Terry nominated Emily Dame to serve on the board and she accepted. Paul and Terry agreed to serve again in their current offices of treasurer and secretary, respectively. Nancy nominated Johnny to serve as president and he accepted the nomination.

10) NEW BUSINESS None

11) ANNOUNCEMENTS

June 24th, CERT Picnic, Moonstone Park Hours 10-3

We decided to make the picnic a potluck. Duties are as follows:

Terry: Setup to start at 9:00, and will include tables, chairs, and pop-ups. Will bring salad or coleslaw.
Johnny: Teardown duty. Will bring pulled pork and stove for warming, and Arizona Iced Tea and an ice chest.

Nancy: Will be responsible for plates, utensils, serving implements. Will approach Smart & Final for donations. Will contact Fire Dept regarding games. Will send out RSVP.

Emily: Will bring chips.

June 24th and 25th. HARC Field Day, Wilderness Park, Sat. 11:00am to Sun. 11:00am

This is a nation-wide disaster drill where Ham Radio organizations compete to make contacts with other stations. There will be multiple setups and visitors are encouraged to drop by and participate.

12) OPEN FORUM

Paul suggested eliminating the P.O. box to save money, and to instead have mail sent to one of the fire departments. After some discussion, it was decided to keep the P.O. box for now.

Paul also suggested that if our current financial difficulties are not alleviated, we should consider merging with another South Bay CERT team.

13) ADJOURNMENT

Meeting was adjourned at 8:35.

Action Items

Nancy

Search through storage for van title. Due 12/6.

Send to Terry the password and logon info for CERT web site so that minutes can be posted. Due 6/17.

Send out the alumni request for donations. Due 6/24.

Finish presentation to businesses. Due 7/5.

Determine status of "restricted" funds. Due 7/5.

Terry

Continue working on estimate repairing container roof. Due 7/5.

Search trailers and van for title and for trailer wheel lock(s). Due 7/5.

Attempt to start emergency generators. Due 7/5.

Contact Curt to update status on training schedule. Due 6/17.

Paul

Assist Terry in search for trailer titles, wheel locks, and starting of generators.

Johnny

Meet with Nancy within next month regarding flyer for Animal Rescue training. Due 7/5.