



## RBCERTAA BOARD MEETING MINUTES August 2, 2017

### ATTENDEES AT THIS MEETING:

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

**1) CALL TO ORDER/ANNOUCEMENT ~ Johnny**

Meeting was called to order at 6:31.

**2) INTRODUCTION OF GUESTS ~ Johnny**

Guest were CERT alumni Bob Heil and Redondo Beach City Councilman John Gran who represents district 4.

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

No Changes

**4) CALL FOR APPROVAL OF JULY 5, 2017 MEETING MINUTES**

Nancy moved for approval, seconded by Paul. All approved.

**5) FIRE DEPARTMENT CORNER**

Not covered.

**6) NEW BUSINESS**

**A. RBCERTAA Action Plan for RB**

The Redondo Beach city budget for the next fiscal year was approved on June 21<sup>st</sup>, and it includes \$5000 for a support contract to RBCERT. Councilman John Gran clarified how we need to prepare the contract for specific services that CERT will provide to the city to earn those funds. He suggested the Chamber of Commerce contract, which is public information, to be used as a model for our own contract.

Councilman Gran suggested we state that the ultimate goal of CERT is preparedness and that we recount prior services we have provided for the city, such as the helping with the harbor fish kill cleanup. In addition, he suggested we set 3 primary areas for focused effort, and clarified that the deliverables would be the documentation of the efforts. The areas of focused effort would be 1) outreach and recruitment; 2) training; and 3) maintenance and preparedness of CERT emergency assets.

**Outreach and Recruitment.** This would include, for example, making presentation to up to 10 civic organizations to inform them of CERT's existence, its mission, and its resources. These organizations might include, for example, the Chamber of Commerce, Friends of the Library, various business organizations, etc. In addition to spreading the word, these presentations would serve as requests for financial support and to encourage members of these organizations to take the CERT training. Ideally we would like to recruit at least two members from each organization to take the training.

**Training.** This would include all aspects of training, including holding new CERT training classes, refresher training for those who have already taken the basic training, and preparing material for focused training such as deployment, incident command training, etc.

**Maintenance of CERT Assets.** This would include maintaining inventories of emergency supplies and equipment, maintenance records of equipment such as generators and vehicles, and maintenance of CERT alumni records. In addition, this effort would also include record keeping of CERT alumni and who among them have enrolled as DSW (Disaster Service Workers). The call up and deployment procedures would also be maintained as an asset.

Councilman Gran suggested we have a contract drafted by Sept 1<sup>st</sup>. Nancy volunteered to create a rough draft and distribute it to board members by August 8<sup>th</sup>, and the board will have a special meeting on August 15<sup>th</sup> (6:30 at The Great Room) to critique it and create a final draft.

Councilman Gran also suggested we make our report to the city at the April meeting of 2018. He stressed that the report should document quantifiable efforts and results. For example, how many presentations were made, how many new people were trained, maintenance records, etc.

## 7) PRESIDENT'S REPORT

Johnny stated that the areas he wanted to focus on for the present term were covered in the board discussion with Councilman Gran, and that he had nothing to add at this time.

## 8) TREASURER'S REPORT ~ Paul (20 min)

### A. Presentation and call for approval of Treasurer's Report for July 2017

i. Beginning Balance	\$715.06
ii. Expenses	\$80.31
iii. Revenue	0
iv. Ending Balance	\$634.75

### B. Revenues received

None.

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

None.

### D. Approvals for purchases

None.

Nancy moved to approve the Treasurer's report and Emily seconded. All approved.

Terry asked about the status of the restricted funds, currently a little less than a third of the total CERT bank balance. Nancy said she had researched the source of the funds and found they were associated with a communications vehicle, which was sold a few years ago. Further, the cost of selling the van exceeded the restricted fund balance. However, this cost was mistakenly charged against general funds instead of against the restricted funds, which would have zeroed out that balance. Nancy recommended correction by moving the funds currently labeled as restricted into the general funds and eliminating the restricted designation. The board then voted and unanimously agreed to this change.

## 9) COMMITTEES ~

A. Fundraising – Open

B. Communications/Public Relations – Not covered

C. Community Involvement – Not covered

D. Disaster Communications – Not covered

E. Equipment – Not covered

F. Training –

Johnny reported that Curt Mahoney has arranged with the police department to provide a room for holding training classes.

Nancy requested ideas for refresher course training topics. Suggested courses were deployment plan for staging, and medical treatment deployment training.

**G. Animal Rescue – Not covered.**

**10) OLD BUSINESS (30 min)**

**A. Picnic**

The CERT picnic will be held on Oct 21<sup>st</sup>. Nancy asked for suggestions on how to get more people to come. Emily volunteered to work with Nancy on this topic and they will present ideas at the Sept. meeting.

Nancy also asked for fund raising ideas. Johnny said he is putting together an emergency backpack to be raffled off. Nancy will approach Trader Joes and Smart and Final to request gift certificates that may be raffled off. Terry will approach restaurants on Artesia Blvd, to provide gift certificates, and Emily will do the same on 190<sup>th</sup> St. Nancy sent out CERT documentation to help with the donation requests.

**18) ANNOUNCEMENTS**

August 12<sup>th</sup>, CPR/First Aid Re-Certification, 9:00 a.m. – 11:00 a.m. Main Library- 2<sup>nd</sup> floor

August 19<sup>th</sup>, CPR/First Aid Re-Certification, 9:00 a.m. – 11:00 a.m. Main Library- 2<sup>nd</sup> floor

Oct 21<sup>st</sup>, RBCERT Picnic

Sept. 6<sup>th</sup>, RBCERTAA Board Meeting

Sept. 7<sup>th</sup> – Nov. 4<sup>th</sup>, CERT class

Oct 1<sup>st</sup>. public safety fair

**19) OPEN FORUM**

**20) ADJOURNMENT**

The meeting was adjourned at 8:31.

**Action Items**

1. Nancy, Paul, Johnny, Bob. Work to get a draft contract for discussion on August 15<sup>th</sup>.
2. All. Critique draft contract, and help finalize.
3. John Gran. Provide sample contract to Terry for distribution to the board. Needed by August 8<sup>th</sup>.
4. Paul. Remove the "restricted funds" designation, and redirect that money into unrestricted funds. Due Sept 6<sup>th</sup>.
5. Nancy, Emily. Work on ideas for encouraging more people to attend the picnic. Due Oct 4<sup>th</sup>.
6. Nancy, Terry, Emily. Seek donations for raffle items at CERT picnic. Due Oct.4<sup>th</sup>.