



Encinitas CERT
Regular Meeting of the Board of Directors

Meeting Minutes
Meeting Date: Tuesday, 11 February 2014, 18:30

Location: Encinitas Community Center; 1140 Oak Crest Park, Encinitas, California

Board Members Present: Charles Schmid, Paul Thatcher, Dave Tostenson, Doan Hohmeyer, Lisa Bentson

Others: Dan Drogichen (member), Gay Spencer (member), Brian DeWolf (member), Arnie Lewin (Encinitas Fire Department liaison, left at 7:15)

1. **Meeting called to order** at 18:30
2. **January, 2013 Minutes:** the minutes from the January 14th, 2014 Board of Directors meeting were approved as written.
3. **Treasurers Report** – Lisa Bentson
 - a. No activity in January; current checking account balance is \$10,572.45
 - b. Doan submitted reimbursement request for General Meeting (1/21) food \$185.18
 - c. Charles submitted reimbursement request for GoDaddy expenses: website hosting and domain renewal costs for 3 years \$387.66
 - d. Lisa will not do the tax returns: John Keller is supposed to handle the 2013 return; BOD to find/hire someone else to file 2014 taxes
4. **Membership** – Arnie Lewin: all CERT members participating in training events *must* have a current (not expired) CERT membership card issued by County OES. In general, members must have a current card to participate in any CERT activity.
 - a. Need to inform our membership ASAP, Arnie to provide the most current membership roster with known expiration dates to Doan.
 - b. CERT members must participate in one qualifying event per year to maintain an active status. A qualifying event is:
 - i. County training/drill run by San Diego County OES
 - ii. Participation in one of the final Academy training exercises (these occur twice per year)
 - iii. Various training provided by Encinitas CERT or Encinitas Fire Department: *program content must be approved as a qualifying event by Battalion Chief Dismas Abelman*. For example: our most recent general meeting on disaster preparedness (1/21) was a qualifying event.
 - c. Need to involve our Division leads, have them query our members for expired cards as the City of Encinitas/EFD does not have expiration dates for all our members.
 - d. Dan Drogichen to make sure the renewal procedure is up-to-date and visible on the website.
5. **Upcoming Events** -
 - a. **CPR** – March 1st at Encinitas Fire Station #5, details on the website
 - b. **Spring Academy** – starts April 2nd, completes April 19th, details on the website

- c. **County Training Exercise** – tentatively scheduled for April 26th, still waiting for the official announcement
 - d. **Shelter Worker Training** – 9 AM to 3 PM, May 10th, Encinitas Community Center
 - e. **Encinitas Street Fair** – April 26th and 27th, application has been submitted. Booth size is 10x10 which will restrict our use of pop-up tents we have stored at Mattress Discounters. We'll have to have the new pop-up tent with logo purchased by then.
 - f. **Next Quarterly Meeting** – Gay Spencer to finalize date based on availability of facilities. Possible dates: April 16, May 7, May 14
 - g. **Next AYR event** – March 19th, details not yet available
 - h. **October Fest** – event is held in September
 - i. **Annual CERT picnic** – date TBD, probably in October. Would like to have Solana Beach host the event.
6. **Canopy Purchase** – Canopy has not been purchased. Logo design still pending. Logo presented to the BOD, a tepid response from members. Dave to go back to drawing board.
7. **Mizel Grant** - \$2,000 – no change in status.
- a. Gay Spencer confirmed that she is submitting the required activity forms.
 - b. Need to draw down these funds ASAP, candidate expenditures to request reimbursement must occur between July 1, 2013 and June 30, 2014: GL + BOD insurance, DMV registration, ERV insurance, canopy. Lisa to make sure expenditures comply with Mizel grant application.
 - c. Member Brian DeWolf to assist in writing grant for the 2014/2015 year. Applications can be submitted after March 1st. Charles to follow up with application details.
8. **Maps for use during deployments** – Dan Drogichen:
- a. Encinitas Chamber of Commerce (CofC) says that we can use/reproduce the older maps distributed by the CofC. Board is not convinced this is legal authorization to reproduce maps. The company that created the maps is no longer in business.
 - b. CofC has a new map project that should be available in the May/June timeframe. According to CofC there should be plenty for us to distribute to CERT members. The quality and suitability of the map for CERT use is in question. No new action needs to be taken by EncCERT at this time.
9. **ERV DMV Registration** – No progress report from Doug Jones, Paul Thatcher to investigate.
10. **New Members** – Brian DeWolf made the observation that EncCERT has not informed the newer members (recent Fall Academy graduates) which Division they belong to and who they report to.
- a. **Membership Roster** – Doan to work on a roster for consumption by general membership. Roster to include name, phone, division ID, and possibly email.
11. **Action Items:**
- a. **Budget** (fixed costs each year) – Charles and Lisa to work on. *OPEN*
 - b. **Logos** – Sponsor logos placed on website. *CLOSED*
 - c. **Tires for ERV** – Paul Thatcher: no progress. *OPEN*
 - d. **Mizel 2014 Application** – Charles/Brian. *OPEN*
 - e. **IRS Determination letter** – Charles. *OPEN*
 - f. **Welcome letter to new Encinitas Fire Chief** – Charles. *OPEN*
 - g. **Thank you letter to John Keller and Marty Conrad** – ?? *OPEN?*
 - h. **Get Fall Graduates in front of Encinitas City Council** – Dismas: *OPEN*
12. **Meeting adjourned** at 20:05
13. **Next Board Meeting:** March 11, 2014; 18:30; Encinitas Community Center

Encinitas CERT is a non-profit 501 c 3 organization dedicated to the education, training, and involvement of the citizens of Encinitas in preparing for and responding to emergencies within our community.