



**Encinitas CERT**  
**Regular Meeting of the Board of Directors**

**Meeting Minutes**  
**Meeting Date: Tuesday, April 8, 2014, 18:30**

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

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

**Others:** Arnie Lewin (Fire Dept. liaison), Brian DeWolf (member), Dan Drogichen (member), Gay Spencer (member)

1. **Meeting called to order** at 18:38
2. **March, 2014 Minutes:**
  - a. The minutes from the March 11<sup>th</sup>, 2014 Board of Directors meeting were approved as written.
3. **Treasurers Report** – Lisa Bentson
  - a. New two-signature checks have been obtained
  - b. Checking account balance is \$7,932.26
  - c. IRS determination letter has been received – Doan to post on website
4. **Membership** –
  - a. Lisa to reach out to members who have membership cards expiring in the next couple of months.
  - b. Dave Tostenson to call Fall Academy graduates and notify them of their division supervisors.
5. **Mizel Grant**
  - a. 2014-2014 expenses: Canopy, chairs, and tables have been purchased for (\$2,175.89 + 199.33 = \$2,375.22). Lisa wrote check to cover Dave Tostenson's expenses.
  - b. 2014-2015 application: Brian and Charles to submit application within a week.
6. **Events -**
  - a. **AYR summary:** The March 26<sup>th</sup> event had 25 RSVPs, 8 showed up. Sold a few backpacks. Remember to send out a reminder a few days before the next AYR event. Next event will be in September. Dave needs another presenter as backup.
  - b. **Next Quarterly Meeting** – May 14:
    - i. Arnie to contact Dismas for a program topic
    - ii. Alternate topics: Search & Rescue review, communications
    - iii. [from last meeting: Serve food, introduce Spring graduates]
  - c. **County Training Exercise** – April 26:
    - i. Arnie to send a reminder to folks about 1 week before the event
    - ii. Charles to bring 2 canopies
    - iii. Charles would like to take ERV, Arnie to seek approval from training staff
  - d. **Encinitas Street Fair** – April 26<sup>th</sup> and 27<sup>th</sup>, still need volunteers
  - e. **October Fest** – Sunday September 21<sup>st</sup>
  - f. **Fall Street Fair** – Sunday November 23rd, Gay to send in application
  - g. **Annual CERT picnic** – Cap Pinney (DM) and Bernhard Geierstanger (SB) agreed to help with the annual picnic. No further details have been confirmed.
7. **Maps for use during deployments** – Dan Drogichen: no new information

8. **ERV DMV Registration** – License plate tags are not on the vehicle, there is no current paper registration in our possession. Charles to contact AAA for replacements.
9. **CERT Organization** – David Tostenson presented his notes on discrepancies between our By-Laws and the *Draft* Standard Operating Procedures (SOP).
  - a. No changes were made to the *Draft SOP*
  - b. Brian to speak with Bernhard about SOP for Solana Beach
  - c. Dan to obtain SOP for Oceanside CERT
  - d. An activation plan needs to be written, preferably one for each division
10. **Action Items:**
  - a. **Budget** (fixed costs each year) – Charles and Lisa to work on. *OPEN*
  - b. **Tires for ERV** – Paul Thatcher: no progress. *OPEN*
  - c. **Mizel 2014 Application** –Charles/Brian. *OPEN*
  - d. **IRS Determination letter** – In possession. *CLOSED*
  - e. **Welcome letter to new Encinitas Fire Chief** – Doug to have something for Council Meeting on March 19th. 3/19 agenda was full, not presented. *OPEN*
  - f. **Thank you letter to John Keller and Marty Conrad** – Charles has dealt with this - *CLOSED*
  - g. **Get Fall Graduates in front of Encinitas City Council** – Completed March 19: *CLOSED*
  - h. **Pictures from Spring 2013 Academy** – Arnie to provide to Gay
11. **Meeting adjourned** at 19:50
12. **Next Board Meeting:** May 13, 2014; 18:30; Encinitas Community Center, Rm. 120A

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.