



**Encinitas CERT**  
**Regular Meeting of the Board of Directors**  
**Meeting Minutes**  
**Meeting Date: Wednesday, May 14, 2014, 17:00**

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

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

**Others:** Brian DeWolf (member), Dan Drogichen (member), Gay Spencer (member)

1. **Meeting called to order** at 17:10
2. **April 2014 Minutes:**
  - a. The minutes from the April 8<sup>th</sup>, 2014, Board of Directors meeting were approved as written.
3. **Treasurers Report** – Lisa Bentson
  - a. John Keller (previous treasurer) and Lisa are to get together within the next to prepare a 2013 tax return.
  - b. Notice of Board of Director's insurance renewal was received, no invoice yet.
  - c. DMV renewal notice/invoice for the Emergency Response Vehicle (ERV) has been received: cost is \$391 for June 2014 to June 2015. Smog certification is required: Dave Tostenson will handle. Charles suggested "North County Ford" in Carlsbad be used for the smog check.
  - d. Received a confirmation letter that our application for a grant from the County of San Diego was received. Doug Jones will follow up on a meeting requirement.
  - e. Checking account balance is \$5,557.04
  - f. Report accepted (included as attachment "A")
4. **Review of Countywide Drill** –
  - a. A Countywide drill took place on April 26 in Alpine, Dan and Charles attended (along with other Encinitas CERT members).
  - b. Drill started with classroom instruction, followed by lunch, then a Search and Rescue exercise. No radios were used. Both Dan and Charles recommended we continue to encourage team members to participate in drills.
  - c. Suggestions for Search and Rescue (Oceanside CERT best-practice): all team members write their names on a piece of duct tape and keep it on their person (e.g. front of their vest). When entering a building to perform a search, take the duct tape off and put it on the door used to enter the building: this will inform others entering the building that you are already inside. Useful in the case when a team member is MIA.
  - d. Supplies suggestions: have a large supply of gauze pads available.

5. **Review of Encinitas Street Fair** – Gay Spencer
  - a. Ten different volunteers manned the booth over two days (4/26 and 4/27)
  - b. The new canopy was a huge success, table skirts/covers need to be shortened to fit our existing tables. Canopy is currently stored in Dave Tostenson’s garage.
  - c. The pictures and easels continue to be a hassle to set up. Pictures need descriptions and/or captions.
  - d. Shirts were given out to all volunteers that wanted one. Need more large, XL, and XXL.
6. **Standard Operating Procedures** –
  - a. Brian DeWolf has collected our current SOP, the Oceanside CERT SOP, and guidelines from Solana Beach CERT.
  - b. Dave and Brian will review the current SOP and discuss with Dismas Abelman. Focus will be on: deployment, membership qualifications, organization.
7. **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. **Encinitas City Maps for use during a deployment** – Dan D. *OPEN*
  - d. **Mizel 2013 Reimbursement** – Charles/Lisa. *OPEN*
  - e. **Mizel 2014 Application** –Charles/Brian. Submitted - *CLOSED*
  - f. **SOP** – Brian DeWolf/Dave Tostenson. *OPEN*
  - g. **Spring Academy Graduate Assignments to Divisions** – Dave Tostenson. *OPEN*
  - h. **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*
8. **Meeting adjourned** at 17:55
9. **Next Board Meeting:** June 10, 2014; 18:30; Encinitas Community Center, Rm. 119A

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.



PRESENTED  
TO BOARD OF  
DIRECTORS ON  
MAY 14, 2014

Monthly Financial Statement  
April 1-30, 2014

Beginning Balance – April 1st		\$ 7795.26
<b>Deposits</b>		<b>\$ 137.00</b>
1. Gay? BAGS SOLD DURING AYR	\$	137.00
2. EVENT	\$	
3.	\$	
<b>Withdrawals</b>		<b>\$ 2,375.22</b>
1. 2001 David Tostenson Equipment	\$	2,375.22
2.	\$	
3.	\$	
4.	\$	
<b>Balance –</b>		<b>\$ 5,557.04</b>

<b>Yearly Fixed Costs for 2014 (Informational Only)</b>		<b>\$ 2,539</b>
1. BOD Liability Ins (Philadelphia Insurance)	\$	900.00
2. ERV Insurance (Commerce West)	\$	390.00
3. ERV Registration (DMV)	\$	170.00
4. GL Insurance (Philadelphia Insurance)	\$	1,079.00

Lisa Bentson:  Date: 5-14-14

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### CERT 2014

Date	Check #	Name	Purpose	Expense	Deposit	New Bal.
1/1/2014		Beginning Balance				<b>\$ 10,572.48</b>
2/12/2014	1022	Chas. Schmid	Web Hosting	387.66		\$ 10,184.82
2/26/2014	1023	DMV	YRV registration	455		\$ 9,729.82
	1024	Doug Jones				\$ 9,729.82
2/25/2014	1025	doan Hoh Meyer	food for meeting	185.18		\$ 9,544.64
3/11/2014	1026	Dave Tostenson	2013 mizel draw	129.52		\$ 9,415.12
3/24/2014	1027	Ready America	supplies	1548.72		\$ 7,866.40
3/28/2014	Bnk Db	Deluxe Bus System	checks	71.14		\$ 7,795.26
4/3/2014	Dep	Deposit	? Gay		137	\$ 7,932.26
4/8/2014	2001	David Tostenson	Equipment	2375.22		\$ 5,557.04

PRESENTED TO BOARD OF DIRECTORS  
ON MAY 14, 2014

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END of Attachment "A"