



Encinitas CERT
Regular Meeting of the Board of Directors
Meeting Minutes
Meeting Date: Tuesday, January 13, 2015, 18:30

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

Board Members Present: Charles Schmid, Lisa Bentson, Loyd Wright, Dave Tostenson, Doug Jones, Doan Hohmeyer, Brian DeWolf

Others: Dan Drogichen (member), Arnie Lewin (Encinitas Fire Dept. liaison),

1. **Meeting called to order** at 18:35
2. **December 2014 Minutes:**
 - a. The minutes from December 9, 2014 were approved with one correction (item “4.a: ... Charles to follow” up).
3. **Treasurers Report** – Lisa Bentson
 - a. Report included as attachment “A”, ending bank balance for December: \$6,632.21
 - b. 2014 tax return is due May 15, 2015. Charles to ask member Hugh Christensen if he can complete the return for us.
 - c. The 2013 tax return has been completed, John Keller will send copies via email in February.
 - d. The donation check from Paul Thatcher’s contact was never received
 - e. Received letter from the County of San Diego regarding “Fiscal Year 2015-2016 Community Enhancement Program Application” (see attachment “B”)
4. **Membership** – Arnie Lewin
 - a. Membership cards are taking about one month to obtain, he will query County EOS as to why this delay has been introduced.
 - b. Very few renewals from Encinitas, quite a few from Solana Beach
 - c. Door-to-Door distribution of information by CERT members is not covered by State insurance: County EOS does not endorse this activity.
5. **Storage Container**
 - a. Arnie has inquired several times as to CERT placing a storage container at Fire Station #3 and still does not have an answer.
6. **Future Activities**
 - a. Spring Academy is scheduled for April 8 through April 25 and will be able to accommodate 35 student reservations: Brian DeWolf to work with Arnie to coordinate a press release to our local newspapers.
 - b. Arnie is attempting to hold a (certified) CPR training in March, no date has been set
 - c. Countywide exercise is scheduled for April 4
 - d. Next general meeting is January 20 – A sign-in sheet should be provided with an “opt in” checkbox so folks can indicate their desire to be included in the distributed roster.
 - e. The April general meeting is tentatively scheduled for April 22 or 29, depending on room availability at the Encinitas Community Center. The topic will be “Flooding”.

7. **Budget**

- a. Brian to ask the Mizel grant administrator about modifying the approved 2014-2015 grant based on our new operating budget.
- b. Approved expenditures:
 - i. Medical Kits – Brian DeWolf to use the money allocated to find 7 medical supply kits, one for each division.
 - ii. Generator – Doan to purchase a 1-KW Honda generator

8. **Review of Standard Operating Procedures (SOP)**

- a. Brian, Loyd, and David discussed the CERT Membership Requirements portion of the SOP with board members present. Loyd to incorporate changes into the draft document and distribute to Brian and David.
- b. A division leadership meeting is scheduled for 5:30 PM January 20 (immediately before the general meeting): Brian and David are to solicit feedback from the division leaders on the CERT Membership Requirements. Arnie to cancel the January 21st room reservations (previously scheduled division leadership meeting date).
- c. The revised CERT Membership Requirements will be circulated to the board members before the next board meeting.
- d. A Social Media director shall be added to the organization chart

9. **Volunteers**

- a. Doan put out a call for volunteers – there have been 4 positive responses from the newsletter request that was sent out the morning of January 13:
 - i. ERV help: Dallas Neville, David Elovitz
 - ii. SOP help: Austin Blue, Ellyn Lakin

10. **ERV's Destiny**

- a. Attendees present discussed the fate of the ERV. Charles shall contact Dallas Neville and David Elovitz to set up a meeting with Josh Gordon from the Encinitas Fire Department. Up for discussion: what needs to be done to put the ERV into a condition where it can be used as a communications vehicle to support an *undetermined* number of CERT members for an *undetermined* number of days (the potential capabilities of the ERV will be discussed at the meeting). This group shall return to the board of directors with a cost estimate to repair/upkeep the ERV and description of its capabilities.

11. **Board Membership**

- a. Term limits have been exceeded for Charles Schmid, Paul Thatcher, and Doug Jones. No immediate action was taken at this meeting to remedy this.
- b. Doan Hohmeyer and David Tostenson can remain on the board until September 2016
- c. Lisa Bentson can remain on the board until January 2018.
- d. Brian DeWolf and Loyd Wright can remain on the board until December 2018.

12. **Action Items:**

- a. **Arnie to schedule rooms** for Board of Director meetings and the upcoming general meeting. *CLOSED*
- b. **Tires for ERV** – Paul Thatcher: no progress. *Abandoned (will delegate to the new ERV ops team)*
- c. **SOP** – Brian DeWolf/Dave Tostenson/Loyd Wright. *OPEN*
- d. **Membership List Online Solution** – Doan/Brian. *OPEN*
- e. **Equipment Access Procedures** – Doan Hohmeyer. *CLOSED (Doug Jones provided keys to the storage location)*

13. **Meeting adjourned** at 20:10

14. **Next Board Meeting:** February 10, 2014; 18:30; Encinitas Community Center



**Monthly Financial Statement
December 1 – 31, 2014**

Beginning Balance – December 1st **\$ 6423.21**

| | |
|------------------------|------------------|
| <u>Deposits</u> | \$ 239.00 |
|------------------------|------------------|

- | | | | |
|----|------------|------------------|-----------|
| 1. | December 2 | Merchandise Sale | \$ 239.00 |
| 2. | | | \$ |
| 3. | | | |

| | |
|-------------------------------------|-----------------|
| <u>Withdrawals - Cleared</u> | \$ 30.00 |
|-------------------------------------|-----------------|

- | | | | |
|----|------------------|------------------|----------|
| 1. | Bnk Db | Paper Statements | \$ 2.00 |
| 2. | 2013 Gay Spencer | Minutemen Flyers | \$ 28.00 |
| 3. | | | |

| | |
|-----------------------|-------------------|
| Balance – Bank | \$ 6632.21 |
|-----------------------|-------------------|

| | |
|--|-----------------|
| <u>Yearly Fixed Costs for 2014 (Informational Only)</u> | \$ 2,539 |
|--|-----------------|

- | | | | |
|----|-------------------|--------------------------|-------------|
| 1. | BOD Liability Ins | (Philadelphia Insurance) | \$ 863.00 |
| 2. | ERV Insurance | (Commerce West) | \$ 382.80 |
| 3. | ERV Registration | (DMV) | \$ 391.00 |
| 4. | GL Insurance | (Philadelphia Insurance) | \$ 1,079.00 |

Lisa Bentson: Date: 1-13-15

CERT 2014

| Date | Check # | Name | Purpose | Expense | Deposit | New Bal. |
|------------|---------|-------------------|---------------------------|---------|---------|--------------|
| 1/1/2014 | | Beginning Balance | | | | \$ 10,572.48 |
| 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 | Void | Doug for YRV | | | \$ 9,729.82 |
| 2/25/2014 | 1025 | Doan Hohmeyer | 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 | Bank Db | Deluxe Bus System | checks | 71.14 | | \$ 7,795.26 |
| 4/3/2014 | Dep | Gay | Sale of Bags | | 137 | \$ 7,932.26 |
| 4/8/2014 | 2001 | David Tostenson | Equipment | 2375.22 | | \$ 5,557.04 |
| 5/14/2014 | 2002 | David Tostenson | Equip-Spec Event | 181.33 | | \$ 5,375.71 |
| 5/31/2014 | 2003 | Doan Hohmeyer | Qtrly Member Meeting | 94.27 | | \$ 5,281.44 |
| 6/9/2014 | 2004 | Dave Tostenson | ERV smog | 68.25 | | \$ 5,213.19 |
| 6/9/2014 | 2005 | DMV Renewal | DMV Renewal | 391 | | \$ 4,822.19 |
| 6/9/2014 | 2006 | Commerce West | ERV Ins. 2013-14 | 2.6 | | \$ 4,819.59 |
| 6/30/2014 | 2007 | Commerce West | ERV Ins July 14 - June 15 | 382.8 | | \$ 4,436.79 |
| 7/16/2014 | Dep | | Grant | | 2000 | \$ 6,436.79 |
| 7/28/2014 | Dep | | Sale | | 72 | \$ 6,508.79 |
| 8/14/2014 | 2008 | Philadelphia Ins | B.O.D. Liability | 863 | | \$ 5,645.79 |
| 9/9/2014 | 2009 | Gay Spencer | Octoberfest Booth | 30 | | \$ 5,615.79 |
| 9/19/2014 | Dep | SDGE | Grant | | 2500 | \$ 8,115.79 |
| 9/30/2014 | Bank Db | AW Bank | Paper statement fee | 2 | | \$ 8,113.79 |
| 10/13/2014 | 2010 | Doan Hohmeyer | | 521.58 | | \$ 7,592.21 |
| 10/13/2014 | 2011 | Philadelphia Ins | GL Insurance | 1079 | | \$ 6,513.21 |
| 10/14/2014 | 2012 | City of Encinitas | Citaiton #TW120086004 | 86 | | \$ 6,427.21 |
| 10/31/2014 | Bank Db | AW Bank | Paper Statement fee | 2 | | \$ 6,425.21 |
| 11/30/2014 | Bank Db | AW Bank | Paper Statement Fee | 2 | | \$ 6,423.21 |
| 12/2/2014 | Dep | | Merchandise Sale | | 239 | \$ 6,662.21 |
| 12/9/2014 | 2013 | Gay Spenser | Minutemen Flyer Printing | 28 | | \$ 6,634.21 |
| 12/31/2014 | Bank Db | AW Bank | Paper Statement Fee | 2 | | \$ 6,632.21 |
| 1/12/2015 | Dep | David Elovitz | Merchandise Sale | | 65 | \$ 6,697.21 |

2015
↓

END of Attachment "A"



County of San Diego

TRACY M. SANDOVAL
DEPUTY CHIEF ADMINISTRATIVE OFFICER/
AUDITOR AND CONTROLLER
(619) 531-5413
FAX: (619) 531-5219

FINANCE & GENERAL GOVERNMENT GROUP
1600 PACIFIC HIGHWAY, SUITE 166, SAN DIEGO, CA 92101-2422

January 2, 2015

TO: Interested Community Members

FROM: Ebony N. Shelton, Director
Office of Financial Planning

FISCAL YEAR 2015-16 COMMUNITY ENHANCEMENT PROGRAM APPLICATION

The County of San Diego is pleased to announce the availability of applications for Community Enhancement funding for Fiscal Year 2015-16. The purpose of the Community Enhancement Program is to encourage activities that promote and generate tourism and/or economic development within San Diego County.

The application and instructions can be downloaded from the County's Web site at <http://www.co.san-diego.ca.us/auditor/commehnc.html>, complete it using your computer and submit it to the County via e-mail. E-mailed applications and supplemental documentation must be submitted no later than **11:59 p.m., Sunday, March 1, 2015**. Your application is not complete until an original copy of page 6 (Resolution of the Board of Directors) with wet signatures is received by the Clerk of the Board of Supervisors via US Mail. It is your responsibility to ensure that your application has been received by the deadline. Therefore, to ensure that there are no issues with your submission, it would be beneficial to you to e-mail your application and supplemental documentation in advance of the deadline.

Note: Only one application per organization may be submitted. You may request funding for more than one activity, but the requests should be combined as explained in the application instructions. Please review the instructions carefully as there have been updates to the application.

If you prefer to submit a hardcopy application, you can request to have an application mailed to you. Your completed Community Enhancement Program Application and supplemental documentation may either be mailed or hand delivered to the Clerk of the Board of Supervisors at 1600 Pacific Highway, Room 402, San Diego, CA 92101-2471. If mailed, the envelope must be postmarked no later than **11:59 p.m., Sunday, March 1, 2015**. Please be aware that the Post Office may not postmark every piece of mail and most mail locations are not open on Sunday. It is your responsibility to make sure your packet is postmarked. If hand delivered, the application must be received by the Clerk of the Board of Supervisors no later than **5:00 p.m. on Friday, February 27, 2015**. No applications submitted after that date will be considered.

If you have any questions regarding the process, please contact Toosdhi M. McGowan, Community Enhancement Program Coordinator, at (619) 531-4887.

Sincerely,

EBONY N. SHELTON, Director
Office of Financial Planning

OFP:ENS:imm
c: Clerk of the Board of Supervisors

Enclosures

ASSESSOR/RECORDER/COUNTY CLERK
AUDITOR AND CONTROLLER
CHIEF ADMINISTRATIVE OFFICE
CIVIL SERVICE COMMISSION

CLERK OF THE BOARD
COUNTY COMMUNICATIONS OFFICE
COUNTY COUNSEL
COUNTY TECHNOLOGY OFFICE

GRAND JURY
HUMAN RESOURCES
RETIREMENT ASSOCIATION
TREASURER-TAX COLLECTOR