



## **Encinitas CERT**

### **Regular Meeting of the Board of Directors**

#### **Meeting Minutes**

**Meeting Date: Tuesday, May 12, 2015, 6:30 PM**

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

**Board Members Present:** Doan Hohmeyer, Lisa Bentson, Dave Tostenson, Lori Dilley, Brian DeWolf

**Others:** Arnie Lewin (Assistant Coordinator CERT Program), Dan Drogichen (member), Victoria Holland (Firehouse Subs)

1. **Meeting called to order** at 6:34 PM
2. **April 2015 Minutes:**
  - a. The minutes from April 14, 2015 were approved as written.
3. **Firehouse Subs Public Safety Foundation** – Vicki Holland owner/manager Encinitas Firehouse Subs
  - a. Firehouse Subs Public Safety Foundation provides grants to help first responders with equipment needs. Grants are applied for on-line and range from \$1,000 to \$20,000. The average grant is \$10,000.
  - b. Grant funding comes from receipt round up at the register, donation canisters in locations, purchases of the pickle buckets and donations in the restaurants during National Fire Safety Month (October).
  - c. The third quarter grant application period is open now through July. Vicki has offered to sponsor an Encinitas CERT grant application for specific items.
  - d. At next meeting, Board should agree on items to request for grant. Vicki's contact information is in Attachment "A"
4. **Treasurers Report** – Lisa Bentson
  - a. The April 2015 treasurer's report is included as attachment "B", ending bank balance on April 30, 2015: \$7,095.05. The only activity was a \$2.00 bank fee. The April report was approved. Outstanding checks through May 12 leave a bank balance of \$4517.66.
  - b. Lisa Bentson, Charles Schmid and Paul Thatcher currently have signing privileges on bank account. Removing Charles and Paul and adding Doan Hohmeyer and Lori Dilley.
  - c. Mizel grant for the period 7/1/2014 – 6/30/2015 was discussed. Items purchased against the grant total \$5,340. Brian, Lisa and Doan will complete final forms due mid-June to request reimbursement for the full \$5,000.
5. **April 4<sup>th</sup> County Drill at San Diego Fire Training Center** – Dan Drogichen
  - a. This was a well-funded and organized event with six stations. Approximately 180-200 attendees. Activities included: fire suppression, search & rescue, triage, medical, team building exercise, cribbing, and a table-top ICS segment.
6. **April 25-26 Encinitas Street Fair and April 25<sup>th</sup> Interfaith Disaster Preparedness Fair** – Gay Spencer via e-mail
  - a. Interfaith Disaster Preparedness Fair was very productive for CERT. 10 sign-ups for Fall Academy and 9 for AYR training. Gay provided a status on preparations for the two events and status of volunteer sign-ups.

- b. At Encinitas Street Fair, we taught over 100 people sidewalk CPR. 30 sign-ups for Fall Academy and 8 for AYR training.
  - c. Gay will be contacting all sign-ups for AYR and Fall Academy. Gay has also passed on AYR lists to Dave Tostenson.
  - d. Gay expressed interest in a CERT sponsored annual Encinitas Disaster Fair. She has met with the mayor and will provide further input at next Board meeting.
  - e. Could we tie in with October “Zombie Apocalypse Preparedness Month” to get kids as well as adults involved?
7. **Spring Academy Review** – Arnie Lewin
- a. 16 people started the academy, 9 finished. Most of the students were from Encinitas.
  - b. We must make it a high priority to get the word out and get people signed up for the Fall Academy. Use all local media tools (*Coast News, Seaside Courier, Encinitas Advocate*, internet, etc.) to encourage attendance.
  - c. It was suggested we sponsor a disaster movie night at the library where we could hand out brochures and sign up for Academy.
8. **Standard Operating Procedures (SOP)** – Dave Tostenson
- a. Next steps are make minor corrections and present to Arnie Lewin and Chief Spaulding for review.
  - b. There are still questions about structure of the CERT organization as it relates to the Encinitas Fire Department. Chief Spaulding will define the organizational structure.
  - c. Dave Tostenson will set a date for the next Division Leaders meeting where they can review the SOP, discuss what they have done so far and next steps for the Divisions.
  - d. Agreement to make the final document available on our website as a PDF but not to print hard copies. Doan will send an e-mail announcement to general membership once document is on the website.
9. **Next General Meeting**
- a. Date will be either Wednesday, July 15 or July 22 depending on availability of speaker.
  - b. Arnie will contact Robbie Ford, Battalion Chief of Solana Beach, regarding presentation on flooding.
10. **Emergency Response Vehicle (ERV)**
- a. Doan ordered tires from Costco.
  - b. DMV renewal was paid May 8 (registration good through July 1, 2016).
  - c. David Elovitz will take ERV to Ferguson’s Garage for evaluation.
11. **Tax Return**
- a. Doan filed the 990-N (IRS), 199-N (CA) and the CA Statement of Information on May 7 online.
  - b. Consider creating a SOP for tax documents to make it easier for future Boards.
12. **SDG&E Grant** – Arnie
- a. We will apply for this grant again this year. Arnie receives the application in June or July.
13. **Meeting adjourned** at 7:44 PM
14. **Next Board Meeting:** June 9, 2015; 6:30 PM; 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.**



**Victoria Holland**  
**Franchisee**

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**Monthly Financial Statement  
April 1 - 30, 2015**

**Beginning Balance – April 1st** **\$ 7097.05**

<b><u>Deposits</u></b>	<b>\$</b>
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- |    |  |    |
|----|--|----|
| 1. |  | \$ |
| 2. |  | \$ |
| 3. |  | \$ |

<b><u>Withdrawals</u></b>	<b>\$ 2.00</b>
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- |    |    |         |               |         |
|----|----|---------|---------------|---------|
| 1. | DB | AW Bank | Statement fee | \$ 2.00 |
| 2. |    |         |               | \$      |
| 3. |    |         |               |         |

<b>Balance –</b>	<b>\$ 7,095.05</b>
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<b><u>Yearly Fixed Costs for 2015 (Informational Only)</u></b>	<b>\$ 2,539</b>
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|----|-------------------|--------------------------|------------|
| 1. | BOD Liability Ins | (Philadelphia Insurance) | \$ 900.00  |
| 2. | ERV Insurance     | (Commerce West)          | \$ 382.80  |
| 3. | ERV Registration  | (DMV)                    | \$ 391.00  |
| 4. | GL Insurance      | (Philadelphia Insurance) | \$1,079.00 |

Lisa Bentson:  Date: 5-12-15

