



Encinitas CERT

Regular Meeting of the Board of Directors

Meeting Minutes

Meeting Date: Tuesday, July 14, 2015, 6:30 PM

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

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

Others: Dan Drogichen (member)

1. **Meeting called to order** at 6:30 PM
2. **May 2015 Minutes:**
 - a. The minutes from May 12, 2015 were approved as written.
 - b. There was no Board of Directors meeting in June due to a lack of quorum.
3. **Treasurer's Report** – Lisa Bentson
 - a. The May 2015 Treasurer's Report is included as attachment "A", ending bank balance on May 31, 2015: \$5,333.74. Activity for the month totaled \$1,761.31 in withdrawals: First Aid kits for Divisions, Printing of flyers and cards, ERV DMV renewal, food for quarterly meeting and the \$2.00 bank statement fee. On the detail page, categories and purposes have been updated.
 - b. The June 2015 Treasurer's Report is included as attachment "B", ending bank balance on June 30, 2015: 3,966.67. Activity for the month totaled \$1,367.07 in withdrawals: ERV tires and repairs at Furgerson's Garage, the \$2.00 bank statement fee and a \$15.00 bank fee for falling below our minimum balance of \$4,000.
 - c. The May 2015 and June 2015 Treasurer's Reports were approved.
 - d. The 2014 - 2015 Mizel Grant of \$5,000 was received on July 10, 2015 and will be reflected in the July Treasurer's Report.
 - e. Charles Schmid will attempt to get the \$15 bank fee waived for a balance below \$4,000. Charles will also ask for e-statements to eliminate the \$2.00 monthly charge associated with paper statements.
 - f. Bank signing privileges have been updated to Lisa Bentson, Doan Hohmeyer and Lori Dilley.
 - g. Lisa Bentson created a list of places where she changed the mailing address (Attachment "C")
4. **Standard Operating Procedures Document** – Loyd Wright
 - a. Requested changes made by Arnie Lewin and Chief Spaulding were discussed.
 - b. We agreed to remove all specific names from the document to minimize future changes. All names will be listed in a separate document that will be easy to update.
 - c. Brian DeWolf will clarify with Arnie Lewin the role of the Social Media Manager.
 - d. Loyd Wright will make the changes and post the final document on the website. A message will be sent to the general membership to download the document and keep a copy in your CERT pack.
5. **Firehouse Subs Public Safety Foundation Grant** – Lori Dilley

- a. Application deadline for Q4 grants is September 4, 2015.
 - b. Grants are for “lifesaving equipment” and are usually between \$10,000 and \$20,000. Vicki Holland from the Encinitas Firehouse Subs said we can request multiple items to get us close to the usual minimum grant.
 - c. In our grant application, we must submit purchase orders for the items we are requesting. If we are successful, the Foundation will buy the equipment for us.
 - d. We agreed to a focus on communications equipment: FRS/GMRS radios for each division’s go bag and a possible battery back-up system for the radio repeater in Del Mar. Also discussed was a GPS/Mapping system for the ERV. Lori will investigate pricing for these options.
 - e. Final decision to be made at the August Board of Directors meeting.
6. **Decals for the ERV from Furgerson’s Garage** – Doug Jones
- a. Doug Jones met with Greg at Furgerson’s Garage. They are very supportive of CERT. In return for displaying their decals on the ERV, Furgerson’s will perform all maintenance charging only their cost for parts. Repairs to be paid for by CERT with Furgerson’s supplying the parts at cost.
 - b. Photos of proposed decals on the ERV are in Attachment “D”. Passenger side decal is approved as is. Driver side should be on generator door. Rear decal should be smaller than proposed.
 - c. Once deal is complete, we must send a thank you note.
7. **July 28th General Meeting** – Doan Hohmeyer
- a. At this time, approximately 20 people are expected to attend.
 - b. Dave Tostenson will pick up the food.
8. **2015 – 2016 SDG&E Grant** – Doan Hohmeyer
- a. Doan Hohmeyer completed the application for the grant.
 - b. The SDG&E check for \$2,500 is available. Chief Spaulding is supposed to pick it up on Thursday, July 16, 2015.
 - c. We must send a thank you note to SDG&E.
9. **2015 – 2016 Mizel Grant**
- a. Thanks to Lisa Bentson’s appeal to the City Council and Doug Jones working behind the scenes sending e-mails to City Council members, we will receive \$2,000 from the Mizel Grant.
 - b. Learning for next year: focus on the scoring criteria and tailor our application to achieve a high score.
 - c. Since we only know our point total and not how we scored on each of the four categories, Charles Schmid will ask for the actual scoring sheets.
 - d. Brian DeWolf and Charles Schmid will attend the recipient workshop on Monday, July 20, 2015 at 4 PM.
10. **Yearly Insurance Costs – General Liability and Directors and Officers coverage**
- a. Annual General Liability insurance costs approximately \$900. This insurance is required for the Mizel Grant.
 - b. Annual Directors and Officers insurance costs \$1,079.
 - c. Charles Schmid will evaluate the two policies to identify differences or overlap to determine if we need to continue to carry the D & O insurance.
 - d. ERV insurance is to be paid in full today. Contact name will be updated to remove Doug Jones.
11. **Yearly Task Timeline** – Doan Hohmeyer
- a. Doan Hohmeyer created a monthly calendar of events, activities and important due dates for taxes, insurance, etc. See Attachment “E”.
 - b. Doug Jones suggests the ERV be used at more DEMA sponsored events as well as

Encinitas Chamber of Commerce monthly Sundowner mixers.

12. **Meeting adjourned** at 7:56 PM

13. **Next Board Meeting:** August 11, 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.



**Monthly Financial Statement
May 1 - 31, 2015**

Beginning Balance – May 1st	\$ 7095.05
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Deposits	\$
1.	\$
2.	\$
3.	\$
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Withdrawals	\$ 1761.31
1. 2015 Doan Hohmeyer First Aid	\$ 906.47
2. 2016 Gay Spenser Printing	\$ 363.50
3. 2017 DMV ERV Renewal	\$ 390.00
4. 2018 David Tostenson Qtrly Mtg	\$ 99.34
5. AW Bank Fee	\$ 2.00
6.	
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Balance –	\$ 5,333.74

Yearly Fixed Costs for 2015 (Informational Only)		\$ 2,539
1. ^{GL} BOD Liability Ins (Philadelphia Insurance)		\$ 900.00
2. ERV Insurance (Commerce West)		\$ 382.80
3. ERV Registration (DMV)		\$ 391.00
4. GE Insurance ^{D&D} (Philadelphia Insurance)		\$1,079.00

Lisa Bentson: *Lisa B* Date: 6-2-15

							CERT 2014	
Date	Check #	Name	Purpose	Category	Expense	Deposit	New Bal.	
1/1/2014		Beginning Balance					\$ 10,572.48	
2/12/2014	1022	Chas. Schmid	Web Hosting	Website	387.66		\$ 10,184.82	
2/26/2014	1023	DMV	ERV registration	ERV - DMV	455		\$ 9,729.82	
	1024	Void	Doug for ERV	---	0		\$ 9,729.82	
2/25/2014	1025	Doan Hohmeyer	food for meeting	Refresh	185.18		\$ 9,544.64	
3/11/2014	1026	Dave Tostenson	2013 mizel draw	Printing	129.52		\$ 9,415.12	
3/24/2014	1027	Ready America	supplies - kit	Inventory	1548.72		\$ 7,866.40	
3/28/2014	Bank Db	Deluxe Bus System	checks	Office	71.14		\$ 7,795.26	
4/3/2014	Dep	Gay	Sale of Bags	Sales		137	\$ 7,932.26	
4/8/2014	2001	David Tostenson	Equipment	Equip	2375.22		\$ 5,557.04	
5/14/2014	2002	David Tostenson	Equip-Spec Event	Equip	181.33		\$ 5,375.71	
5/31/2014	2003	Doan Hohmeyer	Qtrly Member Mtg	Refresh	94.27		\$ 5,281.44	
6/9/2014	2004	Dave Tostenson	ERV smog	ERV Repair	68.25		\$ 5,213.19	
6/9/2014	2005	DMV Renewal	DMV Renewal	ERV - DMV	391		\$ 4,822.19	
6/9/2014	2006	Commerce West	ERV Ins. 2013-14	ERV - Ins	2.6		\$ 4,819.59	
6/30/2014	2007	Commerce West	ERV Ins 7/14 - 6/ 15	ERV - Ins	382.8		\$ 4,436.79	
7/16/2014	Dep	Mizel	Grant	Grant		2000	\$ 6,436.79	
7/28/2014	Dep		Sale	Sales		72	\$ 6,508.79	
8/14/2014	2008	Philadelphia Ins	B-G-D Liability	B-G-D Ins	863		\$ 5,645.79	
9/9/2014	2009	Gay Spencer	Octoberfest Booth	Event Fees	30		\$ 5,615.79	
9/19/2014	Dep	SDGE	Grant	Grant		2500	\$ 8,115.79	
9/30/2014	Bank Db	AW Bank	Paper statement fee	Office	2		\$ 8,113.79	
10/13/2014	2010	Doan Hohmeyer		Print	521.58		\$ 7,592.21	
10/13/2014	2011	Philadelphia Ins	GL Insurance <i>D20</i>	Ins - GL	1079		\$ 6,513.21	
10/14/2014	2012	City of Encinitas	Citalton #TW120086004	Misc - ERV	86		\$ 6,427.21	
10/31/2014	Bank Db	AW Bank	Paper Statement fee	Office	2		\$ 6,425.21	
11/30/2014	Bank Db	AW Bank	Paper Statement Fee	Office	2		\$ 6,423.21	
12/2/2014	Dep		Merchandise Sale	Sales		239	\$ 6,662.21	
12/9/2014	2013	Gay Spenser	Minutemen Flyer Printing	Print	28		\$ 6,634.21	
12/31/2014	Bank Db	AW Bank	Paper Statement Fee	Office	2		\$ 6,632.21	



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

Beginning Balance – June 1st	\$ 5,333.74	
Deposits		
	\$ 0.00	
1.	\$	
2.	\$	
3.	\$	
Withdrawals		
	\$ 1,367.07	
1. 2019 Doan Hohmeyer	ERV Tires	\$ 818.08
2. 2020 Void	Void	\$ 0.00
3. 2021 Doan Hohmeyer	ERV Furgerson's Garage	\$ 531.99
4. AW Bank	Fee	\$ 15.00
5. AW Bank	Fee	\$ 2.00
6.		
Balance –		\$ 3,966.67

Yearly Fixed Costs for 2015 (Informational Only)		\$ 2,539
1. ^{G.L.} Bed Liability Ins	(Philadelphia Insurance)	\$ 900.00
2. ERV Insurance	(Commerce West)	\$ 382.80
3. ERV Registration	(DMV)	\$ 391.00
4. ³⁰⁰ GI Insurance	(Philadelphia Insurance)	\$1,079.00

Lisa Bentson:  Date: 7-13-15

Encinitas CERT

June 2, 2015

It was suggested that I compose a list of all of the places I changed our address when we moved last year. While this list is not exact, it does include most. I welcome your additions so we may make it complete.

Insurance Companies, names changed around this time, so suffice to say it can be handled by Bill Miller our insurance person.

DMV

AmericanWest Bank

City of Encinitas/Mizel

State of CA/Secretary of State

State Board of Equalization.

IRS

Penny at SDG&E

Attachment "D" Proposed Locations on ERV for Furgerson's Garage Decals



Attachment "E" Yearly Task Timeline

January	February	March	April	May	June	July	August	September	October	November	December
General Meeting	Web Hosting Fees Due	Mize! Grant Application	General Meeting	ERV DMV Registration			GL Liability Insurance	Oktoberfest (late Sept/early October)	General Meeting	CERT Academy	Holiday Parade
			Country Drill	File 990-N (IRS) - Due 5/15					National Fire Safety Month	County Drill	
			Encinitas Street Fair	File 199-N (State) - Due 5/15					General Liability Insurance	Street Fair	
				SDG&E Grant Application					Great California Shakeout (10/16)		