



Encinitas CERT

Regular Meeting of the Board of Directors

Meeting Minutes

Meeting Date: Tuesday, August 9, 2016, 6:30 PM

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

Board Members Present: Doan Hohmeyer, Lori Dilley, Loyd Wright,

Others: Alan Zimmelman, Dan Drogichen, Gregory Harris

1. **Meeting called to order** at 6:30 PM
2. **July 2016 Minutes**
 - a. The minutes from July 12, 2016 were approved as written.
3. **Treasurer's Report** – Loyd Wright
 - a. The July 2016 Treasurer's Report is included as attachment "A", ending bank balance on July 31, 2016: \$14,758.89.
 - b. Deposit of \$2,000 from City of Encinitas Mizel Grant and \$2,500 from SDG&E Safety Partners Grant.
 - c. Loyd Wright recommended and Board approved revised check signing requirements: Checks for budgeted expenses to third parties (DMV, insurance, etc.) now require only one signature. All other checks (non-budgeted expenses and those written to CERT members) will require two signatures. Board members with signing privileges are Loyd Wright, Doan Hohmeyer and Lori Dilley.
 - d. Loyd provided calendars of monthly budgeted expenses for 2015, 2016 and 2017. Loyd will update 2015 calendar with actual expenses. All Board members will review and make suggested changes to 2016 and 2017 calendars.
 - e. July 2016 Treasurer's Report was approved.
4. **Communication Plan** – Doan Hohmeyer
 - a. Page 5 of *EncCERT Communications Plan* details how the Fire Department activates ECERT. We have identified four people as our Emergency Response Contacts. Chief Spaulding would call North com to initiate call out to these three individuals. These three members are required to contact each other first to coordinate communications and identify either a central Command Post location or determine that each division will meet at their designated gathering place.
 - b. Board discussed identifying a primary and alternate contact within each division. Our three Emergency Response Contacts would be responsible for communicating with the primary or alternate in each division. Each division would be responsible for contacting their team members. Text messaging and phone main methods.
 - c. Our call out list is not updated to reflect members with current DSW cards. Doan Hohmeyer will contact Arnie Lewin to ask for the list of all members with their DSW IDs and DSW expiration dates. This will allow Board to send a renewal reminder to members prior to their DSW cards expiring.
 - d. Dan Drogichen will ask Oceanside CERT for their call-out procedures to review and compare with Encinitas CERT plans.

5. Upcoming Events

- a. General Meeting –August 24 6 PM Encinitas Community Center. First 10 minutes will be for division meetings to introduce teams and Division Leaders. Dave Tostenson has division leader discussion points. Following division meetings, call out procedures will be discussed for 10 minutes. SDG&E representative will speak on electrical and gas safety in an emergency situation. Solana Beach and Del Mar CERT members have been invited. Doan Hohmeyer will announce need for new board members.
- b. Great California Shakeout October 20 at 10:20 AM – Doan Hohmeyer to speak with Chief Spaulding about the possibility of a test CERT callout during this event. Dan Drogichen will ask Del Mar CERT for clarification of their exercises planned for this event.

6. Mizel Grant 2016 – 2017

- a. Doan Hohmeyer will speak with Alan Zimmelman regarding help on the tri-fold update. Plan is to insert tri-fold in an issue of *Encinitas Advocate* after Labor Day. Gregory Harris suggested contacting Vertical Printing in Encinitas to provide printing at a reduced cost for a non-profit.

7. Miscellaneous Tasks

- a. Leader for Division D - Loyd Wright will continue to work to identify a Division D leader.

8. **Meeting adjourned** at 7:41 PM

9. **Next Board Meeting:** September 13, 2016; 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
July 1 - 31, 2016**

Beginning Balance – July 1st	\$ 11,212.89
Deposits	
	\$ 4500.00
1. City of Encinitas – Mizel Grant	\$ 2000.00
2. SDG&E – Are You Ready	\$ 2500.00
3.	\$
4.	\$
Withdrawals	
	\$ 954.00
1. 2052 David Tostenson – Gift Card	\$ 100.00
2. 2053 Dave Miller Insurance – General Liability	\$ 854.00
3.	
4.	
Balance –	
	\$ 14,758.89

Estimated Yearly Fixed Costs for 2016 (Informational Only)		\$ 2,949.76
1. GL Liability Ins	(Philadelphia Insurance)	\$ 854.00
2. ERV Insurance	(Commerce West)	\$ 627.76
3. ERV Registration	(DMV)	\$ 389.00
4. BOD Insurance	(Philadelphia Insurance)	\$1,079.00

Lloyd Wright: *Lloyd Wright* Date: 8/4/2016

CERT 2016							
Date	Check #	Name	Purpose	Category	Expense	Deposit	New Bal.
1/1/2016		Beginning Balance					\$14,006.32
1/13/2016	Dep	David Tostenson	Merchandise Sales	Sales		20	\$14,026.32
1/31/2016	Dep	AW Bank	Accr Earn Payment	Interest		0.59	\$14,026.91
2/6/2016	2037	Doan Hohmeyer	Gen Meeting	Gen Meeting	42.06		\$13,984.85
2/6/2016	2038	Firehouse Decals	ERV Decals	Grant	110		\$13,874.85
2/6/2016	2039	Arnie Lewin	Repeater	Grant	96.16		\$13,778.69
2/6/2016	2040	Dan Drogjchen	Posters	Outreach	133.54		\$13,645.15
2/6/2016	2041	David Tostenson	Gen Meeting	Gen Meeting	93.3		\$13,551.85
2/29/2016	Dep	Banner Bank	Accr Earn Payment	Interest		0.29	\$13,552.14
3/8/2016	2042	Firehouse Sub Foundation	Unspent Donation	Grant	58.26		\$13,493.88
4/12/2016	2043	David Tostenson	AYR Ads	Grant	350		\$13,143.88
4/12/2016	2044	Doan Hohmeyer	AYR Ads	Grant	800		\$12,343.88
4/25/2016	Dep	Multiple AYR Sales	Merchandise Sales	Sales		297	\$12,640.88
4/29/2016	Dep	Interfaith Shelter Sale	Merchandise Sales	Sales		33	\$12,673.88
6/1/2016	2045	DMV Renewal	ERV License Renewal	ERV Expenses	389		\$12,284.88
6/1/2016	2046	Doan Hohmeyer	Facebook Ads	Outreach	100		\$12,184.88
6/1/2016	2047	Doan Hohmeyer	AA Batteries, Fuel, Handouts	Meeting	67.72		\$12,117.16
6/1/2016	2048	Doan Hohmeyer	4 Months of Basocamp	Outreach	96		\$12,021.16
6/2/2016	2049	Mapfre Insurance	ERV Insurance	ERV Expenses	627.75		\$11,393.40
6/4/2016	2050	Dan Drogjchen	Battery Boxes		35.9		\$11,357.50
6/14/2016	2051	David Tostenson	May Meeting Expenses	Meeting	144.61		\$11,212.89
7/12/2016	Dep	City of Encinitas	Mizel Grant Reimbursement	Grant		2000	\$13,212.89
7/12/2016	2052	David Tostenson	Gift Card	Miscellaneous	100		\$13,112.89
7/15/2016	Dep	SDG&E	SAFE San Diego Initiative	Grant		2500	\$15,612.89
7/23/2016	2053	David Miller Insurance	General Liability Insurance	Insurance	854		\$14,758.89
* Mizel 15 - 16							