



Encinitas CERT

Regular Meeting of the Board of Directors

Meeting Minutes

Meeting Date: Tuesday, August 8, 2017, 5:30 PM

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

Board Members Present: Doan Hohmeyer, Dave Tostenson, Loyd Wright, Lori Dilley, Doug Cochrane, Justine Tanzman

Others: Dan Drogichen (member)

1. **Meeting called to order** at 5:27 PM
2. **July 2017 Minutes**
 - a. The minutes from July 11, 2017 were approved with one correction to the spelling of Doan Hohmeyer's name in section 6F.
3. **Treasurer's Report** – Loyd Wright
 - a. The July 2017 Treasurer's Report is included as attachment "A", ending bank balance on July 31, 2017: \$12,396.79.
 - b. We received our SDG&E Safety Partners Grant of \$2,500. The main expense was \$997.80 for the new ERV insurance.
 - c. July 2017 Treasurer's Report was approved.
4. **Future Events**
 - a. August 19 Medical Refresher Course by Josh Gordon – Time and Place TBD. Doan Hohmeyer will request this course qualify for DSW card renewal.
 - b. September 19 General Meeting – Search & rescue presentation by Martin Buncher, Encinitas Community Center.
 - c. September 20 "Are You Ready?" presentation by Arnie Lewin at Encinitas Community Center. Doan Hohmeyer will send to Arnie Lewin a copy of the responses to the follow up questionnaire from attendees of the last AYR presentation. Dave Tostenson to contact Leslie Talley to prepare our ad campaign. Board approved drawing for anyone who brings in the newspaper ad to win a one person emergency pack. Lori Dilley will send press release to City of Encinitas for inclusion in their weekly e-newsletter and monthly calendar.
 - d. October 1 Oktoberfest – Fee to secure our participation has been paid. Dan Drogichen to post volunteer request on website.
 - e. October 5, 7, 12, 14, 21 Fall CERT Academy – The Date of the final class has changed.
 - f. November 4 Country Drill and November 5 pancake breakfast in Rancho Santa Fe – Arnie Lewin requested Encinitas CERT presence with a booth/table at both events. Doan Hohmeyer to ask Arnie what we will be expected to do at the booth.
 - g. November 18 Skills Course by Josh Gordon – Time, place and subject TBD.
 - h. November 19 Encinitas Street Fair
5. **Should We Purchase Additional Training Equipment**
 - a. Preston CPR manikin with visual feedback ~\$145 – Board voted to approve this purchase. Doug Cochrane will purchase from Amazon Smile which will give back 1% to Encinitas CERT.

- b. AED Simulator – Board voted no since we are not trained to teach the use of these machines.
 - c. Adult, Infant, AED Simulator package (from Prestan) ~ \$431 - Board voted not to proceed.
6. **Mizel Grant**
- a. Doan Hohmeyer signed the contract with the City. Lori Dilley to hand deliver original signed document to City before August 28 deadline. Lori to send a copy of the signed contract to Board.
 - b. Insurance requirements: a Certificate of Insurance naming the City of Encinitas and Mizel Family Foundation as Certificate Holders and a separate Additional Insured endorsement page naming the City and the Foundation. Loyd Wright to ask insurance agent to send documents directly to City contact before August 28.
7. **ERV**
- a. There was much discussion on the purpose of our ERV. How would it be used in case of an emergency? Should we keep it or replace it with a trailer? If we keep it, do we need to stock it with additional supplies?
 - b. If we keep the ERV, we need to address the issue of the forward facing red lamp covers that must be replaced with amber per Josh Gordon. Also the vehicle needs body work and painting.
 - c. Board agreed to have a separate meeting on Wednesday August 23rd at 5:30 PM to discuss all ERV issues. Location TBD.
8. **Backlogged Tasks**
- a. Should we provide Field Operations Guides for Academy Graduates? Board agreed not to provide the guides as there is something similar in the CERT backpacks.
 - b. Recruit Board Members – It was agreed that at this time we do not need additional board members.
 - c. Incident Command Structure – Dave Tostenson will publish a boiler plate document for the Board to review and discuss. Doan Hohmeyer will query membership on strengths that can be used in an emergency.
 - d. Shirts – no update
 - e. Division Leader Review – Dave Tostenson will work on this.
 - f. DSW Card renewal notification – Dan Drogichen has contacted 17 members whose cards expire through next March. One has moved out of Encinitas and one said they will not renew.
 - g. Tax Exemption – Currently Encinitas CERT is not a tax exempt organization in California. Loyd Wright has filed a 2013 missing form to correct the issue. We continue to be tax exempt with Federal government.
9. **Retention of members** – Doug Cochrane
- a. Doug Cochrane has agreed to initiate a monthly newsletter to be e-mailed to membership.
10. **Meeting adjourned** at 6:35 PM
11. **Next Board Meeting:** September 12, 2017; 5:30 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, 2017**

Beginning Balance – July 1st **\$ 10,914.59**

<i>Deposits</i>	\$ 2500.00
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|------------------------------------|----|----------|
| 1. SDG&E SAFE San Diego Initiative | \$ | 2,500.00 |
| 2. | \$ | |
| 3. | \$ | |
| 4. | \$ | |

<i>Withdrawals</i>	\$ 1017.80
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|---|----|--------|
| 1. 2079 Loyd Wright – California State Filing | \$ | 20.00 |
| 2. 2080 David Miller Insurance – ERV Coverage | \$ | 997.80 |

Balance –	\$ 12,396.79
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<i>Estimated Yearly Fixed Costs for 2017 (Informational Only)</i>	\$ 3,335.80
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|---------------------|--------------------------|------------|
| 1. GL Liability Ins | (Philadelphia Insurance) | \$ 870.00 |
| 2. ERV Insurance | (Commerce West) | \$ 997.80 |
| 3. ERV Registration | (DMV) | \$ 389.00 |
| 4. BOD Insurance | (Philadelphia Insurance) | \$1,079.00 |

Loyd Wright: *Loyd Wright* Date: 8/2/2017

