



Encinitas CERT

Regular Meeting of the Board of Directors

Meeting Minutes

Meeting Date: Tuesday, October 10, 2017, 5:30 PM

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

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

Board Members Absent: Dave Tostenson

Others: Dan Drogichen (member), Steve Hensley (member)

1. **Meeting called to order** at 5:29 PM
2. **September 2017 Minutes**
 - a. The minutes from September 12, 2017 were approved as written.
3. **Treasurer's Report** – Loyd Wright
 - a. The September 2017 Treasurer's Report is included as attachment "A", ending bank balance on September 30, 2017: \$10,939.40.
 - b. One expense of \$400 for "Are You Ready?" advertising in *Coast News*. Deposits were from the sales of emergency items on credit card at the "Are You Ready?" September event.
 - c. September 2017 Treasurer's Report was approved.
4. **Postal Depot Mailbox**
 - a. Encinitas Postal Depot has provided CERT with a free postal box for several years. They are now asking for a monthly fee. Board agreed to pay \$15 per month, the price of a small box, while keeping our large box. We will pay six months in advance. Loyd Wright to bring check to Postal Depot.
5. **Request for Practice Sessions to Reinforce CERT Training** – Steve Hensley
 - a. Steve Hensley initiated discussion on desire for practice drills as a means of keeping skills sharp, creating greater comradery and increasing activity level among current CERT members.
 - b. Doan Hohmeyer will contact Chief Spaulding to ask if either current firefighters or retired firefighters would be available to help run drills with CERT members.
 - c. Steve will ask his neighbor who is currently a firefighter outside of Encinitas for advice on whether there is an organization of retired firefighters who would be able to assist us in our drills.
6. **Future Events**
 - a. October 19 Great California Shakeout – Del Mar CERT will be participating in a drill with the City of Del Mar. Encinitas CERT members are invited to participate.
 - b. November 18 Skills Course by Josh Gordon – Time, place and subject TBD.
 - c. November 19 Encinitas Street Fair – no update.
 - d. Spring 2018 "Are You Ready?" citywide presentation – We must have sign-up sheets for those interested in participating in future CERT Academies.
7. **New Grant Possibility**
 - a. State Farm grant application period 9/1/2017 – 10/31/2017. Board agreed not apply for

this grant now since future needs are not yet known until a decision is reached on the status of the ERV.

8. Discussion on Future of ERV

- a. Four options were discussed: Keep the ERV, replace it with a trailer, replace it with one or more storage units or have nothing.
- b. Keep ERV – Current costs are approximately \$1,500 for insurance and DMV fees plus \$150 in general maintenance.
 - In 2015 we paid an additional \$1400 in maintenance.
 - In 2014 we paid an additional \$154 for parking ticket and smog.
 - Value of the ERV seems to be for advertising/marketing. The ERV gets high traffic at the Oktoberfest event. Only other event currently is the Encinitas Street Fair. The ERV is not necessary for transporting materials to events.
 - Currently there is approximately \$4,000 in equipment inside including the generator for lighting our workspace, first aid materials and FRS radios. There was agreement the ERV would not be used to actually rescue people in event of an earthquake or wildfire.
- c. Replace with trailer – Doug Cochrane researched pricing for a 6' by 12' trailer (from \$3200 for a less sturdy trailer up to \$4,000 for a trailer with solid metal roof, doors). Registration costs are lower for a trailer. DMV Permanent Trailer Identification is a five year registration costing approximately \$360 including permit tag.
- d. Replace with storage – Discussion around whether there would be one storage unit housed possibly at the Encinitas Community Center or Fire Station 3 versus several storage units spread throughout the City.
- e. Have nothing – Discussion on whether we could keep emergency supplies at the homes of Division Leaders or spread among several people in each division.
- f. Dan Drogichen provided details on Oceanside CERT's three trailers. One 16' trailer is for communications. It is owned by the City and loaned to CERT. They have two 12' trailers: one owned by CERT and bought through donation and one bought and owned by the City for CERT use. The two trailers owned by the City are insured by the City. The trailers are parked at the Oceanside fire training center. The smaller trailers house presentation materials and supplies. Oceanside CERT has several people with vehicles capable of hauling the trailers.
- g. Board decided no determination can be made regarding the ERV until we have reached agreement on how Encinitas CERT will be structured (do we keep divisions or have one unified group?). Doan Hohmeyer and Doug Cochrane will work on structure and SOP for discussion at next meeting.

9. Backlogged Tasks

- a. Booking meeting rooms – Doan Hohmeyer will continue to press this issue with Chief Spaulding and Arnie Lewin.

10. **Meeting adjourned** at 7:00 PM

11. **Next Board Meeting:** November 14, 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
September 1 - 30, 2017**

Beginning Balance – September 1st **\$ 11,132.75**

<i>Deposits</i>	\$ 206.65
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- | | | |
|-----------------------|----|--------|
| 1. Square AYR Deposit | \$ | 1.46 |
| 2. Square AYR Deposit | \$ | 205.19 |
| 3. | \$ | |
| 4. | \$ | |

<i>Withdrawals</i>	\$ 400.00
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- | | | |
|-------------------------|----|--------|
| 1. 2084 David Tostenson | \$ | 400.00 |
| 2. | \$ | |
| 3. | \$ | |

Balance –	\$ 10,939.40
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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 |

Lloyd Wright: *Lloyd Wright* Date: 10/5/2017

CERT 2017							
Date	Check #	Name	Purpose	Category	Expense	Deposit	New Bal.
1/1/2017		Beginning Balance					\$11,021.25
1/10/2017	2065	Voided	Incorrect amount				\$11,021.25
1/11/2017	2066	Dan Drogichen	bandaid giveaways	Outreach	386.92		\$10,634.33
1/19/2017	2067	Doan Hohmeyer	Highrise subscription	Outreach	96.00		\$10,538.33
1/30/2017	Dep	Doan Hohmeyer	AYR Purchase	Sales		65	\$10,603.33
2/16/2017	Dep	Square Deposit	Test	Sales		0.97	\$10,604.30
2/22/2017	2068	Minuteman Press	Brochure	Outreach	195.00		\$10,409.30
3/7/2017	Dep	Square	AYR Sales via Square	Sales		154.62	\$10,563.92
3/8/2017	Dep	Cash	AYR Sales - cash	Sales		53	\$10,616.92
3/11/2017	2069	Justine Tanzman	Emergency Kit Purchases	Sales	413.76		\$10,203.16
3/15/2017	2070	Doan Hohmeyer	Website Hosting	Outreach	142.87		\$10,060.29
3/19/2017	2071	Redstone Marketing	AYR Ad	Outreach	700.00		Voided
3/19/2017	2072	Dave Tostenson	Tax on Brochures	Outreach	14.49		Voided
4/11/2017	2073	Redstone Marketing	AYR Ad	Outreach	700.00		\$9,360.29
4/11/2017	2074	Dave Tostenson	Tax on Brochures	Outreach	14.49		\$9,345.80
4/12/2017		Stop Payment	Bank Charge	Bank Charge	35.00		\$9,310.80
5/9/2017	2075	Justine Tanzman	Spring Street Fair Booth	Outreach	100.00		\$9,210.80
5/9/2017	2076	California DMV	ERV Registration Renewal	ERV	398.00		\$8,812.80
6/3/2017	2077	Doan Hohmeyer	Miscellaneous Expenses	Total Amount	187.21		\$8,625.59
			Highrise	Outreach	96.00		
			FRS Radio Batteries	Operations	21.54		
			5 Emergency Kits	OUTreach	40.00		
			Training Snacks	Operations	29.67		
6/5/2017	2078	Philadelphia Insurance	General Liability Insurance	Insurance	870.00		\$7,755.59
6/26/2017	Dep	City of Encinitas	Mizel Grant Reimbursement	Grant		3159	\$10,914.59
7/11/2017	2079	Loyd Wright	California Filing	Administrative	20.00		\$10,894.59
7/13/2017	2080	David Miller Insurance	ERV Insurance	ERV	997.80		\$9,896.79
7/18/2017	Dep	SDG&E	SAFE San Diego Initiative	Grant		2500	\$12,396.79
8/2/2017	2081	Doan Hohmeyer	Renewal of Domain Reg	Outreach	40.34		\$12,356.45
8/18/2017	2082	Doug Cochrane	CPR Training Manikin	Outreach	144.70		\$12,211.75
8/28/2017	2083	Philadelphia Insurance	BOD Insurance	Insurance	1079.00		\$11,132.75
9/12/2017	2084	David Tostenson	Coast News Invoice	Outreach	400.00		\$10,732.75
9/21/2017	Dep	Square	AYR Sales	Sales	1.46		\$10,734.21
9/22/2017	Dep	Square	AYR Sales	Sales	205.19		\$10,939.40