



Coastside Emergency Corps Board Meeting Minutes

Wednesday, March 20, 2019 @ 6:00 p.m.

La Honda Fire Brigade
8945 La Honda Rd, La Honda, CA 94020

Presiding: Jeneen Sommers, President

In Attendance:

Kris Thoren – CEC Vice President

Mike Akana – CEC Treasurer

Heather Peters, CEC Secretary and Public Information Officer

Paul Feldman – CEC Board Member and Newsletter Editor

Rita Mancera – CEC Board Member (by phone)

Ari Delay – Coastside Fire Protection District Battalion Chief and CEC Advisory Committee member

Steve Stockman – Coastside Fire Protection District Board member and CEC Advisory Committee member

Cynthia Sherrill – CERT Branches 1 & 2

Approval of Minutes

- February board meeting minutes approved

Red Cross Shelter Ops to do list (establish a coordinator, schedule training, understand or establish protocols, write MOUs)

- Steve Stockman volunteered to serve as the initial coordinator, but will need replacement
- Jeneen and Rita will share their lists of people with shelter training or interest
- Red Cross training scheduled for March was cancelled by HMB city staff, to be rescheduled in Spring or Summer
- Steve Stockman relayed that Bill Callahan from Red Cross offered training during regular H.S.A. sessions
- Still need organizational meeting and MOUs
- Supply trailer in Pescadero needs to be refreshed or replaced

National Night Out

- Tuesday, August 6th
- Will work with City and County to coordinate emergency preparedness theme & \$100 party subsidies

- Rita will check with Puente and the School about holding a party

HMB Emergency Preparedness Day 5/4/19 12:00-4:00 (set up at 10:00)

- Discussed having two or more tables to present info from all subgroups, will follow the city's lead
- It would be good to have props and equipment to attract visitors
- Goals would be to raise awareness, collect contact info and promote meetings & SMC Alert
- Ari will find out how to send SMC Alerts in Spanish, Rita will translate

Coastside CERT finances

- A lengthy discussion was had about a request from CERT Branches 1 & 2 for the CEC to act as its fiscal agent for any funds they might raise
- Specifically, CERT is considering applying for an annual HMB grant to non-profits (\$1K to \$15K) and/or to request annual funding in the city's budget during a 3/26/19 meeting based on enthusiasm expressed by the Council for emergency preparedness at a recent listening session
- The grant deadline is too soon to act on, but CERT agreed to obtain an application anyway to use as a straw dog to further explore the subject with the CEC board at a later meeting
- CERT is working with Chief Cosgrave and Menlo CERT to identify a budget and proposed expenditures
- Mike responded that it was possible for CEC to act as CERT's fiscal agent, if the board approved, but it would take a week or two to open a bank account, CEC would need to have oversight of expenditures and there would be legal restrictions on how the money could be transferred to another entity. It would be o.k. to transfer it back to CERT in the event that they become a 501(c)(3)
- Rita will reach out to the San Mateo Credit Union in advance of their upcoming opening of a branch in HMB to inquire about opening an account and potentially obtaining a small grant.
- The CEC board agreed that CERT could represent to the City at the 3/26 meeting that CEC is considering the possibility of acting as CERT's fiscal agent and will discuss the concept further at a future meeting.
- The CEC board agreed that if it were to consider further action, it would need to set policies and procedures for both acceptance of funds on behalf of others and expenditures that would likely be limited to non-activity related items (such as purchase of back packs).
- Any funds received by CEC on behalf of others would be restricted for uses as set forth in the funder's documents and would not be expended prior to adoption of policies and procedures by the CEC board.
- CERT welcomed oversight.

CEC funding goals and motivations

- Jeneen will send a Doodle poll to schedule a workshop meeting
- It was agreed that CEC would not seek funding for staff, would seek funding for outreach, and perhaps trailers and pre-positioned supplies.
- A question was raised about the meaning of "support" in the CEC mission statement and if it would include financial support of subgroups

CEC co-training goals for 2019

- Branches 2 & 3 will conduct their annual SET exercise on the 3rd Saturday of October
- It was agreed to choose a different date for exercises in Branches 1 & 2 to avoid overcommitting subgroups
- Cynthia of CERT 1 & 2 will reach out to Peggy to learn more about planning a SET

Coastside assessment (Steve)

- Steve requested input from all subgroups regarding their needs to be included in a report being prepared for submission to potential government sponsors of CERT 1 & 2

CEOC and LHFB remodel – will require alternative meeting sites this fall in both the north and south coast, Puente and the HMB Library were suggested

Roundtable

- Next CEC General Meeting on the 4th Monday of April will be focused on defining the appropriate role of the CEC and its support for the subgroups (training, coordination, protocols, MOUs, and perhaps financial support)
- One-on-one invitations will be extended to leaders of all subgroups and the members of the Advisory Committee
- Each subgroup will be asked to report on their status (with a time limit to be enforced by a moderator, perhaps Dave or Steve)

Anything else?

- Newsletter will be released before next General Meeting and quarterly. It will include:
 - o Interview with Brian Molver
 - o Promotion of the City's 5/4/19 emergency preparedness event
 - o Comprehensive calendar of all events and training opportunities
- Pescadero fire station will be rehabbed instead of moved

Training & Events

- CERT and HAM refreshers will be held by CERT Branches 1 & 2 (dates TBD)
- 3/23 – CERT Branches 3 & 4 refresher course
- 4/5 – (1st Friday) standing CEAP meeting
- 4/6 – Fire Tower joint training exercise with several fire departments, will include drill of trained firefighter respite CERTs, other CERTs can observe
- 2nd Tuesday – standing meeting of PMAC
- 4/3, 4/10, 4/17, 4/24 (6:00-10:00) – full CERT training in Branches 3 & 4
- 4/27/19 – Branches 3 & 4 CERT final drill for training
- 5/4/19 Coastside Emergency Preparedness Day (County & Half Moon Bay)