



## CEC Interim Board Meeting Minutes

January 17, 2018

Meeting called to order: 1900

**Presiding:** Jeneen Sommers: SC4ARC (SC4 Amateur Radio Club) president

**In attendance:**

Ann Farris: SMC Search and Rescue

Al Mallamo: American Red Cross

Pat O'Coffey: SC4ARES

Peggy Wargo: SC4ARES, Branch IV CERT coordinator

Peter **Wainwright**: Traffic & Risk Committee, Ocean Colony

Jim Williams: SMC Patrol Volunteer

Carlo Wei: City of Half Moon Bay

Chad Woodburn: San Mateo County Office of Emergency Services

**Minutes review of December 14:**

Chad clarified that what is needed to set up the EOC is a small group of volunteers trained in EOC operations. Jim volunteered to be one.

Russell Brunson will not be an advisor.

Minutes approved Vote Aye, unanimous.

**Proposal and Discussion: Shall the existing 501C3 be dissolved?**

Meeting with Nick Gottusso and Betsy Maldonado confirmed that the 501c3 was filed with State of CA, there is a Tax ID number, State Taxes have not been filed. Peggy Wargo will handle the filings based on her experience as a CPA.

The purpose of creating a 501c3 was to reduce liability. A tax free corporation protects individuals, particularly the Board.

Peggy and Pat recommend keeping the 501c3. A pproved Vote Aye, unanimous.

Peggy will act as treasurer, although it was agreed a treasurer is not needed at this time. She agreed to file a name change on the business license and tidy the legal and accounting documents, **including the application for employment (remove this section)** and the Articles of Incorporation for Non Profit.

**Insurance:** Carlo had recommended that SM County HR can advise on liability insurance. Jeneen spoke to County and learned that the insurance referred to had a one million dollar deductible.

(Board Agenda Item?)

Any volunteer deployed by OES, Fire, etc. is covered by Workman's Comp.

**By-Laws Review:**

Pat will edit the by-laws.

**Website:**

Pat O’Coffey volunteered to review and edit the existing CEC website. It will require 8-16 hours.

**Discussion and Recommendation:**

Shall entire CEC membership be invited to quarterly General Meetings or limited to group leadership and board? Value in meeting face-to-face, value in keeping people informed. Excellent group meetings can be held in conjunction with events or call-outs and prevent meeting burn-out. Pending discussion: If there is an all-hands General Meeting, how frequently and where? (facilities are at a premium) Some thought at schools, however there may be cost associated with it. The EOC is free on Mondays, so that could become the General Meeting venue.

Recommendation for a Newsletter to provide information. Suggested that the first edition could be briefings from each standing committee unit leader or coordinator.

**Discussion and Recommendations:**

What should be the requirements for membership in CEC?

Should each group police their own memberships?

Red-Cross uses event-based volunteers and have the capability to do background checks on the fly.

Resolved that a commitment to the organization is shown by learning the ICS to at least 100,200 levels. Chad can advise which levels are needed, but has had low turn-out at classes. The program is also available at no charge on-line, including the command levels.

CEC under the Disaster Service Worker, Workman’s Comp umbrella must be able to conduct their activity through knowledge of the ICS framework of Incident and Disaster Response. Urge each unit leader to audit and support their members to get the needed training.

**Discussion and Recommendations:**

Should CEC have Memorandums of Understanding with local resources? Not at this time. Coastside Emergency Action Program, CEAP, does have MOU’s with many of their membership and in a time of disaster would implement them.

**Upcoming Exercise: March 21**

Earthquake and Tsunami Topic

Disaster Preparation Week

**Meeting adjourn: 2000**

Action Register	Responsibility	Due Date	✓
Shall entire CEC membership be invited to quarterly General Meetings?	Pending Discussion	open	
Contact Brigit from HMB Pilot’s Assn to align with CEC	Unassigned	open	
Get a copy of the Workman’s Comp program to distribute to volunteers	Unassigned	open	