

**Minutes for Emergency Preparedness (EP) Committee Meeting  
Lake Balboa Neighborhood Council (LBNC)  
Saturday, May 12, 2012  
The Flyaway Bus Terminal Meeting Room, 2<sup>nd</sup> Floor, Woodley Avenue, Van Nuys, CA 91406**

1. The meeting was called to order at 9:10 a.m. by Linda Pruett, Committee Chair. There were 17 people in attendance. Attendees were welcomed and introductions were made around the room. Instructions were given to the scribe.

- HELP/OK the sign project - Lucy Volotsky advised it been approved in CD12 and the program is expected to roll out in September 2012.
- Senior Symposium 5/19 at ONEGeneration in Reseda, and Worldfest 2012 at Woodley Park on 5/20 announced by Allen Nelson.
- Fire Service Day is today. Bill Hopkins suggested attendees visit their local LAFD.
- Operation Gratitude - Nathan Wolfstein advised the availability of some overages due to expiration dating, and those items cannot be used by the military. Items offered to the group.

**Minutes** - Minutes of the 4/14/2012 meeting were reviewed. One correction is to be made to the **Sealing Windows** section.

Line 2 corrected RIMs and RIM to read REMS and REM. A motion was made by Bill Hopkins, seconded by Dan Tomlinson. The minutes were accepted as corrected.

2. **Reports**

- **LAPD** was not available. Dan Tomlinson reported East of White Oak and North of Satocoy. Knock-knock burglaries are still a problem. Be aware of surroundings, and make a note of anything suspicious or out of the ordinary on the streets.
- **Communications** - Dan Tomlinson advised use of simplex units at the Sunday morning net. Dan encouraged people to check in to Ham communications. Handheld units are now about \$100. Dan also has multiple antennas donated to him, and couple that could be used at our EP Bins. Lucy Volotsky suggests a 1-2 hour time at a future meeting dedicated to proper use of Ham equipment and Ham etiquette. Dan offers this as a possible program at a future EP Meeting. Both West Valley and Topanga LAPD want to be more involved in Ham communication.

3. **Forming a 501 (c) 3 Non-Profit Organization - Paul Shively, CERT Team, West Hills NC, Paul Shively & Assoc.**

In the past NC's were able to provide EP bins, supplies, sponsor CERT events, etc. NC's no longer have funds for these endeavors. A non-profit 501 (c) 3 might allow NC's to continue community EP efforts. Paul set up between 120-130 non profits (NP) a year.

West Hills Neighborhood Watch (NW) has a 501 (c) 3 to provide materials and support CERT training classes, has acquired 50 old radios through General Services at \$1.00 each.

- The basis of a NP is that money can be used to further the NP's goals as long as it is within a specific mission statement.
- NP's are easy to run, just keep good records and books.
- Money must be sought. Many companies offer grants. The fee is \$80, \$15 certificate fee, and \$30 filing fee. Usually the cost to set up a full NP is about \$2,900.
- It takes approximately 180 days for processing, and about 55 days for a response.
  - \*Mission Statement - Usually a maximum of 75 words to show how the NP will be funded.
  - \*Balance Sheet - approximately \$1,000 to start
  - \*Complete all paperwork correctly.
  - \*Date and sign.
- Requirement to file for exempt status in California March of each year
- NC's cannot commit funds
- Grants may be applied for by an NPC
- Stipulate Volunteer Board Member
  1. Discretionary funds
  2. Non-discretionary funds
- NC's cannot fund any NP start-up costs
  1. Start-up costs can be donated
  2. It is approximately \$515 individual handling set-up
  3. Paul agreed to assist with a NP set-up.

Separately, Paul advised that the LAFD wants CERT Call-Out Team Members to be a part of LAFD-CERT Team. Uniforms might be a blue shirt, dark pants and arm patch showing LAFD on top and CERT at the bottom. They are working on changes for a more professional CERT look.

**Discussion** - Joel brings up the idea of specific areas/organizations, individual communities, or San Fernando Valley with designated funds to an individual chart of accounts such as: Lake Balboa Project, Chatsworth Project, etc. in order to pool funds and yet allow designated donations/funds to be directed to a specific area.

What about conflicts between NC's or communities? Linda Schwering questions how funding benefits might be split. Linda Pruett wants to prepare as many in the Valley as possible and suggests possibility of a separate 501 (c) 3 formation meeting. Linda will schedule a Saturday in June (?). Neighborhood Councils (NC's) and a separate non-profit could have the following, as an example:

- 5 people on the Executive Board
- 15 people on the Advisory Board

It is possible for a NC Board Member to be on the board. One idea might be for one (1) NC Board Member from each NC to report to the NP.

Paul distributed a sheet to all attendees titled Starting a 501 (c) 3 Non-Profit Organization. There was a great deal of interest on this topic.

4. **Upcoming EP Events, Classes & Training**

There will be a CERT community meeting on May 20<sup>th</sup> at Fire Station 89. Attendees were referred to the meeting agenda for a list of events and classes. Linda Pruett distributed a LBNC Nuclear Safety Checklist by David Bear that included an update to information provided at the April 14<sup>th</sup> EP meeting.

Minutes - EP Meeting May 12, 2012  
Corrected Final

There being no further business, the meeting adjourned at 11:20 a.m.  
Minutes respectfully submitted by Linda Schwering for approval.

**The next meeting will be Saturday, June 9, 2012 at the above location**