

***CAER Board of Directors  
Meeting Minutes  
January 27, 2011***

***In Attendance:*** John Driscoll, Chair-Conoco Phillips, John Lowden for Kathleen Parker-Sheriff's Office, Randy Sawyer-CCHSD, Robert Marshall-Con Fire, Jeff Luengo-Criterion Catalysts, Pete Jurichko-Rhodia, Rich Leland-Tesoro

***Staff:*** Tony Semenza-CAER

***Absent:*** Paul Craig-Community Rep., Peggy Marshburn-CCCOE, Ralph Sattler-Community Rep., Mark Ayers-Chevron, Dale Backlund-Dow, Teresa Makarewicz-Shell, Lori McDonald-CAER

***Approval of December 2010 Minutes***

Pete Jurichko motioned to accept and Randy Sawyer seconded.

***Standing Committee Reports***

Finance – A discussion was held regarding the need to raise dues for 2011. The question revolved around how much of the proposed budget amount should be kept in reserve – one year or six months. The board voted to have a six month reserve on hand. As a result of this there will be no dues increase for 2011. (The current 2011 proposed budget is \$182,000 and the current reserve is at just over \$100,000.)

The board approved the 2011 administrative and action team budgets. The action team budgets will be kept at the 2010 levels and there was a slight increase in the administrative budget.

Randy Sawyer made a motion to accept the administrative budget, seconded by Jeff Luengo. A motion to accept the action team budgets was made by Robert Marshall, seconded by Rich Leland.

***Executive Director Report***

- Tony reported that the Safety Summit Organizing Committee met on January 25<sup>th</sup> to develop the agenda for the March 24<sup>th</sup> Safety Summit. He will work with the facilities and agencies to finalize the list of presenters.
- Tony reported on the Emergency Notification Sub-Committee meeting with Alerting Solutions, Inc. that was held to discuss necessary upgrades for the Community Warning System. A plan was developed and will be presented to the Emergency Notification Action Team at their February meeting (the plan includes a time line and a budget to incorporate the proposed upgrades).
- Tony, Lori and Eve Ridgers, chair of the Community Outreach Action Team met with Robin Wood who is the Electronic Communications Specialist with the Contra Costa Office of Education and is the CAER webmaster regarding the CAER website. Robin has agreed to meet with Tony and the chairs of each of the Action Teams and Ralph Sattler (who will represent the board) to design a

new and improved website with appropriate links to other sites. Tony will work with Robin and the Action Team chairs to put together this meeting sometime in February.

- Tony continues to attend Action Team meetings and works with the chairs to insure that they are meeting their goals and objectives and to provide any additional support necessary for their success.

#### ***Status of Open Issues***

- Robert Marshall from Contra Costa Fire attended the board meeting and is working with Operations Chief John Ross to determine who will be the full time Con Fire rep to the board.
- Chief Daryl Louder from Contra Costa Fire attended this meeting and provided the board with a background of his professional firefighting career and thanked the board for industry's continued support of the Contra Costa Fire Department.

#### ***Announcements***

- Tony will work with John Driscoll over the next week or so to finalize the dues letter. The letter will be sent to the board members for any input prior to the February board meeting. The plan is to have the dues letter ready to be mailed immediately after the February meeting.
- Tony will also send the updated list of Safety Summits held to date to all board members.

***Next Meeting of CAER Board of Directors  
Thursday, February 24, 2011  
12:00 p.m. – 2:00 p.m.  
CAER Conference Room  
1350 Arnold Drive, Suite 103, Martinez***