

RICHMOND CITIZENS CRIME WATCH
EXECUTIVE MEETING MINUTES

MON. DECEMBER 6, 2004

Richmond City Hall Rm. 1003

1a. Roll Call: Jim Howard, Darren Gallvitz, Erik Olsen, Veena Lanji, Jane Bruchet, Steve Scott, Fermie Wilder, Pauline Sturton
-with regrets: Rod Bruchet

1b. Call to Order: 19:12

2. Reading of Mission Statement: n/a

3. Approval of Agenda: Jim made a motion to approve the format of the new agenda, seconded by Erik, all in favor.

4. Approval of Minutes of Previous Meeting: Erik made a motion to approve the minutes of the previous executive meeting, seconded by Darren, all in favor.

5. Communications: Erik received an email from Martin Sayle stating that Martin will not be able to attend the Christmas party. Martin also stated that he is in possession of a computer from M&M Meat Shops that can be donated to Crime Watch as an upgrade to our existing computer. Jim said that at this time, we cannot accept it without approval from IT. Jim talked to Kate about getting a new computer donated and Kate said that there is a new computer that IT is loading and will be out in January 2005. Erik also noted that Steve Hall will not be able to attend the Christmas party, but will send the prizes with Kjeld Christensen.

Steve received an email from Darren Sutherland about possibly staying on with Crime Watch in an administrative role with the training manual. Jim said that the coordinators need to meet with Darren S. to define his continuing role in our program.

Erik received an email from Darren Sutherland regarding equipment. It was decided that this issue would not be discussed at this executive meeting and that the coordinators would meet with Darren S. regarding this issue.

Fermie suggested that a formal letter of thanks be sent to Block Watch regarding the Volunteer Appreciation Dinner. Darren G. will send the letter.

Erik added that we needed to contact Gary Vicze and Ann Harder regarding their LOAs.

6. Reports: Jim is working on bringing a formal setting to our meetings, which includes: setting a date once a month, and sending out previous minutes in advance and agenda for the meeting.

Jim also said he received an email from Cpl. Kate Anderson regarding 1) chain of command (not following proper protocols, such as calls to finance office), 2) office etiquette (not bothering officers at station and staying out of the General Duty area), and 3) being as inconspicuous as possible when working in the station during the day, especially when complainants are present. Jim said that he will write up a draft of this for the Policy & Procedures manual for the executive to review.

Jim also announced that there will be a new storage room added to the station and that the existing bike room will be transformed into a new Crime Watch office (this should happen sometime in January 2005).

Steve added that patrol supervisors need to make sure that regular patrol members are not loitering behind the counter on patrol nights.

Pauline brought up an issue of social responsibility while on shift. Patrol supervisors should be responsible for talking to patrol volunteers and introducing new members to the other members.

Training:

Steve stated that a draft of the new training manual will be ready by early January for the executive to review. He will try to email it out to executive members before the next meeting.

*members interested in becoming training officers: Steve Scott, Fermie Wilder, Martin Sayle, Steve Hall, Mike Riley, Kjeld Christensen, and Rod Bruchet.

Steve also showed a copy of a possible agenda for training session 1 of the future training sessions.

Scheduling:

Erik said that we are presently averaging about 3-4 teams per week on patrol. He brought up concerns about short-notice cancellations and the need for follow-ups with members on LOAs. Erik also stated that Darshan Chahal would like to assist with the administration work. Darren Gallvitz will contact him. Erik also said that gas vouchers have been written out for the past 3 months and are in the red folder in the top drawer of the locked cabinet. He urged patrol supervisors to get members to sign them when they are out on patrol.

Equipment:

Erik said that the new radios have been implemented and work very well and batteries are good (lithium-ion). The new headsets are being used and have received a good response from base operators. New shirts are in and have started to be given out to members (new members first). Erik also raised concern about the inconsistencies and problems with our internet provider (VCN). Darren Sutherland has said that VCN is upgrading their server and should be done by January 2005. It was decided that Vic Atkinson needs to be asked about an internet plan for the station.

<break from 20:20 – 20:30>

Treasurer:

Veena said that there has been no change in petty cash (\$70.79). The last transaction was for a sympathy card for Ann Harder in the amount of about \$4. Veena also stated that we need the balance for our gas allowance (Veena will put in this request). Veena also said that we need to verify the fiscal year date (Veena will contact Kate about this).

Patrol Supervisors:

Erik stated that 2 weeks ago, base lost a portion of the radio log for the night. It was decided that base operators need to “save” often during the patrol night.

Veena said that we need to define how many years a volunteer must serve before becoming eligible to sit on the executive. She was under the impression that it was one year, but this is not stated anywhere in the new Policy & Procedures manual. We need to make an amendment in the manual for this.

7. Unfinished Business: none

8. New Business: Veena stated that there has been a breach of confidentiality in our program and that there needs to be a greater sensitivity to members regarding the canceling of shifts due to certain situations. Veena said that members who cancel a shift should be given a better response (a more understanding response).

Erik said that he will be sending out an email to all members asking if any members would be able to be on the emergency call list. Erik also expressed a need to sanitize the headsets after each use. Alcohol swabs can be purchased 100 for \$3.34 + tax. Erik suggested we keep about 200 on hand using petty cash.

Erik made a motion to look into purchasing alcohol swabs, seconded by Pauline, all in favour.

Erik noted that there is a shortage of radio chargers. He suggested we trade in our 4 old Motorola chargers for 1 new Motorola bank charger (for 6 radios).

Erik made a motion that, with the approval of ICBC, we purchase the bank charger, seconded by Veena, all in favour.

Erik also stated that we could purchase lights for our laptops (which clip on to top with a USB connection) for \$9.49 each. He also added that they would only be compatible with 3 of our laptops (the new Compacs).

Erik made a motion to purchase 3 lights for the laptops with the ICBC fund, seconded by Steve, all in favour.

Erik also stated that we did not receive speaker mics with our new radios and got a quote of \$95 + tax for each of them. Steve said that speaker mics would be a valuable asset for counter attacks and Darren said that they would also be important for stake-outs, surveillance, and ease of use. Erik said that we would need mics for 4 radios.

Veena made a motion to amend the previous motions of bank charger and lights to use the remaining ICBC balance to purchase the 4 radio mics and 3 lights for the laptops, and to purchase the bank charger with our donation account funds, seconded by Steve, all in favour.

*Motion that future executive meetings be on the first Monday of each month and that the next executive meeting will be on Monday, January 10, 2005, seconded by Steve, all in favour.

<Fermie and Jane leave meeting at 21:40>

Erik expressed a need for feedback regarding a new base computer, laptops, digital camera, and internet. Jim responded that there is no information at present and that Kate will be getting back to us on those items. Erik also said that he has dates for counter attacks but needs to know when we are able to assist. Rod has left a message with Kate regarding this issue. Erik also stated that briefings from RCMP for patrol nights has diminished. Darren will check with Kate regarding the briefings.

Erik also said that there has been no formal invite for RCMP members to our Christmas party. Erik will notify them. Erik said that there have been comments from our volunteers about increasing the gas allowance (going rate is 43 cents per km). Jim will email Kate about it.

Steve asked if the maps for stolen auto recovery that he is making are being used and if they are helpful. He also was interested in being put on the list to receive the info from the RCMP. Erik stated that the stolen auto list is being sent to too many volunteers who do not need access to the information. Darren will contact Cst. Kevin Kwast about the issue. Darren also said that he could delegate Steve to continue doing the maps.

9. Date/Time of Next Meeting: Monday, January 10, 2005 at 19:00 hours (location to be announced).

10. Adjournment: Jim made a motion to adjourn the meeting at 22:14 hours, seconded by Veena, all in favour.

*minutes recorded by Darren Gallvitz