

RICHMOND CITIZENS CRIME WATCH

EXECUTIVE MEETING MINUTES

TUES FEB 08, 2005

Richmond City Hall Rm M1.003

Meeting called to order: 1909HRS

In Attendance: R.Bruchet, J Howard, V Lanji, Erik O, S. Scott, F Wilder

E Olsen made a motion to approve the agenda, seconded by J Howard, all in favor.

J Howard made a motion to approve the minutes of the Jan 10 Meeting. E Olsen seconded, all in favor

E Olsen made a motion to approve the minutes of the Jan 18 Special Meeting. F Wilder seconded, all in favor

Communications:

S Scott received an email from D Sutherland on the issue of

1/the identity of crime watch vehicles to be phoned into E-Comm, and what are the feedbacks from RCCWP

2/the vision and mission statements provided, to be added to the Policy and Procedures Manual.

These were discussed.

F Wilder made a motion that secondary base operator (dispatch) contact E-Comm at the beginning of each shift with the BCLs of patrol vehicles. R.Bruchet seconded, all in favor.

S Scott made a motion to accept:

Mission Statement: The Richmond Citizens Crime Watch Patrol is committed to improving the safety and well being of the community. To accomplish this, we will endeavor to prevent and reduce crime by observing and reporting suspicious activities to police.

Vision Statement: Promote safety and community involvement

Be focused, effective and innovative in our efforts to prevent and reduce crime.

Be professional and accountable through effective training and leadership

Provide a safe, respectful and enjoyable environment for volunteers to work in

Seconded by E Olsen, all in favor.

E. Olsen received a confirmation from Industry Canada to advise RCCWP that the Maxon radios are acceptable with the current standards.

He also received a phone call from Colleen Smith, Web person for the Online City Community Bulletin Board. She has asked if RCCWP would like to advertise at the site. The executive has decided that we will proceed with an advertisement.

An email was also received from Nadia Paterson. She is doing well in Calgary and thanks RCCWP for all the support and the invaluable training.

V Lanji has received an email from Lisa Irwin, asking which branch of ICBC should the tax-deductible receipt for the donation go to. J Howard will forward the details for Alex Lee to V Lanji.

Reports

Coordinators

Randall has been interviewed for the position of a volunteer. 3 other interviews will be conducted on Feb 09,2005. We should have atleast 6 new volunteers ready for screening and training very soon.

Training Manager

-Feedback has been received from E Olsen regarding the training manual. S Scott welcomes feedback from all other members of the executive.

-The training manual is almost complete for approval.

S.Scott made a motion to accept S Scott, F Wilder, M Sayle, S Hall, M Riley, K Christensen and R Bruchet as training officers.

Seconded by E Olsen, all in favor.

-Copies of Power Point presentation were distributed to all executive members.

Scheduler

Scheduling for Friday nights is getting more and more difficult.

E Olsen needs to know the status of each LOA and their expected date of return. R Bruchet will ask D Gallvitz to send letters to members on LOA asking for their current status and expected date of return.

S Scott made a motion to add section 4.6 to the PP manual to create a new designation, NON PATROL ADMINISTRATIVE DUTIES for volunteers that are not able to do patrols but are available for admin duties.

Seconded by E Olsen, all in favor.

Equipment Manager

-E Olsen inquired about binders for PP and Training manuals. J Howard will approach Cpl Anderson.

-E Olsen has re-designed the equipment sheet.

-Secondary Headset is not working well. E Olsen will look into this and see if things are covered by warranty.

-E Olsen needs to know the date for submission for the newsletter.

Treasurer

-No change in Petty Cash. Balance is still at \$63.53

-Waiting for a response from Cpl Anderson regarding the amount for shirts charged to RCCWP account, should have been charged to RCMP budget

-Will contact Cst. Kwast to find out the status of the outstanding invoice to Raytel.

-V Lanji informed that we would be granted another \$2000.00 for gas allowance for the next fiscal year Apr 01/05-Mar 31/06.

-There are cheques for volunteers for gas allowance in the drawer. All cheques should be mailed out to volunteers as soon as they are received from finance.

R Bruchet made a motion to increase gas allowance from \$0.10/km to \$0.20/km. Seconded by E Olsen, all in favor.

Patrol Supervisors

F Wilder agrees that Friday nights are difficult. There are only 2 teams out, she would also like to see the filing for volunteer files be updated.

S Scott advised that the event at the airport and the capture of 4 youths was a great success.

There was a special request from Cpl Biani for assistance with commercial B&E and we were able to accommodate the request.

E Olsen advised that we need more notebooks. It was agreed that notebooks should be kept at the station after each shift. There is also a lack of briefing from the RCMP. R Bruchet will contact Cst Kwast regarding this.

New Business

The members have approached RCCWP to move to a bigger location at YVR. Several members of the executive have done a site inspection. At this time we need more details from the members to make a decision on this move. The coordinators will arrange a meeting with Cpl Anderson, Cst Kwast and the new YVR Sargent to discuss this move further.

R Bruchet made a motion to table the move until meeting with liaison officers and new sargent. Seconded by E Olsen, all in favor.

There is a change in date for our General Meeting. The new date is Mar 30/05

Next executive meeting is scheduled for Tues. Mar 08/05

R Bruchet made the motion to adjourn the meeting at 2120hrs, seconded by J Howard, all in favour.

*minutes recorded by V Lanji