

RICHMOND CITIZENS CRIME WATCH
EXECUTIVE MEETING MINUTES
MON. OCTOBER 24, 2005
Richmond City Hall Rm. M.2.002

1a. Roll Call: Steve Scott, Rod Bruchet, Vena Lanji, Darren Gallvitz, Darren Sutherland, SGT. Maria Salzl

1b. Call to Order: 19:06

2. Reading of Vision & Mission Statement: Read by Rod.

3. Approval of Agenda: Rod made the motion to accept the agenda. Seconded by Steve.

4. Approval of Minutes of Previous Meeting: Vena made the motion to approve the minutes of the Sept. 26 Executive Meeting, Seconded by Darren S., all were in favour, minutes accepted with the following corrections:

Under "Finance": "no change in petty cash" was struck.

5. Reports:

Coordinator (Vena Lanji)

- Steve & Vena have been organizing the office at YVR.
- Unable to access Crime Watch e-mails. Darren G. says it is possible to do so from the Internet.
- Richmond Chamber website: contact information will be updated ASAP.
- Press Release: November 5 Open House at Steveston & South Arm Stations. Cpl. Kate Anderson will have a table for Crime Watch recruiting (11am – 3pm).
- Info Session at City Hall. We have 26 people registered so far (2 of them are 18yrs old – Maria advises against them joining due to insurance issues).
- Steve Hall has sent a letter in asking if he should resign or go on a LOA. Vena suggested LOA for 3 months and will notify scheduler.
- Haven't heard back from City Works Yard regarding City Van training.

Administration Manager (Darren Gallvitz)

- Member Information updated showing active/inactive members. Jim Howard, Serge Belley, and Virginia Dick need to be added to active list. Have not heard back from LOA list (inactive) members: Banu George, Aida Saba, and Jason Silva – letters have been sent to inquire.
- Ross Sakai has informed us that the EOC for the Halloween Operations will no longer be at the City Works Yard, but will now be at the Main Fire hall (Gilbert &

Granville). All three patrol nights for the special operation (Fri, Sat, Mon) will be at the RFD.

- Business cards have now been provided for the new executive members.
- Questions concerning use of RCMP logo in Crime Watch correspondence: Maria states that Crime Watch may not use the RCMP logo on letter correspondence, but it may appear on the Crime Watch website and on Crime Watch business cards.

Operations Manager (Rod Bruchet)

- There have been some scheduling issues. Rod will talk to Fermie and make sure she has all the necessary tools to get the job done properly.
- Photo IDs: no response back from RCMP yet. Vena will give Rod a list of those who don't have an ID yet. Rod will set up ID sessions as soon as he confirms with Darren S. and Jim Howard regarding camera operation.
- Darren S. will need his City ID card back to gain access to the Detachment. Will need to first check that it is still active.

Training Manager (Darren Sutherland)

- Nov. 2 Info Session: will need a projector for the PowerPoint presentation. The session will provide background info to the public (what they can expect, etc.). There will be application packages available for interested people.
- Maria says that our application process should be: Interview → Criminal Record Check (which successful applicants will take with them to fill out and hand in to Main Detachment) → Main Detachment will let Crime Watch know if the applicant is cleared or not → Training.
- We will need 30 application packages for the info session (cover letter and application form).
- When should we have a set training start date? Training should be done in groups, not individual. It was decided by all present that training should start on the first patrol shift in January 2006. Class size should be about 8 trainees. We will need to consider the availability of training officers for each patrol night.
- Still have not heard back from BCIT regarding the CAD program.
- Training Record forms will be brought back into the training sessions during the next session in Jan. 2006.

Finance Manager (Steve Scott)

- Two grant applications have been sent to the City and ICBC (\$2000 each).
- William Wong (City) will repair our radio equipment for us free of charge (foot pedals, headsets and will check old Maxon radios).
- Still researching for more grant applications, will discuss detailed purchases next meeting.

Acting Liaison (Sgt. Maria Salzl)

- The position of Crime Watch Liaison is not easy to fill, Maria is working on it.
- Maria or Cst. Jack Harrison will attend our meetings in place of a liaison officer.
- Wendy Milford (Block Watch), Sheila Yamamoto (Block Watch), Cst. Tai Chang, and Sgt. Maria Salzl have formed a Crime Prevention Team, which will send out briefings to us on a regular bases. Darren G. will take care of the correspondence.

6. Old Business

- Scheduling
 - Fermie Wilder is frustrated. All Crime Watch members should be directed to Fermie for anything to do with scheduling.
- Christmas Function
 - Vena has sent out an e-mail to the membership.
 - The Christmas Function will be held on Tuesday, December 20th at 19:00hrs (Richmond City Hall).
 - Martin Sayle will be donating a fleece jacket for the prizes.
- Halloween Operation
 - Vena & Darren G. attended the last Operation Plan meeting at the City Works Yard.
 - The EOC has been changed to the Main Fire Hall
 - Need to know numbers of volunteers available to work the three shifts ASAP.
 - Rod will have Fermie send out a blanket email for one last chance to sign up.
 - Vena and Steve will attend the next Halloween Operations meeting at City Works Yard.

7. New Business

- Recruiting Session at Steveston is confirmed (Nov. 5). Will confirm for South Arm.
- Maria requested \$500 grant from City for Crime Watch, but the City did not put it forward. Could look into the RCMP Foundation.
- Maria suggested Crime Watch make use of Volunteer Richmond for recruiting. Vena will contact them.
- Volunteer Appreciation Dinner will be held on Friday, November 25 at the Richmond Inn.
- Maria asked if Crime Watch needed any other equipment at YVR. We need a waste paper basket, maps (large Richmond map and individual zone maps).
- The YVR office will be reorganized into an L-shaped desk design for easier use.
- Darren S. stated that Crime Watch needs to emphasize more patrolling of schools, foot patrols, etc., not just running plates.
- Darren S. also suggested training sessions for dispatchers on how to deal with E-Comm call takers, will happen in new year, with a tour of E-Comm involved. Darren S. will send out a general e-mail to the membership about the program.
- Darren G. suggested that Crime Watch put out the next newsletter in mid November. All executive members should send reports to Darren G. by early November.

9. Date and Time of next executive meeting

Monday, November 28, 2005 at 19:00 hrs - Richmond City Hall

10. Adjournment

Meeting adjourned at 21:10 hrs.

Minutes recorded by Darren Gallvitz