

RICHMOND CITIZENS CRIME WATCH  
EXECUTIVE MEETING MINUTES  
MON. NOVEMBER 28, 2005  
*Richmond City Hall Rm. M.1.003*

**1a. Roll Call:** Vena Lanji, Darren Sutherland, Darren Gallvitz, Steve Scott,  
Cst. Jack Harrison  
Regrets: Rod Bruchet

**1b. Call to Order:** 19:23

**2. Reading of Vision & Mission Statement:** Read by Vena.

**3. Approval of Agenda:** Steve made the motion to accept the agenda. Seconded by Darren S., all were in favour, agenda approved with the following additions:

Halloween added to Old Business and Liaison added to Reports.

**4. Approval of Minutes of Previous Meeting:** Vena made the motion to approve the minutes of the Sept. 26 Executive Meeting, Seconded by Steve, all were in favour.

**5. Reports:**

**Coordinator (Vena Lanji)**

- Question raised about Thank-you notes being sent out to volunteers who come out on Halloween, as done in the past. Cst. Harrison says it depends on who's looking after it – not always done. Vena has sent out a thank-you by email.
- Halloween operation went well, although the dispatch location would have worked just as well at YVR.
- A thank-you to Darren S. for the New Volunteer Presentation. It was well presented and we have so far gained 15 new applicants from it.
- 10 new applicants have been interviewed and 8 are promising.
- Cst. Harrison suggested that instead of “firing” volunteers, we should tell them that we are “declining your offer for volunteer service.” Jack will send Vena an email with further information.
- Two volunteer files from 2004 have been located and both applicants have shown interest after being contacted.
- City website has been updated. It should be re-read to see if it need any further changes, as it was written a couple of years ago.
- Police Week Volunteer Drive – It was pouring rain and we were able to hand out only a few brochures with no further inquiries.
- Have not heard back yet from the City Work Yard about vehicle training.
- A thank-you to Darren S. for operating the camera for the photo ID session. Vena will contact Susan in Identification regarding status on IDs.
- Martin Sayle left his ID in van #1089 – Vena will ask Susan about it.

- Cst. Barry Edwards will be taking over as our liaison. We are not sure when this will happen as Steveston is still waiting for a replacement for him. Vena will check again with Maria Salzl.
- We have not been getting regular emails from the Scheduler. Regarding the Social Committee, Vena will take charge of this as no one is currently doing so.

### **Administration Manager (Darren Gallvitz)**

- We have received 2 new applications by mail and 6 basic security clearances have been processed successfully. Cst. Harrison says he has more with him and will send them to us.
- Crime Watch has been nominated for Volunteer Richmond's "Volunteers are Stars" award.
- Gas Voucher reimbursements have been returned from finance and are ready to be picked up at YVR.

### **Training Manager (Darren Sutherland)**

- BCIT has deferred our CAD program to January. It was not chosen this time around.
- Training will begin in January 2006. There will be a one-day classroom seminar (4 hours) and 4 subsequent training nights. Would like to start this on the January 14/15 weekend. Kevin Sutherland can get a projector for the training session.
- Darren S. will put the proposal in writing for Vena.
- Would like subsequent training nights every week after the training session instead of every second week, as it would take a lot longer to train every second week.
- Vena would like to see patrol being increased to 3 times a month.

### **Finance Manager (Steve Scott)**

- Received a letter from City Hall saying they received our grant application. It will take 4-6 months to review.
- ICBC will be supplying some gifts for our Christmas function.
- ICBC is also looking into more funding for us.
- No change in petty cash.
- William Wong (City) will get us new quotes for radios.
- Our base radio has been repaired – cable is loose but still works.
- William Wong has tested our 6 maxon radios – batteries were completely dead and could be replaced at \$60-80.
- Picked up new garbage can for office.
- Should invite William Wong and John (his partner at Work Yard) to Christmas function.
- Should invite the following RCMP members: Jack Harrison, Barry Edwards, Maria Salzl, Ward Clapham, Tony Mahone, Greg Lindenbach, Susan McBride (Ward's Secretary), Wendy Milford (Block Watch), Alex Lee (ICBC).

## **Acting Liaison (Cst. Jack Harrison)**

- Negative reports are just as important as positive reports on activities during stakeouts.
- We should be sending a hard copy of the reports, not just relying on radio log records.
- Vena will check our radio log information and email it to Jack.

## **6. Old Business**

- Equipment
  - Quotes for 6 new motorolas at approximately \$2800.00
  - We only have about \$1900.00 to spend.
  - We should use our money to buy 4 motorolas (approx. \$1600.00 - \$385.00 each)
  - Batteries should be lithium ion so Steve will check with William Wong on the price for lithium ion to see if we have enough funds for 4 motorolas with lithium ion batteries.
  - Steve will find out about trade-in values for our used maxons.
- Procedures Binder
  - We need to continue to work toward this.
  - Should include 3 main sections: Administration, Operations, and Patrol.
- Patrols
  - We should be doing more patrolling than running plates.
  - We need to cut back on the reliance of Stolen Auto Recovery for each unit. For example, if 5 teams are out on patrol, 1 could be running plates at YVR, I could be doing Stolen Auto Recovery in Richmond (roaming), and all other units would be focusing on schools, businesses, etc.
  - We don't necessarily have to send patrol units all over Richmond, we can send all units to certain "hot spots."
  - We should look at having school checklists again, and ones for parks and industrial areas, perhaps by zone areas.
  - There is a news section on the City Website called "Crime Watch" which has nothing to do with our program. It gets posted once in a while. We should contact the city the next time we see it.

## **7. New Business**

- We should look into getting more city vehicles for Crime Watch use.
- Darren S. said he spoke to someone with City Fleet Services about 3 or 4 years ago about using city carpool vehicles, but never got a response back. Vena will contact Rob Sakai at City Work Yard regarding this matter.
- Regarding volunteer conduct, if anyone has a beef, they can come on Tuesday evenings when Vena is in the office at YVR or they can email Vena or another executive member about the issue.

**9. Date and Time of next executive meeting**

Monday, January 2, 2006 at 19:00 hrs - Richmond City Hall – Room M.1.003

**10. Adjournment**

Motion to adjourn meeting made by Steve, seconded by Darren S.

Meeting adjourned at 21:29 hrs.

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Minutes recorded by Darren Gallvitz