

RICHMOND CITIZENS CRIME WATCH
EXECUTIVE MEETING MINUTES
WED JANUARY 04, 2006
Richmond City Hall Rm. M.1.002

1a. Roll Call: V Lanji, D Sutherland, S Scott, Cst. J Harrison
Regrets: D Gavilltz, R Bruchet

1b. Call to Order: 19:09 HRS

2. Reading of Vision & Mission Statement: Read by D Sutherland.

3. Approval of Agenda: S Scott made the motion to accept the agenda. Seconded by Darren S., all were in favour, agenda approved.

4. Approval of Minutes of Previous Meeting: S Scott made the motion to approve the minutes of the Nov 28 Executive Meeting, with following amendments, seconded by Darren S, all were in favour.

- (i) Strike: ICBC is also looking into more funding for us.
- (ii) William Wong has tested our 6 maxon radios – batteries were completely dead and they have been properly disposed off . (recycled)

5. Reports:

Coordinator (V Lanji)

- We had a good turn out for Christmas and a special thank you to all the donors of giveaways. Great feedback from members about the changes with Crime Watch
- **December 31, Special Ops:**
- We were able to get 3 teams out. 1 team stayed out until 1:00am while the other 2 until 3:00am.
- It was great that we were able to attend the briefing and be mentioned in the briefing report that went out to all members. Great exposure for Crime Watch
- Cst Harrison has investigated if we could attend briefings on a regular basis. S Scott and D Sutherland have been approved to attend briefings at either the Main Detachment or at YVR. It would give Crime Watch further exposure if we attend at the Main Detachment.
- An email was received from a member that assisted with an incident during non-volunteer hours. Member had mentioned Crime Watch to attending officer. It was discussed and agreed that Crime Watch members **can only identify as Crime Watch during Volunteer hours.** V Lanji will send email to volunteer advising them of this policy.
- E Shattner will not be available for patrols for the month of January
- Interviews for remaining applicants will be scheduled between 9:30am and 2:00pm on Saturday Jan 14/06.

- A complaint has been received from F Wilder regarding V Lanji. The emails were discussed. Cst Harrison asked we send an email to F Wilder to thank her for all her contribution in the capacity of Scheduler, accept her resignation as the Scheduler. S Scott and D Sutherland agreed that an email in this regard has already been sent out to F Wilder.
- We did not win at Volunteer Richmond's, Volunteers are stars, but we have received a certificate of nomination.

Training Manager (D Sutherland)

- Training for new volunteers is scheduled for Jan 21/06 10:00hrs – 14:00hrs at YVR
- A training package will be emailed to all attendees with a training manual and Policies and Procedures manual. V Lanji will email D Sutherland with email addresses.
- V Lanji will advise St Sgt Doug Wright of our use of the briefing room for the training session. V Lanji will also provide the refreshments.
- There will be 2 patrols in Jan. (Jan 14 and Jan 28)
- There will be 3 patrols commencing Feb (Feb patrols: Feb 11, 17 and 25)
- Training Manager will be responsible for all scheduling for new volunteers and arranging with training officers.

Finance Manager (S Scott)

- There is no value in the maxon batteries and we should look at donating them to another crime watch program
- With the ICBC donation of \$4860.0 our donation account balance is \$6839.79
- **Quote on Equipment required:**
- 8 Motorola Radios = \$3184
- 1 Motorola Charger = \$440
- 2 Digital Cameras = \$700
- 2 Camera Cases = \$100
- 2 Power Inverters = \$80
- 2 Flat Screen Monitors = \$800
- 1 Video Card for Monitors = \$100
- **Total estimated cost before taxes/fees = \$5404**

V Lanji will contact Cathy Cowie and/or Lisa Erwin to find out the correct procedures to proceed with the order.

Equipment

- An end of the shift procedures list will be posted for all members. It is noticed that on certain shifts, equipment is not returned to proper order and the office is left in a mess. Logs are not put away properly.

Acting Liaison (Cst. J Harrison)

- Assisted in our discussions and resolution to complaint from Fermie W.
- Suggested we get in the habit of filling out a 16-24 report for all calls to the RCMP.

6. Old Business

- 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 will increase our patrols to 3 patrols a months starting Feb/06

7. New Business

- **Palm Pilots.** It was mentioned at our Christmas get together that we could download to palm pilots. This is not efficient for our program. It works better for bike patrols. Some members inquired if it can be done so they can check plates at anytime of day. Again it was stressed that we can only function as Crime Watch during patrols hours.
- **Signage for vehicles:** An inquiry was made if we could have magnetic signs for Crime Watch vehicles during patrols. It was discussed and agreed that it would be a safety concern for volunteers. For visibility we have City Vehicles.
- **Volunteer Recognition:** We should have something in place for recognizing Volunteers on an ongoing basis. This could be for little achievement that is very much appreciated.
- **E-Comm:** There have been some concerns about negative feedback from E-comm. Please be advised that it is not a personal attack. It is an ongoing issue with certain E-Comm employees.

8. Date and Time of next executive meeting

Monday, February 13, 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 21:06 hrs.