

Richmond Crime Watch Executive Meeting Minutes

June 14, 2006 – Richmond City Hall

Present: Vena Lanji – Coordinator, Darren Sutherland – Training, Steve Scott – Operations, Garry Vicze – Finance, Cpl. Barry Edwards – Liaison Officer

Absent: Darren Gallvitz – Administration

Call to Order

Vena Lanji called the meeting to order at 19:15hrs

19:16 hrs: Darren Sutherland called Darren Gallvitz to see if he would be attending the meeting. Darren Gallvitz stated he wouldn't be attending as he had other commitments.

Approval of Agenda

- Darren Sutherland requested "Maps" be added to New Business.
- Vena Lanji made a motion to accept the agenda with 1 change. Seconded by Steve Scott, all in favour.

Approval of Previous Meeting Minutes

- Garry Vicze made a motion to approve the minutes of the April Executive meeting. Seconded by Darren Sutherland, all in favour.
- Vena Lanji made a motion to approve the minutes of the May Executive meeting with 1 change: "remove Cpl. Bhayani from the list of individuals in attendance for the meeting. Cpl. Bhayani was present until 19:44hrs." Seconded by Steve Scott, all in favour.

Reports

Coordinator's Report – Vena Lanji

- Patrols are going well with lots of participation. Volunteers are very positive.
- Some concerns with people canceling or requesting to come out at the last minute.
- Some trainees still in need of their brief introduction/review of the SAR system.
 - Garry Vicze suggested adding a "cheat sheet" to the patrol kits
- ICBC has yet to receive our stats for the past quarter. Unknown when the Admin Manager will be submitting these numbers.
- Volunteers have expressed concerns with our website not being updated in a timely fashion or at all.
- Not receiving responses to e-mails sent to Darren Gallvitz. Unknown what his status is as he has missed most meetings.
- Our Operations Plan was sent to Cst. Kevin Kwast in Steveston. He said our plan was good. Some details still to be finalized by Steve Scott and Darren Sutherland. Currently there are approximately five volunteers signed up for each of the three shifts.

-Some members have not been active with patrols for some time now: Pauline Sturton, Ian Cop, Matt DeVroome, Jason Silva, Alex Odinstov.

Administration Report – Darren Sutherland on behalf of Darren Gallvitz

- Unable to attend tonight's meeting but will be at the July meeting.
- Working on completing an Administration Binder
- Working on updating stats/hours.

Operations Report – Steve Scott

- Meeting held with Sgt. Paul Fox of the traffic section. No major projects that Crime Watch can assist with at this time. Traffic section's main priority currently is to reduce fatal accidents at intersections. If volunteers see dangerous driving they can write a statement, which Steve Scott will pass along, to Sgt. Fox.
- Gateway Theatre project is ongoing. Garry Vicze has taken the lead on the project and will be putting together an operations plan to document exactly what is involved.
- Wire theft is ongoing. Concentrated in areas north of Bridgeport as well as east of No. 6 Road. If volunteers notice any areas with street lights out they should contact the City works yard.

Training Report – Darren Sutherland

- 8 people are ready to be trained. Next training group scheduled to begin in late July as Darren Sutherland is available often during that time.
- Steve Scott and Vena Lanji will conduct more interviews in the near future.
- There was a concern raised about vehicle insurance coverage during patrols. Darren Sutherland is looking into this matter and has been told verbally by ICBC that volunteers' vehicles would be covered during patrols without any additional coverage needed.
- Dr. Law from Kwantlen will be observing our dispatch operations during June 16th's patrol.
- New call signs will be experimented with on Canada Day and implemented soon after.

Finance Report – Garry Vicze

- No change in petty cash. Waiting for updated account balance. Further purchases will be discussed once a revised balance is received.
- Garry Vicze attended an information session regarding applying for and obtaining grants from the government. Cathy Cowie will need to be contacted regarding setting up a new "donation account" exclusively for the potential monies we may receive. Cpl. Barry Edwards will review the information within the grant process.

-Garry Vicze made a motion to follow the procedures as outlined in the grant application and establish a new donation account in order to meet the requirements of the grant application. This is to be completed in consultation with Cathy Cowie. Seconded by Steve Scott, all in favour.

Liaison Report – Cpl. Barry Edwards

-Cpl. Barry Edwards is now our Liaison Officer following the retirement of Cst, Jack Harrison. He is currently filling many positions and his time is being spread thinly amongst them all.

Old Business

Equipment

- New dispatch equipment has been installed. Darren Sutherland will provide Dispatchers with a brief lesson before June 16th's patrol.
- It is important that our equipment is cared for and returned to the office following all patrols and special operations. If equipment is taken out for an extended time a note should be left on the board in the office.
- First Aid kits are to be taken out with the patrol kits. They were taken out of the kids as they took up too much space. Volunteers should now carry them alongside their kit bag.

General Meeting

- The next General Meeting is scheduled for Tuesday, July 11, 2006.
- Darren Sutherland will send Vena Lanji the minutes of the previous meeting.
- Darren Sutherland will introduce the new call signs to the group as well as conduct a brief refresher on 10 codes and terms.
- Steve Scott will ask Cpl. Galib Bhayani from C.R.U. to attend the meeting to discuss the ongoing problems with metal/wire theft.

New Business

Policy & Procedure Changes

- To be completed by e-mail.

Patrol Supervisors

-John Englouen has submitted his name as interested in filling one of the vacant Patrol Supervisor positions. Discussion was had amongst the group and it was felt that John Englouen would make a great addition to this position.

-Darren Sutherland made a motion to install John Englouen as a Patrol Supervisor effective immediately. Seconded by Steve Scott, all in favour.

Patrol Binder

-Darren Sutherland will work on revising the information inside the binders contained within each patrol kit. The binders should contain maps, briefing information, tips, forms, etc.

Special Operations

-Steve Scott will look into setting up some shifts for various special operations focused on Stolen Auto Recovery and Metal Theft. This would be a good

opportunity to experiment with volunteer's availability for day patrols, as well as increasing our stats for ICBC.

Maps

-Maps were produced for our program by the city but unfortunately the zones on the maps are all incorrect. Cpl. Barry Edwards will contact the City to request some new maps are made for our program.

Next Meeting

General Meeting: Tuesday, July 11, 2006 at 19:00 hrs

Meeting Adjournment

Steve Scott made a motion to adjourn the meeting at 21:25hrs, seconded by Vena Lanji, all in favour.

/SS