



**CITY OF SAN BRUNO  
CITIZEN'S CRIME PREVENTION COMMITTEE**

Approved at the March 12<sup>th</sup> 2015 Meeting

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**February 12th 2015 - 7:00 p.m.  
San Bruno City Hall - 567 El Camino Real  
Capuchino Conference Room #113**

1. Meeting called to order by Chair Robert Riechel at 7:00 p.m.
2. Roll Call (quorum = 4) showed Peter Carey, Anne Dellinger, Roberto Donlucas, Marie Kayal, Brandon Lau, Mary Mahon, and Robert Riechel present. Additionally present were Cpl. Howard Hoyer, Lt. Troy Fry, Officer Scott Rogge, and Rich Wong (guest). Quorum present.

3. **Approval of Minutes:**

Marie moved and Mary seconded the motion to approve the minutes of the January 8<sup>th</sup> 2015 meeting as SBPD approved and as circulated. Motion passed unanimously.

4. **Communications & Announcements:**

Cpl. Hoyer advised the committee that he was contacted by Kerry McArdle from the Daily Journal Newspaper about a public event that the Daily Journal was hosting at The Shops at Tanforan, on Saturday February 21, 2015 from 1100 AM to 5PM. The event is called the "Family Resources Fair" and the purpose is to provide the community with valuable information about businesses and resources in the community. Ms. McArdle asked if the Committee or the Police Department would like to pass out safety information. I told Ms. McArdle that I would present the information of the event at the next Crime Prevention monthly meeting.

Peter Carey advised he received 1,000 National Child Identification kits that were donated by the American Football Coaches Association. Each kit contains enough supplies to fingerprint 2 children and collect 2 DNA samples. The kit has very good instructions on collecting the appropriate information and how to save it, in case it is ever needed in the future.

Cpl. Hoyer said he would have the Police Department make labels for the kits, showing the information was provided by the San Bruno Citizens Crime Prevention Committee

5. **Staff Reports:** none

6. **Public Comment on items not on the agenda**

**Note:** The State's Brown Act prohibits discussing or acting upon any matter not on the agenda pursuant to State Law. It is the Committee's policy to refer matters raised in this forum to committee member(s) for review and/or action where appropriate or to place the item on an agenda for a future meeting.

None

7. **Business:**

a. **Neighborhood Watch –**

**Report:** No New Block(s) in the forming stages.

**Report:** Riechel's follow-up on a couple of previously received inquiries resulted in no request for meeting with SBPD yet. We may desire to attempt to have one committee member talk to those groups in person that are considering starting a neighborhood watch block.

**Report:** Mary reported on her contact with a new Neighborhood Watch group that she is working with. The kick off meeting was held last night 2-11-15 at the San Bruno Police Department. Mary and Cpl. Hoyer felt the meeting went well and the participants of the group seemed very happy. Cpl. Hoyer has added this group to our Neighborhood Watch Group list.



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**ACTION:** Started a discussion on a guide line document on "How to set up a Neighborhood Watch".

Homework: Bring your written thoughts to the March meeting.

**Report:** Update on Brochure re-filling showed 2 locations needed refilling; brochures provided and 100 more How To Start A Neighborhood Watch Block were requested from the SBPD.

**Report:** Update by Riechel on contact with Dr. Hutt of San Bruno Park Schools resulted that at this time he could not assist us in getting our information into the San Bruno Park School District schools.

**ACTION:** Cpl. Hoyer provided the committee with an updated list of Neighborhood Watch Blocks and contact info.

b. **Crime Tips – Bilingual – Still need additional subjects.**

**ACTION:** Peter moved and Anne seconded the motion to approve the Graffiti Tip to be run in February 2015 on San Bruno Cable in English & Spanish. Motion passed unanimously. Cpl. Hoyer will provide Miriam at San Bruno Cable with the copy.

**Report:** Riechel advised that Miriam at San Bruno Cable stated we could propose for inclusion other photos with crime tips and she will see if one or more could be used.

c. **San Bruno Police Department's Emergency Contact List Distribution**

**ACTION:** Discussed distribution segments along San Bruno Avenue (Sneath Lane on hold).

Riechel provided breakdown of businesses and blocks on San Bruno Avenue and committee members divided up the blocks. Cpl. Hoyer will provide the additional envelopes needed. It was requested by Lt. Fry that when we talk to the businesses, we ask that if they have a video camera, we ask them to note on the form whether the camera records inside or outside the business.

d. **New Activities:**

**Report:** Initiated discussion on new committee activities including Neighborhood Watch blocks contacted

**Report:** Riechel reported that he contacted the San Bruno Chamber of Commerce, Senator Hill's Office, Assemblyman Mullin's Office, County Board of Supervisors to see if we might be able to be included at no cost in any upcoming San Bruno informational events to make our committee's information available.

The Chamber will insert the SBPD's Emergency Contact letter and form in their mailings to new Chamber members. The Chamber will consider our committee for free space at appropriate Chamber functions.

The Chamber will display some of our NHW and Suspicious Persons brochures in their literature rack in their office. Senator Hill advised he did not have an event scheduled for San Bruno yet, but would keep us in mind; Assemblyman Mullin's reply and Supervisor Pine's reply is pending. Cory Wolbach in Senator Hill's office advised he would try to make one or more of our meetings to see what we do.

Roberto asked about getting or putting together one or 2 sign boards with photos etc. of our activities to display. Subject still under discussion. Roberto will work up a draft proposal with estimated costs etc.

**Report:** Cpl. Hoyer advised that Police Recognition Day 2015 will be Saturday May 16<sup>th</sup> 2015.

e. **National Night Out:**

**Report:** NNO nationally is August 4<sup>th</sup> 2015 and we are considering planning something for that date.

**Report:** Marie, as chair of the sub-committee started a discussion on possible involvements and will contact Kris Gonzales to confirm Kris's desire to not chair her neighborhood event and see how our committee might take on this task.

**Report:** Marie will register our participation on the National Town Watch web page.

**ACTION:** Riechel will contact the City to see if and how we might insert a flier into the resident's water bill to advertise the night and different events in the community.

f. **By-Laws:**

**Report:** Awaiting input from SBPD. Cpl. Hoyer advised he hoped to have a signed off version by the SBPD for our March meeting. Riechel advised he had talked to the City Attorney who stated he would be



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glad to work with us and maybe use us as an example to get all City committees to look at the need to update their By-Laws.

g. **New Brochures:**

**ACTION:** NO action taken on brochure(s) in the works (Credit Card Fraud)

h. **Embracing Technology:**

**Report:** Roberto updated his proposal and will provide a more detailed version for the March meeting. It was suggested that the committee look at the Daly City and South San Francisco PD's web sites. Cpl. Hoyer advised that the City has approved funds to update the City web site and our committee may get additional capabilities and content to our section of the web page. A soft copy of the new City web site should be available by July 2015.

i. **Follow-up on items from residents from last meeting: (if any) –**

**Report:** Anne has received her Committee I.D. Brandon will schedule getting his Committee ID photo taken.

8. **Adjournment:** - Meeting adjourned at 8:20 p.m.  
Minutes taken and transcribed by Robert Riechel