



**CITY OF SAN BRUNO
CITIZENS' CRIME PREVENTION COMMITTEE**

Approved at the August 13th, 2015 Meeting

**July 9th 2015 - 7:00 p.m.
San Bruno City Hall - 567 El Camino Real
Capuchino Conference Room #113**

1. **Call to Order** at 7:00 p.m. by Committee Chair Robert Riechel
2. **Roll Call:** (quorum = 4) Peter Carey (present), Anne Dellinger (present), Roberto Donlucas (excused), Marie Kayal (present), Brandon Lau (absent), Mary Mahon (present), Robert Riechel (present). Also present were Rich Wong (guest), Robert Barnett (guest), San Bruno Police Officer Sherry Noakes, SBPD Chief of Police Ed Barberini, and SBPD Corporal Howard Hoyer. A quorum was present.

3. **Approval of Minutes:**

ACTION: Peter moved and Mary seconded the motion to approve minutes of the May 14th 2015 meeting as SBPD approved and circulated. Motion passed with Anne abstaining as she did not attend the meeting.

No meeting was held in June.

4. **Communications & Announcements:**

Corporal Hoyer advised the Committee he will be retiring in December of this year.

Corporal Hoyer received an e-mail from Battalion Chief Dave Cresta looking for volunteers to join a CERT (Community Emergency Response Team) class that the San Bruno Fire Department is going to start in the month of September. The Fire Department felt it was a good opportunity to get the information out to all the Neighborhood Watch Groups in town.

5. **Staff Reports:**

Chief Barberini and Corporal Hoyer gave an overview of the 4th of July. 1 arrest was made on July 3rd that resulted in the confiscation of over 50 pounds of illegal fireworks. On the 4th of July there were 96 firework related calls, which was down from previous years. 11 people received an administrative citation with a \$1,000 dollar fine. Most of these individuals were not San Bruno residents.

The homeless encampment east of the City Limits, east of 7th Ave and north of San Bruno Ave has been cleaned up by the State and County agencies. Police patrols will monitor the area to prevent a reoccurrence.

A large dumping complaint area near Forest Lane Park has been cleaned up and the problem has been resolved.

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.

Mr. Barnett asked questions about the proper procedures on how to report junk or garbage left on the street or private property. Mr. Barnett asked some questions on vehicle code violations and wanted to know the proper way to report some of these violations. Corporal Hoyer gave some solutions. Corporal Hoyer advised that the homeowner should consider using one of their two free garbage pickups a year by the San Bruno Garbage Company if the items are on private property. A citizen can also get advice by calling San Bruno Code Enforcement at 616-7076. The City is not responsible for picking up items from private property.



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Most vehicle code violations are best handled when reported immediately to the San Bruno Police Department at 616-7100.

Rich Wong passed along a Thank You to the SBPD from someone in his neighborhood group, for their quick response to a reported observation and concern.

7. **Business:**

a. **Neighborhood Watch –**

ACTION: Update and discussion on New Block(s) in forming stages. Marie will be following up with Cpl. Hoyer's help on two new inquiries.

ACTION: Discussion on a guide line document on "How to set up a Neighborhood Watch". It was agreed that the first step should be that a committee member meets "face to face" with the interested party to begin a discussion on how the program works and what steps should be taken to form a good neighborhood watch group.

ACTION: Update on Brochure Distribution re-filling – The Library, Senior Center, and City Hall locations have been refilled.

b. **Yearly Committee Report to Council –** Report on presentation – Mary, Marie, Cpl. Hoyer and Chief Barberini stated the report presentation went very well and the two person presentation style worked well. The Chief and the Council were very pleased.

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

ACTION: Peter moved and Anne seconded the motion to run our modified "Child Safety" Crime Tip slide. Motion passed unanimously. Cpl. Hoyer will finalize slide and coordinate with San Bruno Cable TV. Mary moved and Anne seconded the motion to approve running as our second Crime Tip slide our "National Night Out" slide. Motion passed unanimously. Cpl. Hoyer will finalize slide and coordinate with San Bruno Cable TV.

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

ACTION: Distribution along San Bruno Avenue is complete.

e. **New Activities:**

ACTION: Update on new committee activities including Neighborhood Watch blocks contacted. NO ACTION TAKEN

ACTION: Report by Cpl. Hoyer and committee members on May 16th 2015 Police Recognition Day at Tanforan Shopping Center – All including SBPD Chief Barberini were very pleased with the event. 17 agencies participated including multiple police dogs. Our info table with video went well.

f. **National Night Out:**

ACTION: National Night Out is August 4th 2015 - Update by Marie – E=Mail contacts are not working. Will be making personal phone calls to interested persons and block captains for neighborhood watch groups. Sample agenda for Grundy Park gathering being finalized with Cpl. Hoyer. Committee has obtained the picnic site permit. SBPD and possible City representatives will be there approximately 6:00 p.m. and then will move on to one or two other locations. Riechel to bring banner and brochures. The Fire Department may have a very short presentation on the City's upcoming CERT training. Marie will accept the City Proclamation for National Night Out at July 28th City Council meeting.

g. **By-Laws:**

ACTION: Update by Cpl. Hoyer on where SBPD's review/approval stands. Chief Barberini advised that the City Attorney will be requesting that the City Council adopt a "By-Law Template" that will be the basis



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for all committees and we will see if any slight modifications will be needed for our committee.

h. **New Brochures:**

ACTION: Update and Discussion on brochure(s) in the works (Credit Card Fraud) – No Action Taken
Peter advised he had received a number of copies of multiple new brochures we may want to distribute at future info table events.

i. **Embracing Technology:**

ACTION: Update and discussion on Roberto's written handout from January meeting. No Action Taken

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

ACTION: Cpl. Hoyer gave Rich Wong a follow up report on the graffiti Rich originally reported on the street lamp pole entering their neighborhood. The graffiti has been removed and all cleaned up. Corporal Hoyer reminded everyone to use the City Graffiti Hot Line 616-7141 to have graffiti removed.

k. **Request from committee:** Mary asked that a closed session be held and considered to proceed on a possible vacancy on the committee. The closed session will be placed on the August meeting agenda. Subject and process to be confirmed by Cpl. Hoyer.

8. **Adjournment: - 8:20 p.m.**

Minutes taken and transcribed by Robert Riechel