



## CITY OF SAN BRUNO CITIZENS' CRIME PREVENTION COMMITTEE

Approved at the December 10, 2015 Meeting

---

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

1. **Call to Order:** Meeting called to order by Chairman Riechel at 6:55 p.m.
2. **Roll Call:** (quorum = 4) Sign-in showed present: Robert Riechel, Roberto Donlucas, Anne Dellinger, Mary Mahon, Peter Carey, SBPD Scott Rogge, SBPD Chief of Police Ed Barberini, SBPD Corporal Howard Hoyer. Guests present: Robert Barnett, Richard Wong, Claudia Lama, James Parakka. Quorum present.  

Prior to the meeting, the committee held a small informal "Thank You" to Howard Hoyer for his years of assistance to the San Bruno Citizens Crime Prevention Committee and presented him with a couple of small retirement gifts. The committee also presented a proclamation to our committee member Marie Kayal as she became a member of the City's Planning Commission. This leaves 2 vacancies on our committee.
3. **PRESENTATION:** None
4. **Approval of Minutes:** Anne moved and Mary seconded the motion to approve the minutes for the October 8<sup>th</sup> 2015 meeting as reviewed and approved by the SBPD and as circulated. Motion passed unanimously.
5. **Communications & Announcements:** Corporal Hoyer wanted the committee to be aware that the new City Web site was up and running. The City's technology department is asking for feedback from the public and wants to know what people like and dislike. Chief Barberini advised that citizens will be able to file a crime report on-line in the near future, but this function is still under construction. Corporal Hoyer reviewed some of the new capabilities and features of the City's updated and expanded Web site. Corporal Hoyer suggested that all committee members should look at the upgraded site and fill out the on-line form if errors were found. There is now a section on the Web site for social media. A Facebook social media page is available for the Library and Community Services. More City Departments are working on their social media page for the near future.

Roberto said he was contacted by Leah Madonich Recreation Services Coordinator for the City of San Bruno and she wanted the committee to pass the word about a vacancy for a Youth Representative, on the Parks and Recreation Committee. The position is for a student and promotes community involvement and the student will get involved with what the community does. Applications are available at the City Clerk's office.

6. **Staff Reports:** Corporal Hoyer updated the committee on recent property break-ins where someone would knock on the front door and if no answer, someone would go around into the rear yard and break in. Corporal Hoyer made some suggestions that residents should do to help secure their homes. Remember to report ALL suspicious activities to the Police. SEE IT – HEAR IT – REPORT IT! Chief Barberini gave a short review of the Big 5 Sporting Goods incident.

7. **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.

Rich Wong advised that he was sharing information with his Neighborhood Watch Group about recent crimes and how to be safer. Rich also thanked SBPD Chief Barberini and SBPD Corporal Hoyer for attending their Halloween get together.



## CITY OF SAN BRUNO CITIZENS CRIME PREVENTION COMMITTEE

---

### 8. Business:

#### a. Neighborhood Watch –

**ACTION:** Mary reported on the introduction to Neighborhood Watch meeting held at Police Department on Saturday October 17, 2015. About ten new people attended the meeting and were recruited mainly from the event at National Night Out held in August. The meeting last approximately 2 hours. Members from the Committee, Chief Barberini and Corporal Hoyer were the main speakers. The meeting was productive and the attendees were pleased. Mary is following up with some of the attendees that want to start their own Neighborhood Watch Group.

**ACTION:** Mary gave an update on New Block(s) in forming stages. Mary is working with approximately 4 new groups and helping them with the initial stages of forming their own group. Mary will set up dates in the future to hold the kick off meetings in their respective neighborhoods.

**ACTION:** Corporal Hoyer met with the Neighborhood Watch group from Linden Avenue on October 27<sup>th</sup> 2015 at the Police Department. A plan was developed to deal with some recent issues in their neighborhood.

The Marisol Neighborhood Watch group held a large meeting with residents at their community park on Saturday November 7, 2015. The meeting was about recent burglaries in their neighborhood. Chief Barberini, Corporal Hoyer and Officer Noakes attended the meeting and answered questions for the residents.

The Merimont Neighborhood Watch group held a large meeting with residents at their community park on Halloween Saturday October 31, 2015. The meeting was an update for residents on issues in San Bruno and a fun opportunity for the residents to get together. Kids wore Halloween costumes and the neighborhood had a parade.

**NO ACTION TAKEN:** Continuing the discussion on a guide line document on “How to set up a Neighborhood Watch” group.

**ACTION:** Update on Brochure Distribution re-filling – City Hall, Library, Senior Center. All locations checked ok. Anne will take over and check and re-fill the library location for Marie, since Marie left the committee.

#### b. Crime Tips – Bilingual – Still need additional subjects - review proposed tips

**ACTION:** Discussion and unanimously voted to approve a new Neighborhood Watch slide and a Help Solve Crime slide for November 2015. Holiday Driving slide and Suicide Prevention slide were approved for December 2015. All approved Crime Tip slides will be sent to Cable TV in English & Spanish. Corporal Hoyer will approve the wording of the slides and provide to Miriam at San Bruno Cable TV for posting.

#### c. New Activities:

**ACTION:** Discussion on SBPD satisfaction survey at request of Chief Barberini – suggest more creative questions and questions about Neighborhood Watch. Chair Riechel appointed Peter and Anne to the ad hoc committee to review the suggestions received. The ad hoc committee will come back to the December 10<sup>th</sup> 2015 meeting with a proposal of suggested changes and additions for discussion. Chair Riechel advised that the committee agreed to have the final proposed suggestions to the Chief by February 28<sup>th</sup> 2016.

**ACTION:** A report was given about the Crime Prevention Committee informational table and participation by committee members, at the Community in the Park event, held on Saturday Oct 10, 2015. Mary collected a list of interested citizens in forming or joining a Neighborhood Watch block. Mary collected



## CITY OF SAN BRUNO CITIZENS CRIME PREVENTION COMMITTEE

---

over 12 new names of interested people for Neighborhood Watch. The committee also passed out crime fighting information. The event was very worthwhile.

d. **By-Laws:**

**ACTION:** None – Draft is finished. Waiting for action by the San Bruno City Council.

e. **New Brochures:**

**ACTION:** Update and discussion on current brochure(s) and discussion on possible use of additional brochures acquired by Peter. Peter reported we now have some new pencils for promotional give a ways. Mary will make contact with the County regarding information for an Elder Abuse brochure and report back.

f. **Embracing Technology:**

**ACTION:** Corporal Hoyer reviewed the Citizens Crime Prevention Committee's proposal for social media written by Roberto and said it was complete. The Committee will wait until January 2016 before we approach the City Council & City Manager Jackson to consider the committee's proposal for implementing a social media page for the committee as proposed by Roberto Donlucas. The committee feels the social media page will be a benefit to the public and make people more aware of what the Crime Prevention Committee does.

g. **2016 Committee Chair & Vice Chair Election Nomination:**

Mary Mahon was nominated for 2016 Chair and she accepted.  
Peter Carey was nominated for 2016 Vice Chair and he accepted.  
Chair Riechel will prepare ballots for our December 10<sup>th</sup> 2015 election.

h. **Follow-up on items from residents from last meeting: (if any) none**

9. **Adjournment:** - 8:30

Minutes taken and transcriber by Robert Riechel

Next Meeting – December 10th 2015 – 7:00 PM  
San Bruno City Hall, Capuchino Conference Room #113

◀ Posted Pursuant To Law ▶