



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

Minutes

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**November 13th 2014 - 7:00 p.m.  
San Bruno City Hall - 567 El Camino Real  
Capuchino Conference Room #113**

1. **Call to Order:** Chair Riechel called the meeting to order at 6:55 p.m.
2. **Roll Call:** (quorum = 4) Chair Riechel took roll showing Peter Carey, Robert Donlucas, Marie Kayal, Mary Mahon, & Robert Riechel present; Brandon Lau was excused; one committee vacancy. A quorum was present. Also present, San Bruno Police Corporal Howard Hoyer.
3. **Approval of Minutes:**  
**ACTION:** Mary moved and Peter seconded the motion to approve the minutes of the October 9<sup>th</sup>, 2014 meeting as SBPD approved and as circulated. Motion passed unanimously.
4. **Communications & Announcements:** Chair Riechel read the City announcement about the Saturday December 6<sup>th</sup> Centennial celebration and a thank you letter from State Assemblyman Kevin Mullin for our committee's recent participation in the Health & Safety Fair at the Shops at Tanforan.
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 –**  
**ACTION:** Corporal Hoyer updated the committee on his attendance at the recent Quail Point Neighborhood Watch Group get together, on 10-11-14 in their neighborhood.  
**ACTION:** Mary will contact the lady who contacted Corporal Hoyer to see if she might work to start a neighborhood watch group without becoming a visible block captain.  
**ACTION:** Update on Brochure re-filling. Brochure locations being checked and re-filled as needed.  
**ACTION:** It was suggested that the full committee should be trained on presenting to public groups our "How To Start A Neighborhood Watch Block" background and steps. It was also suggested that we consider making presentations to groups such as: San Bruno Lions, San Bruno Rotary, St. Roberts, San Bruno Schools, etc.
  - b. **Crime Tips –**  
**ACTION:** Roberto moved and Peter seconded the motion to provide San Bruno cable with 4 separate crime tips needing to be translated into Spanish. Motion passed unanimously. Corporal Hoyer to provide Riechel with English and Spanish versions as submitted. We propose a one week run for each.
  - c. **San Bruno Police Department's Emergency Contact List Distribution**  
**ACTION:** Update on distribution segments along El Camino Real - COMPLETE  
**ACTION:** Discuss distribution segments along Sneath Lane & San Bruno Avenue.- No Action Taken
  - d. **New Activities:**  
**ACTION:** Initiate discussion on new committee activities including Neighborhood Watch blocks



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contacted. No action taken

e. **Membership:**

**ACTION:** Update on how our committee might work with the Community Preparedness Committee. Since no reply had been received from multiple requests from the Community Preparedness Committee, it was agreed to take no further action at this time.

**ACTION:** Report on Council Action regarding expiring committee member's re-appointment. Riechel and Donlucas were re-appointed for a four year term. Both will need to be re-sworn in. Riechel has been re-sworn in. Council should appoint a new member to our committee at their 4<sup>th</sup> Tuesday meeting in November.

**ACTION:** Nominations for next year's Committee Chairman and Vice Chairman – Marie moved and Roberto seconded the motion to nominate Peter Carey to run for election as Committee Vice Chair for 2015 and Riechel to run for Committee Chair for 2015. Motion passed unanimously. Election will be held during the December 2014 meeting.

**ACTION:** Mary volunteered to act as our committee secretary starting with our December 2014 meeting.

f. **Assemblyman Kevin Mullin October 25<sup>th</sup> 2014 Health & Safety Fair –**

**ACTION:** Report on our involvement: Mary, Roberto, Peter, and Riechel, as well as Corporal Hoyer reported on their involvement and success of the event. Crayons were available and distributed along with the coloring books. All felt our involvement was beneficial.

Questions asked to enhance future presentations: Should we consider (1) Blown up Photos, (2) Statistics Board(s), (3) A Power Point presentation, (4) Direct visitors to go to City web page to see stats near their address and to get additional tips and information.

g. **National Night Out:**

**ACTION:** NNO August 4<sup>th</sup> 2015 – Begin discussion on our involvement – Marie Kayal will be initial committee chair for this event and we will begin planning at our January 2015 meeting.

h. **By-Laws:**

**ACTION:** Continue review of By-Laws changes suggested/needed. No action taken, awaiting input from SBPD and assuming they approve our updated version, we will then pass the proposed version to the City Council for their review and hopeful approval.

i. **Crayon Supply Options:**

**ACTION:** Update on supply, cost, quantities, and funding options. Crayons arrived but shipping costs were greater than expected. It appeared that the company usually does not deal directly with the end user such as the SBPD. We have a supply that should keep our committee in crayons for years. Riechel has some, Corporal Hoyer has the bulk of the order.

j. **New Brochures:**

**ACTION:** Identity Theft brochure submitted to SBPD for their review and comments.

Decided not to develop a new Domestic Violence brochure at this time.

Mary holding onto her work on the Elder Abuse brochure. Awaiting actions or comments on Identity Theft brochure by SBPD.

k. **Embracing Technology:**

**ACTION:** Discussion on options to increase use of the City's web site for our committee.

Roberto discussed: San Mateo County Sheriff and SSFPD's thoughts and how they use technology on line. Question: Do we want a static page or one where users can add active comments? To be able to add active comments will require constant supervision by a Police Department person which probably is not in the current SBPD budget. Roberto will e-mail committee his latest draft.



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

m. **Retirement Card for Chief Telford:** A card was passed around for signing and Corporal Hoyer will deliver to the Chief.

8. **Adjournment:** Meeting adjourned at 19:55

Next Meeting – December 11th, 2014 - 7:00 PM  
San Bruno City Hall, Capuchino Conference Room #113

◀ Posted Pursuant To Law ▶