



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

Minutes

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**August 14th 2014 - 7:00 p.m.  
San Bruno City Hall - 567 El Camino Real  
Capuchino Conference Room #113**

1. **Call to Order:** Meeting was called to order at 7:00 p.m. by Chairman Robert Riechel
2. **Roll Call:** (quorum = 4) Present: Peter Carey, Frank Deering, Robert Donlucas, Marie Kayal, Mary Mahon, & Robert Riechel. Excused: Brandon Lau. Also present San Bruno Police Officer Howard Hoyer and Mr. Wong from the Merimont Homeowners association and Neighborhood Watch coordinator.
3. **Approval of Minutes:**  
**ACTION:** Peter moved and Mary seconded the motion to approve the minutes of the July 10<sup>th</sup>, 2014 meeting as SBPD approved and as circulated. Motion passed unanimously.
4. **Communications & Announcements:** Thank you to the City Officials for their participation and attendance in their community on National Night Out.
5. **Staff Reports:** Question Asked: Should our committee attempt to work closely with the City's Disaster Preparedness Committee? This question will be put on the agenda for a future meeting.
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. No comments.
7. **Business:**
  - a. **Neighborhood Watch –**  
**ACTION:** Update and discussion on New Block(s) in forming stages: Only 1 new inquiry for Neighborhood Watch information was received from a resident on Garden Ave. Chair Riechel will follow up with the resident.  
**ACTION:** Update on Brochure re-stocking and checking their supplies: Senior Center OK; Library and City Hall still need to be checked.  
**ACTION:** Update on still pending Neighborhood Watch block signs. The 500 block of Hawthorne Ave had their signs installed and the block captain was notified. The 2800-2900 block of Crestmoor Drive had their signs installed and the block captain was notified. The Crestmoor #2 Neighborhood Watch signs will not be installed until the construction and design is done in the neighborhood.
  - b. **Crime Tips – Bilingual –** Still need additional subjects. Question asked: Should/Can we also display our tips in Chinese? We will look to see if SBPD has someone who can translate into Chinese.  
**ACTION:** Peter moved and Frank seconded the motion to approve the crime tip slides for August 2014. The slides will run on San Bruno Cable for approximately 2 weeks in English & Spanish. 1<sup>st</sup> Crime Tip slide to run is "Back to School Safety" and the 2<sup>nd</sup> Crime Tip slide will be "ATM Safety Tips". Motion passed unanimously. Officer Hoyer will deliver the Crime Tip slides to San Bruno Cable.



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

**ACTION:** Update on distribution in the Town Center Shopping Center. Peter still has one business to visit. The rest of the shopping center has been completed.

**ACTION:** Assign segments for distribution along El Camino Real. Chair Riechel passed around his list of El Camino Real blocks that were divided into 7 segments. The committee members that were present selected their area that they wanted to complete. Chair Riechel will talk to Brandon to see which area he would like to do and Riechel will take the remaining area.

**ACTION:** Approve distribution timing & segments along San Bruno Ave. This was put on hold.

**ACTION:** Approve distribution timing & segments along Sneath Lane. This was put on hold.

New emergency contact letters and self-addressed return envelopes were provided to the committee members from the Police Department.

d. **New Activities:**

**ACTION:** Initiate discussion on new committee activities including Neighborhood Watch blocks contacted. Action on this item postponed.

e. **Membership:**

**ACTION:** Update on Mary & Marie's committee shirts and ID Badges. Committee shirts were ordered for Mary and Marie. Committee identification badges are still in the works for Mary and Marie. Brandon still needs to have a committee identification badge made.

f. **National Night Out:**

**ACTION:** Report on event participation. Mary reported on her attendance at National Night Out in Grundy Park. This event represented Neighborhood Watch groups from 500 block of Cherry Ave, 1300-1500 blocks of Park Ave and the 600 block of Chestnut Ave. Block Captain Kris Gonzales has requested the committee to take over planning and hosting a community National Night Out event for 2015. This will be placed on the September meeting agenda for discussion. Marie and Riechel also attended the gathering.

Officer Hoyer gave a report on the National Night Out Celebration that was held in the Merimont neighborhood. Block Captain Rich Wong was also at tonight's meeting and was pleased with his Neighborhood Watch group's attendance and the information that was presented from the Police Department. Mr. Wong said thank you to all the City employees and Councilman Medina for his attendance.

**ACTION:** Report on the City Council proclamation presentation. Roberto reported on his acceptance of the proclamation and that he thanked the Mayor and the City Council for their continuing support.

**ACTION:** Report on National Night Out Cable TV slide. San Bruno Cable ran an informational slide about National Night Out to get the word out to the residents of this City. Riechel advised that San Bruno Cable continues to run our Crime Tips and works on getting the messages out to the community..

**ACTION:** It was suggested that our committee consider signing up on the National Night Out website next year. This suggestion will be placed on a future agenda.

g. **By-Laws:**

**ACTION:** Reviewed the Committee's By-Laws and agreed the changes proposed by Riechel and a couple of other wording changes. Riechel will formalize the changes and distribute the By-Laws with the proposed changes. This item will be placed on next months agenda for review at the September meeting.

h. **Crayon Supply Options:**

**ACTION:** Initiate discussion on supply, cost, quantities, and funding options. There is currently no supply of color crayons at the Police Department. Peter did some research on what it would cost to



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purchase some small 4 packs of color crayons to give away at our events with the coloring books. Peter is checking different sources. Peter said the San Bruno Lions Club might be willing to donate the costs for some color crayons. Peter is a Lions Club member and will discuss with their Board of Directors.

i. **New Brochures:**

**ACTION:** Initiate discussion on suggested new/revised brochure(s). Marie and Roberto are working on a Domestic Violence brochure and will send a draft to the committee before the September meeting. Marie and Roberto are asking for any comments. Mary is working on an Identity Theft brochure.

j. **Embracing Technology:**

**ACTION:** Initiate discussion on options to increase use of the City's web site for our committee. Roberto will finalize his proposal on how the committee might use Social Media such as Facebook, Twitter etc. Discussion placed on the agenda for the September meeting. Eventually our proposal will need to go to the Chief for his approval.

k. **Follow-up on items from residents from last meeting: (if any)** – No items needed follow-up from the last meeting.

8. **Adjournment:** Frank moved and Roberto seconded the motion to adjourn at 8:26 p.m.  
Motion passed unanimously

Minutes taken and transcribed by Robert Riechel