



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

Minutes

**June 12, 2014 - 7:00 p.m.
San Bruno City Hall - 567 El Camino Real
Capuchino Conference Room #113**

1. **Called to Order** – By Chair Robert Riechel at 7:00 p.m.
2. **Roll Call:** (quorum = 4) Present: Roberto Donlucas, Peter Carey, Frank Deering, Brandon Lau, Marie Kayal, Mary Mahon, Robert Riechel, & San Bruno Police Department CPL Howard Hoyer. Also present was one resident guest.
Quorum was present.
Our two new members had been properly sworn in prior to this meeting.
Chair Riechel introduced our two new members and all did a short self introduction.
3. **Approval of Minutes:**
ACTION: Frank moved and Brandon seconded the motion to approve the minutes of the April 10th 2014 meeting. Motion passed by a 5 - 0 vote with our two new members abstaining.
4. **Communications & Announcements:** Cpl. Hoyer advised that shirts and badges would be ordered for our two new members.
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.

No one wished to speak under this item.
7. **Business:**
 - a. **Neighborhood Watch** –
ACTION: CPL Hoyer updated the group. There are now 21 Neighborhood Watch groups in San Bruno. CPL. Hoyer reported that our committee should look at cross training members, so other members besides Chair Riechel can accompany CPL Hoyer, when assisting with the forming of new neighborhood watch groups. It would be helpful if other members on the committee understood the whole neighborhood watch process. Two more neighborhood watch groups are being finalized and he had received a request from Marty Medina for neighborhood watch information on



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

organizing his neighborhood. Chair Riechel advised he would send the requested information to Marty.

The question was asked: “Where are the How to Start a Neighborhood Watch group tri-folds available now”? Chair Riechel advised that in the past we had placed them at the Senior Center, the Library, and here in City Hall with one committee member responsible for their initial placement and checking and or replenishing them monthly. Mary volunteered to cover the Senior Center; Marie volunteered to cover the Library, and Frank volunteered to cover City Hall (right outside of our meeting room).

b. Crime Tips –

ACTION: Peter moved and Frank seconded the motion to approve the proposed English & Spanish 4th of July crime tip slide for the month of June 2014 including adding the 616-7100 phone number under the line that reads San Bruno Police Department. Motion passed unanimously. Brandon moved and Mary seconded the motion to approve for our second crime tip slide the Be A Good Witness tip also including the 616-7100 phone number. Motion passed unanimously. SBPD will deliver the approved slides to San Bruno Cable – each for a two (2) week run period. The 4th of July tip will be run first for two weeks, then the other slide will be posted.

c. San Bruno Police Department’s Emergency Contact List Distribution Update:

ACTION: Peter volunteered to distribute to those businesses initially assigned to Brandon for the Town Center Shopping Center that had not been done. We will initiate a discussion on how to divide up El Camino Real from Noor Ave to the southern City limits.

d. Police Recognition Day at Tanforan:

ACTION: Chair Riechel read the Thank You letter from Chief of Police Neil Telford for our committee’s assistance and participation in the recent Police Recognition Day at The Shops at Tanforan. Chair Riechel previously provided CPL Hoyer with the contact information used by San Francisco Sheriffs Office for coloring books and crayons, so we may not need to request donations of the crayons for our next event.

e. Council’s Yearly Report: Chair Riechel reported on the City Council presentation of the yearly report of the committees accomplishments. Chair Riechel passed along to the full committee the City Council’s Thank You for another year of support to our community.

f. New Activities: Each committee member was asked to bring to our next meeting suggestions for discussion on what activities we should consider.

g. National Night Out: We decided to ask each Neighborhood Watch group if they were planning any activity on Tuesday August 5th 2014. The committee will encourage each



CITY OF SAN BRUNO CITIZENS CRIME PREVENTION COMMITTEE

neighborhood watch group to get together with their group that evening to show support for crime prevention. The committee will be asking the City Council to present to our committee a proclamation at the July 22nd City Council meeting proclaiming Tuesday August 5th 2014 as National Night Out Day in San Bruno. The committee is asking residents to turn on their porch lights and go outside and meet and talk to their neighbors about being extra “Eye & Ears” on their block and to report suspicious activity to the Police Department.

- h. **Membership:** Chair Riechel advised that he would accept a volunteer to act as our committee secretary. No one volunteered.
- i. **By-Laws:** Committee members were asked to review the marked up version of our By-Laws and come prepared to discuss possible changes.
- j. **City Web Site**
ACTION: Chair Riechel and Brandon discussed some suggestions and ideas for changes or additions to the City’s Web site. CPL Hoyer mentioned that the City is going to update and redesign the entire City’s Web site. No action was taken at tonight’s meeting.
- k. **Handouts**
ACTION: CPL Hoyer and committee members will bring suggestions for new or proposed to be updated crime prevention brochures for consideration. Each committee member was asked to look at other police department Web sites or the National Crime Prevention Council Web site at ncpc.org to bring ideas or suggestions.
- l. **Committee Goals:** No action taken.
- m. **Follow-up on items from residents from last meeting**
 - (1) CPL Hoyer gave an update on the suggested walking trails and fire lane through Crestmoor Canyon. Major changes, if proposed, would need to go through the design phase and the Planning Commission. Residents of the neighborhood would be able to give their input during the planning phase.
 - (2) CPL Hoyer gave a brief update on the new RIMS computer system being installed at SBPD. The new computer system will allow the citizens to review daily calls for service, and crime trends on a regular basis from the Police Department Web site.

8. **Adjournment:** Meeting was adjourned at 8:50 p.m.

Minutes taken and transcribed by Robert Riechel