



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

Minutes

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**March 14th, 2013 - 7:00 p.m.  
San Bruno City Hall - 567 El Camino Real  
Capuchino Conference Room #113**

These Minutes Approved June 13<sup>th</sup> 2013

1. **Call to Order:** Chair Riechel called the meeting to order at 19:05
2. **Roll Call:** (quorum = 4) Present: Peter Carey, Frank Deering, Robert Riechel, & Matthew Sum, Officer McCoy. Guests: Councilman Rico Medina
3. **Approval of Minutes:** Minutes of January 10th 2013 meeting.  
**ACTION:** Peter Carey moved and Frank Deering seconded the motion to approve the minutes for the January 10<sup>th</sup> 2013 meeting as circulated. Motion passed.
4. **Communications & Announcements:** Coleen turned in her resignation to City Clerk Bonner since they were immediately moving to Arizona. Councilman Rico Medina participated in some of the item discussions before he had to leave.
5. **Staff Reports:** nothing here
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 from the public desired to speak.
7. **Business:**
  - a. Neighborhood Watch – SBPD received an inquiry from the Acappella apartments at the crossings, to which Chair Riechel provided our standard How To Start A Neighborhood Watch group and our Neighborhood Watch tri-fold flier. This info was distributed to the residents but no confirmation on any attendance tonight. Request was made to keep sending our meeting agendas.
  - b. Membership: Coleen resigned. Now we have two vacancies and the City is scheduling interviews and we hope to hear soon on our two new appointments.
  - c. Crime Tips – Bilingual – Chair Riechel asked all committee members to continue to propose additional crime tips for consideration.  
**ACTION:** Frank Deering moved and Peter Carey seconded the motion to approve our Reduce Gang Activity English & Spanish tip (that had been approved and run months ago) and to ask the SBPD to approve it and then send it to San Bruno Cable for airing for approximately two (2) weeks. Motion passed.



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- d. Handouts - Peter provided a sample of two new brochures and provided a copy to Officer McCoy for the San Bruno Police Department to approve and subsequently for finding a source to make copies. We still need additional new proposed brochures..
- e. Committee Goals for 2013, Effectiveness, Strategies for Public Awareness, meeting attendance. **No action was taken on this item.**
- f. San Mateo Avenue Activity - Officer McCoy advised that the SBPD's request for distribution of a questionnaire/info sheet to businesses along San Mateo Avenue was currently on a short hold, due to SBPD's priorities.
- g. Police Day at The Shops At Tanforan – Officer McCoy advised that the tentative date is Saturday May 11<sup>th</sup>. Please save this date and we will schedule shifts soon.
- h. Year-End committee report to the San Bruno City Council – Officer McCoy was asked to find out when this is scheduled so we have time to update our last year's presentation and receive SBPD approval. All committee members are asked to be in the Council audience when we present the report and a committee member will be asked to make the formal presentation.
- i. Committee Membership Update – No Action Taken – Postponed to the next meeting.
- j. By-Laws – Chair Riechel went over section by section of the By-Laws discussing proposed changes received. Chair Riechel will provide a clean copy incorporating all proposed changes for one final review before we pass them along to the SBPD; remembering that the City will have the final say on approving By-Law changes.
- k. City web site information on Crime Committee update – Chair Riechel provided Officer McCoy a listing of a number of web page changes needed and Officer McCoy will investigate how these changes will be made.

8. **Adjournment:** Meeting adjourned at 19:50

Minutes taken and transcribed by Robert Riechel