



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

Minutes

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**July 11th, 2013 - 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 19:05
2. **Roll Call:** (quorum = 4) Present: Peter Carey, Frank Deering, Matthew Sum, Robert Riechel, & Officer Daryl McCoy. Guests: Judy Droege and Carol (no last name)
3. **Approval of Minutes:** Minutes of June 13th 2013 meeting. (Note: Agenda incorrectly stated May 13<sup>th</sup> 2013 minutes)  
Frank Deering moved and Peter Carey seconded the motion to approve the minutes for the June 13<sup>th</sup> 2013 meeting as circulated. Motion passed.
4. **Communications & Announcements:** None
5. **Staff Reports:** Officer McCoy will order needed committee shirts and confirmed that Brandon needed to go to the front desk at SBPD to get his photo taken for his ID badge during normal business hours.
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 desired to speak under this item.
7. **Business:**
  - a. **Neighborhood Watch** – Riechel reported he had received no follow-up contact from the new block request he had previously sent out. All interested neighborhood groups receive our monthly meeting agenda. Riechel had sent out "How to Start a Neighborhood Watch" packets to 3 people who were interested, but has not received a reply from them. Judy & Carol were interested in the Neighborhood Watch Program, so Riechel gave a quick overview and advised he would email them the packet. Officer McCoy will provide Riechel with the contact for the Senior Housing at 1101 National Avenue for follow-up.
  - b. **National Night Out** – Riechel advised the committee the City Council will present a proclamation at their July, 23<sup>rd</sup> meeting recognizing Tuesday, August 6<sup>th</sup> as National Night Out. Riechel asked committee members to attend the City Council meeting. Riechel gave a short background report on National Night Out.



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- c. **Membership** – The City Council still has not made any new committee member appointments. Chief Telford had suggested a reduction in committee membership from 7 to 5 because it has been difficult filling the committee vacancies. After a discussion, it was unanimously agreed to stay at a membership of 7 and we looked forward to the 3 additional appointees, as we need more than 5 bodies to be effective in those actions we take. Riechel will so advise the Chief.
- d. **Crime Tips** – Bilingual –  
Peter moved and Brandon seconded the motion to approve running the A & B versions of the proposed Back to School Tips. This motion passed. Riechel will provide digital copies to Officer McCoy who was given printed copies. Officer McCoy to move this through channels and onto San Bruno Cable for broadcast. Riechel gave a short explanation on our crime tip program.
- e. **Handouts** - No action was taken. We are still looking for additional handouts for SBPD approval.
- f. **Committee Goals** – No action taken – awaiting additional committee members.
- g. **San Mateo Avenue Activity** - Peter reported he had started distributing the emergency contact information forms to the 400 block of San Mateo Avenue and provided Officer McCoy his brief log.  
Frank reported he had finished distributing his emergency contact information forms to the 500 block of San Mateo Avenue and also provided Officer McCoy his log. Brandon reported he had not started distributing the emergency contact information forms to the businesses on the 600 block of San Mateo Avenue, but will start this task soon.  
Riechel reported he had completed distributing the emergency contact information forms to the 700 block of San Mateo Avenue and that he had forwarded Officer McCoy his log. We discussed considering moving to the Mills Park area and then to Bay Hill, but no times were confirmed and we will need additional pre-addressed envelopes and additional forms.
- h. **By-Laws** – No Action Taken
- i. **City web site** information on Crime Committee update – No Action Taken – awaiting additional member’s appointments.

8. **Adjournment:** Meeting adjourned at 20:15

Minutes taken by Chair Robert Riechel