



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

Minutes

**December 12th, 2013 - 7:00 p.m.
San Bruno City Hall - 567 El Camino Real
Capuchino Conference Room #113**

1. **Call to Order** – By Chair Robert Riechel at 7:00 p.m.
2. **Roll Call:** (quorum = 4) Roberto Donlucas, Frank Deering, Peter Carey, Robert Riechel & San Bruno Police Department Officer Shawn Greathouse (substituting for Officer McCoy). Quorum present.
3. **Approval of Minutes:**
ACTION: Peter moved and Roberto seconded the motion to approve the minutes of the November 14th 2013 meeting as SBPD approved and as circulated. Motion passed.
4. **Communications & Announcements:** None
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.
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None
7. **Business:**
 - a. **Neighborhood Watch** –
ACTION: Update on New Block(s) in forming stages. No updates.
ACTION: Begin discussion on NHW survey. Decided to hold off on this discussion until we hopefully get the in-process 5-6 new blocks finalized.
 - b. **Crime Tips** – Bilingual – Still need additional subjects.
ACTION: Peter moved and Frank seconded the motion to approve for December 2013, two separate versions of New Year's Safety Tips. These safety tips had previously been displayed and translated into Spanish for San Bruno Cable. Motion passed. Officer Greathouse will pass along the hard copies and request that SBPD approve and then arrange with San Bruno Cable for their running for about 2 weeks of each set. We are still looking for **NEW** and timely tips for consideration for future airing.

Offier Greathouse will also request SBPD to review our draft of a Domestic Violence info slide and if approved or approved with modifications, we will request it be translated into Spanish for future submission.



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The committee members will start drafting an article for an upcoming issue of the FOCUS newsletter for review, approval, and submission to the SBPD for their review and hopeful approval.

- c. **San Bruno Police Department's Emergency Contact List Distribution Update:**
ACTION: Peter advised that he had completed his distribution in Bay Hill and this completes distribution to all of Bay Hill.
ACTION: Initiated discussion on distribution in Town Center by requesting some sort of a map, so we can begin to block out sections for distribution. Ongoing activity.
- d. **Membership:** Update on current openings. City Clerk Carol Bonner stopped by to advise that she would be working on an article for submission in January 2014, to the FOCUS newsletter concerning the 2 or maybe 3 openings on the Crime Prevention committee and other committees and commissions. Riechel will attempt to get an update on our one member who has missed a number of meetings.

Member Sehar Muzaffar contacted City Clerk Bonner and advised that she was resigning immediately from our committee.

- e. **By-Laws:**
ACTION: Review of By-Laws changes needed being held off until committee has full 7 members.
- f. **City Web Site**
ACTION: Discussed recent updates to web pages. Members properly listed and all 2013 meeting agendas and approved minutes (to date) have been uploaded. As our meeting minutes are approved at our meeting, the approved copy will be submitted for uploading.

A discussion was begun about what additional info we might want to submit for posting and do we want to post some of our running updated list of our current crime tips? Discussion to continue.



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g. Community Health Fair - Saturday Nov 23 –

ACTION: Roberto, Peter, and Riechel gave a short report on their involvement in manning our usual info table. All felt involvement was useful and productive. The kid's coloring books went well and both Senator Hill & Assemblyman Mullin offered additional copies of various items. Riechel will pick up some new items, which have to be reviewed by SBPD before use.

h. Elections

ACTION: By a unanimous vote, Peter was elected Vice Chair for 2014

ACTION: By a unanimous vote, Riechel was elected Chair for 2014

ACTION: The committee still is seeking a volunteer for Secretary position

i. Handouts

ACTION: Discussed the need for new handout(s) and they will need SBPD approval. The committee will be reviewing material to update our brochures.

j. Committee Goals

ACTION: Discussion on committee effectiveness, strategies for public awareness, and meeting attendance was postponed until our committee has all 7 members.

8. Adjournment: Meeting was adjourned at 7:55 p.m. with everyone wishing each other Happy Holidays

Minutes taken and transcribed by Robert Riechel