



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

Approved at the January 14, 2016 Meeting

**December 10th 2015 - 7:00 p.m.
San Bruno City Hall - 567 El Camino Real
Capuchino Conference Room #113**

1. **Call to Order:** Meeting called to order at 7:00 p.m. by Committee Chair Robert Riechel
2. **Roll Call:** (quorum = 4) The sign-in sheet showed: Member Carey present, Member Dellinger present, Member Donlucas present, Member Mahon – excused, Member Riechel present. A quorum was present. Also present: SBPD Officer Howard Hoyer, SBPD Officer Sherry Noakes, Guest Robert Barnett, & Guest Richard Wong.
3. **PRESENTATION:** Member Dellinger brought a few light refreshments for our holiday meeting.
4. **Approval of Minutes:**
ACTION: Member Carey moved and member Dellinger seconded the motion to approve the minutes of the November 12th 2015 meeting as SBPD approved and as circulated. Motion passed unanimously.
5. **Communications & Announcements:** Member Dellinger thanked SBPD Officer Hoyer for his thank you note. (Note: same thank you note went to each of the committee members). SBPD's Officer Hoyer's last official day will be December 23 2015 – however he plans to attend the first few 2016 meetings and assist in bringing his replacement up to speed, especially on our growing Neighborhood Watch program.
6. **Staff Reports:** A question was asked about a few recent home burglaries and SBPD Officer Howard Hoyer updated the committee about these crimes. Officer Hoyer reminded the committee and all citizens that “if You See Something – Say Something”. Citizen's reports continue to be a big part in assisting the SBPD in solving cases.

Officer Howard Hoyer updated the committee on additional capabilities thru San Mateo County Alerts. To subscribe to the system, change your profile, and/delete contact numbers or e-mail addresses, Go to www.smcalert.info or e-mail at smcalert@smcgov.org Officer Hoyer advised that recently the SBPD Command Staff and Supervisors attended a two hour training on how they will use SMC Alerts. SBPD will begin sending out more information to the public on crimes and issues through SMC Alerts.

7. **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.

Richard Wong asked about information related to some of the home burglaries. These questions were answered under Staff Reports. Richard Wong asked how can the City increase getting the message out that “If You See Something – Say Something”. The Police Department is getting the message out through media tools such as SMC Alerts, Cable TV messages, Neighborhood watch groups, neighborhood crime maps and public events.

8. **Business:**

a. **Neighborhood Watch –**

ACTION: Mary sent the following update on New Block(s) in the forming stages.

Currently there are four neighborhood watch groups in the forming stages. Mary has been working with Chris, Winnie, Claudia, and Angela for 4 different blocks. Due to the holidays and consulting with Howard, they have put off meeting with them until after the first of the year. Chris has asked that Mary



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contact her the first week of January to set up her neighborhood meeting with 13 people. Mary has this on her calendar. SBPD Officer Hoyer advised he will continue to work with Mary to finalize meetings with these 4 groups.

ACTION: Report on any current activities with current Neighborhood Watch Groups. No specific reports.

ACTION: Continuing discussion on a guide line document on “How to set up a Neighborhood Watch”. This item is on hold until our committee is fully staffed.

ACTION: Update on Brochure Distribution re-filling – City Hall, Library, Senior Center
Anne will follow-up with the library as there is a question exactly where our brochures have been placed. City Hall is OK as is the Senior Center.

b. **Crime Tips** – Bilingual – Still need additional subjects

ACTION: Member Dellinger moved and member Donlucas seconded the motion to approve December 2015 Cable English & Spanish Crime Tip(s) - #1 on Holiday Driving and #2 on Suicide Prevention. Motion passed unanimously. SBPD Officer Hoyer will continue for a while to provide these tips to San Bruno Cable.

Additional tips already approved: “Take a Bite Out of Crime” and “Better Safe Than Sorry”

c. **New Activities:**

ACTION: Peter and Anne updated the committee on the Satisfaction Survey and passed out their draft. Each committee member was asked to bring their remaining suggestions to the January meeting as we would like to be able to provide the information to the Chief with our final suggestions no later than February 28, 2016.

d. **By-Laws:**

ACTION: None – Awaiting input from the Council.

e. **New Brochures:**

ACTION: Mary provided the following update on current brochure(s) for possible use: “Mary is currently working on a mockup of a brochure on elder abuse. She is using information from the County of San Mateo as well as the National Council on Crime Prevention. Peter provided a box of Bicycle Safety pencils for use as give a ways at our events.

f. **Embracing Technology:**

ACTION: Member Donlucas updated the committee that he contacted Mayor Ruane and provided him with a copy of our social media draft proposal. Mayor Ruane said he would look at the proposal and we can discuss the proposal after the holidays next year to see what the next steps would be.

g. **2016 Committee Chair & Vice Chair Election:**

Ballots were casted and counted by Robert Barnett and Richard Wong showing that Mary was unanimously elected as our 2016 Committee Chair and Peter was unanimously elected as our 2016 Committee Co-Chair. Richard Wong destroyed the casted ballots.

Committee still needs a committee secretary.

h. **Follow-up on items from residents from last meeting: (if any)** – No open items from the residents.

i. Committee thanked Anne for the refreshments and everyone wished everyone Happy Holidays.



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9. **Adjournment:** - 7:40 p.m.

Minutes taken and transcribed by Robert Riechel