

California Fire Safe Council  
Board of Directors Meeting – Video Conference and Live  
August 9, 2017  
CFSC Northern CA Office  
5834 Price Avenue  
McClellan, CA 95652

**Board Members Present:**

Kate Dargan  
Jerry Davies  
Neil Fisher  
Pat Frost  
Pat Kidder  
J. Lopez  
David Shew  
Troy Whitman

**Board Members Absent:**

Dave Bischel  
Amber Gardner  
David Horne

**Staff in Attendance:**

Thelma Clark  
Stephen Gort  
Bethany Perez  
Dalonna Scott

The August 9, 2017 meeting of the California Fire Safe Council Board was call to order at 1:15 PM by Jerry Davies.

**Approval of Meeting Minutes**

Approval of the June 1, 2017 Public Session Meeting Minutes was discussed. Pat Kidder made a motion to approve the minutes. Troy Whitman pointed out that on both the June Public and Private Meeting Minutes that the attendance list is missing and asked that be corrected (now Done.). J. Lopez seconded to motion to approve the minutes with corrections. The motion carried unanimously and the **June 1, 2017 Public Session Meeting Minutes were approved.**

Approval of the June 1, 2017 Closed Session Meeting Minutes was discussed. As with the Public minutes, the missing attendance list will need to be added to the minutes (now Done.). With that correction, Kate Dargan made a motion to the minutes. Troy Whitman seconded the motion and the motion carried unanimously. **The June 1, 2017 Closed Session Meeting Minutes were approved.** **Board Chair Topics**

**(See attached agenda)**

### **Updates on the 2017 Shasta Farmers and USAA Events**

The Shasta Farmers event on hold for now. Farmers now has an Event Designer Team and there is to be brainstorming session in Woodland Hills on 9/6/17. Jerry Davies will send out invite with more info as it becomes available. Both the CFSC Board and staff are invited. Other staffers from Fire, USFS, BLM, Fish and Wildlife, and local FSC's will be participating. They want to discuss new ways to get people to attend these events. Farmer's only has one agent in Shasta which may not be enough presence for a good turnout from the residents, homeowners association, etc. For Board members and staff who wish to attend, Farmers will pay travel expenses and will provide lunch.

The USAA Event for Camp Pendleton has been cancelled. Plans were being made to hold it when the fire broke out and sort of killed the idea of having an event so it's back to the drawing board. Vandenberg AFB is being considered for a venue for the next event and Jerry will provide more details next week. State Farm recently held a huge insurance summit in CA and Jerry Davies attended. Topics discussed were the tree mortality task force, cost of insurance, etc. Also, State Farm would like to work with CFSC on getting the word out to homeowners using various forms of media (videos, brochures, website). They asked if we would put the video they made on our website and also distribute to our FSC. Legislation being considered to force insurance companies to take customers. This may open the door for us to work with a lot more insurance companies. A conference call will be held in a couple weeks to discuss and Jerry will send out info to Dalonna for our webpage. The Insurance industry is very concerned that CFSC should be the voice to help those who need insurance or have lost it.

### **State Farm FSC Founding Report**

State Farm is very interested in how getting a FSC f founding is progressing. Bob Devereaux knows were in the midst of fire season and that founding new councils is not the primary focus of those homeowners right now. Jerry will email the report on the meeting out to the Board tomorrow.

### **Discussion of the By Laws: Three-year Chair Term**

A three (3)-year Chair term limit was a recommended addition to the latest revision of the bylaws (see attached edits to Article 5). A discussion ensued about when this new law should take effect - immediately or retroactively? Jerry Davies commented that If Board wishes him to step down in January because he is termed out, he would like to ask that his term be extended until March 2018 in order for him to complete his planned projects and trips.

Kate Dargan commented that she believes that any new or revised bylaws become effective the date they are approved by the Board. Pat Frost echoed his agreement with Kate's statement. Jerry Davies added that the annual election of all Board Officers would take place again in December, taking effect January 1<sup>st</sup> as customary. Pat Kidder stated that he disagree with both of them regarding this process. He added that this debate of term limits dates back a couple of years when of the role of the Executive Director(ED) and Chairman (Chair) were being determined. It was agreed that after the new Executive Director was hired, then the Board would put the Chairman in role that was previously discussed; the Chair being the manager of Board and the ED being the manager of the business. He added that he has no problem with length of term but thinks it should be retroactive. Jerry noted that the Board will have to change the bylaws to reflect the term limit's retroactive status. Pat Kidder stated that he would do what the majority of the Board wants in regards to term limits. Pat Frost pointed out that all of the

Board members not are not present at this meeting and that everyone should have a vote in this matter. David Shew made a motion to move this item to next in person Board meeting. All agreed. **The item to vote on the revision of the Bylaws regarding the 3-year Chair Term Limit (Article 5) was tabled to the next in-person closed session board meeting.**

### Executive Director's Topics

(See attached)

### Approval of the CFSC 2<sup>nd</sup> Quarter Financial Statement

Stephen Gort(ED) reviewed the CFSC 2<sup>nd</sup> Quarter Financial Statements on behalf of David Horne, (Treasurer) in his absence. Pat Kidder made a motion to approve the CFSC 2<sup>nd</sup> Quarter Financial Statements. Pat Frost seconded the motion and it passed unanimously. **The CFSC 2<sup>nd</sup> Quarter Financial Statements were approved.**

### Approval of the Review Committee Grantees for the 17SFA

(See attached)

Stephen Gort asked if everyone received the list of the approved grantees for the 17SFA. Since Jerry served on the committee, Pat Frost asked for feedback on the process and selected grantees. Jerry stated that the committee had more discussion this time about individual grants, that there were a lot of good questions being asked by all, and different perspective were shared from new grantees. Stephen distributed copies of the list to those who requested it.

Before the voting of this item began, Pat Frost stated that he would have to abstain from vote because he currently does consulting work for one of the applicants. Troy Whitman made a motion to approve the list of the Review Committee Grantees for the 17SFA. Pat Kidder seconded the motion and it carried unanimously. **The list of the Review Committee Grantees for the 17SFA was approved.**

Jerry Davies congratulated and thanked Dalonna Scott for a superb job for her role in organizing and executing the Review Committee Meeting for the 17SFA!

### Approval of the New By Laws

This item was tabled until the next in-person Board Meeting.

### Approval of the new CFSC Human Resources Policies Manual

The Board has previously had an opportunity to review all the revisions and updates to the CFCS Human Resources Policies Manual. Stephen Gort asked if there was any discussion and no one asked any questions or made comments. Pat Frost made a motion to approve the new CFSC Human Resources Policies Manual. Pat Kidder seconded the motion and it was approved unanimously. **The new CFSC Human Resources Policies Manual was approved.**

### Approval of the new CFSC Accounting & Financial Policies and Procedures Manual

The Board has previously had an opportunity to review all the revisions and updates to the CFCS Accounting & Financial Policies and Procedures Manual. Stephen Gort asked if there was any discussion and no one asked any questions or made comments. Pat Frost made a motion to approve the new CFCS

Accounting & Financial Policies and Procedures Manual. Pat Kidder seconded the motion and it carried unanimously. **The new CFSC Accounting & Financial Policies and Procedures Manual was approved.**

Stephen stated that all CFSC Board Members and Staff were required to read both manuals and provide certification they have done so. Stephen said he will send out a form for everyone to use for certification. Pat Frost thanked Stephen and the committee members for all of their work on the new manuals.

Stephen stated that the CFSC staff had been through a tough 8-10 weeks for several reasons (departure of staff, FFR's, semi-annuals reports). He said he wanted board to know that and thanked the CFSC staff for pulling together to get us through it.

### **Strategic Plan Status Report**

**(See attached)**

Stephen Gort reported on the progress of the CFSC Strategic Plan. Afterwards, Kate Dargan inquired if it was written in context with our current or future business needs. Stephen replied both. He then reviewed the three Project Management bullet points and Next Steps.

Jerry Davies and Kate Dargan congratulated Stephen on a job well done!

### **Hiring/Firing Status of CFSC Staff**

Working on the projection that each Grant Specialist has 25-30 grants to manage (see attached chart), we would need 4.6 to be fully staffed so we will aim for four and then re-assess. We have had some attrition in addition to a new hire that did not work out (see attached Activity report). The employee was terminated after consulting with our attorney and deemed the right thing to do for the agency.

Pat Kidder made a motion to approve Stephen Gort's proposal to hire four new Grant Specialists. Kate Dargan seconded the motion and it carried unanimously. **The proposal to hire four new Grant Specialists was approved.**

### **Next Board Meetings**

It was determined that the next two Board Meetings should be live and at the following locations:

October 25, 2017 – Northern CA (location TBD)

December 6 & 7, 2017 (Strategic Planning Session/Board Meeting) – Ontario Office

### **Miscellaneous Discussion**

Jerry inquired of Pat Frost if there were any military bases in the Shasta area. Pat replied that the closest one is in Yuba City. Kate suggested other fire-prone areas may interest USAA as an event venue. Pat Kidder stated that maybe retired military not our best target.

Stephen thanked everyone for attending and said he would work on video conferencing to make it better and reduce feedback, etc. He added that we will also be using the video conferencing as a tool for our staff meetings.

There being no further business to discuss, Kate Dargan made a motion to adjourn the meeting. Troy Whitman seconded the motion and it carried unanimously. **The August 9, 2017 CFSC Board Meeting was adjourned at 2:00 PM.**

Minutes respectfully submitted by:

Bethany Perez, CFSC Business Manager