

California Fire Safe Council  
BOARD OF DIRECTORS OPEN MEETING MINUTES  
September 13, 2018 9:30–15:30  
CFSC Offices – Suite 230 & First floor conference room  
3200 Inland Empire Boulevard, Ontario, CA

Directors Present:

Dave Bischel	Laura Blaul	Jerry Davies	Pat Frost
Ruben Grijvala	David Horne	Pat Kidder	J. Lopez
Ed Mertens	Dave Shew	Troy Whitman	

Also present: Elizabeth LaMar Dalonna Scott Sandra Lyons

Directors Absent: Kate Dargan Neil Fischer Bob Roper

**Chair J. Davies**

Chair Davies asked if there were any questions or corrections to the Minutes of the July 18, 2018 Meeting. There being none, a motion to approve was made by David Horne, seconded by Ruben Grijvala. All in Favor – minutes approved, unanimous. The July 18 open session minutes were approved. Pat Frost abstained as we was not at the meeting.

**Chair Topics – J. Davies**

- See attached file: “180913 Chairman Notes”

**Calendars: - S. Gort**

- Next Board Meeting is a Teleconference and is scheduled for November 7, 10:00AM – Noon.
- Upcoming Team planning conference calls agreed are:
  - State Team Call: 9/19 – 2:00PM
  - Federal Team call: 9/21 – 2:00PM
  - Private Team Call: 9/25 – 2:00PM
- The 2 day Board Planning meeting is set for December 11/12, Sacramento. Investigating holding the meeting at the Sun City conference facility in Roseville. (Equidistant travel vs. McClellan sites, will report).

**1<sup>st</sup> Half Financial Statements - D. Horne**

Treasurer David Horne, discussed several variations in items in the 6/30/2018 Financial Statements, including:

- Health Insurance increases:
  - New employees partaking of the company benefit
  - The billing cycle moved several charges into the current period
  - The Board approved a company contribution to the benefit starting in 2018.
- Accounting fees for the Annual Audit were occurred in the first quarter. This would routinely take place in the third quarter.
- Advertising, Postage, Printing and Travel costs: mainly related to and paid for, by Farmers and State Farm insurers’ grants. All current and future non-government grant income and expense will be added to the annual CFSC budget.
- Clearinghouse & Web Site costs (now lumped together), new 2018 grant programs have been added to Zoomgrants, and ZoomGrants 2017 charges did not arrive until early 2018. Web site costs are also supported by Farmers’ grant.

Motion to accept the 1<sup>st</sup> half financials made by Troy Whitman, seconded by Pat Frost, All in Favor – unanimous.

## **Indirect Costs – N. Moline & S. Gort**

An educational presentation on Indirect Costs was given by S. Gort and the CFSC's CPA: N. Moline. A scripted version of the charts will be available by October 5.

During the presentation, several comments were made including:

- How to best tell the story of CFSC actual overhead and general cost performance
- Several of the possible vehicles are included in the attached file "CFSC Publication Scenarios".
- D. Bischel made a motion that CFSC undertake a rebuttal to a recent news article. Significant discussion followed of the pros and cons of doing so. The Executive Director suggested that he prepare a CFSC statement which would be given to the Executive Committee for review, and that committee would make a recommendation to the full Board. The motion was seconded by Pat Kidder, all in favor – unanimous.

## **Executive Director Topics – S. Gort:**

The 2018 Grants Roll-Out schedule was presented – copy attached. Stephen also related that after re-opening the 2018 applications process in the USFS/SFA grants, there are now 55 applications and the total requested exceeds available funds by \$1,861,514. The Tree Mortality grant has increased to 6 County applications and a total remaining for this grant is \$515,010. Stephen indicated that USFS/TMG applicants will be informed of the availability of these funds, in case they might revise their current applications upward. It was also noted that there are a few USFS/TMG counties in the applications for the USFS/SFA grants, and that they might also decide to re-orient their applications to include some of the USFS/TMG funds. The overall objective is to consume all available grant funds.

2018 Budget – Spreadsheet and Budget plan summary were presented and reviewed. All directors have both printed and digital copies of all materials. Examples of the newly programed reports for budget plan vs actual will be available for the November teleconference.

Treasurer, David Horne asked about the schedule for development of the 2019 Budget. Executive Director Gort suggested that it would best be prepared once the 2017 year end close is completed in January.

### State Farm Enabling FSCs project

The new Mayacamas Fire Safe Council is working with CFSC to hold an "Opening Celebration" to declare themselves "open for business". The event will include an appropriate State Farm representative, CFSC, Local CAL FIRE battalion chief, local county government official and local newspaper. Dave Shew, Jerry Davies and Ed Mertens expressed interest in attending the opening celebration for the new Mayacamas FSC. Date not yet scheduled – should be within the next few weeks.

Next Steps: Identify the next community to help. Interested candidates include, Three Rivers, Temescal Valley, Yolo County RCD, Mission Highlands – Sonoma, City of Calabasas. After this decision is made, a schedule for delivery will be developed.

Southern California Edison Grant – Executive Director Gort thanked Director Troy Whitman for suggesting the CFSC to the SCE community grant program. Stephen indicated that he had gone through the required application process and was successful in acquiring \$250,000. He indicated that a program is being developed for fourth quarter start. Sub grants will be for FSCs located in SCE service areas and will include activities such as conducting defensible space workshops, holding chipping days or chipping weekends, defensible space labor for the handicapped and infirm, etc.

New I/T Support – Stephen announced that a new vendor to provide I/T support has been selected. A traditional RFP process was used, and the new vendor has signed a contract, agreed hourly rates and has signed an appropriate confidentiality agreement. This vendor will replace the services previously performed by Ron Wells.

Annual Employee Open Enrollment – is underway. Employees have a choice of five different health offerings, including HMOs & PPOs, and improved vision & dental plans. Enrollment ends October 1.

Regional FSC Meetings There are two potential regional FSC meetings under consideration by Gretchen Hayes for the Santa Clara area and by Tracy Katelman for Northern California FSCs. Both have asked if CFSC might help with funding. Jerry Davies will check if there might be some Farmers money or with PhosCheck. Jerry, Pat Frost and Stephen will coordinate and reply.

It was discussed that there ought to be more interaction between CFSC and local FSCs in general. One outcome of the discussion is that E.D. Gort will prepare a first draft of local Board Member assignments to liaise with a number of local FSCs, using geographical convenience initially.

## **LUNCH**

Following lunch, Troy Whitman made a motion to close the Open session and adjourn to closed board session. Seconded by Ed Mertens, all in favor – unanimous.

## **3:15 – Return from Closed Session**

**Closed Session Topics** that were covered:

- State Sources Team Report and next conference call scheduled.
- Federal Sources Team Report and next conference call scheduled.
- Private Sources Team Report and next conference call scheduled.

**Call for any new business – None.**

A motion was made by David Horne to adjourn the 9/13/2018 Board Meeting, seconded by Pat Kidder. All in favor – unanimous.

**3:30 – Meeting Adjourned.**