California Fire Safe Council
BOARD OF DIRECTORS MEETING
OPEN SESSION MINUTES
March 20, 2019  1:00pm – 4:15pm

Those Present: Jerry Davies, Ruben Grijalva, David Horne, Troy Whitman, Bob Roper, Laura Blaul, Pat Kidder, Pat Frost, Ed Mertens, Dave Shew, Neil Fisher, Bob Raymer, Dave Bischel, Frank Stewart; Tracy Katelman (Staff)

Not Present: J. Lopez, Kate Dargan

The meeting was called to order and welcome by Chairman Jerry Davies

1. Welcome/Introductions – Jerry

2. Board Membership
   a. CAL FIRE
      o Tracy spoke with Chief Daniel Berlant who communicated a CAL FIRE interest in having a member join our Board. Ruben recommended:
         ▪ Director appointed
         ▪ Meeting with Board to confirm
      o Discussion:
         ▪ Neil suggested Mike Wilson
         ▪ David Horne inquired about process: Dave Shew noted that he and Phyllis of CAL FIRE were previously reps as head of CAL FIRE Strategic Planning, and went through the normal process.
         ▪ Why make an appointment rather than an interview?
         ▪ Ruben stated awkward if we don’t accept recommendation and CAL FIRE is sponsoring
           • Board role to provide an orientation rather than an interview
           • Letter should include time commitment and info to estimate cost
      o Motion to prepare letter to Director Thom Porter to solicit CAL FIRE support for CFSC by adding a member to our Board, by Fischer with second by Horne – unanimous approval
   o Jerry will prepare draft letter, David Shew will review, Exec Committee will approve
   b. Bob Raymer – CBIA workload for 2019 does not allow time for participation on Board and he requested a leave of absence or request to resign. He noted he will retire from CBIA in September 2020 and serve as a consultant which will most likely include attending CFSC meetings.
      o Motion by Dave Shew with second Frank Stewart to grant Bob Raymer a leave of absence until January 2020 – unanimous approval
3. February Minutes
   a. Open Session Minutes approved on motion by Horne and second by Ruben – unanimous approval
      o Change ED → Executive Director
   b. Closed Session Minutes tabled for clean-up
      o Frank asked about the CFSC Forrester. Tracy explained John Kessler’s role and that he follows our direction
      o Frank asked if he can help streamline environmental process as CAL FIRE is doing
         ✓ Policy Committee will review our position on permitting
      o David Horne asked that the Financial Statements be moved to Open Session

4. Finances & Fundraising
   a. RFFC Funds – Tracy
      o Recent email from Department of Conversation furthering issuance of $3MM block grant to build statewide capacity to use CAL FIRE money and to get projects developed and submitted
         ✓ Also provides funding for part of Tracy’s salary
      o They awarded several block grants around the State
      o Press Release went out in March 12
      o Tracy working with them on budget in next couple weeks
         ✓ Likely receive of 1/3 of $1.7 MM this year
         ✓ Funding and accounting 25% of 1.7M (425k) possible advance, and submit receipts
      o Tracy working with Jay and David to organize events with local FSCs in So Cal April 9 and 10 to understand local needs
         ✓ Also identify those with vision to become Regional Coordinators
      o David asked about managing the financial transfer (timing, mechanism, account, etc.) Bethany will handle as David out of town; David will send his preferences on which account
   b. New Unrestricted “Community Preparedness” Fund - Tracy
      o We have an “Unrestricted” fund that Norm uses to balance books, so not truly unrestricted. That accounting fund is currently approximately $29k
      o Executive Committee and Norm created the new Community Preparedness Fund, which is unrestricted
         ✓ Started with $17k from Farmers
         ✓ Staff will work with USFS and BLM for permission to add unused grant funds, before closing Master grant
         ✓ Unrestricted donations will also go here
   c. 2019 Budget - Tracy
      o Not complete
      o Table for April meeting
   d. Internal Request for Initiatives - David
- David developed a form to facilitate requests for use of unrestricted funds
- Draft in Board Cloud for review/comment
- Kate completed first request (Tree People meeting)
- Proposed Process: Board member completes form → to Tracy/Norm to determine which fund → Exec Committee approves → after action report submitted by member receiving funds
- Pat Kidder motioned approval of form with process above, second by Neil Fischer – unanimous approval

e. FEMA Grants (all CFSC/CAL FIRE partnerships) – Laura and Tracy
   - CFSC NOI submitted March 25th for $3MM for home-hardening/defensible space Handbook and curriculum, trainings, and home assessments
   - CAL FIRE NOI for $1.25MM for 4291 compliant defensible space and home hardening aimed at vulnerable populations; they asked for our assistance in applying and implementing it; Laura to submit their grant application by April 18
   - Possible CAL FIRE NOI for $25MM for home-hardening and defensible space run through CFSC Clearinghouse to locals; (CAL FIRE did not submit, potentially in the future)

f. Frank asked about the federal grant dollars available for this fire season?
   - Tracy explained strategy is to meet with agency leadership at the upcoming Reno conference rather than letters to Regional Foresters
     - Request longer grant period
     - Address match issue
     - Frank suggested exemptions to NEPA to streamline:
       - Frank to write email describing problem and proposed solution for those attending to include in their conversations, and for Policy Committee to review on 3/22 call.

5. Policy Committee Update
   a. Committee Report – Ruben
      - Conf call 3/15 and 3/19 for Leg Day – Minutes emailed and posted on Cloud
      - Using Capital Track to organize bills– download relevant bills to Cloud for review
        - Leg staff beginning to coordinate with one another to focus on local funding, assessment process, and local work
        - Board approved funding Capital Track but need to add more users at $25/person. So far, just Kate but let Ruben know if you need access so he can send Tracy/Finance Committee total cost for approval
        - David Shew asked that SB 290 be added to Capital Tracker and Dave Horne asked that SB 70 be added – email Ruben with any other additions
      - Tracy and staff working to develop a “How To” Handbook for forming FSCs by early summer
      - CFSC Position Paper – Bob Roper
        - Bob and Policy committee recommend Board adopt this process and create a paper trail for historical purposes on Board direction
        - Proposed format was emailed and is for Board, staff, FSCs, etc. to use when making proposals/recommending changes.
➢ Process: Proposer writes paper → Policy Committee reviews and makes recommendation → Consent Item on Board agenda for approval/disapproval

➢ Assists in streamlining meetings, provides full transparency for Board on Policy Committee, creates a historical paper trail.

➢ Not necessary for leg positions

➢ Example: Position paper submitted by Bob for approval to work to change damage assessment forms to contain year structure permitted in order to evaluate the effectiveness of code used during construction

  o Motion by Ruben Grijalva to adopt the CFSC Position Paper Format/Process, second by Laura Blaul - unanimous approval

b. Future Leg Day (2020) – Bob Roper (see doc in Cloud)
  o Bob drafted a format for future Leg Days
    ✓ Includes timeframes and costs
    ✓ Estimate $19k for event plus possible scholarships for local FSCs to attend (airfare, hotel, etc.)
    ✓ Sheraton (Capital) and Holiday Inn (Old Town) included for comparison
  o If approved, Bob will finish flyer and use next week in Reno to solicit corporate sponsors and begin work with Finance Committee and hotels
  o Tracy added need to ensure in conjunction with Wildfire Awareness Week (check with NFPA)
  o Need Board member to lead and be contact – Jerry and Ruben volunteered
  o Motion by Ruben to adopt format for Leg Day 2020, second by Pat Kidder – unanimous approval
    ✓ Creating list of Reno meeting contacts
    ✓ Tracy/Bob drafting position paper for meeting with agency contacts

c. May 7th Leg Day – Ruben (see both docs on Cloud – minutes plus issues/action chart)
  o Invitees to FSCs (20 hand-picked) – role is to describe work on ground and fiscal help needed to Legislators. Send invitee names to Tracy and Elizabeth by COB Thursday
  o Press Conference at Capital 10:00-10:45
  o Budget - $5k of Farmers $20k Policy Budget for 2019
    ✓ Each section (ICS positions) to provides needs/costs
    ✓ Tracy working on cap for scholarships to FSCs
  o Kate finalizing schedule with key Legislators and reps of attendees
  o Potential for Reception after; scale depending on budget
  o Need Logistics assistance, Elizabeth helping from staff
  o Board members are all invited and encouraged to attend the day’s events.

6. Clearinghouse
   a. SCE Firesafe Community - Tracy
      o Troy thanked Tracy and Amber for working with SCE’s accelerated timeline
      o Total is $250k and term ends September 1, with our closeout by September 30
        ✓ $50K funds staff and $200k through Clearinghouse to locals
If meet SCE September timeframe, we can request further funds
- Opened last Friday – lots of interest
- Simple app and very flexible (501c3 status unnecessary, quick projects by community group, purchase equipment, print literature, etc.)
- Must be in SCE service area and individual grants capped at $25k
- Emphasis on funding new FSCs (Elizabeth and Tracy updating existing State Farm program to facilitate).
  - State Farm also interested in assisting with FSC founding
  - Lots of interest in forming
- Media release today
- Goal is to replicate in other parts of state (timber industry, Google, etc.)
  - Identify where Corp sponsors help

b. Ad Hoc Review Committee – Pat Kidder and Pat Frost
- Pat Kidder requested guidance on scope of review
- Include grantees and staff to ensure broad understanding of process/issues
- Exploring where direction/limitations originate – what’s a mandate by agencies? (match, timeframe, environmental, etc.)
  - Goal is to streamline for locals
  - Reno Group will meet with agency leadership to prime the pump
  - Amber and Sandra as staff support
  - Tracy talked to Dan Lang regarding grant term
  - Give up to two 6-month extensions for total 3-year term rather than two, (within boundary of our 5 year Master grant), to grantees with known track record and implementing larger or more complicated fuel treatment projects
  - Most will stay with 2-year term
- Coordinate with CAL FIRE to launch Clearinghouse federal grants a week after their state grant announcements, so grantees can use state funds as match.

c. What metrics to use to measure success of Clearinghouse – Laura
- Have four categories of general metrics: outcome/impact (vision/mission based), outputs (tangibles), activity/capacity (goals/strategies and tactics/activities), and resource
- Need to refine in terms of CFSC goals/process
  - Laura will work with Amber and Dalonna

d. 2020 Master Grant & WUI Meetings - Tracy
- Plan to meet with agency leadership at Reno conference, as discussed above
  - Position paper development is key
  - Dave Shew will assist

7. Vision Statement - Tracy
   a. Eliminate Destructive Wildfire (see Cloud for docs)
   b. Concern with Mission drift due to heightened activity
   c. Article 2 of Bylaws describes mission and purpose – everyone please review
   d. Concerns
Ruben stated overly broad

- Does our terminology need to be updated?
  - CWCG Communications Conf Call – unified message agreement on terms
    - Defensible Space
    - Hardened Home
    - Together these are the Home Ignition Zone
  - Prevention implies ignition and implies FDs
  - Mitigation implies before or after, agency/bureaucratic
  - Preparation is less formal but does it include ignition prevention?

- David Shew stated nationwide trend to back away from “prevention” term, tied to fire department and use Community Risk Reduction to include community
  - Risk also appeals to insurance
  - Confusing to community?

- David Horne suggested Good dinner conversation May 7; table until then

3:30pm: Motion to close Open Session and move to Closed Session by David Horne, second by Pat Kidder – unanimous approval

Jerry reported Closed Session discussion was on personnel matters – nothing reportable

8. Technology Update
   a. Tracy reported work to create a separate computer to function as the VPN server for the Board Cloud
      - Look for invite to join
   b. CFSC purchased an account with Microsoft 365 so moving to that platform
      - New Team function to facilitate video as well as phone meetings, and online workspace for board collaboration where needed.
      - Will be operational by April meeting

9. Jerry discussed letter from CA Energy Commission to support Wildfire Resiliency grant ($5MM)
   a. Project Goals
      - Wildfire risk assessment and mitigation under climate change
      - The Electric Power Research Institute (EPRI) and the University of California, Davis are leading the development of a proposal to CEC
        - includes key scientists at University of California, Merced; University of Utah; Missoula Fire Sciences Lab; and Lawrence Livermore National Lab.
   b. Request letter of support from CFSC by tomorrow for their grant package
   c. Motion by Ruben to send letter as means to build relationship, second by Pat Frost - unanimous approval
      - Jerry will edit letter and run by Kate before emailing with message that we are unable to commit resources, only support. Kate has nixing powers.

10. May 8 Board Meeting – David Horne
    a. David requested permission to invite Stephen Gort to lunch to recognize service/present gift
o Of course!
b. Adjournment time discussed
   o 3ish to coordinate earlier flights?
   o 5ish to maximize productivity?
   o Decide at April meeting

11. Closing
   Motion to close by Pat Kidder, second by Ruben – unanimous approval
   Adjourned at 4:15pm