



California Fire Safe Council
BOARD OF DIRECTORS MEETING
OPEN SESSION MINUTES
May 8, 2019 9:30am – 4:00pm

Those Present: Tracy Katelman (staff), Jerry Davies, Ruben Grijalva, Ed Mertens, Troy Whitman, David Horne, Kate Dargan, Laura Blaul, Pat Kidder, Pat Frost, Frank Stewart, Bob Roper, David Shew, Pat Frost, J Lopez (via phone)

Guest: Steve Hawks

ACTION ITEMS IN **Red** Type; DECISIONS IN **Bold** Type

9:30 Welcome and Introductions

1. Board nominations:
 - a) CAL FIRE appointed Steve Hawks to represent them on CFSC Board
 - b) Steve introduced himself and left room
 - c) **9:32 Motion by Troy Whitman to appoint Steve Hawks to CFSC Board, second by Laura Blaul, unanimous approval**
 - Steve returned as a Board member
2. Moment of silence for Dave Bischel
 - Service May 17 at 1:30 in Auburn, 1338 Lincoln
 - **Attendees: Tracy, Pat, Kate, Frank, Jerry**
 - Cup passed for donations for flowers
 - **Pat Frost suggested donating to Cathy Brooks fund – agreement to purchase flowers with remainder in Dave's name. Jerry will handle**
3. Minutes
 - **9:43 Motion to approve minutes of 4/24/19 Open Session by Pat Frost, second by Pat Kidder, unanimously approved**

9:45 A few revisions to agenda made to accommodate those leaving early

4. Acceptance of resignation by Neil Fischer effective May 1
 - Resignation email to BOD received last week
 - **9:49 Motion to accept Neil Fisher's resignation by David Horne, second by Dave Shew, unanimous approval and well wishes in new job.**
5. Board Meeting calendar: **Date for future meetings/calls were determined**
 - Conference call June 19, 1-4
 - Conference call July 17, at 1-4
 - Conference call August 7, 1-4

- Meeting September 23-24 in Chico
 - 23rd tour Paradise with Butte FSC in morning before Board Meeting
 - 24th Board Meeting (con't)
 - **Frank Stewart will look into location and hotel**
 - Conference call October 16, 1-4
 - Conference call November 13, 1-4
 - Meeting December 10-11 in So Cal
 - **David Horne will look into location and hotel**
6. Board Technology Platform
- Current Board Cloud is open for everyone (i.e. all staff) to access, including Closed Session Minutes; need to find new platform
 - Dropbox, Teams, or??
 - Kate suggested in-person training for switch
 - Jay can't open Dropbox at work
 - Jay states Teams is a great platform and can use for all document types
 - **Tracy will move everything to her Dropbox and we'll experiment with Teams and train one-on-one, as necessary**
7. Board priorities for 2019 – Tracy
- Everyone is tired, three staff are out, and we need to prioritize
 - CFSC is called to be involved in several places/projects
 - Current commitments - Tracy reviewed the following:
 - a) Clearinghouse – Amber was reclassified as Clearinghouse Manager and is taking ownership.
 - **Need to convene the Ad Hoc committee to review and improve Clearinghouse process.**
 - USFS
 - Agreement is to close out grant sub-awards a year before grant period ends
 - ✓ Once closed, can negotiate use of any leftover funds grantees didn't use
 - ✓ Negotiate use of funds on anything related to landowner awareness around fire resilient communities and landscapes
 - 2017 grants are closing
 - 2018 just starting (awarded last Fall)
 - ✓ Need to do RFP for new Forrester as current one has a day job and less time to work for us; slowing down work progress with awardees.
 - 2019 opened for \$2MM April 24
 - ✓ Sub-awards will be awarded October 1
 - ✓ Workshops start tomorrow
 - 2020 expected at \$2MM

- ✓ This summer Tracy will begin to negotiate grant agreement with Forest Service
 - SCE
 - 2018 SCE: \$250k resulted in 13 grants for \$200k, awarded May 1
 - 2019 SCE: \$500k Wildfire Assistance Fund
 - ✓ \$130k for 7 additional grants
 - ✓ A portion to administer all 20 grants
 - ✓ Tracy sent proposal for use of funds to SCE
 - CFA/tech & timber industries – opportunities for future grants
 - BLM:
 - Committed to \$400k for grants in 2018
 - Process pending
- b) USFS on “leftover” State Fire Assistance funds
 - To prevent leftover funds in future, grant managers will ask awardees if need more
 - Pat Kidder warned there is a need to send to all sub awardees via email blast rather than calls to specific awardees
 - 2015 SFA – close to \$1.5MM left between all 2015 grants, approx. \$500k remaining in 15SFA
 - Tracy negotiated an agreement that we can spend on approved activities by May 31 (match already met/exceeded)
 - BUT, IDC issue applies and cost rate is 50%
 - ✓ Currently \$300k identified
 - ✓ Contract for \$200k for two million copies of 4 brochures and website overhaul by May 30
 - ✓ \$100k to cover distribution of brochures
 - ✓ USFS states we can’t take IDC
 - Pending IDC issue
 - ✓ Ruben’s contact looking at options for the future
- c) Regional Forest Fire Capacity Program/Fund – block grants around state in 6 regions to identify landscape level fuel treatments
 - Grant signed April 23 for CFSC to work on community capacity building (grow FSCs)
 - 20% admin cap
 - no IDC can apply (need to work out with Norm, attorney, and new consultant)
 - Create a separate 501c3 for future state or private grants?
 - Expecting \$1.615MM over 3 years
 - Hire 3 regional coordinators
 - ✓ Hire in June from current FSCs in the region they represent
 - ✓ Competitive application
 - Covers Tracy and support staff time
 - Contractors to conduct training
 - Regional fire planning

- Move office and open resource center with GIS (after August 2019)
 - Need to develop job descriptions and salary ranges
 - Pat Frost mentioned Board approval needed
 - Kate thought already done as we approved concept and know budget
 - Frank stated Personnel Committee will be involved
 - Pat, as Personnel Committee Chair, is uncomfortable and full Board is responsible for structure
 - **Agreement Board will approve once developed**
- d) SCE Wildfire Assistance Fund Grant
- Tracy sent proposal to Edison related to use of the \$500k for approval
 - See Board Sharepoint/Cloud for document
 - Outreach/Education for \$150k – hire a position to do social media, translate and distribute materials, new handbook on starting a FSC, model for Spanish speaking FSC as model, etc.
 - New FSC for \$100k
 - Clearinghouse \$150k (referenced above under Clearinghouse)
- e) State Farm \$53k to establish new FSCs
- Stephen Gort was working to start three new FSC
 - One started and most of money used for prioritization meetings, CWPP, etc.
 - Tracy has a different approach → appoint mentors to assist FSCs in forming
 - Estimate \$8500/FSC to start
 - Concept is to tie into a countywide FSC
 - Currently have \$19k left
 - Need to spend this money so can get more to start new FSCs
- f) Farmers \$110k in 2018 for fairs with Farmers
- No grant agreements found
 - **Jerry will tack it down**
 - \$20k for Policy Committee
 - \$5k for Leg Day (but probably be closer to \$10k)
 - Previous Farmer's monies (2007/8) leaves \$17k in unrestricted funds unspent

8. Potential Grants/Funds

- \$12M/year for 3 years from State (\$200k/county and \$800k for CFSC)
 - Topic of Leg Day
 - Pat Frost mentioned if received, can solve our IDC issue with Federal monies
- FEMA FF Safety – awards announced in June
 - \$302K request submitted last year
 - Contractor project manager, database designer, and researcher to create nationally assessable database using the Fire Adaptive Community Self-Assessment Tool as framework for best practices, CWPPs, FSCs.
 - Small match

- Include IDC, as Federal money
- OES NOI was approved → full application due next month
 - \$3M
 - Home hardening handbook, training, proof of concept, app, database
- OES/HCD/CAL FIRE on home hardening retrofit - concept phase
 - 7,000 homes
 - Identified in CAL FIRE designated high-risk communities
 - Need local FSC assistance/involvement
- Suggestion by Tracy to FEMA/OES – concept phase
 - Fund planners to integrate plans at county level: CWPP, CalFire Unit Plan, General Plan, etc.

9. New Website - Tracy previewed new Website design

- **Kate suggested adding something for practitioners that are not FSCs**
- **Ed suggested adding links to Firewise, FAC, RSG, etc.**
- **Ruben asked about analytics on former website – does not exist but new site will support**
- **Frank suggested adding “Current Fires” – tie FSC to state events/fires**

LUNCH

- Presentation to former Executive Director Stephen Gort – David Horne & Board

10. Priorities – Tracy requested the Board suggest priorities for staff considering the information above

- Pat Frost: Personnel in place (job descriptions, pay scales and org structure) so we can implement current commitments
- Tracy mentioned Dee Tokimitsu (retired from CAL FIRE) will contract with us on HR issues
 - Ruben stated need unbiased fair and competitive process for new positions. i.e. hiring Dee
 - Board policy guiding/dictating?
 - Growth of organization is good as long as finances and legal issues met
 - Watch out for IDC before accepting money
 - Separating organization to avoid may have legal ramifications
 - Clearinghouse and Foundation with same staff, Board, etc.
- Bob observed we have two houses
 - Grant Funding – work ebbs and flows depending on cycles and funding
 - Need staffing structure to accommodate the surge (contractors)
 - FSC
 - ID what a successful FSC is and how to enhance and foster FSCs
 - This function has a more stable staffing structure
 - Allow Tracy more opportunity to be strategic
 - Plan opportunities rather than reacting to opportunities to we can staff them and fund. Tracy responded:
 - ✓ At capacity and people are going to crash
 - ✓ Need to hire a minimum of 4 additional staff to handle Admin side
 - ✓ New staff are great – Elizabeth and Ariel, but not enough

- ✓ Tracy can't run org and focus on programmatic aspects
 - ✓ Charging her time/costs to Admin as no other place to charge but increases our overhead
 - ✓ Spending \$80k/month
 - ✓ Can operate in 20% admin environment
- Pat Frost reiterated that HR plan for current priorities and immediate future is priority one; leave RFFC and pending grants in parking lot
- Dave Shew stated we've opened a door we can't close
 - Outreach and informal promises to local FSC must be priority
 - RFFC is important as funds regional coordinators to help staff and represent us
 - Whatever we do, keep commitments as important to credibility
- Pat Kidder
 - Biggest impact is State ask (\$200k/county) for County Coordinators
 - Priority next 2-3 months
 - Regarding SCE
 - Go with negotiation Tracy started
- Kate stated we are following up with Legislators and will continue
 - **Tracy asked Jerry for permission to make assisting Kate a priority for Elizabeth and Ariel and bill to Farmers; Jerry agreed**
- Ontario Office
 - \$2500/month for nice office and conference room we don't use
 - Move to smaller office w/out conference room; not used much by 3 staff members
 - Dalonna 2 days/week
 - Elizabeth 2 days/week
 - Sandra 2 days/week
 - Place for new regional coordinator?
 - Share with RCD or other organization?
 - Tracy stated we want to be open 5 days/week
 - Pat Kidder suggested changing our HR policies, if necessary, and if we lose people, ok
 - Jerry agreed as better for local FSCs also
 - **Pat Kidder made a motion that staff in office 3 days/week starting no later than July 1, Kate seconded**
 - Troy stated better to check our current policy
 - Bob suggested waiting as putting band aide on something when we don't know what we're fixing.
 - Bob suggested a subgroup to work with Tracy on strategic direction first – plan on where going and how get there
 - Troy agreed with band aide analogy and stated our entire HR Manuel and policies need to be updated

Pat withdrew motion and suggested we convene a group to overhaul our HR Manuel/policies: Personnel Committee plus Troy as a temp member

Kate nominated Ed to replace Neil Fischer on Personnel Committee

Troy made a motion to add Ed Mertens, seconded by Pat Kidder, unanimous approval

- Tracy reiterated need to hire HR person to work with Personnel Committee and fill in details with job descriptions and salary ranges so ready to hire people. What is process?
 - Kate explained we identify policy/dollar about for bids
 - If over,
 - Scope of work on web to advertise
 - Request cost estimate and interview
 - Contract
 - Invoices
 - Pay
 - Kate explained Dee did HR for CAL FIRE and can help with this
 - Less than 2 weeks
 - Less than \$5k
 - Bob Roper moved to hire Dee in line with guidelines and inform Ruben so he can let us know if illegal or immoral aspects, second by Kate
 - Discussion ensued and Bob withdrew motion
 - Kate stated we are a private org and our only rules are the ones we make. Suggested we clarify financial procedures that any purchase under \$5k doesn't need bid

Bob Roper moved to revise Financial Manual by adding a paragraph as shown below, second by Laura, unanimous approval

Financial Manual 8/9/2017 Page 33 of 101

Required Solicitation of Quotations from Vendors

Purchase decisions of ~~\$5,000~~ \$25,000 or less for labor, equipment, supplies or services purchased, leased or contracted for shall be made only after soliciting, whenever possible, oral or online quotations. ~~from at least two (2) vendors.~~

Bob will work with Tracy on strategic direction that provides guidance for Personnel Committee, HR contractor and other activities

- Kate stated we have two funding streams with high probability for success coming towards us
 - \$12M from State (mostly pass through except for \$800k for us to administer distribution to counties)
 - Refreshed relationship with CAL FIRE that requires us to create a structured relationship to achieve goals – long-term commitment with millions of dollars in play
- Bob mentioned that as number of FSCs increase, need to increase Clearinghouse in same proportion
 - Kate stated goal is 56 with many collaboratives under county umbrella
- Kate concerned no meeting scheduled for 4 months and heading into creation of relationship with CAL FIRE that meets recent commitments
 - Board stated subgroups may have to schedule more frequently
 - Dave Shew agreed as more effective face-to-face
 - Review of standing committees
 - Can we afford to allow them to meet as necessary? Use technology?
- Kate suggested Tracy make time to focus on budget and let the Board know what won't get done
 - Tracy stated difficult as not source documents, everything in Norm's head
 - David Horne suggested hiring a contract person to jump-start it, based on discussion/motion above

- Troy doesn't think we can find someone at \$5k
- David stated we should kick it to our recruiter to determine
 - Tracy needs to look 2 years down road to help strategically and hire others to pay attention to today
- **Tracy will recruit a temp budget specialist**
- Steve Hawks stated mitigation efforts from grants can't succeed without FSCs as CAL FIRE doesn't have the capacity
 - Sect of Natural Resources Crowfoot has spoken to his superiors about making retrofits a priority this year
- David Horne reported we had more employees when more money was coming in and need staffing to follow funding growth

11. Mission/Vision – how does it fit with our direction the next few years?

- The mission of the California Fire Safe Council is:
To be California's leader in wildfire prevention and mitigation. change to California's leader in community wildfire risk reduction and resiliency!
- Preparedness and resiliency rather than prevention and mitigation?
- David Shew stated movement from Prevention to Risk Reduction
- David Shew stated it took two days to come up with current
- Suggested short-term change and can revise later

3:11 Pat Kidder made motion to adopt the above as our new mission, second by Laura, unanimous approval

12. Financial report – David Horne (see Sharepoint/Cloud for report)

- Costs up due to hiring new staff
- Education & Training up for new staff
- Contract Labor increased due to computer work and Forester contract
- Supplies, Printing and Duplicating, and Software all up due to changes and addition of staff
- Meeting & Event up due to Burbank meeting
- **Motion to approve Financial Report by David Shew, second by Pat Kidder, unanimous approval**

13. Leg Day Review

- 2019
 - **Pat, Ed and Laura will send comments collected to Kate**
 - **Kate will write-up Lessons Learned**
 - **Kate will write thank-you letters to speakers**
 - **Follow-up with Legislators**
 - **Need to have transition meeting ASAP for next year – Laura to schedule**
- 2020
 - Next Year – May 7/8, Thursday/Friday at the Holiday Inn
 - Press Conference, depending on fire activity this year
 - Walk
 - Awards Banquet
 - Need to provide 2-month notice for Legislator attendance
 - Debrief next day for all participants

14. New Board Members

- Hold until September meeting
- **Think about which groups should be represented based on goals**
 - Timber, PG&E?
- Jerry stated a local FSC with PG&E rep asked if we would consider adding him to our Board

15. Additional Items

- Troy requested CFSC join Action for Wildfire Resiliency Coalition by Friday (before meeting with CPUC)
 - Created by SDG&E and SCE
 - Board reviewed list of those currently members
 - CFSC to join coalition?
 - **David Horne moved that Policy Committee decide is CFSC should join the Action for Wildfire Resiliency Coalition, Pat Kidder second, unanimous approval**
- Lots going on, move up strategic planning from December to September?
 - September 23-24, include 3-hr Paradise tour in morning (10am) with Board meeting after and continuing on 24th.
 - **Frank will work with staff on meeting logistics**
- Steve Hawks reported CWCG Committee has a website: PreventWildfireCA.org website and CAL FIRE has ReadyforWildfire.org website
 - Type either url and get a new merged site maintained by CAL FIRE and representing all agencies
- FSCs: Tracy working on updating information on existing FSCc and hired a contractor for \$2k to update entire state
 - Should be done in next two weeks
 - Regional Coordinators and Board members should visit local FSCs for two-way communication
- Pat Kidder complimented Tracy on all the work
- Bob Roper has breakfast meeting with lobbyist and Gov May revise will have:
 - CAL FIRE staffing
 - Budget info
 - Our \$12MM ask
 - So, stay tuned – indicator of attitude of legislature

3:52 Troy Whitman made a motion to move to Closed Session, second by Pat Kidder, unanimous approval

3:54 Troy Whitman made a motion to close Closed Session and return to Open Session, second by David Horne, unanimous approval

Report on Closed Session: Minutes of 4/24/19 were approved and a communication was shared

Meeting adjourned at 3:55pm