



California Fire Safe Council
BOARD OF DIRECTORS MEETING
OPEN SESSION MINUTES
May 20, 2020 1:35pm – 3:20pm

Those Present: Bob Roper, Kate Dargan, David Shew, Steve Hawks, David Horne, Pat Frost, Pat Kidder, Laura Blaul, Troy Whitman, Jay Lopez, Frank Stewart, Ed Mertens

Staff: Patty Ciesla, Amber Gardner

1. Welcome

- Bob Roper opened the meeting at 1:35 pm and welcomed everyone
- Virtual meetings continue on many fronts and we're grateful to be connected in these trying times

2. Approval of Past Minutes

A. 4/15/20 Open Session

Motion by Pat Frost to approve minutes listed above, second by Laura Blaul, unanimous approval

3. Informational Agenda – see file

- A. USFS Thank-you letter
- B. PPP\$

4. Open Session

A. Legislation - Kate

- Leg returned to session and is hearing bills
- Only considering bills dealing with baseline budget, COVID, or wildfire
- Base budget will be adopted in June with subsequent adjustment for bill funding later in summer
- Support bills – see Kate's report
 - AB 74 – DS 0' – 5' from structures
 - AB 3164 – risk model (same as last year)
 - AB 2167 and SB 292 – changes to insurance process
 - Controversial but fits within our 10-point criteria on insurance
 - SB 1348 - CAL FIRE grant program provisions to include DS on private property and vacant land; Chapter 7A will apply to LRA Med, High and VH

Motion by David Horne to grant Kate Dargan authority to support bills within our Mission on our behalf, second by Jay Lopez, unanimous approval

B. Financial Report – David

- Budget
 - \$10k deficient as of Jan 1 with reduction due to assistance from SCE

- Goal is to resolve deficient with \$20k in unrestricted funds
- Reimbursements coming in so cash flow good
- Grants approaching \$16M in program funding
- Grants Projections
 - Due to IDC rate, we have \$700k to run programs *plus* direct costs
 - Can proceed with hiring
 - NOTE: Cal Volunteer grant is \$2M not \$5M
- Monthly Income Statement
 - More grant funding this year than last
 - More contract labor this year
 - Decrease in salaries due to vacancy at ED
 - Savings in meetings/event due to travel restrictions

Motion to approve and file financial reports by Laura Blaul, second by Pat Kidder, unanimous approval

C. Budget Deficit Options - David

- \$10-13K deficient
- Finance Committee has a plan in place to address
- **Jerry and Patty working on letters to insurance agencies to fund over-cost for brochures and resolve deficient**

D. Finance RFP – Kate & David

- Refresh of financial services (Norm invited to participate)
- Solicit for a part-time CFO
 - CFO reports to Patty
 - Accountant reports to Treasurer
- Also solicits for a general range of financial services so we can choose what we need, cafeteria-style
- Auditing services will remain a separate contract
- Process will not upset upcoming audit
- **Subcommittee of Finance will review proposals received – David, Pat Kidder, Kate & Patty will make a recommendation to Finance Committee before presenting to the BOD**
- **Committee will draft an RFP for auditing services after financial refresh complete**

Motion to move forward with RFP by Jay Lopez, second by Pat Kidder, unanimous approval

2:23pm: Motion by David Shew to move into Closed Session, second by Pat Kidder, unanimous approval

2:38 Motion to close Closed Session and move back to Open Session by David Horne, second by Frank Stewart, unanimous approval

E. 90-Day Update - Kate

- Federal agencies negotiation – in progress
- Suggested bylaw changes will resume after Strategic Plan adopted
- Employee Handbook revisions complete and undergoing review
- Ontario office closed
- Strat Plan to board in June
- Refresh of financial services in process
- Targeted donation plan pending
- Board budget document – David working on
- ED & Officers work with grantees – on hold due to COVID and restricted travel
- Leg Agenda – Kate working on

F. Strategic Plan - Bob

- **Feedback received and Bob will incorporate and send out for final review**
- Adoption by BOD scheduled for June

5. Standing Agenda Items

A. Executive Director Report – Patty

- 90-day plan underway with support and assistance from Bob and Kate
- Employee Handbook being reviewed
- RFCC grant work-plan drafted
- CAL Volunteer program caution due to state reimbursement process
- CAL Fire County Coordinator grant pending
- Capacity Building Program is a priority – Patty & Amber
 - Patty working with Elizabeth and Amber on program which includes (see presentation to a San Mateo FSC):
 - Advocacy
 - Clearinghouse
 - County Coordinator to oversee Regional Coordinators
 - Technical Specialists to assist FSCs (8 staff)
 - Communications Specialist – outreach, education, virtual resource center, website, printed materials, etc.
 - Funding – grants, GO, and unrestricted funds
 - ✓ Concept of membership should be explored

Patty will send overview document and draft org chart to Board

6. New Business – All

A. National Fish & Wildlife Foundation grant – David Shew

- Max Morris of UCSB drafted a \$5.5-6M for work along SB coastline and approached NFPA to manage – declined
- SB FSC, UCSB and CFSC are currently discussing, with Foundation support

- Proposal will be coming to Board

B. Amazing CalFire Update – Steve Hawks

- 5-year SRA review approved by Board of Forestry in April
 - 20k acre increase in SRA
- FRAP working on model adjustments for wind
- DS – COVID restriction accelerated creation of self-assessment flyer and on-line survey to mail to SRA properties
- Receiving funding for AB 38 requiring DS inspection upon sale of home
- Lost funding for home hardening in May revise but looking for ways to continue effort as law requires
- Model DS programs and WUI training manual being developed
- Automated burn permit process for prescribed fire projects is underway
- Finalized agreements with NIST and other agencies for \$2M to sturdy structure-to-structure transmission for set-back and home hardening requirements
- Powerline prevention field guide update complete
- 53 grants for \$44 M awarded this year; anticipate more for next FY
- Completing SOW for \$6M to local county for DS
- FireWise program support continues - 319 sites in CA
- Working on training course for Planners in CA
- AB 2911 funding to hire staff to assess developments in SRA with more than 30 structures and a single ingress/egress

7. Wrap-up and Adjourn

Next Meeting June 24 at 1:00pm

Motion to adjourn at 3:20pm by Frank Stewart, second by Jay Lopez, unanimous approval