



California Fire Safe Council
BOARD OF DIRECTORS MEETING
OPEN SESSION MINUTES
June 24, 2020 1:07pm – 3:40pm

Those Present: Bob Roper, Kate Dargan, David Shew, Steve Hawks, David Horne, Pat Frost, Pat Kidder, Laura Blaul, Jay Lopez, Frank Stewart, Jerry Davies

Staff: Patty Ciesla

1. Welcome

- Bob Roper opened the meeting at 1:07 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. 5/20/20 Open Session

Motion by Pat Frost to approve minutes listed above, second by David Horne, unanimous approval

3. Informational Agenda – see file

A. BOD Training

- Please communicate with Patty if you complete on-line
- Frank, Jerry, Jay, Pat Frost and Kate would like to complete on-line with consultant – to be scheduled
- Fee Reimbursable – send receipt and certificate

4. Open Session

A. Legislation - Kate

- Committee hearings resume after July 1 and will continue through Sept, following budget adoption
- Support bills – see Kate's report
 - AB 3074 – DS 0'– 5' from structures – passed unanimously
 - AB 3164 – risk model (same as last year) – passed all committee unanimously
 - AB 2167 and SB 292 – changes to insurance process – passed committees with some opposition by Insurance Commissioner and consumer watchdog agencies
 - 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
 - Primary funding mechanism for grants, including cap and trade funding CAL Fire grants did not do well. Expect decreased grant funding for wildfire mitigation in next couple years.

- David Shew received a request on position on SB 474 –restrictions on residential construction in VHFHSZ in SRA and LRA. **Kate will research.**

B. Strategic Plan – Bob

- Comments received on version 3 from BOD and staff
- Priorities were determined by averaging BOD ratings
- **Bob will correct a couple typos on page 4**
- **Final pdf version will be added to SharePoint**
- **Bob and Kate will work with Patty on implementation**
- **Bob will also lead Board in implementation**

Motion by Pat Frost to approve Strategic Plan, second by Pat Kidder, unanimous approval

C. Finance RFP – David & Patty

- RFP for a refresh of financial services by subcommittee of David Horne, Pat Kidder, Kate and Patty
- Received 50 apps; 13 met minimum requirements
- Interviewed top 4, plus Norm
- Two did not provide full scope of services
- Evelyn Cook, CPA stood out
- Recommendation to hire Evelyn and Norm for next 12 months to perform financial services - \$120k/year plus audit (\$15k)
- \$6400/month for Evelyn: 12-month at-will contract, reports to Patty
- \$3500/month for Norm: 12-month at-will contract, reports to David

Motion by Pat Kidder to accept recommendation of Finance Committee to expand role of financial services, hire Evelyn Cook, and retain Norm for a period of 12-months, second by Frank Stewart, unanimous approval

D. Employee Handbook – Patty and Pat Frost

- Patty worked with HR consultant for a couple months to review current policies and procedures create an updated document in compliance with current laws and
- Draft sent to attorneys and comments incorporated
- Board feedback incorporated
- Kate and Patty also drafted a telework policy
 - Some incorporated into handbook
- Payroll revised from 12 to 24 pay periods/year (cost of \$78/pp)
- Pat Frost presented comments received by BOD member:
 - Page 10: payroll and timekeeping - ensure timecards are completed and submitted on time. **Add potential impact on performance/employment if late.**
 - Page 18: whistle blower – aware complaints may not be legit
 - Page 20: safe driving – **require periodic on-line driver safety class**
 - Page 26: computer/malware – **stronger language requiring that employees update malware; require cybersecurity training**

- Need to review annually
- Personnel Committee met and approved
- Telework portion of handbook (pg 7) not yet complete but not urgent due to Covid situation. **Add to language requiring approval by Exec Dir..."and in accordance with the current Telework Policy."** Pat Frost will begin work on a post-Covid policy.

Motion to adopt Handbook with additions noted by Pat Frost (pages 10, 20 and 26) and language referencing Telework Policy (page 7), to be reviewed annually, second by Jay Lopez, unanimous approval

E. Awards process – Laura/Dave

- **Please review awards document**
- Laura will add Farmers to business leader's nominee list
- Kate requested a contingency plan as October banquet may not happen – **Laura and David will work on one**

F. 90-Day Update – Kate

- See May 15, 2020 update
- The top 5 tasks are complete/nearing completion
- Close out 90-day Plan and move to just adopted Strategic Plan

G. CAL Fire \$5M D-Space Grant – Kate

- Contract proposal in review by CAL Fire
- Allows 20% advance awards
- Sub-awards to (up to) 3 counties
- Condition to assist underprivileged
- One of three grants with CAL FIRE
- **Bob will research BOD action necessary to accept grant/enter contract**

H. County Coordinator \$6M Grant - Kate

- **Patty completing documents for CAL Fire review, including sub-award application**
- County government will be queried on directing to local county-wide group or using at Board level
- Higher percentage to disadvantaged counties
- Goal is to hire a coordinator for 12 months
- **Kate, Frank, Laura, Jay and ?? will be task force to define details**

I. Cal Fire D-Space – Steve

- Have 1 year to spend the \$5MM
- Looking for counties with established process
- Currently discussing which counties to target

5. Standing Agenda Items

A. Executive Director's Report – Patty (see summary)

- Need to hire staff to meet upcoming grant-funded activities
- Request BOD approval of Organizational Chart and authority to hire
- **Patty will return with a list of positions, funding sources/status, and hiring plan. She will also add names in boxes of filled positions**
- **Staff is experiencing technology problems and would like to add a Help Desk service – she will research and return to BOD if over \$5k.**
- Insurance review may also be warranted. David stated that Margaret did last one and review should be conducted annually.
- Patty highlighted 3 new grant specialists hired for Grant Clearinghouse
- Kate requested clarification on the NFWF grant - CFSC applied to receive grant for Santa Barbara area after NFPA declined. **Dave and Patty will develop position paper on the grant, as well as PG&E grant, including deliverables and obligations.**

B. Financial Report & Deficit – David

- Dave talking to banker on line of credit and if it is easier with contracts vs grants. Bank rep is speaking with loan manager.
- Audit has started and Norm and Patty are working to answer questions provided.
- See report approved by Finance Committee – snapshot as evolving
 - In process of returning \$22k to USFS
 - Incoming grants and contract of \$23MM over next 3 years
 - Monthly expenses have not yet shown impact of new personnel
 - Second page displays funds that need to be spent this year (\$2MM)
- We were able to move money around to eliminate deficit
 - No word from agencies on unused grant funds from 2007 and 2009

Motion to approve and file financial reports by Pat Kidder, second by Jay Lopez, unanimous approval

6. New Business

- Kate requested a financial workshop for the BOD – after new staff on board and audit complete - **David will add to agenda for next Finance meeting**
- Bob conducted a wellness check and **asked for feedback on how to make our meetings easier for everyone**

3:36pm: Motion by Jay Lopez to move into Closed Session, second by Pat Frost, unanimous approval

3:39pm: Motion to close Closed Session and move back to Open Session by Jerry Davis, second by Jay Lopez, unanimous approval

7. Wrap-up and Adjourn

Next Meeting July 22 at 1:00pm