

**California Fire Safe Council**  
**BOARD OF DIRECTORS MEETING**  
**OPEN SESSION MINUTES**  
**September 10, 2021, 8:30 PM – 1:00 PM**



**Board Members Present:** Bob Roper, Kate Dargan, J. Lopez, Dave Shew, Steve Hawks, Frank Stewart, Laura Blaul, David Horne, Pat Kidder

**Staff Present:** Hedi Jalon, Richard Abrusci, Elizabeth Lamar, Amber Gardner, Lara Popyack, Michaela Martinez

**1. WELCOME & ROLL CALL**

September 10, 2021, meeting called to order at 8:40 AM.

**2. APPROVAL OF PAST MINUTES – OPEN SESSION**

July 2021, Open Session Minutes

**Motion to approve the July 21, 2021, Open Session Minutes by J. Lopez, second by David Shew, unanimous approval.**

**3. INFORMATIONAL AGENDA – no items**

**4. CONSENT AGENDA – no items**

**5. OPEN SESSION**

**A. Leg Update**

Legislative update is sparse right now. Kate to send out update in a few weeks.

- SB63 Senator Stern wildfire prevention was amended twice this week.
- No information out of the legislature on the wildfires
- Discussion around how remaining \$500M will be allocated
- By October Board meeting will know what it looks like

**B. GIS Impact Data Demo**

Rachel demonstrated the new GIS impact data dashboard. This dashboard is a collection of analyzed data that highlights CFSC impact through data metrics and success stories.

Using a geospatial impact data map shows completed projects, active projects, broken out by metrics, broken out by region, also allowing to filter by and drill down to the project and get more information about the projects that were completed.

Rachel will continue the work of collecting metrics and build upon analyzing more methods, tweaking, and refining data to continually highlight the great work FSC's and other organizations are doing throughout California.

### **C. Oct 5/6 Awards**

- October 5<sup>th</sup> Cocktail reception hour and Award Ceremony focused on highlighting the great work of our awardees. Schedule to take place from 5:30 to 8:30 PM.
- October 6<sup>th</sup> Educational Workshops, bringing together FSC's and mitigation groups to convene in a peer learning format with educational workshops and demonstrations.
- Expecting 150 attendees at each event.
- Sponsors for the event: Perimeter Solutions (Phos Check) & Farmers
- Funding travel for a select representative of the awarding organization:
  - RFFC
  - PGE
  - SCE
- Continued communications via E-Blast and the announcement of nominees and winners will be posted.

### **D. Board Meetings Calendar Milestone Dates 2021/22 (All)**

To get back to quarterly meetings as per the Board of Directors Bylaws the following schedule has been proposed:

- December 2021 - call or in-person meeting for the nomination of officers.
- January 2022 - renewal of all board members. This being the first quarterly meeting for 2022.
- Continue meeting the last Wednesday of each month with an 8:30 start time.
- Four quarterly meetings for 2022 will be April, July, and October.
- Call-in or in-person depending on need.

### **E. CFSC Manuals Adoptions**

As living documents any State and Federal mandates will require these documents to be modified.

#### **Bylaws Adoption**

Prior action at board meeting was to modify the language and now needing to pass the bylaws as updated.

**Motion to adopt the Bylaws by David Horne, second by Laura Blaul, unanimous approval.**

### **Fiscal Manual Adoption**

Fiscal manual revisions and update. A roll up of a Bylaw changes the Board approved, Fiscal Manual update as part of that Board action.

### **Motion for open discussion by David Horne, second by J. Lopez, open for discussion**

Board adopted Kenny's version with the date of change to July of 2021, with further revisions pending Finance Committee review.

### **HR Manual Adoption**

Brief overview of changes:

- Gender neutral
- Clarification on insurance
- Modification to PTO policy
- New Federal Holiday added
- ED approval for breaks between Christmas & New Year
- Added Alternative work schedule language
- Modifications to medical leave benefits
- Expansion on the whistleblower policy
- New section titled Operating Policies
- Added technology language
- Added final pay and what was included in final pay language
- Moved COVID related as an appendix
- Added three additional appendices, onboarding overview.

### **Motion to adopt Human Resources Manual changes by David Horne, second by Laura Blaul.**

Request to modify the motion to adopt the changes to the HR Manual effective September 6, 2021.

### **Motion to adopt Human Resources Manual effective September 6, 2021, by David Horne, second by Laura Blaul, unanimous approval.**

### **Board Manual Adoption**

Presented yesterday with minor edits that will recognize and address in the final document.

### **Motion to adopt Board Manual by David Horne, second by Pat Kidder, unanimous approval.**

## **6. STANDING AGENDA ITEMS**

### **A. Financial Report**

- David reported on the Combine Income Statement report.

**Motion to approve Combined Income Statement by Laura Blaul, second by David Shew, unanimous approval.**

- David reported on the FSC Financial Status report

**Motion to approve FSC Financial Status report by Laura Blaul, second by Pat Kidder, unanimous approval**

- David noted that the audit is moving forward with the goal to have completed by the end of the month
- City National Bank line of credit – David will know if potential for full application – more news to come

**B. Executive Director Report 30742**

**Budget**

Potential line of credit with Fire Fighters Credit Union - setting up a meeting to further discuss, with an option for possible increased line of credit.

Budget taken from the original to create the modified 2021 budget - looking at the organization's growth.

- Now at 21 employees with some contractors and consultants
- Implementation of several automated processes and practices to monitor cash flow
- Utilization of a master grant reporting template, to help regulate advance and reimbursement requests.

Modified budget accurately reflects our programmatic activities and our projected IDC rate to provide a more realistic budget while remaining conservative. Budget template now reflects revenue and as we start to secure general operating support, this template will be more in line with a traditional budget rather than expected expenses.

2022 budget to be presented at the November Board meeting.

**Staffing**

Over the last few months, we have been on an ambitious hiring plan, with eleven new employees hired. Now with more grant funding available to CFSC we will be looking at the additional resources needed.

Recently hired Climate Action Fellow Nina Evans, as our newest Associate Grant Specialist, and will be hiring a few more for this position.

Next hire will be for a Program Officer. This new position will help us align all our programmatic goals, budgets, and deliverables to help streamline our goals and our future.

Implementing employee self-evaluation performance reviews and a 30/60/90-day check-in for new hires.

Newsletter now highlights employee birthday and anniversaries.

Continue to incorporate once a month our Lunch & Learn series where we invite partners to come and share experiences or skilled expert to talk about their field and offer educational experiences.

### **IT update**

- Moving forward with converting all our technologies to cloud based office 365.
- Implementation of Taskfire has been set up for the organization - support system that can track the issues but can also elevate issues in a timely manner.

### **C. Amber Gardner**

#### **Climate Fellows**

Produced all their reports and will be available on the website:

- Fire Mitigation Assessment: survey they completed showing data for fire mitigation organizations within the state, which Rachel used for the GIS map.
- Grantee Survey: surveyed all of grantees
- Supplemental documents: educational materials to help aid local Fire Safe Councils

21SFA award recommendation review committee met and provided recommendations on the nine projects in eight counties to fund the \$1.3 million available. BLM now talking about funding the project with their money, which has an adjacency component to their grant. Amber has identified the projects that could be funded with BLM.

#### **PGE & SCE**

- \$500,000 towards five County Fire Safe Councils at \$100,000 each.
- Applications totaling about \$1.2M
- Unmet needs about \$698,000
- \$125,000 to fund five projects
- 13 applications requesting \$309,000

With the Grants team focus on federal grants, and all processes were written around federal grants, needs and requirements. Now the team is developing risk assessments for non-federal grants.

#### **County Coordinators**

Slated to close in mid-September, but due to fires and evacuations it was extended to the end of September.

By next Board meeting or the end of the year all picks and first round of money to go out.

#### **D. Elizabeth Lamar**

##### **Listos**

Seven trailers have been build out and delivered, with six more needing to be build out with a December 1<sup>st</sup> deadline.

All five Climate Fellows had their own outreach events they organized, with lots of video footage, and a wide range of stories were highlighted at these events:

- Sierra RCD
- Three Rivers
- Mountain Communities
- Mendocino
- Glendale

##### **Regional Coordinators**

- Establishing connections with partners and industry leaders.
- Launched monthly regional virtual gatherings.
- Facilitating the October 6<sup>th</sup> workshops/roundtable discussions
- Posters in development so RC's to have with them on site visits

#### **E. Lara Popyack**

Lara provided a PowerPoint presentation of the Communications & Outreach Department that highlight their projects, social media, and upcoming events.

**Motion to close Open Session at 12:46 PM**

**Motion to adjourn the CFSC Board of Directors meeting at 12:50 PM by Pat Kidder, second by Laura Blaul, unanimous approval.**

