California Fire Safe Council  
BOARD OF DIRECTORS MEETING  
OPEN SESSION MINUTES  
December 16, 2020  1:30pm – 3:40pm

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

Staff: Elizabeth Lamar, Michaela Martinez, Amber Gamder, Lara Popyack, Liron Galliano

1. Welcome & Roll Call
   • Agenda review - Bob
   • Introduction of Lara Popyack - Elizabeth had Lara introduce herself
     o Our new Outreach Coordinator was introduced
     o Strong Communications and media background
     o Bilingual (Spanish)
     o Storyteller at heart
     o Lots of fire service and safety experience
     o State government experience
   • Introduction of Dave Farley - Amber
     o Our new Project Coordinator for CALFIRE D-space grant
     o Former Grant Specialist with CFSC

2. Approval of Past Minutes – Open Session
   • November minutes
   • Laura will add staff in attendance

Motion to approve November Minutes by Pat Frost, second by Pat Kidder, unanimous approval

3. Open Session
   • 2021 Awards – Laura
     o Early draft of IAP complete and will be presented at Jan meeting
     o Laura and Lara will start discussing weekly planning meeting starting Jan
     o Staff will fill several positions
   • January 20th Finance Workshop - Kate
     o Evelyn, Kate and David will facilitate with Norm
     o Board Fiscal Responsibilities
     o High level orientation to Fiscal Policy Handbook
     o Treasure, Finance Committee and Finance Team roles and schedules
     o Final Budget Overview
   • January 27th in-person BoD meeting? – Bob
     o Look for Doodle Poll from Michaela about ability and comfort to attend
     o Budget adoption on agenda
   • Webinars (Bob)
     o Bob will post to website so Board can choose to attend relevant training and informational sessions

4. Standing Agenda items:
   • Executive Director’s report - Kate
     o Completed hiring process for open positions
       ▪ Regional Coordinators – started Nov
• Outreach Coordinator – last week
  • Climate Fellows (5) – next week
    o Management recruitment under development
    o Finance Team meeting weekly to develop budget
    o Cleaning up terminated grants
    o Completed 2-day All Hands Staff Workshop
      ▪ Introduce on another
      ▪ New ED Candidates
      ▪ Futuring
      ▪ Team Building

• Clearinghouse update - Amber
  o See Gant Chart for monitoring programs going through Clearinghouse
  o State Grants: $2.8M received in 2020
  o Private Grants wrap up in April 2021
  o USFS grant application pending (approx. $1.8M)

• Programs – Elizabeth
  o Climate Corp fellows (5) will be introduced at Jan meeting

• Financial Report – David, Treasurer with Evelyn, Contract CFO
  o $2M from SCE in account
  o PG&E final deposit pending report completion
  o The request for a $500k line of credit was denied (no collateral)
  o Looking for ways to adjust application or find a new bank

**Motion to receive and file report by Pat Frost, second by Pat Kidder, unanimous approval**

• Financial Update – Evelyn (see PowerPoint)
  o $4.5M in old grants to be spent over next 4 years
  o $25M in new grants pending signature
  o Now at 50% in sub-awards rather than 85% due to more direct program services
  o Admin Budget ($479k) – increase 10%/year
  o $9.2M for next calendar year in sub-awards, direct costs, and admin
  o Indirect Cost Rate down to 10%
  o 83% in direct program activities 2021
  o $12.3M in expenses for program activities

5. **New Business (All)**

• Future agenda items? (Bob)
  o Election of Officers in January
    o If interested or want to nominate, let Bob know
  o New Org Chart populated with positions will be provided
  o Report on synergism between Uptown and Lara will be provided
    o Lara will present a flowchart of what they provide in the future (former employee)
  o Bob and Michaela working on Master Calendar for distribution at Jan Meeting (repetitive duties)

6. **Closed Session (Board only)**

2:50pm Motion to move into Closed Session by David Horn, second by Pat Frost, unanimous approval

3:30pm: Motion to close Closed Session and move back to Open Session by Ed Mertens, second by Frank Stewart, unanimous approval

7. **Report on Closed Session - Bob**

  • November Minutes were approved
  • Conversation regarding Exec Director Recruitment
8. Meeting adjourned at 3:40pm

Next meetings January 20th (budget) & 27th (Board), 2020 at 1:30pm