



**BOARD OF DIRECTORS MEETING- HYBRID
FINAL - OPEN SESSION MINUTES
June 29, 2022, 1:20 PM – 5:00 PM (PST)**

Board Present: Bob Roper, Laura Blaul, David Horne, Kate Dargan, Rex Frazier, Pat Frost, Angie Gibson, Pat Kidder, Ed Mertens, Troy Whitman

Staff Present: Felicia Dunn, Amber Gardner, Hedi Jalon, Jessica Martinez, Lara Popyack, Lori Vance, Nina Evans, Becca Joyner, Megan Katich, Sara Kniss, Julia Marsili, Brooke McAllister, Britney Munoz, Stephanie Slagel, Mike Wilson

With special presentation from Rachael Brady, GIS Consultant for the California Fire Safe Council (CFSC)

MEETING CONVENED AT 1:20 PM

I. Welcome

A. Agenda Review

Date changed for the Open Session October 4/5 Awards agenda item

B. Introductions of New BOD Members & Staff

Introduction of Rex Frazier, who is representing as the President of the Personal Insurance Federation of CA and Angie Gibson, Vice President of Emergency Preparedness and response at PG&E, to the Board of Directors meeting and as potential board members.

Motion to accept Rex Frazier as a formal member of the CFSC Board of Directors by Pat Kidder, seconded by Pat Frost- with unanimous approval.

Motion to accept Angie Gibson as a formal member of the CFSC Board of Directors by Pat Kidder, seconded by Pat Frost - with unanimous approval.

Introduction of Felicia Dunn, hired on May 16th, 2022 to fill the role of Executive Assistant.

II. Approval of Past Minutes – Open Session

March 30, 2022, Open Session Minutes

Motion to approve the March 30, 2022, Open Session Minutes by Pat Frost, seconded by Pat Kidder- with one abstention from David Horne.

III. Informational Agenda

No agenda items.

IV. Consent Agenda

A. Executive Committee Grants Approval

In May, the CFSC Executive Committee reviewed the Bureau of Land Management (BLM) and California Office of Emergency Services (Cal OES) Listos Grant Proposals and the Cal Fire Wildland Grant Increase Evaluation Proposals. Consent agenda will be approved upon Board Approval of aforementioned Grant Proposals.

Motion to approve all presented Grant Proposals by Laura Blaul, seconded by David Horne- with unanimous approval.

V. Open Session

A. Oct. 4/5 Awards

The Second Annual Resilience Brilliance Awards Ceremony and Conference will be held on October 4 and 5, 2022. This event will bring together sponsors, award recipients, Fire Safe Council (FSC) representatives and other supporters and will serve as a platform for education and community building. Perimeter Solutions will be joining the event as a key sponsor, contributing \$30,000.

B. Updated Org Chart & Recruitment Updates

New staff joined the CFSC Team: Lori Vance, Business & Operations Officer, Felicia Dunn, Executive Assistant, and Jeremy Boone, IT Administrator. CFSC is Looking to recruit 2-3 grant specialists, program coordinator and additional positions with grant funding.

C. Legislative Platform & Positions

Kate Dargan provided June Updates on behalf of Chris Ochoa for the Bill Status in Legislative Process. Active Bills include AB 2705, SB 896, AB 2322, AB 1717, SB 926. Bob Roper met with Senator Feinstein's office. A pending bill in the House of Representatives will introduce legislation with a proposed definition change of "communities at risk".

D. Workshop & Strategic Plan Review

A workshop was held before the Board Meeting and dialog ensued around the pros and cons of creating FSC memberships. The Board of Directors will follow the recommendations and move forward with a committee to continue finessing the policy proposal, working with staff as the discussion evolves. Bob Roper will reach out to ask Board Members to contribute to the new committee, Laura Blaul volunteered. A brainstorming session was held to determine where CFSC is today and where the organization wants to be in the future. The outcomes of this discussion will be synthesized into a list and utilized to inform strategic planning efforts during the upcoming Board Retreat. The Board of Director's role is to create the vision for the staff, who will create roadmaps for implementation.

E. Board Development Package Review

A new policy was proposed for local FSC representation on the CFSC Board of Directors. A workshop was held around this topic and details were discussed, including the pros and cons of adopting the new policy. Alternative options were also considered. Discussion ensued to ensure consensus of the Board on how to accomplish these goals. Upon confirming the consensus, the implementation initiative was handed off to Jessica Martinez, Program Director, and the Regional Coordinators team. Pat Frost and Kate Dargan will work closely with Jessica as Board liaisons and provide updates when status reports become available.

F. Credit Union Account Authorization

Board Resolution 22-2 was presented to open an account and become a member of the Firefighter's First Credit Union (FFCU). As the CFSC grows, there is a need to expand the available credit beyond the existing Wells Fargo accounts. Becoming a member of the FFCU will expand the credit limit available to the organization. Upon Board approval of Resolution 22-2, the CFSC will proceed with the membership.

Motion to approve Board Resolution 22-2 by David Horne, seconded by Pat Frost- with unanimous approval.

G. CFSC GIS Presentation

Rachael Brady is the GIS Consultant for the CFSC and presented a live demonstration of the new impact dashboard. This dashboard utilizes quantitative data for storytelling and will replace the current impact dashboard on the CFSC website. The new dashboard provides metrics of landscapes, home and people, which visualizes the impact of CFSC grantmaking with hard data collected from progress reports of grant funded projects. Previous data displayed on the website dates to 2014, but through the diligent efforts of Sara Kniss, Administrative Assistant, the new data will be available from 2004. Through data visualization, the growth of projects will be highlighted, which can inform strategic planning and promote collaboration by engaging stakeholders with the data. The data displayed on the dashboard is active and relevant. Success stories and funding sources are also highlighted.

VI. Standing Agenda Items

A. Financial Report

David Horne provided the overview of the Finance Committee June 14, 2022, Status Report. Discussion ensued.

Motion to approve the Finance Committee June 14, 2022, report by Pat Kidder, seconded by Laura Blaul- with unanimous approval.

An overview of the April Financial Summary was provided.

Motion to approve the April Financial Summary by Pat Frost, seconded by Pat Kidder- with unanimous approval.

Due to the growth of the organization, CFSC now has multi-stream funding sources. The United States Forest Service (USFS) granted special permissions in perpetuity unless CFSC reverts back to a single-stream funding source operation: The Final Rate for Calendar Year 2021 and the Provisional Rate for Calendar Year 2022 were approved as proposed. The language was modified to describe the allocation base to include the full amount sub-awards.

A mid-year budget adjustment was included in the Board Packet for reference. Lori Vance, Business & Operations Officer, will provide a formal mid-year budget adjustment during the next Finance Committee meeting. The final document will be presented at the next Board meeting upon approval from the Finance Committee.

Field work for an upcoming audit is scheduled for August 1st. The final deadline to complete the audit is in late September. Lori will confirm the date and will be working closely with the auditor. An Operating Reserve Policy Proposal will be drafted by the 1st of the new year. The policy would propose strategies to build up CFSC financial reserves.

B. Executive Director's Report

Presented to the Executive Committee and approved by the Board of Directors during this meeting, the Cal Fire Wildland Grant was increased by \$8.1M- from \$13.8M to \$22M. The additional funding will support expansion of the County Coordinators, Defensible Space and Evacuation programs. New programs such as the California Wildfire Preparedness Plan and Regional Assessment programs will also be funded. Renewed Listos funding of \$300K will be utilized for additional wildfire preparedness trailers in communities.

\$30K partnership with Perimeter Solutions will partially promote grant writing services through Perimeter for local FSCs. All information and partnership agreements have been or will be reviewed by an attorney.

May Presser event was very successful and had great media response. The 2020 Annual Report has been completed and work has commenced for the 2021 Report. Work is being done to implement a master Program Calendar with deliverables, objectives and an internal timeline. A need to create a general CFSC video to highlight the organization's mission has been identified.

An overview of the potential National Fire Protection Association partnership was given. A final draft of a Memorandum of Understanding will be presented at the upcoming Board Retreat. A continued partnership and ongoing conversations have been conducted with the California Association of Resource Conservation Districts, despite staff turnover. The Insurance Institute for Business & Home Safety recently launched the Wildfire Prepared Home initiative in Paradise, California with a demonstration of a house that had been certified based on the provided guidelines.

Subaward partnerships have been diversified. 1.4M has been distributed to date, and 10.5M is projected to be distributed by the end of 2022- 88% of direct expenses are currently allocated to programs.

A new Employee Assistance Program by Life Matters through Empathia is available to staff and their dependents as of July 1. This is a one-year contract. Projects outlined in the IT roadmap from January-March have been completed. Highlights include building out the Board Resources Page and switching phone system providers. Jeremy Boone, IT Administrator, will re-evaluate any IT needs and will be lending in-house support for all projects.

C. Clearinghouse Update

Staff grant specialist interviews are in progress to support the Cal Fire Evacuation subgrant programs and a Senior Grant Specialist position will be open in Mid-July. Subawards were announced for the 22 USFS State Fire Assistance (SFA) Grant Program, the 22 Cal Fire County Coordinators- Southern Region Grant Program and the direct awards from Cal Fire for evacuation grants.

County Coordinator Workshops, which focus on county-wide, collaborative, and coordinated approaches to wildfire mitigation, were hosted in Napa, Mt. Shasta and El Dorado Hills, and Eureka, California throughout the month of April.

CFSC hosted a wrap-up webinar for the 19 USFS SFA Grant Program and solicited responses and feedback through a survey. Recommendations that came out of the meeting included providing more funding for fuels reduction, organization capacity and planning and training in GIS, organizational capacity building, fire science and forestry. The webinar also highlighted a success story from the Modoc Fire Safe Council.

D. Programs Update

Program & Outreach Manager interviews are underway for a projected start date of mid-July.

New funding awards for 22 Southern California Edison for \$250K and Cal OES Listos for 300K will be utilized to develop three new FSC with a \$5K stipend each and new success stories and trailer and outreach subawards, respectively. Funding application for the 22 Bureau of Land Management grant of \$25M submitted in May; expected to determine award status in mid-July. Pacific Gas & Electric Grantee Communications Plans and Media Support subawards granted to five organizations.

March Workshops focused on communications, capacity building, peer learning and networking were held in Santa Barbara, Mammoth Lakes and Paradise, California throughout the month of March. Wildland Fire Assessment Program trainings will be held throughout June and July and are being facilitated by the Regional Coordinators. Ongoing Regional Coordinator meetings include the monthly Brown Bag and Quarterly Statewide meetings. A suggestion arose to categorize FSCs, Firewise Communities, etc. to evaluate engagement level and activity.

E. Communications Update

Overall engagement trends are higher than average across all platforms; the open rate is above 35% for all eblast communications. Social media presence allows CFSC to interact with partners digitally. Some consideration should be given to businesses that incorrectly list CFSC as partners on LinkedIn for promotional purposes.

During the May Press event, there was a total PR Media Value of \$151K for Wildfire Preparedness Week and \$25K for Sub-grantees Support. The Spring Mitigation Messenger was published as live digital media on the website. The next issue will be published in mid-July and will focus on community engagement and collaboration.

The Communications Department is building relationships across agencies, partner networks and nonprofits. Lara Popyack, Communications & Outreach Coordinator and Megan Katich, Communications & Outreach Assistant, were asked by Facebook to consult on the current Meta/FB Preparedness content. CFSC Communications Department has been asked to present alongside with Facebook at their San Diego Emergency Institute later this year. Lara was also invited to participate in a month-long Cal Fire Wildfire Task Force Communications Work Group, which resulted in the new web page at WildfireTaskForce.org. The new Virtual Learning Center is being finalized and will be ready to launch soon. Updates were provided from community outreach events including the Paradise Grazing Festival.

VII. New Business

A. Future BOD Meeting Agenda Items

Agenda items to be submitted to Bob Roper by the 1st week of July. The suggestion arose to standardize the Board Report process for staff to maintain consistency and streamline the presenting process. The September 28 Board Meeting was cancelled due to the Resilience Brilliance event in October. Dates for the next Board Retreat, which will focus on the budget and strategic planning, were discussed. A final date will be finalized with feedback from staff and will be dependent on the availability of Board Members.

VIII. Closed Session

Motion to Close Open Session and Open Closed Session by David Horne, seconded by Pat Kidder- with unanimous approval.

CLOSED SESSION BEGAN AT 4:35 PM

IX. Reconvene Open Session

OPEN SESSION RECONVENED AT 4:55 PM

A. Announcements

No announcements were made.

X. Wrap-up and Adjourn

Motion to adjourn the June 29, 2022, Board Meeting at 5:00 PM by Pat Kidder, seconded by Pat Frost- with unanimous approval.

MEETING ADJORNED AT 5:00 PM

Next meeting August 31 at 1:30 PM