



**California Fire Safe Council**  
**BOARD OF DIRECTORS MEETING**  
**OPEN SESSION MINUTES**  
**March 20, 2019 1:00pm – 4:15pm**

Those Present: Jerry Davies, Ruben Grijalva, David Horne, Troy Whitman, Bob Roper, Laura Blaul, Pat Kidder, Pat Frost, Ed Mertens, Dave Shew, Neil Fisher, Bob Raymer, Dave Bischel, Frank Stewart; Tracy Katelman (Staff)

Not Present: J. Lopez, Kate Dargan

The meeting was called to order and welcome by Chairman Jerry Davies

1. Welcome/Introductions – Jerry

2. Board Membership

a. CAL FIRE

- Tracy spoke with Chief Daniel Berlant who communicated a CAL FIRE interest in having a member join our Board. Ruben recommended:
  - Director appointed
  - Meeting with Board to confirm
- Discussion:
  - Neil suggested Mike Wilson
  - David Horne inquired about process: Dave Shew noted that he and Phyllis of CAL FIRE were previously reps as head of CAL FIRE Strategic Planning, and went through the normal process.
  - Why make an appointment rather than an interview?
  - Ruben stated awkward if we don't accept recommendation and CAL FIRE is sponsoring
    - Board role to provide an orientation rather than an interview
    - Letter should include time commitment and info to estimate cost

- Motion to prepare letter to Director Thom Porter to solicit CAL FIRE support for CFSC by adding a member to our Board, by Fischer with second by Horne – unanimous approval
- **Jerry will prepare draft letter, David Shew will review, Exec Committee will approve**

b. Bob Raymer – CBIA workload for 2019 does not allow time for participation on Board and he requested a leave of absence or request to resign. He noted he will retire from CBIA in September 2020 and serve as a consultant which will most likely include attending CFSC meetings.

- Motion by Dave Shew with second Frank Stewart to grant Bob Raymer a leave of absence until January 2020 – unanimous approval

- Bob will listen into calls and work with Policy Committee as time allows
3. February Minutes
- a. Open Session Minutes approved on motion by Horne and second by Ruben – unanimous approval
    - Change ED → Executive Director
  - b. Closed Session Minutes tabled for clean-up
    - Frank asked about the CFSC Forrester. Tracy explained John Kessler’s role and that he follows our direction
    - Frank asked if he can help streamline environmental process as CAL FIRE is doing
      - ✓ **Policy Committee will review our position on permitting**
    - **David Horne asked that the Financial Statements be moved to Open Session**
4. Finances & Fundraising
- a. RFFC Funds – Tracy
    - Recent email from Department of Conversation furthering issuance of \$3MM block grant to build statewide capacity to use CAL FIRE money and to get projects developed and submitted
      - ✓ Also provides funding for part of Tracy’s salary
    - They awarded several block grants around the State
    - Press Release went out in March 12
    - Tracy working with them on budget in next couple weeks
      - ✓ Likely receive of 1/3 of \$1.7 MM this year
      - ✓ Funding and accounting 25% of 1.7M (425k) possible advance, and submit receipts
    - Tracy working with Jay and David to organize events with local FSCs in So Cal April 9 and 10 to understand local needs
      - ✓ Also identify those with vision to become Regional Coordinators
    - David asked about managing the financial transfer (timing, mechanism, account, etc.) Bethany will handle as David out of town; **David will send his preferences on which account**
  - b. New Unrestricted “Community Preparedness” Fund - Tracy
    - We have an “Unrestricted” fund that Norm uses to balance books, so not truly unrestricted. That accounting fund is currently approximately \$29k
    - Executive Committee and Norm created the new Community Preparedness Fund, which is unrestricted
      - ✓ Started with \$17k from Farmers
      - ✓ Staff will work with USFS and BLM for permission to add unused grant funds, before closing Master grant
      - ✓ Unrestricted donations will also go here
  - c. 2019 Budget - Tracy
    - Not complete
    - Table for April meeting
  - d. Internal Request for Initiatives - David

- David developed a form to facilitate requests for use of unrestricted funds
- Draft in Board Cloud for review/comment
- Kate completed first request (Tree People meeting)
- Proposed Process: Board member completes form → to Tracy/Norm to determine which fund → Exec Committee approves → after action report submitted by member receiving funds
- **Pat Kidder motioned approval of form with process above, second by Neil Fischer – unanimous approval**
- e. FEMA Grants (all CFSC/CAL FIRE partnerships) – Laura and Tracy
  - CFSC NOI submitted March 25<sup>th</sup> for \$3MM for home-hardening/defensible space Handbook and curriculum, trainings, and home assessments
  - CAL FIRE NOI for \$1.25MM for 4291 compliant defensible space and home hardening aimed at vulnerable populations; they asked for our assistance in applying and implementing it; Laura to submit their grant application by April 18
  - Possible CAL FIRE NOI for \$25MM for home-hardening and defensible space run through CFSC Clearinghouse to locals; (CAL FIRE did not submit, potentially in the future)
- f. Frank asked about the federal grant dollars available for this fire season?
  - Tracy explained strategy is to meet with agency leadership at the upcoming Reno conference rather than letters to Regional Foresters
    - ✓ Request longer grant period
    - ✓ Address match issue
    - ✓ Frank suggested exemptions to NEPA to streamline:
      - **Frank to write email describing problem and proposed solution for those attending to include in their conversations, and for Policy Committee to review on 3/22 call.**

## 5. Policy Committee Update

- a. Committee Report – Ruben
  - Conf call 3/15 and 3/19 for Leg Day – Minutes emailed and posted on Cloud
  - Using Capital Track to organize bills– download relevant bills to Cloud for review
    - ✓ Leg staff beginning to coordinate with one another to focus on local funding, assessment process, and local work
    - ✓ Board approved funding Capital Track but need to add more users at \$25/person. So far, just Kate but **let Ruben know if you need access so he can send Tracy/Finance Committee total cost for approval**
    - ✓ David Shew asked that SB 290 be added to Capital Tracker and Dave Horne asked that SB 70 be added –**email Ruben with any other additions**
  - Tracy and staff working to develop a “How To” Handbook for forming FSCs by early summer
  - CFSC Position Paper – Bob Roper
    - ✓ Bob and Policy committee recommend Board adopt this process and create a paper trail for historical purposes on Board direction
    - ✓ Proposed format was emailed and is for Board, staff, FSCs, etc. to use when making proposals/recommending changes.

- Process: Proposer writes paper → Policy Committee reviews and makes recommendation → Consent Item on Board agenda for approval/disapproval
- Assists in streamlining meetings, provides full transparency for Board on Policy Committee, creates a historical paper trail.
- Not necessary for leg positions
- Example: Position paper submitted by Bob for approval to work to change damage assessment forms to contain year structure permitted in order to evaluate the effectiveness of code used during construction
- **Motion by Ruben Grijalva to adopt the CFSC Position Paper Format/Process, second by Laura Blaul - unanimous approval**
- b. Future Leg Day (2020) – Bob Roper (see doc in Cloud)
  - Bob drafted a format for future Leg Days
    - ✓ Includes timeframes and costs
    - ✓ Estimate \$19k for event **plus** possible scholarships for local FSCs to attend (airfare, hotel, etc.)
    - ✓ Sheraton (Capital) and Holiday Inn (Old Town) included for comparison
  - If approved, Bob will finish flyer and use next week in Reno to solicit corporate sponsors and begin work with Finance Committee and hotels
  - Tracy added need to ensure in conjunction with Wildfire Awareness Week (check with NFPA)
  - **Need Board member to lead and be contact – Jerry and Ruben volunteered**
  - **Motion by Ruben to adopt format for Leg Day 2020, second by Pat Kidder – unanimous approval**
    - ✓ Creating list of Reno meeting contacts
    - ✓ Tracy/Bob drafting position paper for meeting with agency contacts
- c. May 7<sup>th</sup> Leg Day – Ruben (see both docs on Cloud – minutes plus issues/action chart)
  - Invitees to FSCs (20 hand-picked) – role is to describe work on ground and fiscal help needed to Legislators. **Send invitee names to Tracy and Elizabeth by COB Thursday**
  - Press Conference at Capital 10:00-10:45
  - Budget - \$5k of Farmers \$20k Policy Budget for 2019
    - ✓ Each section (ICS positions) to provides needs/costs
    - ✓ Tracy working on cap for scholarships to FSCs
  - Kate finalizing schedule with key Legislators and reps of attendees
  - Potential for Reception after; scale depending on budget
  - **Need Logistics assistance, Elizabeth helping from staff**
  - Board members are all invited and encouraged to attend the day's events.

## 6. Clearinghouse

- a. SCE Firesafe Community - Tracy
  - Troy thanked Tracy and Amber for working with SCE's accelerated timeline
  - Total is \$250k and term ends September 1, with our closeout by September 30
    - ✓ \$50K funds staff and \$200k through Clearinghouse to locals

- If meet SCE September timeframe, we can request further funds
- Opened last Friday – lots of interest
- Simple app and very flexible (501c3 status unnecessary, quick projects by community group, purchase equipment, print literature, etc.)
- Must be in SCE service area and individual grants capped at \$25k
- Emphasis on funding new FSCs (Elizabeth and Tracy updating existing State Farm program to facilitate).
  - ✓ State Farm also interested in assisting with FSC founding
  - ✓ Lots of interest in forming
- Media release today
- Goal is to replicate in other parts of state (timber industry, Google, etc.)
  - ✓ Identify where Corp sponsors help
- b. Ad Hoc Review Committee – Pat Kidder and Pat Frost
  - Pat Kidder requested guidance on scope of review
  - Include grantees and staff to ensure broad understanding of process/issues
  - Exploring where direction/limitations originate – what’s a mandate by agencies? (match, timeframe, environmental, etc.)
    - ✓ Goal is to streamline for locals
  - Reno Group will meet with agency leadership to prime the pump
  - Amber and Sandra as staff support
  - Tracy talked to Dan Lang regarding grant term
    - ✓ Give up to two 6-month extensions for total 3-year term rather than two, (within boundary of our 5 year Master grant), to grantees with known track record and implementing larger or more complicated fuel treatment projects
    - ✓ Most will stay with 2-year term
  - Coordinate with CAL FIRE to launch Clearinghouse federal grants a week after their state grant announcements, so grantees can use state funds as match.
- c. What metrics to use to measure success of Clearinghouse – Laura
  - Have four categories of general metrics: outcome/impact (vision/mission based), outputs (tangibles), activity/capacity (goals/strategies and tactics/activities), and resource
  - Need to refine in terms of CFSC goals/process
  - **Laura will work with Amber and Dalonna**
- d. 2020 Master Grant & WUI Meetings - Tracy
  - Plan to meet with agency leadership at Reno conference, as discussed above
  - **Position paper development is key**
    - ✓ **Dave Shew will assist**

## 7. Vision Statement - Tracy

- a. Eliminate Destructive Wildfire (see Cloud for docs)
- b. Concern with Mission drift due to heightened activity
- c. Article 2 of Bylaws describes mission and purpose – **everyone please review**
- d. Concerns

- Ruben stated overly broad
- Does our terminology need to be updated?
  - ✓ CWCG Communications Conf Call – unified message agreement on terms
    - Defensible Space
    - Hardened Home
    - Together these are the Home Ignition Zone
  - ✓ Prevention implies ignition and implies FDs
  - ✓ Mitigation implies before or after, agency/bureaucratic
  - ✓ Preparation is less formal but does it include ignition prevention?
- David Shew stated nationwide trend to back away from “prevention” term, tied to fire department and use Community Risk Reduction to include community
  - ✓ Risk also appeals to insurance
  - ✓ Confusing to community?
- David Horne suggested Good dinner conversation May 7; table until then

**3:30pm: Motion to close Open Session and move to Closed Session by David Horne, second by Pat Kidder – unanimous approval**

Jerry reported Closed Session discussion was on personnel matters – nothing reportable

#### 8. Technology Update

- a. Tracy reported work to create a separate computer to function as the VPN server for the Board Cloud
  - **Look for invite to join**
- b. CFSC purchased an account with Microsoft 365 so moving to that platform
  - New Team function to facilitate video as well as phone meetings, and online workspace for board collaboration where needed.
  - Will be operational by April meeting

#### 9. Jerry discussed letter from CA Energy Commission to support Wildfire Resiliency grant (\$5MM)

- a. Project Goals
  - Wildfire risk assessment and mitigation under climate change
  - The Electric Power Research Institute (EPRI) and the University of California, Davis are leading the development of a proposal to CEC
    - ✓ includes key scientists at University of California, Merced; University of Utah; Missoula Fire Sciences Lab; and Lawrence Livermore National Lab.
- b. Request letter of support from CFSC by tomorrow for their grant package
- c. **Motion by Ruben to send letter as means to build relationship, second by Pat Frost - unanimous approval**
- d. **Jerry will edit letter and run by Kate before emailing with message that we are unable to commit resources, only support. Kate has nixing powers.**

#### 10. May 8 Board Meeting – David Horne

- a. David requested permission to invite Stephen Gort to lunch to recognize service/present gift

- Of course!
- b. Adjournment time discussed
  - 3ish to coordinate earlier flights?
  - 5ish to maximize productivity?
  - **Decide at April meeting**

#### **11. Closing**

**Motion to close by Pat Kidder, second by Ruben – unanimous approval**

**Adjourned at 4:15pm**