California Fire Safe Council
BOARD OF DIRECTORS MEETING
OPEN SESSION MINUTES
May 8, 2019  9:30am – 4:00pm

Those Present:  Tracy Katelman (staff), Jerry Davies, Ruben Grijalva, Ed Mertens, Troy Whitman, David Horne, Kate Dargan, Laura Blaul, Pat Kidder, Pat Frost, Frank Stewart, Bob Roper, David Shew, Pat Frost, J Lopez (via phone)

Guest:  Steve Hawks

ACTION ITEMS IN Red Type; DECISIONS IN Bold Type

9:30 Welcome and Introductions

1. Board nominations:
   a) CAL FIRE appointed Steve Hawks to represent them on CFSC Board
   b) Steve introduced himself and left room
   c) 9:32 Motion by Troy Whitman to appoint Steve Hawks to CFSC Board, second by Laura Blaul, unanimous approval
      • Steve returned as a Board member

2. Moment of silence for Dave Bischel
   • Service May 17 at 1:30 in Auburn, 1338 Lincoln
   • Attendees:  Tracy, Pat, Kate, Frank, Jerry
   • Cup passed for donations for flowers
   • Pat Frost suggested donating to Cathy Brooks fund – agreement to purchase flowers with remainder in Dave’s name. Jerry will handle

3. Minutes
   • 9:43 Motion to approve minutes of 4/24/19 Open Session by Pat Frost, second by Pat Kidder, unanimously approved

9:45 A few revisions to agenda made to accommodate those leaving early

4. Acceptance of resignation by Neil Fischer effective May 1
   • Resignation email to BOD received last week
   • 9:49 Motion to accept Neil Fischer's resignation by David Horne, second by Dave Shew, unanimous approval and well wishes in new job.

5. Board Meeting calendar: Date for future meetings/calls were determined
   • Conference call June 19, 1-4
   • Conference call July 17, at 1-4
   • Conference call August 7, 1-4
• Meeting September 23-24 in Chico
  o 23rd tour Paradise with Butte FSC in morning before Board Meeting
  o 24th Board Meeting (con’t)
  o Frank Stewart will look into location and hotel
• Conference call October 16, 1-4
• Conference call November 13, 1-4
• Meeting December 10-11 in So Cal
  o David Horne will look into location and hotel

6. Board Technology Platform
• Current Board Cloud is open for everyone (i.e. all staff) to access, including Closed Session Minutes; need to find new platform
• Dropbox, Teams, or??
  o Kate suggested in-person training for switch
  o Jay can’t open Dropbox at work
  o Jay states Teams is a great platform and can use for all document types
• Tracy will move everything to her Dropbox and we’ll experiment with Teams and train one-on-one, as necessary

7. Board priorities for 2019 – Tracy
• Everyone is tired, three staff are out, and we need to prioritize
• CFSC is called to be involved in several places/projects
• Current commitments - Tracy reviewed the following:
  a) Clearinghouse – Amber was reclassified as Clearinghouse Manager and is taking ownership.
    ▪ Need to convene the Ad Hoc committee to review and improve Clearinghouse process.
    ▪ USFS
      ◆ Agreement is to close out grant sub-awards a year before grant period ends
        ✓ Once closed, can negotiate use of any leftover funds grantees didn’t use
        ✓ Negotiate use of funds on anything related to landowner awareness around fire resilient communities and landscapes
      ◆ 2017 grants are closing
      ◆ 2018 just starting (awarded last Fall)
        ✓ Need to do RFP for new Forrester as current one has a day job and less time to work for us; slowing down work progress with awardees.
      ◆ 2019 opened for $2MM April 24
        ✓ Sub-awards will be awarded October 1
        ✓ Workshops start tomorrow
      ◆ 2020 expected at $2MM
This summer Tracy will begin to negotiate grant agreement with Forest Service

- **SCE**
  - 2018 SCE: $250k resulted in 13 grants for $200k, awarded May 1
  - 2019 SCE: $500k Wildfire Assistance Fund
    - $130k for 7 additional grants
    - A portion to administer all 20 grants
    - Tracy sent proposal for use of funds to SCE

- **CFA/tech & timber industries – opportunities for future grants**

- **BLM:**
  - Committed to $400k for grants in 2018
  - Process pending

b) USFS on "leftover" State Fire Assistance funds

- To prevent leftover funds in future, grant managers will ask awardees if need more
  - Pat Kidder warned there is a need to send to all sub awardees via email blast rather than calls to specific awardees

- **2015 SFA** – close to $1.5MM left between all 2015 grants, approx. $500k remaining in 15SFA
  - Tracy negotiated an agreement that we can spend on approved activities by May 31 (match already met/exceeded)
  - BUT, IDC issue applies and cost rate is 50%
    - Currently $300k identified
    - Contract for $200k for two million copies of 4 brochures and website overhaul by May 30
    - $100k to cover distribution of brochures
    - USFS states we can’t take IDC
  - Pending IDC issue
    - Ruben’s contact looking at options for the future

c) Regional Forest Fire Capacity Program/Fund – block grants around state in 6 regions to identify landscape level fuel treatments

- Grant signed April 23 for CFSC to work on community capacity building (grow FSCs)
  - 20% admin cap
  - no IDC can apply (need to work out with Norm, attorney, and new consultant)
  - Create a separate 501c3 for future state or private grants?

- Expecting $1.615MM over 3 years
  - Hire 3 regional coordinators
    - Hire in June from current FSCs in the region they represent
    - Competitive application
  - Covers Tracy and support staff time
  - Contractors to conduct training
  - Regional fire planning
Move office and open resource center with GIS (after August 2019)
  - Need to develop job descriptions and salary ranges
  - Pat Frost mentioned Board approval needed
  - Kate thought already done as we approved concept and know budget
  - Frank stated Personnel Committee will be involved
  - Pat, as Personnel Committee Chair, is uncomfortable and full Board is responsible for structure
  - **Agreement Board will approve once developed**

d) SCE Wildfire Assistance Fund Grant
  - Tracy sent proposal to Edison related to use of the $500k for approval
  - See Board Sharepoint/Cloud for document
    - Outreach/Education for $150k – hire a position to do social media, translate and distribute materials, new handbook on starting a FSC, model for Spanish speaking FSC as model, etc.
    - New FSC for $100k
    - Clearinghouse $150k (referenced above under Clearinghouse)
e) State Farm $53k to establish new FSCs
  - Stephen Gort was working to start three new FSC
    - One started and most of money used for prioritization meetings, CWPP, etc.
  - Tracy has a different approach → appoint mentors to assist FSCs in forming
    - Estimate $8500/FSC to start
    - Concept is to tie into a countywide FSC
  - Currently have $19k left
    - Need to spend this money so can get more to start new FSCs
f) Farmers $110k in 2018 for fairs with Farmers
  - No grant agreements found
    - **Jerry will tack it down**
  - $20k for Policy Committee
    - $5k for Leg Day (but probably be closer to $10k)
  - Previous Farmer’s monies (2007/8) leaves $17k in unrestricted funds unspent

8. Potential Grants/Funds
   - $12M/year for 3 years from State ($200k/county and $800k for CFSC)
     - Topic of Leg Day
     - Pat Frost mentioned if received, can solve our IDC issue with Federal monies
   - FEMA FF Safety – awards announced in June
     - $302K request submitted last year
     - Contractor project manager, database designer, and researcher to create nationally assessable database using the Fire Adaptive Community Self-Assessment Tool as framework for best practices, CWPPs, FSCs.
     - Small match
• Include IDC, as Federal money
• OES NOI was approved → full application due next month
  o $3M
  o Home hardening handbook, training, proof of concept, app, database
• OES/HCD/CAL FIRE on home hardening retrofit - concept phase
  o 7,000 homes
  o Identified in CAL FIRE designated high-risk communities
  o Need local FSC assistance/involvement
• Suggestion by Tracy to FEMA/OES – concept phase
  o Fund planners to integrate plans at county level: CWPP, CalFire Unit Plan, General Plan, etc.

9. New Website - Tracy previewed new Website design
• Kate suggested adding something for practitioners that are not FSCs
• Ed suggested adding links to Firewise, FAC, RSG, etc.
• Ruben asked about analytics on former website – does not exist but new site will support
• Frank suggested adding “Current Fires” – tie FSC to state events/fires

LUNCH
• Presentation to former Executive Director Stephen Gort – David Horne & Board

10. Priorities – Tracy requested the Board suggest priorities for staff considering the information above
• Pat Frost: Personnel in place (job descriptions, pay scales and org structure) so we can implement current commitments
• Tracy mentioned Dee Tokimitsu (retired from CAL FIRE) will contract with us on HR issues
  o Ruben stated need unbiased fair and competitive process for new positions. i.e. hiring Dee
    ▪ Board policy guiding/dictating?
  o Growth of organization is good as long as finances and legal issues met
  o Watch out for IDC before accepting money
    ▪ Separating organization to avoid may have legal ramifications
      ➢ Clearinghouse and Foundation with same staff, Board, etc.
• Bob observed we have two houses
  o Grant Funding – work ebbs and flows depending on cycles and funding
    ➢ Need staffing structure to accommodate the surge (contractors)
  o FSC
    ➢ ID what a successful FSC is and how to enhance and foster FSCs
    ➢ This function has a more stable staffing structure
  o Allow Tracy more opportunity to be strategic
    ➢ Plan opportunities rather than reacting to opportunities to we can staff them and fund. Tracy responded:
      ✓ At capacity and people are going to crash
      ✓ Need to hire a minimum of 4 additional staff to handle Admin side
      ✓ New staff are great – Elizabeth and Ariel, but not enough
Tracy can’t run org and focus on programmatic aspects
✓ Charging her time/costs to Admin as no other place to charge but increases our overhead
✓ Spending $80k/month
✓ Can operate in 20% admin environment

- Pat Frost reiterated that HR plan for current priorities and immediate future is priority one; leave RFFC and pending grants in parking lot
- Dave Shew stated we’ve opened a door we can’t close
  - Outreach and informal promises to local FSC must be priority
  - RFFC is important as funds regional coordinators to help staff and represent us
  - Whatever we do, keep commitments as important to credibility
- Pat Kidder
  - Biggest impact is State ask ($200k/county) for County Coordinators
    - Priority next 2-3 months
  - Regarding SCE
    - Go with negotiation Tracy started
- Kate stated we are following up with Legislators and will continue
  - Tracy asked Jerry for permission to make assisting Kate a priority for Elizabeth and Ariel and bill to Farmers; Jerry agreed
- Ontario Office
  - $2500/month for nice office and conference room we don’t use
  - Move to smaller office w/out conference room; not used much by 3 staff members
    - Dalonna 2 days/week
    - Elizabeth 2 days/week
    - Sandra 2 days/week
  - Place for new regional coordinator?
  - Share with RCD or other organization?
  - Tracy stated we want to be open 5 days/week
    - Pat Kidder suggested changing our HR policies, if necessary, and if we lose people, ok
    - Jerry agreed as better for local FSCs also
  - Pat Kidder made a motion that staff in office 3 days/week starting no later than July 1, Kate seconded
    - Troy stated better to check our current policy
    - Bob suggested waiting as putting band aide on something when we don’t know what we’re fixing.
    - Bob suggested a subgroup to work with Tracy on strategic direction first – plan on where going and how get there
    - Troy agreed with band aide analogy and stated our entire HR Manuel and policies need to be updated

Pat withdrew motion and suggested we convene a group to overhaul our HR Manuel/policies: Personnel Committee plus Troy as a temp member
Kate nominated Ed to replace Neil Fischer on Personnel Committee

Troy made a motion to add Ed Mertens, seconded by Pat Kidder, unanimous approval

- Tracy reiterated need to hire HR person to work with Personnel Committee and fill in details with job descriptions and salary ranges so ready to hire people. What is process?
  - Kate explained we identify policy/dollar about for bids
    - If over,
      - Scope of work on web to advertise
      - Request cost estimate and interview
      - Contract
      - Invoices
      - Pay
  - Kate explained Dee did HR for CAL FIRE and can help with this
    - Less than 2 weeks
    - Less than $5k
  - Bob Roper moved to hire Dee in line with guidelines and inform Ruben so he can let us know if illegal or immoral aspects, second by Kate
    - Discussion ensued and Bob withdrew motion
  - Kate stated we are a private org and our only rules are the ones we make. Suggested we clarify financial procedures that any purchase under $5k doesn’t need bid

Bob Roper moved to revise Financial Manual by adding a paragraph as shown below, second by Laura, unanimous approval

Financial Manuel 8/9/2017 Page 33 of 101

**Required Solicitation of Quotations from Vendors**

Purchase decisions of $5,000-$25,000 or less for labor, equipment, supplies or services purchased, leased or contracted for shall be made only after soliciting, whenever possible, oral or online quotations from at least two (2) vendors.

Bob will work with Tracy on strategic direction that provides guidance for Personnel Committee, HR contractor and other activities

- Kate stated we have two funding streams with high probability for success coming towards us
  - $12M from State (mostly pass through except for $800k for us to administer distribution to counties)
  - Refreshed relationship with CAL FIRE that requires us to create a structured relationship to achieve goals – long-term commitment with millions of dollars in play
- Bob mentioned that as number of FSCs increase, need to increase Clearinghouse in same proportion
  - Kate stated goal is 56 with many collaboratives under county umbrella
- Kate concerned no meeting scheduled for 4 months and heading into creation of relationship with CAL FIRE that meets recent commitments
  - Board stated subgroups may have to schedule more frequently
  - Dave Shew agreed as more effective face-to-face
  - Review of standing committees
  - Can we afford to allow them to meet as necessary? Use technology?
- Kate suggested Tracy make time to focus on budget and let the Board know what won’t get done
  - Tracy stated difficult as not source documents, everything in Norm’s head
  - David Horne suggested hiring a contract person to jump-start it, based on discussion/motion above
o Troy doesn’t think we can find someone at $5k
o David stated we should kick it to our recruiter to determine
  ▪ Tracy needs to look 2 years down road to help strategically and hire others to pay
    attention to today
o Tracy will recruit a temp budget specialist

• Steve Hawks stated mitigation efforts from grants can’t succeed without FSCs as CAL FIRE doesn’t have
  the capacity
  o Sect of Natural Resources Crowfoot has spoken to his superiors about making retrofits a priority
  this year
• David Horne reported we had more employees when more money was coming in and need staffing to
  follow funding growth

11. Mission/Vision – how does it fit with our direction the next few years?

• The mission of the California Fire Safe Council is:
  To be California’s leader in wildfire prevention and mitigation. change to
  California’s leader in community wildfire risk reduction and resiliency!
• Preparedness and resiliency rather than prevention and mitigation?
• David Shew stated movement from Prevention to Risk Reduction
• David Shew stated it took two days to come up with current
• Suggested short-term change and can revise later

3:11 Pat Kidder made motion to adopt the above as our new mission, second by Laura, unanimous approval

12. Financial report – David Horne (see Sharepoint/Cloud for report)
• Costs up due to hiring new staff
• Education & Training up for new staff
• Contract Labor increased due to computer work and Forester contract
• Supplies, Printing and Duplicating, and Software all up due to changes and addition of staff
• Meeting & Event up due to Burbank meeting
• Motion to approve Financial Report by David Shew, second by Pat Kidder, unanimous approval

13. Leg Day Review
• 2019
  o Pat, Ed and Laura will send comments collected to Kate
  o Kate will write-up Lessons Learned
  o Kate will write thank-you letters to speakers
  o Follow-up with Legislators
  o Need to have transition meeting ASAP for next year – Laura to schedule
• 2020
  o Next Year – May 7/8, Thursday/Friday at the Holiday Inn
  o Press Conference, depending on fire activity this year
  o Walk
  o Awards Banquet
    ▪ Need to provide 2-month notice for Legislator attendance
  o Debrief next day for all participants

14. New Board Members
• Hold until September meeting
• **Think about which groups should be represented based on goals**
  o Timber, PG&E?
• Jerry stated a local FSC with PG&E rep asked if we would consider adding him to our Board

15. **Additional Items**

• Troy requested CFSC join Action for Wildfire Resiliency Coalition by Friday (before meeting with CPUC)
  o Created by SDG&E and SCE
  o Board reviewed list of those currently members
  o CFSC to join coalition?
  o **David Horne moved that Policy Committee decide is CFSC should join the Action for Wildfire Resiliency Coalition, Pat Kidder second, unanimous approval**
• Lots going on, move up strategic planning from December to September?
  o September 23-24, include 3-hr Paradise tour in morning (10am) with Board meeting after and continuing on 24th.
  o **Frank will work with staff on meeting logistics**
• Steve Hawks reported CWCG Committee has a website: PreventWildfireCA.org website and CAL FIRE has ReadyforWildfire.org website
  o Type either url and get a new merged site maintained by CAL FIRE and representing all agencies
• FSCs: Tracy working on updating information on existing FSCs and hired a contractor for $2k to update entire state
  o Should be done in next two weeks
  o Regional Coordinators and Board members should visit local FSCs for two-way communication
• Pat Kidder complimented Tracy on all the work
• Bob Roper has breakfast meeting with lobbyist and Gov May revise will have:
  o CAL FIRE staffing
  o Budget info
  o Our $12MM ask
  o So, stay tuned – indicator of attitude of legislature

3:52 Troy Whitman made a motion to move to Closed Session, second by Pat Kidder, unanimous approval

3:54 Troy Whitman made a motion to close Closed Session and return to Open Session, second by David Horne, unanimous approval

Report on Closed Session: Minutes of 4/24/19 were approved and a communication was shared

Meeting adjourned at 3:55pm