California Fire Safe Council
BOARD OF DIRECTORS MEETING
OPEN SESSION MINUTES
June 19, 2019  1:00pm – 4:09pm

Those Present:  Tracy Katelman, Jerry Davies, Ruben Grijalva, Troy Whitman, Kate Dargan, Laura Blaul, Pat Frost, Frank Stewart, David Horne, Jay Lopez

Not Present: David Shew, Ed Mertens, Bob Roper, Pat Kidder

Leave: Bob Raymer

Tracy opened the meeting with updates while waiting for a quorum.

1. Updates:
   - Website has launched and is ready for review
     - Some changes underway this month, including map of all local FSCs
       - Updated list of FSCs = 150
       - Includes links to FSC contacts and website
     - Tracy is talking to CALFIRE about links to their current fire incidents maps.
   - Designed and printed 2M brochures on D-Space and Home Hardening; boxes sent to:
     - CALFIRE, USFS Regional, BLM, LA County Fire, Some FSCs
     - Form on website where boxes can be ordered by FSC
       - Regional Forest & Fire Protection money can be used for shipping
     - Suggest FSCs place sticker over photo on back and use as local calling card
   - Dee Tokimitsu, former HR for CALFIRE, is working with Tracy to review job descriptions, org chart, salary ranges and personnel files.
     - She will be conducting salary surveys next
     - Great to work with and contract is $4999 so under our $5k cap
   - Regional Forestry & Fire Protection Block Grant recipients met
     - Presentation by Tracy on CFSC support
     - Working with Watershed Center to set up networks via Podio, by Region
   - Watershed Center hiring scientist to conduct a statewide needs assessment on local capacity, which we will support and use
     - Kate stated it would be good to have them interact with Community Colleges which will be tasked for developing for Forestry Workers
   - CFSC and Watershed also committed to filling in funding gaps and assist those communities that were not included in block grant

2. FEMA/Hardened Homes
   - Meetings with OES, CALFIRE, HCD, and FEMA went well
• CFSC will be lead agency
• Application due early July

Two Phases
  o 1. Analysis & Data to assess risk
    ➢ CAL Fire risk assessment and choice of communities
    ➢ Curriculum and training for hardened home assessment
    ➢ Train locals
  o 2. Work with local FSCs (pilot of a few hundred homes for future statewide requests)
    ➢ Defensible space done
    ➢ How facilitate getting contractor and funding
      ✓ Brace & Bolt folks do legal side
  o Kate added that this is a large and complex project
    ➢ Opportunity comes with consequence
    ➢ Slow roll-out and then fast and furious
    ➢ Ties into CALFIRE programs on D-space
    ➢ Culture shift within our org – construction and building issues, as well as fuels
  o Frank asked about competition
    ➢ Collaborate with RCDs
  o Kate answered this grant is replicating USFS process with CFSC in that State has $4000MM to spend within state to retrofit homes
    ➢ We will be pass through to the groups that will do the work: RCDs as well as and FSCs
  o Pat Frost related that he and Tracy will join the Watershed Center to do outreach to RCDs to encourage coordination
  o Kate also added that if the budget is signed and the $6M for county coordinators is provided (not guaranteed that it comes through CFSC) we should work with CAL FIRE to give priority to those counties organizing into a county-wide structure
    ➢ There is still a line item in Greenhouse Gas Reduction for CALFIRE to receive $6M in block grant
  o Tracy emphasized the need to ensure we have capacity
    ➢ Jerry asked about resources we need to handle grants/activities
    ➢ Discussion at future meetings

3. Clearinghouse
• 2015
  o $270k in remaining funds
    ➢ $212 spent on brochures & shipping, website and staff time by end of May
    ➢ Did not take IDC on the funds
• 2016 USFS
  o $600k in remaining funds
    ➢ If spent by end of Dec, we will still have 6 months to handle the IDC
    ➢ We would need to do our audit in Jan and get to USFS to finish by May
      ✓ Norm said can’t get done by then but Feb may be possible
What do we need to fund?
- Brochure distribution
- Next phase of website
- Regional Gatherings
- Translate & print brochures in Spanish
- Ideas? Send to Tracy
  - Pat Frost asked about allowing local recipients to complete work?
    - Tracy said grants would be closed by then but maybe send each $?
    - Pat suggested sheets of Postage stamps

- 2017 SFA
  - SubGrants close by end of July (can push to end of October as long as we have time to finish our Master close-out)
  - Specialists are reaching out to all 17 grantees to ask who needs more money
  - If some left, Tracy will bring to Board for discussion

- 2018 SFA
  - Compliance has been an issue as our Forester has a day job
    - David Horne stated we need more than one so we have backups if busy
    - Pat Frost suggested geographic distribution
  - Many grantees have not been able to start work
  - RFP for new Forester is under review by Frank and Jay
  - Tracy will ask USFS for an extension

4. Edison Grants
- Staring now and will close out in September

5. May minutes
- **Pat Frost moved approval with second by Ruben, unanimous approval**
  - Frank will look into hotels for Chico meeting

6. Budget
- Tracy hired a Temp CPA, Simon Young, who has been working with Norm and Tracy for the past 10 days
- Reviewing all current and pending grants to determine budget for next 18 months
- Draft in next couple weeks and approval in July

7. IDC
- Consultant Larry David, former Homeland Security Grant Manager, is reviewing our IDC
- Does the provisional Federal IDC rate of 50% apply to all grants?
- Consultant states no, can only apply what State and private grantors allow
- Norm argues Feds carry unfair share of burden if pay less than 50%
- May be an accounting issue as we are using a program designed for Federal grants
- Tracy discussing with USFS the possibility of negotiating actual overhead instead of provisional fixed
Tracy scheduling a meeting with Larry, Wendy from USFS, David Horne, and Norm to identify best approach

- Ruben suggested the Federal auditor also attend
  - Tracy will suggest to Wendy
- Since David is out of state, someone else from the Finance Committee needs to attend if he can’t

David commented we can change systems. We have been using Accufund for last 5 years as it calculates the IDC. Prior, a more tedious method, done mechanically, yielded similar result

8. Cal Volunteers Grant
   - Tracy submitted app for $2M grant in May (AB 72 money) as it appeared to be written for us. She received the contract to sign by Monday and there are a couple red flags:
     - $1M to local FSCs to do emergency preparedness in communities
       - Must engage 100,000 people (verified)
       - Training must be a state vetted program (CERT mentioned but can be any state-vetted preparedness program/event)
     - $250k to us to administer
     - $350k for new FSCs and support documents + Regional gatherings
     - 5% overhead ($100,000 or $5,500/month for 18 months)
   - Political as AB 72 money and Gov Office chose us: do we sign or not?
     - Issues:
       - Reimbursement only grant
         - Do we have the capacity to front the money?
           - No, cash-flow issue
         - Can’t expect sub grantees to do work and get paid after
     - Discussion
       - Kate asked if we can grant the money to agencies that CAN fund up front and get reimbursed
         - David stated the City of Laguna Beach wasn’t excited about the prospect
       - Ruben asked about our capacity to advance money
         - David answered $100k line of credit only
       - David reminded the Board that the IDC issue is not yet resolved
       - Tracy reviewed the budget for grant (see Board Cloud)
       - Pat stated we may have to change our mode of operation due to change in focus from Fed/Veg
         - Create new cash model, using line-of-credit, to go with broader approach
         - Pat feels we can work it out as everyone gets more comfortable with new approach
       - David agrees with paradigm shift but we only have a $100k line of credit and expensive to increase
         - If we have signed contracts with state as collateral, may be possible
✓ Interest is not an allowable expense for Feds

➢ Kate stated we have solid political will as this grant was written for us
  ✓ Asked Tracy her preference as CEO and the one doing our risk assessment

➢ Tracy would like to accept as good opportunity and in line with our new strategic direction

➢ Laura asked if our consultant could give us an assessment?

➢ Ruben stated too high risk for an organization that is not yet stable and has Tracy working beyond capacity
  ✓ We need to see a plan in advance
  ✓ Ruben verified if we sign, we control pace and if we spend entire amount or not
  ✓ If don’t get 100,000 people trained, do we have to repay money?
    i. Jerry will ask

➢ David will call our banker at Wells Fargo to assess ability to increase line of credit (report later in meeting). David dialed back in later and reported:
  ✓ Asked Wells Fargo for $.5M line-of-credit and it is in process
  ✓ She will have answer/next steps by Friday
  ✓ If the answer is no, he’ll explore other institutions

Motion: Pat moved that we approve Tracy to sign contract, second by David Horne, approved with Ruben and Jerry dissenting

9. Staff: Regional Coordinators
   • Tracy requested approval to hire 3 Regional Coordinators
     o Job descriptions on Board Cloud, one is supervisory
     o $65-71k salary range
   • Laura moved approval, second by Kate, unanimous approval
   • Ruben requested staff reports on large issues with risks, options and recommendations
     o Tracy agreed and will work to achieve
     o Pat added the same should apply to Committees and anyone making a request
     o Tracy will send out a draft by Bob Roper

10. Staff: Chief Operating Officer
   • Tracy discussed the Chief Operating Officer position to run business side of organization
     o Job Description done but waiting to see budget before recruiting
     o Mid manager level equivalent to Clearinghouse manager
   • Pat verified he/she sill be lead on personnel issues and asked that we ensure the necessary skills are included and emphasized
   • Kate stated Interra is a 16-person company with outsourced HR that works well. The person can implement policy and seek advice on issues
     o Kate added she pays $800/month for all functions (HR, policy manuals, payroll) from a single provider (“PayChecks”)
   • Ruben asked if positions were reviewed by Personnel and Finance Committees?
     o Tracy answered no, due to workload
• Kate stated salary range should be increased to match Clearinghouse salary
• Decision to hold approval until July 17 Board meeting
  o Tracy will make revision and go through both Personnel and Finance Committees

11. Staff – Other positions
• Outreach & Communications Coordinator
  o SCE, Cal Volunteers, and Resources Legacy fund to total 3 years funding
  o Bilingual
• Grant Specialists
  o Need to add two
    ▪ no timeframe other than end of summer
    ▪ Grant managing and forestry experience/background will be required

12. What is a FSC
• What does it mean to be an FSC?
  o vs. RCD or community group
  o Have to apply?
  o Tie to Regional Coordinators
• Ideas
  o Jerry suggested looking at FSC focus group feedback
  o Laura stated an org that supports furthering Cohesive Strategy in CA
    ▪ Adopt/support the goals and build resiliency
    ▪ Work with us to create Fire Adapted CA
    ▪ See our definitions sheet for how processes fit together
    ▪ Laura answered Tracy that it does not have to be an FSC
  o Kate stated they need to support wildfire safety, prevention, mitigation, etc.
    ▪ Inclusive but we have a leadership role in developing institutional framework
    ▪ Need to determine how to build orgs that sustainable over long-haul, not just grant to grant
    ▪ Doesn’t like all the different names as they fracture sustainability component
    ▪ Suggested we create web/network that is less diverse than exists now
  o Frank stated CFSC needs to be careful of our role to participate vs direct so we don’t create conflict
  o David echoed sustainability is a challenge
  o Pat stated we shouldn’t treat other entities different than FSCs
  o Jay stated message consistently is important
• Kate made a suggestion
  o We have no annual operating plan or overarching strategic plan
  o Hire a consultant to help develop one in preparation for our September meeting
  o Tracy will add to agenda for July meeting

13. Committees (see June 2019 doc in Cloud)
• Do we need Governance Committee? Haven’t met in a few years
  o Jay stated we should keep as many changes in process
• Board agreed
  • Advancement
    o Replaced by Federal, State, and Private fundraising committees
    o **Motion to disband by Kate, second by Pat Frost, unanimous approval**
    o Everyone review to ensure correct membership on each of the three committees
    o Pat Frost noted that the Advancement Committee is in Bylaws
    o **Kate amended motion that Advancement Committee now consists of Federal, State and Private ad-hoc committees, second by Pat frost, unanimous approval**
  • Legislative Review
    o Policy Committee handling
    o **Motion to disband in light of Leg Review Committee by Kate, second by Ruben, unanimous approval**
  • Public Education
    o Keep as standing but inactive
    o Kate stated may be useful to new Outreach & Communications position
  • Everyone review membership on committee sheet and make corrections before next meeting

3:47pm **Motion by Jay Lopez, second by Ruben to move to Closed Session, unanimous approval**

4:03pm **Motion by Pat Frost to close Closed Session and move back to Open Session, Second by Ruben, Unanimous approval**

✓ Jerry reported that Personnel issues were discussed
✓ Next meeting is July 17, 1pm – 4pm
✓ David added that we need everyone on call whenever possible, even if on vacation. Tracy will add discussion to agenda for July call

Ruben made motion to adjourn, Second by Frank, unanimous approval. Meeting adjourned at 1609