



**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
  - 1. Analysis & Data to assess risk
    - CAL Fire risk assessment and choice of communities
    - Curriculum and training for hardened home assessment
    - Train locals
  - 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
  - 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
  - Frank asked about competition
    - Collaborate with RCDs
  - 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
  - Pat Frost related that he and Tracy will join the Watershed Center to do outreach to RCDs to encourage coordination
  - 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
  - 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
  - \$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
  - \$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?
        - i. 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
  - Job descriptions on Board Cloud, one is supervisory
  - \$65-71k salary range
- **Laura moved approval, second by Kate, unanimous approval**
- Ruben requested staff reports on large issues with risks, options and recommendations
  - Tracy agreed and will work to achieve
  - Pat added the same should apply to Committees and anyone making a request
  - **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
  - Job Description done but waiting to see budget before recruiting
  - Mid manager level equivalent to Clearinghouse manager
- Pat verified he/she will 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
  - 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?
  - 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
  - Tracy will make revision and go through both Personnel and Finance Committees

#### 11. Staff – Other positions

- Outreach & Communications Coordinator
  - SCE, Cal Volunteers, and Resources Legacy fund to total 3 years funding
  - Bilingual
- Grant Specialists
  - 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?
  - vs. RCD or community group
  - Have to apply?
  - Tie to Regional Coordinators
- Ideas
  - Jerry suggested looking at FSC focus group feedback
  - 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
  - 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
  - Frank stated CFSC needs to be careful of our role to participate vs direct so we don't create conflict
  - David echoed sustainability is a challenge
  - Pat stated we shouldn't treat other entities different than FSCs
  - Jay stated message consistently is important
- Kate made a suggestion
  - We have no annual operating plan or overarching strategic plan
  - Hire a consultant to help develop one in preparation for our September meeting
  - 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
  - Jay stated we should keep as many changes in process

- Board agreed
- Advancement
  - Replaced by Federal, State, and Private fundraising committees
  - **Motion to disband by Kate, second by Pat Frost, unanimous approval**
  - **Everyone review to ensure correct membership on each of the three committees**
  - Pat Frost noted that the Advancement Committee is in Bylaws
  - **Kate amended motion that Advancement Committee now consists of Federal, State and Private ad-hoc committees, second by Pat frost, unanimous approval**
- Legislative Review
  - Policy Committee handling
  - **Motion to disband in light of Leg Review Committee by Kate, second by Ruben, unanimous approval**
- Public Education
  - Keep as standing but inactive
  - 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**