



California Fire Safe Council
BOARD OF DIRECTORS MEETING
OPEN SESSION MINUTES
August 14, 2019 9:38 am – 11:39 am

Board of Directors Present: Kate Dargan, Jerry Davies, Steve Hawks, David Horne, Pat Kidder, Ed Mertens, Bob Roper, David Shew, Troy Whitman, Ruben Grijalva, J. Lopez, Frank Stewart

Board of Directors Absent: Pat Frost, Laura Blaul, Bob Raymer

Staff Present: Tracy Katelman, Michaela Martinez

Motion by David Shew to approve absentees as excused, second by Frank Stewart, unanimous approval.

9:38 am: Pat Kidder made the motion to close Closed Session and move to Open Session, second by Jerry Davies, unanimous approval.

1. Approval of July Open Session Minutes

Motion by Pat Kidder to approve July Open Session meeting minutes, second by Jerry Davies, unanimous approval.

2. Report from Finance Committee - David Horne, Chair

A. Statement:

June 30th Financials - Varies dramatically from year to year within the categories due to changes within the organization.

- Contract labor is for short-term contracts, to assist with short-term assignments
- Legal fee went up due to personnel investigations
- Website expenses are revamp using resources from 15SFA grants

Motion by Pat Kidder to approve 2nd quarter financial statement, second by Jerry Davies, unanimous approval.

B. IDC Meeting – Pat Kidder

Good turnout with representative from USFS and CAL FIRE, with CFSC Board, CFSC staff, contractors, and Norm. July 30th meeting was important to discuss the IDC issues in detail.

Agreement from Robert “Bobby” Jack and Wendy Yun of USFS that federal IDC rules only apply to federal funds. Norm still applying the IDC charges as he has done for 10 years. As a result it has caused a few problems with our state and private grants.

Norm is not doing anything different with IDC charges at this time.

C. CPA Review – Tracy Katelman

Outcome from the IDC meeting was to look for CPA's that have worked with non-profits and have state, federal and private funds.

California Association of Non-Profits uses CPA Kay Sohl as a trainer. Tracy contacted her and she is interested in potentially working with us. Conference call is scheduled for Wednesday, August 21st to discuss further details of work to be performed.

Finance Committee recommends Board to approve moving forward with hiring Kay Sohl.

No motion or approval required from the BOD, so long as contract expenditures does not exceed the authority of the Executive Director. If expenditures exceed the amount then issue will have to come back to board for approval.

Kate volunteered to assist in analysis of IDC and follow up with Kay.

No motion or appointment necessary. Other members who wish to volunteer and assist are welcome to do so.

3. Report from Policy Committee – Bob Roper, Chair

A. Due Process Position Paper

Ruben announced that Bob Roper is the new Chair of the Policy Committee.

Recommendation:

- "Due Process" to ensure Board members allowable time to review new proposals
- 7 - day review period within the respective committee
- Committee recommends placement on BOD agenda for another 7-day review prior to meeting
- New proposals can then be placed on "Consent Calendar"

Motion by Pat Kidder to approve "due process", second by Dave Shew, unanimous approval.

4. Report from Executive Director – Tracy Katelman

A. 19 SFA and 16 BLM

Review Committee met to review for 19 SFA (State Fire Assistance) and 16 BLM grant awards.

- 46 – total applications
- 11 – new first time applicants
- 18 – 19 SFA subawards have been forwarded to Board for approval for \$2,000,000.
- 3 – 16 BLM subawards have been forwarded to Board for approval for \$275,000.

Motion by Jerry Davies to accept recommendations of the Review Committee for the 19SFA grants, second by Bob Roper, unanimous approval.

Motion by Bob Roper to accept recommendations of the Review Committee for the 16BLM grants, second by Pat Kidder, unanimous approval.

B. 19 SCE - Edison Funds

- Edison provided additional funds which allowed for the funding of the next batch of grantees
- 8 Subawards recommended, totaling \$140,794
- Jerry, Tracy & Edison working on Press Releases

Motion by Jerry Davies to approve funding eight grants for a total of \$140,794, second by Dave Shew, unanimous approval with Troy Whitman abstaining.

C. Staffing Update

- i. Regional Coordinators (3)
 - 15 applications received, previously approved by the Board to recruit and hire
 - Under review with interviews scheduled for week of August 19TH
 - Panelists: Pat Frost, Amber Gardner, Michelle Medley Daniel from The Watershed Center/Fire Adapted Communities Learning Network
 - Expected hires early September, training at McClellan office September 9th -12th and October 1st-3rd
- ii. Chief Administrative Office
 - Approved by the Board to recruit with expected hiring after September Board meeting
 - 74 applications received on LinkedIn
 - Interviews at end of August
 - Panelist: Bob Roper and Ed Mertens expressed interest, depending on schedule
- iii. Outreach Communications Coordinator
 - Approved by Board to recruit
 - Bilingual position
 - Funded from Edison WAF for 1 year / Planed foundation funding for another 2-3 years
 - Panelists: Jerry Davies, Tracy Katelman, Heather Williams from CA Natural Resources Agency, and J. Lopez if available to join
- iv. Staff Grant Specialist/RFP
 - Recently approved by the Board
 - Part-time managing grants/Part-time providing RPF technical support to CFSC staff, grantees, FSC's, RCD's, and anyone doing fire hazard reduction work
 - Estimated funding from 75% Clearinghouse and 25% Regional Forest & Fire Capacity (RFFC) program
 - Interviews scheduled the week of September 3rd
 - Panelist: Frank Stewart, Amber Gardner, with one more Board member

- v. CPA Support
 - Simon Yeung was brought on to assist with 2019 budget
 - Simon can come back to assist wrap up of 2019 and begin work on 2020 if needed and funding available
 - Hiring Kay Sohl as CPA support re: IDC
 - Funding out of Admin Overhead cost / Budgeted for 2019

- vi. California Volunteers
 - CFSC awarded \$2M
 - CAV interested in working with CFSC to support local FSC's in community emergency preparedness
 - CA Vol event August 19th & 20th with invitation to invite representatives from local FSC's to join as well
 - Press Conference with the Governor will be held on Tuesday, August 19th

- vii. 16 SFA
 - "Leftover" funds that did not get spent from the master grant
 - USFS wants as much of the funding to be spent as possible, otherwise it must go back into the US Treasury
 - CFSC & USFS agreed reviewing funds after subawards closes and before master grant ends, review how much money is leftover with master grant and then come up with a program to spend the funds
 - Funds need to be spent before December 31, 2019 in order to include indirect costs, has a 30-day approval modification process

Tracy requested approval from the Board to develop a modification agreement with the USFS.

Motion by David Horne to approve submitting modification of the 16 SFA grant agreement, second by Kate Dargan, unanimous approval.

- Report to be provided at the September Board on the progress
- Implementation of the grant will not be made until the September Board meeting

D. Funding Options

- i. CAL FIRE
 - CCI Grants - CSFC could apply for a grant to run programmatic work and manage planning & education side of CAF FIRE prevention grants. If Board interested, further discussion would be needed at the September meeting.
 - GGRF Budget - \$6M for county-wide coordinators from Leg Day ask. CFSC will likely need to submit a proposal on how to use funds. **Tracy, Kate, Bob and Dave continue to work to prepare a work plan & budget.**
 - Western States WUI Grants – CAL FIRE is interested in applying for 2019 grants with CFSC administering these subawards.

ii. Other State Funding

- \$5M Defensible Space – targeted for three counties to provide training on how to do assessments and funding competitive grants. Tracy can develop proposal if requested, will update at September Board meeting.
- FEMA HMGP - Proposal was developed by Laura, however direction from Governor's office on roll out is still to be determined. Meeting later this year between Cal OES, CAL FIRE, and CFSC to discuss completion of proposal and submission to FEMA by November 5, 2019.
- Resources Legacy Fund – CFSC invited to submit pre-proposal letter. Intention to fund outreach-education programs, OCC position for 2/3 years, and ED outreach.
- Unrestricted Funds - online donations button on CSFC website and corporate donation matching campaign. **Tracy will update at the September Board meeting.**

E. September Board Meeting & Tour

- 9/23 and 9/24 Meeting & Tour in Chico to begin at 10:00 am. Butte County Fire Safe Council will lead the tour of Camp Fire in Paradise.

5. Report from Chair of the Board – Ruben Grijalva

- A. Monthly Memo to Board members & staff to communicate more effectively.
- B. Standing Committees important to have on a regular schedule.

As part of due process position paper allow for enough time for information to be reviewed and approved by the Board all within a timely manner.

11:39am: Jerry Davies made a motion to adjourn, second by David Horne, unanimous approval

Meeting Adjourned at 11:39 am