California Fire Safe Council
BOARD OF DIRECTORS MEETING
OPEN SESSION MINUTES
October 16, 2019  1:06pm – 2:23pm

Those Present:  Bob Roper, Kate Dargan, Jerry Davies, Steve Hawks, David Horne, Pat Kidder, Bob Roper, David Shew, Troy Whitman, Frank Stewart, Pat Frost, Laura Blaul

Staff:  Tracy Katelman, Elizabeth Lamar, Michaela Martinez

Bob Roper opened the meeting at 1:06pm

1. Welcome & Agenda Review

2. September 23 & 24, 2019 Open Session Minutes
   • David Horne moved approval of minutes, second by Pat Kidder, approved unanimously with one abstention (Grijalva)

3. FEMA Hardened Home Grant
   • Discussion began in May with meeting between OES, CAL FIRE, and HCD; Discussed with Board at June and July meetings
   • Statewide hardened home retrofit with CAL FIRE
     o Phase I – establish foundation for statewide program
     o Phase II – retrofit 200 homes as proof of concept
   • Submitted August 5th for ~$12MM with 25% match by CAL FIRE pending
     o AB 38 funding was planned but did not materialize
     o CAL FIRE recently identified funds
     o IDC rate/issue pending
   • OES deadline with FEMA extended from Nov until Feb which may extend our deadline
   • Approval and funding would be late 2020/early 2021
   • Requesting Board approval to submit grant
     o Pat Kidder expressed concern with FEMA limit of 5% overhead – under current practice, we do not have IDC funds available
     o Ruben asked if funding is up-front with reimbursement to follow - unknown
   • Pat Kidder moved approval to submit application with notification to OES of preconditions: a) IDC is inadequate under current accounting practices and b) up-front funding will be necessary, second by Kate Dargan
     o Pat Frost disagreed with preconditions as they make it more difficult to obtain grant funds
     o David Horne agreed with Pat
Kate added that this is an atypical grant - State agency cooperative furthering a significant statewide initiative

Steve Hawks acknowledged concerns and offered CAL FIRE grant as potential 25% match
   - Negotiation may be possible

Ruben will vote yes as we are approving submittal only and have time to identify issues/negotiate

Frank Stewart asked if we can express concerns with submittal letter

Motion passed with 3 opposed (Davies, Frost, and Horne)

4. CAL FIRE Funding
   A. $6MM FSC Coordinator Funding
      - CAL FIRE appropriation from State Budget to be awarded to CFSC in a non-competitive grant (through 2024) for county coordinators (and FEMA grant match)
      - Fund $100k/County for county-wide coordinator and $400k for CFSC
      - Run through Clearinghouse
   B. $5MM Defensible Space funding
      - Defensible space assistance for up to three counties
      - May also be able to use for FEMA match
      - Run through Clearinghouse
      - Steve Hawks added the funds are currently with the Department of Conservation and will be backed out of their budget and allocated to CAL FIRE for non-competitive granting to CFSC
      - Kate added we need to attempt to coordinate all grant funds and projects for a holistic approach to resiliency that can serve as a model for future efforts
      - Pat Frost asked if staff will need training in State grant process as different than Federal
        - Steve Hawks stated CAL FIRE can assist with training
   C. $2.5MM Hardened Homes Application
      - Steve/Tracy recommendation that CFSC apply to CAL FIRE Prevention grants (deadline Dec 4) for $2.5MM as match for FEMA Home Hardening grant
      - Competitive process – have SFM Office weigh-in
      - Need to determine IDC cap
      - Pat Frost moved to direct staff to prepare CAL FIRE grant submittal, second by Jerry Davies, approved unanimously
        - Laura Blaul, Pat Frost, and Steve Hawks will work with Tracy on submittal

5. IDC Update
   A. IDC – Kate
      - Kate received first written report from consultant, Kay Sohl, following interviews with staff, consultants and Board
      - She has preliminary recommendations with concurrence from staff
      - The “Fairness” rule for Fed Grants, requires use of the same rate across all grants, i.e., same methodology for determining staff costs, not necessarily IDC
      - We can revise accounting practices
      - Generally, moves us forward to bring balance to overhead issue
Not applicable to 2019 as too late in calendar year; need to determine deficient and resolution of issues
- She will prepare 2020 budget with changes in allocation practices that show where pending grants fall for decision making
- Can probably get to 20%, possible at 12%, no go for 5%
  - Tracy added that her time can be allocated differently based on duties
  - Programmatic and non-programmatic
  - Kay’s work improves (reduces) our IDC issue
  - Kate will forward Kay’s preliminary report to Ruben for review and subsequent distribution to the Board

6. Audit Status Report and Follow Up
- David reported the audit is moving forward
- Clarification on money from old grants, that were not of concern during previous audits, is being addressed with grantors
  - Tracy wrote letters to agencies identifying left-over funds and our request to retain
  - Kate clarified we will follow-through on the letters – 2nd, 3rd and final stating we will keep money if no response
  - David asked that audit not be held up during resolution
- Rather than making a finding, Auditors will complete audit
- Audit Committee will meet October 31st at 9am via conference call with auditor to review results and preliminary letter
- Letter should be received first week in November
  - Anticipate “No Findings”
  - Categorized “High Risk” due to late completion, but this does not change future audits as they are already reviewing our main federal programs
- No further information from Norm

7. 18 SCE Unfunded Liability Report
- David reported SCE will allow us to use some of the SCE19 to cover unfunded SCE18

8. December Board Meeting Logistics
- David discussed our decision to hold meeting in San Diego rather than Laguna
- Frank’s daughter assisted with hotel, Mission Bay Hyatt
  - $1200 food requirement to secure conference room
  - $6000 for larger room on second day – not feasible
- Contacted San Diego FSC for location for joint meeting on second day
  - San Diego Foundation building (no longer available)
  - 1 to 2-hour session with up to 10 different FSCs
- First day is strategic planning with Board
  - Start by 10am
  - Hyatt Regency Mission Bay
- Tracy got a head count for those needing rooms and will proceed with reservations
9. November Board Meeting
   - Bob discussed our decision to change November conference call to face-to-face on Nov 5, 6, or 13
     - Resolution of all issues will most likely not be complete by 6th but most likely by 13th
     - Bob will send agenda with meeting room near airport

10. Good of Order
    - Insurance ad hoc committee working on agenda for December meeting; draft agenda will be available for review at November meeting
    - Jerry stated FAIR plan is interested in discounts for residents working with FSCs on risk mitigation

Meeting adjourned at 2:23pm