

**California Fire Safe Council  
Board of Director's Meeting  
Open Session Minutes  
April 15, 2020 (Online)  
1:00 PM – 3:00 PM PST**

Bob Roper – called a roll call. All members present with the exception of Laura Blaul. Bob Raymer still on leave of absence.

Staff: Patty Ciesla

Meeting called to order by Bob Roper at 1:10 PM

General Statement: Glad we have survived days of isolation, and we are all still here. And surviving.

Nothing new to add to the agenda.

Motion to adopt Open and Closed session minutes from March 23, 2020 Meeting:

Motion to adopt: Jerry Davies, Second: Frank Stewart

Motion carried unanimously.

1. CARES Paycheck Program – Kate Dargan

This is a payroll protection – loan/grant program. CSFS has applied through the bank to pay for salaries, utilities, rent for 2 months. Estimated eligibility is around \$146,000 (what has been applied for). Application acceptance has been received, but no idea when money will arrive. Before we receive the money, must confirm with federal partners this won't conflict with Direct Costs or Indirect Costs – no guidance or answers to these questions yet. But so far we are not aware of anything saying we can't accept these dollars. We are waiting for confirmation from Wells Fargo. Other non-profits have applied and been approved. If it is approved, and dollars are used for appropriate costs, it would require us to pay back only 1%, essentially a grant. Bob Roper reported that the Executive Committee met last week, and approved this. Today, just seeking Board approval to ratify what the EC agreed to.

Motion to ratify proposal: Pat Kidder; Second: Pat Frost

Motion carried unanimously

2. Discussion on CFSC Website:

As an organization, we are trying to show some advanced leadership during this time. Bob Roper has written an article for the fire service, and another one for other FSC's. Suggests we need to re-format some of the website to make it easier to navigate. Would like to work with Patty and Dolanna to work on this. June 1 target date to get it done. Will likely be many more messages to post, and this will put us in a position to share upcoming messages.

Patty – her understanding is to create a website team via staff and outside participants to create a better website. Staff can do this with others without Board approval. While this effort does not require the participation of a Board member, someone would be welcome to give some perspective and report back to the Board. Troy Whitman agreed to help with this. Grant monies could help fund “next generation” of webpage, and maintenance.

(Break)

3. Zoom Issues:

Have been some questions regarding the ongoing need for Zoom meetings and licenses for use. There ensued a discussion about security issues. Ed Mertens stated he has a Skype license.

4. Strategic Task List:

Need to provide input by May 1, so we can ratify during May Meeting. Kate asks everyone to provide comments, not just if they want to. Patty clarifies that the Task List is different from Strategic Plan. Bob stated he created the list from goals and priorities, which are listed to the side. When you send comments back, please provide your ideas of priorities to get these issues done. This will help with identifying priorities of budgets, etc. Each item (3.1, 3.2, 3.3, etc.) provide priority number.

Kate Dargan: She and Bob have been working with Patty on critical tasks, trying to put them into a timeframe. Even without a formal strategic plan, they are still looking at a defined set of priorities (see list of these at top of Strategic Task List). Grants from Cal Fire have been approved, and are now moving through. They are now working through an outline of how to use these, goals, etc. Also working on unrestricted funds. They also go through Patty's priorities. Not going through entire list in detail – just focused on top 5 for both Executive and Patty. Lots of hard work, and appreciates work that has been done. NOTE: Please keep this list confidential, as it is an internal working document.

5. Legislation Report: Kate Dargan

Leg Season has ground to a halt. Nothing really happening, but potentially looking at May 1 as to when things will start happening again. (See active support list.) Wants support confirmation from Board for #2 and #3 on list. Today – approval for AB 3074, and AB 3164. Will also be engaged with bills on watch list. Rumor – very little will be funded this year if not

related to Covid. Anything not acted upon between now and September will have to be rewritten and start over. Currently Governor's May Revise will focus on Covid, housing, and some wildfire. NOTE: (AB 2167) referenced in previous minutes, but probably a mistake.

Motion for Letter of Support for AB 3074: David Horne, Second: Jerry Davies.

Motion carries unanimously

Motion for Letter of Support for AB 3164: David Horne, Second: Ed Mertens

Motion carries unanimously

Question on Letters by Pat Frost – will these letters be posted on website? Thought is we may create a separate page on legislation, to show bills we are supporting, and allowing feedback. Not likely any insurance bills will move forward at this point, but time will tell.

6. Awards Banquet: David Shew

Decision to put everything on hold. Potential future date in Fall, and will still pursue awards regardless. Discussion had taken place about moving forward with awards now, and making announcements, but decision was made that due to overwhelming media focus on Covid-19, any announcement that would be made now would be lost as irrelevant. Kate mentioned that after listening to Governor's speech, we may need to think about when "social distancing" will be viable again. Jerry Davies asked if Farmer's Insurance Group could be added to the list of nominees. No objection.

7. Conflict of Interest (COI) Forms: Kate Dargan

Everyone needs to sign them, and either mail or scan them to staff. Bob Roper sent an electronic copy as part of the package of attachments for this meeting. Need to have them back by May 17. Bob will resend this form to everyone. (everyone check their email before end of meeting.)

8. Board Training

Harassment training, EEO, workplace violence training, etc. Standard course of practice that we have to do. Bob guarantees this will be riveting information! State and US Forest Service grants require us to have this completed. Policies require us to have them in place, and then we have to provide documentation that we are actually following the policy.

9. Director's Report: Patty Ciesla

- A. Grant Status – CAL Volunteers Grants and Regional Forest and Fire Capacity (RFFC) Building Grants are ready to go; need to confirm they are ready to go. RFFC has potential of supporting ability for staff to work on other grants. Some grants will fund some things, others will fund others. Working with Elizabeth and Amber to get tweaks

done and get it submitted. Org chart to show staffing for that program. Still in motion, and pretty sure she will have these in by the end of this week.

- B. Budget Revision – had a good meeting with Finance Committee this past week. Compares it to a Rubic’s Cube, one side are grants, other sides are administration. It is a 4 dimensional problem that moves through time. Had met with expensive consultant, but very little progress had been done. Is looking at the possibility of a CFO who can work on these things. Doubtful it can be done in May, but needs to create a solid framework, and new money can be brought in over time and plugged in. Pat Frost – question about Clearinghouse – is everything going okay? Response: All staff working remotely, no evidence anything is broken. David Horne – grant monies may be coming in by end of this week. But we don’t know what is next. We can’t request dollars until sub-awardees ask us for the money. With all work on hold, we really don’t know what will be next for next round. Pat Frost – have sub-awardees been restricted to stay at home? Has any discussion been done regarding grant extensions? Response: Yes – conversations have started to ask that question. Amber has sent out a questionnaire on how they are doing, and are they able to do work.

#### 10. Treasurers Report: David Horne

Request had been made to have a more timely status in addition to quarterly status. March 31 was first quarter, but as of today, it is not done. This report reflects a more interim report, Finance Committee has approved this format. David Horne provides in-depth explanation of page 1. Kate – thank you, excellent first report. Also Cal Volunteers may be different amount, and CAL FIRE grant may be as high as 9 million. Second page – grant revenue overview. Methodology is showing estimated costs over the life of a grant. Can be adjusted as needed based on real work. Attempt is to show the Board what the “future” looks like, and how money is moving around. Jerry Davies – are we in touch with RFFC people and others about dollar numbers. Dollar flow looks very positive. Cal Volunteers is more like 2 million rather than 5, but kudos across the board on this first attempt. Kate Dargan – important to recognize the variation of numbers across the years, it requires us to understand how to spend dollars without requiring us to obligate ourselves for future costs when we don’t have the dollars available. Patty Ciesla – without unrestricted funding bank account, this puts us at a disadvantage, especially immediate needs that will be difficult. Next time we see this, it will look different, but same information. Pat Kidder – clarification of \$43,000 and how to close the loop of the \$13,000 deficit.

Motion to receive and file Treasurers Report: Jerry Davies, Second: Jay Lopez  
Motion carries unanimously.  
Bob Roper – thank you and Finance Committee for all the hard work.

11. IDC Rate:

We have been given provisional rate for 2019 and 2020, it is 20%. Now we must keep our costs below that. Currently deficit is at a very small and workable number. Kate Dargan – 6 month difference is “miraculous.” Perhaps a thank you letter to USFS prior to the audit informs them that this decision provides us the ability with the 20% IDC to have more dollars available for funding on the ground. Good idea – David Horne and Kate Dargan will draft a letter.

12. Meeting Schedule for Next 3 Months:

Should plan on all of them to scheduled from 1:00 – 2:30 PM, PST.

May 20 - approved

June 24 – approved

July 22 – approved Patty Ciesla – when we met in person, we invited local FSC’s. Should we consider inviting locals to join these Skype meetings? We’ll consider it, but need to confirm electronic logistics can support something like that.

Motion to adjourn from Open to Closed Session at approximately 2:30: Pat Frost, Second: Jay Lopez

Motion carries unanimously.

No Report from Closed Session.

Final Items: Bob Roper requests any agenda items for May 20 meeting be sent to him.

Ed Mertens states he found out a new Fire Safe Council was established in Georgetown, and it may be a former FSC that has now been restructured and is functioning. How do we reach out to our local partners? This should be an agenda item for May 20 meeting.

David Horne – We need to have a plan to secure unrestricted funds.

Kate Dargan – Patty Ciesla may be presenting a pretty substantial org chart, so we need to allow plenty of time to review and discuss.

Pat Frost – We should have a discussion on the employee handbook also.

Kate Dargan – some of these things may already be staffed up by the May meeting, because the Board has already approved hiring. Information may just be informational.

Patty Ciesla – do we have a remote approval process? Bob Roper – by Executive Committee.

Any forward-thinking ideas should be front loaded

Sign Conflict of Interest forms, and send back to Mikeala.

Bob Roper – will not be available next week – Kate Dargan will be in charge.

Jerry Davies – will get in touch with Farmer’s and State Farm to find out what we can do with their money.

Troy Whitman – thanks for setting up Skype Meeting.

Meeting concluded at 2:58 PM.