



California Fire Safe Council
BOARD OF DIRECTORS MEETING
OPEN SESSION MINUTES
March 31, 2021 1:30 PM – 4:30 PM

Those Present: Bob Roper, Kate Dargan, Pat Kidder, Laura Blaul, Frank Stewart, Ed Mertens, David Horne, David Shew, Tory Whitman, Jerry Davies, J. Lopez, Pat Frost

Staff: Elizabeth Lamar, Amber Gardner, Mala Arthur, Christopher Baker, Lara Popyack, Michaela Martinez, Evelyn Cook

1. Welcome & Roll Call

March meeting call to order 1:30 pm

- Agenda Review – Bob
- Note about Margaret Grayson’s passing
 - Prior CFSC Executive Director Margaret Grayson passed away.
 - **Board to recognize Bruce, founder of CFSC - a release from the Board in the event of his passing.**

ACTION ITEM:

Jerry Davies to take the lead on ideas for Bruce release.

2. Approval of Past Minutes – Open Session

- Michaela will take over writing open session minutes.

Motion to approve Open Session Minutes of 02-24-2021 by Pat Kidder, second by Frank Stewart, unanimous approval

ACTION ITEM:

Resolve technical issues that Ed Mertens & Frank Stewart getting onto Board meetings.

3. Information Agenda – no items

4. Consent Agenda

- Listos Grant Purchase
- Cook CPA Contract Amendment

Motion to approve the Consent Calendar by Jay Lopez, second by Pat Frost, unanimous approval.

5. Open Session

- **Policy Revisions Update (Bob)**
 - Bob continues to work on policy revisions to: CFSC Bylaws, Financial Handbook, HR Handbook.
 - Creating a new Admin Handbook, and Board Orientation booklet.

- **FSC Web Support (Ed)**
 - Offer local FSC's website assistance.
 - Service to provide smaller FSC's.
 - PGE Grant Deliverables
 - CFSC hiring Communications Assistant.
 - Helping counties within PGE service area to develop and implement marketing & outreach plan.
 - Cal Vols Grant Deliverables
 - Help develop landing pages for counties.

ACTION ITEM:

- Ed to write up a one-page proposal.
- Bob, Kate & Hedi to determine other ways to support local FSC's per the CFSC Strategic Plan
- Update to be provided at the April Board meeting

- **May 6th (Lara)**
 - May 6th at 11:00 am - Press Event/Ribbon cutting ceremony for the trailers.
 - Location TBD – Hedi, Kate, & Lara reaching out to contacts for other options
 - Speaker Invites:
 - Senator Stern
 - Jessica Morse, Deputy Secretary for Forest Resources Management (**Confirmed**)
 - Josh Fryday, California Chief Service Officer – Listos Program
 - State Fire Marshall
 - Event will be live streamed over Facebook and YouTube in both English and Spanish language.
 - Kate/Bod will attend the event and Board members are invited following Covid restrictions guidelines regarding event size limits.

ACTION ITEM:

- Dave & Laura prep to announce the Awards and October dates at the May press event.
- Board members contact Lara to confirm attendance.
- Lara will email Board members a "Save the Date" with all event information.

- **UCC Advisory (Jay & Steve)**
UC Cooperative Extension Fire Advisory Pilot Program part of 10M fire prevention funding (8.5M FSC/1M UC Extension)
 - Fire advisors as a point of connection to landowners
 - Leaderships of strategic fire hazard reduction & home hardening
 - Building fire adapted resiliency community
 - Group to be used to provide ideas & information to local FCS groups.

Motion to approve Jay Lopez & Steve Hawks to represent CFSC on the UCC Advisory Pilot Program by David Horne, second by Jerry Davies, unanimous approval.

- **Updated Org Chart & Recruitment (Kate for Hedi)**
 - New hire Admin Business Officer
 - HR consulting firm contract ended.
 - Temporary HR service to handle recruitment.
 - Recruit new HR consulting firm.

- Personal Committee to facilitate contract process for hiring new HR consulting firm.
- **Legislative Platform & Positions (Kate)**
 - Bob provided document that highlights to the first Legislative report of the year.
 - Board to review for any questions.
- **Plans for Board Retreat in September 2021 (Bob)**
 - 2-day face to face workshops with CFSC staff
 - Bob to send out Doodle Poll.
 - Results of poll & further discussion at April Board meeting
- **CFSC Resilience Strategy (Kate)**
 - Reminder to Board - Strategic Plan & Resilience Strategies are used as guidance for Bob & Kate as they advocate for the organization.
- **Updated Budget Report (Kate)**
 - Evelyn provided CFSC revised budget for 2021-2023 presentation.

Motion to approve budget revision for first quarter by Pat Frost, second by Jerry Davies, unanimous approval

6. Standing Agenda Items

- **Financial (David-Treasurer)**
Monthly financial status report of current assets and grants (see report)

Motion to approve March Financial Report by Pat Frost, second by Pat Kidder, unanimous approval.

- **Executive Directors report (Kate for Hedi)**
ED Report
IT audit/analysis

April meeting will have report from IT study for recommendations.

- **Clearinghouse (Amber)**

HR Recruitment:

- Dave Fairly returning on April 12th as Staff Grant Specialist and will be handling. CAL FIRE D-Space, NFWF, and PGE grants.
- Administration Asst interview next week.
- 2 Grant Spec positions posted to website.

Climate Core:

- Becca submitted application for another round of fellows.
- Fall group start in September.
- 3 Fellows for next round.
- Current Climate Corps Fellows leaving in August consider ideas for proper farewell/celebration.

Grants:

- 21 SFA open May 6th.
- 22SFA – submit mid-April.
- 18SFA – closed Dec 20, 2020 but had to be extended.
- Final closeout 15/16 WUI grants reports to be completed by end of month.

○ **Programs (Elizabeth)**

RFFC:

- Possible project & funding extension
- Programs Team & Climate Corps Fellows presented on on-going projects at month RFFCP meeting.
- Mala created Google Groups for local FSC's.

Cal Vols Lists:

- 2nd round of funding
- Trailer build outs in progress

Edison:

Additional \$250k of funding for 2021.

○ **Transition Update (Kate)**

Kate handover task at the end of March of operational side of organization.

7. New Business (All)

8. Roundtable

- Acknowledge Lara Popyack for her PowerPoint presentation to EPA Townhall in both English and Spanish.
- Hedi/Bob meeting with Randy Moore, US Forest Service, Forester in Region 5.
 - **Setup meetings for high level dialog with key grantors to form partnerships.**
- J. Lopez thanked to Christopher & Mala & Elizabeth for their hard work in making FSC connections.
- Pat Frost thanked Christopher his North Coast region presentation in March and joined Trinity FSC appreciated the outreach connections & collaboration.
- David. Horne – no update on Bruce. BOD to send letter or email to David who will forward.
- Troy Whitman noted fire season update in Southern California will be in live fuel moisture levels by mid-June, early July.
- Upcoming webinars are now being posted to the CFSC website.

2:54 PM Motion to adjourn CFSC Board of Directors meeting by Troy Whitman, second by Ed Mertens, unanimous approval.

Next meeting April 28, 2021 at 1:30 PM