



California Fire Safe Council
BOARD OF DIRECTORS MEETING
OPEN SESSION MINUTES
November 17, 2021, 1:30 PM – 4:30 PM (PST)

Board Present: Laura Blaul, Bob Roper, Pat Frost, J. Lopez, Pat Kidder, Troy Whitman, Jerry Davis, David Horne, David Shew, Kate Dargan, Frank Stewart

Staff Present: Sara Kniss Richard Abrusci, Stephanie Slagel, Mike Wilson Liron Galliano, Lara Popyack, Becca Joyner, Hedi Jalon, Britney Munoz, Amber Gardner, Jamie Mach

1. WELCOME & ROLL CALL

- November 2021 meeting call to order at 1:32 PM
- Hedi introduced CFSC's new staff
 - Stephanie Slagel, HR & Administrative Specialist
 - Nina Evans, Associate Grant Specialist (Former CFSC Fellow)
 - Rachel Ostrander, New CFSC Fellow

2. APPROVAL OF PAST MINUTES – OPEN SESSION

September 2021 Board Retreat Open Session Minutes – Hold to approve at next meeting.

3. INFORMATION AGENDA

COLA increase for employees - per our agreement does not require any action.

4. CONSENT AGENDA

- Executive Committee adopted/approved HR Administrative position.
- Board to ratify motion to accept the consent agenda

Motion to accept Consent Agenda by Troy Whitman, second by Laura Blaul, unanimous approval

5. OPEN SESSION

A. October 5th & 6th Awards Review

Kickoff to an event that will continue to grow year after year. Well received from all guests and speakers.

October 5th - Highlighted the well-deserved groundwork of our mitigation awardees along with:

- Bruce Turbeville Award
- Business Leadership Award
- Lifetime of Leadership Award – Senator Dianne Feinstein

October 6th - Educational Conference, peer learning and educational resources.

Both days live streamed with videos and photos posted to Flickr and YouTube. Link provided in NewsSpark.

Lots of engagement and excitement around the event with networking/socializing with everyone which provided a follow up opportunity with awardee Mary Schreiber, with J. Lopez on media opportunity with KTLA in Southern California.

Perimeter Solutions impressed by the event and presentations they will be increasing support for next year's event.

Survey conducted:

- 90% overall average rating for the event
- Ability to network and socialize in person
- Breakout educational sessions to include resources on grant funding & writing assistance

Total earned PR value - close to \$160,000.

B. Board Retreat Review

Bob compiling the notes from the September Board Retreat. Updated Strategic Plan will be presented at the Board of Directors annual meeting in February.

C. Updated Org Chart & Recruitment Updates

Since February 2021 we have hired 12 either as new or replacement positions to the organization, including:

- Bringing Human Resources in house (no longer consultants) – Stephanie Slagel handling those responsibilities
- Recruitment for the Program Director position
- Richard & the Finance Team absorbing Evelyn Cooks responsibilities, whose contract ending at the end of September

Board packet includes the updated organization chart for your information.

D. Legislative Planform & Positions

Below is a summary to the 2021 Legislative Wildfire Report that Kate provided in the Board packet. California Legislative year ended with a \$1.5B relative to wildfire.

Bills that passed:

AB 9 – Assemblymember Jim Woods

- Expanded role for Department of Conservation
- Focus on regional collaboratives as a structure for doing restoration, forest health and community gathering
- Permanently funded
- To become a permanent landscape for California Fire, wildfire resiliency plans

AB 642 – Assemblymember Laura Friedman

- Expanded role program and funding for prescribed fire.
- Establishing the prescribed fire training centers
- Workforce development for natural prescribed fire

CalFire - lead agency to develop a community-based wildfire risk tool with the insurance commissioner

- Three-year multi-agency advisory group
- Advising on how to develop wildfire risk at the community in the house level.

California has bought into climate changes. With the focus on how wildfires, being a significant threat to communities and forest health, will impact the water resources of California.

E. Firewise / CFSC Alliance Discussion

First meeting with NFPA discussing ideas to develop a framework and questions to explore

Opportunity for CFSC and NFPA to form a partnership to:

- Streamline messaging
- Share revenue to sustain as nonprofits
- Align advocacy messages
- Build membership in the organization with FSC's

NFPA and the Firewise program has grown quite a footprint in California, doing all this in a helpful and positive way while acknowledging Firewise Communities.

F. Board Development Comm Report

Board approved plan for development, leadership, and covenants.

An effort is underway to increase Board size while bringing in diversity, representation from regional Fire Safe Councils and insurance, with a focus on policy into the CFSC membership structure.

J. Lopez, Pat Kidder, Laura Blaul working with Hedi and Regional Coordinators in recruiting representatives from each of the three regions from local Fire Safe Councils.

Two-pronged approach kick-off:

- Flyers going out to organizations which include PG&E & SCE
- Solicit candidates from each of the three regions with additional members bringing different skills set onboard.

G. Office Lease

Current CFSC space no longer meeting the needs of the council with the growth and projected growth of the organization.

Proposal, provided in the Board packet, to relocate existing office to the property at 3237 Peacekeeper Way, McClellan Park.

Fiscal Impact:

- Year one significant impact due to new equipment and office furniture
- Year two and three of the proposed three-year lease would be nominal

Negotiated option to vacate after year one, with a small penalty of two months of rent in the event of substantial growth within that time period and will not be occupying the space for the full three years.

Motion to move forward with Office Lease proposal by J. Lopez, second by Kate Dargan, unanimous approval

H. 2022 Officer Nominations

For calendar year 2022 only Board Officers term changes from three-year term to a one-year term

To fulfill Board bylaws today's meeting is for nominations to these positions:

Nominations for Board Secretary

- Troy Whitman
- Laura Blaul

Nominations for Board Vice Chair

- Pat Kidder
- Kate Dargan (caveat: Kate may take leave of absence from CFSC in 2022)
- Pat Frost

Nominations for Board Chair (caveat: Chair position to be shared with a Co-Chair)

- Bob Roper
- J Lopez

Nominations for Board Treasurer

- David Horne

Final voting to occur at the annual Board meeting.

Motion to change the Board Chair position from a paid position to an unpaid position, which was determined to be a carry over from when CFSC CEO was the Board Chair.

As a Board with the right people who are doing this as a contribution/volunteer opportunity and not for compensation.

Motion to approve non-compensated Board Chair position by Kate Dargan, second by Pat Kidder, unanimous approval.

ACTION ITEM:

Review Board Bylaws for any language of Board Chair being compensated for the position.

I. Financial Report

Third quarter report shows more money than what we have had in the past however there is also an increase and more expenses due to the following:

- Rise in accounting fees due to audit
- Consulting fees due to residual accounting and catch up
- Printing and duplicating from the Edison grant for production materials
- Travel expenses have risen due to in-person meetings/events

Through the year we have spent over \$5M with that number expected to continually grow over the next couple years.

Motion to approve Financial Report by Kate Dargan, second by J. Lopez, unanimous approval

J. Monthly Status Report

As of November 8, 2021

- Unrestricted - Due to two separate donation we no longer have an unrestricted deficit
- Restricted Assets - grant close out fund to cover money owed back to the Forest Service
- PG&E – update the report to reflect we just spent \$250,000 for PG&E recipients.
- \$42M to be coming at us in next several years.

CFSC able to maintain substantial growth in our unrestricted funds due to negotiated rates of indirect costs with the state and the efficiency of the organization. Expected ups and downs in terms of indirect cost rate due to timing of payments. With new programs running, the indirect cost rate will become steady and provide for some excess in increased unrestricted funds.

Motion to approve Monthly Statue Report by Pat Kidder, second by Dave Shew, unanimous approval

K. 2021 Audit Report

Conducted over the summer. Audit in completely on time due to extensions. With No findings and no restatements.

Two warnings for this year but steps have been taken to correct these issues. One will not occur next year, and the other will not occur the following year.

Motion to adopt 2021 Audit findings by Jerry Davies, second by Frank Stewart, unanimous approval

L. 2022 Budget Approval

Finance Committee has voted to approve and send this to the board for full approval.

This workbook is the roll up of each of the grants and the admin costs. It is a metric that can now be used internally, to share updates to the Board and discuss where we are with our budgeted expenses and revenue versus our actuals.

By working work together internally with the Finance Committee to begin producing more real time reporting for decision making and view the overall performance of the organization.

Motion to approve 2022 Budget by Pat Kidder, second by Dave Shew, unanimous approval

6. STANDING AGENDA ITEMS

A. Executive Directors Report

- i. Red Oak Realty - \$10,000 donation
 - Hedi invited to speak at their Sales Team Meeting and share our impact data, metrics, video, and success stories
 - Synergy with real estate and work needing to be done in communities
 - Continue to build relationship and working with Red Oak

- ii. Cal Fire Grant (13.8M)
 - Working to finalize scope of work and budget, with next draft to be in contact form.
 - Continued funding targeted towards Southern California under CAL FIRES direction via three of our sub grants programs:
 - County Coordinator Program
 - 24 more counties
 - \$175,000
 - Evac Grant
 - 5 counties
 - \$250,000 each
 - D-Space
 - 6 counties
 - \$500,000 each

- iii. BLM – waiting to hear back on their \$25M possible funding

- iv. Line of Credit – Well Fargo not able to increase organizations line of credit
 - Ongoing conversations with Fire Fighters Firs Credit Union FF First Credit Union who have provided a preliminary number for an increased line of credit.
 - Now in final stages of submitting application
 - Policy to be developed online of credit usage

ACTION ITEM:

Once terms & conditions are provided will be brought to Finance Committee for review and consideration and then brought to the entire Board for approval.

- v. Communications Plan 2022 – finalizing communications/fundraising plan
 - Increase in annual fundraising strategies
 - Creating collateral with will support our efforts

- vi. 2020 Annual report finalized early part of next year
 - Creating and distribution fundraising marketing materials
 - Updating FSC's on Best Practices Guide
 - FSC's Certification
 - Continued grant related program activities

- vii. Building/Exploring/Expanded partnerships huge priority in 2022
- viii. Continue Lunch & Learns
 - Expanding staff meetings and team building.
 - Guest invited to share their technical, partner-subgrantee knowledge
 - Board Members are welcome to join
- ix. NewSpark – internal tool to share information on current affairs.
- x. Self Eval/Performance Reviews completed which will continue next year in 2022
- xi. Policies and Procedures developing around internal practices

7. NEW BUSINESS

A. Next meeting February 2, 2022

- Line of Credit
- Standing Committees

8. CLOSED SESSION

Motion to adjourn open session and go into close session by David Horne, second by Pat Frost, unanimous approval

Motion to adjourn closed session and go into open session by David Horne, second by Jerry Davies, unanimous approval

9. Wrap-up and Adjourn

Motion to adjourn November 17, 2021, Board Meeting by Frank Stewart, second by Troy Whitman, unanimous approval

Next meeting: February 2, 2022 Annual Meeting 8:30 am Sacramento