



California Fire Safe Council
BOARD OF DIRECTORS MEETING
FINAL - OPEN SESSION MINUTES
February 2, 2022, 1:30 PM – 4:30 PM (PST)

Board Present: Kate Dargan, Laura Blaul, Steven Hawks, Ed Mertens, Patrick Kidder, Pat Frost, Troy Whitman, David Horne, J. Lopez, David Shew, Frank Stewart

Staff Present: Sara Kniss, Mike Wilson, Becca Joyner, Rachel Ostrander, Lara Popyack, Richard Abrusci, Hedi Jalon, Nina Evans, Jessica Martinez, Jamie Mach, Britney Munoz, Martin Esbrook, Sarah Thais, Amber Gardner, Brooke McAllister, Megan Katich

1. WELCOME & ROLL CALL

- February 2, 2022, meeting called to order at 1:31 PM
- Introduction of new CFSC staff:
 - Jessica Martinez, Program Director
 - Stephanie Slagel, Human Resources
 - Fellows: Rachel, Sarah, Martin

2. APPROVAL OF PAST MINUTES – OPEN SESSION

September 10, 2021 & November 17, 2021, Open Session Minutes

Troy Whitman presented the motion to approve the Open Session Minutes of September 9th and November 17th, 2021, first motion by David Horne, seconded by Pat Frost, unanimous approval

3. INFORMATION AGENDA

Perimeter Contract - Discussion at the Executive Committee determined it was not ready for consent.

Remarq Marketing PGE Contract

- New grant that the Executive Committee approved.
- This is an executed contract presenting to full Board as informational Executive Committee decision in between the last meetings

Firewise/CFSC Alliance

- We have had no contact and no further discussion on this specific partnership concept.
- Next meeting in March Meeting has been moved to March with key principals.

ACTION ITEM – Perimeter Contract:

1. Contract to go to Policy Committee for general discussion.
2. Wrap up contract into a general policy on how to accept donations specific to corporate agreements.
3. Bring to full Board – meeting tbd.

4. CONSENT AGENDA

Gift Policy and Policy Statement presented to the Finance Committee.

Motion to approve Consent Agenda by Laura Blaul, second by David Horne, unanimous approval

5. OPEN SESSION

A. Legislative Update

State - another year for a tremendous amount of wildfire interest and legislative spending.

- Next board meeting to review and solidify those that have a shot at success this year.
- Governor's budgets released, with millions dedicated to wildfire which will get through the May revise and June appropriations.
- CAL FIRE Director Tom Porter retired in December announcement of who will be the new director coming soon.

Federal - Infrastructure Act passed at the federal level.

- Dedicated funding to the Community Wildfire Defense grants that will be distributed to the local levels for the purposes of local community planning and mitigation projects for community wildfire defense.
- Highway transportation portion of the bill for roadway improvements relative to wildfire evacuation. Continued communications on how to get evacuation standards for the state grants to be pushed out to locals for evacuation and wildfire planning relative to transportation needs.

NOAA

- Funding for satellite improvements to generate information that will be served up to the fire community about wildfire work and prescribed burning.

Federal has been energized with the infrastructure act relative to wildfire, which will allow for funding to exist and flow to local levels whether via state law grants for transportation, community wildfire defense grant, or prescribed burning programs for research in the communities.

B. May Press Event – Thursday May 5th

- Same model as last year with a single press event to coincide with Wildfire Preparedness week. Further details to be shared the closer we get to the event.
- Legislative Day will be placed on the 2023 initiative that will include connecting local FSC's with legislators.

C. Org Chart/Recruitment/Office Lease/IT Roadmap

- Recruitment - 21 employees/11 new position created since February 2021. Organizational chart coincides with the \$13.8M grant agreement.
- Office Lease - New office space is being finalized. Our planned move dates are set for February 24th – February 28th, with staff to rejoin in the new office space March 1st.
- IT Roadmap – per the recommendations from Roundtable on the secondary phase of work these new initiatives would include the office phone systems and OneDrive storage systems which would benefit the organization as we look to hire an IT technician and strengthen protocols and security measures.

D. Board Development

AD HOC Board Development Committee – Laura Blaul, Bob Roper, Kate Dargan, and Pat Frost.

Developed roadmap to move from current 12 members to 19 members with focus on a board member from each of the three regions selected by those regions with matched skill sets that were identified.

Suspended development due to skill set identified were not part of the original roadmap.

ACTION ITEM

Will be revised and revisited at the next Board meeting.

E. OSFM Update & New Role

Last year's wildfire related legislation passed and signed by the governor (AB9) created a new section in the Public Resources Code creating a Deputy Director position over the Community Wildfire Preparedness and Mitigation division under the OSFM effective January 1st.

Reorganization of the division, including names of the division and the overseeing of programs:

- Several higher-level and new positions anticipated to get funded in the 2022 and 2023 budget
 - One three-star position
 - Second two-star position
 - Two more one-star position
 - Other positions to be assigned:
 - Staff Chief position
 - Third Staff Chief position
 - Deputy Director of the Divisions name should be known soon
 - One Assistant Deputy Director – concentrated to overseeing fire plan program and defensible space program focused internally
 - One Assistant Deputy Director – concentrated to overseeing local assistance programs working with other entities outside the department. Including land use planning and fire prevention grants.
- Provisions coming online with AB9 - New Wildfire Mitigation Advisory Committee
 - Legislation spelled out specific entities and positions within those entities
 - Invitation letters to be sent out to those entities to designate someone to be a member on the committee
 - Monthly meetings to begin in April - planning the first Tuesday monthly
 - Publish the meetings in advance with meeting notes
 - Develop a Clearinghouse – to store documents and items spelled out in the legislation.

- AB 642 Risk Model Recommendations
 - Department previously required to model the very high fire hazard severity zone of the local responsibility area only.
 - Now with the new requirement to model the moderate and high fire hazard severity zone in addition to the very high for the local responsibility.
 - Over the last few years undertaking the reworking of the model and remapping of the fire hazard severity zones and when those have been drafted and ready to be released all will fold into the new requirements that will come out in the LRA at the same time.
 - Also required, the Fire Marshal along with the Housing Community Development to consider with public input it's application of Chapter 7A in the moderate fire hazard severity zone of the LRA as well. This will be something that will need to be worked on.

- Senate Bill 63 - Create Defensible Space and Home Hardening Assessment Curriculum
 - Develop a formal curriculum to train entities that would be considered qualified to take this training, and then go out and conduct assessments on properties for defensible space and home hardening needs.
 - Advisory only (not inspections) with no authority to enforce defensible space standards, issue citations or be on the property unless invited.
 - Teaching a few courses this spring.
 - Working with the State Fire Training to convene a small group of local entities and local fire service representatives to review the curriculum for roll out to the qualified entities across the state.

F. Finance Manual Update

Discussed at the last Finance Committee the decision to postpone making amendments to the existing manual, including those that were recently amended.

- Review the larger overhaul with internal policies
- Condensed manual
- Utilize appendix model
- Policy review and updates to occur on a frequent basis
- Move to Quarter 3 of 2022 and will address/reevaluate at that time

Information Item only - No action needed

G. 2022 Officer Elections

Officer Elections and revised copy of the Bylaws with changes included in agenda packet.

Bylaws require election of officers annually.

Meeting was held with nominated individuals, Executive Committee, and eligible candidates with discussion focused on who is willing to take on the commitment to this year.

Recommendation for Chair position: Continue with a Co-Chair approach

- Bob Roper continuing his current role
- J Lopez stepping up as Co-Chair

Recommendation for Vice Chair position: back to the full board and approved to expand to a Co-Chair position this next year to allow for succession planning

- Pat Frost to step in a Vice Chair
- Kate Dargan step in as Co-Vice Chair for one year

Recommendation for Secretary position:

- Troy Whitman to tutor Laura Blaul for this year as he steps away from officer role.
- Singular Secretary position for the organization

Treasurer position: David Horne would remain as Treasurer.

Conclusion of the meeting was the slate of officers recommended going forward to the Board

- 2 Co-Chairs in Chair slot
- 2 Co-Chairs in Vice Chair slot
- 1 Secretary
- 1 Treasurer

Updated Bylaws with only one set of revisions to allow for Co-Chairs in the officer slots as designated by the board.

BYLAWS

Motion to approve the Bylaws as amended as of this date by Pat Frost, seconded by David Horne, unanimously approved

OFFICER ELECTIONS

Motion to approve the slate of officer elections as presented before the board by Pat Kidder, seconded by David Shew, unanimously approved

H. Development / Fundraising Plan

Development plan covers key fundraising initiatives that align with our goals, objectives and measuring the success of these accomplishments over the next five years.

- Building our individual and corporate giving programs:
 - Gift acknowledgement support based on individual/corporate donor giving levels to properly thank donors to build relationship and yield recurring and increased donations.
 - Annual giving campaigns and events focusing on stewardship
 - Incorporating corporate giving models such as employee match and volunteer opportunities.
- Investing in CFSC staffing and infrastructure
- Increasing CFSC visibility and broadening understanding of our mission impact:

- Hire Marketing and PR firm as necessary to create fundraising collateral to share with our corporate prospects
- Include language on the CFSC website around fundraising campaign
- Building a donate page
- Incorporating planned giving programs
- Enhancing and expanding our programs:
 - Programmatic strategy will be to realign program activity titles for clear messaging specific to what the money will be used for.
 - Increasing and sustaining government and private grant funding
- Educating legislators and councils around legislative issues
- Working with local FSC's to offer volunteer opportunities for corporate employees
- Develop a planned giving program allowing donor the option to designate CFSC in their wills or trust
- Establish general operating reserves
- Establish and endowment program (for future discussion)
- Membership
 - Included in the overall fundraising plan is the projected earned revenue based on conversation into a membership model

ACTION ITEM

1. Solidify which Board Committee will review the framework and take action on items associated to the Development Plan
2. Next iterations of the Develop Plan to have direct connections to the Strategic Plan so that it ties into the overarching strategy for the organization
3. Removal of the Membership Model component from the Development Plan as it is not yet ready for implementation.

Motion to adopt the Development Plan as presented with the exception that the membership model component be removed for future discussion and consideration by Pat Frost, seconded by David Horne, motion approved

I. CAL FIRE

CAL FIRE Grant Agreement \$13.8M

Presented to the Board to provide the Executive Director authorization to sign the grant agreement.

Finance Committee has reviewed the agreement and approved at the January 24, 2022, meeting and is reflected in the meeting minutes and is now presenting to the Board of Directors for consideration for acceptance.

Grant is comprised of:

- \$13.8M three sub programs - pass through grants
- \$8.4 5M Subawards
- \$3.3M Indirect costs
- \$2.1M Overhead
- 18% fixed IDC rate.
- Up to 25% of the total grant amount in advance requests at a time

Agreement will allow for the expansion of our current D-Space program, County Coordinators program and Evac program.

CAL FIRE Community Hardening and Resiliency Program

CFSC applying for the next round of fire prevention grant with the application due February 9, 2022.

As part of the process a resolution signed by the Board is required to be submitted with the application packet involving nonprofit organizations.

CAL FIRE \$13.8M

Motion to authorize Executive Director to sign the CAL FIRE \$13.8M grant agreement by Pat Frost, seconded by Troy Whitman, with Steve Hawks abstaining from the motion.

Motion approved with one abstention

RESOLUTION 21-1

Motion to approve Resolution 21-1 CAL FIRE grant application due February 9, 2022, by Pat Frost, seconded by J. Lopez, with Steve Hawks abstaining for the motion.

Motion approved with one abstention

6. STANDING AGENDA ITEMS

A. Financial Report

- Norm has resigned his position
- Financial statements reflect growth with a lot more expenses
- Snapshot shows to record all expenses back to grants
- Tighten up as we move forward better monthly/Quarterly reports

- Update to follow at next Board meeting – will have motion to Approve

B. Executive Director Report

Key Organization Activities - mentioned in the Development Plan Office Move

- May press event
- October Resilience & Brilliance Awards Ceremony/ Educational Conference
- Board Retreat in August
- End of Year Fundraising Campaign in November/December
- Focus on data and analyzing our metrics to showcase and illustrate our impacts to the public

Clearinghouse – Grant Forecast 2022 around \$10M in new grants

- 22 SFA \$1.175 in sub grants. Opening in March.
- CAL FIRE \$13.8M to be launched as three separate programs
 - County Coordinators \$4.2M
 - D-Space \$3M
 - Evac \$1.25M
- RFFC Capacity Building Grants \$150K
- Closing Grants in 2022
 - 20 CalVols
 - Edison International Capacity Building Grants
 - 19SFA
- Potential New Grant Funds: BLM, 23SFA, Edison and PGE

Other Projects:

- Will host first ever Post Award Webinar for those grants that have closed out.
- County Coordinators will start launching their regional quarterly workshops around the state

Programs

- Listos Trailers - delivered and are now with the awardees
- Disaster Directories – completed, will be added to the VLC and available in both English and Spanish.
- RFCC Program - Regional Coordinators and Communication teams continually working to assist local FSC's build capacity.
 - County Coordinators kickoff meetings for each of the counties
 - Familiarize them with outreach opportunities/communication materials CFSC has available
 - Assisting them with network building
- Monthly meetings with the Department of Conservation
 - Sending out weekly Friday Fire flyers - a brief update of what's happening through the RFC program activities
- Communications team in the final process of preparing the Virtual Learning Center
 - Library of various information and resources available to local FSC's and community members
- Biweekly Programs, Outreach and Grants Team Meetings to work on preparation for upcoming workshops.
 - Information sharing with local FSC's other organizations

- Developed a capacity building and outreach deliverables spreadsheet to track the overall outreach of the number individuals we contact to our outreach programs.
- CCW combined calendar work plan
 - Developing templates for long term creation of both workshops and webinars and different meeting schedules
 - Track tasks related to the VLC as well as guidebooks and other materials
 - Development of eblasts, newsletters, and video productions
- Regional Coordinators and Fellows now trained on WFAP (Wildland Fire Assessment Program)
- Provide training to FSC's on how to do inspections for both home hardening and defensible space
- Wrapped up SCE/PGE workshops
 - Preparing for the next event workshops in Southern California, Central California, and Northern California during the month of March
- Programs and Outreach team building relationships and working with future potential partners to become leaders in the community wildfire risk reduction

7. NEW BUSINESS

Future Agenda Items for Discussion:

- Restructure Executive Committee & Board Meeting
 - Separate Admin work from programmatic work to streamline Board Meetings
- Strategic Plan
- Membership
- In-Depth Financial Report
- Fire Service 10 Year Plan – Frank to provide a brief

8. CLOSED SESSION

Motion to close open session & move to close session by David Horne, seconded by Laura Blaul, motion approved

9. RECONVENCE OPEN SESSION

10. WRAP-UP AND ADJOURN

5:08 PM February 2, 2022, Board meeting adjourned

Next meeting: March 30, 2022, at 1:30 PM