



**BOARD OF DIRECTORS MEETING**  
**FINAL - OPEN SESSION MINUTES**  
**April 26, 2023, 1:37 – 2:57 PM (PST)**  
*Meeting Location: Virtual*

**Board Present:** Bob Roper, Pat Frost, Kate Dargan, Angie Gibson, Laura Blaul, Chris Ochoa, David Shew, Troy Whitman

**Staff Present:** Jacy Hyde, Jeremy Boone, Felicia Dunn, Nina Evans, Amber Gardner, Sara Kniss, Julia Marsili, Jessica Martinez, Brooke McAllister, Britney Munoz, Lara Popyack, Lori Vance, Patrick Vaughn, Mike Wilson

**MEETING CONVENED AT 1:37PM**

**I. Welcome**

**A. Agenda Review**

Open Session item “Committee Status and Participants” is an Informational item and does not need Action during this meeting. Due to David Horne’s absence during the April 17 Finance Committee Meeting and the April Board Meeting, the Open Session item “Audit Status Update” will be removed and Standing Agenda Items item “Financial Report” will be moved to the next Board Meeting. Jacy Hyde will provide an update on the audit during the “Executive Director Report” in the Open Session.

**II. Approval of Past Minutes – Open Session**

January 18, 2023, Open Session Minutes

**Motion to approve the January 18, 2023, Open Session Minutes by Kate Dargan, seconded by Troy Whitman-** with unanimous approval.

**III. Informational Agenda**

No agenda items.

**IV. Consent Agenda**

No agenda items.

**V. Open Session**

**A. Executive Director Report**

Jacy Hyde described the intent of the Executive Director report. During the virtual meetings, this report will focus on high-level organizational updates to maximize time efficiency for Staff and Board Members. During the in-person meetings, the report will be administered in conjunction with the regular departmental Staff reports to provide a comprehensive quarterly overview of the organization’s status and ongoing projects.

Jacy Hyde provided a verbal report on recent organizational updates for each department:

Business and Operations updates included a status report for the ongoing audit and information regarding organizational asset tracking. Request for Proposals for an external CPA will begin in May. Employee Handbook updates are underway and will be ready to submit to the Personnel Committee for approval before the June Board Meeting.

Grants Clearinghouse updates included an overview of amendments to the CAL FIRE grant, modifying and submitting new proposals for Southern California Edison grants, and updates regarding current and upcoming CFSC grants. Angie Gibson announced that PG&E is working on additional support for CFSC through their grantmaking process. Kate Dargan clarified the role of the Board of Directors in approving final grant contracts. Jacy Hyde will continue to oversee submitting new grant applications. Clarity and updated processes are needed regarding who is responsible for final signing authority.

Communications updates included an announcement of the Winter Mitigation Messenger release and newly released Success Story videos, which can be viewed on the CFSC YouTube channel: <https://www.youtube.com/@cafiresafecouncil>.

Programs and Outreach updates included an announcement that Mike Wilson has returned to his role of Northern Regional Coordinator, an overview of upcoming regional and quarterly calls for Fire Safe Councils throughout the state, and other outreach efforts.

Jacy Hyde provided insights regarding her initial assessment and identified priorities for CFSC. Priority projects include updating the Strategic and Operational plans and conducting a governance assessment to improve organizational structure and internal processes, especially related to financial, personnel and grant compliance. A third-party contractor was suggested to support the completion of these priorities; benefits to using a third-party facilitator include gaining a neutral and external perspective. Next steps include sending out a Request for Proposal for a facilitator.

## **B. Capitol Walk Summary**

Kate Dargan and Jessica Martinez provided an update on the outcome of the 2023 Capitol Walk and Reception and the County Coordinator workshop which occurred on April 18 & 19, 2023, respectively.

CFSC Staff and Board Members were joined by 39 County Coordinators and eight local Fire Safe Councils for the Capitol Walk event; there was a very strong attendance during the entire event. Over 50 legislative visits were conducted during the Capitol Walk. Kate Dargan provided an overview of Partners and VIP's who attended the Reception. Jacy Hyde announced that CAL FIRE will extend funding for the County Coordinator program for all counties through June, 2025.

Bob Roper passed along feedback he received from attendees and thanked the team for their hard work. Pat Frost shared his experience of the event as a group lead. Kate Dargan reiterated the amount of effort it took to complete an event at this scale and suggested this type of event occurs on a biannual basis (once every two years).

## **C. Board Email Updates & SharePoint Access**

Felicia Dunn provided an overview of the Board Email & SharePoint Access project currently underway. Jeremy Boone and Felicia Dunn have been conducting individual meetings with Board Members; a full SharePoint and Outlook training with the full Board will be hosted within the next month. All personal emails will be removed from the California Fire Safe Council's internal systems on May 1, 2023. On that date, Board Members will exclusively interface with the organization's systems through their new email addresses.

## **D. Upcoming Board Meetings**

The May Board Meeting has been rescheduled from an in-person session to a virtual meeting on May 31 due to conflicts. The June meeting will continue virtually as planned. Bob Roper reiterated that the

next in-person quarterly gathering will be hosted July 25-27 in the Southern CA Region. The purpose of this meeting is for strategic planning. Tentative logistics include travel and a half-day meeting on the 25, a full day session on the 26 and a half day meeting on the 27 with travel in the afternoon; partners may be invited to attend. Felicia Dunn will send a headcount to Board Members to begin planning logistics. Discussion ensued regarding calendar conflicts. The Executive Committee will gather for a planning meeting in the beginning of June to discuss the July Board Meeting; the agenda will be finalized by June 1, 2023.

#### **E. Committee Status & Participants**

Pat Frost encouraged each Board Member to review which Committee(s) they serve on. Committee Members will be finalized for the 2023 term by the next Board Meeting. Pat Frost stated the need to provide clear guidance on the purpose and responsibilities of each Committee for clear processes between Staff and Board Members.

#### **F. Legislative Platform & Positions**

Since joining the CFSC Board of Directors, Chris Ochoa has taken the lead on identifying high-priority wildfire and climate bills as they are introduced. Kate Dargan and Rex Frazier assist in tracking and providing feedback. For each Board Meeting, a status report is provided for all tracked bills. Chris Ochoa provided April Updates for Legislative Bill Introductions; most bills are still in their house of origin. Discussion ensued regarding proposed bills and implications. Jacy Hyde provided feedback regarding expectations from partners for CFSC to take a stance on certain legislation. CFSC's position interacting with the policy space needs consideration. Currently, CFSC takes a neutral stance on all legislation.

#### **G. Conflict of Interest/HR Training**

Laura Blaul will send email reminders to all Board Members who have outstanding Conflict of Interest forms, Confidentiality Statements, and Sexual Harassment Certificates.

#### **VI. Standing Agenda Items**

No agenda items.

#### **VII. New Business**

No new business.

#### **VIII. Closed Session**

**Motion to Close Open Session and Open Closed Session by Bob Roper, seconded by Angie Gibson-**  
with unanimous approval.

CLOSED SESSION BEGAN AT 2:37 PM

#### **IX. Reconvene Open Session**

OPEN SESSION RECONVENED AT 2:43 PM

#### **A. Announcements**

Pat Frost announced that discussion ensued regarding personnel matters in the Closed Session.

David Shew brought forth a request from Sonoma Technology to list the California Fire Safe Council as a potential partner for a grant application. Discussion ensued; Bob Roper approved the request. If any further action is needed, the documented request will be reviewed by the Board of Directors and next steps will be decided at that time.

Angie Gibson announced PG&E's involvement in the XPRIZE Wildfire competition; discussion ensued.

[XPRIZE Foundation](https://www.xprize.org/home)

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[Introducing the Future of Firefighting: XPRIZE Wildfire | \\$11M Prize Competition - YouTube](https://www.youtube.com/watch?v=kH-8t-clPNU)

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#### **X. Wrap-up and Adjourn**

**Motion to adjourn the April 26, 2023 Board Meeting at 2:57 PM by Angie Gibson, seconded by Chris Ochoa-** with unanimous approval.

**MEETING ADJORNED AT 2:57 PM**

*Next meeting May 31, 2023 at 1:30 PM*

*Open Session Minutes recorded by the Executive Assistant (Felicia Dunn).*