



BOARD OF DIRECTORS MEETING- HYBRID
FINAL - OPEN SESSION MINUTES
November 02, 2023, 9:35 AM – 12:21 PM (PST)
Meeting Location: Redding, CA

Board Present: Pat Frost, Kate Dargan, Rex Frazier, David Horne, Angie Gibson, Laura Blaul, Frank Bigelow, Chris Ochoa

Staff Present: Jacy Hyde, Felicia Dunn, Jessica Martinez, Lori Vance, Amber Gardner, Becca Joyner, Lara Popyack, Julia Marsili, Jamie Mach, Clayton Eckstein, Nina Evans, Bethany Perez, Britney Munoz

MEETING CONVENED AT 9:35AM

I. Welcome

Pat Frost addressed housekeeping items for the in-person meeting and provided a timeline overview.

A. Agenda Review

No agenda changes needed.

II. Approval of Past Minutes – Open Session

July 25, 2023, Open Session Minutes.

Motion to approve the July 25, 2023, Open Session Minutes by Frank Bigelow, seconded by Laura Blaul- *Approved with one abstention from David Horne, as he did not attend the meeting.*

III. Informational Agenda – no items

IV. Consent Agenda – no items

V. Standing Agenda Items

A. Financial Report

David Horne provided an overview of the Financial Report; prepared for the Executive Committee meeting on October 25, 2023. Discussion ensued regarding outstanding budget amounts, payment advances and grant balances.

Motion to accept Financial Report by Laura Blaul, seconded by Chris Ochoa- *with unanimous approval.*

ANGIE GIBSON JOINED AT 9:48AM; QUORUM MAINTAINED

B. Legislative Bill Introductions Update

Chris Ochoa provided a Bill Status in Legislative Process update. Reduced fire risk due to favorable weather conditions and mitigation efforts have resulted in minimized wildfire legislation activity, compared to previous years. Special consideration was given to AB 338 (Chaptered October 8, 2023) and AB835 (Chaptered October 7, 2023). Discussion ensued regarding the California Climate Resiliency Bond and the need to form a Board-driven Legislative Task Force.

Motion to establish a Legislative Task Force by Kate Dargan, seconded by David Horne- with unanimous approval.

Jacy Hyde voiced her approval of the creation of a Legislative Task Force to proactively pursue county, State and Federal wildfire mitigation efforts; with increased unrestricted funding and strict limits on lobbying activities per the IRS, these efforts could be incorporated into daily operations.

Amber Gardner inquired about AB99; Chris Ochoa will review and provide a report for the next Legislative Bill Introductions Update.

VI. Closed Session

Motion to Close Open Session and Open Closed Session by Chris Ochoa, seconded by David Horne- with unanimous approval.

CLOSED SESSION BEGAN AT 10:00AM

OPEN SESSION RECONVENED AT 10:55AM

VII. Open Session

Jacy Hyde presented the outcome of the Closed Meeting session:

To accomplish the organization's goals, a staffing augmentation for three new positions has been proposed and approved by the Board of Directors during the Closed Session, after consideration and review. New positions include a Deputy Director for Administration, Finance Manager and Senior Grant Finance Specialist. Jacy Hyde provided a brief overview of each new position in conjunction with an updated Organizational Chart. Further information will be presented to Staff during the next Staff Meeting.

A. ED Report & Year End Accomplishments

Jacy Hyde provided an overview of the organization's impact in 2023, gave a financial report and presented annual reports for each department:

For the Business and Operations department, there is an active Request for Proposal for a Financial Management Consultant; the primary goal of this position is to update the current financial processes for the organization. Vacant positions include the Northern California Regional Coordinator, Administrative Assistant and HR Specialist. Approved positions slated for hire in 2024 include a Tribal Coordinator, three Associate Regional Coordinators, a Senior GIS Specialist and a GIS Specialist. Additional approved positions to be hired in 2024, depending on need, include a County Coordinator Program Manager, Communications Manager, Communications Assistant and up to four Grant Specialists. All items from the 2022 Information Technology Audit have been implemented and there is an active Request for Proposal for a new Enterprise Resource Management system. Discussions are ongoing with the United States Forest Service to obtain a provisional Negotiated Indirect Cost Rate Agreement for 2023/2024.

For the Clearinghouse department, ongoing grant programs include 2022 Wildfire Defensible Space Awards, County Coordinator Subgrant Program and Evacuation Planning Subgrant Program, 2021 County Coordinators Program, 2022 California Governor's Office of Emergency Services Listos Subgrant Program, 2022 Capacity Subgrant Program by Southern California Edison/Regional Forest and Fire Capacity Program, 2020 National Fish and Wildlife Foundation, 2022 Bureau of Land Management, and 2020/2021/2022 United States Forest

Service State Fire Assistance Grants. Upcoming grant programs include 2023/2024 State Fire Capacity United States Forest Service Subgrant Program, 2022 Wildfire County Coordinator Program, and 2023 Southern California Edison Capacity Building Subgrant Program. The 2020 Defensible Space Program and 2019 United States Forest Service State Fire Assistance grants closed in 2023. Approximately half of the master grants held by the California Fire Safe Council will close out by the end of 2024. Discussion ensued regarding ongoing and potential funding sources, including the United States Forest Service Community Wildfire Defense Grant Program and establishing a development plan to strategically increase unrestricted funds.

KATE DARGAN DEPARTED AT 11:30AM; QUORUM MAINTAINED

For the Programs, Outreach, and Communications department, Staff attended 25 events in 2023 to date, including eight presentations at conferences or large workshops held by partners. A County Coordinator Program page has been included on the website and Mitigation Messengers continue to be produced quarterly. Multiple videos have been published on the CFSC YouTube channel, including Success Stories from various local Fire Safe Councils across the state.

B. Audit and Tax Update – 2021 and 2022

Conversations with Eide Bailly auditors are ongoing; draft findings expected by November 6th and full report expected prior to the Thanksgiving Holiday. Discussion ensued regarding closing the 2021 Audit and related impacts with funders. Once a full Audit Report is received for 2021, Staff will move forward with a corrective action plan. CFSC is working with Eide Bailey to contest the late filing fee for 2021 Taxes, with an expected response from the Internal Revenue Service in 2-3 months. Staff will prepare the 2022 tax return internally and are on track to meet the November 15th submission deadline. A contract will be initiated for the 2022 Audit once the 2021 Audit Report has been received.

C. Grant Awards

The United States Forest Service Annual Grant was approved by the Executive Committee on October 25, 2023: [Motion to approve the USFS Annual Grant by Laura Blaul, seconded by Rex Frazier- with unanimous approval.]

This five-year program is a continuation of CFSC's annual State Fire Capacity Partnership. CFSC will award up to ten sub-grants for fuels hazard mitigation, prevention and mitigation education, and community hazard mitigation planning projects. The funding will also provide technical assistance to subgrantees.

The Southern California Edison Annual Grant was approved by the Executive Committee on October 25, 2023: [Motion to approve the SCE Annual Grant Agreement by David Horne, seconded by Kate Dargan- with unanimous approval.]

This one-year program will provide subgrants for continuous capacity building, training, and technical assistance for County Coordinators, established and new Fire Safe Councils, and other community-based organizations.

The Southern California Edison Home Hardening Grant was approved by the Executive Committee on October 25, 2023: [Motion to approve the SCE Home Hardening Grant by Laura Blaul, seconded by David Horne- with unanimous approval.]

This four-year program will focus on Santa Barbara and Ventura Counties. Deliverables of the grant program include training local Fire Safe Councils on the Home Hardening and Defensible Space Program. Assessments and education workshops will be provided in the community

and participating community members will be able to sign up for Home Hardening retrofits or receive a stipend for completing defensible space activities.

D. HR Contract Ratification

The HR Contract was approved by the Executive Committee on October 25, 2023: [Motion to approve the Human Resources Contract by Laura Blaul, seconded by Rex Frazier- with unanimous approval.].

HRtoGo will provide ongoing Human Resources support to CFSC including providing consulting services for legal compliance, supporting managers during routine Human Resources functions, updating, maintaining and developing procedures and documents, supporting the hiring and onboarding process and conducting staff training in compliance with federal, state and local laws. This contract will be established on an annual basis for 25 employees initially. The existing HR Specialist position will be rescoped to a HR and Administrative Specialist; duties to include ~25% Human Resources functions and 75% administrative duties.

E. Next Steps & Deliverables Timeline from July Retreat

Jacy Hyde reviewed deliverables from the July Strategic Planning meeting; the addition of a Deputy Director for Administration will increase bandwidth for the Executive Team to achieve these deliverables. The Strategic Plan, and subsequent reorganization will inform additional staffing requirements.

F. 2024 Board Meeting Schedule

Board Meetings are to be scheduled regularly after the end of each quarter. After discussion, the 2024 meeting dates are as follows:

- Quarter I: February 21 (*Hybrid/Sacramento*)
- Quarter II: May 15 & 16 (*Hybrid/Southern California Region*)
- Quarter III: August 21 (*Hybrid/Sacramento*)
- Quarter IV: November 13 (*Hybrid/Sacramento*)

Executive Committee Meetings are to be scheduled regularly every six weeks in 2024. Discussion ensued regarding establishing key performance indicators for programs and a reporting mechanism to increase Board awareness. For 2024 Board Meetings, regular reports supporting the completion of Strategic Plan initiatives are desired.

VIII. New Business

A. Future Board Meeting Agenda Items

- Officer Elections and Board Recruitment (*February*)
- 2024 Proposed Budget (*February*)
- Employee Handbook (*February- pending Legal Review*)
- Financial Management Contract
- Review/Approve 2021 Audit

The next Executive Committee Meeting will be scheduled for Tuesday, November 21.

B. Announcements

No announcements.

REX FRAZIER DEPARTED AT 11:58AM; QUORUM MAINTAINED

IX. Wrap-up and Adjourn

Motion to adjourn the November 02, 2023, Board Meeting at 12:21PM by Angie Gibson, seconded by Chris Ochoa- with unanimous approval.

MEETING ADJORNED AT 12:21PM

Next meeting November 29 at 1:30PM