

SHASTA COUNTY FIRE SAFE COUNCIL
Executive Board Meeting Minutes
March 30, 2021

Call to Order: The meeting was called to order at 11:30 am at Ed Stewart's residence: 35099 Lenwood Way, Shingletown, CA 96088

Present: Jim Chaplin - Executive Director
Ed Stewart - Chief Financial Officer
Richard Sealana, Chairman
Roger Jaegel - Executive Board Member
Frances Belden - Secretary
Attending via Zoom: Tania Greenwood - Board of Directors Member

12:00 - 1:00 pm

There was discussion regarding the need for a budget and it was the consensus that a budget was needed by April 10, 2021 (date when Richard leaves for a month). Richard, Jim, Ed and Fran to meet and set an Operating Budget.

- Ed moved and Roger seconded to have Siskyou Insurance Service pay Liability Insurance to SCFSC on the Shasta County and Sierra Nevada Conservancy grants and office space , as required. Motion carried.

Later in the meeting, Tom Esgate shared that Lassen FSC can insure SCFSC under their liability insurance for their Directors.

- Ed moved and Roger seconded to rescind this earlier motion. Motion carried.

There was some discussion regarding California Wildfire Protection Projects (CWPP) to update projects and prioritize them with Tom Esgate.

1:00 pm

Tom Esgate, Lassen Fire Safe Council, arrived at 1:05 pm and introductions were made. Tom shared what projects Lassen FSC are doing - projects are being done in several counties so they dropped "County" from their name. He is prepared to serve as Mentor for our FSC. We have an MOU cooperative agreement signed by Tom, Ed and Jim. Jim then shared the amount SCFSC has so far which totals \$223,520.00 and there are some funding sources in progress from SNC FWH - \$290,000 and \$500,000 from McConnell

FEMA (which are contingent upon SCFSC establishment of IRS 501(c)3 status). (See Attachment) Lassen FSC can help us keep track of our monies. Lassen FSC can insure SCFSC under their liability insurance for their Directors.

Discussion with Tom Esgate:

Jim to get a Certificate from Lassen FSC at which time Jim will present it to Grantors (Shasta County and Sierra Nevada Grants).

Lassen FSC's CPA, Pam Mainini, Davis, CA, will begin accounting for SCFSC. Tom, Jim and Ed to schedule a conference call to see if this is a possibility. We would like a stand-alone system and a proposal is to be provided the week of April 5th.

Grants usually require a separate Bank Account and unrestricted funds can be mixed. A Savings Account can be used as a temporary one for unrestricted funds.

The Main Budget is an Administrative Budget. Then each Grant received will have its own Budget and Bank Account.

Reasons for getting a Budget done:

- a. Web Design
- b. CPA
- c. Office Space
- d. Computer & Printer
- e. Liability Insurance for Officers

Tom reminded the Executive Committee that there may be some compensation due Lassen FSC for their assistance.

RCD Discussion:

SCFSC's relationship with the Resource Conservation District (RCD) Western Chapter and Shasta County Board of Supervisors (Mary Rickert) - also involving Maureen Teubert and Leonard Modie.

RCD has funding for CWPP and we will be continuing to work with them.

RCD has 2 chippers bought with Fire Safe resources and they have a trailer for Fire Safe Education.

RCD has a new Director and some new members and we can work with them.

RCD also has office space available for approximately \$200.00 monthly.

Shasta County Grant - Jim:

- Web Design - Cost is approximately \$2,000.00
- CPA that is helping with IRS and non-profit status - Cost is approximately \$1,500.00 and \$600.00 has been spent to date.
- Office Space: Jim found space (200 sq. ft.) in the Farm Bureau Building in Palo Cedro. Jim shared that it is a great location and includes a Conference Room. Zane Peterson is the contact and cost is \$300.00 monthly. Jim proposed that we secure that office space.
- Jim stated that he has office furniture but would need a computer, printer and phone for an approximate cost of \$2,000.00.
- Liability Insurance is required by Shasta County and Sierra Nevada Conservancy grants and an insurance proposal was prepared by Siskiyou Insurance Services at a cost of \$1,400.00 annually.
- A motion was made and then rescinded when it was learned from Tom Esgate that Lassen FSC can insure SCFSC under their liability insurance for their Directors.

California Wildfire Protection Projects (CWPP):

There are more opportunities for grants and they aren't usually the #1 Priority ... MOU's are needed with projects and should always start with the Forest Service.

Goals and Projects change every year.

1. CWPP can help us get access to County Board of Supervisors to discuss formats (Projects have to be in CWPP areas).
2. Outreach to heavy players at CalFire, BLM and Forest Service and Volunteer Fire Departments.
3. CWPP requires prioritizing: Elements (example) Community involvement - Federal and State need to know where.
4. CE (Category Exemption) CalFire
5. RCD's should be Lead Agency in some Grants. They review prepared documents.

Meeting Adjourned at 3:18 pm.