

SHASTA COUNTY FIRE SAFE COUNCIL

9444 Deschutes Road (at the Shasta Co. Farm Bureau), Palo Cedro, CA 96073

Board of Directors Meeting Minutes

August 18, 2022

Call to Order: The meeting was called to order at 10:35 am by Tania Greenwood, President/CEO.

Mission of the Shasta County Fire Safe Council:

The primary Mission of this Corporation shall be focused within Shasta County to help protect the citizens, property, and natural resources from the effects of catastrophic wild land fires.

Present: Board Members and Guests were welcomed.

Introduction of Officers: President/CEO - Tania Greenwood
Vice President - Vacant
CFO - Vacant
Secretary/Treasurer - Frances Belden
Executive Officer - Pam Bates
Project Coordinator - Sarah Sumner

Introduction of Directors: Jim Chapin - Founding Director
Barbara Holder
Francis Berg
Richard Karem
Steven Fitch (via Zoom)
Vacant Position

Absent Director: John Urias

Meeting Conduct: (Tania Greenwood)

- A. Goals:
- Conduct business in a professional and efficient manner.
 - Provide an opportunity for all to participate.
 - Complete all required business transactions on the agenda.
- B. Meeting Rules – In Person:
- Adhere to the agenda
 - Speak loud enough for all to hear
 - Raise your hand to speak
 - Actively listen and participate
 - Take turns speaking
 - Ask questions at the appropriate time
 - Public Comment Period
- Please limit comments to 5 minutes (unless scheduled on the agenda)

C. Meeting Rules – Video Conferencing:

- Mute your microphone unless you are speaking
- Be mindful of background noise and activities
- Position your camera properly
- Limit distractions
- Raise your hand if you wish to speak
- Avoid talking over people (be aware of an audio delay)
- Public Comment Period
 - Please limit comments to 5 minutes (unless scheduled on the agenda)

Thank you.

Agenda Additions, Deletions, or Request for Executive Session:

- A. None

Introduction of Guests & Visitors:

A. Introduction of Guest Speakers & Special Visitors

1. Lisa Rice - CalOES: CWMP Project Update
Lisa expounded on the attached Power Point Presentation.

2. Carl Skinner - Presentation: Fire Hazard vs. Fire Risk - **Rescheduled**

B. Introduction of other Guests & Visitors:

1. Dennis Possehn – RPF – Happy Valley Fire Wise - potential Director
2. Chris Jahn – Wonderland Blvd., Redding, CA
3. Patrick Jones – Shasta County Board of Supervisors
4. Pat Bell – U.S. Forest Service
5. Royal Burnett – Retired CalFire
6. Steve Iverson – Redding, CA
7. Jesse Penland – U.S. Forest Service, Redding, CA
8. Ruth Esperance – U.S. Forest Service - Public affairs Officer
9. Sedar Kane – K & K Equipment (Dad is Jason Kane, Owner)
10. Dan Dennett – CalFire Assistant Chief
11. Jane Anderson – Oak Run FireWise
12. Aaron Hathaway – CalFire - PFE
13. Maureen Tuebert - WSRCD (via Zoom)
14. Mike Aaronson – SPI (via Zoom)
15. Lora Dominick – Lead, Lakehead/O’Brien Mountain Fire Wise
16. Tuli Potts – Sierra Nevada Conservancy (via Zoom)
17. Sarah Seiler - WSRCD (via Zoom)
18. Mary Rickertt – Shasta County Board of Supervisors
19. Pamela A. Mainini, CPA

C. Public comment Period:

1. Chris Jahn shared issue of Mountain Gate neighbors having their trash

removal paid for with taxpayer funds, i.e., old cars along the road are potential bombs... Tania Greenwood advised that he write a letter to the Board of Supervisors and read it at one of their upcoming meetings. Patrick Jones, Supervisor, addressed his concerns and shared that there are similar situations throughout the County. Patrick offered to give him his number and work with him to resolve this issue. Code 4291 - CalFire - Property is about an acre.

2. Jesse Penland, U.S. Forest Service, shared that they've been working with O'Brien Mountain FireWise Community regarding developing a map of water sources and structures up on O'Brien Mountain just so the turn-around for water is more efficient and so they don't have to go to an empty lake to get water. The project is finally done and he thanked Lora Dominick, President of O'Brien Mountain FireWise for all the work she's done. Pam Bates asked about the best way to go about mapping and identifying water sources in Bella Vista for their FireWise Community. There was some discussion about this subject. Jesse Penland shared that it takes a lot of ground work looking for the water sources and then offered to help them out in getting started. There was continuing discussion on identifying water sources.
3. Barbara Holder signs on the road for Firefighters indicating where there are water source. She has water available on her property and having signs made and available to those who have water sources and turnarounds to help Firefighters find the water they need and feel secure in turning their fire trucks around.
4. There was some discussion about data available to firefighters now that there are computers on board. Mapping projects are on-going and as they are completed, are being made available.
5. Mary Rickert shared that everyone is invited to the Sierra Nevada Conservancy Meeting on September 8, 2022. There is a tour at 1:00 pm of Lakehead and in the evening there will be a dinner and Social hour. Tuli Potts, SNC Board Member, shared more details about this upcoming meeting. The Executive Board will be meeting on September 7, 2022, and the tour and social events will be on September 8, 2022. Tuli explained that their jurisdiction has expanded to include the Upper Sacramento Area and Trinity County. She then shared that she would love it if Members from our Board would join them on Saturday, September 8th, and that she will be sending more information to Tania Greenwood to forward to the Board.

D. FireWise Community Group Updates & Reports:

1. Sarah Sumner shared that FireWise is a national community recognition

program administrated by the National Fire Protection Agency and communities can choose to go through the process and create an action plan for their community to become more fire safe and once they go through the process, they become FireWise recognized, which has a lot of benefits.

2. Sarah Sumner reported on the Happy Valley FireWise Community orientation and operations meetings. More information coming in the future.
3. And shared that Dusty Oaks Trails and Oak Run have submitted their applications to be recognized FireWise Communities.
4. The next FireWise Orientation Meeting will be on September 10th for the Igo/Ono Communities.

Active Project Reports

A. CEO's Activity Report:

1. Tania Greenwood, President/CEO – Tania shared that she is met with KIXE, Channel 9, regarding revamping some of the PSA announcements they are running for us and also they will be producing one for the Alert FM Program to help get the word out about that program. They are currently running a PSA that Richard Sealana had done and it was pulled because Richard resigned and is no longer the President. But after some discussion, it was decided that it will continue to be shown because we didn't want the time, effort and money that went into making it to go to waste. New PSA's will be more generic.
2. Pam Bates and Tania Greenwood met with California Fire Safe Council about the County Coordinator's Grant and getting an initial description of what is expected of us and what we need to do with our application and we're working with them and hoping the Application Program will be opening up in mid-September. Jim Chapin asked if we'll need to supply another letter to go with our application. Tania shared that she sent a copy of the last letter which was sent with the application submitted last year and was told she would be given an answer soon. Pam Bates shared that last year's application will be thoroughly going through all the deficiencies so we can submit a clean application this time. The grant is for \$175,000.00 for 18 months and it's for a County Coordinator and the expectation is that we will be hiring a person to fill this position. Jim Chaplin offered to help with writing the Grant.
3. Tania also shared that she has been attending many meetings regarding the California Wildfire Mitigation Program, and recognized that Lisa Rice made a very comprehensive presentation about it earlier. Tania shared she really couldn't add to that information at this time.

B. Website Update:

Sarah Sumner requested to have the website brought up for all to see her handiwork and then reported the full overhaul of the current website and shared that we are using a new website host called “Streamline.” They specialize in working with non-profits. The previous website uploaded our content after we submitted it to the webmaster and with this website, we do our own content, which is why it is low cost to SCFSC. Sarah shared that she is willing to take care of maintaining this new website and that she needs some good pictures from the Board as well as information on events, etc. Sarah reminded the Board that some still need to send her their Bio information. She invited us to check it out and make any recommendations to her for the website.

C. Shasta County Active & Future Projects Mapping Project w/Vestra:

Richard Karem stated that he is working with Jim Chapin, in conjunction with VESTRA, who will be mapping Shasta County area projects. Richard stated that he has met with VESTRA several times and they have a wealth of information on these subjects. There was discussion on this process. A proposal was handed out between VESTRA and Shasta County Fire Safe Council and will be voted on later.

D. O’Brien Right-of-Way Project Status:

This project will be discussed under the Grants and Projects Item of the Agenda.

Section II Routine Business Meeting Activities

Approval of Meeting Minutes:

- A. Approval of Minutes of Board of Directors Meeting on July 21, 2022.

Richard Karem moved, and Barbara Holder seconded, to approve the Minutes of the Board of Directors Meeting on July 21, 2022. Motion carried.

Votes in Favor: 7

Votes in Opposition: 0

Abstain from Vote: 2 (Pam Bates & Sarah Sumner)

Directors Absent: 1 (John Urias)

Vacancies: 3

President/CEO Reports, Recommendations & Comments - Tania Greenwood

- A. Tania shared that she doesn’t have anything more that what she has already reported. She asked if anyone had any questions for her – hearing none – the meeting continued.

Executive Officer Updates & Reports – Pam Bates

- A. Pam reported that she has been working with Pam Mainini, CPA, Tania and Fran, on the reconstruction of our financials to Quick Books and this is taking more time than first thought. There are several documents that are needed from Richard Sealana and we're in the process of securing them. There are many entries that need to be made to have our in-house financials current. Changes had to be made at Chase Bank, i.e.. take Richard Sealana off of the account and put Tania Greenwood on.
- B. We purchased our own audio/visual and Zoom equipment, including a projector and screen, for all of our meetings and this equipment will be stored in our office, which is locked when no one is there.
- C. Pam reported that she is working on the various demands of reporting what grant monies are used for which is taking much of her time. She is starting to identify the amount of personnel and forecasting the amount of labor based on the projects that we have, including the CWMP. Pam shared what is involved in preparing payments which have to be customized to the requirements of CalOES and FEMA. September will be very busy. We have projects, and we're applying for grants, which will result in work being done and we just have to stay on top of who we need and when we need the. Recruitment for a Project Manager for CWMP Project will be pursued immediately. There was in-depth discussion on this and the name "Nominating Committee" could be changed to "Recruitment Committee" or include that in the current name. Details of gathering information for reporting to CalOES and FEMA for payment of invoices was discussed. The invoices received are minimal and CalOES will need more detail. Pam is working to build a time-keeping process that will allow us to really control the hours and apply them to the proper grants and also which grants require that level of detail. It's a work in progress. Funds are being scrutinized to see all aspects of what funds are used for what purposes.
- C. USFS Grant for \$100,000 is available to fund CWPP. Regarding applying for a CWPP Grant, Maureen stated WSRCD can be the lead and SCFSC can partner with them. After some discussion, Maureen Tuebert suggested, that with all the projects they are involved with, we may want to consider contracting out the CWPP updates. This idea was well received and will go forward. Maureen proposed to match the grant of \$250,000 with \$25,000. VESTRA would take care of Right of Way mapping with McConnell Foundation.

Correspondence - None

Treasurer's Report:

- A. **Monthly Activity** – Frances Belden, Treasurer, reported on the monthly activity of invoices that were submitted and paid:

7/22/2022 - 02 Staffing Invoice #85404 - Amount for week worked
7/17/2022 - Total includes Pam Bates, Robert Wilson, Fran Belden &
Sarah Sumner
Total: \$2,112.65

7/27/2022 - Symbiotic Restoration - Amount for work performed prior to
SCFSC contracting with a new website.
Total: \$503.25

7/27/2022 - Western Shasta Resource Conservation District (WSRCD) -
Amount for work performed on behalf of Shasta County Fire Safe Council
for the California Wildfire Mitigation Program - Whitmore Demonstration
Program from September 1, 2021 to May 30, 2022.
Total: \$66,831.14

7/27/2022 - KIXE TV Channel 9 - Amount for PSA showing 14 times
between 6/1/2022 and 6/30/2022.
Total: \$350.00

7/29/2022 - 02 Staffing Invoice #85647 - Amount for week worked
7/24/2022 - Total includes Pam Bates, Fran Belden, Sarah Sumner &
Robert Wilson
Total: \$4,873.43

7/29/2022 - Intuit - Monthly amount for Quick Books online Program -
Subscription
Total: \$42.50

8/3/2022 - Tech Soup - Amount is partial payment for Zoom Program for
SCFSC.
Total: \$57.00

8/5/2022 02 Staffing Invoice #85873 - Amount for week worked
7/31/2022 - Total includes Pam Bates, Sarah Sumner, Fran Belden and
Robert Wilson.
Total: \$3,501.95

8/12/2022 - 02 Staffing Invoice #86079 - Amount for week worked
8/7/2022 - Total includes Pam Bates, Sarah Sumner & Robert Wilson.
Total: \$3,108.45

8/15/2022 - KIXE TV Channel 9 - Amount for PSA showing 11 times between 7/1/2022 and 7/31/2022.

Total: \$350.00

Notes:

Deposited Siskiyou Insurance Services Refund of \$64.00 on 7/27/2022
Deposited Grant Funds from United Way of Northern California of \$5,000.00 on 8/12/2022

Total in Chase Business Account: \$353,663.67 as of August 17, 2022

Outstanding Invoice: WSRCD for \$8,641.01

Chief Financial Officer's Report:

- A. Pam Maininni, CPA, shared she's been working on the Budget and discussed the details in depth. She put the Budget up on the computer screen so we could see the details as she was discussing it. She is also working to get our Financial System on Quick Books. Once all figures are in place, Quick Books can generate the Financial Reports for our various Committees as needed or wanted.

Committee Reports

- A. **Executive Committee** Meetings are held via Zoom on the 1st Thursday of each month and Board members are welcome. September 1st was our last meeting. There was discussion to have an interview with Julie Brown, (to be Administrative Assistant to Pam Bates) and the Executive Committee. The consensus of the Board was for Pam to set up this meeting and let us know more on September 1st.
- B. **Education & Outreach Committee**
- Barbara Holder and Jane Alexander shared that Ken Simmons is working on a 15 second PSA about the Alert-FM System. The price of \$350 was discussed and it was agreed that this is a reasonable price seeing how many see the PSA's on KIXE Channel 9.
 - Jane shared that Shasta Com has a Public Information Officer (PIO). Tania shared that she plans to contact the Board of Supervisors as to how to motivate the County to get the Alert-FM program going. Jane is also pursuing PG&E – Ayla Tucker, PG&E Rep.– for the \$50,000. Grant for the FM Monitors. Jane was reassured that this grant was coming.
 - Barbara suggested that a flyer be printed for the Alert-FM Program to let communities know about it to help members get acquainted with this

program and get a FM Monitor. A motion for this was made to allow \$200.00 for flyers:

Richard Karem moved, and Jim Chapin seconded, to have a \$200.00 budget for Education & Outreach Committee to print flyers & posters about the Alert-FM Program. Motion carried.

Votes in Favor: 7

Votes in Opposition: 0

Abstain from Vote: 2 (Pam Bates & Sarah Sumner)

Directors Absent: 1 (John Urias)

Vacancies: 3

- There was discussion about the Education Trailer. Claudia Fletcher, of Oak Run FireWise Community, should be paid \$.75 per mile for transporting the Education Trailer. It was the consensus that Shasta County Fire Safe Council write up a Contract/Agreement for her as an Independent Contractor. This should be done before September 24th, when the Education Trailer will be transported for the Mr. Rogers Day to Anderson River Park.
- Some safety issues were discussed, namely the trailer hitch and the placement of the spare tire. A motion was made to repair these two items:

Jim Chapin moved, and Tania Greenwood seconded, to repair the safety issues of the trailer hitch and the spare time placement. Motion carried.

Votes in Favor: 7

Votes in Opposition: 0

Abstain from Vote: 2 (Pam Bates & Sarah Sumner)

Directors Absent: 1 (John Urias)

Vacancies: 3

C. Nominations Committee

- Potential Board Members Lora Dominick and Dennis Possehn were discussed:
- Lora Dominick is well qualified to be on our Board, being Lead of the Lakehead/O'Brien Mountain FireWise Community, and she has an extensive financial background and could serve as our CFO. Lora had to leave the meeting early and will be contacted by Tania to see if she would like to be on our Board.

- Dennis Possehn, RPF, provided the Board with his resume' and was interviewed by the Board at this time. He indicated that he would be happy to serve as a Director on our Board, and is willing to serve on Committees and check Grant Applications before being submitted.

Jim Chapin moved, and Francis Berg seconded, to approve Dennis Posshen as a member of the Board of Directors for Shasta County Fire Safe Council. Motion carried.

Votes in Favor: 7

Votes in Opposition: 0

Abstain from Vote: 2 (Pam Bates & Sarah Sumner)

Directors Absent: 1 (John Urias)

Vacancies: 3

D. Grants and Projects Committee – Richard Karem

1. Activities

- Richard Karem, Jim Chapin, Pam Bates, and Francis Berg met with Wendy Johnson at VESTRA on July 24, 2022, to discuss cooperation with McConnell foundation ROW Projects. VESTRA to take the lead on regulatory and some outreach. Shasta County Fire Safe Council will assist with community meetings and some Outreach (Pam and Sarah.)
- A second meeting with Richard and Jim took place August 2, 2022, to discuss the mapping project. VESTRA to provide the initial proposal.

2. New Projects

- None at this time.

3. Pending Projects

- Mule Ridge – Resubmit in the Fall after discussion with CalFire.
- Curbside Chipping – There was much discussion on this program regarding all the details involved in applying grant funds to the program. Pam Bates and Sarah Sumner will iron out the needs of distributing funds i.e. administrative, education of residents, job walk with the contractor, etc. of \$10,000 budget. Richard Karem suggested that all involved get together and consider all the things necessary to develop a plan agreeable to all and then submit this to the Board.

- Mapping Project – VESTRA contract for review. There was discussion and the consensus was to not map water sources – only fuel reduction. There was also discussion about administrative costs, as well as other documentation needed to administer the project. Labor hours are also needed to be counted.

Francis Berg moved, and Jim Chapin seconded, to approve the proposal from VESTRA and going forward, contract with VESTRA. Motion carried.

Votes in Favor: 7

Votes in Opposition: 0

Abstain from Vote: 2 (Pam Bates & Sarah Sumner)

Directors Absent: 1 (John Urias)

Vacancies: 3

4. Action Items

- Continue work with VESTRA on Mapping – schedule in-progress meetings (Richard, Jim, Steven)
- Sarah and Pam to coordinate with VESTRA on ROW projects.
- Contract Lakehead/O'Brien Mountain FireWise Community after first rains.
- Rich, Jim and Pam to meet with CalFire when time allows regarding Mule Ridge. (Probably should reach out soon.)
- Consider additional funding for Mapping from McConnell - they have agreed to this, ask Alex on how to proceed now.
- Consider PG&E Resilience Grant to augment Defensible Space project. At this time, application is pending for \$100,000. for Chipper Program including hiring a Contractor.

E. Budget & Finance Committee

This Committee meeting was part of a joint meeting with the Executive Committee on September 1, 2022. There was discussion on the recent Invoice from WSRCD and a motion was made to pay it.

Richard Karem moved, and Tania Greenwood seconded, to pay the Invoice from WSRCD dated June 30, 2022, being reimbursement of costs incurred June 1, 2022 to June 30, 2022. Motion carried.

Votes in Favor: 7

Votes in Opposition: 0

Abstain from Vote: 2 (Pam Bates & Sarah Sumner)

Directors Absent: 1 (John Urias)

Vacancies: 3

F. CWPP Committee

There was discussion regarding the CWPP – there is a potential Forest Service Grant, available, in partnership with WSRCD.

G. ByLaws Committee

We need a clean copy of the approved ByLaws. Fran Belden will check with the Attorney to see if they can provide this.

H. Employment Policies & Procedures Committee – No current activity.

Old Business & Follow-up from Previous Meetings

- A. County Co-Ordinator Grant - This grant will be available on September 23, 2022, and SCFSC will be making application for it. This was discussed earlier.
- B. CFO Vacancy – This was discussed earlier in the meeting. Pam Mainini, CPA, will be our CFO until we inquire about the availability of Lora Dominick.
- C. Education Trailer Transport Volunteer Proposal – This was discussed earlier in the meeting.
- D. Recruitment for a Project Manager for CWMP Project will begin.
- E. Palo Cedro Office and Conference Room Rent – After some discussion, it was the consensus to remain at Shasta County Farm Bureau. Jim Chapin stated he would call Zane Peterson, President, Shasta Co. Farm Bureau, to advise him of our decision to stay at the cost of \$600.00 per month, which includes unlimited use of the Conference Room, updated WiFi by Spectrum and the Office space.

New Business

- A. SCFSC Board Approval for participation in “GivingTuesday Event” with CFNS and Designation of Project Lead – After some discussion, this activity was approved and Tania Greenwood was designated the Lead on this. This activity will take place the first Tuesday after Thanksgiving Day and allows the public to donate to Shasta County Fire Safe Council, since we are a non-profit.
- B. Establishing a priority ranking process and expected/projected work-load for all current and proposed projects was discussed.

- C. Development of a Mission, Guideline Criteria, Expectations, Standards & Procedures for each Committee, to be approved by the Board of Directors, Designation of Project Lead-Person for each Committee, was discussed.
- D. After some discussion regarding the length of these Board Meetings, it was agreed that SCFSC should provide lunches. A motion was made to have lunches at these meetings.

Richard Karem moved, and Jim Chapin seconded, to have lunches brought in for Shasta County Fire Safe Council Board of Directors meetings. Motion carried.

Votes in Favor: 7

Votes in Opposition: 0

Abstain from Vote: 2 (Pam Bates & Sarah Sumner)

Directors Absent: 1 (John Urias)

Vacancies: 3

Director's Comments & Good of the Order – None

Meetings to be Set

A. Standing Committee Meetings

- Executive Committee: Thursday, September 1, 2022, at 10:00 am- Zoom Meeting
- Grants & Projects Wednesday, August 3, 2022 @ 10:30 am- Zoom Meeting
- Budget & Finance Friday, September 2, 2022 at 10:00 am- Zoom Meeting

B. Other Meetings to be Set

- **September Board of Directors Meeting: Thursday, September 15, 2022, 10:30 am
9444 Deschutes Road (Shasta Farm Bureau), Palo Cedro, CA 96073
(Simulcast on Zoom)**

Note: The President/CEO is an ex-officio member of all committees.

Meeting Adjournment: 3.23 pm

Tania Greenwood moved, and Jim Chapin seconded, to adjourn this meeting at 3:23 pm. Motion carried.

Votes in Favor: 7

Votes in Opposition: 0

Abstain from Vote: 2 (Pam Bates & Sarah Sumner)

Directors Absent: 1 (John Urias)

Vacancies: 3



Cal OES
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES



California Home Hardening Program

Shasta County Fire Safe Council
Project Update
August 18, 2022

Project Update

○ Hazard Mitigation Grant Subapplication

- \$23,542,135 (500 homes over three years)
- Required match provided by Cal OES (\$5,885,533)
- 15% of project budget is for soft costs for three years3.5 million)
 - Outreach, Homeowner Liaisons, Home Assessors, Construction Manager, and EHP professionals (WSRCD instrumental partner)
- Additional 1.17 million for grant management costs
- Grant is under review by FEMA.
- Will not be awarded until Phase 1 Environmental Clearance is achieved
 - RCD producing required Biology & Botany deliverables
 - NAHC frontloaded
 - Vendor selected to produce the remainder over the next six weeks

After FEMA receives Phase I deliverables – approx. 90 days to award

No site work may commence until FEMA awards the project.



Project Update

- **Cal OES Advance Assistance Award**
 - “Seed” funding to begin developing the program locally (\$208,642)
 - Staffing costs to begin outreach, receive training, produce environmental deliverables, and begin home assessments
 - Funds may not be spent on hard costs (no construction or defensible space site work)
 - Establishing the necessary internal processes so that the program can be ready for “hammers swinging” when FEMA awards the HMGP sub application of 23 million
 - Should advance funds be exhausted prior to FEMA award, exploring opportunities to increase advance allocation or modify the HMGP for pre-award approval



Timeline Update

Shasta County

Milestone: Hammers-Swinging

Dependencies	Notes	Est. Completion
Phase I Deliverables	<ol style="list-style-type: none"> 1. WSRCD completing Biology & Botany 2. Tremaine under contract for remainder of deliverables 	9/16/22
FEMA review and accept EHP Deliverables, conduct necessary consults	<ol style="list-style-type: none"> 1. Two weeks to review and identify consults 2. 60 days for tribal consults 	11/30/22
Large Project Notice and issue Award Notice		12/30/22



Next steps before "Hammers Swinging"

- **SCFSC Capacity Building**
 - Financial administration in-house
 - Hire/Build Project Team
 - Project Manager?
- **Developing Key Processes & Procuring Resources**
 - Competitive procurement of Phase II Site Specific Environmental Professionals
 - TA will be provided; but key tasks include developing RFQ, scoring, references, contract
 - Competitive procurement of qualified Contractors to perform site work
 - TA will be provided, but key tasks include developing RFQ, reviewing responses, developing and entering into master agreement, opening periodically to comply with fair, open opportunity, building qualified list and communication channel
 - Develop quote specs templates and any other internal forms/processes – task orders, NTP, change orders, payment approvals, etc.
 - Develop Triparty Agreement between SCFSC, homeowner, and contractor(s)



Next steps to be ready for “Hammers Swinging”, continued

- **All homes ready for quotes by FEMA award**
 - Home Assessments complete
 - EHP Checklist, SME review, and submitted to FEMA
 - Qualified contractors in place and quote packages ready for contractors
 - Internal finance procedures in place to issue payments, collect cost share as applicable
- **Onboarding, training, deploying additional staff for scale up**

