

SHASTA COUNTY FIRE SAFE COUNCIL
9444 Deschutes Road (at the Shasta Co. Farm Bureau), Palo Cedro, CA 96073
Board of Directors Meeting Minutes
September 15, 2022

Call to Order: The meeting was called to order at 10:45 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 (via Zoom)
Barbara Holder
Richard Karem
Steven Fitch
Dennis Possehn
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. Royal Burnett - Mill Fire Presentation.

This presentation and discussion from Royal was very informative and the discussion was excellent. There were many questions and it was agreed to answer the questions during the break.

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

Carl shared definitions of several terms used in his presentation:

- Hazard – A fuel complex defined by vegetation (trees & brush) kind, arrangement, volume, condition.
- Risk – Clean, thinned, trees & brush, etc. but in an area of lightening risk.

He talked about how fires can be defined by the risk and hazard and gave several examples. Then he defined the terms in another prospective:

- Risk – The probability or chance of having a fire.
- Hazard – The type of fire (intensity) of the fire.

And then he elaborated further on this very informative subject.

3. Carl Skinner & Barbara Holder - Presentation: Fire Science Symposium Proposal:

Barbara Holder suggested that Shasta County Fire Safe Council make some presentations and record them, then have the local media help us to get this important information to the public. The consensus was that this is a good idea.

B. Introduction of other Guests & Visitors:

1. Jack Heringer – Interested Igo, CA, Resident - Fire Wise Community, Igo
2. Steve Iverson – Redding, CA
3. Patrick Jones – Shasta County Board of Supervisors
4. Jesse Penland – U.S. Forest Service, Redding, CA
5. Jim Barrett – Interested Bella Vista, CA, Resident – Bella Vista Fire Wise

6. Mary Rickertt – Shasta County Board of Supervisors
7. Charlotte Farve – WSRCD - Grizzly Corps. Fellow (via Zoom)
8. Pamela A. Mainini, CPA (via Zoom)
9. Lora Dominick – Lead, Lakehead/O'Brien Mountain Fire Wise (via Zoom)
10. Brandon Dethlefs – U.S. Forest Service

C. Public Comment Period:

1. Mary Rickert, Supervisor, reported on the SNC meeting in Lakehead, CA. She shared that Angela Avery will be presenting at the Board of Supervisors meeting on October 18, 2022, and she's going to explain how the boundaries have changed – how they've expanded into Siskiyou County and Shasta Lake Watershed, so now they will be covering a much larger territory in Shasta County, with the Sierra Nevada Conversancy, which opens us up for more potential grant opportunities through them and they are very supportive. Richard Karem attended the meeting in September in Lakehead and questioned Mary Rickert about Shasta County being included in SNC Coastal coverage? Mary gave Richard some options to find out the answer, as she was not sure about that.

D. FireWise Community Group Updates & Reports:

1. Sarah Sumner shared that Dusty Oaks Trails and Oak Run have submitted their applications to be recognized Fire Wise Communities. Jim Barrett shared that it's been a quiet August.

Active Project Reports

A. CEO's Activity Report:

1. Tania Greenwood, President/CEO – Tania shared that she has been busy with research for setting up Board education and training for our Board members. She shared that she's made about 40 phone calls over the last couple of weeks trying to find someone in the area that does Board training but also doing a lot of research on-line about rules and responsibilities for Board members.
2. She shared that the VESTRA Contract has been signed for the mapping project that she's been working on with the Grants & Projects Committee. Wendy from VESTRA shared that there is a grant to pay VESTRA to be a mentor to help train us to understand what the mapping means. A clean and current copy of the Bylaws was found by Fran and hopefully they will be signed after reviewing later in the meeting today.
3. Tania also shared that she is working with KIXE, Channel 9, regarding some of the PSA announcements they are running for us and also has a call into Julie Driver to possibly meet with her to go over some of the options we have regarding paying them and other activities.
4. Tania showed the new PSA – Community Outreach – Alert-FM Program. It can be seen on YouTube, and our website, and runs about 15 seconds. It was produced for free.

- B. KIXE Production of Alert FM themed PSA (Holder.Anderson):
Barbara Holder shared that Jane Anderson has helped so much in promoting the Alert-FM Program. Barbara shared that it has been very difficult to get the word about this program. It was also suggested that this PSA run on Channel 7 and to contact Mike Mangus to make this happen. Mary Rickert shared that she can contact Mike Mangus about this PSA being shown on Channel 7. Sarah shared that some people were not alerted with their Alert-FM receiver. Some more discussion took place.
- C. KIXE, Mr. Roger's Day – Education Trailer Event, September 24, 2022:
Barbara shared that she and Pam Bates have been working on a contract for Claudia to oversee the Education Trailer and all that entails, i.e., the maintenance, keeping it stocked with brochures, etc. We'll cover her mileage and a stipend. We were reminded that our Education Trailer would be at KIXE's Mr. Rogers Day on September 24, 2022, in Anderson.
- D. Bullskin Ridge Site Visit w/SNC (Chapin/Karem):
There was a meeting with Sierra Nevada Conservancy last week and there were a couple of issues on this grant that were raised that we have to address, one being that they were hoping for a greater monetary participation from Sierra Pacific Industries. Also, where the fuel break would be and a few other issues. They were very helpful. They gave us a good templet for ranking projects and this will be discussed when we talk about Grants and Projects later on. Jim will call Sierra Pacific and see if we can get more monetary participation from them. The application is going on.
- E. VESTRA Mapping Update & Mentorship Proposal (Chapin/Karem):
There is collection of data going on in all the various agencies in our county and if we're going to do our projects, we need to be able to see all the projects and fuel reductions throughout our county. Someone from CalFire found a map of all of the projects CalFire is involved in. We can use their information and data and they can use our data and information.
- F. Fire Wise Community Outreach (Sumner):
Orientation Meeting for Igo/Ono on September 10th was very successful and they may want to start the process to be a recognized Fire Wise Community. The Manton Meeting will be rescheduled due to a fire out there. Sarah had a meeting with the two ladies who started the Fire Safe Council in Manton - Joanne and Janet - would also like to start a Fire Wise Community in Manton. Dusty Oaks Trail Fire Wise got their national recognition and Oak Run Fire Wise also got their national recognition. Congratulations!
- G. CWMP Whitmore Demonstration Project (Bates/Greenwood):
Pam Bates shared what was going on with this project and that when all the parts of Phase I are completed, this goes to FEMA, and when FEMA approves, then we'll be able to start "swinging hammers" hopefully in January. Pam explained the tri-party

contracts between Shasta County Fire Safe Council, Homeowners and Contractors. There was much discussion about these contracts and then follow-up maintenance for the homes that were hardened and defensible space done after five years. Phase II involves the studies and results of the surveys of animals, nesting areas, Indian settlements, etc. Pam explained that Shasta County is one of three pilot programs being conducted by CalOES and FEMA and that our county is very different from the other two pilot programs. Follow-up after 5 years was discussed at length. Pam will look into the follow-up concern with CalOES and FEMA.

Section II **Routine Business Meeting Activities**

Approval of Meeting Minutes:

- A. Approval of Minutes of Board of Directors Meeting on August 18, 2022.

Richard Karem moved, and Dennis Possehn seconded, to approve the Minutes of the Board of Directors Meeting on August 18, 2022. Motion carried.

Votes in Favor: 8

Votes in Opposition: 0

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

Directors Absent: 0

Vacancies: 3

President/CEO Reports, Recommendations & Comments - Tania Greenwood

- A. Tania shared that after making many phone calls, she has found two possible Board trainers: Denise Highfill and Michelle Nystron from 02 Staffing. Sarah Sumner shared that she was very impressed with the Board of Sierra Nevada Conservancy. Tania shared that she will look into that. She took time to answer questions from the Board members present. There was a lot discussion at this time regarding the details of the Board training.

Jim Chapin moved, and Dennis Possehn seconded, to schedule a Special Meeting to review the Bylaws, sign them and determine responsibilities of Board Members. Motion carried.

Votes in Favor: 8

Votes in Opposition: 0

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

Directors Absent: 0

Vacancies: 3

- B. Discussion took place and a consensus reached that developing our Policies & Procedures needs to be done.

- C. Tania conducted several discussions on Grants, i.e. County Coordinator Grant. Pam Bates and Tania attended a meeting with all 78 County Coordinators from the entire state of California. They shared that this call was very helpful and that they award County Coordinator Grants. Pam & Tania shared that there are many resources available to our Fire Safe Council. Board members requested if they can also be part of the call. The entire state meets twice a year but the Northern California County Coordinators meet by phone monthly. This grant would be \$175,000. for 18 months and this would fund the position of our County Coordinator. There was more discussion regarding this position and how it would tie several of our projects together. Wildlife Urban Interface (WUI) projects are going. The County Coordinator Grant opportunity opens up again in October and the California Fire Safe Council has offered to help Shasta County Fire Safe Council modify our last attempt so that it will be successful.
- D. Jim Chapin suggested that the modification of our County Coordinator Grant Application could be accomplished in an Executive Meeting. Tania then shared that Jim offered to be a member of the Executive Meeting since there were only two members on it (Tania Greenwood and Fran Belden) and Tania also shared that Jim volunteered to temporarily fill the position of Vice President.

Richard Karem nominated, and John Urias seconded, to make Jim Chapin Vice President of Shasta County Fire Safe Council. Motion carried.

Votes in Favor: 8

Votes in Opposition: 0

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

Directors Absent: 0

Vacancies: 3

Treasurer's Report:

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

**8/19/2022 - 02 Staffing Invoice #86302 - Amount for week worked
8/14/2022 - Total includes Pam Bates, Robert Wilson & Sarah Sumner.
Total: \$1,794.67**

**8/19/2022 - 02 Staffing Invoice #86130 - Amount for week worked
8/14/2022 - Total includes Fran Belden.
Total: \$862.31**

8/23/2022 - 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 June 1, 2022 to June 30, 2022.
Total: \$8,641.01

8/23/2022 - Shasta County Farm Bureau - Amount for Office Rent at \$500.00 per month for 6 months.
Total: \$3,000.00

8/23/2022 - Spectrum - Amount for Office mobile phone monthly.
Total: \$50.67

8/26/2022 - 02 Staffing Invoice #86340 - Amount for week worked 8/14/2022 - Total includes Pam Bates and reimbursement for purchases she made for SCFSC, including Google Voice subscription, an Epson 3LCD Projector, Projector Screen and Tripod.
Total: \$1,508.66

8/26/2022 - 02 Staffing Invoice #86570 - Amount for week worked 8/21/2022 - Total includes Robert Wilson, Sarah Sumner & Fran Belden. This total also includes mileage, meals and lodging for Robert Wilson when he attended training in Lake County 8-15 to 8-18-2022.
Total: \$7,733.39

8/28/2022 - Intuit - Amount for Quick Books (on-line version) monthly subscription.
Total: \$ 42.50

8/31/2022 - Google Voice, Inc. - Amount for Phone & email address - 4 SCFSC Staff members - monthly subscription.
Total: \$63.06

9/2/2022 - 02 Staffing Invoice #86800 - Amount for week worked 8/28/2022 - Total includes Pam Bates, Robert Wilson, Sarah Sumner & Fran Belden. Also included are Business Expenses reimbursed to Pam Bates and mileage for Pam and Robert Wilson.
Total: \$3,130.07

9/8/2022 - Streamline Website - Amount for Web 0-15k - monthly subscription.
Total: \$20.00

9/9/2022 - 02 Staffing Invoice #87012 - Amount for week worked 9/4/2022
- Total includes Robert Wilson, Sarah Sumner & Fran Belden.
Total: \$2,262.89

9/13/2022 - Holiday Market - Amount for 9 Sandwiches, water, chips, sodas, napkins & cups for 9/15/2022 Board of Directors meeting.
Total: \$109.81

9/14/2022 - WIX - Amount for Website Domain Name for Shasta County Fire Safe Council.

Total: \$360.00

Notes:

Deposit - Grant Funds from California Fire Foundation on 8/30/2022 - \$5,000.00

Deposit - Payment from PitRCD on 9/12/2022 - \$20,876.64

Total in Chase Business Account: \$352,611.27 as of September 14, 2022.

Chief Financial Officer's Report:

- A. Pam Mainini, CPA, shared she'll be completing setting up Quick Books and have reports for the Board soon – for sure by next month. She received invoices, transactions and deposits from Fran and has input about 2/3rd's to 3/4's of these in Quick Books but it's been taking longer than expected, so she didn't have any reports for us. The Budget is going in and she's been doing some research on the insurance – the Workers' Comp. Insurance – and the coverage for the volunteers. The current situation is that volunteers have liability coverage but they do not have coverage if they are injured while working or doing service for the organization, and that falls under Workers' Comp. Policy, so we need to investigate getting one of those for the volunteers. Our insurance for Directors and Officers covers liability if there is injury caused in doing work as a Director or an Officer, but not if they are injured while being a volunteer. In that scenario, there is no liability insurance. Pam Mainini, CPA, sent a document with information that summarizes Workers' Comp. assumptions she would like to use in order to request quotes for Workers' Comp. Policy for this organization which would cover volunteers as well as if we do our own payroll. She also sent some information on salary surveys to help establish reasonable compensation, for the various positions, should we decide to run our own employees and start having payroll and stop working with 02 Staffing anytime in the next 6 months or so. There is one exception with liability for volunteers and that is, that the Education Trailer is insured but when it is being trailered, the driver's insurance covers the Education Trailer. Pam M. then answered questions of Board Members. Pam Bates had several questions regarding grants and grant totals. There was some

discussion on how Fran can print checks for invoices. There was also discussion on the money owed to WSRCD for CWPP work done. Apparently the work has not been done, but PitRCD allocated the money before the work was done. It was pre-invoiced so meet the deadline of the Grant. There was more discussion on maybe returning the funds to the Grant provider. The consensus reached was to do more research on this issue and not pay WSRCD at this time.

Committee Reports

- A. **Executive Committee** Meetings are held via Zoom on the 1st Thursday of each month and Board members are welcome. October 6th was our last meeting.
 - Board Approval: Preparation of Contract with Julie Brown, Designation of Lead Person to Prepare Contract for Board Review. Pam Bates will call Julie and finish up her paperwork as an Independent Contractor and will work on an “as needed” basis as an Administrative Support to Pam Bates and Sarah Sumner.
 - Board Member Training & Education Research: This has been discussed earlier in our meeting.
- B. **Education & Outreach Committee**
 - Trailer Transport Contract: This is being prepared for Claudia Fletcher who will be transporting the Education Trailer to event and then back to the WSRCD garage for storage.
 - Trailer Repairs: Claudia will be taking the Education Trailer in for the necessary repairs and there will be a bill when the repairs are completed.
- C. **Nominations Committee**
 - Potential Board Members Lora Dominick
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 attend to her family because her husband’s mother passed away. Then her mother fell and broke her hip so she had to leave to help with her family in the Bay Area. Pam Mainini, CPA, has agreed to serve as our CFO until Lora returns and is available, around the first part of next year. Lora would like to be on our Board and serve as our CFO at that time. Tania shared that she is keeping Lora involved by sending her invitations to attend our Board meetings.
- D. **Grants and Projects Committee – Richard Karem**
 - Tania, Jim and Rich met with Ben Rowe from CalFire and it went well. Takeaways regarding Mule Ridge were that the grant application appeared “rushed” and there were concerns about our capacity as a new organization, but it was not rejected. It’s been

recommended that we apply for two road clearances (Shingletown Ridge Road and Black Butte Road) to do on the ground work, once California Environmental Quality Act (CEQA) has been completed by McConnell/VESTRA. They had a chance to see the map McConnell made showing all of their projects. Also, Jim recommended that Shasta County Fire Safe Council apply for the CCI Grant to fund purchasing a chipper. Money has been granted for that purpose in the past and we have a good chance of having that CCI grant approved and funded. Tania shared that Ben Rowe reminded them that many eyes were on our Fire Safe Council and not to expect anything this year because they are focusing their funds on Southern California because Northern California received a lot of funding these last couple of years.

- New Projects
 1. Consider Right of Way (ROW) CCI Grant - Positive
 2. Possible Resource Advisory Council (RAC) Grants are funded by Congress - Grant application due October. Dusty Trails may need to be priority ahead of Salt Creek Home Tract project.
 3. Possible PG&E Resilience Grant to augment Defensible Space Project.
 4. Field Trip with Bethel Group - Possible partnership - no

Tania reminded the Board of what Ben Rowe advised and what the Board agreed to, in terms of applying for new grants – that we not apply for any more grants until we have our Procedures and Policies in place, having a 5-year Strategic Plan in place, having our Board members brought up to speed of what is expected of them as part of a governing Board that is conducting business. There was serious discussion among the Board members regarding applying for new grants.

- Pending Projects
 1. Mule Ridge – CalFire will complete private portion N of BLM and S of Mule Town Road to facilitate NPS burns.
 2. Curbside Chipping – Capacity estimates RCD – Rich will contact Maureen at WSRCD because SCFSC will need to work with WSRCD. A contract is needed (example attached), homeowner time form, photo release (see attached documents). Legal Review of Defensible Space contracts to be reviewed by attorneys recommended by Jim Chapin. There was a consensus to have this done.

3. Mapping Project – VESTRA contract was signed. Sarah Sumner to assist with project outreach. Progress meetings to be scheduled with Wendy, rich, and interested Grants & Projects Committee members.
 4. Whitmore Project – Tania and Pam tabled the update until the Board meeting.
 5. Right of Way Project – Pam and Sarah to provide Community Meeting support and Pam to coordinate with Wendy.
 6. Bullskin Ridge Fuel Break – Grant was submitted by Jim and Sarah. There will be an Inspection Tour this week. Sierra Nevada Conservancy needs Sierra Pacific Industries (SPI) to pay their way on their property, and if SPI doesn't participate monetarily, the project could fail.
 7. Chipper Days Project Update – O'Brien will be 1st & Dusty Trails will be 2nd. Sarah is Point of Contact.
- Action Items
 1. Continue work with VESTRA on Mapping Schedule in-progress meetings (Rich, Jim, Steve)
 2. Pam & Sarah to coordinate with VESTRA on ROW Projects.
 3. VESTRA Mentor Grant Proposal: Designation of Lead Person to prepare Application & Project Proposal.

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.

F. CWPP Committee

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

G. ByLaws Committee – No current activity.

H. Policies & Procedures Committee – Tania will be sending an email for Board members to plan a date for scheduling a meeting to review these and the Bylaws.

I. Giving Tuesday – Tania shared that Shasta County Fire Safe Council will be participating in “Giving Tuesday” and shared that registration is due on October 24, 2022. A budget will be needed to submit with our registration and Pam Mainini, CPA, will provide one. 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.

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 – Pam Mainini, CPA, has agreed to be our CFO until Lora Dominick is available at the beginning of the new year.
- C. Bylaws Final Draft was emailed to all the Board Members for review and preparation for signatures. Review will take place at a Special Meeting.
- D. Lassen FSC/Pit River RCD Invoice & Payments Review – Tabled.
- E. Recruitment for a project Manager for CWMP Project – Sarah Sumner is filling this position for now.

New Business

- A. Vice President Vacancy: Temporary appointment of Jim Chapin was moved and motion carried earlier in this meeting.
- B. Proposal: Letter to Board of Supervisors regarding Right of Way Treatments on Happy Valley Roads. Dennis Possehn offered to draft a letter and send it to the Board members for their review and approval.

Director's Comments & Good of the Order – None

Meetings to be Set

- A. Standing Committee Meetings
 - Executive Committee: Thursday, October 6, 2022, at 10:00 am- Zoom Meeting
 - Grants & Projects Wednesday, October 5, 2022 @ 10:30 am- Zoom Meeting
 - Budget & Finance Friday, October 6, 2022 at 10:00 am-Zoom Meeting
- B. Other Meetings to be Set
 - **October Board of Directors Meeting: Thursday, October 20, 2022, 10:30 am at 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: 4:26 pm

John Urias moved, and Steve Fitch seconded, to adjourn this meeting at 4:26 pm. Motion carried.

Votes in Favor: 8

Votes in Opposition: 0

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

Directors Absent: 0

Vacancies: 3