

SHASTA COUNTY FIRE SAFE COUNCIL
9444 Deschutes Road (at the Shasta Co. Farm Bureau), Palo Cedro, CA 96073
Board of Directors Meeting Minutes
November 17, 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 - John Urias
CFO - Pam Mainini, CPA
Secretary/Treasurer - Frances Belden
Executive Officer - Pam Bates

Introduction of **Directors:** Jim Chapin - Founding Director
Barbara Holder
Steven Fitch
Dennis Possehn

Absent: Richard Karem, Director
Project Coordinator - Sarah Sumner

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. Steve Fitch asked to discuss “Committee Development Proposals” earlier than it is scheduled on the Agenda.

Introduction of Guests & Visitors:

- A. Introduction of Guest Speakers & Special Visitors
 1. Mishon Hopkins, N.R.C.S & Litza Y. Lopez Ramos, N.R.C.S.
This presentation and discussion was regarding what N.R.C.S. does to help with outreach and with their general programs. They are needing to know if there is interest and if applications are coming from Shasta Lake area so they can apply for funding on a cost-share basis similar to an EQUIP grant. Mishon shared that there are substantial funds available and to reach out to them. Questions were answered.
 2. Ben Rowe - CalFire
Ben gave updates on several CalFire Projects. Ben also answered questions from Board members.
 3. Carl Skinner - Presentation: Climate Change & Fire
This was a trial presentation using Shasta County Fire Safe Council Board for Directors to determine if this presentation can be made into a main stream program for KIXE, for example.
 4. Francis Berg - Presentation: Bethel Forestry Crew
Elijah Vallmotton and Carl Ladd, representing Bethel Global Response, shared how they worked clearing several CARR Fire areas, such as the Mary Lake area, and including more trail systems in and around the city of Redding.
- B. Introduction of other Guests & Visitors:
 1. Carl Skinner – US Forest Service, Retired
 2. Dan Dennett – CalFire
 3. Mishon Hopkins – N.R.C.S.
 4. Litza Y. Lopez Ramos – N.R.C.S.
 5. Jesse Penland – U.S. Forest Service, Redding, CA

6. Sedar Kane – K&K Equipment
7. Ben Rowe – CalFire
8. Rick Boontser – Interested Citizen
9. John & Dianne Livingston – Interested Citizens
10. Kim Baca – Red Cross
11. Elijah Vallmotton - Bethel Forestry Crew
12. Carl Ladd – Bethel Global Response
13. Francis Berg – Interested Citizen – Brought Bethel Members
14. Brandon Dethlefs – U.S. Forest Service
15. Patrick Jones – Shasta County Board of Supervisors
16. Mary Rickertt – Shasta County Board of Supervisors
17. Jane Andersen – Oak Run FireWise

C. FireWise Community Group Updates & Reports:

1. Palo Cedro/Millville Interested Citizens shared their area is in the Application phase. Jim Chapin offered support for their efforts.
2. Dennis Possehn shared that the Happy Valley FireWise Community had a meeting recently and Royal Burnett was the speaker. They have a few more things to do before they can apply for formal FireWise recognition. He also shared that the Happy Valley School had a Fall Festival and a table was set up with FireWise literature for those attending. He also shared that Happy Valley is divided into South Happy Valley and North Happy Valley and each area had it's own evacuation roads but the community works together to make sure everyone has a potential way out, in case of fire.
3. Jan Andersen shared that the Oak Run FireWise is now officially recognized as a FireWise Community. Barbara Holder recognized Jane for taking the lead on getting the next PSA done with KIXE Channel 9 about FireWise Communities.
4. Pam Bates shared that there is a Chipper Program available for those communities that are organizing as FireWise Communities, as a bonus.
3. Tania shared how Whitmore community service area is about 155 square miles which has been divided into 9 groups, and each one has a resident leader, which would conduct phone trees, etc. in case of fire, they organize monthly meetings and once in a while they organize work groups to help those who are unable to do work such as brush removal, etc.

D. Public Comment Period:

1. John Urias commented on the Alert FM Program and that another program to alert Shasta County residents are "Sirens." Mary Rickertt shared that about two weeks ago, the County started distributing Alert FM Program monitors. There were about 112 monitors given out the first day and that they were

provided by a \$50,000 grant from PG&E. There was discussion about “Sirens” and there was a consensus that this would be a good system in rural areas where cell phones are not effective. Ben Rowe agreed that sirens would be a good system to pursue.

2. Barbara Holder shared that she invited “Eric”, our previous Sheriff, to speak to SCFSC, at the December meeting, about the Alert FM Program and Mary Rickert suggested we invite our current Sheriff as well.

Active Project Reports

- A. CWMP – Whitmore Project Highlights - Pam Bates, Executive Officer, gave an update on this project. Pam took time to answer questions from the Board members. Please see her attached Report.
- B. County Coordinator Grant Application - \$175,000 - was completed and submitted by Pam Bates.
- C. SNC Grant Application: Project #1528 Bullskin Ridge - Jim Chapin gave an update on this project and then answered questions.

Section II Routine Business Meeting Activities

Chief Financial Officer’s Report:

- A. Pam Mainini, CPA, gave her report which is attached: Statement of Financial Position as of October 31, 2022. Pam also answered questions from the Board about our Grants regarding tracking them. Pam also shared that the Lassen Fire Safe Council information has been well documented and that the accounting is almost complete. Pam Bates also shared that she will be able to generate reports regarding grants, their expenditures, their balances and allocation of funds for various activities from QuickBooks very soon.

Treasurer’s Report:

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

10/21/2022 - 02 Staffing Invoice #88431 - Amount for week worked 10-16-2022. Total includes Pam Bates & reimbursement for mileage, Sarah Sumner & reimbursement for mileage, Robert Wilson & Fran Belden.
Total: \$3,608.44

10/28/2022 - 02 Staffing Invoice #88647 - Amount for week worked 10/23/2022. Total includes Pam Bates & reimbursement for mileage, Sarah Sumner & reimbursement for mileage, & Fran Belden.
Total: \$3,607.45

10/28/2022 - Intuit - QuickBooks Online Plus - Invoice #10001188525349 -
Monthly Subscription dated October 28, 2022.

Total: \$ 85.00

10/31/2022 - Giles Lock & Security for 3 office keys made.

Total: \$9.01

Martin's Valley Supply (ACE) Redding for 3 office keys made plus key tags.

Total: \$11.50

11/1/2022 - Streamline.com Website for November, 2022.

Total: \$20.00

11/2/2022 - Google Voice subscription- Invoice #4603010112

Total: \$61.88

Tremaine & Associates for Services Completed: Project Mgt/Admin, Prefield
Research, Cultural Report for Wildfire Mitigation Program Pilot, Project No.
PJ-0974. Check #1008.

Total: \$12,617.93

11/4/2022 - 02 Staffing Invoice #88863 - Amount for week worked 10/30/2022.

Total includes Pam Bates, Sarah Sumner, Robert Wilson & Fran Belden.

Total: \$3,579.06

Claudia Fletcher - Reimbursement for Trailer Repairs done at Tread Tech Tire
and Auto. Check 1009

Total: \$206.27

Jane Andersen - Reimbursement for Flyers & Brochures - Education Trailer
Check #1010

Total: \$157.98

11/10/2022 - 02 Staffing Invoice #89170 - Amount for week worked
11/06/2022. Total includes Pam Bates, reimbursement for mileage, Sarah
Sumner, reimbursement for mileage, Robert Wilson & Fran Belden.

Total: \$3,566.05

11/14/2022 - Spectrum - Amount for Office mobile phone monthly.

Total: \$30.67

1/16/2022 - Lunch for Pam Mainini, CPA, & Fran Belden, while waiting for
meeting with agent at Chase Bank.

Total: \$21.44

Notes:

Total in Chase Business Account: \$304,291.99 as of November 16, 2022.

Invoices to be paid:

Siskiyou Insurance Co. - **\$791.00** due 11-19-2022, for Education Trailer
P.O. Box 491600
Redding, CA 96049-1600

US Post Office Box Rental - **\$198.00** due 11-30-2022
SCFSC - P.O. Box 338
Palo Cedro, CA 96073

Presentations:

- A. **John Livingston**, Grant Writer, was introduced and then he spoke about his experience with grant writing. A proposal was set forth by John and the Board will be considering it. John shared does not have the time to be a Board member, but is willing to be a Contractor to our Board as a Grant Writer. John also answered questions from Board members. His Information Packet is attached.
- B. **John Kenny**, Attorney, presented his thoughts on and recommendations for our current Bylaws. He answered questions from Board members. His information is attached.

Review & Approval: Invoice # 19-40#3 from Western Shasta RCD dated 11/1/2022

This item will be reviewed and approved by email sent out by Tania Greenwood, President.

Proposed Board Meeting Structure Adjustments/Changes

This agenda item was tabled until the next meeting.

Approval of Minutes for the October 20, 2022, Board of Directors meeting.

This agenda item was tabled until the next meeting.

Committee Development Proposals

- Ethics Committee
- Development of Roles & Responsibilities for Committees & Directors

This agenda item was tabled until the next meeting.

Proposed Cancellation of December, 2022, Board of Directors Meeting due to Holidays

There was some discussion and the consensus of those present was to have a Board of Directors Meeting earlier in the month, on Friday, December 9, 2022..

Director's Comments & Good of the Order – None

Meetings to be Set

A. Standing Committee Meetings

- Executive Committee: Thursday, December 1, 2022, at 10:00 am-
Zoom Meeting
- Grants & Projects: Wednesday, December 7, 2022, @ 10:30 am-
Zoom Meeting
- Budget & Finance: (Temporarily Combined w/Executive
Meeting), December 1, 2022, at 10:00 am-
Zoom Meeting

B. Other Meetings to be Set

- **December Board of Directors Meeting: Friday, December 9, 2022,
10:30 am at 9444 Deschutes Road (Shasta Farm Bureau), Palo Cedro, CA
96073 (Simulcast on Zoom)**

Meeting Adjournment: 3:45 pm

Tania Greenwood moved, and John Urias seconded, to adjourn this meeting at 3:45 pm. Motion carried.