

SHASTA COUNTY FIRE SAFE COUNCIL, INC.  
9444 Deschutes Road (at the Shasta Co. Farm Bureau), Palo Cedro, CA 96073  
(simulcast on Zoom)

**Board of Directors Meeting Minutes**

January 20, 2022

**Call to Order:** The meeting was called to order at 10:30 am by Richard Sealana, 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 – Dr. Richard Sealana

Vice President – Tania Greenwood (via Zoom)

Executive Officer – Vacant

CFO – Ed Stewart

Recording Secretary/Treasurer – Frances Belden

Founding Director – Jim Chapin

Introduction of **Directors:** Barbara Holder

Mike Berry

Steven Fitch

Tom Twist

Richard Karem (via Zoom)

Francis Berg (via Zoom)

Introduction of **Guests:** Sarah Seiler, Western Shasta RCD (via Zoom)

Julie Driver, KIXE-PBS (via Zoom)

Michelle Nystrom, 02 Staffing (via Zoom)

Patrick Bell, US Forest Service – Shasta Lake Area (via Zoom)

Jane Anderson, Oak Run Fire Wise (via Zoom)

Warren Jenkins, Bella Vista, CA

Evan Watson, Montgomery Creek, CA

Max Christopher, Shingletown, CA

Heather Mason, Redding, CA

Patrick Jones, Shasta County Board of Supervisors

Mike Aronson, SPI, Redding, CA

Ben Rowe, CalFire

Jim Barrett, Bella Vista, CA

## **Meeting Conduct:**

Richard Sealana shared meeting “Ground Rules” for in-person meetings:

- Adhere to the agenda
- Speak loud enough for all to hear
- Actively listen and participate
- Take turns speaking
- Ask questions at the appropriate time

Richard Sealana shared meeting rules for video conferencing:

- Mute your microphone when you are not 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)

## **Approval of Meeting Minutes:**

- A. **It was moved by Jim Chapin, and seconded by Barbara Holder, to approve the Minutes of the Board of Directors Meeting, held on November 18, 2021. Motion carried, unanimously.**

## **Special Presentation:**

- A. Julie Driver from KIXE PBS (Channel 9) gave a report on the working relationship between Shasta County Fire Safe Council and KIXE PBS (Channel 9). They are currently working on several Public Service Announcements (PSA’s) and other spots about the work that SCFSC is doing in our communities.
- B. Michelle Nystrom from 02 Staffing, gave a report on this company and how it can be helpful in supporting SCFSC by recruiting needed staff and providing payroll and Human Resource support.

## **President’s Reports & Comments: Richard Sealana**

- A. Activity Report
1. Richard Sealana reported that the Committees have been very busy since November.
  2. Meetings were held with four areas regarding organizing Fire Wise Communities in Oak Run, Lakehead, West Redding and Bella Vista.
- B. Resignation of Director
1. Garrett Costello submitted his resignation due to a conflict of interest because he and his wife are the vendors SCFSC uses for their website creation and updates.

- C. CFO Position
  - 1. This position will become vacant in a few months as our current CFO will be moving to Idaho.
- D. Register of Proclamations, Resolutions, and Motions
  - 1. A Register is being developed wherein all the Proclamations, Resolutions and Motions that have been made by Shasta County Fire Safe Council can be accessed in one location.
- E. Committee Activities
  - 1. The Executive Committee meets the first Thursday of every month and handles routine business. There was a Special Executive Committee meeting on January 12, 2022, to discuss Projects and Hiring.
  - 2. The Grants & Projects Committee is looking for a few good grant writers to work on some grants that are becoming available.
  - 3. The Education & Outreach Committee is doing lots of work in updating the trailer.
  - 4. The Bylaws Committee is almost complete updating the Bylaws and when ready, they will be sent to the full Board for review.
  - 5. The Employment Policies & Procedures are almost ready for review by the full Board for review.
  - 6. Executed agreement for Insurance services.
  - 7. Completed expenditures on the SNC grant.
  - 8. The Whitmore Defensible Space & Home Hardening Project had three days of Home Hardening Assessor training on December 7,8,9, 2021, in preparation for assessing homes in Whitmore to participate in the project.
  - 9. Website & Social Media sites have been updated & the Board was asked to “like” our FaceBook page and also to go & check out our website and if you have any ideas to make it better, please let Richard know.
  - 10. An agreement between SCFSC and KIXE (PBS) has been executed to produce some Public Service Announcements.
  - 11. An agreement for mapping with WSRCD has been executed.
  - 12. Fire Wise meetings were scheduled with 2 new communities - West Redding and BellaVista.
  - 13. Prepared RFP for Construction Management Services
  - 14. Public comments were prepared for BLM.
  - 15. 02 Staffing has been hired to recruit an Executive Officer who will be working part-time to start.
- F. Letter of Support from SCFSC was sent to the Mt. Lassen Power Wood Energy Expansion.
- G. Policy development for Employment Polices & Procedures Handbook and

the Bylaws update is progressing on schedule and upon completion, will be sent to the full Board for review. The Communications policy and Personnel conduct policy are being reviewed and refined.

**Executive Office Updates & Reports:** None

**Correspondence:**

- A. Jim Barrett - To set up a meeting in Bella Vista to organize a Fire Wise Community.
- B. Prisms Designs - Re: SCFSC Website and Education & Outreach
- C. Roger Jagel - Research done on “How quickly burn scarred areas regrow”
- D. BLM - Re: Public comment period
- E. California Fire Safe Council - Re: County Coordinator Grant - SCFSC is in line for the next time this grant becomes available.
- F. KIXE (PBS) - Regarding upcoming Public Service Announcements
- G. Sara Acridge - District Ranger- Re: MOU for the CWPP
- H. Eric Magrini - “Alert FM Update for Emergency Communications & CWPP
- I. Mishon Hopkins - New contact for Mailing List
- J. Pit RCD - SNC Grant Completion reported.

**Chief Financial Officer’s Report:**

- A. Ed Stewart, CFO, reported on the fund balances. He reported that we are currently working on one grant for \$95,000 - Community Foundation North State (CFNS-2) - which needs to be spent by April 30, 2022. The Shasta County Fire Safe Council Comprehensive Spending Plan was discussed. The details of the line items listed were explained.
- B. The planned expenditures amount to \$85,285 with a remaining projected balance of \$9,715. There was discussion on how these funds can be used by April 30<sup>th</sup>.

**Treasurer’s Report:**

- A. Frances Belden, Treasurer, reported on the monthly activity of invoices that were submitted and paid:
  - 1-6-2022: Pit RCD Invoices - \$5,723.01 & \$4,276.99
  - 1-6-2022: Lunches provided at WSRCD Training Days in December  
\$80.92, \$91.08, \$229.03
  - 1-7-2022: Invoice for Education Trailer updates and rehab - \$879.86
  - 1-11-2022: Invoice for Education Trailer updates and more rehab - \$1,976.03
- B. The Chase Bank Account balance is \$1,516.00

**Ed Stewart moved, and Jim Chapin seconded, to approve the Treasurers's Report. Motion carried unanimously.**

- C. Frances then reported on the invoices that need approval from the Board:
- \$400.00 - Invoice from KIXE (PBS) TV Channel 9
  - \$724.19 - Reimbursement to Frances for setting up the office at 9444 Deschutes Road, Palo Cedro, plus water & snacks for Board of Directors Meeting.
  - \$ 33.67 - Reimbursement to Richard for computer ink.

**Mike Berry moved, and Richard Karem seconded, to approve the bills. Motion carried unanimously.**

### **Active Project Reports:**

- A. CalOES Whitmore Home Hardening Demonstration Project – R. Sealana  
Richard Sealana explained where the project is at this time and talked about the excellent training that took place in December by CalFire.
- B. CWPP Update Project – Jim Chapin  
Jim reported that the MOU needs to be signed, which is the next step in this effort. The CWPP will be updated every year going forward.
- C. Whitmore Forest & Watershed Restoration Project  
Report prepared by Tom Esgate was read. McConnell Foundation is working on the main roads - about 500 acres.
- D. Shingletown WUI Fuels Treatment Project  
This project is progressing.

### **Committee Reports**

- A. Executive Committee Meetings were held via Zoom on:  
December 2, 2021  
January 6, 2022  
January 12, 2022 (Special Meeting where hiring of an Executive Officer was discussed.
- B. Nominations Committee
1. In light of Garrett Costello's resignation, Tom Twist was nominated to become a member of the SCFSC Board of Directors.
  2. Richard Sealana to send Garrett Costello a "Thank You" letter from the Board.

**Ed Stewart moved, and Steve Fitch seconded, to make Tom Twist a member of the Shasta County Fire Safe Council Board of Directors. Motion carried unanimously.**

- C. Grant & Project Development Committee
1. December 5, 2021 Committee Meeting Report  
Richard Karem is looking for grants - and for grant writers.
  2. County Coordinator Grant is again in play and we are being considered for the next cycle for this grant.
  3. Grant Applications Proposed
    - There was some discussion about what grants can be applied for - large and small. Anyone who comes across grants, please let Richard Karem know.
- D. Education & Outreach Committee
1. November & December Committee Reports included the Education Trailer.
  2. Education Trailer – Update and Storage
    - Tom Twist reported that the Education Trailer update is moving along. Most things are working great. Tom said he will be developing a manual for the operation of the trailer and the inside presentations.
    - Tom Twist reported that he has prepared a draft of a new Brochure on ‘Defensible Space, Home Hardening and the role of Shasta County Fire Safe Council. After some discussion, Tom entertained questions from the Board members.
    - Our website can include other communities and their contact information.
  3. The meeting with KIBE PBS Television took place on November 15, 2021, with Richard Sealana, Barbara Holder and Jane Anderson.
    - They are going to produce P.S.A.’s (Public Service Announcements: 15 second spots to start.
  4. They are also reaching out to Fire Wise Communities.
- E. Budget & Finance Committee
1. This Committee meets on the 1<sup>st</sup> Friday of each month and this month they also met on January 12<sup>th</sup>, to discuss hiring an Executive Officer and to discuss if this will be a full time position or a part-time position. It was the consensus of those present that there was money available, that had to be spent before April 30, 2022, which would support this position on a part-time basis and then after April 30, 2022, there will be the County Coordinator Grant, as well as other sources of funding, to fund this position on a full time basis.
- F. CWPP Committee - no Report
- G. Bylaws Committee
1. December 14, 2021 Committee Report: The Bylaw Committee has prepared a Draft set of the Bylaws would like the Board to review them when received.

H Employment Policies & Procedures Committee

1. November 29, 2021 & January 4, 2022, Committee reports that they are continuing to go through these and when completed, will present a draft to the Board for review.

**Old Business & Follow-up from Previous Meetings – None**

**New Business:**

- A. Recruitment for Executive Officer (Part-time) Process
  - Review of employment policies & practices (Employee P&B Committee)
  - Review of relevant provisions in the bylaws (Bylaws Committee)
  - Analysis of current and future leadership and administrative needs (Executive Committee)
  - Analysis of costs and funding availability (Budget & Finance Committee)
  - Recommendation to the Board (Executive Committee)
- B. Executive Officer (Part-time) - Consideration #1 Salary
  - Determination - \$50K-60K (Annually) = 34% below median
  - Short-term approach: Part-time (half-time) & Train-up & transition to Full time.
- C. Consideration #2 - Funding
  - Current funding available (from existing grants) allowable for staffing:
    - \$36,000 (must be expended by April 30, 2022)
  - Future funding possibilities:
    - County Coordinator Grant
    - Whitmore (FEMA) Demonstration Project
    - Indirect funding from Shingletown & Whitmore CCI projects
- D. Consideration #3 - Staffing
  - Use a professional employment services firm (02 Staffing)
    - Compliance with current labor laws
    - Expedite recruitment
    - Reduce employment administration (initially)
- E. Recruitment for Executive Officer (Part-time) - Recommendation
  - Accept the report and recommendation from the Executive Committee
  - Approve the recommendation to hire an Executive Officer (Part-time)
  - Approve use of existing grant funding for hiring of an Executive Officer (Part-time).
  - A Resolution was presented to the Board to hire an Executive Officer on a part-time basis.

**Jim Chapin moved, and Barbara Holder seconded, to approve a Resolution of**

**the Shasta County Fire Safe Council authorizing funding and hiring of an Executive Officer on a part-time basis. Motion carried unanimously.**

**Director's Comments & Good of the Order – None**

**Meetings to be Set**

- |    |                                  |                                      |
|----|----------------------------------|--------------------------------------|
| A. | Whitmore (CalOES) Project        | Tuesdays at 9:00 am – Zoom           |
| B. | Executive Committee              | February 3, 2022, at 10:00 am – Zoom |
| C. | Nominating Committee             | To be determined                     |
| D. | Budget & Finance                 | February 4, 2022 at 10:00 am – Zoom  |
| E. | Grant & Project Development      | February 2, 2022, at 10:30 am – Zoom |
| F. | Education & Outreach Committee   | To be determined.                    |
| G. | CWPP - Tom Esgate - Chair        | To be determined.                    |
| H. | Bylaws - Chair - Richard Sealana | To be determined.                    |
| I. | Employment Procedures & Policies | To be determined.                    |

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

**Meeting Adjourned: 12:51 pm**

**Next Board of Directors Meeting – Thursday, February 17, 2022, at 10:30 am**  
at 9444 Deschutes Road, Palo Cedro, & via Zoom