

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

October 21, 2021

Call to Order: The meeting was called to order at 10:31 am by Richard Sealana, President.

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 – Dr. Richard Sealana

Vice President – Tania Greenwood

Executive Director – Vacant

CFO – Ed Stewart

Recording Secretary – Vacant (Interim-Frances)

Treasurer – Frances Belden

Introduction of **Directors:** Barbara Holder

Richard Karem

Mike Berry

Jim Chapin

Absent: Director – Garrett Costello

Introduction of Guests: Tom Twist, Executive Director, Shingletown/Manton FSC

Scott Robertson, Shingletown/Manton FSC

Francis Berg, Potential Director

Steve Fitch, Potential Director

Jane Anderson, Oak Run Fire Wise Council

Sarah Seiler, Western Shasta RCD

Greg McIntosh

Matt Plummer

Aaron Hathaway, CalFire Liaison - Fire Safe Councils

Shay Callahan, Western Shasta RCD / CWPP (2016)

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:

It was moved by Mike Berry, and seconded by Jim Chapin, to approve the Minutes of the Board of Directors Meeting, held on September 16, 2021, and the Minutes of the Special Board of Directors Meeting, held on September 30, 2021, for filing. Motion carried. unanimously.

President’s Reports & Comments: Richard Sealana

A. Activity Report

1. Richard Sealana reported the consensus from the Shasta County Board of Supervisors regarding Shasta County Fire Safe Council:
 - as Lead Agency on CWPP.
 - that the adopted Lassen FSC CWPP is a ‘living’ document.
 - that Stakeholders are engaged – recommending and following up on Projects.
2. MOU Agreement is in place with Lassen FSC
3. SPI, McConnell Foundation, all agencies, i.e. BLM, CalFire, Department of Fish & Game, Park Service: Lassen and Whiskeytown are stakeholders in CWPP.
4. Monthly Reports will be done and sent out.
5. Richard reviewed the Whitmore project and future projects. San Diego and Whitmore are ‘Pilot’ projects and will serve as the guide for future projects. Updates will be provided.
6. Tania Greenwood shared that there are already 20 homeowners who have signed up for the Whitmore Defensible Space and Home

Hardening Project, and is excited to see all the involved agencies working together in getting information out to the community.

7. Sarah Seiler, WSRCD, shared that this is an organized process and feels that it will be successful. The HMGP Grant was submitted for FEMA's review. Tania and others from Whitmore, are working with CalOES.
 8. The goal is to provide defensible space and home hardening for 25 homes the 1st year; 175 homes the second year; 300 homes the third year; with a total HMGP Grant amount of \$28 million.
 9. Ed Stewart stated that defensible space around homes is the 1st Priority and then Home Hardening for these homes.
 10. Mary Rickert, Shasta County Board of Supervisors, shared that the Chair of the Board of Supervisors was a Forester in the Whitmore area.
- B. Review of Bylaws
1. Richard Sealana reviewed where we are in reviewing our Bylaws, and developing Job Descriptions for the positions of Executive Director and County Coordinator.
 2. A new Board Member Orientation Document is being developed.
 3. Two potential Board Members were introduced at this time:
 - **Steve Fitch** is a Retired District Ranger, who worked with US Senator on Forestry Issues and is very well versed in Fire Safe issues.
 - **Francis Berg** worked for 34 years with the BLM as an archeologist and a Resource Management Supervisor. Currently he is a Volunteer for the City of Redding Parks Division.
- C. Legal Review was done.
- D. Executive Director recruitment was discussed further.
- E. County Coordinator recruitment was discussed further. A recent Grant was submitted to the Shasta County Board of Supervisors for \$175K and Richard is confident that SCFSC will get it. Administration funds are available from CalOES.
- F. New Board Member Orientation Documentation was discussed further.
- G. Committee List - Additions or Corrections - were discussed.

Executive Director Updates & Reports - None

Correspondence

- A. Team Rubicon is a Disaster Relief Organization wanting to be involved with our efforts. Reviewed letter.

Treasurer’s Report (Belden)

A. Monthly activity in SCBOD (Chase Account) was reviewed as of September 30, 2021. It was decided that \$1,500 should remain in this account , to avoid the monthly bank service fee, while SCFSC has a financial contract with Lassen FSC. The Treasurer was directed to remove all funds from the Chase account except for \$1,500, and send them to Lassen FSC to be deposited in SCFSC’s Savings Account with Lassen FSC.

B. Fund Balances

- Shasta County (Chase Account) as of September 30, 2021.. \$3,653.19
 - Sierra Nevada Conservancy (SNC) Capacity Building... \$1,074.00
 - Sierra Nevada Conservancy (SNC). \$ 25,000.00
 - Community Foundation North State (CFNS) \$ 95,000.00
 - Community Foundation North State (CFNS) \$ 9,500.00
- Total \$132,074.00

Barbara Holder moved, and Mike Berry seconded, to accept the Treasurer’s Report. Motion carried.

C. Approval of Bills

- Shasta County Farm Bureau Rent for 6 months \$1,800.00
- Reimbursement Requests
 - 1. Richard Sealana Office Supplies \$ 28.91
 - 2. Frances Belden Postage 8.70
 - 3. Frances Belden Software 53.60

Jim Chapin moved, and Barbara Holder seconded, to approve bills and reimbursement requests for payment. Motion carried.

Chief Financial Officer’s Report (Stewart)

A. Agreed with Treasurer’s Report

Active Project Reports:

- A. CalOES Whitmore Home Hardening Demonstration Project – Richard Sealana
 - This item was fully discussed in Activity Report recorded earlier in these Minutes.
- B. CWPP Update Project – Jim Chapin
 - There was lots of discussion on CWPP Project. There are new members on the committee, namely, Mike Berry, Barbara Holder, Richard Karem, and Shay Callahan - WSRCD.

- Jim shared that he has met with community members from Oak Run, Lakehead and Big Bend, regarding CWPP.
- C. Whitmore Forest & Watershed Restoration Project
 - Tom Twist – Shingletown/Manton Fire Safe Council, reported on this project and answered some questions.
- D. Shingletown WUI Fuels Treatment Project
 - It was reported that there no contract in place yet for signature, but is coming soon. This project is fully funded and stakeholders include PG&E, SPI, BLM, and WM Beatty & Associates.

COMMITTEE REPORTS

- A. Executive Committee (Sealana, Chapin, Belden)
 1. This Committee met on October 7, 2021.
 2. By resolution, Edward Stewart was confirmed as CFO. Tania Greenwood was appointed Vice President; Frances Belden was appointed Treasurer and Frances is serving as interim Recording Secretary, until someone can fill this position. There will be a Zoom meeting in two weeks.
 3. Items for the next Executive Committee Meeting:
Bylaws Review: Richard Sealana, Jim Chapin, Mike Berry, Frances Belden. Changes are welcome during review process.
- B. Nominations Committee (Sealana, Chapin, Belden)
 1. New Board Members will be voted on during the November meeting and installed during the December Board Meeting.
- C. Grant Development Committee (Sealana)
 1. GRANT SUBMITTED – Pending
 - PG&E Ready & Resilient Grant Application – Richard Sealana
 - County Coordinator Grant Application
 2. GRANTS TO BE SUBMITTED
 - Secured Rural Schools & Community Self-Determination Act – RAC Grant (with WSRCD)
 3. PROPOSED
 - Thatcher Grant Application – Jim Chapin
 - This grant is for fuel break work and it is dead now. It will be reapplied for, after checking with Tom Esgate to see if the area is already covered.
- D. Education & Outreach Committee (Chapin, Holder, Sealana, Twist, Greenwood)
 1. Education Trailer – Update and Storage
 - Tom Twist and Jane Anderson gave report on updating the trailer

- a written report was submitted with costs proposed, to update the trailer to run between \$5,500 to \$6,500, to Richard Sealana.
- The trailer will be stored at the WSRCD Garage.

Ed Stewart moved, and Richard Karem seconded, to spend up to \$10,000 for the new Wrap and Improvements to the Education Trailer.

Motion carried.

2. Richard Sealana reported on his contact with Dave Cox, Station Manager of KIXE PBS Television for SCFSC outreach. There will be another meeting.
- E. Budget & Finance Committee (Sealana, Belden, Chapin) – No Report
- F. Project Development Committee (Chapin, Sealana)
1. Defensible Space Demonstration Projects – Richard Karem reported that he talked with Alex Carter and learned that the McConnell Plan has been delayed because of “prevailing wage” issues. Alex is trying to resolve this issue. There was some discussion at this time.
 2. Projects from existing CWPP – these were discussed earlier in the meeting.
- G. CWPP Committee – This was already discussed.
- H. Bylaws Committee – This was already discussed.

Old Business & Follow-up from Previous Meetings

- A. Meeting with McConnell Foundation – CARR Fire Mitigation Grant (Karem)
 - Richard Karem shared there are some challenges.
- B. Update of Mission Statement & Bylaws
 - Already discussed.

New Business

Director’s Comments & Good of the Order

Meetings to be Set

- | | | |
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| A. | Whitmore (CalOES) Project | Wednesdays at 10:00 am – Zoom |
| B. | Executive Committee | November 4, 2021, at 10:00 am – Zoom |
| C. | Nominating Committee | November 10, 2021, at 11:00 am – office |
| D. | Grant Management Committee | November 10, 2021, at 1:30 pm – office |
| E. | Education & Outreach Committee | November 11, 2021, at 10:30 – office |
| F. | Budget & Finance Committee | (2 nd Fridays) Nov. 10, at 10:00 am – Zoom |
| G. | Projects Development Committee | November 10, 2021, at 1:30 – office |
| H. | CWPP - Tom Esgate - Chair | To be determined |
| I. | Bylaws - Chair - Richard Sealana | To be determined |
| J. | Other | |

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

Meeting Adjourned: 12:48 pm

Next Board of Directors Meeting s – Thursday, November 18, 2021, at 10:30 am

Thursday, December 16, 2021, at 10:30 am