

SHASTA COUNTY FIRE SAFE COUNCIL

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

Board of Directors Meeting Minutes

July 19, 2023

OPEN (Public) SESSION

Call to Order: The meeting was called to order at 9:35 am by Francis Berg, 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 - Francis Berg
Vice President - Dan Adam
Secretary/Treasurer - Frances Belden
Executive Director - Pamela Bates
CFO - Pam Mainini, CPA – Attended via Zoom

Introduction of Directors: Jim Chapin - Director
Barbara Holder - Director
Dennis Possehn - Director
Richard Karem - Director
Steve Johnson, Director

Absent: Steve Fitch - Director

Administrative Announcements & Agenda Additions and /or Deletions

1. Discussion about replacement of Secretary/Treasurer
2. Action Items for Board
3. CWMP Update
4. Firewise Community Leaders' Meeting 7/28/2023-Board members Welcome

Motion: It was moved Jim Chapin, and seconded by Dennis Possehn, to approve the Agenda with the following additions: Fran's replacement; Action Items for Board; CWMP Update; Firewise Community Leader Meeting 7/28/2023. Motion carried.

Votes in Favor: 8
Votes in Opposition: 0
Abstain from Vote: 0
Directors Absent: 1

Introduction of Guests & Visitors:

1. Jesse Penland – U.S. Forest Service, Shasta-Trinity Forest
2. Mary Rickert – Shasta County Board of Supervisors
3. Aaron Hathaway – CalFire
4. John Livingston – Grant Writer/Consultant
5. Katie Kommenich – SCFSC: Project Assistant & Community Outreach Coordinator
6. Ronald Rusten – SCFSC: County Coordinator
7. Debbie Mayer – Guest (via Zoom)
8. Sarah Seiler – WSRCDC (via Zoom)
9. Yvonne Bennett – Whispering Woods Firewise - Chairman (via Zoom)
10. Desiree' LaMaggiore - Lakehead/O'Brien Firewise - President (via Zoom)

Agency Updates

Aaron Hathaway, CalFire - Shasta-Trinity Forest: There will be a controlled burn in the next couple of days of 110 acres north of Shasta College on Ross Ranch. CalFire has acquired land from PG&E recently. The areas of land was described by Aaron and in total, about 9,000 acres were acquired. These lands will be set up as Demonstration Forests. They are fully staffed with 21 engines, 3 Crews for Sugar Pine, 2 Crews for Trinity River, 2 Crews for Canyon Road at this time, but looking to having 4 Crews. They only have one training center now as opposed to two before. They also have CCC's Crews as well, and 2 Crews of the National Guard, which are on duty full time. Aaron took time to answer questions from the Board members.

Jesse Penland, U.S Forest Service: He reported that the Forest Service is moving forward on the I-5 Corridor Project. There has been a lot of planning that has gone into this project. Up by some Salt Creek residences, there is a big fuel break that will be done up there on a significant number of acres. They have been working with the Big Bend residents and they are trying to establish a CWPP and are working towards getting their Firewise status. There was a meeting recently with our District Ranger and several others about what the Forest Service can do with their land up in the Big Bend area and it was determined that the road around Iron Canyon Road is pretty overgrown so that has been taken care of with cutting and chipping. Some priority roads have been identified as some that really need some fuels reduction work done. There's a whole list of work that needs to be done and will keep them busy for a good while. He shared that Katie approached him about having some kind of challenge between the Forest Service and CalFire. He shared that he will talk with Aaron Hathaway to see if some thing can be planned. Jesse took time to answer questions from Board members.

Discussion: There was a very good discussion about the Salt Creek Fuels Reduction Project that McConnell Foundation had attempted to implement. The landowners did not want them to come on their properties. One of the landowners shared that representatives from McConnell Foundation left a bad impression and did not want to interact with them. So discussion was about how to have landowners allow fuels reduction to happen on their property, not only in the Salt Creek area but all over Shasta County.

Barbara Holder shared how Carl Skinner and KIXE are producing professional videos and Kat is working to get these on YouTube and other Social Media platforms.

Grants & Projects Committee Report:

Dennis Possehn reported SNC accepted the proposal and the application will be submitted. Dennis also reported that there will be a site review in September for the fuel break project on Back Bone Ridge & Fender's Ferry Road. John Livingston asked Board members to bring grants to his attention, so that they can be applied for. A couple of categories to consider for the grants are for Landscape-size big areas and Defensible Space and Home Hardening grants. There is money out there for these. He feels he's not seeing all the grants that are available and help from the Board members would be welcome. Dennis shared that the Firewise Communities will help in selling the projects, that need to be done, to individuals involved with Firewise. Once projects are identified, grants can be found to fund them. This is going to take a lot of work, but it will be easier with each project for Firewise Communities. There was some discussion about possible procedures to follow to accomplish the needed projects. Barbara shared that the Field Trip on June 29, 2023, in Old Shasta, with Dennis, was very successful and serves as an example of how Firewise Communities can become involved in developing projects. Questions were answered.

Education & Outreach Committee Report: Barbara Holder

Barbara shared that the next Firewise Community Leaders' Meeting will be on July 28th from 9:00 am to 12 noon, at the Lassen Conference Room at Caltrans District 2, West Venture Office, 1031 Butte Street in Redding. This is a secure facility and attendees will need to show ID and be on a list. She shared how impressed she was with the SCFSC Board members in making the Old Shasta Field Trip a big success.

Public Comments

Yvonne Bennett made a suggestion of applying for Micro Grants. Some are Cost Matches.

Video #5 - Carl Skinner's KIXE Series:

Landscape Assessment and Strategies was shown. This video is available to view on YouTube. It will be shown at the Firewise Community Leaders' Meeting on July 28th.

Public Dismissed

Break/Lunch

Administrative (Closed) Session

Approval of Minutes:

Motion: Jim Chapin moved, and Steve Johnson seconded, to approve the Minutes of the June 21, 2023, Shasta County Fire Safe Council Board of Directors Meeting, as amended. Motion carried.

Votes in Favor: 8
Votes in Opposition: 0
Abstain from Vote: 0
Directors Absent: 1

Executive Director Report: Pam Bates Chief Financial Officer's Report: The Financial Reports were distributed to the Board and were reviewed by the members present. Pamela answered questions from Board members. Also, Pamela shared that Payroll is now in-house.

Secretary/Treasurer's Report: Frances J. Belden, Secretary/Treasurer, prepared the Treasurer's Report. It was reviewed by the Board members present, and approved for filing as submitted.

Motion: It was moved by Steve Johnson, and seconded by Dan Adam, to approve the Treasurer's Report as submitted. Motion carried.

Votes in Favor: 8
Votes in Opposition: 0
Abstain from Vote: 0
Directors Absent: 1

Motion: It was moved by Steve Johnson, and seconded by Dan Adam, to approve the Western Shasta RCD Invoice #19-40#8 dated 5-31-2023 for \$12,074.80, being reimbursement for costs from April 1, 2023 to May 31, 2023. Motion carried.

Votes in Favor: 8
Votes in Opposition: 0
Abstain from Vote: 0
Directors Absent: 1

Executive Director's Report - Pam Bates

Board Action Items:

- Need to recruit Board Secretary and Treasurer.
- Establish the following committees (2-3 members for each committee) ASAP to meet and report to Board at large:
 - Personnel Committee
 - Budget and Finance Committee
 - Audit Committee
- Miscellaneous To-do's for Governance Committee

Updates: CWMP

- FEMA Award will occur ~ September 1, 2023
- Phase 1 funding = the total soft costs (CM, PM, Admin) for all 3 years, plus hard costs (DS/HH) for all approved "no-issue" parcels (\$9.3M). The remaining \$14.2M will be drawn Down as "issue" parcels are cleared.
- No-issue parcels = 176 homes
- Project costs will be reported monthly, advances will be made quarterly based on burn rate/forecast.
- Kickoff meeting soon, designated Board member(s) should attend

- Project partners:
 - WSRCD - will continue supporting us on assessments, site checklists, community outreach, and CEQA lead. 25 home assessments have been performed.
 - Remedy Engineering - Project management support
 - Tremaine and Associates - EHP assessments ("issue" parcels)
- Request for Contractor qualifications was sent out June 16, replies due July 26.
 - Response so far has been weak.
- SCFSC staff needs (this year, first 25 homes):
 - Grant Admin. Assistant, Support/Assistant for CM
 - Support for D-space project activities (Bullskin Ridge hire?)
 - Bring on additional staff when assessments resume (next year)
- Bob Wilson will provide project update at August Board meeting.

Community Wildfire Prevention Plan (CWPP)

- WSRCD awarded grant (USFS), award pending (\$250k)
- RFP for consultant in process
- CWPP development process has changes, workshops and guidance on prep available
- SCFSC will receive \$10k to assist in outreach to stakeholders
- Maureen from WSRCD will present an update at August Board meeting

Other Updates

- Social Media presence is much improved. Facebook page is updated almost daily. YouTube channel is in place, newsletter is in progress.
- All employees, except Katie, have been onboarded! Payroll is now managed internally, employee handbook and HR services are almost finalized, and we are looking for a new office (\$2,400/month max for all.)
- The education trailer is being updated with more current pictures, maps, and information.
- We will be hosting our own event (festival?) In October– kid's activities, a firefighter challenge with the USFS and CalFire, Firewise Reps, a raffle, BBQ? Needs to be fun! Stay tuned!

Strategic Planning Committee

There was an in-depth discussion on establishing a strategic plan.

Motion: It was moved by Dan Adam, and seconded by Jim Chapin, to form a Strategic Planning Committee with the following Board members: Steve Johnson, Francis Berg and Pam Bates. Motion carried.

Votes in Favor: 8
 Votes in Opposition: 0
 Abstain from Vote: 0
 Directors Absent: 1

Finance Committee

There was some discussion establishing a Finance Committee with the following Board members: Dan Adam, Pam Bates, and Dennis Possehn.

Motion: It was moved by Steve Johnson, and seconded by Jim Chapin, to establish a Finance Committee with the following Board members: Dan Adam, Pam Bates, and Dennis Possehn. Motion carried.

Votes in Favor: 8
Votes in Opposition: 0
Abstain from Vote: 0
Directors Absent: 1

Meetings to be Set

A. Standing Committee Meetings

- Grants & Projects: Wednesday, Aug. 2, 2023, at 10:30 am - In-Person Meeting in the Palo Cedro Office
- Education & Outreach: Wednesday, Aug. 2, 2023, at 11:30 am - In-Person Meeting in the Palo Cedro Office
- Executive Committee: Tuesday, July 24, 2023, at 9:00 am - In-Person Meeting in the Palo Cedro Office
- Finance Committee: Tuesday, July 24, 2023, at 10:00 am - In-Person Meeting in the Palo Cedro Office

B. Other Meetings to be Set

- **Board of Directors Meeting: Wednesday, August 16, 2023 at 9:30 am at 9444 Deschutes Road (Shasta Farm Bureau), Palo Cedro, CA 96073**

Adjournment: Motion

It was moved by Jim Chapin, and seconded by Dan Adam, to adjourn the meeting at 2:38 pm. Motion carried.

Votes in Favor: 8
Votes in Opposition: 0
Abstain from Vote: 0
Directors Absent: 1

Submitted by:

Frances J. Belden

Frances J. Belden
Secretary-Treasurer