

Shasta County Fire Safe Council

Board of Directors Meeting

Thursday, August 18, 2022 - 10:30 AM

**9444 Deschutes Road, (at the Shasta Co. Farm Bureau) Palo Cedro, CA 96073
(Simulcast by Zoom)**

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.

OFFICERS

President/CEO - Tania Greenwood
Vice President - Vacant
Secretary/Treasurer - Frances Belden
CFO - Vacant
Executive Officer - Pam Bates

DIRECTORS

Founding Director - Jim Chapin
Barbara Holder
Richard Karem
Francis Berg
Stephen Fitch
John Urias
Vacant

1. ROLL CALL - (Belden)
 - A. Officers & Directors Present _____
 - B. Officers & Directors Excused _____
 - C. Officers & Directors Absent _____

QUORUM (Y/N)
2. MEETING CONDUCT - (Greenwood)
3. REVIEW OF AGENDA (All)
 - A. Additions or Deletions
 - B. Approval of Agenda
4. INTRODUCTION OF GUESTS & VISITORS
 - A. Introduction of Guest Speakers & Special Visitors
 - Lisa Rice - CAL OES: CWMP Project Update
 - Carl Skinner - Presentation: Fire Hazard vs. Fire Risk
 - B. Introduction of other guests & visitors (name, organization, interests)
 - C. Public comment period: Anyone requesting to make a presentation or comments over 5 minutes in length, please request to be placed on the regular agenda.
 - D. FIREWISE Community Group Updates & Reports
5. ACTIVE PROJECTS REPORTS
 - A. CEO's Activity Report (Greenwood)
 - B. Website Update (Sumner)
 - C. Shasta County Active Projects Mapping Project w/Vestra (Karem & Chapin)
 - D. O'Brien Right of Way Project Status (Karem)
 - E. FIREWISE Community Outreach (Sumner)

Section II: Routine Business Meeting Activities

6. APPROVE MEETING MINUTES (All)
 1. Board of Directors Meeting - July 21, 2022
7. PRES./CEO REPORTS, RECOMMENDATIONS & COMMENTS (Greenwood)
8. EXECUTIVE OFFICER'S REPORT (Bates)
9. CORRESPONDANCE (Highlights - Belden)
10. TREASURER'S REPORT (Belden)
 - A. Monthly Activity
 - B. Checking Account Balance
 - C. Invoice Review (MOTION)
11. CHIEF FINANCIAL OFFICER'S REPORT (None)
 - A. Pamela Mainini: Financial Report Development & QuickBooks/Budget Preparation Update
12. COMMITTEE REPORTS
 - A. Executive Committee
 - Board Approval: Begin the preparation of an Admin. Assistant Position description & interview with Julie Brown.
 - B. Education & Outreach
 - Approval for printed posters for Alert FM Program
 - KIXE Production of Alert FM Themed P.S.A.
 - C. Nominations Committee
 - Potential Board Members: Dennis Possein & Lora Dominick
 - D. Grants & Projects Committee
 - Chipper Days Project Update
 - Bullskin Ridge Project Update
 - E. Budget & Finance Committee
 - Board Approval: Payment of WSRCD Invoice
 - F. CWPP Committee
 - Potential Forest Service Grant, Partnership w/WRSCD
 - G. Bylaws Committee - No Current Activity
 - H. Employment Policies & Procedures Committee - No Current Activity
13. OLD BUSINESS & FOLLOWUP FROM PREVIOUS MEETINGS
 - A. County Co-Ordinator Grant
 - B. CFO Vacancy
 - C. Education Trailer Transport Volunteer Proposal
 - D. Recruitment for a Project Manager for CWMP Project
14. NEW BUSINESS
 - A. Board Approval: Participation in Giving Tuesday Event w/CFNS, Designation of Project Lead-Person

- B. Establishing a priority ranking process & expected/projected work-load for all current and proposed projects
- C. Development of a Mission, Guideline Criteria, Expectations, Standards & Procedures for each committee to be approved by the Board of Directors, Designation of Project Lead-Person for each Committee

15. DIRECTOR'S COMMENTS & GOOD OF THE ORDER

16. MEETINGS TO BE SET

A. Standing Committee Meetings

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

B. Other Meetings To Be Set

September Board of Director's Meeting: Thursday, September 15, 2022, 10:30 AM, 9444 Deschutes Road, (at the Shasta Co. Farm Bureau) Palo Cedro, CA 96073, (simulcast on Zoom)

Agenda Revision Date - 8/16/2022 (Greenwood)



Shasta County Fire Safe Council Committee Membership



#	NAME	CHAIRPERSON	MEMBERS	MEETINGS
1	Executive	President/CEO	<ul style="list-style-type: none"> • Vice President • Secretary • Treasurer • CFO 	(1 st Thursday)
2	Nominating	Jim Chapin	<ul style="list-style-type: none"> • Tania Greenwood • CEO 	
3	Budget & Finance	CFO	<ul style="list-style-type: none"> • Treasurer • Jim Chapin • CEO 	(1 st Friday)
4	Grant & Project Development	Richard Karem	<ul style="list-style-type: none"> • Jim Chapin • Francis Berg • Stephen Fitch • CEO 	(1 st Wednesday)
5	Education & Outreach	Barbara Holder	<ul style="list-style-type: none"> • Jane Andersen • CEO 	
6	CWPP		<ul style="list-style-type: none"> • Jim Chapin • Tania Greenwood • Barbara Holder • Richard Karem • CEO 	
7	Bylaws	President/CEO	<ul style="list-style-type: none"> • Jim Chapin 	
8	Employment Procedures & Policies	President/CEO	<ul style="list-style-type: none"> • Fran Belden • Jim Chapin 	

Note#1 - The President/CEO is an *ex officio* member of all committees.

Note #2 - Recurring meetings are highlighted in blue

Revision date – 8/16/2022 (Greenwood)

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Palo Cedro, CA 96073



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Rules & Guidelines for Board Meeting Conduct

GOALS:

- Conduct business in a professional and efficient manner.
- Provide an opportunity for all to participate.
- Complete all required business transactions on the agenda.

MEETING RULES - All Attendees (In-Person or Virtual)

- 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.
- Practice patience & good manners.
- Public Comment Period – Please limit comments to 5 minutes (unless scheduled on the agenda).

MEETING RULES (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).
- Public Comment Period – Please limit comments to 5 minutes (unless scheduled on the agenda).

PUBLIC COMMENT PERIOD: Anyone requesting to make a presentation or make comments over 5 minutes in length, please request to be placed on the regular agenda.

Revised 7/15/2022 (Greenwood)