

SHASTA COUNTY FIRE SAFE COUNCIL
20055 Viking Way Bldg #4, Redding, CA 96003
(and via Zoom)
Board of Directors Meeting Minutes
March 20, 2024

OPEN (Public) SESSION

Call to Order: The meeting was called to order at 9:34am by Francis Berg, 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, Francis Berg
Vice President – Dan Adam
Secretary/Treasurer (Acting) – Frances Belden
Executive Director – Pamela Bates
CFO – Pamela Mainini, CPA (*via Zoom*)

Introduction of **Directors:** Steve Fitch – Director
Jim Chapin – Director
Barbara Holder – Director
Steve Johnson – Director
Tim Livingston – Director

Absent: Richard Karem – Director

Administrative Announcements & Agenda Additions and/or Deletions

- Addition to the agenda – project ranking
- Jim Chapin – focus on the roads – need strategy for safe evacuations
- Dan Adam – Board of Director meetings – adjust times and change invitees – split Public vs. Administration of the Board

Introduction of Guests & Visitors:

1. Mishon Hopkins, NRCS
2. Kate Belleville – CA Dept of Fish and Wildlife
3. Mike Bertell – A-1 Tree Service
4. Amanda Macon – GIS Mapping – Shasta College
5. Ronald Rusten – SCFSC, County Coordinator
6. Tuli Potts, Sierra Nevada Conservancy
7. Lt. Rob Sandbloom, Shasta County Sheriff's Office
8. Brandon Dethlefs – US Forest Service, Fuels Planner
9. Justin Smith, US Forest Service, Prevention, Shasta Lake
10. Kat Camplin, SCFSC, Social Media (*via Zoom*)
11. Kelli Middlebrooks, WSRCD (*via Zoom*)

Agency Updates

Rob Sandbloom, Shasta County Sheriff's Office

- His role is overseeing evacuations in Shasta County
- New to the position and looking forward to collaborating with everyone
- Daily job is emergency management – working with OES and Sheriff's Office
- His job is Specialty Teams – he covers Swat, Bomb Team, Search & Rescue, Boats, Drone Team, and Critical Incident Team/Negotiations
- Evacuation routes are not just for fire – they include volcanoes, floods, hazardous spills, etc – he coordinates all evacuations
- Coordinates with other agencies – his job is to decide to shelter in place or evacuate
- Everyone should have an evacuation plan and a list of what things they need to take with them
- If people feel they should evacuate before they hear “officially” from law enforcement or Cal Fire – then they should evacuate – nothing is stopping them
- The issue with leaving early is that you are out – if roads get closed you may not know where you should go
- Notifications tell people where collection points are and where evacuation shelters are and what routes to take
- Know your zone
- It is important to listen to evacuation instructions – evacuation centers are an information highway
- Some evacuate to friends and family and some won't leave
- Social media is helping
- Different terminology for every incident – really subjective
- Take Alert FM device with you

Kate Belleville – CA Dept of Fish and Wildlife

- Not a lot of updates – reminder that before SCFSC submits for a grant to check-in with her – early communication is key

Representative for Senator Dahle

- State side of things are going through budget issues – a lot of cuts
- Fire reduction and fire prevention funds are available – not being targeted as much as other sections of the government
- Couple of wildfire bills being worked on regarding tax credits
- Touched on insurance – realistically it's a difficult situation - probably going to get worse before it gets better. The solutions for it are very long-term

Amanda Macon – Shasta College

- GIS mapping is being streamlined – there is a private view and a public view being worked on that can be shared easily

Mike Bertell – A-1 Tree Service

- He has excited to be on more and more bid walks
- RFQ's have been written in a broader spectrum to gather more interest from contractor and it has worked – but contracts have become too broad so bidders are not as qualified as they should be – for quotes keep this in mind to flush out contractors who are unable to perform

Tuli Potts, Sierra Nevada Conservancy

- State Funding, Capacity Funding, Project Development – recommending \$500,000 to SCFSC
- SNC Board just awarded their last round of directive grants funding which was money through the State General fund through SNC's wildfire recovery resilience program. One went to Lassen Park, Soldier Mountain project. Fall River RCD is lead in collaboration with the Western Shasta RCD, Shasta College – huge collaboration – big planning project – a lot of data management which will be lead by 34 North
- Looking at conditions – to help cross jurisdictions – across federal, private, county boundaries, water boundaries – where there are opportunities to work together to scale up all forest resilience projects in this region
- Trying to work on coordination rather than conversations – how can we increase efficiencies and fill gaps – needs and funding for this region to protect homes and protect resources and improve forest resiliency
- Another project that will be recommended for funding in June is the community sawmill in Burney located on Hat Creek construction site. They will use waste from it for bio.

Brandon Dethlefs – USA Forest Service, Fuels Planner

- Update on various projects – pile burning and clean-ups – working with Western Shasta RCD – they are really doing a great job – contractors are working faster than they predicted – working around Lakehead and Salt Creek and will be heading to O'Brien.
- A lot of fire resources are out of state – supporting units outside of the region
- Working on planning around Trinity Lake
- Discussion on building burn units for the future that they will keep maintaining over time – not using a lot of herbicides except for invasive plants, not for treating fuels.
- Being hit hard budget-wise – projects are costly – cost per acre has been relatively low less than \$50.00/per acre – there's give and take

Justin Smith, Prevention, Shasta Lake

- A few events coming up – the Lakehead Community Cooperator Event at the Lion's Club this year – no date set yet, early June is the projection
- Fire Prevention week in August – will go around to the schools and will bring Smoky the Bear

Note: Francis Berg – vegetation management is a growing problem – no pun intended! – there's a variety of tools – mastication, prescribed fire, grazing or herbicides – they're all tools and it depends on the context of what you're going to treat - acreage and proximity to infrastructure has to be figured out, but I wouldn't rule out any tool depending on the situation.

County Coordinator Report - Ron Rusten

- Firewise communities have reached out – Montgomery Creek and French Gulch - field trips are being scheduled – Happy Valley and Old Station have requested SCFSC to come to events and give Firewise information and orientations
- Silverthorn and Big Bend both got rejected – need a few things fixed on their applications – he has been in contact with our state liaison, James, with Cal Fire. Need to develop a template and coach people through the process
- We are attending the Home and Garden Show this weekend in Anderson at the Fairgrounds – trying to go to more events and venues and coordinate it with Forest Service and Cal Fire and be at the same events and the same fire prevention message to everybody
- Chipper program is moving forward – has a call with the Fire Aside people to get the application up and running

- He has been in contact with VOAD – Voluntary Organization Active in Disaster – through NVCSS and they are really interested in connecting with SCFSC – a good outreach and education opportunity – getting our message out with them
- Setting up the next County-Wide Fuels Mitigation Meeting towards the end of next month and will distribute the meeting information as soon as possible

Education & Outreach Committee Report - Barbara Holder

- Handed out two awards to Dennis Possehn, our Grants and projects coordinator for the last two years and we recognized Aaron Hathaway from Cal Fire as our key liaison for the SCFSC and for all the work he does for the Firewise Communities
- We had our quarterly Firewise meeting on March 15, 2024. We had our county Fire Marshall there and Bob Wilson with our Whitmore Project talking about his experience with the WUI products and we need to continue on getting the message out about these important products
- Our next quarterly Firewise meeting will be on Friday, June 14th – we will start work on the agenda for this next meeting
- Looked at events that are happening in our county over this year and determined which would have the most benefit to bring our educational trailer and Kat Camplin is getting this list out to our board members.

Grants & Projects Committee Report – Steve Fitch

- Bullskin Ridge update – Jim Chapin - this is our first on-the-ground fuel break project that has been funded by Sierra Nevada Conservancy. We are in the process of sending out bids and are looking to start work in May – 295 acres on a key ridge
- Mapping – we have a working functioning map
- Three pending grants:
 - Planning grant 299E West Corridor – a lot of agencies are working on this corridor and want to tie it all together and compliment the work each agency is doing
 - Cal Fire Block grant- similar to our CWDG – this is to help Firewise community group projects
 - Fuel Break grant for two strategic fuel breaks – one in Happy Valley and the 3M property between Mountain Gate and the City of Shasta Lake
- Working on strategic planning and ranking grants to prioritize projects – we will discuss this more this afternoon – ranking projects on characteristics that are important to protect our communities

Nominating Committee Update – Jim Chapin

- We still have two or three empty board member slots – still working on filling these – we specifically need a financial board member. Rich Karem talked to a potential board person, Norm Rogers – he has a masters in accounting and lives in Shasta Lake City

Public Comments – None

Public Dismissed – Break

Break/Lunch

Section II: Administrative Session

Legal Update – Steve Johnson

Motion: to adopt Procurement Policy

Motion: It was moved by Steve Johnson to adopt the Procurement Policy subject to allowing our outside counsel with our executive director to make minor changes to the policy without further board approval unless our outside counsel thinks the change or the amendment is significant enough that it should go back to the board for approval. Seconded by Dan Adams. Motion carried.

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

Francis Berg – discussion about Letters of Support

- Discussion about how we decide who we write Letters of Support for – asking the board what should we do, if anything, if a private corporation asks for us to send a Letter of Support for them to gain financially?
- The private corporation needs to give us plenty of time to respond to the request
- We should not endorse private companies or individuals – opens us up – where do we draw the line?
- If so, it should be presented on the agenda for board discussion and it was confirmed that this is how it has been handled in the past

Chief Financial Officer’s Report – Pamela Mainini, CPA

- Review of financial reports
- The time it takes to close out the month depends on when the vendors submit their monthly billing
- Our organization is still fairly new, but the process and monthly reporting to the board is becoming more consistent
- Discussion about finalizing the close-out of the Lassen Fire Safe Council account
- We are on an “approved” extension for SCFSC tax return for FY 22/23 – now due May 15, 2024 – should submit in April 2024
- Discussion about indirect costs and retention of contracts.

Shingletown Fire Safe Council Dissolution Update –Dan Adam

- When the final close-out of the Shingletown Fire Safe Council occurs there is approximately \$38,000 that will transfer to SCFSC

Executive Director’s Report – Pamela Bates

- We received the second increment of the County Coordinator grant in the amount of \$87,500 – grant was extended and carries through to 12/31/24. Other agencies have been invited to start applying for the next round
- Bullskin Ridge – we have picked four contractors to send out bids and they should respond by April 5th
- Submitted an advance request for Cal Fire Chipping in the amount of \$52,000 and it was approved yesterday

- Ron and Kat have been working with the Fire Aside contacts to get the details ironed out and the application up and running for the chipping program. Discussion about how the program works
- CAL-OES project on hold – contractor is working with us and understands the nature of this project – there may be a cost increase in materials due to the hold
- Discussion about Tremaine & Associates – invoice is here for approval today - \$32K which covers the period of Aug 2023 through Feb 2024 – mostly for the initial set-up
- Touched on Computer Logistics and the transfer from Gmail to Microsoft Outlook – getting there, but still bumping into a few glitches – should be settling down in the next few weeks
- Discussion about insurance coverage - general and umbrella – coming up for renewal – looking to get quotes to see what the costs are to increase our amounts. Does our insurance cover us for the type of work we are doing in the Whitmore project? What type of insurance do we require for the contractors? We have not reached that point yet, it has been mostly consultants, not contractors out in the field yet. It was agreed contractors should have a minimum of two million out on the job for Whitmore. Talk to Dan Adams – he called Cal Non-Profit for insurance information and rates. We may end up needing two separate policies
- Discussed need for additional staff for project manager for chipping program. Also need an Outreach and Education person to attend events and do education days - Ron is getting very busy

Motion: to Pay Tremaine & Associates

Motion: It was moved by Francis Berg and seconded by Barbara Holder to approve the payment to Tremaine & Associates payment for \$32K. Motion carried.

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

Secretary/Treasurer’s Report – Barb March, Executive Admin

- Monthly check register handed out for review - covering the period of 02/21/24 – 03/19/24

Approval of Minutes:

Motion: Francis Berg moved, and Steve Fitch seconded, to approve the Minutes of the February 21, 2024, 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

Motion: To move SCFSC’s Board Room meetings from the 3rd Wednesday of every month from 9:30am - 2:30pm to the 4th Wednesday of every month from 5:00pm - 7:00pm.

Motion: It was moved by Francis Berg and seconded by Dan Adam to move the SCFSC Board meetings to the new day and time slot. Motion carried.

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

Secretary/Treasurer’s Report: Barbara March, Executive Assistant prepared the Treasurer’s Report. It was reviewed by the Board members present and approved for filing as submitted

Motion: It was moved by Barbara Holder and seconded by Dan Adam to approve the Treasurer’s Reports as submitted. Motion carried.

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

Motion: to appoint Tim Livingston as a Director to the SCFSC Board Member

Motion: It was moved by Jim Chapin and seconded by Steve Fitch to appoint Tim Livingston as a Director to the SCFSC Board Member

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

Meetings coming up:

Grants & Projects:
(Every 1st Weds. of each month)
Wednesday, April 3, 2024
9:30am – 11:00am
In-person meeting at SCFSC Office at 1181 Hilltop Drive, Redding

Education & Outreach:
(Every 1st Weds. of each month)
Wednesday, April 3, 2024
11:00am – 12:00pm
In-person meeting at SCFSC Office at 1181 Hilltop Drive, Redding

Board of Directors Meeting:
(Every 4th Weds. of each month)

Wednesday, April 24, 2024

5:00pm – 7:00pm

In-person meeting at 20055 Viking Way Bldg #4, Redding, CA 96003

(also via Zoom)

Adjournment: The meeting was adjourned at 3:17pm

Submitted by:

[Barbara March](#)

Executive Assistant