

**Minutes - Regular Meeting of the Board of Directors
Fire Safe Santa Cruz County (FSSCC)**

Thursday, August 9, 2018

10:30 AM - Noon

Location: Santa Cruz County Office of Emergency Services
5200 Soquel Avenue
Santa Cruz, CA 95062

1. CALL TO ORDER: At 1039 by Paul Horvat

2. INTRODUCTIONS & WELCOME

Directors Present: Paul Horvat, President
Joe Christy, Vice President
Ed Hayes, Vice President
LizAnne Jensen, Treasurer
Chris Berry
Robert Loveland
Lizzy Eichorn
Tim Reilly
Ian Rowbotham

Directors Absent: Andy Hubbs, Secretary
Felix Sorrentino
Jennifer Michelsen
Becky Steinbruner

Attendees: Rich Sampson, CAL FIRE
Whit Haraguchi, NRCS
Rosemary Anderson, County OES
Andrew Clark, resident
Patty Ciesla, Santa Clara County FSC
Stewart Roth, PG&E

3. Presentation from Stew Roth on PG&E Community Wildfire Safety Program

Presentation from Stewart Roth on PG&E's Community Wildfire Safety Program:
PG&E has developed a series of weather safety operations centers across the state, staffed 24/7, year round, aimed at evaluating weather conditions in real time (50 new weather stations currently in place, within next year will install 200 more across the State) and coordinating with OES, CAL FIRE, and other emergency response organizations. With regard to wildfire safety, PG&E has a number of goals, including: reinforcing/hardening current power conveyance infrastructure, implementing fuels management programs, and developing and implementing the Public Safety Power Shutoff program. PG&E will shut down power service when weather predictions and local conditions hit certain criteria. Goal: to make notifications no later than 48 hours out, but depends on weather patterns (notifications will be sent to businesses, public

agencies, emergency services, etc.). Power could be resumed in an hour or in 3 days. To date, they haven't shut the power down except when requested from incident commanders. Direct mailings will be sent out to customers to gather updated contact and health information. Medical customers will get the first notifications. They will be called twice then staff will go to residences for direct contact if no answer. Starting in September: public forums will be hosted to get the message out- more information to come. Stewart answered questions from board members and the public.

4. Agenda revisions / approval: no additions.

5. Approval of previous minutes

5.1. Review and Approve of June 7, 2018 meeting minutes: Chris moved approval of the June 7, 2018 minutes. Joe seconded the motion. All were in favor. The motion carried.

6. Treasurer's Report

- 6.1. LizAnne and executive committee opened bank account at Lighthouse Bank
- 6.2. LizAnne prepared proposed contract with Nimble Corp (Ilana King) to provide board support and to assist the Treasurer with financial responsibilities.
- 6.3. Has been meeting with Lizzy (RCD liaison) in order to gather and understand all tax reporting and accounting documents and needs.
- 6.4. Future actions- obtain copies of all tax filings to date submitted on behalf of FSSCC by the RCD and go over them with Ilana, set up an accounting system for financial report generation, provide up-to-date financial reports for FSSCC board members at all future meetings, help with better defining roles of executive committee, assist with business plan development and creation of an annual budget.
- 6.5. Lizanne requested board approval on the following items:
 - 6.5.1 Grant authority to Treasurer and/or President to sign checks and orders for payment of money in amounts up to and including a maximum of \$1,000. This would be a change to the Bylaws.
 - 6.5.2 The Resource Conservation District is authorized to initiate a contract with Nimble Corp (Ilana King) once RCD/County contract comes online.
Lizanne moved approval of the two requests, Ed seconded. All were in favor. The motion carried.

A discussion followed in which Joe moved that Nimble Corp bills be covered by the FSC until the RCD/County contract is in place.

Joe moved approval, Chris seconded. All were in favor. The motion carried.

7. Public Comment:

Andrew Clark, Bear Creek Road resident presented on the newly forming Bear Creek Fire Safe Council (see proposal here: www.tinyurl.com/bearcreekfiresafe). Bear Creek Road is a 13 mile long road, of which 9 miles are in Santa Cruz County (between Highway 9 near downtown Boulder Creek and Highway 35 / Skyline at the county line). The remaining 6 miles are in Santa Clara County, leading to Highway 17. The proposed FSC is for the 9 miles in Santa Cruz County. The primary goal of the council is to reduce harm caused by wildfires through outreach and projects that teach people how to do things more safely. Andrew welcomes collaboration between the Bear Creek Fire Safe Council and all others in Santa Cruz and Santa Clara Counties. Contact information: bearcreekfiresafe@gmail.com.

No other public comments.

8. Committee Reports

8.1. Executive Committee (Paul)

Working on defining roles. We are not a Brown Act body- but we make actions, meetings, and minutes public to be more transparent in order to best serve the community. At alternate month meetings, the executive committee has determined need for a business plan and is in process of developing it.

No other committee reports.

9. New Business

9.1. Bylaw revisions (Ed)

We have 13 directors, the Executive Committee suggests 11. Patty suggested having an advisory committee along with a smaller voting board in order to achieve a quorum more easily and to alleviate responsibilities of non-executive committee board members.

Ed had a number of proposed revisions but we ran short on time. We decided to address the most time sensitive adjustments at this meeting and address other changes at a later date.

Joe moved that we edit Article 7.2 Qualification, Election and Term of Office so that it reads that officers shall serve a 2 year term rather than a 4 year term. Chris seconded. All were in favor. The motion carried.

LizAnne moved that we edit Article 7.1 Number of Officers by removing "a" in front of Vice President to allow for there to be more than one Vice President. Joe seconded. All were in favor. The motion carried.

Ed moved that we edit Article 9.2 Checks and Notes to read "The Treasurer and/or the President are authorized by the Board to sign checks and orders for payment of money in amounts up to and including a maximum of \$1,000.00". Chris seconded. All were in favor. The motion carried.

9.2. Status of RCD/FSC MOU (Lizzy): Small revision was made that changed previous language about termination of agreement. A discussion was had regarding outlined responsibilities for the Board President. Responsibilities will be edited to alleviate administrative burden on Board President. Lizzy moved that she edit the MOU and send to Paul for signature as board has approved all other changes. LizAnne seconded. All were in favor. The motion carried.

9.3. Grant application status update (Lizzy): RCD reports they have applied for two grants (Fire Safe Clearinghouse and CAL FIRE CCI grant) on behalf of the FSC. The RCD was not awarded the CAL FIRE grant and is awaiting feedback. The CA FSC grant application period has re-opened. The RCD will revise application before end of August and

resubmit. Proposed activities include: wildfire awareness/preparedness campaigns, chipping, eucalyptus fuel reduction at Cliffwood Estates, and completion and maintenance of the Graham Hill shaded fuel break.

- 9.4. RCD/County OES scope of work review (Lizzy): Budget has been revised, we will revisit at next meeting. County and RCD will enter into contract in October and scope of work will go into effect.
- 9.5. Conflict of interest forms – board members present provided signed conflict of interest forms. Signed forms are needed from a few more board members.
- 9.6. FSC Business Plan is needed. We ran short on time so this will be revisited at the next regular meeting.

10. ADJOURN: 1202

The next Regular Meeting of the Board will be Thursday, October 4, 2018, Location TBD.