

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

Thursday, October 4, 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 1037 by Paul Horvat

**2. INTRODUCTIONS & WELCOME**

**Directors Present:** Paul Horvat, President  
Joe Christy, Vice President  
Ed Hayes, Vice President  
LizAnne Jensen, Treasurer  
Rich Sampson (for Andy Hubbs)  
Chris Berry  
Bob Loveland  
Lizzy Eichorn  
Tim Reilly  
Jen Michelsen  
Becky Steinbruner

**Directors Absent:** Andy Hubbs, Secretary  
Felix Sorrentino  
Ian Rowbotham

**Attendees:** Chris Duymich, MBARD  
Mike Chiodini, BLM Fire Management  
Frank Rogers, CAL FIRE  
Kevin Collins, VWC  
Tim Hyland, CSP  
Ken Jensen, CERT  
Scott Carlton, PG&E  
Shane Lopez, PG&E  
Nate Lishman PG&E  
Kristen Kittleson, Santa Cruz County

**3. AGENDA REVISIONS/APPROVAL**

3.1. Review and approve agenda. Lizzy moved approval of the agenda, Joe seconded the motion. All were in favor. The motion carried.

**4. CONSENT AGENDA**

4.1. Review and approve of August 9, 2018 meeting minutes. Chris moved approval of the August 9, 2018 minutes. Joe seconded the motion. All were in favor. The motion carried.

## 5. PUBLIC COMMENT

5.1. Kevin Collins: filed complaint with the CA Public Utilities Commission that PG&E is damaging property and not making necessary upgrades equipment. Complaint has been accepted by CPUC and is under process currently.

No other public comments.

## 6. REPORTS

### 6.1. Treasurer's Report

#### 6.1.1. Tasks Accomplished

- Set up a contract with Ilana King to provide support to Treasurer and Board
- Worked with Ilana King to set up a financial accounting system for FSSCC
- 2017/18 Annual FSSCC Financial Reports
- 2018/19 First Quarter FSSCC Financial Reports
- Created donation forms for board distribution and use
- Received and reviewed documents and receipts for 3<sup>rd</sup> and 4<sup>th</sup> quarter from RCD
- Set up a system for submitting relevant tax documents (SI100 and 199N)
- Resolved how Board Member liability insurance was being paid

#### 6.1.2 Future Actions

- Work with Executive Committee in November to prioritize program goals for the remainder of 2018/19 Fiscal Year and beyond
- Prepare a budget in support of these program goals to present at next board meeting on December 6, 2018
- Get board approval of the budget for these program goals
- Begin fundraising to achieve these program goals
- Begin implementing these program goals

#### 6.1.2 Handouts

- 2017/18 Annual FSSCC Financial Reports
- 2018/19 First Quarter FSSCC Financial Reports
- Donation forms

### 6.2 Executive Committee Report

Executive Steering Committee met last month and made progress on Bylaws revisions and business plan development. The RCD/FSSCC MOU was signed and is in effect and a FSSCC bank account has been set up.

No other committee reports.

## 7. DISCUSSION ITEMS

7.1. Draft business plan was presented and reviewed. Board provided input which included removing the director's and officer's insurance line item in the budget, as it will be paid for with County funding this year, and adding action plan items to establish long-term organizational goals and to actively engage local and regional fire safe councils in FSSCC efforts. LizAnne moved approval of the business plan pending above-mentioned revisions. Chris seconded the motion. All were in favor. The motion carried.

7.2. Potential PG&E wood donation program was discussed. The FSSCC does not have the capacity to distribute wood from line-clearing efforts.

**8. ACTION ITEMS**

- 8.1. Board reviewed RCD's Scope of Work to be presented to County OES when FY 2018-19 contract comes online. Board members agreed that the scope was reasonable. No action deemed necessary.
- 8.2. Bylaws revisions were reviewed. All changes were deemed acceptable and prudent. An amendment was recommended to remove the word "publicly" from Section 5(d). LizAnne moved approval of the revisions to the Bylaws pending the above-mentioned revision. Jen seconded the motion. All were in favor. The motion carried.

**9. ADJOURN: 1154**

The next Regular Meeting of the Board will be Thursday, December 6, 2018, at the Santa Cruz County Office of Emergency Services building, 5200 Soquel Avenue.

**10. PG&E PRESENTATION**

PG&E presented on the Advanced Wildfire Risk Reduction program (line-clearing efforts) currently underway in Santa Cruz County.