

Shasta County Fire Safe Council

Board of Directors Meeting

Thursday, September 15, 2022 - 10:30 AM

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

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

Jim Chapin - Founding Director
Barbara Holder - Education & Outreach, Chair
Richard Karem - Grants & Projects, Chair
Stephen Fitch
John Urias
Dennis Possehn
Vacant
Vacant

1. ROLL CALL - (Belden)
 - A. Officers & Directors Present _____
 - B. Officers & Directors Excused _____
 - C. Officers & Directors Absent _____
2. MEETING CONDUCT - (Greenwood)
 - A. Notice of Meeting Recording, Via Zoom
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
 - Royal Burnette - Mill Fire Presentation (10 Minutes)
 - Carl Skinner - Presentation: Fire Hazard vs. Fire Risk (10-15 Minutes)
 - Carl Skinner & Barbara Holder - Fire Science Symposium Proposal (5 Minutes)
 - 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 Minutes per Community/Group)
5. ACTIVE PROJECTS REPORTS

QUORUM (Y/N)

- A. CEO's Activity Report (Greenwood)
- B. KIXE Production of Alert FM Themed P.S.A. (Holder/Anderson)
- C. KIXE, Mr. Roger's Day - Education Trailer Event, Sept. 24. 2022 (Holder/Anderson)
- D. Bullskin Ridge Site Visit w/ S.N.C. (Chapin/Karem)
- E. Vestra Mapping Project Update & Mentorship Proposal (Chapin/Karem)
- F. FIREWISE Community Outreach (Sumner)
- G. C.W.M.P. Whitmore Demonstration Project (Bates/Greenwood)

Section II: Routine Business Meeting Activities

1. APPROVE MEETING MINUTES
 - A. Board of Directors Meeting – August 18, 2022
2. PRES./CEO REPORTS, RECOMMENDATIONS & COMMENTS (Greenwood)
3. EXECUTIVE OFFICER'S REPORT (Bates)
4. CORRESPONDANCE (Highlights - Belden)
5. TREASURER'S REPORT (Belden)
 - B. Monthly Activity
 - C. Checking Account Balance
 - D. Invoice Review (MOTION, IF NEEDED)
6. CHIEF FINANCIAL OFFICER'S REPORT (None)
 - A. Pamela Mainini: Financial Report Development & QuickBooks/Budget Preparation Update
7. COMMITTEE REPORTS
 - A. Executive Committee
 - Board Approval: Preparation of Contract w/ Julie Brown, Designation of Lead Person to Prepare Contract for Board Review
 - Board Member Training & Education Research (Greenwood)
 - B. Education & Outreach
 - Trailer Transport Contract
 - Trailer Repairs
 - C. Nominations Committee
 - Potential Board Member: Lora Dominick
 - D. Grants & Projects Committee
 - Chipper Days Project Update, Dusty Oaks Trail & O'Brien
 - Meeting With Ben Rowe/CALFIRE
 - Vestra Mentor Grant Proposal: Designation of Lead Person to Prepare Application & Project Proposal
 - E. Budget & Finance Committee
 - F. CWPP Committee - No Current Activity
 - G. Bylaws Committee - No Current Activity

H. Employment Policies & Procedures Committee - No Current Activity

8. OLD BUSINESS & FOLLOWUP FROM PREVIOUS MEETINGS

- A. County Co-Ordinator Grant
- B. CFO - Temporary Appointment of Pamela Mainini (MOTION)
- C. Bylaws Final Draft – Prentice & Long Request
- D. Lassen FSC/Pit River RCD Invoice & Payments Review
- E. Recruitment for a Project Manager for CWMP Project
- F. Giving Tuesday Registration, CFNS

9. NEW BUSINESS

- A. Vice President Vacancy: Temporary Appointment of Jim Chapin (MOTION)
- B. Proposal: Letter to B.O.S., Re: Right of Way Treatments (Possehn)

10. DIRECTOR’S COMMENTS & GOOD OF THE ORDER

11. MEETINGS TO BE SET

- A. Standing Committee Meetings
 - Executive: Thursday – October 6, 2022, 10:00am (Zoom)
 - Grants & Projects: Wednesday – October 5, 2022, 10:30am (Zoom)
 - Budget & Finance, (Temporarily Combined w/Executive Meeting):
Thursday – October 6, 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 - 9/14/2022 (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 – 9/14/2022 (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)