

Shasta County Fire Safe Council

Board of Directors Meeting

Thursday, July 21, 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

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

DIRECTORS

Founding Director - Jim Chapin
Barbara Holder
Richard Karem
Francis Berg
Stephen Fitch
Vacant
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**
 - A. Additions or Deletions
 - B. Approval of Agenda
4. **INTRODUCTION OF GUESTS & VISITORS**
 - A. Introduction of Guest Speakers & Special Visitors
 - 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
 - B. Active & Future Projects Mapping Project
 - C. CWMP - Whitmore Home Hardening Demonstration Project
 - D. O'Brien Right-of-Way Project Proposal
 - E. Bullskin Ridge Project Proposal
 - F. FM Alert Emergency Notification Program

Section II
Routine Business Meeting Activities

6. APPROVE MEETING MINUTES:
 1. Board of Directors Meeting - June 16, 2022
7. PRES./CEO REPORTS, RECOMMENDATIONS & COMMENTS - (Greenwood)
8. CORRESPONDANCE (Highlights - Belden)
9. CHIEF FINANCIAL OFFICER'S REPORT (Greenwood)
10. TREASURER'S REPORT (Belden)
 - A. Monthly Activity
 - B. Checking Account Balance
 - C. Invoice Review (MOTION)
11. COMMITTEE REPORTS
 - A. Executive Committee
 - B. Nominations Committee
 - C. Grants & Projects Committee
 - D. Budget & Finance Committee
 - E. CWPP Committee
 - F. Bylaws Committee
 - G. Employment Policies & Procedures Committee
12. OLD BUSINESS & FOLLOWUP FROM PREVIOUS MEETINGS
 - A. Termination of agreements with Lassen FSC
 - B. Review of Invoices submitted by Lassen FSC
 - C. Review of CWPP Activities & Performance by Lassen FSC
 - D. Review/Clarification of WSRCD Activities & Invoice (Maureen Tuebert)
 - E. Approval/Disapproval payment of WSRCD Invoices – CWMP (MOTION)
 - F. Counter offer to Zane Petersen, Office Space Rental Increase
 - G. Discussion, Approval/Disapproval of New Website Vendor (MOTION)
 - H. CFNS Reapplication
 - I. County Co-Ordinator Grant Reapplication
13. NEW BUSINESS
 - A. Discussion Re: Appointing New President/CEO
 - B. Discussion Re: Appointing & compensating Pamela Mainini, CPA as a Temporary CFO until the Board Member position can be filled.
 - C. Begin Recruitment for a Project Manager for CWMP Project Immediately
 - D. Discussion, Approval/Disapproval of recording, broadcasting and/or posting online of regularly scheduled monthly SCFSC Board meetings.
14. DIRECTOR'S COMMENTS & GOOD OF THE ORDER
15. MEETINGS TO BE SET

A. Standing Committee Meetings

- Executive: Thursday - August 4, 2022, 10:00am (Zoom)
- Grants & Projects: Wednesday - August 3, 2022, 10:30am (Zoom)
- Budget & Finance: Friday - August 5, 2022, 10:00am (Zoom)

B. Other Meetings To Be Set

February Board of Director's Meeting: Thursday, August 18, 2022, 10:30 AM, 9444 Deschutes Road, (at the Shasta Co. Farm Bureau) Palo Cedro, CA 96073, (simulcast on Zoom)

Agenda Revision Date - 7/15/2022 (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 	(1st 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"> • Garrett Costello • 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 – 7/15/2022 (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)