

SHASTA COUNTY FIRE SAFE COUNCIL
20055 Viking Way Bldg #4, Redding, CA 96003
(and via Zoom)
Board of Directors Meeting Minutes
April 24, 2024

Call to Order: The meeting was called to order at 5:10pm by Dan Adam, Vice 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

Introduction of **Officers:** Vice President – Dan Adam
Secretary/Treasurer (Acting) – Frances Belden
Executive Director – Pamela Bates

Introduction of **Directors:** Steve Fitch – Director
Jim Chapin – Director
Richard Karem – Director
Steve Johnson – Director
Tim Livingston – Director (*via Zoom*)

Absent: President, Francis Berg
Barbara Holder – Director
CFO – Pamela Mainini, CPA (*via Zoom*)

Administrative Announcements & Agenda Additions and/or Deletions: None

Approval of Minutes:

Motion: Jim Chapin moved, and Steve Fitch seconded, to approve the Minutes of the March 20, 2024, Shasta County Fire Safe Council Board of Directors Meeting, as amended. Motion carried.

Votes in Favor: 7
Votes in Opposition: 0
Abstain from Vote: 0
Directors Absent: 2

Motion: to pay checks over \$5,000.00

Motion: It was moved by Rich Karem and seconded by Jim Chapin to approve the payment to Attorneys Baker Donelson in the amount of \$18,910.00 – ck# 1184. Motion carried.

Motion: It was moved by Rich Karem and seconded by Jim Chapin to approve the payment to Western Shasta RCD in the amount of \$9,207.37 - ck# 1188. Motion carried.

Votes in Favor: 7
Votes in Opposition: 0
Abstain from Vote: 0
Directors Absent: 2

County Coordinator Report - Ron Rusten

- We had our County-wide Fuels Mitigation meeting and it went well - the collaboration that we're trying to accomplish with that meeting I can see it taking place
- Sarah from McConnell is putting together an education “during, before and after” sample
- Next County-wide Fuels Mitigation meeting will take place towards the end of August – would like to set up quarterly meetings
- SCFSC attended the Home and Garden Show – contact with approximately 200 people – had sign-ups for the Chipping Program and the SCFSC Newsletter
- Gave a Firewise presentation to the City of Shasta Lake to the City Council – it was well received. Afterwards received a call from a City of Shasta Lake resident who would like to start a Firewise Community
- Jesseca Lugo with the City of Shasta Lake invited us to set up a booth and participate in their Damboree event on May 11th
- We need help hauling the SCFSC educational trailer to events – we have two coming up – 5/11/24 in Happy Valley and 5/18/24 Manton Days
- We need a place to store the Educational Trailer
- Firewise is busy and there are several potential interested communities in becoming Firewise
 - o Montgomery Creek is in warp speed to get Firewise up and running – Ron did an orientation and in a week will be going back for field trips
 - o Oak Run has a field trip scheduled for May 3rd
 - o Stanford Hills near Keswick created a Firewise portal
 - o French Gulch – Mike Steinke working on getting community involved
- Chipping Program has approximately 60 interested parties that are scattered. Information concerning the program has been sent out to Firewise Leaders to distribute and Ron talks about it at events
- Two ways to set up the chipping program:
 - o Create an event and set the date and inform the community of the date
 - o Wait for the FireAside map to show interested parties and then set up an event and date
- Chipping contractors should have a business license
- Discussion about FireAside app and events
- Capacity and project pipeline grant – it looks like we will get these! Our pre-proposal have been approved and they want more detail – they are modifying what we submitted

Grants & Projects Committee Report – Rich Karem

- Met TJ a grant writer for the tribe – Jeremy volunteered for free to us – he attended the last Grants and Projects meeting – need a MOU between SCFSC and the tribe/REDCO – Jim Chapin feels we should try TJ out on one grant proposal, but SCFSC should have their own
- Jim Chapin feels we should have our own grant writer and has someone in mind – he was talking with Evan Watson who suggested Camille Swezy – she lives in Quincy but is relocating to Shasta County – she has done grant writing for Fall River RCD. Discussion about her rates - \$120/hour – should have her come in and meet with the grants committee
- Jim, Ron and Francis met with Cal Fire and the County – they selected Dersch road as a trial project. This road highly needs attention and they will go 25 feet to 100 feet as much as the home owners will allow. If it’s successful they expect to get more funding for that kind of work to dole out to other organizations

- Monday meeting at 130pm for planning grant – 5-year project – attendees will be Aaron Hathaway, BLM, Park Service, McConnell – will talk about large scale projects for the west side
- Ron received a call from Troy about merging his Backbone project and our Backbone project – then going back to SNC to apply for a grant
- John Livingston is still available to help us for grants that we have already applied for – his name is on all of the grants
- Discussion about strategic planning and grant ranking projects on characteristics that are important to protect our communities - basically looking at projects on three levels:
 - o Landscape projects - large
 - o Neighborhood projects - medium
 - o Individual home projects - small
- Steve Fitch presented numerical ranking system – a tool for the grants committee to help sort the projects

Nominating Committee Update – Rich Karem

- Rich Karem brought in Norm Rogers and introduced Norm to the board. Norm told us about his background – business management at a community college and transferred to Gonzaga and got his BA in Industrial Accounting and went back and got his Masters in taxation at Gonzaga – always worked at manufacturing companies. He worked here at Lehigh Cement. Has worked as Controller/Comp-troller/Director of Finance/Tax Manager. He has been retired for 8 years.
- Discussion about the duties of the Board and the Secretary/Treasurer – make sure we have financial controls and oversight. Our Bylaws and Policies and Procedures are being corrected – duties of officers and directors and being reformatted. Board of Directors vs Management – we have a CPA – Board has oversight to make sure that we have proper controls over financial matters. SCFSC needs to form an Audit Committee and the financial person on the board will be the Chairman of the Audit Committee.

Chief Financial Officer’s Report – ~~Pamela Mainini, CPA~~ —not in attendance

- Pam Bates distributed Pamela Mainini’s reports – Board would like the reports the Friday before the Wednesday meeting

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

- Monthly check register handed out and reviewed - covering the period of 03/01/24 – 03/31/24
- Newer charge Prestige Urgent care – paid for by SCFSC for employees

Update on Bullskin Ridge – Jim Chapin

- We received three contractor bids for Bullskin Ridge project and are working on the agreement with the contractor who was awarded – Tubit Enterprises from Burney
- Discussion about the project starting and Evan Watson, the Project Manager, will be out – someone has to go up for oversight while Evan is out – Jim Chapin volunteered and also Tim Livingston – we need to have a back up manager for these situations

Executive Director’s Report – Pamela Bates

- Mapping funds are being tracked that Rich Karem requested
- Still in the process of reviewing 512 CWMP documents with the attorneys – project is subject to prevailing wages – have to go back to the three bidders to have them re-bid to include prevailing wages and update material costs. Also working on bird surveys
- Have not heard any news on the pending grants

- Ron and Pam have put together a position description for a Project Assistant/Coordinator to help Ron with Firewise, events, and to get the Chipper Program up and running – Board gave Pam approval to move forward with this hiring
- Insurance update to raise from 1M/1M to 1M/3M or 1M/5M – professional liability and umbrella – increase was approved by the Board to raise to 1M/3M which would increase \$1,000 annually
- Board would like to know what Directors and Officers insurance is for the Board – Barb will provide them the information
- Tax returns were distributed to all Board members for review

Meetings coming up:

Grants & Projects:

(Every 1st Weds. of each month)

Wednesday, May 1, 2024

9:30am – 11:00am

In-person meeting at SCFSC Office at 1181 Hilltop Drive, Redding

Education & Outreach:

(Every 3rd Mon. of each month)

Wednesday, May 20, 2024

9:30am – 11:30am

In-person meeting at SCFSC Office at 1181 Hilltop Drive, Redding

(also via Zoom)

Board of Directors Meeting:

(Every 4th Weds. of each month)

Wednesday, May 22, 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 7:32pm

Submitted by:

[Barbara March](#)

Executive Assistant