

SHASTA COUNTY FIRE SAFE COUNCIL, INC.  
9444 Deschutes Road (at the Shasta Co. Farm Bureau), Palo Cedro, CA 96073  
(simulcast on Zoom)

**Board of Directors Meeting Minutes**

November 18, 2021

**Call to Order:** The meeting was called to order at 10:32 am by Richard Sealana, 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 and Guests were welcomed.

Introduction of **Officers:** President – Dr. Richard Sealana  
Vice President – Tania Greenwood  
Executive Director – Vacant  
CFO – Ed Stewart  
Recording Secretary – Vacant (Interim-Frances)  
Treasurer – Frances Belden

Introduction of **Directors:** Barbara Holder  
Richard Karem  
Mike Berry  
Jim Chapin

Absent: Garrett Costello

Introduction of **Guests:** Tom Esgate, Managing Director, Lassen Fire Safe Council  
Tom Twist, Executive Director, Shingletown/Manton FSC  
Francis Berg, Potential Director  
Sarah Seiler, Western Shasta RCD  
Aaron Hathaway, CalFire Liaison - Fire Safe Councils  
Dan Dennett, CalFire Liaison - Fire Safe Councils  
Mary Rickert, Shasta County Board of Supervisors  
Bill Kuntz, Old Shasta/Keswick  
Debbie Johnson, BURN (Boyle United Responsible Neighbors)  
Mike Ruble, BURN (Boyle United Responsible Neighbors)  
Bob Grouch, Palo Cedro, CA  
Sara Moxie, Redding, CA  
Alex Carter, McConnell Foundation

## **Meeting Conduct:**

Richard Sealana shared meeting “Ground Rules” for in-person meetings:

- Adhere to the agenda
- Speak loud enough for all to hear
- Actively listen and participate
- Take turns speaking
- Ask questions at the appropriate time

Richard Sealana shared meeting rules for 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)

## **Approval of Meeting Minutes:**

- A. **It was moved by Jim Chapin, and seconded by Richard Karem, to approve the Minutes of the Board of Directors Meeting, held on October 21, 2021, as corrected. Motion carried, unanimously.**

## **President’s Reports & Comments: Richard Sealana**

- A. Activity Report
1. Richard Sealana reported that some grants were not approved. See 11.C
  2. The Whitmore Defensible Space & Home Hardening Project is proceeding as planned. Board members are invited to meetings on Wednesday mornings at 9:00 am.
- B. Review of Bylaws
1. Richard Sealana reviewed the progress made to date after two meetings. After all the changes have been made, the Bylaws will be shown to an attorney for review.
- C. Employee recruitment:
1. Policies development - A work in progress.
  2. Budget - A work in progress.
  3. Priorities - A work in progress.
- D. Committee List – Additions or Corrections were done.

## **Executive Director Updates & Reports - None**

## **Correspondence - None**

## **Chief Financial Officer's Report (Ed Stewart)**

### **A. Updated Spending Plan**

1. It was presented by Ed Stewart, CFO, and the Shasta County Fire Safe Council Comprehensive Spending Plan was discussed. The details of the line items listed were explained.
2. Tom Esgate was asked to comment on the Lassen Fire Safe Council list of computer equipment he submitted to SCFSC for possible purchase. After discussion, it was the consensus of those present not to purchase this equipment at this time.
3. Jim Chapin requested we look again at the Executive Director position and maybe hire one on a part-time basis. There was some discussion about this. Richard Karem was in agreement with Jim Chapin. Richard Sealana explained that a full-time Executive Director was not affordable at this time. The "Project Developer" or "County Coordinator" are titles that could the work of the Executive Director.

**Jim Chapin moved, and Richard Karem seconded, to approve the updated Spending Plan. Motion carried.**

4. Richard Sealana discussed staffing and stated that the first employee of SCFSC will be the Secretary/Treasurer position. He also shared that he has about 11 resumes' of possible candidates for County Coordinator/ Project Developer, etc.
5. Tom Esgate was asked what the difference is between an Independent Contractor and an Employee. Tom explained the difference: an Independent Contractor is one who is not part of the core business. An Employee is part of your core business.
6. Barbara Holder and Jim Chapin shared that they had a meeting with Larry Alexander of Siskiyou County, who is a grant writer, to explore the possibility to using him for future grant writing.

## **Treasurer's Report (Belden)**

- A. Monthly activity in SCROD (Chase Account) was reviewed as of October 30, 2021. Last month, too much money was sent to our Savings Account with Lassen Fire Safe Council. That was corrected and the balance in the SCROD (Chase Account) is \$1,528.00. By keeping this balance, we will not be charged the \$12.00 monthly service charge.

### **B. Approval of Bills**

- USPS Postmaster Box Rent for 1 year \$ 166.00
- Jim Chapin Consulting work done for SCFSC \$ 2,772.08

**Barbara Holder moved, and Mike Berry seconded, to approve bills for payment. Motion carried.**

**Report from Tom Esgate, Lassen Fire Safe Council**

- A. County Coordinator Grant  
Tom explained that a ‘draft’ letter - not on letterhead - was uploaded from the Shasta County Board of Supervisors for the Grant application. He apologized that SCFSC did not get this County Coordinator grant. “The Buck stops with him.” He will not be charging the grant writing fee for this grant. The “County Grant Letter” is a very important part of the grant. Mary Rickert, Shasta County Board of Supervisors, said she would look into this and she recommended that we talk with Brian Dahle.
- B. Tom Esgate shared that he met with WM Beaty Associates about LFSC’s Whitmore Forest and Watershed Restoration Project and also shared how the Shingletown WUI Fuels Treatment Project is going, which is costing almost \$9 million and TuBit was awarded 2,000 acres to work. Maps of these projects will be sent to Tom Twist from Ed Stewart. Tom Twist, Shingletown FSC, shared that he was able to see what’s going on in the area west of Thatcher Mill before the Hunting Club area.

**Active Project Reports:**

- A. CalOES Whitmore Home Hardening Demonstration Project – Richard Sealana
- This project is underway and will take approximately 3 years and costing up to \$28 million.
- B. CWPP Update Project – Jim Chapin
- Jim will work with Grant Committee to identify several grants. Richard Karem stated process needs to be put in place and local groups will be encouraged to start their own Fire Wise Councils. This process is already in place under the CWPP process. CWPP will be reviewed once a year. All community groups will have submitted projects which will be ranked by priority. Richard Karem would like to identify a small project now.
  - Alex Carter, McConnell Foundation, shared that McConnell is a big player working with CalFire and BLM to develop large projects. They would like SCFSC to be the face for Community outreach to contact and then maybe participate in projects. Phase 1 is about to start but needs approval from federal entity. Once that is accomplished, Phase 2 - Fuel Reduction projects can start. This will take a few months.
  - Mary Rickert stated that SNC extended their boundaries which may be good for funding more grants. Alert System was approved. Richard Sealana will contact Eric.

- Our Website can have a place as a Clearing House area. Garrett Costello will be approached about this.
  - Jim Chapin is working on a Fuel Reduction Demonstration. It will be on next month's Agenda.
  - BURN (Boyle United Responsible Neighbors): Debbie Johnson and Mike Ruble spoke to the Board about their organization called BURN. They reported that there are 315 property owners on Boyle Road with only one way in and one way out. They have 3 areas of emphasis: Education - Vegetation - Evacuation. Project 1 - They are working with CalFire to help find escape routes. Project 2 - They are distributing Literature to residents and property owners. A future project is called the 12-foot Gate Project. These 12-foot Gates will allow CDF to come in to fight fires and will allow property owners out of the Boyle Road area, in case of fires.
  - Richard Sealana stated that they desperately need our help to organize Fire Wise Councils in this local community.
- C. Whitmore Forest & Watershed Restoration Project
- See Report from Tom Esgate above.
- D. Shingletown WUI Fuels Treatment Project
- See Report from Tom Esgate above.

### **Committee Reports**

- A. Executive Committee
1. This Committee met on November 4, 2021.
  2. Items for the next Executive Committee Meeting were identified.
- B. Nominations Committee
1. Report & Recommendation for nomination of Francis Berg and Steve Fitch. Jim Chapin asked for a motion:

**Mike Berry moved, and Richard Karem seconded, to approve Francis Berg and Steve Fitch as Directors for the Shasta County Fire Safe Council Board of Directors. Motion carried.**

- C. Grant & Project Development Committee
1. 11/10/21 Committee Meeting Report
    - Richard Karem is looking for grants - will start small - submitted a report - see attached.
    - Richard Karem stated he had a meeting with CalFire regarding Fire Wise Councils and what can be done to further our goals for projects. He talked about CWPP and how large that scope is.
  2. PG&E Ready & Resilient Grant **{not awarded}**

- County Coordinator Grant {not awarded}
3. Grant Applications Pending:
    - Secured Rural Schools & Community Self-Determination Act – RAC Grant (with WSRCD) {not awarded}
  4. Grant Applications Proposed
    - There was some discussion about what grants can be applied for - large and small. Anyone who comes across grants, please let Richard Karem know.
  5. Project Development
    - Mule Ridge is doing a Fuel Break Project. 32 acres fuel break project along Whiskeytown Lake in conjunction with CalFire - they are very supportive of this project. The Committee can consider more than one grant for this project.

**Jim Chapin moved, and Mike Berry seconded, to develop the Mule Ridge Fuel Break and control burn projects. Motion carried.**

- D. Education & Outreach Committee
1. 11/11/21 Committee Report included the Education Trailer.
  2. Education Trailer – Update and Storage
    - Tom Twist reported that the Education Trailer update is moving along. Most things are working great. The Widows XP computer will have to be replaced. Two DVD players are working great. Presentations will be 3 to 4 minute loops. Subjects: Fire Safe Councils; Shasta County Fire Safe Council; etc. All looks good. It will be stocked with up-to-date literature. A little work is needed to be done inside. Foam boards will replace hard boards which weigh much more than foam. Tom said he will be developing a manual for the operation of the trailer and the inside presentations.
    - The insurance will cost \$700.00 per year to cover the value of the trailer which is \$40,000.00.
    - Jane Anderson was asked to prepare a contact list of local news outlets.
    - Protocols are being prepared for News Releases through our Website and hard copies. The Executive Committee will review them first before they go out.
    - Tom said he will develop a “Next Door” platform to help get our message out.
    - Our website can include other communities and their contact information.
  3. The meeting with KIBE PBS Television took place on November 15,

2021, with Richard Sealana, Barbara Holder and Jane Anderson.

- They are going to produce P.A.'s (Public Service Announcements: 15 second spots to start. This is a work in progress.

E. Budget & Finance Committee – No Report

F. CWPP Committee

1. The meeting was held on November 3, 2021. This was already discussed in Tom Esgate's report earlier in these Minutes.

G. Bylaws Committee

1. 11/8/21 Committee Report: The Bylaw Committee has gotten through about three-quarters of the Bylaws.

**Old Business & Follow-up from Previous Meetings – None**

**New Business – None**

**Director's Comments & Good of the Order – None**

**Meetings to be Set**

A.	Whitmore (CalOES) Project	Wednesdays at 10:00 am – Zoom
B.	Executive Committee	December 2, 2021, at 10:00 am – Zoom
C.	Nominating Committee	To be determined
D.	Budget & Finance	December 10, 2021 at 10:00 am – Zoom
E.	Grant & Project Development	To be determined
F.	Education & Outreach Committee	December 8, 2021, at 10:30 – office
G.	CWPP - Tom Esgate - Chair	To be determined
H.	Bylaws - Chair - Richard Sealana	December 1, 2021 at 11:00 – Zoom
I.	Other	

*Note: The President/CEO is an **ex officio** member of all committees.*

**Meeting Adjourned: 1:29 pm**

**Next Board of Directors Meeting – Thursday, December 16, 2021, at 10:30 am**