

SHASTA COUNTY FIRE SAFE COUNCIL

9444 Deschutes Road (at the Shasta Co. Farm Bureau), Palo Cedro, CA 96073
(and via Zoom)

Board of Directors Meeting Minutes

August 16, 2023

OPEN (Public) SESSION

Call to Order: The meeting was called to order at 9:35 am by Francis Berg, President/CEO.

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/CEO - Francis Berg
Vice President - Dan Adam
Secretary/Treasurer - Frances Belden
Executive Director - Pamela Bates
CFO - Pam Mainini, CPA – Attended via Zoom

Introduction of Directors: Steve Fitch - Director
Barbara Holder - Director
Dennis Possehn - Director
Richard Karem - Director
Steve Johnson, Director

Director Absent: Jim Chapin - Director

Administrative Announcements & Agenda Additions and /or Deletions

1. Pam Mainini, CPA, Approval of 2023-2024 Contract
2. Consider ARC GIS Candidates

Motion: It was moved by Richard Karem, and seconded by Dan Adam, to approve the Agenda with the following additions: Pam Mainini, CPA, Approval of 2023-2024 Contract; Consider ARC GIS Candidates. Motion carried.

Votes in Favor: 8
Votes in Opposition: 0
Abstain from Vote: 0
Directors Absent: 1

Introduction of Guests & Visitors:

1. Brandon Dethlefs – U.S. Forest Service, Redding, CA
2. Mary Rickert – Shasta County Board of Supervisors

3. John Livingston – Grant Writer/Consultant
- 4.. Katie Kommenich – SCFSC: Project Assistant & Community Outreach Coordinator
5. Ronald Rusten – SCFSC: County Coordinator
6. Lora Dominick – Lakehead/O’Brien Mountain Firewise Community
7. Debbie Mayer – Guest (via Zoom)
8. Maureen Talbuert – WSRCD (via Zoom)
9. Mishon Hopkins – N.R.C.S.
10. Eileen Tremaine - Guest
11. Peggy Perales - Guest (via Zoom)

Discussion:

Supervisor Mary Rickert participated in discussion about the Zogg Fire distribution of funds available from the settlement with PG&E. The allocations are part of a court order that can’t be amended. There was discussion about the land owner who may have been responsible because he would not let PG&E on his land to trim the big gray pines near the power lines. It is also an egress issue. More discussion followed regarding landowners not wanting any work done on their land if it means cutting down the larger trees and doing other defensible space near the PG&E power lines, and it was brought out that this is a state-wide issue. Some ideas were brought up about how this can be worked out with Firewise Community groups and communication between the landowners in the Firewise Community.

Agency Updates

Brandon Dethlefs – U.S. Forest Service, Redding, CA. Brandon reported that there are several fires burning and using up the available resources. He also shared that there is a lot of planning going on for the fall control burns. There was a question regarding some administrative ground between Shasta Lake and Shasta Lake City. Yes, there is a project primarily being done by Shasta Lake City and it’s a huge fuel break connecting several existing fuel breaks, most of which are on private land but also on some Forest Service land. They’re hoping to start this project in late fall when the rains have started. There was some more discussion about this and Brandon answered questions.

Mishon Hopkins – N.R.C.S. Mishon reported that there wasn’t much new to report other than they are wrapping up their 2022-2023 funding and contracts. He shared that they were told they would be getting lots of funding during the next couple of years and that staffing would be an issue, not funding. They are looking at how many projects they can get off the ground and he stated that he’s been working with the Forester from RCD. He was asked if he had enough staffing to go to the Firewise Community meetings and he responded that with some lead time, he would be able to have staff attend. Once at the meeting, he and staff would be happy to answer questions regarding defensible space, fuel breaks, ingress/egress issues, etc. He then answered questions regarding Field Trips.

Letter of Support for Lakehead Response Center

Francis Berg stated that last month he was approached by Jesse Penland, U.S. Forest Service, to provide a Letter of Support from the Shasta County Fire Safe Council for the Lakehead Response Center. At this time, he presented the final version for approval from the Board of Directors.

Motion: It was moved by Richard Karem, and seconded by Dennis Possehn, to give a letter supporting the development of the new Lakehead Response Center, to replace the Lakeshore Station, from the Shasta County Fire Safe Council, to the U.S. Forest Service Representative here today. Motion carried.

Votes in Favor: 8
Votes in Opposition: 0
Abstain from Vote: 0
Directors Absent: 1

Brandon Dethlefs answered several questions on the new Lakehead Response Center, regarding what will be located there and what areas is he U.S Forest Service responsible for.

Grants & Projects Committee Report:

Dennis Possehn reported that we did get approval for the Bullsken Ridge Grant for the big fuel break between Oak Run and Round Mountain. We were also awarded a Grant for Curbside Chipping so later on this fall, Firewise Communities can start to plan their Chipping Days. John Livingston reported that several grant applications were forwarded to Dennis, who'll go over them with the Grants & Projects Committee to see if any projects are covered in the grants that we can apply for. John shared that another round of grants have started and some requests are very specific, for example, CWPP.

Maureen Teubert, WSRCD, reported on the status of CWPP, stating that they're in the contract phase with the Forest Service and basically, this was a nationwide program and this is the first time they've done this. They started with contracts on the East Coast and they're working their way west. She stated that she did all the paperwork they requested and now she is waiting to get the contract in place. The way the grant is written, is that we will put out requests for proposals to have a consultant be hired to do the CWPP updates. She shared that she thinks the grant term is 2 years once it is in place, so she thinks they'll start sometime this fall and hopefully have it done within the year, but it may take longer, depending what is to be done.

John Livingston is looking for a program with sirens for the communities. Barbara Holder shared that Dusty, at the Sheriff's Office, is offering Firewise Communities, these FM Alerts to be programmed for free. There was on-going discussion about the different possibilities for these communities, including having amendments for our CWPP. John shared that he will be attending a meeting with Community Foundation - North State.

Education & Outreach Committee Report: Barbara Holder

Barbara shared that the Firewise Community Leaders' Meeting on July 28th, at the Lassen Conference Room, was very successful. Lora Dominick shared that the information on the insurance website was about 5 years old and that none of the insurance companies listed are providing homeowner insurance policies. There was some more discussion about this subject. Aaron Hathaway gave a presentation on defensible space of 0' to 5' around homes, and by all accounts, it was excellent and it's been taped for future viewing by Firewise Communities. There was more discussion about future Field Days from Ron Rusten, with Firewise Leaders.

Kat reported that we now have 5 taped presentations by Carl Skinner and they are in their final edits and can be found on our website and our YouTube. Katie shared that she's working on Monthly Newsletters for our website and her first attempt will be going out to the Board. There was discussion about the Fire Fun Festival on October 14, 2023, at the Palo Cedro Park. She is receiving lots of help from Ron, John, and Jesse. There will be a Small Beer Booth, a Fire Fighter Challenge, Fire Rescue Demonstrations and a Raffle every hour. Questions were answered.

Public Comments - None

Public Dismissed

Break/Lunch

Administrative (Closed) Session

Approval of Minutes:

Motion: Dan Adam moved, and Steve Johnson seconded, to approve the Minutes of the July 19, 2023, Shasta County Fire Safe Council Board of Directors Meeting, as amended. Motion carried.

Votes in Favor: 8
Votes in Opposition: 0
Abstain from Vote: 0
Directors Absent: 1

Chief Financial Officer's Report: The Financial Reports were distributed to the Board and were reviewed by the members present. Pamela Mainini, CPA, answered questions from Board members.

Secretary/Treasurer's Report: Frances J. Belden, Secretary/Treasurer, prepared the Treasurer's Report. It was reviewed by the Board members present, and approved for filing as submitted.

Motion: It was moved by Barbara Holder, and seconded by Dennis Possehn, to approve the Treasurer's Report as submitted. Motion carried.

Votes in Favor: 8
Votes in Opposition: 0
Abstain from Vote: 0
Directors Absent: 1

Motion: It was moved by Dennis Possehn, and seconded by Dan Adam, to authorize compensation for Pamela A. Mainini, CPA, for the past year, 2022-2023, in the amount of \$24,000.00. Motion carried.

Votes in Favor: 8
Votes in Opposition: 0
Abstain from Vote: 0
Directors Absent: 1

Motion: It was moved by Dan Adam, and seconded by Steve Johnson, to accept the Contract submitted by Pamela A. Mainini, CPA, for July 1, 2023 to June 30, 2024. Motion carried.

Votes in Favor: 8
Votes in Opposition: 0
Abstain from Vote: 0
Directors Absent: 1

GIS Candidates

Richard Karem began discussion on who would be the better candidate for performing GIS work for Shasta County Fire Safe Council. The consensus was to contract with Jason Synder for GIS services.

Motion: Steve Johnson moved, and Dan Adam seconded, to contract with Jason Synder for GIS services, not to exceed \$1,200. Motion carried.

Votes in Favor: 8
Votes in Opposition: 0
Abstain from Vote: 0
Directors Absent: 1

There was continuing discussion on providing more funds to have the GIS project continue the project until our next Board meeting and an amount of \$5,000 was discussed.

Motion: Steve Johnson moved, and Steve Fitch seconded, to provide up to \$5,000 for subsequent GIS work in support of our mapping project after the first \$1,200 has been expended. Motion carried.

Votes in Favor: 8
Votes in Opposition: 0
Abstain from Vote: 0
Directors Absent: 1

Executive Director's Report - Pam Bates

Pam reported that the office space on Court Street is no longer available, so she is looking for another space. One location under consideration is at 1181 Hilltop Drive in the Town & Country Mall. There was some discussion regarding the parking, but since the offices are away from the main street, parking should be fine. Pam shared that Board members

could view the proposed office space today after the meeting if they would like to. Pam just needs to let the Broker know. Pam also shared information on how the CWMP is going and how the various agencies are streamlining the protocol for identifying homes ready for home hardening.

Staffing

Staffing needs were discussed in terms of what is needed when Frances Belden leaves the Board and it was the consensus that a new Board member is needed and who will serve as the Secretary/Treasurer, also needed is a full-time Executive Administrative Assistant who will be available to assist all Board members, and a bookkeeper to take care of day to day transactions and who will work with Pamela Mainini, CPA. There was discussion among the Board members.

2023/2024 Fiscal Budget Approval

The Financial Committee presented a Budget for 2023/2024. There was much discussion about some of the items. The Executive Director's position and salary was discussed, in regards to the prospect that it should be a full-time position with a yearly salary of \$80,000. There was discussion of the proposed Budget for the Education and Outreach Committee with Barbara Holder, Chairman, and it was accepted. Julie Brown is listed in the Budget and her name will be replaced with the name of the position.

Motion: Steve Johnson moved, and Barbara Holder seconded, to approve the Budget for 2023/2024. Motion carried.

Votes in Favor: 7
Votes in Opposition: 1
Abstain from Vote: 0
Directors Absent: 1

Strategic Planning Committee

Steve Johnson shared that the Strategic Planning Committee did not meet and why. There was an in-depth discussion on establishing a strategic plan and what information is needed from the various agencies and other sources. What Steve proposes is to prepare a plan and distribute it to all the Board members for their review and have a discussion at the next meeting. Member of the Committee are Steve Johnson, Francis Berg and Pam Bates.

Meetings to be Set

- A. Standing Committee Meetings
- Grants & Projects: Wednesday, September 6, 2023, at 10:30 am - In-Person Meeting in the Palo Cedro Office
 - Education & Outreach: Wednesday, September 6, 2023, at 11:30 am - In-Person Meeting in the Palo Cedro Office

B. Other Meetings to be Set

- **Board of Directors Meeting: Wednesday, September 20, 2023 at 9:30 am at 9444 Deschutes Road (Shasta Farm Bureau), Palo Cedro, CA 96073**

Adjournment: The meeting was adjourned at 3:08 pm.

Submitted by:

Frances J. Belden

Frances J. Belden

Secretary-Treasurer