

**SHASTA COUNTY FIRE SAFE COUNCIL, INC.**  
9444 Deschutes Road (at the Shasta Co. Farm Bureau), Palo Cedro, CA 96073  
**Board of Directors Meeting Minutes**  
May 19, 2022

**Call to Order:** The meeting was called to order at 10:30 am by Dr. Richard Sealana, 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 - Dr. Richard Sealana  
Vice President - Tania Greenwood (via Zoom)  
CFO - Vacant  
Secretary/Treasurer - Frances Belden  
Executive Officer - Pam Bates

**Introduction of Directors:** Steven Fitch  
Tom Twist  
Richard Karem  
Francis Berg

**Directors Absent:** Jim Chapin - Founding Director  
Barbara Holder

**Meeting Conduct:**

Goals:

- Conduct business in a professional and efficient manner
- Provide an opportunity for all to participate
- Complete all required business

President, Richard Sealana shared meeting “Ground Rules” for In-Person meetings:  
Richard then shared meeting rules for Video Conferencing

**Introduction of Guests & Visitors:**

A. Presenting Guests:

1. **Ayla Tucker** – Pacific Gas & Electric – Government Relations Representative/Liaison:
  - Reported on PG&E’s roll in Fuels Management efforts
  - Reported on PG&E’s roll in Home Hardening efforts
  - Reported on PG&E’s plans to bring connections underground
  - Ayla talked at length about how these actions will help keep customers and communities safe in the face of the growing wildfire risk across the state, and how PG&E is continuing to evolve their wildfire safety program to reduce the risk of catastrophic wildfires.
  - On Wednesday, May 25, PG&E customers are being invited to join an

interactive wildfire safety webinar where there will be discussion of plans for reducing wildfire risks in Tehama, Shasta, Lassen and Glenn Counties. During this webinar, attendees will have a chance to ask questions and share feedback with the PG&E team including a Regional Vice President. An email for this webinar will be sent to Richard Sealana as a reminder.

2. **Robert L. Wilson**, Construction Manager for the California Wildfire Mitigation Program under SCFSC leadership:
  - Robert shared that he is in the process on on-boarding to Shasta County Fire Safe Council.
  - He stated he is a Licensed Contractor and has lived in Shasta County for over 35 years.
  - He shared that he is looking forward to working with the team at WSRCD and to start learning what the work will included.
  - Robert shared that he worked at the San Anselmo Vineyards for 7 yrs.
  - In the Carr Fire, even though the Dr's house was built with "hardy" materials, it burned to the ground!
  - He reported that he has first-hand experience on how to do home hardening and defensible space.

B. Other Guests & Visitors:

1. Dan Dennett – CalFire Assistant Chief – Shasta Trinity Unit
2. Tim Brady – CalFire
3. Jim Barrett, – Dusty Oaks Trail FWCC – Bella Vista, CA
4. Royal Burnett – Retired CalFire
5. Jesse Penland – Redding, CA
6. Patrick Jones – Shasta County Board of Supervisors
7. Jane Anderson – Oak Run FireWise (via Zoom)
8. Desiree' Mafflore – Salt Creek Summer Homes & Lakehead FireWise (via Zoom)
9. Brandon Dethlefs - USFS
10. Tuli Potts – Sierra Nevada Conservancy (via Zoom)
11. Laura – O'Brien Mountain FireWise (via Zoom)
12. Maureen Teubert – WSRCD District Manager (via Zoom)
13. Jared Biddle – (via Zoom)
14. Pam Bates – SCFSC Executive Officer I

**Approval of Meeting Minutes:**

- A. **Tom Twist moved, and Richard Karem seconded, to approve the Minutes of the Board of Directors Meeting of April 21, 2022, as presented. Motion carried unanimously.**

Votes in Favor: 7

Votes in Opposition: 0

Abstain from vote: 0

Directors absent: 2

## President/CEO's Updates & Reports:

### A. Special Report/Update – I-5 Corridor Project:

#### I-5 Corridor Fuels Reduction – Environmental Assessment – Proposed Project Location

- The I-5 Corridor project area is located on the northwest side off Shasta Lake, about 13 air miles northeast of Redding, California. Most of the project area is within the Shasta Unit of the Whiskeytown-Shasta-Trinity National recreation Area, Shasta Lake Ranger District, on the Shasta-Trinity National Forest; two small areas in the northern portion of the project area are outside the National recreation area but are within the Shasta Lake Ranger District. The project area occurs along Interstate Highway 5 (I-5) corridor north of the Pit River Bridge, south of the community of Pollard, east of Backbone Ridge, and west of the McCloud River arm of Shasta Lake.
- The project area encompasses approximately 33,700 acres, of which 28,410 are National Forest System (NFS) lands. Approximately 15,600 acres are within the Wildland Urban Interface (WUI), of which 14,330 acres are National Forest System lands. All proposed treatments are on National Forest System lands. The project area includes, or is adjacent to, several communities (e.g., Lakehead, O'Brien Mountain Estates, Statton Road Subdivision, Northwood Estates, Lakeview Terrace, and Gregory Estates.) Non-federal lands and homes are scattered throughout the project area and are considered part of the Lakehead Fire Safe Council area. Linear infrastructure within the project area includes two Pacific Gas and Electric (PG&E) 115-kilovolt (kV) transmission lines, a portion of the west coast Union Pacific Railroad, Interstate Highway 5 (I-5), and an American Telephone and Telegraph (AT&T) fibre optic line.

#### I-5 Corridor Project Update:

- Jesse Penland tuned this part of the meeting over to Brandon Dethlefs, USFS – Shasta Lake, who gave some history on the I-5 Corridor. It has been impacted by several fires and internal issues. This is about to enter “Objection Period” for 45 days – the Forest Service has 45 days to respond and if there are no objections, plans can be implemented in areas. Plans are ready to go as soon as documents are signed. The Forest Service has current funding to help plan and facilitate project. The Union Pacific Rail Road may have a better outlook now after the past fires. There was an informative discussion on how this project is moving forward.

### B. Monthly Activity Highlights

- On-boarding our new Executive Officer – Richard Sealana reported that he has spent time with Pam Bates introducing her to new responsibilities. One-

- third of her time will be billed to CWMP.
- CFO vacancy - Richard Sealana passed out “Director” job description to all present Board members in an effort to find two new Board members and one of them hopefully will be eligible to be our CFO as well.
- California Wildfire Mitigation Program (CWMP) - Shasta County - meets every week.
  - a. A Construction Manager was hired – Robert L. Wilson – & his salary will be paid for from CWMP.
  - b. A Project Manager was hired and she will start May 31, 2022 – Sarah Hendrix (new married last name is ‘Sumner’)
- County Coordinator’s Report - Richard Sealana:
  - a. Reported that upon receiving the grant award of \$175,000, 50% of Pam Bates’ salary will be paid from it.
  - b. Shared that I-5 Corridor Project is being supported by a variety of committees.
- Committee Activities
  - a. Executive Committee Meetings are held via Zoom on the 1<sup>st</sup> Thursday of each month and Board members are welcome. May 6<sup>th</sup> was our last meeting & was combined with Budget & Finance Committee.
  - b. Grants & Projects is a very active committee and meets the 1<sup>st</sup> Wednesday of the month. They are actively looking for grant writers.
  - c. Education & Outreach
    - HIZ workshops - Three workshops completed and were well conducted and attended.
    - The Education trailer now has a touch screen that works and has been re-named Education Station. Seven reservations have been made so far.
  - d. Nominations
    - 2 new Board Members are needed to fill vacancies left by resignations from Mike Berry and Ed Stewart. One of them can be our CFO. Those present were asked if they know of any interested parties and if so, please let Jim Chapin know.
  - e. Importance of Board member participation - we need you!
    - Richard Sealana shared that he attended the Redding Leadership Conference.
- Fire Wise risk assessment activities:
  - FM Alert System will alert those that have limited communication. Electronic communication receivers cost about \$99.00 each and some can’t afford this. PG&E is giving Shasta County \$50,000.00 for receivers for the FM Alert System and this is very important to the following Fire wise communities. Patrick Jones, Shasta County Supervision, stated that the FM

Alert System is a \$12 million dollar project and is address specific.

- a. Bella Vista
  - b. Oak Run
  - c. Lakehead
  - d. West Redding
  - e. Presentations to community groups available upon request.
- CPA selection process - completed - Proposal made to Pam Mainini, CPA
  - CWPP Memorandum of Understanding ending as of June 30, 2022.
  - KIXE Partnership – new PSA coming out soon.

### **Executive Officer Updates & Reports**

- A. Meeting and getting to know Board Members has been a good experience for me.
- B. Writing Grants is something I'll be doing to secure monies we need to promote our programs and I'm working closely with the Grants & Projects Committee. I had a very productive meeting with Richard Karem, Chair, of that committee.
- C. AB1717 is an Assembly Bill which will require 'prevailing wage' for defensible space contractors. There was discussion about sending a 'letter of opposition' to this bill.

### **Correspondence**

- A. Letter re: AB1717 – After some discussion, a motion was made as follows:

**Richard Karem moved, and Steve Fitch seconded, to authorize CEO, Richard Sealana, to send a letter of effect to the State Assembly Members, and Public Works Committee, stating the adverse effects of AB1717 on fuel reduction efforts in the State of California. Motion carried.**

Votes in Favor: 7

Votes in Opposition: 0

Abstain from vote: 0

Directors absent: 2

### **Chief Financial Officer's Report:**

- A. Working on Grant received from CFNS-2 and approximately \$54,000.00 needs to expended by the end of the year.
- B. The Shasta County Fire Safe Council Comprehensive Spending Plan was discussed. The money is in the mail! The Shasta County Grant for \$250,000.00 is expected any day as is the Sub-grant from the State of California for WSRCD in the amount of approximately \$280,000.00.

## **Treasurer's Report:**

- A. **Monthly Activity** – Frances Belden, Treasurer, reported on the monthly activity of invoices that were submitted and paid:

**4/29/2022** - 02 Staffing Invoice – Amount for week worked 4/29/2022 - FJBelden \$1,204.88; Amount for week worked 4/29/2022 - PBates \$328.85  
Total:  $\$1,204.88 + \$328.85 = \$1,532.32$

**4/29/2022** - Siskiyou Insurance Services – Liability Insurance covering Palo Cedro, Burney and Lakehead venues for HIZ workshops.  
Total: \$1026.00

**5/7/2022** - 02 Staffing Invoice – Amount for week worked 5/7/2022 - FJBelden \$1,181.25; Amount for week worked 5/7/2022 - PBates \$692.55; Amount for week worked & mileage 5/7/2022 - RWilson - \$1,273.60; Stone Creek Fire, LLC (Pat Durland) - 3 HIZ Workshops 4/30, 5/1, & 5/2 - \$6,633.45  
Total:  $\$3,147.40 + \$6,633.45 = \$9,780.85$

**5/7/2022** - Reimbursement to Richard Karem for printing 2000 flyers for West Redding Firewise - \$306.73 Total

**5/13/2022** - 02 Staffing Invoice – Amount for week worked 5/13/2022 - FJBelden \$803.25; Amount for week worked 5/13/2022 - PBates \$564.98; Amount for week worked & mileage 5/13/2022 - RWilson \$882.99  
Total:  $\$564.98 + 803.25 + 882.99 = \$2,251.21$

### **Notes**

- Two credit cards for SCFSC's President & Secretary/Treasurer have been ordered by LFSC. They never arrived, called LFSC who then reordered them and it will take another few weeks until they arrive.
- The Executive Committee approved a subscription for the "Zoom Pro" at an annual fee of \$149.00. This will be ordered with the credit card online.

- B. **Chase Business Account** Balance: \$1,516.00 (No monthly Service Fee is charged as long as balance is \$1,500.00 or more.)

### **C. Upcoming Bills**

\$ 271.16 – Reimbursement to Barbara Holder for Lunches provided at the HZI Workshop on Saturday, April 30, 2022, in Palo Cedro.

- \$ 763.04 – Reimbursement to Jane Anderson for expenses related to the HZI Workshop on Sunday, May 1, 2022, in Burney, plus mileage for 220 miles.
- \$ 64.95 – Reimbursement to Fran Belden for 5 new front door keys made; Computer program “SuperAntiSpyware” for 3 computers.

**(Richard Sealana shared that the ByLaws allow the President/CEO to approve Invoices and Reimbursements up to \$5,000.00 – No motion is needed at this time.)**

**Active Project Reports:**

- A. CalOES Whitmore Home Hardening Demonstration Project:
  - There was discussion on designation of applicant’s agent and a resolution was adopted for non-state agencies.

**Steve Fitch moved, and Francis Berg seconded, to adopt the resolution regarding designation of applicant’s agent. Motion carried.**

Votes in Favor: 7  
 Votes in Opposition: 0  
 Abstain from vote: 0  
 Directors absent: 2

- B. CWPP:
  - SCFSC is awaiting a ‘Grants and Agreements’ signature so it can proceed with the update of our CWPP to involve more stakeholders.
  - CWPP will be coming back in-house and a new Chairman is needed. CWPP will be going into the Projects & Grants Committee.
- C. Whitmore Forest and Watershed Restoration Project:
  - Moving along - Tania Greenwood will report on this later in the meeting.
- D. Shingletown WUI Fuels Treatment Project:
  - Shingletown has a Fire Wise Community and it is moving along. \$5,000 was donated to it. Over 2,000 acres have ben treated in Mc Cumber Road area. Price for defensible space is \$200,000 so far. A new 18" chipper was purchased for \$100,000.00.

E. California Wildfire Mitigation Program (CWMP) – Shasta County  
 Project No. PJ-0974: Program Implementation Overview

<u>Implementation Milestone</u>	<u>Start Date</u>
Complete HMGP sub-application	October 15, 2001
Begin Outreach Efforts	November 1, 2021

Approve Applications	November 30, 2021
First Home Assessments Begin	December 15, 2021
EHP Package to FEMA	January 14, 2022
<b>EHP FEMA Approval</b>	<b>March 15, 2022 – We are here!</b>
Request Contractor Quote	April, 1, 2022
Contractors Quote Received	May 5, 2022
Contractor NTP Issued	June 1, 2022
Site Work Commences	June 15, 2022

E. Fire Wise Communities:

- Salt Creek Summer Homes, O'Brien Mountain & Lakehead Fire Wise are having an Education Day and residents have been invited to come. The Education Trailer will be there.
- Jim Barrett has finished the Risk Assessment for the Bella Vista (Dusty Oaks Trail) FireWise Community.
- Jane Anderson commented on Oak Run FireWise. They are finishing the Risk Assessment. The Education Trailer will be at the Chille & Corn Bread Cook-off on June 4<sup>th</sup> in Manton. Receivers will be available for the FM Alert System - PG&E will be supplying them. June 18<sup>th</sup> will be Education Day in Oak Run from 11:00 am to 3:00 pm and the Education Trailer will be there.
- Tom Twist commented on what the Shingletown Fire Wise group are doing. Shingletown has a Fire Wise Community and it is moving along. \$5,000 was donated to it. Over 2,000 acres have been treated in Mc Cumber Road area. Price for defensible space is \$200,000 so far. A new 18" chipper was purchased for \$100,000.00.

### Committee Reports

- A. Executive Committee Meetings are held via Zoom on the 1<sup>st</sup> Thursday of each month and Board members are welcome. April 7<sup>th</sup> was our last meeting.
- B. Nominations Committee was alerted that 2 new Board Members are needed to fill vacancies left by resignations from Mike Berry and Ed Stewart. One of them can be our CFO. Those present were asked if they know of any interested parties and if so, please let Jim Chapin know.
- C. Grant & Project Development Committee
  - Completed Activities:
    - a. Richard Karem reported that he met with O'Brien Mountain Fire Wise representative, Lora Dominick. There are 62 residents within gates and a few more outside of the gated community, making the total 70. Richard Karem shared that they would meet again.
  - Proposed Activities:
    - a. Discussion – PG&E Wildlife & Preparedness grant opportunity:



1. Chipper Days
  2. Defensible Space Workshops
  3. Homeowner Insurance Workshops
  4. Home hardening consultations
  5. Alert FM Receivers
- b. Small grants available through PG&E CBO Direct Program – (discussed with Ayla Tucker, PG&E’s local Representative) \$15,000.00 Grant for small project funding.
  - c. Develop budget proposal for Shasta County Grant (grant writing, capacity building, project development.)
- Pending Projects:
    - a. Mule Ridge Fire Break
    - b. O’Brien Mountain – Fire Wise group to work with USFS to produce map of project (possible Sierra Nevada Conservancy funding)
    - c. Curbside chipping – needs funding source
    - d. NW Redding Fuels Treatment – fund mapping and development and grant writing for project from Shasta County grant, apply for CCI grant for the actual project)
    - e. Mapping project for current and proposed Shasta County fuels projects – (associated with the CWPP project.) Pam Bates shared that although Vestra is good, ‘Jacobs Engineering’ would be one to ask regarding mapping. Pam stated she used to work there and she will approach them for ‘pro bono’ work. The County Coordinator will prioritize projects as things come to light.
  - Action Items:
    - a. Richard Karem and members of Grants & Projects Committee will be working with Pam Bates, Executive Officer, to create a Master Grant & Project timeline. Richard Karem stated he had a great meeting with Pam Bates and stated she had great ideas on grant availability. Another great idea was to have a “Donate Now” button on our Website.
    - b. Meet with NPS/USFS regarding Mule Ridge Project
    - c. Source funding for the above projects, set aside some existing funds for Fire Wise capacity building – \$5,000.00.
    - d. Apply for PG&E grant – (identify activity to be funded) \$15,000.00
    - e. Contact and meet with Tuli Potts, Sierra Nevada Conservancy for possible grants.
    - f. Meet with CalFire to compare what we’re doing with what they’re doing.
    - g. Check on mapping companies.

- D. Education & Outreach Committee
  - HIZ workshops - Three workshops completed and were well conducted and attended.
  - The Education trailer now has a touch screen that works and has been re-named Education Station. Seven reservations have been made so far.
  - The Education Trailer will be at the Chille & Corn Bread Cook-off on June 4<sup>th</sup> in Manton. Receivers will be available for the FM Alert System - PG&E will be supplying them.
  - June 18<sup>th</sup> will be Education Day in Oak Run from 11:00 am to 3:00 pm and the Education Trailer will be there.
- E. Budget & Finance Committee will be combined with Executive Committee meeting this month. This Committee usually meets on the 1<sup>st</sup> Friday of each month.
- F. CWPP Committee - See CWPP Update in Active Project Reports: B.
- G. Bylaws Committee did not meet this month.
- H. Employment Policies & Procedures Committee did not meet this month.

**Other Reports - None**

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

**New Business:**

- A. Termination of agreements with Lassen Fire Safe Council
  - Richard Sealana advised the Board of what has recently transpired between the Shasta County Fire Safe Council and the Lassen Fire Safe Council regarding the termination of our agreements in preparation of taking all financial matters in-house as of July 1, 2022.

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

**Meetings to be Set**

- |    |                                  |   |
|----|----------------------------------|---|
| A. | Whitmore (CalOES) Project        | Tuesdays at 9:00 am – Zoom                |
| B. | Executive Committee              | Thursday, May 5, 2022, at 10:00 am – Zoom |
| C. | Nominating Committee             | To be determined                          |
| D. | Budget & Finance                 | Friday, May 6, 2022 at 10:00 am – Zoom    |
| E. | Grants & Projects                | Wednesday, May 4, 2022 @ 10:30 am – Zoom  |
| F. | Education & Outreach Committee   | To be determined.                         |
| G. | CWPP - Tom Esgate - Chair        | To be determined.                         |
| H. | Bylaws - Chair - Richard Sealana | To be determined.                         |
| I. | Employment Procedures & Policies | To be determined.                         |

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

**Meeting Adjourned: 1:35 pm**

**Richard Karem moved, and Tom Twist seconded to have an Executive Session at this time. Motion carried.**

Votes in Favor: 7

Votes in Opposition: 0

Abstain from vote: 0

Directors absent: 2

**Next Board of Directors Meeting – Thursday, June 16, 2022, at 10:30 am**  
at 9444 Deschutes Road, Palo Cedro, & via Zoom