

**SHASTA COUNTY FIRE SAFE COUNCIL, INC.**  
9444 Deschutes Road (at the Shasta Co. Farm Bureau), Palo Cedro, CA 96073  
**Board of Directors Meeting Minutes**  
March 17, 2022

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

Introduction of **Officers:** Tania Greenwood – Vice President (via Zoom)  
Executive Officer – Vacant  
Ed Stewart – CFO  
Frances J. Belden – Secretary/Treasurer

Introduction of **Directors:** Jim Chapin – Founding Director  
Barbara Holder  
Steven Fitch  
Tom Twist  
Richard Karem

Directors **Absent:** Dr. Richard Sealana – President/CEO  
Mike Berry

**Meeting Conduct:**

Goals:

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

Tania Greenwood shared meeting “Ground Rules” for In-Person meetings:

- 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

Tania Greenwood 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)

### **Introduction of Guests & Vistors:**

Jim Barrett, – Dusty Oaks Trail FWCC – BellaVista, CA  
 Royal Burnett – Presenter – CalFire Employee 38 years - worked as Fire Behavior Analyst & Fire Cause Investigator.  
 Mary Rickert – Board of Supervisors, Redding, CA  
 Tim Shansey – Shasta, CA  
 Mark Pereira – Shasta , CA  
 Steve Iverson – Redding, CA  
 Sarah Hendrix – Oak Run, CA  
 Jesse Penland – Redding, CA  
 Brandon Dethlefs – USDA – Redding, CA  
 Sean Coth – CalFire/SCFD  
 Aaron Hathaway – CalFire – Millville, CA  
 Lynn Dorroh – Montgomery Creek, CA

### **Presentations:**

- A. Royal Burnett - Presentation of HR6903 by LaMalfa & McClintok  
 A Bill to require the Secretary of Agriculture to carry out activities to suppress wildfires, and for other purposes. There was some discussion regarding this presentation. Brandon Dethlefs gave some remarks concerning “Direct Attack!” on the Forest Service and their history of fighting fires. Jim Chapin remarked that, “As individuals, we can support this Bill.” Royal gave a copy to the Secretary for distribution to those who would like a copy.
- B. Lenya Quinn-Davidson - Prescribed Burn Association  
 This Association can assist private landowners with prescribed burns on private lands. Lenya told how she went to Nebraska to see how Great Plains lands were using prescribed burn practices. Lenya is on the Board of the Prescribed Burn Association and offered to be a resource for Shasta County Fire Safe Council. The Association is looking to involve people to volunteer for needed training, etc. She is not involved in fund raising and said that EQUIP & CFIP funding is used in the few cases when extensive preparation work is needed. There was some discussion at this time.

### **Approval of Meeting Minutes:**

- A. **Jim Chapin moved, and Steve Fitch seconded, to approve the Minutes of the Board of Directors Meeting of February 17, 2022. The Minutes were approved. Motion carried.**

Votes in Favor: 9

Votes in Opposition: 0

Abstain from vote: 0

Directors absent: 2

### **President's Reports & Comments: Read by Tania Greenwood, Vice President**

- Oak Run FireWise Meeting – They are at Step #2 of the FireWise process.
- Held meetings with CPA regarding future financial management needs.
- Organized and scheduled interviews for Executive Officer position.
- Coordinated GIS mapping assistance through Western Shasta RCD.
- Held weekly project meetings for the CA Wildfire Mitigation Program (PROJECT)
- Prepared “Request for Proposals” for Construction Management for Project.
- Conducted Executive Committee Meeting.
- Met with non-profit Attorney regarding SCFSC Bylaws review.
- Spoke to Supervisor Patrick Jones – he has offered his help in locating grant writers
- Scheduled and participated in Grants and Projects Committee meeting.
- Corresponded with County of Shasta regarding new applications for PROJECT
- Held “Action Plan Implementation” meeting with Lakehead FireWise group.
- Scheduled FireWise “risk assessment tour” for Bell Vista FireWise group.
- Worked on RPF for “Subject Matter Experts” for PROJECT.
- Researched and prepared Board resolution for compensation of “Interested Parties.”

### **Executive Office Updates & Reports: None**

### **Correspondence (Highlights):**

- 2/22/2022 – Mr. Jade Steward called from Igo, CA, asking about insurance & wildfire mitigation for his property. He was given the number for California Wildfire Mitigation Program: 530-945-6016
- 2/24/2022 – Stewart Hastings called asking about Defensible Space help, but does not live in Whitmore - he was given contact information of a local forester to contact.
- 2/25/2022 – Bernard Helms called and asked about the California Wildfire Mitigation Program in Whitmore and shared that he lived in Whitmore. He volunteered that he had received the special post card inviting home owners to call the number on it and to go to the website where he could get more information. Shared that he should call the number on the card.
- 3/10/2022 – Giselle Turner emailed SCFSC and asked about Jones Valley. She is looking to update her roof and create a break this spring after experiencing the Fawn Fire. She was emailed the number for California Wildfire Mitigation Program and was advised that she could find some answers after talking to them.
- 3/12/2022 – Steven Snyder emailed SCFSC and asked to talk to someone about fire

- safety at his home. He was emailed the number for California Wildfire Mitigation Program and advised that he could find some answers after talking to them.
- 3/14/2022 – Mark Pereira called and left a Voicemail saying he lives in Old Shasta and wondering if there was a Fire Safe Council in his area. He was called and was informed that Shasta County Fire Safe Council represents Shasta County and that he was welcome at our meeting as a Guest. He knows our Board member, Richard Karem.
  - 3/14/2022 – Joanne Paqun-Sproul, Vice Chair, Manton Fire Safe Council, called to introduce herself. She stated that their FSC meetings are at the Manton Volunteer Fire Station the 2nd Monday of the month at 6 PM. She also shared that our Education Trailer will be in Manton on June 4<sup>th</sup> as part of their Festival. She was invited to our meeting.

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

- A. Ed Stewart, CFO, reported that the Budget and Finance Committee had a meeting with our CPA to negotiate employment. Ed also reported that our CPA will provide a Report detailing the Profit and Loss of all accounts.
- B. The Shasta County Fire Safe Council Comprehensive Spending Plan was discussed. The details of the line items listed were explained. The Grant was extended to October 31, 2022.
- C. Ed Stewart submitted his letter of Resignation from the Board as of April 30, 2022.

### **Treasurer's Report:**

- A. Frances Belden, Treasurer, reported on the monthly activity of invoices that were submitted and paid:
  1. 2/18/2022 - 02 Staffing Invoice – Amount for week worked 2/18/2022  
Total: \$649.69
  2. 2/19/2022 - A Lenovo Laptop Computer & Monitor were paid for  
Total: \$2,104.08
  3. 2/25/2022 - 02 Staffing Invoice – Amount for week worked 2/25/2022  
Total: \$1,212.91
  4. 3/3/2022 - Reimbursement to Fran for California Secretary of State - Completed Statement of Information Fee - \$25.00  
- Reimbursement to Garrett Costello for Website Domain Name - 3 years - \$149.77  
Total: \$174.77
  5. 3/4/2022 - 02 Staffing Invoice – Amount for week worked 3/4/2022  
Total: \$1,051.31
  6. 3/8/2022 - Invoice T&D Properties - Education Trailer Expenses  
Total: \$4,022.03
  7. 3/11/2022 - 02 Staffing Invoice – Amount for week worked 3/11/2022 -

\$945.00; Redding Printing Company, Inc.- 500 5x7 Post Cards w/2-sided printing & postage - \$316.86; KIXE TV Channel 9 - \$400.00  
Total: \$1,661,86

**Steve Fitch moved, and Francis Berg seconded, to approve the Treasurer's Report as presented. Motion carried.**

Votes in Favor: 9

Votes in Opposition: 0

Abstain from vote: 0

Directors absent: 2

**Notes:**

Two credit cards for SCFSC's President & Secretary/Treasurer have been ordered by LFSC.

The Executive Committee approved a subscription for the "Zoom Pro" with an annual fee of \$149.00. This will be ordered with the credit card online.

**B. Checking Account Balance**

1. Chase Business Account balance is \$1,516.00, as of February 28, 2022.

**C. Approval of Bills: No new bills.**

**Active Project Reports:**

**A. CalOES Whitmore Home Hardening Demonstration Project:**

- There was discussion on the Whitmore Home Hardening Demo Project and Aaron Hathaway, CalFire, reported the new code regarding Defensible Space which will be required starting on January 1, 2023. The new code is that 0-5 feet Restricted; 5-30 feet and 30-100 feet, has been added Tania Greenwood explained where the project is at this time and that things are going along on schedule. Meetings are held weekly and Board members are invited. Aaron gave a report on the crews available for fighting fires...they are down to 4 Inmate Crews. Some CCC camps are being re-purposed for firefighting. This year, a little over 70 crews will be available for firefighting state wide.

**B. CWPP:**

- A draft MOU has been delivered for the Forest Service's consideration. SCFSC is awaiting a final agreement from USFS Grants and Agreements so it can be circulated to the other parties for signature. Jim Chapin asked about the \$35 million grant from the Federal Government. A proposal letter to be written on Shasta County's Fire Safe Council's behalf outlining our needs.

**C. Whitmore:**

- Mastication: We are passing 1,000 acres of treatment and hope to have all

2,800 acres completed by fire season.

- Biomass thinning: Currently cutting and we are on track to have 2,000 acres completed before we run into fire restrictions.

D. Shingletown:

- Biomass Thinning: We are approaching 4,000 acres of treatment.
- Mastication: Two masticators are working under THP's on about 300 acres of work.
- CEQA CE: We are still a few weeks away from having our documentation ready for WSRC's review. Once we have this completed, we'll be able to implement treatments not conducted under Forest Practice Act exemptions.

## 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. March 3<sup>rd</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.
- C. Grant & Project Development Committee
1. Grant was submitted for West Redding Fuel Break – Placer to So. Fork Mule Ridge – waiting for CalFire.
  2. Seven FireWise Communities to utilize Curb-side Chipping - Grant was requested for five years from Shasta County Board of Supervisors and has not been approved.  
\$40K - Cost to purchase Chipper  
\$15K - per year to maintain areas that have been chipped.  
\$60K - to operate Chipper.  
Grant Proposal amount \$250 million - we are still looking for possible grant.  
Committee may meet with Nature Conservancy to discuss this need.
- D. Education & Outreach Committee
1. Barbara Holder would like accomplishments of SCFSC reported to her 3 days before each monthly Board of Directors meetings so she can prepare a Report, have it approved at the Board meeting and then distribute it.
  2. Barbara also reported that she plans to contact Garrett Costello to encourage him to update the Calendar for the Education Trailer availability on the website.
  3. Education Trailer - News from Tom Twist  
Trailer looks great!! The Wrap had to have 4 panels redone because the wrong Logo was used by Signsations – then corrected, at their expense – now it is perfect!
    - The Trailer is going to Oak Run on May 14<sup>th</sup> for their Ice Cream Social & Fire Education Day from 11:00 am to 3:00 pm, and to the Chille & Corn Bread Cook-off on June 4<sup>th</sup> in Manton.

- The Education Trailer has been scheduled for 3 days for the Home Hardening Workshops on:  
April 30<sup>th</sup> in Palo Cedro at Bishop Quinn Catholic Center  
May 1<sup>st</sup> in Burney at the VFW Hall  
May 2<sup>nd</sup> in Lakehead at the Lions' Club

Pat Durland, California Fire Safe Council, will be holding statewide workshops on the 29<sup>th</sup> & 30<sup>th</sup> of March in the Northern Zone.

These workshops will be posted on Social Media and maybe on KXIE Channel 9.

- E. Budget & Finance Committee  
This Committee 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. Draft of Bylaws have been submitted to our non-profit attorney, reviewed and the final Draft has been sent to the Board members for review.
- H. Employment Policies & Procedures Committee did not meet this month.

### **Old Business & Follow-up from Previous Meetings**

- A. Recruitment of Executive Officer (Part-time)
- B. Bylaws were submitted to our nonprofit Attorney for review.
- C. Compensation Schedule for Interested Parties  
There was some discussion after Tania read it for the Board members.

**Richard Karem moved, and Ed Stewart seconded, to accept the Resolution for the Compensation Schedule for Interested Parties as presented to the Board. Motion carried.**

Votes in Favor: 8

Votes in Opposition: 0

Abstain from vote: 1 (Francis Berg)

Directors Absent: 2

### **New Business:**

- A. Mike Berry has submitted his resignation for the Board of Directors of the Shasta County Fire Safe Council. We thank him for his service.

**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              | April 7, 2022, at 10:00 am – Zoom |
| C. | Nominating Committee             | To be determined                  |
| D. | Budget & Finance                 | April 1, 2022 at 10:00 am – Zoom  |
| E. | Grant & Project Development      | April 6, 2022, at 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: 1:10 pm**

**Next Board of Directors Meeting – Thursday, April 21, 2022, at 10:30 am**  
 at 9444 Deschutes Road, Palo Cedro, & via Zoom