

SHASTA COUNTY FIRE SAFE COUNCIL, INC.
9444 Deschutes Road (at the Shasta Co. Farm Bureau), Palo Cedro, CA 96073
Board of Directors Meeting Minutes
April 21, 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: Jim Chapin – Founding Director
Barbara Holder
Steven Fitch
Tom Twist
Richard Karem
Vacant

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:

- 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

Richard then 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 Presenting Guests & Visitors:

- A. Presenting Guests:
 - 1. Pam Bates – Executive Officer – SCFSC (Dusty Oaks Trail FWCC)
 - 2. Sarah Hendrix – Project Coordinator – SCFSC (Phillips Mills, Oak Run, CA)
- B. Other Guests & Visitors:
 - 1. Jim Barrett, – Dusty Oaks Trail FWCC – Bella Vista, CA
 - 2. Steve Iverson – Redding, CA
 - 3. Meagan Beaver – Davey, Resource Group
 - 4. Patrick Jones – Shasta County Board of Supervisors
 - 5. Royal Burnett – Retired CalFire
 - 6. Warren Jenkins – Dusty Oaks Trail FWCC – Bella Vista, CA
 - 7. Jane Anderson (via Zoom) – Oak Run FireWise
 - 8. Jesse Penland – Redding, CA
 - 9. Maureen Teubert – WSRCD District Manager
 - 10. Aaron Hathaway – CalFire – Millville, CA
 - 11. Mike Aronson - SPI
 - 12. Mary Rickert – Shasta County Board of Supervisors

Approval of Meeting Minutes:

- A. **Tom Twist moved, and Steve Fitch seconded, to approve the Minutes of the Board of Directors Meeting of March 17, 2022, as corrected . Motion carried unanimously.**

Votes in Favor: 9

Votes in Opposition: 0

Abstain from vote: 0

Directors absent: 0

President/CEO's Reports, Recommendations & Comments:

- A. Grant Award from Shasta County - \$250,000 was granted to SCFSC by the Shasta County Board of Supervisors and 'Thank you's' went to Patrick Jones and Mary Rickert for this grant, and for the opportunity to apply for more grants. Patrick Jones made comments on how serious it is for our county to be fire safe. Mary Rickert thanked SCFSC for getting our letter for Grant consideration to her in a timely manner. She is working on the Dixie Fire litigation and she will be included in future conversations.
- B. Staff Recruitment Process - Jim Chapin has been named Chairman of the Nominating Committee and will be looking to fill two vacancies on the Board. Richard reported that an Executive Officer, Pam Bates, and a Project Manager, Sarah Hendrix, have been hired, after interviewing several candidates, and later in the meeting they will introduce themselves.
- C. CFO Vacancy - To fill this vacancy, a candidate with a financial background is

- being looked for. Please let the Nominating Committee Chairman know if you know of someone who can fill this vacancy. Thank you.
- D. CWMP – Whitmore Demonstration Project - Richard reported that the project is on schedule and that Demonstration Projects like this one will be in other communities in the future.
- E. County Coordinator Grant goal was explained - it is for funding the County Coordinator position for 18 months at \$175.00 hr. This grant was not given to Shasta County Fire Safe Council the first time it was applied for. Shasta County Board of Supervisors recommended that SCFSC reapply for it and they are confident we'll get it this grant next time around. Mary Rickert said it'll be a recurring grant.
- F. Bylaws Update - Richard reported that the Bylaws have been updated and reviewed by an attorney. The final draft was sent to the Board members for their review and comments.
- G. Completion Report for RFFCP Grant from Sierra Nevada Conservancy - The first grant supplied was \$35,000 which has been completely applied to capacity building, as was the \$10,000 grant received from the Shasta County Board of Supervisors.
- H. Committee Activities
- Executive -Meets every month as needed.
 - Grants & Projects - See Committee Reports
 - Nominations - Jim Chapin has been named Chairman of the Nominating Committee and will be looking to fill two vacancies on the Board.
 - Importance of Board Member Participation - Board members were encouraged to join and support Committees they are interested in.
- I. FireWise Activities
- The next step for the Bella Vista and Oak Run Communities is action. Richard Karem is getting West Shasta FireWise going.
- J. CPA Selection Process - This will be discussed later in the meeting.
- K. CWPP Memorandum of Understanding - This is moving through the process.
- L. KIXE Partnership - SCFSC has an agreement with KIXE to produce PSA spots. 3 have been done so far. Richard Sealana showed the 1st POS for the Board members. It was very well received. Several Board members mentioned that they have and their friends saw it on KIXE Channel 9.

Executive Officer Updates & Reports (Article 3, Section 1) – None

Correspondence (Highlights) - None

Chief Financial Officer's Report:

- A. Working on Grant received from CFNS-2 and approximately \$65,000 needs to expended by the end of the year.
- B. The Shasta County Fire Safe Council Comprehensive Spending Plan was discussed.

Treasurer's Report:

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

3/18/2022 - 02 Staffing Invoice – Amount for Week worked 3/18/2022 - FJBelden
Total: \$897.75

3/25/2022 - 02 Staffing Invoice – Amount for Week worked 3/25/2022 - FJBelden
Total: \$956.81

4/1/2022 - 02 Staffing Invoice – Amount for Week worked 4/1/2022 - FJBelden
Total: \$1,015.88

4/7/2022 - T&D Properties – 2000 Brochures printed – \$455.78; Reimbursement to Jim Chapin – March 16 Projects Meeting Lunches – \$35.75; Redding Printing Company – 100 additional Whitmore Project Post Cards – 80.44; 02 Staffing Invoice – Amount for Week worked 4/8/2022 - FJBelden \$956.81.

Total: \$455.78 + \$35.75 + \$80.44 + \$956.81 = \$1,528.78

4/16/2022 - 02 Staffing Invoice – Amount for Week worked 4/15/2022 - FJBelden
Total: \$708.75

Barbara Holder moved, and Jim Chapin seconded, to approve the Treasurer's Report as presented. Motion carried unanimously.

Votes in Favor: 9

Votes in Opposition: 0

Abstain from vote: 0

Directors absent: 0

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. **Approval of Bills**

\$ 25.65 – Reimbursement to Fran Belden - Giles Lock & Security Systems for duplicate keys & key tags

\$ 381.60 – Reimbursement to Barbara Holder for cost of printing flyers for three upcoming Home Ignition Zone Workshops on April 30th in Palo Cedro, May 1st in Burney, and May 2nd in Lakehead.

\$1,027.69 – 02 Staffing Invoice dated 4/22/2022 - Amount for week worked 4/22/2022 - FJBelden

**Tom Twist moved and Steve Fitch seconded to approve bills to be paid.
Motion carried unanimously.**

Votes in Favor: 9

Votes in Opposition: 0

Abstain from vote: 0

Directors absent: 0

Active Project Reports:

- A. CalOES Whitmore Home Hardening Demonstration Project:
 - There was discussion on the Whitmore Home Hardening Demo Project and 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.
- 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.
- C. Whitmore Forest and Watershed Restoration Project:
 - Nothing new at this time.
- D. Shingletown WUI Fuels Treatment Project:
 - Contractors are working and will be paid soon. A 10-year agreement with landowners - MOU - to maintain their land through fuel reduction to keep fuel reduced.
- 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
EHP FEMA Approval	March 15, 2022 – We are here!
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. FireWise Communities:
 - Jim Barrett and Warren Jenkins shared progress on Bella Vista FireWise.

They have organized a ‘Work Party’ with members to help in common areas to have fuel reduction. Grazing being done with cattle in area. 28 residences in area are all helping each other. The bridges are getting checked out for weight controls, etc. Now in the Risk Assessment phase.

- Mary Rickert discussed the “Ag Pass Program” which exists to let landowners in to their property to feed animals and take care of bee hives. Mary advised to contact Larry Feran.
- Jane Anderson commented on Oak Run FireWise. They are in the Risk Assessment phase. On May 14th, the Education Trailer is going to Oak Run 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 4th in Manton. Monitors will be available for the FM Alert System - PG&E may be supplying some.
- Tom Twist commented on what the Shingletown FireWise group are doing.
- Richard Sealana reported that the Lakehead FireWise has been recognized. They held an action plan implantation meeting in March.

Committee Reports

- A. Executive Committee Meetings are held via Zoom on the 1st Thursday of each month and Board members are welcome. April 7th 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
 - Grant was submitted for West Redding Fuel Break – Placer to So. Fork Mule Ridge – waiting for CalFire.
 - Curb-side Chipping for homeowners was discussed - The cost for this was determined to be \$550,000 and was presented to the Shasta County Board of Supervisors. The Project Committee would also like VESTRA involved.
 - O’Brien Mountain was discussed by Jesse Penland. He reported that there are Grants available but need to be applied for. There are 62 residents within gates and a few more outside of the gated community, making the total 70. Richard Karem shared that he could help out.
 - Lower Salt Creek area - part of Lakehead FireWise - Project is in 45-day Objection Period. The upcoming meeting hopefully will be scheduled to resolve some issues between project objectives.
 - There was some discussion about control burning led by Meagan Beaver, Davey Resource Group.

Richard Karem moved, and Jim Chapin seconded, to explore a Control Burn Program sponsored by Shasta County Fire Safe Council. Motion carried.

Votes in Favor: 9

Votes in Opposition: 0

Abstain from vote: 0

Directors absent: 0

- The 'I-5 Corridor' encompasses many acres of broken lands between private landowners, federal owned lands and state owned lands. Maureen Tuebert, WSRC District Manager, gave an overview of the 'I-5 Corridor Project.'

D. Education & Outreach Committee

- Barbara Holder shared that a Monthly Newsletter will come out regularly and she would like information for it before the monthly Board of Directors meetings. There are over 70 Interested Parties that the letter can go.
- Barbara also reported that there are three Home Ignition Zone Workshops coming up. The first one is on Saturday, April 30th, in Palo Cedro, at the Bishop Quinn Catholic Center; the second one is on Sunday, May 1st, in Burney at the Intermountain Memorial VFW Hall; the third workshop is on Monday, May 2nd, in Lakehead at the Lions Club. Each workshop is about 8 hours long, from 9am to 5 pm, with lunch provided free. The workshops will be instructed by Pat Durland, a nationally respected and internationally known expert in wildland fire mitigation training and planning programs for agencies. Barbara has provided fliers and requested that we get them out and invite as many people as possible. Tom Twist shared that the brochures are very nice and will remain timely for several years.
- Pat Durland, California Fire Safe Council, will be holding statewide workshops on the 29th & 30th 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 1st Friday of each month.

F. CWPP Committee - See CWPP Update in Active Project Reports: B

G. Bylaws Committee - See Old Business

H. Employment Policies & Procedures Committee did not meet this month.

Other Reports

A. Lassen Fire Safe Council Representative (Jim Chapin)

Before Ed Stewart resigned from the Shasta County Fire Safe Council Board of Directors, he served as Liaison to the Lassen Fire Safe Council. This vacant position has been filled by Jim Chapin.

Old Business & Follow-up from Previous Meetings

A. Adoption of updated Bylaws

Richard Sealana read the Resolution for adopting the Final Draft of the Bylaws.

Francis Berg moved and Tom Twist seconded to accept the Resolution presented to adopt the Final Draft of the Bylaws of Shasta County Fire Safe Council. Motion carried unanimously.

Votes in Favor: 9

Votes in Opposition: 0

Abstain from vote: 0

Directors absent: 0

New Business:

A. Presentations:

1. Meet your new Executive Officer – Pam Bates

- Experienced environmental professional in both private industry and as a consultant.
- Comprehensive understanding of California State’s environmental programs and regulations, how they are applied and implemented, and the associated impact on the regulated community.
- Project management experience including planning and managing tasks, developing time lines and budgets, identifying and organizing project resources, identifying problems early, and communicating effectively.
- Adept in verbal and written communications and very comfortable interacting with technical staff, regulators and the public.
- Manufacturing business owner, rural property owner, and small community volunteer and advocate.
- Education: BS, California State University, Northridge
Health Science – Environmental and Occupational Health

2. Meet your new Project Coordinator – Sarah Hendrix

- My Sierra Woods – American Forest Foundation
Program Coordinator
 - Conducted outreach to hundreds of landowners across 12 counties to determine their eligibility for fuels reduction projects.
 - Worked with RPFs to coordinate property visits
 - Organized landowner information into a large online database
 - Used personal experience as a forest landowner to connect & build trust with landowners new to the program.

- Collaborated with team members to accomplish program goals.
 - Phillips Brothers Mill, Oak Run, CA
Sawmill and Forest Management Technician
 - United States Peace Corps, Doti, Nepal
Agriculture Technician
 - Education:
 - University of California, Santa Cruz
Bachelor of Arts, Environmental Studies
 - Peace Corps Pre-Service Training (Kavre, Nepal)
Intensive 10-week field-based training
- B. Activation of Nominating Committee (Article 3, Section 6)
Jim Chapin agreed to be Chair of this Committee.
- C. Richard Sealana introduced the concept of Alternate meeting locations in the future were discussed. The consensus of those present was that this is a good idea.
- D. Royal Burnett reported that Paradise received a \$2 million dollar grant for a Siren System. Old Shasta and French Gulch have a Siren System in place.
- E. Meagan Beaver explained what Davey Resource Group does when they come in and help agencies to accomplish goals of Shasta County Fire Safe Council.

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: 1:15 pm

Next Board of Directors Meeting – Thursday, May 19, 2022, at 10:30 am

at 9444 Deschutes Road, Palo Cedro, & via Zoom