

SHASTA COUNTY FIRE SAFE COUNCIL
20055 Viking Way Bldg #4, Redding, CA 96003
Board of Directors Meeting Minutes
July 24, 2024

Call to Order: The meeting was called to order at 5:09pm by Francis Berg, 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

Introduction of **Officers:** President – Francis Berg
Vice President – Jim Chapin
Secretary/Treasurer – Norm Rogers
Executive Director – Pamela Bates

Introduction of **Directors:** Fran Belden, Director
Steve Fitch – Director
Richard Karem – Director
Steve Johnson – Director
Alan Olson – Director
CFO – Pamela Mainini, CPA (*via Zoom*)

Others: Ron Rusten – County Coordinator

Absent: Barbara Holder – Director

Administrative Announcements & Agenda Additions and/or Deletions:

Addition – Pamela Mainini’s contract needs to be reviewed.

Approval of Minutes:

Motion: Jim Chapin moved, and Steve Johnson seconded, to approve the Minutes of the June 26, 2024, Shasta County Fire Safe Council Board of Directors Meeting, as submitted. Motion carried.

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

Secretary/Treasurer’s Report

- Monthly check register handed out and reviewed - covering the period of 06/01/24 – 06/30/24
- Discussion came up about Bob Wilson’s position and salary on the CWMP. Board would like to understand what Bob is working on. He is helping to build the start-up of the program that is being rolled out. He provides research and construction knowledge that CAL-FIRE doesn’t have. Working on the Scope of Work for CWMP. Bob also visited Lake County to see the completion of their first home hardening project. There are weekly team meetings with WSRCD. Does Bob

have a schedule? Who sets it? Will his job change as the project moves forward? Does Bob have a report he turns into us? Yes, he keeps a log every day. Can we set a date for the first house to be completed? Our county has the most complex diverse issues and properties. Federal funding is tough to work with - very complicated and complex.

County Coordinator Report - Ron Rusten

- Qtrly Firewise/Public Outreach meeting went well. There is a time issue to balance the meeting between public and Firewise groups. The next meeting will be set up the same way and looking for ways to improve.
- There have been a lot of meetings and between the Fuels Mitigation meeting, the Firewise meeting and the Committee meetings there is a need to be mindful of the agencies and people's time. Must make the meetings productive and worthwhile.
- Sent out a survey to the Firewise Leaders to get an idea of what is important to them.
- Looking at events to attend and reviewing our handouts to make sure that they are accurate and up-to-date.
- Looking into attending the Intermountain Fair in McArthur to reach out to the east side of the county and make ourselves known to the communities for Firewise support and the Chipping services.
- Charmie Stevenson is very supportive of SCFSC. They are willing to pay for the booth at the Intermountain Fair but we will need volunteers to work with them together. The fair dates are 08/29/24—09/02/24. Again, we need to make our presence known out there.
- Firewise Leaders keep the Firewise groups going – they are the spark plugs. Funds should be distributed to them to promote community involvement
- The Shingletown Slash program went away - Doug Young looked into it and said let's keep it going. The CAL-FIRE Chipping grant can cover the cost on it. Jason Woods will be the contractor on site for the Slash Program 2 days a month.
- Discussion about the Slash program
- The Chipping program is up and running – broke up the county by zip codes. Working on setting dates for each zip code to have a spring and fall chipping date set for the same month every year.
- Ron would like to strengthen SCFSC's relationship with the City of Shasta Lake. They would like to include us in their Fire Prevention Guide and want to write an article about SCFSC. The City of Shasta Lake is encouraging Firewise community growth within city limits – extremely active.
- Shasta Lake has been approved as a “fire risk reduction community” and it is big with the insurance agencies.

Grants & Projects Committee Report – Rich Karem

- How can the Firewise communities craft their projects so that they will be inline with our expectations.
- Doug Young designed a form for the Firewise communities to use. Letter of Intent – a generic leeter describes the project in one paragraph and gets the landowner/property owner to participate in the project.
- The Grants and Projects committee would like motion for the Board to approve the following forms:
 - o Strategic Planning and Ranking
 - o Letter of Support
 - o Roles and Responsibilities
 - o Project Submission Form

- **Motion:** Jim Chapin moved, and Steve Johnson seconded, to approve the four forms that the Grants and Projects committee submitted – the Strategic Planning and Ranking, the Letter of Support, the Roles and Responsibilities, and the Project Submission Form. Motion carried.

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

- The Grants and Projects committee is proposing \$350k of the Zogg Fire Fund be set aside for the Firewise community projects.
- Discussion about the Zogg fire money and what the funds should be used for.
- It was discussed that the Zogg Fire funds should be kept as operating reserve. Our awards have a 10% retention written into the agreements and SCFSC needs to keep this in mind when a grant award is closing out. It could take 4-6 months to receive the final funds.
- Camille Swezy, the new Grant Writer, has been sent a contract. She is ready to go at the end of the month. Grants come out in the fall and are usually submitted by the first of the year.
- Field trip to McConnell footprint on 08/14/24 from 9am-12pm.

Executive Director’s Report – Pamela Bates

- Bullskin Ridge – the Phillips family is very please and thankful for the Bullskin Ridge work.
- County Coordinator Grant – has been extended to the end of the year and will be awarded an additional \$34k.
- SNC Capacity Building – SCFSC has submitted an advance request for approximately \$111k and it should be here soon.
- Shasta County Capacity Building – has approximately \$116k left
- SNC Capacity Building Grant – there is 20k in this budget that can pay for Board Training.
- The Executive Director position has been posted on Linked In, Craigslist and Facebook.
- Pam has been meeting with Ron to get him up to speed.
- The 24/25 Budget needs to be approved
- Board Training with the Daryl Reese Law Firm is set for August 7, 2024 from 3pm-5pm.

Legal Update – Steve Johnson

- Two attorney firms have completed their work on the CWMP Whitmore project. The templates for the CWMP project are done. The attorneys will continually be needed for the CWMP project on an as-needed basis.
- Daryl Reese Law – total of 15k should take care of his services.
- Carr Kennedy – here in Redding SCFSC will pay project by project for contracts needed.

Budget Committee - Norm Rogers

- Agreed that the Zogg Fire funds should be kept as operating reserve.
- Discussion about Pamela Mainini’s contract – should she stay as a contractor or move to an employee position? An employee position is more acceptable and could possible require two rates - one for bookkeeping and one for CPA services. If she stays as a contractor does her position need to go out to bid?
- Discussion about Grant Writing budget.

Recuitment/Personnel Committee – Francis Berg

- Julie Driver is interested in joining the Board. She is in marketing and would be great in Education and Outreach.

- Executive Director recruitment has been advertised. Ron Rusten has applied and he is interested in the permanent position. We should have at least 3 qualified applicants before starting the interview process.
- Francis, Jim and Richard will interview – Francis will be leaving soon.
- Pam Bates will assume the Project Manager position for CWMP starting August 1, 2024. Pam Bates feels the position will be 20-30 hours per week.
- Jim Chapin feels the committee should meet with Ron Rusten to make sure he understands the Executive Director position and help with the transition.

Meetings coming up:

Grants & Projects:

(Every 1st Weds. of each month)

Wednesday, August 7, 2024

9:30am – 11:00am

In-person meeting at SCFSC Office at 1181 Hilltop Drive, Redding

Education & Outreach:

(Every 3rd Mon. of each month)

Wednesday, August 19, 2024

9:30am – 11:30am

In-person meeting at SCFSC Office at 1181 Hilltop Drive, Redding
(also via Zoom)

Board of Directors Meeting:

(Every 4th Weds. of each month)

Wednesday, August 28, 2024

5:00pm – 7:00pm

In-person meeting at 20055 Viking Way Bldg #4, Redding, CA 96003
(also via Zoom)

Adjournment: The meeting was adjourned at 8:33pm

Submitted by:

Barbara March
Executive Assistant

Minutes Approved by:



Norm Rogers, Board Secretary