



California Fire Safe Council
BOARD OF DIRECTORS MEETING
OPEN SESSION MINUTES
November 18, 2020 1:30pm – 3:45pm

Those Present: Bob Roper, Kate Dargan, David Shew, David Horne, Pat Frost, Pat Kidder, Laura Blaul, Frank Stewart, Jay Lopez, Ed Mertens, Jerry Davies

Staff: Elizabeth Lamar, Michaela Martinez, Amber Gardner, Dan Lang

1. Welcome

- Bob Roper opened the meeting at 1:30 and welcomed everyone
- Elizabeth Lamar introduced our new employees – North and South Regional Coordinators

2. Approval of Minutes

Motion to approve the Open Session Minutes of October 28 by Pat Frost, second by David Shew, unanimous approval

3. Open Session

- A. Executive Director Update – Bob
- B. Marketing Campaign – Elizabeth; Tina from Uptown
 - Website changes, trailers and materials, and new processes are underway
- C. 2021 Awards: Dave/Laura
 - Awards banquet in conjunction with Leg Day is underway
 - Holiday Inn is secured (extension of 2020 contract)
 - IAP is being drafted with contingencies for both leg visits and award presentations
- D. 2021 Budget Development: Kate & Evelyn - See PowerPoint
 - The budget is becoming more refined with close to actual numbers
 - The budget is changing as more is spent on direct project deliverables
 - Evaluation to determine if Federal Rules must be followed is underway
 - The budget will increase significantly over the next few years, with \$34.2M spent 2021-23
 - Overhead is 9%
- E. Grant Naming: Kate – see staff report
 - Amber proposed a standardized grant naming methodology
 - It will provide a consistent method to track grants through fiscal and programmatic accounts

Motion to approve grant naming policy by Pat Kidder, second by Pat Frost, friendly amendment to add provision to Grant Policy previously approved, unanimously approved

- F. Hiring of Grant Related Positions/Contracts: Bob – see staff report
- Expands authority of Executive Director to hire/contract positions
 - Only applies to positions supported by the grant and approved by the Board in the grant approval document
 - Expedites the grant process; positions expire at grant closure

Motion to approve the new policy by Pat Frost, second by Laura Blaul with friendly amendment to add provisions to the Grant Policy, unanimously approved

- G. FSC Certification Survey: Bob
- Thanks to those who completed the survey
 - The issue of certification of local FSCs has history and will be presented in December for decision
- H. Board Development: Bob – see staff report and attachments
- These changes are in addition to the new regional boundaries previously approved
 - As the CFSC Mission and activities expand, changes to our governance structure are necessary
 - To accommodate more stakeholder representation and expand perspectives, a 19-member BOD was proposed
 - Current Board members are not impacted; revisions will be used for future recruitments
 - By-laws will be revised
 - Advisory and Corporate Boards will also be commissioned
 - Next steps will be to nominate new board member candidates to fill vacant positions
 - A Board Orientation Manual will also be drafted – Laura will have a draft by the January meeting
- I. 2021 Legislative Platform – Kate
- This should be an active legislative session due to fire activity
 - Insurance will be a major theme
 - Kate will coordinate but will need assistance

4. Standing Agenda

- A. Executive Director's report – Kate
- PG&E \$2M
 - Clearinghouse update – Amber
 - 2018 SFA will close this month
 - 2019 and 2020 are underway with reimbursements being processed
 - Work on grants is underway and reimbursements are being processed
 - Programs – Elizabeth
 - Elizabeth provided an update on staff activates and the hiring of our Communications Director underway

B. Financial Report: David Horne, Treasurer – See documents

- See November Report

Motion to receive and file financial report by Ed Mertens, second by Pat Kidder, passed unanimously

3:30pm: Motion to move into Closed Session by Jay Lopez, second by Pat Frost, unanimously approved

3:35pm: Motion to close Closed Session and move back to Open Session by David Horne, second by Ed Mertens, unanimously approved

5. Report on Closed Session

The minutes of the October 18, 2020 Closed Session Meeting were approved

6. Wrap-up and Adjourn at 3:45pm

Next meeting December 16, 2020 at 1:30pm