



California Fire Safe Council
BOARD OF DIRECTORS MEETING
OPEN SESSION MINUTES
February 24, 2021 1:30pm – 4:00pm

Those Present: Bob Roper, Kate Dargan, Pat Kidder, Laura Blaul, Frank Stewart, Ed Mertens, David Shew, Steve Hawks, Troy Whitman, Pat Frost, David Horne, Jay Lopez

Staff: Hedi Jalon, Elizabeth Lamar, Michaela Martinez, Amber Gardner, Mala Arthur, Evelyn Cook, Christopher Baker, Lara Popyack

1. Welcome & Roll Call

- Agenda review - Bob
 - Legislative item added
- Welcome to Hedi Jalon, Executive Director
 - Hedi introduced Elizabeth Lamar as the new Capacity Building Manager – BRAVO!
 - Her Central Regional Coordinator position will be filled
 - No need for supervisory/lead coordinator as Elizabeth will fill that role as part of new role

2. Approval of Past Minutes

- January Open Session Minutes
- Jay Lopez will be added as attending

Motion to approve Open Session Minutes of 1-27-21 by Jay Lopez, second by Troy Whitman, unanimous approval (abstention by Pat Frost)

3. Informational Agenda – no items

4. Consent Agenda

- Purchase Order Process pulled for question
- Funder's procurement rules will apply

Motion to approve Purchase Order Process by Pat Frost, second by Jay Lopez, unanimous approval

5. Open Session

- State Fire Marshal Intro - Kate
 - Mike Richwine was introduced
 - Looking forward to much coordination in future!
- May 5/6 Awards/Press Event – Dave, Laura & Kate
 - No in-person legislative advocacy at Capital this year
 - Holiday Inn allowing move to October 5/6 for Awards
 - May days will be Press Event in conjunction with Wildfire Awareness Week
 - Lara Popyack lead
 - Red Ribbon cutting for trailers
 - Showcase accomplishments and activities
 - Invite other non-profits
 - Dave & Laura will resume planning for October Awards
- IT RFP/Contract – Bob
 - Org is behind times in IT
 - RFP is for an assessment only

- 8 BIDs
 - \$12-14k
 - Recommendations in April
 - Subsequent work/purchases will require BOD approval
- Updated Org Chart & Admin Asst Position – Bob (see documents)
 - More changes due to changing/expanding activities and resultant needs
 - Note grant funded positions, identified on org chart, can be hired without BOD approval
 - Request to hire Admin Asst for Program Officer and Clearinghouse and Capacity Building Managers

David Horn made a motion to approve the policy, second by Dave Shew, unanimous approval

- CFSC Policy Initiatives - Kate
 - Statements of strategic overview – do we want to adopt?
 - Concern that statements may appear threatening?
 - Build credibility as enabler, not competitor
 - Shifts focus from fuels only to climate and community
 - Shows who we are and where we're going and how we are going to make it happen
 - Use for advocacy

Jerry Davies made a motion to adopt the document as Policy Initiatives for the CFSC, second by Jay Lopez, unanimous approval

- Legislative Report
 - 130 Bills
 - Bob highlighted ones with greatest chance of passing
 - AB 981 – insurance issues – please be familiar as we support

6. Standing Agenda items:

- Monthly Financial Report – David (see report)
 - Money kept aside from previous grants has been called due by USFS
 - Reimbursements came in from CA Vol which will cover paybacks
 - Have \$32M in known grants coming in next couple years
 - All estimates are rough at this point
- **Pat Frost made a motion to approve the Feb Financial Report, second by Kate Dargan, unanimous approval**
- Executive Director's report – Hedi & Kate
 - Heidi is in process of moving to Sacramento by April 1
 - Organizational onboarding process going well
 - Handbook and checklist in final stages of development
 - Working on recruitment plan
 - Working on back-to-work plan
 - Clearinghouse Update - Amber
 - Yolo County RCD grant for CWPP gave opportunity for RCs and Grant Specialists to show their stuff, coordinate and share resources
 - Federal
 - FY 21 app to USFS being prepared - \$1.8 MM
 - Subawards open in Spring
 - Working to market on website
 - Climate Fellows working to collect data and will update website
 - Programs – Elizabeth
 - Listos grants (43) are fastest moving – tool kits
 - 13 trailers, one is ours!
 - 20/21 SCE subawards underway
 - PGE slow upswing
 - RFFC underway with outreach to orgs by RCs

- Communication and Outreach - Lara
 - SWOT completed and prioritizing needs
 - Working with Uptown on marketing foundation
 - **First grant awardee newsletter being prepared (Listos)**
 - **Success story video completed – will be shown at next BOD meeting**
 - Also working on internal communication/culture building
 - Including inclusion and diversity in communications
- Transition Update – Kate/Bob
 - February was Bob's transition month – Friday is last day
 - **Board Development and Strategic Plan will resume**
 - March is Kate's transition month

7. New Business – All

- NFPA Wildfire 30-year program roll-out yesterday
 - Link on NFPA website
 - 5 activities with position papers
 - **Coordination needed!**
- Future Board Items
 - **PG&E has requested to have a BOD seat, as in the past – future Board action**
 - **Significant Budget Revision**
 - **Leg Reports through June**
 - **Video showing**

3:50pm Motion to move into Closed Session by Ed Mertens, second by Troy Whitman, unanimous approval

3:55pm: Motion to close Closed Session and move back to Open Session by Jerry Davies, second by Jay Lopez, unanimous approval

8. Report on Closed Session – Kate
- January Minutes were approved

9. Meeting adjourned at 4:00pm

Next meetings March 31st at 1:30pm

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