



California Fire Safe Council
BOARD OF DIRECTORS MEETING
DRAFT - OPEN SESSION MINUTES
July 21, 2021, 8:30 PM – 3:00 PM

Those Present: Bob Roper, Kate Dargan, Steve Hawks, Frank Stewart, J. Lopez, Laura Blaul, Ed Mertens, Pat Kidder, David Horne, J. Lopez, Pat Frost

Staff: Hedi Jalon, Kenny Cooper, Elizabeth Lamar, Amber Gardner, Lara Popyack, Michaela Martinez

1. WELCOME & ROLL CALL

- July 2021 meeting call to order at 8:34 AM
- Agenda Review – Bob
- Hedi introduced CFSC's new staff

2. APPROVAL OF PAST MINUTES – OPEN SESSION

April 2021 Open Session Minutes

Motion to approve Open Session Minutes of April 28, 2021, by J. Lopez, second by Laura Blaul, unanimous approval

3. INFORMATION AGENDA – no items

4. CONSENT AGENDA – no items

5. OPEN SESSION

A. Fellows Presentations & Thanks

Presentation of Fellows projects from January 2021 - current.

- Statewide AmeriCorps pilot program.
- Developed through the California Volunteer partnering with Local Government Commission and at the urging of the Governor.
- Each Fellow required to complete a project within a 7 ½ month term.
- Each Fellows projects are collaborative and represent both the Clearinghouse & Programs/Outreach programs.

Action Item:

- Presentation to be sent to Board members
- Outline for next steps on collected data presented at the September Board meeting.

B. October 5th & 6th Awards

Planning underway, with staff organizing the event and David assisting with the Awards Committee.

Event will be held at the Holiday Inn, Sacramento CA.

Event Details

- October 5 - Awards early evening, following reception, with the food and cocktails
- October 6 – Conference consisting of workshops seminars for the educational component
- Planning to bring on event organizer to help manage the sessions and timeline
- Streaming & media coverage at the event
- Executive Director working on speaker invites & VIP attendees
- Programs team facilitating the workshops – funded by RFFC

Sponsorship

- Phos Check inclusive sponsor of the awards event
- Tentative to speak at during the educational component of the event
- Will also highlight other funders and supporters for the event

Awards

- Lara & David on the awards committee selection and nomination committee
- Preparing timeline questions in terms of the nomination process
- Developing instructions nominations and timeline
- Announce winners mid to end of August

Communications

- Regular communications will begin to be sent out digitally via Eblast and social media.
- Information will be available on the CFSC website.

C. Bruce Turbeville Award

At the request of the Turbeville family to donate to a cause, CFSC will premier Bruce Turbeville Award for Fire Safe Council Excellence the October 5 & 6 event.

CFSC intention is that this donation will be put in a separate bank account holding and to be used as a perpetual award trophy.

D. Legislative Planform & Positions

- \$1.25 billion in discussion for Wildfire, Prevention and Mitigation funding this year.
- \$500 million early action money, budgeted in March – money has been spent.

This year's budget signed by the Governor – \$500 to \$750 million tentatively allocated to several programs.

Legislators in recess all bills that are going to survive have made it through and they are queued up for the legislators return in August.

Action Item:

Frank to draft letter to be circulated to the Board of Directors showing concerns that we would like to be addressed at both federal and state level. Noting the barricades to success to put legislators on notice.

E. CCC Grant

Recommendation for CFSC to Coordinate and participate in County Coordinators Programs and Grants.

- Identify funding to assist new FSC's in environmental compliance for projects
- Assist upcoming emerging new FSC's with environmental compliance

F. Strategic Plan Review

CFSC Board to begin preparing for succession planning at the September 8-10 retreat – Embassy Suites, Napa.

- Growth of the organization & Board of Directors
- Support successful completion of the Strategic Plan
- Board Orientation Manual review and finalize
- Define Board member fiduciary responsibilities

6. STANDING AGENDA ITEMS

A. Financial Report

- David provided a snapshot of report
- Shifting to another financial institution – tentative action

Motion to approve Financial Report by Ed Mertens, second by J. Lopez, unanimous approval.

B. Executive Directors Report

Organizational Assessment:

CFSC Policies - Kenny tasked to review the organization policies, employee handbook, and translate/implement new policies that are related to e-telework, returned to the office, onboarding, offboarding social media, which are all still to be finalized.

IT Support - Round Table Technology initiated an organizational assessment to identify areas for technology improvements and develop a more streamlined operational process.

Top three high priorities identified for the organization:

1. Migrating from GoDaddy to Microsoft Office 365
2. Transfer, migrate and backup all files to SharePoint
3. Enhancing security with two step approach authentications

Our new VCIO Jessica Peskey will begin strategizing to assist us in accomplishing these high priority task.

RTT completed an onboarding process by installing remote monitoring management software on all employee laptops and are actively monitoring them daily.

Human Resources - Possible outsourcing contracting with a Human Resources agency in assisting with:

- HR policies and ad hoc HR request.
- Implementation of a new 30/60/90-day evaluation for new hires
- Yearly review cycle process implemented for employee evaluation/ performance goals.

Organizational Development:

Lunch & Learns - New item that has been added to our weekly staff meetings which has provided an opportunity to add an educational component to link the great work being done within the organization.

NewSpark - Communication tool that includes current relevant media about local FSC's, CFSC and any employee happenings such as anniversaries and birthdays.

System Automation - Automation of PTO to be viewable to staff on their paycheck or ClickTime another automated process that was implemented for staff time tracking.

Fundraising Development/Relationship Building:

- Hedi working with Lara to develop a communication plan for the organization.
- Monthly check-in meeting with RCD and continue to build upon this relationship.
- Hedi attended a Lunch & Learn at global finance tech company Pitchbook where she was asked to present the current wildfire status in California.
- Hedi will attend the Cal Chiefs Convention in September and is currently coordinating some additional meetings with actor Ed Begley Jr., and Peter Taylor who is a board member on Edison International and Pacific Life Foundation.

Department Reports:

- Annual Reports development to focus on the work that CFSC's has done with a big focus on the organizations impact via the success stories and analytics to the number of grantees and funding we have granted for projects.
- Clearinghouse onboarding new staff, training, and reallocating job task.
 - Julia Marsili, Staff Grant Specialist - administering the CAL FIRE County Coordinator grant
 - Dave Farley, Senior Grant Specialist – heading up the CAL FIRE Defensible Space grant
 - Sarah Kniss, Administrative Assistant – shared by both the Clearinghouse and Programs/Outreach Team
 - Rachel Brady, contracted GI Specialist
 - Nina Evans, Associate Grant Specialist – will start in September once her term ends with the Fellows.
- Fellows working on data mapping analysis and gearing up for outreach events
- Programs Team building relationships with CA FSC's, attending outreach events, and educational webinars/workshops.
 - Brooke McAllister, Central CA Regional Coordinator
 - Mike Wilson, Northern CA Regional Coordinator
- Communications Department partnering with Regional Coordinators in developing communications plan workshops coming in September, October, and November

Wrap-up and Adjourn

3:09 PM Motion to adjourn CFSC Board of Directors meeting by J. Lopez, second by Laura Blaul, unanimous approval.

Next meeting: September 8-10, 2021 - Board Retreat at the Embassy Suites, Napa Valley