



**California Fire Safe Council**  
**BOARD OF DIRECTORS MEETING**  
**OPEN SESSION MINUTES**  
**December 16, 2020 1:30pm – 3:40pm**

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

**Staff:** Elizabeth Lamar, Michaela Martinez, Amber Gardner, Lara Popyack, Liron Galliano

**1. Welcome & Roll Call**

- Agenda review - Bob
- Introduction of Lara Popyack - Elizabeth had Lara introduce herself
  - Our new Outreach Coordinator was introduced
  - Strong Communications and media background
  - Bilingual (Spanish)
  - Storyteller at heart
  - Lots of fire service and safety experience
  - State government experience
- Introduction of Dave Farley - Amber
  - Our new Project Coordinator for CALFIRE D-space grant
  - Former Grant Specialist with CFSC

**2. Approval of Past Minutes – Open Session**

- November minutes
- **Laura will add staff in attendance**

**Motion to approve November Minutes by Pat Frost, second by Pat Kidder, unanimous approval**

**3. Open Session**

- 2021 Awards – Laura
  - Early draft of IAP complete and will be presented at Jan meeting
  - **Laura and Lara will start discussing weekly planning meeting starting Jan**
  - Staff will fill several positions
- January 20<sup>th</sup> Finance Workshop - Kate
  - Evelyn, Kate and David will facilitate with Norm
  - Board Fiscal Responsibilities
  - High level orientation to Fiscal Policy Handbook
  - Treasure, Finance Committee and Finance Team roles and schedules
  - Final Budget Overview
- January 27<sup>th</sup> in-person BoD meeting? – Bob
  - **Look for Doodle Poll from Michaela about ability and comfort to attend**
  - Budget adoption on agenda
- Webinars (Bob)
  - **Bob will post to website so Board can choose to attend relevant training and informational sessions**

**4. Standing Agenda items:**

- Executive Director's report - Kate
  - Completed hiring process for open positions
    - Regional Coordinators – started Nov

- Outreach Coordinator – last week
  - Climate Fellows (5) – next week
- Management recruitment under development
- Finance Team meeting weekly to develop budget
- Cleaning up terminated grants
- Completed 2-day All Hands Staff Workshop
  - Introduce on another
  - New ED Candidates
  - Futuring
  - Team Building
- Clearinghouse update - Amber
  - See Gant Chart for monitoring programs going through Clearinghouse
  - State Grants: \$2.8M received in 2020
  - Private Grants wrap up in April 2021
  - USFS grant application pending (approx. \$1.8M)
- Programs – Elizabeth
  - Climate Corp fellows (5) will be introduced at Jan meeting
- Financial Report – David, Treasurer with Evelyn, Contract CFO
  - \$2M from SCE in account
  - PG&E final deposit pending report completion
  - The request for a \$500k line of credit was denied (no collateral)
  - Looking for ways to adjust application or find a new bank

**Motion to receive and file report by Pat Frost, second by Pat Kidder, unanimous approval**

- Financial Update – Evelyn (see PowerPoint)
  - \$4.5M in old grants to be spent over next 4 years
  - \$25M in new grants pending signature
  - Now at 50% in sub-awards rather than 85% due to more direct program services
  - Admin Budget (\$479k) – increase 10%/year
  - \$9.2M for next calendar year in sub-awards, direct costs, and admin
  - Indirect Cost Rate down to 10%
  - 83% in direct program activities 2021
  - \$12.3M in expenses for program activities

## 5. New Business (All)

- Future agenda items? (Bob)
  - Election of Officers in January
    - If interested or want to nominate, let Bob know
  - New Org Chart populated with positions will be provided
  - Report on synergism between Uptown and Lara will be provided
    - Lara will present a flowchart of what they provide in the future (former employee)
- Bob and Michaela working on Master Calendar for distribution at Jan Meeting (repetitive duties)

## 6. Closed Session (Board only)

**2:50pm Motion to move into Closed Session by David Horn, second by Pat Frost, unanimous approval**

**3:30pm: Motion to close Closed Session and move back to Open Session by Ed Mertens, second by Frank Stewart, unanimous approval**

## 7. Report on Closed Session - Bob

- November Minutes were approved
- Conversation regarding Exec Director Recruitment

8. Meeting adjourned at 3:40pm

*Next meetings January 20<sup>th</sup> (budget) & 27<sup>th</sup> (Board), 2020 at 130pm*



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