

**Santa Clara County FireSafe Council
Meeting Summary
April 10, 2018
San Jose Fire Department Training Center**

SCCFSC Regular Meeting – 1:27 PM Call to Order and Introductions – Gary Sanchez

Board Reports –

Gary Sanchez attended the 2018 WUI conference and highly recommends attendance by any FSC personnel. He attended a pile burning conducted by Chief Mathieson and is in discussion with Cheryl Miller at Diablo FSC about a FireSafe Council Conference.

Chris del Pilar moved to accept the meeting summary as posted on the website, **Jerry Serpa** seconded, and the motion is unanimously approved.

Treasurer’s Report– Chris del Pilar

Chris reports that the financial transition is now complete with both the new QuickBooks online and Access database being fully functional. The following expenditures need approval.

Payroll Expense	3/1/18-3/31/18	\$10,324.97
Coordination Expense	2/16/18 – 3/15/18 All Areas	\$ 12,564.52
Bay Area Tree Specialists	Hwy17FB; 15SRA	\$ 23,340.00
Bay Area Tree Specialists	ER HFR;15SRA hwy 17 - Match for 16SFA	\$ 12,880.00
Bay Area Tree Specialists	ER HFR;15SRA hwy 17	\$ 28,000.00
Bear Creek Stables	Grant to Bear Creek Stables to help with plumbing to new water tanks for fire suppression	\$ 500.00
Build A Sign	banner for FSC HFR projects; 16SFA	\$ 36.59
DreamHost	Annual Email Hosting	\$ 119.40
FedEX/Kinkos	Copies for meeting on Loma Chiquita for ER	\$ 65.53
Fire Safe Santa Cruz County	FSSCC Donation	\$ 500.00
Intuit - QuickBooks Online	QuickBooks Online - old acct - Sustainability - All Areas	\$ 40.00
Mountain Network News	Lexington Hills 2018 Chipping Ad for March Issue of MNN, 1-page non-profit rate - 16USFS SFA	\$ 1,220.00
MyFax	MyFax 02/12/18 - 03/11/18 - All Areas, Sustainability	\$ 7.50
Peppermill Hotel Reno	WUI Conference 2018 - Hotel - Eugenia	\$ 724.41
Shafton Inc.	Smokey Bear Clearing 2018	\$ 340.37
Spectrum (Charter) Business	EWS Camera	\$ 99.98
United Site Services	Port-a-Potty Charcoal Rd	\$ 240.69
United Site Services	Port-a-Potty Arastradero	\$ 145.40
Upwork	Michael Rothenberg Services 02/26/2018 - 03/12/2018	\$ 82.20
Sanchez, Gary	Feb2018 WUI Conference registration and expense reimbursement	\$ 1,125.03

Jerry Serpa moved to approve the cash report and expenditures as presented, **Derek Neumann** seconded, and the motion is unanimously approved.

Board and Advisors’ Report

Chief John Justice presented a check from Santa Clara County Fire to the FireSafe Council for \$50,000.

PG&E Public Safety Specialist – Pamela Perdue provided a presentation about upcoming changes at PG&E and their continued interest in safety as well as her process for working with first responders.

Activities reports – Reports were distributed with the meeting packet.

Executive Director Report – Patty Ciesla reports we have switched bookkeepers. We are hiring for three positions. The SRA grant is complete, she is working on the final report and invoice. Patty is reviewing the cost share program pilot for Holiday Lake Estates and is working on the tool trailer and cache purchase. The City of Saratoga and Saratoga Fire District contracts are up for renewal.

New Business

Patty Ciesla met with Mountain Neighbors Helping Neighbors, a volunteer organization in Lexington Hills about possible collaborations.

Jerry Serpa moved reimburse Gary Sanchez for a computer purchased exclusively for FSC business in the amount of \$760, **Chris del Pilar** seconded, and the motion is unanimously approved.

Rick Parfitt reports that one of the EWS cameras is located on a property that has recently changed owners. He is working with the new owners regarding access agreements.

Patty Ciesla is currently storing boxes of old archive documents and would like to transfer them to digital format and destroy the paper documents. **Jerry Serpa** moved to have Patty proceed with transferring archives to electronic format and destroying old documents not to exceed a cost of \$1000, **Chris del Pilar seconded**, and the motion is unanimously approved.

Round Robin

Jerry Serpa - Spring Valley has a new training center with a meeting room. They had their annual breakfast with a record 340 people.

Dede Smullen - met with Patty to expand her role and is looking to set up a development committee to look at the FSC's ability to raise funds and add partners.

Chief Orre - staff is ramping up. They are planning a prescribed fire at Grant Ranch. He is working with Eugenia to create a fire prevention library.

Randy Castro - Ben Lomond camp downsized to four crews. Annual maintenance in Palo Alto starts at the end of the month.

Chief Mathiesen - bringing on the Helitack crew and task force and they will be available April 23rd.

Alan Bicho – Jackson Oaks HOA will hold their May 5th NFPA fire prep day 3 pm with an evacuation workshop.

Jim Young –Charcoal Rd. will have CCC crews working. Black Road will start either the 23rd or 24th.

Jesse Katz – The legal review for contracts is almost complete and there are just minor wording recommendations for permission slips.

Eugenia – An Eagle scout wants to refurbish Smokey bear signs. The Smokey Bear foundation has everything. He has requested \$500 donation for purchase of supplies. **Jerry Serpa moved** to approve the \$500 donation to refurbish the signs pending a list and work plan from the scout, **Arlen Summers seconded**, and the motion is unanimously approved.

Next meeting – Tuesday, May 8, 2018, at 1:30 PM at the Spring Valley Volunteer Fire Department Training Center.

Directors present: Chris del Pilar, Jesse Katz, Derek Neumann, Gary Sanchez, Jerry Serpa, Dede Smullen and Arlen Summers.

Staff and coordinators present: J.R. Call, Randy Castro, Patty Ciesla, Gretchen Hayes, Carol Mattsson, Eugenia Rendler and Jim Young.

Advisors, stakeholders, and guests present: Jeff Bates, Alan Bicho, Mark De Martini, Christina Fusco, Dwight Good, Michael Jurich, John Justice, Mike Mathiesen, Ed Orre, Rick Parfitt and Ivy Williams.

Dede Smullen moved to adjourn at 3:29 pm **Arlen Summers seconded**, and the motion is unanimously approved.

Adjourn – 3:35 PM.

Meeting summary prepared by Gretchen Hayes.

Open action items:

Incorporation name change

By-laws and formal policies review

Sarbanes Oxley – adopt and incorporate elements into by laws

Education and seminars

2018 FireSafe Council Awards Dinner

Neighbor-to-Neighbor Cost Sharing Program Policies

SCCFSC Strategic Plan, Workplan & Budget

Staffing – open and renewal contract positions

Annual Reports

Membership