

**Santa Clara County FireSafe Council**  
**Meeting Summary**  
**August 8, 2017**  
**Santa Clara Valley Open Space Authority**

**SCCFSC Regular Meeting – 1:31 PM Call to Order and Introductions – Gary Sanchez**

**Jerry Serpa** moved to approve the June meeting summary as posted on the website, **Chris Hughes** seconded and the motion is unanimously approved.

**Treasurer Report – Chris del Pilar**

Sustainability funds are down which is to be expected as this is our busy time and we are still waiting for grant payments. **Jerry Serpa** moved to approve the June and July treasury reports and expenditures, **Chris Hughes** seconded and the motion is unanimously approved.

|                                     |  |             |
|-------------------------------------|--|-------------|
| Payroll Expense                     | 5/16/17-7/15/17 All Areas  | \$17,738.28 |
| Coordination Expense                | 5/16/17-7/15/17 All Areas  | \$25,000.84 |
| Agri-con Tree Care Professionals    | HFR: 15 Properties Summit /Melody Lane; 16SFA  | \$4,900.00  |
| Agri-con Tree Care Professionals    | HFR: 10 Properties Summit West/Riva Ridge; 16SFA   | \$3,000.00  |
| Agri-con Tree Care Professionals    | HFR: Redwood Estates Chipping day May 13; 16SFA  | \$3,800.00  |
| Agri-con Tree Care Professionals    | HFR: 11 Properties Saratoga; CofS  | \$2,500.00  |
| Bay Area Tree Specialists           | HFR: City of Saratoga  | \$1,240.00  |
| Bay Area Tree Specialists           | chipping 5 locations Lex Hills - Brush Rd area, HFR: SCCFD                                 | \$1,400.00  |
| Bay Area Tree Specialists           | check was in error - cancelled August - it should have gone to Bay Area Traffic Specialist | \$300.00    |
| Bay Area Tree Specialists           | HFR Arastradero, HFR: CofPA  | \$25,000.00 |
| BrightView Tree Services, Inc.      | chipping at 6 locations Lex Hills-Chemeketa Park Area, HFR 16SFA                           | \$3,000.00  |
| BrightView Tree Services, Inc.      | chipping at 12 locations Lex Hills- Idylwild/Call of the Wild Area, HFR 16SFA              | \$3,600.00  |
| BrightView Tree Services, Inc.      | chipping at 12 locations Lex Hills - Hutchinson, HFR SCCFD                                 | \$5,250.00  |
| BrightView Tree Services, Inc.      | chipping at 5 locations Felter Rd., HFR 16SFA  | \$1,575.00  |
| BrightView Tree Services, Inc.      | chipping at 1 locations Los Gatos- Sheldon Rd, HFR 16SFA                                   | \$2,000.00  |
| Fox, Wang & Morgan P.C.             | Legal Services   | \$1,727.31  |
| Silicon Valley Accounting Solutions | Accounting services for setting up new QBO   | \$353.75    |
| Spectrum (Charter) Business         | EWS Camera Internet IP Hosting & Static IP -6/11/17-7/10/17                                | \$179.98    |
| Traffic Management Inc.             | Traffic control for Arastradero - HFR City of PA   | \$500.00    |
| Wells Fargo                         | To pay Wells Fargo Credit Card Charges   | \$387.27    |
| Agri-con Tree Care Professionals    | HFR: Chipping 9 locations Redwood Lodge area, 2017 PG&E                                    | \$3,000.00  |
| Agri-con Tree Care Professionals    | HFR: Chipping Loma Drive up June 24th, SCCFD   | \$3,800.00  |
| Bay Area Traffic Solutions          | Traffic control - Los Trancos HFR c of PA  | \$300.00    |
| Bay Area Traffic Solutions          | Consulting/Professional Services - Traffic Control for Los Trancos C of PA                 | \$5,135.00  |
| Bay Area Traffic Solutions          | Consulting/Professional Services - Traffic Control Plan for Page Mill C of PA              | \$100.00    |
| Bay Area Tree Specialists           | HFR Los Trancos, HFR: CofPA  | \$16,700.00 |
| BrightView Tree Services, Inc.      | chipping at 3 locations Booker Creek, Deer Path and Bancroft area, HFR SCCFD               | \$3,600.00  |
| BrightView Tree Services, Inc.      | chipping at 17 locations Lex Hills - bear creek/Black Rd, HFR 2017 PG&E                    | \$6,150.00  |
| BrightView Tree Services, Inc.      | chipping at 1 locations Los Gatos, HFR 17PG&E  | \$1,500.00  |
| BrightView Tree Services, Inc.      | chipping at 7 locations Lex Hills - Aldercroft, HFR SCCFD                                  | \$1,800.00  |
| BrightView Tree Services, Inc.      | chipping at 6 locations Lex Hills - Soda Springs, HFR SCCFD                                | \$3,450.00  |
| CBC                                 | Bank service charge  | \$7.19      |
| Click Away                          | EWS Camera WorkStation monitoring 05/31/17 -06/30/17 COE: Lex Hills: EWS Grant             | \$2,566.50  |
| EazeBooks                           | QBO technical support  | \$196.00    |
| Gary Sanchez                        | Reimbursement for FSC lunch with Jim Wollbrinck; sustain                                   | \$54.00     |
| Huerta's Tree Service               | Chipping 8 properties Highland/Summit Lex Hills - SCCFD                                    | \$2,000.00  |
| Huerta's Tree Service               | SNAP - Lexington Hills - SCCFD   | \$1,750.00  |
| Huerta's Tree Service               | Chipping at 4 locations in the Loma Chiquita Area  | \$3,200.00  |
| Spectrum (Charter) Business         | EWS Camera Internet IP Hosting & Static IP - 7/11/17 - 8/10/17                             | \$179.98    |
| Traffic Management Inc.             | Traffic Control for Arastradero Project - HFR: CofPA                                       | \$6,924.50  |
| United Site Services                | Port-a Potty Charcoal Rd - 2017 SCCFD  | \$234.37    |
| Wells Fargo                         | To pay Wells Fargo Credit Card Charges   | \$723.59    |

### **Board of Advisors reports**

Chief Orre reports that the SRA fees are ending, they will be replaced by AB 32 Greenhouse Gas Reduction Fund (GGRF). This should not affect our grants. The CALFIRE Director's goals for next year include 20,000 acres of fuel treatment. This is an area we can help with as we work together on fuel breaks. Chief Orre is working with the RCD's to plan a road maintenance workshop for September 20<sup>th</sup> from 9-3 in Morgan Hill with a field portion on October 5<sup>th</sup>. Watch for the flier to sign up – it is first come first serve.

### **Executive Director's report - Patty Ciesla**

Patty, Carla, Gretchen and Chief Orre went on a tour of the Loma Fire area for grant writing needs.

Over 45 applicants have responded to our posting for a bookkeeper. Gretchen and Patty will select top candidates tomorrow and then will review with the hiring committee prior to interviews. Gary has volunteered to join our financial team on the hiring committee.

Patty attended the last Santa Cruz FireSafe Council meeting. They are up and running now and she encourages us to attend. The Soquel FSC will disband.

### **Accounting system transition update - Carla Ruigh**

The team met with the consultant yesterday and will be doing some significant changes to the new system. Most metrics will go into Carla's database. Carla is creating an Access database which will be converted to an online database program and will have forms for coordinators to directly enter project data into the system. It should be ready to test within the next 60 days.

### **Saratoga Area Report – J.R. Call**

JR is working to schedule a meeting to prioritize projects in Saratoga.

### **Black Road Project – Jim Young**

We are still working on getting permissions. Jim will work with Eugenia and possibly another coordinator to get this moving forward so that all permissions are received before CALFIRE crews are available.

### **Palo Alto – Patty for Randy Castro**

Randy had one crew work day in July in Foothill Park.

### **Education – Eugenia Rendler**

We have done the most events ever in 2017 already and we still have more requests coming in.

### **New business –**

Diane Burkeen, a resident in the Alum Rock Area, would like some help in addressing fire prevention issues in their area. We can set up evacuation workshops if they can get some residents to attend.

### **Round Robin -**

Alan Bicho - Jackson Oaks is doing a cleanup project on East Dunne on Saturday with 15 volunteers. They already cleaned up the underneath part of the club house, per fire safety recommendations.

Chief Mike Mathiesen – Fire season locally is busier due to more grasses.

Jim Wollbrinck – San Jose Water Company hosted a meeting July 18<sup>th</sup> for neighbors on Summit Rd between SJW land and Santa Cruz County regarding a fuel break along MROSD lands. This will likely result in a future project. There is a map that shows utilities that are throughout an area that is helpful in emergencies.

**Next meeting** – Tuesday, September 12, at 1:30 PM at the Redwood Estates Pavilion.

**Directors present:** Chris del Pilar, Chris Hughes, Carla Ruigh, Gary Sanchez, Jerry Serpa, Jim Wollbrinck, and Eugene Zambetti.

**Coordinators present:** J.R. Call, Patty Ciesla, Gretchen Hayes, Carol Mattsson, Eugenia Rendler, and Jim Young.

**Advisors, stakeholders, and guests present:** Alan Bicho, Diane Burkeen, Andy Burnside, John DeLong, Dwight Good, Michael Jurich, Mike Mathiesen and Ed Orre.

**Gary Sanchez** moved to adjourn at 3:00pm, **Chris del Pilar** seconded and the motion was unanimously approved.

Adjourned at 3:00 PM.

Gretchen Hayes - Administrative Coordinator

**Open action items:**

- Liability Insurance for all coordinators
- Incorporation name change
- By-laws and formal policies review
- Sarbanes Oxley – adopt and incorporate elements into by laws
- Education and seminars
- Accounting system change transition
- 2017 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