

**Santa Clara County FireSafe Council
Meeting Summary
February 13, 2018
Redwood Estates Pavilion**

SCCFSC Regular Meeting – 1:34 PM Call to Order and Introductions – Gary Sanchez

Treasurer’s Report– Carla Ruigh

Carla Ruigh reports that we are almost complete with the accounting transition. The new reports will show unrestricted funds which are the same as what has been called the sustainability account. The following expenditures need approval.

Payroll Expense	1/1/18-1/31/18	\$ 9,146.31
Coordination Expense	12/16/18 – 1/15/18 All Areas	\$ 14,138.49
Charity How To	Book How to Write an Awesome Annual Report	\$ 87.00
Intuit - QuickBooks Online	QuickBooks Online - New acct - Sustainability - All Areas	\$ 40.00
McNeil & Company, Inc.	Insurance: Commercial Crime and Forms Endorsement Package	\$ 74.47
MyFax	MyFax 01/14/18 - 02/13/18 - All Areas, Sustainability	\$ 7.50
State Fund	workers compensation insurance 1/15/18 - 4/15/18	\$ 208.25
UPS	COE-YED - Ship Smokey	\$ 62.95
Upwork	Michael Rothenberg Services Sustainability	\$ 426.41
WF Credit Card		\$ 454.77

Collaboration with San Mateo FSC (SMFSC) – Patty Ciesla

The SMFSC has received a 17SFA grant and would like help with the grant reporting. We have confirmed with the California FSC that there would be no issue with collaborating. The proposal is for Gretchen to do the grant reports for them while she does our grant reports. They would provide all documents and Gretchen would upload and fill out forms on Zoomgrants. We would charge SMFSC for Gretchen’s time and 10% overhead.

Controlled burn proposal–

County Parks and CAL FIRE are planning a controlled burn in the area of our fuel break on Charcoal Rd. The proposal is for us to collaborate with them strictly for public awareness. They would like us to help with signage and getting the press release, prepared by County Parks and CALFIRE, out to the public.

Jim Wollbrinck moved to approve the Treasurers report, collaboration proposal with the San Mateo FireSafe Council, controlled burn collaboration and the January meeting summary (with the one correction to add an “a” to the “2015 annual report”), *Chris Hughes* seconded, and the motion is unanimously approved.

Donation request – Gary Sanchez

Gary received a donation request from Bear Creek Stables for \$500 to assist with fire hydrant plumbing to new fire suppression water tanks provided by MROSD. Bear Creek Stables is working with CAL FIRE to become a shelter in place location for large animals. This is a high priority in the new CWPP Lexington Annex and aligns with our mission. If there is a sign on the tank or hydrant Gary requests that the FireSafe logo be represented. *Chris del Pilar* moved to approve the \$500 grant to Bear Creek Stables, *Chris Hughes* seconded, and the motion is unanimously approved.

Chris Hughes moved to remove Patty from the Board of Directors, but retain her ability to attend all BOD meetings, *Chris del Pilar* seconded, and the motion is unanimously approved.

Board and Advisors’ Report

Chief Ed Orre – CAL FIRE has new goals for increasing controlled burns, fuel breaks and inspections. They are working on fuel breaks with MIDPEN between Loma Prieta and Mt Umunhum, in addition to a couple of other large projects. It would be good to get firesafe councils together, perhaps a conference to help share information. Chief Orre will reach out to Rick Parfitt about possibly moving one of the Early Warning cameras.

Chief John Justice – The new CWPP has shortcomings in maps. Chief Orre and Chief Justice are working with GIS to get projects mapped better. Chief Justice is also working on setting up a meeting with the west valley city managers to help them see the importance of their participation in the process. They should accept the annexes for projects down the road. Chief Justice wants to encourage awareness of community outreach. He is taking a group of five to the 2018 WUI conference to help them better understand the issues as we all work together to get the information out to residents.

Chris Hughes moved to pay for the 2018 WUI conference attendance for those FSC employees and coordinators that Patty selects, not to exceed \$5,000, **Dede Smullen** seconded, and the motion is unanimously approved.

Activities reports – Reports were distributed with the meeting packet.

Carla Ruigh – Will be leaving the council but has committed to completing the two databases that she is working on. Gary and the entire council would like to thank Carla for all her work on the council over the years, her contributions as board member and as a contractor for the South County area in addition to her work on the accounting transition, have been invaluable.

New Business –

Gary would like to move forward to organize a gathering of firesafe councils.

Round Robin –

Jane Manning – New member of the South Skyline FSC, they are preparing to apply for the new State of California grant funds under the fire prevention section of the climate initiative legislation.

Alan Bicho – NFPA competition kicks off and goes through March second, please vote.

Eugenia – The SSFA and SSFSC will host our largest WEW at their quarterly meeting.

Dave Frasier – Holiday Lake Estates board member would like to collaborate on chipping in his community.

Next meeting – Tuesday, March 13, 2018, at 1:30 PM at the San Jose Fire Department Training Center.

Directors present: Chris del Pilar, Chris Hughes, Gary Sanchez, Dede Smullen and Jim Wollbrinck.

Staff and coordinators present: J.R. Call, Patty Ciesla, Gretchen Hayes, Carol Mattsson, Eugenia Rendler and Carla Ruigh.

Advisors, stakeholders, and guests present: Jeff Bates, Alan Bicho, Jared Bond, Hal Caplener, Dave Frazer, John Justice, Jane Manning, Mike Mathiesen, James Mort, Ed Orre, James Realini, Sandy Petersen and Eric Sutera

Jim Wollbrinck moved to adjourn at 3:24 pm

Adjourn – 3:24 PM.

Meeting summary prepared by Gretchen Hayes and reviewed by Chris Hughes, Secretary

Open action items:

- 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
- 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