

Santa Clara County FireSafe Council
Annual Meeting Summary
January 17, 2017
San Jose Fire Department Training Center Room 2

SCFSC Regular meeting – 1:35 PM Call to Order and Introductions – Gary Sanchez

Announcements – We have a new Saratoga Area Manger J.R.Call. We have also hired two employees. Patty Ciesla will be the Executive Director and Gretchen Hayes will be the Administrative Services Manager.

Consent Calendar – The consent calendar included the following items: Review and approve last meeting summary, Approve Chris del Pilar to the Board of Directors, Approve Alan Bicho to the Board of Advisors, Approve Carla Ruigh as Treasurer, Approve resolution to change banks and Approve annual Smokey Bear Cleaning.

John Tang moved to approve the items that were on the consent calendar (Item 5b – the treasurers report has been removed from the consent calendar for further discussion later), **Chris Hughes Seconded**, and the motion was unanimously approved.

Strategic planning meeting - Patty led a review of the matrices in the CWPP and a discussion of our workplan followed.

Treasurer report – We hope by next month to have the new QuickBooks ready to go. **Carla Ruigh moved** to approve the treasurer’s reports and expenditures, **John Tang seconded** and the motion was unanimously approved.

Coordination Expenses:

- 11/16/2016 – 12/15/2016 All areas - \$8,171.15

Agri-con Tree Care Professionals

- Los Trancos Road fuel reduction project; City of Palo Alto - \$3,500.00

La Selva Tree Care

- HFR Chemeketa Park: lex hills - HFR:PG&E - \$19,800.00

Silicon Valley Accounting Solutions

- Engagement for Accounting Services - \$1,500.00

Spectrum (Charter) Business

- EWS Camera Internet IP Hosting & Static IP - 12/11/16-1/10/17 - \$179.98

Technology Credit Union

- early close fee - \$52.99

Traffic Management Inc.

- Traffic Control for Page Mill Rd. Project - HFR:CofPA - \$1,486.75

Wells Fargo

- To pay Wells Fargo Direct Pay Charges - \$17.50
- To pay Wells Fargo Credit Card Charges - My Fax- 00 COE:All Areas:HFR or COE Grant/Donation (Sustainability) - \$150.59
- Wells Fargo Savings Service Charge - \$10.00

Open Purchase Order List by Vendor - as of 10/10/16

Davey Resource Group

- 10/24/2016 Project management services for Hwy 9; HFR; PG&E - \$7,000.00

Open action items:

- Employee vs. Independent Contractor
- Liability Insurance
- Articles of Incorporation/By-laws review

BOD Nominating Committee
Accounting system change transition
2016 FireSafe Council Awards Dinner
Neighbor-to-Neighbor Cost Sharing Program Policies
SCCFSC Strategic Plan, Workplan & Budget
Staffing – Graphic Design and Area Manager positions

Next meeting – Tuesday, February 14, at 1:30 PM at CAL FIRE Alma Forest Fire Station 13, 19650 Santa Cruz Highway, Los Gatos, CA 95033.

Directors present: Chris Hughes, Carla Ruigh, Gary Sanchez, Arlen Summers, John Tang and Eugene Zambetti.

Coordinators present: J.R. Call, Randy Castro, Patty Ciesla, Gretchen Hayes, Carol Mattsson, and Eugenia Rendler.

Stakeholders and guests present: Jeff Bates, John DeLong, James Henrikson, John Justice, Mike Mathiesen, Ed Orre

Meeting Adjourned – 4:30 PM

Gretchen Hayes - Administrative Coordinator

Santa Clara County FireSafe Council
Annual Meeting Summary
January 17, 2017
San Jose Fire Department Training Center Room 2

SCFSC Regular meeting – 1:35 PM Call to Order and Introductions – Gary Sanchez

Announcements – We have a new Saratoga Area Manger J.R.Call. We have also hired two employees. Patty Ciesla will be the Executive Director and Gretchen Hayes will be the Administrative Services Manager.

Consent Calendar – The consent calendar included the following items: Review and approve last meeting summary, Approve Chris del Pilar to the Board of Directors, Approve Alan Bicho to the Board of Advisors, Approve Carla Ruigh as Treasurer, Approve resolution to change banks and Approve annual Smokey Bear Cleaning.

John Tang moved to approve the items that were on the consent calendar (Item 5b – the treasurers report has been removed from the consent calendar for further discussion later), **Chris Hughes Seconded**, and the motion was unanimously approved.

Strategic planning meeting - Patty led a review of the matrices in the CWPP and a discussion of our workplan followed.

Treasurer report – We hope by next month to have the new QuickBooks ready to go. **Carla Ruigh moved** to approve the treasurer’s reports and expenditures, **John Tang seconded** and the motion was unanimously approved.

Coordination Expenses:

- 11/16/2016 – 12/15/2016 All areas - \$8,171.15

Agri-con Tree Care Professionals

- Los Trancos Road fuel reduction project; City of Palo Alto - \$3,500.00

La Selva Tree Care

- HFR Chemeketa Park: lex hills - HFR:PG&E - \$19,800.00

Silicon Valley Accounting Solutions

- Engagement for Accounting Services - \$1,500.00

Spectrum (Charter) Business

- EWS Camera Internet IP Hosting & Static IP - 12/11/16-1/10/17 - \$179.98

Technology Credit Union

- early close fee - \$52.99

Traffic Management Inc.

- Traffic Control for Page Mill Rd. Project - HFR:CofPA - \$1,486.75

Wells Fargo

- To pay Wells Fargo Direct Pay Charges - \$17.50
- To pay Wells Fargo Credit Card Charges - My Fax- 00 COE:All Areas:HFR or COE Grant/Donation (Sustainability) - \$150.59
- Wells Fargo Savings Service Charge - \$10.00

Open Purchase Order List by Vendor - as of 10/10/16

Davey Resource Group

- 10/24/2016 Project management services for Hwy 9; HFR; PG&E - \$7,000.00

Open action items:

- Employee vs. Independent Contractor
- Liability Insurance
- Articles of Incorporation/By-laws review

BOD Nominating Committee
Accounting system change transition
2016 FireSafe Council Awards Dinner
Neighbor-to-Neighbor Cost Sharing Program Policies
SCCFSC Strategic Plan, Workplan & Budget
Staffing – Graphic Design and Area Manager positions

Next meeting – Tuesday, February 14, at 1:30 PM at CAL FIRE Alma Forest Fire Station 13, 19650 Santa Cruz Highway, Los Gatos, CA 95033.

Directors present: Chris Hughes, Carla Ruigh, Gary Sanchez, Arlen Summers, John Tang and Eugene Zambetti.

Coordinators present: J.R. Call, Randy Castro, Patty Ciesla, Gretchen Hayes, Carol Mattsson, and Eugenia Rendler.

Stakeholders and guests present: Jeff Bates, John DeLong, James Henrikson, John Justice, Mike Mathiesen, Ed Orre

Meeting Adjourned – 4:30 PM

Gretchen Hayes - Administrative Coordinator

Santa Clara County FireSafe Council
Annual Meeting Summary
January 17, 2017
San Jose Fire Department Training Center Room 2

SCFSC Regular meeting – 1:35 PM Call to Order and Introductions – Gary Sanchez

Announcements – We have a new Saratoga Area Manger J.R.Call. We have also hired two employees. Patty Ciesla will be the Executive Director and Gretchen Hayes will be the Administrative Services Manager.

Consent Calendar – The consent calendar included the following items: Review and approve last meeting summary, Approve Chris del Pilar to the Board of Directors, Approve Alan Bicho to the Board of Advisors, Approve Carla Ruigh as Treasurer, Approve resolution to change banks and Approve annual Smokey Bear Cleaning.

John Tang moved to approve the items that were on the consent calendar (Item 5b – the treasurers report has been removed from the consent calendar for further discussion later), **Chris Hughes Seconded**, and the motion was unanimously approved.

Strategic planning meeting - Patty led a review of the matrices in the CWPP and a discussion of our workplan followed.

Treasurer report – We hope by next month to have the new QuickBooks ready to go. **Carla Ruigh moved** to approve the treasurer’s reports and expenditures, **John Tang seconded** and the motion was unanimously approved.

Coordination Expenses:

- 11/16/2016 – 12/15/2016 All areas - \$8,171.15

Agri-con Tree Care Professionals

- Los Trancos Road fuel reduction project; City of Palo Alto - \$3,500.00

La Selva Tree Care

- HFR Chemeketa Park: lex hills - HFR:PG&E - \$19,800.00

Silicon Valley Accounting Solutions

- Engagement for Accounting Services - \$1,500.00

Spectrum (Charter) Business

- EWS Camera Internet IP Hosting & Static IP - 12/11/16-1/10/17 - \$179.98

Technology Credit Union

- early close fee - \$52.99

Traffic Management Inc.

- Traffic Control for Page Mill Rd. Project - HFR:CofPA - \$1,486.75

Wells Fargo

- To pay Wells Fargo Direct Pay Charges - \$17.50
- To pay Wells Fargo Credit Card Charges - My Fax- 00 COE:All Areas:HFR or COE Grant/Donation (Sustainability) - \$150.59
- Wells Fargo Savings Service Charge - \$10.00

Open Purchase Order List by Vendor - as of 10/10/16

Davey Resource Group

- 10/24/2016 Project management services for Hwy 9; HFR; PG&E - \$7,000.00

Open action items:

- Employee vs. Independent Contractor
- Liability Insurance
- Articles of Incorporation/By-laws review

BOD Nominating Committee
Accounting system change transition
2016 FireSafe Council Awards Dinner
Neighbor-to-Neighbor Cost Sharing Program Policies
SCCFSC Strategic Plan, Workplan & Budget
Staffing – Graphic Design and Area Manager positions

Next meeting – Tuesday, February 14, at 1:30 PM at CAL FIRE Alma Forest Fire Station 13, 19650 Santa Cruz Highway, Los Gatos, CA 95033.

Directors present: Chris Hughes, Carla Ruigh, Gary Sanchez, Arlen Summers, John Tang and Eugene Zambetti.

Coordinators present: J.R. Call, Randy Castro, Patty Ciesla, Gretchen Hayes, Carol Mattsson, and Eugenia Rendler.

Stakeholders and guests present: Jeff Bates, John DeLong, James Henrikson, John Justice, Mike Mathiesen, Ed Orre

Meeting Adjourned – 4:30 PM

Gretchen Hayes - Administrative Coordinator