

**Santa Clara County FireSafe Council**  
**Meeting Summary**  
**January 9, 2018**  
**Morgan Hill Community and Cultural Center**

**SCCFSC Regular Meeting – 1:30 PM Call to Order and Introductions – Gary Sanchez**

**Chris Hughes** moved to approve the November meeting summary as posted on the website, **Derek Neumann** seconded, and the motion is unanimously approved.

**Treasurer’s Report– Carla Ruigh**

**Derek Neumann** moved to approve the November and December treasurer’s report and expenditures, **Chris Hughes** seconded, and the motion is unanimously approved.

Payroll Expense	11/1/17-12/31/17	20,271.09
Coordination Expense	10/16/17 – 12/15/17 All Areas	19,254.00
McNeil & Co	2017-2018 Slip Policy	5,289.00
Registry of Charitable Trusts	2016 Filing - Registry of Charitable Trusts	75.00
Spectrum (Charter) Business	EWS Camera Internet IP Hosting & Static IP -11/11/17 - 12/10/17	179.98
Upwork	Professional services for database migration 11/20/17-12/03/17	1351.17
Wells Fargo	To pay Wells Fargo Credit Card Charges - My Fax & QuickBooks Online - admin, sustainability	40.00
Wells Fargo	To pay Wells Fargo Credit Card Charges – Port-a-potty Charcoal Road, 2017 SCCFD	234.37
Wells Fargo	To pay Wells Fargo Credit Card Charges - Port-a-potty CofPA	145.40
Bay Area Tree Specialists	ER HFR;City of Saratoga and Saratoga Fire District	16,000.00
Best Buy	Purchase projector for presentations	644.56
BrightView Tree Services, Inc.	chipping at 4 locations - lex hills, Oakmont area, HFR SCCFD	2,700.00
EnviroVision Solutions Inc.	Tier 2 ForestWatch software support October 1, 2017 - September 30, 2018 - EWS Camera	500.00
Franchise Tax Board	2016 tax filing fees	10.00
Intuit - QuickBooks Online	QuickBooks Online - Sustainability - All Areas -	47.50
Kirk Walukiewicz, CPA	Tax preparation fees for 2016 Taxes	700.00
South Skyline FireSafe Council.	Reimburse South Skyline Council for chipping done in Santa Clara County in 2017	1,216.31
Spectrum (Charter) Business	EWS Camera Internet IP Hosting & Static IP -12/11/17 - 1/10/18	179.98
Wells Fargo	To pay Wells Fargo Credit Card Charges - Port-a-potty Charcoal Road, 2017 SCCFD	234.37
Wells Fargo	To pay Wells Fargo Credit Card Charges - Port-a-potty CofPA	70.71
Wells Fargo	To pay Wells Fargo Credit Card Charges - QuickBooks Online - admin, sustainability	50.00
CBC		11.05
Click Away		2,398.50
Intuit - QuickBooks Online	QuickBooks Online - Sustainability - All Areas	40.00
MyFax	MyFax 11/12/17-12/11/17 - All Areas, Sustainability	7.50
Resident	Reimburse homeowner for disturbance to property during work on shaded fuel break project.	3,769.75

**2015 Annual report – Gary Sanchez**

The 2015 Annual Report has been distributed by email, Eugenia Rendler submitted a couple of edits by email which will be incorporated. **Carla Ruigh** moved to adopt the 2015 Annual Report with Eugenia’s edits and publish to the website, **Chris del Pilar** seconded, and the motion is unanimously approved.

**Donation to FireSafe Santa Cruz – Gary Sanchez**

The SCCFSC has been involved in helping establish FireSafe Santa Cruz. Gary would like to help them get started by providing them with a \$500 donation as a show of support. Patty has been attending their meetings and sharing organizational information. The seed money will help them with startup costs. **Arlen Summers** moved to approve a \$500 donation to FireSafe Santa Cruz, **Chris del Pilar** seconded, and the motion is unanimously approved.

**Board of Directors and Officers Elections – Gary Sanchez**

The following board members have 2-year terms that have ended and are up for reelection: Arlen Summers, Chris Hughes, Jim Wollbrinck, Gary Sanchez. All expressed their willingness to continue and have been re-nominated. **Derek Neumann** moved to approve all four board members for another term, **Chris del Pilar** seconded, and the motion is unanimously approved.

According to our bylaws, we can have between 9 and 15 board members. Croy Road resident Jesse Katz has volunteered to serve on the board. Jesse moved to Croy Road at the time of the fire and has 40 acres up there. He and his brother have taken fire safety very seriously and have been working closely with CAL FIRE who has been advising them on best practices. Jesse also sits on the Casa Loma Volunteer Fire Association Board of Directors. **Dede Smullen** moves to approve Jesse Katz as a new member of the board of directors, **Carla Ruigh** seconded, and the motion is unanimously approved.

**Carla Ruigh** moved to confirm that the term of Dede Smullen, who joined the board mid-term, will expire on December 31, 2018, **Chris del Pilar** seconded, and the motion is unanimously approved.

Treasurer Carla Ruigh has officially resigned effective 1-9-2018 from the SCCFSC BOD and treasurer positions. The treasurer position is mostly an oversight position that reports to the BOD. Derek Neumann has volunteered to give up his secretary position and become treasurer while Chris Hughes will become secretary. **Chris del Pilar** moved to approve Derek Neumann as treasurer and Chris Hughes as secretary, **Carla Ruigh** seconded, **Chris Hughes** abstained, and the motion is approved. **Carla Ruigh** moved to have Jim Wollbrinck as second Vice President, **Dede Smullen** seconded, and the motion is unanimously approved.

#### **Election of Board of Advisors – Gary Sanchez**

Patty nominates Ray Fields as a representative of the Santa Clara Valley Water District to the board of advisors. Sandy Petersen volunteers as an advisor representing both the Loma Prieta Resource Conservation District and the Santa Clara County Animal Advisory Commission. **Arlen Summers** moved to add Ray Fields and Sandy Peterson to the board of advisors, **Derek Neumann** seconded, and the motion is unanimously approved.

**Carla Ruigh** moved to reconfirm the currently listed board of advisors, **Dede Smullen** seconded, and the motion is unanimously approved.

#### **Governance and Administration Report– Gary Sanchez**

Carla Ruigh is leaving the council. She has been a vital member of the council and board. She has been instrumental in our accounting transition and worked very hard to create a new metrics database. The entire council wants to thank her for her service.

Gary wants to direct the council to the important topic of evacuation preparedness. Perhaps we can incorporate this into the CWPP annexes. We also should consider this area when we are making donation requests. When planning evacuation workshops please notify local fire jurisdictions prior to the meeting.

#### **Board and Advisors' Report – Chief Orre**

The CWPP is being updated after the Loma fire. This will get pushed forward in the coming months. Chief Justice has the GIS files and Chief Orre is working on mapping.

SRA grants are coming back with AB 32 funding. This grant cycle concept application is due Feb 28.

#### **Executive Director Report – Patty Ciesla**

There are many projects in various stages from planning to completion throughout the county. Patty is working to hire the positions that will help us complete all the work we have to do.

**Activities reports – Reports were distributed with the meeting packet.**

Carla Ruigh – The Accounting system is going very well, we are making final adjustments. The database development is also going very well. The program is in the cloud and should be running very soon.

Eugenia Rendler - Evacuation workshops are coming up and have been added to the calendar.

**Round Robin –**

Jim Wollbrinck – San Jose Water Co. is very active with post fire response. They have been working on recovery and storm water runoff. As water needs to be distributed to handle increased demands for firefighting, it's important to include the water co. folks, to respond to fire suppression water supply demands and possible power outage issues. Jim is working on a preseason meeting to prepare for such issues in April or May.

Alan Bicho – NFPA competition kicks off and goes through March second, please vote. They are still getting very positive feedback from the evacuation workshops.

Jared Bond – Has filed the BAAQMD paperwork for the Charcoal Road project and will be working with us on future projects.

Dave Frasier – Holiday Lake Estates board member that is very interested in working with us to support his community.

John DeLong – January 19<sup>th</sup> South Skyline association will hold a SSFSC sponsored event focused on the Bear Fire discussion at the Saratoga Summit Fire station.

Eugenia Render – We have 13 events already scheduled.

Chris Hughes – Some map guidelines have changed that now require 4 feet of clearance in some new areas.

**Next meeting –** Tuesday, February 13, 2018, at 1:30 PM at TBD

**Directors present:** Chris del Pilar, Chris Hughes, Jesse Katz, Derek Neumann, Carla Ruigh, Gary Sanchez, Dede Smullen, Arlen Summers, and Jim Wollbrinck.

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

**Advisors, stakeholders, and guests present:** Jeff Bates, Alan Bicho, Jared Bond, Jim Crawford, John DeLong, Ray Fields, Dave Frazer, Michael Jurich, Robert Katz, Cindy Malstrom, Ed Orre, and Sandy Petersen

**Carla Ruigh** moved to adjourn at 3:20 pm, **Arlen Summers** seconded, and the motion is unanimously approved.

Adjourn – 3:22 PM.

**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, Work plan & Budget
- Staffing – open and renewal contract positions
- Annual Reports
- Membership