

**Santa Clara County FireSafe Council**  
**Meeting Summary**  
**January 8, 2019**  
**Spring Valley Volunteer Fire Department Training Center**

**SCCFSC Regular Meeting –Call to Order and Introductions – Gary Sanchez**

Patty amends November meeting summary to include: “Incoming Unit Chief Jake Hess expressed intentions to continue to partner with and support SCCFSC’s work.” **Jerry Serpa** moved to approve the October and November meeting summaries as presented, with the inclusion of Patty’s edit, **Chris Hughes** seconded, and the motion is unanimously approved.

**Treasurer’s report** – Derek Neumann reviewed the October and November treasurer’s report documents. Gary notes that we must better manage cash flow to hold our minimum unrestricted cash fund reserve. We conflict with FSC policy as the Board has not approved an unrestricted funds balance below \$60K. He wants to see unrestricted finds in a separate account in order to have tighter control and have board approval before withdrawals can be made. He would also like to see the unrestricted reserve move to \$100K. We need a real-time unrestricted report before we approve payments.

Patty reports an unrestricted funds adjustment is needed to correct the report, which will be done for the December report that will be presented in February.

Adjustments are needed to assign payroll loading costs such as employer taxes, workers comp. and PTO accruals to grants and not unrestricted funds. We are currently awaiting a reimbursement to our unrestricted funds through the PG&E grant payment, which will also include 10% that will be adding to the unrestricted funds.

In the accounting reorganization, grant financial management setup was incomplete in QBO. The current Grant financial database is only accessible on Gretchen’s computer currently. Patty will work with Sara and Gretchen to implement correct process in QBO starting with the 18SFA grant, then entering other grants correctly after.

**Jerry Serpa** moved to approve October and November payroll and vendor payments, **Chris Hughes** seconded, and the motion is unanimously approved.

<b>October 2018</b>		
Payroll Expense	10/1/18-10/31/18	\$15,595.29
Coordination Expense	9/16/18 –10/15/18 All Areas	\$7,122.27
Bay Area Tree Specialists	Lexington Hills, 17SfA SNAP, HFR	\$2,595.75
Huerta’s Tree Service	Lexington Hills, PG&E 2018, HFR ER	\$4,800.00
McNeil & Company, Inc.	Countywide Clearing: Insurance for 3 Policies: Umbrella, Inland Marine, Commercial Package Renewal	\$5,366.00
Spectrum (Charter) Business	EWS Camera Internet IP Hosting & Static IP - 9/11/18-10/10/18	\$99.98
Bay Area Tree Specialists	Inv 63422&63449 Lexington Hills, PG&E 2018, HFR ER	\$6,000.00
Agri-con Tree Care Professionals	SNAP project , HFR, 17SFA	\$2,200.00
Long’s Custom Discing	CoPA Mowing Services- HFR-Evac Route City of Palo Alto	\$43,250.00
Huerta’s Tree Service	PO 1334 17SFA HFR Chipping services at 4 locations in the Lexington Hills area PO 1346 HFR Chip 17SfA Lexington Hills	\$3,900.00
Indeed.com	Countywide clearing Recruitment ad	\$33.60
Amazon.com	Countywide, Clearing Supplies for presentations	\$66.75
TechSoup	Clearing Software for Patty’s computer	\$10.00
United Site Services	Port-a-Potty arastrodero - Palo Alto CoPA	\$70.71
MyFax	MyFax 09/12/2018 - 10/11/2018 - All Areas, Sustainability	\$7.50
Facebook Ads	Countywide clearing boosted posts for outreach	\$24.87
<b>November</b>		
Payroll Expense	11/1/18-11/30/18	\$19,566.05
Coordination Expense	10/16/18 –11/15/18 All Areas	\$7,798.67

Attorney General's Registry of Charitable Trusts	Registry of Charitable Trusts Fee 2017 Accounting Period	\$75.00
Bay Area Tree Specialists	Inv 63475 Lexington Hills 17SfA SNAP, HFR	\$2,805.00
Bay Area Tree Specialists	Inv 63601 Lexington Hills, PG&E 2018, HFR ER 1/2 Day at Loma Chiquita, 1/2 Day at Stetson	\$3,000.00
Facebook ads	Countywide clearing boosted posts for outreach	\$30.00
Franchise Tax Board	Tax extension: sustainability	\$10.00
Hayes, Gretchen	Countywide clearing reimbursement for cc scanner	\$10.84
Huerta's Tree Service	For PO 1359 Lexington Hills, PG&E 2018, HFR ER	\$7,200.00
Huerta's Tree Service	For PO 1356 Lexington Hills, PG&E 2018, HFR ER	\$4,800.00
Huerta's Tree Service	For PO 1350 17SFA Lexington Hills Sveadal N2N	\$1,400.00
KIRK WALUKIEWICZ, CPA	Payment for 2017 Tax return	\$700.00
MyFax	MyFax 10/12/2018 - 11/11/2018 - All Areas, Sustainability	\$7.50
Spectrum (Charter) Business	EWS Camera Internet IP Hosting & Static IP - 11/11/18-12/10/18	\$99.98
State Fund	workers compensation insurance 10/15/18 - 1/15/19	\$208.25
Surf to Snow Environmental Resource Management	Inv 3074 Saratoga PG&E 2018, HFR: FB Consulting/Professional Services - Biological survey for Highway 9 Project	\$738.85
True Tourtillott	Reimbursement for parking and office supplies	\$218.54
United Site Services	Port-a-Potty Arastrodero -Palo Alto	\$70.71
Paypal	Customer initiated refund of paypal donation	\$20.00

**Chris Hughes** moved to present a \$500 grant to Spring Valley Volunteer Fire Department at their annual breakfast, **Jim Wollbrinck** seconded, and the motion is unanimously approved.

**Election of Board of Directors:** Jerry Serpa's, Derek Neumann's, Eugene Zambetti's and Dede Smullen's terms expire in January 2019. **Jesse Katz** moved to re-elect them to another two-year term, **Jim Wollbrinck** seconded, and the motion is unanimously approved. In January 2018, Chris Hughes, Gary Sanchez, Jim Wollbrinck and Jesse Katz were elected and will serve one more year, as their terms expire January 2020.

**Board of Directors Officer Elections-** President: nominations: Gary Sanchez nominates- Derek Neumann, Dede Smullen, Chris Hughes and Jim Wollbrinck. **Chris Hughes** moved to elect Dede Smullen as President, **Jerry Serpa** seconded, and the motion is unanimously approved.

**Board of Advisors Elections- Derek Neumann** moved to reconfirm the existing Board of Advisors for another year, **Chris Hughes** seconded, and the motion is unanimously approved. **Jerry Serpa** moved to add John DeLong as the SSFSC Liaison and Dwight Good as the Morgan Hill Fire Marshall to the Board of Advisors, **Derek Neumann** seconded, and the motion is unanimously approved.

**New Business:** Patty presents 17SFA, 18SFA federal grants through California Fire Safe Council combined budget detail and goes over ZoomGrants tables and structure (handout).

Patty presents new SCCFSC Firewise Program (handout).

**Governance changes:** Patty will periodically check-in with Derek now that Gary is no longer president. She will split regular ED-BOD communications between Derek and Dede, as planned by Gary, Dede and Derek.

**CWPP updates** - Christie Moore reports that Monte Sereno is set to adopt the CWPP this month, Los Altos Hills is looking again, and Los Gatos is meeting later this month.

**CAL FIRE** – Chief Orre reports that CWPP Chief Bowden and Hess really want to prioritize wrapping up the CWPP in 2019.

**Next meeting** – Tuesday, February 12, 2019, at 1:30 PM at the Redwood Estates Pavilion.

**Directors present:** Chris Hughes, Jesse Katz, Derek Neumann, Gary Sanchez, Jerry Serpa, Dede Smullen and Jim Wollbrinck.

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

**Advisors, stakeholders, and guests present:** Jeff Bates, Jared Bond, John DeLong, Ray Fields, Michael Gorman, Christie Moore, Ed Orre and Todd Van Peteghem.

Adjourn – 3:49pm

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