

Santa Clara County FireSafe Council
Meeting Summary
June 13, 2017
Saratoga Fire Department Headquarters

SCCFSC Regular Meeting – 1:35 PM Call to Order and Introductions – Gary Sanchez

Chris del Pilar moved to approve April and May meeting summaries subject to the spelling corrections sent to Gretchen, **Chris Hughes** seconded and the motion is unanimously approved.

Treasurer Report – Carla Ruigh

Carla reports that the sustainability funds are down slightly at \$165,000 which is to be expected as this is our busy time and we are still waiting for a grant payment. We need approval for the new expenditures - \$37,680 and payroll \$10,798.99. Gretchen and Carla met with Elaine regarding the new accounting system and although progress is slower than expected it is still moving forward.

Eugene Zambetti moved to approve the April and May treasury reports and expenditures, **Chris Hughes** seconded and the motion is unanimously approved.

Payroll Expense	3/16/17-4/15/17 All Areas	\$10,798.99
Coordination Expense	3/16/17-4/15/17 All Areas	\$30,763.32
Agri-con Tree Care Professionals	HFR: Redwood Estates Chipping day April 8; 16SFA	\$3,800.00
Bay Area Tree Specialists	HFR;Clty of Saratoga	\$1,700.00
Franchise Tax Board	tax extension: sustainability	\$10.00
Spectrum (Charter) Business	EWS Camera Internet IP Hosting & Static IP - 5/11/17-6/10/17	\$179.98
State Fund	workers compensation insurance	\$265.75
United Site Services	Port-a-Potty Rental for Montevina Rd. Project 2016 -sustainability	\$86.72
	Port-a-Potty Rental for Hwy 17 Project - HFR:Lexington Hills:15SRA	\$296.32
Wells Fargo	To pay Wells Fargo Credit Card Charges - My Fax & QBO and deposit stamp - 00 COE:All Areas:HFR or COE Grant/Donation (Sustainability)	\$56.43
Wells Fargo	To pay Wells Fargo Credit Card Charges – Port-a-Potty C of PA	\$215.88
Wells Fargo	To pay Wells Fargo Credit Card Charges - Port-a-potty Hwy 17	\$296.32
Wells Fargo Bank	Service Charge	\$10.00

New Business –

Approve new BOD member

Carla Ruigh moved to appoint James Wollbrinck from the San Jose Water Company to the Santa Clara County FireSafe Council Board of Directors, **Chris del Pilar** seconded, and the motion is unanimously approved.

Approve use of CALFIRE crews on Black and Charcoal Roads. - Jim Young

Jim Young will work with Eugenia to get approval and signatures on FireSafe waivers and get those to Patty prior to approval for the Black Road project.

Charcoal Road can be approved since it is on public property. Jim will get the proper forms to Gary to sign. The CEQA should be done by July 1.

Small Purchases Policy -

Chris del Pilar will check with CBC and Wells Fargo about options for additional authorized users and we will revisit next month. In the meantime, Eugenia needs to purchase banners for chipping. **Chris del Pilar** moved to approve up to \$3000 for banners, **Derek Neumann** seconded and the motion is unanimously approved.

Board of Advisors reports

Chief Justice has been working on the CWPP annexes with Los Altos Hills and Saratoga. Please continue to review your annexes and watch the May 28th segment Why fighting wildfires often fails -- and what to do about it - CBS News.

Round Robin -

Chris Hughes has additional tree crews still getting caught up with the storms.

Chief Mathiesen's crews are doing a vegetation management burn each week. They are working with Jim on Charcoal road.

Jim Young is at Charcoal 2 days per week.

JR Call – 3669 cubic yards of material have been chipped in the Saratoga area so far, this season.

James Wollbrinck - May 23rd wildland fire coordination meeting all utilities attended except 2.

James Henrikson – Palo Alto is hosting SCC wildland fire drill this week.

Eugenia Rendler - Please use the internal calendar to post nonpublic events.

Gary Sanchez – We have a \$500 donation request from the Spring Valley Volunteer fire department – **Chris del Pilar** moved to donate \$500 to the Spring Valley Volunteer Fire Department, **Chris Hughes** seconded and the motion is unanimously approved.

Bookkeeping – Gary would like to see RFP to get a firm to do our bookkeeping though a service as soon as possible, Chris and Patty will work together to get that done.

Carla Ruigh moved to adjourn at 3:02pm, **Chris Hughes** seconded and the motion is unanimously approved.

Next meeting – Tuesday, July 11, at 1:30 PM at Morgan Hill Community and Cultural Center.

Directors present: Chris del Pilar, Chris Hughes, Derek Neumann, Gary Sanchez, 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: Dwight Good, James Henrikson, John Justice, Mike Mathiesen, and Neil Katin.

Adjourn at 3:02 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