

Santa Clara County FireSafe Council
Meeting Summary
March 14, 2017
Saratoga Fire Department Headquarters

SCCFSC Closed BOD meeting – 1:00 PM

Derek Neumann moved to approve the resolution authorizing president Gary Sanchez to sign the revised contract with the City of Palo Alto to extend it to 7 years total with an increase in the total compensation for FireSafe Council services, **Chris Hughes seconded**, and the motion was unanimously approved.

The board confirms it is the desire of the BOD that executive director Patty Ciesla should continue to work with MROSD staff in developing a multi-year scope of work and contract terms for removal of eucalyptus trees in Los Trancos Open Space Preserve, so the matter can be agendized for a future MROSD BOD meeting.

SCCFSC Regular meeting – 1:35 PM Call to Order and Introductions – Patty Ciesla

Derek Neumann moved to approve the February meeting summary as posted on the website, **Chris del Pilar Seconded**, and the motion was unanimously approved.

Derek Neuman moved to approve the treasurers reports and payments as provided, **John Tang seconded**, and the motion was unanimously approved.

Payroll Expenses	1/16/2017 – 2/15/2017 All areas	\$9,445.70
Coordination Expenses	1/16/2017 – 2/15/2017 All areas	\$9,028.26
Long's Custom Discing	Reissue check to Longs - PG&E county HFR	\$53,036.00
Pay Pal	Service fee - February donations	\$2.50
Saratoga Resident	Hazardous tree removal rebate from the Saratoga Rotary Fund City of Saratoga	\$500.00
Silicon Valley Accounting Solutions	Accounting services to set up new QBO	\$2,994.75
Spectrum (Charter) Business	EWS Camera Internet IP Hosting & Static IP - 2/11/17-3/10/17	\$179.98
Wells Fargo	To pay Wells Fargo Direct Pay Charges	\$12.50
Wells Fargo	To pay Wells Fargo Credit Card Charges - My Fax - Sustainability; USS CofPA	\$148.46
Open Purchase Orders	as of 3-10-17	
Bay Area Tree Specialists	HFR Hwy 17: 15SRA	\$6,600.00

Awards dinner update - Eugenia Rendler

The 2nd wave of invitations is being sent out today, buy your tickets. Directors are encouraged to contribute \$100 each in addition to buying tickets. We are working on getting the keynote speaker. Please submit awards suggestions to Eugenia right away.

Membership – Eugenia

Membership levels that have been proposed are; \$30 -basic annual membership (includes a sticker), \$75/yr - family membership, recurring \$10/mo - \$120 for the year, \$500, \$1000, \$250 - basic group membership, \$5000 - corporate sponsorship (includes a free table at the awards dinner). We would like to kick off a membership drive at the annual dinner.

Chris del Pilar moved to approve the membership levels as described and have staff move forward on logistics for the membership drive, **Carla Ruigh seconded**, and the motion was unanimously approved. Our Goal is 100 members. **Derek Neumann moved** to approve \$500 for materials and supplies for membership, **Chris Hughes seconded**, and the motion was unanimously approved.

Accounting system transition update – Carla Ruigh

We are in the testing phase with the new system and are looking at using the new system by April 1.

Activity reports –

Derek Neumann really appreciates having the written reports.

The coordinator report format will be changing watch for a new template.

Due to banking changes, coordinator invoices will be due on the 25th starting in April, and will be paid on the 5th.

Executive Director report – Patty Ciesla

Patty is currently working on the Palo Alto contract renewal and is in the negotiation phase with MROSD regarding the Eucalyptus removal contract. PG&E grants have been announced for projects that must be complete by October 1. Green House Gas grant application is due soon. This would be a 4-5 year grant. We are looking for partners on landscape size projects for this grant. Our federal grants require all contracts be up for competitive bidding annually. All coordination contracts will have RFPs posted soon.

Board of advisor's reports -

Chief Orre is trying to put together a ½ day CEQA class and would like to gauge interest of the council in participating.

Chief Justice is working with Board Aids to get the CWPP through the signature process. SCVWD will review again to make sure their interests are covered.

Alan Bicho – They are ready to kick off chipping campaign in Jackson Oaks, Holiday lakes and Uvas. City is giving 4 Evacuation workshops.

Round Robin -

Jim Young – Phase 1 of the HWY 17 Redwood Estates/Moody Gulch FB project is complete.

David Krug - He is exploring ways to avoid road closures on Black Road due to fallen trees and slides by doing preventive work. He will work with Jim Young on the Black Road project.

Chris Hughes– The storms have caused massive tree crew staffing challenges, you will see other crews supplementing.

Dede Smullen– Saratoga is looking at their tree removal and planting policies. They will have a workshop on the topic and would like to have the FireSafe council involved.

John Tang– May 19 is water awareness night. He is working with Jim Wollbrinck to take on his role representing San Jose Water Company on the Council.

Chris Hughes moved to allow RESA to have a table at the Awards Dinner (8 people) based on their donation as our first corporate membership, **Carla Ruigh seconded**, and the motion was unanimously approved.

Next meeting – Tuesday, April 11, at 1:30 PM at TBD

Directors present: Chris del Pilar, Chris Hughes, Derek Neumann, Carla Ruigh, and John Tang.

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, Michael Jurich, John Justice, David Krug, Tom Lausten, and Dede Smullen.

Meeting Adjourned – 2:55 PM

Gretchen Hayes - Administrative Coordinator

Open action items:

- Liability Insurance for all coordinators
- Articles of Incorporation/By-laws review
- Sarbanes Oxley – adopt and incorporate into by laws
- Education and seminars

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 Communications positions
Annual Reports