

**Santa Clara County FireSafe Council**  
**Meeting Summary**  
**May 8, 2018**  
**Spring Valley Volunteer Fire Department Training Center**

**SCCFSC Regular Meeting** – 1:34 PM Call to Order and Introductions – Gary Sanchez

**Jerry Serpa** moved to approve the meeting summary as posted on the website, **Chris del Pilar** seconded, Jim Wollbrinck abstained, and the motion is approved.

**Jerry Serpa** moved to approve the cash report and expenditures as presented, **Eugene Zambetti** seconded, and the motion is unanimously approved.

**Treasurer’s Report**– Chris del Pilar

The cash report went out. We are below our \$60,000 reserves in unrestricted funds. We are preparing a real time tracking system as our financial statements are delayed a month. The financial team will have the new tracking system up and running by the next meeting.

Payroll Expense	3/1/18-3/31/18	\$10,630.65
Coordination Expense	3/16/18 – 4/15/18 All Areas	\$ 8,952.79
Agri-con Tree Care Professionals	HFR: Redwood Estates Pavilion, March 12-14, 2018 / Santa Clara County Fire Department: 2017 SCCFD - \$3,231 / CAL FIRE: 15-SRA-SCU-1043 - \$7,269	\$10,500.00
Bay Area Tree Specialists	ER HFR Montalvo, CofS, SFD	\$11,900.00
Bay Area Tree Specialists	Bowen SNAP, HFR 16SFA	\$3,500.00
Intuit - QuickBooks Online	QuickBooks Online - old acct - Sustainability - All Areas	\$50.00
Fraudulent Paypal transaction (to be reversed)	Carding issue (reversed)	\$4.90
MyFax	MyFax 03/12/18 - 04/11/18 - All Areas, Sustainability	\$7.50
Sanchez, Gary	Reimbursement to Gary for an FSC laptop computer	\$764.74
Spectrum (Charter) Business	EWS Camera Internet IP Hosting & Static IP - 04/11/18-05/10/18	\$92.24
United Site Services	Refund of Port-a-potty overpayment to United Site Services	\$530.69
United Site Services	Port-a-Potty Charcoal Rd	\$240.69
United Site Services	Port-a-Potty Arastradero - 4/30	\$70.71
Upwork	Michael Rothenberg Services	\$642.19

EWS Camera – Rick Parfitt – We have a new location for the Aldercroft camera. We will be moving the camera and will have some costs associated with the move. **Jerry Serpa** moved to approve up to \$8000 to move the camera, **Chris del Pilar** seconded, and the motion is unanimously approved. Rick would like to again request that the standard 10% overhead not be applied to the funds raised for the camera.

Diablo Firesafe Council Grassroots Fundraising – Ciara Woods – Ciara has been very successful at fundraising and gaining volunteer participation. When doing community fundraising the key is to build relationships with people. Get the people invested so they donate.

**Board and Advisors’ Report**

Chief Mike Mathiesen reports that CAL FIRE is training for fire season starting Monday.

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

Executive Director Report – Patty Ciesla is in the process of going over our annual plan with Palo Alto and updating our agreements with Saratoga and Saratoga FD.

Lexington Hills – Gretchen Hayes - We have a very large chipping project application on Loma Chiquita. The project is in our evacuation route project area and the homeowner has done a lot of work to clear their defensible space that will benefit the entire area and increase safety. The size of the project requires approval by the board. **Dede Smullen**

moved to approve the project with the condition that the homeowner provides \$500 cash match, **Chris del Pilar** seconded, **Jerry Serpa** opposes, the motion passes.

### **Round Robin**

Dede Smullen met with new Saratoga arborist Kate Bear to work on establishing a plant list. Please let Dede know if you are interested in being on the Development Committee.

Jim Wollbrinck is assisting with some logistics on the Black Road project. They are holding their annual fire safety coordination meeting on June 4<sup>th</sup> and will have a very limited number of non-fire agency spots.

Jesse Katz would like to add the topic for next meeting of where we should stand with regards to code enforcement vs public safety and perception.

Alan Bicho reports that Jackson Oaks successfully petitioned the County for a new parkland fire break.

**Next meeting** – Tuesday, June 12, 2018, at 1:30 PM at the Santa Clara Valley Open Space Authority.

**Directors present:** Chris del Pilar, Jesse Katz, Gary Sanchez, Jerry Serpa, Dede Smullen, Jim Wollbrinck and Eugene Zambetti.

**Staff and coordinators present:** Patty Ciesla, Gretchen Hayes, Carol Mattsson and Eugenia Rendler.

**Advisors, stakeholders, and guests present:** Alan Bicho, Mike Mathiesen, Jason Mills, Rick Parfitt, Kirk Shearer, Rick Smith and Ciara Woods.

Adjourn – 3:28 PM.

Meeting summary prepared by Gretchen Hayes

### **Open action items:**

Incorporation name change

By-laws and formal policies review

Sarbanes Oxley – adopt and incorporate elements into by laws

Education and seminars

2018 FireSafe Council Awards Dinner

Neighbor-to-Neighbor Cost Sharing Program Policies

SCCFSC Strategic Plan, Workplan & Budget

Staffing – open and renewal contract positions

2017 Annual Report

Membership