

**Santa Clara County FireSafe Council
Meeting Summary
November 14, 2017
Saratoga Fire District Headquarters**

SCCFSC Regular Meeting – 1:40 PM Call to Order and Introductions – Gary Sanchez

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

Treasurer’s Report– Carla Ruigh

Carla is busy working to create the databases needed to track grant deliverables and match. The new accounting system transition is on track to be completed by year end.

Chris Hughes moved to approve the October treasurer’s report and expenditures, Eugene Zambetti seconded, and the motion is unanimously approved.

Payroll Expense	10/1/17-10/30/17	\$ 9,206.72
Coordination Expense	9/16/17 – 10/15/17 All Areas	\$ 9,930.62
Agri-con Tree Care Professionals	HFR: Chipping 2 locations Soda Springs area, 2017 PG&E	\$ 1,800.00
Agri-con Tree Care Professionals	HFR: Chipping day Redwood Estates Pavilion, 2017 PG&E and RESA	\$ 3800.00
Lexington Hills/SCruz Co Resident	Reimburse resident for SNAP work that was completed- 16SFA	\$ 1,030.00
BrightView Tree Services, Inc.	El Matador - 7 locations - 16SFA	\$ 7,500.00
CBC	September analysis charge	\$ 3.54
City of Saratoga	Contractor's Business License renewal to 10/31/18 - COE - City of Saratoga	\$ 16.00
Click Away	EWS Camera workstation monitoring 8/1/17-8/31/17	\$ 2,398.50
Click Away	EWS Camera workstation monitoring 9/1/17-9/29/17	\$ 2,398.50
Emergency Essentials	First aid kits for Evacuation workshops, COE - 16SFA	\$ 2,409.90
Huerta's Tree Service	Chipping at 3 locations in the Loma Chiquita/Croy Area - 16SFA	\$ 4,200.00
MyFax	monthly charge	\$ 7.50
Spectrum (Charter) Business	EWS Camera Internet IP Hosting & Static IP -10/11/17 - 11/10/17	\$ 179.98
State Fund	workers compensation insurance 10/15/17-1/15/18	\$ 265.75
VistaPrint	bags for evacuation workshops - COE 16SFA	\$ 338.61
Wells Fargo	To pay Wells Fargo Credit Card Charges - QuickBooks Online, admin - Sustainability	\$ 40.00
Wells Fargo	To pay Wells Fargo Credit Card Charges - PortaPotty, CofPA	\$ 145.40
Wells Fargo	To pay Wells Fargo Credit Card Charges - PortaPotty charcoal rd.	\$ 234.37
Saratoga Area Resident	Hazard tree rebate Saratoga Rotary	\$ 500.00
Open Purchase Orders	Brightview Tree Services, Inc	\$ 2700.00

Carla Ruigh moved to cancel our December meeting, Eugene Zambetti seconded, and the motion is unanimously approved.

Open nominations for Board of Directors positions elections at January meeting – Gary Sanchez

At least one position will be vacant, as Carla Ruigh will be leaving the board in January.

Governance and Administration Report– Gary Sanchez

Gary has been busy engaging other FireSafe councils in the conversation about evacuation preparedness. There is much interest in the surrounding areas to see what we have started doing with our Evacuation Workshops. A possible conference or presentation to other FireSafe councils would be helpful and is in the works.

Board and Advisors' Reports

Patty has been in discussions with Chief Orre regarding a regional FireSafe conference.

Rick Parfitt has started fundraising for the EWS camera system to continue running it at the current level for the next two years. He has also been working on the reverse 911 for the County of Santa Clara and would like to see a trial done. He is encouraging people to sign up and let others know about the system.

Executive Director's Report – Patty Ciesla

We have opened consultant positions to hire a communications manager, South County area manager and a forester position. The WUI grant we wrote is still in review. The policy committee and personnel committee have been formed and will meet in December.

Round Robin -

Alan Bicho– Jackson Oaks HOA has been recertified as a Firewise Community.

Eugenia Rendler– We participated in 21 events this year including adult outreach, festivals, Smokey story times and other events. In addition to these events we also have six Evacuation Workshops which are already scheduled for before the end of the year.

J.R. Call– Attended Saratoga commissioners meeting and is working coordinating an Evacuation Workshop on December 7.

John DeLong – The South Skyline FireSafe Council will be finishing fall chipping this week. They are very interested in our evacuation workshops.

Jim Wollbrinck – They are very busy working on the recovery efforts for the Napa and Sonoma fire areas. The heat from the fire melted storm drain and sewer systems underground and they are trying to determine the extent of the damage. Mutual aid calls happen daily to try to get utilities back up and running. The water utilities and fire agencies continue to work together to address issues and need to collaborate more closely.

Rick Parfitt – We have evacuation route maintenance in our CWPP and need to continue to monitor that. There are specs for water tanks in the CWPP as well. Thank you to PG&E! They been very busy inspecting and repairing infrastructure in the greater Los Gatos Hills area.

Gary Sanchez– We need to work on engaging CHP and other law enforcement agencies in our work.

Next meeting – Tuesday, January 9, 2018, at 1:30 PM at the Morgan Hill Community and Cultural Center.

Directors present: Chris del Pilar, Chris Hughes, Carla Ruigh, Gary Sanchez, Dede Smullen, Jim Wollbrinck and Eugene Zambetti.

Staff and coordinators present: J.R. Call, Randy Castro, Patty Ciesla, Gretchen Hayes, Carol Mattsson and Eugenia Rendler.

Advisors, stakeholders, and guests present: Jeff Bates, Alan Bicho, John DeLong, Dwight Good, Mike Mathiesen and Rick Parfitt.

Carla Ruigh moved to adjourn at 3:22 pm, **Chris Hughes** seconded, and the motion is unanimously approved.

Adjourn – 3:22 PM. The regular meeting was preceded by a closed board meeting from 1:00 – 1:30 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, Workplan & Budget
Staffing – open and renewal contract positions
Annual Reports
Membership