

**Santa Clara County FireSafe Council
Meeting Summary
October 10, 2017
Midpeninsula Regional Open Space District**

SCCFSC Regular Meeting – 1:30 PM Call to Order and Introductions – Gary Sanchez

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

Chris Hughes moved to approve the September Treasure’s Reports and Expenditures, **Arlen Summers** seconded and the motion is unanimously approved.

Payroll Expense	9/1/17-9/30/17 All Areas	\$10,609.30
Coordination Expense	8/16/17-9/15/17 All Areas	\$10,589.01
Bay Area Traffic Solutions	Consulting/Professional Services - Traffic Control for Page Mill Road	\$1,380.00
Bay Area Tree Specialists	Fuel reduction and evacuation route clearance on Page Mill Road	\$29,000.00
CBC	service charges	\$8.25
Huerta's Tree Service	Chipping at 6 locations in the Croy Area - 16 SFA	\$4,600.00
Spectrum (Charter) Business	WS Camera Internet IP Hosting & Static IP -9/11/17 - 10/10/17	\$179.98
Wells Fargo	Wells Fargo Credit Card Charges - constant contact & QuickBooks Online COE: All Areas: Sustainability	\$411.00
Wells Fargo	Wells Fargo Credit Card Charges - Porta Potty C of PA	\$70.71
Wells Fargo	Wells Fargo Credit Card Charges - Porta Potty Charcoal Rd	\$234.37
Wells Fargo	Wells Fargo Credit Card Charges - MyFax	\$7.50
Open purchase orders		
Agricon Tree Care Professionals	HFR: Chipping 2 locations Soda Springs area, 2017 PG&E	\$1,800.00
Agricon Tree Care Professionals	HFR: Chipping day Redwood Estates Pavilion, 2017 PG&E	\$3,800.00
Bay Area Tree Specialists	ER HFR: City of Saratoga and Saratoga Fire District	\$12,000.00
Huerta's Tree Service	HFR: Chipping at 3 locations in the Loma Chiquita/Croy Area - 16SFA	\$3,400.00
BrightView Tree Services, Inc.	HFR: Chipping at 4 locations - lex hills, Oakmont area, HFR SCCFD	\$2,700.00

Derek Neumann moved to appoint Dede Smullen to the FireSafe Council Board of Directors as a resident of Saratoga, **Chris Hughes** seconded and the motion is unanimously approved.

Chris del Pilar moved to appoint Jared Bond to the Board of Advisors as the representative of Santa Clara County Parks, **Chris Hughes** seconded and the motion is unanimously approved.

Governance and Administration Report – Gary Sanchez

We have updated our insurance to include coverage for our coordinators. In doing so, we have switched companies. Our new company also offers a complete risk management package of tools. We’ll be creating and updating our policies over the next couple of months as a result.

Board and Advisors’ Reports

Chief Justice is continuing the process of CWPP adoptions throughout the county and is bringing on new help to assist. It is slow going up north but is moving forward.

Chief Orre, with the many large fires currently burning in multiple counties which have caused 12 fatalities, destroyed 2,000 buildings and burned 70,000 acres, the FSC’s work is in people’s minds. We need to get our messages out now to increase awareness and hopefully save lives in the future. The Ember Awareness message needs to get out. Chief Orre recommends we reach out to a building trades’ person for nomination to BOD or BOA for their perspective.

We need to get the message out to help those who cannot escape on their own, and work to make sure the most vulnerable are accounted for.

Palo Alto and Saratoga Area Report – J.R. Call

We need to improve communications to contractors when red flag days are declared.

The Quarry Road project has started. The area is flagged, marked and ready to go. Residents are anxious to get it done.

Executive Director's report - Patty Ciesla

We have a tax return schedule workplan. Gretchen and Patty are working on the budgets and completing the accounting transition. We are getting ready to start working on the evacuation route clearing for Loma Chiquita.

New Business – Patty Ciesla

Derek Neumann moved to spend up to \$1500 pretax to get Patty a computer that will handle her work needs in addition to two external hard drives with security capabilities for FireSafe Council business, **Arlen Summers** seconded and the motion is unanimously approved. The purchases shall be the property of the FireSafe Council. The laptop and one external drive will be for Patty's express use as Executive Director and the other will be for Gretchen Hayes. The two hard drives will back each other up monthly. We will continue to work on security issues.

Round Robin -

John DeLong - South Skyline FSC – it's the last week for applications for fall chipping

Chief Justice – The Charcoal Road work is great. We need to have more of those fuel break projects to help slow down fires.

Next meeting – Tuesday, November 14, at 1:30 PM at the Saratoga Fire District Headquarters with a closed BOD meeting at 1:00 PM.

Directors present: Chris del Pilar, Chris Hughes, Derek Neumann, Gary Sanchez, Dede Smullen and Arlen Summers.

Coordinators present: J.R. Call, Patty Ciesla and Gretchen Hayes.

Advisors, stakeholders, and guests present: Alan Bicho, John DeLong, Stu Farwell, Dwight Good, Michael Jurich, John Justice and Ed Orre.

Chris del Pilar moved to adjourn at 3:10 pm, **Derek Neumann** seconded and the motion is unanimously approved.

Adjourn at 3:10 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