

Santa Clara County FireSafe Council
Meeting Summary
September 12, 2017
Redwood Estates Pavilion

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

EWS Camera system update – Rick Parfitt

We are now in the third year of operations. We have gotten most of the bugs worked out and are under budget due to no hardware needs. Rick will be working on outreach and fundraising and will need FSC support.

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

Eugene Zambetti moved to approve the August treasury reports and expenditures, **Carla Ruigh** seconded and the motion is unanimously approved.

Payroll Expense	7/16/17-8/15/17 All Areas	\$9,293.49
Coordination Expense	5/16/17-7/15/17 All Areas	\$11,825.88
Amazon.com	Letters for chipping banners - COE 16SFA	\$93.30
Bay Area Traffic Solutions	Consulting/Professional Services - Traffic Control for Page Mill Road	\$8,785.00
Bay Area Tree Specialists	Chipping 39 properties Jackson Oaks and Holiday Lake Estates; HFR; Chipping; 16SFA	\$9,500.00
Bay Area Tree Specialists	Site restoration services for the Hwy 17 fuel break	\$3,480.00
BrightView Tree Services, Inc.	Chipping at 9 locations Llagas area So Co area, HFR PG&E 17	\$4,050.00
BrightView Tree Services, Inc.	Chipping at 7 locations Summit/Loma area 17PG&E	\$1,725.00
BrightView Tree Services, Inc.	New Almaden - 2 locations HFR 16SFA	\$2,400.00
Build A Sign	Chipping banners - 16SFA	\$655.46
California Department of Forestry	Void ck #1490 from 09/2014	-\$1,500.00
California Environmental Services	Biological Survey services: Los Trancos SFB-Hazardous Fuel Reduction: C of PA	\$400.00
California Environmental Services	Biological Survey services: Black Rd. SFB - phase 2- HFR: Lexington Hills:16SFA	\$325.00
CBC	To pay CBC analysis fees	\$9.50
Click Away	EWS camera workstation monitoring 7/3/17-7/28/17	\$2,398.50
MyFax	MyFax 7/12/17-8/11/17 - All Areas, Sustainability	\$7.50
Silicon Valley Accounting Solutions	Accounting services for setting up new QBO	\$350.90
Spectrum (Charter) Business	EWS Camera Internet IP Hosting & Static IP - 8/11/17 - 9/10/17	\$179.98
Spring Valley Volunteer Fire Dept.	Donation	\$500.00
State Fund	Workers' Compensation Insurance	\$265.75
Wells Fargo	To pay Wells Fargo Credit Card Charges - My Fax & QuickBooks Online Trial, transaction pro - 00 COE: All Areas:HFR or COE Grant/Donation (Sustainability)	\$67.49
Wells Fargo	To pay Wells Fargo Credit Card Charges - porta potty Charcoal Rd - 2017 SCCFD	\$234.37
Wells Fargo	To pay Wells Fargo Credit Card Charges - C of PA - porta potty Arastradero	\$145.40

Board of Advisors reports

Chief Justice is working with Los Altos Hills and Saratoga to approve the Countywide CWPP and will be working through the entire county. He is bringing someone else on board this month to help move this through the process.

Chief Orre is planning a Roads Workshop September 20th through RCD. He is also working on restoration in the Gilroy fire area and might be interest in a fuel break there.

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

In Palo Alto three projects were completed – Arastradero, Page Mill and Los Trancos. They went as far as they could with owner permissions but found that some residents like the French broom.

In Saratoga J.R. has reviewed all potential projects and prioritized them. The first project, Quarry Road, has about 75% of the permissions signed and is out to bid.

Palo Alto –Randy Castro

Randy is working with limited crew days on the escape route which is about halfway complete.

Education – Eugenia Rendler

Eugenia could use help with a YSI event at Alum Rock Park on October 1.

Accounting system transition update - Carla Ruigh

We have contracted with Mandy and Chris Randall from Executive Edge to handle our bookkeeping. They are working on getting the new system up to date and will then be taking on all bookkeeper tasks

Carla is making excellent progress on the metrics database which will work in tandem with the accounting system to assist in grant reporting.

Executive Director’s report - Patty Ciesla

Patty has been busy doing grant management and writing. We closed out our 15WUI and 14SFA grants and completed the pre-award phase for the 17SFA grant.

Patty is also working on staffing up for all our grants. We have funding for Hwy 9 in Saratoga and eucalyptus removal in Palo Alto and multiple other projects that we will need to add more staff to accomplish. We will also have some planning costs, as we are growing rapidly.

Round Robin -

Eugene Zambetti– Would like to suggest that Dede Smullen be on our board.

Chief Justice – This is the worst fire season ever. California is at preparedness level 4 now. US is at a 5. Resources are fully staffed here. The recent lightning strikes caused several fires.

Next meeting – Tuesday, October 10, at 1:30 PM at the Midpeninsula Regional Open Space District.

Directors present: Chris del Pilar, Chris Hughes, Derek Neumann, Carla Ruigh, Gary Sanchez, Jerry Serpa, Arlen Summers, Jim Wollbrinck, and Eugene Zambetti.

Coordinators present: J.R. Call, Randy Castro, Patty Ciesla, Gretchen Hayes, Carol Mattsson, Mandy Randall, and Eugenia Rendler.

Advisors, stakeholders, and guests present: Jeff Bates, Alan Bicho, John DeLong, John Justice, Rick Parfitt, and Dede Smullen.

Chris Hughes moved to adjourn at 2:55pm, **Jim Wollbrinck** seconded and the motion is unanimously approved.

Adjourn at 2:55 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