



Minutes

FireSafe Council Monthly Meeting
Santa Clara Valley Open Space Authority
33 Las Colinas Lane, San Jose, CA 95119
Tuesday, October 15, 2019 - Regular meeting 1:30PM

- | <u>Item #</u> | <u>Time</u> | <u>Agenda Item</u> |
|---------------|-------------|--|
| 1 | 1:30 | Call to Order and Introductions (Dede Smullen) <i>Called to order at 130</i> |
| 2 | 1:35 | Consent Calendar Accept the treasurer's reports for September (Attachment 1) Approve last meeting summary (Attachment 2) <i>Finance meetings are being held the week before BOD via conference call. Has treasurer reports. Discussed restricted and unrestricted fund balances and need to borrow from savings to cover gap between expenditures and revenues when grant or other payments delayed. Currently dealing with a large deficit due to Hwy 17 project. Hwy 17 with one million largest funding ever received, waiting for an amendment to add 4 million to project. Discussion of depreciation item which is for cameras. We are paying interest on invoices from contractors. 100K is on line of credit, based on 1 million project, now project is going up to 5 million, we can request an increase in the LOC.</i> |
| | | <i>Motion to approve consent calendar.</i> <i>Motion: Derek</i> <i>Second: Jim Wollbrinck</i> <i>Motion passed unanimously</i> |
| 3 | 1:40 | Board and Advisors reports A. SCCFD (Jason Falarski): <i>Historically slow fire season, opportunity to work on projects. Major project they are assisting with Hwy 17, also Saratoga wildfire task force working to improve Saratoga with respect to fire safety. Fire pre-plans for Saratoga area also being worked on. On hold as staff assigned to Hwy 17</i> B. CAL FIRE update (Ed Orre): <i>Patty for Ed. Nothing major.</i> C. Presidents Report (Dede Smullen): <i>Included in packet are the bylaws with all updates. Leaving strikeouts in place. Will look at other amendments as they go forward. Trying to assemble full package of bylaws. We have policies that conflict with bylaws, email and voice vote not reflected in bylaws, also name change and address not in bylaws. Some new policies Gretchen is working on. Jim is in charge of nominating committee per bylaws. Potential new board members in attendance. Vote for new members in Jan , looking for people with various backgrounds</i> <i>Updated Bylaws as of September, 17 2019 (Attachment 3)</i> D. Nominating Committee Update (Jim Wollbrinck): |
| 5 | 2:00 | Presentation by Jesse Acosta from LaderaTECH (www.ladera.tech) on a new technology for wildfire protection. <i>Dede introduces Erik LaPelle provided presentation on prevention of wildfire though prophylactic treatment of high risk landscapes. Discussed non-toxic retardant spray that was developed with environmental considerations as high priority.</i> |

Notes frequent misconception if you want to prevent fires you have to treat entire forest and that crews are being sent to same zones repeatedly. Worked with CalFire to get all fire data for last 10 years, 84 % of fires occur in high risk areas. Discusses chemistry and application of treatment. Discussion of possible impacts to SOD.

(This section of minutes taken by Eugenia)

5 2:20 Activities reports (Attachment 4)

Executive Director's report (Patty Ciesla)

*SRI7-Hiring additional asst
Main St to dam completed
Lex brush done, tree work to follow*

Review packets updates with some further in depth Q&A. Highlight and thank staff.

Grants and Administration report (Gretchen Hayes)

Planning Program report (Patty Ciesla)

Highway 17 Project report (Jim Young)

Built Fire Safe Program report (Patty Ciesla)

Communications, Outreach and Education Program Report (Eugenia Rendler)

*Website update-review by Caroline
Board review 10/31 to 11/4
Comments due to Caroline 11/4 noon
11/4 to 11/8 for vendor to incorporate comments
11/11 website goes public*

Hazardous Fuel Reduction Program report (J.R. Call)

6 2:45 Round Robin (1 minute Per Person)

Shana- Dev Com needs leads

Villages Project- County Fire did WUI community meeting program-very interested residents.

Mid Pen-remote control mower can work on steep slopes-pleased with work. Have it another month.

SJ CCC- landscaping, tiny homes, e recycling programs.

Derek- OSA- grant apps for towed chipper and further work, willing to share equip with MidPen

Dede- thank you to everyone attending and potential board members, please reach out and meet with a current board members. Please attend JR planning meeting 11/5.

Jim W- after action clean from PSPS. 32 facilities affected and electrician increased battery backup from 4 hours to 2 days with reconfiguring. Only 4 owners went without water.

Pres of Committee from Green Foothills- concerns about

Jared- thank you JR for 11/5 mtg. Mt Madonna forest health plan completing added shaded fuel breaks. Scoping mtg Sanborn upper st creek forest health plan for next 8 months. Waiting for VMP CALFIRE renewal.

Paul Hansen Arrowhead Comm Saratoga/Cupertino border Fremont Older. Upgraded much from 50's water fire hydrants and community communications. Want to share their upgrades

Denise- expanded services from FSC. CWPP addendum coming. Los Altos History New exhibit on Acts of Nature-then and now- emergency preparedness. Multi agency effort.

So Skyline chipping 45 homes begin Oct 28th. Nov SSA meeting David Shue- speaker at quarterly mtg re insurance cancellation, home hardening.

Emily- Derek's invite-learning processes

Beall office- monitor SR17 progress and infrastructure.

7 3:13pm Adjourn general meeting
Next Meeting Date and Location
November 19, 2019 - Saratoga Fire District Headquarters

Attachments:

1. Treasurer's Reports September
2. September 17, 2019 Meeting Minutes.
3. Updated Copy of Bylaws
4. Activities Reports

2019 Meeting Schedule

November 19 - Saratoga Fire District Headquarters

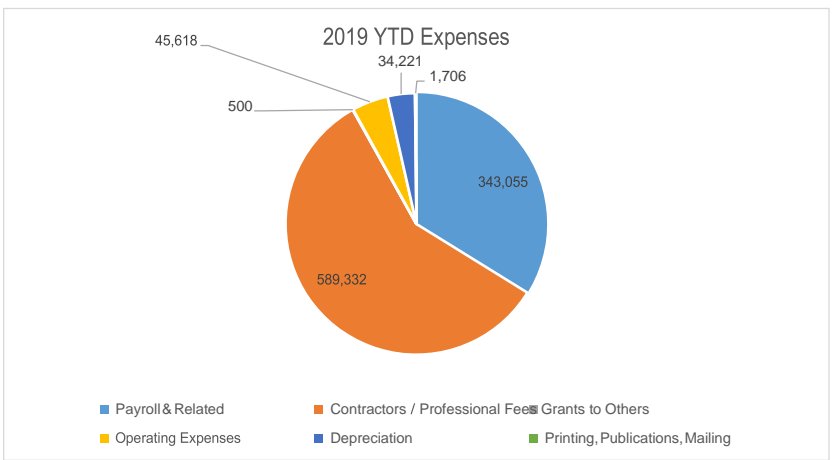
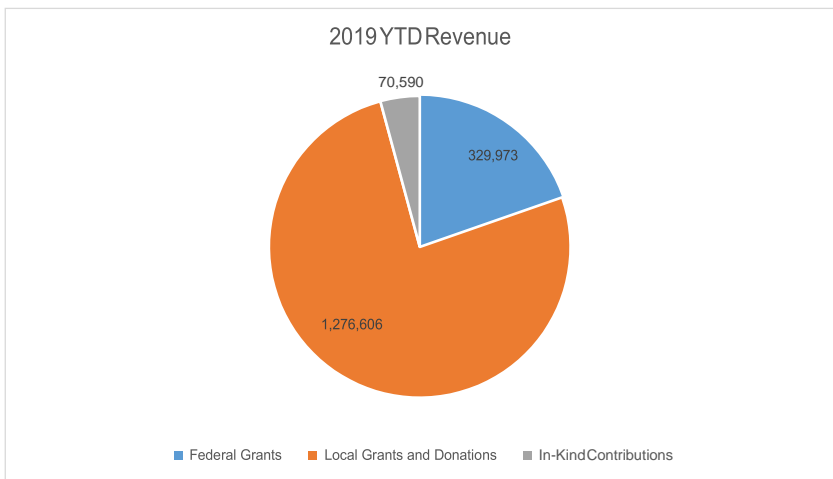
December 17- Cancelled



**Santa Clara County FireSafe Council
Financial Status Dashboard
As of September 30, 2019**

| Cash | | | |
|--------------------------|--------------|--|---------------------------------------|
| Cash Balances | | minimum balance, unrestricted funds | surplus amount / (deficit) |
| Total Cash | 129,201 | | |
| Restricted Funds | 121,811 | | |
| Unrestricted Cash | 7,390 | 60,000 | (52,610) |

| Restricted vs Unrestricted Funds | |
|---|-----|
| Restricted Funds | 94% |
| Unrestricted Funds | 6% |



| Functional Expenses | | |
|----------------------------|------------------|-------------|
| Program | 896,813 | 88% |
| Mgmt & Admin | 107,702 | 11% |
| Fundraising | 9,917 | 1% |
| Total | 1,014,432 | 100% |

Minutes
FireSafe Council Monthly Board Meeting
Redwood Estates Pavilion
21450 Madrone Drive, Los Gatos, CA 95033
Tuesday, September 17, 2019 - Regular meeting 1:30PM

1 Call to Order and Introductions (Dede Smullen)

Dede called to order at 1:37 PM

2 Consent Calendar

- Accept Treasurer's Reports for August (Attachment 1)
- Approve last meeting summary (Attachment 2)

Dede presents financials, distributed via email. Notes that financial review conference call being held on the Thursday prior to the meeting. Others welcome to join financial conference call meeting. Contact Dede for access to the conference calls dsmullen@sccfiresafe.org.

Motion to approve consent calendar.

Motion: Jesse Katz

Second: Jim Wollbrinck

Motion passed unanimously

3 Action Items

A. Bylaws Amendment: Membership in Corporation (Attachment 3)

Dede: By-Laws amendment reviewed by policy committee in prior meeting. The purpose of the amendment is to establish a way for people to join the council as members. This will help raise funds through a membership drive. SCCFSC in need of unrestricted funds to address expenses not directly attributed to specific projects. Federal and state grants have restrictions on overhead that can be charged. Non-grant funds are needed and memberships are a good way to get these funds. Amendment to article 12 of by-laws is required to create a type of non-voting member. Discussion of language of proposed amendment. There is a need to make additional changes to by-laws, but today's changes are only to create non-voting class of members.

Motion to Adopt Resolution number 2019-6 changes to Article 12 as modified during the meeting.

Motion: Jim Wollbrinck

Second: Jesse Katz

Motion passed unanimously

4 Board and Advisors reports

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A. SCCFD (Lauren Linney)

Chief Justice retiring. Not sure who CWPP will transition to with Chiefs retirement.

B. CAL FIRE update (Mike Matthiesen & Patty Ciesla reporting for Ed Orre)

Handcrew are up and running working on Hwy 17 project. Function similar to Ben Lomond crews. Patty for Ed Orre: CCI grants for 2020 open, including Forest Health and Fire Prevention. Grants from State Fish and Wildlife Service are also available and are suitable for large continuous forest tracts/watershed type projects. Patty spoke w/CalFire grants office in Sacramento re. WUI grants, no deadline has been announced, was told that the WUI grant program won't be offered by Calfire this year.

C. Presidents Report (Dede Smullen)

- Bylaws Amendments: Board Obligations and Principals, Officers, Employees and Contracted Services. (Attachment 4)
- Speaker/Guest Requests Wanted

Just finished Bylaws amendments. Currently only 5 BOD members, Chris Hughes work has kept him from participating as much as he wants. Looking for new BOD members, would like at least 7 BOD members. Need representatives from many disciplines, including insurance, construction trade. Lauren Linney discusses their active work with insurance companies and possibility of soliciting a representative through their contacts.

Last month speaker from Co. Parks re. fire restoration project. Dede would like other guest speakers with relevant topics.

5 Activities reports (Attachment 5)

- Executive Director's report and Draft Budget (Patty Ciesla)

Most of her time has been on Hwy 17 project. There is a report in packet re. maintenance of Pierce Rd escape route project. Eddie working with JR Call to do roadside vegetation management. Next step to go up to concert venue with shaded fuel break and eventually up to PGE transmission lines. Chipping project completed on Bohlman Rd, in conjunction with FireWise Community efforts, working with very vulnerable homes. They turned a single chipping application into larger community/neighborhood project.

Dede notes that the board is not ready to adopt the budget yet. Patty discussed alternative budget format that she will present. Completed all steps for line of credit that will allow to project work to continue despite fluctuations in grant and contract payments. Jim asks about policies for using LOC. Jim notes need for some controls—concerned that we could use all of 100K and not have reimbursement funds come in. Patty notes that Gretchen is tracking use of line of credit, Patty will send Gretchen's spreadsheet to Jim.

- Grants and Administration report (Patty Ciesla)

Gretchen finished all paperwork for 19SFA grant. SCCFSC has three federal grants at the same time which is a first for the organization.

- Planning Program report (Patty Ciesla)

Plan to purchase computer to host GIS.

- Highway 17 Project report (Patty Ciesla)

Hwy 17 underway, continue to work on permissions, contractors, and getting administrative work done. Redwood Estates Pavilion area has been completed and is ready to serve as temporary refuge area. A lot of vegetation significantly reduced. Work started on Los Gatos Creek trail (Division A), moving south uphill to reservoir, about 1/3 of the way. Just receive Santa Clara Valley District permission. Able to work to reservoir edge and can deal with Eucalyptus. Will be able to treat so they don't regrow. Some work completed north of Alma Fire Station. . The SCCFSC team going door to door to get permissions. Project team is amazing, biologist, archeologist etc. all working on pre-treatment phase. Identifying trees that are a hazard to highways and biologic/habitat issues. Erosion team looking at slopes along Hwy. to identify problematic areas. Also looking at phasing and treatment plan modifications that might be needed to address erosion control. Mike Matthiesen notes about 80 acres completed. Will finish around Alma this week. Not sure if able to complete full project by 31st, but doing the best they can. Patty notes that if they haven't done a strip then can't claim all acreage, may be big jump in statistics when that strip is done.

- Communications, Outreach and Education Program Report (Eugenia Rendler)

Patty notes Eugenia doing amazing work with FireWise, Villa Del Monte off of Summit, Sunset Ridge FireWise community. Did presentations on FireWise to communities in the area. Eugenia and Caroline tapped out w/regards to presentations. May need assistants for COE program. Eugenia will do job description. Website redesign underway, based on word press not Joomla. No details on graphics yet. Goal to get it up in Oct.

6 New Business

No New business

7 Round Robin

Denise Gluhan: working with Eugenia on contracting with us for COE programs for Los Altos Hills

Christie Moore: Work closely with residents for education and outreach. Invited PGE to come to today's meeting as they are collaborating on COE. They are in touch with Gretchen so they can submit matching documentation. Surveys from community meetings are providing consistent feedback, key issues and questions from surveys: Insurance, PGE, Mid-peninsula OSD, mulch, locked gates, access/egress, fire-scape landscaping. They have had an influx of requests from homeowner groups as a result of community meetings. Needed to assign additional staff to do smaller neighborhood workshops. They have a database that they track all COE activities. Can produce reports on programs/training etc. May be helpful for grant reports

James Henrickson: They have a new Fire Chief, Geo Blackshire. Changes in operations upcoming.

Patty: New statewide GIS products are being produced that will be very beneficial, i.e. Lidar and aerial imagery. Loma Prieta community foundation hosting workshop on fire safety, focus on 95033 roads & unincorporated areas - SCCFSC invited to attend, Goal is to assist in establishing FireWise communities in Santa Cruz Mtns.

Jim Wollbrinck: Met with Chief Orre to look at other fire prevention projects they should do i.e. Mt Hamilton or Mt Umunhum ridge, renewing access roads etc. Patty suggests review annex in CWPP.

Brad: Thanks to Eugenia, Redwood Estates is now a FireWise community. Thanks CalFire and SCCFSC for work on Hwy 17 evacuation corridor.

8 Adjourn general meeting – 2:45

Next Meeting Date and Location October 15, 2019 - Santa Clara Valley Open Space Authority

RESOLUTION NO. 2019-6 OF THE SANTA CLARA COUNTY FIRESAFE COUNCIL
AMENDING ARTICLE 12 OF THE BYLAWS RELATED TO MEMBERSHIPS
September 17, 2019

A Resolution of the Santa Clara County Firesafe Council Amending Bylaws Article 12 Relating to Membership

WHEREAS From time to time the Board of Directors will make necessary amendments to the Bylaws of the Santa Clara County Firesafe Council, and

WHEREAS The Firesafe Council has grown and changed significantly since the bylaws were first adopted, and

WHEREAS The policy committee formed by the Board determined that several Articles of the Bylaws were out of date and no longer serving the purposes of the Firesafe Council, and

WHEREAS The Board will be embarking on a non-voting membership drive to encourage interest in and financial support of the Santa Clara County Firesafe Council, and

THEREFORE The Board is amending Article 12 to the Bylaws to allow for a non-voting class of members as follows:

ARTICLE 12 MEMBERS

Non-discrimination clause: This Corporation will not discriminate on the basis of race, gender, religion, age or national origin.

Section 12.1 DETERMINATION OF RIGHTS OF MEMBERS Voting Members

Except as otherwise provided in the Articles of Incorporation or Bylaws of this Corporation, all members will have the same rights, privileges, restrictions and conditions.

Members of the Board of Directors are the only voting members within the meaning of section 5056 of the California Nonprofit Corporation Law. The Executive Director is not a voting member of the Board of Directors.

Section 12.2 Non-Voting Members

The Board may adopt policies and procedures for the admission of associates or other designated persons or entities who shall have no voting rights in the Corporation. Anyone other than a voting member as described in Section 12.1 may be referred to as non-voting members and are not "members" of the Corporation as defined in section 5056 of the California Nonprofit

 Date 9/17/19

Dede Smullen, President Santa Clara County Firesafe Council



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Date: _____

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| Last | First | Position | Organization |
|-----------|-----------|---------------------|--------------------------|
| ates | Jeff | Board of Advisors | Redwood Estates S. A. |
| Bond | Jared | Board of Advisors | SEC Parks |
| Bothelio | Crystal | Board of Advisors | City of Saratoga |
| Call | J.R. | Area Manager | Saratoga SCCFSC |
| Capriles | Catherine | | Alto Fire Dept. |
| Castro | Randy | Project Manager, PA | SCFSC |
| iesla | Pattv | Executive Director | SCFSC |
| del Pliar | Chris | Accountant | Chris Books Accountants |
| Del0119 | John | Board of Advisors | SCFSC |
| Good | Dwight | Board of Advisors | CAL FIRE |
| Hartzell | Brad | Board of Advisors | Chemeteta Park MWC |
| Hammond | Gail | | JOA HOA MH |
| Hayes | Gretchen | Administrative | SCFSC |
| erikson | James | Board of Advisors | PAED |
| Herrera | Robert | Director | San Jose Fire Dept. Wile |
| Hughes | Chris | Director/Secretary | PG&E |
| Jurich | Michael | | MROSD |
| Justice | John | Board of Advisors | SCC Fire Dept. |
| LePage | Jesse | Director | resident Casa Loma Fire |
| Linney | Julie | | SCCFD-Acting Deputy C |
| Mathiesen | Mike | Batallion Chief | CAL FIRE |
| Mattsson | Carol | Webmaster | SCFSC |
| Moore | Christie | | SCCFD |
| Mort | Jim | Board of Advisors | MROSD |
| Newmann | Derek | Director/Treasurer | SCV Open Space |
| Newburn | Michael | | MROSD |
| Orre | Ed | Board of Advisors | CAL FIRE DC, Forester LI |
| Parfitt | Rick | | Loma Prieta Area U |

| | | | | |
|---|--------------------|-----------------|-------------------------|---------------------------------|
| | Peczowski | Kyle | | SC C Parka |
| | Peterson | Sandy | Board of Advisors | LPRCS |
| | Rendler | Eugenia | Education Coordinator | SCFSC |
| | Rice | Carol | Project Manager, PA | Wildland Resource Mgt. |
| | Sanchez | Gary | | State Farm Insurance |
| | Schwind | Richard | VP SSFSC | South Skyline FSC |
| | Serpa | Jer | | Spring Valley VFD |
| B | Smullen | Dede | Director/President | Firesafe Council |
| | Stocksick | Debbie | County Fire | sec Fire Dept. |
| | Van Peteghem | Robert | San Jose Fire | |
| J | Wollbrinck | Jim | Director/Secy VP | San Jose Water Co. |
| | Young | Jim | Project Manager | SCFSC |
| | Zambetti | Eugene | Director Fire VP T3 & A | Saratoga Fire District |
| | Reigh | Carl | Sec. Co. Fire Mgr | SCCFSC |
| | WYNDVICH | GREGG | EASTERN SANTA CLARA | MT HAMILTON |
| | Gluban | Denise | LATHCED | Emerging Serv Mgt |
| | Linney | Lauren | SCCFD | SCCFD |

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Attachment 3 Current Copy of the Bylaws with Recent Amendments
10/15/2019

BYLAW OF SANTA CLARA FIRESAFE COUNCIL
A California Public Benefit Corporation

ARTICLE 1
OFFICES

Section 1.1 NAME

This corporation will be known as Santa Clara FireSafe Council ("Corporation").

Section 1.2 PRINCIPAL OFFICE

The principal office of the Corporation will be located in Santa Clara County, California. The initial address of the principal office of the Corporation will be as follows:

Santa Clara Firesafe Council
c/o Dave Athey
15670 Monterey Street
Morgan Hill, CA 95037

Section 1.3 CHANGE OF ADDRESS

The county of the corporation's principal office can be changed only by amendment of these Bylaws and not otherwise. The Board of Directors may, however, change the principal office from one location to another within Santa Clara County.

ARTICLE 2
PURPOSE AND NONPROFIT STATUS

Section 2.1 OBJECTIVE AND PURPOSE

The primary objective and purpose of this Corporation shall be to provide education, exchange information and foster fire prevention and fire safety within Santa Clara County.

Section 2.2 NONPROFIT STATUS

This Corporation is organized and operated exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or the corresponding provision of any future United States internal revenue law.

ARTICLE 3 DIRECTORS (AMENDED 8/2019)

ARTICLE 3 DIRECTORS

~~Section 3.2 POWERS~~

Section 3.01 Powers: Subject to the limitations of the Articles and these Bylaws, the activities and affairs of this corporation shall be conducted, and all corporate powers shall be exercised by or under the direction of the Board of Directors.

~~Subject to the provisions of the California Nonprofit Public Benefit Corporation law and any limitations in the Articles of Incorporation and Bylaws relating to action required or permitted to be taken or approved by the members, if any, of this corporation, the activities and affairs of the Corporation will be conducted and all corporate powers will be exercised by or under the direction of the Board of Directors. The individual Directors will act only as members of the Board of Directors and the individual Directors will have no power as such. The Board of Directors may delegate management of the activities of the corporation to any person or persons, a management company, or committee, however composed, provided that the activities and affairs of the corporation shall be managed and all corporate powers shall be exercised under the ultimate direction of the Board of Directors. Without prejudice to such powers, but subject to the same limitations, it is expressly declared that the Board of Directors shall have the following powers enumerated in these Bylaws:~~

- ~~1. To select and remove all other officers, agents, and employees of the corporation, prescribe powers and duties for them as may not be inconsistent with law, the Articles, or these Bylaws.~~
- ~~2. In addition to the powers and authorities expressly conferred upon them by these Bylaws, the Board of Directors may exercise all powers of the corporation and may do all such acts and things, as are not by statute or these Bylaws prohibited.~~

~~Section 3.1 NUMBER~~

~~The corporation will not have fewer than five (5) nor more than fifteen (15) directors ("Directors") and collectively they will be known as the Board of Directors. The minimum and maximum numbers specified in this Section 3.1 may be changed by amendment of this section 3.1. The initial number of Directors will be five (5).~~

Section 3.02 Number of Directors: The authorized number of directors shall be no less than 5 and no more than 21, until changed by amendment to these Bylaws. The exact number of directors shall be determined by the Board of Directors. The Board of Directors is a representative body made up of, but not limited to, delegates from partner organizations and Santa Clara County Residents. Candidates for Director may be nominated, elected and seated at any board meeting.

~~Section 3.3 ELECTIONS, TERMS OF OFFICE~~

~~b. Term. Each director will hold office for two (2) years until the second annual meeting for election of the Board of Directors as specified in these Bylaws, and until his or her successor is elected and qualifies or the Board of Directors declares that a Director's position is vacant by reason of death, resignation or removal of the Director.~~

Section 3.03 Term of Office: Directors shall be elected every two years at any regular or special Board of Directors meeting held for that purpose. Each Director shall hold office for two (2) years until the second Annual Meeting for election of the Board of Directors as specified in these Bylaws,

and until his or her successor is elected and qualifies, or the Board of Directors declares that a Director's position is vacant by reason of death, resignation or removal of the Director.

~~Section 3.6 VACANCIES~~

~~Vacancies on the Board of Directors will exist (1) on the death, resignation or removal of any director, and (2) whenever the number of authorized Directors is increased.~~

~~The Board of Directors may declare vacant the office of a Director who has been declared of unsound mind by a final order of court, or convicted of a felony, or been found by a final order or judgment of any court to have breached any duty under Section 5230 and following of the California Nonprofit Public Corporation Law.~~

~~If this Corporation has any members, then, if the Corporation has less than fifty (50) members, directors may be removed without cause by a majority of all members, or, if the Corporation has fifty (50) or more members, by vote of a majority of the votes represented at a membership meeting at which a quorum is present.~~

~~If this Corporation has no members, Directors may be removed without cause by a majority of the Directors then in office.~~

~~Any Director may resign effectively upon giving written notice to the Chairperson of the Board, the President, the Secretary, or the Board of Directors, unless the notice specifies a later time for the effectiveness of such resignation. No director may resign if the corporation would then be left without a duly elected Director or Directors in charge of its affairs, except upon notice to the Attorney General.~~

~~Vacancies on the Board may be filled by approval of the Board or, if the number of the directors then in office is less than a quorum by (1) the unanimous written consent of the Directors then in office, (2) the affirmative vote of a majority of the Directors then in office at a meeting held pursuant to notice or waivers of notice complying with this Article of these Bylaws, or (3) a sole remaining Director. If this corporation has members, however, vacancies created by the removal of a Director may be filled only the approval of the members. The members, if any, of this corporation may elect a Director at any time to fill any vacancy not filled by the Directors.~~

~~A person elected to fill a vacancy as provided by this Section will hold office until the next annual election of the Board of Directors or until his or her death, resignation or removal from office.~~

Section 3.04 Vacancies: Subject to provisions of Section 5226 of the California Nonprofit Public Benefit Corporation Law, any Director may resign effective upon giving written notice to the President of the Board, the Vice President, or Secretary, unless the notice specifies a later time for the effectiveness of such resignation. If the resignation is effective at a future time, a successor may be selected before such time, to take office when the resignation becomes effective. Vacancies on the Board of Directors shall be filled in the same manner as the Director(s) whose office(s) is (are) vacant was (were) selected, provided that vacancies to be filled by election of Directors may be filled by a majority of the remaining Directors, although less than a quorum, or sole remaining Director. Each Director so selected shall hold office until the expiration of the term of the replaced Director, and until a successor has been selected and qualified. A vacancy or vacancies in the Board of Directors shall be deemed to exist in the case of death, resignation, or removal of any Director, or if the authorized number of Directors is increased. The Board of Directors may declare vacant the office of a Director who has failed to attend three consecutive meetings of the Board of Directors which have been duly noticed in accordance with these Bylaws, or has been declared of unsound mind by a final order of the Court, or convicted of a felony, or found by a final order of judgment of any Court to have breached any duty arising under Article 3 of the California Nonprofit Public

Benefit Corporation Law, or has been removed without cause by a unanimous vote of the Board. No reduction of the authorized number of Directors shall have the effect of removing any Director prior to expiration of the Director's term of office.

Section 3.05 Nomination of Directors: The President will appoint, at the **August** meeting, a Nominating Committee consisting of three members of the Board of Directors, two of whom are current members of the Executive Board. The Nominating Committee shall be chaired by a Vice-President of the Executive Board. The Nominating Committee shall select a slate of individuals to fill the positions on the Board of Directors then expiring, and shall submit its slate to the full Board of Directors at the **November** meeting. Subject to guidelines established by the Board of Directors, the committee will attempt to select candidates who meet the same general qualifications as the Directors whose terms are expiring. The committee will also strive to select individuals who possess skills and qualifications needed to assist the Board of Directors to effectively carry out the Mission Statement and Objectives of the SCCFSC. Each individual will be contacted beforehand and permission obtained to submit his or her name as a candidate. Nominations from the floor shall be made at the January meeting of the Board of Directors, providing permission has been obtained from the nominee that s/he will serve as a member of the Board of Directors.

Section 3.5 RESTRICTION REGARDING INTERESTED DIRECTORS

~~Notwithstanding any other provision of these Bylaws, not more than forty-nine percent (49%) of the persons serving on the Board may be interested persons, for purposes of this Section. "Interested persons" means either:~~

~~a. Any person currently being compensated by the corporation for services rendered it within the previous twelve (12) months, whether as a full or part-time officer or other employee, independent contractor, or otherwise; or~~

~~a. Any brother, sister, ancestor, descendent, spouse, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, or father-in-law of any such person specified in subsection (a) of this Section.~~

~~a. Election; Except for the first Board of Directors, which will be elected by the incorporators, and except as provided in Section 3, Directors will be elected annually at any regular or special Board of Directors meeting held for that purpose.~~

Section 3.06 Election of Directors: The full Board of Directors shall elect Directors to fill the vacancies then expiring at its Annual Board of Directors Meeting in January. Each candidate shall be voted on individually by roll call. A candidate shall be considered elected if he or she receives a majority "yes" vote of the members of the Board of Directors present and eligible to vote. All newly elected Directors shall sign the Board Member Agreement. Immediately following the election, the new Directors shall be seated. The newly constituted Board of Directors shall then nominate and elect the Executive Board officers in accordance with the procedure outlined in Article 4. Officers.

Section 3.4 COMPENSATION

~~Directors will serve without compensation. However, they will be allowed reasonable advancement or reimbursement of expenses incurred in the performance of their regular duties as specified in Section 3 of this Article.~~

Section 3.07 Compensation: The Corporation shall not compensate their Directors or Officers for their services as such; however, the Board, by resolution, may provide for payments to Directors or Officers to defray actual expenses incurred in pursuit of their corporate responsibilities.

~~Section 3.7~~NON-LIABILITY AND INDEMNIFICATION OF DIRECTORS

The Directors will not be personally liable for the debts, liabilities, or other obligations of the Corporation.

The corporation agrees to indemnify, pay the defense costs, and hold harmless all Board Members and the Executive Director from any and all actions, causes of action, claims, demands, costs, losses liabilities, expense and damages (including reasonable attorney's fees) arising out of or in connection with the Board's actions on behalf of the Firesafe Council. The Board of Directors shall maintain a Directors and Officers Insurance Policy to provide indemnification for all Board of Directors Members and the Executive Director while acting on behalf of the organization.

~~Section 3.8~~ INDEMNIFICATION BY CORPORATION OF DIRECTORS, OFFICERS, EMPLOYEES AND OTHER AGENTS _____.

~~To the extent that a person who is, or was, a Director, officer, employee or other agent of this Corporation has been successful on the merits in defense of any civil criminal, administrative or investigative proceeding brought to procure a judgment against such person by reason of the fact that he or she is, or was, an agent of the Corporation, or has been successful in defense of any claim, issue or matter, therein, such person will be indemnified against expenses actually and reasonably incurred by the person in connection with such proceeding.~~

~~If such person either settles any such claim or sustains a judgment against him or her, then indemnification against expenses, judgments, fines, settlements and other amounts reasonably incurred in connection with such proceedings will be provided by this Corporation but only to the extent allowed by, and in accordance with the requirements of, Section 5238 of the California Nonprofit Public Benefit Corporation Law.~~

Section 3.9 INSURANCE FOR CORPORATE AGENTS

The Board of Directors may adopt a resolution authorizing the purchase and maintenance of insurance on behalf of any agent of the Corporation (including a Director, officer, employee or other agent of the Corporation) against any liability other than for violating provisions of law relating to self-dealing (Section 5233 of the California Nonprofit Public Benefit Corporation Law) asserted against or incurred by the public agent in such capacity or arising out of the agent's status of such, whether or not the Corporation would have the power to indemnify the agent against such liability under the provisions of Section 5238 of the California Nonprofit Public Benefit Corporation Law.

Section 3.10 PLACE OF MEETINGS

Meetings will be held at such places within the Santa Clara County, which have been designed from time

to time by resolution of the Board of Directors. In the absence of such designation, any meeting not held at the principal office of the Corporation will be valid only if held on the written consent of all Directors given either: before or after: the meeting and filed with the Secretary of the Corporation or after all Board members have been given written notice of the meeting as hereinafter provided for special meetings of the Board. Any meeting, regular or special, may be held by conference telephone or similar communications equipment, so as long as all Directors participation in such meetings can hear each other.

Section 3.11 REGULAR AND ANNUAL MEETINGS

Regular meetings of Directors will be held annually. The annual meeting of Directors will be held on the second Wednesday of January. Directors will be elected by the Board of Directors in accordance with this section. Cumulative voting by Directors for the election of Directors will not be permitted. The candidates receiving the highest number of voted up to the number of Directors to be elected will be elected. Each Director will cast one vote, with voting being by ballot only.

Section 3.12 SPECIAL MEETINGS

Special meetings of the Board of Directors may be called by the Chairperson of the Board, the President, the Vice-President, the Secretary, or by any two (2) Directors and such meeting will be held at a the place, within or without the State of California, designated by the person or persons calling the meeting, and in the absence of such designation, at the principal office of the Corporation.

Section 3.13 NOTICE OF MEETINGS

Regular meetings of the Board may be held without notice. Special meetings of the Board will be held upon four (4) days notice by first class mail or forty-eight (48) hours notice delivered personally or by telephone or telegraph, the notice will be deemed to be delivered on its deposit in the mails or on its delivery to the telegraph company. Such notices will be addressed to each Director at his or her address as shown on the books of the Corporation. Notice of the time and place of holding an adjourned meeting need not be given to absent Directors if the time and place of the adjourned meeting are fixed at the meeting adjourned and if such adjourned meeting is held no more than twenty-four (24) hours from the time of the original meeting.

Notice will be given of any adjourned regular or special meeting to Directors absent from the original meeting if the adjourned meeting is held more than twenty-four (24) hours from the time of the original meeting.

Section 3.14 CONTENTS OF NOTICE

Notice of meetings not herein dispensed with will specify the place, day and hour of the meeting. The purpose of any Board meeting need not be specified in the notice.

Section 3.15 WAIVER OF NOTICE AND CONSENT TO HOLDING MEETINGS

The transactions of any meeting of the Board, however called and noticed or wherever held are as valid as though the meeting had been duly held after proper call and notice, provided a ' quorum, as hereinafter defined, is present and provided that either before or after the meeting each Director not present signs a waiver of notice, a consent to holding the meeting, or an approval of the minutes

thereof. All such waivers, consents, or approvals will be filed with the corporate records or made a part of the minutes of the meeting, •

Section 3.16 QUORUM FOR MEETINGS

A quorum will consist of a simple majority of Directors.

Except as otherwise provided in these Bylaws or in the Articles of Incorporation of this Corporation, or by law, no business will be considered by the Board at any meeting at which a quorum, as hereinafter defined, is not present, and the only motion which the Chair will entertain at such a meeting is a motion to adjourn. However, a majority of the Directors presents at such meeting may adjourn from time to time until the time fixed for the next regular meeting of the Board.

When a meeting is adjourned for lack of a quorum, it will not be necessary to give any notice of the time and place of the adjourned meeting or of the business to be transacted at such meeting, other than by announcement at the meeting at which the adjournment is taken, except as provided in Section 10 of this Article.

The Directors present at a duly called and held meeting at which a quorum is initially present may continue to do business notwithstanding the loss of a quorum at the meeting due to a withdrawal of Directors from the meeting, provided that any action thereafter taken must be approved by at least a majority of the required quorum for such meeting or such greater percentage as may be required by law, or the Articles of Incorporation or Bylaws of this Corporation.

Section 3.17 MAJORITY ACTION AS BOARD ACTION

Every act or decision done or made by a majority of the Directors present at a meeting duly held at which a quorum is present is the act of the Board of Directors, unless the Articles of Incorporation or Bylaws of this Corporation, or provisions of the California Nonprofit Public Benefit Corporation Law, particularly those provisions relating to appointment of committees (Section 5212), approval of contracts or transactions in which a Director has a material financial interest (Section 5233) and indemnification of Directors (Section 5238a), require a greater percentage or different voting rules for approval of a matter by the Board.

Section 3.18 CONDUCT OF MEETINGS

Meetings of the Board of Directors will be presiding over by the Chairperson of the Board, or, if no such person has been so designated or, in his or her absence, by the First Vice-President, by the Second Vice-President of the corporation or, in the absence of each of these persons, by a Chairperson chosen by a majority of the Directors present at the meeting. The Secretary of the Corporation will act as secretary of all meetings of the Board, provided that, in his or her absence, the presiding officer will appoint another person to act as Secretary of the Meeting.

Meetings will be governed by Robert's Rules of Order as such rules may be revised from time to time, insofar as such rules are consistent with or in conflict with these Bylaw, with the Articles of Incorporation of this corporation, or with provisions of law.

Section 3.19 ACTION BY UNANIMOUS WRITTEN CONSENT WITHOUT MEETING

Any action required or permitted to be taken by the Board of Directors under any provision of law may be taken without a meeting, if all members of the Board will individually or collectively consent in writing to such action. For the purpose of this Section only, "all members of the Board" will not include any "interested Director" as defined in Section 5233 of the California Nonprofit Public Benefit Corporation Law. Such written consent or consents will be filed with the minutes of the proceedings of the Board. Such action by written consent will have the same force and effect as the unanimous vote of the Directors. Any certificate or other document filed under any provision of law which relates to action so taken will state that the action was taken by unanimous written consent of the Board of Directors without a meeting and that the Bylaws of this Corporation authorize the Directors to so act, and such statements will be prima facie evidence of such authority.

ARTICLE 4 OFFICERS

Section 4.1 NUMBER OF OFFICERS

The officers of the Corporation will be a President, a First Vice-President, a Second Vice President, a Secretary and a Treasurer. The Corporation may also have, as determined by the Board of Directors, a Chairperson of the Board, one or more Vice-President, Assistant Secretaries, Assistant Treasurers, or other officers. Any number of offices may be held by the same person except that neither the Secretary nor the Treasurer may serve as the President or Chairperson of the Board.

Section 4.2 QUALIFICATION, ELECTION AND TERM OF OFFICE

Any person may serve as officer of this Corporation. Officers will be elected by the Santa Clara Fire Safe Council members, at any time, and each office will hold office until he or she resigns or is removed or is otherwise disqualified to serve, or until his or her successor is elected or qualified, whichever comes first.

Section 4.3 SUBORDINATE OFFICERS

The Board of Directors may appoint such other officers or agents as it may deem desirable, and such officers will serve such terms, have such authority, and perform such duties as may be prescribed from time to time by the Board of Directors.

Section 4.4 REMOVAL AND RESIGNATION

Any officer may be removed, either with or without cause, by the Board of Directors, at any time. Any officer may resign at any time by giving written notice to the Board of Directors or to the President or Secretary of the Corporation. Any such resignation will take effect at the date of receipt of such notice or at any later date specified therein, and, unless otherwise specified therein. The acceptance of such resignation will not be necessary to make it effective. The above provisions of this Section will be superseded by any conflicting terms of a contract, which has been approved or ratified by the Board of Directors relating to the employment of any officer of the Corporation.

Section 4.5 VACANCIES

Any vacancy caused by the death, resignation, removal, disqualification, or otherwise, of any officer will be filled by the Board of Directors. In the event of a vacancy in any office other than that of President, such vacancy may be filled temporarily by appointment by the President until such time as the Board will fill the vacancy. Vacancies occurring in offices of officers appointed at the discretion of the Board may or may not be filled, as the Board will determine.

Section 4.6 DUTIES OF PRESIDENT

The President will be the Chief Executive Officer of the Corporation and will, subject to the control of the Board of Directors, supervise and control the affairs of the Corporation and the activities of the officers. He or she will perform all duties incident to his or her office and such other duties as may be required by law, by the Articles of Incorporation of this Corporation, or by these Bylaws, or which may be prescribed from time to time by the Board of Directors. Unless another person is specifically appointed as Chairperson of the Board of Directors, he or she will preside at all meetings of the Board of Directors. If applicable, the President will preside at all meetings of the Articles of Incorporation, execute such deed, mortgages, bonds, contracts, checks, or other instruments which may from time to time be authorized by the Board of Directors.

Section 4.7 DUTIES OF VICE-PRESIDENTS

In the absence of the President, or in the event of his or her inability or refusal to act, the First Vice-President or in his or her absence the Second Vice-President will perform all duties of the President, and when so acting will have all the powers of, and be subject to all the restrictions on, the President. The Vice-President will have other powers and perform such other duties as may be prescribed by law, by the Articles of Incorporation, or by these Bylaws, or as may be prescribed by the Board of Directors.

Section 4.8 DUTIES OF SECRETARY

The secretary will:

- a. Certify and keep the principal office of the corporation the original, or a copy of these Bylaws as amended or otherwise altered to date.
- b. Keep at the principal office of the Corporation or at such other place as the Board may determine, a book of minutes of all meetings of the Directors, and, if applicable, meetings of committees of Directors and of members, recording therein the time and place of holding, whether regular or special, how called, how notice thereof was given, the names of those present or represented at the meeting, and the proceedings thereof.
- c. See that all notices are duly given in accordance with the provisions of these Bylaws, or as required by law.
- d. Be custodian of the records and of the seal of the Corporation and see that the seal is affixed to all duly executed documents, the execution of which on behalf of the Corporation under its seal is authorized by law or these Bylaws.
- e. Keep at the principal office of the Corporation a membership book containing the name and address of each and any members, and, in the case where any membership has been

terminated, he or she will record such fact in the membership book together with the date on which such membership ceased.

- f. Exhibit at all reasonable times to any Director of the Corporation, or to his or her agent or attorney, on request therefore, the Bylaws, the membership book, and the minutes of the proceedings of the Directors of the Corporation.
- g. In general, performs all duties incident to the office of Secretary and such other duties as may be required by law, by the Articles of Incorporation of this Corporation, or by these Bylaws, or which may be assigned to him or her from time to time by the Board of Directors.

Section 4.9 DUTIES OF THE TREASURER

Subject to the provisions of these Bylaws relating to the "Execution of Instruments, Deposits and Funds," the Treasurer will also:

- a. Have charge and custody of, and be responsible for, all funds and securities of the Corporation, and deposit all such funds in the name of the Corporation in such banks, trust companies, or other depositories as will be selected by the Board of Directors.
- b. Receive, and give receipt for, monies due and payable to the Corporation from any source whatsoever.
- c. Disburse, or cause to be disbursed, the funds of the Corporation as may be directed by the Board of Directors, taking proper vouchers for such disbursement.
- d. Keep and maintain adequate and correct accounts of the Corporation's properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains and losses.
- e. Exhibit at all reasonable times the books of account and financial records, to any Director of the Corporation, or to his or her agent or attorney, on request therefore.
- f. Render to the President and Directors, whenever requested, an account of any or all of his or her transactions as Treasurer and of the financial condition of the Corporation.
- g. Prepare, or cause to be prepared, and certify, or cause to be certified, the financial statements to be included in any required reports.
- h. In general, perform all duties incident to the office of Treasurer and such other duties as may be required by law, by the Articles of Incorporation of the Corporation, or by these Bylaws, or which may be assigned to him or her from time to time by the Board of Directors.

Section 4.10 COMPENSATION

The salaries of the officers, if any, will be offered from time to time by resolution of the Board of Directors, and no officer will be prevented from receiving such salary by reason of the fact that he or she is also a Director of the Corporation, provided, however, that such compensation paid a Director for

serving as an officer of this Corporation will only be allowed if permitted under the provisions of Article 3, Section 6, of these Bylaws. In all cases any salaries received by officers of this Corporation will be reasonable and given in return for services actually rendered for the Corporation which relate to the performance of the charitable or public purpose of this Corporation.

ARTICLE 5 COMMITTEES

Section 5.1 EXECUTIVE COMMITTEE

The Board of Directors will constitute the Executive Committee.

Section 5.2 OTHER COMMITTEES

The Corporation will have other committees as may from time to time be designated by resolution of the Board of Directors. Such other committees may consist of persons who are not also members of the Board. These additional committees will act in an advisory capacity only to the Board and will be clearly titled as "advisory" committees.

Section 5.3 MEETINGS AND ACTION OF COMMITTEES

Meetings and action of committees will be governed, noticed, held and taken accordance with the provisions of these Bylaws concerning meetings of the Board of Directors, with such changes in the context of such Bylaw provisions as are necessary to substitute the committee and its members for the Board of Directors and its members, except that the time for regular meetings of committees may be fixed by resolution of the Board of Directors or by the committee. The time for special meetings of committees may also be fixed by the Board of Directors. The Board of Directors may also adopt rules and regulations pertaining to the conduct of meetings of committees to the extent that such rules and regulations are consistent with the provisions of these Bylaws.

ARTICLE 6 EXECUTION OF INSTRUMENTS, DEPOSITS AND FUNDS

Section 6.1 EXECUTION OF INSTRUMENT

The Board of Directors, except as otherwise provided in these Bylaws, may by resolution authorize any officer or agent of the Corporation to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to specific instances. Unless so authorized, no officer, agent, or employee will have any power or pledge its credit or to render it liable momentarily for any purpose or in any amount.

Section 6.2 CHECKS AND NOTES

Except as otherwise specifically determined by resolution of the Board of Directors, or as otherwise required by law, checks, drafts, promissory notes, orders for the payment of money, and other evidence of indebtedness of the Corporation will be signed by the Treasurer and countersigned by the President of the Corporation.

Section 6.3 DEPOSITS

All funds of the Corporation will be deposited from time to time to the credit of the Corporation in such banks, trust companies, or other depositories as the Board of Directors may select.

Section 6.4 GIFTS

The Board of Directors may accept on behalf of the Corporation any contribution, gifts, bequest, or devise for the charitable or public purposes of this Corporation.

ARTICLE 7 CORPORATE RECORDS, REPORTS AND SEAL

Section 7.1 MAINTENANCE OF CORPORATE RECORD

The corporation will keep the following at its principal office:

- a. Minutes of all meetings of Directors, committees of the Board and meetings of members, indicating the time and place of holding such meetings, whether regular or special, how called, the notice given, and the names of those present and the proceedings thereof;
- b. Adequate and correct books and records of account, including accounts of its properties and business transactions and accounts of its assets, liabilities, receipts, disbursement, gains and losses;
- c. A record of its members, indicating their names and addresses and, if applicable, the class of membership held by each member and the termination date of any membership;
- d. A copy of the Corporation's Articles of Incorporation and Bylaws as amended to date, which will be open to inspection by the members of the Corporation at all reasonable times during office hours.

Section 7.2 CORPORATE SEAL

The Board of Directors may adopt, use, and at will alter, a corporate seal. Such seal will be kept at the principal office of the Corporation. Failure to affix the seal to corporate instruments, however, will not affect the validity of any such instrument.

Section 7.3 DIRECTORS' INSPECTION RIGHTS

Every Director will have the absolute right at any reasonable time to inspect and copy all books, records and documents of every kind and to inspect the physical properties of the corporation.

Section 7.4 MEMBERS' INSPECTION RIGHTS

If this corporation has any members, then each and every member will have the following inspection rights, for a purpose reasonably related to such person's interest as a member:

- a. To inspect and copy the record of all members' names, addresses and voting rights, at reasonable times, upon five (5) business days' prior written demand on the Corporation,

which demand will state the purpose for which the inspection rights are requested.--

- b. To obtain from the Secretary of the Corporation, upon written demand and payment of a reasonable charge, a list of the names, addresses and voting rights of those members entitled to vote for the election of Directors as of the most recent record date for which the list has been compiled or as of the date specified by the member subsequent to the date of demand. The demand will state the purpose for which the list is requested. The membership list will be made available on or before the later of ten (10) business days after the demand is received or after the date specified therein as of which the list is to be compiled.
- c. To inspect at any reasonable time the books, records, or minutes of proceedings of the members or of the Board or committees of the Board, upon written demand of the Corporation by the member, for a purpose reasonably related to such person's interest as a member.

Section 7.5 RIGHT TO COPY AND MAKE EXTRACTS

Any inspection under the provisions of this Article may be made in person or by agent or attorney and the right to inspection includes the right to copy and make extracts.

Section 7.6 ANNUAL REPORTS

The Board will cause an annual report to be furnished not later than one hundred and twenty (120) days after the close of the Corporation's fiscal year to all Directors of the Corporation and, if this Corporation's has members, to any member who requests it in writing, which report will contain the following information in appropriate detail:

- a. The assets and liabilities, including the trust funds, of the Corporation as of the end of the fiscal year;
- b. The principal changes in assets and liabilities, including trust funds, during the fiscal year;
- c. The revenue or receipts of the Corporation, for both unrestricted and restricted to particular purposes, for the fiscal year;
- d. The expenses or disbursements of the corporation, for both general and restricted purposes during the fiscal year.
- e. Any information required by Section 7 of this Article.

The annual report will be accompanied by any report thereon of independent accountants, or, if there is no such report, the certificate of an authorized officer of the Corporation that such statements were prepared without an audit from the books and records of the corporation.

If this Corporation has members, then, if this Corporation receives TWENTY-FIVE THOUSAND DOLLARS (\$25,000), or more, in gross revenues or receipts during the fiscal year, this corporation will automatically send the above annual report to all members, in such manner, at such time, and with such contents, including an accompanying report from independent accountants or certification of a

corporate officer, as specified by the above provisions of this Section relating to the annual report

Section 7.7 ANNUAL STATEMENT OF SPECIFIC TRANSACTIONS TO MEMBERS

This Corporation will mail or deliver to all Directors and any and all members a statement within one hundred and twenty (120) days after the close of its fiscal year, which briefly describes the amount and circumstances of any indemnification or transaction of the following kind:

- a. Any transaction in which the Corporation, or its parent or its subsidiary, was a party, and in which either of the following had a direct or indirect material financial interest
 1. Any Director or officer of the Corporation, or its parent or subsidiary (a mere Common Directorship will not be considered a material financial interest); or
 2. Any holder of more than ten percent (10%) of the voting power of the Corporation, its parent or its subsidiary.

The above statement need only be provided with respect to a transaction during the previous fiscal year involving more than FIFTY THOUSAND DOLLARS (\$50,000) or which was one of a number of transactions with the same persons involving, in the aggregate, more than FIFTY THOUSAND DOLLARS (\$50,000).

Similarly, the statement need only be provided with respect to indemnifications or advantages aggregating more than TEN THOUSAND DOLLARS (\$10,000) paid during the previous fiscal year to any Director or officer, except that no such statement need be made if such indemnification was approved by the members pursuant to Section S238(e)(2) of the California Nonprofit Benefit Corporation Law.

Any statement required by this Section will briefly describe the names of the interested person's relationship to the Corporation, the nature of such person's interest in the transaction and, where practical the amount of such interest provided that in the case of a transaction with a partnership of which such person is a partner, only the interest of the partnership need be stated.

If this Corporation has any members and provides all members with an annual report according to the provisions of Section 6 of this Article, then such annual reports will include the information required by this section.

ARTICLE 8 FISCAL YEAR

Section 8.1 FISCAL YEAR OF THE CORPORATION

The fiscal year of the Corporation will begin on the first day of January and end on the last day of December in each year.

ARTICLE 9 AMENDMENT OF BYLAWS

Section 9.1 AMENDMENT

Subject to any provision of law applicable to the amendment of Bylaws of public benefit nonprofit

Corporations, these Bylaws, or any of them, may be altered, amended, or repealed and new Bylaws adopted as follows:

- a. Subject to the power of members, if any, to change or repeal these Bylaws under Section '150 of the Corporations Code, by approval of the Board of Directors unless the Bylaw amendment would materially and adversely affect the rights of members, if any, as to voting or transfer, provided, however, if this Corporation has admitted any members, then a Bylaw specifying or changing the fixed number of Directors of the Corporation, the maximum or minimum number of Directors, or changing from a fixed to variable Board or Vice-Versa, may not be adopted, amended, or repealed except as provided in subparagraph (b) of this section; or
- b. By approval of the members, if any, of this Corporation.

ARTICLE 10 AMENDMENT OF ARTICLES

Section 10.1 AMENDMENT OF ARTICLES BEFORE ADMISSION OF MEMBERS

Before any members have been admitted to the corporation, any amendment of the Articles of Incorporation may be adopted by the approval of the Board of Directors.

Section 10.2 AMENDMENT OF ARTICLES AFTER ADMISSION OF MEMBERS

After members, if any, have been admitted to the Corporation, amendment of the Articles of Incorporation may be adopted by the approval of the Board of Directors and by the approval of the members of this Corporation.

Section 10.3 CERTAIN AMENDMENTS

Notwithstanding the above Sections of this Article, this Corporation will not amend its Articles of Incorporation to alter any statement which appears in the original Articles of Incorporation nor the name and address of its initial agent, except to correct an error in such statements or to delete either statement after the Corporation has filed a "Statement by Domestic Nonprofit Corporation" pursuant to Section 6210 of the California Nonprofit Corporation Law.

ARTICLE 11

PROHIBITION AGAINST SHARING CORPORATE PROFITS AND ASSETS

Section 11.1 PROHIBITION AGAINST SHARING CORPORATE PROFITS AND ASSETS

No member, Director, officer, employee or other person connected with this Corporation, or any private individual, will receive at any time any of the net earnings or pecuniary profit from the operations of the Corporation, provided, however, that this provision will not prevent payment to any such person or reasonable compensation for services performed for the Corporation in affecting any of its public or charitable purposes, provided that such compensation is otherwise permitted by these Bylaws and is fixed by resolution of the Board of Directors; no such person or persons will be entitled to share in the distribution of, and will not receive, any of the corporate assets on a dissolution of the Corporation. All member, if any, of the corporation will be deemed to have expressly consented and agreed that on such

dissolutions or winding up of the affairs of the Corporation, where voluntarily or involuntarily, the assets of the Corporation, after all debts have been satisfied, will be distributed as required by the articles of Incorporation of this Corporation and not otherwise.

ARTICLE 12 MEMBERS (Amended 9/2019)

Non-discrimination clause: This Corporation will not discriminate on the basis of race, gender, religion, age or national origin.

Section 12.1 ~~DETERMINATION AND RIGHTS OF MEMBERS~~ Voting Members

~~General provisions: The corporation will have only one class of members. No member will hold more than one membership in the Corporation. Except as expressly provided in or authorized by the Articles of Incorporation or Bylaws of this Corporation, all memberships will have the same rights, privileges, restrictions and conditions.~~

Members of the Board of Directors are the only voting members within the meaning of section 5056 of the California Nonprofit Corporation Law. The Executive Director is not a voting member of the Board of Directors.

Section 12.2 Non-Voting Members

The Board may adopt policies and procedures for the admission of associates or other designated persons or entities who shall have no voting rights in the Corporation. Anyone other than a voting member as described in Section 12.1 may be referred to as non-voting members and are not "members" of the Corporation as defined in section 5056 of the California Nonprofit Corporation Law.

Section 12.2 QUALIFICATIONS OF MEMBERS

The sole qualification for membership in this Corporation is approval by the Board of Directors in the manner set forth in Section 12.3 of this article. Members of this Corporation can be both individuals and entities.

Section 12.3 FEES, DUES AND ASSESSMENTS

All members of this Corporation will periodically pay dues to this Corporation in an amount and manner to be determined by the Board of Directors.

Section 12.4 NUMBER OF MEMBERS

There is no limit on the number of members the Corporation may admit.

Section 12.5 MEMBERSHIP BOOK

The Corporation will keep a membership book containing the name and address of each member. Termination of the membership of any member will be recorded in the book together with the date of termination of such membership. Such books will be kept at the Corporation's principal office and will

be available for inspection by any Director or member of the Corporation during regular business hours.

The record of names and addresses of the members of this Corporation will constitute the membership list of the Corporation and will not be used, in whole or part, by any person for any purpose not reasonably related to a members interest as a member.

Section 12.6 NONLIABILTIY OF MEMBERS

A member of this corporation is not, as such, personally liable for the debts, liabilities, or obligations of the Corporation.

Section 12.7 NONTRANSFERABILITY OF MEMBERSHIPS

No member may transfer a membership or any right arising therefrom. All rights of membership cease upon the member's death.

12.8 TERMINATION OF MEMBERSHIP

(a) Grounds for Termination:

The membership of a member will be subject to termination upon a determination by the Board of Directors that the member has engaged in conduct materially and seriously prejudicial to the interests or purposes of the Corporation.

(b) Procedure for Expulsion:

Following the determination that a member should be expelled under subparagraph (a) of this section, the following procedure will be implemented:

1. A notice will be sent by first-class or registered mail to the last address of the member to be expelled as shown on the Corporations records, setting forth the expulsion and the reasons therefore. Such notice will be sent at least fifteen (15) days before the proposed, effective the date of expulsion.
2. The member to be expelled will be given an opportunity to be heard, either orally or in writing, at a hearing to be held no less than five (5) days before the effective date of the proposed expulsion. The hearing will be held by the Board of Directors in accordance with the quorum and voting rules set forth in these Bylaws applicable to the meetings of the Board. The notice to the member of his or her proposed expulsion will state the date, time, and place of the hearing on his or her proposed expulsion.
3. Following the hearing, the Board of Directors will decide whether or not the member should in fact be expelled, suspended, or sanctioned in some other way. The decision of the Board will be final.

Section 12.9 RIGHTS ON TERMINATION OF MEMBERSHIP

All rights of a member in the corporation will cease on termination of membership as provided in Section 9 of this Article.

Section 12.10 AMENDMENTS RESULTING IN THE TERMINATION OF MEMBERSHIPS

Notwithstanding any other provisions of these Bylaws, if any amendment of the Articles of Incorporation or of the Bylaws of this corporation would result in the termination of all memberships or any class of memberships, then such amendment or amendments will be affected only in accordance with the provisions of Section 5342 of the California Nonprofit Public Benefit Corporation Law.

ARTICLE 13 MEMBERS MEETINGS

Section 13.1 MEETING OF MEMBERS

Meetings of members will be held at place or places within the State of California as may be designed from time to time by the Chair.

Section 13.2 ANNUAL AND OTHER REGULAR MEETINGS

The members will meet annually on the second Wednesday of January at 10:00 a.m., for the purpose of electing Directors and transacting other business as may come before the meeting. Cumulative voting for the election of Directors will not be permitted. The candidates receiving the highest number of votes up to the numbers of Directors to be elected will be elected. Each voting member will cast one vote, with voting being by ballot only. The annual meeting of members for the purpose of electing Directors will be deemed a regular meeting and any reference in these Bylaws to regular meetings of members refers to this annual meeting.

Other regular meetings of the members shall be held every other month on the second Wednesday, at 10 AM.

Section 13.3 SPECIAL MEETINGS OF MEMBERS

Special meetings of the members will be called by the Board of Directors, the Chairperson of the board, or the President of the Corporation, in addition, special meetings of the members for any lawful purpose may be called by five percent (5%) or more of the members.

Section 13.4 NOTICE OF MEETINGS

- a. Time of Notice: Whenever members are required or permitted to take action at a meeting, a written notice of the meeting will be given by the Secretary of the Corporation not less than ten (10) not more than ninety (90) days before the date of the meeting to each member who, on the record date for the notice of the meeting, is entitled to vote thereat, provided, however, that if notice is given by mail, and the notice is not mailed by first-class, registered, or certified mail, that notice will be given twenty (20) days before the meeting.
- b. Manner of Giving Notice: Notice of a members meeting or any report will be given either personally or by mail or other means of written communication, addressed to the member at the address of such member appearing on the books of the Corporation given by the member to the Corporation for the purpose of notice; or if no address appears or is given, at the place where the principal office of the Corporation is located or by publication of notice of the meeting at least once in a newspaper of general circulation in the

county in which the principal office is located.

Notice will be deemed to have been given at the time when delivered personally or deposited in the mail or sent by telegram or other means of written communication.

- c. **Contents of Notice** Notice of a membership meeting will state the place, date, and time of the meeting and in the case of a special meeting, the general nature of the business to be transacted, and no other business may be transacted, or (2) in the case of a regular meeting, those matters which the Board, at the time notice is given, intends to present for action by the members. Subject to any provision to the contrary contained in these Bylaws, however, any proper matter may be presented at a regular meeting for such action. The notice of any meeting of members at which Directors are to be elected will include the names of all those who are nominees at the time notice is given to members.
- d. **Notice of Meetings Called by Members:** If a special meeting is called by members as authorized by these Bylaws, the request for the meeting will be submitted in writing, specifying the general nature of the business proposed to be transacted and will be delivered personally or sent by registered mail or by telegraph to the Chairperson of the Board, President, Vice-President or Secretary of the corporation. The officer receiving the request will promptly cause notice to be given to the members entitled to vote that a meeting will be held, stating the date of the meeting. The date for such meeting will be fixed by the Board and will not be less than thirty-five (35) and nor more than ninety (90) days after the receipt of the request for the meeting by the officer. If the notice is not given within twenty (20) days after the receipt of the request, persons calling the meeting may give the notice themselves.
- e. **Waiver of Notice of Meetings:** The transactions of any meeting of members, however called and noticed, and wherever held, will be as valid as though taken at a meeting duly held after regular call and notice, if a quorum is present either in person or by proxy, and if, either before or after the meeting, each of the persons entitled to vote, not present in person or by proxy, signs a written waiver of notice or a consent to the holding of the meeting thereof. All such waivers, consents and approvals will be filed with the corporate records or made a part of the minutes of the meeting. A waiver of notice or consents need not specify either the business to be transacted or the purpose of any regular or special meeting of members, except that if action is taken or proposed to be taken for approval of any of the matters specified in subparagraph (f) of this section, the waiver of notice or consent will state the general nature of the proposal.
- f. **Special Notice Rules for Approving Certain Proposals:** If action is proposed to be taken or is taken with respect to the following proposals, such action will be invalid unless unanimously approved by those entitled to vote or unless the general nature of the proposal is stated in the notice of meeting or in any written waiver of notice:
 - 1. Removal of Directors without cause;
 - 2. Filling of vacancies on the Board by members;
 - 3. Amending the Articles of Incorporation; and
 - 4. An election to voluntarily levied up and dissolve the Corporation.

Section 13.5 QUORUM FOR MEETINGS

A quorum shall consist of 35% of the voting members of the corporation.

A quorum present at a duly called and held meeting at which a quorum is initially present may continue to do business notwithstanding the loss of a quorum at the meeting due to a withdrawal of members from the meeting provided that any action taken after the loss of a quorum must be approved by at least a majority of the members required to constitute a quorum.

In the absence of a quorum, any meeting of the members may be adjourned from time to time by vote of a majority of the votes represented in person or by proxy at the meeting, but no other business will be transacted at such meeting.

When a meeting is adjourned for lack of a sufficient number of members at the meeting or otherwise, it will not be necessary to give any notice of the time and place of the adjourned meeting or of the business to be transacted at such meeting other than by announcement at the meeting at which the adjournment is taken of the time and place of the adjourned meeting.

However, if after the adjournment a new record date is fixed for notice or voting, a notice of the adjourned meeting will be given to each member who, on the record date for the notice of the meeting, is entitled to vote at the meeting. A meeting will not be adjourned for more than forty five (45) days.

Notwithstanding any other provision of this Article, if this corporation authorizes members to conduct a meeting with a quorum of less than one-third (1/3) of the voting power, then, if less than one-third (1/3) of the voting power actually attends a regular meeting, in person or by proxy, then no action may be taken on a matter unless the general nature of the matter was stated in the notice of the regular meeting.

Section 13.6 MAJORITY ACTION AS MEMBERSHIP ACTION

Every act or decision done or made by a majority of voting members present in person or by proxy at a duly held meeting at which a quorum is present is the act of the members, unless the law, the Articles of Incorporation or this Corporation, or these Bylaws require a greater number.

Section 13.7 VOTING RIGHTS

Each member is entitled to one (1) vote on each matter submitted to a vote by the members. Voting at duly held meetings will be by voice vote. Election of Directors, however, will be by ballot.

Section 13.8 PROXY VOTING

Members entitled to vote will not be permitted to vote or act by proxy. No provision in this or other sections of these Bylaws referring to proxy voting will be construed to permit any member to vote or act by proxy.

Section 13.9 CONDUCT OF MEETINGS

Members of members will be presiding over by the Chairperson of the Board, or, if there is no Chairperson, by the President of the Corporation or, in his or her absence, by the First or Second Vice-President of the Corporation or, in the absence of all of these persons, by a Chairperson chosen by a majority of the voting members, present in person or by proxy. The secretary of the Corporation will act as Secretary of all meetings of members, provided that, in his or her absence, the presiding officer will appoint another person to act as Secretary of the Meeting.

Meetings will be governed by Robert's Rules of Order as such rules may be revised from time to time, insofar as such rules are consistent with or in conflict with these Bylaws, with the Articles of

Incorporation of this Corporation, or with any provision of law.

Section 13.10 ACTION BY WRITTEN BALLOT WITHOUT A MEETING

Any action which may be taken at any regular or special meeting of members may be taken without a meeting if the Corporation distributes a written ballot to each member entitled to vote on the matter. The ballot will set forth the proposed action, provide an opportunity to specify approval or disapproval of each proposal, provided that where the person solicited specifies a choice with respect to the any such proposal the vote will be cast in accordance therewith, and provide a reasonable time within which to return the ballot to the Corporation. Ballot will be mailed or delivered in the manner required for giving notice of meetings specified in Section 4(b) of this Article.

All written ballots will also indicate the number of responses needed to meet the quorum requirement and, except for ballots soliciting votes for the election of Directors, will state the percentage of approvals necessary to pass the measure submitted. The ballots must specify the time by which they must be received by the Corporation in order to be counted.

Approval of action by written ballot will be valid only when the number of votes cast by ballot within the time period specified equals or exceeds the quorum required to be present at a meeting authorizing the action, and the number of approvals equals or exceeds the number votes that would be required to approve the action at a meeting at which the total number of votes cast was the same as number of votes cast by ballot.

Directors may be elected by written ballot. Such ballots for the election of Directors will list the persons nominated at the time the ballots are mailed or delivered. If any such ballots are marked "Withhold" or otherwise marked in a manner indicating that the authority to vote for the election of Directors is withheld, they will not be counted as votes either for or against the election of a Director.

A written ballot may not be revoked after its receipt by the Corporation or its deposit in the mail, whichever occurs first.

Section 13.11 REASONABLE NOMINATION AND ELECTION PROCEDURES

This corporation will make available to members reasonable nomination and election procedures with respect to the election of Directors by members. Such procedures will be reasonable given the nature, size and operations of the corporation, and will include:

- a. A reasonable means of nominating persons for election as Directors.
- b. A reasonable opportunity for a nominee to communicate to the members, the nominee's qualifications and the reason for the nominee's candidacy.
- c. A reasonable opportunity for all nominees to solicit votes.
- d. A reasonable opportunity for all members to choose among the nominees.

Upon the written request by any nominee for election to the Board and payment with such request of the reasonable costs of mailing (including postage), the Corporation will, within ten (10) business days after such request (provided payment has been made) mail to all members or such portion of them that the nominee may reasonable specify, any material which the nominee will furnish an Which is

reasonably related to the election, unless the Corporation within five (5) business days after the request allows the nominee, at the Corporation's option, the right to do either of the following:

1. Inspect and copy the record of all members' names, addresses and voting rights, at reasonable times, upon five (5) business days' prior written demand upon the Corporation, which demand will state the purpose for which the inspection rights are requested; or
2. Obtain from the Secretary, upon written demand and payment of a reasonable charge, a list of names, addresses and voting rights of those members entitled to vote for the election of Directors, as of the most recent record date for which it has been compiled or as of any date specified by the nominee subsequent to the date of demand.

The demand will state the purpose for which the list is requested and the membership list will be made available on or before the later of ten (10) business days after the demand is received or after the date specified therein as the date as of which the list is to be compiled.

If the Corporation distributes any written election material soliciting votes for any nominee for Director at the Corporation's expense, it will make available, at the Corporation's expense, to each other nominee, in or with the same material, the same amount of space that is provided any other nominee, with equal prominence, to be used by the nominee for a purpose reasonably related to the election.

Generally, any person who is qualified to be elected to the Board of Directors will be nominated at the annual meeting of members held for the purpose of electing Directors by any member present at the meeting in person or in proxy. However, if the Corporation has five hundred (500) or more members, any of the additional nomination procedures specified in subsections (a) and (b) of Section 5221 of the California Nonprofit Public Benefit Corporation Law may be used to nominate persons for election to the Board of Directors.

If this Corporation has five thousand (5000) or more members, then the nomination and election and nomination procedures specified in Section 5522 of the California Nonprofit Corporation Law will be followed by this corporation in nominating and electing persons to the Board of Directors.

Section 13.12 ACTION BY UNANIMOUS WRITTEN CONSENT WITHOUT MEETING

Except as otherwise provided in these Bylaws, any action required or permitted to be taken by the members may be taken without a meeting if any members will individually or collectively consent in writing to the action. The written consent or consents will be filed with the minutes of the proceedings of the members. The action by written consent will have the same force and effect as the unanimous vote of the members..

Section 13.13 RECORD DATE FOR MEETINGS

The record date for purposes of determining the members entitled to notice, voting rights, written ballot rights, or any other right with respect to a meeting of members or any other lawful membership action, will be fixed pursuant to Section 5611 of the California Nonprofit Public Benefit Corporation Law.

WRITTEN CONSENT OF DIRECTORS ADOPTING BYLAWS.

We, the undersigned, are all of the persons named as the initial directors in the Articles of Incorporation of Santa Clara FireSafe Council a California nonprofit corporation, and, pursuant to the authority granted to the directors by these Bylaws to take action by unanimous written consent without a meeting,

consent to, and hereby do, adopt the foregoing Bylaws. consisting of 23 pages, as the Bylaws of this corporation.

Dated:

Bylaws Santa Clara FireSafe Council

CERTIFICATE

This is to certify that the foregoing is a true and correct copy of the Bylaws of the corporation named in the title thereto and that such Bylaws were duly adopted by the Board of Directors of said corporation on the date set forth below.

Dated:

, Secretary

Bylaws Santa Clara Fire Safe Council

AGENDA ITEM #

Meeting

October 8th 2019

To: Board of Directors
SCCFire Safe Council

From: Jim Young

Prepared by: Jim Young

SUBJECT

Project management

REPORT / BACKGROUND INFORMATION

Palo Alto

Page Mill Fuel Break – The Page Mill Shaded Fuel Break is complete.

Foothills Park- Work in the park has been almost completed. We have not had any crews for the last two months and will not have any until December. Our lead ranger David Pringle has suffered an injury and is out of work for the time being. We hope to continue work in the fall.

Goat Trail Phase I – IS COMPLETED. See the final report for details.

Highway 17 – I have joined the Highway 17 team and will be the Program Manager for the project.

My position is Deputy Operations and my role is to facilitate work on the project.

Shirley Bondi and Eddie Sanchez have been assigned to me and this report will cover what they have been doing to contribute to the project.

They have been assisting with Right of Entry and permission forms ahead of the work we are doing. They are also assisting with Division Supervision when they are available.

The project is making good progress, we have completed from Main Street bridge Los Gatos to Dam at Lexington Reservoir.

COST/REVENUE

All projects have a current funding source.

RECOMMENDATION

We will need to assign someone to pick up the two projects that I had to leave; Goat Trail Phase II and Foothills Park

AGENDA ITEM #

For Meeting: October 15th, 2019

To: Board of Directors
SCC Fire Safe Council

From: Eugenia Rendler and COE Programs

SUBJECT

Combined staff informational report for Communication, Outreach and Education Programs

Education Events completed in 2019 calendar year

- 1-12-19 WEW- Toastmasters 95033
- 2-4-19 Firewise Chemeketa Community meeting
- 2-8 to 10 NW CA Wildfire Network Gathering (Regional conference)
- 2-17-19 WEW Marty Rd 95033
- 2-24-19 Firewise Chemeketa Education Day
- 3-6-19 Girl Scout Troop SST and campfire craft- Alum Rock Park area
- 3-7-19 2 SSTs for Loma Prieta Elementary School-cancelled by school
- 3-13-19 SST SJ library Biblioteca
- 3-30-19 Festival Booth- Ulistac Wildflower Day- cancelled by furlough
- 3-31-19 Firewise presentation for RESA (Redwood Estates) Board meeting
- 4-6-19 WEW Los Altos
- 4-13-19 Booth and SST for Palo Alto Earth Day festival
- 4-14-19 Festival Booth at Los Gatos Spring into Green
- 4-23-19 Resource table at SCCFD Wildfire Prep Community meeting
- 4-30-19 Resource table at SCCFD Wildfire Prep Community meeting
- 5-6-19 Resource table at MH Town Hall meeting- Dwight Good on defensible space
- 5-6-19 Presentation at Saratoga Wildfire Task Force mtg- JR/Patty
- 5-8-19 Resource table at SCCFD Wildfire Prep Community meeting
- 5-16-19 Resource table at SCCFD Wildfire Prep Community meeting
- 5-18-19 Resource table at MH Town Hall meeting- Dwight Good on defensible space/preparedness
- 6-2-19 Loma Prieta Fire & Rescue BBQ-booth and Smokey
- 6-5-19 WEW Riva Ridge
- 6-10-19 Resource table at SCCFD Wildfire Prep Community meeting-Milpitas
- 6-12-19 SST and campfire craft YSI summer camp Los Gatos
- 6-20-19 SST SC Christian Preschool summer camp
- 6-22-19 Cupertino Emergency Preparedness Fair Booth and Smokey
- 6-22-19 SCC Parks Coyote Lake Camp fire circle SST and Smokey
- 7-7-19 WEW for Firewise Sunset Ridge
- 7-10-19 SST and campfire craft YSI summer camp Los Gatos
- 7-13-19 SCC Parks Coyote Lake Camp fire circle SST and Smokey
- 8-13-19 SST & campfire craft Almaden Lake Summer Camp
- 8-21-19 CA Native Plant Society- Redwood City- moving to June/July at their request
- 8-24-19 WEW Summit Woods
- 8/25/19 Why Go Firewise? Committee meeting Brush Rd
- 9/14/19 Why Go Firewise? Community meeting Armsby Lane
- 9/14/19 Why Go Firewise? Villa del Monte committee meeting
- 10-6-19 YSI Wildlife festival- booth and Smokey
- September-5 HIZ inspections

Upcoming EVENTS (scheduled and confirmed)

- 11-8-19 Why Go Firewise?- Villa del Monte community meeting
- 12-1-19 Why Go Firewise?- Melody Woods committee meeting

Upcoming EVENTS (unscheduled)

- HIZ in Villa del Monte
- HIZ in Brush Rd
- Saratoga Woods Firewise committee meeting

Program updates

Volunteer Corps

- Alan Foster: attorney, has continued to support our legal forms updates and formation.
- Lynn Sestak formed a Facebook group and an IO group for Firewise leaders to collaborate and intend to begin quarterly leaders meetings in 2020. The intent is to help upcoming communities have access to leaders whose processes have succeeded. Lynn is also part of the Development Committee.
- Lynn is also tracking down existing Firewise sites in our county to add to the Firewise leaders group designed for collaboration.
- Brad Hartzell: activities as liaison officer to the SR17 core planning team.
- Laura Giogri building graphic design for new d-space images. Looking at being a Firewise Leader as well.
- Volunteer management: draft manual ready for review
- Shana Nelson, new volunteer, joined the Dev Com.
- Total Sept hours contributed by volunteers: 90

Firewise Support Program

- Riva Ridge is approved! They are our newest FirewiseUSA recognized site.
- Villa del Monte- held first committee meeting. Education Day scheduled in Nov.
- Brush Rd- 1st committee meeting 8-24. Community Assessment completed 10-8-19.
- Met with Battalion Chief Jon Black from SCC Fire to develop plan & outreach for his Los Altos Hill priority and Palo Alto.
- Articles to MNN and Skylines for Summit Woods and Riva Ridge Firewise success release.

SR17 Fuel Break project

- SR17 core planning team meetings- attend, minutes and action items
- Maintain Constant Contact [SR17 update](#) list
- Facebook and Constant Contact releases- team effort

Communications summary

Firesafe17.com- Caroline Slivkoff

- Interview with KPIX appeared on Oct 7, 2019 6pm news
- Posting regular status updates and news coverage on both Firesafe17.com and Facebook
- Maintaining website news archive
- Added RFP collection link

SR 17 PIO activities- Caroline Slivkoff

- Organized contacts, groups and individuals for news release directories
- Summary alternate for Core Planning Meetings

- Maintaining news archive on shared drive for core team

SCCFSC website updates- Caroline Slivkoff

- Progress report and short presentation to the BOD
- Managing SCCFSC website overhaul
- Overseeing Inikosoftware and web site org chart
- Creating new layout and navigation
- Creating new content & collecting staff material
- Develop new Firewise component for site

CURRENT PROJECTS & other activities/committees

- Eugenia supported Commercial liability insurance policy renewal with renewal questionnaires and coverage review for renewal 9/28/19.
- Eugenia attend Dev Com meeting.
- Continue to develop work plan and contract with Los Altos Hills new Emergency Services Manager, LAHCFD to build plan for SCCFSC supplying COE services to LAH in a renewal annual contract similar to Saratoga.
- Support our Area Managers to get COI they need for our projects.

RECOMMENDATIONS/Inquiries

Highlights of the month

Another new FirewiseUSA site!

AGENDA ITEM-

Meeting

October, 2019

To: Board of Directors
SCC Fire Safe Council

From: Prepared
JR Call by: JR Call

SUBJECT

This report will cover the Hazardous Fuels team activities in Los Gatos, Lexington, South County, Saratoga, Palo Alto and Loma Prieta.

TEAM

- Eddie Sanchez – Currently on loan to Highway 17 project
- Carla Ruigh
- J.R. Call

South County

- Carla completed one South County SNAP project for hazardous shrubs removal in Morgan Hill.
- Waiting on funding for other SNAP projects and Croy ER Treatments

Lexington / Los Gatos

- Cost Sharing N2N project on Black/Beggs road is ready to start. Waiting on Grant Funding.
- Los Gatos Foster Rd – N2N project on hold for funding
- Chemeketa Park N2N on hold - waiting for funding

Loma Chiquita

- No activity

Saratoga

- Attended Montolvo Arts Center Meeting to discuss Grant funding for area projects

Palo Alto

- Budget and contract discussions

Midpenninsula Regional Open Space

- In Pre-project planning phase for Eucalyptus Removal

- Created RFP and agreement – currently accepting quotes
- Conducting Archaeological evaluation

RECOMMENDATION / 30 Day Outlook

- Get Funding!!!!
- Continue Palo Alto Eucalyptus pre-project work
- Hold a Hazardous Fuels Project review and prioritization meeting with FireSafe Council Advisors

Jay R Call

A handwritten signature in black ink, appearing to read "Jay R Call". The signature is written in a cursive style with a large, looping initial "J".

Santa Clara FireSafe Council
Hazardous Fuels Manager
(408) 412-9694

October 11, 2019

From: Gretchen Hayes

Prepared by: Gretchen Hayes

Grant Report –

Funded Grants -

- 17SFA - We are working to complete the final requirements of the grant, the website redesign. This grant is scheduled to end October 31, 2019. We are working on match accumulation from Hwy 17 and Midpen to complete the requirements from the additional funding.
- 18SFA – This \$199,530 grant that includes a total of 5 Fuel Break/Evacuation Route projects - three are scheduled for maintenance and two are new projects. This grant also includes some funding for our regular chipping and SNAP programs. I have submitted the second report and the third fund request.
- Saratoga Rotatory Foundation – This grant is complete.
- The CAL FIRE 2018-19 CCI for \$603,018 currently active. This project is evacuation focused and included 12 evacuation route/fuel break projects, Neighbor to neighbor projects and Evacuation workshops. I have submit a bill to them in order to begin the planning and CEQA phases of these projects that will provide match to our federal grants.
- Union Pacific Foundation – We were awarded \$10,000 for our COE program needs, specifically Evacuation Workshops and Firewise consultations in addition to our regular COE programs. We should receive further details soon about when we can expect the check.
- 19 SFA – We were awarded \$199,969 for Collaborative Partnerships for Wildfire Resilient Communities. We will then move into the subaward phase while we await the contract.
- PG&E – We were awarded \$25,000 each for two separate projects one in Santa Clara County and one for Santa Cruz County \$25,000 projects. We are still awaiting the first checks. Projects are lined up and ready to go as soon as funding is received.
- California Fire Foundation – We were awarded a \$15,000 grant for COE. We have received the check and can begin work. One report will be due upon completion.

Pending Submitted Applications -

- CSAA – This program seems to have changed while in the application process – hopefully by next year they will have their program a little more streamlined.

Applications in progress –

- We will be applying for the 19-20 CCI grant program. Applications are Due December 4th.

Administrative Report –

- I continue to work on financial reporting and verifications. This month I transitioned all restricted funds reports to Sara so my role is primarily verification to ensure proper grant allocations.
- I am working to streamline our payroll process. I have found what I believe to be a viable option and am testing it with a few employees prior to rolling it out to everyone.
- I have been working on budgeting for Palo Alto, cash forecasting for the Hwy 17 project, policy updates and development committee activities in addition to other administrative tasks.