



MONTEREY FIRESAFE COUNCIL
BOARD OF DIRECTORS
Regular Meeting Minutes of July 28, 2011

CALL TO ORDER:

The regular meeting of the Board of Directors of the Monterey FireSafe Council (MFSC) was held at the CAL FIRE Headquarters located at 2221 Garden Road, Monterey on July 28, 2011. Board President Kelly O'Brien called the meeting to order at 9:10 AM.

Present: Miguel Errea, Kelly O'Brien, Dick Ravich, Becky Reisdorf, Lynne Semeria, Mike Caplin, Pam Peck, Rob Thompson, Peter Harris, Bob Taylor

Absent: Hal Latta, Lonni Trykowski, Mike Chiodini, Jonathan Pangburn, Robin Hamelin.

Others Present: Pam Silkwood, Steve Daus, Seth Parker, Rami Shihadeh.

The meeting sign-in sheet was distributed and the recording of In-kind hours took place.

ACTION: Kelly will update the in-kind hours log/record sheet

REVIEW OF THE MINUTES:

Minutes from the MFSC Meeting on 6/30/11 were reviewed

MOTION 11-7-01

Moved by Dick Ravich, seconded by Pam Peck, and unanimously carried, to approve the minutes with corrections indicted, of the regular board meeting held on June 30, 2011.

FINANCIAL REPORTS:

Treasurer's Report/Bookkeepers Report

Since QuickBooks can not provide specific requests, Pam Peck created a spreadsheet for easy review. Total amount of grant, Amount to date funding, MFSC %, Expensed amounts, Total Account Balance, and Additional monies due were all reviewed on the following grants:

Highlands Chipper Grant
Highlands CWPP Grant
Rancho Tierra Grande Grant
Big Sur Grant

It was determined that the Match percentage should be added to the spreadsheet along with the expiration date of each individual grant.

Pam Peck has created a new form for all Grant Managers to utilize with basic information that should be on file and kept for documentation purposes.

Pam Peck will be filing the MFSC Non-profit status documentation with the IRS as required every 2 years.

Invoices Received

Chipper Grant Invoice - \$18,690 for chipping from Canyon Tree Service
Lynne Semeria Invoice - \$8.38 for postage for a future grant application
Birdwing Designs – \$55.00 for MFSC website maintenance March, April & June
Pam Peck - \$20.00 for State Filing for MFSC Non-Profit status

MOTION 11-7-02

Moved by Dick Ravich, seconded by Miguel Errea, and unanimously carried to approve payment of invoices received and submitted.

Pending Hal Latta approval
Big Sur Grant Steve Daus - \$771.50 – Hal needs to approve
Steve Daus – Project management – Big Sur Grant \$1929.32 – Hal needs to approve

MOTION 11-7-03

Moved by Dick Ravich, seconded by Miguel Errea, and unanimously carried to approve payment of invoices received and submitted, pending approval by Hal Latta.

REPORTS:

Monterey County Fire Warden/Fuel Mitigation Officer – Pam Silkwood updated members regarding the progress of these positions. An MOU was created regarding these 2 positions and signed by 18 interested agencies. CalFire has been very supportive and Chief Hutchinson has offered to take on the positions that will reside within CAL FIRE for the County. At the last Supervisor meeting, the Ventana Chapter of the Sierra Club raised objection about the authority of the FM Officer. Supervisor Parker reminded those present that the CWPP was not complete and therefore can't complete this action. Pam Silkwood stated that the MCCWPP has been signed and is complete, however includes a place holder for the vegetation section. A review of the job description of the FM Officer is scheduled for a future date. The item was passed by unanimous vote, to be delayed until August 23rd. All members are encouraged to attend the Board of Supervisors meeting and voice their support for the CWPP completion and especially the 2 positions of Fire Warden & Fuel Mitigation Officer. A confirmation e-mail will be sent to all MFSC interested parties when the date is confirmed in an effort to garner support and attendance at the meeting.

ACTION: On behalf of the MFSC, Kelly O'Brien will draft and sign a letter in support of the Monterey County Fire Warden and Fuel Mitigation Officer and forward it to Pam Silkwood.

Bylaws Revision – Pam Silkwood made suggestions for updates to the Bylaws and was distributed to all the Board Members. Dick and others made detailed comments and recommended that the Board meet to review the suggested changes and approve them or modify them. It was noted that if any changes took place to the Bylaws, it is not required to be resubmitted to the State for acknowledgement, since no changes were being made to the Articles of Incorporation.

Volunteers were asked to make time to meet and review the Bylaws. Only Mike Caplin offered to e-mail comments and no other members offered to meet and review the Bylaws.

Miguel Errea reminded that a foot note should be added about our nonprofit status.

ACTION: Dick Ravich and Kelly O'Brien will meet to review and distribute changes made to the Bylaws to the remaining board members.

ACTION: Mike Caplin will review the bylaws separately and send his comments to Kelly O'Brien.

OLD BUSINESS:

Adopting formal accounting policies and procedures – tabled until the Bylaws are revised.

Consider combining Board Meeting and General Meeting.

NEW BUSINESS:

Big Sur Grant contractor bids were accepted to complete the grant work by the end of the year. A closed Board Member session is requested to review the bids and make a decision as to who will be awarded the work. Closed Board Meeting will take place immediately following the close of this meeting.

Motion 11-7-04

Moved by Dick Ravich, seconded by Miguel Errea, and unanimously carried, to adjourn the Board of Director's Meeting at 10:28 AM and immediately continue with the General Board Meeting.

DRAFT

MONTEREY FIRESAFE COUNCIL
GENERAL BOARD MEETING
Regular Meeting Minutes of July 28, 2011

CORRESPONDENCE:

None at this time

PROJECT SUMMARIES:

Big Sur Grant Status Update – Steve Daus updated members about the pre-bid meetings that took place recently. Approximately 7 contractors attended the meeting and 2 bids were received. These bids will be reviewed in closed session. Neperthe has been completed and Pfeiffer Ridge Road is partially completed. The commitment from State Parks needs to continue to be pursued. An RFQ will be scheduled for the Front Hill, Middle Ridge/Lower Pfeiffer/Torrey Canyon/Esalen. This grant has been extended to December 31st.

Big Sur Cert - Hal Latta not present and a Cert Report is not available at this time.

Carmel Highlands HCFSC – Lynne Semeria Chipper Grant is in motion and approx 144 residents participated, however more education is necessary. Phase 1 has been completed. Lynne has written another chipper grant in hopes of receiving an extension till 2012. A WUI grant has also been recently completed. Writing of the Highlands CWPP is now in motion and the evacuation safety map is first in the process.

Rancho Tierra Grande – Lonni Trykowski - no report available at this time.

South Coast Grant – Dick Ravich updated staff that John Handy has been working with Jonathan Pangburn and Dick Ravich to complete this grant that was recently submitted for a max of \$400K (\$200k in-kind and \$200k grant funding). Grant was submitted, Big Sur Fire Brigade is the administrator and MFSC is the fiscal sponsor.

COMMITTEE REPORTS:

Multi-Community Large Grant Committee – Jonathan Pangburn not available at this time no report at this time. Lynne Semeria informed members that the grant was completed and submitted. MFSC is the fiscal sponsor.

Options for creating a Strategic Plan – Kelly O'Brien updated members that unfortunately Frank Pinney is not available at this time to lead this committee. Kelly received a call from the Community Foundation reminding her that the Community Foundation grant for \$2500 is still pending and available. In-kind monies are still necessary to receive the grant and may be considered a technical assistance grant. And after further discussion with the Community Foundation, they will still award the grant if in-kind hours and/or cash monies were available from the MFSC. The question is brought up: If we use these monies for a strategic plan, will we implement it? Also asked is if we should hire an Executive Director to focus on moving the Council forward and ensure the sustainability of the Council.

It was discussed that "something" is needed to ensure the continuance of the Fire Safe Council. This is a business and a strategic plan is necessary to continue the "business". It was decided to proceed – Board agreement is necessary and time will be a factor considering the pending Community Foundation monies that are on hold.

ACTION: Kelly O'Brien will email the Board regarding the Strategic Plan and ask for a vote to use Sonja Koehler to prepare a Strategic Plan. The creation of a Subcommittee will need to be formed to assist with the details of the Strategic Plan.

Additionally it was noted that PG&E has awarded \$500 in grant funds to the MFSC. Details and restrictions of the grant are still unknown.

ACTION: Kelly O'Brien will track down \$500 from PG&E for Outreach Proposal "ask letter/envelope".

MC2WG

'Science Section' Plan for Completion – Michael Emmett & Jonathan Pangburn are not available at this time - this item tabled to next meeting.

Public Information and Education - MFSC Website updating: Kelly O'Brien will take in any input from members present to find a new webmaster.

Becky Reisdorf's public outreach proposal is tabled to next meeting in an effort to coordinate efforts with the MFSC's new Strategic Plan.

FireScape Monterey – Mike Caplin attended the last meeting and updated members. The meeting started with a review of the technical aspects of a fire and different stations were visited to educate those present about the numerous agencies and participants of a fire (private land owners, state agencies, senators, incident commanders, etc.). Point being nothing is "simple" in a fire. A walk around an engine also took place explaining what they bring to a fire. There was also ember flame education, a real fire review, mortality issues, etc. The meeting was a success with an incredible amount of set up and pre planning. Everyone was very impressed and learned how difficult the decisions were that must be made at a fire.

ACTION: Peter Harris will check to see if this script is available for future use as an education outreach portion of the MFSC.

OLD BUSINESS:

None at this time

NEW BUSINESS:

Test for Ticks – Rob Thompson mentioned that he has recently had issues with ticks and suggested that if bitten to make every effort to keep the tick alive and test it for potential diseases. If anyone needs access to a "testing" doctor/facility – please see Rob for more information.

GOOD OF THE ORDER:

None at this time

ADJOURNMENT:

Meeting adjourned

MOTION 11-7-05

Moved by Dick Ravich and seconded by Miguel Errea, and unanimously carried to adjourn the General Board Meeting at 11:36 AM at the CAL FIRE Headquarters located at 2221 Garden Road, Monterey.

Next Meeting scheduled for August 25, 2011

Respectfully submitted,
Becky Reisdorf
Secretary



Action Items
From 7-28-2011 MFSC Meeting

Kelly O'Brien:

1. Update In-kind hours log/spreadsheet.
2. Request a motion to approve the Treasurer's Report.
3. On behalf of the MFSC, Kelly O'Brien will draft and sign a letter in support of the Monterey County Fire Warden and Fuel Mitigation Officer and forward it to Pam Silkwood.
4. Email to the Board regarding the Strategic Plan and ask for a vote to use Sonja Koehler to prepare a Strategic Plan. Request volunteers for a Subcommittee to assist with the Strategic Plan.
5. Track down \$500 from PG&E for Outreach Proposal "ask letter/envelope".

Rob Thompson:

1. Rob Thompson will check with CSUMB to see if any students may be interested in taking on MFSC as a project.

Pam Peck:

1. Will send Bookkeeping and Treasurer's Reports prior to meetings for review.
2. Will add date that grant expires to the newly created grant information sheet.

Miguel Errea:

1. Will work with Becky on e-mail issues.

Mike Caplin:

1. Will forward his comment on the Bylaw change recommendations to Kelly O'Brien.

Pete Harris

1. Peter Harris will check to see if this script is available for future use as an education outreach portion of the MFSC.

General

1. The Entire Committee Reports section is tabled to the next meeting for review and continuance.

Action Items
From 6-30-2011 MFSC Meeting

Kelly O'Brien:

1. Will follow up with Birdwing regarding the website.

Pam Peck:

1. Account Balance Report will be sent to the Board of Directors for review prior to the next meeting.
2. Will review account balances and confirm all monies remaining in respective accounts.

Miguel Errea:

1. Will have his office staff send a direct e-mail to BeckyReisdorf@comcast.net to ensure receipt of agenda items & board reports.

Hal Latta:

1. Will contact Randy Richter regarding the Big Sur Grant and approx \$12,050 still due to MFSC.

Mike Caplin:

1. Will research and forward the lobbying form from the IRS for Non-profit organizations.