



Promoting Wildfire Safety Through Education and Action

Meeting Agenda: Thursday – January 27, 2022 @ 0900

Join Zoom Meeting

<https://us02web.zoom.us/j/81578584604?pwd=VTJ0clRTTXFXei82Tmp4M01SYUFtUT09>

Meeting ID: 815 7858 4604

Passcode: 461284

Dial in: +1 669 900 6833

BOARD MEETING:

- 0900 - 0905:** Establish Quorum (P. Van Leer)
- 0905 – 0910:** Treasurer Update (K. Varga)
- 0910 – 0915:** Motion to Approve Strategic Plan (P. Van Leer)
- 0915 – 0925:** Cal Fire Grant Update (R. Hazard/S. Coffman)
- 0935 – 0945:** Alisal Fire Post Fire Recovery (A. Powell)
- 0945 - 0955:** RWMP Update – see attached (A. Parkinson)
- Motions to approve hiring of communication coordinator, event planner, event publicist and project manager
- 0955 – 1000:** Gaviota Coast CWPP Update – see attached (S. Coffman)
- 1000:** **Board Meeting Adjourned**
- 1000 – 1100:** Guest Speaker: Dr. Stephen Quarles – UC Cooperative Extension Advisor Emeritus
“Wildfire and the Built Environment: Vulnerabilities and Mitigation Strategies”

2022 Meeting Schedule Posted: <https://sbfiresafecouncil.org/meetings/>

Next Scheduled Meeting (Board Meeting): Thursday, February 24th at 0900



Promoting Wildfire Safety Through Education and Action

**Santa Barbara County Firesafe Council
Board of Directors' Meeting
January 27, 2022**

Directors Present: Paul Van Leer, John Ahlman, Nic Elmquist, Kevin Varga, Ted Adams, Rob Hazard, Ray Smith, Victoria Cooper, Scott Coffman, Dan Fawcett, Abe Powell, Max Moritz, Renee O'Neill

Directors Absent: Supv. Joan Hartmann, Phil Seymour

Meeting has a quorum as identified in Article IV. Section 9 of the [Bylaws](#)

Call to Order

09:00 AM- P. Van Leer calls the meeting to order and confirms quorum

Minutes

Previous minutes approved over email and are available on the website: [Meetings | Santa Barbara Firesafe Council \(sbfiresafecouncil.org\)](#)

Treasurers Report

- K. Varga reviews Statement of Financial Positions and Statement of Activity (attached)
- K. Varga reviews attached engagement letter with Certified Public Accountant, Gary Gray (see motions)

Follow Meeting Agenda:

1. 2022 Cal Fire Prevention Grants Update
 - R. Hazard is facilitating submission for a Prescribed Herbivory grant for the Santa Barbara Front Country, which will include private, state, and federal lands
 - The grant will be approximately 3,000 acres of treatments and will include funds to complete environmental analysis requirements
 - The total request is estimated at \$2 million with a 12% administrative fee to the SBCFSC
 - Ojai FSC is planning a similar grant for in and around the Ojai Valley
 - R. Hazard has coordinated with them and everyone is optimistic these grants will both be effective wildfire mitigation actions and will help jumpstart grazing for wildfire mitigation industry in the local area
 - S. Coffman is facilitating submission of a SBCFSC Neighborhood Chipping grant which will include approximately 8 "neighborhoods" – El Capitan Canyon, El Capitan Ranch, Fairview Foothills, Farren Road, Hollister Ranch, Refugio Canyon, San Marcos Pass CWPP Boundary, Santa Barbara Foothills CWPP Boundary
 - Approximately 3,000 structures will be served by this chipping grant each year for 3-years
 - The grant will include a total of 300-days for a chipping crew and 150-days for "tag and trim" work to decrease hazards along critical roadways
 - The total request is estimated at \$1.5 million with a 12% administrative fee to the SBCFSC

2. Alisal Fire Assistance Update (A. Powell)
 - Fundraising for the clean-up efforts have started slow, please spread the word about the need for assistance
 - The Bucket Brigade is organizing an Alisal Fire Assistance Project for this Saturday, January 29th at 1875 Gaviota Road. More information on their webpage: [Here](#)
 - P. Van Leer is coordinating with Marborg about how they can support the clean-up operations
3. RWMP Update (A. Parkinson)
 - Update was sent out with agenda and attached to minutes package
 - “Make Santa Barbara Fire Wise” event is scheduled for May 6-8, 2022 at Direct Relief in Goleta
 - The event planning committee met last week and identified critical positions that need to be hired to help plan and outreach the event (see motions)
 - P. Van Leer and R. Hazard explain the need for a Project Manager to help ensure the SBCFSC is on track to meet the deliverables of each of the two grants
 - The duties of the project manager will be administratively focused so A. Parkinson can focus more of her efforts on the Community Domain duties to meet the deliverables identified in the NFWF grant (see motions)
4. Gaviota Coast CWPP Update (S. Coffman)
 - Update was sent out with agenda and attached to minutes package

Motions:

1. Director Coffman motions to approve K. Varga to proceed with hiring Gary E. Gray as a Certified Professional Accountant for services outlined in the January 1, 2022 Letter (Director Smith seconds, All in favor)
2. Director Cooper motions to approve the Santa Barbara County Fire Safe Council Strategic Plan as written (Director Coffman second, All in favor)
3. Director Cooper motions to hire Teal to work as a contractor at \$40/hour for an estimated total of \$16,000 as the spring “Make Santa Barbara Fire Wise” event coordinator (Director Hazard seconds, All in favor)
4. Director Hazard motions to hire Paula Lopez as a contractor at \$50/hour for an estimated \$9,000 to work as the publicist for the “Make Santa Barbara Fire Wise” spring event (Director O’Neill seconds, All in favor)
5. Director Cooper motions to move forward to hire Evert Evermore as a part-time staff employee of the SBCFSC for \$19 - \$21.50 /hour as a Communication Coordinator (Director Ahlman seconds, All in favor)
6. Director Cooper motions to proceed to hire Christina McGinnis as a project manager for up to \$65/hour to fulfill the role as outlined in the RWMP Cal Fire State Prevention Grant Scope of Work (Director Smith seconds, All in favor)

Action Items:

1. None noted outside of those identified in the motions

Next Meeting Agenda Items:

1. RWMP, Gaviota CWPP updates and financial documents will be provided with agenda
2. Alisal Post Fire Activities Update
3. Updates on new-hires
4. Subcommittee Updates
5. Others?

Board Adjourned at 10:00 AM.

Guest Presentation:

Dr. Steve Quarles – “Wildfire and the Built Environment: Vulnerabilities and Mitigation Strategies”
Presentation available on SBCFSC webpage “Featured Presentation” - [HERE](#)

Future Meeting Schedule and Guest Speakers:

1. February 24th – Board Meeting
2. March 24th – Board and General Membership Meeting
 - Guest Speaker – Sydney Chamberlain (The Nature Conservancy): “Quantifying Insurance Benefits of a Nature-based Approach to Reducing Risk?”
3. April 28th – Board Meeting
4. May 26th – Board and General Membership Meeting
5. June 23rd – Board Meeting
6. July 28th – Board and General Membership Meeting
7. August 25th – Board Meeting
8. September 22nd – Board and General Membership Meeting
9. October 27th – Board Meeting
10. November 17th – Board and General Membership Meeting
11. December 29th – Board Meeting

SBCFSC 2022 Tasks and Subcommittees

Goal 1: Increase fire prevention awareness and actions implemented by individuals and communities to reduce loss of life, property damage and impacts to natural resources from wildland fires.

- Finalize Gaviota Coast CWPP
- Submit Cal Fire Fire Prevention Grants (Feb. 9, 2022) to initiate a Rx Herbivory program and a Neighborhood Chipping Program.
- Plan 2022 Spring and Fall events to coincide with National Wildfire Preparedness weeks; hire an events coordinator to support these efforts.
- Bi-annual (or more) newsletter, first one to follow the Spring Event.
- Continue to update website and promote guest speaker series.
- Increase Firewise certified communities in the county.

Goal 2: Encourage local and regional land use planning efforts that increase the protection of life, property, and natural resources from the risks of wildland fire.

- SBCFSC representation at the Los Padres Stakeholder meetings.
- Placeholder for FSC support of local planning efforts (i.e. SB 9, etc.)

Goal 3: Develop sufficient financial and administrative resources such as staff, volunteers and sustainable funding to carry out our Mission.

- Submit grant through California Coastal Conservancy for funding for an Executive Director and one additional staff position.
- Hire an Executive Director (ad-hoc committee to work on proposal to Board for approval)
- Establish an Executive Committee who drafts a 3-year Financial and Administrative Plan to be approved by the Board.
- Continue to outreach to membership through donor letter, postcards, etc.

Goal 4: Develop a Regional Wildfire Mitigation Program (RWMP) that will result in county-wide community, landscape, and built environment resilience.

- Continue to support and collaborate with the RWMP team.
- Develop a Communication Plan - Hire a part-time Communication Coordinator
- Hire a social equity coordinator (RWMP)
- Develop/pursue structure retrofit process/portal (RWMP Sub-committee)

Current Identified Subcommittees:

1. Gaviota CWPP – R. Hazard, J. Ahlman, N. Elmquist, P. Van Leer (S. Coffman as Project Manager)
2. Regional Wildfire Mitigation Program – M. Moritz, R. Hazard, K. Varga, P. Seymour, V. Cooper, N. Elmquist (A. Parkinson as Project Manager)
3. Membership Management – A. Powell, N. Elmquist, V. Cooper, A. Parkinson, Executive Director, Comm Coordinator
4. 2023 Cal Fire Grant – P. Van Leer, R. Hazard, S. Coffman, N. Elmquist
5. Event Planning Committee – A. Parkinson (Lead), V. Cooper, E. Turpin, P. Seymour, J. Ahlman
6. Newsletter – A. Parkinson, N. Elmquist, Comm Coordinator
7. LPF Stakeholder Meetings – S. Coffman, R. O’Neill, T. Adams
8. Ad-hoc Executive Director Committee – K. Varga, P. Seymour, S. Coffman, P. Van Leer, R. Hazard, N. Elmquist

Minutes respectfully submitted: Nic Elmquist

Santa Barbara FireSafe Council

Statement of Financial Position

As of December 31, 2021

	TOTAL	
	AS OF DEC 31, 2021	AS OF DEC 31, 2020 (PP)
ASSETS		
Current Assets		
Bank Accounts		
Checking SBB&T	122,951.28	21,444.41
Total Bank Accounts	\$122,951.28	\$21,444.41
Accounts Receivable		
Accounts Receivable	27,057.66	
Total Accounts Receivable	\$27,057.66	\$0.00
Total Current Assets	\$150,008.94	\$21,444.41
TOTAL ASSETS	\$150,008.94	\$21,444.41
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable (A/P)	6,006.77	
Total Accounts Payable	\$6,006.77	\$0.00
Other Current Liabilities		
Advance from Gaviota CWPP	0.00	
Advance from NFWF	120,125.31	
Payroll Liabilities	0.00	
Total Other Current Liabilities	\$120,125.31	\$0.00
Total Current Liabilities	\$126,132.08	\$0.00
Total Liabilities	\$126,132.08	\$0.00
Equity		
Retained Earnings	21,444.41	8,112.10
Unrestricted Funds 2005-2016	0.00	10,681.73
Net Revenue	2,432.45	2,650.58
Total Equity	\$23,876.86	\$21,444.41
TOTAL LIABILITIES AND EQUITY	\$150,008.94	\$21,444.41

Santa Barbara FireSafe Council
Statement of Activity
January - December 2021

	Gaviota CWPP	Edison Internati	NFWF	PG&E	TOTAL
Revenue					
Contributions and Grants					
Contract Income	76,057.66		29,874.69		105,932.35
Grant Income		5,000.00		2,500.00	7,500.00
Total Contributions and Grants	\$ 76,057.66	\$ 5,000.00	\$ 29,874.69	\$ 2,500.00	113,432.35
Total Revenue	\$ 76,057.66	\$ 5,000.00	\$ 29,874.69	\$ 2,500.00	113,432.35
Gross Profit	\$ 76,057.66	\$ 5,000.00	\$ 29,874.69	\$ 2,500.00	113,432.35
Expenditures					
Contract Services					
Professional Personnel	67,527.16				67,527.16
Total Contract Services	\$ 67,527.16	\$ 0.00	\$ 0.00	\$ 0.00	67,527.16
Operating Costs					
Computer Software			100.00		100.00
Equipment & Supplies			2,799.79		2,799.79
Printing	381.46		48.32		429.78
WebSite Expenses		2,499.00			2,499.00
Total Operating Costs	\$ 381.46	\$ 2,499.00	\$ 2,948.11	\$ 0.00	5,828.57
Payroll Expenses					
Payroll Taxes			1,863.27		1,863.27
Wages			21,153.86		21,153.86
Workers Comp Insurance			253.62		253.62
Total Payroll Expenses	\$ 0.00	\$ 0.00	\$ 23,270.75	\$ 0.00	23,270.75
Program Expenses					
Education Outreach				9,116.00	9,116.00
Total Program Expenses	\$ 0.00	\$ 0.00	\$ 0.00	\$ 9,116.00	9,116.00
Promotional Meals			209.01		209.01
Travel			245.96		245.96
Total Expenditures	\$ 67,908.62	\$ 2,499.00	\$ 26,673.83	\$ 9,116.00	106,197.45
Net Operating Revenue	\$ 8,149.04	\$ 2,501.00	\$ 3,200.86	-\$ 6,616.00	7,234.90
Net Revenue	\$ 8,149.04	\$ 2,501.00	\$ 3,200.86	-\$ 6,616.00	7,234.90

Tuesday, Jan 25, 2022 06:36:49 PM GMT-8 - Accrual Basis

Thursday Jan. 27, 2022
Anne-Marie Board Update

RWMP

- Firewise:
 - The Trout Club has to restructure their action plan and resubmit for approval. Hollister Ranch board approved Scott and I to move forward with the Firewise process. We are hoping to get their application done in time for their February meeting. MYNSA needs a little more convincing before moving forward, but we are confident a little nudging from Rob will get their onboard.
 - From discussions with a Firewise leader that works at the UC Cooperative Extension, I have been working on creating an app that will streamline the process of individuals reporting and viewing their volunteer hours.
- I have been working on creating a Home Evaluation Survey with Rob and Nic to help homeowners understand their wildfire risk on their property so they can make more informed decisions on how to make their home more firesafe. This survey will also help provide information for the Firewise Risk Assessment and also gather data we can use to monitor the success/impact of the RWMP. Final stage of this task is to find an online platform to host the survey, then test it out at the Trout Club who are excited about the survey.
- Started on a draft RWMP press release that the Built Environment team is helping with. It will be completed in the coming weeks. The final draft will be shared with the board.

Event Planning

- The Event Planning subcommittee's first meeting is Tuesday Jan 25th from 9-10am. [Here](#) is a zoom link. For those that want to occasionally sit in and listen, this would be a good meeting to attend since I will be giving an update on where we are on the event planning process, and strategize on some event activities which I would welcome advice on from the peanut gallery :)
- I made a draft Event Strategy that will be shared by the February meeting once it is a little more polished.



January Update: Gaviota Coast Community Wildfire Protection Plan

We are down the track on completion of this particularly important plan. Again, we have a Cal Fire grant for \$196,000.00 with the majority of the work with our contractor Dudek Consulting Group.

We have had several field trips to date on the Gaviota Coast and completed all the mapping and history including the remapping for the area of the Alisal Fire (16,962 acres)

We have had the first of three public workshops that was a well-attended meeting on Zoom. We have also established a development team of stakeholders and Gaviota ranchers and homeowners.

Upcoming we have an agency meeting on Zoom coming up on February 3rd at 10am till 11:30 am. Agencies include Cal Trans, State Parks, County P&D ect. After this the draft CWPP will be coming out for comments. We will have another development team meeting on comments before the next public workshop.

Respectfully Yours,

Scott Coffman

Project Manager

January 1, 2022

Dear Client:

Our Firm policy is to have a written understanding with each client for whom we perform professional services, in advance of such work. The purpose of this letter is to clarify the scope of our continuing services, client responsibilities and our fee basis.

The following paragraphs define the nature and extent of the bookkeeping, accounting, tax and consulting functions we will perform, based upon client needs and desires. This arrangement is terminable at will, upon notice from firm or client, at any time, for any reason.

The services described below relate to the following entities:

Santa Barbara County Fire Safe Council

BUSINESS AND TAX COUNSEL

We will advise on an "as requested" basis, in areas of accounting, financial and tax evaluation and planning.

We will not be responsible for advising you with respect to independent contractor status as part of our services. If you have any questions regarding the classification of employees versus independent contractors, we urgently encourage you to consult with legal counsel experienced in employment practice matters.

INCOME TAX, PAYROLL TAX AND OTHER RETURNS; TAX AUDIT

We will prepare annual federal and state income tax returns for the year ended December 31, 2021, with related estimates. We will not prepare quarterly federal and state payroll tax returns, sales tax returns, business licenses, property tax affidavits, and similar forms, unless requested.

We will represent you in tax authority audit of such returns, as requested.

FINANCIAL STATEMENTS

We will not prepare financial statements for the year ending December 31, 2021 unless so requested.

January 1, 2022
Santa Barbara County Fire Safe Council
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CLIENT RESPONSIBILITIES

You agree to provide us timely data pertinent to the performance of our functions, and to advise us timely as to significant factors regarding the company's accounting practices; relationships with customers, vendors and creditors; particularly as to "related party" transactions; action by the owners; contingencies; tax examinations; and litigation.

FEE BASIS

Our fees are based on standard hourly rates, for services of clerical staff, professional staff and the owner, ranging presently from \$30 to \$280. Direct expenses, including computer costs, are separately presented. Billings are rendered monthly and are due within fifteen (15) days thereof.

ENGAGEMENT TERMS

The foregoing arrangement is terminable at will by you or this office, at any time, for any reason.

Though the Firm prides itself in its ability to efficiently work through completion of engagement, there may be exceptional circumstances (including client decisions) which make completion impossible. In such event, our policy is to bill for services to the point of withdrawal.

Any controversy or claim arising out of or relating to this contract, or the breach thereof, shall be settled by binding arbitration in accordance with the Rules of the American Arbitration Association and judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

In the event we are required to maintain any action or other efforts to successfully collect unpaid fees or costs, you agree to pay, in addition to such delinquent fees and costs, actual attorney's fees incurred in connection with any such action.

January 1, 2022
Santa Barbara County Fire Safe Council
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Please acknowledge your approval of all matters discussed in this letter by signing the original copy and returning it in the reply envelope enclosed. The copy provided is for your records.

Please call immediately if any aspects of the above are unclear or unacceptable. In the absence of such discussion, and a written revision of these matters, your understanding and approval will be implied.

We appreciate the opportunity to provide our services to you and anticipate a mutually rewarding association.

Very truly yours,

Gary Gray
Certified Public Accountant

APPROVED BY: _____

DATE: _____