



Promoting Wildfire Safety Through Education and Action

Meeting Agenda: Thursday – July 28, 2022 @ 0900

Join Zoom Meeting

<https://us02web.zoom.us/j/88380852925?pwd=VU16dWNncXVtUnE3UTVPdmtPKzdnUT09>

Meeting ID: 883 8085 2925

Passcode: 081106

Dial in: +1 669 900 6833

BOARD MEETING:

- 0900 - 0905: Establish Quorum (P. Van Leer)
- 0905 – 0910: Treasurer Update (K. Varga)
- 0910 – 0915: Coastal Conservancy Grant Update (P. Seymour)
- 0915 – 0925: Cal Fire Grants Update (R. Hazard)
- 0925 – 0940: RWMP Update (A. Parkinson)
- 0940 – 0950: Structural Retrofit Update (C. McGinnis)
- 0950 – 1000: Community Alert Program Sponsorship (V. Cooper)
- 1000 – 1015: Executive Committee Resolution Review (P. Seymour)

- 1015 – 1100: *Presentation: Gaviota Community Wildfire Protection Plan (Dudek, S. Coffman, R. Hazard)*

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

Next Scheduled Meeting (Board Meeting): Thursday, August 25th at 0900



Promoting Wildfire Safety Through Education and Action

**Santa Barbara County Firesafe Council
Board of Directors' Meeting
July 28, 2022**

Directors Present: Paul Van Leer, Ted Adams, Kevin Varga, Ray Smith, Phil Seymour, Scott Coffman, Dan Fawcett, Renee O'Neill, Victoria Cooper, John Ahlman

Directors Absent: Max Moritz, Rob Hazard, Nic Elmquist, Supv. Joan Hartmann

30 Attendees (Total)

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 \(sbfiresafecouncil.org\)](#)

Treasurer's Report

- K. Varga reviews Treasurer Report provided in meeting package

Meeting Follows Agenda (RWMP Update moved to first order of business):

1. RWMP Update (A. Parkinson)
 - A. Parkinson reviews update provided in meeting package
 - AOP/Communication Coordinator being conducted on August 9th and 11th
 - SBCFSC merchandise discussion
 - i. Potential for giving free merchandise to volunteers or community leaders
 - ii. Potential for selling merchandise at slight profit for wildfire relief fund
 - iii. T. Adams suggests having additional identifier on merchandise for people that are involved in the SBCFSC
 - Marc Mayes (RWMP Landscape Domain Lead) set to present hazard maps at September meeting
 - See motions
2. Coastal Conservancy Grant (P. Seymour)
 - Met with Coastal Conservancy group, who requested more detailed information on deliverables/metrics
 - Additional documentation will be reviewed and submitted by end of month
3. Cal Fire Grants Update (S. Coffman)
 - Working on contractor Request for Proposals (RFPs) and Project Manager position framework

- i. Fabian Saucedo, Community Tree Service (communitytreeservice320@gmail.com) offered services
 - C. McGinnis working with Director Hazard to develop CEQA framework for prescribed herbivory
4. Structural Retrofit Update (C. McGinnis)
 - Proposed budget shared and accepted during meeting
 - See motions
5. Community Alert Program Sponsorship (V. Cooper)
 - Developing contract/agreement with Director Adams and Director Seymour, who have recused themselves. Agreement due before next board meeting.
 - Paula Lopez Ochoa, Public Relations specialist, will work to develop SBCFSC Communication Plan
6. Executive Committee Resolution Review (P. Seymour)
 - Draft resolution, which was presented three weeks ago, only included minor comments
 - Director Seymour will circulate a revised version

Motions:

1. Motion to hire Paula Lopez Ochoa (MOU included in board agenda package) on retainer as a Public Relations specialist for a year (Director Cooper, Director Ahlman seconds, all in favor)
2. Motion to approve \$750 in miscellaneous funds for supplies we cannot buy using grant funds, i.e. business cards, keys for the office, Zoom accounts (Director Seymour, Director Cooper seconds, all in favor)
3. Motion to approve pay structure outlined in the attached *SBCFSC Personnel Budget – BOD Meeting July 2022.xlsx* (Director Seymour, Director Smith seconds, all in favor)
4. Motion to approve structural retrofit budget presented by C. McGinnis (Director Seymour, Director Coffman seconds, all in favor)
5. Motion to submit application for PG&E grant (Director Coffman, Director Smith seconds, all in favor)

Action Items:

1. A. Parkinson and K. Varga will come up with plan for merchandise distribution
2. V. Cooper, T. Adams, P. Seymour, and P. Ochoa will develop Communication Plan and Community Alert Program Sponsorship Agreement
3. P. Seymour will circulate revised version of Executive Committee Resolution
4. Bob Strojek suggests setting up table at Goleta Lemon Festival on September 24th and 25th
5. P. Seymour volunteers to send out PG&E grant invitation email, see motions

Next Meeting Agenda Items:

1. Executive Committee Resolution
2. Coastal Conservancy Grant
3. RWMP
4. Gaviota CWPP
5. Structural Retrofit Platform
6. Cal Fire Grants Update
7. Google Docs Demo
8. Electronic Signs?

Board Adjourned at 11:12 AM

Guest Presentation: <https://sbfiresafecouncil.org/featured-presentations/>

Gaviota Coast Community Wildfire Protection Plan (Scott Eckardt-Dudek and Scott Coffman)

Future Meeting Schedule and Guest Speakers:

1. August 25th – Board Meeting
2. September 22nd – Board and General Membership Meeting
 - RWMP Landscape Domain – Marc Mayes
3. October 27th – Board Meeting
4. November 17th – Board and General Membership Meeting
5. December 29th – Board Meeting

Minutes respectfully submitted: Kevin Varga

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

RWMP Update

General Updates

- We have selected 5 applicants to interview for the AOP/Communication Coordinator position. Their applications are in the attached zip folder. The interviews will be during the first and second week of August. AMP, Kevin, Victoria, and Paul are on the hiring committee. We will seek Board approval via email or at the next meeting to hire.
- Kevin is making progress on completing the two CalFire grant progress reports and is monitoring a UCSB undergrad intern working on collecting and organizing dozens of landscape fuels project spatial layers from several different agencies. Data will be used to conduct a gap analysis.
- Motion: Hire Paula Lopez Ochoa on retainer as a Public Relations specialist
 - This is different from the tasks and duties of the AOP/Communication Coordinator, who will be responsible for social media, general outreach fliers, and website management. Paula will be coordinating press releases, radio shows, and other strategic press actions for the events and between events.
- Motion: approve \$750 in miscellaneous funds for supplies we cannot buy using grant funds, eg business cards, keys for the office, zoom account(s)
- Motion: Approve pay structure outlined in the attached *SBFSC Personnel Budget – BOD Meeting July 2022.xlsx*.
 - See attached budget that projects personnel costs until the end of 2024 (when the NFWF grant ends).
 - Main takeaways: Raise AMPs rate from \$38.27/hour to \$45/hour which would result in pay equity with Kevin’s PM position, bring Gustavo on as a full-time employee (he is currently contracted for 30 hours/week), and use some discretionary funds to pay for the AOP until the Coastal Conservancy grant funds come in.
- Point of discussion: Gustavo and I have gotten requests from community members for our SBFSC shirts and hats. We can either:
 - 1) give them to anyone who asks,
 - 2) sell them for what we paid for them (hats ~ \$16.50, shirts ~\$16-19 (depending on size)),
 - 3) sell them for a little more than we paid and put the extra funds into a funding source to (for example) assist low-income communities recover from a wildfire

Community Domain

- New intern! A senior geography and sociology student, Taylor Tait, started working with Gustavo and I last week. She will help with our home evaluation program this summer.
- Gustavo and I met with Ventura Regional FSC to discuss the programs both FSCs are working on and share successes, challenges, and lessons learned.
- Firewise: Gustavo and I are busy working with about 13 Firewise communities, most of which are in Mission Canyon.
- Focus groups:
 - Summary: SBFSC is hosting focus groups with underserved and socially vulnerable populations to better understand the barriers these communities face that reduce or prevent participation in wildfire support programs. CEC, the RWMP social-equity subcontractor, and Ali Cortes, focus group facilitator, are leading the efforts for focus group outreach and implementation.
 - CEC is still conducting outreach. They have also assembled a guiding framework outlining what we would like to learn from the focus groups which is being used to create the focus group discussion questions.
 - Date of the first focus group is TBD
- Event Planning
 - Kevin and AMP are taking the lead on the event planning. Once they AOP is hired they will join the planning committee. We will report and collaborate with the RWMP subcommittee.
 - **Mark your calendars because the next event is scheduled for October 14 and 15 at Direct Relief.** The theme is the RWMP - A holistic approach to wildfire mitigation
 - We are partnering with the UCSB events committee to plan the event. UCSB is taking the lead on Friday, which will host an afternoon workshop geared towards academics and agency personnel and an early evening reception with a keynote speaker. Saturday the SBFSC is taking the lead on a more community oriented day. Currently we are thinking we could do something very similar to the May event with fire trucks, speakers, tables from local agencies. Although we are open to hearing alternative suggestions! Kevin and AMP will propose a more detailed idea for the event at the following board meeting.
 - In 2023, we plan on having a home hardening and defensible space workshop and an evacuation workshop

Built Environment Domain

- They have been having lots of meetings with local agencies to work on their baseline and vulnerability assessments, e.g. roads, housing, planning departments.

Landscape Domain

- Hazard mapping: in final stages of completing the hazard maps for public presentation. Maps look at several scenarios, but particularly focus on SB's unique sundowner wind scenarios. Aiming to show the maps to the board in August.
- Marc is monitoring the UCSB interns working on a project trying to map road widths which can be used in future evacuation planning.



July 2022 Update: Structural Retrofit Platform Update

- Confirmed dates and film schedule for two homes (one in SB/urban, one in Buellton/WUI)
- Coordinated with Ethan and 360 photographer for test shots last week
- Prepared budget with proposals from all contractors
- Completed all detailed flow charts for house elements that will be included in portal
- Reviewed additional websites for content

Christina McGinnis, Project Manager – Structural Retrofit Program