



Promoting Wildfire Safety Through Education and Action

**Santa Barbara County Fire Safe Council
Executive Committee Meeting
October 5, 2022**

Executive Committee Directors Present: Paul Van Leer, Kevin Varga, Victoria Cooper, Rob Hazard, Nic Elmquist

Executive Committee Directors Absent: NA

Other attendees: Directors Joan Hartmann and Scott Coffman; Staff Anne-Marie Parkinson and Kian Brouwer

1. Kian's Tasks:

- Donation Tracking/member communication: Send out thank you cards to donors. Improving communication with members. Quarterly newsletter. For sure annual newsletters. Developing a process for tracking donations and developing a letter thanking them for past support and letting them know they are up for expiration/continued support. List based off month, lets us know when to send out memberships are due. Send through email with a paypal link?
- Email Monitoring: Kian Monitors email. Sbfiresafecouncil@gmail.com. Nic and Kevin check it occasionally, but we will transfer this responsibility to Kian. Questions about meeting, interested in presenting, asking about future events, etc. Kian would respond to email, direct them to appropriate people, and manage the account. CC Paul on outgoing emails.
- SBCFSC Calendar: Posted on website as google link. Con: Need gmail to access it

2. Selling Shirts/Hats Update:

- Kevin applied for a temporary seller's permit last week through the California Tax Organization. Hasn't heard anything, will be reaching out to someone at the organization. Applied for Thursday 10/13 - Monday 10/17. We'll have to pay sales tax, record every item sold, send in a payment report with the amount of sales tax for every item sold. Include where we are selling. Don't include tax with selling, just make a set price.
- Credit card reader would be worth the cost. Explain what it is for. Sell close to cost, all proceeds go to disadvantaged communities. Encourage donations at the same time. Setup venmo for events in case people don't have cash?
- If it goes well at the exhibition, we can explore cheaper options in order to sell more and generate more money to donate

- Set funds aside to buy shirts and hats to sell, all additional profits go towards a donation. Program pays for itself and generates money

3. Grant/Project Tracking System:

- Rob created a document with grant/project codes. Used for invoice numbering scheme. 4 digit project codes to help with spending, timekeeping, etc. Each project corresponds with a 4 digit code. Everything dealing with a Cal fire grant starts with 01_-. Each project will be the second two digits, until we get to 10. Once grants go away, we can reuse numbers. NFWF 02_-. Rob's document contains the full list.
- On timesheets we could add a column and add the codes. For invoicing it would be project code/2 digit for year/3 digit for invoice number.
- Should incorporate donations/ membership fees or sales into a project code?
- Set calendar reminders for when grant reminders are due

4. Grants:

- Funds for one representative within each county to give to wildfire prevention organizations. Joan sent a note to CEO (Mona N.) and County Chief H, who said go to Rob. Deadline for grant submission is November 15th. Rob told county fire not to apply, instead let it go to SBCFSC. Joan/Rob going through County Fire Chief.
- AMP: County board of supervisors would need to sign-off. Would be better coming from the county fire saying that they will not be applying, and funds would be better going to the Fire Safe Council. AMP will be reaching out to the County Executive Officer.
- Victoria says we need to prove we are working with disadvantaged communities. Talking with CEC.
- Rob believes a letter from the CEO should be enough, along with the letter from SBC Fire.
- Explain why we didn't decide to apply for the federal CWPP grant currently. AMP says they may be opening a new grant in the next few months.
- Rob is sending out two advanced grant requests (chipping \$450,000 / herbivory), confident they will get passed. Including money for a project manager. Chipping grant needs a project manager ASAP as we will get funds within 1-2 months. CAL Fire wants organizations to use received funds within 6 months. Each grant covers 20 hrs per week, but we are funded to hire 1 person for 40 hours a week to manage both grants. Herbivory grant, we have time to find someone. Chipping grant manager could help with home evaluations. Find someone qualified to do both. Quarterly reports, if we don't spend funds in 6 months we will need to send a letter explaining reasons to CAL Fire.
- Rob agrees he will act as Rx herbivory project manager for the time being.

Motions:

None

Action Items:

1. Rx Herbivory Position Description and Outreach (N. Elmquist)
2. Add strategy for applying to upcoming grants to our Executive Committee agenda

Minutes respectfully submitted: Kian Brouwer