



Promoting Wildfire Safety Through Education and Action

**Santa Barbara County Fire Safe Council  
Executive Committee Meeting  
October 19th, 2022**

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

**Executive Committee Directors Absent:** N/A

**Others Present:** Anne-Marie Parkinson, Kian Brouwer, Christina McGinnis, Scott Coffman, Max Moritz

**General Notes:**

- Have an annual meeting, to create new committees. Create a finance committee that would be in charge of grants
- Victoria recommends having an annual retreat: Goal to create an annual plan.
- Anne-Marie brings up that we should make the board of directors meetings more accessible for the public: How do we send out invites?
- Christina will write us a letter of support, and vice-versa
- Around 6000\$ for new printer
- Find a personal

**Motions:**

1. Advertise the Chipping Manager Position (K. Varga, N. Elmquist Seconds, All in favor)
2. Motion for membership committee to come up with strategy of membership communications and growth. (V. Cooper, K. Varga Seconds, All in favor)

**1. Strategy For Applying to Upcoming Grants:**

- We need to come up with yearly plan of what grant applications we are putting in november
- We need to create a budget for the new grants
- Post chipping manager position, then we can create budget
- Wait for November when we know Cal Fire Grants are coming

- Paul says we need a strategy
- Kevin: Large expanding grant for RWMP in order to move to north county and bring in more staff (Highest Priority). 6 months to get funds so would be mid-2023
- Anne-Marie: Apply for a CWPP grant for this cycle, wait to apply for RWMP expansion. Enough funds to keep everyone employed. No cost extension. Once we get county coordinator grant it will free up funds
- She says we should finish what we are doing before expansion. Paul agrees, saying using south county as “test case”
- Kevin thinks it would be better to start getting funds so we are ready to go. Nic agrees, saying it is a three year grant and we are ready to expand.
- Use grant funds to hire a staff member in north county who can become community domain lead
- Scott brings up north county chipping? Want to apply for a new grant to expand it in 2023-2023
- All Agree to have a meeting in the future to develop a financial plan.
- Anne-Marie can start helping with grants now that event is over. Victoria says she can help
- Anne from Coastal Conservancy says she would endorse

## 2. Chipping Manager

- Chipping manager application, everyone agrees it's ready to go
- Include the chipping manager position in next week's board meeting agenda.
- Paul brings up Mike Lopez's contact from Ventura Regional FSC (Kate Furlong?)
- Anne-Marie says she is great
- Do we want it to be a contractor or fire safe council employee
- Nic asks if we should clarify that in the job description. Whether we will even accept a contractor.
- Kevin thinks we should be flexible in order to have a wider pool of applicants. Contractor sending invoices would be more flexible. Having more employees would promote cohesiveness, and would care more about the inner workings of the Fire Safe Council. Paul agrees: Contractor won't care as much about our organization compared to an employee
- Rob brings up that they will be doing grant reporting and we will be responsible for that. Having an employee would benefit us on that point.
- Does the board need to approve the job description? They will have to approve the person we recommend.
- Kevin, Anne-Maire, Nic and Kian will work on outreaching the position.
- **Motion: To advertise the Chipping Manager Position, K. Varga**
- **N. Elmquist seconds, All Board Members agree**

### 3. Christina's Recommendation For Subcontractor:

- Looking for approval to give green light with subcontractor
- Budget: 37,000 for next invoice. Her, Ethan Turpin, Alison Bradley,...
- Molly and Kelly's Proposal would be 12,255\$
- Total would be a little less than 60,000, would be under budget
- She would like to do more filming with Ethan.
- Having molly and kelly to help on this would be a great way to simplify the permitting side of the house
- Anne-Maire Brings up that she needs to follow the code requirements for all cities, not just Santa Barbara City. Include Carp, Montecito, etc.
- Rob says this will be very difficult, more nuanced than her list. Task will be meeting with the correct regulatory officials. Mostly will be building officials, not fire department members
- Nic questions what are they doing for the built environment, Christina is not sure what their scope is for that
- Rob says they should have mapped what infrastructure is in cities, what is in counties. Structure set-up in communities. Use RWMP information.
- Have built environment team pull spatial maps
- Christina wants the, to make it as simple as possible
- Anne-Maire says code will be updated and the team will need to make updates
- Paul says if it's over 10,000 it needs to go to the board. Decided we need to bring it to full board
- Christina says waiting 1 week won't change anything with output
- Victoria says that Christina has permission under MOU to hire subcontractors.

### 4. Membership Management:

- Take the letters away from Paul Cashmanns office.
- Nic says that the strategy of one mail-out a year doesn't really work. Nic says bring back membership subcommittee, newsletter, quarterly messages.
- Develop a different path forward with membership management
- Victoria says we should bring it in house, talk about levels of communication. Give them options. Members newsletter for people who pay to be members.
- **Motion for membership committee to come up with strategy of membership communications and growth, V. Cooper**
- **Second, K. Varga. All in favor**
  
- **Board Meetings:**

- How to get them to come to our meetings: time on our agenda, public round-table every other meeting.
- Rob says bring back a consistent round table, but we should create a public comment. Create something on a website where you can create a public comment? Portal for people to express their voice.
- Victoria says call it comment and share
- Anne-Marie: have a set time for public comment every meeting so people don't have to sit through the whole meeting, can join when they know the set time is. Have time for other agencies to report on what they are doing. Discussion Question?
- Nic says we should have the meetings in person, more business oriented. Clear in our agenda and messages to the public when they should come and participate in meetings. Rab agrees in-person and cleaning up our meeting process
- The Management Subcommittee will get together next week to create a plan, then we will go to board. Work on these ideas then present the new plan for the year. Tell the board we are working on it, then will present it at the next meeting.

#### **5. Kian Priority Tasks:**

- Event Budget summary
- Newsletter for December (Meeting with Nic and AMP)
- Website Recommendations: Discuss what allison can do and what we can do
- Meeting with Kevin on quickbook training and financial side of FSC
- Communications and strategic plan
- Printer Options to exec committee

#### **6. Grant Reporting:**

- We can begin putting grant reports into their online portal
- All of our grants will be on there
- Who wants to be oversight on that?
- Project manager completes, treasurer looks over, finance person makes sure everything looks right, then exec. Director okays' everything.

#### **Action Items:**

- Devote an entire meeting, maybe in person, to develop a financial plan which will include how future grants fit into this plan.
- Bring Christina's proposition to the board.