



Promoting Wildfire Safety Through Education and Action

**Santa Barbara County Fire Safe Council
Executive Committee Meeting
April 19, 2023**

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

Executive Committee Directors Absent: Nic Elmquist,

Others Present: Kian Brouwer, Scott Coffman

1. Time for in-person May BOD meeting

- Evening, late afternoon would be best. K. Brouwer will check with direct relief staff when they are available
- Later in the day would be better to accommodate working attendees

2. San Antonio Creek HOA new agreement (Kevin)

- Multiple projects going on in certain areas so there is some confusion amongst all parties. County Fire is having some employee shifts, new staff members are getting set in new roles
- Cal Fire hasn't done any work, but Catherine (Fund Manager) is reaching out to Kevin asking for invoices. We are the middle man for the project
- They will be sending us a new agreement. K. Varga thought we would have this by now, but hasn't received anything. He will forward this when we receive it

3. Grant budget reviews, if and when to do this in EC meetings?

- AMP (Executive Director) wants to meet with project managers once a quarter, then she would present to the BOD's. Would simplify the process.
- Plan is to have this in the next ED meeting

4. Amp Employment agreement finalize

- ED's agree draft document looks fine. Some changes need to be made
- Having an employee manual will be a great start for this, and document to make changes off

- AMP will keep the accrued overtime she has earned, but that may not be possible for her position in the future
- Will send her the contract and make amendments based off her comments or concerns

General Notes:

- WRA Show: How much is the cost, would we need a technician, how much would this technician cost, airtime cost,
- The employee who will fill the Community Domain project manager position will assume K. Varga's role as a part-time project manager. Roles are grant budgeting, focus group work, event planning committee. Board members believe K. Varga should be getting paid for his 7 volunteer hours. We will discuss this with full board and Anne-Marie. P. Van leer says on other boards the Treasurer is more of a figurehead, believes these duties should transition to Anne-Marie in her new role
- R. Hazard says for the short-term he could help do work on cal-fire reports,
- Discuss plan for Home Hardening Portal, who will maintain

Action Items:

- Have a meeting discussing board members becoming employees
- K. Brouwer will check with direct relief staff when they are available
- **Add Grant budget reviews to next ED meeting**
- **Add plan for Home hardening portal**
- K. Brouwer will clean up AMP's contract and send to ED

Motions:

NA

Minutes submitted respectfully: Kian Brouwer