



Promoting Wildfire Safety Through Education and Action

**Santa Barbara County Fire Safe Council  
Executive Committee Meeting  
May 3, 2023**

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

**Executive Committee Directors Absent:**

**Others Present:** Kian Brouwer, Anne-Marie Parkinson, Ted Adams,

**1. NEWF and CalFire RWMP Grant budget reviews**

- AMP and K. Varga are meeting next week to track whether our budgets are still on track. NFWF grant has some funds leftover, possibly use these for office supplies/new laptop for a new project manager
- K. Varga suggests event supplies: pop-ups, etc.
- V. Cooper suggests we allocate a certain percentage of these funds to purchase office supplies. R. Hazard says County Fire often has extra supplies and will check for us
- N. Elmquist suggests we start having quarterly budget meetings in-person so everyone can get a full understanding on our spending priorities. EC agrees this will be beneficial
- K. Varga has gone through CAL Fire budget, and a concern is what we want to do with our video funds. Wants to discuss this with Ethan Turpin (Burn Cycle Project). Possible suggestion to film a series of basic home improvement/hardening videos: Vent replacements, etc.
- V. Cooper thinks a video on Firwise communities and getting organized would be more beneficial for our communities
- K. Varga thinks we need to start event planning soon. Would be good once we have the new project manager

**2. Plan for Home Hardening portal**

- AMP created a spreadsheet containing the changes we discussed two week ago. EC will go through and prioritize them based on remaining budget
- N. Elmquist suggest drafting an MOU with Alison Bradley to use these leftover funds for portal updates and management. Have her and K. Brouwer (Maybe)

work together to maintain this site. AMP suggests possibly using Ethan to create more videos

- R. Hazard says there a few things we should take care of before we send it to CAL Fire: Chimney, garage door, spriklers/paint treatments/sprays. These are items that they will notice are missing
- **V. Cooper makes a motion to contact C. McGinnis and Alison, ask when they can complete these items, then draft a contract with a defined timeline based on their response. K. Varga seconds. All in Favor**

**3. Increasing Trace's hours to analyze the focus group discussions:** funds for this would come from SIG-NAL not SBCFSC. Is BOD approval needed?

- AMP reached out to CEC to make sure they approved of this
- P. Van Leer says we should get a timeline and dollar amount of what that will look like
- AMP will follow-up once she has information

**4. May BOD meeting and elections**

- AMP created a meeting format, not so much all the information from project managers, but focusing on success stories, lessons learned, challenges faced, how the board could help
- AMP will add this to her to-do list, she will present options once completed
- K. Brouwer will send out emails to current, and prospective board members asking whether they are interested in being on the board.
- We will have a hybrid option for the meeting to accommodate people from North County
- K. Brouwer will post the meeting agenda on the website

**5. BOD and staff summer get together?**

- BBQ/dinner event after new board members are hired: Possible June/July, after newest employee is hired and caught up

**6. Cal Lutheran Board Leadership Institute:** who else wants to/should participate?

- EC agrees we should attend this. It would only AMP + 3 board members attending
- P. Van Leer can attend. R. Hazard + V. Cooper can possibly attend.
- AMP will reach out to see whether we can wait to apply
- Deadline to register is June 16th

## 7. Governor's wildfire resilience task force

- EC thinks AMP should attend this event in Santa Cruz. She will do her best to attend
- R. Hazard says these are the best time to promote extra funding to organizations like ours: this should be our message we want to promote

## 8. Finalize AMP contract

- AMP has received her contract and make suggestions/edits
- **R. Hazard: Motion that AMP should be converted to ED position/pay by the May 28th pay period. N. Elmquist seconds. All in favor.**
- PTO will begin being accrued: AMP will need to figure this out

### *ED Administrative Update*

- Submitted application renewal for Alliant, our current insurance group. It was required to submit this month, but I have a quote request out to NIA (Nonprofits Insurance Alliance) for a quote since Crystal, our bookkeeper, recommended we look into receiving insurance from a group that specializes in insurance for nonprofits.
- Submitted an update to our workers compensation group to update employee salaries and class codes. They gave 3 different invoices, so I'm clarifying which one is the correct number that we need to pay.

### **General Notes:**

- AMP started adding ED administrative updates to the bottom of the EC agendas. K. Brouwer will add these to minutes

### **Action Items:**

- K. Brouwer will send out emails to current, and prospective board members asking whether they are interested in being on the board.
- K. Brouwer will post the meeting agenda on the website

### **Motions:**

- V. Cooper: Motion to contact C. McGinnis and Alison, ask their timeline to complete these items, then draft a contract with a defined timeline based on their response. K. Varga seconds. All in Favor
- R. Hazard: Motion that AMP should be converted to ED position/pay by the May 28th pay period. N. Elmquist seconds. All in favor.

**Minutes submitted respectfully:** Kian Brouwer