



Promoting Wildfire Safety Through Education and Action

**Santa Barbara County Fire Safe Council
Executive Committee Meeting
June 28, 2023**

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

Executive Committee Directors Absent: Rob Hazard

Others Present: Anne-Marie Parkinson, Kate Furlong, Jessie Tobin, Kian Brouwer, Phil Seymour, Mark vonTillow

1. Chipping (Kate/Jessie)

- S. Coffman has car issues after assisting equipment in the Hollister Ranch chipping area. We need to see a description of what happened before we make a decision. V. Cooper recommends doing an accident investigation so we can get facts before making a conclusion
- K. Furlong and J. Tobin drafted a letter and plan to share with the chipping contractors to reduce the amount of time set in Hollister Ranch and reallocate that time to other parts of the County
- They will send this letter and the updated contract to SB Tree Care

2. Review [CA Fire Foundation Grant](#)

- AMP has been working on the grant application that is due on Friday. We would provide education and materials to homeowners (i.e. Kit). There are no staff funds as these come from our other grants.
- V. Cooper is concerned about how some community members will be able to use these kits. Who will help these community members that can't get on their roof, etc. N. Elmquist brings up that grantors realize this project is just starting and we will be adjusting.
- **V. Cooper makes a motion for AMP to submit this grant. N. Elmquist seconds. All in favor.**

3. Request to sign [letter of support](#) for CA bill that would increase grazing costs

- EC decides to abstain from signing on to this letter due to not having enough time to review the intricacies of the statements brought up in the letter

4. Staff, subcontractor, and BOD interaction/chain of command

- EC thinks that we should keep the open communication between board members and staff. AMP/ED should be CCed on any of these emails
- P. Seymour says the board should meet to discuss any conflict of interest issues
- AMP/ED should be the one delegating the importance of tasks for staff members
- P. Van Leer should also be copied on any important organizational tasks so he is aware of what is going on with the organization
- There should be a difference between acting as a board member vs. community member: i.e. P. Seymour calling K. Furlong regarding the Painted Cave Community
- AMP will draft an operational chain of demand document for the BOD to review

5. Review Gustavo accident

- AMP talked with the CA Chamber of Commerce regarding this accident. They recommended covering the costs as it occurred while G. Agredano was working. It was a Hit and run and only knocked off his mirror.
- EC agrees this is something we should add to our employee handbook
- We can pay off his estimate when we receive it

ED Administrative Update

- Purchased an annual CA Chamber of Commerce membership for \$559. They have resources about everything employment law related, will provide updates as laws change, and have a free helpline manned by certified experts for any questions.
- SBCFSC got accepted into the Cal Lutheran Board Leadership program! We will learn a lot about nonprofit management :)

Action Items:

- K. Brouwer will reach out to the Grazing Letter sender and let them know we will be abstaining from their letter
- Send the board the two recommendations for our grazing contractors along with the contract for their approval. Also, let the contractors know we have selected them, but the contracts need to be finalized and approved by the board.
- Send the board the letter and updated contracts for the chipping contractors

General Notes:

- P. Seymour says we should create a Conflict of Interest document/policy

- We need to start adding all expenses when we submit grant applications. There are problems with finalizing our Gaviota Coast CWPP

Motions:

- **V. Cooper makes a motion for AMP to submit this grant. N. Elmquist seconds. All in favor.**

Minutes submitted respectfully: Kian Brouwer