



Promoting Wildfire Safety Through Education and Action

**Santa Barbara County Fire Safe Council
Executive Committee Meeting
July 5, 2023**

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

Executive Committee Directors Absent: None

Others Present: Anne-Marie Parkinson, Phil Seymour, Ted Adams, Mark Von Tillow

1. Chipping Update

- Chipping in HR will go beyond July 7th since the crew lead was out sick for a few days, so they got behind schedule, and Scott is out for a week so he wouldn't be there to supervise remaining work.
- Jessie will modify the letter to SB Tree Care about reducing their time in HR to July 18. Note, no extra chipping is being done in HR with this deadline expansion, it is just being extended because of illness and the supervisor (Scott) being out of town and unable to supervise for a week.

2. SoCal Edison Grants 2023

- AMP met with Natalie Y., the SCE community outreach representative for Santa Barbara. She gave some recommendations for our meeting tomorrow with the SCE Philanthropy division who has more grant funds to give out than Natalie has access to.
- SCE is also interested in more collaboration with us in our events and community engagement.

3. Review of ED Powers and BOD interaction policy

- These documents will be sent to the Board for review and approval at the July BOD meeting.

4. Paula Lopez Ochoa contract extension

- Paula's contract is up in August. She has only used a very minor amount of the funds set aside for her services.
- Paula is paid through NFWF subcontractor funds.

- Director Elmquist wants to ensure Paula's contract includes assisting Kian on a Communication Plan. AMP reassures that it does.
- EC approves motion to recommend her contract extension to the Board (see motion below for details).

5. AMP PTO request

- EC approves AMP being away from the office for approx. 4.5 weeks to take time off in mid august-mid september. AMP will work part time while in Michigan, will be available for staff and other important meetings and doing critical tasks while in Ecuador to stay up to date on organizational matters, and will only be unreachable for 1 week. Kate will be the main point of contact for staff and Paul while I'm unreachable.

6. Employee Handbook

- EC wishes to review sections of the in-progress draft Employee Handbook. AMP will provide sections for review once they're ready with highlighted sections and comments to streamline discussions.

7. MTO Grazing Update

- Grazing in Montecito (with FSC grazing funds) is finished and under budget since the proposed area grazed was less than the final area grazed. The invoice from Cuyama Lambs has been modified to reflect the final amount.
- A written update will be provided in the July BOD meeting.

General Notes

- EC recommends the creation of a subcommittee to explore continuation options for the Community Alerts radioshow we sponsor. The contract for the radioshow ends on Dec 31, 2023. Kian, Nic, and Ted will be on the subcommittee. Mike Williams and Paula will be consulted.

ED Administrative Update

- Working on creating an employee handbook for the organization. Much thanks to the VRFSC for sharing their version, which I am just editing instead of starting from scratch.
- I am annoyed at US Bank who was supposed to remove the FSC account from just my personal account, but instead also removed it from my business account. So now I cannot view our expenses...I will have to work with them after the July 5th EC meeting to sort all that out.

- Kevin and I are pretty close to figuring out the billing of employee wages and associated taxes.

Action Items:

- Jessie will amend the letter to SB tree care for Paul's signature.
- AMP will update Paula's contract with the new terms for Board approval at the July meeting.
- AMP will work with Kian on timelines for the draft Communication Plan and include Paula in the process.
- After the meeting with SCE, the radio outreach subcommittee will be consulted with a deadline for providing a recommendation to the EC.

Motions:

- EC recommends to the Board to extend the contract for Paula Lopez Ochoa through October 31, 2024 not to exceed 100 hours. Director Cooper firsts, Director Varga seconds, all in favor.

Minutes submitted respectfully: Anne-Marie Parkinson