



Promoting Wildfire Safety Through Education and Action

**Santa Barbara County Fire Safe Council  
Executive Committee Meeting  
August 9, 2023**

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

**Executive Committee Directors Absent:** K. Varga

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

**1. Staff salary**

**2. Filing system for Admin Google Drive**

- We need a standard filing system for our google drive folders. There is different formats for everything. N. Elmquist has created a template we can use
- A number system would be best as everything will be in sequential order
- K. Brouwer will work on organizing the google drive folder

**3. Reassignment of duties while AMP is away**

- AMP has created a list of her duties and assigned them to staff/board mmebrs while she is away
- K. Varga and P. Van Leer will be in charge of approving expense request forms
- N. Elmquist and K. Furlong will be in charge of EC agendas. K. Furlong will attend EC meetings during this time
- Staff will be reaching out to Matt Marsh for any map making needs in Aug/Sept
- Our insurance is due while AMP is away, she is trying to take care of it but it may not be possible.

**4. Retirement Plans for staff**

- We are required to provide a retirement plan option for staff as we have more than 5 employees now. AMP has been in contact with VRFSC on what they have used. She has a few options and is looking into them.

**General Notes:**

- Our newly awarded grants will be available after October 31st

- R. Hazard will be working on project area assignments for the Grazing program

**Action Items:**

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**Minutes submitted respectfully:** Kian Brouwer