



Promoting Wildfire Safety Through Education and Action

**Santa Barbara County Fire Safe Council
Executive Committee Meeting
August 23, 2023**

Executive Committee Directors Present: Paul Van Leer, Victoria Cooper, K. Varga

Executive Committee Directors Absent: Nic Elmquist, Rob Hazard,

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

1. Staff salary revisited

- Staff salary for an employee will be discussed at the Aug 24. BOD meeting.
- EC suggests capping automatic yearly staff raises at 3 years of employment and the BOD/EC can revisit this topic in 3 years. This topic will be further discussed with the full board when AMP proposes the Employee Handbook to the board in a few months.

2. Retirement Plans

- AMP has been looking into retirement plans for staff members. Researched options for cost to SBCFSC, benefits to employees, fees, etc.
- There are some free options, but some have yearly fees and start-up costs
- Simple IRA seems the best option for us currently as they do not have any fees for the employee or employer. This option will encourage employees to invest in their retirement and shouldn't incur huge costs for us as an organization. AMP will look more into this at other plan providers.

3. Sept BOD agenda

- Meeting time will be shorter: 5:30pm-7:00pm for the official meeting: no guest speaker. Most program updates will be written and only Jessie will talk about year 1 chipping with recommendations for year 2 and AMP and Graham will talk about the RWMP. 7:00-8:00pm will be for community roundtable and socializing.

4. Ventura CCCs hazardous fuel maintenance

- There is additional funding for some landscape projects in Santa Barbara. They want recommendations from community members.

- The work should be in public areas, but could probably work on roads and such. Can't work on private properties

5. Request for letters of support:

- AMP received requests for two letter's of support: One for an implementation grant from the County, the other a planning grant to expand the climate resilience hub

6. SLO CCCs

- Got funding and wants to do clearing projects in Santa Barbara. Member will be coming down in September for a meeting of what this partnership will look like

ED Administrative Updates

- [Here](#) (SBCFSC drive below the list of folders) is my travel schedule and availability while I am gone, along with the reassignment of duties and who to reach out to regarding certain topics.
- Banking
 - Paul, Kevin, and I opened up a Chase business account and Chase business credit card (thanks Paul). I am working to move most funds from US Bank to Chase, but will leave around \$50,000-\$75,000 in the US bank account to make sure we successfully transfer all services on a monthly/annual billing cycle to our new credit card. New card should arrive in a week or so.
 - Quickbooks has been connected with Chase and our bookkeeper has viewing access to our account.
 - In October we will close the US bank account and debit cards and fully transition to Chase.
- Having initial meetings with the CCCs (CA Conservation Corp) on partnering with us in Spring so we can help people and communities with defensible space.
- Still waiting on the grant agreement from CalFire for the Education and Lompoc CWPP grant that we got.

General Notes:

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Action Items:

- AMP will look more into retirement plan options for staff
- AMP will follow up with CCCs about funding timeline and restrictions.

Minutes submitted respectfully: Kian Brouwer