



Promoting Wildfire Safety Through Education and Action

**Santa Barbara County Fire Safe Council
Executive Committee Meeting
January 10th, 2024**

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

Executive Committee Directors Absent: Paul Van Leer

Others Present: A. Parkinson, C. Harris, P. Seymour, T. Adams, K. Pananides, J. Tobin, S. Edner

1. Board Development Tasks

- a. Confidentiality Policy
 - i. There is overall concern that the Confidentiality Policy is not very realistic or appropriate for SBCFSC use. It is too broad and secretive.
 1. The Confidentiality Policy needs to be more specific on what information SBCFSC is trying to protect.
 - ii. The goal is to keep SBCFSC business as transparent as possible.
 1. The EC urges A. Parkinson to create an itemized list of the most confidential and sensitive topics. From this list the EC can add or take away items during future meetings and refine as needed.
- b. Prospective Board Director Interest Assessment Form
 - i. All members agree the form looks well written and is ready for use.
- c. SBCFSC Director Self Assessment Reflections
 - i. Members agree this survey should be made to be taken as easily as possible.
 1. Upcoming priorities section may be too broad and is left open ended.
 - a. K. Varga: Instead of an open ended question create a list of options for users to choose from.
 2. N. Elmquist: Create a question that prompts the user to list subcommittees they are interested in serving on
 - ii. Outside of these concerns all members feel the survey is ready for use.



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- d. Conflict of Interest Policy
 - i. Current policy is too stringent regarding the ability for BOD members to vote or participate in decision making processes in events and situations when ties to friendship / colleges occur
 - 1. The EC needs to put in place a Voluntary Recusal clause
 - a. Insert some form of language allowing a BOD member to have the ability to recuse themselves from a vote, panel, or other form of decision making process when they deem they know someone too well and/or are biased.
 - 2. Write in an exception where BOD members are not excluded on votes / working on grants that affect their personal neighborhood or community.
 - a. The EC feels it is important to have the BOD members who are SME's (subject matter experts) of their communities participate and work on projects that affect said community.
 - b. In the event that a particular project will directly benefit or effect a specific BOD member's home or property then this is a situation in which that BOD member will need to voluntarily recuse themselves from said project / decision making process.
- e. Board Member Contract
 - i. EC deliberates and agrees that the participation section of the BOD contract is a challenge that will need to be worked out over the course of many meetings.
 - 1. EC decides it will be important to create an and/or section of the contract that states a BOD member must participate and attend a specific number of meetings and events or, in the case that they cannot, they must be able to contribute to the SBCFSC in a valuable way.
 - ii. EC leans towards the decision that it should be a requirement to have attended either BOD meetings/events or participated in a meaningful way in order to become a BOD member.
- f. Responsibilities of the board
 - i. EC decides to review this subject next Friday at the BOD retreat.



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2. Board Retreat Draft Agenda

- a. Arrival around 8:45 am
 - i. C. Harris will send out a map with directions on how to navigate to Las Varas Ranch, the meeting agenda, and the Director Self Assessment Reflection Survey
- b. 9:15 am: team building activity (30min)
- c. 9:45 am: review strategic plan and committees (45min) - N.Elmquist
- d. 10:30 am: 10-15 min break
- e. 10:45 am: Review board development tasks (45min) - Paul and AMP
- f. 11:30 am: 10 min break
- g. 11:40 am: Group SWOT Analysis (30min)
- h. 12:10 am: Final thoughts (20min)
- i. Additional tasks
 - i. Group photos
 1. C. Harris look for a photographer
 - ii. Present Rey with placard

3. Cal Fire Grant Update

- a. AMP will send out final budget and SOW

4. Jan. 25th BOD Meeting Agenda (brief overview)

- a. BOD business
- b. R. Hazard presentation on Wildland Fire Suppression
- c. Q & A Discussion

5. San Antonio Creek Vegetation Management Project

- a. The Law Office of Marc Chytilo wants to donate funds to FSC to hire Cal Fire to do the chipping project.
 - i. EC deliberates on if it is even possible to do it and if the FSC should put time and resources towards it.
- b. EC decides to discuss the topic more during next week's EC meeting

General Notes: Retirement plans will be discussed at next week's EC meeting.

Motions: [none]

Minutes Submitted Respectfully: Charles Harris