



Promoting Wildfire Safety Through Education and Action

**Santa Barbara County Fire Safe Council  
Executive Committee Meeting  
November 16, 2023**

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

**Executive Committee Directors Absent:** Kevin Varga

**Others Present:** A. Parkinson, P. Seymour, M. Moritz, S. Coffman, K. Pananides, S. Edner

**1. Board Development Tasks**

- Goal to have a draft manual for the January meeting, review and incorporate comments for the May 2024 Board elections
- Use other examples as templates
- Look at state law and requirements of board members and non-profit organizations (Phil)
- Culture – Links to by-laws, Strategic Plan, Manual needs to be consistent with established documents/policies
- Requirements to become a member; recruiting process, minimum requirements; form interested Board member can complete and be used to gauge expertise and align with sub-committees
- Expectations of a board member; absences (8/11 meetings required), participation (sub-committee involvement- members should either be on a sub-committee or volunteer at the SBCFSC events; establish a minimum number of hours/year), priorities, tasks, sub-committees (how are they established)
- Have new board members attend staff meetings -orientation process (Rob's powerpoint presentation -Wildfire 101, will present at a general meeting and we will record and put link on website that can be used where pertinent), Grant process; applying, managing grant, links to pertinent documents, Annual calendar of events
- Conflict of interest statement that is signed by Board members and reviewed periodically (Phil will draft)
- Specific areas that could require a confidentiality policy, boundaries (AMP)
- Board Position Summaries (each position can make first draft)
- Exit interviews (formal, informal?) (President will have conversation)
- **Other items:**
  - Advisory Committee (have expertise, Firewise community leaders) but don't have the capacity of being a Board Member; idea of creating Firewise Leadership meeting that can meet this need
  - When a long term Board member leaves, write a document that can be published on website about the person's service
  - Board development Committee



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2. Misc

- Office space: FSC will need to move out of Station 13 chief's housing, likely by the end of the year as County Fire will be revamping the building to house the new paramedics. Rob can likely get us a permanent spot at the current County Fire HQ on Cathedral Oaks if HQ moves to a new location at the old Chevron building in the Gaviota Coast. This may happen early/mid 2024. In the meantime, AMP will reach out to Mike Williams for temporary shared office space at his office in Goleta. A backup option is to rent a storage unit to store our non-essential supplies and use meeting space at County Fire HQ or Solvang until a permanent solution is found.

**Motions:** None

**Minutes submitted respectfully: Anne-Marie Parkinson**