



Promoting Wildfire Safety Through Education and Action

**Santa Barbara County Fire Safe Council  
Executive Committee Meeting  
February 28th, 2024**

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

**Executive Committee Directors Absent:**

**Others Present:** A. Parkinson, C. Harris, J. Tobin, V. Cooper

1. Interview Update

a. Education interviews (listed in chronological order of the interview schedule)

i. Interview 1

1. The applicant had a good interview, but wasn't as great on paper as the top two applicants and also lacked the technical skills the top two applicants had. The interview panel (R. Hazard, AMP, P. Van Leer, V. Cooper) think it would be a good idea to offer him a job as a subcontractor doing defensible space work.

ii. Interview 2

1. This applicant had great wildland fire related experience/knowledge, but not enough curriculum development experience. They also did not have enough experience with certification programs.

iii. Interview 3

1. This applicant was the best on paper and had experience with certification programs & curriculum development, but little to no wildland fire expertise. Despite her lack of wildland fire knowledge, her credentials, vision, drive, and capacity to learn made her an excellent candidate for the role.
  - a. The applicant offered ideas and insights during the interview to take the program beyond what the FSC had envisioned and seemed to already understand pieces of the grant.
2. The applicant could not start until June.
3. *Motion to recommend hiring Interview #3 at the project manager level for the Education Program position.*



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- a. *Director Hazard firsts, Director Elmquist seconds. All in favor.*
  - iv. Interview 4
    1. This applicant did not have enough overall experience (wildfire / education) for the position.
  - v. Interview 5
    1. The applicant had good career and development experience, but was not as qualified as the top applicant.
    2. Currently living on the east coast, but willing to relocate
2. Branded Material for Staff Members: Laptop bags & Jackets
  - a. AMP and C. Harris have been looking into options for buying the staff branded apparel.
    - i. It will help the FSC to stick out and become identifiable at conferences, meetings, and community events.
  - b. *Motion to approve a \$1500 budget for purchasing laptop bags and jackets for FSC staff members.*
    - i. *Director Varga firsts, Director hazard seconds. All in favor.*
3. On-going board development tasks and sub committees
  - a. The EC reviewed the most important SBCFSC board development tasks (soft deadline for task completion is March 20th).
    - i. Work on the orientation process for new BOD members (AMP and P. Van Leer).
    - ii. Work on the recruitment process for prospective BOD members (AMP).
      1. Need to develop new methods of recruitment.
      2. The next EC meeting will discuss this task in more depth.
    - iii. Create an exit interview form and process for BOD members (P. Van Leer & C. Harris)
      1. C. Harris will make template forms for a formal exit/interview process.
    - iv. Review the organizational bylaws.
  - b. Subcommittee review
    - i. Assign a leader to each subcommittee to keep individuals on track.
      1. Assign tasks to subcommittee members to give them goals and direction.
    - ii. Finance committee is AMP, K. Varga, and S. Edner



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- iii. Membership Committee is C.Harris, N. Elmquist, AMP, V. Cooper.
    1. C. Harris suggests the committee needs to sit down and have an official meeting to discuss why the FSC has a membership program, what it does for the FSC, and how it works. From there the subcommittee can decide on what outreach methods are best.
    2. R. Hazard suggests sending membership renewal emails to agencies at least by April because they have to do all of their spending by then.
    3. C. Harris will have Paula assist with the membership subcommittee when it is necessary.
  - iv. The EC decides to combine the newsletter and membership subcommittees into one.
  - c. LPF stakeholder meeting subcommittee is R. Hazard, AMP, S. Coffman, T. Adams.
4. Program Tracker
    - a. The EC discussed making the tracker as efficient, effective, and simple as possible for the BOD to understand.
    - b. AMP will edit and update the tracker with the recommendations from the EC.
  5. Performance Review Forms
    - a. C. Harris has made templates for 90 day, 6 month, and annual performance reviews.
      - i. EC members recommend tying the performance reviews with the 2024 goals and subcommittee tasks that are relevant to each employee.

**Motions:**

- *Motion to recommend hiring Interview #3 at the project manager level for the Education Program position. Director Hazard firsts, Director Elmquist seconds. All in favor.*
- *Motion to approve a \$1500 budget for purchasing laptop bags and jackets for FSC staff members. Director Varga firsts, Director hazard seconds. All in favor.*

**Minutes Submitted Respectfully:** Charles Harris