



Promoting Wildfire Safety Through Education and Action

**Santa Barbara County Fire Safe Council  
Executive Committee Meeting  
March 12th, 2024**

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

**Executive Committee Directors Absent:**

**Others Present:** A. Parkinson, T. Adams, S. Edner

**1. Bookkeeping services**

- a. The representative we've been working with from our Bookkeeping service, Accountability Plus, has decided to leave and start her own bookkeeping company. She has invited us to come with her as a client and her partner provided a proposal offering the same services for a flat rate of \$3,000/month.
- b. Our bookkeeping service fees have fluctuated from \$1,500-\$2,900 since our bookkeeper took on more roles assisting us.
- c. EC wants to know if they can charge an hourly rate instead of a flat fee.
- d. Overall EC wants to transition to this new company because we know and trust our bookkeeper who has gone above and beyond in helping us grow administratively, she is specialized in working with nonprofits, already knows our systems/grants, and it doesn't seem like there's another nonprofit bookkeeping specialist at Accountability Plus to take on our account.

**2. Subcommittee tasks**

- a. Tasks for each subcommittee were established by the EC to help accomplish goals in our Strategic Plan and overcome weaknesses and threats identified in the SWOT analysis during the Board retreat in Jan.
- b. The RWMP subcommittee was renamed to Program subcommittee so there is a space for staff to discuss and receive feedback from the Board on broader programmatic tasks. This subcommittee will meet at least once/month 9am on Wednesday prior to EC meetings so if any matters need to be voted on, then they can be formally voted on by the EC at the EC meeting at 10am.

**3. CWPP interview update**

- a. The selected applicant made a counter offer on salary and PTO. EC declined to offer more PTO so all staff receive the same benefits, but made a counter offer



Promoting Wildfire Safety Through Education and Action

- b. for salary to be the same as what the current PMs will make this year after their COLA.
  - c. EC feels we should soon revisit changing our policy of one set salary per title to providing a range for each title to accommodate candidates with higher skill sets.
- 4. Misc**
- a. Fred will be Rob's replacement and will be the county fire rep on the board for at least 1 year. He will be voted in during the May elections. We will loop him into our BOD and finance meetings prior to May.

**Motions:** [none]

**Minutes Submitted Respectfully:** Anne-Marie Parkinson