



Promoting Wildfire Safety Through Education and Action

**Santa Barbara County Fire Safe Council
Executive Committee Meeting
March 20th, 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, K. Pananides, C. Harris

1. Interview Update

- a. The CWPP Lompoc Project Manager position was offered to two different candidates who both turned it down because they had better offers with either more ideal career paths or better benefits.
 - i. The EC does not want to move forward with hiring any of the other candidates.
- b. Alternate possibilities for completing the Lompoc CWPP
 - i. Subcontract to Dudek
 - ii. There is potential to have J. Tobin transition into working on the community side of the Lompoc CWPP once the grazing program is over in late 2025.
 1. If this were the case the FSC would need to hire subcontractors to help J. Tobin complete the project.
- c. As of right now the EC decides to wait until late April or early May to refloat the CWPP Lompoc job description and continue the hiring process then.
- d. C. Harris please let the rest of the applicants for the Lompoc CWPP project manager position know we are not moving forward with their candidacy.

2. Bookkeeping Services (Embrace Financial)

- a. Embrace Financial is the new firm where Crystal now works
 - i. They are not going to do hourly billing
 - ii. AMP negotiated with Crystal for a flat rate of \$2500 per month
 1. If we choose to move forward with this contract Embrace Financial would reassess the rate after a couple months to see if any adjustments need to be made.
 - iii. Between June and Dec the average Accountability Plus fee for the FSC was \$2200 per month.
 1. The EC feels that staying with Crystal justifies a \$300 increase.



Promoting Wildfire Safety Through Education and Action

- b. *Motion to recommend to the Board of Directors that the FSC move forward with using Embrace Financial as the new accounting firm.*
 - i. *Director Hazard firsts, Director Elmquist seconds. All in favor.*

3. March BOD meeting draft agenda

- a. The EC reviews the agenda for next week's Board of Directors meeting.
 - i. AMP requests that staff members give written updates for this BOD meeting so they can attend the WUI conference talks. The WUI conference and BOD meeting are occurring at the same time.
 - 1. EC agrees that staff members can give written updates and do not need to join the meeting.
 - 2. EC adjusts the agenda to account for this change.
 - a. C. Harris will reach out to the guest presenter to see if he can present early to account for staff members not giving verbal updates.
- b. C. Harris reach out to Fred Tan and have him attend the meeting.
 - i. Director Hazard will introduce him to everyone as the new county rep.
- c. EC agrees to put a 5 minute discussion of the annual in person May BOD meeting in the agenda.
 - i. The focus of the discussion will be on board member candidates attending board meetings prior to their election.

4. BOD Development Tasks

- a. BOD conflict of interest policy
 - i. The EC is currently waiting for Director Seymour to review and approve the policy.
 - ii. EC discusses and agrees that many items in the conflict of interest policy seem better suited to be in the bylaws of the organization.
 - iii. EC discusses the policy regarding board members working as contractors for the FSC.
 - 1. EC agrees to keep board members as volunteers as much as possible and to only use a member for contractual work when necessary and/or appropriate.
 - iv. EC discusses the reimbursement process outlined in the conflict of interest policy.
 - 1. EC agrees to modify the form to only affect board members. (there is already a separate section in the employee handbook that outlines the reimbursement process for employees)



Promoting Wildfire Safety Through Education and Action

2. EC agrees to modify this form so the Executive Director is not in charge of reimbursements for board members. The Executive Committee will take on this responsibility.
 3. EC discusses moving the reimbursement process from the conflict of interest policy to the bylaws.
- b. Bylaws
- i. Section 3 of Article IV needs review
 1. Currently this section outlines the term for board members as being from July 1st to June 30th.
 2. The EC agrees the term should be changed to reflect when members are voted in (late May).
 - ii. Section 5 of Article IV needs review
 1. The language in this section needs to be updated to reflect the FSC primarily meeting over zoom.
 - iii. Section 16 of Article IV needs review
 1. EC agrees some of the language in this section is not relevant or accurate and needs to be updated.
 - iv. Closed board meetings
 1. EC discusses having closed board meetings in the future. A section will need to be added to the bylaws to reflect this item.
 - a. There is potential to have a closed session at the end of board meetings, but the EC agrees to discuss the details at a later date.
- c. Exit interview for BOD members
- i. EC discussed the best questions to have for this type of interview.

General Notes:

- AMP and President Van Leer will discuss the new board member orientation process at a later date.
- Director Adams brings up concern regarding the WRA's loss of liability insurance.

Motions:

- *Motion to recommend to the Board of Directors that the FSC move forward with using Embrace Financial as the new accounting firm.*
 - *Director Hazard firsts, Director Elmquist seconds. All in favor.*

Minutes Submitted Respectfully: Charles Harris