



Promoting Wildfire Safety Through Education and Action

**Santa Barbara County Fire Safe Council
Executive Committee Meeting
May 29th, 2024**

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

Executive Committee Directors Absent: Nic Elmquist

Others Present: A. Parkinson, C. Harris, L. Alves, M. Vontillow

1. 2024 Mid Year Review (continued from Programs committee)
 - a. Personnel salary projection and hiring review
 - i. The FSC currently has a surplus of staffing funds. These funds could be used to hire an additional staff person.
 1. AMP reviews a cost sheet that shows the 6 month projections to hire personnel at different levels (project assistant, associate, coordinator, and manager).
 - ii. K. Varga reviewed the current FSC staffing situation
 1. The organization is top heavy with more project managers than there are assistants and associates.
 - a. The FSC should look into hiring additional staff at lower levels (project assistants and associates). It would be very beneficial for the FSC to hire individuals that are interested in learning and growing with the organization. It would save funds to hire at a lower level and it could be a good investment.
 - b. The EC discussed the possibility of creating a county wide CWPP.
 - i. The FSC needs to follow up with County Fire and talk with the County Board of Supervisors.
2. Liability Agreement (dSPACE work) - Low Income Defensible Space Assistance Program
 - a. Liability disclaimer
 - i. EC added language to the disclaimer stating that there is no guarantee defensible space work will save a structure from wildfire.
 - b. Financial coverage
 - i. This section of the agreement states that the home owner understands the FSC will pay for costs associated with the defensible space work.



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- c. The EC recommends having each homeowner initial every line item of the work that will be performed on their property.
3. Liability Agreement (home hardening work) - Low Income Defensible Space Assistance Program
 - a. This agreement is almost exactly the same as the one for the defensible space work above, it just specifies that it relates to the home hardening work instead.
 - b. Just as with the agreement above each homeowner will initial every line item of the work that will be performed on their property.
4. Board Development Tasks
 - a. The EC agrees to follow up with whoever was assigned certain tasks to ensure they complete them.
5. RAMP - credit card and expense form process (if there's time)
 - a. AMP talked with Crystal about getting organizational credit cards. Crystal suggested using the company called RAMP for this process.
 - i. Utilizing this company would change and simplify the expense request process.
 1. The credit card service costs \$88 a month, but the FSC would actually save money because it would cut down on staff time used to complete expense requests.
 - b. The EC discussed, and will continue to discuss, whether or not it's a good idea to get one credit card for the entire organization or a credit card for each staff member.
 - c. P. Van Leer will have a meeting with the rep from RAMP to learn more.

Motions: [none]

General Notes: [none]

Minutes Submitted Respectfully: Charles Harris