



Promoting Wildfire Safety Through Education and Action

**Santa Barbara County Fire Safe Council
Executive Committee Meeting
June 19th, 2024**

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

Executive Committee Directors Absent:

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

1. Donor management software (C. Harris)
 - a. AMP and C. Harris have been attending Cal Lutheran fundraising workshops and have identified the need for the FSC to purchase a Constituent Relationship Management Software (CRM)
 - i. The average annual CRM subscription costs \$2000.
 - ii. A CRM will greatly help the Fire Safe Council to improve membership and donation efforts. They come with a myriad of benefits such as automating membership and donation management, improving the payment portal on the website, wealth screening, event tracking, data reporting, and more.
 - b. AMP and C. Harris recommend purchasing a CRM subscription from the company Donorperfect.
 - c. *Motion to approve the purchase of a Constituent Relationship Management software subscription from Donorperfect.*
 - i. *K. Varga firsts, N. Elmquist seconds. All in favor.*
2. Office space update
 - a. Staff will be moving all FSC supplies out of the old Direct Relief building next week.
 - b. AMP has rented a U Haul truck to help with moving FSC supplies.
 - c. The FSC is still in need of finding a storage place.
 - i. A U Haul storage unit costs \$370 per month, most other storage units in Santa Barbara cost \$400 or more.
 - ii. Before the FSC moves forward with renting a U Haul storage unit AMP will reach out to F. Tan to see if the FSC can store supplies at Station 13 to avoid paying a monthly fee.



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3. Hiring

a. GIS intern(s)

- i. To date there have been two applicants for the GIS intern role.
 1. The first applicant was exceptional. Sofia also had good things to say about them as they took her class earlier this year.
 2. AMP interviewed applicant #2 this week and they were also a good fit.
- ii. AMP suggests that the FSC should hire both of them.
- iii. The EC addresses the concern that these interns will need to be thoroughly supervised and managed to keep them on track and accomplishing tasks.
 1. AMP with help from Sofia will have enough time this summer to manage them efficiently.
- iv. The funds to employ the interns would come from a mixture of different grants.
- v. The EC likes the idea of hiring both interns and thinks they should present what they accomplish at the in person board meeting in September.
- vi. *Motion to recommend to the Board hiring both GIS intern applicants for the summer.*

1. K. Varga firsts, R. Hazard seconds. All in favor.

b. Dpsace project coordinator/PM (maybe)

- i. The EC discusses hiring M. Mathews as the project coordinator for the Defensible Space Program.
 1. All members agree, but with that in mind the FSC would need to assign the budgeting and grant management tasks of this program to K. Furlong and J. Tobin. It would be unfair to hire M. Mathews at a project coordinator rate and assign program manager level work. AMP has checked in with both program managers and they have enough capacity to take on these tasks.
- ii. *Motion to recommend to the board to hiring M. Mathews at the project coordinator level for the Defensible Space Program*

1. N. Elmquist first, R. Hazard seconds. All in favor.

4. Employee Handbook additions and edits

a. Section 4: Draft Workplace Violence Prevention Plan

- i. CA has mandated the implementation of the plan above.



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- ii. AMP will have to be the administrator of this plan. She will look into getting a Cal Chambers video to use for training.
- iii. Reporting incidents
 - 1. Staff will report any and all incidents to AMP as soon as they occur. AMP will then report them to P. Van Leer as soon as she is informed.
 - 2. Discretion can be used on whether or not to report the incident to the board.
- iv. The EC will recommend the approval of the reporting process to the Board at the next board meeting.
- b. Section 6A: employee pay rates based on title
 - i. The EC deliberates changing this policy to have more discretion on negotiating a salary range with prospective hires. At the next board meeting the EC will recommend this change.
- c. Section 6D: sick leave renewal date
 - i. The sick leave renewal date will be changed to January 1st without regard to the employee start date.
- d. Section 7B: lodging and meal reimbursement limits
- 5. Board and donor recruitment reimbursement limit and policy
 - a. The EC agrees it is a good policy to provide reimbursements for recruitment costs incurred by board members or employees when interacting with prospective board members. (Ex. AMP buys lunch for a prospective board member while talking to them about the organization and why they should join. She would then submit to be reimbursed for the cost of the lunch)
 - b. A \$500 annual reimbursement limit will be set.
- 6. Review Bylaw comments
 - a. The EC discusses the work currently being done on the FSC Bylaws.
- 7. Financial Policy and Procedures:
 - a. Chase Savings account
 - i. AMP brings attention to the fact that all FSC funds sit in a checking account. The EC agrees that a savings account should be looked into in order to diversify and protect FSC funds.
 - ii. AMP will set up a meeting with Chase to discuss opening a savings account.



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Motions:

- *Motion to approve the purchase of a Constituent Relationship Management software subscription from Donorperfect.*
 - *K. Varga firsts, N. Elmquist seconds. All in favor.*
- *Motion to recommend to the Board hiring both GIS intern applicants for the summer.*
 - *K. Varga firsts, R. Hazard seconds. All in favor.*
- *Motion to recommend to the board to hiring M. Mathews at the project coordinator level for the Defensible Space Program.*
 - *N. Elmquist first, R. Hazard seconds. All in favor.*

General Notes:

- The RAMP credit card policy will be discussed at the next EC meeting.

Minutes Submitted Respectfully: Charles Harris