



Promoting Wildfire Safety Through Education and Action

**Santa Barbara County Fire Safe Council
Executive Committee Meeting
June 26th, 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, S. Edner

1. Grazing Invoice
 - a. The FSC recently hired Cuyama Lamb to graze a 30 acre parcel near the Mcmenemy trail in Montecito. Project length was estimated to be 3 weeks.
 - i. The majority of the parcel was steep and shrubby, but there were some herbaceous fuels on site. Grazing of herbaceous fuels met the contract requirements.
 - b. N. Elmquist walked the parcel with Cuyama Lamb prior to the start of the project. Cuyama Lamb was optimistic and expected that the sheep would graze the woody shrubs on site.
 - i. Upon implementation of the project it became apparent that the sheep were not eating the shrubs.
 - ii. 8 days into the project Cuyama Lamb decided to pull the sheep out of the grazing site and end the project.
 - c. The fuel reduction goal outlined in the contract for shrubs was not met. Despite this, Cuyama Lamb is still charging the FSC for the full amount of the project.
 - d. The EC deliberates on if a conversation with Cuyama Lamb is needed and what the FSC can do in the future to prevent this situation from occurring again.
2. Financial Policy and Procedures:
 - a. Ramp credit card policy
 - i. The FSC can receive multiple credit cards from Ramp, physical or virtual. (It would be beneficial to have one for each staff member to easily track all purchases)
 1. The FSC can put limits on each card. (limit for spending or restrictions for what can be purchased)



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2. The cards would be under the name of each individual employee, making it easy to see who is buying what.
 - ii. The EC agrees to have a documented procedure for the approval of each purchase.
 - iii. The EC agrees to have a virtual card for each staff member under their name. At this time there is no need to set any form of limitations on the cards.
- b. Rights granted after approval of annual budget and workplan
 - i. If a purchase has already been approved during the annual budget review and work plan do staff members need to gain re-approval when the purchase is made months later?
 1. The EC agrees that prior to making all large purchases approved during the annual budget review, staff members will need to come to the executive committee to gain re-approval first.
 - a. The FSC will make this a formality because throughout the course of the year priorities can change or shift from what was originally planned in the annual budget review.
 2. If the purchase is over \$10,000 staff will gain re-approval from the EC who will then take the purchase to the Board for agreement.
3. Monica Matthews employment contract
 - a. Last week the FSC offered M. Mathews the role of project coordinator for the Lompoc CWPP and Defensible Space Assistance Program.
 - i. She accepted
 - b. M. Mathews' first day is July 11th.
 - i. She will be part time for the first month then transition to full time.
 - c. Because the FSC is hiring M. Mathews at the project coordinator rate she will not be responsible for grant budget management work. K. Furlong & J. Tobin will do all grant budget management work tied to the projects she will be coordinating.
 - d. J. Tobin will act as M. Mathews' supervisor.

Motions: [none]

General Notes: [none]

Minutes Submitted Respectfully: Charles Harris