



Promoting Wildfire Safety Through Education and Action

**Santa Barbara County Fire Safe Council  
Executive Committee Meeting  
June 5th, 2024**

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

**Executive Committee Directors Absent:**

**Others Present:** A. Parkinson, C. Harris, K. Furlong, T. Adams, S. Edner

1. County Coordinator extension proposal
  - a. The FSC has the opportunity to apply for an extension on the County Coordinator Grant
    - i. K. Furlong needs to submit a document that outlines projected monthly costs.
    - ii. There is currently a surplus of funds under staff time. K. Furlong spoke with the grantor and the FSC is able to reassign some of that surplus to sit under the line item of 'contractual fees'.
    - iii. There is also the option to reduce the scope of work if the FSC needs to.
  - b. Budget
    - i. The extension in funds (\$34,525) will be split between staff time, admin fees, and contractual fees. Contractor fees will go towards our website manager, Alison at Wackypuppy, to make some updates and a translator to translate some material into spanish.
  - c. *Motion to approve applying for a 5 month, \$34,525 extension for the CFSC County Coordinator grant.*
    - i. *Director Hazard firsts, Director Varga seconds. All in favor.*
2. Letter of support request
  - a. Director Van Leer and A. Parkinson were approached by the Resilience Authority of Annapolis and Anne Arundel County (Maryland) to partner on a grant from the U.S Department of Energy.
    - i. The Resilience Authority needed the FSC to accept and help with the grant application within one week. The FSC is not in a position to write this application or help with this project because of current and ongoing FSC projects.



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- ii. Despite being unable to partner with the Resilience Authority on this grant the FSC supports their grant ask and the work associated with it.
  - 1. The Resilience Authority has asked the FSC to provide a letter of support for their grant application.
- b. *Motion to write a letter of support for the Resilience Authority of Annapolis and Anne Arundel County's application for the U.S. Department of Energy's Building Technologies Office grant.*
  - i. *Director Elmquist firsts, Director Varga seconds. All in favor.*
- 3. Staff review
  - a. Sofia - Joint GIS and Firewise researcher - summer grad student employee
    - i. A UCSB professor and researcher in the Geography department recommended a grad student, Sofia, to A. Parkinson for summer work.
      - 1. Sofia has GIS experience and can help with mapping needs as well as Firewise research.
    - ii. A. Parkinson suggests hiring a GIS intern in addition to Sofia to help with FSC with mapping needs.
      - 1. The intern would cost less than Sofia's position and could help pick up a lot of mapping work.
        - a. Sofia and A. Parkinson would oversee this intern.
      - 2. A. Parkinson reviewed a cost sheet projecting the funds needed to hire these two positions for 12 weeks.
    - iii. *Motion to recommend to the Board hiring Sofia at a graduate student rate set by UCSB as well as a GIS intern at minimum wage to help the Fire Safe Council with mapping needs.*
      - 1. *Director Varga firsts, Director Hazard seconds. All in favor.*
    - iv. A. Parkinson will put together a formalized document outlining the need for these positions, work that will be assigned, and funding sources.
  - b. Trace
    - i. Trace, the FSC's focus group researcher, has accepted a job offer at UCLA that starts the second week of June. She will no longer be able to work on the FSC's focus group research project.
      - 1. A. Parkinson is having Trace complete a number of high priority tasks before she starts full time at UCLA, however the FSC will now need to look for a different focus group researcher and facilitator.



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2. There is the possibility of having K. Furlong and G. Agredano become more involved with focus group research and facilitation.
- c. Impending Employee Reviews

**Motions:**

- *Motion to approve applying for a 5 month, \$34,525 extension for the CFSC County Coordinator grant.*
  - *Director Hazard firsts, Director Varga seconds. All in favor.*
- *Motion to write a letter of support for the Resilience Authority of Annapolis and Anne Arundel County's application for the U.S. Department of Energy's Building Technologies Office grant.*
  - *Director Elmquist firsts, Director Varga seconds. All in favor.*
- *Motion to recommend to the Board hiring Sofia at a graduate student rate set by UCSB as well as a GIS intern at minimum wage to help the Fire Safe Council with mapping needs.*
  - *Director Varga firsts, Director Hazard seconds. All in favor.*

**General Notes:** [none]

**Minutes Submitted Respectfully:** Charles Harris