



Promoting Wildfire Safety Through Education and Action

**Santa Barbara County Fire Safe Council  
Executive Committee Meeting  
July 3rd, 2024**

**Executive Committee Directors Present:** Paul Van Leer, Kevin Varga, Nic Elmquist, Liz Alves

**Executive Committee Directors Absent:** Rob Hazard

**Others Present:** A. Parkinson, C. Harris, S. Edner

1. Financial Policy and Procedures

a. Reserve Funds policy (page 13)

i. AMP has been working to create a reserve funds policy in order to set a specific amount of funds aside should the FSC ever require immediate liquid cash when none is available in the main bank account. The overarching goal of the reserve funds policy is to cover 3 months of staff salary, benefits, bookkeeping services, recurring subscriptions, & staff reimbursements (keeping the lights on) when all other funds are exhausted.

1. AMP & the finance committee have identified three key areas for when reserve funds would need to be utilized.

a. Times of low cash flow caused by delayed payments from grantors or vendors.

b. Times of low cash flow caused by reduced income (e.g., fewer grant awards)

c. Support large expenditures or new program investment with a financial plan that is realistic and sustainable.

ii. The EC is in agreement with the implementation of the reserve funds policy, but stresses the need to further discuss where these funds will be kept.

1. Because these funds will be rarely used it makes sense to have them sit in a HYSA (high yield savings account) or a brokerage account so as to produce earnings long term.

a. More discussion is needed before implementing investment.



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- iii. Release of funds
  1. The executive director and/or finance committee will identify when there is a need to use reserve funds.
2. Plotter purchase approval
  - a. The EC approved the purchase of a plotter several months ago, but the purchase was never made.
    - i. AMP wants to verify whether or not the motion is still active or if the EC needs to motion again.
  - b. K. Furlong is verifying with the grantor that the plotter is an approved purchase.
    - i. The initial estimated cost is \$4,000 for the plotter and \$1,000 of ink.
  - c. The EC expressed concern in regards to maintenance, transportation, and storage of the plotter.
    - i. The FSC is currently able to use the plotters at Montecito Fire and Santa Barbara County Fire.
    - ii. The EC agrees to suspend the motion and revisit the subject at a later date.

**Motions:** [none]

**General Notes:**

- The EC meeting for next week (July 10th) is canceled.

**Minutes Submitted Respectfully:** Charles Harris