

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
MENDOCINO COUNTY FIRE SAFE COUNCIL, INC.**

Wednesday, June 27, 2007, 5:30 p.m.
Ukiah Valley Fire District, 1500 S. State Street, Ukiah, California

President Colin Wilson called to order the meeting of the Board of Directors of the Mendocino County Fire Safe Council (MCFSC) at 5:37 p.m. Directors present were Colin Wilson, Robert Bruce, Suzanne Guido, Ronda Gott, and Steve Leonard. Director Mike Jani participated in the first half of the meeting by phone, and Director Leonard had other obligations at 7:00 p.m. Also present were Executive Director Julie Rogers (hereafter "Staff"), Pat Collins of the Pine Mountain Fire Safe Council, Wolfgang Lieve of the U.S. Forest Service, and Jeff Tunnell, formerly with the Forest Service and now Fire Mitigation and Education Specialist for the Ukiah Office of the Bureau of Land Management.

The Minutes of the February 28, 2007, meeting were unanimously approved as written. (There had been no meeting since that date.)

Due to the limited availability of Directors Jani and Leonard, President Wilson began the meeting with action items that needed to be addressed, as follows:

- 2007 Operational Budget Mid-Year Review and Revisions. Staff presented a revised budget which included income and expenses reflecting the current status. The budget was unanimously approved with minor formatting changes.
- Joining Catalyst, an organization which helps Mendocino County nonprofits. Staff proposed joining Catalyst at the Silver membership level of \$150 for one year. At this level MCFSC will receive two professional grant searches, discounted workshop registration, an application of the Catalyst Organizational Appraisal Tool, and other assistance. Membership at the Silver level was unanimously approved.
- Audit of MCFSC's Books. At the Board's directive, Staff had contacted three bookkeepers/CPAs regarding an informal audit of MCFSC's books. MCFSC is not required to undergo a certified audit but Staff and Directors felt an informal audit should be performed. It was unanimously approved to hire Larry Restel, a local bookkeeper experienced with nonprofits, for an informal audit and report, for an amount not to exceed \$500; the details will be included in a written contract.
- Hiring of Part-time Employee. Staff had stated the need for help with her work, as she has been working 60-70 hours per week. The Board approved Staff's proposal to hire Lillian Hoika, head of the Robinson Creek Road Fire Safe Council, as an employee on a part-time, flexible basis not to exceed 30 hours per month, from July through December 2007. Staff was directed to prepare a job description and the Executive Committee was authorized to approve the hiring.
- Storage Space. Staff stated that MCFSC needs space for storage of educational materials and files which are not confidential or financial in nature. Such space is available next door to the MCFSC office in the Willow Water District Building. The board unanimously approved paying a maximum of \$50 a month for the space.

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- Commission Approval. Staff requested approval of a specific commission amount for Suzanne Guido for obtaining advertisers and sponsors for “Living with Wildfire in Mendocino County.” The board unanimously approved paying her a 15% commission, or \$1,016, and thanked her for her hard work.
- Health Insurance for Executive Director (Staff). When MCFSC’s Executive Director was hired in June 2005, a health benefit was authorized and budgeted. However, Staff has not yet taken advantage of this benefit. Directors stated their intention to pay the back amount, and directed her to investigate obtaining health insurance and report back to them.
- Request from Wilderness Society for Support Letter for increased prescribed burning in Mendocino National Forest. Staff has been working with Rich Fairbanks of The Wilderness Society in this regard. Mr. Fairbanks requested a letter of support from MCFSC, and Staff presented a draft letter for approval. Due to shortness of time to consider the letter, and questions by some directors, Directors Gott and Jani will pursue answers and report back at the next meeting.

President Wilson deferred his report, stating that he was working on a special project and would give a presentation at the next meeting.

Julie Rogers presented the Executive Director’s Report, with highlights as follows.

- Brooktrails Township Fire Program and Hopland Band of Pomo Indians Defensible Space Clearing projects have been completed. Project site visits so see the work performed will be done by Grants Clearinghouse Grants Manager, Amber Gardner, on July 24, 2007 [subsequently changed to August 14].
- Pine Mountain Defensible Space and Addressing Project (ongoing BLM-funded project). Pat Collins from Pine Mountain Fire Safe Council reported on their progress. She distributed copies of their flyer announcing free chipping services to the first 90 homes who reply. She reported that road signs have been ordered and a GIS computer-created map for use by fire personnel is nearly complete.
- Brooktrails Fuels Reduction Project. MCFSC has been awarded \$166,852 of BLM funding for 2008-2009 for vegetation reduction in Brooktrails beginning in early Spring 2008 and ending in April 2009. The majority of the large \$134,500 match will be provided by 150 days of CAL FIRE crews’ work.
- “Living with Wildfire in Mendocino County” Project. This 16-page educational pamphlet is complete, and 40,000 copies arrived in Ukiah on June 19. 31,000 were delivered to Auto Zip Mail Services to be mailed to every residence and PO Box in the county, with the exception of city carrier routes within Ukiah, Fort Bragg, and Willits. The remaining 9,000 are being distributed to fire departments, real estate and insurance offices, Air Quality office, special events, and wherever requested.

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- “Preparing for Wildfire in the Ukiah Valley” Project. This full-color tri-fold pamphlet, sponsored in part by State Farm Insurance and Mendocino Forest Products, was mailed in April to 2,500 residences in Ukiah, along with an invitation to join the MCFSC and form local Fire Safe Councils. The project generated several requests for community educational meetings, donations, and 43 new memberships to date (membership dues are \$20/year).
- Three New Local Fire Safe Councils Formed. Residents of the following areas have declared themselves as Fire Safe Councils: Oak Knoll Road Association, Cherry Creek Ranches (south of Laytonville), and the community of Caspar.
- Matching Donations to Allen-Heath Memorial Foundation. MCFSC is seeking donations to match the Foundation’s \$20,000 grant last November. The funds will be used to establish a chipper program and promote address signage countywide.
- Award from CAL FIRE (CDF). In May, Deputy Unit Chief Ted Enberg presented MCFSC Staff with a framed Certification of Appreciation from Ruben Grijalva, state-wide Director of CAL FIRE. This was MCFSC’s first such recognition.

Suzanne Guido, Membership Committee Chair, reported 43 new members from the Ukiah Valley mailing and upwards of 20 renewal memberships since the last Board meeting.

As Treasurer/CFO Mike Jani was present only by telephone, Staff gave the Treasurer’s Report. As of June 23, total funds in all accounts were \$46,826.83. Subtracting trust funds of \$2,541.08 being held for local FSCs yields an MCFSC funds balance of \$44,285.75. Of this, restricted funds for grant projects are \$6,994.98 and unrestricted operating funds are \$37,290.77. Details are included in a Financial Summary and Notes, Balance Sheet, and Statement of Income and Expenses.

Discussion took place about a Personnel Manual and the need for an MCFSC vehicle appropriate for off-road travel to projects in rural areas; and follow-up tasks were assigned.

Because there are currently two vacancies on the Board, Staff asked for persons to re-establish the Nominating Committee, and Ronda Gott and Robert Bruce volunteered. MCFSC is seeking committed board members from varied interests and parts of the county.

The next meeting was set for Wednesday, August 22, at 5:30 p.m.

The meeting was adjourned at 7:37 p.m.

Dated: August 16, 2007

Suzanne Guido, Secretary