

Fire Safe Sonoma Minutes

Wednesday, April 2nd, 2008, 12:00 p.m.
CDF West Division HQ – 2210 W. College Ave, Santa Rosa, Ca

Attendees

Jack Rosevear, Caerleon Safford, Marjorie Conley, Tamara Boulton, Nathan Garrett, Tony Walls, Guest: Jack Tunnel (Fire Mitigation & Education Specialist for Bureau of Land Management)

Additions to Agenda

Revisions to the March 5th Fire Safe Sonoma (FSS) minutes need to be made and resubmitted to Jack. Nathan took note of what revisions need to be made. Tony also needs to revise the January minutes and resubmit to Jack. In turn, Jack will post the revised minutes on the FSS website.

FSS Website

Caerleon has been working to update information on the SOD & Defensible Space Grant application and repost the updated version on the website. She would first like to send out a draft of the application to someone not involved with the project to attain additional feedback.

Jack will get suggestions for needed website changes from the Web Manager.

A discussion was held on the topic of FSS operating a website independent of the County. Tamara included a line item for a website into the proposed budget for 2008. She also provided information to the Board pertaining to web hosting and maintenance. Web hosting costs can vary from \$3.65/month with a two-year commitment to \$4.20/month. A cost of a part time webmaster/designer could range from \$40-60/hour. Tony will contact a web designer to inquire about such services.

Policy and Procedures

Tamara distributed the Grant Procedure for the SOD Grant. The procedure contained a list of requirements that will be followed for any grant that includes an outside accountant/bookkeeper. The following is a list of the applicable requirements:

A detailed budget for the fiscal years covered shall be approved by the Board. Any

subsequent changes should also obtain board approval.

A separate bank account shall be established along with separate order checks.

Two signatures shall be required on all checks. One signatory shall be Fire Safe Sonoma's treasurer (or designated Board Member) and the other signatory shall be the outside accountant/bookkeeper. For continuity, the Board designated signatory shall be the same person throughout the grant time frame.

All requests for reimbursement, payment of services, etc., shall be accompanied by receipts and/or official billing. Requests shall be made on FSS appropriate form (voucher style) and submitted first to the outside accountant/bookkeeper for approval and subsequently to the FSS signatory.

Checks to be signed by the FSS signatory shall first be signed by the outside accountant/bookkeeper and sent to FSS along with a stamped, addressed envelop and copies of all substantiating documents.

Reimbursements or disbursements require:

Receipts for all expenditures

Invoices for all contracted work done

Receipts for expenditures shall contain only SOD items (no SOD and personal items on the same receipt.)

Bank statements should come to FSS treasurer with duplicate sent to the outside accountant/bookkeeper.

Grant accountant/bookkeeper and FSS treasurer will coordinate account numbers/designations (QuickBooks) for consistent book reconciliation.

Consider having a fiduciary bond for signers of checks.

Allotment for professional tax preparation documents, any other professional services and incidental costs to Fire Safe Sonoma shall be included in grant costs.

Tamara distributed the 2008 proposed FSS budget and asked the Board members to contact her if there are any expenses that need to be added to the budget.

A discussion was held on item number two from the above list. The topic which bank/financial institution FSS should use. FSS has ~\$15,000 to deposit which the Board gave approval to allow Tamara to deposit the funds. Tamara distributed a list of reputable financial institutions in the area. Nathan Garrett suggested putting money into an ING account.

The Board also discussed item number three from the list and decided that Tamara Boulton and Dr. Robert Moll would be the two signatories necessary for the SOD grant.

Item number nine was briefly discussed as to whether FSS should have a fiduciary bond for signers of checks. Tamara noted that many other non-profit organizations use fiduciary bonds.

When FSS is awarded a grant, the grant information is to be given to Tamara so she can update the financial records. Tamara is working on other policies and procedures and will have drafts to distribute to Board Members at next meeting.

Grant Update

As of this meeting, FSS has not received any disbursement for funding the SOD program. Once funding is received, FSS is ready to move forward. Next year's grant has been approved. Caerleon developed a form for homeowners outlining the rules and limitations of grant money used for SOD mitigation. After all properties have been selected to receive grant money for SOD mitigation, contractors will be sent out to bid on the projects. Caerleon suggested contracts be awarded geographically to different contractors. If a bid is over the estimated cost per property, owners will be contacted to discuss how much FSS will offer to complete a project. Caerleon expressed the need to track where the various projects are located and ensure that archeological sites are identified. All liability will fall on the hired contractors. There will be a "hold harmless" clause in the contract to protect Fire Safe Sonoma.

CWPP Update

Caerleon envisions the document to be approximately 20 pages. Caerleon needs to schedule community meetings and contact various stakeholders. She has also submitted a request for an extension.

Term Extensions

Jack Rosevear and Tamara Boulton need to have their respective terms as Board Members extended. Marjorie Conley moved to extend membership to 2010. Nathan Garrett to second the motion. The Board Members unanimously accepted to extend their memberships to 2010.

FSS Chipper

FSS will receive funding from the Air Quality Control Board to purchase a chipper. Jack is in the process of purchasing a chipper which will come from CNL Equipment. The cost will be approximately \$33,000. FSS may need to factor chipper maintenance costs into the annual budget or develop alternative means for upkeep.

Fire Safe Garden

Jack reported that the garden is currently being prepared. A plant list has been selected and

planting should start soon because there is a small window in which to successfully plant.