

Fire Safe Sonoma

Minutes

Wednesday, November 7th, 2007, 12:00 p.m.

Cal Fire West Division Headquarters
2210 W. College Ave, Santa Rosa, CA 95401

Attendees:

Caerleon Safford, Tamara Boulton, Marjorie Conley, Jack Rosevear, Nathan Garrett, Tony Walls

Approval of Minutes:

After a brief discussion of a few grammatical corrections, the motion to accept the minutes for the November 7th meeting was unanimously approved.

Review of Treasurer's Report:

Tamara Boulton declared there was no activity on the Fire Safe Sonoma (FSS) account since the meeting on October 17th, 2007. The current balance is \$33,815.22. Tamara requested reimbursement of expenditures such as postage for various letters sent. The reimbursement request was approved by the board. Further discussion on a "Petty Cash" fund was initiated by Tamara. She suggested a Petty Cash fund be built into the 2008 FSS budget. Marjorie suggested \$100 to be the amount set aside as Petty Cash due to the increase of mail activity and the possible increase in the price of postage.

SOD Grant (CFSC)

Caerleon Safford initiated a discussion about the SOD Grant. The discussion was focused on 3 issues pertaining to the Grant: Selection Criteria, Selection Committee and Disbursement of Funds.

Selection Criteria

Caerleon expressed concern about the application and its inclusion of all pertinent information. A manageable amount of candidates need to be selected. It was suggested that the first round be limited to 10-15 candidates to be assessed and selected. The rest of the applicants would be left in the pool for the next round of selections. The first selections need to be made by January 31st.

Caerleon requested that Board Members give her feedback on the application in its current form as soon as possible. Caerleon will e-mail a copy of the application for review.

Selection Committee

Currently, the Selection Committee is comprised of the following members: Jill Butler, Leah Mahan, Deanna Baxman, Jack Rosevear, Vern Losh and Nathan Garrett.

The Selection Committee is not yet finalized. Caerleon is to meet with the Committee in early December, 2007.

Disbursement of Funds

The FSS Board Members held a discussion on the disbursement of funds to ensure the process is safe and that “checks and balances” are in place to ensure the legal compliance of FSS.

Caerleon described some of the fiscal details of the SOD Mitigation Grant. Due to a calculation error, there is an extra \$1146 available for project expenditures. Caerleon will coordinate a press release on the progress of the SOD Mitigation program and general information pertaining to the program. The press release could be set up while the first portion of the project is in progress.

Review of Contractor Agreement

The board conducted a brief and final review of the Independent Contractor Grant Project Agreement with Caerleon Safford. Jack Rosevear made the motion to accept the Agreement. Tony Walls moved to accept the motion. Marjorie Conley would second the motion and the Board unanimously accepted the Agreement.

Old Business

Fire Safe Garden

The Garden is an official project of the Sonoma County Master Gardeners. The proposed site of the garden will be the CDF fire station in Healdsburg. The Garden will be on two acres in size. There will be a joint effort to establish the garden. After a brief discussion on the amount FSS will donate to the effort, the Board decided on a \$1000 contribution. Nathan Garrett moved to have FSS donate \$1000 to the Fire Safe Garden and Marjorie would second the motion. Motion was then accepted by the Board in a unanimous decision.

FSS Chipper Program

FSS will compose a letter to the various Sonoma County Fire Chiefs for input on potential project areas. FSS will also compose a letter to send to Scott Avlekeotes of Davey Tree to thank them for their help on the completed projects.

Further discussion was led by Jack Rosevear on the need for a maintenance component to the program for the chipper. FSS is pursuing a maintenance agreement with Davey Tree. It was suggested that a partnership with Cal Fire could also be established to maintain the chipper. When purchased, the chipper could be housed at the fire station in Glen Ellen and/or a fire station in West Sonoma County such as Healdsburg.

The chipper could be used as a marketing tool for FSS. Other groups or organizations could use the chipper to conduct various projects. The chipper could be used for County projects conducted by local Fire staff. One more key component to the Chipper Program is the need for a truck to be dedicated to tow the chipper.

New Business

Caerleon attended a Fire Safe Council Workshop. She thinks FSS should have a future discussion on how FSS is set up. FSS needs to develop a "vision statement" for 2008.

Tamara Boulton handed out an article about non profit organizations. The next meeting will be December 5th, 2007 at the Cal Fire West Division Headquarters in Santa Rosa.