

**Fire Safe Sonoma**  
**CDF West Division Headquarters**  
**2210 W. College Ave, Santa Rosa, Ca**  
**Minutes**  
**December 3<sup>rd</sup>, 2008**

**Attendees**

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

**Consent Agenda**

All present Board members unanimously approved the consent agenda.

**Fire Safe Garden**

Jack recapped talking points from the November Fire Safe Sonoma (FSS) meeting. Board agreed to invite Doug Jones and Betty Miller, who have been tending to the FSS garden, to the January FSS meeting. Jack needs to secure receipts from CalFire for items purchased to maintain the garden

**Grants**

**CWPP**

Caerleon is putting on final touches of the CWPP  
Caerleon has solicited ideas from multiple stakeholders for future FSS projects. She has made great contacts with key federal allies, building community relationships.  
A matrix is being developed by Caerleon to identify future projects. The matrix will be an appendix to the CWPP, which will be updated annually.  
Caerleon wants to release the CWPP during Fire Prevention Week in May. Jack wants to make sure all fire chiefs are informed and involved with the CWPP release.  
Invoicing activity was provided by Caerleon to get approved by the FSS Board.  
Remaining funds from the Fireman's Fund can be used to pay for printing of the draft.

**SOD Grant**

\$18,000 grant ends in December, 2008  
Caerleon needs to spend remaining funds or file for an extension.  
A form also needs to be developed in triplicate for property inspections  
The larger grant ends in July, 2009.

### **Fire Safe Council Grant**

\$24,000,000 in grants for fuels reduction.

The grant application is due on February 20<sup>th</sup>, 2009.

Caerleon has suggestions for projects, enabling FSS to apply for grant money. She also solicited the Board for additional ideas. Jack suggested a portion of the grant be used for indirect costs, such as the business structure of FSS.

### **Fitch Mountain Donation Proposal**

Caerleon expressed that the chipper program on Fitch Mountain went very well.

FSS received a \$5,000 check from Community Foundation Sonoma County (CFSC). The overall cost of the program was under \$5,000.

8,385 cubic yards of vegetation was chipped.

Caerleon wrote a letter to CFSC to acknowledge Laura Tietz for her community outreach through Fire Free Fitch.

### **Chipper Grant Update**

A liability agreement produced by Jack was submitted to the Board for review.

The chipper was presented at the Fire Chief's meeting where its purpose and use was described.

Caerleon suggested a line be added to the liability agreement stating that no one use or load chippers that isn't covered by worker's compensation. Only fire fighters covered by workers compensation can operate the chipper.

### **CSA 40 / Insurance**

FSS needs to prepare to pay for insurance independent from CSA 40.

\$1,000-2,000 is the annual cost for insurance.

### **2009 Budget**

Jack suggested a new printing of FSS letterhead

Board agrees we have enough envelopes and letterhead for a few months. The Board also agreed to increase the letterhead and envelop fund from \$200 to \$400.

Fund for accounting software may not be needed. The estimated cost for the software is \$300.

Tamara submitted an estimated 2009 budget to the Board.

The Board held a discussion on the need to keep track of FSS assets. The Board agreed "Living With Fire" documents should be moved to the CDF West Division.

Jack expects \$3,000-5,000 income from chipper use.

### **Next Meeting.**

January 7<sup>th</sup>, 2009

