

# **Fire Safe Sonoma**

## **Minutes**

Wednesday, April 11<sup>th</sup> 2007, 12:00 p.m.

CDF West Division HQ – 2210 W. College Ave, Santa Rosa, Ca

**Members Present:** Caerleon Safford, Jack Rosevear, Marj Conely, Tamara Boulton, Nathan Garrett, Tony Walls, Craig Kelly (PG&E)

### **1. Introductions**

### **2. Review of Draft tax reporting/filing forms**

- Upon review of the DRAFT Form 990 (tax reporting / filing), there was a motion to accept the form with the following addition to section D: “Hazard tree mitigation and aiding home owners to create defensible space through grant programs.” The motion to accept the Draft Form 990 with the described addition was unanimously passed.

### **3. Contract Review (including submittal of particulars by Caerleon)**

- Small grammatical corrections are necessary
- Is there a Federal Court in Sonoma County? If not, change verbage.
- Conflict of Interested corrected.
- After a discussion of Caerleon’s title for Fire Safe Sonoma, it was decided that “Executive Coordinator” was an appropriate title. Caerleon will report to the Board if this title works for her in the public forum.
- Solidify through communication via E-mail correspondence then Jack will sign.

### **4. Review of Conflicts of Interest Policy**

- Change was suggested by Internal Revenue Service (IRS)
- Proposal to have Conflicts of Interest Policy from IRS to be adopted by board. Postponed until May 2<sup>nd</sup>.
- Board agreed to take out the word “hospitals”

### **5. Procedures and Policy Manual**

- Caerleon to send a list of what policies are necessary based on grant requirements.
- Anti-discrimination policy to be added in the future.
- Sexual harassment policy to be added in the future.
- Approval pending until May 2<sup>nd</sup>.

## 6. Review of Contracted Service Agreement

- Presented by Caerleon with invoice.
- Caerleon to E-mail contractor agreement and grant to board members.
- Jack requested feedback by May 2<sup>nd</sup>.

## 7. Reports

- Caerleon presented the CWPP grant of \$147,000.
- \$7,500 PG&E grant for Sudden Oak Death will be distributed in week ending 4/14/07. There was discussion that some money from the grant should be diverted to Fire Safe Sonoma. Caerleon to use some of the funding to bill for time.
- Caerleon has potential contractors to do the work for “Chipper Days.” Fire Scape LLC will work for \$750/day and Davey Tree will work for approximately \$800/day (unofficial). In the future one tree contractor could be in charge of scheduling. It might be possible to use one crew for Camp Meeker and one crew for Green Valley Rd.
- Treasury Report – No activity since last meeting.

## 8. New Business

- FSS needs tri-fold to explain who we are.
- Discussion of pamphlet distribution. It could be cheaper to print up the current pamphlet on newspaper.
- Tony Walls to send Jack Rosevear possible suggestions to improve FSS website and additional links to supplement website.

**\*Next meeting on May 2nd, 2007 at CDF West Division HQ, 2210 W. College Ave, Santa Rosa, Ca\***