

**SHASTA COUNTY FIRE SAFE COUNCIL**  
**20055 Viking Way Bldg #4, Redding, CA 96003**  
**(and via Zoom)**  
**Board of Directors Meeting Minutes**  
**May 22, 2024**

**Call to Order:** The meeting was called to order at 5:07pm by Francis Berg, President

**Mission of the Shasta County Fire Safe Council:**

The primary Mission of this Corporation shall be focused within Shasta County to help protect the citizens, property, and natural resources from the effects of catastrophic wild land fires.

**Present:** Board Members

Introduction of **Officers:** President, Francis Berg  
Vice President – Dan Adam  
Secretary/Treasurer (Acting) – Frances Belden  
Executive Director – Pamela Bates  
CFO – Pamela Mainini, CPA (*via Zoom*)

Introduction of **Directors:** Barbara Holder – Director  
Steve Fitch – Director  
Jim Chapin – Director  
Richard Kareem – Director  
Steve Johnson – Director  
Norm Rogers - Director

**Absent:** Tim Livingston – Director – Resigned 05/22/24

**Administrative Announcements & Agenda Additions and/or Deletions:** None

**Approval of Agenda:**

**Motion:** Steve Fitch moved, and Dan Adam seconded, to approve the Agenda with the exception of one modification, as amended. Motion carried.

Votes in Favor: 9  
Votes in Opposition: 0  
Abstain from Vote: 0  
Directors Absent: 1

**Approval of Minutes:**

**Motion:** Jim Chapin moved, and Dan Adam seconded, to approve the Minutes of the April 24, 2024, Shasta County Fire Safe Council Board of Directors Meeting, as amended. Motion carried.

Votes in Favor: 9  
Votes in Opposition: 0  
Abstain from Vote: 0  
Directors Absent: 1

## **Secretary/Treasurer's Report – Barb March, Executive Admin**

- Monthly check register for General Account handed out for review - covering the period of 04/01/24 – 04/30/24

### **Motion: to pay checks over \$5,000.00**

**Motion:** It was moved by Dan Adam and seconded by Steve Fitch to approve the payment to Sierra Cascade Land Stewards in the amount of \$8,480.63 – ck# 1199. Motion carried.

Votes in Favor: 9  
Votes in Opposition: 0  
Abstain from Vote: 0  
Directors Absent: 1

### **New Board Member Norm Rogers – reintroduced for those who weren't here last month**

Norm told us about his background – business management at a community college and transferred to Gonzaga and got his BA in Industrial Accounting and went back and got his Masters in taxation at Gonzaga – always worked at manufacturing companies. He worked here at Lehigh Cement. Has worked as Controller/Comp-troller/Director of Finance/Tax Manager. He has been retired for 8 years. He lives in Shasta Lake City.

Pam Bates and Pamela Mainini had a meeting with Norm to go over the grants and accounts.

### **Board Member Resigned – Tim Livingston**

Tim Livingston came in at the beginning of the meeting and resigned. Thanked everyone and appreciated the opportunity, but he just retired and didn't realize how full his responsibilities were. He said he may rejoin at a later time.

### **New Employee Introduced – Doug Young**

Doug Young grew up in Burney and worked at Hat Creek Forest Service and Big Valley Lumber. He retired in 2017. Then got involved in his Firewise community as a lead for 5 years. He has known Ron Rusten for a long time and will work closely with Ron primarily being in charge of the Chipping Program and helping with Ron with the growing Firewise communities and events. Doug looks forward to helping make our communities safer.

Barb Holder voices the Education and Outreach Committee is growing and Doug will be a great addition.

### **County Coordinator Report - Ron Rusten**

- Ron has been working with James Osbo from Cal-Fire. James Osbo is our liaison for Firewise in Shasta County. They are putting together a template for the Firewise applications.
- There are 3 Firewise communities submitting applications – Silverthorn, Stanford Hills and French Gulch.
- Montgomery Creek is getting their risk assessment with Aaron Hathaway.
- Big Bend is not being too receptive at this time.
- SCFSC has two Chipping Events that will be starting shortly – Shingletown and Montgomery Creek.
- Ron has been attending Firewise field trips.
- SCFSC has taken the trailer out twice to the Happy Valley Event and Manton Days. Working on a slide show presentation – a visual – finding there is too much noise to have sound on the trailer TV during events.

- Ron attended the Old Station Fisherman's Breakfast and gave a Firewise orientation. There was some chipping interest at the breakfast. Old Station is working on getting Firewise started.
- Ron is registering for a booth at the Shasta County Fair
- Ron will be attending the Forest Service Education Day happening on June 8th
- Shasta Trinity Nat'l Forest had the management review and invited SCFSC to be part of the panel – Pam, Ron and Maureen with WSRCD attended.
- Steve Fitch brought up the MOU with Shasta Trinity Forest and asked what the status is with that? Steve Johnson will follow up on that – the MOU was ready to be signed.
- SNC Capacity Building Grant is looking positive to be approved – needs some correcting and fine-tuning.
- Chipping event has some confusion with Lassen Fire Safe Council finishing up and spending the last of their grant funds for Shingletown – discussion on how to handle this. Lassen Fire Safe Council should be finished by the end of this year.

### **Chief Financial Officer's Report – Pamela Mainini, CPA (via Zoom)**

- Reviewed Budget Performance Report
- Reviewed Balance Sheet
- Reviewed Profit and Loss by Class
- Discussion about attorney budgets
- Discussion about Pamela Mainini's hours - in 2023 she has been billing for 20 hours a month, but is finding she is working closer to 30 hours a month – need to adjust contract and has been having discussions with Pam Bates on how to handle this in the future.

### **Education & Outreach Committee Report – Barb Holder**

- Letter was sent out to Jane Barnes from the Board thanking her for all she did for Firewise.
- Barb and Dan Adams attended the Whispering Woods Firewise event.
- SCFSC is now combining the Quarterly Firewise Leaders meeting with the Public Outreach meeting and the first one will be Friday, June 28<sup>th</sup>, 2024. Mary Rickert will be attending. Yana ??? is the guest speaker and she is very interested in home hardening and defensible space.
- Names tags will be used at this meeting instead of introductions. The only introductions should be the SCFSC Board and the guest speaker.
- How do we invite the public to this meeting? We will be inviting the public through the Mailchimp marketing platform that Kat Camplin has set up so that anyone who received an invite can unsubscribe if they want.
- Pam Bates will be leading Barb, Yana and Bob Wilson on a field trip to Whitmore the day before the quarterly meeting. Holly with WSRCD will also attend this orientation for Yana to show why it is so needed in the Whitmore area. Also inviting Carl Skinner.
- Please think about next subjects for topics of the quarterly meetings – possible next topic could be “ingress/egress.”

### **Grants & Projects Committee Report – Rich Karem**

- Met TJ a grant writer for the tribe – Jeremy volunteered for free to us – he attended the last Grants and Projects meeting – need a MOU between SCFSC and the tribe/REDCO – SCFSC should try TJ out on one grant proposal, but SCFSC should have their own
- Jim Chapin feels we should have our own grant writer – more discussion about Camille Swezy and discussion about putting out a job application on Craigslist or Indeed.com – this is an important position that needs to be filled.
- Discussion about starting to work on grant proposal ideas earlier and have them ready for applications that come up that SCFSC would want to apply for. Can we start looking at priority areas and start writing grants?

- Rich met with Troy and says Cal-Fire has a portion of Backbone Ridge that they would like to give to SCFSC to finish – Churn Pine Camp up Backbone Ridge to Fender’s Ferry Road – it’s the steepest part and would be in the couple million dollar range.
- Meeting with Aaron and Duty Gyves re West Redding Fuel Break/Planning Grant – discussion about getting private land-owners on board.
- Discussion about pending grants – discussion about Cal-Fire – they have cut 100 million out of their Fire Mitigation grant funds. They aren’t making any decisions until their new fiscal year.
- Ron had the County Coordinator meeting which was very successful – the group is trying to start a GIS mapping group. Sarah Jarrett has offered to help us do the mapping. Firewise boundaries need to be mapped.

**Update on Bullskin Ridge – Jim Chapin**

- Discussion about frustrations of getting Tubit Enterprises contract ready for signature – which went into discussions and an update from Steve Johnson about the attorneys. By having all contracts reviewed properly will ensure our organization is protected. These are growing pains. It takes time to hire an attorney and check conflicts of interest and sign engagement letters and agreements. Then the attorneys have to fit us into their schedules. Getting these contracts and MSA’s in proper order will protect us.

**Executive Director’s Report – Pamela Bates**

- County Coordinator funds have come through – 34K to keep Ron going and an extension was given until 12/31/24.
- Mapping funds are being tracked – there is \$6,800.
- Redding Rancheria is funding Kat Camplin for videos and Firewise community support.
- Pam and WSCRCD discussed budget – our old agreement for 2022 was \$600K and is now 1.5 million. WSCRCD is doing more work than originally planned and added a Task 5 to their contract. This is our third agreement with WSCRCD. Their scope has gotten bigger and they have been amazing partners to us.
- Fran moved that we accept the WSCRCD agreement.

**Motion:** Fran Belden moved, and Dan Adam seconded, to approve the signing of the new third WSCRCD agreement between WSCRCD and SCFSC. Motion carried.

Votes in Favor: 9  
 Votes in Opposition: 0  
 Abstain from Vote: 0  
 Directors Absent: 1

- WSCRCD’s board would like to have a summit with SCFSC to share values and ideas. Pam will send out an email for this separate meeting.

**Executive Director Resigning/Changing Positions – Pam Bates**

- Pam Bates relayed that she would like to step down from her Executive Director position and move to a Project Manager position on the CWMP project, if the board approves. Due to family issues, she would like to move to an hourly rate and cut back her responsibilities and cut back on her hours to 24 to 30 hours per week. Discussion about this took place. Pam will write a job description for the new P/T Executive Director position and the CWMP Project Manager position.

Francis Berg voiced a committee will be needed to determine two new position descriptions and levels of compensation.

### **Board Member Resigning – Dan Adam, Vice President**

Dan Adam announced he is stepping down as well at the end of this meeting. He has voiced this to the Board before, so it was not a surprise. He will help out as needed, if necessary.

Jim Chapin voiced he would take on the Vice-President position until filled.

**Motion:** Rich Karem nominated Jim Chapin to be Vice -President, Dan Adams seconded. It has been moved that Jim Chapin become Vice-President effective the end of this meeting. Motion carried.

Votes in Favor: 9  
Votes in Opposition: 0  
Abstain from Vote: 0  
Directors Absent: 1

### **Meetings coming up:**

Grants & Projects:

(Every 1st Weds. of each month)/

**Wednesday, June 5 2024**

**9:30am – 11:00am**

In-person meeting at SCFSC Office at 1181 Hilltop Drive, Redding

Education & Outreach:

(Every 3rd Mon. of each month)

**Monday, June 17, 2024**

**9:30am – 11:30am**

In-person meeting at SCFSC Office at 1181 Hilltop Drive, Redding

*(also via Zoom)*

Board of Directors Meeting:

(Every 4th Weds. of each month)

**Wednesday, June 26, 2024**

**5:00pm – 7:00pm**

In-person meeting at 20055 Viking Way Bldg #4, Redding, CA 96003

*(also via Zoom)*

**Adjournment:** The meeting was adjourned at 8:04pm

**Submitted by:**

[Barbara March](#)

Executive Assistant