



Board of Directors Meeting Minutes

Thursday, March 25, 2010

BOARD OF DIRECTORS IN ATTENDANCE:

James Patterson – Co. Board of Supervisors	Chris Dicus – Cal Poly
Dan Turner – District 3 Representative	Mark Elliott – APCD
Dan Dulitz – District 5 Representative	Matt Jenkins – CAL FIRE / SLO County Fire
Mark Miller – Fire Chief’s Association	Roy Parsons – Cattlemen’s Association
Johnathan Hurst – Fire Prevention Assn.	

BOARD OF DIRECTORS ABSENT:

Rick Hawley - Greenspace	Warren Hoag - SLO County Planning
Keith Aggson – City of Atascadero	Joseph Cabassi – Insurance Industry
Roland Snow - Secretary	Elizabeth Merson – Red Cross
Greg Saenz – Pacific Gas & Electric	Jim Harrison – District 4 Representative
Royce Larsen – UC Cooperative Extension	Skip Dyke – Range Improvement
Bob Neumann – District 2 Representative	

CALL TO ORDER

The meeting was called to order by President Patterson at 10:15 A.M.

CONSENT AGENDA

It was moved, seconded and approved to accept the consent items:

- Meeting Minutes – January 28, 2010
- Business Manager’s Report – January 21, 2010 – March 11, 2010
- Executive Board Meeting Minutes – February 25, 2010

FINANCIAL REPORT

Dan Turner, Treasurer, reviewed the Accounting by Fund through February 26, 2010. **It was moved, seconded and approved to accept the Accounting by Fund Through February 26, 2010 as presented by Treasurer Dan Turner.**

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Dan explained that work has continued on transitioning banking services from Coast National Bank to Mission Community Bank. Four checks remain outstanding with Coast National Bank and once those clear the remaining balance will be transferred to Mission Community Bank and the account will be closed. **It was moved, seconded and approved to transfer \$50,000 immediately from Coast National Bank to Mission Community Bank and close the Coast National Bank account after all checks have cleared and two statement cycles have been clear.**

One of the benefits of banking with Mission Community Bank is electronic signatures on checks. Two signatures are required on all checks for amounts greater than \$1,500. It is important that the President, Vice President, Second Vice President, Treasurer and Secretary contact Mission Community Bank to learn about electronic signatures. After discussion, **it was moved, seconded and approved to establish the following banking procedures:**

- 1) **\$10,000 per item maximum**
- 2) **\$20,000 per day maximum**
- 3) **Specific exemptions with Executive Board approval on anything greater than \$10,000**

BOARD OF DIRECTORS DISCUSSION AND VOTE

- A. **Maintenance Reserve Policy** - \$4,000 reserve is in place now. The Operating Policy – “Equipment Maintenance and Replacement Reserve Account” was presented to the Board of Directors for consideration. There was lengthy discussion on this item including not having a cap on this reserve account, repair costs on the two Fire Safe Council-owned chippers, cost and responsibility for repairs on borrowed chippers, establishing a repair cap on borrowed chippers, grant funds not being used for buying chippers. After further investigation this item will be placed on a future agenda.
- B. **Consider Rotating Board Meetings** (handout) – A list of proposed meeting locations was distributed for review and discussion. Today’s low meeting attendance was noted. It was agreed to try meeting at the suggested meeting locations for three to four months and re-evaluate at that time.
- C. **Recognition of See Canyon Focus Group** – Bev Larson was in attendance representing the See Canyon Focus Group. She stated that the group has been meeting for approximately four months with Captain Laurie Donnelly as the liaison. Highlights of the group include: covers approximately 10,000 acres, 200 homes, 65 interested members, 500 donated hours, \$2,000 services in kind donated, terrain includes narrow and steep canyons, heavy fuels, limited turnarounds, narrow bridges, and need for safety education. **It was moved, seconded and approved to accept the See Canyon Focus Group as an approved focus group under the San Luis Obispo County Community FireSafe Council.**

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- D. **2010 Chipping Budget** (handout) – The 2009 chipping budget and 2010 proposed chipping budget were reviewed. *It was moved, seconded and approved to accept the 2010 Chipping Budget as submitted.*
- E. **Earth Day Participation** – The 40th Anniversary of Earth Day is April 22, 2010. County-wide activities are scheduled for April 18th at the San Luis Obispo Mission Plaza and Atascadero Lake Park as well as April 24th and 25th at the Home Show in Paso Robles. There was discussion whether the FireSafe Council wanted representation at any of the events. Jim Patterson volunteered to coordinate a FireSafe Council booth at the celebration in Atascadero and San Luis Obispo with the help of volunteers from Cal Poly and CAL FIRE/SLO County Fire VIP's. Dave Mathe volunteered to coordinate a FireSafe Council booth at the April 24/25th celebration at the Home Show in Paso Robles. CAL FIRE/SLO County Fire will provide literature and handouts for all three events.
- F. **CAL FIRE/FSC Prevention Signs** (handout) – Part of the FireSafe Council mission is education. One way to get the fire prevention and education message out is through signs along heavily traveled roads throughout the county. Michael Tindell has created samples of 4 x 8 foot signs printed and laminated, mounted on 4 mil alupanel with reflective line of lettering. After lengthy discussion, *it was moved, seconded and approved to purchase 60 signs at a cost of \$269 per sign with the FireSafe Council logo, CAL FIRE/SLO County Fire logo and County Fire Chief's Association logo on each sign and purchase 30 additional signs with only the FireSafe Council logo.* (Roy Parsons and Chris Dicus opposed)

BUSINESS MANAGER'S REPORT

- A. KJUG Radio – Will be advertising chipping events.
- B. FY2011 Grant Application – Grant for See Canyon Focus Group

NEXT MEETING

The next meeting of the San Luis Obispo County Community FireSafe Council Board of Directors is scheduled for May 27, 2010, 10:00 – 12:00, at Cambria Fire Station 57, 2850 Burton Drive, Cambria.

The meeting adjourned at 11:53 A.M. Following adjournment a tour of the South Bay Training Center was conducted by Fire Captain Greg Alex.

Respectfully submitted,

Jerilyn W. Moore