



MOUNT VEEDER FIRE SAFE COUNCIL MEETING MINUTES

DATE: Saturday, March 24, 2012 9:00 am

LOCATION: Dry Creek Lokoya Fire Station, 5900 Dry Creek Road, Napa, CA

ATTENDANCE: Greg Holquist, Bill Robertson, Gary Margadant, Steve Levine, Gary Green, Bill Crowley, Kathy Crowley, Ron Downs, Kelly Wallace, Ken Van Oeveren (DCL Chair), Larry Russell (DCL Fire Chief), Brandon Dolan (DCL Secretary)
(Note: Bill Robertson served as Secretary during this meeting because Carole Meredith was absent.)

REVIEW OF THE MINUTES: February 19, 2012 minutes were approved with minor corrections.

ADDITIONS/REVISIONS TO AGENDA: None

CHAIRPERSON'S REPORT:

Greg Holquist gave the Chairperson's report and briefed the group on the NCCFF grant. He has been working with Darren Drake and Stephen Gort on this funding and stated that he will see the Old Ridge Road Shaded Fuel Break project through although he is stepping down as Chairperson of the Mount Veeder Fire Safe Council.

TREASURER'S REPORT: Bill reported to the group that the process of moving the MVFSC funds over from Umpqua Bank to RaboBank has incurred a cost of \$213.24 which was for the set up kit of new business checks with binder, stamp, deposit slips etc. The group was not pleased by this expense and Kelly Wallace said he would look into seeing if we could get some money back by contacting Sandy Sims at RaboBank. The current checking account balance is \$20,962.16. There were no other expenses incurred since the last meeting.

COMMITTEE REPORTS:

1. **Grants:** No news from the grants clearing house and we have not received any other grants, including the one from Napa Community Firewise Foundation, as of yet.

2. **Events:** Chief Larry Russell offered the Dry Creek-Lokoya Volunteer Fire Department staff to assist with putting on the Golf Tournament fundraiser. There was discussion of moving the venue to the fall, around mid to late September. Greg felt he would be more free to assist with the event by then. Other golf courses and venues are being considered. Startup cost for last year's tournament was around \$8,000 and \$10,000 for the expense for the entire fundraising event. Chief Russell mentioned the possibility of using Intuit for credit card purchases at the event. This is the same company used for credit card purchases for the Home Winemakers Classic. Greg also emphasized that he tries to keep the prices low and affordable to be able to attract golfers but then offer the sale of mulligan and raffle tickets to help offset the event cost.
3. **Projects:**
 - a. **Old Ridge Road Shaded Fuel Break:** Kelly Wallace offered his assistance in writing the contract for the work to be done. Steve Levine offered to be the project coordinator. Greg so far has not heard from CALFIRE about hand crew availability. The plan now is to walk the site with the chosen contractor Tim Burke and share with him the parameters of the project. Greg also mentioned that Wayne Cain has offered to take photos to document the project before and after. A question was raised about maintenance of a shaded fuel break once the initial work is complete. Bill responded by stating that all projects should have a maintenance component written into each project and that property owners need to be aware of it.
 - b. **Fire Prevention Signs:** Gary Green shared draft versions of the new winter signs to be made up by Sign Dimensions. He also reported that there was no price break between 4 and 6 signs. Chief Larry Russell suggested that we have two accounts at Sign Dimensions, one account for MVFSC and one for the DCLVFD. That way when a sign needs to be made for a fire department function, it will be funded by the fire department, e.g., advertising the Home Winemakers Classic. The price for one side per sign is \$140. Gary Margadant briefed the group on the placement of the new signs near Wall Road and Partrick Road. He has been in contact with Mike Shepherd and Nancy Stiltz from the Napa County Roads Department and we are currently waiting for Mike Shepherd's signature on a document that would grant the MVFSC permission to place a sign there. This would cover all locations – Dry Creek Road, Redwood Road, Oakville Grade, Partrick Road and Wall Road. The sign on Wall Road will be in the turnout next to the Mount Veeder Appellation sign. The Partrick Road sign will be in the pull out past the fire hydrant. Gary Margadant will let everyone know when the signs will go in and offered his tractor and auger to drill the holes for the posts. Gary M. offered to donate the 8 foot posts for the signs. Napa Communities Firewise Foundation needs to be contacted about the Free Chipping sign.
 - c. **The Cove Fuel Reduction Project:** Greg Holquist will contact the Girl Scouts to see if they would contribute to maintaining the fuel reduction project. Right now

that project is on hold until more funding is obtained. There has not been any communication with the Girl Scouts for a while.

4. **CWPP:** Kelly Wallace will email out the CWPP to see if any updates are needed. Bill Robertson brought up that he would like to see an aerial photo with overlays of where the proposed shaded fuel breaks would be located. Annual review was postponed until the next meeting.

OLD BUSINESS:

1. **Website:** Dual websites still exist. Gary Green suggested that we contact Sue Santos to see what can be done to eliminate the second website.
2. **By-Laws:** Kelly Wallace was finished with the Bylaws document a few months ago. Ken Van Oeveren had a few modifications. It is now completed and a final document is ready to be submitted to the Dry Creek-Lokoya Volunteer Fire Department Board of Directors for approval. A hard copy will be ready for the next meeting and it will be e-mailed out to everyone.
3. **MOU Between Dry Creek-Lokoya Board of Directors and Mount Veeder Fire Safe Council:** This is still being worked out and was deferred to the next meeting. Gary Green explained to the group that the MOU was developed because the Dry Creek-Lokoya VFD Board is the Fiscal Sponsor of the Mount Veeder Fire Safe Council and it was to help qualify for Federal Grants from the Grants Clearing House through the California Fire Safe Council. Gary Green also mentioned that the MOU has not been approved yet by the Dry Creek-Lokoya VFD Board of Directors and it should be on the agenda of the DCLVFD Board's next meeting to be voted on and approved. Both parties need to agree to its terms before it can be adopted.
4. **Liability Insurance and Insurance for Board of Directors:** Gary Green stated he will have it on Monday and will contact Greg Holquist.
5. **Election of MVFSC Officers:** Gary Green was nominated for Chair and was elected unanimously as Chair. The new MVFSC Officers for 2012 are as follows:
 - Chairperson - Gary Green
 - Vice Chairperson - Gary Margadant
 - Treasurer - Bill Robertson
 - Secretary - Carole Meredith

NEW BUSINESS:

1. **2012 Budget:** The draft budget was voted on and approved. It was deferred to the next meeting for fine-tuning and adoption.
2. **Purchasing Document:** Ken Van Oeveren explained the purpose of the Purchasing document and how it ties in to the annual budget and why it needs to be adopted. Ken suggested that the document be used by Steve Levine on the Old

Ridge Road Project to see if any changes need to be made to it. The purpose of the Purchasing Document is to aid the Treasurer in tracking funds and expenditures

OTHER BUSINESS FOR THE GOOD OF THE ORDER: Bill Robertson showed the group an old document he discovered that gave the locations of access points to the old fire trails that are slated to be shaded fuel breaks. He had deciphered the information on the document and retyped it all out so that it was legible to read. He then took a map of the area and placed red dots at these access points.

Ron Downs told the group that the old fire road that goes through his property and over the top of Mount Veeder has become overgrown with Scotch Broom. This road is one of the proposed shaded fuel breaks identified in the CWPP.

ADJOURNMENT: 11:27 am

Next Meeting: Saturday April 28, 2012 at 9:00 am
Gary Green's residence
5410 Dry Creek Rd., Napa, CA 94558

ACTION ITEMS (TO DO LIST):

Greg Holquist

- a) Contact CALFIRE about crews
- b) Contact Girl Scouts Council for funding for The Cove Fuel Reduction Project
- c) Confirm with Wayne Cain that he is doing the photo plots for the Old Ridge Road Project.

Kelly Wallace

- a) Contact RaboBank to see about a discount or refund for Business Checks.
- b) Send out revised Bylaws to the MVFSC group for review. Action item for next meeting.

Gary Margadant

- a) Completion of Encroachment Permit for road signs.
- b) Verify if fire road access points from Bill's document are still viable.
- c) Get together with Steve Levine to write article for newsletter.

Ken Van Oeveren

- a) Send Purchasing Guideline to Gary Green.

Gary Green

- b) CE/Purchase Guidelines to forward to the Board
- c) Reminder on article dates for newsletter
- d) Place order with Sign Dimensions

Bill Robertson

- a) Send Gary an electronic copy of the Fire Road Access Document.
- b) Type out minutes for today's meeting.
- c) Have a Draft Budget for 2012 prepared for next meeting.

ALL - If you have an article for the newsletter, send it to Bill Robertson or Gary Green.