



MOUNT VEEDER FIRE SAFE COUNCIL MEETING MINUTES

DATE: Saturday, April 28, 2012 9:00 am

LOCATION: Gary Green's residence, 5410 Dry Creek Road, Napa CA

ATTENDANCE: Gary Green, Gary Margadant, Bill Robertson, Carole Meredith, Greg Holquist, Kelly Wallace, Joanne Sutro, Wayne Cain, Steve Levine, Ethan Glicker, Spencer Reid, Ken Van Oeveren, Larry Russell

REVIEW OF THE MINUTES: March 24 minutes were approved with minor corrections

ADDITIONS/REVISIONS TO AGENDA: Calendar for road signs; June 2 NCCFF presentation

CHAIRPERSON'S REPORT: No report

TREASURER'S REPORT: Bill Robertson reported that the current bank balance is \$20,868.02.

COMMITTEE REPORTS:

1. **Grants:** Kelly Wallace reported that he had worked with Steven Gort and that the Napa Community Firewise Foundation (NCCFF) money is now in place. The budget is under the \$20,000 limit and covers the services of 3 vendors: the masticator operator (Tim Burke), the Delta Camp crew and a portable toilet provider.
2. **Events:**
 - a. **2012 Golf Tournament:** Larry Russell said his offer was still open to provide DCLVFD staff assistance to put on the golf tournament. Greg Holquist said it may still be possible to get some financial assistance from PG&E even if we don't hold our own tournament. He has been PG&E sponsorship for an upcoming tournament in support of Clubs for Vets, an organization that provides custom golf clubs for veterans. PG&E still has \$3,000 in its budget for the MVFSC golf tournament and Greg is pursuing the possibility that we might still be able to receive that money if we can somehow tie in to the Clubs for Vets tournament.

- b. **Dry Creek Lokoya Volunteer Fire Department Open House:** This will be held Sunday June 3 from 9 am to noon. Chief Russell will allocate 30 minutes on the agenda for a presentation about MVFSC activities. We may want to use the same (or similar) presentation we will be making to the Napa Community Firewise Foundation on June 2.

3. **Projects:**

- a. **Old Ridge Road Shaded Fuel Break:** Greg Holquist reiterated that the pilot project will create a shaded fuel break that extends 100 feet wide on each side of the ridge line on the Old Ridge Road, beginning at Carole Meredith's property and extending both north and south from there along the Old Ridge Road. He explained that Delta Camp does not usually work on private property, but that they might be able to treat it as part of the Enchanted Hills and Cove projects. He anticipates that the Delta Camp crew will begin work on 4/30 at The Cove. Carole Meredith expressed security concerns about having prisoners working close to a private residence. Greg stated that a security officer would come to the private property and discuss the matter with the owners.

Steve Levine suggested that we investigate alternative sources of labor in case the Delta Camp crew does not work out. Perhaps Tim Burke (the masticator provider) or another local contractor could provide labor. In any case, we should get Tim Burke's masticator going as soon as possible.

A question was raised about whether the Napa County erosion control regulations will restrict vegetation removal for our project. Greg Holquist said he would investigate this.

Joanne Sutro proposed that we ask Community Projects to fund the purchase of 2 pole saws (approximately \$500 each). Ethan Gicker suggested that hand pole saws are much less expensive. In either case, Ken Van Oeveren reminded us that we would need to purchase safety equipment (e.g., hard hats) to go with the saws. Joanne Sutro will assist Carole Meredith in drafting a letter to Community Projects. Greg Holquist will send additional information to Carole Meredith regarding the specifications for the saws. A motion was made and passed to buy 2 pole saws and associated safety equipment.

It was proposed that we schedule a specific time slot during which community members could look at the Old Ridge Road pilot project. July 7 and July 28 were suggested as possible dates for this.

- b. **Fire prevention signs:** Gary Margadant has now received the permit from Napa County to allow the placement of the new fire prevention signs
- c. **The Cove Fuel Reduction Project:** Greg Holquist reported that the Girl Scouts have agreed to fund 1 week of work. The work will begin on 4/30. Greg requested assistance in working with the Delta Camp crews at The Cove. Wayne Cain, Spencer Reid and Ethan Gicker agreed to help.

4. **CWPP:** Discussion and any revisions to the CWPP were deferred to the next meeting. Kelly will send Carole Meredith the CWPP final signed document so that she can replace the draft document currently on the MVFSC website. It was emphasized that any changes to the CWPP must be made no later than our May meeting in order to be included in a new Fire Safe Council grant proposal.

OLD BUSINESS:

1. **Website:** Greg Holquist is making progress toward removing the duplicate MVFSC website that he created in Google Sites. Our active MVFSC website is <http://www.mtveederfiresafe.org/>.

The “contact us” link on the website currently points to an email address that no longer exists. On a temporary basis, Carole Meredith will change it to point to her own address but will later create a unique email address to be used to contact the MVFSC. She also plans to create two Google Groups, i.e., email distribution groups that will facilitate email communication. The first group will be for the MVFSC officers and directors and will include those DCLVFD officers who wish to be included.

The second group will be for MVFSC-related email messages to the larger community of Mount Veeder area residents and property owners. It will be used to tell people about community meetings and fire-related news and will include links to new items on the MVFSC website. Joanne Sutro suggested incorporating teasers into the email messages to encourage people to click through to the website. Anyone who doesn't want to receive these email messages will be able to easily unsubscribe from the group. Gary Margadant agreed to send Carole the list of email addresses of community residents that he has developed for his Neighborhood Watch program.

2. **Bylaws:** Kelly Wallace modified the MVFSC Bylaws to conform to the Dry Creek-Lokoya Volunteer Fire Department document SOP 001 which describes the operation of the MVFSC as an advisory committee to the DCLVFD. The Bylaws were approved by the MVFSC.
3. **MOU between Dry Creek-Lokoya Board of Directors and Mount Veeder Fire Safe Council:** Document SOP 001 was created by the DCLVFD Board of Directors to describe the operation of the MVFSC as an Advisory Committee under the DCLVFD Bylaws. This subordinate relationship is required in order for the MVFSC to operate under the DCLVFD's 501(c)3 non-profit tax status. The DCLVFD Board has the right to review MVFSC grant proposals before they are submitted to funding agencies but they do not have to pre-approve money that is given to the MVFSC without a grant proposal. A concern was expressed that the required approval of the DCLVFD Board might present a conflict of interest if both organization were requesting funds from the same organization. The SOP 001 document was approved by the MVFSC.

4. **Liability insurance and insurance for Board of Directors:** Gary Green reported that the MVFSC is included in the insurance coverage of the DCLVFD Board so it is unnecessary to obtain separate coverage.
5. **Rabobank checking account fees:** Kelly Wallace spoke to someone at Rabobank who acknowledged that the \$213 in account start-up fees was an error and that the MVFSC account will be credited for those charges.
6. **Fire road access points update:** No further progress has been made on this item.
7. **Newsletter article update:** Steve Levine has written an article about his successful application for funds for forest management on his property through the California Forest Improvement Program. Gary Green will write an article about the activities of the MVFSC.
8. **Purchasing guideline document:** Ken Van Oeveren distributed an updated version (dated 4/9/12) of the CDLVFD document SOP 002 entitled Purchase Request Policy. This document details the procedures for purchases by the MVFSC (and also the DCLVFD and the Home Winemakers Classic Committee). After extensive discussion, it was agreed that further clarification is required to eliminate ambiguities in the approval process for items costing more than \$500, capital items and purchases that are part of an approved budget.
9. **Draft budget:** Bill Robertson distributed the Draft Budget allocating dollar amounts to several categories of expenditures. Bank Service Charges was reduced from \$225 to \$100. The Projects category was reduced to from \$15,000 to \$14,000 (of which \$10,000 is anticipated to go to the Old Ridge Road project). Insurance was reduced from \$1,200 to \$200. Two additional categories were added – Equipment (\$2,000) and Administration (\$125). It was agreed that website-related expenses would be placed in the Community Education category and workshops for MVFSC officers and directors would be in the Organizational Education category.

NEW BUSINESS:

1. **New California Fire Safe Council grant cycle:** Bill Robertson said that the submission deadline for the next cycle of grants is July 31, 2012. Any changes to the CWPP must be made no later than the our May meeting in order to be included in our next grant proposal.
2. **Calendar for roadside signs:** The following calendar was proposed for the signs:
 - April – May: Clear around your house
 - June – July: No fireworks, Home Winemakers Classis
 - August – October: High fire danger
 - November – March: Clean chimneys, change batteries

We should also display the Free Chipping sign. Gary Green will see whether we have any other signs that should be incorporated into the calendar.

Larry Russell said he would like to hang some DCLVFD messages below the signs too, such as “Now accepting applications for volunteers”, and with other messages. A motion was made and passed to incorporate such DCLVFD messages.

3. **Napa Communities Firewise Foundation presentation:** The NCFF is holding a meeting on June 2 from 9:30 am to 12:30 pm for reports on activities of the Foundation and reports from the Napa community Fire Safe Councils. The MVFSC will request time on the agenda to report on our activities. Several members will attend.

OTHER BUSINESS FOR THE GOOD OF THE ORDER: None

ADJOURNMENT: 12:00 pm

Next Meeting: Saturday May 26, 2012 at 9:00 am
 Dry Creek - Lokoya Fire Station
 5900 Dry Creek Rd. Napa, CA 94558

TO DO LIST:

Gary Green:

- a. Check on any additional signs we have and add them to the calendar
- b. Write an article about MVFSC activities for the DCLVFD newsletter.

Gary Margadant:

- a. Arrange for the movement of the Dry Creek Road sign and the installation of two additional signs
- b. Send list of email addresses to Carole Meredith
- c. Investigate whether the old fire road access points are still viable

Greg Holquist:

- a. Follow up on tying in to the Clubs for Vets golf tournament as a means to receive the money that PG&E has budgeted for the MVFSC.
- b. Look into whether our shaded fuel break project is affected by the county erosion control regulations.
- c. Continue to work towards removing the duplicate website

Kelly Wallace:

- a. Send signed version of the CWPP to Carole Meredith to put on the MVFSC website.
- b. RSVP to Roger Archey for the NCFF meeting on June 2

Carole Meredith:

- a. Draft pole saw funding request letter to Community Projects
- c. Update the MVFSC website with latest minutes, chipping info and updated contact info.

- d. Develop two Google Groups email lists for the MVFSC and the larger community, respectively.

Joanne Sutro:

- a. Assist Carole Meredith in preparing the request for funds to Community Projects.