



MOUNT VEEDER FIRE SAFE COUNCIL MEETING MINUTES

DATE: Saturday, December 28, 2013

LOCATION: Gary Green's house, 5410 Dry Creek Road

ATTENDANCE: Kelly Wallace, Gary Green, Carole Meredith, Ken Van Oeveren, Bill Robertson

ADDITIONS/REVISIONS TO AGENDA: none

REVIEW OF THE MINUTES: November 30 minutes were approved

CHAIRPERSON'S REPORT: Kelly Wallace thanked Gary Green and Ken Van Oeveren for arranging a recent wood delivery.

TREASURER'S REPORT: Ken Van Oeveren reported that the current bank balance is \$28,348.84. The only recent expense was \$112 for a postcard mailing regarding opting to receive the newsletter electronically. After we allow for \$10,000 for our reserve, we have approximately \$18,00 to allocate towards expenses. It was agreed that the reserve should be formally separated from our main funds, e.g. in a CD or a savings account.

Ken reported that he plans to resign as Treasurer for the DCLVFD and MVFSC at the next DCLVFD board meeting in January.

Preliminary 2014 budget:

Income:

Donations: Zero

Fundraising - Golf tournament: Zero, but this may change if Greg Holquist expresses willingness to organize a tournament for 2014.

Grants - Napa Communities Firewise Foundation: hoping for approximately \$15,000 but this is uncertain.

Grants - California Fire Safe Council: We have been notified that our proposal has been chosen to move to the pre-award phase. If we can satisfy the next steps in the process, we will receive \$68,516 over 2 years, so the 2014 amount would be \$34,258.

Grants - Natural Resources Conservation Service: Zero, since that process is only in the preliminary stages.

Wood sales: We will budget only \$400 + \$32 sales tax because we have less than 2 cords of firewood ready to sell and we don't have time to organize further wood splitting work days.

Address signs: We will budget only \$600 for income + \$48 from address signs since we have less than 60 left and do not plan to order more.

Expenses:

Bank Service Charges - Intuit fees: The fees that we pay for purchases made through the MVFSC website will become an expense entry instead of separate line items under income for each purchase type (e.g., wood sales, address signs, golf tournament, donations).

Projects - Old Ridge Road: We will budget \$49,258 for the Old Ridge Road project (\$34,258 from the Grants Clearinghouse and \$15,000 from NCFE). In 2013, we spent \$12,719 on the ORR project. The Grants Clearinghouse grant will require some matching funds on our part. It will be very important to try to use the Delta Camp crew for as much of our work as possible because the difference between what we will actually pay them (\$225/day) and the value assigned to them (\$1,300/day) can be used as matching funds. We can also use the NCFE money as matching funds.

Projects - Address signs: Zero. We will not purchase any more address signs

Marketing: We will eliminate this line item because it overlaps with Public Education.

Public education - Road signs: The channels need repair and 6 new sign inserts are needed to advertise the Open House, so \$1000 will be budgeted for this.

Public education - Website: Updating the website regularly with minutes and newsletters has proven to be problematic so we will budget \$1,000 for Sue Santos to do this for us in the future.

Public education – Postage: We will budget \$370 for postage and paper for publicity.

Organizational education: To reimburse the expenses of MVFSC members who go to meetings that can improve our effectiveness, we will budget \$250.

Operating cost – Office supplies: We will allocate \$100 for incidental office supplies (e.g., binders) beyond what those used for mailings.

Operating cost – Golf tournament: Zero, pending an indication of Greg Holquist's interest in organizing it.

Operating cost - Firewood sales: \$100 for fuel and chain replacement.

Equipment: zero

Sales tax: As with the Intuit fees, our sales tax obligation will also become a single expense entry instead of separate lines under income.

Reserve fund: We will budget nothing for our reserve fund, although we may choose to add more to the reserve fund in the future. We will take \$10,000 from the approximately

\$28,000 in our checking account and put it into a separate account. The \$18,000 remaining will be unallocated working funds and will be used to reconcile the difference between our budgeted expenses and income.

COMMITTEE REPORTS:

1. Grants:

- a. **Natural Resources Conservation Service:** no update
- b. **Napa Communities Firewise Foundation:** Kelly Wallace will be speaking to Stephen Gort about our status
- c. **California Fire Safe Council Grants Clearinghouse:** We have been notified that we have a "preliminary award" of \$68,516 over 2 years. We must complete a grantee pre-award report before we can progress to the next step. Kelly will be pursuing this with Stephen Gort, since the NCFE is our fiscal sponsor for this grant. Kelly will ask for a copy of the Negative Declaration regarding the CEQA requirement.

2. Events:

- a. **Community Holiday Party, December 7:** Kelly Wallace thanked Ken Van Oeveren, Gary Green and Bill Robertson for being there and selling address signs and noted that Evangeline James also attended. It was agreed that MVFSC would advertise our reflective address sign program by giving away 2 signs via a drawing at the event. Gary Green will have a table at the event to take orders for signs. People will fill out the application form and then 2 names would be drawn from among the applicants to receive free signs. The cost to MVFSC will be \$20 for the signs. Kelly Wallace will talk briefly about MVFSC activities.
- b. **Golf Tournament:** Kelly Wallace will talk to Greg Holquist about Greg's interest in organizing a 2014 tournament.

3. Project Updates:

- a. **Green reflective address signs:** Gary Green reported receiving 11 new orders (1 from the community party, 1 online and 1 from Ken Van Oeveren). In addition to the installation information distributed with the signs, perhaps we can also give out defensible space brochures as suggested by Paul Woodward. Kelly will invite Paul Woodward to our next meeting since he has expressed an interest in disseminating defensible space advice. Ken Van Oeveren will also invite a representative from Mayacamas Winery.
- b. **Firewood Sales:** Covered in budget discussion above.
- c. **Old Ridge Road:** Gary Green will show the Old Ridge Road project to Darren Drake since he has expressed an interest in it.

We must try to get as much Delta Camp crew time as we can in 2014 so as to maximize our progress and minimize the matching funds we must come up with. But Delta Camp crew time is in high demand for other jobs. A private contractor

would be much more expensive and the California Conservation Corps are not permitted to use a chipper.

But we cannot request dates for Delta Camp until we know more about our CAFSC grant. We probably will not get approval to proceed until the end of February so the earliest we could use Delta Camp is March 1. Based on our 2013 costs, six weeks of Delta Camp time would cost us about \$30,000 total, so that will be our maximum request. But we must anticipate not being able to get Delta Camp and/or needing to rent a pickup or tractor to tow the chipper.

If we can't get Delta Camp for more than a couple of weeks, we could consider hiring a private contractor with a masticator for the south end of the ORR and using a hand crew for the north end. But Stephen Gort has said he does not want to spend NCCFF money on a masticator. Furthermore, our grant request specifies hand work, so we cannot spend either CAFSC or NCCFF money on a masticator. We need to know about other hand crew options. We might use unbudgeted funds for a masticator.

Permissions: We now have permission from Buscini. We do not yet have permission from Pieromarchi or from the Chester Brandlin heirs. Carole Meredith will check with the county to ascertain the ownership status of Chester Brandlin's property along the Old Ridge Road.

4. **Community Wildfire Protection Plan update:** Deferred because Evangeline James was not present.

OLD BUSINESS:

1. **Move fire prevention sign at Orchard and Dry Creek:** Completed
2. **Firewise Communities application:** Kelly Wallace is still working on this, with the assistance of Amy Head.
3. **Hold Harmless document:** Not yet prepared
4. **Liability insurance:** Ken Van Oeveren spoke to the DCLVFD insurance agent at Malloy Imrie & Vasconi, who said that the DCLVFD liability insurance does cover MVFSC but that a Hold Harmless document is necessary in case any of us are harmed in the course of MVFSC activities.
5. **Internet:** Carole Meredith reported that the Valley Internet service to the DCLVFD station will be rerouted, so the current difficulties being caused by a property owner who does not want the relay tower on his property will be eliminated.

NEW BUSINESS:

1. **1st National Wildfire Community Preparedness Day** will be May 3, 2014, as recently announced by the National Fire Protection Association. We could participate by organizing a community forum, perhaps at Enchanted Hills, that would focus on all the proposed shaded fuel breaks and our progress to date. It would be an opportunity to further educate our community on how shaded fuel breaks benefit

them. We envision dedicating several hours to this topic, not just the few minutes that we take at other events. We need to think about speakers.

OTHER BUSINESS FOR THE GOOD OF THE ORDER: None

ADJOURNMENT: 12:15 pm

Next Meeting: Saturday January 25 at 9:00
Kelly Wallace's house
5269 Dry Creek Road

TO DO LIST:

Kelly Wallace:

1. Check with Greg Holquist re his interest in organizing a 2014 golf tournament. If not, we will leave that budget income item at zero.
2. Invite Paul Woodward to our next MVFSC meeting
3. Prepare a "Hold Harmless" document for MVFSC members to sign in case any of us gets hurt in the course of our projects

Ken Van Oeveren:

1. Prepare Intuit transaction spreadsheet for Kelly Wallace to facilitate future budgeting for Intuit fees
2. Invite a representative from Mayacamas Winery to a future meeting

Evangeline James:

1. Clarify abbreviations used in preliminary CWPP tables

Carole Meredith:

1. Check county records regarding the current ownership of the late Chester Brandlin's property along the Old Ridge Road