

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
MENDOCINO COUNTY FIRE SAFE COUNCIL, INC.**

Wednesday, January 23, 2008, at 5:30 p.m.
Ukiah Valley Fire District, 1500 S. State Street, Ukiah, California

President Colin Wilson called to order the meeting of the Board of Directors of the Mendocino County Fire Safe Council (MCFSC) at 5:35 p.m. Directors present were Colin Wilson, Suzanne Guido, Ronda Gott, and Steve Leonard. Also present were MCFSC Executive Director Julie Rogers and Jeff Tunnell of BLM. Absent were directors Robert Bruce, Hal Wagenet, and Mike Jani.

The Minutes of the December 17, 2007, meeting were unanimously approved as written.

In his President's Report, Colin Wilson presented the possibility of MCFSC's participation in a fundraising opportunity with the Kenwood Fire Department, namely the World Pillowfighting Championship the Kenwood Department has hosted for many years. Kenwood wants to move the event to Anderson Valley to accommodate increasing attendance; they will share event ownership and income with other partners. Discussions will continue at future board meetings.

Executive Director Julie Rogers gave the following report:

- Caspar Gorse Removal Project and Countywide Chipping Program. In February, Staff (Rogers) will submit applications for Bureau of Land Management (BLM) funding for these two projects. BLM has been MCFSC's most generous funding source since 2004. Results of the applications will be announced March 28.
- Fundraising letters. Approximately 120 letters were sent to MCFSC members and potential donors in December, soliciting funds to fulfill MCFSC's 2008 operating budget needs. As of January 17, \$7,355 in donations and memberships had been received, out of a projected need of \$17,000.
- Brooktrails Fuels Reduction Project. A new (2008) grant agreement has been signed and MCFSC is awaiting the first payment of \$166,852 in BLM funds. This project will create fuel breaks to protect Brooktrails from fires originating in different locations and under varying wind conditions.

In Treasurer Mike Jani's absence, Staff gave the Treasurer's Report. As of January 17, 2008, total funds in all accounts were \$59,132.68. Subtracting trust funds of \$2,303.99 held for Pine Mountain and Robinson Creek FSCs yields an MCFSC funds balance of \$56,828.69. Restricted funds for grant projects are \$30,698.74 (Pine Mountain) and unrestricted operating funds are \$26,129.95. Details are given in a Financial Summary and Notes, Balance Sheet, and Statement of Income and Expenses.

Under Committee Reports, Ronda Gott reported that she had compiled various templates into a draft employee manual. The draft will be reviewed, and a draft contract considered, at the next MCFSC board meeting.

Suzanne Guido, Membership Committee Chair, reported nine new memberships since December. MCFSC is a Membership corporation, and dues form part of its operating income.

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Under Old Business, Staff distributed a draft Memorandum of Understanding between MCFSC and the Caspar Fire Safe Council. The MOU states that MCFSC will hold the Caspar FSC's funds in trust in MCFSC's bank account as needed, keep separate bookkeeping records, and make payments as authorized by the Caspar FSC, until either party ends the agreement. The document, already signed by Caspar FSC, was unanimously approved.

A draft resolution to amend the Bylaws to change the time frame of the Annual Members' Meeting was presented. The date will now be later in the spring; snow required postponing the last two years' meeting that had been set for March. A tentative date of Wednesday, May 28, for the 2008 meeting was proposed. Both subjects will be voted on at the next Board meeting.

Under New Business, Staff distributed a resolution to amend membership dues to \$30 per year, with a discounted rate of \$50 for two years. The resolution was unanimously approved.

Staff distributed a Resolution establishing a Conflict of Interest Policy for MCFSC. The resolution was unanimously approved.

Upon his request, Treasurer Mike Jani was unanimously reinstated to the board, following absence at three meetings.

Staff requested the board to approve a change from hand-written checks to Quickbooks-generated checks, to be more time efficient and provide better accuracy. The Board unanimously approved up to \$160.00 to purchase Quickbooks-compatible checks.

President Wilson presented a \$2,000 donation check to MCFSC from the Anderson Valley Fire Department, where he is the Chief. He noted that nearly \$9,500 of the \$17,000 needed to complete the MCFSC's 2008 budget needs has been received, and more contributions have been promised, yielding a good possibility that the budget will be fully funded.

President Wilson then proposed reinstating full 2007-level salary payments to MCFSC's Executive Director for January and February 2008. The motion was unanimously approved. The budget situation will be reviewed, and a tentative 2008 budget adopted, at the next meeting.

Staff requested that the board ratify a previous poll taken by email, approving MCFSC's partial payment of expenses for Staff's travel to a meeting of the Association for Fire Ecology in Tucson on January 28-31. Given the recent income, the expense was approved.

The next meeting was set for Wednesday, March 26, at 5:30 p.m. [later rescheduled to Tuesday, April 8, at the same time].

The meeting was adjourned at 6:59 p.m.

Dated: March 31, 2008

Suzanne Guido, Secretary