



El Dorado County Fire Safe Council

Website: edcfiresafe.org

515 Main Street, Ste. 103

Placerville, CA 95667

Email: board@edcfiresafe.org

General Information: (530) 647-1700

Assistance Programs: (530)957-6270

"Public and Private Partners Working Together to Protect People, Homes, and Natural Resources"

Board Meeting Agenda

November 20, 2024

9:30 am to 12:00

American Legion

4561 Greenstone Road, Placerville

1. Meeting Call to Order
2. Roll Call: Sign In
3. Pledge of Allegiance
4. Consent Calendar **Board Action Item**
 - a. Meeting Agenda: 11/20/2024
 - b. Board Meeting Minutes: 10/16/2024
5. New Business
 - a. Strategic Planning Task Group Update - Paul Penn
 - Update on comments received on Strategic Planning Framework
 - Authorize the Chair to engage the staffing agency for an Executive Coordinator, based on the final job description– **Board Action Item**
6. Old Business
 - a. Community Wildfire Protection Plan – Tamara Johnston
7. Information Items:

- a. Chairman's Report & Communication – Ken Pimlott
- b. Vice-Chair Report – Dorothy Fine
- c. Secretary Report – Angel Ball
- d. Treasurers Report: Janet Barentson – **Board Action Item**
 - November Treasurer's Report
- e. Partners Reports:
 1. BLM – TBA
 2. CAL FIRE – Megan Scheeline/Jeff Hoag
 3. Office of Wildfire Preparedness and Resilience – Tom Meyer/Tanya Harlow
 4. EDC Fire Chiefs Association – Tim Cordero
 5. EDC FPO Association – Lucas Shepard
 6. ENF – Brad Stewart
 7. RCD – Mark Egbert
 8. SMUD – Eric Brown
 9. PG&E – Mike Webb
 10. EDSO – Lt Morton
 11. BOR – Elizabeth Dyer

8. Program Reports

- a. Grants & Funding/Grants Committee– Tamara Johnston
- b. Assistance Programs – Jessica Isabel
 - Chipping
 - Defensible Space Services for Seniors, etc
 - Hazard Tree Removal
- c. Training Committee – Hugh Council
- d. Outreach & Education – Alice Cantelow
- e. Governance and New Council Formation & Orientation – Angel Ball

9. Community Council Reports

10. Public Comment – *Time limit is 3 minutes per person.*

11. Good of the Order

- a. Grant Discussion hosted by Tamara Johnston @ **1 PM** at the American Legion following the Board Meeting.
- b. **No meeting in December – Happy Holidays**
- c. Next EDCFSC Board Meeting – January 15, 2025



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"Public and Private Partners Working Together to Protect People, Homes, and Natural Resources"

Board Meeting Minutes-Draft

October 16, 2024

9:30 am to 12:00 pm

American Legion

4561 Greenstone Road, Placerville

1. Meeting Call to Order

9:31am

2. Roll Call: Sign In

In Person: Pimlott, Council, Barentson, Pullin, Penn, Ball, Cantelow, Dwyer, Fine, Gilcrest, Johnston, Hess, Lory, Payne, Willis, Zelinsky, Osgood Zoom: Boal, Connelly, Hawk

3. Pledge of Allegiance

Ken Pimlott

4. Consent Calendar Board Action Item

- a. Meeting Agenda: 10/16/2024
- b. Board Meeting Minutes: 09/18/2024
- c. Associate Fire Safe Council Boundary Adjustments per bylaws section 14.04.

Approved as presented – no opposition.

5. New Business

Executive Coordinator Position - Strategic Planning Task Group - Paul Penn –
Board Action Item

This is the second presentation of the Futuring group's recommendations on Strategic Planning. A question-and-answer period was held. Vice Chair Dorothy Fine, on behalf of the task group will accept additional comments and input until the end of month. After review, this item will be presented to the Board of Directors for Board action at the November 20th meeting.

6. Old Business

- a. Community Wildfire Protection Plan – Tamara Johnston

We held five CWPP public meetings in the county that included an overview of CWPP and breakout sessions to allow for input. As of this date, the public survey has 1200 responses. Reminded FSC's to help get information out to our communities to complete the survey. Public survey is open until October 31st

- b. Website Update – Dorothy Fine

Streamline has moved our website content to their platform. FSC's that want updated pictures for their sites need to send them to caminofsc@gmail.com and I will forward them to Streamline.

7. Information Items:

- a. Chairman's Report & Communication – Ken Pimlott

Agenda items must be submitted to the Clerk or Chair one week before the monthly meeting. Title III funding requests are due to the chair by the end of November. Project descriptions received so far are perfect. Funds are to be spent by August 31, 2025.

Our audio/visual improvement needs continue to be evaluated.

- b. Vice-Chair Report – Dorothy Fine

No report

- c. Secretary Report – Angel Ball

No report

d. Treasurers Report: Janet Barentson – **Board Action Item**

- September Treasurer's Report

Held over from September meeting. No additional report.

- October Treasurer's Report

Noted details on Treasurer's report. Explained funding process for grants and chipping. Initiated audit for 23/24 fiscal year with Vaughn Johnson. FSCs may be asked to provide financial information for the audit. Initiated taxes for 23/24 fiscal year with Pat Turner.

September & October Treasurer Reports approved-no opposition.

e. Partners Reports:

1. BLM – TBA

No report

2. CAL FIRE – Jeff Hoag/Patrick McDaniel

Burn suspension is still in force. We will be working on prescribed burning when safe to do so.

Grant contract will be signed at the end of the month.

3. Office of Wildfire Preparedness and Resilience – Tom Meyer/Tanya Harlow

Tom:

Progress is being made on the defensible space inspections.

Implementation guidelines for defensible space ordinance are in progress.

Our website has an insurance tab explaining the discounts for homeowners.

Weber Creek project-preparing for next steps, a bid for a construction manager and boundary adjustments to submit to FEMA.

Firewise renewal deadline is November 22nd.

Our annual report will go to the Board of Supervisors in December which will ask for their endorsement of the 2025 workplan.

Tanya:

Noted how the CWPP workshops were marketed and actions taken to get

survey out to public. 8 of 32 FSCs submitted information to Jensen Hughes.

October 31 is the deadline for Survey and FSC's input. May need photos

from certain FSCs of their community. Defensible space video has been

posted on CAL FIRE's social media platforms.

4. EDC Fire Chiefs Association – Tim Cordero

Additional resources are gearing up in the county for red flag warning. Mosquito Bridge project is still moving forward.

5. EDC FPO Association – Lucas Shepard

Meeting tomorrow at Station 85. Reviewing officer nominations for next year. Regulations and standard committee formed. Working in partnership with county on day-to-day checklist to make sure everyone is on same page with fire agencies doing inspections.

6. ENF – Brad Stewart

No report

7. RCD – Courtney Jackson

Discussed the Placerville Community Wildfire Resilience Strategy survey. November 14th is the next town hall meeting from 5:30pm to 7:00pm to share information from the survey. We had a public meeting at EID and are continuing to have meetings with partners to get their input. WSP (our contractor) & Jensen Hughes are sharing data, so this is a compliment to the CWPP.

8. SMUD – Eric Brown

No report

9. PG&E – Mike Webb

No report

10. EDSO – Chief Lilienthal

Currently engaged with PG&E for PSPS event. Continuing work on Evacuation Plan for Tahoe and West Slope. Disaster Council meeting November 13th at the sheriff's office. Check our website for more details. OES is meeting with Watch Duty to discuss incidents and alert warning information.

11. BOR – Elizabeth Dyer

No report

8. Program Reports

a. Grants & Funding/Grants Committee– Tamara Johnston

We received a \$100k grant from PG&E for defensible space. We are the only ones in our region to get a grant. There is money for defensible space assessments included in the grant.

b. Assistance Programs – Jessica Isabel

- Chipping

YTD – completed 546 jobs, cleared 905 acres chipped 95,570 cubic yards and spent \$244,354.

- Defensible Space Services for Seniors, etc.

YTD - 208 parcels evaluated, 217 parcels cleared, average cost per parcel is \$1,169.39 and spent \$276,391.86. Of completed parcels we serviced 63 vets, 194 seniors, 54 low income and 60 disabled.

- Hazard Tree Removal

139 parcels assessed, completed 177 parcels, identified 356 new trees, cut 430 trees, average cost per tree is \$949.25 and spent \$450,687.25.

Reports for Firewise eligible jobs can be created from zip codes. Please send your request to grantadmin@edcfiresafe.org

c. Training Committee – Hugh Council

Planning items with tentative dates in 2025: January meeting to update trainers on materials, April DS & HH class and updates on new regulations for the trained assessors.

Elizabeth – We have material and equipment bags in the back of the room for pick up by our trained DS and HH Assessors. If you stop doing assessments, please return the material to the EDCFSC office. EDCFSC office has received 30 assessment requests to date.

d. Outreach & Education –Alice Cantelow

Thanked everyone for volunteering at events.

Fall into Gardening event at Sherman Demonstration Garden in Placerville, volunteers are needed.

Fire flash newsletter-please provide me the information regarding your events.

Banners funded by the art council are being finalized.

CA FSC funding will be used for home hardening house.

e. Governance and New Council Formation & Orientation – Angel Ball

Noted the importance of accepting new areas into your councils.

Coloma/Lotus, Placerville and Sundance Trail are seeing the benefits.

9. Community Council Reports

Bob Hess, Coloma/Lotus FSC-Added a lot of territory to Coloma/Lotus and noted the areas they added. Board members were recruited from those areas.

Sherry Hawk, Gold Ridge Forest FSC–Had a pre CWPP meeting on September 26th and had various parts of the area attend. Insurance discounts were the main focus. School district representatives showed up and brought up education into the classrooms.

Hassan Ebrahimi-Nuyken, Sierra Springs FSC–Traffic controls on Starks Grade ramping up for undergrounding by PG&E. Started Firewise renewal and finding more people want insurance discounts. Will have our second dumpster day in December.

Dorothy Fine, Camino FSC-Go bags are available in the back of the room.

Pat Dwyer, Logtown FSC–Had our 16th annual hot dog social with 100 people in attendance. We raised \$3000 in funds for future projects.

Kris Payne, Patterson Ranch, FSC-Noted that the Taxpayers Association of El Dorado County wrote a letter to the insurance commissioner’s office to address the insurance issues. Make comments to their office so they are aware of the problems.

David Zelinsky, Placerville FSC–Gave a shout out to Angel for bringing in Sundance Trail to our FSC. Got \$69k investment for Firewise renewal. Note other FSCs that can take advantage of what Firewise has to offer for them.

Karen Pullin, Mosquito FSC–Participated in two local events. Thanked OWPR for flyer in tax bill because people signed up for defensible space assessments. Block party will be coming.

Elizabeth Standeven, Sandridge FSC-Mentioned workbooks available in the back of the room.

Bruce Dickson, Rancho del Sol FSC-Green waste day November 16th & 17th and

will be renting a chipper for one day to help compact the bins.

Paul Gilchrest, Cameron Park FSC-Got another Firewise ad and another one in the works.

10. Public Comment – *Time limit is 3 minutes per person.*

Alice Cantelow – Wanted clarification on what FSCs can comment on to the insurance commissioner’s office. Ken noted to stick to the issues and do not make it political.

Richard Mason, Camino resident – Discussed fire hazard on corner of Union Ridge and Carson Road in Camino.

11. Good of the Order

- a. CWPP update meeting hosted by OWPR @ **1 PM** at the American Legion following the Board Meeting.
- b. Next EDCFSC Board Meeting – November 20, 2024

12:01pm

Minutes typed by Carri Lueck, EDCFSC Administrative Assistant

YTD Expense Report - 10/31/2024

FSC Operations	Beginning Balance	Oct	Actual YTD Balance 3 months	Total Balance YTD	% of CY Beginning Balance
FSC Operations Opening Balance (Assets)	\$ 119,788	\$ 22,301	150,576	\$ 172,877	144%
Total Available	\$ 119,788	\$ 22,301	\$ 150,576	\$ 172,877	144%
Expenses	Budget	Oct	Actual YTD Balance 3 months	Total YTD	% of Budget
5010 · Contract Support	\$ 60,000	\$ 8,295	14,989	\$ 23,284	39%
5030 · Giveaway Items	\$ 0			\$ -	0%
5040 · Internet Access & Website	\$ 20,000	\$ 735	2,235	\$ 2,970	15%
5080 · Software	\$ -	\$ 139	-	\$ 139	#DIV/0!
6100 · Advertising & Marketing	\$ 1,000			\$ -	0%
6115 · Bank Service Charges	\$ 1,100	\$ 85	255	\$ 340	31%
6120 · Business License & Fees	\$ 250	\$ -	5	\$ 5	2%
6130 · Admin Services	\$ 37,000	\$ 3,685	9,598	\$ 13,283	36%
6141 · Computer Supplies	\$ 4,000	\$ -	167	\$ 167	4%
6142 · Conference Fees	\$ 250			\$ -	0%
6155 · Dues and Subscriptions	\$ 1,285			\$ -	0%
6180 · Insurance	\$ 15,000	\$ 12,479	3,087	\$ 15,566	104%
6320 · Telephone	\$ 1,800	\$ 148	443	\$ 591	33%
6255 · Postage, Delivery & PO Box	\$ 200	\$ 17	85	\$ 102	51%
6265 · Printing and Reproduction	\$ 150			\$ -	0%
6275 · Professional Fee	\$ 7,000			\$ -	0%
6276 · Legal Fee	\$ 5,000			\$ -	0%
6277 · Accounting Fees	\$ 9,500	\$ 455	1,496	\$ 1,951	21%
6295 · Rent	\$ 7,000	\$ 350	1,050	\$ 1,400	20%
6310 · Office Supplies	\$ 800		29	\$ 29	4%
6330 · Travel	\$ 500			\$ -	0%
6336 · Meeting Expense	\$ 1,000	\$ -	632	\$ 632	63%
6580 · Storage	\$ 1,200	\$ 100	300	\$ 400	33%
Total Expense Overhead	\$174,035	26,487	34,371	\$ 60,858	35%

Active Projects Monthly Report

Report as of 10/31/2024

TITLE	GRANT END DATE	GRANT AWARD	CASH RECEIVED	CASH EXPENDED	REMAINING CASH	GRANT BALANCE NOT REC'D
Fuels Treatment						
USFS Stevens Auth Sierra Springs SS-2 (20-CA-11050300-013)	9/15/2025	\$ 559,000	243,727	243,362	365	\$ 315,273
USFS Stevens Auth Sierra Springs SS-2 (22-CA-11050300-015)	9/15/2025	\$ 309,000	2,737	2,675	62	\$ 306,263
USFS Stevens Auth Grizzly Flats GF-18 (20-CA-11050300-013)	6/18/2025	\$ 180,000	178,199	177,845	354	\$ 1,801
USFS Stevens Auth Grizzly Flats GF-18 (22-CA-11050300-015)	9/15/2025	\$ 150,000	1,020	1,020	-	\$ 148,980
USFS Stevens Auth Gold Ridge GRF (20-CA-11050300-013)	6/18/2025	\$ 150,000	149,625	149,625	-	\$ 375
USFS Stevens Auth Volcanoville (22-CA-11050300-015)	9/15/2025	\$ 132,000	1,544	1,510	34	\$ 130,456
USFS Stevens Auth Mosquito (22-CA-11050300-015)	9/15/2025	\$ 200,000	6,233	6,111	122	\$ 193,767
BLM Georgetown Fuel Break BLM L20AC00468	9/22/2025	\$ 990,000	867,969	867,969	-	\$ 122,031
CAL FIRE South County Fuel Reduction Project 5GG21199	3/15/2026	\$ 2,079,887	186,906	186,906	-	\$ 1,892,981
CAL FIRE Georgetown Marshal Road Fuel Reduction 5GA2129	3/15/2026	\$ 278,700	41,189	41,189	-	\$ 237,511
CAL FIRE Fuel Red for Critical Rds-Coloma Lotus 5GG21200	3/15/2026	\$ 705,670	440,409	440,409	-	\$ 265,261
CAL FIRE Residential Hazardous Tree Removal 5GG21198	3/15/2026	\$ 1,252,790	526,586	563,656	(37,070)	\$ 726,204
CAL FIRE Spanish Flat North Fuel Reduction Project 8GG21600	3/31/2026	\$ 4,890,440	131,458	139,228	(7,770)	\$ 4,758,982
CAL Fire Hazardous Tree Grant	3/15/2030	\$ 1,170,400	-	-	-	\$ 1,170,400
TOTAL, FUELS TREATMENT		\$ 13,047,887	\$ 2,777,602	\$ 2,821,505	\$ (43,903)	\$ 10,270,285
Defensible Space						
CA Fire Safe Council (Senior, Low Income, Disabled)	12/31/2024	\$ 500,000	191,316	326,116	(134,799)	\$ 308,684
CAL FIRE Defensible Space Grant		\$ 937,000	-	-	-	\$ 937,000
PGE Grant 2024 Defensible Space		\$ 100,000	100,000	-	100,000	\$ -
TOTAL, DEFENSIBLE SPACE		\$ 1,537,000	\$ 291,316	\$ 326,116	\$ (34,799)	\$ 1,245,684
Chipping						
USFS Stevens Auth Chipping (20-CA-11050300-013)	6/18/2025	\$ 300,000	25,000	-	25,000	\$ 275,000
AQMD Chipping Grant	12/31/2026	\$ 355,000	150,000	79,332	70,668	\$ 205,000
CAL FIRE El Dorado Chipper 5GG20100	3/15/2025	\$ 987,289	840,031	842,273	(2,243)	\$ 147,258
TOTAL, CHIPPING		\$ 1,642,289	\$ 1,015,031	\$ 921,606	\$ 93,425	\$ 627,258
Miscellaneous Grants						
Title III 2022-23	9/1/2024	\$ 140,141	140,141	-	140,141	\$ -
Title III 2021/22	9/1/2023	\$ 67,447	67,448	52,757	14,691	\$ -
Title III 2014/2016		\$ 94,273	94,273	82,727	11,546	\$ -
West Slope Foundation - Aukum Fairplay FSC		\$ 5,000	5,000	1,052	3,948	\$ -
West Slope Foundation - Grizzly Flats FSC		\$ 5,000	5,000	5,000	-	\$ -
CA FSC Grant	8/31/2026	\$ 100,000	-	-	-	\$ 100,000
TOTAL, MISCELLANEOUS GRANTS		\$ 411,862	\$ 311,862	\$ 141,536	\$ 170,326	\$ 100,000
Grant Total Grants		\$ 16,639,038	\$ 4,395,811	\$ 4,210,762	\$ 185,049	\$ 12,243,227

**EL DORADO COUNTY FIRE SAFE COUNCIL
POSITION DESCRIPTION**

EXECUTIVE COORDINATOR

The Executive Coordinator provides high-level organizing, scheduling, communications, and administrative support to the El Dorado County Fire Safe Council (EDCFSC) Executive Board. The Executive Coordinator works across the Board as well as with key leadership groups and committees and serves as the primary liaison with the El Dorado County Office of Wildfire Preparedness and Resilience (OWPR).

Responsibilities and Tasks

1. Carry out/implement directions from Board of Directors.
2. Act as the administrative point of contact between the Executive Board and internal/external demands.
3. Maintain a working knowledge of all current and in-progress fuel reduction projects on the western slope of EDC.
4. Coordinate with Associate Councils including:
 - a. Attend Associate Council meetings/events as needed and provide an update of EDCFSC activities.
 - b. Represent EDCFSC at a variety of associate fire safe council community events and provide an overview of EDCFSC activities.
 - c. Support Associate Councils with operational and administrative issues (e.g. Managing insurance policy, coordinating banking information with the bank, reimbursement requests, etc).
5. Assist communities in forming new fire safe councils.
6. Maintain the Executive Board's appointments by planning and scheduling meetings, conferences, teleconferences, and travel as well as arranging related logistics.
7. Actively participate in monthly Executive Board meetings and report activities at monthly board meetings.
8. Produce information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.
9. Provide research and routing correspondence support; drafting letters and documents; collecting and analyzing information.
10. Draft agendas for the Executive Board and EDCFSC committee meetings as needed.

**EL DORADO COUNTY FIRE SAFE COUNCIL
POSITION DESCRIPTION**

11. In coordination with the Treasurer, develop budgets and reports to present to the board.
12. Authorize expenditures within the scope and limits established by the Executive Board.
13. Prepare monthly report for Treasurer review.
14. Oversee financial audit and tax preparation with vendors.
15. Maintain files, records, and other documents for the Executive Board.
16. Complete annual renewals:
 - a. Fire Safe Councils
 - b. Board Members
 - c. Insurance
 - d. Forms
 - e. Government access forms
 - f. Statement of information
17. Provide staffing for the Executive Team at meetings, events, and other engagements as needed.
18. Oversee work of Administrative Assistant, Programs Manager, Grants Manager, bookkeeper and **contractors including but not limited to Information Technology and website.**
19. Commit to the highest level of confidentiality for information heard and reviewed in support of the Executive Board.
20. **Develop and implement a comprehensive public communications program in collaboration with the Training Committee and Outreach/Education Program.**
21. Maintain a working knowledge of all current and planned education and outreach events.