

ALTFSIC BOARD MEETING

2:00 PM Wednesday Nov. 9, 2016

Meeting Minutes

Attendees: Ed Grout, Jeff Tolson, Kevin McLarnon, Karen Richardson

1. Approve Minutes Oct. 21, 2016 meetings

Discussion: Jeff moved to approve minutes "Meeting Minutes 20161021.docx"; second by Kevin; motion passed unanimous.

2. Agenda Approval

Discussion: Jeff moved to approve agenda "Agenda 20161109.docx"; second by Kevin; motion passed unanimous.

3. P & L Review thru Oct. 2016

Discussion: Defer until next meeting.

4. Monthly BOD members time sheets

Discussion: Oct updates received from everyone except Linda.

5. In-Kind Match from ALT

Discussion: Approaches of potential ways to track POA work match reviewed with Karen. Past approach of using a single account code no longer optimal given that we need to identify where the work occurred in order to determine if the work impacts the grant area and therefor can be used as in-kind match. We may also need this granularity in future for CFIP programs. Consensus to pursue adding new account tracking codes in POA system for this purpose and for what we anticipate needing with CFIP. May be as simple as (2) non ALT POA-owned property work codes (north 1/2 , south 1/2) and work codes for ALT POA owned lots that would be part of forest management plan. Rui indicated to Ed that he is planned to discuss this with Karen. Further discussion deferred pending follow-up from Rui and Karen.

6. Status 2014 SRA grant as of Oct. 1 written report.

Discussion: Jeff contacted Sierra Land improvement. Approx. 45% work complete. Target to restart work in January.

7. 2016-SFA-54353 Status

- a. New Checking account
- b. Sub agreement sent in
- c. Recorded matching in-kind volunteer hours
 - i. Members
 - ii. ALT POA
 - iii. FSIC BOD
- d. Dead Tree Removal report - sign check sheet.
- e. Letter to contractors.
 - i. Identify qualifications
 - ii. Informing current and possible new grant
- f. Identification of work area.
- g. Contact property owners re: release to do clearing.

Discussion: Since last meeting a separate checking account has been established for the grant, the sub-award agreement has been signed, mailed with tracking number, and rec'd by CFSC grant program on Oct 31.

Forecast for matching funds and expenses submitted. At next meeting Ed will review the details of the quarterly report that we are required to submit.

Ed also rec'd a second copy of contract recently. Liron is investigating why this copy was sent.

Karen indicated there are now 7 approved contractors. Consensus to continue with current process of POA managed list of pre-qualified contractors. No action required.

In-kind match on-track. ALT POA match already discussed in item 5.

Disclaimers. There are several waivers / disclaimers that will be used as part of FSIC grant projects. Consensus to collect disclaimer statements and send off for legal review:

- Participation in tree mortality grant program - Hold harmless for any damages due to tree removal; agreement to only claim actual expenses, etc. – Jeff will check to see if EDC has a template we can review
- Permission to access property for fuel reduction work – Ed has hardcopy of EDC template Jeff will check for electronic version. Jeff also indicated we should consider language of 'landowner agreement to maintain'.
- Volunteer work disclaimer of liability for injury. Karen indicated Irma has been working with POA insurance provider on whether a waiver of this type is needed.

Kevin will help collect draft language. Ed will send for legal review once we collect.

8. Review RPF applicants.

Discussion: Jeff indicated that (5) RPFs have responded with interest. Jeff plans to schedule site visits starting this Friday. Consensus that we don't need to have entire Board review RPFs. Jeff will coordinate schedule and ask for help from Board members as needed.

Discussion of RPF evaluation criteria as follows. Weighting of criteria will be established as a next step.

1. Prior experience with
 - Coordination of fuel reduction projects and compliance with CEQA process
 - Writing a Forest Management Plan
 - Updating a CWPP
2. Reference checks of 3 supplied references
3. Ability to take on work within our timeframe
4. Proximity to ALT work location
5. Term (Future relationship) – consider duration , for example do we want to lock in pricing for - is it a 1 yr, 2 yr , 5 yr?
6. Cost
 - CEQA compliance for USFS grant
 - Forest Management Plan
 - Updating CWPP
 - Consulting on / Managing of CFIP Projects

Other questions for RPFs:

1. Describe best and worst forestry project work experience
2. Size of organization

9. Expense reimbursement.

Discussion: Currently all Board expenses are handled as contributions and are not reimbursed. Ed made motion that member expenses for office supplies and expenses directly associated with a grant (e.g. mandatory training) should be eligible for reimbursement; second by Kevin; motion passed unanimous.

10. Is ALTFISIC a "Charitable Trust" w/annual fees or the filing of SI-100 sufficient.

Discussion: Linda helping research. Ed indicated latest SI-100 is posted in shared folder. Further discussion tabled until next meeting.

11. Communications

- a. Press release
- b. General education

Discussion: Community Meeting & presentation of USFS grant will be scheduled for Dec. 5 @ 7 pm. Open to ALT residents and also target abutters of grant project area. This will be part of grant education commitment. We may also know more about 2016-17 SRA grant status by then.

Consensus to draft a press release for Dec/Jan and again at end of grant period. Ed will send template from last press release

12. Trail Views article.

Discussion: reviewed items for communication – Dec 5 community meeting, value of submitting volunteer expenses, USFS grant projects and process for tree removal grant, etc

13. Approve disclaimer on ALT FSIC web page.

Discussion: Ed made motion to approve and publish nondiscrimination disclaimer as noted on website page <http://altfiresafecouncil.com/disclaimers-important-notices.html#> second by Kevin; motion passed unanimous.

14. Other Business

- a. Next Meeting. Special meeting Nov 21 @ 2 pm (clubhouse) to prepare for meeting on Dec 5.
Special meeting Dec 5; Regular meeting Dec 7
- b. Adjourn - Ed made motion to adjourn at 4 pm. second by Kevin; motion passed unanimous.