

ALTFSIC BOARD MEETING

2:00 PM Wednesday Dec 7, 2016

Agenda

Attendees: Ed Grout, Jeff Tolson, Rui Cunha, Linda Oakman, Kevin McLarnon

1. Approve Minutes

Discussion: Jeff made motion to approve the following meeting minutes:

- Oct 21 minutes as in file /Google Drive/ALTFSIC-Private/Meetings/Meeting Minutes 20161021.docx
- Nov 9 minutes as in file /Google Drive/ALTFSIC-Private/Meetings/Meeting Minutes 20161109.docx
- Nov 21 minutes as in file /Google Drive/ALTFSIC-Private/Meetings/Meeting Minutes 20161121.docx

Motion second by Kevin. Motion passed unanimous

2. Agenda Approval

Discussion: Jeff made motion to approve agenda as noted in file '2016.12.07_Agenda.docx'. Motion second by Kevin. Motion passed unanimous

3. P & L Review thru Nov 2016

Discussion Deferred: Linda will send out via email.

4. Monthly BOD members time sheets

Discussion: Ed has updated spreadsheet to be used for tracking volunteer hours spent on grants. Ed will send out; members should start using in Jan 2017

5. USFS Grant 2016-SFA-54353 Status

Discussion: Many of the initial concerns about ensuring availability of grant funds to help homeowners with dead trees within the 100 ft safety zone have been reduced with the recent notification of award notification from CalFire of additional grant funding for removal of dead and dying trees. This led to a review of the eligibility restrictions that the board had previously established. Rui made a motion to revise the 'Dead tree removal reimbursement request form' as follows:

- Remove the word "Member" from requirement #2; should now read "tree is on ALT Lot"
- Remove requirement #5; no 100ft requirement
- Add the word "Vendor" to the end of the sentence in requirement #8

Motion second by Ed. Motion passed unanimous

- Ed will have lead on the quarterly report submission. Linda and Ed will get together to review process for submitting financials for the Quarterly Report including ALT POAs in-kind match contribution and the associated equipment component calculations.

Liron was contacted by Kevin regarding inclusion of a new in-kind match source (2014 CalFire SRAFPF grant) in lieu of some of the ALT POA Resident match commitment. This match source was not included in the initial grant application because work was expected to complete prior to the grant period. Leveraging the Calfire Grant PSFB work towards our match contribution will reduce some of the administrative overhead associated with tracking individual homeowner volunteer labor. Liron indicated that assuming the associated work was applicable to the grant then a change in the source of match funds should be acceptable. Liron will post forms required for a contributing match source change in our portal account.

6. 2016-17 SRAFPF grant status

Discussion: Jeff shared that we have received official notification from CalFire that both of our 2016-17 SRAFPF grant applications have been awarded. This will enable a significant work effort to get started in 2017 to remove additional dead and dying trees and for continuation of the American River Canyon PSFB. We should expect to receive grant agreement documents in December and a deadline for agreement finalization in January. We are also in process of scheduling a January planning meeting with our CalFire AEU Regional RPF and Fire Prevention Fund planning representative, Patrick McDaniel. Kevin will circulate potential meeting dates.

7. ALT POA PBB Request for Forest Management Plan

Discussion: Rui made a motion to approve the PBB requesting ALT fund up to \$10,000 in fiscal year 2017-18 for a Forest Management Plan with the understanding that costs will be partially offset by a CFIP reimbursement. Motion second by Kevin. Motion approved unanimous. Kevin will submit to the ALT GM. (/Google Drive/ALTFSIC-Private/Grants/CFIP/ 2017PBB-ForestMgtPlan.doc)

8. Registered Professional Forester hire status.

Discussion: No new activity this month. Jeff will follow-up with RPFs that indicated interest.

9. Trail View monthly column content.

Discussion: Reviewed article content. Ed will submit.

10. Other business

- Kevin reviewed web site updates that provide automated replies to 'Contact Us' and 'Volunteer hours' web form submissions and also parse 'Volunteer hours' submissions into a Google Sheet format. Updates are now live.
- Kevin presented some preliminary ideas on how to improve current awareness of and manage ongoing adherence to document retention policies. Consensus that additional discussion is required. Rui suggested adopting an 'Unfinished Business' agenda topic and adding this item. All agreed to implement this starting with January meeting
- Jeff made motion to approve purchase of an external hard disk drive for backup of Shared Folders, website, mapping and financial data. Cost not to exceed \$100 expense. Motion second by Ed. Motion passed unanimous
- Kevin made motion to approve 'Right of Access' Form and Letterhead. Motion second by Ed. Motion passed unanimous.
 - /Google Drive/ALTFSIC-Private/Grants/Forms/Right of Entry Agreement.docx
 - /Google Drive/ALTFSIC-Private/Other Forms and Assets/ ALT letterhead-Updated.docx
- Ed reviewed that the FSIC practice in past years has been to bill the ALT POA an annual charge of \$1500 for providing Grant writing and support services. Consensus that this practice should continue. Kevin made motion to invoice ALT \$1,500 for grant services. Motion second by Ed. Motion passed unanimous.
- Ed has updated the FSICs' SAM registration for 2017. New folder created for annual DUNS-CAGE-SAM information /Google Drive/ALTFSIC-Private/Corp Documents/ DUNS-CAGE-SAM/ created

11. Next Meeting. Jan 4, 2017

12. Kevin Mad motion to adjourn at 4:05 pm. Motion second by Jeff. Motion passed unanimous.