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# Meeting Minutes

Thursday, August 10<sup>th</sup>, 2023 - 9:00 am.  
50 Church Street, Quincy

## Board of Directors

<input checked="" type="checkbox"/> <b>Chair</b> , John Reynolds Firewise (23)	<input checked="" type="checkbox"/> <b>Vice Chair</b> , Sally McGowan Firewise (23)	<input checked="" type="checkbox"/> <b>Secretary/Treasurer</b> Mike Flanigan, Insurance (23)	<input checked="" type="checkbox"/> Ron Heinbockel Plumas Fire Chiefs (23)	<input checked="" type="checkbox"/> Joe Smailes Firewise (23)
<input checked="" type="checkbox"/> Don Gasser RPF (24)	<input checked="" type="checkbox"/> Jonathan Pangburn CAL FIRE (24)	<input type="checkbox"/> Trina Cunningham Maidu Summit Consort. (24)	<input checked="" type="checkbox"/> Chuck Bowman Firewise (23)	<input checked="" type="checkbox"/> Ryan Tompkins UCCE (23)
<input checked="" type="checkbox"/> Kathy Kogge Firewise (23)	<input type="checkbox"/> Michael Hall Feather River RCD (23)	<input type="checkbox"/> Tracey Ferguson Plumas County Planning (23)	<input type="checkbox"/> Julie Hunter NSAQMD (24)	<input type="checkbox"/> Ryan Bauer USFS PNF (22)

**Mission Statement:** “To reduce the loss of natural resources and human values caused by wildfire through Firewise community programs and pre-fire activities.”

### 5-Year Strategic Plan

Program Strategy: Expand existing programs and establish additional projects:

1. Leverage and expand partnerships
2. Sustainably increase staffing
3. Establish robust monitoring systems & metrics
4. Increase public engagement
5. Develop County-wide community fuels and threat mapping assessment

Funding Strategy: Target sustainable annual budget increase of 20%:

1. Continue to produce competitive grant proposals that are based on funder’s objectives.
2. Pursue approaches for non-competitive funding which reduce administration while increasing long term benefits.
3. Leverage charitable donations to increase public outreach, education, and participation.
4. Continue to pursue potential revenue-generating activities utilizing woody material.

Leadership Strategy: Ensure strong and functional systems are in place to facilitate ongoing organizational capacity:

1. Maintain a Board of Directors with strategically recruited membership.
2. Continue partnership with Plumas Corporation as fiscal agent.

## 9:00am Board Meeting

### Roll Call

### Approve Agenda

**Motion: Jonathan Pangburn, Second: Chuck Bowman**

Amend Agenda: **5-minute conversation on staff procedures and board notifications – Jonathan Pangburn**

**Motion: Jonathan Pangburn, Second: Don Gasser**

**Roll Call Vote**

**Sally McGowan – Yes**

**John Reynolds – no**

**Ryan Tompkins – Yes**

**Kathy Kogge – yes**

**Mike Flannigan – no**

**Ron Heinbockel – yes**

**Joe Smailes – yes**

**Jonathan Pangburn – yes**

**Don Gasser – yes**

**Chuck Bowman – yes**

**Motion approved**

### **June Consent Agenda**

1. June Financials: Mike Flannigan provided an update. PCFSC spent a half a million dollars this last period. PCFSC revenue is higher than anticipated. PCFSC has a very healthy budget to support a busy field and implementation season.

2. Status of Grant Budgets: John Reynolds provided an update. There is very little change to the status of grant budgets. We are still carrying about \$29 million – we have a lot of grant money we need to spend in the next 2-3 years.

3. Status of Potential Projects & Grant Opportunities

4. July Board Meeting Minutes: No changes

### **Approve consent agenda**

**Motion: Sally McGowan, Second: Kathy Kogge**

### **New Business**

1. 5 Minute Discussion on staff procedures and board notifications – It is Jonathan’s opinion that PCFSC should have an RPF on staff if organizing projects that give forestry advice to landowners. Mr. Pangburn referenced a project where bids went out for a project without finding an LTO, which is against forestry law; this can raise concerns regarding PCFSC liability.

Mr. Pangburn daylights that the PCFSC board should be hearing about project challenges more than they currently do. There have been complaints from landowners about contractor quality. Mr. Pangburn recommends we reconsider the low bid process, and instead consider performance. There is a greater contractor pool out there than what PCFSC currently advertises. We should also be considering the amount of residual material being left on projects.

Mr. Pangburn also mentioned issues surrounding performance bonds. If a contractor leaves a job early, PCFSC could be left liable for cleaning up the work, and grants would likely not fund this process.

Ryan Tompkins suggested that the board should go on a field tour of PCFSC projects. Seeing projects, positive or negative, would give life to these issues.

Jonathan is requesting to set up a future special meeting to discuss these topics.

**Motion: Jonathan Pangburn, Second: Joe Smailes**

**Vote**

**John Reynolds – yes**

**Sally McGowan – yes**

**Mike Flannigan – yes**

**Ron Heinbockel – Yes**

**Joe Smailes – yes**

**Don Gasser – yes**

**Chuck Bowman – yes**

**Ryan Tompkins – yes**

**Kathy Kogge – yes**

**Jonathan Pangburn – yes**

2. Use of PG&E Settlement Funds – Mr. Pangburn highlighted that PCFSC purchased a laptop without board consensus. When expenses don't go through the proper channels, financial audits can go poorly, and violate PCFSC's nonprofit status. Mr. Pangburn encourages the board to review the PCFSC Bylaws.

Kathy Kogge argued that the urgency to purchase a laptop was necessary, because PCFSC equipment was completely non-operational for meeting facilitation. Under the American Disability Act, PCFSC is required to reach as much of the community as possible. This new laptop purchase enables PCFSC to do that.

Mr. Pangburn responded, insisting that this organization needs to start paying more attention to finances. The purchase of this laptop was not only misaligned with PCFSC Bylaws, but it was also missed opportunity to purchase a piece of equipment that could be utilized for multiple organization goals, like GIS. Mr. Pangburn reminded the board that there needs to be a consensus on how funds are spent. If the current pattern of expenses is continued, Mr. Pangburn is concerned that PCFSC will squander funds and neglect to assist Plumas County with risk mitigation.

Joe Smailes argued that a laptop is a routine purchase, so PCFSC should have the authority to spend money on these supplies without board oversight.

Hannah Hepner clarified that a laptop is an internal purchase and does not generally need board approval, but it was brought to the board because PG&E funds were utilized. This laptop was purchased with considerations for what PCFSC needs as an organization with decision making support from internal expertise.

3. Board Member Handbook Approval and Adoption – Don Gasser objects to material on Pages 8 & 9. Don refutes the use of the word “obedience” on page 9; PCFSC can’t use this kind of rhetoric for a volunteer-based organization.

Jonathan Pangburn argued that the duty of obedience may or may not be a legal term, but PCFSC should be held responsible and to a higher standard.

4. Staff update – Hannah Hepner announced that PCFSC has hired a new Fire Wood Facility manager, Darrell Webster. Mr. Webster has experience working at the J&C Mill in Crescent Mills.

Interviews will be conducted for the outreach coordinator position next week. There are currently three applicants.

Interviews will be conducted soon for the Program Director position. There is currently one applicant.

### **Program Updates**

1. Hannah Hepner: Hazardous Fuels Assessment Update

The Community Wildfire Defense Grant is in process; PCFSC doesn’t currently have the funding but they will soon. Ms. Hepner will be meeting with Zeke Lunder of Deer Creek Resources tomorrow to discuss a contract for the hazardous fuels assessment.

### **Adjourned**

**Motion: Joe Smailes, Second: Mike Flannigan**