



MOUNT VEEDER FIRE SAFE COUNCIL MEETING MINUTES

DATE: Saturday, March 25, 2017

LOCATION: Dry Creek-Lokoya Fire Station, 5900 Dry Creek Road

ATTENDANCE: Joe Nordlinger, Bill Robertson, Russell Van Dewark, Joanne Sutro, Jeff Enos, Carole Meredith

ADDITIONS/REVISIONS TO AGENDA: none

REVIEW OF THE MINUTES: The minutes of the February 26, 2017 meeting were approved with one name correction.

CHAIRMAN'S REPORT:

Napa Communities Firewise Foundation: Joe Nordlinger has accepted the invitation to join the NCFE board. The board will hold a planning meeting on Thursday 3/30 but Joe will be unable to attend and the NCFE will not allow another MVFSC board member to attend in his place. Tim Strelow has resigned as NCFE president and Tom Vreeland is temporarily replacing him. In response to a request from Vreeland for updates, Joe will send him a list of our projects.

501c3: Joe had a phone conversation with Kelly Wallace about MVFSC becoming a 501c3 non-profit organization. Kelly said he was willing to help and that he would send a list of the requirements. The MVFSC will incur the expense of obtaining liability insurance and someone will need to file the IRS Form 990 required of non-profit organizations.

Newsletter articles: Joe presented drafts of the two articles he is preparing for the spring newsletter – a general MVFSC update and a description of the NIN program.

TREASURER'S REPORT: No report because Jason Newton was not present and did not otherwise provide any information

2017 budget: Our budget was not approved by the DCLVFD board because Jason Newton presented only a minimal QuickBooks report that showed no categories and no income. Joe Nordlinger will follow up with Gary Green about presenting at the next DCLVFD board meeting a hard copy of the 2017 budget that was circulated within MVFSC by email.

After our budget is approved by DCLVFD, Joe wants Ken Van Oeveren to make the necessary modifications in QuickBooks and to develop a canned report that can

regularly generate the information we need to see our year-to-date income and expenses compared to the budget.

Bookkeeper: Joe introduced Lorri Sutcliffe. We have previously agreed that she be engaged to help us 1) modify our chart of accounts to better track projects, 2) develop a report format that can regularly provide us with a snapshot of our financial position, and 3) reformat our annual budget. She has already met with Joe and Ken Van Oeveren to see how the DCLVFD books are maintained. She noted that there are 3 sets of books: Home Winemakers Classic, the Fire Department, and MVFSC. She also emphasized the risk of perturbing a process that is currently working, e.g. the 501c3 reporting to the government.

We discussed with Lorri the need for a simple organization that a part-time volunteer treasurer can easily maintain. Since the treasurer entering the transactions may not be familiar with MVFSC activities, we considered that an MVFSC board member could code each transaction so that the treasurer would know under which category to enter it. We also agreed that for the purposes of DCLVFD board approval, our annual budget does not need to be a report generated in QuickBooks, which has been problematic. It can simply be a printed card copy to be distributed at a board meeting.

We also considered the problem of hiring a bookkeeper, especially if she would have to use the DCLVFD computer (because the financial records reside only on that machine and are not accessible via the cloud). We considered asking the DCLVFD board to waive the insurance requirement for a bookkeeper.

Joe will ask Ken Van Oeveren to continue to work with Lorri Sutcliffe on this project. Since Lorri lives next to Joanne Sutro, Joanne may be able to help her with some of the MVFSC vocabulary.

CURRENT BUSINESS

New Proposals:

1. **PG&E:** With help from Greg Holquist, Joe has written a proposal for PG&E that describes 5 projects totaling \$297,000. Although the official limit is \$75,000 per project, Tony Walls has told Joe Nordlinger that the more realistic limit is \$30,000 per project. We do not know when PG&E will notify us of their decision.
2. **Cal Fire Forest Health Grant Program:** Applications are due April 7. Joe will try to prepare a proposal.
3. **2017 California Fire Safe Council Grant Program:** We have participated in this program in the past and found it too cumbersome and bureaucratic. So we will not submit a proposal this time.

Project updates:

1. **Neighbors in Need program:** Carole Meredith has posted a notice on Nextdoor and has sent it to the community email list. We have had only one response so far and Carole has invited that person to submit an application. We have not yet learned of possible candidates living on Wall Road whose properties we might integrate into our Wall Road project. Gary Green had previously offered to ask Alice Zacherle and Carl Bunch for names, but he wasn't present to report on this.

It was emphasized that the neediest residents in our neighborhood may well be among those who do not use email or NextDoor. We will increase our efforts to identify them. Russell Van Dewark agreed to contact the Napa County Roads Division to ask for the names from the sign-up sheet from the March 7 road repair meeting at Enchanted Hills.

Russell Van Dewark noted a private driveway on Mount Veeder Road that needs attention but it has already among our planned projects (LAR5). Russell has also identified a small house that is overgrown. It is apparently the second home of an elderly couple that live on the San Francisco Peninsula. Although they are probably not qualified for the NIN program, since this is not their primary residence, Russell will identify the address so that we can keep it in mind as we go forward.

2. **Wall Road Project:** The funds are now available but we don't yet know when the work will begin.
3. **Redwood Road LAR project:** no update
4. **Website store:** Ken continues to receive email notifications about transactions in the website shopping cart despite Carole Meredith having tried 3 times to change this. She will now remove Ken's name completely from the shopping cart account to see if that stops the notifications.

EDUCATION AND EVENTS

1. **Annual Community Open House and Breakfast:** Our road sign inserts need to be updated with the 2017 date. We do not know whether Gary Green is already doing this since he was not present and has not reported on it.

Several fire officials have been invited to discuss the topic of evacuation. Jeff Enos asked whether anyone from the Napa County Sheriff's Office has been invited since it is his understanding that evacuation orders are carried out by law enforcement. Jeff will discuss this with Gary Green. We also discussed whether Napa County has a telephone emergency notification system (TENS). Although we are familiar with the NIXLE system, that is an opt-in system. No one present was aware of a county program for mass telephone notification via both landlines and mobile phones. Jeff Enos will investigate this.

Joe Nordlinger reported that he has invited other Napa fire safe councils via Tom Vreeland of NCCFF.

Carole Meredith reported that she has obtained aerial video footage of the October 2016 Creek Fire that was shot by the ABC7 Sky7 helicopter.

OLD BUSINESS

1. **Website payment gateway:** The MVFSC payment gateway account was recently closed so we now have no way to receive payments or donations via the MVFSC website. Carole Meredith explained what a payment gateway is and the role it plays in website-mediated financial transactions:

A. Website: Displays information but does not conduct transactions. A viewer interested in making a purchase or donation must click a link that then opens up the Shopping Cart (B)

B. Shopping Cart: This is a separate account. This is where the customer clicks on the items to be purchased, is presented with the total and is requested to enter credit card information. The financial transaction is not executed in the shopping cart. Instead, the amount and the credit card details are sent electronically from the Shopping Cart to the Payment Gateway (C).

C. Payment Gateway: This is another separate account. This is where the transaction takes place. The payment gateway verifies that the credit card is valid and that sufficient credit is available to cover the amount of the transaction. If so, then the payment gateway charges the card and forwards the payment to the bank account (D).

D. Bank account: A standard bank account, separate from the accounts above. The bank account receives the deposit from the Payment Gateway.

Currently, the MVFSC domain name, the website and the shopping cart are under an umbrella GoDaddy account owned personally by Carole Meredith. The Intuit payment gateway account was owned by Ken Van Oeveren and, for reasons unclear, the account was closed. So there is currently no connection between our shopping cart and our bank account and, as a result, we cannot receive payments through our website. Joe Nordlinger said that he will ask Sue Santos to establish new GoDaddy hosting and shopping cart accounts and a new payment gateway account, all to be owned by MVFSC.

ADJOURNMENT: 12:06 pm

Next Meeting: Saturday, April 22, 9 am
Dry Creek-Lokoya Fire Station
5900 Dry Creek Road