



Alpine Fire Safe Council

Providing community leadership, resources and a forum to improve wildfire preparedness and prevention in eastern Alpine County.

Meeting Minutes Monday, January 15, 2024 at 5:30 pm In-Person Meeting Turtle Rock Park, Markleeville, CA. 96120

Members Present:

Kris Hartnett – FSC Chair/Coordinator, Markleeville Resident
Tom Sweeney – FSC Treasurer, Woodfords Resident
Teresa Wilson – FSC Member, Markleeville Resident
Mark Bissonnette – FSC Member, Lake Tahoe Resident
Bob Wattles – (virtual) FSC Member, Markleeville Resident

Guests Present:

Teri McAlpin – Administrator (minutes)
Charlie Dobson – BOS Liaison, Markleeville Resident
Clint Celio – Wildfire Projects Coord., Markleeville Resident
Mr. Wilson – Markleeville Resident

Members Absent:

Matt Tremayne – FSC Member, Woodfords Resident
Steve Yonker – FSC Vice Chair, Woodfords Resident
Angela Franklin – FSC Member, Markleeville Resident

I. Call to order – K. Hartnett

Kris Hartnett, Chair, called the meeting of the Alpine Fire Safe Council (AFSC) to order at 5:30 pm

II. Introductions

All present were introduced as listed above.

III. Volunteer Time Sheets

Timesheets updated with attendance at tonight’s meeting for all members present.

IV. Eastern Alpine Fire & Rescue Report – Chief Paul Washam

A. Chief Washam was unavailable for this meeting

V. Board of Supervisors Report – Charles Dobson, District 1, BOS Liaison

- A. The Forest Service is still looking for input regarding the Hot Springs Road project
- B. There is a prospective buyer for an 8-acre lot in Markleeville, who may have plans for development on the land

VI. Oral Communication

Each member of the public shall be allotted three minutes to address the AFSC on no more than one topic. The topic cannot be a listed agenda item. *Members agree that public comment may include more than one topic area, at the discretion of the Chair.*

- A. Public comment was solicited by the Chair
- A. None at this time.

VII. Agency Presentations/Status Updates (e.g. BLM, Forest Service, CalFire, Contractors)

A. None at this time.

VIII. County Grants Coordinator/Wildfire Projects Coordinator Report/Update – Clint Celio

- A. The county is in the process of completing pile burning; there are still roughly 300 more piles to burn
- B. The Forest Service will start burning some of their piles tomorrow
- C. Planning is currently happening for the spring burn pile

- D. Turtle Rock Park has become a firewood collection spot
 - i. There are still people interested in obtaining wood to burn, so this will continue for the time being
 - ii. People need to be able to gather and haul the firewood away
- E. The County Coordinator Grant is on pause at this time, but will pick up again in March for future endeavors

IX. Approve 11/20/23 Regular Meeting Minutes

Motion to Approve 11/20/23 Regular Meeting Minutes: Teresa Wilson

Second: Tom Sweeney

Ayes: Tom Sweeney, Bob Wattles, Kris Hartnett, Teresa Wilson, Mark Bissonnette

Noes: None

Motion Carried

X. Financial Report

Financial reports were provided to members and reviewed

- A. Primary Bank Account – Monthly Ledger/Financial Reports
 - a. Kris Hartnett requested to reserve \$1,000 for grant writing for a new grant writer (in place of Jill Micheau). The new person charges \$50 per hour.
- B. CalFire Bank Account (Grant #5GA21107) – Monthly Ledger/Financial Reports
- C. CALfire Grant (#5GA21107) Expenditure Summary
- D. Title III Expense Report

Motion to approve all financial reports: Tom Sweeney

Second: Mark Bissonnette

Ayes: Tom Sweeney, Bob Wattles, Kris Hartnett, Teresa Wilson, Mark Bissonnette

Noes: None

Motion carried

XI. Review & approval of staff vouchers & invoice statements

- A. Discussion for T. McAlpin voucher: No discussion at this time.

Motion to approve T. McAlpin voucher: Teresa Wilson

Second: Tom Sweeney

Ayes: Tom Sweeney, Bob Wattles, Kris Hartnett, Teresa Wilson, Mark Bissonnette

Noes: None

Motion carried

- B. Discussion for K. Hartnett voucher: No discussion at this time.

Motion to approve K. Hartnett voucher with noted revision: Teresa Wilson

Second: Mark Bissonnette

Ayes: Tom Sweeney, Bob Wattles, Teresa Wilson, Mark Bissonnette

Noes: None

Abstained: K. Hartnett

** Administration of the meeting was turned over to T. Sweeney, while the item of K. Hartnett's Coordinator voucher was on the table. K. Hartnett abstained from vote for this topic.*

Motion carried

XII. Standing Agenda Item(s)

- A. Information and Discussion with Possible Action: Status of CalFire Grant Projects

- a. Updates were provided on the following:

- i. Project Area #1 – Hot Springs Road – 100% complete and contractor is paid. However, this project is just a preliminary amount of the work that needs to be completed on Hot Springs Road; more work is needed.
- ii. Project Area #2 – Shay Creek – currently in the CEQA study phase; waiting for report
- iii. Project Area #3 – Hawkside Court/STPUD – CEQA completed; waiting for the sign off from CalFire to get the work started (pending snow melting)
- iv. Project Area #4 – Rancho Mesa Vista – located entirely on tribal land
- v. Project Area #5 – Mesa Vista Tribal Land – Done
- vi. Project Area #6 – Alpine Village – Done

- B. Information and Discussion with Possible Action: Status of all other projects. Kris presented on the following projects:
 - a. Pony Express Road – Done
 - b. Upper Manzanita Road – of the 11 property owners, 7 Right of Entry forms have been collected. Letters and maps will be sent out to the last 3 owners to hopefully get started on this project.
 - c. County property on Hwy 89 in Woodfords – maps reviewed. Applied for an additional grant for this project.
- C. Discuss with Possible Action: FireWise Community Activity
 - a. November 14, 2023 combined meeting report
 - i. Mesa Vista – Steve Yonker
 - ii. Marklee Village / Carson Ridge – Teresa Wilson
 - 1. A letter has been drafted regarding homes and properties that were surveyed, noting the main issues found
 - b. K. Hartnett provided an update on conversations to establish a 3rd FireWise community in Alpine Village, and a 4th community in Markleeville
- D. Greens Waste Vouchers – status update and distribution of additional vouchers to members
 - a. This program is continuing, but if you have vouchers that expired in December, please discard
 - b. New vouchers were provided at tonight’s meeting
 - c. A bulk mailing will be completed in February regarding the voucher program
- E. E-Polling completed since the last meeting
 - a. (voted YES) – approval to hire NVENV to write the 2024 CalFire grant for \$3,400
 - b. (votes YES) – approval to donate \$1,000 to the Alpine Watershed Group
 - c. (voted YES) – approval of a grant application resolution
 - d. (voted YES) – approval to pay T. McAlpin for hours expended thus far, prior to the AFSC meeting

XIII. Unfinished Business

- A. None at this time.

B. New Business

- A. Discussion with Action Required: Expired terms for AFSC members, K. Hartnett, T. Sweeney, S. Yonker and M. Tremayne; will these members continue for the next term of 2024-2026?
Motion to approve K. Hartnett, S. Yonker and T. Sweeney to serve another term: Mark Bissonnette
Second: Teresa Wilson
Ayes: Tom Sweeney, Bob Wattles, Kris Hartnett, Teresa Wilson, Mark Bissonnette
Noes: None
Motion carried
- B. Discussion with Action Required: Elect roles of AFSC officers (Chair, Vice Chair, Treasurer, Coordinator/Project Manager)
 - i. This topic was not discussed and will be carried over to the next agenda for the March AFSC meeting.
- C. Discussion with Possible Action: Approval of AFSC membership renewal in Alpine County Chamber of Commerce (cost \$75.00/year + AFSC advertisement in Chamber flyer)
Motion \$225.00 expense to renew the annual membership with the Chamber of Commerce (\$75.00) and the purchase of a 1/4 page advertisement (\$150.00): Mark Bissonnette
Second: Tom Sweeney
Ayes: Tom Sweeney, Bob Wattles, Kris Hartnett, Teresa Wilson, Mark Bissonnette
Noes: None
Motion carried
- D. Discussion with Possible Action: Review and possible approval of 3 drafted AFSC policies
 - i. Purpose Statement for the policy manual

Motion to approve Purpose Statement (#101): Teresa Wilson

Second: Bob Wattles

Ayes: Tom Sweeney, Bob Wattles, Kris Hartnett, Teresa Wilson, Mark Bissonnette

Noes: None

Motion carried

ii. RFP and Purchasing Policy (#402)

1. This policy will be held over to the March 2024 meeting

Motion to defer this policy to the March meeting: Mark Bissonnette

Second: Teresa Wilson

Ayes: Tom Sweeney, Bob Wattles, Kris Hartnett, Teresa Wilson, Mark Bissonnette

Noes: None

Motion carried

iii. Social Media Policy (#503)

1. This policy will be held over to the March 2024 meeting

Motion to defer this policy to the March meeting: Mark Bissonnette

Second: Teresa Wilson

Ayes: Tom Sweeney, Bob Wattles, Kris Hartnett, Teresa Wilson, Mark Bissonnette

Noes: None

Motion carried

E. Presentation Only: AFSC Accomplishments for 2023 (see list under Coordinator's Report below)

F. Presentation Only: CalFire Wildland Fire Prevention Grant successful submission

G. Discussion with Action Required: Possible approval of agreement with the Washoe Tribe for Cultural Monitoring

- i. In order for this project to be completed, the AFSC must pay \$80 per hour for a cultural person to monitor activity on the job site, which requires the agreement presented.

Motion to hold this agreement open for the rest of the week, until the 19th, to allow the Council time to review before voting: Mark Bissonnette

Second: Tom Sweeney

Ayes: Tom Sweeney, Bob Wattles, Kris Hartnett, Teresa Wilson, Mark Bissonnette

Noes: None

Motion carried

H. Discussion with Action Required: Approval to pay NVENV for Grant Writing Wildland Fire Prevention Grant (amount due \$3,400)

Motion to pay the NVENV invoice: Teresa Wilson

Second: Tom Sweeney

Ayes: Tom Sweeney, Bob Wattles, Kris Hartnett, Teresa Wilson, Mark Bissonnette

Noes: None

Motion carried

C. Member Reports

A. None at this time.

D. Staff Report – T. McAlpin

A. Update on getting a bank card for the primary account to allow for electronic financial transactions

B. Cloud storage update – box.com research presented for discussion

- i. The Council would like to purchase a laptop specifically for AFSC business, including backup software (name is Carbonite), Microsoft, Adobe, firewall software, cyber protection, and any other programs needed to conduct business (possibly One Drive, depending on research)

Motion to approve a maximum expenditure of \$1,500 to purchase a laptop and any other hardware needed (mouse, keyboard, computer bag), and \$100 per month for all maintenance and software use: Mark Bissonnette

Second: Teresa Wilson

Ayes: Tom Sweeney, Bob Wattles, Kris Hartnett, Teresa Wilson, Mark Bissonnette

Noes: None

Motion carried

- C. Charitable Trusts update
 - i. All fees have been paid back to 2021, and once confirmation of the updated status is received from the Department of Justice, it will be forwarded to the Council.

- E. **Coordinator Report**
 - A. Review of the 2023 AFSC Accomplishments
 - a. 2023 Greens Waste Program: 150 vouchers ordered, distributed over 100
 - b. Two CalFire grant applications (1 awarded and 1 additional submitted)
 - c. Coordination work: Grant fuels projects (6 project areas) for grant 5GA21107
 - d. Completed projects: Hot Springs Road, Alpine Village
 - e. Completed CalFire Grant #5GG17113
 - f. Established 2 FireWise communities
 - g. Submitting California FSC grant under a FireWise community
 - h. Continued work with residents of Alpine Village and Markleeville for additional FireWise community development
 - i. Community meetings held for FireWise communities
 - j. Established AFSC Bid Review Committee
 - k. Awarded Title III funds from Alpine County
 - l. Completed Title III projects: Monroe Ranch and Pony Express Road
 - m. Participation in Forest Health Community Working Group public presentation field trips
 - n. AFSC bank account 1st time substantially in the black at the end of the year
 - o. Contributed to the Alpine Watershed Group via donation
 - p. Increased AFSC membership by 2: B. Wattles and M. Bissonnette
 - q. Participation in the CalFire Unite for Defensible Space Inspections for 2024

- F. **Adjournment** – *Meeting adjourned 7:35pm*

Next regular meeting at 5:30 pm – Monday, March 18, 2024 at Turtle Rock Park with a zoom option

Electronically Signed: Teri McAlpin

Administrator, AFSC

January 15, 2024