



Alpine Fire Safe Council

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

Meeting Minutes
Monday, March 20, 2023 at 5:30 pm
Virtual Meeting via Zoom
Zoom Meeting ID: 836 0509 7679
Password: 461245

Members Present (Virtually):

Kris Hartnett – *FSC Chair / Coordinator, Markleeville Resident*
Steve Yonker – *FSC Vice Chair, Woodfords Resident*
Tom Sweeney – *FSC Treasurer, Woodfords Resident*
Matt Tremayne – *FSC Member, Woodfords Resident*
Angela Franklin – *FSC Member, Markleeville Resident*
Bob Wattles – *FSC Member, Shay Creek*
Teresa Wilson – *FSC Member, Markleeville Resident*

Guests Present:

Teri McAlpin – *Administrator (minutes)*
Clint Celio – *Alpine Grants Projects Coordinator*

Members Absent:

None

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- 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 will be updated at the next in-person meeting as the Administrator was absent from this meeting.
 - IV. Eastern Alpine Fire & Rescue Report** – *Daryle Balao, Fire Chief*
 - A. Status of Volunteer Fire Department
 - V. Board of Supervisors Report** – *Charles Dobson, District 1, BOS Liaison*
 - A. County’s emergency status reviewed
 - B. The Forest Service will give a presentation at tomorrow’s BOS meeting
 - 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**
 - A. Clint Celio, Representative of Alpine County, County Grants Coordinator
 - a. Clint Celio provided and update on current projects and tasks
 - B. Agencies not in attendance at tonight’s meeting: BLM, Forest Service, and CalFire

VIII. Approve 1/23/23 Regular Meeting Minutes

Motion to Approve 1/23/23 Regular Meeting Minutes: Tom Sweeney

Second: Angela Franklin

Ayes: Steve Yonker, Tom Sweeney, Kris Hartnett, Matt Tremayne, Angela Franklin, Teresa Wilson, Bob Wattles

Motion Carried

IX. Financial Report

Financial reports were provided to members prior to the meeting as the Administrator was absent from this meeting. Teri McAlpin reviewed all financial reports with the AFSC Members.

- A. Primary Bank Account – Monthly Ledger/Financial Reports
- B. CalFire Bank Account (Grant #5GA21107) – Monthly Ledger/Financial Reports
- C. CalFire Grant (#5GG17113) Expenditure Summary
- D. CALfire Grant (#5GA21107) Expenditure Summary
- E. Title III
 - a. Balance Report
 - b. Expense Report

Motion to approve all financial reports: Tom Sweeney

Second: Teresa Wilson

Ayes: Steve Yonker, Tom Sweeney, Kris Hartnett, Matt Tremayne, Angela Franklin, Teresa Wilson, Bob Wattles

Motion carried

X. Review & approval of staff vouchers & invoice statements

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

Motion to approve T. McAlpin voucher: Steve Yonker

Second: Bob Wattles

Ayes: Steve Yonker, Tom Sweeney, Kris Hartnett, Matt Tremayne, Angela Franklin, Teresa Wilson, Bob Wattles

Motion carried

- B. Discussion for K. Hartnett voucher: The mileage noted on the timesheet is incorrect. Revision will be made at the time of payment to K. Hartnett.

Motion to approve K. Hartnett voucher: Teresa Wilson

Second: Tom Sweeney

Ayes: Steve Yonker, Tom Sweeney, Matt Tremayne, Angela Franklin, Teresa Wilson, Bob Wattles

Abstained: K. Hartnett

** Administration of the meeting was turned over to S. Yonker, while the item of K. Hartnett's Coordinator voucher was on the table. K. Hartnett abstained from vote for this topic.*

Motion carried

XI. Unfinished Business

- A. No Action Required: Roll-Out of Policy #501, Terms of Use for AFSC Website (e-poll approval)

- a. An e-poll was completed prior to this meeting, and was unanimously approved

Motion to approve Policy #501 and implement immediately: Steve Yonker

Second: Angela Franklin

Ayes: Steve Yonker, Tom Sweeney, Kris Hartnett, Matt Tremayne, Angela Franklin, Teresa Wilson, Bob Wattles

Motion carried

- B. Information Only: Firewise Updates

- a. A large thank you was expressed to Clint Celio and all others involved in this process

- b. Mesa Vista – Steve Yonker

- i. Has been accepted as a Firewise community

- ii. Certificate has been received that all requirements for 2023 have been completed

- c. Marklee Village/Carson Ridge – Angela Franklin

- i. Has been accepted as a Firewise community

- ii. This community includes the Thornburg's land

- iii. All requirements for 2023 have been completed for this community

- d. Alpine Village has recently requested to become a Firewise community
- e. Bob Wattles has been working to establish Shay Creek as a Firewise community, but in the meantime, Bob will be included in the Marklee Village/Carson Ridge community to better prepare establishment of Shay Creek as a Firewise community
- f. Kris Hartnett has found a contractor for curbside chipping, but the grant to pay for this service has not yet been approved by CalFire
 - i. When the two established communities need this service, the service can be arranged, under the pending grant, if approved
- g. This topic will be included in all future agendas as a standing item

XII. New Business

- A. Discussion with Possible Action: 2023 Death Ride Beer Sales (July 15, 2023)
 - a. The beer will be provided again this year by the brewery
 - b. Additional planning will continue to move forward with the sole fundraiser of selling beer
- B. No Action Required: Grant Resolution (e-polling)
 - a. A resolution is required for the grant, and approval was achieved via e-polling prior to this meeting
- C. Action Required: Approval of Jill Micheau Invoice for Grant Writing CalFire Grant Application to be paid from Grant Preparation Line Item in AFSC Primary Budget; \$500
 - a. The grant application was submitted 7 days early, and is pending approval by CalFire
Motion to approve payment of invoice for Jill Micheau for \$500: Steve Yonker
Second: Tom Sweeney
Ayes: Steve Yonker, Tom Sweeney, Kris Hartnett, Matt Tremayne, Angela Franklin, Teresa Wilson, Bob Wattles
Motion carried
- D. Discussion with Action Required: Replenish Grant Preparation Line Item in the Primary Budget, but Increase Amount to \$600
 - a. Through discussion, the suggestion was made to increase this line item to \$1,000 for future grant preparation
Motion to approve replenishment of grant preparation line in the primary budget at the amount of \$1,000: Steve Yonker
Second: Angela Franklin
Ayes: Steve Yonker, Tom Sweeney, Kris Hartnett, Matt Tremayne, Angela Franklin, Teresa Wilson, Bob Wattles
Motion carried
- E. Information Only: An anonymous donation of \$500 was received again this year. A thank you letter has been sent.

XIII. Member Reports

- A. None at this time.

XIV. Staff Report – T. McAlpin (absent)

- A. Policy Manual with Additional Policies for the AFSC
 - a. Policy Manual Table of Contents
 - b. Conflict of Interest
 - c. Alpine County Employees Working the AFSC
 - d. Contractor Requirements
 - e. RFP Process
 - f. Maintenance of Records
 - g. Records Retention Schedule
- B. Taxes 2022 Status
 - a. All 1099s and the 1096 were distributed ahead of schedule this year
 - b. Carson Valley Accounting is currently working on preparing the taxes for 2022

- C. Zoom Renewal
 - a. The AFSC Zoom account has been automatically renewed for \$149 and was included in the timesheet for Teri McAlpin, to be reimbursed as the payment was withdrawn from her checking account

- D. Share Projects with the Public
 - a. Teri will research other fire safe council websites for possible templates or methods for which they share current projects with the public, and share the top 3 with the AFSC for review
 - b. There is already a spot in the AFSC website to include current projects, but the information needs to be entered

XV. Coordinator Report

- A. 2023 CalFire Grant Application
 - a. This application has been drafted and submitted, and is pending approval by CalFire
 - b. Draft budget of \$725,000 was shared with the council
 - c. Projects will include:
 - i. The Wade parcels (Washoe Tribe property)
 - ii. Combined area: Sierra Pines, Hawkins Ranch Rd, and Upper Manzanita Lane
 - iii. Remaining portion of a private parcel in Marklee Village that was not burned in the Tamarack Fire
 - d. If this grant is awarded, a 3rd checking account will be required as the AFSC will again act as the fiscal agent; the grant funds will need to remain separate from all other funds
- B. AFSC Projects List
 - a. Please send any ideas for this year's project list to Kris; the final list will be forwarded to Clint Celio to coincide with the CWPP
- C. Greens Waste Vouchers – 90 ordered
 - a. Vouchers have been received and will be distributed to members as needed
- D. Spring Burn Pile – last week of April through May (weather permitting)
- E. Continued Participation in County Coordinators' Meeting
 - a. The AFSC's participation may lead to the AFSC facilitating some community meetings
- F. School Poster Program
- G. Future Fuels Reduction Projects
 - a. Please forward any ideas for future or needed projects to Kris Hartnett
 - b. Clint Celio will be preparing a list of all projects in Alpine County, by any entity, and will post it to the County website
- H. Grant Support Letter for the County
 - a. The AFSC provided a letter of support for the County to apply for a grant

XVI. Adjournment – Meeting adjourned 7:30pm

Next regular meeting at 5:30 pm – May 15, 2023

Electronically Signed: Teri McAlpin

Administrator, AFSC
March 20, 2023