



Alpine Fire Safe Council

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

Meeting Minutes Monday, July 24, 2023 at 5:30 pm In-Person Meeting

Markleeville Firehouse, Hot Springs Road, Markleeville, CA. 96120

Members Present:

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*

Guests Present:

Teri McAlpin – *Administrator (minutes)*
Clint Celio – *Alpine County Grants Project Coordinator*
Tom Minder – *Alpine County Sheriff*

Members Absent:

Bob Wattles – *FSC Member, Shay Creek*
Teresa Wilson – *FSC Member, Markleeville Resident*

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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 updated with attendance at tonight’s meeting for all members present.
 - IV. Eastern Alpine Fire & Rescue Report**
 - A. The previous Fire Chief is no longer with the county
 - B. No update provided at this time
 - V. Board of Supervisors Report** – *Charles Dobson, District 1, BOS Liaison*
 - A. Mr. Dobson was not in attendance at this 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. Agencies not in attendance at tonight’s meeting: BLM, Forest Service, and CalFire
 - B. Tom Minder (Sheriff) attended a very small portion of the meeting, and requested an update on current projects.
 - VIII. Approve 3/20/23 Regular Meeting Minutes**
Motion to Approve 3/20/23 Regular Meeting Minutes: Steve Yonker
Second: Angela Franklin
Ayes: Steve Yonker, Tom Sweeney, Kris Hartnett, Matt Tremayne, Angela Franklin
Motion Carried

IX. Approve 5/15/23 Regular Meeting Minutes

Motion to Approve 5/15/23 Regular Meeting Minutes: Steve Yonker

Second: Tom Sweeney

Ayes: Steve Yonker, Tom Sweeney, Kris Hartnett, Matt Tremayne, Angela Franklin

Motion Carried

X. Financial Report

Financial reports were provided to members and reviewed

- A. Primary Bank Account – Monthly Ledger/Financial Reports
- B. CalFire Bank Account (Grant #5GA21107) – Monthly Ledger/Financial Reports
- C. CalFire Grant (#5GG17113) Expenditure Summary – this grant is completely finished; no further reports will be provided on this grant for future meetings
- D. CALfire Grant (#5GA21107) Expenditure Summary
 - a. A new form called an “Invoice Tracker” was shared with the members showing how each individual invoice (or payment) from CalFire is spent, and the status of all payments from the specific invoice
 - b. Teri McAlpin is responsible for submitting a financial report every 3 months on the status of projects and payments to CalFire via the CalFire portal
- E. Title III
 - a. Balance Report – this report is no longer provided to members, as it is a duplicate of the expense report. It will not be on future minutes.
 - b. Expense Report – reviewed the expense report
 - i. K. Hartnett and C. Celio explained some changes in the Title III balances and purposes for use.
 - ii. The process for requesting reimbursement for Title III expenses has changed. All invoices and reports are submitted to the County through Clint Celio.
 - 1. CDA will process invoices and provide the approval.
 - 2. All invoices must be certified, meaning the expenditures are allowed and appropriate. This will be accomplished by including a letter/memo stating the funds were used in good faith and in compliance with the rules and requirements of Title III funding.
 - a. The County did not provide guidance on this requirement until now, but the process will be implemented going forward to ensure compliance with requirements.
 - b. The Finance Manager of the County is going back to 2016 and reviewing if funds have been certified.
 - c. FireWise has been added as an approved category of funding for Title III.
 - d. Defensible Space Inspections has been removed as a category of funding.
 - e. Title III will now be lumped together as one fund, rather than splitting out education, defensible space and chipping.
 - i. The members would like to continue to see the breakdown of the original three categories along with the Firewise category added to the report.
 - f. In the future, the County will establish an application process for requesting an allocation of Title III funds to the AFSC.

Motion to approve all financial reports: Steve Yonker

Second: Matt Tremayne

Ayes: Steve Yonker, Tom Sweeney, Kris Hartnett, Matt Tremayne, Angela Franklin

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: Angela Franklin

Second: Tom Sweeney

Ayes: Steve Yonker, Tom Sweeney, Kris Hartnett, Matt Tremayne, Angela Franklin

Motion carried

- B. Discussion for K. Hartnett voucher: Discussion regarding expenditure total claimed for ink toner.

Motion to approve K. Hartnett voucher with noted revision: Tom Sweeney

Second: Matt Tremayne

Ayes: Steve Yonker, Tom Sweeney, Matt Tremayne, Angela Franklin

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

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
 - 1. This project is 99% complete; some follow up work is needed and will be completed once the next rounds of funds are received from CalFire
 - ii. Project Area #2 – Shay Creek
 - 1. Kris Hartnett will meet with the contractor tomorrow
 - 2. CEQA is done
 - iii. Project Area #3 – Hawkside Court
 - 1. CEQA is done
 - 2. The brush is too dry at this time to start this project; this may wait until fall
 - iv. Project Area #4 – Rancho Mesa Vista
 - 1. This is now an extension of project #5
 - v. Project Area #5 – Mesa Vista Tribal Land
 - 1. Now includes project #4
 - vi. Project Area #6 – Alpine Village
 - 1. This project is complete.
 - 2. Project Pictures of Alpine Village by Les Allert (pictures were reviewed by the members)
- B. Discuss with Possible Action: FireWise Community Activity
 - a. Updates were provided on the following:
 - i. Mesa Vista (Steve Yonker)
 - ii. Marklee Village / Carson Ridge (Angela Franklin)
 - b. Angela Franklin will be working to update the FireWise website

XIII. Unfinished Business

- a. Ongoing Discussion with Possible Action: Greens Waste Voucher Program
 - i. Additional vouchers will be distributed to members
- b. Discussion with Possible Action: Updated Pictures of Mesa Vista Tribal Project Areas
 - i. This was not discussed at tonight's meeting

XIV. New Business

- A. Discussion with Possible Action: New Title III Fuels Projects and Revisions to Title III Funding
 - a. Determine amount to apply to FireWise Communities
 - b. New projects are needed.
 - i. Criteria is either private property or county property.
 - ii. AFSC is able to assist the county with maintaining county land, but cannot be responsible for all county property; County and AFSC should collaborate on projects
- B. Information Only: Death Ride beer sales fundraiser preliminary report and Thank You
 - a. Net amount earned is \$1308 (preliminary total)
 - b. There were far fewer participants in the Death Ride this year
 - c. Thank you to all who volunteered time or resources
- C. Discussion with Possible Action: Credit Card option (or Venmo) for beer sales fundraisers
 - a. Venmo process was discussed and ideas were presented about how to make this option available in the future.
 - b. Customers would pay through a bar code that would be printed and posted on the table; this will be very simple for customers

- c. Members agreed that Venmo can be used and will be confirmed on the September agenda
 - i. Angela Franklin and Teri McAlpin will work to establish a Venmo account for the AFSC
- D. Information Only: E-Polling completed between AFSC regular meetings. Review of the e-polls that took place since the May 2023 meeting, and their outcomes. All were approved.
 - a. Change July meeting date to 7/24/23
 - b. Purchase grass seed for Alpine Village
 - c. Invoice for Battle Born Tree Service for Pony Express Road
- E. Discussion with Possible Action: Amendment of policy/procedure re: AFSC Ownership of Equipment
 - a. There is nothing in the by-laws preventing the AFSC from owning property, such as a laptop or printer
 - b. The accounting firm has provided information about how to claim the property at the end of each year in the taxes, for depreciation
 - c. Discussion occurred regarding the pros and cons of the AFSC owning a computer, specifically to be used for AFSC business
- F. Discussion with Possible Action: By-Law revision to include FireWise
 - a. Members agreed to the proposed revision to the by-laws to include

XV. Member Reports

- A. None at this time.

XVI. Staff Report – T. McAlpin (absent)

- A. Recurring payments (requesting approval to pay as these come up)
 - a. The list below includes the current items that are due now, or were due recently (since the May 2023 meeting). Other standing payments may appear during the year that are not listed below. Request made to include those items as part of this discussion.
 - i. Website domain fee - \$289/year
 - ii. Liability insurance premium - \$750/year
 - iii. Zoom Account - \$149/year
 - 1. The members determined the Zoom account should be brought to the Council each year as it may not be necessary in the future, based on average use in the previous year.
 - 2. Approval will be considered each year, rather than automatically renewed.
 - iv. Tax preparation fee for accounting firm - \$650/year
 - v. CA Registry of Charitable Trusts - \$75/year
 - vi. CA Declaration of Directors - \$243/year
- B. Discussion occurred regarding meeting at Turtle Rock Park in the future, to allow access to Zoom for the AFSC meetings. Kris Hartnett will follow up with CDA regarding this option.

XVII. Coordinator Report

- a. 2nd quarter progress report for Grant #5GA21107
 - i. This has been submitted and is in the process of review
- b. Continued participation in Forest Health Community Working Group
 - i. Kris Hartnett has been attending regularly in this active group
- c. Reflective Sign program – Kris provided the remainder of supplies for the reflective sign program to Steve and Angela to continue the program.
 - i. A review of the current process was provided

B. Adjournment – Meeting adjourned 7:15pm

Next regular meeting at 5:30 pm – September 18, 2023

Electronically Signed: Teri McAlpin
Administrator, AFSC
July 24, 2023