Modoc Fire Safe Council

Board of Directors Meeting Agenda

DATE: December 11, 2025

TIME: 10:30 AM

LOCATION: 114 E. North Street (Modoc Resource Conservation Center)

CHAIRPERSON: Jodi Frey VICE CHAIRMAN: Pat Caffee

SECRETARY: Judy Mason, Interim TREASURER: Judy Mason

1. CALL TO ORDER –
   - Welcome –
   - Confirm Quorum –

2. Public Comment -
   - Each person will be given five (5) minutes to speak. Any person may address the Board at this time about any subject within the jurisdiction of the Modoc Fire Safe Council; however, any matter that requires action will be referred to staff for a report and action at a subsequent meeting.

3. Reports -
   - Executive Director
   - Wildfire Mitigation Coordinator
   - Defensible Space / Education (Kai)
   - Modoc Resource Conservation District

4. APPROVAL OF MINUTES -
   - Review and Approve Minutes from the Executive Board Meeting on October 15, 2025

5. APPROVAL OF FINANCIALS -
   - Review and Motion to Approve –
   - FY 24/25 Financial Audit Review and Approve
   - Mid-Year Budget Review for FY 25/26
   - Benefit Tracking Review

6. BOARD HOURS
   Jodi Frey ___ Pat Caffee___ Judy Mason_____

7. OLD BUSINESS –

- Retention Policy – Review and Approve
- Review updated Bylaws
  - Review and approve Advisory Committee participants
- Review and approve Employee Manual Edits (Suggestions from CPS HR Consulting)
- Live Scan – Overview of Process
  - Approve Custodian of Records

8. NEW BUSINESS
   - Elections
     - Nomination Committee (elections at the General Meeting in January)

9. REVIEW OF ACTION ITEMS AND NEXT STEPS

WHO	WHAT

10. General Meeting (Discuss changing the format)
    - January 15, 2026
    - 4:00 PM to 5:30 PM

11. Next Executive Board Meeting

12. ADJOURNMENT