Modoc Fire Safe Council

Board of Directors Meeting Minutes

DATE: October 16, 2025

TIME: 4:00 PM

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 – The meeting was called to order at 4:06 PM
   - Welcome –
   - Confirm Quorum – All Board member were present.

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 – Stacey reported that she spent a lot of time working on audit preparation. She also reported that after forgetting to submit payroll and having to pay $35 to ADP to process same day payroll, she did some research on time keeping using ADP. She signed up for the time keeping option with ADP but she and other staff realized that it wasn't working for us, and it turned out to be more work for her. She will be cancelling the service. She also worked on a participation stipend policy that will help encourage attendance and participation for unpaid groups such as Volunteer Fire Departments, Tribes, Community groups to come to our general meetings or project development meetings. Funding for the stipend comes from both the SNC Capacity grant and the County Coordinator grant.
   - Wildfire Mitigation Coordinator – Michelle reported on Fire Prevention Week. Michelle had coordinated the events. This year the message was focused on lithium battery safety. Michelle and Kiara participated at every school. Both agencies and kids had a blast. Michelle said next year's activities should be different for different age groups.
     Michelle also reported that she has coordinated a Prescribe Burn Workshop for Friday, October 17th in CalPines. CalPines Property Owners

Association volunteers have been working on CalPines owned parcels and they will work with CalFire so burn piles as well as a small broadcast burn. CalPines POA, CalFire and Fire Safe Council are providing lunch. She thinks there should be about 30 people including CalFire.

Michelle and Stacey reported that staff are participating in the downtown Halloween event and will park the trailer at the park next to Plumas Bank. The trailer will serve as a haunted house and Michelle and Stacey will hand out candy. Kaira is painting up our faces for the Day of the Dead theme.

Michelle also reported that she will be touring the Lake City Fuel Break with residents from Ft. Bidwell that are looking to start a goat herd for goat grazing. We will be looking for funding that could help them get their business started.

- Modoc Resource Conservation District – Michelle reported that MRCD is working on an application to SNC that will build new fuel breaks in MRE, do fuel break maintenance at the Ft. Bidwell Power Station, and work on defensible space county wide. We are providing the funding for the planning and application work with funds from SNC.

4. APPROVAL OF MINUTES -
   - Review and Approve Minutes from the Executive Board Meeting on August 20, 2025 – *Jodi Frey made a motion to approve the minutes, Pat Caffee seconded the motion and the motion carried.*

5. APPROVAL OF FINANCIALS -
   - Review and Motion to Approve –

     Judy asked about the Legal Fees being $2,017.50. Judy stated that she remembered paying $1,000 but not the rest. Stacey explained that we had two invoices, one for $1,000 and a second for $1,017.50. Judy also asked if the insurance cost was for the full year. She thought we might want to carry it monthly.

     Stacey reported that there is $178,393.52, this includes the general checking and two savings accounts. Stacey reported that she is providing a new report that is income/expense by Customer. She has made each funder a customer and then the budget categories are tracked under that customer.

     Jodi Frey made a motion to approve the financial report and Pat Caffee seconded the motion and the motion carried.
   - FY 24/25 Financial Audit Update – Stacey reported that She thought the audit went great. The auditors worked from the Transportation Office and were just around the corner. Clay was able to send her the Trial Balance Ledger right after the audit so that she could do the taxes.

- Review of Benefit Tracking Worksheet – Stacey provided the Board with a tracking sheet that she developed to track employee benefits. She spoke with Clay Singleton about tracking it in QuickBooks and he thought that using a separate tracking sheet in excel might be the best way to track. The difference between the loaded rate and actual rate of pay will just be considered administrative costs in our books. Stacey said she will update the tracking sheet quarterly and bring it to the Board.

6. OLD BUSINESS -
   - Retention Policy – Stacey asked to table
   - Review and Approve Cell Phone Policy – Stacey provided the new Cell Phone Reimbursement Policy to reimburse employees for business related expenses. She got the policy from CPS HR Consulting. The Board discussed an amount for reimbursement and decided on $15 per month to be paid quarterly. Stacey will issue payment at the end of every quarter. The Board did agree that the payments will be effective July 1, 2025. *Pat Caffee made a motion to approve the Cell Phone Reimbursement Policy, Judy Mason seconded the motion and the motion carried.*
   - Review and Approve Bylaws amendment – This Bylaw amendment came about because our CalFire grant manager had mentioned that having our Board members using the Defensible Space program could look like a conflict of interest. Judy suggested that we include a statement in the Bylaws that states Board members are allowed to use programs offered by MFSC if they qualify for the program. *Judy Mason made a motion to approve the changes to the Bylaws, Pat Caffee seconded the motion and the motion carried.*
   - GIS Specialist – Open Bids – Michelle reminded the Board that we did not award the GIS Specialist Contract in September because we she felt like she needed more information. She handed out the bid packages again along with a scoring sheet that she came up with. After additional discussion of needs and priorities, the Board decided to award the contract to North State Planning and Development Collective (Chico State Enterprises). *Judy Mason made a motion to award the contract to North State Planning and Development Collective, Pat Caffee seconded the motion and the motion carried.*
   - HR Services from CPS HR Consulting – Stacey reported that they have sent the Cell Phone Policy. She also reported that they have provided a list of supervisor training opportunities for her. She also said that Rachel will be reviewing our Employee Manual and get back to us.
   - USDA Community Wildfire Defense Grant Status – Stacey reported that we did not get the grant but we believe that we have a good proposal and will be ready for the next round of funding.

7. NEW BUSINESS
   - Staff Development
      i. CEQA Training – Stacey reported that Michelle has asked to take CEQA training offered by US Davis in the amount of $480.00 in April. Stacey said that there is funding the SNC Capacity Building grant for Staff Development. *Jodi Frey made a motion to approve training (CEQA) for Michelle in the amount of $480, Pat Caffee seconded the motion and the motion carried. The Board held off on the CPS HR Training Modules for Stacey until she decides what trainings she should take.*

8. REVIEW OF ACTION ITEMS AND NEXT STEPS

WHO	WHAT
Stacey Hafen	Retention Policy
Stacey Hafen	Write the GIS Specialist Award letter for North State Planning and Development Collective and Denial letter for Ben Hopkins

9. General Meeting
   - ✓ January 15, 2026 (Elections)
   - ✓ 5:30 PM to 7:00 PM
   - ✓ Topic: Prescribed Burning, small pile burning to landscape burning

10. Next Board Meeting – December 11, 2025 @ 11:00 AM There will also be a office potluck on that day. Stacey said that Kaira is working on a Potluck Sign-up sheet.

Meeting Minutes submitted by:

Judy Mason, Interim Secretary