Modoc Fire Safe Council

Board of Directors Meeting Minutes

DATE: July 23, 2026

TIME: 4:00 PM – 5:30 PM

LOCATION: Modoc Conservation Resource Center
114 E. North Street, Alturas

CHAIRPERSON: Jodi Frey VICE CHAIRMAN: Pat Caffee

SECRETARY: Absent TREASURER: Judy Mason

1. CALL TO ORDER – Jodi Frey
   - 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 – Stacey Hafen
     - Stacey provided an updated summary of how things are going with the two new Defensible Space Technicians, explaining their roles and the challenges they have faced and overcome. Stacey reported that staff met with the County Agricultural Department to discuss weed treatment for wildfire prevention. There are some properties where Scotch thistle is being removed in hopes that the Agricultural Department can treat those areas. Stacey also mentioned that efforts are being made to work with the County on addressing weed issues throughout Modoc County and determining the most effective methods for managing them. Budget amendments are beginning to be discussed, and preparations are underway. Jasmine and Brittney, grant managers from the California Fire Safe Council, visited and provided the MFSC with follow-up information and answers to questions. They also assisted with organizing funding for marketing and attended the Defensible Space Workshop held at the Garden Club.
   - Wildfire Mitigation Coordinator – Michelle Radtke
     - Michelle provided a written Wildfire Mitigation Coordinator Report for July 2026. The report covered the submission of the CAL FIRE Wildfire Prevention Grant application for the 265-acre Lake City Community Wildfire Protection Project; ongoing CEQA

sequencing with MRCD and JRC; the pending launch of the Pit Modoc Wildfire Mitigation Platform; the CFSC site visit; the MRE evacuation road, pending Board action on the easement; the submission of Quarterly Progress Report 5; activity related to the Modoc Landowner Burn Assistance Program; upcoming fuel break monitoring site visits; and recaps of four community outreach events.

- Defensible Space / Education – Kaira Alvarez
  - Kaira explained how the month of June went for the Defensible Space Program, providing an update on the two defensible space technicians and the contractor. She also gave an update on the defensible space workshop held at the Garden Club on July 9, 2026. Additionally, she discussed the latest updates to the children's game board that will be used at the Surprise Valley Fair. The theme for this year's Fire Prevention Week was announced in June. Although the theme is very similar to last year's, she is considering creating her own defensible space station. Kaira also mentioned the Wildfire Preparedness Event that she and Stacey attended, which was hosted by the Day Bench Volunteer Fire Department on June 6, 2026.
- Modoc Resource Conservation District
  - Lani reported that they are working on an SNC planning project application west of MRE. The funds will provide MRCD the funds needed for outreach, project development and environmental studies (CEQA).

4. APPROVAL OF MINUTES -
   - Review and Approve Minutes from the Executive Board Meeting on May 21, 2026 – Action

     Judy Mason made a motion to approve the minutes of May 21, 2026, Board meeting as presented, Pat Caffee seconded the motion and the motion carried

5. APPROVAL OF FINANCIALS – Action
   - Treasurers Report

     Pat Caffee made a motion to approve the Treasurer's report as presented, seconded the motion and the motion carried Jodi Frey
   - FY 26/27 Budget - Action

     Pat Caffee made a motion to approve the FY 26/27 Operating Budget, Jodi Frey seconded the motion and the motion carried.

6. BOARD HOURS

   Jodi Frey 9.75 Pat Caffee 11.5 Judy Mason 15.5 Chris Lauppe 8.5

7. OLD BUSINESS –
   - No old business

8. NEW BUSINESS

- Petty Cash – Review policy –Action

  Stacey reported that there are small day-to-day expenses that could be paid from petty cash. Now that the Defensible Space Technicians are on staff, they are frequently asked to cover minor supply costs out of their own pockets. She would like to be able to reimburse them more regularly rather than on a bi-monthly or monthly basis. Stacey presented the Board with a Petty Cash Policy and requested that the petty cash fund be established with an initial balance of $200. The funds will be replenished on an as-needed basis. She also reported that Michelle has agreed to serve as the custodian of the petty cash fund. **Pat Caffee made a motion to approve the Petty Cash Policy presented and funded petty cash in the amount of $200; Jodi Frey seconded the motion and the motion carried.**

- Employee Manual Changes – Action

  Stacey reported to the Board that she had been working on establishing a Live Scan account with the Department of Justice (DOJ) for employee background checks. To conduct Live Scan background checks on employees or volunteers, an organization must be approved by the DOJ and meet specific qualifications. Because MFSC does not provide in-home care for seniors, individuals with disabilities, or children, the organization does not qualify to conduct Live Scan background investigations. Stacey recommended removing all Live Scan-related language from three locations in the personnel manual: Page 19 under Terms of Employment, Probationary Period; Page 20 under Background Security Check; and Page 71 in the Employment Handbook Acknowledgment Form. She also requested revisions to the Driving Record Authorization language on Page 24. The current language requires employees to authorize MFSC's direct access to their driver's license records through the DMV Employer Pull Notice (EPN) Program. The proposed revision would instead state that an employee may be asked to provide MFSC with a copy of their driving record obtained from the DMV. Stacey provided the Board with a summary of the requested revisions. **Judy Mason made a motion to approve the revisions to the employee manual as presented, Pat Caffee seconded the motion and the motion carried.**

- 2000 Model 2070XL Twister Chipper –

  Per the Board's request at the working meeting on July 20, 2026, she reported that she reached out to FMI Equipment (formally Enviro Chipper) to inquire about selling the 2000 Morbark 2070XL Twister Chipper. She spoke with a gentleman named Greg and sent him some pictures and provided them with the hours listed on the chipper. Greg said he would get back to us soon.

9. REVIEW OF ACTION ITEMS AND NEXT STEPS

WHO	WHAT
Stacey Hafen	Continue to work on Employee Manual Edits per CPS HR Consulting

10. Next Board Meeting
    - Aug. 20, 2026
    - 4:00 PM to 5:30 PM

11. ADJOURNMENT – There being no further business, the meeting was adjourned at 5:49 PM.

Minutes recorded by: Kaira Alvarez

Submitted By:

Stacey Hafen on behalf of Christopher Lauppe, Secretary