

Modoc Fire Safe Council

Board of Directors Meeting Minutes

DATE: July 10, 2025

TIME: 4:00 PM – 5:30 PM

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

CHAIRPERSON: Jodi Frey

SECRETARY: Judy Mason, Interim

Meet at the office and travel to Devils Garden to see the education presentation/activities that Michelle has developed. Then Board will return to the office to commence the Board meeting.

1. CALL TO ORDER

- Welcome – Introduction of Board and Don Brandon
- Confirm Quorum

2. APPROVAL OF MINUTES

- Review and Approve Minutes from the Executive Board Meeting on April 10, 2025 – *Stacey asked to table this as she did not finish the minutes from the April 10, 2025 meeting.*

3. APPROVAL OF FINANCIALS

- Review of QuickBooks report -
The Board reviewed the financial report but due to this month being a general meeting month, the financial report will be approved at the general meeting.
- Review of FY 25/26 Budget -
The Board reviewed the FY 25/26 budget. The Board will approve the budget with an official vote at the general meeting.

4. OLD BUSINESS

- Review and Approve Employee Manual Amendment
Stacey stated again that she was not able to finalize the employee manual update and asked to table this until the next Board meeting.
- Live Scan – Table until next Board meeting.

5. NEW BUSINESS

- Review and Approve Board Resolution 2025-07-01 to approve the filing of an application to CalFire's Wildfire Prevention Grant Program –
Judy Mason made a motion to approve MFSC Board Resolution 2025-07-01, Pat Caffee seconded the motion and the motion carried.
- Retention Policy –
Stacey reported that the Board needs a retention policy so that when going through old files and boxes we know what we should keep and what we can discard. Stacey passed out a draft policy for review.

- GIS Request for Proposals –
Stacey asked to table this for next meeting.

6. PUBLIC COMMENT

7. REVIEW OF ACTION ITEMS AND NEXT STEPS

- Follow Up Deadlines

WHO	WHAT
Stacey Hafen	Finalize employee manual edits
Stacey Hafen / Michelle Radtke	GIS Request for Proposals

8. General Meeting

- ✓ Oct. 16, 2025
- ✓ 5:30 PM to 7:00 PM
- ✓ Topic: ???

9. Adjournment