

Modoc Fire Safe Council

Board of Directors Meeting Minutes

DATE: JANUARY 15, 2026

TIME: 4:00 PM – 5:30 PM

LOCATION: Modoc County Sheriff's Annex Building

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 4:01 PM.

- Welcome –
- Confirm Quorum – All Board members are 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 -

- **Stacey Hafen, Executive Director-** Stacey reported for December; she worked on setting up Microsoft 365. This will change the way documents are shared between staff and give employees access to their work remotely. Stacey also reported that the Cal Fire Wildfire Prevention grant did not get funded, she had contacted Josh Kern, LMU Unit Chief, in hopes to find out if they have any direct funds for the defensible space program, she also set up a meeting with him, Steve Walker, and Robert Veverka on Friday, January 16, 2026. Stacey reported that her, Michelle and Kiara had a meeting with Chester to speak about the defensible space program, and to ask if there were any Title III funds available to practically fund the program for the 2026 season. He did work out a budget of \$45,000; he did ask Stacey to help him with a legal notice for the county. Stacey explained to Chester about her plan for the current budget for Cal Fire; she put in a budget amendment and is waiting for approval. Quarterly reports have begun and are due no later than January 31, 2026. January and February Stacey will be working on grant amendments for CalFire and SNC. Stacey also reported that she is working her way through the Employee Manual changes that were provided by CPS, HR Consulting. Stacey reported that she did finish employee evaluations, and both Michelle and Kai received a pay rate increase. She will email the evaluations to the Board.

- **Michelle Radtke, Wildfire Mitigation Coordinator**- Michelle explained the survey that she created, 15 projects were categorized high priority, 6 people completed the survey. She introduced her 2026 Preliminary and Project Goals, in the packet she also put maps that will be in CWPP. Lake City Fuel break is a project that Michelle has been beginning by reaching out to residents and Cal Fire about the project development and what it would look like. Funding opportunities are needed, there is the BLM Management Community Five Assistance Grant that might come out in the spring, Community Wildfire Defense Grant round 4, Cal Fire Forest Health, Wildfire Prevention, and Wildfire Resilience, 4 grants that we can put in for this year that would focus on prioritizing maintaining fuel breaks in Lake City, Calpines Blvd, MRE, and Summerland. MRE evacuation and water resort – Funding opportunity Highest priority in the county, MRE has presented the project to many agencies/ companies and has not heard anything back from them.
- Kaira (Kai) Alvarez, Defensible Space / Education – Kai was promoted to Resource Specialist after her evaluation. She presented the Board with the Defensible Space 2025 recap, explaining what appointments consisted of, and how many were done in the year. At the end of the year, there were a total of 139 separate parcels. Spoke about surveys, out of the surveys that were sent out, we received 41 back. Explained the presentation she was going to give to Cal Fire. The program qualifications will be updated later this year. Stacey stated that as soon as Kai turns 18, we are hoping to get her to CalFire’s Qualified Entity training, or if one comes available sooner, Stacey will get with her.
- Modoc Resource Conservation District (MRCD) – Lani reported that MRCD turned in the SNC grant application. The project includes new fuel breaks in Modoc Recreational Estates, maintenance of the Fort Bidwell substation, and 50 acres of Defensible Space work. They are hoping to hear from SNC about the grant in February. MRCD is working on a CalSip grant that consists of installing stream gauges and flow meters in three locations around Modoc County. One of those locations is in Ft. Bidwell, and another one is below the sewage treatment plant. These will be used to provide information on seasonal stream flows data. They are working on a project with the Modoc Lassen flood control district in Big Valley, monitoring variation pump flow meters twice a year, and cooperating with Pit RCD to receive approval to work over there.

4. APPROVAL OF MINUTES -

- Review and Approve Minutes from the Executive Board Meeting on December 11, 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** – *Jodi Frey made a motion to approve the treasurers report as presented, Pat Caffee seconded the motion and the motion was carried.*
- **FY 24/25 Financial Audit Review and Approve-** *Jodi Frey made a motion for the approval of the 24/25 Audit Review; Pat Caffee Seconded it and the motion carried.*
- **Mid-Year Budget Review for FY 25/26** – Stacey presented the midyear budget review. She reported on income and expenses in each of the grants as well as general operating expenses. She expresses that we are on track for most of our three grants.
- **Benefit Tracking Review** – Stacey spoke about the vacation benefits, and states that once the final vacation policy was approved, she did not amend the loaded hourly rate to account for the additional week of vacation yearly. She showed that we took in \$6,674.99 for the first part of FY25/26, but expenses for that period were \$7,538. Adjusting the rate from 25% to 30% will make sure that doesn't happen in the future. She will include the new rate in future billing to current grants and any new applications that are submitted.

6. BOARD HOURS

Jodi Frey 7 Hours Pat Caffee 7 Hours Judy Mason 9 Hours

7. OLD BUSINESS –

- **Retention Policy – Review and Approve** – Stacey explained that the resolution she has provided should serve as the official act of the governing body saying they reviewed the policy, they approved the policy and they authorize the implementation of the policy. Stacey handed out the draft MFSC Record Retention and Destruction Policy. The Board reviewed the policy. *Judy Mason Made a motion to approve the Record Retention and Destruction Policy; Jodi Frey seconded the motion and the motion carried.*
- **Advisory Committee Status**
 - Review and approve Advisory Committee participants – Michelle gave a report on the advisory group. Michelle reached out to the agencies first, and then community members. Also reached out to Industry insurance representatives and Real Estate to see if they would like to participate in April; she will try again in April. To reach out to the agencies she sent an email which had the survey linked to it.

- **Live Scan – Overview of Process**

- Approve Custodian of Records (COR)- Stacey explained that to move forward with Department of Justice Live Scan registration, the Board would have to approve someone to serve as COR. This person will be the one to receive confidential information on those who have submitted their fingerprints for the background check. *Jodi Frey made a motion for the appoint of the Executive Director as the COR for Live Scan Background Report for MFSC, Pat Caffee seconded and the motion carried.*

- **Board Elections**

- Nominations- Stacey reviewed the Bylaws and to get back on track from the last couple of years, the Board seats that are up for nomination and election are the Vice Chairperson and Treasurer. She did state that since there is a vacancy for the Secretary position, and we have found someone who is willing to serve in that position, you vote to fill that vacancy. The person elected as Secretary will serve one year before they must be elected again. The nominations were, Pat Caffee to continue to serve as Vice Chairperson, Judy Mason to continue to serve as Treasurer, and Chris Lauppe to serve as Secretary. The Vice Chairperson and Treasurer will be a two-year position. *Jodi Frey made a motion to move the nominations forward for election; Pat Caffee seconded the motion and the motion carried.*
- Election (vote to approve) *Jodi asked for a motion to elect Pat Caffee to serve as Vice Chairperson, Judy Mason to serve as Treasurer, and Chris Lauppe to serve as Secretary. Jodi Frey made Pat Caffee seconded the motion and the motion carried.*

8. NEW BUSINESS -There was no new business.

9. REVIEW OF ACTION ITEMS AND NEXT STEPS

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

10. General Meeting

- February 19, 2026
- 4:00 PM to 5:30 PM

11. Closed Session – Stacey reported that there was no need for a closed session.

12.ADJOURNMENT