

Modoc Fire Safe Council

Board of Directors Meeting Agenda

DATE: September 17, 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: Christopher Lauppe 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 – Stacey Hafen
- Wildfire Mitigation Coordinator – Michelle Radtke
- Defensible Space / Education – Kaira Alvarez
- Modoc Resource Conservation District

4. APPROVAL OF MINUTES - (Action) Pgs. 3-6

- Review and Approve Minutes from the Executive Board Meeting on July 23, 2026

5. APPROVAL OF FINANCIALS – (Action) Pgs. 7-10

- Treasurer’s Report July 2026 – August 2026

6. BOARD HOURS

Jodi Frey ____ Pat Caffee ____ Judy Mason ____ Chris Lauppe ____

7. OLD BUSINESS –

- SNC Lake City Grant Application Resolution – ACTION Pgs 11-12

8. NEW BUSINESS

- Giving Tuesday – North State Giving - ACTION Pgs 13-21
- Cost Allocation Policy
- Tire Purchase Reimbursement _ ACTION

9. REVIEW OF ACTION ITEMS AND NEXT STEPS

WHO	WHAT

10.Next Board Meeting

- Oct. 15, 2026
- 4:00 PM to 5:30 PM

11.ADJOURNMENT

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. Claude has been a great help to Stacey in these efforts. 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 application, 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
 - Planning project west of MRE.

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
Patt 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
Patt 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

Modoc Fire Safe Council, Inc.

Balance Sheet
As of Aug 31, 2026

	Total
Assets	
Current Assets	
Bank Accounts	
1010 Checking 8331	20,545.16
1020 Savings Acct. 7413	14,147.80
1021 Savings Account 7127	1,097.58
1030 Petty Cash	200.00
Total for Bank Accounts	\$35,990.54
Accounts Receivable	
1130 Accounts Receivable (A/R)	2,194.91
Total for Accounts Receivable	\$2,194.91
Other Current Assets	
1300 Prepaid Expense	8,126.29
Total for Other Current Assets	\$8,126.29
Total for Current Assets	\$46,311.74
Total for Assets	\$46,311.74
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
2010 Accounts Payable (A/P)	7,573.37
Total for Accounts Payable	\$7,573.37
Other Current Liabilities	
2020 Accrued Liabilities	
2023 Employee Tax Contributions	0.00
2024 Retirement Payable	0.01
2025 Accrued Payroll Clearing	2,868.22
Total for 2020 Accrued Liabilities	\$2,868.23
2030 Grant Advances	
2031 CFSC 25-498555	13,072.46
2032 SNC 1718-RFFCP	-28,781.25
Total for 2030 Grant Advances	-\$15,708.79
2050 Outstanding Reimbursements	0.00
Total for Other Current Liabilities	-\$12,840.56
Total for Current Liabilities	-\$5,267.19
Total for Liabilities	-\$5,267.19
Equity	
Opening balance equity	35,958.37
Retained Earnings	
Net Revenue	15,620.56
Total for Equity	\$51,578.93
Total for Liabilities and Equity	\$46,311.74

Modoc Fire Safe Council, Inc.

Balance Sheet
As of Aug 31, 2026

Modoc Fire Safe Council, Inc.

Profit & Loss
July-August, 2026

	Total
Revenue	
4010 Contributed Individuals (unrestricted)	1,140.00
4025 Government grants & contracts	82,058.22
4050 Program Service Fees	16,423.85
4100 Interest Income	10.77
Billable Expenditure Revenue	43.86
Total for Revenue	\$99,676.70
Gross Profit	\$99,676.70
Expenditures	
5000 Program Expenses	
5010 Salaries - Program staff	40,349.51
5030 Employee Benefits - Program	9,104.24
5040 Program Supplies	3,563.98
5050 Contractual - Program	21,314.26
5070 Program Travel	4,190.34
5080 Program Outreach / Printing	50.00
5100 Payroll Fees	236.99
Total for 5000 Program Expenses	\$78,809.32
6000 Operational Expenses	1,562.21
6010 Salaries - Management	
6011 Salaries & wages	1,111.45
6012 Payroll Fees	80.67
Total for 6010 Salaries - Management	\$1,192.12
6060 Office Supplies	143.60
6070 Postage and Box Rent	214.00
6090 Insurance	288.94
6100 Occupancy /Rent	
6101 Rent	640.00
6102 Utilities	240.00
6103 Garbage Service	143.31
Total for 6100 Occupancy /Rent	\$1,023.31
6110 Telephone and Internet	71.53
6150 Filing Fees and Registration	428.00
6160 Equipment maintenance	
6163 Beaver M14R Chipper	220.51
Total for 6160 Equipment maintenance	\$220.51
6170 Travel	
6171 Mileage	102.60
Total for 6170 Travel	\$102.60
Total for Expenditures	\$84,056.14
Net Operating Revenue	\$15,620.56
Net Revenue	\$15,620.56

MODOC FIRE SAFE COUNCIL ACTIVE GRANTS AND FUNDING SOURCE

As of 8/31/2026

SIERRA NEVADA CONSERVANCY 1718-RFFCP					
WIP CAPACITY SUBGRANT - MODOC FIRE SAFE COUNCIL					
JUNE 20, 2024 THRU JULY 31, 2027					
BUDGET CATEGORY	TASK 1	TASK 2	TOTAL	SPENT TO DATE	BALANCE
Personnel/Benefits	\$ 203,934.00	\$ 81,330.00	\$ 285,264.00	\$ 152,613.99	\$ 132,650.01
Materials/Supplies	\$ 22,352.00	\$ -	\$ 22,352.00	\$ 13,826.01	\$ 8,525.99
Sub Contracts	\$ 47,851.00	\$ 101,658.00	\$ 149,509.00	\$ 45,736.51	\$ 103,772.49
Travel	\$ 15,720.00	\$ 6,112.00	\$ 21,832.00	\$ 7,574.42	\$ 14,257.58
Sub-total	\$ 289,857.00	\$ 189,100.00	\$ 478,957.00	\$ 219,750.93	\$ 259,206.07
In-direct @ 10%	\$ 28,985.70	\$ 18,910.00	\$ 47,896.00	\$ 21,975.09	\$ 25,920.91
TOTAL GRANT COSTS	\$ 318,842.70	\$ 208,010.00	\$ 526,853.00	\$ 241,726.02	\$ 285,126.98

CALIFORNIA FIRE SAFE COUNCIL 25-498555			
COUNTY COORDINATOR			
May 15, 2025 THRU Oct. 31, 2026			
BUDGET CATEGORY	ORIGINAL BUDGET	SPENT TO DATE	BALANCE
Salaries and Wages	\$ 158,279.00	\$ 57,909.87	\$ 100,369.13
Benefits	\$ 46,427.12	\$ 16,605.15	\$ 29,821.97
Contractual	\$ 52,725.00	\$ 37,463.84	\$ 15,261.16
Travel and Per Diem	\$ 4,091.33	\$ 1,709.59	\$ 2,381.74
Supplies	\$ 8,280.07	\$ 4,427.96	\$ 3,852.11
Other	\$ 733.34	\$ 608.34	\$ 125.00
Sub-total	\$ 270,535.86	\$ 118,724.75	\$ 151,811.11
In-Direct	\$ 32,464	\$ 14,246.97	\$ 18,217.33
TOTAL GRANT COSTS	\$ 303,000	\$ 132,971.72	\$ 170,028.44

MODOC COUNTY TITLE III - 2026-111			
DEFENSIBLE SPACE			
MAY 1, 2026 - DECEMBER 31, 2027			
BUDGET CATEGORY	ORIGINAL BUDGET	SPENT TO DATE	BALANCE
Salaries and Wages	\$ 50,700.00	\$ 16,136.25	\$ 34,563.75
Benefits	\$ -	\$ -	\$ -
Contractual	\$ 14,700.00	\$ 8,218.52	\$ 6,481.48
Travel and Per Diem	\$ 1,600.00	\$ 1,540.41	\$ 59.59
Supplies	\$ 800.00	\$ 572.40	\$ 227.60
Other	\$ -	\$ -	\$ -
Sub-total	\$ 67,800.00	\$ 26,467.58	\$ 41,332.42
In-Direct	\$ -	\$ -	\$ -
TOTAL GRANT COSTS	\$ 67,800	\$ 26,467.58	\$ 41,332.42

CALIFORNIA FIRE FOUNDATION			
DEFENSIBLE SPACE TREATMENT PROJECT			
7/31/2026 - 7/31/2027			
BUDGET CATEGORY	ORIGINAL BUDGET	SPENT TO DATE	BALANCE
Salaries and Wages	\$ 7,000.00	\$ -	\$ 7,000.00
Benefits	\$ -	\$ -	\$ -
Contractual	\$ -	\$ -	\$ -
Travel and Per Diem	\$ 2,500.00	\$ -	\$ 2,500.00
Supplies	\$ 1,250.00	\$ -	\$ 1,250.00
Other	\$ -	\$ -	\$ -
Sub-total	\$ 10,750.00	\$ -	\$ 10,750.00
In-Direct	\$ 1,250.00	\$ -	\$ 1,250.00
TOTAL GRANT COSTS	\$ 12,000.00	\$ -	\$ 12,000.00

\$ 53,332.42



MODOC FIRE SAFE COUNCIL

RESOLUTION NO. 2026-09-17

A RESOLUTION OF THE BOARD OF DIRECTORS OF MODOC FIRE SAFE COUNCIL, ALTURAS, CA DISTRICT 1, STATE OF CALIFORNIA

WHEREAS the Governor of the State of California, in cooperation with the California State Legislature, has enacted Assembly Bill 100 (2025), allocating funds from the 2024 Climate Bond to the Sierra Nevada Conservancy for the purposes of wildfire prevention and forest resilience; and

WHEREAS the Sierra Nevada Conservancy administers the Wildfire and Forest Resilience Directed Grant Program, setting up necessary procedures governing application by local agencies, non-profit organizations, and others under the program; and

WHEREAS the applicant will enter into a grant agreement with the Sierra Nevada Conservancy to carry out the Lake City Fuel Reduction and Watershed Restoration Project, SNC Project #2011.

NOW, THEREFORE, BE IT RESOLVED that the Executive Board:

1. Approves the filing of a Full Proposal for the Sierra Nevada Conservancy Wildfire and Forest Resilience Directed Grant Program, and,
2. Certifies that the said applicant has or will have sufficient funds to operate and maintain the project; and,
3. Certifies that funds under the jurisdiction of the Executive Board are available to begin the project.
4. Certifies that said applicant will expend grant funds prior to grant period end.
5. Appoints Stacey Hafen, Executive Director, appoints to conduct all negotiations, execute and submit all documents including, but not limited to, agreements, amendments, payment requests and so on, which may be necessary for the completion of the Lake City Fuel Reduction and Watershed Restoration Project, SNC Project #2011.

PASSED AND ADOPTED by the Board of Directors of the Modoc Fire Safe Council on this 17th day of September 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

I, Jodi Frey, the undersigned Chairperson of Modoc Fire Safe Council, hereby certify that the foregoing is a true and correct copy of the resolution adopted by the Board of Directors at a meeting held on September 17, 2026, at which a quorum was present.

Jodi Frey, Chairperson
Modoc Fire Safe Council Board of Directors

ATTEST:

Christopher Lauppe, Secretary
Modoc Fire Safe Council Board of Directors

About NSGT

Giving Tuesday is a movement that began in 2012 to promote charitable giving during the Thanksgiving holiday season. It has become an international phenomenon with billions of dollars donated online to nonprofit organizations on the first Tuesday following Thanksgiving Day.

The Community Foundation of the North State developed and launched **North State Giving Tuesday (NSGT)** in 2013 as online networking and giving event for Shasta, Siskiyou, Tehama, Modoc, and Trinity County nonprofits. NSGT has significantly grown in popularity and impact each year, raising over \$10 million since its inception. This event provides nonprofit organizations with the opportunity to gain exposure and start relationships with new donors, and for the people in these counties to come together to raise as much money as possible for participating organizations within a 14 -hour period. North State nonprofits are required to complete a vetting application process to participate so donors know these organizations truly have the community's best interests in mind.

Using the NorthStateGives.org website, donors can choose to give to as many of their favorite nonprofits as they desire. These organizations are searchable by name and field of interest.



WHAT IS GIVING TUESDAY?

Giving Tuesday is a movement that began in 2012 to promote charitable giving during the holiday season. Every year on the Tuesday after Thanksgiving communities come together across the nation to support nonprofits' fundraising efforts. North State Giving Tuesday (NSGT) is our local initiative to increase philanthropy in Shasta, Siskiyou, Tehama, Trinity, and Modoc counties. This online networking and giving event provides nonprofit organizations the opportunity to gain exposure, start relationships with new donors, and continue cultivation of their existing donor base. Donations are accepted online for a 14-hour period (6am-8pm) and help nonprofits earn additional grant dollars via incentives or prizes. The Community Foundation processes all gifts and provides the nonprofit with one check representing the donations received, minus fees, and plus any incentive/prize dollars earned!

CRITERIA, CAPTAINS & REGISTRATION



CRITERIA

- Must be headquartered in or serve Shasta, Siskiyou, Tehama, Modoc, or Trinity counties
- Must be in good standing with IRS, listed as a 501c3 nonprofit, public organization
- Must have good standing and current Statement of Information with the State of California
- Must be listed and current on Attorney General's Registry of Charities and Fundraisers list throughout the entire NSGT event
- Must be in good-standing with CFNS (no past due reports)
- Must have a minimum of one year of financial history (exceptions considered on a case-by-case basis)

Team Captains: This is the person who will be your main NSGT leader and our point of contact for all shared resources. It is important to select a Team Captain who has the bandwidth to lead the charge on the campaign, checks their email regularly, and is willing to learn alongside the Foundation and peers. It is best to have the Team Captain be the one to complete your registration form online. We provide support directly to Team Captains, especially new ones who are just learning the ropes. Including your Team Captain's contact information on the registration is a requirement.

Registration: Organizations are asked to complete a simple registration form online and pay a registration fee. The registration fee is based on a sliding scale according to your operating budget size (budget upload in the registration process is required). The registration fee amounts range from \$52.88 to \$264.38 (details online). The registration fee is due at the time of registration form submission and is paid online with any major credit card.

WHAT HAPPENS AFTER REGISTRATION?

Once submitted, Foundation staff review each application. If we have follow-up questions we will reach out to your Team Captain directly. Prompt responses on your part help ensure a timely approval! YOU market yourself and get the word out. WE provide the website, resources, training, and one-on-one help. Donations are not LIVE until two weeks before NSGT, when Early Giving opens (more on that later). You will use this time to create your page and promote your organization's participation in NSGT!



Organization page: Returning nonprofit organizations have the opportunity to update their profile page with fresh content. New nonprofit organizations will begin creating their profile page! The giving platform is user-friendly and has editing tools that allow you to customize every part of your organization page. We offer a training webinar, step-by-step guides, and 1:1 assistance to make sure you feel comfortable and confident navigating the platform. Why is this so important to us? An organization page that shares your story through narratives and photos is the best way to reach donors!





YOU GET WHAT YOU PUT IN...

Successful organizations who see the highest donor involvement worked HARD for that exposure. Just being listed as a participating organization on the NSGT website doesn't guarantee you will have any donations. We provide a full library of resources to help you carry out a successful campaign. Whether you are a one-person team or have a whole group of volunteers at your command – we can help you scale a campaign plan to match. Resources are shared and updated on the NPO Resource page on the NSGT website.

WAYS TO GET THE WORD OUT AND ENGAGE THE COMMUNITY

Get your
Board of
Directors
involved

Include NSGT
information in your
existing
communications
plan (e-newsletters,
mailers, etc)

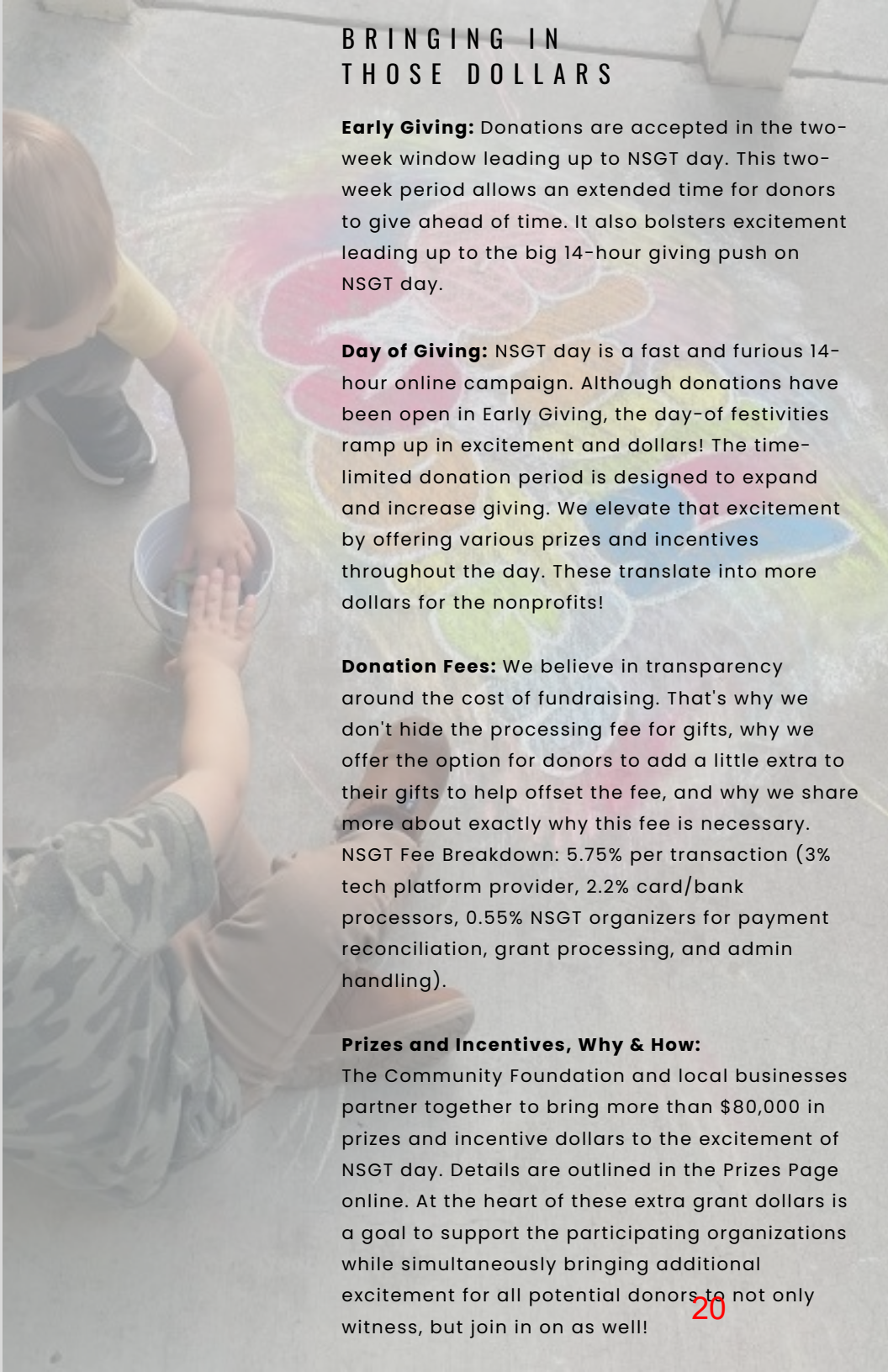
Involve your clients,
family members,
friends and their
families

Ask a local business
to partner with you to
share a flyer or
promote you in
another way

Collect personal
stories about
your impact to
share

Add your link
to your email
signature

Social
media
post

A child's hands are reaching into a white bucket on a sidewalk. The sidewalk is decorated with colorful chalk drawings, including a large pink flower and a blue and yellow shape. The child is wearing a yellow shirt and dark pants. The background is a light-colored wall.

BRINGING IN THOSE DOLLARS

Early Giving: Donations are accepted in the two-week window leading up to NSGT day. This two-week period allows an extended time for donors to give ahead of time. It also bolsters excitement leading up to the big 14-hour giving push on NSGT day.

Day of Giving: NSGT day is a fast and furious 14-hour online campaign. Although donations have been open in Early Giving, the day-of festivities ramp up in excitement and dollars! The time-limited donation period is designed to expand and increase giving. We elevate that excitement by offering various prizes and incentives throughout the day. These translate into more dollars for the nonprofits!

Donation Fees: We believe in transparency around the cost of fundraising. That's why we don't hide the processing fee for gifts, why we offer the option for donors to add a little extra to their gifts to help offset the fee, and why we share more about exactly why this fee is necessary. NSGT Fee Breakdown: 5.75% per transaction (3% tech platform provider, 2.2% card/bank processors, 0.55% NSGT organizers for payment reconciliation, grant processing, and admin handling).

Prizes and Incentives, Why & How:

The Community Foundation and local businesses partner together to bring more than \$80,000 in prizes and incentive dollars to the excitement of NSGT day. Details are outlined in the Prizes Page online. At the heart of these extra grant dollars is a goal to support the participating organizations while simultaneously bringing additional excitement for all potential donors to not only witness, but join in on as well!

CONTACT US

This process, from start to finish, can be overwhelming for organizations new to NSGT. The beauty of a local event, hosted by the Community Foundation who is already invested in your mission, is that we are here to HELP. In whatever way that might look like for you. We have everything from 1:1 virtual meetings to PDF instructional guides and videos to a whole library of FREE marketing materials. We want you to succeed. Reach out in one of these ways for assistance.

PHONE: 530-244-1219

EMAIL : NSGT@CFNORTHSTATE.ORG

VISIT : WWW.NORTHSTATEGIVES.ORG

HOSTED
BY

