



New Mexico Prescribed Fire Council Minutes
Wednesday, March 18, 2020 1:30 p.m.



Present : Emily Hohman, Dave Lasky, Doug Boykin, Tim Kirkpatrick, Mark Meyers, Doug Cram, Mary Stuever, Russ Thrun, Jacob Davidson, Daniel Lisk, Kerwin Singleton, Mike Caggiano

A. Welcome and Introductions: Emily Hohman, Chair - Quorum of Steering Committee present

- **Rx Fire Council minutes from the last meeting;** motion was made to move on without minutes for the February 2020 meeting; approved
- **Treasurer's report:** Tim Kirkpatrick - no change from last meeting \$567.11 in the account; Boykin made motion to accept the treasure's report, Dave second - approved

B. General Announcements and/or new agenda items:

1. Dave reported that the FSG is staying in operational planning mode but has no concrete plans as we wait for the virus to run its course...

2. Jacob reported that all federal agencies are in standby mode as well; not only because of virus but also the federal injunction is still a factor on some projects.

C. Old Business:

1. AFF grant update - *NM Tree Farm Committee has spring field day on 5/16/2020 at the Carl Struck Tree Farm south of Taos; all are invited (assuming relaxing of current virus protocols); several presentations planned; Boykin will be taking the Rx trailer as show and tell; as far as another workshop that are to be supported by this grant, time will tell as we move into the spring & summer months*

2. TREX and other Rx events - *everything is on slow down or standby until virus issues relax*

3. CFRP grant update - *same as above as far as implementation; sounds like we will get started again in fall; Mike and Dave are planning on putting a reimbursement request in for some items they have purchased as well as some admin time; we have the coordinators draft contract ready to go but there has been nothing to coordinate yet; with virus issue, will most likely need to request an extension for another year; Luera Retro 2019 acres (24,000+) really helped us as far as implementation as well as providing a solid \$ amount for match*

4. Rx Trailer: In Socorro, no issues to date

D. General Action Items from last meeting: N/A

E. New Business:

- Thoughts from the Steering Committee conference call on 3/12/20
 - Discussion recap – business practices/procedures, insurance, bylaws, Council scope of work discussion and decision, strategic plan process, fundraising discussion
 - Motions:
 - Business practices: Investigate D&O policy, Council will not purchase liability insurance at this time, the Council will not implement prescribed fires
 - Strategic Plan motion and categories identified: Policy, Collaboration (cross-boundary work and resource sharing), Diversity/Equity/Inclusion, Dissemination of Information, Financial Stability/Business Practices
 - Action Items:
 - Boykin, Eytan, Emily to work together to get 501(c)(3) paper files to FSG office; scan files that should also be stored electronically - *will hold till coronavirus situation changes*
 - Boykin and Dave to investigate terms and cost of current D&O policy - *see below; policy is filed in the Google drive file for the Rx Council*
 - 1) What is the yearly premium amount that we need to budget for? \$755
 - 2) Since we do not have employees, is the employee rider necessary? *The employment practices liability is not limited to employees only, but it's also for board members, donors, volunteers...etc. So it covers "employment related" claims such as wrongful termination, discrimination, harassment. The biggest exposure covered under this policy is defense costs*

that your organization may incur due to an allegation. Whether the allegation is groundless or not, you will have to respond. This defense can be costly and it is not covered under your package policy. I have also included brochures that provide details on coverage.

- Create annual timeline of grant and nonprofit reporting deadlines (Google calendar)
- Develop 'job descriptions' for officer positions outlining responsibilities - see bylaws
- Schedule a walk-through of Google admin account for a future monthly call
- Look into using a service to be our Registered Agent in NM
- Share nonprofit checklist from NM Association of Nonprofits with Steering Committee
- Bylaw Committee: Tim, Mark, Emily to look at bylaws and bring proposed changes to Steering Committee (set deadline for this)
- Strategic Plan:
 - Steering Committee members to reach out to identified contacts for input, looking for goals or action items for each category
 - Tentatively plan to meet in person before April call to collect info
 - Online survey will be used to rank suggested goals to narrow to top 3-5 per category
 - Strategic plan draft to be presented at annual meeting for adoption
- Development:
 - Steering Committee members to brainstorm and provide ideas to development committee
 - Development committee is requested to reach out to partners to understand bounds and requirements for funding options before strategic plan is finalized

• **New Action Items:**

1. Create annual timeline of grant and nonprofit reporting deadlines (Google calendar)
2. Develop 'job descriptions' for officer positions outlining responsibilities - see bylaws
3. Schedule a walk-through of Google Admin account for a future monthly call
4. Look into using a service to be our Registered Agent in NM
5. Share/find nonprofit checklist from NM Association of Nonprofits with Steering Committee
6. Bylaw Committee: Tim, Mark, Emily to look at bylaws and bring proposed changes to Steering Committee (to be ready for 2020 annual meeting)
7. Strategic Planning Effort - see above - possible working meeting this fall to have draft for 2020 annual meeting
8. Keep CFRP grant movement at the front our minds to be sure we keep it moving
9. Tie-in with Gwen Kolb - USF&WS to see how PFW can assist the Rx Council
10. Think about other partners who may be interested in joining/working with the Council

Adjourn

Next Meeting: April 15, 2020 at 1:30 pm via conference call