



**Meeting Summary**  
**April 14, 2004**  
**San Jose Fire Department Station 31**

- I. Call to Order: Patrick Congdon, 10:11 AM
- II. Introductions: Cameron Colson (Wildfire–Weed Abatement/Brush Defoliation/Growth Management)
- III. Reports: 10:13 AM Meeting Summary and Treasurer’s Report  
March 10, 2004 Meeting Summary reviewed. **A motion was made by Dave Athey, second by Allan Thompson to accept the Meeting Summary. It passed unanimously.**  
Dave Athey provided the Treasurer’s Report. **A motion was made by Allan Thompson, second by Michael Newburn to approve the report. It passed unanimously.**
- IV. Action Items: 10:18 AM Community Outreach and Education Grant Update  
Allan Thompson discussed and handed out “2003 Community Outreach and Education Grant Plan and Expenses along with 2003 Community Outreach and Education Grant Fourth Quarter Accomplishments and Plans”  
**A motion was made by Michael Newburn, second by Chris Hughes to approve \$3.95 for postage and the new checkbook for \$115.00. It passed unanimously.**  
Allan Thompson went over accomplishments of the James Lick High School Project Earth Club (placing inserts in Living With Fire along with distribution of the publication).  
Allan Thompson handed out a fact sheet on the “2004 and 2005 Grant Concept Papers”. Only Montego Homeowner’s project was approved. A synopsis was provided on why the other projects were not funded.  
Attendees discussed the status of grant funds still outstanding from previous years and how that money could be spent if approved by the grantee.  
Joan Loeffler continues to work with Leland High School regarding their request through the Council’s Material Assistance Program
- 10:40 AM 2003 Hazardous Fuel Assessment and Strategy Grant  
Patrick Congdon provided an update on the status of the Hazardous Fuel Assessment and Strategy grant. The area identified for the project covers approximately 12 square miles and takes in the communities of Saratoga, Monte Sereno and Western Los Gatos.

- V. Old Business: 11:00 AM Insurance and Coordinator's Position  
Patrick Congdon described the process underway to obtain insurance for the Council.  
Jan Cokely was introduced as candidate for the Coordinator's position. A handout with Jan's qualifications was passed out to the attendees.
- VI. New Business: 11:15 AM Media Safety Day, Nominations for 1<sup>st</sup> Vice President and Secretary  
A brief discussion took place related to the upcoming Hills Emergency Forum. They had requested a \$250.00 contribution from the Council to support their program. Consensus was that this Council was not ready to participate in the event and a **motion was made by Allan Thompson, second by Dave Athey to not contribute the \$250. It passed unanimously.**  
Michael Newburn was nominated for 1<sup>st</sup> Vice President and Chris Hughes received nomination for Secretary. A **motion was made by Allan Thompson, second by Joan Loeffler to close the nominations and vote to approve the nominations. Michael Newburn and Chris Hughes were unanimously voted in.**
- 11:35 AM PG&E Donation to the Fire Safe Council  
A handout was presented which outlined a proposed donation by Pacific Gas and Electric. The donation amount is \$250.00, and a recommendation was made to apply the donation to the Materials Assistance Program.
- VII. Next Meeting: Wednesday, May 12, 2004  
Santa Clara County Parks & Recreation Field Sports Park  
9580 Malech Road, San Jose
- VIII. Meeting Adjourned: 11:50 AM
- Officers/Directors Present: Dave Athey, Patrick Congdon, Dirk Mattern, Allan Thompson
- Members and Visitors: Doug Colbeck, Greg Latronica, Harlan Pester, Chris Hughes, Joan Loeffler, Michael Newburn, Judy Thompson, Ron Vega, Cameron Colson, Jan Cokely