



Fire Memorial Task Force Meeting Minutes

June 19, 2024

IN ATTENDANCE

Board Members: Tammy Sakanashi, Pamela Van Halsema, Margie Maynard, Alma Bowen

Staff: Karin Demarest, Bernadette Marko, Samantha Kimpel, Tara Thompson

Absent: Cyndi Foreman, Paul Lowenthal, Jessica Tunis

CALL TO ORDER

Chairperson Pamela Van Halsema welcomed everyone and called the meeting to order at 3:00pm.

APPROVAL OF AGENDA

The Meeting Agenda was approved.

Motion: Alma Bowen **Second:** Tammy Sakanashi

Vote: Unanimous

APPROVAL OF MINUTES

The Meeting Minutes from April 2024 were approved.

Motion: Margie Maynard **Second:** Alma Bowen

Vote: Unanimous

PUBLIC COMMENTS

A local artist, Emily Cameron joined the meeting and shared a bit about her background. She's hoping to help with the Fire Memorial project in any way she can.

UPDATES

Samantha Kimpel announced that she is leaving Creative Sonoma in July, moving out of state.

Karin Demarest reported that the RFQ has been distributed and that there are 10 submissions so far. A couple of residents have contacted Creative Sonoma in response to the Fire Memorial press coverage stating that they have artifacts to contribute.

Demarest asked that the Task Force direct to her any inquiries they receive from residents who have expressed interest in participating in this process.

Kimpel stated that there is a place to sign-up for community engagement meetings on the Creative Sonoma website.

Alma Bowen asked if there would be community engagement meetings in Spanish. Kimpel said there will be, and that the mailing list is in Spanish and English.

Tara Thompson reported that the County's Purchasing Department gave Creative Sonoma the authority to manage the initial phase of the RFQ process, accepting and reviewing submissions, which will simplify the process.

RFQ REVIEW PROCESS

Demarest stated that the timeline of the Task Force's commitment has been expanded and that we will be cognizant of their time to make the process as simple as possible.

The RFQ will be a two-step process, beginning with an initial review of all submissions to check for completeness and meeting criteria. Every submission that the Task Force reviews will have passed this initial review. The Task Force will then review and score the submissions which will be averaged to identify the top five scorers.

Demarest stated that the July meeting will be canceled to give Task Force members time to review the materials in preparation for our next steps. She will send out some possible meeting dates soon.

Demarest stated the RFQ has a deadline of July 19 and that the Task Force will be asked to do their reviews starting July 24 and running through August 9.

Finalists will be contacted at the end of August to schedule interviews and do site visits. The final decision will be made in September.

ONLINE PLATFORM SUBMITTABLE TRAINING

Kimpel gave an overview of Submittable, the online submission/application management platform we use to accept and review submissions.

Van Halsema asked if everything is on track with Nagasawa. Thompson stated that we expect to receive a draft agreement soon between the County and City of Santa Rosa. The City is supportive of this project moving forward. Thompson stated that we are presenting to the Community Services Board at their July 24 meeting.

ADJOURN

The meeting was adjourned at 3:57pm

Motion: Tammy Sakanashi

Second: Alma Bowen