



Fire Memorial Task Force Meeting Minutes

April 17, 2024

IN ATTENDANCE

Board Members: Cyndi Foreman (virtual), Tammy Sakanashi, Paul Lowenthal (virtual), Pamela Van Halsema, Jessica Tunis, Margie Maynard
Staff: Karin Demarest, Bernadette Marko, Samantha Kimpel
Absent: Alma Bowen

CALL TO ORDER

Chairperson Pamela Van Halsema welcomed everyone and called the meeting to order at 3:05pm.

APPROVAL OF AGENDA

The Meeting Agenda was approved.

Motion: Tammy Sakanashi

Second: Jessica Tunis

Vote: Unanimous

APPROVAL OF MINUTES

The Meeting Minutes from January 2024 were approved.

Motion: Tammy Sakanashi

Second: Jessica Tunis

Vote: Unanimous

PUBLIC COMMENTS

There were no public comments.

UPDATES

Karin Demarest reported that the Board of Supervisors (BOS) approved the Fire Memorial site recommendations at their March 26 meeting. The approval names Nagasawa Community Park (a City of Santa Rosa Park) as the top site and Maddux Ranch Regional Park as the alternate site. At this meeting the BOS asked if the City of Santa Rosa would be allocating funds toward the project. Tara Thompson explained that there is no monetary commitment from the City at this time. Demarest stated that we have the city manager's initial support for this project and will bring in front of city council members.

Demarest shared some recent press coverage on the Fire Memorial, specifically an article in the Press Democrat and a news segment on ABC 7 News. In response to the press coverage we were contacted by a family of one of the fire victims of the Tubbs fire who was expressing interest in being involved with the Fire Memorial project. We

will stay in touch with them as the project continues and share opportunities for their participation.

TASK FORCE ROLES AND RESPONSIBILITIES

Demarest reviewed a list of Task Force roles and responsibilities.

Van Halsema asked for clarification on which items we will use a consensus model versus a voting model. Demarest explained that we are committing to consensus but there will be a voting process.

ARTIST REQUEST FOR QUALIFICATIONS (RFQ)

Demarest reviewed a revised project timeline which has shifted approximately 6 months. The revised installation completion date is September 2025.

Demarest gave an overview of the RFQ process and the RFQ's overall project description, which will include listing established goals, project history, and community context, and how the selected artist will work with community stakeholders and the Task Force on the project design.

Trauma informed therapists will be present at community engagement meetings.

The RFQ for artists was intentionally scheduled after the site was selected to better inform artist of site requirements and restrictions.

Task Force members inquired about and shared feedback on eligibility criteria, qualifications, experience, budget, and artist references.

Task Force Members suggested that the artist/s provide a vision statement for the project.

Task Force Members suggested that the artist describe their process of community engagement and how that has shaped their design in the past.

Task Force Members asked if we should create a criteria for the artist as we did for the site.

Demarest stated that Task Force Members will review and score RFQ submissions based on a scoring rubric Demarest will create. Three to five finalists will be selected who will then be invited to a site orientation meeting. The final artist will be selected after an interview process, for which they will be paid. The BOS will approve the final contract for the artist.

The RFQ will have a due date at the end of June 2024.

Demarest reviewed the four phases of the artist scope of services, which will begin with community engagement to develop a proposed design, subject to Task Force approval.

Samantha Kimpel stated that she will share with Task Force Members a community engagement resource handbook created by Springboard for the Arts.

Phase 2, 3, and 4 will include the final design, fabrication, and installation, respectively. It will conclude with a dedication event.

Demarest will solicit feedback from Task Force Members on the RFQ before making it public.

Van Halsema inquired about memorial maintenance. Demarest stated that Creative Sonoma has a commitment to that.

ADJOURN

The meeting was adjourned at 4:16pm

Motion: Margie Maynard

Second: Tammy Sakanashi