



FireSafe
COUNCIL

Board of Directors' Meeting

November 22, 2019



Fire Safe Council of Nevada County
 P.O. Box 1112 Grass Valley, CA 95945
 Phone (530) 272-1122 Fax (530) 272-3232
www.areyoufiresafe.com

Board of Directors' Meeting		Thursday, November 21, 2019
Meeting Packet Index		
Agenda Item	Page Number	
Meeting Safety Briefing	3	
Current Meeting Notice & Agenda	4	
Minutes from Previous Board Meeting dated 08/22/19	6	
Minutes from Previous Board Meeting dated 09/26/19	9	
Minutes from Executive/Finance Committees Meeting dated 09/11/19	14	
Minutes from Executive/Finance Committees Meeting dated 09/11/19	17	
Director Nomination Slate	20	
Financial Items		
Profit & Loss as of October 31, 2019	21	
Balance Sheet as of October 31, 2019	23	
Profit & Loss as of November 18, 2019	25	
Expenditures by Vendor Summary	28	
Potential Director Liaison Assignments	32	
Who Does What? Questionnaire	33	
Board of Directors' Roster	34	
FSCNC Mission & Vision Statement	35	
Meeting, Event & Holiday Schedule	36	
FSCNC Acronym List	37	



MEETING SAFETY BRIEFING

Safety is a top priority for the Fire Safe Council of Nevada County. This value is fundamental to our mission and creates a "safety first" culture in our organization. At the beginning of meetings a short briefing is conducted to acquaint all meeting attendees and to ensure everyone knows how to respond in case of an emergency.

(Chairman to go over the following and asks for volunteers/qualified people:)

1. Mtg. location (address):

Gene Albaugh Room, Madelyn Helling Library, 980 Helling Way, Nevada City
Nevada City and The Joseph Center, Levon Avenue, Truckee
Eric Rood Center, Providence Mine Room, 950 Maidu Ave, Nevada City

2. Evacuation routes and meeting point (discuss / describe): _____

3. 911: (Name of who will call): _____

4. Meet: (who will meet first responders): _____

5. CPR: (certified and willing): _____

6. AED: (where / who will get): _____

7. Active shooter Plan: 1) Get out, 2) Turn off cell phone and hide out, or 3) Take out if other options not possible.



Fire Safe Council of Nevada County
P.O. Box 1112
Grass Valley, CA 95945
Phone (530) 272-1122
Fax (530) 272-3232
www.areyoufiresafe.com

FIRE SAFE COUNCIL OF NEVADA COUNTY BOARD OF DIRECTORS' MEETING PUBLIC NOTICE & AGENDA

Notice is now given that a regular meeting of the Board of Directors' has been called and will be held on ~~Thursday, November 21st~~, **Friday, November 22nd, 2019**, at **10:00 a.m.** in the ~~Providence Mine (A&B) room of the Eric Reed Center~~, located at ~~950 Maidu Ave, Nevada City, CA 95959~~ **FSCNC Office at 143-B Springhill Drive, Suite 13, Grass Valley, CA 95945.**

"To provide Firewise education and programs to enhance emergency preparedness for catastrophic wildfire to all citizens in Nevada County in order to reduce the loss of life, property, and natural resources and to create Firewise Communities/USA®; to network with other Fire Safe Councils, governmental agencies and foundations for the benefit of the citizens of Nevada County."

1. CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE
2. MEETING SAFETY BRIEFING
3. AGENDA AND ORDER OF BUSINESS:
 - a. Approval of Agenda and Order of Business **Action**
4. MEETING MINUTES:
 - a. Approval of Minutes from the August 2019 Board Meeting **Action**
 - b. Approval of Minutes from the September 2019 Board Meeting **Action**
5. PUBLIC COMMENT: This time is set aside for persons wishing to address the Board on any matter of interest that is not on the agenda. The Board invites comments from the agenda items after discussion by the Board Members. Speakers will be limited to five (5) minutes, unless extended by the Board chair. The Board chair reserves the right to further limit or exclude repetitious or irrelevant presentations. If written material is included, 20 copies of all information to be distributed to Board members should be given to the Secretary prior to the meeting. Action will not be taken at this meeting on citizen comments. The Board, however, after hearing from interested citizens, may place items under new business on a future agenda so proper notice may be given to all interested parties. If no one wishes to comment, the next scheduled agenda item will be considered.
6. AGENCY/PARTNER REPORTS – (Please limit to 3-5 minutes)
7. ANNUAL DIRECTOR ELECTIONS **Action** – Julie Siegenthaler
8. REPORT OF THE FINANCE COMMITTEE – Dave Walker
 - a. Financial Report
 - b. Budget Adjustments Approved at Executive/Finance Committee Meeting
 - c. Next Meeting: Thursday, January 16th, 2020 at 9:30am – Fire Safe Council, 143-B Springhill Drive, Suite 13, Grass Valley, CA 95945
9. REPORT OF THE CHAIRMAN OF THE BOARD – Donn Thane
 - a. Monthly Meeting Date and Location Change
 - b. Executive/Finance Committee Meeting Report
 - i. DSAV Training
 - ii. Strategic Attendance at Association Meetings by FSCNC Directors
 - iii. Amendment to Executive Director Contract **Action**
 - iv. Employee Performance Awards Modification **Action**

- v. Reminder of Executive Director Annual Performance Review (Closed Session)
 - vi. Next Meeting: Thursday, January 16th, 2020 at 9:30am – Fire Safe Council Office, 143-B Springhill Drive, Suite 13, Grass Valley, CA 95945
 - c. Appointment to Fill a Vacancy on the Board or Committee Chairperson
 - d. Removal of a Director or Committee Chairperson
 - e. Adoption or Revision of a Budget, or Authorization for the expenditure of non-budgeted funds in excess of \$1000
10. BOARD EFFECTIVENESS – Pete Williams
- a. Director Liaison Assignments
 - b. Center for Nonprofit Learning Questionnaire
11. OBSTACLES FOR FIRE SAFETY BRUSH CLEANING AND FUELS REDUCTION – Alan Doerr
12. REPORT FROM THE EXECUTIVE DIRECTOR – Jamie Jones
- a. Staffing & Office Operations Update
 - b. Vehicle/Equipment Purchase Update
 - c. Grant Applications Update
 - d. Partnership Update
13. DIRECTORS' COMMENTS Information
14. ADJOURNMENT TO CLOSED SESSION – Estimated @ 12:00pm

CLOSED SESSION:

- 1. EXECUTIVE DIRECTOR ANNUAL REVIEW

NEXT BOARD MEETING: Thursday, January 23rd, 2020 at 10:00 a.m. in the Gene Albaugh Room of the Madelyn Helling Library, 980 Helling Way, Nevada City. Video conferencing or teleconferencing will be available at the Joseph Center in Truckee, CA.

Times stated are approximate and subject to change. Agenda order is tentative and may be changed by Board action without prior notice. This meeting will conform to the Open Meeting Act. Agenda discussions and report items are subject to action being taken on them during the meeting by the Board at its discretion. The Board provides the public the opportunity at meetings to address each agenda item during the Board's discussion or consideration of the item. Total time allocated for public comment on particular issues is limited. The meeting is accessible to the physically disabled. A person who needs disability-related accommodations or modifications in order to participate in the meeting shall make a request no later than five (5) working days before the meeting to the Board to (530) 272-1122 or by email to info@areyoufiresafe.com.

Meeting Notice/Agenda of the Fire Safe Council of Nevada County Board Meeting, scheduled November 22nd, 2019 was posted on _____ per Open Meeting Law Requirements at the following locations:

Fire Safe Council Administrative Office, 143B Springhill Drive, Suite 13, Grass Valley, CA
www.areyoufiresafe.com



Fire Safe Council of Nevada County Board of Directors Meeting Minutes
Madelyn Helling Library, 980 Helling Way, Nevada City, CA
Thursday, August 22, 2019 at 10:00 A.M.

Videoconferencing was available at The Joseph Center, Levon Avenue, Truckee, CA.

Board Members in Attendance:

DIRECTORS:

Donn Thane, Chariman
 Rick Nolle, Vice- Chair
 Dave Walker, Secretary/Treasurer
 Eric Trygg, Director
 Pete Williams, Director
 Don Wagner, Director
 Bill Drown, Director
 Steve Eubanks, Director
 Sue Hoek, Director
 Wanda Mertens, Director
 Alan Doerr, Director
 Hank Weston, Director

AGENCY PARTNERS:

Julie Martin, BLM
 Matt Furtado & Jim Mathias, CalFire/Nevada County
 Jenn Tamo, Paul Cummings, Steve Monaghan
 Sheila Cameron, Nevada County OES
 Jacobie Waters, USFS
 Bob Long, Susan Rogers, Firewise Coalition
 Cathe' Fish, UC Master Gardeners

Staff in Attendance:

Jamie Jones
 Billy Spearing
 Matthew Frink
 Chris Wackerly

Visitors in Attendance: Terry McMahon of NCCC Fire, Trisha Tillotson of Nevada County Dept of Public Works, David Hanson, Warren Knox.

- 1) **The meeting was called to order at 10:00 A.M.**
- 2) **Meeting Safety Briefing was given by Chairman, Donn Thane.**
- 3) **Consent for current Agenda and order of business (Single Motion Needed):** Approval of current Agenda, motioned by Eubanks and seconded by Nolle, all approved.
- 4) **Consent for previous meeting minutes (Single Motion Needed):** Approval of Minutes from 6/27/2019 Board Meeting, motioned by Weston, seconded by Walker, all approved.
- 5) **Public Comment:** None were made.
- 6) **Agency/Partner Reports:**
Jenn Tamo of NevCo OES: Reported that the Code Red Test will be done annually. An Insurance Town Hall will take place this evening (Aug. 22) with the CA Insurance Commissioner Ricardo Lara speaking. Event is anticipated to be full so overflow spaces will be available for the public at the Eric Rood Center. GreenWaste drop sites are happening in Floriston soon. FEMA Access & Functional needs Grant is coming soon. The Nevada County Stakeholder meeting is next week.

Julie Martin of BLM- Round Mountain project starts this winter.

Jacobie Waters of USFS: The Madrone Springs under burn project area is being prepped right now. There is a 4,300-acre fuel reduction beginning in Western Nevada City. There is a prescribed burn

north of Hwy 20 and to the west. USFS is finished with their portion of the FSCNC project. An 82-acre mastication project is starting and finishes NFWF project. A 239-acre project in Cascade Shores and Lower Greenhorn begin in one week.

Jim Mathias of Cal Fire: Ponderosa West started this Tuesday and will be going light at first and will be mostly hand cutting. These debris piles will be burned in the winter. The Governor's declaration for additional seasonal hires is well underway. While talking with the public these next few months all parties are recommended to talk about doing the right thing, but in the wrong way or at the wrong time. Comparison of 18 & 19 incidents (information and occurrence).

Matt Furtado of Cal Fire: Would like people to note that tensions are high, and residents are nervous, so he asks that people be extra diligent about sharing proper and correct information.

Terry McMahon of Nevada County Consolidated: County Defensible Space Inspections group has 200 complaints currently and are coming in at a rate of 2-3 new per day. Steve Monaghan stated there are currently two openings for Defensible Space Inspectors.

7) Report from the Executive Committee -Donn Thane:

- a. Meeting with Lake Wildwood regarding Green Waste is coming soon.
- b. A draft of the Executive Director priorities has been included in the Board Packet and will be coming online in October.
- c. The interviews for new directors have been completed, and the Nominating Committee recommends Julie Siegenthaler for Secretary, and Janeth Marroletti for Director.

8) Report from the Finance Committee -Dave Walker:

- a. The Audit for the 2017/2018 taxes is underway and is nearly completed.
- b. Samples of the new reporting style are included in the Board Packet.
- c. FSCNC has applied for the \$400k new equipment line of credit.

9) Report from the Chairman – Donn Thane: shared the time as an example of how director reports could work for various programs: Pete Williams has reported there were 400 Defensible Space Advisory Visits (DSAV) in 2018, and there has been a substantial increase to 1,000 so far in 2019. Alan reported there are 32 Firewise Communities in training, with 36 certified, and 2 pending certifications.

10) Report from the Executive Director – Jamie Jones:

- a. PG&E is offering Stevenson Grants in the amount of \$50K for roadside vegetation management on private roads.
- b. Matt and Chris were introduced as new staff members, in addition to Jon and Spencer. An admin, named Allison, will start on Monday. Etta is no longer in the office as of the date that public school resumed session.
- c. Matt has obtained Right of Entry for 400+ acres for Ponderosa West. There are four Denials of Entry at this time. September 4th is the Open House for the Ponderosa Project; the format will be more of an Open House than a Town Hall. Sheila indicated the messaging highlights collaboration and has received a 53% positive return immediately.
- d. Listos CA is sending funding to small local groups to better reach residents in minority groups. Extreme detail for this funding is required for tracking. A campaign implementation meeting and press conference will take place in the future.

11) Report from the Fundraising Committee – Bill Drown: Approximately 150 tickets have been sold, so far. The press release is being held for conformation by John Paye. Allison Kirk is no longer planning, and a new planner Gillian Shenon is taking her place. Red Zone Affair is September 27 and 28th.

12) Report from Projects Committee- Donn Thane: DSAV update class to include Yuba County FSC was a success and will be repeated annually.

13) Director Comments:

Wanda Mertens – Insurance Companies change their cancellation requirements as frequently as 10-day cycles. Hartford is currently using the National Fire Protection Agency (NFPA) Firewise (FWC) standard

in determinations. More insurance carriers are also using NFPA guidelines. Insurance inspectors do not have specific knowledge for state or local guidelines, they are only recording and reporting back to the insurance carrier. A Firewise Community spreadsheet helped eliminate a cancelation that was threatened.

14) Presentation to the board by Trisha Tillotson, head of Nevada County Public Works: Anyone can clear their property all the way up to the roadside if they are not standing or working in the roadway. Nevada County has 1,500 miles of private roads, which is three times as much as public roads; therefore, most of the roadside clearance in Nevada County is the responsibility of individual property owners. Individuals can request on-the-spot service through the Ask Nevada County app.

15) Reporting out of Closed Session (Only Voting Board Members May Participate): Commenced at approximately 11:45. Board of Directors discussed Non-Disclosure Signature Forms and Had a conference with legal counsel concerning existing litigation Subdivision (a) of Section 54956.9)w Drummond v. Fire Safe Council. Closed session was adjourned at 12:15.

I declare that these meeting minutes accurately reflect the actions of the Fire Safe Council of Nevada County’s Board meeting held on August 22, 2019 and were approved by the Board of Directors.

Julie Siegenthaler, Secretary

Date

Billy Spearing, Grant Accountant

Date



Fire Safe Council of Nevada County Board of Directors Meeting Minutes
Madelyn Helling Library, 980 Helling Way, Nevada City, CA
Thursday, September 26, 2019 at 10:00 A.M.
Videoconferencing was available at The Joseph Center, Levon Avenue, Truckee, CA.

In Attendance:

DIRECTORS

- (DT) Donn Thane, Chairman
- (RN) Rick Nolle, Vice-Chair
- (DW) Dave Walker, Treasurer
- (JS) Julie Siegenthaler, Secretary
- (BD) Bill Drown, Director
- (PW) Pete Williams, Director
- (HW) Hank Weston, Director
- (WM) Wanda Mertens, Director
- (SH) Sue Hoek, Director
- (JM) Janeth Marroletti, Director

AGENCY PARTNERS

- Jim Matthias, Cal Fire
- Susan Rogers, Coalition of Firewise Commtys
- John Robinson, Tri Counties Bank

STAFF

- (EDJ) Jamie Jones, Executive Director
- Billy Spearing, Grant Accountant

Visitors: Jeff Pettit and Paul Cummings, Nevada County OES

- 1) The meeting was **called to order** at 10:03 am, a quorum being present.
- 2) The **meeting safety briefing** was given by DT.
- 3) SH moved to **approve the agenda** and order of business. Second by DW. Unanimously approved with 10 ayes.
- 4) The minutes from the August 22nd, 2019 meeting were not voted on for approval at this meeting.
- 5) **Public Comment:** No comments were made.
- 6) **Agency/Partner Reports:**

Jeff Pettit, OES: Green waste event this coming weekend in Floriston. Bins were delivered today. The county is looking at modification of the grant for the Ponderosa West project from Sierra Nevada Conservancy for the adjacent BLM land to the west.

The stakeholder meeting was held last month, and the county is looking at creation of a shared map of all fuel reduction/forest health projects by all agencies, to better coordinate efforts.

Hi-lo sirens have been installed in all county vehicles. These sirens are not legal in California, but are made available to Nevada County via exemption through a Napa County pilot program. Sirens will be more directionally precise when used on vehicles, versus a siren mounted on a hilltop, and will be only used to convey the message to evacuate.

There is interest in creating a California Conservation Corps camp, hosting 18-25 year olds to help with fuels reduction projects locally. This is just an initial investigation for feasibility.

The first county-wide CodeRed test has been completed, and there were 225 new sign ups by the end of September with no push to promote signups. Baseline data has been established, and the county is now in contract to increase the speed 5X through OnSolve. There is potential to increase calls to 8X, but final increase will be determined based on system capacity. Five language translation capacity will be added based on user selection. Unlimited text and email capacity will be added.

Jeff notified the state about the fires caused as a result of the PSPS shutoffs and deferred this talking point to Jim Mathias of CalFire.

There are 15 new Firewise Communities funded and slated by the County.

Jim Mathias, Cal Fire: Cameras have been mounted on the top of most local lookouts and can be freely accessed through AlertWildfire.Com. The cameras can be controlled by the ECC in Nevada County, and are very high quality images. A recent fire in Dobbins was readily visible, including firefighters, from the camera at Oregon Peak. There are 2 cameras at Banner, 2 cameras at Wolf Mountain, 2 cameras at Mt. Howell, and 2 at Oregon Peak. The command center (ECC) will typically have these cameras pointed at any local fire incidents, and they will maintain control over camera direction. UNR is developing this tool in the hope that this system will help detect visible smokes and serve as an early warning system.

Jim really likes the work the County has done on the Ponderosa project, and the initiative to work with BLM and other agencies to secure grant funding. Steve Garcia, Head Forester, brought equipment to deal with environmental concerns for which environmental surveys had already been completed. A 32-foot reach excavator with a masticator head on the back of it, plus two track masticators for tighter conditions, are on site. Washington Ridge crew, and occasionally two additional crews are on site to treat sensitive areas requiring hand work. At least one dozer operator is on site daily, depending on fire conditions. Chief Turner has approved parking of the dozer at the fire station at Wolf Mountain Road. Two to three equipment operators are also on site, with the lead operator in a truck on standby to retrieve the dozer. Depending on humidity, an engine is also on site. BLM has sounded very positive on this project, and Jim thanked the county for their spectacular work on this project.

Likely three structure fires have been caused by generators during the PSPS, potentially due to failure of the generators which were cheap and poorly maintained then tasked with running non-stop for two days. Jim asked the group to spread the word about best practices for generator use during PSPS events, including distance from structures, safe operating condition of generator, placement away from combustible materials, and being properly wired.

Chief Turner was instrumental in preventing a sweat lodge ceremony during red-flag warning conditions. Jim asked that we all help to caution others from engaging in hazardous activities like this during red flag conditions to reduce risk of wildfire.

At a recent Yuba County Fire Safe Council meeting, Jim learned of USDA Housing Repair Loan/Grants. The loans are up to \$75,000 at 1% up to 20 years, and can be used to reduce risks that are presented to homeowners by their insurance carrier as a threat of cancellation. There is also a \$10,000 grant for elderly or low-income homeowners that does not have to be paid back, as long as the home is not sold within three years. Jim searched using "Yuba County Home Improvement" and it was high on the internet search results. Hank Weston stated the County has been providing this for years to residents, and it may be worthwhile for homeowners to check on this program. Jeff asked if the grant should be applied for through the County. EDJ indicated applications can be submitted through the USDA Rural Communities Office for a variety of risk mitigation projects, and a link can be found on the FSCNC website. JM stated a challenge for seniors was accessing the website, and in Orange County, agencies would assist seniors with the application process. Typically, the grant or loan was funded within a month. Billy Spearing named Dr. Kate Wilkin as the contact for our County for more information. Jim gave Nicole Roldan-Leben at 530-639-3162 as a Nevada County contact for this type of program. RN stated FHA also has a similar loan called 203K, for properties purchased that require renovation, though there are some restrictions to this. Such a loan may help secure a regular loan for a property that might otherwise face loan challenges.

SH inquired of Jim whether AB 215 had passed. He indicated he thought it had because a request for funding for changing signage and educate the public about zone changes (two, now three) consistent with those of the NFPA had been made.

Susan Rogers, Coalition of Firewise Communities: There are typically 50 representatives of Firewise Communities at monthly meeting. Jo Ann Fites-Kaufmann will speak at the next meeting about common challenges between communities that she's assessing. Documents are being created as handouts for use in conversations with members. As a representative of FSCNC's Fire Preparedness Education Committee, Susan has given roughly a dozen presentations, during which she's utilized a video created by UNRExtension, called "Be Ember Prepared" <https://www.youtube.com/watch?v=gAuhNDb963Y> which is a short and excellent education tool. Susan asked that this video be shared. Donn asked that all FSCNC Board members attend CFC meetings frequently to hear from Firewise Community representatives, as well as benefit from the speakers who present.

Donn Thane, for Jacobie Waters USFS: Yesterday, they were inspecting a project area for which the USFS obtained grant funding from FSCNC for fuels reduction along a ridge-top defensible area. The site has good comparisons of had-cutting / hand-chipping if anyone is interested in seeing this. Jacobie indicated there would be USFS prescribed burns coming up, weather permitting. Jim Mathias also indicated there may be burning on the Ponderosa Project and to expect smoke.

7) Report of the Projects Committee:

- a. Burning of a pile in Lake Wildwood will be performed by FSCNC with assistance from the local fire department to assist with removal of debris when weather permits.
- b. DSAV training session will hopefully be held in December
- c. A Board offsite is scheduled for February 2020. PW asked for feedback from the board regarding what they would like to accomplish at the offsite. Examples are broad vision/mission focus, or internal operations, board training from Center for Nonprofit Learning (CNL), or strategic planning. PW asked that feedback come via email. DT asked that Board Members attend training sessions at CNL through the FSCNC membership to become more effective. A questionnaire will be shared with the board at the next meeting, and maybe mini-Board Assessment form, which came from CNL. DT thanked Susan Rogers for the encouragement to utilize training from CNL.
- d. RN met with Lake Wildwood about a month ago to clarify that the County and Cal Fire are the only agencies authorized to conduct enforcement in the community. RN spoke about a tree contractor who claimed LWW would be enforcing vegetation management, expressing concern that elderly homeowners would be pressured into contracting for work using fear tactics and possibly threat of losing one's home. RN reiterated that a DSAV helps a property owner to create a plan for risk reduction, and asked that the word be spread about authorized enforcement and best practices for vegetation management. RN is hoping to help spread the word through an op-ed in the Union.

8) Report from the Executive Committee:

- a. The committee recommends the SNAP program be changed to Access and Functional Needs Program to align with federal and state programs. A motion to change the SNAP program to Access and Functional Needs Program for the sake of consistency was made by RN and a second was made by BD. The motion was carried by unanimous consent with 10 ayes.
- b. The executive committee recommends organizational roles be defined as Director and Agency Partner, removing the category Associate Director, in order to align titles with roles with consistency. The motion was made by SH with a second by BD, and the motion was carried unanimously with 10 ayes.

9) Report from the Finance Committee:

- a. The financial report was presented by DW in the new format and discussed, pointing out the loss at the end of August at approximately \$8k. Just twenty days later, there was a net profit of \$390k. An explanation was made of the grant process and how it affects the financials on an accrual basis. EDJ emphasized that the funds were slated for the Ponderosa Project. DW

alerted the board that there would be substantial increases in cash flow due to the large projects and grants.

10) Report from the Chairman:

- a. HW motioned to appoint JS, Secretary, to the Executive/Finance committee with a second by RN. The motion was carried unanimously with 10 ayes.

11) Report from the Executive Director:

- a. Grant Applications: CalFire indicated their fire prevention grants are now open, and EDJ expects the CCI grants will be opening soon. Last week, notification was received that Urban Communities Reforestation Grants will be open, as well. FSCNC will be applying for all. A proposal was made for a zero-emissions vehicle for the Firewise Coordinator and Program Manager to use for assistance for Access and Functional Needs application completion appointments. This will assist in reducing mileage reimbursements for office staff.
- b. Staffing Update: Allison Miller, formerly a volunteer, is now Administrative Assistant at FSCNC.
- c. One Ponderosa project tow vehicle has arrived and the second is due to arrive this evening. EDJ expressed tremendous gratitude for the individuals at Tri Counties Bank for securing the loans for these vehicles. DT acknowledged the community effort to get these loans approved and trucks delivered, and thanked Josh Robinson for his assistance.
- d. Partnership Update: This was covered by Agency Partners.
- e. Wildfire Stakeholder Meeting: No further comment.

12) Red Zone Affair: The Red Zone affair has been postponed until next year due to inclement weather. Refunds will be available through John Haye, whose email address is provided in the packet on the copy of the YubaNet announcement.

13) Directors' Comments:

Janeth Marroletti: JM introduced herself to the Board and gave some background information regarding her work with seniors. She stressed the importance of social media to reach the community. She suggested she draft, if interested, in a monthly education piece to use on social media, i.e., generators, and testing it out for effectiveness. BD stated he has invited a KNCO reporter, as well as Liz Kellar from The Union, to future meetings. They are very interested, and this liaison will help with getting information to the community. JM offered to draft a communication for using generators to view at the next meeting.

Wanda Mertens: WM would like to thank the attendees for the meeting and information presented. The solutions presented for households that needed repairs like a new roof, but had no solution to accomplish that. She is happy that solutions have come up with which she can help clients in need – particular those who are not using social media.

Pete Williams: PW informed the board that there were less than 400 DSAVs completed in 2018. In 2019, calendar year, there have been over 1190 requests for visits, and 1132 completed. This is a substantial increase. This doesn't include LOP, but does include LWW. FSCNC is receiving about 65-80 requests, depending on time of year. PW suggested JM get information on generators from Jim Matthias. Jeff Pettit said this information will collect this content and pushing it out through OES. DT indicated monthly notes would be pushed out to DSAs to further share important notices, such as safe generator practices, and asked that agency partners and directors forward this type of information to them to assist with training.

Bill Drown: Welcomed JS and JM to the board.

Sue Hoek: Reminded the Board and attendees to park farther from the building.

Julie Siegenthaler: Notified the board that the next meeting falls on Thanksgiving Day, and would like to move the meeting to the 21st, assuming the library would be available.

14) Adjourn. RN moved to adjourn, with a second by DW. The motion carried unanimously with 10 ayes.

I declare that these meeting minutes accurately reflect the actions of the Fire Safe Council of Nevada County's Board meeting held on September 26, 2019 and were approved by the Board of Directors.

Julie Siegenthaler, Secretary

Date



Fire Safe Council of Nevada County Executive/Finance Board Meeting Minutes
Fire Safe Council, 143B Springhill Drive, Ste. 13, Grass Valley, CA 95945
Thursday, October 17, 2019 at 9:30 A.M.

Board Members in Attendance:

(DT) Donn Thane, Chairman	(HW) Hank Weston, Director
(DW) Dave Walker, Treasurer	(ET) Eric Trygg, Director
(JS) Julie Siegenthaler, Director, Secretary	(EDJ) Jamie Jones, Executive Director
(PW) Pete Williams, Director	

Guests: None

1. The meeting was **called to order** at: 9:33 am.
2. **Roll call** was taken and is reflected above.
3. **Public Comment.** This was a duplicate of item 5 below.
4. A motion was made by PW to approve the **minutes** from the September 2019 Executive/Finance Committees Meeting. Second by DW. Approved unanimously.
5. **Public Comment.** There was no public comment.
6. **DSAV Training.** DT and PW are making changes to the agenda for relevance. Training will be held on December 4th-5th, 2019. DT to ask Allison to coordinate the meeting location, with preference for the Empire Room at the Rood Center. The room has a max capacity of 38 persons, so attendance will be limited to 30, with a potential of an addition 5. The office will carry out selective promotion to ensure quality recruiting of new advisors, versus those with only casual interest.
7. **Finance Committee Update.** FSCNC has approximately \$286k in the bank, and \$150k in receivables. Lines of credit are available at \$73k and \$20k at Westamerica and Tri-Counties, respectively. Financial reports show net revenue of \$503k, but DW reminded the board that much of this is allocated to projects. He expressed concern that the P&L may give the impression that there is a surplus, as the future project liabilities are not specifically listed. EDJ indicated a line item cannot be added without an exact amount of future liability, which cannot be determined based on the variability of service required on each property. It was agreed that EDJ would determine whether a footnote could be added to that report, explaining such. Further discussion ensued regarding best practices for financial reporting.

A discussion was held about our responsibility to establish fiscal reserves, which FSCNC has not been in a position to establish in previous years. DW will review financials and outline a reserve target, as well as a plan to achieve that amount gradually. Ideally, FSCNC builds a reserve equal to one year's operating budget.

DW and JS need logins for Quickbooks Online, as well as SharePoint, to access financial reports when necessary. EDJ will create this access.

8. **Board Elections:** DT has asked directors if they are interested in continuing board service, and has not received any negative responses. In the absence of a term chart, recollection indicates the Directors currently up for re-election include Dave Walker, Bill Drown, Rick Nolle, Donn Thane, and Eric Trygg, all of whom are interested in continuing board service. A slate will be prepared by JS in advance of the October Board Meeting.
9. **Board Resolution Procedures & Reconciliation.** JS conducted an initial review of the log of Board Resolutions. The log includes calls-to-order and meeting adjournments, as well as other minor actions. JS suggested the log procedure no longer contain these types of actions, as standard procedure, as of the beginning of the current fiscal year. There have also been some numbering errors, which will be

reconciled via a list at a future meeting.

JS also recommended that she sign the same NDAs the rest of the board has signed, as she has access to the full records of the board. EDJ will get a copy to JS for signature.

10. Executive Directors Operations Update:

- a. Annual Performance Evaluation. An evaluation form for EDJ is to be circulated among directors by JS to complete and bring to the Closed Session of the next Board Meeting. This form was a standard template that is acceptable to the Board, though improvements are suggested by PW for future reviews.
- b. Executive Director Contract Amendments. EDJ asked that her contract be amended to remove deferred salary amounts based on improved financial position of FSCNC. In addition, the contract must be amended to state the current approved salary. A motion to amend the Executive Director contract to reflect current salary, as well as remove deferred salary was made by HW and seconded by ET, and was approved unanimously.
- c. Employee Excellence Awards. EDJ stated the employee manual currently provides for substantial Performance Awards at the discretion of the board, which have become synonymous with "Christmas Bonus" among the staff. JS read the applicable section of the Employee manual at the meeting. Discussion of this provision, and its history, was held. Concerns were raised about the vague nature of this provision, as well as careful consideration of how a change would be perceived by the staff. The budget template provides for such, at a percentage of total payroll. HW motioned the Excellence Award be removed, in lieu of a set bonus of \$250 per employee, but died for lack of a second. PW reiterated the need for a clearly written policy for performance rewards, and HW explained how COLA affects salaries and should be provided for. Discussion was held to determine best practice in the near-term, and the short-term. A motion was made by PW to allocate bonuses for this year as follows: 1% of the individuals' salary, divided by 12 (months). Then, multiply that amount by the total number of months the staff member has been working at FSCNC this calendar year. The motion was seconded by DW, and the motion was unanimously approved.

In addition, the category on the budget template indicates Employee Excellence this item. Since the policy is vague, the Board recommends this allocation be revised to "Merit Increases and COLA". The motion was made by PW, and seconded by DW, and was unanimously approved.

The board recommends the policy be reviewed, updated, and documented for next year.

- d. Vehicle Purchase Update. The Executive Director vehicle, as well as two trucks used on the Ponderosa project have been purchased. A FEMA vehicle is currently being built, and FSCNC is requesting RCD pay for the bed box treatment as it is their requirement. FSCNC has been awarded \$36k for a zero-emissions vehicle. EDJ will clarify requirements to determine which vehicle models qualify, which cannot be purchased until after the new year. This vehicle will be used by Program Managers and Firewise Community Coordinators and an AWD vehicle is most appropriate for FSCNC needs.
- e. Interim Budget Adjustments. EDJ presented a revised budget which includes increases in chipping crew amounts due to staff increase and project commencement. This increased amount is offset by project income. Truck costs of \$2k per day, per vehicle, are expensed to the project. Increases in subscriptions were a result of mobile devices used at project locations. DW motioned to approve the budget revisions, and a second was made by PW. The budget was unanimously approved. Budget increased from \$894k to \$1.1M, and net went from \$900k to \$1.9M (numbers are approximate). Vehicle loans are now included, insurance costs, and Firewise community certifications (1/month) to partner with the county's 15, are also included. Vehicle warranties with no time limit, but rather 150k mile limits were a one-time purchase for a reasonable amount.

Kudos were given to Josh and Tri-Counties Bank for their hard work in making these vehicle purchases possible despite lack of positive P&L data in recent history.

- f. Project Updates. EDJ wanted to alert the board that there are two disgruntled prospective contractors who have approached the county with concerns that Cal Fire has granted itself funding through the County, then through FSCNC, and back to Cal Fire. This is incorrect information, as funding for Cal Fire's crews is provided by Cal Fire as matching dollars. Bidding is open to any qualified vendor which has provided required documentation in the bidding process, including insurance, equipment available, and schedule of services. These vendors have not submitted the requisite documentation despite numerous explanations of such requirements. Rather, they wanted to be awarded the entire project for a top-dollar amount to perform a total mastication of the area, despite variation in treatment requirements across a diverse project area. If the prospective contractors comply with the bidding process, they will be considered. EDJ reiterated that efforts are made to ensure local vendors are hired where possible, and that the vendors currently used are typically within 50-75 miles. These individuals have attended local logging association dinners to gain support for their perceived cause, though the property being treated is typically residential and not public. The county has responded to these individuals, to no effect.

DT reiterated the need for a director to establish relationships with the loggers, so that incorrect information is not spread in logger association meetings. DT will ask a director to attend these, as they come up.

- g. Grant Applications Update Information. The county has applied for a grant modification through the Sierra Nevada Conservancy to include the 800 acre BLM parcel adjacent to the NW of Ponderosa. Because FSCNC did not have to pay SEQA costs on that project, it has agreed to pay the NIPA costs. It will likely be hand-cut and chipped, due to environmental value of the parcel.

FSCNC is looking at a modification for the 100 acres south of the 20/Ponderosa bridge with an absentee owner who is agreeable to treating the parcel. Cal Fire will put their own resources (Washington Ridge Crew & tractors) on that parcel and FSCNC will pay for SEQA costs.

When applying for the Cal Fire grant round, FSCNC plans to include a Firewise Community Grant, as these will have to be recertified in the next couple of years, and FSCNC will have 20-30 more communities to do after this year. FSCNC will also be requesting another grant for chipping and green waste this year, but not Access and Functional Needs due to size of pool from County, and limited number of available vendors to complete the project within the specified timeframe. FSCNC would also like to expand the program through PG&E for roadside vegetation management, and ask for \$500k for a continuation of these projects. Also, FSCNC is applying for a grant for Woodpecker Ravine.

OTHER BUSINESS, information only.

DT will give out a self-review questionnaire to the board regarding directors and our performance.

The November 21st Board Meeting will be at the County, as the library will not be available.

PW attended a training called "Defining Success" by the Community Impact Forum and shared an example of a pictorial handout developed by Sierra Harvest that clearly communicates the successful efforts to the public, and recommended FSCNC develop such materials. EDJ suggested the graphic designer from Ponderosa could work on such.

11. ADJOURN. The meeting was adjourned at 12:05pm.

I declare that these meeting minutes accurately reflect the actions of the Fire Safe Council of Nevada County's Executive / Finance Board meeting held on October 17, 2019 and were approved by the Board of Directors.

Julie Siegenthaler, Secretary

Date



Fire Safe Council of Nevada County Executive/Finance Board Meeting Minutes
Fire Safe Council, 143B Springhill Drive, Ste. 13, Grass Valley, CA 95945
Thursday, November 14, 2019 at 10:30 A.M.

Board Members in Attendance:

(DT) Donn Thane, Chairman
 (RN) Rick Nolle, Vice-Chairman
 (DW) Dave Walker, Treasurer
 (JS) Julie Siegenthaler, Director, Secretary
 (PW) Pete Williams, Director

(BD) Bill Drown, Director
 (HW) Hank Weston, Director
 (ET) Eric Trygg, Director
 (EDJ) Jamie Jones, Executive Director

Guests: None

1. The meeting was **called to order** at: 10:33 am.
2. **Roll call** was taken and is reflected above.
3. **Public Comment.** JS mentioned the former ASPOA president, John Keefe, had indicated the ASPOA Firewise Committee was interested in installing reflective signs in their community to help route traffic in the event of an evacuation. This has been discussed in the past, and FSCNC is not able to assist with this project, as signage may be misleading depending on direction of a fire's progress. The Hi-Lo sirens and first responders are the most reliable way to evacuate the neighborhood based on dynamic conditions.
4. A motion was made by PW to **approve the minutes** from the September 2019 Executive/Finance Committees Meeting. Second by BD. Approved unanimously.
5. **Financial Committee Update.** DW has no financial report, but advises the Board that the \$73k line of credit has been paid off, FSCNC has adequate cash on hand, new equipment has been delivered and more has been ordered. The Ponderosa project is progressing well. EDJ has been busy applying for grants, and a list of active, pending, and applied-for grants was distributed for review, totaling approximately \$32M. A discussion was held regarding roles for these projects. In some cases, FSCNC may capture revenue for administration, project management, and services rendered utilizing purchased equipment and hired crews. This will reduce project costs, as FSCNC does not have the same "prevailing wage" restrictions as government agencies.
6. **DSAV Training.** The training is being revised by the committee, and Allison is working on the list of attendees, which is currently at 20. This number is expected to climb to 25-30. Training will be held at the Seaman's Lodge (423 Nimrod St, Pioneer Park) in Nevada City on Dec 4-5th. PW indicated concerns over participants signing up for training for personal purposes, rather than functioning as a defensible space advisor. A homework component will be added, as well as soliciting a commitment from trainees to shadow for two visits with an experienced advisor. At that time, they will be given the advisor t-shirt. RN recommends creating a video of the training based on DSAV training sessions, to be made available to those who are interested in training for personal purposes. EDJ indicated there would be some video editing services she was made aware of through the Ponderosa project, and requested PW and DT provide style preference and quantity for a shirt order for advisors.

Advisors have indicated a desire for more training on weekends, to accommodate work schedules. Virginia requested of DT and Susan Rogers a one-day training for local nurseries, to educate them about fire-wise landscaping plants and materials. EDJ believes the nurseries will be more receptive to training from the Master Gardener's than FSCNC. The local Master Gardener society chapter will not recommend a list of fire-wise plants due to liability concerns. RN offered to pursue this matter with stakeholders, and JS offered to assist. EDJ stated that Cal Fire has committed funding for a landscape design and fire-wise plant guide flyer, as has FSCNC and Kate Wilkin, as a first step.

7. **Offsite Planning.** The committee decided that a broad look at strategic direction and building of infrastructure of FSCNC will be the focus of this offsite, and will be particularly relevant as the board contains so many new members and the financial position of FSCNC is so different than a year ago. PW will provide a list of potential facilitators for the committee to interview.

DT added that a questionnaire will be discussed at the next board meeting regarding Staff vs. Board vs. Project roles to compare FSCNC to what other non-profit organizations do.

8. **Board Elections.** JS discussed the upcoming election, and clarified for the board that a term is assigned to a Board seat, rather than an individual board member. Based on research of last year's minutes, it was determined that Steve Eubanks had filled the board seat occupied by Dennis Casella which ends its term in 2020, and Wanda Mertens had filled the seat occupied by Helena Hall, which ended its term in October 2019 (last month). The other seats whose terms ended last month were Bill Drown, Donn Thane, and Hank Weston. Sue Hoek's seat term also ended, but that seat is appointed by the County Board of Supervisors and does not require election.

As this past year has seen many resignations and additions to the Board, JS recommends we vote to fill four seats for which terms will end in October 2021, and will ensure a 50/50 balance in term end dates, thus preserving continuity in board service. The four candidates presented by the Nominating Committee are Wanda Mertens, Bill Drown, Donn Thane, and Hank Weston and have been vetted. The officer election will take place immediately following the director election, per Bylaws and all officers have expressed interest in continuing to serve in their current positions. Nominations from the floor for officer positions will be solicited at the board meeting at the time of voting.

9. **Executive Directors Operations Update:**

- a. Annual Performance Evaluation. EDJ will complete her self-evaluation and get that to JS by end of day. JS will circulate this evaluation to voting directors for reference when completing their evaluations. The board will compile comments in the closed session immediately following the board meeting and DT will meet with EDJ at a later date to provide feedback. There will be a discussion regarding salary adjustment in closed session following this meeting. EDJ recommended if there is a potential salary adjustment, it be discussed in the closed session immediately following this meeting, to determine financial feasibility.
- b. Equipment Purchase Update. The vendor who provided track chippers on the Ponderosa project has been terminated, and as that equipment is difficult to come by we are looking at renting the Placer RCD chipper. This equipment costs \$250/hr to run, and EDJ would like to purchase a remote control track chipper for this project for \$84k. It can be used on future projects and can be rented out to recover costs. This is particularly useful for chipping in areas with difficult access, and the unit can be towed by trucks in FSCNC fleet. It can be delivered by December and funds exists to purchase such. RN motioned to make the purchase and a second came from JS. The motion passed unanimously.
- c. Budget Update. No formal budget update. Waiting on FEMA funds. Chief Seline from Truckee Cal Fire is getting pressure for a Tahoe/Truckee Fire Safe Council. EDJ suggests a satellite location of FSCNC for that area, with a dedicated staff member for that region, trained by EDJ and supported by an advisory board. This would leverage the existing successes and experience of FSCNCs collaboration with Cal Fire and Nevada County. Hopefully, an ad can be placed soon for that position, which should report directly to EDJ. PW suggested we hold board meetings in Truckee occasionally. EDJ expressed her commitment to supporting the Truckee area and would like to have someone in that position by spring. She also indicated there had been at least five phone calls from people interested in becoming a Firewise Coordinator, and that pool of individuals would be the same group as the Truckee position.
- d. Projects Update. EDJ expressed concern about expediency of getting checks signed that are over \$1k. To resolve this, all officers are to be added as a signatory for the checking account to ensure dual-signature checks are signed in a timely manner. DW will arrange that update for the signature card at Tri Counties. DT suggested EDJ give notice to the authorized signers that a signature would be required for a check over \$1k. A review of the financial policy may be in order.

RN heard that there may be a biomass buyer for the green waste in LWW, but that buyer may have dropped out. He will inquire about this to determine if FSCNC will still need to burn.

RN also wanted to make the board aware that there has been criticism for spending on shirts for the board. DT commented that the perception of the board as representatives of a professional organization is increased with shirts. The cost of such is relatively low, making the durable shirts a good value.

- e. Grant Applications Update. A discussion of the grant applications flowchart was held and EDJ provided details on each grant where FSCNC was an applicant, recipient, or co-applicant. Minor corrections were suggested by HW and RN for dollar amounts for two items. A plug-in Outback will be purchased with the NSAQMD grant funding. Hopefully the first \$4M of FEMA funding will come in January for Access and Functional Needs projects. The county will receive approximately 40% of this funding to complete NegDecs on properties identified for this project. HW discussed the process of county assessments to fund roadside clearing, which may be in the future. EDJ discussed the challenges for permits on roadside clearing faced by the Jones Bar community. FSCNC may pay that permit fee to assist the community in their efforts. Jenn Tamo is talking with EDJ about a CCC camp being developed in Nevada County for ongoing projects. Sixty corps will be camping at Scotts Flat while working on the Ponderosa project, funded by FSCNC.

10. ADJOURN. The meeting was adjourned to a closed session at 12:21pm.

CLOSED SESSION

11. ADJOURN. The closed session adjourned at 1:18pm. There is no report from the closed session.

I declare that these meeting minutes accurately reflect the actions of the Fire Safe Council of Nevada County's Executive / Finance Board meeting held on November 14th, 2019 and were approved by the Board of Directors.

Julie Siegenthaler, Secretary

Date



Fire Safe Council of Nevada County
P.O. Box 1112
Grass Valley, CA 95945
Phone (530) 272-1122
Fax (530) 272-3232
 www.areyoufiresafe.com

FSCNC Board of Directors
2019-2020 Director Nomination Slate
2-year term beginning October 2019 and ending October 2021

BOARD OF DIRECTORS

Current Directors	Representing	Term Ending
<i>Bill Drown</i>	<i>Member at Large</i>	<i>October 2019</i>
<i>Wanda Mertens</i>	<i>Member at Large</i>	<i>October 2019</i>
<i>Donn Thane</i>	<i>Member at Large</i>	<i>October 2019</i>
<i>Hank Weston</i>	<i>Member at Large</i>	<i>October 2019</i>
<i>Sue Hoek</i>	<i>Nevada County BOS (Appointed)</i>	<i>October 2019</i>
Steve Eubanks	Member at Large	October 2020
Dave Walker	Member at Large	October 2020
Rick Nolle	Member at Large	October 2020
Eric Trygg	Member at Large	October 2020
Don Wagner	Fire Chief's Association	October 2020
Pete Williams	Member at Large	October 2020
Alan Doerr	GIS Specialist	October 2020
Julie Siegenthaler	Member at Large	October 2021
Janeth Marroletti	Gold Country Community Services	October 2021

BOARD NOMINATIONS

Nominations	Representing	Term Ending
Bill Drown	Member at Large	October 2021
Hank Weston	Fire Chief's Association	October 2021
Donn Thane	Master Gardeners	October 2021
Wanda Mertens	Member at Large	October 2021
Sue Hoek	Nevada County BOS (Appointed)	October 2021

Statement of Activity

July - October, 2019

	Total
REVENUE	
41100 Federal Grants	649,329.00
41300 Local Government Grants	53,576.00
41400 Business Private Grants	53,412.51
41500 Foundation & Trust Grants	25,000.00
43000 Donations - Chipping	19,443.29
43500 Donations - General	4,657.75
44000 Fundraising	7,063.01
44500 Memberships	4,902.00
Services	102,000.00
Total Revenue	919,383.56
GROSS PROFIT	919,383.56
EXPENDITURES	
15001 Small Tools & Equipment	5,812.54
52000 Payroll Fringe Expenses	
52100 Payroll Taxes	18,646.30
52200 Health Insurance	3,530.12
52350 Holiday Pay	220.00
52375 Vacation Pay	-1,710.27
52390 Sick Pay	1,320.00
52400 Workers Comp Expense	1,206.43
52500 IRA Contributions	2,049.03
Total 52000 Payroll Fringe Expenses	25,261.61
60000 Administrative	
60001 Lawsuit/Settlement	33,024.60
64200 Accounting fees	9,360.00
64300 Professional Services- Contract	-171.61
64400 Legal fees	2,455.00
64401 Webmaster	825.19
64410 Payroll Service Fee	582.63
64450 Advertising	1,694.22
64500 Rent Expense	6,404.73
64600 Telephone	3,579.39
64700 Utilities	3,195.47
64800 Postage	703.40
64900 Office Expense & Supplies	15,719.76
64910 Computer Software	1,956.88
65000 Printing & Copying	2,602.94
65150 Repairs and Maintenance	33.22
65160 Carpet Cleaning	275.00
Total 65150 Repairs and Maintenance	308.22
65200 Training	465.00

	Total
65300 Travel and Meals	952.21
65360 Automobile	96.05
65361 Auto repairs	638.11
Total 65360 Automobile	734.16
65400 Meeting and Program Expenses	1,387.03
65525 Insurance	-16,512.30
65550 Insurance - Liability, D and O	286.37
65600 Dues and Subscriptions	262.36
65900 Merchant Services Fees	914.21
66000 Depreciation Expense	48.74
Total 60000 Administrative	70,778.60
64911 Computer Repairs and IT support	1,627.91
70000 Program Expenses	
71000 Payroll Wages	147,908.67
74100 Contractual - Services	131,661.45
74300 Fuels Reduction Contracting	73,470.00
74800 Postage	111.50
74900 Office Expense & Supplies	12,106.26
74910 Reflective Address Signs	3,006.19
74950 Chipping Program Supplies	15,456.01
75000 Printing and Copying	1,063.22
75100 Permits and Licenses Expense	418.40
75250 Public and Community Outreach	2,969.15
75300 Travel and Meetings	2,076.51
75400 Auto Expense	693.32
75450 Auto Exp - Gas/Mileage/Other	2,042.81
76000 Depreciation Exp - Program	611.05
Auto Extended Warranty	10,250.00
Total 75400 Auto Expense	13,597.18
Total 70000 Program Expenses	403,844.54
79010 Bank Service Charges	94.83
Payroll Expenses	
Taxes	13.29
Total Payroll Expenses	13.29
Total Expenditures	507,433.32
NET OPERATING REVENUE	411,950.24
OTHER REVENUE	
80000 Interest Income	1.24
Total Other Revenue	1.24
OTHER EXPENDITURES	
81000 Interest expense - general	2,035.05
Total Other Expenditures	2,035.05
NET OTHER REVENUE	-2,033.81
NET REVENUE	\$409,916.43

Statement of Financial Position

As of October 31, 2019

	Total
ASSETS	
Current Assets	
Bank Accounts	
10000 Tri Counties Bank	0.00
10001 Checking Tri Counties #9854	33,784.67
10010 Tri Counties - Donations #7356	101,494.48
10015 Tri Counties - Grants Account	70,119.86
Total 10000 Tri Counties Bank	205,399.01
10025 Sierra Central Credit Union	
10030 Sierra Central - Money Market 0837	689.27
10040 Sierra Central - Savings	170.31
Total 10025 Sierra Central Credit Union	859.58
10050 - West America Bank	
10055 - West America #8159	100,540.09
10060 - West America #8167***	467.99
Total 10050 - West America Bank	101,008.08
10300 Petty Cash	73.01
Total Bank Accounts	307,339.68
Accounts Receivable	
11000 A/R - Projects	-39,796.16
11200 Accounts Receivable - Unbilled	2,424.42
11400 Grants Receivable	39,796.16
Total Accounts Receivable	2,424.42
Other Current Assets	
13000 Prepaid Expenses	16,371.76
13100 Prepaid Deposits - WC	871.00
13200 Prepaid WC Premium	3,402.43
14900 Undeposited Funds	2,248.00
Payroll Corrections	-13.29
Total Other Current Assets	22,879.90
Total Current Assets	332,644.00
Fixed Assets	
15000 Field Equipment	214,998.39
15100 Office Equipment and Computers	3,327.19
17000 Accum Deprec - Equipment	-129,323.82
Donated Office Furniture	2,000.00
Vehicles	242,732.78
Total Fixed Assets	333,734.54
Other Assets	
Employee Advances - Wackerly	122.52
Total Other Assets	122.52

	Total
TOTAL ASSETS	\$666,501.06
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
21050 Tri Counties Credit Card 1029	868.67
21075 Tri Counties Credit Card 1011	279.98
21080 Westamerica Credit Card #4854	-464.06
Total Credit Cards	684.59
Other Current Liabilities	
21200 Accrued Expenses	11,855.25
21500 West America Credit Line	302.90
21750 Tri Counties Credit Line #960	20,000.00
22000 Payroll Liabilities	11,460.78
22100 Accrued Vacation	7,856.25
22300 401K Plan Payable	10,924.22
CA PIT / SDI	2,849.71
CA SUI / ETT	669.82
Total 22000 Payroll Liabilities	33,760.78
26000 Fiscal Sponsorship	
26200 FS - Lake Vera-Round Mountain	964.90
26300 FS - Cascade Shores Firewise	395.00
26400 FS - Greater Alta Sierra FW	45.00
Total 26000 Fiscal Sponsorship	1,404.90
Total Other Current Liabilities	67,323.83
Total Current Liabilities	68,008.42
Long-Term Liabilities	
Loans Payable - Tri-Counties Loan No 6020025260	36,281.79
Loans Payable - Tri-Counties Loan No 6020025360	36,281.79
Loans Payable - Tri-Counties Loan No 6020025460	41,388.30
Loans Payable - Tri-Counties Loan No 6020025560	41,202.03
Total Long-Term Liabilities	155,153.91
Total Liabilities	223,162.33
Equity	
38000 Restricted - Ops/Equip Reserve	36,000.00
39000 Retained Earnings	-26,868.90
Prior Year Adjustments	24,291.20
Net Revenue	409,916.43
Total Equity	443,338.73
TOTAL LIABILITIES AND EQUITY	\$666,501.06

Statement of Activity

July 1 - November 18, 2019

	Total
REVENUE	
41100 Federal Grants	649,329.00
41300 Local Government Grants	53,576.00
41400 Business Private Grants	53,412.51
41500 Foundation & Trust Grants	25,000.00
43000 Donations - Chipping	21,429.54
43500 Donations - General	4,670.92
44000 Fundraising	7,063.01
44500 Memberships	4,902.00
Sales of Product Revenue	-73.01
Services	102,000.00
Total Revenue	921,309.97
GROSS PROFIT	921,309.97
EXPENDITURES	
15001 Small Tools & Equipment	5,812.54
52000 Payroll Fringe Expenses	
52100 Payroll Taxes	18,646.30
52200 Health Insurance	3,530.12
52350 Holiday Pay	220.00
52375 Vacation Pay	-1,710.27
52390 Sick Pay	1,320.00
52400 Workers Comp Expense	1,206.43
52500 IRA Contributions	2,540.36
Total 52000 Payroll Fringe Expenses	25,752.94
60000 Administrative	
60001 Lawsuit/Settlement	33,024.60
64200 Accounting fees	11,058.75
64300 Professional Services- Contract	-171.61
64400 Legal fees	2,455.00
64401 Webmaster	825.19
64410 Payroll Service Fee	581.75
64450 Advertising	2,448.63
64500 Rent Expense	8,208.13
64600 Telephone	4,014.04
64700 Utilities	3,454.09
64800 Postage	703.40
64900 Office Expense & Supplies	15,889.09
64910 Computer Software	2,156.88
65000 Printing & Copying	2,865.97
65150 Repairs and Maintenance	33.22
65160 Carpet Cleaning	275.00
Total 65150 Repairs and Maintenance	308.22

	Total
65200 Training	730.00
65300 Travel and Meals	952.21
65360 Automobile	96.05
65361 Auto repairs	638.11
Total 65360 Automobile	734.16
65400 Meeting and Program Expenses	1,632.02
65525 Insurance	-16,512.30
65550 Insurance - Liability, D and O	286.37
65600 Dues and Subscriptions	262.36
65900 Merchant Services Fees	914.21
66000 Depreciation Expense	48.74
Total 60000 Administrative	76,869.90
64911 Computer Repairs and IT support	1,627.91
70000 Program Expenses	
71000 Payroll Wages	147,908.67
74100 Contractual - Services	146,176.45
74300 Fuels Reduction Contracting	73,470.00
74800 Postage	111.50
74900 Office Expense & Supplies	12,946.60
74910 Reflective Address Signs	3,006.19
74950 Chipping Program Supplies	16,098.70
75000 Printing and Copying	1,063.22
75100 Permits and Licenses Expense	418.40
75250 Public and Community Outreach	2,969.15
75300 Travel and Meetings	2,076.51
75400 Auto Expense	693.32
75450 Auto Exp - Gas/Mileage/Other	2,484.39
76000 Depreciation Exp - Program	611.05
Auto Extended Warranty	10,250.00
Total 75400 Auto Expense	14,038.76
Total 70000 Program Expenses	420,284.15
79010 Bank Service Charges	94.70
Payroll Expenses	
Taxes	2,187.70
Wages	
Overtime	1,699.51
Regular Pay	16,144.13
Salary	6,541.67
Total Wages	24,385.31
Total Payroll Expenses	26,573.01
Reimbursements	
Cell Phone Reimburse	150.00
Health Benefit Reimb	1,125.00
New Health Insurance	250.00

	Total
Total Reimbursements	1,525.00
Total Expenditures	558,540.15
NET OPERATING REVENUE	362,769.82
OTHER REVENUE	
80000 Interest Income	1.24
Total Other Revenue	1.24
OTHER EXPENDITURES	
81000 Interest expense - general	2,035.05
Total Other Expenditures	2,035.05
NET OTHER REVENUE	-2,033.81
NET REVENUE	\$360,736.01

Expenditures by Vendor Summary

July 1 - November 18, 2019

	Total
Adobe	268.81
Advance Carpet Cleaning	275.00
Amazon.com	7,367.91
APi-marketing	877.72
Arco	167.96
AT&T	1,917.08
AT&T Mobility	272.74
B&C True Value Home Center	21.45
Baileys	359.00
Barret Property MGMT	6,213.81
Beach Hut Deli	156.90
Best Trailer, Inc.	9.50
Billy Spearing (Vendor)	1,338.56
Camptonville Community Partnership, Inc.	980.90
Carbonite	149.99
Carhartt	1,797.32
CCMSI	16,512.30
Center for Nonprofit Leadership	315.00
Charles V. Litton, Jr. ET AL	2,450.00
Chili's	37.89
Chipotle	11.10
City of Grass Valley Utilities	308.70
City of Nevada City	265.00
City of Sacramento Parking	8.00
Clientworks	935.03
Costco	6,660.37
County Cafe	10.63
Dale Jones	320.69
Dave Smith Motors	70,384.05
David Walker	22.88
Davidson, Dario - RPF	11,400.00
Delaware North	60.00
Demartini RV Sales	57.68
Denise Della Santina	3,400.00
Department of Motor Vehicles	530.00
DMV	8,504.95
esri	200.00
Fat's Asian Bistro	80.00
Five Star Auto	34.99
Forestry Suppliers	838.54
Gaiam GPS	71.98
Go Daddy	505.99

	Total
Gold Country Express	16.00
Grass Valley Printers	379.75
Greg's Grill	120.00
Harbor Freight Tools	1,997.73
HBE RENTALS	1,531.66
Hills Flat Lumber Co.	1,439.11
HiVis Supply	825.17
Home Depot	1,251.90
In-N-Out Burger	16.30
Interstate Sign Products	2,072.86
Intuit	150.00
J&J Mini Mart	157.37
Jamie Jones	4,618.48
Jive Communications, Inc	373.26
Jo Ann Fites-Kaufman	1,005.00
Jobber	594.00
John Paye	26,530.99
Johnny on The Spot	284.86
Jon Nelson	271.99
Jose Gutierrez	57,720.00
Kane's Fine Food	151.22
KM Virtual Services	3,821.25
Law Offices of P. Scott Browne	2,455.00
LMB Trans.	35.35
Lowe's Home Improvement	1,202.49
Maria's Mexican	66.63
Marks Michalski	40.00
Matthew Kiley Frink	127.98
McDonald's	5.29
Microsoft	379.07
Mustang Firearms & Sporting Goods	37.63
Nevada County Airport	61.20
Nevada County AOR	665.00
Nevada County Dept of Public Works	32,745.21
Nevada County Fair	1,580.65
NID Nevada Irrigation District	134.71
NSAQMD	386.42
Ophir Hill Fire Protection District	150.00
Pacific Gas & Electric	1,918.60
Paradies	15.89
Paypal	869.17
Peardale-Chicago Park Fire Protection District	200.00
Plaza Tire	799.35
ProLube	97.10

	Total
QuickBooks Credit Card Processing	0.40
QuickBooks Payroll Service	4,562.60
Quietech Associates	1,142.88
R.L. Accounting	11,058.75
Real Graphic Source	368.42
REI	238.67
Rental Guys	80.34
Riebes Auto Parts	621.97
Robinson Enterprises	8,031.57
Rusty Fites-Kaufman	1,530.00
Safeway	596.07
Sam's Club	1,298.58
Savemart Supermarkets	43.87
Scott's Flat Lake	2,450.00
Sheila Cameron	9,241.63
Sierra Land Improvement	15,750.00
Site123	319.20
Sourdough & Co.	39.59
South Pine Cafe	115.00
Southwest	-4.20
Southwest Airlines	1,064.16
SPD Markets	42.62
SPD Saw Shop	1,636.42
Sprenger, Calvin	19,110.00
Starbucks Coffee	50.49
Sticker Mule	285.96
Susan Rogers.	42.66
Suzanne Calkins	2,400.00
Tahoe Truckee Sierra Disposal	1,524.43
Target	407.09
TeamViewer	352.80
Tech Soup	249.00
The Union	1,210.00
Threads N' More	4,430.91
Tofanellis Gold Country	23.00
Tony Quatela	94.44
Tractor Supply	151.88
TriCounties Bank	3,033.21
TSheets	158.75
TSS Consultants	1,595.00
U. S. Post Office	344.00
UPS Store	76.50
Valero	142.99
Wackerly, Chris	313.19

	Total
Walmart Supercenter	12.26
Waste Management of Nevada County	59,452.14
West America Bank	1,186.13
Westamerica Bank Credit Card #4854	4,502.48
WIZIX COPIES ACCOUNT	1,490.05
WIZIX Technology Group - Lease	1,306.96
Zappos	300.90
Not Specified	-24,317.39
TOTAL	\$435,560.43



FSCNC Potential Director Liaison Assignments

Program or Assignment	Director Liaison: Who?	Comments
• Board Chair	Donn Thane	Current Role
• Board Vice Chair	Rick Nolle	Current Role
• Treasurer/Financial matters	Dave Walker	Current Role
• Fundraising	Bill Drown	Current role
• Board Secretary	Julie Siegenthaler	Current role
• Chipping		Ongoing Program
• DSAV	Pete has volunteered	Ongoing Program
• Firewise Communities	Allan has volunteered	Ongoing Program
• Reflective Address signs		Minor Program
• Ponderosa West Project		
• Scotch Broom Challenge		Seasonal Program
• Community Green Waste Disposal		Seasonal Program
• Volunteer Coordinator	Eric Trygg?	Eric brought up the idea that he could drum up volunteers, given his experience with the hospital.
• Grant Status	Jamie Jones	Jamie typically reports out on grants--not sure if we need a Director liaison.
• Senior Liaison?	Janeth Marroletti?	Janeth is perfectly positioned to enhance our services to Seniors
• Educational Programs		Info on Ready Set Go, and ??
• Membership		Track data on number of memberships, renewals, etc.

WHO DOES WHAT?

Board/Staff Responsibilities and Relationships

Instructions

Organizational leadership is a partnership of board volunteers and staff. Below are listed some typical actions carried on in most organizations at one time or another. Use the following to indicate who is primarily responsible for the function given: B - board; S - staff; J - joint. If the reality in your organization is different than what you believe to be the appropriate choice, mark with an *.

<p>Planning</p> <p><input type="checkbox"/> Direct the process of planning</p> <p><input type="checkbox"/> Provide input for long range goals</p> <p><input type="checkbox"/> Decide the number of clients to serve next year</p> <p><input type="checkbox"/> Prepare performance reports on achievement of goals and objectives</p> <p><input type="checkbox"/> Monitor achievement of goals and objectives</p> <p><input type="checkbox"/> Develop fund raising plan for the coming year</p> <p><input type="checkbox"/> Set the fund raising goal for the coming year</p>	<p>Human Resources/Personnel</p> <p><input type="checkbox"/> Employ Executive Director/CEO</p> <p><input type="checkbox"/> Employ other staff</p> <p><input type="checkbox"/> Direct work of staff</p> <p><input type="checkbox"/> Conduct performance review with staff persons</p> <p><input type="checkbox"/> Decision to add staff</p> <p><input type="checkbox"/> Employ other Director level staff</p> <p><input type="checkbox"/> Settle discord among staff</p>
<p>Program</p> <p><input type="checkbox"/> Conduct survey of community and/or constituent problems</p> <p><input type="checkbox"/> Evaluate programs</p> <p><input type="checkbox"/> Maintain program records; Prepare program reports</p> <p><input type="checkbox"/> Determine operational policies</p> <p><input type="checkbox"/> Determine organizational policies</p>	<p>Community Relations</p> <p><input type="checkbox"/> Interpret organization to the community</p> <p><input type="checkbox"/> Write news stories/Public Relations</p> <p><input type="checkbox"/> Provide linkage with other organizations in the community</p> <p><input type="checkbox"/> Develop messages, communication outreach</p> <p><input type="checkbox"/> Identify/promote outreach opportunities</p>
<p>Finance</p> <p><input type="checkbox"/> Prepare preliminary budget</p> <p><input type="checkbox"/> Finalize and approve budget</p> <p><input type="checkbox"/> See that expenditures are within budget during Year</p> <p><input type="checkbox"/> Authorize major purchases</p> <p><input type="checkbox"/> Approve expenditures outside authorized budget</p> <p><input type="checkbox"/> Ensure annual audit of account</p>	<p>Board/Committees</p> <p><input type="checkbox"/> Appoint board/committee members</p> <p><input type="checkbox"/> Urge board member or committee chair into action</p> <p><input type="checkbox"/> Promote attendance at board meetings</p> <p><input type="checkbox"/> Plan agenda for board meetings</p> <p><input type="checkbox"/> Take minutes at board meetings</p> <p><input type="checkbox"/> Prepare exhibits, factual material, and proposals for board and committees</p> <p><input type="checkbox"/> Sign legal documents</p> <p><input type="checkbox"/> Follow up to ensure implementation of decisions</p>

**FIRE SAFE COUNCIL OF NEVADA COUNTY
BOARD ROSTER
As of 10/24/19**

POSITION	LAST	FIRST	CITY	PHONE	CELL	EMAIL	REPRESENTING/AFFILIATIONS
Chairman	Thane	Donn	Grass Valley	530-273-8685	530-575-0566	6dthane@gmail.com	Member at Large
Vice-Chair	Nolle	Rick	Penn Valley	530-432-5360	530-205-6201	ricknolle@sbcglobal.net	Realtor
Treasurer	Walker	Dave	Penn Valley	530-432-4111	530-362-0614	dwalker.assoc@gmail.com	Business/Certified Public Accountant
Secretary	Siegenthaler	Julie	Penn Valley	530-432-8801	408-515-8814	j.siegenthaler@att.net	Member at Large
Director	Doerr	Alan	Nevada City	530-274-8417	530-559-3090	avdoerr@gmail.com	GIS Specialist
Director	Drown	Bill	Grass Valley	530-274-2568	530-713-8389	billdrown3@gmail.com	Member at Large
Director	Eubanks	Steve	Rough & Ready	530-559-5487		steubanks@gmail.com	Biomass Specialist/ Retired USFS
Director	Hoek	Sue	Nevada County			Sue.hoek@co.nevada.ca.us	County of Nevada, Board of Supervisors
Director	Mertens	Wanda	Nevada City	530-265-0621	NA	wanda@mertensinsurance.com	Mertens Insurance Agency
Director	Trygg	Eric	Grass Valley	530-273-9161	NA	paciftrac@hotmail.com	Member at Large
Director	Wagner	Don	Penn Valley	530-432-2630	530-559-8816	dwagner@pennvalleyfire.com	Nevada County Fire Chiefs' Assoc. Rep.
Director	Weston	Hank	Penn Valley			hankweston@comcast.net	Member at Large
Director	Williams	Pete	Nevada City	530-265-2686	NA	peteandsuewi@sbcglobal.net	Member at Large
Director	Marroletti	Janeth	Grass Valley	530-615-4541		jmarroletti@goldcountryservices.org	Gold Country Community Services
Partner	Bennitt	Gretchen	Grass Valley	530-274-9360	NA	nsaqmd.gretchen@gmail.com	NSAQMD
Alternate	Nicholas	David				david@myairdistrict.com	NSAQMD
Partner	Fish	Cathe'	Rough & Ready	530-432-5109		sunshine.works@gmail.com	Master Gardener's Assoc.
Partner	Houdyschell	Bill	Truckee	530-587-9432	NA	forestry@tahoedonner.com	RPF
Partner	Martinez	Jerry	El Dorado Hills	916-941-3101	916-212-3108	gmmartin@blm.gov	BLM
Partner	Mathias	Jim	Nevada City	530-265-7855	530-277-2303	jim.mathias@fire.ca.gov	CALFIRE
Partner	Long	Bob	Grass Valley	530-913-0287	NA	boblong162@gmail.com	Firewise Coalition
Partner	Josh	Robinson	North Auburn			joshuarobinson@tcbk.com	Tri-Counties Bank
Partner	Waters	Jacobie	Nevada City	530-288-3231	NA	jecobiewaters@fs.fed.us	USFS, Tahoe National Forest
Alternate	Hall	Heidi	Grass Valley	530-265-1480	NA	heidi.hall@co.nevada.ca.us	County of Nevada, Alternate



Our Mission Is:

To provide Firewise education and programs to enhance emergency preparedness for catastrophic wildfire to all citizens in Nevada County in order to reduce the loss of life, property, and natural resources, and to create Firewise Communities/USA®; to network with other Fire Safe Councils, governmental agencies, and foundations for the benefit of the citizens of Nevada County.

Our Vision Is:

To educate, help motivate, and assist the citizens and policymakers of Nevada County to understand the significant and eminent threat of catastrophic wildfire while promoting a healthy ecosystem and economy. As volunteers, we will act to coordinate stakeholders and the community to provide for our organizations' continuity and success in achieving this vision.

Who We Are:

The Fire Safe Council is a non-profit, local volunteer organization dedicated to making Nevada County safer from catastrophic wildfire through fire prevention education, fire break clearing projects, and creating Firewise Communities.

FSCNC 2019/2020 Calendar

- 11/14/2019 – Executive / Finance Committee Meeting
- 11/21/2019 – Board of Directors Meeting
- 11/28/2019 – FSCNC office closed - Thanksgiving Day
- 12/03/2019 – FireWise Coalition Meeting 5:30 p.m.
- 12/12/2019 – Executive / Finance Committee Meeting
- 12/24/2019 – Christmas Eve
- 12/25/2019 – Christmas Day -Office closed
- 12/31/2019 – New Year’s Eve
- 01/01/2020 – New Year’s Day – Office Closed

Fire Safe Council of Nevada County Acronym List

<u>ACE</u>	American Conservation Experience	<u>IRWMP</u>	Integrated Regional Water Mgmt Plan
<u>AC</u>	AmeriCorps NCCC	<u>MBF</u>	Thousand Board Feet
<u>BLM</u>	Bureau of Land Management	<u>MBTA</u>	Migratory Bird Treaty Act
<u>CABY</u>	Cosumnes, American, Bear and Yuba Rivers	<u>MJMHMP</u>	Multi-Jurisdiction, Multi-Hazard Mitigation Plan
<u>CCC</u>	California Conservation Corp	<u>MOU</u>	Memorandum of Understanding
<u>CDF</u>	California Department of Forestry	<u>MUTCD</u>	Manual on Uniform Traffic Control Devices for Streets & Highways
<u>CEQA</u>	California Environmental Quality Act	<u>NEPA</u>	National Environmental Policy Act
<u>CFSC</u>	California Fire Safe Council	<u>NHPA</u>	National Historic Preservation Act
<u>CFIP</u>	California Forest Improvement Program	<u>NRCS</u>	Natural Resource Conservation Service
<u>CIP</u>	Capital Improvement Program	<u>NSAQMD</u>	Northern Sierra Air Quality Management District
<u>CNPS</u>	California Native Plant Society	<u>OES</u>	Office of Emergency Services
<u>CPRC</u>	California Public Resources Code	<u>PAL</u>	Project Activity Levels
<u>CSBG</u>	Community Service Block Grant	<u>PHI</u>	Pre-Harvest Inspection
<u>CWPP</u>	Community Wildfire Protection Plan	<u>PICP</u>	Partners in Community Program
<u>DBH</u>	Diameter at Breast Height	<u>RAC</u>	Resource Advisory Committee
<u>DOTS</u>	Department of Transportation & Sanitation (Nevada County)	<u>RCD</u>	Resource Conservation District
<u>DSAV</u>	Defensible Space Advisory Visit	<u>RFQ</u>	Request for Quote
<u>DMA</u>	Disaster Mitigation Act	<u>ROP</u>	Regional Occupational Program
<u>EDD</u>	Employment Development Department	<u>RPF</u>	Registered Professional Forester
<u>EIR</u>	Environmental Impact Report	<u>SAF</u>	Society of American Foresters
<u>EPA</u>	Environmental Protection Agency	<u>SEDD</u>	Sierra Economic Development District
<u>EPIC</u>	Electric Program Investment Charge	<u>SF</u>	Spaghetti Feed
<u>EQIP</u>	Environmental Quality Incentive Program	<u>SIP</u>	Shelter in Place
<u>ERC</u>	Economic Resource Council	<u>SOA</u>	Solicitation Offer Award
<u>ESA</u>	Endangered Species Act	<u>SPCC</u>	Spill Prevention and Counter measures Plan
<u>FEMA</u>	Federal Emergency Management Agency	<u>SPI</u>	Sierra Pacific Industries
<u>FIRST</u>	Forest Integrated Resource Safety Taskforce	<u>THP</u>	Timber Harvest Plan
<u>FREED</u>	Foundation of Resources for Equality & Employment for the Disabled	<u>TRPA</u>	Tahoe Regional Planning Agency
<u>FSCA</u>	Fire Safe Communities Association	<u>USFS</u>	United States Forest Service
<u>FSCNC</u>	Fire Safe Council of Nevada County	<u>VMP</u>	Vegetation Management Program
<u>GIS</u>	Geographic Information	<u>WCA</u>	Wine & Culinary Adventure
		<u>WLPZ</u>	Watercourse and Lake Protection Zone
		<u>WUI</u>	Wildland Urban Interface