



FireSafe **COUNCIL**

Board of Directors' Meeting

January 23, 2020



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, January 23, 2020 | |
|--|--|-----------------------------------|--|
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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.



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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, January 23rd, 2020, at 10:00 a.m.** in the **Albaugh Community Room of the Madelyn Helling Library**, located at 980 Helling Way, Nevada City, CA 95959. Video conferencing or teleconferencing will be available at the Joseph Center in Truckee, CA.

MISSION

"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 November 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. REPORT OF THE FINANCE COMMITTEE – Dave Walker
 - a. Financial Report
 - b. Next Meeting: Thursday, February 13th, 2020 at 9:30am – Fire Safe Council, 143-B Springhill Drive, Suite 13, Grass Valley, CA 95945
8. REPORT OF THE CHAIRMAN OF THE BOARD – Donn Thane
 - a. Executive/Finance Committee Meeting Report
 - i. WUI Drill(s)
 - ii. DSAV Training
 - iii. Solicitation of Feedback from Agency Partners for Executive Director
 - iv. Addition of officers as signatories for checking account
 - v. Next Meeting: Thursday, February 13th, 2020 at 9:30am – Fire Safe Council Office, 143-B Springhill Drive, Suite 13, Grass Valley, CA 95945
 - b. Chairman's Report
 - i. The Non-Profit Board Answer Book

- ii. Fire Season Guide
 - iii. Red Zone Fundraiser
 - iv. CNL Training
 - v. Board Policy Binder
- 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
- 9. BOARD EFFECTIVENESS – Pete Williams
 - a. Board Offsite Planning Update
 - b. “Who Does What” Questionnaire Review
- 10. REPORT FROM THE EXECUTIVE DIRECTOR – Julie Siegenthaler for Jamie Jones
 - a. Staffing & Office Operations Update
 - b. Vehicle/Equipment Purchase Update
 - c. Grant Applications Update
 - d. Presentation at NC BOS Workshop
- 11. DIRECTORS’ COMMENTS Information
- 12. ADJOURNMENT TO CLOSED SESSION – Estimated @ 12:00pm

CLOSED SESSION:

- 1. Life Insurance/Key Man Policy for ED Jones
- 2. ADJOURN

NEXT BOARD MEETING: Saturday, February 29th, 2020 at 10:00 a.m. at the FSCNC Office, 143B Springhill Drive, Grass Valley, CA. This will be the annual Board of Directors Offsite and Planning Session.

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 this Fire Safe Council of Nevada County Board Meeting 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
Fire Safe Council Office, 143B Springhill Dr., Grass Valley, CA
Friday, November 22, 2020 at 10:00 A.M.

In Attendance:

DIRECTORS

(DT) Donn Thane, Chairman
(RN) Rick Nolle, Vice-Chair
(ET) Eric Trygg, Director
(DW) Dave Walker, Treasurer
(JS) Julie Siegenthaler, Secretary
(AD) Alan Doerr, Director
(BD) Bill Drown, Director
(PW) Pete Williams, Director
(SE) Steve Eubanks, Director
(WM) Wanda Mertens, Director

AGENCY PARTNERS

Cathe' Fish, Master Gardeners Society
John Robinson, Tri Counties Bank

STAFF

(EDJ) Jamie Jones, Executive Director

Visitors: Ed Mertens, Director, California Fire Safe Council and Eve Diamond, Jones Bar Firewise Community

- 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) The **agenda and order of business** was approved by affirmation with changes to the agenda order to accommodate the schedules of some attendees.
- 4) The minutes from the August and September 2019 board meetings were approved by affirmation.
- 5) **Public Comment:** Eve Diamond thanked the Fire Safe Council for the pilot clearing project on Owl Creek Road and felt like it was "manna from heaven."
- 7) **Annual Director Elections (JS - Action):**
 - a. JS explained there are 4 open seats, and passed out ballots for the nominees. Bill Drown, Wanda Mertens, Donn Thane, and Hank Weston have terms that ended in October 2019. Due to the meeting cancelled because of the PSPS event, the election is taking place at our November meeting. Ballots were passed out to the ten directors present, and each position was unanimously in favor of electing the four candidates presented. Ballots for the Officer positions were also passed out to the 10 directors. There were 9 votes for Donn Thane to be Chairman, 9 votes for Rick Nolle for Vice-Chair, 8 votes for Dave Walker for Treasurer, and 9 votes for Julie Siegenthaler for Secretary. A director had to excuse himself from the meeting, but because a majority was present, the election continued. The next Officer election will take place in October 2020.

Chairman Thane set some expectations regarding Board service, especially for the newer members. Donn would like Board Members to read "The Nonprofit Board Answer Book" as suggested by DW on becoming a successful and effective Board member, and attend strategic partner meetings and training classes. One of our goals should be to support our ED and have presence in the community. DT asks that all Board members attend training classes offered by the Center for Nonprofit Leadership.

BD offered to be more present in the community.

9) Report of the Chairman of the Board (DT)

a. Executive/Finance Committee Meeting Report

- III. Track Chipper Purchase Action. EDJ met with Donn and Dave to discuss purchase of a track chipper to address long-term chipping needs. She would like the Board to approve this purchase. This will assist with current needs, as well as create a revenue source by renting out for \$150-200/hr. This will be purchased outside of projects to allow flexibility. JS motioned that the Board approve the purchase of a small track chipper outside of project funding in the amount of \$95k with trailer. A second was made by Bill Drown, and the motion carried unanimously.
- VI. Amendment to Executive Director Contract. Action. A motion was made by DW to update the Executive Director contract to remove the clause regarding deferred salary, as well as update the compensation to reflect a raise given in June. A second was made by BD and the motion carried unanimously.
- VII. A motion was made by JS to remove allocate annual 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. A second was made by BD, and the motion carried unanimously. In future, the employee manual will be revised to remove the Performance Awards category and replace by COLA and merit increases.

14) CLOSED SESSION: Executive Director Performance Evaluation. The Board adjourned to closed session at 10:35am. Report out of closed session: The Board provided feedback which was collected for use by Donn Thane in his Review of EDJ. Overall the Board was very pleased with the performance of EDJ. The board returned to regular session at 11:05am.

6) Agency/Partner Reports: Cathe' Fish reported that the reluctance that the Master Gardeners Society had a policy to not discuss fire safety or fire landscaping. Cathe' (and Kate) discussed this with UC Davis MG program, and the program director requested all MGS chapters get trained on fire safety so that they will no longer refer questions about firewise plants to FSCNC. Steve Garcia offered to partially fund creation of a plant list which will include the important component of maintenance. Cathe' would also like to conduct a test of mulches found locally, and create a list of preferred mulches to hand out to local nurseries. EDJ recommended she and Cathe' figure out what it will take to create this list.

8) Report of the Finance Committee.

- a. DW discussed our financial position as included in the Board Packet. DW cautioned the board to remember that we use cash basis reporting, which presents a snapshot of exactly what was received and paid at that moment in time. DW suggested the Board consider accrual reporting to provide a more accurate picture of pending grants, billing, and expenses, but not call it "accounting report" so that it's not confused with the cash accounting system. Cathe' Fish inquired about the sources of grant funding, but asked that this information not be made public as the list of grants merely represent those that have been applied for, not received.

9) (Return to) Report of the Chairman of the Board

a. Executive/Finance Committee Report

- i. DSAV Training. Revisions have been made to the training, and a requirement of commitment to 2 visits, has been added to the training. Video training to be viewed in advance of in-person training, has also been added. In addition, shirts will not be provided to new advisors until they have completed two visits.
- ii. Strategic Attendance at Association Meetings by FSCNC Board. DT asks Directors attend association meetings, and make use of the standard presentation materials at FSCNC to use when attending these meetings. RN suggested we not wait for a specific invitation, but rather seek opportunities. EDJ would like to re-focus the Speakers Bureau to ensure consistency of messaging. JS indicated previous minutes indicate that all

presentation materials are to be approved by either EDJ or DT. EDJ confirmed this policy and expressed concerns about modified presentations that are being used by some agency partners.

10) Board Effectiveness

- a. Director Liaison Assignments. PW discussed the open positions for board liaisons for programs, and encouraged other Directors to choose some activity that they would like to support and report on. Cathe' volunteered to liaison on Educational Programs and like Ready, Set Go, and Defensible Space Landscaping. Steve Eubanks volunteered to liaison on Ponderosa. Wanda Mertens volunteered to liaison for signs and insurance liaison, adding this as a new, ongoing category. Julie Siegenthaler volunteered to liaison for membership, and EDJ provided some direction on what is needed, and stated that membership needs an overhaul in benefit offerings.
- b. Center for Non-Profit Learning Questionnaire. DT asked the Board to complete this questionnaire by the next board meeting. Scotch Broom and Green Waste liaison positions remain unfilled.

11) Obstacles for Fire Safety Brush Cleaning and Fuels Reduction. AD Roadside Chipping and Green Waste drop sites are wonderful programs. However tree removal remains a challenge for many. The hauling away of green waste from vegetation management by property owners is a significant obstacle – what can people do to get rid of this waste? When working on roadsides, there is a \$129 encroachment fee, plus \$1M insurance policy requirement, making this cost-prohibitive to Firewise communities. EDJ will have a conversation about these types of obstacles with County stakeholders.

12) Report from the Executive Director:

- a. Staffing and Operations Update. The Firewise coordinator position is being fine-tuned and will be posted as open soon. Hopefully this will be funded and filled by Spring. This is a F/T county-wide position, which requires the use of the low-emissions vehicle being purchased through NSAQMD grant funding. There are 18 staff members, and 7 of them are in the office. EDJ met with Chief Saline in Truckee, to discuss a possible F/T position to help with developing DSAV activity, coordinate with Firewise Coordinator, etc., to be filled in January. EDJ is looking for funding from the county for half of this position. The county will give office space out of the Truckee county building to the person who holds this position.
- b. Vehicle/Equipment Purchase Update. (see Track Chipper Purchase Above)
- c. Grant Applications Update. There are 4 grant applications going into Cal Fire currently from FSCNC: Private Roadside Vegetation, Chipping/Green Waste, Firewise Community certification/re-certification Grant, Woodpecker Ravine. The Hazardous Tree Removal grant has been released by us, as it would be a better fit for Gold Country Community Services. Ponderosa West Phase II is being applied for by the County, as is Lodestar Fuel Break. Other grant partnerships with the county include the CWPP and the Evacuation Planning Grant, and FEMA.

13) Directors Comments DT reported that BD has stage 4 terminal cancer, but would like to remain involved in FSCNC. PW reported on the statistics for DSAVs, using this as an example for measuring our metrics.

WM has great news from the insurance community: Colorado has three insurance carriers (Allstate, USAA, State Farm) that renew policies if owners participate in specific assessment programs that re-certify properties every two years, rather than every 10 years by the carrier. WM was directed to the Coalition, because they are interested in pursuing something like this. This program is sustained through state and county funds, on an individual basis. WM also stated that insurance companies have not yet received their global re-insurance funds, and that's why we're seeing more non-renewals. That should change in another two years. WM was asked by DT to submit a link for this information to JS.

Several comments were made by AD, but were unintelligible on the recording.

RN indicated that LWW is back to burning their green waste.

14) Adjourn. A motion was made to adjourn by SE with a second by WM. The motion carried unanimously and the meeting was adjourned at 12:14.

I declare that these meeting minutes accurately reflect the actions of the Fire Safe Council of Nevada County's Board meeting held on November 22, 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 9:30 A.M.

Board Members in Attendance:

(DT) Donn Thane, Chairman
(RN) Rick Nolle, Vice-Chairman
(JS) Julie Siegenthaler, 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: 10:34 am.
2. **Roll call** was taken and is reflected above.
3. **Public Comment.** No public comment.
4. A motion was made by HW to **approve the minutes** from the November 2019 Executive/Finance Committees Meeting. Second by PW. Approved unanimously.
5. **Financial Committee Update.** The preliminary financial statements as of December 31, 2019 were available. DW was absent. EDJ noted that we were showing a deficit of \$200k, but that there is payment coming soon from the County of approximately \$600k.
6. **Chairman Update.**
 - a. WUI Event. Two groups will be participating in a WUI Drill on May31st (Cascade Shores/Banner Mountain) and June 28th (McCourtney). This is a CalFire event with lots of interest. FSCNC will be contributing with food costs \$300 per event. EDJ offered more funding, if needed. Matt Wallen is heading this event up, and the itinerary is the same as last year, starting at 8:30 a.m.. DT has asked that training be provided for the ICS (Incident Command System) for this event. This is the 4th year, and participation continues to increase. DT has asked that FSCNC (including Board) has increased participation at this event, speaking with the public and helping with booth setup. He would also like Defensible Space Advisors who have fire-fighting experience to tag along with engines and mentor residents how to handle a situation when an engine comes on scene. RN said that if we have a schedule, we can start soliciting volunteers/Board to commit to helping, and that these are standard expectations of Board members. RN also noted that GIS seems popular, and speaking with people about that tool may be well received.
 - b. DSAV Update. There were 40+ attendees at the recent training. PW, Warren Knox, and Pat Leach stepped up to help with training materials update. The event was successful and the location next to Deer Creek was a good example of a WUI. A homework component was added to training. New trainees must commit to 2 visits, and shadow experienced trainees before they receive a FSCNC T-shirt. Kajsa noted that 10 of the new advisors have gone out already.
 - c. Insurance for Executive Director. DT explained that there will be changes coming soon to our insurance requirements based on staffing numbers. He expressed a need for life insurance for EDJ. RN asked for clarification between Key Man or personal life insurance. DT indicated both. EDJ looked into this, and explained Key Man insurance cannot have more than one insured, and it must be the company. However, personal insurance can name both her family and FSCNC as beneficiaries. HW asked whether directors are covered by E&O insurance, and EDJ confirmed they are. She did not know whether this extended to staff members. HW suggested she look into this as a benefit for employees, and recommended EDJ talk with the Risk Manager of the County. EDJ indicated there is some budget already available for the increase insurance costs for the staff. RN explained that the current trend is to provide a base package, with add-

ons that employees can purchase and does not include dental or vision. RN offered to assist with investigating options and creation of an RFP. JS shared that at her husband's company, they have purchased regular life insurance, but named the company, as well as the surviving spouse as insured, since it was about the same cost as Key Man insurance. JS was tasked with finding the difference between Key Man and Term Life. Key Man has some notification requirements and may be more complicated to obtain. An appropriate amount must be determined that can fill contract requirements, in addition to providing for dividing the pieces of Jamie's role. HW suggested we look at Hospice, MiM or others to determine what they're doing for insuring employees.

- d. Feedback from Agency Partners for ED/Organization Performance. After some discussion of the feedback received from the Coalition of Firewise Communities, DT recommended the Board enter into closed session. Adjourn to Closed Session at 11:09am. **Report out of closed session:** A brief survey consisting of four questions is to be sent by JS to the Agency Partners pertaining to EDJ's performance and the performance of the Fire Safe Council. Return to open session at 11:59 am

7. Executive Director Operations Update.

- a. Equipment Update. The track chipper is here, but needs to be delivered. The Subaru provided by NSAQMD needs to be ordered and EDJ would like contact information from ET for Subaru dealer.
 - b. Budget Update
 - c. Projects Update. The Ponderosa West project is complete, at 398 acres in 3 months. The rest of the grant can now be applied for. During time of treatment a fire broke out in a cypress grove adjacent to a deer stand area. The fire was caught within 30 minutes and proved the project effective. The circumstances were suspicious. JS and DT offered praise for the completion and proven effectiveness of Ponderosa West. Phase Two is being applied for by the County as a grant modification in order to streamline the transition, and will be 800 acres, \$4M.
 - d. Grant Applications Update. There are grant applications pending for Woodpecker Ravine, Firewise Communities, and Chipping/Green Waste (\$200K) for a total of \$6M. There are no funds applied for Access & Functional Needs. A block grant was approved for through the County for last years' budget at \$100k which will help cover paid staff position of Firewise Community Coordinator. We are on the books for \$12M worth of projects. FEMA grant is in environmental review, pending archaeological background for each address affected. This is probably a good sign.
 - e. FSCNC Presentation Samples. JS introduced some presentation slides that she and EDJ have been working on to serve as a basis for EDJs monthly reports, as well as pages owned by liaisons on the Board. This material can become standardized reporting to be used internally and externally, including the Jan 22 Board of Supervisors Workshop. A review of the materials was conducted and the Board was very pleased with the upward trend in performance metrics such as DSAVs, reflective sign creation, etc. The Board offered brainstormed on each slide for ways to present and further improve numbers.
8. Offsite Planning. The offsite date will possibly be February 29th, pending availability of the Board members. There are three candidates for Facilitator: Janet Cohen, Laurie Burkhart, and Nancy (unknown last name). Janet has been recommended by CNL and Steve Eubanks, and DT thinks she's a good fit. The Exec/Fin committee decided to go with Janet. EDJ offered the use of the offsite, as some changes are being made to office space. This meeting will be in lieu of a regular Board meeting, and no business is to be conducted. Agency Partners will not be participating, as this is about Board development and strategic planning.
 9. **ADJOURN.** The meeting was adjourned at 12:47pm.

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

Statement of Activity

July - December, 2019

| | Total |
|--|---------------------|
| REVENUE | |
| 41100 Federal Grants | 110,000.00 |
| 41200 State Grants | 534,001.73 |
| 41300 Local Government Grants | 53,576.00 |
| 41400 Business Private Grants | 49,447.49 |
| 41500 Foundation & Trust Grants | 25,000.00 |
| 43000 Donations - Chipping | 25,615.54 |
| 43500 Donations - General | 9,279.00 |
| 44000 Fundraising | 9,038.01 |
| 44500 Memberships | 5,883.00 |
| Ponderosa Fuel Reduction Income | 120,120.00 |
| Project Revenue | 75,000.00 |
| Sales of Product Revenue | -73.01 |
| Total Revenue | 1,016,887.76 |
| GROSS PROFIT | |
| | 1,016,887.76 |
| EXPENDITURES | |
| 15001 Small Tools & Equipment | 5,097.06 |
| 52000 Payroll Fringe Expenses | |
| 52100 Payroll Taxes | 17,405.89 |
| 52200 Health Insurance | 3,530.12 |
| 52350 Holiday Pay | 220.00 |
| 52375 Vacation Pay | 1,352.65 |
| 52390 Sick Pay | 1,320.00 |
| 52400 Workers Comp Expense | 5,076.00 |
| 52500 IRA Contributions | 3,767.77 |
| Total 52000 Payroll Fringe Expenses | 32,672.43 |
| 60000 Administrative | 0.00 |
| 60001 Lawsuit/Settlement | 16,512.30 |
| 64200 Accounting fees | 13,365.00 |
| 64300 Professional Services- Contract | 1,128.39 |
| 64401 Webmaster | 825.19 |
| 64410 Payroll Service Fee | 724.25 |
| 64450 Advertising | 2,077.02 |
| 64500 Rent Expense | 11,766.53 |
| 64600 Telephone | 5,526.52 |
| 64700 Utilities | 3,548.10 |
| 64800 Postage | 728.12 |
| 64900 Office Expense & Supplies | 19,925.92 |
| 64910 Computer Software | 3,859.92 |
| 65000 Printing & Copying | 3,248.20 |
| 65100 Permits and Licenses Expense | 286.66 |
| 65150 Repairs and Maintenance | |

| | Total |
|--|---------------------|
| 65160 Carpet Cleaning | 275.00 |
| Total 65150 Repairs and Maintenance | 275.00 |
| 65200 Training | 580.00 |
| 65300 Travel and Meals | 2,784.02 |
| 65360 Automobile | 45.99 |
| 65361 Auto repairs | 1,033.97 |
| Total 65360 Automobile | 1,079.96 |
| 65400 Meeting and Program Expenses | 1,912.45 |
| 65525 Insurance | -16,512.30 |
| 65550 Insurance - Liability, D and O | 2,888.65 |
| 65600 Dues and Subscriptions | 434.99 |
| 65800 Bank Charges | 1,475.00 |
| 65900 Merchant Services Fees | 1,092.56 |
| 66000 Depreciation Expense | 7,132.08 |
| Total 60000 Administrative | 86,664.53 |
| 64911 Computer Repairs and IT support | 1,702.91 |
| 70000 Program Expenses | |
| 71000 Payroll Wages | 147,908.67 |
| 74100 Contractual - Services | 106,091.62 |
| 74300 Fuels Reduction Contracting | 790,109.62 |
| 74800 Postage | 111.50 |
| 74900 Office Expense & Supplies | 19,705.39 |
| 74910 Reflective Address Signs | 4,246.19 |
| 74950 Chipping Program Supplies | 17,017.65 |
| 75000 Printing and Copying | 1,122.90 |
| 75100 Permits and Licenses Expense | 418.40 |
| 75200 Training and Seminars | 340.79 |
| 75250 Public and Community Outreach | 2,759.15 |
| 75300 Travel and Meetings | 2,102.07 |
| 75400 Auto Expense | 693.32 |
| 75450 Auto Exp - Gas/Mileage/Other | 4,638.57 |
| 76000 Depreciation Exp - Program | 611.05 |
| Auto Extended Warranty | 10,250.00 |
| Total 75400 Auto Expense | 16,192.94 |
| 75600 Dues and Subscriptions | 150.00 |
| 76500 Fundraising Expense | 499.99 |
| 77000 Donations and Contributions | 26.22 |
| Total 70000 Program Expenses | 1,108,803.10 |
| 79010 Bank Service Charges | 243.25 |
| Payroll Expenses | |
| Taxes | 9,721.88 |
| Wages | |
| Holiday Pay | 6,640.60 |
| Overtime | 8,503.45 |

| | Total |
|----------------------------------|-----------------------|
| Performance Award | 6,600.00 |
| Regular Pay | 64,087.80 |
| Salary | 26,395.84 |
| Sick Pay | 1,001.60 |
| Vacation Pay | 714.54 |
| Total Wages | 113,943.83 |
| Total Payroll Expenses | 123,665.71 |
| Reimbursements | |
| Cell Phone Reimburse | 600.00 |
| Health Benefit Reimb | 4,250.00 |
| New Health Insurnace | 250.00 |
| Total Reimbursements | 5,100.00 |
| Suspense | 5,318.98 |
| Uncategorized Expense | 14.99 |
| Total Expenditures | 1,369,282.96 |
| NET OPERATING REVENUE | -352,395.20 |
| OTHER REVENUE | |
| 80000 Interest Income | 1.68 |
| Total Other Revenue | 1.68 |
| OTHER EXPENDITURES | |
| 81000 Interest expense - general | 2,354.48 |
| Total Other Expenditures | 2,354.48 |
| NET OTHER REVENUE | -2,352.80 |
| NET REVENUE | \$ -354,748.00 |

Statement of Financial Position

As of December 31, 2019

| | Total |
|--|---------------------|
| ASSETS | |
| Current Assets | |
| Bank Accounts | |
| 10000 Tri Counties Bank | 0.00 |
| 10001 Checking Tri Counties #9854 | 33,864.23 |
| 10010 Tri Counties - Donations #7356 | 9,424.02 |
| 10015 Tri Counties - Grants Account | 119.86 |
| Total 10000 Tri Counties Bank | 43,408.11 |
| 10025 Sierra Central Credit Union | |
| 10030 Sierra Central - Money Market 0837 | 689.62 |
| 10040 Sierra Central - Savings | 170.40 |
| Total 10025 Sierra Central Credit Union | 860.02 |
| 10050 - West America Bank | 0.00 |
| 10055 - West America #8159 | 528.09 |
| 10060 - West America #8167*** | 370.44 |
| Total 10050 - West America Bank | 898.53 |
| Total Bank Accounts | 45,166.66 |
| Accounts Receivable | |
| 11000 A/R - Projects | 470,524.85 |
| Total Accounts Receivable | 470,524.85 |
| Other Current Assets | |
| 13000 Prepaid Expenses | 13,316.06 |
| 13100 Prepaid Deposits - WC | 871.00 |
| 13200 Prepaid WC Premium | 4,434.77 |
| 14900 Undeposited Funds | 6,900.25 |
| Total Other Current Assets | 25,522.08 |
| Total Current Assets | 541,213.59 |
| Fixed Assets | |
| 15000 Field Equipment | 305,417.07 |
| 15100 Office Equipment and Computers | 6,607.80 |
| 17000 Accum Deprec - Equipment | -136,407.16 |
| Donated Office Furniture | 2,000.00 |
| Vehicles | 242,732.78 |
| Total Fixed Assets | 420,350.49 |
| Other Assets | |
| Employee Advances - Wackerly | 122.52 |
| Total Other Assets | 122.52 |
| TOTAL ASSETS | \$961,686.60 |

LIABILITIES AND EQUITY

Liabilities

Current Liabilities

| | Total |
|---|---------------------|
| Accounts Payable | |
| 20101 Accounts Payable | 252,476.12 |
| Total Accounts Payable | 252,476.12 |
| Credit Cards | |
| 21050 Tri Counties Credit Card 1029 | 69.99 |
| 21075 Tri Counties Credit Card 1011 | 495.87 |
| 21080 Westamerica Credit Card #4854 | 4,496.37 |
| Total Credit Cards | 5,062.23 |
| Other Current Liabilities | |
| 21200 Accrued Expenses | 13,155.25 |
| 21500 West America Credit Line | 302.90 |
| 21750 Tri Counties Credit Line #960 | 20,000.00 |
| 22000 Payroll Liabilities | -957.96 |
| 22100 Accrued Vacation | 10,919.17 |
| 22125 Workers Comp Payable | 3,869.57 |
| 22300 401K Plan Payable | 6,068.62 |
| CA PIT / SDI | 2,686.13 |
| CA SUI / ETT | 1,521.41 |
| Federal Taxes | 15,461.04 |
| Total 22000 Payroll Liabilities | 39,567.98 |
| 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 |
| Nev Co. Ponderosa Project Advance | 845,898.27 |
| Total Other Current Liabilities | 920,329.30 |
| Total Current Liabilities | 1,177,867.65 |
| Long-Term Liabilities | |
| 25401 Loans Payable - Tri-Counties Loan No 6020025260 | 35,095.37 |
| 25402 Loans Payable - Tri-Counties Loan No 6020025360 | 35,095.37 |
| 25403 Loans Payable - Tri-Counties Loan No 6020025460 | 40,034.90 |
| 25404 Loans Payable - Tri-Counties Loan No 6020025560 | 39,206.09 |
| Total Long-Term Liabilities | 149,431.73 |
| Total Liabilities | 1,327,299.38 |
| Equity | |
| 38000 Restricted - Ops/Equip Reserve | 36,000.00 |
| 39000 Retained Earnings | -71,155.98 |
| Prior Year Adjustments | 24,291.20 |
| Net Revenue | -354,748.00 |
| Total Equity | -365,612.78 |
| TOTAL LIABILITIES AND EQUITY | \$961,686.60 |

Expenditures by Vendor Summary

July - December, 2019

| | Total |
|--|--------------|
| (DMV) Department of Motor Vehicles | 9,774.95 |
| Ace Welding | 1,612.50 |
| Adobe | 495.66 |
| Advance Carpet Cleaning | 275.00 |
| Albrecht, Spencer | 90.91 |
| Amazon.com | 12,245.10 |
| AMPM | 83.59 |
| APi-marketing | 877.72 |
| Arco | 251.20 |
| AT&T | 2,307.80 |
| AT&T Mobility | 1,862.94 |
| B&C True Value Home Center | 221.52 |
| Baileys | 359.00 |
| Barret Property MGMT | 8,485.00 |
| Beach Hut Deli | 404.72 |
| Bella Wildfire & Forestry, Inc. | 88,880.00 |
| Best Trailer, Inc. | 9.50 |
| Big A Burgers | 32.58 |
| Billy Spearing (Vendor) | 947.40 |
| Bubbas Bagels | 46.85 |
| California Chamber of Commerce | 75.87 |
| Camptonville Community Partnership, Inc. | 980.90 |
| Carbonite | 149.99 |
| Carhartt | 1,840.73 |
| Center for Nonprofit Leadership | 315.00 |
| Charles V. Litton, Jr. ET AL | 3,850.00 |
| Checks For Less | 216.37 |
| Chevron | 155.32 |
| Chili's | 37.89 |
| Chipotle | 11.10 |
| City of Grass Valley Utilities | 301.52 |
| City of Nevada City | 265.00 |
| City of Sacramento Parking | 8.00 |
| Clientworks | 1,010.03 |
| Comcast | 75.00 |
| Costco | 10,275.78 |
| County Cafe | 10.63 |
| County of Nevada . | 12,302.62 |
| Dale Jones | 320.69 |
| Dave Smith Motors | 70,384.05 |
| Davidson, Dario - RPF | 18,060.00 |
| Delaware North | 60.00 |

| | Total |
|--|--------------|
| Demartini RV Sales | 57.68 |
| Denise Della Santina | 20,100.00 |
| Department of Forestry & Fire Protection | 700.00 |
| esri | 200.00 |
| Fairbridge Inn | 161.28 |
| Fat's Asian Bistro | 80.00 |
| FedEx Shipping | 9.72 |
| Fire Safe Council of Nevada County | 100,080.00 |
| Five Star Auto | 34.99 |
| Forestry Suppliers | 1,620.67 |
| FSCNC Fuel Reductions | 120,120.00 |
| Gaiam GPS | 71.98 |
| Go Daddy | 505.99 |
| Gold Country Express | 16.00 |
| Gold Country Tractors | 868.00 |
| Gold Flat Gas | 13.00 |
| Greg's Grill | 120.25 |
| Hampton Inn and Suites | 207.01 |
| Hansen Bros. Enterprises | 60.00 |
| Harbor Freight Tools | 1,997.73 |
| HBE RENTALS | 2,247.34 |
| Hills Flat Lumber Co. | 2,323.10 |
| HiVis Supply | 1,336.08 |
| Home Depot | 2,005.92 |
| Hotels.com | 365.94 |
| Humpty Dumpty Kitchen | 42.39 |
| Idaho States Boise | 19.36 |
| Ikea | 839.63 |
| In-N-Out Burger | 16.30 |
| International Assoc. of Fire Chiefs | 285.00 |
| Interstate Sign Products | 3,483.86 |
| Intuit | 300.00 |
| J&J Mini Mart | 157.37 |
| Jamie Jones | 4,618.48 |
| Jive Communications, Inc | 689.77 |
| Jobber | 594.00 |
| John Paye | 26,530.99 |
| Johnny on The Spot | 1,848.36 |
| Jon Nelson | 271.99 |
| Jose Gutierrez | 297,147.00 |
| Kane's Fine Food | 151.22 |
| KM Virtual Services | 4,494.25 |
| Kmart | 23.15 |
| LMB Trans. | 35.35 |

| | Total |
|--|--------------|
| Lowe's Home Improvement | 1,202.49 |
| Maria's Mexican | 66.63 |
| Marks Michalski | 40.00 |
| Matthew Kiley Frink | 148.08 |
| McDonald's | 5.29 |
| Microsoft | 825.15 |
| Mustang Firearms & Sporting Goods | 37.63 |
| Nevada County Airport | 61.20 |
| Nevada County AOR | 665.00 |
| Nevada County Fair | 1,580.65 |
| Nevada County Media | 370.00 |
| Nevada County Sheriff | 286.66 |
| NID Nevada Irrigation District | 195.01 |
| NSAQMD | 386.42 |
| Pacific Gas & Electric | 1,748.26 |
| Paradies | 15.89 |
| Paypal | 1,012.52 |
| Peardale-Chicago Park Fire Protection District | 200.00 |
| Peppermill | 534.00 |
| Platt | 86.27 |
| Plaza Tire | 1,687.92 |
| ProLube | 97.10 |
| Quick Quack | 89.97 |
| Quick Trophy Nametags | 285.87 |
| QuickBooks Credit Card Processing | 0.40 |
| QuickBooks Payroll Service | 4,632.60 |
| Quietech Associates | 292.88 |
| R.L. Accounting | 13,365.00 |
| Raley's | 52.58 |
| Ray's Radiator & Auto Repair | 144.75 |
| Real Graphic Source | 740.58 |
| REI | 238.67 |
| Rental Guys | 80.34 |
| Riebes Auto Parts | 1,485.50 |
| Rite Aid | 7.58 |
| Robinson Enterprises | 10,312.81 |
| Rusty Fites-Kaufman | 1,530.00 |
| Safeway | 711.18 |
| Sam's Club | 1,258.58 |
| Savemart Supermarkets | 43.87 |
| Scott's Flat Lake | 2,450.00 |
| Sheila Cameron | 15,321.63 |
| Sierra Land Improvement | 271,660.00 |
| Site123 | 319.20 |

| | Total |
|-----------------------------------|-----------------------|
| Sourdough & Co. | 95.39 |
| South Pine Cafe | 115.00 |
| Southwest | -4.20 |
| Southwest Airlines | 1,064.16 |
| SPD Markets | 383.41 |
| SPD Saw Shop | 4,634.26 |
| Sprenger, Calvin | 30,975.00 |
| Staples | 50.69 |
| Starbucks Coffee | 50.49 |
| Sticker Mule | 285.96 |
| Suzanne Calkins | 4,000.00 |
| Tahoe Truckee Sierra Disposal | 23.68 |
| Target | 1,040.57 |
| TeamViewer | 352.80 |
| Tech Soup | 249.00 |
| The Pub at Donner Lake | 60.00 |
| The UPS Store | 15.00 |
| Threads N' More | 4,059.30 |
| Tofanellis Gold Country | 34.00 |
| Tony Quatela | 164.76 |
| Tractor Supply | 252.21 |
| TriCounties Bank | 996.18 |
| Truckee | 3.00 |
| TSheets | 620.00 |
| U. S. Post Office | 351.85 |
| Uline | 3,157.40 |
| UPS Store | 76.50 |
| Valero | 142.99 |
| Wackerly, Chris | 313.19 |
| Walmart Supercenter | 12.26 |
| Waste Management of Nevada County | 7,133.98 |
| West America Bank | 2,625.29 |
| WIZIX COPIES ACCOUNT | 1,473.29 |
| WIZIX Technology Group - Lease | 1,705.95 |
| Xtools Pro | 299.00 |
| Zappos | 300.90 |
| Not Specified | -106,511.46 |
| TOTAL | \$1,143,699.54 |

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 01/23/20**

| 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@goldcountyservices.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 | Jecobie | 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.

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 |