



FireSafe **COUNCIL**

Board of Directors' Meeting

April 23, 2020



Fire Safe Council of Nevada County
 P.O. Box 1112 Grass Valley, CA 95945
 Phone (530) 272-1122 Fax (530) 648-1122
www.areyoufiresafe.com

Board of Directors' Meeting		Thursday, April 23, 2020
Meeting Packet Index		
Agenda Item	Page Number	
Current Meeting Notice & Agenda	3	
Minutes from Previous Board Meeting dated 2/29/19	5	
(March Meeting Cancelled Due to COVID-19)		
Meeting Notice and Agenda from Executive/Finance Committees dated 3/12/20	6	
Minutes from Executive/Finance Committees Meeting dated 03/12/20	7	
Meeting Notice and Agenda from Executive/Finance Committees dated 4/09/20	11	
Minutes from Executive/Finance Committees Meeting dated 04/09/20	12	
Financial Report as of 02/29/20	15	
Board Resolution 2020-01	22	
FSCNC Programs and Committees	23	
Green Waste Flyer	24	
Board of Directors' Roster	25	
FSCNC Calendar	26	
FSCNC Acronym List	27	



Fire Safe Council of Nevada County
P.O. Box 1112
Grass Valley, CA 95945
Phone (530) 272-1122
Fax (530) 648-1122
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, April 23rd, 2020**, at **10:00 a.m. via teleconference** due to the stay-at-home restrictions currently in effect.

MISSION

"The Fire Safe Council is a non-profit, local volunteer organization. We are dedicated to making Nevada County safer from catastrophic wildfire through fire safety projects and education."

1. CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE
2. AGENDA AND ORDER OF BUSINESS:
 - a. Approval of Agenda and Order of Business **Action**
3. MEETING MINUTES:
 - a. Approval of Minutes from the January and February 2020 Board Meetings **Action**
4. 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.
5. AGENCY/PARTNER REPORTS – (Please limit to 3-5 minutes)
6. REPORT OF THE FINANCE COMMITTEE – Dave Walker
 - a. Financial Report
 - b. Modification of Financial Reporting
 - c. Proposed Board Resolution regarding banking services 2020-01 **Action**
 - d. Next Meeting: Thursday, May 14th, 2020 at 9:30am via teleconference
7. REPORT OF THE CHAIRMAN OF THE BOARD – Donn Thane
 - a. Executive/Finance Committee Meeting Report
 - i. WUI Drill(s)
 - ii. DSAV Training – On Hold
 - iii. Firewise Communities
 - iv. Fire Season Guide
 - v. Policy Review Committee
 - vi. ED Performance Schedule
 - vii. Next Meeting: Thursday, May 14th, 2020 at 9:30am via teleconference
 - b. Appointment to Fill a Vacancy on the Board or Committee Chairperson: Vote to Appoint Warren Knox as Director and Secretary, replacing Julie Siegenthaler **Action**
 - c. Removal of a Director or Committee Chairperson
 - d. Adoption or Revision of a Budget, or Authorization for the expenditure of non-budgeted funds in excess of \$1000

8. BOARD RETREAT REVIEW – Donn Thane/Pete Williams
 - a. Mission Statement
 - b. Committees
 - c. Priorities
9. REPORT FROM THE EXECUTIVE DIRECTOR – Jamie Jones
 - a. Staffing & Office Operations Update
 - b. Key Man / Life Insurance Update
 - c. Vehicle / Equipment Purchase Update
 - d. Grant Applications Update
 - e. Projects Update
 - f. Fundraising / Membership Update
 - g. Programs Update
10. DIRECTORS' COMMENTS Information
11. ADJOURNMENT TO CLOSED SESSION – Estimated @ 12:00pm

CLOSED SESSION:

1. ED Performance Evaluation
2. ADJOURN

NEXT BOARD MEETING: Thursday, May 28th, 2020 at 10:00 a.m. at the FSCNC Office, 143B Springhill Drive, Grass Valley, CA. If stay-at-home restrictions are still in effect, the meeting will be held via teleconference.

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
Saturday, February 29th, 2020 at 3:15 P.M.

In Attendance:

DIRECTORS

(DT) Donn Thane, Chairman
(RN) Rick Nolle, Vice-Chair
(DW) Dave Walker, Treasurer
(JS) Julie Siegenthaler, Secretary
(AD) Alan Doerr, Director
(ET) Eric Trygg, Director

(PW) Pete Williams, Director
(SE) Steve Eubanks, Director
(WM) Wanda Mertens, Director
(JM) Janeth Marroletti, Director

Visitors: There were no visitors.

- 1) **CALL TO ORDER:** The meeting was **called to order** at 2:33 p.m. in closed session, a quorum being present. The change in schedule was due to early wrap-up of the Board Retreat and there were no objections to the change in time.
- 2) **REPORT OUT OF CLOSED SESSION:** The Board has voted to purchase Key Man Insurance for EDJ and to offer her personal life insurance as a benefit.
- 3) **ADJOURN.** The meeting was adjourned at 2:53 p.m.

I declare that these meeting minutes accurately reflect the actions of the Fire Safe Council of Nevada County's Board meeting held on February 29th, 2020 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

FIRE SAFE COUNCIL OF NEVADA COUNTY
PUBLIC NOTICE AND AGENDA OF JOINT
EXECUTIVE/FINANCE COMMITTEES MEETING

Notice is now given that a regular EXECUTIVE/FINANCE Committees meeting of the Board of Directors' has been called by DONN THANE, Chairman, and will be held on **Thursday, March 12th, 2020, at 9:30 a.m.** in the FSCNC Office located at 143B Springhill Drive, Suite 13, Grass Valley, CA for the following purposes specified herein the Agenda.

ROSTER:

Donn Thane, Chairman
Rick Nolle, Vice-Chairman
Dave Walker, Treasurer

Julie Siegenthaler, Secretary
Bill Drown, Director
Hank Weston, Director

Eric Trygg, Director
Pete Williams, Director
Jamie Jones, Executive Director

- 1) CALL TO ORDER**
- 2) ROLL CALL**
- 3) PUBLIC COMMENT**
- 4) MEETING MINUTES**
 - a) Approval of Minutes from the February 2019 Executive/Finance Meeting
- 5) FINANCE COMMITTEE UPDATE**
 - a) Banking and Credit Cards
- 6) CHAIRMAN UPDATE**
 - a) Follow up on ED Key Man Insurance
 - b) Fire Season Guide
 - c) Policy Review Committee
 - d) ED Performance Evaluation
- 7) EXECUTIVE DIRECTOR OPERATIONS UPDATE**
 - a) E.D. Life Insurance
 - b) Equipment Update
 - c) Staffing/Operations Update
 - d) Programs Update
- 8) OFFISTE REVIEW**
- 9) ADJOURN TO CLOSED SESSION (If necessary)**

Closed Session:

- 1) ADJOURN**

FOR FUTHER INFORMATION regarding this meeting, please contact Donn Thane, Chairman, at 530-575-0566 or 6dthane@gmail.com. You may also contact Dave Walker, Chair of the Finance Committee at 530-362-0614 or dwalker.assoc@gmail.com.

AFFIDAVIT OF POSTING

Meeting Notice/Agenda of this Executive/Finance Committees meeting of the Fire Safe Council of Nevada County 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

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. Total time allocated for public comment on particular issues is limited. The meeting is accessible to the physically disabled.



Fire Safe Council of Nevada County Executive/Finance Board Meeting Minutes
Fire Safe Council, 143B Springhill Drive, Ste. 13, Grass Valley, CA 95945
Thursday, March 12, 2020 at 9:30 A.M.

Board Members in Attendance:

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

(PW) Pete Williams, Director
(BD) Bill Drown, Director
(ET) Eric Trygg, Director
(EDJ) Jamie Jones, Executive Director

Guests: Don Wagner, Penn Valley Fire Chief

1. The meeting was **called to order** at: 9:37 am.
2. **Roll call** was taken and is reflected above.
3. **Public Comment.** (Conducted immediately following the Financial Committee Update) Don Wagner came by to discuss the special assessment coming for Penn Valley Fire District. The kickoff campaign meeting will happen Saturday from 12-2pm at Commodore Park in LWW. Another event will take place March 21st at Western Gateway Park. The district is having a hard time keeping up with call volume and based on results from an engineering study, the Prop 218 Fire Benefit Assessment has been proposed. Ballots will go out in April and will need 50% + 1 to pass. If passed, it will result in \$216 assessment per year for improved parcels, and \$40 per year for unimproved parcels. This will fund 7 f/t positions (6 firefighters and 1 chief) with a total of \$1.36M in funding per year which mostly is staffing costs. Other expenses funded include capital equipment improvements and employee benefits. Chief Wagner noted that PVFD had fallen behind in salary and benefit offerings, including retirement, and has therefore become difficult to retain paramedics. PVFD is \$8-10k/year behind similar counties. They are currently offering a \$20k sign-on bonus to attract talent. Penn Valley will be able to staff a second ambulance which benefits the entire county. This staffing will also help with fire suppression activities. For more information, the website protectpennvalley.org has been established. Chief Wagner asks that all interested board members attend the kickoff events, and DW will call board members in for the LWW event. DT asked about ambulance coverage, and Chief Wagner talked about how far our ambulances are covering (La Porte, Marysville, etc.) This assessment will ensure we have two ambulances in the area so that the transports can be accommodated while supporting the needs of Nevada County. Chief Wagner asks for the support of the Fire Safe Council. RN asked that the citizen's committee be able to indicate the FSC supports this measure as the FSC has always supported these measures in the past without need for a resolution. DT felt it was appropriate to support this assessment, though attendance or perhaps a letter.
4. The meeting minutes from the February Executive Finance Committee meeting were **approved by affirmation.**
5. **Financial Committee Update.** DW pointed out again that the losses that appear on the financials are not true losses. FSCNC receives advances for projects which show as a liability, then work is performed on projects and invoiced. EDJ stated that the accountant updated the financials the night prior to this meeting and indicated there was \$400k in receivables which arrived today, March 12th. Therefore, FSCNC is approximately \$171k in the black. JS will ensure that DW has access to the QuickBooks Online account so that he can view the most current information, and a revised financial will be sent out to the group.
 - a. Banking and Credit Cards. DW expressed his satisfaction with Tri Counties Bank in many areas but has found their credit card management system lacking in that posting of payments is delayed. This results in late fees, which then need to be reversed, taking valuable staff time. In addition to this challenge he feels it would be good to move some of our banking activities to a national brand with national banking abilities, such as Wells Fargo. He would like a resolution drafted for the next board meeting as this is a significant action and it will be required in order for FSCNC to open new bank accounts. ET mentioned

Wells Fargo had some recent legal activity that was unfavorable and recommended Chase. JS found Chase and Wells Fargo equal as a customer with both. RN moved that a resolution be drafted to open credit card and other business accounts at a national brand bank, to be determined by DW with input by EDJ. The motion was seconded by DT and passed unanimously.

6. Chairman Update.

- a. ED/Key Man Insurance. This has been completed and insurance is secured, pending passing of the medical exams. DW recommended we use the same company for both policies. JS signed the applications for policies of \$1M for key man at a 10-year term and \$1M policy for personal life insurance. JS brought up some concerns about tax liability for payment. EDJ needs to pay for it and get reimbursed.
- b. Fire Season Guide. The committee will keep the same number of pages but will revise to make it cleaner and less wordy. The County will contribute toward the Evacuation Guide and the back page of that pull-out section a calendar of preparedness activities. A 17th page will be needed for information suggested by Ann Westling, which leaves three pages for paid advertising, which will be solicited from reputable and relevant companies. It's hoped that \$250 for a business card sized ad will provide for additional copies of the Guide to be printed and distributed. Distribution challenges are posed because not everyone gets a copy of the Union. FSCNC can provide copies to associations, local businesses, and advertisers for wider distribution. RN offered to purchase an ad space. JS is soliciting the ads. ET asked if PG&E will contribute this year. JS will ask PG&E for information related to generator use, but what PG&E provides is up to them. DT stated the committee is a new group, with many new ideas. Marty Main, coordinator, is moving and this will likely be his last year to coordinate such.
- c. Policy Review Committee. JS will look at resolution file to determine what policies have been put in place.
- d. ED Performance Evaluation. JS would like board evaluations to go out in March, for discussion in April, as the review process was so slow last year. PW and JS will revise the evaluation form, as the current form is lacking and that the board go with their recommendation on the form. JS asked that the EDJ stated the first budget round will go out in May to provide for any salary adjustments. The Board will be asked in closed session to complete the form at the next meeting, rather than asking the Board to fill out the evaluation forms via email. JS will provide copies of the agency partner requests for reference, as well.
- e. (not on agenda) WUI Drill Update. DT passed around a copy of the WUI Drill agenda and discussed the activities that are planned. He asked some board members and others to assist with mentoring the residents as the drill takes place. DT would like Board members to attend and observe. JS suggested FSCNC take a video of the event to share with the public. Ann Westling is on the communications committee for that kind of activity and JS will connect with her.

7. Executive Director Operations Update.

- a. ED Life Insurance. Covered in Chairman's update.

EDJ took the opportunity to share the Ponderosa West project video with the committee, though it has not officially been released by the County but is being played in San Diego at a conference. EDJ stated this project is being used as a model for other projects around the state, due to its success and environmental stewardship for protected species. RN stated he would like to see the video on public TV, communicating the message of a shaded fuel break vs. fire break was important to communicate as the message is that this kind of activity is actually helpful for the environment. In the entire 1200 acres of the project, there were only 5 denials of access and a total of 15 acres and 100 acres whose owners have not yet responded. The board was very impressed with the video and offered tremendous praise.

- b. Equipment Update. Financial report reflects the \$100k purchase of a track chipper which has been delivered and which pays for itself with its usefulness on the Ponderosa project. The Subaru has arrived and needs to have a logo added to it. The chipper bed-box is delayed due to volume of orders recently.
- c. Staffing Operations Update. Nala has moved from office to field operations. JS is currently volunteering 5 days a week in the office to help with the PM responsibilities, and will soon fill the open Programs Manager and will step down from the board to become an employee. Personal circumstances in her life will eliminate many of her volunteer hours per week and the FSCNC thought she would be a good fit for

their open position. JS will continue with many of the Secretary functions without voting privileges, until a replacement is found for the Board seat. EDJ would like her to continue to assist the board and ensure a smooth transition from board to employee, with the absence of voting privileges. RN asked whether JS could function as both, but EDJ indicated there would be some obstacles for that. DT asked that the Nominating Committee convene to find a replacement, and that he had spoke to Warren Knox to fill that open position. JS offered to attend meetings (except for closed sessions) and take notes until such time as a Secretary is appointed. JS offered to continue to serve on committees regarding documentation. BD asked that the Board not load up Warren should he be appointed. DT asked that announcements go out asking for Secretary applicants. EDJ assured the board that JS would continue to assist, as appropriate. PW stated that much of what JS does could be done as a staff member, if needed. BD indicated Warren would be a good fit and is very talented.

EDJ informed the board that a field employee was clocking in from home and that would likely result in termination. She indicated an outsource HR department was being contracted to assist with all HR matters, including onboarding of new hires and terminations. They provide expert HR services and will assist with employee manuals and policy documents. An HR audit will occur this week to determine needs. Service is \$200/month currently and will increase to \$300 at the twenty-employee threshold. This will be a substantial savings over the hours spent by staff on these issues. RN discussed the implications of too much documentation vs. California being an at-will state. EDJ discussed the merits of a probationary period for employees and assured the board that this is a good and cost-effective solution.

EDJ has found a promising health insurance plan when that is required.

- d. Programs Update. There are 3 sites secured for Green Waste and will receive material Sat-Sun, including Rise Gold, Penn Valley Community Foundation, and the NID site in Alta Sierra. ASPOA usually has one weekend of green waste collection. If we assume their site, we can expand this to four weekends, including the last two weekends of May and first two weekend of June. The goal is to collect 1000 tons of waste this year, and truck Alta Sierra waste to either GV or PV for chipping, then open the sites to the public for distribution of chips on Fridays. FSCNC will conduct outreach and a survey to determine chip demand, and potentially haul leftover chips to that site for use with erosion control. PW reiterated the need to communicate restrictions on placing chips on a property adjacent to structures. Volunteers will be used to spot invasive species as loads come in. RN has announced a recurring program for green waste drops. He asked whether FSCNC would restrict green waste for residents and prevent landscaping companies from dropping waste. EDJ spoke about the benefit that the community receives from removal of green waste and stated that it's impossible to determine whether the green waste that a landscaping company brought was a result of clearing defensible space while under the hire of a resident, or not. Essentially, and green waste removed and processed is of benefit to the community. RN expressed his concern for the property owners, who may be paying landscaping companies for waste removal.

The Children's Health and Safety Carnival will use May 2nd from 11-4 and Firewise communities will likely use this as their Wildfire education day. EDJ asked that the board participate in the booth and at the event. Terry McMahan will serve as fire agency liaison, and Mike Steele as law enforcement liaison. ET asked whether the animal evac would participate and EDJ indicated they were invited. Gold level sponsors like Suburban Propane would be solicited. The budget this year is a nominal \$2600 plus \$1k from FSCNC, down from several years previous. A new committee is working on it, including county representation, FSCNC and Kiwanis (Al Schafer).

8. **Offsite Review.** DT asked for an "after-action review" from the board. DT stated that the facilitator worked hard to create a plan for the meeting, and many folks responded to her inquiries. He felt those who didn't respond was a red flag. JS stated she appreciated the opportunity to define our priorities as an organization which would

help the organization to establish focus both internally and externally. PW stated that he appreciated the discussion about director involvement vs staff responsibilities. DT asked what could be done next time. EDJ brought the offsite notes on screen for the board to review in discussion. Including priorities. JS suggested it be included in the board packet for the next meeting. EDJ suggested the vision needs help and PW suggested it be improved before the next meeting. JS agreed to assist on that. PW thought we could have done a better job to get to know each other. JS appreciated the opportunity for team building and spending time together to candidly discuss the state of FSCNC. She didn't feel that we had adequately discussed our relative strengths in our bios. EDJ suggested we ask a Board member be highlighted at meetings so people know each other. JS suggested a skills matrix, and then realized that was assigned to her after the offsite. She said she'd compile that matrix for the next meeting. DT would like to discuss the outcomes at the next board meeting and EDJ said we could discuss it at the next meeting. She would also like the priorities included in the next board packet.

9. **Adjourn.** The meeting was adjourned at 11:35 a.m. by a motion made by JS and a second made by DW, which passed unanimously.

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 March 12th, 2020 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

FIRE SAFE COUNCIL OF NEVADA COUNTY
PUBLIC NOTICE AND AGENDA OF JOINT
EXECUTIVE/FINANCE COMMITTEES MEETING

Notice is now given that a regular EXECUTIVE/FINANCE Committees meeting of the Board of Directors' has been called by DONN THANE, Chairman, and will be held on **Thursday, April 9th, 2020**, at **9:30 a.m.** via Zoom teleconference for the following purposes specified herein the Agenda.

ROSTER:

Donn Thane, Chairman
Rick Nolle, Vice-Chairman
Dave Walker, Treasurer

Pete Williams, Director
Hank Weston, Director
Eric Trygg, Director

Jamie Jones, Executive Director
Julie Siegenthaler, Program Manager

- 1) CALL TO ORDER**
- 2) ROLL CALL**
- 3) PUBLIC COMMENT**
- 4) MEETING MINUTES**
 - a) Approval of Minutes from the March 2020 Executive/Finance Meeting
- 5) FINANCE COMMITTEE UPDATE**
 - a) Draft of Resolution for Banking Change
- 6) CHAIRMAN UPDATE**
 - a) Filling Secretary Position
 - b) Firewise Communities
 - c) DSAV Training – on hold
 - d) Fire Season Guide
 - e) WUI Drills
 - f) Policy Review Committee
 - g) ED Performance Evaluation
- 7) EXECUTIVE DIRECTOR OPERATIONS UPDATE**
 - a) Equipment
 - b) Budget
 - c) Projects
 - d) Grant Applications
 - e) Operations
 - f) Membership
- 8) ADJOURN TO CLOSED SESSION (If necessary)**

Closed Session:

- 1) ADJOURN**

FOR FUTHER INFORMATION regarding this meeting, please contact Donn Thane, Chairman, at 530-575-0566 or 6dthane@gmail.com. You may also contact Dave Walker, Chair of the Finance Committee at 530-362-0614 or dwalker.assoc@gmail.com.

AFFIDAVIT OF POSTING

Meeting Notice/Agenda of this Executive/Finance Committees meeting of the Fire Safe Council of Nevada County 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

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. Total time allocated for public comment on particular issues is limited. The meeting is accessible to the physically disabled.



Fire Safe Council of Nevada County Executive/Finance Board Meeting Minutes
Fire Safe Council, 143B Springhill Drive, Ste. 13, Grass Valley, CA 95945
Thursday, April 09, 2020 at 9:30 A.M.

Board Members in Attendance:

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

(HW) Hank Weston
(ET) Eric Trygg, Director
(EDJ) Jamie Jones, Executive Director
(JS) Julie Siegenthaler, Program Manager

Guests: None

1. The meeting was **called to order** at: 9:34 am.
2. **Roll call** was taken and is reflected above.
3. **Public Comment.** There were no public comments.
4. **Minutes.** DW made a motion to approve the minutes from the March Executive Finance Committee meeting, and a second was made by HW. The minutes were **approved unanimously**.
5. **Financial Committee Update.** DW announced that the reporting method will move to Closed Books, and the reports given are as of the end of February. This delay in reporting will provide the most accurate information as the reports will reflect true-ups that come after advances and billing. The statement shows \$1.4M in revenue from the Ponderosa project, as paid out for work performed. There are \$488k in advances as a liability and much of that is entered into A/P but has not yet been paid out. FSCNC is moving to a monthly close out, rather than the less frequent close outs by the County, so that monthly financial reports are more reflective of the current state of project costs. This will eliminate any confusion that stems from what looks like large assets and large liabilities due to grant funding cycles. DW inquired whether the totals reflect admin costs, and EDJ confirmed they do. The profit on this project is \$110k, which paid for the track chipper being used on the project. This format will provide better transparency as it comes directly from QuickBooks. DT commented that three sets of eyes are on this financial reporting process and is very comfortable with his ability to respond to inquiries regarding financial reports.
 - a. Resolution Draft for Banking Change. Suggested edits were made for the signatures required and should be limited to officers and the Executive Director and Executive Director. JS will update the proposed resolution. DW would like the ED to be able to fill in the bank name, and JS stated this will be completed before we submit this to the board for approval. RN inquired about whether we would be adding a new bank or closing out another bank. EDJ stated this resolution is to add a bank, but the Sierra Central Credit Union account has been idle for six years and will be closed out. Other financial institutions remain the same. DW indicated his preference for using local banks as much as possible. RN made a motion to approve this resolution with changes noted to the Board for final approval and a second was received by DW. **The motion carried unanimously.**
6. **Chairman Update.**
 - a. Filling the Secretary Position. DT stated JS has vacated her board position and is employed by the Fire Safe Council. PW detailed the process being used by the Nominating Committee and has received an application from Warren Knox. As there were no other applications, and the committee has confidence in the skillset possessed by Warren, he is being recommended by the Committee as their candidate to fill the Board seat previously held by JS, and to fill the vacant Secretary position. The Executive Committee accepted the recommendation. RN moved to recommend Warren to the full board for appointment to the vacant positions of Director and Secretary. HW seconded the motion and it **carried unanimously**.

- b. Firewise Communities. Bob Long is working on an online meeting for next week via Zoom. ET mentioned there would be a YubaNet town hall today, and EDJ stated she was scheduled as a panelist for that call. ET stated that his son was now a regular spokesperson for the County on KNCO and this week's topic would be how best to use our time spent at home – specifically defensible space. EDJ stated there would be a 1pm interview on KNCO that she would be participating in as well.
- c. DSAV Training. No trainings will be held for new advisors this summer, and the focus will be on getting current advisors fully trained. The next new advisor training would likely be in December. PW stated we need to focus on getting more DSAV requests. JS stated that FSCNC is looking at monthly communications with the list of known contacts which might be useful in spreading the word about requesting visits. PW commented that monthly communications could help ensure consistency and accuracy would be helpful to connect advisors and JS clarified that the monthly communications would not be limited to advisors. EDJ offered the use of Zoom to connect advisors via webinars in lieu of in-person training until we're ready to return to the field.
- d. Fire Season Guide. JS reported that the response to advertising solicitation has been positive and will offer double business card sized ads for \$250 in addition to business card sized ads for \$150. Content is coming together nicely and regular contributors have submitted their artwork. JS has worked on page layouts because she has a background in graphic design and can do the work in-house. Susan Rogers has taken on much of the writing tasks and is a big help. JS is talking about submitting mid-May for printing and asking people to finalize contributions at the beginning of May. The extra time will help us ensure the WUI drill information is accurate as the COVID-19 restrictions may change the drill format somewhat. ET asked if the Children's Health and Wildfire Safety Carnival has been postponed, and what is the impact on the Red Zone event. JS stated that fundraising committee will speak again on May 5th and that it's too early to pull the plug on the Red Zone affair. DT thanked the committee for their hard work and believes this year's Guide will be better than years' past.
- e. WUI Drills. DT stated that Matt Wallen believes the drills are in a holding pattern for now and are still planned. EDJ stated the drills are part of technical training for Fire personnel. The change may be in public engagement. DT stated this is a Type 3 Incident Management Team event and is a good practice event for this team of 15-20 individuals for planning for large fires and agreed that the component most likely to change is public involvement.
- f. Policy Review Committee. DT asked what progress was made by JS on this. She has looked at the resolution list and has not yet found it helpful. She will work with Billy Spearing to find existing policy documents. EDJ informed the board that the Safety Plan is nearly complete and that she has outsourced HR and the service provides an employee manual for internal operations, which are almost complete at this time. PW indicated the dollars were very well spent on this service.
- g. ED Performance Evaluation. PW has developed a timeline for the review process with input by DT and JS. PW shared the process, walking the group through it, and shared the proposed form. JS suggested the initial steps be moved (1-3) up a month to ensure a decision about a pay increase can be held in time to coordinate with budgeted dollars. PE expressed concern that moving the timeline up may cut off a quarter of the fiscal year. JS responded that the review need not strictly follow the fiscal year but could include data from the 4th quarter of the previous year, and that by the 3rd quarter of a fiscal year all would have a good idea of where the organization was headed. EDJ suggested every category get moved up an entire year to avoid special meetings and PW would revise the process timeline. JS suggested the board hold a closed session in April to have the board complete the forms together. PW stated that it would be easier to work with individual responses when we are no longer under stay at home orders. The form was based on information from the CNL. A discussion was held about the rating categories and HW thought there should be more levels of evaluation, but they were simplified to four options. The current year goals would remain the same list as those in the last review cycle and will be modified, if needed, for the new fiscal year. The Chairman will determine the pay increase based on collective feedback from the board. JS will send the new form with stated goals to the Board for use at the next meeting.

7. Executive Director Operations Update.

- a. Equipment. The chipping vehicle with bed box is completed, and Billy will pick it up in Idaho. EDJ didn't want anyone flying to pick the truck up. It should be here next week.
- b. Budget. The budget is a working document right now and there are no categories that are out of budget.
- c. Projects. Ponderosa recap was sent out. Green waste is a partnership between FSCNC and NC OES who will offer a \$48k grant to expand the program. There's potential for NSAQMD to partner in order to reduce burning during this time of a respiratory illness pandemic. They will potentially reallocate \$182k to expand green waste collection and to fund chipping for 15 weeks of chipping and AFN clearing (1 home per week). JS reported the dates will be the last two weeks in May and first week in June without the NSAQMD funding, and for three additional weeks in June with the funding. The sites include the Rise Grass Valley site, the NID site in Alta Sierra, and site TBD in Penn Valley. We're investigating use of the Penn Valley Rodeo Grounds instead. Green waste will be collected each Sun-Tues during the event, the move, chip/grind on Wed-Thurs, and provide for chip pickup Fri-Sat at the Rise and PV Rodeo sites. Loads will be screened for invasive species. RN inquired about how we screen for commercial use. JS said they would monitor somewhat, but it's difficult to know whether a landscaper was bringing material as a result of being hired to create defensible space.
- d. Grant Applications. A Prop 68 funding with the CCC is in process, as well as an application for a grant through the County, and Cal Fire (also Prop 68/CCC) are being applied for. A Block grant is coming online delayed from last year. The money was through Cal Fire, but there were challenges in disbursement. It was supposed to be \$100k per year for three years, awarded to each County for Fire Safe Council coordination efforts. Those funds would go to FSCNC, if awarded. Because the grants must be spent within three years, and there was a year delay, the amounts will likely increase to \$150k per year for two years, beginning next fiscal year.
- e. Operations. EDJ used the new HR service to terminate two non-performing employees who didn't want to work even though FSCNC is an essential service. Hiring is taking place for chipping and will be funded by the NSAQMD grant. The chipping supervisor has given 2 weeks' notice and that position will be filled.
- f. Membership. A communication plan has been drafted and will be rolled out starting next month, pending the completion of green waste planning. A new membership offering will be rolled out potentially in September for January renewals and communications will be tailored to communicate the value of membership.
- g. (Not on agenda). PW asked if there would be any event to commemorate a celebration for Bill Drown. JS said she would inquire of the family and report back. RN suggested we find a way to recognize his contributions and service. EDJ suggested we use the board photo recently taken to create a plaque for the family. The photographer was going to reach out to see if she could photograph the family.

8. Adjourn. The meeting was adjourned at 11:06 a.m. by a motion made by RN and a second made by DW, which passed unanimously.

9. Adjourn to Closed Session. No closed session took place.

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 April 9th, 2020 and were approved by the Board of Directors.

Julie Siegenthaler, Program Manager

Date

Management Report

Fire Safe Council of Nevada County, Inc
For the period ended February 29, 2020



Prepared on
April 22, 2020

Table of Contents

Statement of Activity3

Statement of Financial Position6

Statement of Activity

July 2019 - February 2020

	Total
REVENUE	
41100 Federal Grants	129,598.53
41300 Local Government Grants	53,576.00
41400 Business Private Grants	149,447.49
43000 Donations - Chipping	27,561.08
43500 Donations - General	9,855.83
44000 Fundraising	10,891.55
44500 Memberships	10,789.00
Firewise Community Services	4,800.00
Gain of Sale of Assets	3,000.00
Project Revenue	1,457,497.57
Total Revenue	1,857,017.05
GROSS PROFIT	
	1,857,017.05
EXPENDITURES	
15001 Small Tools & Equipment	12,425.67
52000 Payroll Fringe Expenses	
52100 Payroll Taxes	42,119.92
52200 Health Insurance	3,530.12
52350 Holiday Pay	10,688.40
52375 Vacation Pay	5,755.82
52390 Sick Pay	7,871.06
52400 Workers Comp Expense	31,718.15
52500 IRA Contributions - Company Match	7,420.14
Total 52000 Payroll Fringe Expenses	109,103.61
60000 Administrative	
64200 Accounting fees	14,850.00
64300 Professional Services- Contract	4,378.39
64401 Webmaster	1,424.61
64410 Payroll Service Fee	1,715.50
64450 Advertising	5,327.98
64500 Rent Expense	14,587.59
64600 Telephone	7,217.58
64700 Utilities	3,334.93
64800 Postage	846.90
64900 Office Expense & Supplies	35,141.75
64910 Computer Software	4,448.55
65000 Printing & Copying	3,838.19
65100 Permits and Licenses Expense	689.24
65150 Repairs and Maintenance	2,443.97
65160 Carpet Cleaning	525.00
Total 65150 Repairs and Maintenance	2,968.97
65200 Training	580.00

	Total
65300 Travel and Meals	4,351.97
65360 Automobile	45.99
65361 Auto repairs	4,862.29
Total 65360 Automobile	4,908.28
65400 Meeting and Program Expenses	2,357.14
65525 Insurance	2,981.93
65550 Insurance - Liability, D and O	5,382.73
65600 Dues and Subscriptions	744.99
65800 Bank Charges	1,475.00
65900 Merchant Services Fees	1,161.68
66000 Depreciation Expense	36,215.62
Total 60000 Administrative	160,929.52
64911 Computer Repairs and IT support	2,108.94
70000 Program Expenses	
71000 Payroll Wages	361,912.34
74100 Contractual - Services	23,727.51
74300 Fuels Reduction Contracting	0.00
74350 Ponderosa West- Subcontractors	1,321,742.59
74360 Contractual - Services Internal Projects	-348,440.00
Total 74300 Fuels Reduction Contracting	973,302.59
74800 Postage	111.50
74900 Office Expense & Supplies	19,902.62
74910 Reflective Address Signs	4,900.69
74950 Chipping Program Supplies	26,712.01
75000 Printing and Copying	1,122.90
75100 Permits and Licenses Expense	418.40
75200 Training and Seminars	390.79
75250 Public and Community Outreach	2,754.15
75300 Travel and Meetings	2,346.16
75400 Auto Expense	693.32
75450 Auto Exp - Gas/Mileage/Other	12,105.05
76000 Depreciation Exp - Program	611.05
76001 Auto Extended Warranty	10,250.00
Total 75400 Auto Expense	23,659.42
75600 Dues and Subscriptions	150.00
76500 Fundraising Expense	499.99
77000 Donations and Contributions	26.22
Total 70000 Program Expenses	1,441,937.29
79010 Bank Service Charges	453.40
Reimbursements	
Cell Phone Reimburse	1,350.00
Health Benefit Reimb	9,375.00
New Health Insurance	250.00
Per Diem	1,000.00

	Total
Total Reimbursements	11,975.00
Total Expenditures	1,738,933.43
NET OPERATING REVENUE	118,083.62
OTHER REVENUE	
80000 Interest Income	1.89
Total Other Revenue	1.89
OTHER EXPENDITURES	
81000 Interest expense - general	7,201.08
Total Other Expenditures	7,201.08
NET OTHER REVENUE	-7,199.19
NET REVENUE	\$110,884.43

Statement of Financial Position

As of February 29, 2020

	Total
ASSETS	
Current Assets	
Bank Accounts	
10000 Tri Counties Bank	0.00
10001 Checking Tri Counties #9854	-21,064.26
10010 Tri Counties - Donations #7356	122,353.21
10015 Tri Counties - Grants Account	119.86
Total 10000 Tri Counties Bank	101,408.81
10025 Sierra Central Credit Union	
10030 Sierra Central - Money Market 0837	689.79
10040 Sierra Central - Savings	170.44
Total 10025 Sierra Central Credit Union	860.23
10050 - West America Bank	0.00
10055 - West America #8159	504.09
10060 - West America #8167***	282.79
Total 10050 - West America Bank	786.88
Total Bank Accounts	103,055.92
Accounts Receivable	
11000 A/R - Projects	200,000.00
Total Accounts Receivable	200,000.00
Other Current Assets	
12000 Employee Receivable	673.94
13000 Prepaid Insurance (Auto, D&O)	6,933.65
13100 Prepaid Deposits - WC	871.00
13200 Prepaid WC Premium	8,255.40
14900 Undeposited Funds	2,422.00
Total Other Current Assets	19,155.99
Total Current Assets	322,211.91
Fixed Assets	
15000 Field Equipment	314,413.51
15100 Office Equipment and Computers	6,420.12
17000 Accum Deprec - Equipment	-165,490.70
Donated Office Furniture	2,000.00
Vehicles	282,096.66
Total Fixed Assets	439,439.59
TOTAL ASSETS	\$761,651.50
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20101 Accounts Payable	14,620.81

	Total
Total Accounts Payable	14,620.81
Credit Cards	
21050 Tri Counties Credit Card 1029	2,059.67
21075 Tri Counties Credit Card 1011	901.95
21080 Westamerica Credit Card #4854	8,482.99
Total Credit Cards	11,444.61
Other Current Liabilities	
21200 Accrued Expenses	16,405.25
21500 West America Credit Line	60,302.90
21750 Tri Counties Credit Line #960	20,000.00
22000 Payroll Liabilities	1,249.11
22100 Accrued Vacation	6,654.12
22125 Workers Comp Payable	30,511.72
22300 401K Plan Payable	5,891.33
CA PIT / SDI	2,513.86
CA SUI / ETT	5,340.80
Federal Taxes	15,424.67
Total 22000 Payroll Liabilities	67,585.61
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	322,402.43
Total Other Current Liabilities	488,101.09
Total Current Liabilities	514,166.51
Long-Term Liabilities	
25401 Loans Payable - Tri-Counties Loan No 6020025260	34,659.24
25402 Loans Payable - Tri-Counties Loan No 6020025360	34,659.24
25403 Loans Payable - Tri-Counties Loan No 6020025460	39,537.38
25404 Loans Payable - Tri-Counties Loan No 6020025560	38,609.48
Total Long-Term Liabilities	147,465.34
Total Liabilities	661,631.85
Equity	
38000 Restricted - Ops/Equip Reserve	36,000.00
39000 Retained Earnings	-71,155.98
Prior Year Adjustments	24,291.20
Net Revenue	110,884.43
Total Equity	100,019.65
TOTAL LIABILITIES AND EQUITY	\$761,651.50



Fire Safe Council of Nevada County
P.O. Box 1112
Grass Valley, CA 95945
Phone (530) 272-1122
Fax (530) 648-1122
www.areyoufiresafe.com

Board Resolution

A certified copy of the relevant extract from the minutes of the Meeting of the Board of Directors of the Fire Safe Council of Nevada County, held on April 23rd, 2020 via teleconference due to the stay-at-home orders issued in response to the COVID-19 pandemic, and with a quorum present.

Whereas, Fire Safe Council of Nevada County conducts business transactions nationally;

Whereas, the requirement for national financial transactions necessitates the services of a nationally recognized banking institution;

Now, therefore, be it resolved that the Board of Directors of the Fire Safe Council of Nevada County hereby authorizes:

Jamie Jones, Executive Director, to act on behalf on the Fire Safe Council of Nevada County in entering into a service agreement that includes checking accounts, savings accounts, credit cards, and lines of credit with Bank of America; and to have signature authority for such accounts. Additional signatories include all Directors holding an officer position for the Fire Safe Council of Nevada County, who can sign for and perform any and all responsibilities in relation to such agreement.

Approved: April _____, 2020
Location: 143B Springhill Drive, Grass Valley, CA 95945

Signed:

Donn Thane, Chairman

_____, Secretary

Rick Nolle, Vice Chairman

Jamie Jones, Executive Director

Dave Walker, Treasurer



Fire Safe Council of Nevada County
P.O. Box 1112
Grass Valley, CA 95945
Phone (530) 272-1122
Fax (530) 648-1122
www.areyoufiresafe.com

Excerpts from the Board Retreat Notes

February 29th, 2020

Programs

Fire Safety

- Fuels Reduction/Modification Projects
- Roadside/Residential Chipping
- Green Waste Removal
- Reflective Signage

Education / Outreach

- Increasing Firewise Communities
- Defensible Space Advisory Visits
- Speakers Bureau
- Community Engagement Opportunities

Ensuring Organizational Stability

- Increasing Membership
- Fundraising
- Marketing
- Volunteer Program

Committees

Finance and Executive – Standing
Dave, Julie, Pete, Eric, Hank, Rick, Donn

Membership and Fundraising – Ad Hoc
Rick, Julie, Wanda, Bill, Eric

Policy and Procedures – Ad Hoc
Jamie, Julie, Pete, Donn

Education and Outreach – Ad Hoc
Janeth, Wanda, Alan, Program Manager

CWPP – (Ad Hoc)
Jamie, Donn, stakeholders e.g. OES

Personnel – Ad Hoc

Board Nominations – Ad Hoc

All committee chairs are Board members and that Committees will have agreements (signed by committee members) that describe duties and responsibilities. Committees will make recommendations to the full Board for consideration.

FREE RESIDENTIAL GREEN WASTE DISPOSAL

MAY 17
THROUGH
JUNE 27

FREE GREEN WASTE DISPOSAL

Sunday - Tuesday | 9am - 3pm

Acceptable green waste: Residential green waste, biomass consisting of all tree and plant trimmings, weeds, leaves, branches.

Unacceptable items: Commercial green waste, Scotch broom, poison oak, Himalayan blackberry, items with a diameter greater than six inches, tree stumps, and root balls.

Absolutely no household waste or trash.

FREE WOOD CHIP PICK UP

Friday & Saturday | 9am - 3pm

Why Wood Chips? Wood chips aren't safe within the first 30 ft of your home, but they can help with soil enrichment, erosion control, weed suppression, and water retention elsewhere on your property.

More info: ReadyNevadaCounty.org/greenwaste



LOCATIONS

- ALTA SIERRA**
NID Site
12057 & 12079 Francis Dr.
Grass Valley, CA
- PENN VALLEY**
Penn Valley Rodeo Grounds
10531 Spenceville Rd,
Grass Valley, CA
- GRASS VALLEY**
Rise Gold Site
12625 Brunswick Rd,
Grass Valley, CA

A special thanks goes to NID, Penn Valley Rodeo Grounds, Penn Valley Fire Protection District, and Rise Gold for lending their properties for this program!

VOLUNTEER

Support fire prevention

This program is fueled by the generosity of dozens of volunteers in our community.

If you are interested in participating, please register to volunteer at:

volunteerhub.connectingpoint.org

Please note, we are implementing diligent safety measures to mitigate the spread of coronavirus.

Due to COVID-19, this event will be contact-free.

Please stay in your vehicle and follow the cues of the staff and volunteers inspecting truck loads and directing traffic.

FIRE SAFE COUNCIL OF NEVADA COUNTY
BOARD ROSTER
As of 04/23/20

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							
Director	Doerr	Alan	Nevada City	530-274-8417	530-559-3090	avdoerr@gmail.com	GIS Specialist
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	pacifictac@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



2020 Calendar

4-May	National Firefighter Appreciation Day	
5-May	Firewise Coalition Meeting 5:30pm	Nevada County Assoc of Realtors
14-May	Executive/Finance Committee Meeting 9:30am	Fire Safe Council
17-May	Green Waste Begins (6 weeks)	
25-May	Memorial Day - Office Closed	
28-May	Board of Directors Meeting 10:00am	Video Conference
31-May	WUI Drill Banner Mtn/Cascade Shores 8am-4pm	
1-Jun	National Safety Month	
2-Jun	Firewise Coalition Meeting 5:30pm	Nevada County Assoc of Realtors
11-Jun	Executive/Finance Committee Meeting 9:30am	Fire Safe Council
25-Jun	Board of Directors Meeting 10:00am	Madelyn Helling Library
27-Jun	Green Waste Ends	
28-Jun	WUI Drill 6B Ranch/Wolf Mtn/Sherwood Forest/Ponderosa 8am-4pm	
3-Jul	Independence Day Observed -Office Closed	
7-Jul	Firewise Coalition Meeting 5:30pm	Nevada County Assoc of Realtors
4-Aug	Firewise Coalition Meeting 5:30pm	Nevada County Assoc of Realtors
8/12-16/2020	Nevada County Fair	Fairgrounds
13-Aug	Executive/Finance Committee Meeting 9:30am	Fire Safe Council
21-Aug	National Senior Citizen Day	
27-Aug	Board of Directors Meeting 10:00am	Madelyn Helling Library
8/28-29/2020	Red Zone Affair	
1-Sep	Firewise Coalition Meeting 5:30pm	Nevada County Assoc of Realtors
1-Sep	National Preparedness Month	
7-Sep	Labor Day - Office Closed	
10-Sep	Executive/Finance Committee Meeting 9:30am	Fire Safe Council
24-Sep	Board of Directors Meeting 10:00am	Madelyn Helling Library
6-Oct	Firewise Coalition Meeting 5:30pm	Nevada County Assoc of Realtors
8-Oct	Executive/Finance Committee Meeting 9:30am	Fire Safe Council
12-Oct	Columbus Day - office closed	
22-Oct	Board of Directors Meeting 10:00am	Madelyn Helling Library
22-Oct	Board Elections	Madelyn Helling Library
28-Oct	National First Responder Day	
3-Nov	Firewise Coalition Meeting 5:30pm	Nevada County Assoc of Realtors
11-Nov	Veterans Day - Office Closed	
13-Nov	Executive/Finance Committee Meeting 9:30am	Fire Safe Council
19-Nov	Board of Directors Meeting 10:00am	TBA
26-Nov	Thanksgiving - Office Closed	
27-Nov	Thanksgiving - Office Closed	
1-Dec	Firewise Coalition Meeting 5:30pm	Nevada County Assoc of Realtors
25-Dec	Christmas - 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