



# **FireSafe** **COUNCIL**

**Board of Directors' Meeting**

**August 27, 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](http://www.areyoufiresafe.com)

<b>Board of Directors' Meeting</b>		<b>Thursday, August 27, 2020</b>
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**FIRE SAFE COUNCIL OF NEVADA  
COUNTY  
BOARD OF DIRECTORS' MEETING  
PUBLIC NOTICE & AGENDA**

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

Notice is now given that a regular meeting of the Board of Director's has been called and will be held on **Thursday, August 27th, 2020, at 10:00 a.m. via Zoom 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 Meeting Minutes from June 25<sup>th</sup>, 2020 Board Meeting **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 EXECUTIVE/FINANCE COMMITTEE – Don Thane
  - a. Financial Report as of May 31<sup>st</sup>, 2020 - Dave Walker
  - b. Repackaging and rebranding of the Chipping Program as a "Low Cost" program. **Action**
  - c. Next Meeting: Thursday, Sept 10, 2020 at 9:30 am via teleconferencing
7. REPORT OF THE CHAIRMAN OF THE BOARD – Donn Thane
  - a. Executive/Finance Committee Meeting Report
  - b. Installation of FSC Nominating Committee for 2020. **Action**
  - c. FSC Board Training on Brown Act, Conflict of Interest, Ethics and Sexual Harassment  
Scheduled Thursday, **August 27<sup>th</sup>, 2020 -- 1:00 pm to 3:00pm**  
A Zoom conference will be available for individuals that cannot be present due to Covid19 limitations.
  - d. Board Member Participation Recording –
  - e. Next Meeting: Thursday, Sept. 10, 2020 at 9:30 am via teleconferencing.
8. REPORT FROM THE EXECUTIVE DIRECTOR – Jamie Jones
  - a. Old Business: Resolution: Tax Exempt Status for FSC -- **Action**
  - b. Staffing & Office Operations Update
    - i. Update on staff benefits package
    - ii. Legal waivers on customer and volunteers (DSAV's) under State protocols
  - c. Grant Applications Update
  - d. Project Update
    - i. 2020 Greenwaste
      1. Project report
      2. Project funding issues
      3. Budget adjustments – **Action**
    - ii. Lake Wildwood Firewise Community recertification -- **Action**
  - e. Funding/Membership Update
  - f. Programs Update – Newsletters, DSAV virtual training
9. DIRECTORS COMMENTS – Information

## 10. ADJOURNMENT

**NEXT BOARD MEETING: Thursday, September 24, 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](mailto: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](http://www.areyoufiresafe.com)

200601



## Fire Safe Council of Nevada County Board of Directors Meeting Minutes

Fire Safe Council Office, 143B Springhill Dr., Grass Valley, CA

Date and Time: Thursday, June 25, 10:00 AM via teleconference

### In Attendance:

#### **DIRECTORS**

(DT) Donn Thane, Chairman

(RN) Rick Nolle, Vice-Chair

(DW) Dave Walker, Treasurer

(WK) Warren Knox, Secretary

(AD) Alan Doerr, Director

(SE) Steve Eubanks, Director

(SH) Sue Hoek, Director

(JM) Janeth Marroletti, Director

(WM) Wanda Mertens, Director

(ET) Eric Trygg, Director

(DW) Don Wagner, Director

(HW) Hank Weston, Director

(PW) Pete Williams, Director

(EDJ) Jamie Jones, Exec Director

**Visitors:** There were no visitors.

#### **1. CALL TO ORDER, ROLL CALL**

Meeting called to order by Chairman Thane at 10:00 AM via Zoom teleconference.

All Directors listed above were in attendance.

#### **3. MEETING MINUTES:**

DW moved that the minutes be approved as written. RN seconded and the motion passed unanimously.

#### **4. PUBLIC COMMENT – No public was present.**

#### **5. AGENCY/PARTNER REPORTS – (Please limit to 3-5 minutes)**

1. NSAQMD – David Nichols reported that to date no days have exceeded the AQ standards so that forestry burning has continued. JDJ expressed deep appreciation with support and assistance from NSAQMD on the Green Waste project.
2. Firewise Coalition – Bob Long reported on the development of a firewise landscape planting list for Nevada County. Support is needed at the County level and the Resource Conservation District.
3. NCCFD – Patrick Mason reported that one part-time inspector is now on staff and they are looking to add two more. Terry McMann expressed appreciation for the Green Waste program. He also announced the reoccurring fireworks patrols in partnership with the police departments, the other fire districts and Highway Patrol for 4<sup>th</sup> of July.

#### **6. REPORT OF THE FINANCE COMMITTEE – Dave Walker**

1. DW reported that as of April 30, 2020 that:
  - i. Revenue was \$2,340,117
  - ii. Net Revenue was \$151,609
  - iii. Bank Balance was \$194,722.
2. DW also reported that Richardson & Co., FSC Auditors have finally completed the 2018 audit. One of the reasons for the lengthy delay was that due to the FSC Management changes in 2018/2019 there were some “chain of custody” issues during the audit that had to be carefully documented. The auditors were very thorough, and there were “No Exceptions,” and FSC was found to be in Complete Compliance.
3. WK moved that the audit be approved as written. HW seconded the motion. Motion was approved unanimously. A copy of the audit will be available for inspection. A copy will be in next Board Packet.
4. The next Executive/Finance Committee meeting will be on August 13, 2020 at 9:30.

#### **7. REPORT OF THE CHAIRMAN OF THE BOARD – Donn Thane**

1. PW reported on an effort with the Stonebridge Community of 25 homes to get a DSAV for all of their members. We will be working with advisors to get another 10 – 15 more homes done.

#### **8. REPORT FROM THE EXECUTIVE DIRECTOR – Jamie Jones**

1. **Old Business:** In 2013, the Board passed a motion for FSC to be a tax-exempt organization. Previous administrations have not followed through on this. Jamie requested a new Resolution to allow the Exec Dir. to follow through on that direction

and refile our Articles of Incorporation. RN moved that FSC move forward with all efforts necessary to make us a tax-exempt organization. DW seconded the motion. The motion was approved unanimously.

**2. Green Waste update:**

- a. Six weeks of Green Waste has left our staff tired. One problem has been the Covid19 work rules permitting employees to opt out of work if concerned about virus exposure issues. Our core staff has been great, but others have taken advantage of the programs making staffing difficult.
- b. We do not have all the numbers done yet, but to give an idea of our scale, last week alone at Brunswick we had 580 vehicle loads come through generating 1/6 million lbs. of chipping.

**3. Grant Applications:**

- a. We have applied for a grant for Green Waste funding from the California Fire Safe Council. We have great support from our local Partners.
- b. Applied for \$50,000 for prescribed burns in partnership with the California Prescribed Burns Association.
- c. Sierra Nevada Conservancy has a paid intern program where they pay 90% of the salary for an intern in forestry and FSC would pick up the other 10%. We are applying for that.
- d. Three or four more opportunities are open until the end of July. One spot we are targeting is the town of Washington to help in improving wildfire readiness for the "tourist" town.

**4. Project Updates:**

- a. EDJ spoke at the County BOS meeting with the OES report. Reported on the Ponderosa Project. To date we have completed 712 acres with 525 acres remaining. We have had four denials of participation, and a handful of property owners have not responded to all effort to date. The big issue remaining is how do we maintain the firebreaks long term. SH indicated that long term maintenance is an issue because this does grow back quickly. FSC will work with biologists to communicate the needs to the property owners.
5. Vehicle Updates: EDJ presented a quick update of the vehicles and equipment currently in service, and how they are being used for FSC efforts.
6. Chipping Program: Currently members have about a two-weeks wait, non-members currently have about a six-weeks wait.
7. Red Zone Affair: Fairgrounds has canceled all event through August, we need to decide on what to do. PW suggested that the Covid19 issues may overwhelm the ability to make any money at this time. SH suggested that we might not even be able to get the insurance for the event. We better to be safe and look for other options. SH move the event to a later date. Dave Walker seconded. This was passed unanimously.

**9. DIRECTORS' COMMENTS**

1. ET said he has had very positive remarks from people on the helpful, courteous folks. Program has been well run.
2. WM shared doing mass mailings on insurance being canceled asking recipients if they have been preparing for fire safety. The chipping program has been very well received.
3. PW indicated the Green Waste program even received appreciation from the few folks that had to be turned away because they had prohibited plant in their wastes.
4. RN indicated that community service programs are always looking for projects. They may be a factor in Ponderosa maintenance.
5. SE suggest it is a really good time to have a press release on the Green Waste program. Julie did a great job running the whole project.
6. SH echoed comments on Green Waste excellence in Penn Valley, and indicated she had received lots of good comments on the program.

**10. ADJOURNMENT TO CLOSED SESSION – 11:05 PM**

1. Discussion of Brown Act Implementation – three potential problem areas were identified.
2. Discussion of Conflict of Interest
3. Adjournment:

**CLOSED SESSION:**

**REPORT ON CLOSED SESSION: Called to Order at 12:20 PM**

1. Discussion of Brown Act Implementation – three potential problem areas were identified.
  - a. Procedural Error –  
DT identified several procedural errors in the process of authorizing a compensation change for the Executive Director last month. The full Board carefully worked through these procedural errors and reapproved the same compensation change for the Executive director by voice vote unanimously.
  - b. Potential sequential meetings –

Several Directors indicated that there seem to have been a lot of phone conversations about potential issues and that such conversations could be a violation of the Brown act if more than a quorum of the Board engaged in these conversations in sequential meetings.

c. Size of Executive/Finance Standing Committee –

WK stated that currently an Executive/Finance Committee consisting of seven Board members was a violation of the Brown Act because it was essentially a quorum of out thirteen-member Board. Discussion affirmed that the Chairman of the Board has the responsibility for appointing Board members to the Exec/Finance Committee and should adjust its size appropriately.

2. Discussion of Conflict of Interest – Questions were raised about what constituted a conflict of interest for individuals on the Board of Directors. A motion was made by ET to move several Board Members to the Community Partners status and seconded by RN. A roll call vote was taken on the issue with all present voting NO except RN and DW.

A subcommittee was asked to develop a better awareness of the Brown Act and Conflict of Interest issues for the Board. WK and RN were assigned this responsibility.

3. Adjournment: HW moved adjournment of the Closed Session, seconded by RN. Approved Unanimously.

**ADJOURNMENT – 12:46**

**Attachment:** Copy of the new employment contract between The Fire Safe Council and Jamie Jones for 2020-2021.

I declare that these meeting minutes accurately reflect the actions of the Fire Safe Council of Nevada County's Board meeting held **on June 25th, 2020** and were approved by the Board of Directors.

\_\_\_\_\_  
Warren Knox, 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](http://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, August 13th at 9:30 a.m.** via Zoom teleconference for the following purposes specified here in the Agenda.

**ROSTER:**

Donn Thane, Chairman	Warren Knox, Secretary
Rick Nolle, Vice-Chairman	Hank Weston, Director
Dave Walker, Treasurer	Jamie Jones, Executive Director

- 1) CALL TO ORDER**
- 2) ROLL CALL**
- 3) PUBLIC COMMENT**
- 4) FINANCE COMMITTEE UPDATE** – Dave Walker
- 5) CHAIRMAN UPDATE**
  - a) Board of Directors Nominating Committee
  - b) Operational Processes –
    - i. Brown Act Education at FSC
      1. Web based resources – Warren Knox
      2. Planned presentation at Board Meeting – Scott Brown, Legal
    - ii. Conflict of Interest -- Planned presentation at Board Meeting – Scott Brown  
Note: Presentation is planned for August 27th, 1:00 – 3:00.  
Board Tenure Policies
- 6) EXECUTIVE DIRECTOR OPERATIONS UPDATE**
  - a) DSAV Program under Covid-19
- 7) ADJOURN**

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

August 11, 2020 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](http://www.areyoufiresafe.com)





**Fire Safe Council of Nevada County Executive/Finance Committee Meeting Minutes**  
**Fire Safe Council, 143B Springhill Drive, Ste. 13, Grass Valley, CA 95945**  
**Thursday, August 13<sup>th</sup>, 2020 at 9:30 A.M.**

**Board Members in Attendance:**

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

(WK) Warren Knox, Secretary  
(EDJ) Jamie Jones, Executive Director

**Call to Order:** 9:30 AM by DT via Zoom teleconference.

1. **Roll call:** was taken and is reflected above.
2. **Public Comment:** None.
3. **Financial Committee Update:**
  - a. DW reported that as of May 31, 2020 that:
    - i. Total Revenue: \$2,437,696.
    - ii. Net Revenue: \$65,198
    - iii. Current Assets: \$63,096.
    - iv. Receivables: \$690,138. This is \$600,000 ahead of last year.
    - v. Accounts Payable: \$97,735.
    - vi. 401 Payable (really a simple IRA): \$4,204
    - vii. Ponderosa Advance: \$582,511.
  - b. We had a very successful Greenwaste Project, and the community feedback has been amazing. It was so successful that even with all the great funding we had for it, we are currently \$117,000 in the red. This deficit will be further address in the Executive Director's comments below.
  - c. Offsetting this problem, is some very critical and rapid action taken by our Executive Director when the Federal Paycheck Protection Program was announced on April 3<sup>rd</sup>, we were granted a Federal loan of \$77,000 that could be applied to preservation of employee payrolls. This loan can be applied to the employee costs of the Greenwaste Program.
  - d. Another issue we have is that our Chipping Program is very popular and even though we solicit "donations" for this from members and non-members alike, most customers ignore the solicitations. Most "members" feel that their membership is payment enough. This has left our Chipping Program in a deficit situation.
  - e. DW made a recommendation that we change the way we advertise the Chipping Program to make it a "low cost" program – cheaper than commercial contractors but covering our \$75/hr costs. RN moved that we send a proposal to the full FSC Board reworking the Chipping Program as a "Low Cost" chipping program and authorizing direct billing of all customers to cover actual costs. This was seconded by DW and approved by the full Committee by voice vote.
4. **Chairman Update:**
  - a. DT advised that he has asked Hank Weston, Steve Eubanks and Pete Williams to be the Nominating Committee for the FSC Board of Directors. All have accepted. RN moved that the Exec Comm accept these nominations and forward it to the full FSC Board for approval. This was seconded by DW and unanimously approved by the ExecFin Committee by voice vote.
  - b. DT indicated that FSC needed Brown Act, Conflict of Interest, Ethics, and Sexual Harassment training on an ongoing basis. He has asked Scott Brown, our legal advisor, to put on a training session for the Board,

from 1:00 to 3:00 PM on August 27<sup>th</sup>, 2020 at the FSC Office. A Zoom conference will be available for people that cannot be present because of Covid19 limitations.

- c. DT also introduced a discussion on Board Member participation and contribution. The concept is to possibly track the actual time spent by Board Members working on FSC issues and activities. It was decided to bring this discussion to the full Board for further scoping.

#### **5. Executive Director Operations Update:**

- a. EDJ reviewed the Green Waste effort. In 2019 we had collected 500 tons of greenwaste. This year we collected over 5000 tons, three quarters of this was collected in the last two weeks. It resulted in an astronomical pile of chipping to be moved. The result is that when all the great community support is included, we are still \$117,000 over budget. As indicated above, this shortfall can in part be offset by the complete forgiveness of the \$77,000 Federal PPP loan. Further discussion indicated that income from the Ponderosa Project would also be available to cover the remaining deficit.
- b. RN moved that the ExecFin approve and forward to the full FSC Board
  - i. The Federal PPP loan of \$77,000 be added to the FSC budget and applied to employee costs of the Greenwaste project, and that
  - ii. \$40,000 of income from the Ponderosa Project be applied to the remaining Greenwaste costs.DW seconded this motion, and the ExecFin Comm approved the motion by voice vote. The ExecFin Comm also thanked EDJ for her incisive and agile pursuit of the PPP Loan program.
- c. EDJ review employment numbers for the ExecFin Comm. FSC had staffed up to over 20 people in January in anticipation of both Ponderosa and the Greenwaste project. However, due mostly to the Federal Covid19 supplementary funding program a number of new employees simply abandoned work to apply for the \$600/wk federal support program. FSC employment is now at 15 people. Because we had reached the twenty-person trigger for supplying benefit packages to all employees, the Board had authorized the implementation of a benefit package for all employees. We have not yet started this process, but the budget has been approved for this year. However, reasonable benefits packages are an employment incentive for potential employees. In fairness, EDJ will move forward on this program.
- d. EDJ reviewed concerns over potential legal issues downstream due to Covid19 exposure of volunteers in the DSAV program and the “trainer/trainee” buddy program under which we had been operating. FSC currently has a backlog of DSAV’s and therefore Advisor training must be completed. As a precaution, FSC will look to obtaining wavers with both Advisors and customers that all DSAV efforts are being done under current State required protocols and entirely voluntary.
- e. Program Manager Julie S. is developing a process to provide periodic newsletters for both the public and for volunteers and members. These newsletters will attempt to keep partners engaged and informed on relevant issues and provide opportunities for continuing financial support. Additional efforts will target development of recorded DSAV webinar training modules to continue development of new Advisors. Such training could be augmented with onsite visits of small groups of trainees with partnering homeowners.
- f. As Firewise USA coordinator for Nevada County. FSC has been asked by Penn Valley Fire to recertify Lake Wildwood as a Firewise Community. LWW will provide a grant to fund this recertification. RN moved that ExecFin approve this effort and forward it to the full FSC Board for approval. WK seconded and the motion was approved unanimously.

#### **6. Adjourn:** Meeting was adjourned at 11:27AM

The next Executive/Finance committee is scheduled for September 10<sup>th</sup>, 2020.

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 August 13, 2020 and were approved by the Board of Directors.

\_\_\_\_\_  
Warren Knox, Secretary

\_\_\_\_\_  
Date

200601

# Management Report

Fire Safe Council of Nevada County, Inc  
For the period ended May 31, 2020



Prepared on  
August 13, 2020

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# Statement of Activity

July 2019 - May 2020

	<b>Total</b>
<b>REVENUE</b>	
41100 Federal Grants	129,598.53
41200 State Grants	691.00
41300 Local Government Grants	83,576.00
41400 Business Private Grants	149,447.49
41500 Foundation & Trust Grants	36,000.00
43000 Donations - Chipping	41,069.58
43500 Donations - General	12,711.76
44000 Fundraising	13,523.55
44500 Memberships	14,669.00
Firewise Community Services	6,100.00
Gain of Sale of Assets	3,000.00
Project Revenue	1,923,992.32
Services	23,317.02
<b>Total Revenue</b>	<b>2,437,696.25</b>
<b>GROSS PROFIT</b>	<b>2,437,696.25</b>
<b>EXPENDITURES</b>	
15001 Small Tools & Equipment	17,455.51
52000 Payroll Fringe Expenses	
52100 Payroll Taxes	60,744.44
52200 Health Benefit Reim	25,500.00
52350 Holiday Pay	10,828.40
52375 Vacation Pay	12,147.57
52390 Sick Pay	9,390.21
52400 Workers Comp Expense	63,591.76
52500 IRA Contributions - Company Match	10,046.06
<b>Total 52000 Payroll Fringe Expenses</b>	<b>192,248.44</b>
60000 Administrative	
64200 Accounting fees	16,717.50
64300 Professional Services- Contract	8,736.39
64401 Webmaster	1,424.61
64410 Payroll Service Fee	2,539.25
64450 Advertising	6,977.84
64500 Rent Expense	20,377.59
64600 Telephone	10,037.69
64700 Utilities	4,502.88
64800 Postage	956.90
64900 Office Expense & Supplies	44,522.72
64910 Computer Software	6,940.38
65000 Printing & Copying	5,498.61
65100 Permits and Licenses Expense	689.24
65150 Repairs and Maintenance	4,094.18

	<b>Total</b>
65160 Building Repair and Maintenance	525.00
65170 Vehicle Repair and Maintenance	6,512.03
65180 Equipment Repair and Maintenance	1,017.69
65190 Computer Repair and Maintenance	2,521.44
<b>Total 65150 Repairs and Maintenance</b>	<b>14,670.34</b>
65200 Training	580.00
65300 Travel and Meals	5,094.61
65360 Automobile	45.99
65400 Meeting and Program Expenses	2,357.14
65550 Insurance - Liability, D and O	8,114.80
65600 Dues and Subscriptions	1,637.99
65800 Bank Charges	1,475.00
65900 Merchant Services Fees	1,497.14
66000 Depreciation Expense	59,689.01
<b>Total 60000 Administrative</b>	<b>225,083.62</b>
70000 Program Expenses	
71000 Payroll Wages	564,413.29
74100 Contractual - Services	43,182.51
74300 Fuels Reduction Contracting	69,931.08
74350 Ponderosa West- Subcontractors	1,784,824.03
74360 Contractual - Services Internal Projects	-651,190.00
<b>Total 74300 Fuels Reduction Contracting</b>	<b>1,203,565.11</b>
74800 Postage	171.52
74900 Office Expense & Supplies	24,630.79
74910 Reflective Address Signs	5,749.80
74950 Chipping Program Supplies	36,760.65
75000 Printing and Copying	1,122.90
75100 Permits and Licenses Expense	1,647.20
75200 Training and Seminars	390.79
75250 Public and Community Outreach	3,054.15
75300 Travel and Meetings	2,349.16
75400 Auto Expense	693.32
75450 Auto Exp - Gas/Mileage/Other	22,903.27
75460 Depreciation Exp - Program	611.05
75470 Auto Extended Warranty	10,250.00
<b>Total 75400 Auto Expense</b>	<b>34,457.64</b>
76500 Fundraising Expense	499.99
77000 Donations and Contributions	26.22
<b>Total 70000 Program Expenses</b>	<b>1,922,021.72</b>
79010 Bank Service Charges	584.50
Payroll Expenses	
Taxes	67.50
<b>Total Payroll Expenses</b>	<b>67.50</b>
Reimbursements	

	<b>Total</b>
Cell Phone Reimburse	3,102.50
Per Diem	1,950.00
<b>Total Reimbursements</b>	<b>5,052.50</b>
<b>Total Expenditures</b>	<b>2,362,513.79</b>
<b>NET OPERATING REVENUE</b>	<b>75,182.46</b>
<b>OTHER REVENUE</b>	
80000 Interest Income	2.03
<b>Total Other Revenue</b>	<b>2.03</b>
<b>OTHER EXPENDITURES</b>	
81000 Interest expense - general	9,985.63
<b>Total Other Expenditures</b>	<b>9,985.63</b>
<b>NET OTHER REVENUE</b>	<b>-9,983.60</b>
<b>NET REVENUE</b>	<b>\$65,198.86</b>



# Statement of Financial Position

As of May 31, 2020

	Total
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
10000 Tri Counties Bank	0.00
10001 Checking Tri Counties #9854	59,981.04
10010 Tri Counties - Donations #7356	1,163.32
10015 Tri Counties - Grants Account	119.86
<b>Total 10000 Tri Counties Bank</b>	<b>61,264.22</b>
10025 Sierra Central Credit Union	
10030 Sierra Central - Money Market 0837	689.90
10040 Sierra Central - Savings	170.47
<b>Total 10025 Sierra Central Credit Union</b>	<b>860.37</b>
10050 West America Bank	0.00
10055 West America #8159	468.09
10060 West America #8167***	504.04
<b>Total 10050 West America Bank</b>	<b>972.13</b>
<b>Total Bank Accounts</b>	<b>63,096.72</b>
<b>Accounts Receivable</b>	
11000 A/R - Projects	690,138.02
<b>Total Accounts Receivable</b>	<b>690,138.02</b>
<b>Other Current Assets</b>	
12000 Employee Receivable	1,197.94
13000 Prepaid Insurance	23,547.03
14900 Undeposited Funds	9,099.50
<b>Total Other Current Assets</b>	<b>33,844.47</b>
<b>Total Current Assets</b>	<b>787,079.21</b>
<b>Fixed Assets</b>	
15000 Field Equipment	318,105.90
15100 Office Equipment and Computers	8,184.86
15101 Donated Office Furniture	2,000.00
15110 Vehicles	282,096.66
17000 Accum Deprec - Equipment	-188,964.09
<b>Total Fixed Assets</b>	<b>421,423.33</b>
<b>TOTAL ASSETS</b>	<b>\$1,208,502.54</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20101 Accounts Payable	97,735.11
<b>Total Accounts Payable</b>	<b>97,735.11</b>
<b>Credit Cards</b>	

	<b>Total</b>
21050 Tri Counties Credit Card 1029	213.73
21075 Tri Counties Credit Card 1011	173.10
21080 West America Credit Card #4854	678.80
<b>Total Credit Cards</b>	<b>1,065.63</b>
<b>Other Current Liabilities</b>	
21200 Accrued Expenses	18,355.25
21500 West America Credit Line	60,000.00
22000 Payroll Liabilities	-115.09
22100 Accrued Vacation	11,586.30
22101 CA PIT / SDI	3,034.14
22102 CA SUI / ETT	2,657.04
22103 Federal Taxes	17,570.16
22125 Workers Comp Payable	29,080.82
22300 401K Plan Payable	4,204.54
<b>Total 22000 Payroll Liabilities</b>	<b>68,017.91</b>
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
<b>Total 26000 Fiscal Sponsorship</b>	<b>1,404.90</b>
Nev Co. Ponderosa Project Advance	582,511.54
Notes Payable - PPP	77,306.00
<b>Total Other Current Liabilities</b>	<b>807,595.60</b>
<b>Total Current Liabilities</b>	<b>906,396.34</b>
<b>Long-Term Liabilities</b>	
25401 Loans Payable - Tri-Counties Loan No 6020025260	33,307.95
25402 Loans Payable - Tri-Counties Loan No 6020025360	33,307.95
25403 Loans Payable - Tri-Counties Loan No 6020025460	37,995.91
25404 Loans Payable - Tri-Counties Loan No 6020025560	36,407.30
<b>Total Long-Term Liabilities</b>	<b>141,019.11</b>
<b>Total Liabilities</b>	<b>1,047,415.45</b>
<b>Equity</b>	
38000 Restricted - Ops/Equip Reserve	36,000.00
39000 Retained Earnings	35,597.03
Prior Year Adjustments	24,291.20
Net Revenue	65,198.86
<b>Total Equity</b>	<b>161,087.09</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,208,502.54</b>

**FIRE SAFE COUNCIL OF NEVADA COUNTY**

**BOARD ROSTER**

**As of 08/24/2020**

<b>POSITION</b>	<b>LAST</b>	<b>FIRST</b>	<b>CITY</b>	<b>PHONE</b>	<b>CELL</b>	<b>EMAIL</b>	<b>REPRESENTING/AFFILIATIONS</b>
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	Knox	Warren	Nevada City	530-265-6461	530-559-1522	knoxwarren@sbcglobal.net	Member at Large
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	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



## 2020 Calendar

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 List of Common Acronyms

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