



# **FireSafe** **COUNCIL**

**Board of Directors' Meeting**

**October 22<sup>nd</sup>, 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

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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](http://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, October 22<sup>nd</sup>, 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 Meeting Minutes from September 24, 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 FINANCE COMMITTEE – Dave Walker
  - a. Closing of FSC 2020 year-end Fiscal Budget (June 30, 2020)
  - b. Establishment of \$100,000 Line of Credit for FSC with Tri-Counties Bank as per Board Resolution.
  - c. Continuance of Line of Credit for FSC with West America.
  - d. Next Meeting: Thursday, November 4, 2020 at 9:30 am via teleconferencing
7. REPORT OF THE CHAIRMAN OF THE BOARD – Donn Thane
  - a. Executive/Finance Committee Meeting Report
    - i. Reduction of number of FSC Directors to eleven – **Action**
    - ii. Reclassification of the Insurance Agency FSC Directorship to that of Partner Agency – **Action**
    - iii. Discussion of addition of new agencies to the Partner Agency category
  - b. Presentation of the 2020 slate of Directors of the Fire Safe Council of Nevada County (Hank Weston) – **Action**
  - c. Agency Partner Update – Fire Chiefs Organization representative
  - d. Notice: Movement of the November FSC Board of Directors Meeting to November 19, 2020 due to Thanksgiving holiday on November 26<sup>th</sup>.
  - e. Next Meeting of the Executive Committee: Thursday, November 4, 2020 at 9:30 am via teleconferencing.
8. REPORT FROM THE EXECUTIVE DIRECTOR – Jamie Jones
  - a. Staffing & Office Operations Update
    - i. Reduced Cost Defensible Space Clearing Services
    - ii. OSHA Trainings
    - iii. NFPA training for FSC employee
  - b. Grant Applications Update
    - i. Bronze Smokey Submission
    - ii. Sierra Forest Legacy Prescribed Fire Grant
  - c. Project Update -- Ponderosa Project, chipping, signs, DSAVs, AFN, etc.
  - d. Funding/Membership Update
  - e. Programs Update
9. DIRECTORS COMMENTS – Information
10. ADJOURNMENT TO CLOSED SESSION –

## **CLOSED SESSION**

1. As Needed.
2. ADJOURN

**NEXT BOARD MEETING: Thursday, November 19th, 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 using Zoom. The internet web address is: <https://zoom.us/j/93896079702?pwd=NTJkRXVvMlIhaT0haYnJrZ3lQaW5iUT09>

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)

200916



**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, September 24th, 2020, 10:00 AM via teleconference**

**In Attendance:**

**DIRECTORS**

(DT) Donn Thane, Chairman	(WM) Wanda Mertens, Director
(RN) Rick Nolle, Vice-Chair	(ET) Eric Trygg, Director
(DW) Dave Walker, Treasurer	(DW) Don Wagner, Director
(WK) Warren Knox, Secretary	(HW) Hank Weston, Director
(AD) Alan Doerr, Director	(PW) Pete Williams, Director
(SE) Steve Eubanks, Director	(EDJ) Jamie Jones, Executive Director
(SH) Sue Hoek, 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  
Attendance as indicated above.

**2. AGENDA AND ORDER OF BUSINESS**

DW moved to approve the Agenda. Seconded by PW. Approved by unanimous vote.

**3. MEETING MINUTES**

DW moved acceptance of the Minutes from the August 27<sup>th</sup>, 2020 FSC Board Meeting. This was seconded by PW and approved by unanimous vote

**4. PUBLIC COMMENT**

No public in attendance.

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

1. Office of Emergency Services – Paul Cummings reported on the Recovery efforts for the Jones Fire. He also reported on a potential Power Safety Shutoff the Weekend on Sep 27<sup>th</sup>/28<sup>th</sup>. Yellow evacuation tags will be replacing the white tags used this summer. The county should be signing a contract with a new Lead Defensible Space Inspector very soon.
2. NCCFD – Terry McMann reported that Patrick Mason is back on Engine duty during this active fire season.
3. CalFire – Jim Mathias also reported on the active fires in our District and that the Mendocino Fire was over 1M acres.

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

1. DW reported that the final 2020 Fiscal Budget due for close on June 30<sup>th</sup>, was almost completed. A few details concerning the budget changes made by the Board last month (Greenwaste and Federal Payroll loan relief) are still being implanted. The full budget will be provided to all Directors as soon as it is completed.
2. DW further reported that what has been completed on this budget indicates –  
Assets – \$ 381,551  
Receivables -- \$ 333,265  
Total Equity -- \$ 116,774

EDJ explained that a critical issue being addressed was an error in the chart of accounts. Previous reports had the retirement accounts labeled as “401k”. We do not have either a 401k or a “Simple IRA.” The account and employee manuals will be changed to simply reflect “retirement accounts.” The retirement contributions are made to employee owned retirement accounts. This may change at a later date; however, this is the safest process for now. This was changed due to an illegal closure of a previous employee owned retirement account by the previous Executive Director. This error caused an \$800 penalty to be incurred by the staff member and became the legal responsibility of FSC.

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

1. DT reported Julie Siegenthaler has assumed responsibility for the DSAV program. An organizational meeting with a subcommittee of DSA trainers will meet on Sept. 25<sup>th</sup>, via Zoom format to address training issues.
2. The next Executive Finance/ Meeting will be at 9:30 on October 8<sup>th</sup>, 2020.

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

1. EDJ reported that the Low-Cost Chipping Program approved by the Board last month is being implemented. Required documentation and process changes are being made.

2. Staffing – changes are being made to the Employee Manual on the FSC policy of Sick Pay and Holiday Pay. Most organizations today integrate all of these categories into a single Paid Time Off benefit. This change is being made to the Employee Manual and employees will be informed.
3. Grant Applications – The Cal-Fire Forest Health grants were not funded this year. The Fire Prevention grants are likely in the same situation. The reason for this, is due to the funding coming from the California Climate Investment Initiative. This funding pulls from DMV fees, tolls and similar activities. Since COVID has limited the funding pools, so have the funding opportunities.
4. The FEMA grant, through OES, may be delayed by up to 6 months. We will be working on the information required now.
5. The Ponderosa Project now has 755 acres completed with only 150 acres remaining.
6. Chipping currently has no backlog. All requests can be address within the week.
7. Membership – we will be working on the rollout of new Membership Levels.
8. As indicated above, Julie is working of developing new DSAV Training. More information will be available in the future.
9. Fundraising – in leu of a Fundraising Program during Covid, a “Smoke in the Air” Letter will go out within the week.

**9. DIRECTORS’ COMMENTS**

SH expressed concern about how FSC will “enforce” Ponderosa Project maintenance requirements as some of the work completed early is already in need of attention.

PW inquired, as a member of the Nominating Committee, as to how and when to address the number of FSC Board members we will have as discussed under the Brown Act discussions we have recently had. Discussion indicated that will be addressed at the next Exec/Fin meeting.

SE suggested the possibility of doing prescribed burning as part of Ponderosa Maintenance issue.

ET reported on a tour of the Ponderosa Project calling it a ”magnificent job.”

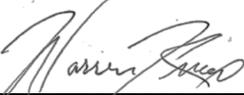
AD stated that Dario is doing Assessments to clear property for NFPA Firewise Communities program. Pending Firewise Comm. Have not entered their time and efforts as yet. Action plans were done before CalFire requirements were activated. EDJ indicated that she has budget to do two FC’s per month but has not had individuals available to do final assessment.

SH appreciates Julie’s efforts and she deserves a “Well done.”

DT continued the effort to get Board members out on projects arranged for SH to go with PW& DT to the Ponderosa Project this month.

**10. ADJOURNMENT:** RN move Adjournment; DW seconded. Adjournment unanimously approved at 11:04  
**ADJOURNMENT – 3:11PM**

I declare that these meeting minutes accurately reflect the actions of the Fire Safe Council of Nevada County’s Board meeting held **on September 24, 2020** and were approved by the Board of Directors.

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

10/1/2020  
 \_\_\_\_\_  
 Date



Fire Safe Council of Nevada County  
P.O. Box 1112  
Grass Valley, CA 95945  
Phone (530) 272-1122  
Fax (530) 272-3232  
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**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, October 8th at 9:30 a.m.** A Zoom teleconference will be available in addition to a socially distant meeting in Fire Safe Council Offices.

**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**
  - a) Closing of FSC 2020 year-end Fiscal Budget (July 31, 2020)
  - b) Status of FSC Budget as of August 31, 2020
  - c) Status of planned establishment of \$100,000 Line of Credit for FSC with Tri-Counties Bank
- 5) **CHAIRMAN UPDATE – Donn Thane**
  - a) Size and Structure of FSC Board of Directors
    - i. Possible reduction of number of FSC Directors - **Action**
    - ii. Possible transforming Board positions into FSC Partner/Agency positions - **Action**
    - iii. Potential solicitation of new AFN Partners (Ana Acton) - **Action**
  - b) Board of Directors Nominating Committee – determination of 2020 slate of FSC Directors – **Action**
- 6) **EXECUTIVE DIRECTOR OPERATIONS UPDATE – Jamie Jones**
  - a) Projects Update – Ponderosa Project, chipping, signs, DSAVs, Special Needs, etc.
  - b) Operations – RFP Bookkeeper/Accountant – **Action**
  - c) Grants –
    - i. Bronze Smokey Submission
    - ii. Sierra Forest Legacy Prescribed Fire Grant
  - d) Training -
    - i. Prescribed Fire/Cal Trex Training for Nevada County
    - ii. OSHA Trainings
  - e) Staff Development
- 7) **ADJOURN TO CLOSED SESSION**

Settlement Agreement Violation and Formal Grievance -- **Action**  
Adjourn Closed Session **Action**
- 8) **ADJOURN – Action**

**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

October 5<sup>th</sup>, 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

If stay-at-home restrictions are still in effect, the meeting will be held via teleconference using Zoom. The internet web address is:

<https://zoom.us/j/93896079702?pwd=NTJkRXVvMlIaT0haYnJrZ3lQaW5iUT09>



**Fire Safe Council of Nevada County Executive/Finance Board Meeting Minutes**  
**Fire Safe Council, 143B Springhill Drive, Ste. 13, Grass Valley, CA 95945**  
**Thursday, October 8<sup>th</sup>, 2019 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  
(HW) Hank Weston, Director  
(EDJ) Jamie Jones, Executive Director

**Guests:**

1. **Call to Order:** 9:37 AM
2. **Roll call:** was taken and is reflected above.
3. **Public Comment:** No public in attendance.
4. **Financial Committee Update:**
  - a. Closing of FSC 2020 year-end Fiscal Budget (July 31, 2020)  
(DW) Final budget for 2020 is closed. A final copy will be available in the Board Packet for the October 22<sup>nd</sup> FSC Board Mgt.
  - b. Status of FSC Budget as of August 31, 2020  
(DW) August 31, 2020 budget is closed. A final copy will be available in the Board Packet for the October 22<sup>nd</sup> FSC Board Mgt.
  - c. Status of planned establishment of \$100,000 Line of Credit for FSC with Tri-Counties Bank  
EDJ indicated that the Tri-Counties \$100,000 Line of Credit approved by the FSC Board in April has been signed and activated. EDJ indicated that the \$60,000 line of credit at West America was still active, and that because some of the grant payments due FSC may not be credited in a timely manner, this should be continued at this time. The cost of this is anticipated at \$800.
5. **Chairman Update:** Donn Thane
  - a. Size and Structure of FSC Board of Directors
    - i. Possible reduction of number of FSC Directors – **Action**  
Chairman reviewed previous Board discussions about reducing the number of Board members to eleven. He also reviewed the discussions on the Brown Act and Corporate Board responsibilities concerning Conflict of Interest. Further discussion highlighted the need for continuing partnership with the insurance industry, but a continuing concern with any indication of conflict of interest.  
DW moved that the number of Directors of the Fire Safe Council be reduced to eleven. This was seconded by RN, and approved unanimously.
    - ii. Possible transforming Board positions into FSC Partner/Agency positions – **Action**  
DW moved that the Board position for the Insurance industry be to the Agency Partner category. This was seconded by RN, and approved unanimously.
    - iii. Potential solicitation of new AFN Partners (Ana Acton). Discussion by the committee indicated that identification of potential new Agency Partners did not require a formal vote. No action taken.
  - b. Board of Directors Nominating Committee – determination of 2020 slate of FSC Directors – **Action**  
HW reported that the slate of Directors had been filled by existing Directors. DW moved that the slate be accepted and forwarded to the full Board. RN seconded it and the motion was unanimously approved.

- c. DT stated that the annual employee evaluation for Executive Director Jamie Jones would be conducted in November, and that he will be soliciting information from the full Board soon. He will need responses as soon as possible.

**6. Executive Director Operations Update:** Jamie Jones

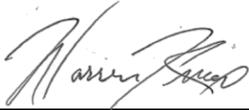
- a. Projects Update – Ponderosa Project, chipping, signs, DSAVs, Special Needs, etc.
- b. Operations – RFP Bookkeeper/Accountant – **Action** – It was determined that replacement of the Bookkeeper did not require Board approval.  
EDJ also stated it was time for a new auditor of the coming year. DW moved that an auditor contract be developed. This was seconded by RN and approved unanimously.
- c. Grants –
  - i. Bronze Smokey Submission
  - ii. Sierra Forest Legacy Prescribed Fire Grant
- d. Training -
  - i. Prescribed Fire/Cal Trex Training for Nevada County
  - ii. OSHA Trainings
- e. Staff Development – NFPA training for FSC employee
- f. EDJ indicated that the Nevada County Fire Chiefs organization has asked that Don Wagoner be replaced by Terry McMann as their designated Agency Partner.

**7. Adjourn to Closed Session:** Moved by WK, seconded by DW. Motion accepted unanimously.

- a. Settlement Agreement Violation and Formal Grievance – Action  
Discussion on this topic developed a course of action that does not, as yet, required formal action.
- b. Adjourn Closed Session Action – Unanimously acclaimed.

**8. Adjourn** – Moved by WK, seconded by DT. Approved by all. 10:27 AM.

I declare that these meeting minutes accurately reflect the actions of the Fire Safe Council of Nevada County's Executive / Finance Board meeting held on November 4th, 2020 and were approved by the Board of Directors.



Warren Knox, Secretary

10/15/2020

Date

# Management Report

Fire Safe Council of Nevada County, Inc  
For the period ended June 30, 2020



Prepared on  
September 23, 2020

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# Statement of Activity

July 2019 - June 2020

	<b>Total</b>
<b>REVENUE</b>	
41100 Federal Grants	61,132.07
41300 Local Government Grants	174,781.85
41400 Business Private Grants	149,447.49
41500 Foundation & Trust Grants	36,000.00
41600 Project Revenue	2,078,931.59
43000 Donations - Chipping	46,519.93
43500 Donations - General	22,750.63
44000 Fundraising	15,154.55
44500 Memberships	15,748.00
Firewise Community Services	6,100.00
Gain of Sale of Assets	3,000.00
<b>Total Revenue</b>	<b>2,609,566.11</b>
<b>GROSS PROFIT</b>	<b>2,609,566.11</b>
<b>EXPENDITURES</b>	
15001 Small Tools & Equipment	17,455.51
52000 Payroll Fringe Expenses	
52100 Payroll Taxes	68,147.01
52200 Health Benefit Reim	28,700.00
52350 Holiday Pay	10,828.40
52375 Vacation Pay	14,123.87
52390 Sick Pay	9,611.36
52400 Workers Comp Expense	69,969.11
52500 IRA Contributions - Company Match	11,423.67
<b>Total 52000 Payroll Fringe Expenses</b>	<b>212,803.42</b>
60000 Administrative	
64200 Accounting fees	17,505.00
64300 Professional Services- Contract	9,386.39
64401 Webmaster	1,424.61
64410 Payroll Service Fee	2,820.50
64450 Advertising	6,977.84
64500 Rent Expense	25,457.59
64600 Telephone	11,066.48
64700 Utilities	4,861.96
64800 Postage	956.90
64900 Office Expense & Supplies	46,164.95
64910 Computer Software	8,300.70
65000 Printing & Copying	5,901.73
65100 Permits and Licenses Expense	689.24
65150 Repairs and Maintenance	4,094.18
65160 Building Repair and Maintenance	525.00
65170 Vehicle Repair and Maintenance	8,843.79

	<b>Total</b>
65180 Equipment Repair and Maintenance	2,939.37
65190 Computer Repair and Maintenance	2,521.44
<b>Total 65150 Repairs and Maintenance</b>	<b>18,923.78</b>
65200 Training	580.00
65300 Travel and Meals	5,518.06
65360 Automobile	45.99
65400 Meeting and Program Expenses	2,357.14
65550 Insurance - Liability, D and O	7,148.58
65600 Dues and Subscriptions	1,637.99
65800 Bank Charges	1,475.00
65900 Merchant Services Fees	1,647.63
66000 Depreciation Expense	67,558.62
<b>Total 60000 Administrative</b>	<b>248,406.68</b>
70000 Program Expenses	
71000 Payroll Wages	643,109.51
74100 Contractual - Services	192,059.51
74300 Fuels Reduction Contracting	69,931.08
74350 Ponderosa West- Subcontractors	1,840,764.01
74360 Contractual - Services Internal Projects	-692,340.00
<b>Total 74300 Fuels Reduction Contracting</b>	<b>1,218,355.09</b>
74800 Postage	171.52
74900 Office Expense & Supplies	24,931.04
74910 Reflective Address Signs	6,413.30
74950 Chipping Program Supplies	37,081.25
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	27,004.61
75460 Depreciation Exp - Program	611.05
75470 Auto Extended Warranty	10,250.00
<b>Total 75400 Auto Expense</b>	<b>38,558.98</b>
76500 Fundraising Expense	499.99
77000 Donations and Contributions	26.22
<b>Total 70000 Program Expenses</b>	<b>2,169,770.61</b>
79010 Bank Service Charges	631.20
Proposed Pending PPP Loan Forgiveness	-77,306.00
Reimbursements	
Cell Phone Reimburse	3,737.50
Per Diem	1,950.00
<b>Total Reimbursements</b>	<b>5,687.50</b>
<b>Total Expenditures</b>	<b>2,577,448.92</b>

	<b>Total</b>
<b>NET OPERATING REVENUE</b>	<b>32,117.19</b>
<b>OTHER REVENUE</b>	
80000 Interest Income	2.07
<b>Total Other Revenue</b>	<b>2.07</b>
<b>OTHER EXPENDITURES</b>	
81000 Interest expense - general	11,220.45
<b>Total Other Expenditures</b>	<b>11,220.45</b>
<b>NET OTHER REVENUE</b>	<b>-11,218.38</b>
<b>NET REVENUE</b>	<b>\$20,898.81</b>

# Statement of Financial Position

As of June 30, 2020

	Total
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
10000 Tri Counties Bank	0.00
10001 Checking Tri Counties #9854	349,964.56
10010 Tri Counties - Donations #7356	26,826.87
10015 Tri Counties - Grants Account	2,971.73
<b>Total 10000 Tri Counties Bank</b>	<b>379,763.16</b>
10025 Sierra Central Credit Union	
10030 Sierra Central - Money Market 0837	689.93
10040 Sierra Central - Savings	170.48
<b>Total 10025 Sierra Central Credit Union</b>	<b>860.41</b>
10050 West America Bank	0.00
10055 West America #8159	456.09
10060 West America #8167***	471.79
<b>Total 10050 West America Bank</b>	<b>927.88</b>
<b>Total Bank Accounts</b>	<b>381,551.45</b>
<b>Accounts Receivable</b>	
11000 A/R - Projects	332,265.53
<b>Total Accounts Receivable</b>	<b>332,265.53</b>
<b>Other Current Assets</b>	
13000 Prepaid Insurance	23,862.25
14900 Undeposited Funds	75.00
Payroll Advance - Jones	10,000.00
<b>Total Other Current Assets</b>	<b>33,937.25</b>
<b>Total Current Assets</b>	<b>747,754.23</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	-196,833.70
<b>Total Fixed Assets</b>	<b>413,553.72</b>
<b>TOTAL ASSETS</b>	<b>\$1,161,307.95</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20101 Accounts Payable	139,468.85
<b>Total Accounts Payable</b>	<b>139,468.85</b>
<b>Credit Cards</b>	

	<b>Total</b>
21050 Tri Counties Credit Card 1029	188.73
21075 Tri Counties Credit Card 1011	186.47
21080 West America Credit Card #4854	4,972.93
<b>Total Credit Cards</b>	<b>5,348.13</b>
<b>Other Current Liabilities</b>	
21200 Accrued Expenses	15,830.25
22000 Payroll Liabilities	0.00
22100 Accrued Vacation	13,562.60
22101 CA PIT / SDI	3,426.63
22102 CA SUI / ETT	3,839.79
22103 Federal Taxes	18,964.17
22104 Income withholding for support	135.00
22125 Workers Comp Payable	32,088.42
22300 Retirement Plan Payable	-4,319.08
<b>Total 22000 Payroll Liabilities</b>	<b>67,697.53</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	675,968.41
<b>Total Other Current Liabilities</b>	<b>760,901.09</b>
<b>Total Current Liabilities</b>	<b>905,718.07</b>
<b>Long-Term Liabilities</b>	
25401 Loans Payable - Tri-Counties Loan No 6020025260	32,852.27
25402 Loans Payable - Tri-Counties Loan No 6020025360	32,852.27
25403 Loans Payable - Tri-Counties Loan No 6020025460	37,476.10
25404 Loans Payable - Tri-Counties Loan No 6020025560	35,662.20
<b>Total Long-Term Liabilities</b>	<b>138,842.84</b>
<b>Total Liabilities</b>	<b>1,044,560.91</b>
<b>Equity</b>	
38000 Restricted - Ops/Equip Reserve	36,000.00
39000 Retained Earnings	35,557.03
Prior Year Adjustments	24,291.20
Net Revenue	20,898.81
<b>Total Equity</b>	<b>116,747.04</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,161,307.95</b>

**Fire Safe Council of Nevada County, Inc.**  
**Executive Director**  
**Employment Contract**

November 1, 2018 to October 31st, 2021

This Executive Director Employment Agreement ("Agreement") is made and entered into on the date below but is intended to be effective as of the 1st day of November 2018. (the "Effective Date") by and between Fire Safe Council of Nevada County, Inc. (hereinafter "Employer") and Jamie Jones (hereinafter "Executive" and together with Employer the "Parties".) The Parties have mutually agreed to enter into this Agreement setting forth the terms and conditions of that employment relationship, and to use best efforts to adhere to all applicable laws concerning this agreement.

**1. DIRECTION AND CONTROL**

The Executive shall be subject to the direction of the Board of Directors of Employer ("Board of Directors" or "Board") and the Board Executive Committee between Board meetings. The Executive shall keep the Board and Executive Committee apprised of all significant actions and events affecting Employer and regularly report to the Board of Directors and Board committees at such times as the Board of Directors may direct.

**2. POSITION, DUTIES AND RESPONSIBILITIES**

The Executive shall discharge the customary duties of the Chief Executive Officer of Employer including: managing the day-to-day operations of Employer, hiring and firing of employees, maintenance and growth of sufficient financial resources to insure the continued viability of Employer, and its operations, , safeguarding Employer resources, and other duties as set forth in the Job Description for the position attached as Exhibit A hereto and any and all such other duties as may be requested by the Board of Directors.

Executive is considered an exempt employee of Employer. The parties recognize that the nature of the job requires that Executive hours be flexible and certain times of the year will require more than an eight-hour day or a forty-hour week.

**3. TERM**

This agreement shall continue in effect for 3 years unless terminated by either party as provided in Section 11 below. Except for those provisions that extend beyond termination, this Agreement shall terminate upon termination of Employee's employment. This Agreement may be renegotiated from time to time and only amended in writing signed by the parties. No liability shall arise from either party's exercise of their right to terminate and/or not renew this Agreement, except as provided in Section 11.

**FIRE SAFE COUNCIL OF NEVADA COUNTY, INC.  
EXECUTIVE DIRECTOR EMPLOYMENT AGREEMENT**

**4. RELATION TO EMPLOYER PERSONNEL MANUAL**

Except as provided in this agreement, the terms, conditions and benefits included in Employer's Personnel Manual applicable to employees of Employer are incorporated in this Agreement. In the event of a conflict in this Agreement with any term, condition and benefit included in Employer's Personnel Manual, the terms, conditions and benefits set forth in this Agreement shall govern.

**5. CONFLICT OF INTEREST**

The Executive shall not directly or indirectly render any service of a business, commercial or professional nature to any other person, firm or corporation, whether for compensation or otherwise, that would conflict with the performance of Executive's duties hereunder. Executive may pursue professional activities which do not conflict with the business of Employer and do not detract from her best efforts on behalf of Employer.

**6. CONFIDENTIALITY AND PROPRIETARY INFORMATION**

- (a) Executive acknowledges that she will have access to and be required to work with intellectual property and/or confidential information relating to Employer and its activities during her employment. Executive shall not appropriate, divulge or use any such information except to perform her duties and to further the interests of Employer.
- (b) Executive acknowledges that all notes and memoranda containing any trade secrets/intellectual property or proprietary information of Employer shall be the property of Employer and shall be surrendered by Executive to Employer at the request of Employer's Board of Directors anytime during or after her employment with Employer.
- (c) The provisions of this section shall continue indefinitely. Consistent with the provisions in the Arbitration Agreement below, Employer expressly reserves and retains all legal rights and remedies it may have to enforce this provision by judicial proceedings or otherwise to prevent the appropriation or disclosure of confidential information and/or to seek damages and other relief including injunctive and other equitable relief.
- (d) Executive acknowledges that her duties place her in a position of trust and confidence with respect to certain trade secrets and other proprietary information relating to the business of Employer and not generally known to the public or competitors. Such proprietary information includes, without limitation, product and service information, personnel information and financial information, provided that Executive's own personnel information is not confidential and nothing in this Agreement shall be construed to prevent Executive from disclosing her own wages, hours, or other terms and conditions of employment. Executive shall not, either during her employment with Employer or any time in the future, directly or indirectly:
  - (1) disclose or furnish to any other person, firm, agency, corporation, business, or enterprise, any confidential information acquired during your employment;
  - (2) individually or in conjunction with any other person, firm, agency, corporation, business, or enterprise employ or cause to be employed any confidential information in any manner whatsoever, except in furtherance of the business of Employer;

**FIRE SAFE COUNCIL OF NEVADA COUNTY, INC.  
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- (3) without the written consent of Employer, publish, deliver, or commit to being published or delivered, any copies, abstracts, or summaries of any files, records, documents, drawings, specifications, lists, equipment and similar items relating to the business of Employer, except to the extent required in the ordinary course of Executive's duties;
  - (4) after separation from employment with Employer use, disclose or furnish, directly or indirectly, to any other person, firm, agency, corporation, business, or enterprise Employer's confidential and proprietary information.
- (e) Upon termination of employment, employees are required to immediately return to Employer all property of Employer in as good condition as when received (normal wear and tear excepted) including, but not limited to, all files, records, documents, drawings, specifications, lists, equipment and supplies, promotional materials, and similar items relating to the business of Employer.

**7. PLACE OF EMPLOYMENT**

Executive shall perform her primary duties under this Agreement at the offices of Fire Safe Council of Nevada County, Inc., Inc. in Nevada County, California. Executive may be required to travel to perform her duties, and in that event, shall work temporarily in any place which may be necessary for the proper performance and expertise of her duties and powers.

**8. COMPENSATION**

Employer shall initially compensate Executive \$125,000 annually as salary. Executive's salary shall be payable bimonthly in substantially equal installments in accordance with Employer's payroll practices. Compensation shall be funded and paid as set forth in Section 9 (i) below. The Board may adjust the salary and deferred compensation, and grant bonuses as it deems appropriate in its discretion from time to time thereafter by passage of a formal motion recorded in the Board meeting minutes.

**9. BENEFITS**

Employer shall provide Executive all of the benefits set forth in Employer's Personnel Manual except as modified below:

- (a) Vacation. Executive shall be accrue 15 days (1.25 days per month) paid vacation during the first year and 20 days (1.67 per month) through the third year of employment. Such vacation may be taken at times mutually agreed upon between Executive and the Executive Committee. Executive may accrue paid vacation to a maximum of 45 days at which point the accrual ceases until the accrual falls below the maximum cap. Once in each 12-month period, Executive may request and receive a cash payment in lieu of vacation for up to 10 days of accrued paid vacation.
- (b) Sick Leave and Holidays. As per Personnel Manual.
- (c) Professional Meetings. As part of her responsibilities and base salary, Executive shall be permitted to be absent from Employer's facilities during working days to attend professional meetings and such other outside professional activities as have been mutually agreed upon between Executive and Employer.

**FIRE SAFE COUNCIL OF NEVADA COUNTY, INC.  
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- (d) Expenses. Employer shall reimburse Executive for all reasonable travel, accommodation and entertainment expenses incurred in connection with performing her duties (except automobile expense, which is addressed below), including to attend approved professional meetings; provided, however, that such reimbursement is subject to limitations set and approved by the Executive Committee.
- (e) Association Dues. Employer may pay dues to professional associations and societies and to such service organizations and clubs of which Executive is a member for the benefit of Employer, if approved in advance by the Executive Committee and recorded in the minutes.
- (f) Health Insurance. By mutual agreement, Employer agrees to pay an additional \$750.00 per month to Executive in lieu of providing health insurance to Executive. Said health-related benefits shall be categorized as "Employer Paid Health Benefits" on the annual W-2 wage statement, but Employee understands that such payment may be treated as additional taxable income.
- (g) Vehicle. Executive shall either receive an Employer vehicle for her business use or be reimbursed for use of her personal vehicle.
- (1) If a vehicle is provided, Employer shall be responsible for all maintenance and insurance, and for fuel used for business related purposes.
- (2) If Executive uses her personal vehicle, she shall be reimbursed for mileage at the IRS approved rate. In such case, Executive shall submit mileage for reimbursement monthly. Executive shall maintain vehicle insurance with minimum limits of \$300,000 of liability per occurrence, which coverage shall be primary in the event of a claim.
- (h) Pension Contribution. Consistent with eligibility requirements and applicable retirement plan documents, Employer shall annually contribute to Employer's 401K plan, for Executive's benefit, a sum equal to and consistent with the retirement contribution made on behalf of other similarly situated employees.
- (i) Deferred Compensation. In compliance with applicable IRS regulations, deferred compensation shall be held on the Balance Sheet of Fire Safe Council of Nevada County, Inc. as a general obligation. It will remain unfunded, without constructive receipt and will accrue no interest. The Board of Directors, at their discretion, may review and disburse deferred compensation quarterly, bi-annually, annually, in whole at the end of the three-year term or at any other mutually agreed to distribution of deferred compensation
- (j) Mobile Phone. Employer shall reimburse Executive for mobile phone use in the amount of \$100 per month, to be paid monthly. Said benefits shall be categorized as "Employer Paid Mobile Phone Benefits" on the annual W-2 wage statement.
- (k) Payment on Death. If Executive dies while still employed by Employer, Employer shall pay to Executive's estate all compensation and benefits due Executive at the time of her death, less standard deductions and withholdings, and Employer shall have no obligation to make any other payment, including severance or other compensation, of any kind to Executive's estate.

**10. PERFORMANCE EVALUATION**

The Board of Directors shall complete a review of Executive's performance at least annually. The Executive Committee or Personnel Committee if active, shall meet with Executive to discuss Executive's performance and prepare a proposed evaluation for consideration by the Board. Executive understands that such evaluation process may also include confidential conversations

**FIRE SAFE COUNCIL OF NEVADA COUNTY, INC.  
EXECUTIVE DIRECTOR EMPLOYMENT AGREEMENT**

with other staff and stakeholders to insure a comprehensive basis for the evaluation. The evaluation shall be one of the considerations for determining whether to adjust Executive's salary.

**11. TERMINATION**

(a) Employment At-Will. Notwithstanding anything in this Agreement or the existence of this Agreement with a three term, Executive understands and acknowledges that as an officer of Employer she serves at the direction and pleasure of Employer's Board of Directors. As such she is an "at-will" employee who may be terminated by Employer's Board of Directors at any time, with or without cause.

(b) End of Term. If not earlier terminated, Executive's employment will end at the end of the term unless the Agreement is renewed. The Board of Directors will notify Executive in writing whether it intends to renew the Agreement no later than ninety (90) days prior to the termination of this Agreement. It shall be the responsibility of Executive to insure the item is timely agendized on the Executive Committee and Board agendas such that they can make a decision before the notice deadline. After the matter is duly agendized, failure of the Board of Directors to make a decision and timely notify Executive of non-renewal will automatically extend the Agreement until 90 days after a decision has been made. Any extension of the term of employment shall be in the form of an amendment to this Agreement or a new Agreement incorporating the terms of this Agreement; and shall be upon the same terms and conditions as herein set forth unless otherwise agreed in writing by both parties.

(c) Early Termination by Board Without Cause. The Board may terminate Executive's employment at any time without cause. Unless termination is "for cause", Executive shall be entitled to 30-day's notice and two month's base salary plus an amount equal to the normal deferred payment amount, if any, for that period as severance pay. The Board may choose to shorten notice, but shall still pay the three months' compensation. Upon separation, Executive shall immediately be paid any amounts legally due to Executive in accordance with law, and upon execution of a severance agreement prepared by Employer, Executive shall be paid the severance payments. Upon Executive accepting the full severance benefits or payments described herein, and to the extent not prohibited by law, Executive shall be deemed to have voluntarily released and forever discharged Employer and its officers, directors, employees, agents, successors and assigns from any and all claims arising out of or related to Executive's employment, including without limitation any rights, claims and interests set forth in this Agreement.

(d) Termination for Cause. The Board of Directors may immediately terminate the Executive for cause (defined below) without any obligation to pay severance to Executive. In the event Executive is terminated for cause, the Chairman of the Board shall notify Executive in writing of the grounds for her termination for cause and provide Executive with a reasonable opportunity to rebut the grounds before the Board of Directors in closed session within thirty (30) days after the date of termination. Failure by Executive to request such a rebuttal hearing in writing within five (5) days of the notice of termination for cause being sent to Executive shall bar any further action by Executive challenging such termination for cause. If the Board determines to rescind its decision to terminate Executive for cause after such hearing, at its sole and absolute discretion it may reinstate the Executive with back pay of all salary and benefits accrued to and after the time of termination to the time of Executive's reinstatement, or may change the basis for termination

**FIRE SAFE COUNCIL OF NEVADA COUNTY, INC.  
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of Executive's employment to "without cause" and provide severance benefits applicable to termination without cause set forth below, which Executive agrees to accept in such instance.

(e) Cause Grounds. As used herein, "for cause" means:

- (1) Dishonesty, embezzlement, fraud, criminal act (other than an infraction), sexual harassment, serious ethical violation, incompetence;
- (2) Failure to follow Employer's policies or direction from the Board of Directors, any act of disloyalty, or violation of any obligation in this Agreement or the provisions of the personnel manual after written notice of said breach and failure to cure the breach to the satisfaction of the Board of Directors within ten (10) days;
- (3) Executive's failure to give timely notice of her election to terminate her employment and/or failure by Executive to work for a 30 day period after notice of termination as required below.;
- (4) Conviction of a felony, or conviction of a misdemeanor that creates a conflict of interest or otherwise interferes with the Executive's ability to perform her duties and responsibilities as an executive of Employer;
- (5) Excessive or addictive use of alcohol or the illegal use of controlled substances for non-medically prescribed purposes, including intoxication or drug abuse at the workplace;
- (6) Executive's death;
- (7) Termination of the employment relationship after Executive has tendered her resignation of employment.

(f) No Severance Payments. Executive shall not be entitled to any severance pay or benefits in the event her employment is terminated for cause or Executive voluntarily resigns her employment.

(g) Required Vote for Termination. Termination of Executive's employment or a decision not to renew shall require a majority vote of the full Board of Directors at a duly noticed and agenda meeting. Termination shall become effective upon written notice to Executive or at such later time as may be specified in said notice.

(h) Resignation by Executive. Should Executive at her discretion elect to voluntarily resign her employment and terminate this Agreement, she shall give the Chairman of the Board at least thirty (30) days' advance written notice. At the end of the thirty (30) day period, all rights, duties and obligations of Employer and Executive set forth in this Agreement shall cease, this Agreement shall terminate, and Executive will not be entitled to any severance payment or benefits. The Board may waive all or part of the 30 day work period requirement at its discretion.

## **12. INDEMNIFICATION**

Employer agrees to indemnify, defend and hold Executive harmless for any claims or liability to third parties arising out of Executive's acts reasonably taken within the course and scope of her employment and to maintain general liability and officer's and director's insurance to cover such acts.

Executive agrees to indemnify, defend and hold Employer and its employees and agents harmless for any claims or liability arising out of Executive's gross negligence or willful, wrongful acts.

**FIRE SAFE COUNCIL OF NEVADA COUNTY, INC.  
EXECUTIVE DIRECTOR EMPLOYMENT AGREEMENT**

**13. MEDIATION\ARBITRATION AGREEMENT**

**READ THIS PROVISION CAREFULLY BEFORE YOU SIGN IT.**

To resolve employment disputes in an efficient and cost-effective manner, Executive and Employer agree that any and all claims arising out of or related to the employment relationship or this Agreement that could be filed in a court of law, including but not limited to, claims of unlawful harassment or discrimination, wrongful demotion, defamation, wrongful discharge, breach of contract, invasion of privacy, or class action shall be submitted to mediation, and, if necessary, to final and binding arbitration, and not to any other forum.

- (a) Mediation. Any controversy between the Parties involving the construction, application, or performance of any of the terms, provisions, or conditions of this Agreement or the employment relationship shall, on the written request of either party served on the other, be submitted to mediation before a mediator acceptable to all Parties. The mediation shall occur within 45 days of the initial request, unless extended by agreement of the Parties. Should any party commence arbitration or court action based on a dispute or claim to which this Section applies, without first attempting to resolve the matter through mediation, then that party shall not be entitled to recover attorney's fees, even if they would otherwise be available to that party in any such action or arbitration.
- (b) Arbitration. If the mediation is unsuccessful, either party may initiate the arbitration process by delivering a written request for arbitration to the other party within the time limits that would apply to the filing of a civil complaint in court. A late request will be void. No claim should be submitted to arbitration without first attempting to resolve the matter informally and exhausting Employer internal and mediation procedures noted above.
- (c) If the Parties are unable to agree upon a neutral arbitrator, they will obtain a list of arbitrators from a neutral dispute resolution service, and strike names alternatively until one arbitrator remains.
- (d) The arbitrator shall conduct the arbitration in accordance with the procedures set forth in the most recent version of the National Rules for the Resolution of Employment Disputes of the American Arbitration Association, except to the extent that any such rule or procedure would invalidate the enforceability of this Agreement, and to the extent that administration of the arbitration by American Arbitration Association is required.
- (e) Regardless of the outcome, Employer shall pay all the costs that are unique to the arbitration forum, namely the arbitrator's fee.
- (f) The arbitrator shall determine the prevailing party in the arbitration. Costs and attorneys' fees shall be awarded to the prevailing party in accordance with the same legal standards that would apply had the action been filed in court.
- (g) The arbitrator shall have the authority to order any legal or equitable remedy that would be available in a civil or administrative action on the claim. The arbitrator shall prepare a written decision that includes the essential findings and conclusions upon which the award is based.
- (h) This arbitration shall be the exclusive means of resolving any claim arising out of the employment relationship or this Agreement, and no action will be filed in any court or other forum. However, nothing in this provision will affect National Labor Relations Board, Workers' Compensation Appeals Board, Unemployment Insurance Appeals Board,



**FIRE SAFE COUNCIL OF NEVADA COUNTY, INC.  
EXECUTIVE DIRECTOR EMPLOYMENT AGREEMENT**

- (g) Notices. Any notices to be given by either party to the other shall be in writing and may be transmitted by personal delivery or by mail, registered or certified, postage prepaid with return receipt requested. Mailed notices shall be addressed to Employer as follows:

Fire Safe Council of Nevada County, Inc., Inc.,  
Attention Chairman of the Board,  
P.O. Box 1112  
Grass Valley, California 95945;

Jamie Jones  
13483 Evergreen Drive  
Nevada City, CA 95959

Each party may change its or her address for notice by serving written notice on the other party in accordance with this section. Notices delivered personally shall be deemed communicated as of the date of actual receipt; mailed notices shall be deemed communicated two business days after the date of mailing.

- (h) Effect of Waiver. The failure of either party to insist on strict compliance with any of the terms, covenants, or conditions of this agreement by the other party shall not be deemed a waiver of that term, covenant, or condition, nor shall any waiver or relinquishment of any right or power at any one time or times be deemed a waiver or relinquishment of that right or power for all or any other times.
- (i) Authority. The Parties warrant and represent that they have the power and authority to enter into this Agreement in the names, titles and capacities herein stated and on behalf of any entities, persons, estates or firms represented or purported to be represented by such person, and that all formal requirements necessary or required by any state and/or federal law in order to enter into this Agreement have been fully complied with.
- (j) Assignment Prohibited. None of the Parties may assign any right or obligation contained in or arising from this Agreement without the prior written consent of both Parties.
- (k) Governing Law. This Agreement is entered into and shall be construed and interpreted in accordance with the laws of the State of California.
- (l) Counterparts. This Agreement may be executed in counterparts, which counterparts when taken together shall constitute the whole of the Agreement.
- (m) Entire Agreement. This agreement supersedes any and all other agreements, either oral or in writing, between the Parties with respect to the employment of Executive by Employer and contains all of the covenants and agreements between the Parties with respect to that employment in any manner whatsoever. Each party to this agreement acknowledges that no representation, inducements, promises, or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party (including Employer's attorneys), which are not embodied herein, and that no other agreement, statement, or promise not contained in this agreement shall be valid or binding on either party.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

**FIRE SAFE COUNCIL OF NEVADA COUNTY, INC.  
EXECUTIVE DIRECTOR EMPLOYMENT AGREEMENT**

EMPLOYER:

FIRE SAFE COUNCIL OF NEVADA COUNTY, INC., INC.

As authorized by the Board of Directors on \_\_\_\_\_, 2018

By: \_\_\_\_\_  
Chairman of the Board

EXECUTIVE:

\_\_\_\_\_  
Jamie Jones

**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
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 Fire Safe Council of Nevada County Calendar

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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		