



FireSafe **COUNCIL**

Board of Directors' Meeting

February 25, 2020



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

Board of Directors' Meeting		Thursday, February 25, 2021
Meeting Packet Index		
Agenda Item	Page Number	
Cover Sheet (2/25/2021)	1	
Meeting Packet Index	2	
Current Meeting Notice & Agenda	3	
Minutes from Previous Board Meeting dated 1/21/2021	5	
Meeting Notice and Agenda from Executive/Finance Committees dated 2/7/2021	7	
Minutes from Executive/Finance Committees Meeting dated 10/08/2020	9	
FSC October 2020 Financial Report	11	
FSC November 2020 Financial Report	18	
Board of Directors' Roster	25	
FSCNC Acronym List	26	



**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, February 25th 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 January 28th, 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. Special Presentations
 - a. California Fire Safe Council – Kate Dargan
 - b. Nevada County Office of Emergency Services – Paul Cummings and Caleb Dardick
6. AGENCY/PARTNER REPORTS – (Please limit to 3-5 minutes)
7. REPORT OF THE FINANCE COMMITTEE – Dave Walker
 - a. Financial Report as of December 31, 2020
 - b. Status of 2019 Audit –
 - i. Report on Audit Status and increased costs
 - ii. Extension of Auditors Contract
 - iii. **Action Item:** authorization on an additional \$2500 be paid to the auditor for the excess work required, and that this contract with our auditor be extended by three (3) years.
 - c. Next Meeting: Thursday, March 11, 2021 at 9:30 am via teleconferencing
8. REPORT OF THE CHAIRMAN OF THE BOARD – Donn Thane
 - a. Executive/Finance Committee Meeting Report
 - i. Report on Executive Directors Performance Review and process
 - b. Discussion of a Board Historian role
 - c. Status of fundraising efforts
 - d. Next Meeting: Thursday, March 11th, 2021 at 9:30 am via teleconferencing.
9. REPORT FROM THE EXECUTIVE DIRECTOR – Jamie Jones
 - a. Staffing & Office Operations Update
 - b. Grant Applications Update
 - c. Project Update
 - d. Funding/Membership Update
 - e. Programs Update
10. DIRECTORS COMMENTS – Information
11. ADJOURN

NEXT BOARD MEETING: Thursday, March 25th, 2021 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=NTJkRXVvMlIaT0haYnJrZ3lQaW5iUT09>

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

Meeting Notice/Agenda of this Fire Safe Council of Nevada County Board Meeting was posted on _____ per Open Meeting Law Requirements at the following locations:

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

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, January 28, 2021 at 9:00 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

(ET) Eric Trygg, Director
(TM) Terry McMahan
(HW) Hank Weston, Director
(PW) Pete Williams, Director
(EDJ) Jamie Jones, Executive Director

Visitors: There were no visitors.

1. CALL TO ORDER ROLL CALL

Meeting called to order by Chairman Thane at 9:00 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 November 19, 2020 FSC Board Meeting. This was seconded by SE and approved by unanimous vote
EDJ commented that the agenda had an error. The three agency partners listed will actually be presenting full reports during the February meeting instead of today.

4. PUBLIC COMMENT

No public in attendance.

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

1. Tahoe National Forest -- Jacobie Waters Have burned 300 acres of piles since December.
2. NCCFD – Patrick Mason presented the latest statistics on the County Defensible Space Inspection program. For the year 2020 there were 212 cases, 147 were complaint driven and 65 were proactive by the DSIs. Of these, 59 cases were determined to have no violations. There were 67 cases that were out of compliance but responded. Four cases were into the citation phase. Carry over into 2021 shows we have 86 case that are still being addressed. These are essentially proactive cases that are being treated as educational events and letting them know the ordinance is in place.
3. CalFire – Jim Mathias -- December 28th was the official end of the Fire Season. We currently have two crews at Washington Ridge with 12 and 15 people. We also have 24 National Guard folks and 2 CalFire Captains at Washington Ridge. Work is underway on the Nevada County Fire Plan for 2021. Existing plans will be consolidated into more comprehensive plans for better management, but all authorized plans are being maintained. For 2020 CalFire had 5444 inspections with 4752 now in compliance and Truckee had 692. In terms of fuels reduction, the Nevada/Yuba/Placer unit did more acres than any other Unit in the Norther Region and we did twice as much as the next nearest unit. Steve Garcia, FSC and the Firewise Coalition have helped make this possible.
4. Firewise Coalition – Bob Long reported that the Chair of the Coalition will be Scott Beasley. Bob also complemented CalFire and the National Guard on there did great work and helped educate his local neighborhood. EDJ also presented information on Firewise Communities contributed \$ 8.5 Million in money or work in 2020.
5. Office of Emergency Services – Paul Cummings reported the efforts to hire a DSI temporary inspector. OES will be submitting a Hazard Mitigation Grant for the 2020 Jones Fire for Phase II of Ponderosa and South County Fuel Break (LodeStar) this week. FSC is a key partner on this. Also working on the FEMA Grant for Roadside Vegetation Management for \$ 2M.

6. REPORT OF THE FINANCE COMMITTEE – Dave Walker

The November closing Financial Report was not available for the meeting, but is enclosed with these minutes

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

- 1. DT reported that several Board members have been looking at potential fund-raising events, but that the planned for 2019 “Red Zone” is still of interest to both the that was postponed because of bad weather is also still in play. More information on these choices will be available at a later date.
- 2. DT requested that Board Members be prepared to report on work they are doing for FSC such as DSAV’s, Firewise Coalition efforts, etc.
- 3. In an effort to get to know more FSC employees, DT will be requesting EDJ to have other employees to give five-minute reports on their effort to the Board.

8. REPORT FROM THE EXECUTIVE DIRECTOR – Jamie Jones

- 1. EDJ reported that three supervisors and four employees will go through the Prescribed Burn training.
- 2. EDJ will attending the Best Practice Mitigation Training in February.
- 3. Billy Spearing applied for a Bronze Smokey for FSC.
- 4. FSC was awarded a Collation Collaborative Grant of \$60,000 to develop staff capacity.
- 5. FSC was awarded a \$3000 grant from the CalFSC to provide cross-labeling for public communications.
- 6. Additional grant funding opportunities from CalFSC, PG&E are being pursued.
- 7. The Reduced Cost Defensible Space Clearing Program has netted \$ 45K for the FSC.
- 8. Application for the next round of Paycheck Protection Loans has been completed (\$180,000).
- 9. EDJ reported that at the February Board Meeting we will have special presentations from Paul Cummings and Caleb Dardick from Nevada County and Kate Dargan at the CalFSC.

9. DIRECTORS’ COMMENTS

SE stated that a \$ 125,000 grant, managed by FSC to Support the Nevada County Biomass Task Force in development of a Biomass Facility is now closing, as Steve wanted to thank Billy Spearing for her help in making this happen.

10. ADJOURNMENT at 10:02 AM Moved by SE, seconded by DW, accepted unanimously.

I declare that these meeting minutes accurately reflect the actions of the Fire Safe Council of Nevada County’s Board meeting held **on January 28, 2021** 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

**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, February 11, 2021** at **9:30 a.m.** via Zoom teleconference for the following purposes specified here in the Agenda.

ROSTER:

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

Warren Knox, Secretary
Hank Weston, Director
Jamie Jones, Executive Director

1) CALL TO ORDER

2) ROLL CALL

3) PUBLIC COMMENT

4) FINANCE COMMITTEE UPDATE – Dave Walker

- a) FSC Budget reports Update

5) CHAIRMAN UPDATE

- a) Update on FSC through January 31st, 2021
- b) Creation of a Board role of FSC Historian
- c) Development of a process for FSC Board Members to report on their FSC activities
- d) Performance appraisal for the Executive Director – Review standards in February to develop a more detailed review process.
- e) Discuss the Executive Director's salary/compensation discussion in preparation for fiscal year beginning on July 1st 2021.
- f) Revisit Red Zone fundraising event.

6) EXECUTIVE DIRECTOR OPERATIONS UPDATE

- a) Operations update (staffing, facilities, systems, communications, etc.)
- b) Programs update (Low Cost DS Clearing, Chipping, Signs, DSAVs, AFNs, Scotch Broom, Firewise, etc.)
- c) Projects update (Ponderosa, Grants, etc)
- d) Other

7) OTHER

8) ADJOURN TO CLOSED SESSION (If necessary)

Closed Session:

1) ADJOURN

FOR FUTURE 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

February 8th, 2021 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=NTJkRXVvMldaT0haYnJrZ3lQaW5iUT09>

210110

Times stated are approximate and subject to change. Agenda order is tentative and may be changed by Board action without prior notice. This meeting will conform to the Open Meeting Act. Total time allocated for public comment on particular issues is limited. The meeting is accessible to the physically disabled.



Fire Safe Council of Nevada County Executive/Finance Board Meeting Minutes
Fire Safe Council, 143B Springhill Drive, Ste. 13, Grass Valley, CA 95945
Thursday, February 11th, 2021 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

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:** David Walker
 - a. Closing of FSC November 30, 2020 Budget
 - i. Net Balance: \$ 899,000
 - ii. Net Loss: \$ 79,000
 - iii. Current Funds available: \$ 298,640
 - b. Work on annual Audit for 2019 has been completed and our auditor is working on the final documentation. All indications are that this will be a clean audit. Documentation should be available soon.
 - c. EDJ indicated that the contract with our accountant has been terminated.
 - d. The complete budget report for December has not been completed due to the accountant termination and active Covid-19 illness in our staff. This report will be provided as soon as it can be completed.
 - e. EDJ indicated that the due to previously reported accounting difficulties, additional work was required to the amount of \$2500.
 - f. HW moved that the Board authorized an additional \$2500 be paid to the auditor for the excess work required, and that this contract with our auditor be extended by three (3) years. Motion was seconded by DW and approved unanimously.
5. **Chairman Update:** Donn Thane
 - a. DT reported that he had provided the Executive Director her performance review
 - i. From the results of the process was clear that some Board Members were not able to provide many answers to the survey questions
 - ii. Feedback from our community partners was included in the feedback
 - iii. Board Members do need to be more active and proactive
 - b. DT presented the need for a Board Historian to keep track of events as they occur to provide a more cogent view of the state of FSC as we move forward. He will be looking for a volunteer.
 - c. Fund raising – the Red Zone event is currently still in process. A revised contract will be developed by Pete Williams and SE. DT, EDJ will work with John on this.
6. **Executive Director Operations Update:** Jamie Jones
 - a. EDJ will work with Billy Spearing to develop a continuing program to get individual FSC employees before the Board to increase awareness of both individuals and ongoing programs.
 - b. Projects Update –
 - i. Chipping continues at a good clip
 - ii. Lake Wildwood has responded to FSC efforts with a request for more than 100 green reflective signs
 - iii. DSAV are down and flat
 - iv. Ponderosa – wrapping up details and looking at secondary treatment on some properties for maintenance.
 - v. AFN – work continues w/ the County to develop FEMA funding of \$5.6M over several years targeting, in part, assistance for special needs folks.
 - vi. Firewise -- Scott Beasley has assumed leadership of the Firewise Coalition with continued help from existing folks.
 - c. Operations –
 - i. Prop 172 funds from the County look to be in the \$60,000 range.

- ii. Meetings with County/OES on potential \$300,000 for GreenWaste project in 2021.
- iii. Interviews for new Bookkeeper will begin in the coming week.
- iv. Conversations with Kate Dargen at CFSC indicate that PG&E funding of special programs at CFSC will only be at \$ 2M statewide.
- v. NSAQAD & FAA will be working on potential dust and smoke due to GreenWaste project at the NC Airport.
- vi.

7. Adjourn

HW moved adjournment, WK seconded, approve unanimously at 10:40 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 February 11th, 2021 and were approved by the Board of Directors.

Warren Knox, Secretary

Date

Management Report

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



Prepared on
February 3, 2021

Table of Contents

Statement of Activity3

Statement of Financial Position6

Statement of Activity

July - October, 2020

	Total
REVENUE	
41100 Federal Grants	62,397.90
41300 Local Government Grants	33,915.47
41500 Foundation & Trust Grants	297,399.00
41600 Project Revenue	334,219.78
43000 Chipping program Revenue	21,024.77
43100 DSCS Services Revenue	480.00
43500 Donations - General	17,232.08
44000 Fundraising	9,990.00
44500 Memberships	3,196.00
Gain of Sale of Assets	644.00
Total Revenue	780,499.00
GROSS PROFIT	780,499.00
EXPENDITURES	
15001 Small Tools & Equipment	2,108.35
52000 Payroll Fringe Expenses	
52100 Payroll Taxes	22,098.00
52200 Health Benefit Reim	8,775.00
52350 Holiday Pay	4,774.00
52375 Vacation Pay	6,842.09
52390 Sick Pay	2,883.85
52400 Workers Comp Expense	25,982.37
52500 Retirement Plan - Company Match	6,295.24
Total 52000 Payroll Fringe Expenses	77,650.55
60000 Administrative	
64200 Accounting fees	4,812.75
64300 Professional Services- Contract	2,600.00
64400 Legal fees	4,111.25
64401 Webmaster	227.64
64410 Payroll Service Fee	907.50
64450 Advertising	186.71
64500 Rent Expense	9,595.00
64600 Telephone	4,231.27
64650 Internet Services	1,378.54
64700 Utilities	1,717.40
64800 Postage	386.95
64900 Office Expense & Supplies	7,824.53
64910 Computer Software	4,654.71
65000 Printing & Copying	1,452.26
65100 Permits and Licenses Expense	110.30
65150 Repairs and Maintenance	
65160 Building Repair and Maintenance	122.30

	Total
65170 Vehicle Repair and Maintenance	6,309.75
65180 Equipment Repair and Maintenance	5,526.39
65190 Computer Repair and Maintenance	573.75
Total 65150 Repairs and Maintenance	12,532.19
65200 Training	903.14
65300 Travel and Meals	657.41
65525 Insurance	
Life Insurance	405.00
Total 65525 Insurance	405.00
65550 Insurance - Liability, D and O	4,493.57
65600 Dues and Subscriptions	3,456.12
65900 Merchant Services Fees	204.63
65901 PayPal Fees	130.38
Total 65900 Merchant Services Fees	335.01
66000 Depreciation Expense	29,643.52
Total 60000 Administrative	96,622.77
70000 Program Expenses	
71000 Payroll Wages	248,735.99
74100 Contractual - Services	272,845.26
74300 Fuels Reduction Contracting	82,650.00
74350 Ponderosa West- Subcontractors	231,807.18
74360 Contractual - Services Internal Projects	-212,650.00
Total 74300 Fuels Reduction Contracting	101,807.18
74450 Advertising	-457.50
74910 Reflective Address Signs	1,707.67
74950 Field Supplies	6,880.54
74920 PPE - Personal Protective Equipment	3,687.61
Total 74950 Field Supplies	10,568.15
75250 Public and Community Outreach	1,960.00
75400 Auto Expense	
75450 Auto Exp - Gas/Mileage/Other	15,840.20
Total 75400 Auto Expense	15,840.20
76500 Fundraising Expense	6,739.35
Total 70000 Program Expenses	659,746.30
79010 Bank Service Charges	125.30
Reimbursements	
Cell Phone Reimburse	2,540.00
Health Benefit Reimb	3,500.00
New Health Insurnace	525.00
Total Reimbursements	6,565.00
Total Expenditures	842,818.27
NET OPERATING REVENUE	-62,319.27
OTHER REVENUE	
80000 Interest Income	0.16

	Total
Total Other Revenue	0.16
OTHER EXPENDITURES	
67500 Uncategorized / Charges to Dispute	385.69
81000 Interest expense - general	3,342.57
83500 Taxes - State	-25.31
Total Other Expenditures	3,702.95
NET OTHER REVENUE	-3,702.79
NET REVENUE	\$ -66,022.06

Statement of Financial Position

As of October 31, 2020

	Total
ASSETS	
Current Assets	
Bank Accounts	
10000 Tri Counties Bank	0.00
10001 Checking Tri Counties #9854	251,741.97
10010 Tri Counties - Donations #7356	72,270.83
10015 Tri Counties - Grants Account	2,971.73
Total 10000 Tri Counties Bank	326,984.53
10020 PayPal Bank	274.56
10025 Sierra Central Credit Union	
10030 Sierra Central - Money Market 0837	690.05
10040 Sierra Central - Savings	170.52
Total 10025 Sierra Central Credit Union	860.57
10050 West America Bank	0.00
10055 West America #8159	408.09
10060 West America #8167***	403.59
Total 10050 West America Bank	811.68
Total Bank Accounts	328,931.34
Accounts Receivable	
11000 A/R - Projects	69,137.37
Total Accounts Receivable	69,137.37
Other Current Assets	
12000 Employee Receivable	639.60
13000 Prepaid Insurance	20,330.08
14900 Undeposited Funds	4,976.50
Payroll Advance - Jones	10,000.00
Total Other Current Assets	35,946.18
Total Current Assets	434,014.89
Fixed Assets	
15000 Field Equipment	320,105.90
15100 Office Equipment and Computers	7,539.88
15101 Donated Office Furniture	2,000.00
15110 Vehicles	282,096.66
17000 Accum Deprec - Equipment	-225,832.24
Total Fixed Assets	385,910.20
TOTAL ASSETS	\$819,925.09
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20101 Accounts Payable	6,904.75

	Total
Total Accounts Payable	6,904.75
Credit Cards	
21050 Tri Counties Credit Card 1029	983.68
21075 Tri Counties Credit Card 1011	139.78
21080 West America Credit Card #4854	3,100.93
Total Credit Cards	4,224.39
Other Current Liabilities	
21200 Accrued Expenses	17,278.75
22000 Payroll Liabilities	0.00
22100 Accrued Vacation	11,490.84
22101 CA PIT / SDI	1,905.19
22102 CA SUI / ETT	530.03
22103 Federal Taxes	13,727.11
22104 Income withholding for support	135.00
22125 Workers Comp Payable	43,240.95
22300 Retirement Plan Payable	-1,268.13
Total 22000 Payroll Liabilities	69,760.99
26000 Fiscal Sponsorship	
26200 FS - Lake Vera-Round Mountain	964.90
26300 FS - Cascade Shores Firewise	395.00
26400 FS - Greater Alta Sierra FW	45.00
Total 26000 Fiscal Sponsorship	1,404.90
Nev Co. Ponderosa Project Advance	541,748.63
Total Other Current Liabilities	630,193.27
Total Current Liabilities	641,322.41
Long-Term Liabilities	
25401 Loans Payable - Tri-Counties Loan No 6020025260	30,559.28
25402 Loans Payable - Tri-Counties Loan No 6020025360	30,559.28
25403 Loans Payable - Tri-Counties Loan No 6020025460	34,860.38
25404 Loans Payable - Tri-Counties Loan No 6020025560	31,898.76
Total Long-Term Liabilities	127,877.70
Total Liabilities	769,200.11
Equity	
38000 Restricted - Ops/Equip Reserve	36,000.00
39000 Retained Earnings	56,455.84
Prior Year Adjustments	24,291.20
Net Revenue	-66,022.06
Total Equity	50,724.98
TOTAL LIABILITIES AND EQUITY	\$819,925.09

Management Report

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



Prepared on
February 3, 2021

Table of Contents

Statement of Activity3

Statement of Financial Position6

Statement of Activity

July - November, 2020

	Total
REVENUE	
41100 Federal Grants	62,397.90
41200 State Grants	10,000.00
41300 Local Government Grants	84,232.47
41500 Foundation & Trust Grants	297,399.00
41600 Project Revenue	372,578.20
43000 Chipping program Revenue	27,249.77
43100 DSCS Services Revenue	8,617.50
43500 Donations - General	18,525.05
44000 Fundraising	12,260.00
44500 Memberships	4,178.00
47000 Firewise Community Services	350.00
Gain of Sale of Assets	644.00
Total Revenue	898,431.89
GROSS PROFIT	
	898,431.89
EXPENDITURES	
15001 Small Tools & Equipment	2,195.13
52000 Payroll Fringe Expenses	
52100 Payroll Taxes	22,955.55
52200 Health Benefit Reim	8,775.00
52350 Holiday Pay	5,996.00
52375 Vacation Pay	17,639.24
52390 Sick Pay	2,883.85
52400 Workers Comp Expense	33,497.43
52500 Retirement Plan - Company Match	7,935.86
Total 52000 Payroll Fringe Expenses	99,682.93
60000 Administrative	1,840.00
64200 Accounting fees	5,589.00
64300 Professional Services- Contract	3,250.00
64400 Legal fees	4,351.25
64401 Webmaster	227.64
64410 Payroll Service Fee	907.50
64450 Advertising	186.71
64500 Rent Expense	11,900.00
64600 Telephone	4,664.23
64650 Internet Services	1,715.59
64700 Utilities	2,100.93
64800 Postage	386.95
64900 Office Expense & Supplies	10,779.81
64910 Computer Software	5,931.46
65000 Printing & Copying	1,633.20
65100 Permits and Licenses Expense	110.30

	Total
65150 Repairs and Maintenance	
65160 Building Repair and Maintenance	122.30
65170 Vehicle Repair and Maintenance	6,382.64
65180 Equipment Repair and Maintenance	5,956.23
65190 Computer Repair and Maintenance	933.75
Total 65150 Repairs and Maintenance	13,394.92
65200 Training	903.14
65300 Travel and Meals	995.76
65525 Insurance	
Life Insurance	405.00
Total 65525 Insurance	405.00
65550 Insurance - Liability, D and O	5,263.88
65600 Dues and Subscriptions	4,200.12
65800 Bank Charges	350.00
65900 Merchant Services Fees	486.77
65901 PayPal Fees	169.25
Total 65900 Merchant Services Fees	656.02
66000 Depreciation Expense	36,901.49
Total 60000 Administrative	118,644.90
70000 Program Expenses	
71000 Payroll Wages	315,320.23
74100 Contractual - Services	275,825.26
74300 Fuels Reduction Contracting	82,650.00
74350 Ponderosa West- Subcontractors	244,562.45
74360 Contractual - Services Internal Projects	-224,950.00
Total 74300 Fuels Reduction Contracting	102,262.45
74450 Advertising	-457.50
74910 Reflective Address Signs	2,998.95
74950 Field Supplies	6,774.18
74920 PPE - Personal Protective Equipment	3,675.35
Total 74950 Field Supplies	10,449.53
75250 Public and Community Outreach	1,960.00
75400 Auto Expense	
75450 Auto Exp - Gas/Mileage/Other	20,026.31
Total 75400 Auto Expense	20,026.31
76500 Fundraising Expense	8,217.31
Total 70000 Program Expenses	736,602.54
79010 Bank Service Charges	151.40
Payroll Expenses	
Taxes	4,945.87
Total Payroll Expenses	4,945.87
Reimbursements	
Cell Phone Reimburse	3,075.00
Health Benefit Reimb	6,250.00

	Total
New Health Insurnace	975.00
Total Reimbursements	10,300.00
Total Expenditures	972,522.77
NET OPERATING REVENUE	-74,090.88
OTHER REVENUE	
80000 Interest Income	0.20
Total Other Revenue	0.20
OTHER EXPENDITURES	
67500 Uncategorized / Charges to Dispute	490.58
81000 Interest expense - general	4,467.57
83500 Taxes - State	-25.31
Total Other Expenditures	4,932.84
NET OTHER REVENUE	-4,932.64
NET REVENUE	\$ -79,023.52

Statement of Financial Position

As of November 30, 2020

	Total
ASSETS	
Current Assets	
Bank Accounts	
10000 Tri Counties Bank	0.00
10001 Checking Tri Counties #9854	166,043.71
10010 Tri Counties - Donations #7356	105,888.89
10015 Tri Counties - Grants Account	24,971.73
Total 10000 Tri Counties Bank	296,904.33
10020 PayPal Bank	87.97
10025 Sierra Central Credit Union	
10030 Sierra Central - Money Market 0837	690.08
10040 Sierra Central - Savings	170.53
Total 10025 Sierra Central Credit Union	860.61
10050 West America Bank	0.00
10055 West America #8159	396.09
10060 West America #8167***	391.59
Total 10050 West America Bank	787.68
Total Bank Accounts	298,640.59
Accounts Receivable	
11000 A/R - Projects	120,550.50
Total Accounts Receivable	120,550.50
Other Current Assets	
12000 Employee Receivable	709.66
13000 Prepaid Insurance	17,267.30
14900 Undeposited Funds	3,726.50
Payroll Advance - Jones	10,000.00
Total Other Current Assets	31,703.46
Total Current Assets	450,894.55
Fixed Assets	
15000 Field Equipment	320,105.90
15100 Office Equipment and Computers	7,539.88
15101 Donated Office Furniture	2,000.00
15110 Vehicles	282,096.66
17000 Accum Deprec - Equipment	-233,090.21
Total Fixed Assets	378,652.23
TOTAL ASSETS	\$829,546.78
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20101 Accounts Payable	5,191.33

	Total
Total Accounts Payable	5,191.33
Credit Cards	
21050 Tri Counties Credit Card 1029	901.48
21075 Tri Counties Credit Card 1011	208.50
21080 West America Credit Card #4854	8,635.32
Total Credit Cards	9,745.30
Other Current Liabilities	
21200 Accrued Expenses	17,928.75
22000 Payroll Liabilities	0.00
22100 Accrued Vacation	22,287.99
22101 CA PIT / SDI	1,957.58
22102 CA SUI / ETT	1,005.55
22103 Federal Taxes	14,104.38
22125 Workers Comp Payable	47,386.26
22300 Retirement Plan Payable	-325.69
Total 22000 Payroll Liabilities	86,416.07
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
26500 Fiscal Sponsor for Washington Firewise	12,000.00
Total 26000 Fiscal Sponsorship	13,404.90
Nev Co. Ponderosa Project Advance	531,259.21
Total Other Current Liabilities	649,008.93
Total Current Liabilities	663,945.56
Long-Term Liabilities	
25401 Loans Payable - Tri-Counties Loan No 6020025260	30,559.28
25402 Loans Payable - Tri-Counties Loan No 6020025360	30,559.28
25403 Loans Payable - Tri-Counties Loan No 6020025460	34,860.38
25404 Loans Payable - Tri-Counties Loan No 6020025560	31,898.76
Total Long-Term Liabilities	127,877.70
Total Liabilities	791,823.26
Equity	
38000 Restricted - Ops/Equip Reserve	36,000.00
39000 Retained Earnings	56,455.84
Prior Year Adjustments	24,291.20
Net Revenue	-79,023.52
Total Equity	37,723.52
TOTAL LIABILITIES AND EQUITY	\$829,546.78

FIRE SAFE COUNCIL OF NEVADA COUNTY

BOARD ROSTER

As of 08/24/2020

POSITION	LAST	FIRST	CITY	PHONE	CELL	EMAIL	REPRESENTING/AFFILIATIONS
Chairman	Thane	Donn	Grass Valley	530-273-8685	530-575-0566	6dthane@gmail.com	Member at Large
Vice-Chair	Nolle	Rick	Penn Valley	530-432-5360	530-205-6201	ricknolle@sbcglobal.net	Realtor
Treasurer	Walker	Dave	Penn Valley	530-432-4111	530-362-0614	dwalker.assoc@gmail.com	Business/Certified Public Accountant
Secretary	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	Trygg	Eric	Grass Valley	530-273-9161	NA	pacifictac@hotmail.com	Member at Large
Director	McMahan	Terry	Nevada City	530-265-4439	530-913-4587	terrtcmahan@nccfire.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	916-965-4561	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

Fire Safe Council List of Common Acronyms

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