



FireSafe **COUNCIL**

Board of Directors' Meeting

March 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

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**FIRE SAFE COUNCIL OF NEVADA
COUNTY
BOARD OF DIRECTORS' MEETING
PUBLIC NOTICE & AGENDA**

Fire Safe Council of Nevada County
P.O. Box 1112 Grass Valley, CA 95945
Phone (530) 272-1122
Fax (530) 272-3232
www.areyoufiresafe.com

Notice is now given that a regular meeting of the Board of Director's has been called and will be held on **Thursday, March 25, 2021, 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 February 25, 2021 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. Status of Financial Report for December 30, 2020 thru January 31, 2021
 - b. Status of Bookkeeper role -- EDJ
 - c. Next Meeting: Thursday, April 8, 2021 at 9:30 am via teleconferencing
7. REPORT OF THE CHAIRMAN OF THE BOARD – Donn Thane
 - a. Executive Committee Meeting Report
 - i. Insurance Industry Agency Partner development – Vetting process and candidate search. **Action**
 - ii. Process review for annual Performance Review and salary assessment for Executive Director
 - iii. Fund raising development
 - b. Next Meeting: Thursday, April 8, 2021 at 9:30 am via teleconferencing.
8. REPORT FROM THE EXECUTIVE DIRECTOR – Jamie Jones
 - a. Changes in DSAV program planned as Covid environment changes
 - b. Low-Cost Defensible Space Service update
 - c. FSC Credit Card Account management changes **Action**
 - d. New FSC representative for the Firewise Coalition
 - e. Other
9. DIRECTORS COMMENTS – Information
10. ADJOURNMENT

NEXT BOARD MEETING: Thursday, April 22, 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, February 25, 2021 at 10:00 AM via teleconference

In Attendance:

DIRECTORS

(DT) Donn Thane, Chairman	(ET) Eric Trygg, Director
(RN) Rick Nolle, Vice-Chair	(SH) Sue Hoek
(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

Visitors: Kate Dargan, California Fire Safe Council

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

WK moved to approve the Agenda. Seconded by SE. Approved by unanimous vote.

3. MEETING MINUTES

WK moved acceptance of the Minutes from the January 28, 2020 FSC Board Meeting. This was seconded by SE and approved by unanimous vote

4. PUBLIC COMMENT

No public comment.

5. SPECIAL AGENCY/PARTNER REPORTS

1. Kate Dargan, California FSC -- co-chair (in partnership with Bob Roper) of the California Fire Safe Council.
 - i. Announced the appointment of Hedi Jalon as the new Executive Director of CFSC.
 - ii. Announced a refocus of CFSC. Slide presentation attached.
2. Paul Cummings, Office of Emergency Services, Nevada County – Presented OES new Operational Plan for 2021 focusing on:
 - i. Planning
 - a. Message & Outreach
 - b. Developing evacuation systems
 - c. Advocation with the State of California
 - d. Partnerships
 - e. Sheltering
 - f. Heat events
 - g. Emergency operations
 - h. Community Wildfire Protection Plans
 - i. Hazard Mitigation Plans
 - j. Power safety shutoffs
 - k. Community needs assessments
 - ii. Mitigation
 - a. Grants (GreenWaste)
 - b. Defensible Space Inspectors
 - c. Air curtain incinerator
 - iii. Response – Evacuation / Search & Rescue / PSS
 - iv. Recovery – Be prepared for disaster / Covid recovery / Jones Fire recovery

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

1. USFS – Rita Clipperton -- Have continued focus on understory burning along north Highway 20.

2. Firewise Coalition – Scott Beasley – the new Directory of Firewise Coalition stated he was still in the discovery and data gathering phase of his new responsibilities. He is especially interested in Insurance issues and situational awareness for evacuations.

6. REPORT OF THE FINANCE COMMITTEE

1. RN reported on behalf of the traveling DW that the December Financial Report is not fully closed due to the vacancy in the Bookkeeper role at FSC.

Net Revenues: - \$ 79,000

RN explained that this negative income is due in large part to the required billing processes for some of our Grants. Some grant incomes may come monthly, others quarterly, and some upon completion of the grant requirements. This may mean that FSC will be doing work for some variable period of time before seeing income from work completed.

The critical bottom line is that FSC currently has over \$300,000 in its bank account.

RN also referenced the \$130,000 cost overrun on this summer's GreenWaste program was due to the tremendous response to this program. This overrun was paid out of previously retained earnings.

RN also referenced a bookkeeping error that cost FSC about \$90,000 in Covid PPE response funding.

3. EDJ reported that 2019 Audit has been completed, and that again because of bookkeeping errors there were some significant cost overruns not covered by the existing contract. Board action was required to cover this overrun.
4. EDJ also reported that the Auditor's contract was currently up for renewal, and that the relationship was a very good one. A recommendation for a three-year contract was made, and a request for Board action on this issue was also required.
5. SW moved that the Board authorize supplemental payment of the existing Auditor cost overrun. This was seconded by HW and unanimously accepted by the Board.
6. SW also moved that a new three-year contract be authorized for the existing Auditor. This was seconded by HW and unanimously approved by the Board.

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

1. DT outlined the need for a "Board Historian" that would track over time the major milestones of the FSC on a monthly basis. This information would be used, in part, to performance of the executive director. SH volunteered to assume this role.
2. DT outlined the process and timeline for the June salary review for the executive director.
3. DT reported that he had met with the principal supporter of the postponed Red Zone Fund Raiser, and that the event is still of major interest. SE volunteered to chair the effort and will be looking for an event in the Fall – hopefully – in the Fall.

8. REPORT FROM THE EXECUTIVE DIRECTOR – Jamie Jones

1. EDJ introduced Billy Spearing, FSC Grant Accountant, as the first FSC employee to be formally introduced to the Board to increase Board awareness of employees and their responsibilities. Billy provided a brief bit of personal background and her efforts to manage all the data and information necessary to manage and report all activities on these grants. Billy is also handling all social media activities for FSC and is general assistant to EDJ.
2. EDJ reported that there are currently three staff vacancies – Grant Writer, Chipping Supervisor, and Accountant/Bookkeeper. She will begin interviewing next week.
3. EDJ reported that an agreement had been reached with OES to permit use of space at Nevada County Airport to secure FSC vehicles.
4. A grant has been written to PG&E for a chipping support.
5. The Ponderosa Project is wrapping up with a second round of treatment where needed.
6. FSC has received \$187,000 of Federal money for Covid Personal Protective Equipment. We will be applying for additional funds in March.
7. There is currently a gap in staff to manage the DSAV program. PW has volunteered to help until staff is identified.
8. EDJ is currently working with OES on developing the GreenWaste program for 2021.

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 11:33 AM Moved by WK seconded by PW, 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 February 25, 2021** and were approved by the Board of Directors.

 Type text here

Warren Knox, Secretary

Date

200601



Fire Safe Council of Nevada County
P.O. Box 1112
Grass Valley, CA 95945
Phone (530) 272-1122
Fax (530) 272-3232
www.areyoufiresafe.com

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

Notice is now given that a regular EXECUTIVE/FINANCE Committees meeting of the Board of Directors' has been called by DONN THANE, Chairman, and will be held on **Thursday, March 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 –
 - i. December 2020 Financial Report
 - ii. January 2021 Financial Report

5) CHAIRMAN UPDATE

- a) Update on FSC through February 28th, 2021
- b) Development of a process for FSC Board Members to report on their FSC activities
- c) Performance appraisal for the Executive Director – Review standards in February to develop a more detailed review process.
- d) Revisit Red Zone fundraising event.

6) EXECUTIVE DIRECTOR OPERATIONS UPDATE

- a) Operations update (staffing, facilities, systems, communications, etc.)
 - i. Staffing issues – Progress
 - ii. Other
- 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 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

March 8, 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

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Fire Safe Council of Nevada County Executive/Finance Board Meeting Minutes
Fire Safe Council, 143B Springhill Drive, Ste. 13, Grass Valley, CA 95945
Thursday, March 11th, 2021 at 9:30 A.M.

Board Members in Attendance:

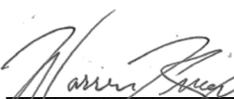
(DT) Donn Thane, Chairman
(RN) Rick Nolle, Vice-Chairman
(DW) Dave Walker, Treasurer

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

1. **Call to Order:** 9:38 AM
2. **Roll call:** was taken and is reflected above.
3. **Public Comment:** No public in attendance.
4. **Financial Committee Update:** David Walker
 - a. No update on either the closing budget for December 2020 or January 2021 due to the current vacancy in the bookkeeper role. Identification of a replacement bookkeeper has been handicapped by the current Income Tax season, and not contractors have responded to the job postings.
5. **Chairman Update:** Donn Thane
 - a. A potential Agency Partner in the Insurance industry with significant experience in the Fire Industry has been identified. DT will follow up and begin a vetting process.
 - b. A clear process for the annual Performance Review and salary assessment of the Executive Director was discussed.
 - c. Red Zone Event discussions are continuing with John Paye.
6. **Executive Director Operations Update:** Jamie Jones
 - a. With the rapidly changing Covid environment, DSAV's with two advisors will now be allowed, provided that all masking and social distancing requirements are followed, and advisors do not travel in the same vehicle.
 - b. Low-Cost Defensible Space service is developing well. Income from this service has been \$136,000 since the beginning of December. Service will require some restriction once the FEMA project begins which will focus on AFN customers.
 - c. Pat Leach has been named the FSC contact for the Firewise Coalition.
 - d. EDJ proposed that FSC close its credit card account with Tri-Counties Bank due to specific limitations, and open a credit card account with Costco. WK moved that this question be forwarded to the full Board, RN seconded the motion, and the motions was unanimously approved.
7. **Adjourn**

DW moved adjournment, RN seconded, approve unanimously at 10:42 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

3/25/2021

Date

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	terrtmcmahan@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		