



# **FireSafe** **COUNCIL**

**Board of Directors' Meeting**

**April 22, 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, April 22<sup>nd</sup>, 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 March 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. Financial Report
    - i. Status of Bookkeeper role
    - ii. Review of FSC financial process
    - iii. Projected changes in financial reporting details – Executive Director Jones
  - b. Next Meeting: Thursday, May 13, 2021 at 9:30 am via teleconferencing
7. REPORT OF THE CHAIRMAN OF THE BOARD – Rick Nolle
  - a. Executive Committee Meeting Report
    - i. Welcome Jeff Dunning as FSC Agency Partner for Insurance Industry
    - ii. The Annual Performance Review for Executive Director Jones – Director input needed by April 26, 2021
    - iii. Fundraising Plans for 2021 – Steve Eubanks
  - b. Next Meeting: Thursday, May 13, 2021 at 9:30 am via teleconferencing.
8. REPORT FROM THE EXECUTIVE DIRECTOR – Jamie Jones
  - a. Recent staff training review
  - b. Significant Press coverage – KNCO, Nevada City Schools, California Legislature bill to support County Fire suppression
  - c. Plans for Firewise Communities program for next fiscal year
  - d. Project Update – Ponderosa Project over 1000 acres
  - e. Overview of rapidly changing Fire Preparation landscape – potential opportunities, projects and funding mechanisms.
9. DIRECTORS COMMENTS – Information
10. ADJOURNMENT TO CLOSED SESSION –

**NEXT BOARD MEETING: Thursday, May 27, 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](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)

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**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, March 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
(DW) David Walker	(TM) Terry McMahan
(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:**

**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 WK. Approved by unanimous vote.**

**3. MEETING MINUTES**

**DW moved acceptance of the Minutes from the February 25, 2021 FSC Board Meeting. This was seconded by RN and approved by unanimous vote.**

**4. PUBLIC COMMENT**

No public comment.

**5. AGENCY PARTNER REPORTS**

1. Paul Cummings, Office of Emergency Services, Nevada County
  - i. Working on planning 2021 Greenwaste project – two dates in Eastern Nevada County and two in the Western part.
  - ii. Ready, Set, Go Handbook is almost complete
  - iii. Wildfire stakeholder meeting will be held on March 31<sup>st</sup>.
  - iv. Patrick Mason described the process for the County's Defensible Space Advisory Inspections including the Notice of Abatement Ordinance.
2. Cathe' Fish -- Master Gardeners, reported on work updating the Firewise plant list.

**6. REPORT OF THE FINANCE COMMITTEE**

1. DW reported that interviews of potential Bookkeepers are imminent.
2. No Financial Report will be available until a new Bookkeeper is identified.
3. EDJ reported that \$187,000 has been received from the Federal Government via the Covid PPE Loan program rebates.

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

1. DT reported that a potential candidate had been identified as an Agency Partner representing the Insurance Industry. The candidate named was identified as Jeff Dunning who had previously been on the Board of FSC and had an excellent working relation with several current Board members.
2. **RN moved that Mr. Dunning be named an Agency Partner. This was seconded by DW and approved unanimously.**
3. DT outlined this year's process for the annual performance and salary review for the Executive Director asked all Directors to complete their evaluations by the April FSC Board Meeting.
4. SE reported that he had met with the principal supporter of the postponed Red Zone Fund Raiser. The event is currently being proposed for September 18<sup>th</sup>, and meetings are scheduled to develop specifics.

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

1. EDJ reported that DSAV requests are down, mostly due to Covid issues. Relaxation of Covid rules by the County has allowed FSC to begin allowing tandem customer visits as long as unrelated parties travel in separate vehicles. A press release will be forthcoming.
2. Low-cost Defensible Space program is helping people and feedback is very good.
3. Processing issues with Tri Counties credit card supplier has created a number of problems and EDJ requested permission to close FSC credit card account and open a new one with a more user-friendly provider. **DW made a motion to this effect, it was seconded by DT and approved unanimously**
4. EDJ continued the introduction of FSC personnel by presenting FSC's new Firewise Coordinator, Pat Leach. Pat has worked for some 15 years developing a strong reputation as a promoter of fire safety and defensible space in the North San Juan area and has initiated the development of six Firewise Communities in NSJ. Her new goal as an employee is for FSC to have 100 FC's by next year.
5. EDJ praised the efforts of Lake Wildwood in developing 70 orders for reflective address signs which gave all FSC employees a significant workload the past month.
6. Covid has negatively impacted the complexity of staffing, and the talent pool has been diminished. FSC needs quality employees and vaccinated DS Advisors.

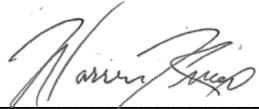
## 9. DIRECTORS' COMMENTS

SH indicated that "abatement projects" need new tools to address non-performance issues.

TM stated that an AmeriCorps crew is being housed in the Wollman School, and will be addressing abatement issues from the Jones Fire. He also stated that Marin Co. is using communications through the school districts to develop Firewise assets.

**10. ADJOURNMENT** at 11:31 AM Moved by DW, seconded by WK, and approved unanimously.

I declare that these meeting minutes accurately reflect the actions of the Fire Safe Council of Nevada County's Board meeting held **on March 25, 2021** and were approved by the Board of Directors.



Warren Knox, Secretary

4/19/2021

Date



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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, April 8, 2021 at 9:30 a.m.** via Zoom teleconference for the following purposes specified here in the Agenda.

**ROSTER:**

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

**1) CALL TO ORDER**

**2) ROLL CALL**

**3) PUBLIC COMMENT**

**4) FINANCE COMMITTEE UPDATE – Dave Walker**

- a) FSC Budget reports Update –

**5) CHAIRMAN UPDATE – Donn Thane**

- a) Update on FSC through March 31, 2021

**6) EXECUTIVE DIRECTOR OPERATIONS UPDATE – Jamie Jones**

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

**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=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, April 8<sup>th</sup>, 2021 at 9:30 A.M.**

**Board Members in Attendance:**

(DT) Donn Thane, Chairman

(HW) Hank Weston, Director

(DW) Dave Walker, Treasurer

(EDJ) Jamie Jones, Executive Director

(WK) Warren Knox, Secretary

**1. Call to Order: 9:30 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 2021 due to the recent vacancy in the bookkeeper role. A bookkeeper has been identified, but not yet brought on board.
- b. DW said that the Committee should understand the lack of a bookkeeper has not hampered out operations, or our understanding our financial position. He stated that there are five (5) steps in our budgetary process. Four of those steps address the flow of money in and out of FSC on a daily basis. The final fifth step is the processing of this daily flow into the formal structure of the Financial Report, and this step is formally accomplished by the bookkeeper role as a separate, independent check on the previous four steps. He stated that he has continued to oversee the daily processes on a regular basis during the first Quarter of 2021 and can clearly state that FSC is in fine financial shape. The acquisition of a bookkeeper will now permit the orderly completion of the fifth step in the process and the development of a detailed formal financial report.
- c. EDJ stated that work is being done to develop an improved process for adding new projects to the accounting process that will better capture particular cashflow requirements of some of the grants that we are dealing with. These changes will result in a new budget format that will likely look different from our existing format.

**5. Chairman Update: Donn Thane**

- a. Jeff Dunning has been notified that he has been chosen as Agency Partner in the Insurance industry.
- b. The Annual Performance Review for Executive Director Jones is planned for the last week in April.
- c. Director Sue Hoek has begun working on the processes for creating the Historical Process for FSC.
- d. Red Zone Event discussions are continuing with John Paye. Next meeting is scheduled for April 9<sup>th</sup>.

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

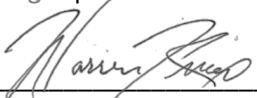
- a. Staffing is still a concern. Viable candidates are simply not available. The impact of Covid and the Covid relief programs are making it very difficult to find new employees.
- b. The new FSC Firewise Coordinator, Pat Leach, has been introduced to the County Fire Chief's Organization.
- c. EDJ was interviewed on KNCO discussing several of FSC's programs.
- d. Chipping crew supervisor has been replaced
- e. California State Legislators have passed a tax measure (on 4/13/21) to support wildfire suppression.
- f. EDJ presented a brief review of both existing and potential Grants and Projects.
- g. The Ponderosa Project is now at 1010 acres and parcels are being reviewed for second phase follow-up.

**7. Adjourn**

WK moved adjournment, DW seconded, approved unanimously at 10:37 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 April 8, 2021 and were approved by the Board of Directors.





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Warren Knox, Secretary

4/19/2021

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Date

200808

**FIRE SAFE COUNCIL OF NEVADA COUNTY**

**BOARD ROSTER**

**As of 04/04/2021**

<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	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
Partner	Dunning	Jeff	Rocklin, CA	916-844-2641		jdunning@alstate.com	Allstate Insurance
Alternate	Hall	Heidi	Grass Valley	530-265-1480	NA	heidi.hall@co.nevada.ca.us	County of Nevada, Alternate

## Fire Safe Council of Nevada County Acronym List

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