



FireSafe **COUNCIL**

Board of Directors' Meeting

August 26, 2021



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, August 26, 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 June 24, 2021 Board Meeting
 - b. Approval of Meeting Minutes from Special Board Meeting July 8, 2021 **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: Budget Year 2020 - 2021. **Action**
 - b. Resolution to Accept CalFire Board Grant, non-prevailing wage grant. **Action**
 - c. Approval of Budget Update for Fiscal Year 2021-2022 **Action**
 - d. Special Audit Report by Richardson & Co. Board acceptance. **Action**
 - e. Communicate Special Audit Report to Nevada County **Action**
 - f. Next Meeting: Thursday, September 9, 2021 at 10:00 am via teleconferencing
7. REPORT OF THE CHAIRMAN OF THE BOARD – Donn Thane
 - a. Executive Committee Meeting Report
 - i. External Communications: Several communications from individuals to the Board were address via the Executive/Finance Committee meeting on August 29th. These included
 1. An employee complaint
 2. Former employee Siegenthaler's letter to the Board
 3. Director Trigg's communications to the BoardThese items were fully discussed by the Committee and instructions were given to the staff to respond.
 - ii. Update Red Zone Event
 - iii. Implementation of new Bambee Human Resources program including functionality for FSC Board of Directors **Action**
 - b. Next Meeting: Thursday, September 9, 2021 at 9:30 am via teleconferencing.
8. REPORT FROM THE EXECUTIVE DIRECTOR – Jamie Jones
 - a. Operations update
 - b. Programs update
 - c. Projects update
 - d. Other
9. DIRECTORS COMMENTS – Information
10. ADJOURN

NEXT BOARD MEETING: Thursday, September 23, 2021 at 10:00 a.m. at the FSCNC Office, 143B Springhill Drive, Grass Valley, CA.

This meeting will be held via teleconference using Zoom. The internet web address is:
<https://us02web.zoom.us/j/89239809501?pwd=c0UyOVUvWThrQVpWODliUkpta1grQT09>

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, June 23, 2021 at 10:00 AM via teleconference

In Attendance:

DIRECTORS

(RN) Rick Nolle, Vice-Chair

(DW) David Walker

(WK) Warren Knox, Secretary

(AD) Alan Doerr, Director

(SE) Steve Eubanks, Director

(SH) Sue Hoek

(TM) Terry McMahan

(ET) Eric Trygg, Director

(HW) Hank Weston, Director

(PW) Pete Williams, Director

(EDJ) Jamie Jones, Executive Director

Visitors:

1. CALL TO ORDER ROLL CALL

Meeting called to order by Vice-Chairman Nolle at 10:06 AM via Zoom teleconference
Attendance as indicated above.

2. AGENDA AND ORDER OF BUSINESS

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

3. MEETING MINUTES

DW moved acceptance of the Minutes from the May 27, 2021 FSC Board Meeting. This was seconded by SE and approved by unanimous vote.

4. PUBLIC COMMENT No public comment.

5. CLOSED SESSION

1. RN read a statement from FSC Legal Counsel stating that under the Brown Act the Board can hold a special closed session to discuss potential legal action by vote of two-thirds of the Board.
2. SE moved that the Board move to closed session to discuss potential legal action. This was seconded by DW. The motion was passed by a unanimous rollcall vote of Board Members present (as listed above).
3. A discussion was held with Legal Council on a matter. No action was taken.
4. WK moved that the Closed Session be adjourned to Open Session. SE seconded the motion, and it was approved by unanimous rollcall vote as listed above.

5. AGENCY/PARTNER REPORTS

1. Paul Cummings, Office of Emergency Services, Nevada County
 - a) Thanked FSC Director Jones for the update to the County Board of Supervisors.
 - b) Reported on a "Town Hall" meeting for North San Juan and a "Table Top" training session on wildfire
 - c) Cited continuing work on Power Safety Shutoffs, Code Red training with various agencies.
 - d) Highlighted the County's new Roadside Vegetation Management Tracker available on the Ready Nevada County Dashboard
<https://www.arcgis.com/apps/MapSeries/index.html?appid=dfae8e3b36e3455bbf9dcc865349e72e>
2. Jim Mathis, CalFire provided a strong warning on the County's exceptional drought, potential for lightning strikes, and required safety issues with fuels reduction processes under these conditions. He also provided an extensive review of recent CalFire's recent activities in the District for both Defensible Space Inspections and emergency responses.

6. REPORT OF THE FINANCE COMMITTEE David Walker

1. The Financial Report through March 3, 2021 is enclosed in the Board Packet. DW pointed out a negative cashflow of \$172,000 and reminded the Board once again that this is due to the reporting and payment processes of Grantors, and does not indicate a true "loss" to the FSC.
2. DW also stated that the backlog in financial reporting is being rapidly reduced by the newly contracted Bookkeeper. It is expected that the Financial Report through April will be available in the following week.
3. DW once again outlined the process that the FSC uses in managing its fiscal activities. This process consists of:
 - a) Daily posting of events – checks, payroll, etc.
 - b) Direct review and entry by contracted Bookkeeper (to ensure structural integrity of process)
 - c) Secondary review by the Executive Director
 - d) At least monthly review by the Treasurer
 - e) Annual review by contracted Auditor
4. DW presented the proposed budget for the fiscal year 2021-2022 indicating it was conservative on income and liberal on expenses. Significant changes in activity will be required because of new Grants anticipated and subsequent growth in the number of employees
 - a) New grants will require prevailing wages be paid
 - b) Increase in employees will require that benefit packages be required for all employees – medical, dental, vision, supplementary insurance, retirement at 3%, health club benefit, changes in cell phone reimbursement and provision.
5. WK moved the proposed 2021-2022 budget as presented. This was seconded by DW. A rollcall vote proved unanimous (as listed above)
6. WK reported on negotiations with the Executive Director. Changes in the benefit package recommended by the Executive Finance Committee are:
 - a) Health insurance for coverage to be expanded to a single direct dependent
 - b) Personal time off (PTO) start date for accounting purposes will be moved to the start date of the contract
 - c) Educational benefit will be offered to the Executive Director at the maximum level set by IRS #127)
7. DW moved that the above provisions be implemented in the 2021-2022 contract of the Executive Director. This was seconded by SH and approved unanimously by rollcall vote (as listed above).
8. A special session will be called for July 8th to ratify the full contract as developed by legal counsel.

7. REPORT OF THE CHAIRMAN OF THE BOARD – Rick Nolle

1. DT reported on work to develop a new Job Description for the Executive Director.
2. Top priority this month would be developing the 2021-2021 Budget
3. Red Zone event is scheduled for September 11th. Expect 2000 people. Planning is going well, but volunteers will be needed. Board members are requested to personally contact people for help. Anticipate the need for about 20 volunteers in addition to Board Members.

8. REPORT FROM THE EXECUTIVE DIRECTOR – Jamie Jones

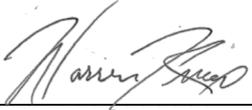
1. Outline of the Executive Director's Comments are attached to these minutes.
2. Major point of interest was the new law that goes into place requiring all real estate sales to contain a disclosure statement as to the Defensible Space status of the property. There is current understanding as to who will determine the status of the property and the follow-through supposedly required, how it will be administered, etc. It has been suggested that FSC should be involved. There is no indication how this will be implemented, or how it will be paid for. PW questioned to whom we should refer any questions from the public on AB-38. Discussion indicated that there is currently not an answer to this question.
3. Jim Mathis (CalFire) indicated that on July 1st the first DSI will be assigned for this job.

9. DIRECTORS' COMMENTS

SE stated that Permits are being acquired for the Red Zone event.

10. **ADJOURNMENT** at 11:33 AM Moved by TM seconded by DW and accepted unanimously by voice vote.

I declare that these meeting minutes accurately reflect the actions of the Fire Safe Council of Nevada County's Board meeting held **on June 27, 2021** and were approved by the Board of Directors.



Warren Knox, Secretary

7/13/21

Date

200601



FireSafe
COUNCIL

Wildfire Preparedness
2020-2021

www.areyoufiresafe.com

GRANT AWARDS AND CONTRACTS

Green Waste 2021 – (\$124,000)

PG&E Chipping (\$40,000)

FEMA – AFN

- Environmental Review Completion
- 1000 Homes to be treated over next few years
- Contract TBD

Prop 172/Title III

- (\$72,000 20/21)
- (\$72,,000 21/22)
- (27,500 21/22)

AB-38 Assessments

- Potential \$350,000 annual program

GRANTS

Completed:

CAL FIRE CCI GRANTS:

Fire Prevention

Chipping/Green Waste (OES)
– 2.5M

Ponderosa Phase II (OES) –
4M

South County (OES) – 1M

South Yuba Rim Fuel Break
(OES & YWI) – 2M

Forest Health

Western Nevada County
(USFS) – 5 M

In Process:

CFSC Chipping & Green Waste

**CFSC County Wildfire
Coordinator (formerly the
salary block grant)**

**California Fire Foundation
Variable Messaging Signage**

Deer Creek Fuel Break

**Lake Wildwood Fuel
Reduction Project**

2021 Green Waste

- Grass Valley: 4900 Drops

- Truckee: 450 Drops



2020/2021 Fiscal Year Notables

Firewise Communities

- 17 Certified, 14 Pending
- 44 Renewals
- 15 Realignments
- 20+ In Training

DSAV 's

- Still collecting data (270 DSAV & 13 DSCS)
- Larger communities have yet to send data

AFN & DSCS

- 30 AFN Clearing
- 55 DSCS Clearing

Chipping

- 600 chipping requests completed
- 100 in the que
- 8 week wait

Fuel Reduction Projects

- Ponderosa at 1000 acres
- Pursuing; South County; Ponderosa Phase II; South Yuba Rim Fuel Break
- Planning; Lake Wildwood Fuel Break; Deer Creek Fuel Break

Wrapping
Up...

New Employee Onboarding and
Orientation

FSCNC Policy Update

Benefits Package Completed

Membership Packages are a GO!

Budget Refresh

NEXT UP...

Wildfire Season Guide

Preparing for FEMA

Staffing Up

Red Zone Affair



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, July 8, 2021 at 10:00 AM via teleconference

In Attendance:

DIRECTORS

(RN) Rick Nolle, Vice-Chair

(DW) David Walker

(WK) Warren Knox, Secretary

(AD) Alan Doerr, Director

(SE) Steve Eubanks, Director

(SH) Sue Hoek

(TM) Terry McMahan

(ET) Eric Trygg, Director

(HW) Hank Weston, Director

(PW) Pete Williams, Director

(EDJ) Jamie Jones, Executive Director

Visitors:

1. CALL TO ORDER ROLL CALL

Meeting called to order by Chairman Donn Thane at 10:05 AM via Zoom teleconference
Attendance as indicated above.

2. AGENDA AND ORDER OF BUSINESS

ET Questioned the approval of a new contract for the Executive Director in the face of legal issues recently identified. HW explained that the Interim Contract to be addressed would allow FSC to pay the Executive Director in compliance with recent negotiations, and therefore avoid negation of those agreements. ET objected to this decision. RN reminded ET that he had joined the unanimous decision of the Board in the June Board Meeting for the process of addressing the mentioned legal questions that had been raised. ET questioned if FSC legal council will be in the meeting. EDJ explained that he would not be in the meeting, but that the agenda had been developed with legal counsel to address the questions in the two items following on the agenda.

ET stated he would rather hear what was going on with the County and legal questions.

RN called a point of order, stating that that is not on the agenda.

HW suggested that the information ET was requesting would be in items 4 & 5 on the agenda and asked if he wanted to propose that the order of these items be changed.

EDJ pointed out that the first order of business was Public Comment and that Ms Siegenthaller was present on the meeting and time should be made available for comment if she desired first before any other business.

3. PUBLIC COMMENT

Ms Siegenthaller inquired of the Board if FSC was preparing a response to her Email to the Board. EDJ stated that Council had indicated that FSC should not answer any questions about that at this time. Ms Siegenthaller made a statement concerning her intentions for potential legal actions against FSC.

DT indicated that the Board would address her issue and respond by the end of August or sooner.

4. APPROVAL OF NEW CONTRACT WITH THE EXECUTIVE DIRECTOR

DT questioned if any of the Board desired to change the order of business as indicated above. No motion was presented.

HW moved to approve the Interim Contract as presented, Seconded by DW. Roll call vote. Yes: PW, SH, RN, TM (by phone), WK, DT. No: ET.

4. UPDATE TO BOARD OF DIRECTORS ON COMMUNICATION WITH COUNTY OF NEVADA

RN reported that the in response to allegations presented to the Board, FSC would hire a third party to address those allegations, and come back to the Board with a report on those allegations. Those findings would be shared with the County in both a written report and a formal meeting. RN stated he had discussed this with County staff and they indicated this was acceptable.

ET asked about the County concerns about in the information supplied to them in the letter.

EDJ stated that the County indicated that most of the issues were FSC Board issues, and that the County was only concerned with issues mentioned with the Ponderosa Project. They indicated that they had not contractual interest in

other issues but were appreciative of FSC sharing the issue with them and hiring an outside contractor to address it. EDJ further stated that the County is already doing a detailed internal audit on Ponderosa, and she has been working with them to provide all information to aid that process. They did want to see the 2018/2019 FSC audit management report which is in the current meeting packet.

EDJ indicated that the Board would have to approve this audit report, and that had to be communicated to the auditor for them to finalize the audit. Only then could it be presented to the County in a formal letter. That same response will go to Susan McGure.

HW pointed out that Board approval for this Audit is not on the agenda. HW moved that this Audit be accepted by the Board for Approval. Seconded by DW. Voice vote: Yes: PW, SH, RN, TM, WK, DT, TM. Abstained: ET.

The acceptance of the request for Board approval was added to the agenda.

DW presented a brief verbal review of the management comments in the audit report to ensure the Board is updated on these items. Auditor specifically identified several mistakes made by the bookkeeper and DW helped correct them. DW also cited a mistake made by previous management in classification of a retirement account that was identified and corrected. Another major item was the Individual Retirement Account developed by a previous Director and adopted by the Board of Directors. This account is described in our employee manual. DW moved that the Board accept the Audit as presented. This program is over a decade old and is being revised by our Executive Director and will be brought to our Board as soon as possible. All incorrect deposits for employees were terminated earlier in 2021. Several other issues of this nature have been identified and are being brought into compliance. As for the audit itself, FSC has a clean audit. A copy of the audit report will be included in the information for the next Board meeting. HW moved that the Board accept the audit report as presented, so that the audit can be finalized, published and passed along to the County. RN seconded. Voice vote: Yes: PW, SH, DW, ET, TM, WK, DT

5. AUTHORIZATION OF RESPONSE TO FORMAL INQUIRIES FROM SUSAN MCGUIRE AND NEVADA COUNTY Action

RN suggested that we continue with the plan as described above and notify Ms. McGuire of how we are proceeding.

SH asked if FSC had signed a contract with the auditor. EDJ replied that we have a cost estimate of from \$14K to \$20K to address each allegation line item by line item. A meeting was scheduled for the following week to meet and contract with her.

RN stated that the auditor has been authorized to discuss any issue that any Board member may have to further address this issue.

EDJ stated it is appropriate for the Board to make a formal response to the County on this issue.

RN stated that formal communications from the Board needs to come from the Chairman.

HW moved that the Board authorize a formal response to bot Susan McGuire and the County. This was seconded by SH.

Voice vote: PW, DW, ET, TM, WK, DT.

7. ADJOURN

WK moved adjournment. Seconded by SH. Unanimously accepted.

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, September 19, 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 Reporting Update
- b) Update on Pending Special Audit and related activities
- c) Next Finance Committee Meeting September 9, 2021

5) CHAIRMAN UPDATE – Donn Thane

- a) Update on FSC through June 10, 2021
- b) Review Board Policies and Procedures
 - i. Access for Board Member's to Human Resources Portal
 - ii. Training and Development Requirements for Board Members
- c) Red Zone Affair update
- d) Next FSC Executive Committee Meeting September 9, 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.)
 - i. CalFire Forest Health Grant
 - ii. Fire Prevention Grant
 - iii. Process for Accepting Grants
- d) Other

7) OTHER

8) ADJOURN to Closed Session

- a) Discuss a Specific Employee Concern
- b) Address Former Employee Siggenthaler's Communications
- c) Address Director Trigg's Communications
- d) Address Letter of Inquiry from Employee Benefits Security Administration concerning employee Individual Retirement Accounts
- e) Return to Open Session

9) OPEN SESSION:

- a) Report on Actions on issues discussed in open session
- b) 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

June 7, 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>

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, August 19, 2021

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) FSC Budget Reporting Update – DW reported on June 2020 – 2021 fiscal year closing financial situation. Financial status was very positive, and the full report is available for the August Board meeting next week. Bottom line is that FSC closed out the fiscal year with a Net Revenue of \$181,295 – a significant improvement over recent years.
HW moved that Exec/Fin accept the 2020-2021 Budget Report and forward it to the Board for acceptance. Seconded by WK. Approved by rollcall: Yes: RN, DW, DT, WK, HW.
- b) Update on Pending Special Audit and related activities
EDJ also reported that it has been determined that bookkeeping had been posting some depreciation incorrectly. A new process has been initiated to only depreciate assets greater than \$5K. Staff is working on a comprehensive update to FSC's accounting policies and will bring it to the Board for review and approval when it is completed.
- c) EDJ also reported that a glitch had been discovered in our vendors accounting software so that the PPO audit is not completed. It is expected that it will be completed next week.
- d) Most of the Special Audit has been completed. The major issue still to be address is the Ponderosa Project. The County is also starting its audit of the Ponderosa Project. When the audit is completed, FSC will meet with County officers to present and discuss the audit.
- e) EDJ presented the updated 2021-2022 Budget which now includes the confirmed \$5 MM CalFire Grant for Forest Health to address 5000 acres, and the County approved \$500 K funding from the \$1.68 MM FEMA grant to do the first 45 homes under our Access and Functional Needs Program.
HW moved approval of the amended 2021-2022 FSC Budget and forwarding it to the FSC Board. Seconded by DW. Rollcall vote. Yes: RN, DW, DT, WK, HW.
- c) Next Finance Committee Meeting September 9, 2021

5. Chairman Update: Donn Thane

- a) Update on FSC through June 10, 2021 – DT reported that Steve Eubanks is working hard on the Red Zone Affair and is still looking for volunteers. New web-based DSAV tools implemented by Pete Williams is working well and covering the program.

b) EDJ reported that the contracted **Bambee** Human Resources site is now functional. It was proposed that all FSC Board Members be provided access to this tool to enable documentation of Board member review Board Policies and Procedures and as Brown Act, Code of Ethics, etc.
WK moved that Exec/Fin approve and forward to the full Board approval to enable and document enhanced Board training. DT seconded. Rollcall Vote. Yes: RN, DW, DT, WK, HW.

6. Executive Director Operations Update: Jamie Jones

- a) Staffing: EDJ reported the hiring of two new staff members
 - a. Shannon Banks – administration assistant
 - b. James Delcour – accounting technician
- b) Facilities: Negotiations are underway, in light of the significant new work required with the new Grants, with landlord to maintain and increase space.

7. Adjourn to Closed Session: Moved by WK, seconded by RN. Rollcall vote. Yes: WK RN, HW, DT, DW.

- a. Discuss a Specific Employee Concern
- b. Address Former Employee Siegenthaler’s Communications
- c. Address Director Trigg’s Communications
- d. Address Letter of Inquiry from Employee Benefits Security Administration concerning employee
- e. The Committee discussed the above issues and instructed staff on responses. No action taken.
DW moved to adjourn closed session. Seconded by HW, approved by unanimous voice vote.

8. e) Return to Open Session

- a. Adjournment moved by DW, seconded by HW. Approved by unanimous voice vote at 11:23.

I declare that these meeting minutes accurately reflect the actions of the Fire Safe Council of Nevada County’s Executive / Finance Board meeting held on August 19, 2021 and were approved by the Board of Directors.

Warren Knox, Secretary

Date

200808

Management Report

Fire Safe Council of Nevada County, Inc
For the period ended June 30, 2021



Prepared on
August 18, 2021

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Statement of Activity3

Statement of Financial Position6

Statement of Activity

July 2020 - June 2021

	Total
REVENUE	
41100 Federal Grants	81,623.26
41200 State Grants	23,000.00
41300 Local Government Grants	280,476.23
41500 Foundation & Trust Grants	683,614.30
41600 Project Revenue	592,898.30
43000 Chipping program Revenue	50,784.27
43100 DSCS Services Revenue	124,485.25
43500 Donations - General	33,631.97
44000 Fundraising	21,837.00
44500 Memberships	11,797.78
47000 Firewise Community Services	4,875.00
49100 Gain of Sale of Assets	644.00
Total Revenue	1,909,667.36
GROSS PROFIT	
	1,909,667.36
EXPENDITURES	
15001 Small Tools & Equipment	6,136.43
52000 Payroll Fringe Expenses	
52100 Payroll Taxes	22,955.55
52200 Health Benefit Reim	8,775.00
52350 Holiday Pay	9,394.00
52375 Vacation Pay	17,639.24
52390 Sick Pay	2,883.85
52400 Workers Comp Expense	54,758.52
52500 Retirement Plan - Company Match	19,711.11
Total 52000 Payroll Fringe Expenses	136,117.27
55000 Reimbursements	
55100 Cell Phone Reimburse	6,415.00
55200 Health Benefit Reimb	23,250.00
55300 New Health Insurance	4,125.00
Total 55000 Reimbursements	33,790.00
56000 Payroll Expenses	
56100 Taxes	25,752.83
Total 56000 Payroll Expenses	25,752.83
60000 Administrative	98,545.78
64200 Accounting fees	8,019.00
64300 Professional Services- Contract	5,158.00
64400 Legal fees	4,351.25
64401 Webmaster	253.64
64410 Payroll Service Fee	2,224.00
64450 Advertising	8,306.61
64500 Rent Expense	29,056.82

	Total
64600 Telephone	8,015.45
64650 Internet Services	4,084.93
64700 Utilities	4,698.36
64800 Postage	491.46
64900 Office Expense & Supplies	37,763.52
64910 Computer Software	14,739.61
65000 Printing & Copying	4,535.50
65100 Permits and Licenses Expense	110.30
65150 Repairs and Maintenance	
65160 Building Repair and Maintenance	356.86
65170 Vehicle Repair and Maintenance	10,210.00
65180 Equipment Repair and Maintenance	8,681.60
65190 Computer Repair and Maintenance	2,093.75
Total 65150 Repairs and Maintenance	21,342.21
65200 Training	3,836.19
65300 Travel and Meals	3,172.61
65400 Meeting and Program Expenses	24.06
65525 Insurance	
55500 Life Insurance Reimbursement	4,000.00
65550 Insurance - Liability, D and O	5,263.88
Total 65525 Insurance	9,263.88
65600 Dues and Subscriptions	10,494.69
65800 Bank Charges	1,005.37
65900 Merchant Services Fees	2,132.63
65901 PayPal Fees	643.72
Total 65900 Merchant Services Fees	2,776.35
66000 Depreciation Expense	36,901.49
68000 Misc expenses	848.00
Total 60000 Administrative	320,019.08
70000 Program Expenses	
71000 Payroll Wages	740,870.73
74100 Contractual - Services	380,474.40
74300 Fuels Reduction Contracting	82,650.00
74350 Ponderosa West- Subcontractors	467,465.28
74360 Contractual - Services Internal Projects	-433,310.00
Total 74300 Fuels Reduction Contracting	116,805.28
74450 Advertising	-457.50
74910 Reflective Address Signs	5,822.95
74950 Field Supplies	22,788.72
74920 PPE - Personal Protective Equipment	7,414.17
Total 74950 Field Supplies	30,202.89
75250 Public and Community Outreach	2,010.00
75400 Auto Expense	
75450 Auto Exp - Gas/Mileage/Other	35,565.05

	Total
75460 Depreciation Exp - Program	50,805.79
Total 75400 Auto Expense	86,370.84
76500 Fundraising Expense	26,833.05
Total 70000 Program Expenses	1,388,932.64
79010 Bank Service Charges	336.80
Total Expenditures	1,911,085.05
NET OPERATING REVENUE	-1,417.69
OTHER REVENUE	
80000 Interest Income	0.40
80500 Misc Income	71.06
80510 Loan Forgiveness Revenue	187,500.00
Total Other Revenue	187,571.46
OTHER EXPENDITURES	
67500 Uncategorized / Charges to Dispute	475.49
81000 Interest expense - general	8,677.63
90100 Reconciliation Discrepancies-1	-4,295.22
Total Other Expenditures	4,857.90
NET OTHER REVENUE	182,713.56
NET REVENUE	\$181,295.87

Statement of Financial Position

As of June 30, 2021

	Total
ASSETS	
Current Assets	
Bank Accounts	
10000 Tri Counties Bank	0.00
10001 Checking Tri Counties #9854	8,128.89
10010 Tri Counties - Donations #7356	308,661.02
10015 Tri Counties - Grants Account	33,989.41
Total 10000 Tri Counties Bank	350,779.32
10020 PayPal Bank	6,165.32
10050 West America Bank	0.00
10055 West America #8159	312.09
10060 West America #8167***	307.59
Total 10050 West America Bank	619.68
Total Bank Accounts	357,564.32
Accounts Receivable	
11000 A/R - Projects	245,974.01
11410 A/R PPP Loan Forgiveness	187,500.00
Total Accounts Receivable	433,474.01
Other Current Assets	
12000 Employee Receivable	128.00
13000 Prepaid Insurance	35,965.38
14900 Undeposited Funds	1,091.50
Total Other Current Assets	37,184.88
Total Current Assets	828,223.21
Fixed Assets	
15000 Field Equipment	320,105.90
15100 Office Equipment and Computers	10,747.86
15101 Donated Office Furniture	2,000.00
15110 Vehicles	282,096.66
17000 Accum Deprec - Equipment	-283,896.00
Total Fixed Assets	331,054.42
TOTAL ASSETS	\$1,159,277.63
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20101 Accounts Payable	80,111.29
Total Accounts Payable	80,111.29
Credit Cards	
21050 Tri Counties Credit Card 1029	2,207.72
21075 Tri Counties Credit Card 1011	260.76

	Total
21080 West America Credit Card #4854	4,980.92
Total Credit Cards	7,449.40
Other Current Liabilities	
21200 Accrued Expenses	11,428.75
21750 Tri Counties Credit Line #960	50,000.00
22000 Payroll Liabilities	0.00
22100 Accrued Vacation	22,287.99
22101 CA PIT / SDI	1,159.95
22102 CA SUI / ETT	2,961.44
22103 Federal Taxes	6,315.05
22125 Workers Comp Payable	44,016.51
22150 Health Insurance Payable	-3,163.19
22151 Dental Insurance Payable	-198.49
22152 Ancillary Benefits Payables	-1,855.88
22300 Retirement Plan Payable	-190.43
52550 401K Plan Payable	21,520.38
Total 22000 Payroll Liabilities	92,853.33
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 FS - for Town of Washington FWC	12,000.00
26600 FS - Sherwood Forest FWC	4,200.00
Total 26000 Fiscal Sponsorship	17,604.90
27000 Sales Tax Payable	-1,105.18
27300 Direct Deposit Payable	2,397.43
27400 Nev Co. Ponderosa Project Advance	310,939.11
27510 Notes Payable - 2nd PPP	187,500.00
Total Other Current Liabilities	671,618.34
Total Current Liabilities	759,179.03
Long-Term Liabilities	
25401 Loans Payable - Tri-Counties Loan No 6020025260	27,261.20
25402 Loans Payable - Tri-Counties Loan No 6020025360	27,261.20
25403 Loans Payable - Tri-Counties Loan No 6020025460	31,098.13
25404 Loans Payable - Tri-Counties Loan No 6020025560	26,435.16
Total Long-Term Liabilities	112,055.69
Total Liabilities	871,234.72
Equity	
38000 Restricted - Ops/Equip Reserve	36,000.00
39000 Retained Earnings	46,455.84
39100 Prior Year Adjustments	24,291.20
Net Revenue	181,295.87
Total Equity	288,042.91
TOTAL LIABILITIES AND EQUITY	\$1,159,277.63

64910 Computer Software	1,750.00	1,750.00	1,750.00	1,750.00	1,750.00	1,750.00	1,750.00	1,750.00	1,750.00	1,750.00	1,750.00	1,750.00	21,000.00
65000 Printing & Copying	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	6,000.00
65100 Permits and Licenses Expense	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	420.00
65150 Repairs and Maintenance													0.00
65160 Building Repair and Maintenance	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	3,000.00
65170 Vehicle Repair and Maintenance	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	30,000.00
65180 Equipment Repair and Maintenance	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	30,000.00
65190 Computer Repair and Maintenance	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	6,000.00
Total 65150 Repairs and Maintenance	\$ 5,750.00	\$ 69,000.00											
65200 Training	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	12,000.00
65300 Travel and Meals	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	9,000.00
65400 Meeting and Program Expenses	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	2,400.00
65525 Insurance	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	42,000.00
Total 65525 Insurance	\$ 3,500.00	\$ 42,000.00											
65550 Insurance - Liability, D and O	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	14,400.00
65600 Dues and Subscriptions	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	9,000.00
65900 Merchant Services Fees	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	6,000.00
65901 PayPal Fees	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	240.00
Total 65900 Merchant Services Fees	\$ 520.00	\$ 6,240.00											
66000 Depreciation Expense	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	90,000.00
Total 60000 Administrative	\$ 53,655.00	\$ 643,860.00											
70000 Program Expenses													0.00
71000 Payroll Wages	235,000.00	235,000.00	235,000.00	235,000.00	235,000.00	235,000.00	235,000.00	235,000.00	235,000.00	235,000.00	235,000.00	235,000.00	2,820,000.00
74360 Contractual - Services Internal Projects	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	360,000.00
Total 74300 Fuels Reduction Contracting	\$ 30,000.00	\$ 3,180,000.00											
74450 Advertising	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	6,000.00
74910 Reflective Address Signs	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	7,200.00
74950 Field Supplies	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	18,000.00
74920 PPE - Personal Protective Equipment	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	18,000.00
Total 74950 Field Supplies	\$ 3,000.00	\$ 36,000.00											
75250 Public and Community Outreach	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	6,000.00
75400 Auto Expense													0.00
75450 Auto Exp - Gas/Mileage/Other	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	120,000.00
Total 75400 Auto Expense	\$ 10,000.00	\$ 120,000.00											
76500 Fundraising Expense	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	24,000.00
Total 70000 Program Expenses	\$ 281,600.00	\$ 3,379,200.00											
79010 Bank Service Charges	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	300.00
Total Expenditures	\$ 422,280.00	\$ 5,067,360.00											
Net Operating Revenue	\$ 57,311.00	\$ 57,311.00	\$ 57,311.00	\$ 57,311.00	\$ 57,311.00	\$ 57,311.00	\$ 57,311.00	\$ 57,311.00	\$ 57,311.00	\$ 57,311.00	\$ 57,311.00	\$ 57,311.00	\$ 687,740.00
Other Expenditures													
81000 Interest expense - general	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00	21,600.00
Total Other Expenditures	\$ 1,800.00	\$ 21,600.00											
Net Other Revenue	-\$ 1,800.00	-\$ 1,800.00	-\$ 1,800.00	-\$ 1,800.00	-\$ 1,800.00	-\$ 1,800.00	-\$ 1,800.00	-\$ 1,800.00	-\$ 1,800.00	-\$ 1,800.00	-\$ 1,800.00	-\$ 1,800.00	-\$ 21,600.00
Net Revenue	\$ 55,511.00	\$ 666,140.00											

FIRE SAFE COUNCIL OF NEVADA COUNTY

BOARD ROSTER

As of 04/04/2021

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	pacifctrac@hotmail.com	Member at Large
Director	McMahan	Terry	Nevada City	530-265-4439	530-913-4587	terrymcmahan@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	530-263-1565.		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

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