



# **FireSafe** **COUNCIL**

**Board of Directors' Meeting**

**November 18, 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

<b>Board of Directors' Meeting</b>		<b>Thursday, November 18, 2021</b>
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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, November 18, 2020**, at **9:00 a.m.** Meeting will be available 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 October 28, 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 as of September 30, 2021
  - b. Resolution to Create FSC Investment Account **Action**
  - c. Next Meeting: Thursday, January 13, 2022, at 9:30 am
7. REPORT OF THE CHAIRMAN OF THE BOARD – Donn Thane
  - a. Executive Committee Meeting Report
  - b. Next Meeting: Thursday, January 13, 2022, at 9:30 am
8. REPORT FROM THE EXECUTIVE DIRECTOR – Jamie Jones
  - a. Staffing & Office Operations Update
  - b. Programs Update
  - c. Project Update
  - d. Grant Applications Update
  - e. Funding/Membership Update
9. DIRECTORS COMMENTS – Information

**NEXT BOARD MEETING: Thursday, January 20, 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://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](mailto:info@areyoufiresafe.com).

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

Fire Safe Council Administrative Office, 143B Springhill Drive, Suite 13, Grass Valley, CA  
[www.areyoufiresafe.com](http://www.areyoufiresafe.com)

200916

**Fire Safe Council of Nevada County Board of Directors Meeting Minutes**  
**Fire Safe Council Office, 143B Springhill Dr., Grass Valley, CA**  
**Date and Time: Thursday, October 28, 2021 at 10:00 AM via teleconference**



**In Attendance:**

**DIRECTORS**

(DT) Donn Thane	(SH) Sue Hoek, Director
(RN) Rick Nolle, Vice-Chair	(TM) Terry McMahan
(DW) David Walker	(ET) Eric Trygg, Director
(WK) Warren Knox, Secretary	(HW) Hank Weston, Director
(AD) Alan Doerr, Director	(PW) Pete Williams, Director
(SE) Steve Eubanks, Director	(EDJ) Jamie Jones, Executive Director

**Visitors:**

**1. CALL TO ORDER**

Chairman DT called the meeting to order at 10:04 AM

**2. ROLL CALL**

All Directors in attendance as indicated above.  
FSC Staff in attendance: James Delcour, Controller

**3. AGENDA AND ORDER OF BUSINESS**

EDJ requested that Agenda Item 7c (the Executive Director's 2021 employment contract) be moved to the closed session. SH moved approval of the agenda with this change. WK seconded. The motion was approved unanimously by rollcall vote.

**4. MEETING MINUTES:**

SH stated that she was not at the September Board Meeting, TM suggested that the date of the September meeting (23rd) be corrected as should the name of FSC Legal Council Scott Browne. TM moved the minutes with these corrections. DW seconded. The motion was approved unanimously by rollcall vote.

**5. PUBLIC COMMENT**

Erin Regan, a member of the public, asked the Board for a number of specific details concerning the resent Special Audit. DT requested that she send a copy of these requests to the Board so they could be clearly responded to.

**6. AGENCY/PARTNER REPORTS**

1. Jim Mathias reported that CalFire had extended peak staffing to December 27th because of the impact of the drought. Local Air Attack will be down on plane for routine maintenance. He cautioned that even with rain, the region will still be classified as One-hour fuels – traditional grass cover will burn after only one hour of sunshine. Burn permits are no longer required in Nevada County, but citizens should always check with NSAQMD before burning. Nov. is the 60th Anniversary of the Washington Ridge Camp and they have been a great asset to the District.
2. TM reported that NCCFD had received a grant for a pilot program to supply 15 dumpsters to individual trail neighborhoods for specific green waste needs. Patrick Mason at NCCFD should be contacted for potential participation. Information is available on the NCCFD website.
3. Jenn Tamo (OES) reported that the Defensible Space program in ramping up with the hiring of three inspectors. The County has issued a Code Red for the burn area of the River Fire for the coming storm. The County is also

proceeding with a number of applications for grants. She also reported that 250 acres were burnt last week by the Forest Service.

#### **7. REPROT OF THE FINANCE COMMITTEE**

David Walker reported on the FSC Financial in the Board Packet as of August 31<sup>st</sup> 2021. He highlighted the following:

- i. Revenues -- \$ 148, 144
- ii. Net Loss -- \$ -140,599 due predominantly due to two large projects that have not yet been reimbursed. This is simply a routine part of our processes. This is demonstrated by the Accounts Receivable reported \$ 115,446.33

#### **8. REPORT OF THE CHAIRMAN OF THE BOARD**

1. HW presented the formal slate of officers as provided in the Board Packet for Board Members for 2021 to the Board of Directors for approval. PW moved that this slate be accepted. HW seconded. The motion was approved unanimously by rollcall vote.
2. DT Announced that due to Thanksgiving, the next FSC Board meeting will be on November 18<sup>th</sup>, 2021.

#### **9. REPORT FROM THE EXECUTIVE DIRECTOR Jamie Jones**

1. Nevada County Board has approved the 172 Funding as their recent meeting.
2. Also approved was the first round of funding for the AFN Program
3. EDJ has continued to work with several homeowner groups and Calfire on the Deer Creek Fuel Break.
4. Lake Wildwood is also moving forward on a major Fuel Reduction effort outside of the development.
5. Next area to be addressed will be Woodpecker Ravine.
6. CalFire has sponsored a large number of fluorescent Address Signs free of charge for locals. Information is available on the FSC website.
7. Forest Health Project kickoff is underway
  - i. All field staff will be trained.
  - ii. A graduating CCC crew was offered jobs starting in December and eight of them have accepted. These young folks will be targeted for the North San Juan Ridge effort with BLM.
  - iii. FSC will be targeting seasonal fire workers as they come off duty for full time work.
8. FSC has acquired one new fully equipped truck.
9. All approved action items from the Special Audit have been implemented.
10. The kickoff of the South County Fuel Break (Alta Sierra) begins the week of Nov. 1st.
11. DSAV training for new trainers is being planned.
12. The recently Prescribed Fire Trailer is being readied for public use.
13. The Contract for our new Controller has been included as an information item in the Board Packet. This does not require Board approval. EDJ requested that the Board acknowledge receiving it. PW moved Board Approval. Seconded by DT and approved by unanimous rollcall vote.

#### **10. DIRECTORS COMMENTS**

PW stated that DSAV's are continuing at a modest pace.

TM stated that maintenance on the Ponderosa Budget may be available for further treatments.

AD announced that unofficially the local Firewise program has 110 communities. This does not include split communities.

SE reported that the Red Zone event is now in hibernation, but he would like to have input on any ideas and issues Board members may have.

HW moved the Board go to Closed Session. Seconded by TM. Approved by unanimous rollcall vote.

#### **Closed Session:**

The Board met with Counsel on a number of issues.

1. Employee Complaint
2. Board Conduct
3. Executive Directors Contract
4. WK moved return to open session. Seconded by HW approved by unanimous rollcall vote.

**11. RETURN TO OPEN SESSION:**

The Board reported coming out of closed session:

1. The Board discussed the employee complaint and provided guidance to the Executive Director on further action and a subcommittee of PW, EDJ, and HW was charged with addressing the issue.
2. The Board discussed the proposed contract with the Executive Director with legal counsel and approved the contract as provided in the information packet by a rollcall vote of ten to one with ET voting in opposition.
3. The Board discussed a number of conduct issues in depth with legal counsel. Eric Trigg was removed as FSC Director by rollcall vote of nine to two with ET and TM voting as opposed to removal.

**12. ADJOURN:** WK moved adjournment. Seconded by DW and approved 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 October 28, 2021 and were approved by the Board of Directors.

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

\_\_\_\_\_  
Date



**FireSafe**  
**COUNCIL**

# GRANT AWARDS AND CONTRACTS

CAL FIRE-FH – Western Nevada County Community Defense Project (\$4,967,200)

CAL FIRE-FP – South County Fuel Break (\$1,039,000)

Prop 172 (\$60,000)

Title III 21/22-22/23 (\$55,000)

HMGp-AFN Phase 1 (\$688,000)

HMGp-Abatement Phase 1 (\$664,000)

HMGp-AFN Phase 2 (\$2,900,000)

HMGp-Abatement Phase 2 (\$2,472,000)

# GRANTS & PROJECTS

In Process

---

**Community Resilience Grant - Chipping**

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**Chipping and Green Waste**

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**Deer Creek Fuel Break**

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**Lake Wildwood Fuel Reduction Project**

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**Woodpecker Ravine**

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**CCC Crews**

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**CAL FIRE Sponsored Address Signs**

# Forest Health Project Kick Off

Completed  
Contract with USFS

Training Scheduled  
– Prescribed Fire  
Red Card  
Certifications

Certifications –  
Saw, Bucking and  
Felling

Hired a Full ACE  
AmeriCorps Team  
to Project

Hiring Seasonal  
State/Federal  
Employees

Completed nearly  
250 acres of  
Prescribed Burn

# Wrapping Up...

---

Accounting Technician Hire

---

Sawyer Supervisors Hired

---

Vehicles and Equipment Ordered

---

FSCNC Internal Controls Implemented

---

Audit Action Items Improved Financial  
Standing 20/21

---

Controller Contract

# NEXT UP...

South County Kick-Off

Annual Audit

Defensible Space Advisor Training

AB38 Program Certification

CAL FIRE CFIP Office at FSCNC



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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 **Wednesday, November 10<sup>th</sup>, 2021** at **11:30 a.m.** via Zoom teleconference for the following purposes specified here in the Agenda.

**ROSTER:**

Donn Thane, Chairman  
Pete Williams, Vice Chair  
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 Report as of September 30<sup>th</sup>, 2021
- b) Response to public enquiry concerning Special Audit.
- c) Creation of an FSC Investment Account
- d) Next Finance Committee meeting scheduled for January 13<sup>th</sup>, 2022.

**5) CHAIRMAN UPDATE**

- a) Update on FSC through November 30<sup>th</sup>, 2021
- b) Next Executive Committee meeting scheduled for January 13<sup>th</sup>, 2022.

**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**

**CLOSED SESSION: ???**

**9) 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

August 11, 2020 per Open Meeting Law Requirements at the following locations:

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

If stay-at-home restrictions are still in effect, the meeting will be held via teleconference using Zoom. The internet web address is:  
<https://us02web.zoom.us/j/85829248204?pwd=NOVodStieFRvWk8zUE93Q1ZsVE45QT09>

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.



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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**  
**Wednesday, November 10, 2021 at 11:30 AM**

**Board Members in Attendance:**

Donn Thane, Chairman	Warren Knox, Secretary
Pete Williams, Vice Chair	Terry McMahon, Director
Dave Walker, Treasurer	Jamie Jones, Executive Director

- 1) **CALL TO ORDER** at 11:33 AM
- 2) **ROLL CALL** as indicated above.
- 3) **PUBLIC COMMENT** No public in attendance
- 4) **FINANCE COMMITTEE UPDATE** – Dave Walker
  - a) FSC Budget Report as of September 30<sup>th</sup>, 2021
    - i. FSC Controller James Delcour reported that adjustment in recording of Federal PPP Loans identified by the Special Audit have been implemented and resulted in a \$181K gain.
    - ii. DW presented the full Financial Report as of September 2021 showing a Net Revenue of \$65 K.
  - b) Creation of an FSC Investment Account
    - i. Controller reported that the larger size of the grants acquired by FSC were resulting in larger cash flows, and this resulted in the need for active management of available funds. EDJ requested that FSC establish and investment account with our local Partner, Tri County Bank. Limits on the size of this account would be managed to conform with FSC policy on local community investment. Investment vehicles would be limited to short-term paper such as 90-day CD's. Accounts would be covered by FSIC insurance up to a maximum of \$ 250 K. DW moved the referral of an investment account as described to the full FSC Board. WK seconded. Motion was approved by rollcall vote (DT, PW).
  - c) Next Finance Committee meeting scheduled for January 13<sup>th</sup>, 2022.
- 5) **CHAIRMAN UPDATE**
  - a) Update on FSC through November 30<sup>th</sup>, 2021
    - i. DT named a subcommittee (HW, PW, TM) to develop the qualifications for a FSC Treasurer in anticipation of DW desire to step down.
  - b) Next Executive Committee meeting scheduled for January 13<sup>th</sup>, 2022.
- 6) **EXECUTIVE DIRECTOR OPERATIONS UPDATE**
  - a) Operations update (staffing, facilities, systems, communications, etc.)
    - i. EDJ is working on a possible Board Workshop in January.
    - ii. Staff has completed training on Prescribed Fire as qualified Firefighter II.
    - iii. All three new trucks have been acquired.
    - iv. The new track chipper has arrived as of writing of these minutes (11/12/2021).
  - b) Programs update (Low-Cost DS Clearing, Chipping, Signs, DSAVs, AFNs, Scotch Broom, Firewise, etc.)
    - i. No recent chipping requests
    - ii. Requests for Low-Cost Defensible Space is high
  - c) Projects update (Ponderosa, Grants, etc)
    - i. Ponderosa: As of 10/31/2021 most of the work on the project has been completed. Remaining liability is only \$ 2000.
- 7) **ADJOURN TO CLOSED SESSION** PW moved the Closed Session. DT seconded. Approved by rollcall vote.
  - a) Response to public enquiry concerning Special Audit. WK moved return to Open Session. DW seconded. Approved by rollcall vote.

**8) RETURN TO OPEN SESSION**

Report out of Closed Session:

Staff was provided direction on response to public enquiry concerning the Special Audit.

No action was taken.

**9) ADJOURN** Adjournment moved by PW, Seconded by DW and approved by voice vote.

I declare that these meeting minutes accurately reflect the actions of the Fire Safe Council of Nevada County's Executive / Finance Board meeting held on November 10, 2021 and were approved by the Board of Directors.

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

\_\_\_\_\_  
Date

210110

# Management Report

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



Prepared on  
November 15, 2021

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# Statement of Activity

July - September, 2021

	<b>Total</b>
<b>REVENUE</b>	
41500 Foundation & Trust Grants	64,700.18
41600 Project Revenue	60,000.90
43000 Chipping program Revenue	17,967.50
43100 DSCS Services Revenue	85,127.50
43500 Donations - General	4,718.26
44000 Fundraising	3,834.00
44500 Memberships	4,565.00
47000 Firewise Community Services	1,625.00
<b>Total Revenue</b>	<b>242,538.34</b>
<b>GROSS PROFIT</b>	
	<b>242,538.34</b>
<b>EXPENDITURES</b>	
52000 Payroll Fringe Expenses	
52350 Holiday Pay	2,320.00
52400 Workers Comp Expense	13,561.67
52500 Simple IRA Plan - Company Match	3,717.37
<b>Total 52000 Payroll Fringe Expenses</b>	<b>19,599.04</b>
55000 Reimbursements	
55100 Cell Phone Reimburse	1,800.00
<b>Total 55000 Reimbursements</b>	<b>1,800.00</b>
56000 Payroll Expenses	
56100 Taxes	22,513.59
Wages	
Delcour Retroactive	2,583.32
ED Retroactive Pay -	10,655.12
<b>Total Wages</b>	<b>13,238.44</b>
<b>Total 56000 Payroll Expenses</b>	<b>35,752.03</b>
60000 Administrative PTO	27,490.69
65150 Repairs and Maintenance	835.10
65170 Vehicle Repair and Maintenance	3,771.74
65175 Equip/Truck Storage Fee	1,000.00
65180 Equipment Repair and Maintenance	2,185.98
65190 Computer Repair and Maintenance	520.00
<b>Total 65150 Repairs and Maintenance</b>	<b>8,312.82</b>
65200 Training	249.00
65300 Travel and Meals	1,723.63
65400 Meeting and Program Expenses	36.28
65600 Dues and Subscriptions	2,964.22
65900 Merchant Services Fees	1,565.29
65901 PayPal Fees	167.46
<b>Total 65900 Merchant Services Fees</b>	<b>1,732.75</b>
68000 Misc expenses	92.38

	<b>Total</b>
<b>Total 60000 Administrative PTO</b>	<b>42,601.77</b>
64300 Professional Services- Contract	14,825.00
64400 Legal fees	3,593.80
64401 Webmaster	233.28
64410 Payroll Service Fee	1,432.54
64450 Hiring Expense	4,179.61
64500 Rent Expense	6,785.50
64600 Telephone	1,764.32
64650 Internet Services	1,021.14
64700 Utilities	1,257.34
64800 Postage	198.87
64900 Office Expense & Supplies	9,593.42
64905 Office Equipment and Computers	4,059.38
64910 Computer Software	3,704.99
65000 Printing & Copying	2,110.10
65100 Permits and Licenses Expense	150.00
65160 Building Repair and Maintenance	95.36
70000 Program Expenses	
71000 Payroll Wages	220,939.72
74100 Contractual - Services	31,652.22
74300 Fuels Reduction Contracting	
74350 Ponderosa West- Subcontractors	60,540.90
74360 Contractual - Services Internal Projects	-56,750.00
<b>Total 74300 Fuels Reduction Contracting</b>	<b>3,790.90</b>
74910 Reflective Address Signs	2,092.46
74950 Field Supplies	3,891.39
74920 PPE - Personal Protective Equipment	2,772.74
<b>Total 74950 Field Supplies</b>	<b>6,664.13</b>
75250 Public and Community Outreach	4,118.67
75400 Auto Expense	
75450 Auto Exp - Gas/Mileage/Other	14,769.86
<b>Total 75400 Auto Expense</b>	<b>14,769.86</b>
76500 Fundraising Expense	219.31
77000 Donations and Contributions	34.61
<b>Total 70000 Program Expenses</b>	<b>284,281.88</b>
74960 Dump Fees	619.06
79010 Bank Service Charges	229.55
90000 Suspense	2,584.02
<b>Total Expenditures</b>	<b>442,472.00</b>
<b>NET OPERATING REVENUE</b>	<b>-199,933.66</b>
<b>OTHER REVENUE</b>	
49500 Gain from Debt Forgiveness	264,806.00
<b>Total Other Revenue</b>	<b>264,806.00</b>
<b>OTHER EXPENDITURES</b>	

	<b>Total</b>
67500 Uncategorized / Charges to Dispute	39.98
81000 Interest expense - general	1,628.08
90100 Reconciliation Discrepancies-1	-1,649.50
<b>Total Other Expenditures</b>	<b>18.56</b>
<b>NET OTHER REVENUE</b>	<b>264,787.44</b>
<b>NET REVENUE</b>	<b>\$64,853.78</b>

# Statement of Financial Position

As of September 30, 2021

	Total
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
10000 Tri Counties Bank	0.00
10001 Tri Counties - Spending #9854	69,361.81
10010 Tri Counties - General Deposits #7356	6,915.50
10015 Tri Counties - Fiscal Sponsorship #0273	36,699.41
<b>Total 10000 Tri Counties Bank</b>	<b>112,976.72</b>
10020 PayPal Bank	144.61
10050 West America Bank	0.00
10055 West America #8159	276.09
10060 West America #8167***	271.59
<b>Total 10050 West America Bank</b>	<b>547.68</b>
<b>Total Bank Accounts</b>	<b>113,669.01</b>
<b>Accounts Receivable</b>	
11000 A/R - Projects	97,129.90
<b>Total Accounts Receivable</b>	<b>97,129.90</b>
<b>Other Current Assets</b>	
13000 Prepaid Insurance	48,002.09
14900 Undeposited Funds	4,907.50
<b>Total Other Current Assets</b>	<b>52,909.59</b>
<b>Total Current Assets</b>	<b>263,708.50</b>
<b>Fixed Assets</b>	
15000 Field Equipment	232,374.67
15101 Donated Office Furniture	2,000.00
15110 Vehicles	282,096.66
17000 Accum Deprec - Equipment	-211,188.13
<b>Total Fixed Assets</b>	<b>305,283.20</b>
<b>TOTAL ASSETS</b>	<b>\$568,991.70</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20101 Accounts Payable	20,038.40
<b>Total Accounts Payable</b>	<b>20,038.40</b>
<b>Credit Cards</b>	
21000 Tri-Counties Bank Credit Card	66.87
21050 Tri Counties Credit Card 1029	1,659.48
21075 Tri Counties Credit Card 1011	1,119.67
21080 West America Credit Card #4854	6,569.15
<b>Total Credit Cards</b>	<b>9,415.17</b>

	<b>Total</b>
<b>Other Current Liabilities</b>	
21200 Accrued Expenses	23,783.50
21750 Tri Counties Credit Line #960	49,846.88
22000 Payroll Liabilities	0.00
22100 Accrued Vacation	22,287.99
22101 CA PIT / SDI	-279.32
22102 CA SUI / ETT	3,025.29
22103 Federal Taxes	293.47
22125 Workers Comp Payable	44,016.51
22150 Health Insurance Payable	-25,285.22
22151 Dental Insurance Payable	-1,090.85
22152 Ancillary Benefits Payables	-5,562.80
22300 Simple IRA Plan Payable	-26,264.36
52550 Simple IRA Payable	24,623.24
Aflac	198.36
Blue Shield of CA	1,297.41
Edward Jones	9,208.19
Humana Dental	196.52
Humana Vision	51.26
Income Withholding/Support Order	287.50
<b>Total 22000 Payroll Liabilities</b>	<b>47,003.19</b>
26000 Fiscal Sponsorship	
26200 FS - Lake Vera-Round Mountain	964.90
26300 FS - Cascade Shores Firewise	395.00
26400 FS - Greater Alta Sierra FW	45.00
26500 FS - for Town of Washington FWC	3,724.50
26600 FS - Sherwood Forest FWC	6,910.00
<b>Total 26000 Fiscal Sponsorship</b>	<b>12,039.40</b>
27000 Sales Tax Payable	-1,105.18
27200 Deferred Salaries - Jones	-1,500.00
27300 Direct Deposit Payable	3,797.43
27400 Nev Co. Ponderosa Project Advance	51,283.21
<b>Total Other Current Liabilities</b>	<b>185,148.43</b>
<b>Total Current Liabilities</b>	<b>214,602.00</b>
<b>Long-Term Liabilities</b>	
25401 Loans Payable - Tri-Counties Loan No 6020025260	25,815.71
25402 Loans Payable - Tri-Counties Loan No 6020025360	25,815.71
25403 Loans Payable - Tri-Counties Loan No 6020025460	29,449.20
25404 Loans Payable - Tri-Counties Loan No 6020025560	24,019.88
<b>Total Long-Term Liabilities</b>	<b>105,100.50</b>
<b>Total Liabilities</b>	<b>319,702.50</b>
<b>Equity</b>	
38000 Restricted - Ops/Equip Reserve	36,000.00
39000 Retained Earnings	148,435.22

	<b>Total</b>
39100 Prior Year Adjustments	0.20
Net Revenue	64,853.78
<b>Total Equity</b>	<b>249,289.20</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$568,991.70</b>



Fire Safe Council of Nevada County

P.O. Box 1112

Grass Valley, CA 95945

Phone (530) 272-1122

Fax (530) 648-1122

## Board Resolution 211118-3

A certified copy of the relevant extract from the minutes of the Meeting of the Board of Directors of the Fire Safe Council of Nevada County, held on November 18, 2021 via teleconference due to the stay-at-home orders issued in response to the COVID-19 pandemic, and with a quorum present.

**Whereas** Fire Safe Council of Nevada County receives large grant awards; funds should be deposited in multiple financial institutions to ensure full FDIC coverage;

**Whereas** any funding not used immediately could earn interest by short term investment;

**Now, therefore, be it resolved** upon review of the Investment Policy that the Board of Directors of the Fire Safe Council of Nevada County hereby authorizes:

Jamie Jones to open a Tri Counties Bank Investment Account to manage short term reserves. The Executive Director and the Treasurer if authorized by the Board of Directors will invest the Short Term Fund as follows: Interest bearing savings account, Certificates of Deposit at insured commercial banking institutions, Money market funds that invest in government backed securities, Interest bearing checking accounts, Direct obligations of the U.S. Government, its agencies and instrumentalities, Mutual funds that invest in direct obligations of the U.S. Government, its agencies and instrumentalities.

Approved: November 18, 2021

Location: 143B Springhill Drive, Grass Valley, CA 95945

Signed:

\_\_\_\_\_  
Donn Thane, Chairman

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

\_\_\_\_\_  
Rick Nolle, Vice Chairman

\_\_\_\_\_  
Jamie Jones, Executive Director

\_\_\_\_\_  
Dave Walker, Treasurer



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## **Fire Safe Council of Nevada County Investment Policy**

### **Introduction**

This statement of investment policy was adopted by the Board of Directors of the Fire Safe Council of Nevada County on November 18, 2021, to provide for the creation of, and guidelines for the management of funds held by the organization. This policy only addresses short-term investments at this time; but it is expected this policy will be expanded to include long-term investments as FSCNC continues to grow.

### **Procedures**

- I. The following procedures will be followed to ensure the investment policy statement is consistent with the mission of FSCNC and accurately reflects current financial conditions:
  1. The Finance Committee shall review this investment policy annually.
  2. The Finance Committee will recommend any changes in this policy to the Board of Directors.
  
- II. The following procedures will be used to determine the dollar amounts to be invested.
  1. The Executive Director or their Designee will determine the dollar amounts to be invested.
  2. This will be reported to the Executive/Finance Committee for review and approval.
  3. The Executive/Finance Committee will report to the Board of Directors for additional review and approval.

### **Delegation of Authority**

The Executive/Finance Committee is a fiduciary and is responsible for directing and monitoring the investments on behalf of FSCNC. As such, the Executive/Finance Committee is authorized to delegate certain responsibilities to professional experts in various fields. These include, but are not limited to Investment Management Consultant, Investment Manager, Custodian, and additional specialists.



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## **Short Term Reserve Fund**

### **Purpose**

The purpose of the Short-Term Reserve Fund is twofold. The first is to hold funds from grants which are to be used at least 6 months in the future. The second is to fund unanticipated activities and expenses.

### **Investment Objectives**

The investment objectives of the Short-Term fund are:

1. Preservation of Capital;
2. Liquidity; and
3. To optimize the investment return with the constraints above.

## **Investment Guidelines**

### **Allowable Investments**

The Executive Director and the Treasurer if authorized by the Board of Directors will invest the Short-Term Fund as follows:

1. Interest bearing savings account.
2. Certificates of Deposit at insured commercial banking institutions.
3. Money market funds that invest in government backed securities.
4. Interest bearing checking accounts.
5. Direct obligations of the U.S. Government, its Agencies, and Instrumentalities.
6. Mutual funds that invest in direct obligations of the U.S. Government, its Agencies and instrumentalities.

### **Maturity**

The Short-Term Fund shall have a weighted average maturity not greater than one year. The maximum maturity will be 2 years.

### **Reporting**

The Executive Director or their Designee shall prepare the following reports for presentation on at least a quarterly basis to the Board of Directors:

1. Schedule of Investments which includes schedule of performance since purchase or last 5 years.
2. Interest income year to date.
3. Current yield.



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**www.areyoufiresafe.com**

November 15, 2021

RE: Response to Email Communication 10/28/2021

Dear Ms. Regan,

Thank you for taking the time to communicate your questions in email to us. We appreciate your interest and concern. Below you will find a detailed response to each of your questions.

1. Given the precarious timing of an approval of the Executive Director's contract, I am requesting her full salary history for the years 2018, 2019 and 2020.

<b>Beginning Date</b>	<b>Annual Salary</b>	<b>Budget</b>	<b>Total Staff</b>
Nov 2018	\$90,000	\$290,000	3
April 2019	\$105,000	\$900,000	9
June 2020	\$125,000	\$2,000,000	18
June 2021	\$140,000	\$5,700,000	33

2. How did the Board arrive at a contract for \$140K plus benefits?

The Board of Directors annually relies on the rebuttable presumption test of the Internal Revenue Code. We carefully consider salary comparisons to other Non-profit positions, private sector positions and managerial positions in Nevada County government. For non-profits, two key sources were the Center for Non-profit Leadership (CNL) which provided comparative information for EO's in Northern California and the Sacramento region and the annual Fair Pay for Northern California Non-Profits Report. Another source is Salary.com, which addresses how much an Executive Director for a Non-Profit Organization makes in Grass Valley. See attached links provided.

3. What were the yearly increases each year between 2018 and the present?

See above chart for you reference.

4. The amount of these salaries reflect decades of experience, especially in Non-Profit (NP) work and education. What were/are the formal qualifications and education of the Executive Director and the Grant Accountant? Please provide a copy of their CV's.

Attached is the Fire Safe Council Executive Director job description and Executive Director Jones' resume'. We recently restructured our financial staff functions and now have both an Accounting Technician and a Controller. See attached job descriptions for both.

5. The audit from the FSC contracted company had many shortcomings and did nothing to increase the credibility of the FSC financial statements, but rather lead to more confusion and lack of trust. None of the items were verified by the auditor, but instead she took management at her word without comparing the receipts. This could potentially lead to allegations of financial statement fraud, placing the FSC's NP status in jeopardy, to IRS audits and/or investigations by the US attorney and OIG as federal grants are involved. These are obviously very serious matters that do not appear to have been thoroughly investigated by the Board of Directors.

The allegations triggered a special audit, known in the accounting profession as an Agreed Upon Procedures engagement. Per the American Institute of Certified Public Accountants, Statement on Standards for Attestation Engagements 19, "a practitioner must be independent when performing an attestation engagement in accordance with the attestation standards." The Public Accounting firm Richardson & Company performed the Agreed Upon Procedures using as a guideline the accusations made by Ms. Susan McGuire and a letter written by the County of Nevada. In their engagement letter they acknowledged the aforementioned standards by stating, "We are required to be independent of FSCNC and to meet our other ethical responsibilities in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement." Furthermore, in their letter they clearly state the procedure used to attest each allegation or statement made by Ms. McGuire and/or the County of Nevada. These procedures are required to meet Auditing Standards Board's attestation standards. While performing these procedures they were given complete access to the FSCNC accounting software, QuickBooks Online and all accompanying documentation.

6. The audit cost taxpayers \$75K or more, due to apparent poor management, lack of Board oversight and potentially could result in allegations of intentional fraud. This is putting the County at risk and the critical FSC services upon which the community relies.

The actual costs of investigating the allegations are significantly less than \$75,000. The \$75,000 figure was an estimate and included calculations based upon staff hours spent by FSCNC responding to the allegations. Furthermore, FSCNC did not bill these costs (including the staff hours) to any government or privately funded grant. The costs were paid through "general funds", which are funds earned or raised by FSCNC and were not related in any way to grant payments.

We would like to thank you for giving us the opportunity to respond to your concerns. As is evident by our detailed response, we took each of your concerns under careful consideration. The Fire Safe Council of Nevada County Board of Directors has reviewed these items multiple times in the last few months and considers this response, a conclusion to the concerns. We strongly believe that when we listen to the community it makes FSCNC a stronger organization.

Sincerely,

A handwritten signature in blue ink that reads "Donn Thane". The signature is written in a cursive style with a large initial "D".

Donn Thane, Chairman

# **FAIR PAY FOR NORTHERN CALIFORNIA NONPROFITS:**

## **THE 2021 COMPENSATION & BENEFITS SURVEY REPORT**



## **Fair Pay for Northern California Nonprofits: The 2021 Compensation & Benefits Survey Report**

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This survey has been produced by Nonprofit Compensation Associates, Inc. using FAIRPAY, a nonprofit salary and benefits model and software. Based on more than 35 years of experience in conducting nonprofit salary and benefits surveys, this stand-alone application, in conjunction with a specially formatted questionnaire, allows nonprofit organizations and associations to publish a survey with accurate and detailed data for their local community or constituency.

# I. Guide to Using the Survey

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When using the data in this report, we suggest you consider the following:

- The survey reports the compensation and benefit practices in effect on January 1, 2021, as reported by 647 nonprofit organizations in Northern California.
- The survey findings represent actual practices reported by the participants in the survey. The survey, therefore, is not a scientifically selected sample from which conclusions can be drawn about all nonprofits in the area. Also, the results are not intended to represent an ideal of what compensation and benefits should be.
- One organization often has a different title than another organization for the same job. We recommend using the job description to match jobs rather than the job title alone.
- When developing compensation or benefits programs, a nonprofit organization should consider its compensation philosophy and the internal value of jobs, in addition to survey data.

## Matching Jobs

When seeking information for a particular job, it is important to carefully match your job's duties and responsibilities with that of the survey positions:

- Each job title is defined by an accompanying job description. Individual organizations may use the same job title to designate very different jobs.

**TIP:** We strongly recommend using the job descriptions rather than the job titles alone to match your jobs to those in the survey.

- To find compensation data for a specific job in your organization, first match the position to a job description that is found at the top of each **Compensation by Position** page. Jobs are grouped under general classifications or functions. Review several job descriptions within a function to determine the best match.
- To ensure that the job description you choose is as similar as possible to the actual job at your organization, at least 80 percent of the job responsibilities and requirements should be the same or comparable.

## Data Confidentiality

To ensure the confidentiality of all data, a minimum number of responses is required for each statistic. A minimum of five organizations is required to report compensation in any data subset. At least five incumbents (employees) in a data subset are required to report the median, the average calculated by employee and the average calculated by employer. The 10<sup>th</sup>, 25<sup>th</sup>, 75<sup>th</sup> and 90<sup>th</sup> percentiles are reported for samples of at least twelve incumbents. When there are insufficient data, cells in the individual reports are left blank. In cases where 40 percent or more of the responses came from a single organization, no data is reported.

## Determining/Comparing Compensation

- Review the data subsets (such as annual expenses or field of service) to locate those most relevant to your organization. Note that the pay for senior management positions is most often influenced by the size of a nonprofit organization, with larger organizations paying higher salaries. However, organization size typically has less effect on lower-level managerial, professional or support jobs.
- Keep in mind that pay is a moving target. This report reflects salaries in effect January 1, 2021. As nonprofits anticipate improvement in the conditions brought on by the COVID-10 pandemic, most expect to give salary increases during their current fiscal year, reporting a median annual increase of 3.0%. Given this, we recommend adding approximately 0.25% per month to the compensation data reported in this survey for each month that has passed since January 1, 2021 (equivalent to 3.0% per year). See page 19 for more detailed information about salary increases.

## Positions

For the 2021 survey we collected data on 300 job titles and received enough data to print reports for 255 of those titles. Over 35,000 individual salaries were used to generate this report.

## Job Titles with Insufficient Data

Job titles that were not reported by the minimum of five organizations have been omitted from the survey due to insufficient data. We will continue to collect data on these job titles and hope to be able to report on them in the future. The job titles that were omitted this year are:

### *Animal Welfare*

Humane Officer

### *Cultural, Artistic, Performing Arts*

Resident Director

Resident Designer

Stage Manager

Costume Shop Manager

Box Office/Sales Manager

Box Office Assistant

Actor

Instrumental Musician

Exhibit Graphic Designer

Exhibit Guide/Docent

### *Education & Research*

Lifeguard/Swim Instructor

Camp Director

Assistant Camp Director

### *Environmental/Conservation*

Tree Technician

Weatherization/Energy Program Crew Leader

Weatherization/Energy Program Crew Member

### *Government Affairs & Research*

Science Analyst

Library Assistant

### *Housing/Community Development*

Program Manager: Economic Development

### *Human Resources*

HRIS Manager

### *Legal Services, Advocacy & Community Organizing*

Attorney, Corporate

Campaign Assistant

### *Medical and Clinical Services*

Physician, Internal Medicine

Physician, Obstetrics & Gynecology

Physician, Pediatrics

Physician, Other Specialty

Physician's Assistant

Licensed Psychiatric Technician

Dental Director

Dentist

Registered Dental Hygienist

Registered Dental Assistant

Dental Assistant

Laboratory Technician/Technologist

Laboratory Assistant

Phlebotomist

Radiology Technician

Case Manager, Medical

Patient Financial Services Manager

Patient Accounts Representative

Health Information Coordinator

Physical Rehabilitation Assistant

Certified Massage Therapist

### *Social Services/Mental Health*

Psychiatric Social Worker

## Terminology and Abbreviations

The following terms and abbreviations are used throughout this document:

Term	Definition
<b>Across-the-board salary increase</b>	A general pay increase, usually of a certain percent, given to every eligible employee in an organization. The increase may be linked to cost of living or other economic indicators; <i>see also Cost of Living Increase</i> .
<b>Actual bonus paid</b>	Not all employees who are eligible for bonuses actually receive them. The data in this row of the <i>Compensation by Position</i> tables detail the numbers of employees receiving bonuses and, where there are sufficient data, information on the amounts paid.
<b>Average salary</b> <ul style="list-style-type: none"> <li>• calculated by employee</li> <li>• calculated by organization</li> </ul>	The sum of all salaries or cash compensation divided by the total number of values in the sample. The “average calculated by employee” uses each individual job reported regardless of which organization reported it. It may be strongly influenced by a few extremely high or low salaries or by the wage practices of a small number of organizations, if they employ large numbers of employees in a particular job. The “average calculated by organization” considers each organization in the sample equally regardless of the number of employees reported by each of them. In effect, an average salary is calculated for each organization in the sample, and then an average is taken of those values. This makes it possible to report data for samples in which one organization reports a disproportionate number of employees (see <b>Data Confidentiality</b> section below for more information).
<b>Base salary—All Employees</b>	In the <i>Compensation by Position</i> tables, the average full-time, annual base salary paid for the position. Part-time salaries have been annualized based on a 40-hour workweek. Base salaries do not include the cost of benefits, incentive pay or perquisites. To convert annual salaries to hourly, weekly, or monthly figures, consult Appendix B of this report.
<b>Cafeteria plan</b>	<i>See Flexible spending benefit plan.</i>
<b>Cost of living increase</b>	Periodic, across-the-board increases in base pay, designed to keep employees’ salaries in line with the rising cost of living.
<b>Defined benefit plan</b>	A retirement plan in which a retired employee receives a specific amount based on salary history and years of service, and in which the employer bears the investment risk. Contributions may be made by the employee, the employer or both.
<b>Defined contribution plan</b>	A retirement plan that specifies the amount of an agency’s contribution, but may not have a formula for determining eventual benefits. The agency’s contribution is usually a certain percentage of the worker’s salary, and a vesting period—specific length of employment—may be required. <i>See also Individual Retirement Account (IRA), Tax-sheltered annuity 401(k), Tax-sheltered annuity 403(b).</i>
<b>Dependent Care Spending Account (DCSA)</b>	One of the two types of FSA’s (Flexible Spending Accounts), which holds pre-tax dollars set aside by employees for their dependent care expenses. No amount may be left in the DCSA by the end of the year, or it will be lost.
<b>Eligible for incentive/bonus</b>	The data in this row of the <i>Compensation by Position</i> tables indicate the organizations that provide opportunity for an employee to receive a bonus, regardless of whether one is awarded. These may include formal plans based upon achievement of pre-determined goals or be discretionary with leadership and/or board approval.

Term	Definition
<b>Exclusive Provider Organization (EPO)</b>	A medical insurance plan in which a network of doctors, hospitals and laboratories agrees to provide their services for a discounted fee. Services from providers who are not in the network are not covered.
<b>Exempt vs. Non-Exempt employees</b>	<p>Employees are classified as “exempt” or “nonexempt” in reference to the FLSA (Fair Labor Standards Act). An exempt employee is paid a salary and is not compensated for overtime hours worked. The three categories under which an employee may be considered exempt are administrative, executive and professional. These categories generally define an exempt employee as one who customarily and regularly exercises discretion and independent judgment in the performance of his/her duties. Exempt employees must pass a Salary Basis Test; that is, they must be compensated at a minimum weekly salary. California salary requirements are higher than the federal minimums. In 2021, California employers with 25 or fewer employees must pay exempt employees a minimum weekly salary is \$1,040, which is equivalent to a monthly salary of \$4,507.67 and an annual salary of \$54,080. For employers with more than 25 employees, the minimum weekly salary is \$1,120, which is equivalent to a monthly salary of \$4,853.33 and an annual salary of \$58,240. These minimum salary levels are higher for certain jobs such as some computer-related occupations.</p> <p>A non-exempt employee is paid for all overtime hours worked. Non-exempt employees generally perform operational functions such as routine clerical duties, maintenance work and checking and inspecting equipment.</p>
<b>Flexible Spending Account (FSA)</b>	A type of Section 125 account, an FSA holds pre-tax dollars set aside by employees for their health care or dependent care expenses. No amount may be left in the FSA by the end of the year, or it will be lost. There are two types of FSA’s: Health Care Spending Account (HCSA) and Dependent Care Spending Account (DCSA).
<b>Flexible spending benefit plan</b>	Benefit plans that allow employees to choose the benefits they want from a predetermined list. Employers provide a certain number of credits or dollars to each worker to ensure core coverage, and additional benefits may be purchased at an individual employee’s expense. <i>Sometimes called Cafeteria plan.</i>
<b>Health Care Spending Account (HCSA)</b>	One of the two types of FSA (Flexible Spending Account), which holds pre-tax dollars set aside by employees for their health care expenses. No amount may be left in the HCSA by the end of the year, or it will be lost.
<b>Health Maintenance Organization (HMO)</b>	A comprehensive health care financing and delivery organization that provides or arranges for provision of covered health care services to a specified group of enrollees, at a fixed periodic payment, through a panel of providers.
<b>Health Reimbursement Arrangement (HRA)</b>	An arrangement in which the employer contributes a certain amount per employee per year for health care expenses. This money may be rolled from one year to the next, but is not portable if an employee leaves his/her job.
<b>Health Savings Account (HSA)</b>	Employee and/or employer make pre-tax contributions that are used by the employee for future medical, retirement or long-term care premium expenses. These accounts are used in conjunction with a high-deductible health insurance policy. The funds can roll over from year to year and the account is portable.
<b>Incentive or bonus pay</b>	A periodic or one-time financial reward that compensates employees for outstanding job performance. Bonuses may be given for specific instances of employee achievement or initiative or when a worker meets or exceeds preset performance goals.
<b>Individual Retirement Account (IRA)</b>	A defined contribution benefit plan that allows employees to make tax-deductible contributions to their own retirement accounts.

<b>Median</b>	The data point at which 50 percent of the sample is lower and 50 percent of the sample is higher. The median is synonymous with the 50th percentile.
<b>Number of employees</b>	In the <i>Compensation by Position</i> tables, the total number of individuals reported for a specific job; the size of the sample.
<b>Number of Organizations</b>	In the <i>Compensation by Position</i> tables, the number of organizations reporting employees in a specific position.
<b>Paid Time-Off (PTO) program</b>	In a Paid Time-Off program, employees are given a set number of days off each year to be taken at their discretion (as opposed to separate time off for vacation days, sick days and holidays).
<b>Paid time-off benefits</b>	Employer-paid time off the job; that is, vacation, sick days and holidays.
<b>Percentiles</b>	<ul style="list-style-type: none"> <li>• The 10th percentile is the data point at which 10 percent of the sample is lower and 90 percent of the sample is higher.</li> <li>• The 25th percentile is the data point at which 25 percent of the sample is lower and 75 percent of the sample is higher.</li> <li>• The 75th percentile is the data point at which 75 percent of the sample is lower and 25 percent of the sample is higher.</li> <li>• The 90th percentile is the data point at which 90 percent of the sample is lower and 10 percent of the sample is higher.</li> </ul>
<b>Performance-based or merit increases</b>	Salary increases based on employee merit or performance over a given period of time.
<b>Personal days</b>	Days off taken at the discretion of the employee. Also called floating holidays.
<b>Point of Service (POS)</b>	A medical insurance plan that encourages use of network providers, but permits insured individuals to choose providers outside the plan at the time service is rendered.
<b>Preferred Provider Organization (PPO)</b>	A medical insurance plan in which a network of doctors, hospitals and laboratories agrees to provide their services for a discounted fee. Costs are higher for services from providers who are not in the network.
<b>Premium-only plan</b>	A Section 125 plan that allows employees to contribute to their insurance benefits with pre-tax dollars. The premium-only plan is considered a simplified version of the cafeteria plan.
<b>Section 125 plan</b>	A plan in which certain employee benefits are paid with pre-tax dollars. Section 125 plans include premium-only plans, Flexible Spending Accounts and cafeteria plans.
<b>Tax-sheltered annuity 401(k)</b>	A defined contribution retirement plan that allows workers to make pre-tax contributions through salary reduction agreements with their employers. Following a change in tax regulations in 1997, 401(k) plans can be offered by nonprofit organizations.
<b>Tax-sheltered annuity 403(b)</b>	A defined contribution plan, similar to a 401(k), but specifically designed for use by nonprofit and public organizations.
<b>Total cash compensation</b>	<p>Calculated by adding base salary and bonus together and dividing by the total number of incumbents in the job, regardless of whether they received a bonus. For example,</p> <ul style="list-style-type: none"> <li>• Average base salary for five Executive Directors is \$100,000</li> <li>• Two received bonuses: one was \$5,000 and one was \$1,000</li> <li>• <math>((5 \times \\$100,000) + (\\$5,000 + \\$1,000))</math> divided by 5 = \$101,200 (Total Cash Compensation)</li> </ul>

## II. Survey Highlights

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Six hundred forty-seven (647) nonprofit organizations that employ more than 45,000 employees completed the survey instrument. Data was compiled on more than 35,000 individual salaries (the number that met the criteria for reporting purposes) that were categorized into two hundred fifty-five (255) job titles. This is the largest nonprofit compensation and benefits survey ever produced for Northern California since the Management Center published the first survey in 1978 in terms of the number of organizations participating and the number of survey jobs reported.

The annual operating expenses of participating nonprofits range from less than \$100,000 to more than \$100,000,000 per year, with an average of \$8,886,869. Organizations were divided into seven (7) categories based on their annual operating expenses.

Seventy-eight percent (78%) of participating nonprofits define a full-time workweek as 40 hours per week; 8% use 37.5 hours and 7% use 35 hours. The remaining 7% are predominantly small nonprofits with a less structured policy.

Eighty-one percent (81%) of employees at participating organizations work full-time while 19% work part-time. The participating organizations experience annual voluntary turnover rates of 14% for full-time employees and 15% for part-time employees.

Sixty-one percent (61%) of the participating organizations' executive directors or CEOs are female, 38% are male, and 1% identify as non-binary/non-conforming.

### **Benefits: Paid Time Off**

Seventy-six percent (76%) of participating nonprofits provide full-time employees with specific, separate numbers of paid days off for vacation, holiday and sick leave. Twenty-one percent (21%) have a PTO (Paid-Time-Off) program instead, giving employees a set number of days off to be taken for any purpose. Another 3% have some other policy. Most of these are small organizations with a less formal policy.

Seventy-eight percent (78%) of nonprofits that offer separate paid vacation time offer paid vacation to their part-time staff. Just over half of these organizations (52%) require that those employees work a minimum work schedule to be eligible, with an average of 22 hours per week required.

Ninety-one percent (91%) of participants report a formal policy regarding paid time off with one vacation schedule for all employees, which often gives an increasing number of vacation days the longer an employee remains with the organization; 6% have two or more schedules depending on the type of employee. Many of the remaining 3% have a less formal policy. Surveyed nonprofits provide an average of 11.3 paid holidays and 10.2 paid sick days per year.

### **Benefits: Insurance & Retirement**

Ninety-four percent (94%) of surveyed nonprofits offer some type of medical insurance to full-time employees. Seventy-nine percent (79%) of organizations offer a traditional health plan, 13% offer a cafeteria plan, 2% pay a stipend directly to employees so that they may purchase their own coverage, and 6% offer no insurance benefits.

Of the respondents who have part-time employees, 33% indicate that only full-time employees are eligible; 62% indicate that their part-time employees are eligible for medical insurance coverage, as long as they maintain a minimum number of hours per week (on average, 24 hours per week), while 5% make their benefits available to employees regardless of the number of hours worked.

Eighty-five percent of surveyed organizations provide some type of retirement benefit to their full-time employees. For these employers, tax-sheltered annuities such as 401(k) and 403(b) plans are by far the most popular type (72% of all organizations participating in this survey), followed by IRA/SEP-IRA plans (12%). Around three-fourths (77%) of those with retirement benefits have plans in which both the employer and the employee contribute to retirement. In 18%, only the employee contributes, and in 2%, only the employer contributes.

Organizations that contribute to employees' retirement plans were asked to describe that contribution. Ninety-two percent (92%) indicated that they contribute some percentage of each employee's annual salary, usually the same for all employees. If the percentage increases with an employee's length of service, organizations entered the highest percentage, or cap, of an employee's salary that would be contributed. The range of all percent of salary responses is from 1% to 15%, with an average response of 4.4%.

### **Compensation**

On average, male Executive Directors/CEOs earn higher pay than do females. The average pay for all CEOs/executive directors in the sample is \$169,639 per year; for men, the average Executive Director/CEO pay is \$180,777 per year; for women, the average Executive Director/CEO pay is \$163,674 per year. While a majority (61%) of all Executive Directors/CEOs in the sample are women, a relatively greater number of men are found in the Executive Director/CEO positions of the largest organizations, which tend to pay higher salaries, particularly for management positions. However, this pattern is less prevalent now than it has been in previous years of the survey. Within groups of similarly sized organizations, the pay differential between men and women is not predictable, with women sometime earning more than men.

Many participating nonprofits use more than one method to grant salary increases. Merit was cited by 52%, cost of living by 41%, across-the-board increases by 35%, external labor market factors by 27%, internal job equity factors by 26% and length of service by 12%. Seventy-nine percent (79%) of participating organizations expect to have salary increase budgets in their current fiscal year, with a median increase budget of 3%.

Seventy-eight percent (78%) of the participating nonprofits report a performance review interval of one year, 9% conduct reviews every six months, 5% conduct quarterly reviews and 8% have no set interval or some other schedule.

Forty percent (40%) of surveyed nonprofits reported that they have a formal policy that allows for incentive pay for their executive directors.

## Executive Director/CEO Profile

### Employment Contract

Nineteen percent (19%) of the Executive Directors/CEOs in the survey have an employment contract:

Employment Contract	# of Organizations	% of Orgs
Executive Director/CEO has contract	123	20%
Executive Director/CEO does not have contract	498	80%
<b># Organizations Responding</b>	<b>621</b>	

### Gender

Well over half of the Executive Directors/CEOs in the sample are female. Approximately one percent (1%) identify as non-binary/non-conforming.

Executive Director Gender	# of Organizations	% of Orgs
Male Executive Director/CEO	235	38%
Female Executive Director/CEO	377	61%
Non-binary/Non-conforming	4	1%
<b># Organizations Responding</b>	<b>616</b>	

### Gender and Compensation

Male Executive Directors/CEOs in this year's sample earn on average 10% more than female Executive Directors/CEOs. The difference between male and female Executive Director/CEO pay has fluctuated since this survey began compiling data on Executive Director/CEO salaries by gender, with consistently higher overall pay levels for men. Since the 2014 survey, this difference has been within the range of 13% to 18%, so 10% differential this year may reflect a narrowing of the gap. There is insufficient data to include non-binary/non-conforming employees in this comparison.

The difference in pay reported in recent years has appeared to be at least partly related a higher representation of male Executive Directors/CEOs at the largest organizations in the sample, which have tended to have a relatively large pay differential between men and women. That pattern still exists this year but to a lesser extent, even compared with 2020. Also, pay differences between men and women leading other similarly-sized organizations are not predictable, with women sometimes earning more than men.

Organization's Annual Expenses	% Male	Average Salary, Males	% Female	Average Salary, Females	Female Pay as % of Male Pay
to \$499,999	28%	\$74,312	72%	\$86,340	116%
\$500,000 - \$999,999	29%	\$107,880	71%	\$105,174	97%
\$1,000,000 - \$2,499,999	36%	\$134,511	64%	\$139,835	104%
<b>\$2,500,000 - \$4,999,999</b>	<b>38%</b>	<b>\$159,072</b>	<b>62%</b>	<b>\$150,443</b>	<b>95%</b>
\$5,000,000 - \$8,999,999	41%	\$185,472	59%	\$195,809	106%
\$9,000,000 - \$14,999,999	39%	\$222,252	61%	\$194,425	87%
\$15,000,000 and over	49%	\$269,569	51%	\$252,475	94%
<b>All Responses</b>	<b>38%</b>	<b>\$180,777</b>	<b>61%</b>	<b>\$163,674</b>	<b>91%</b>

## Age

On average, individuals in this position are 54 years old. Executive Directors/CEOs in this sample are grouped by age as follows:

Age	# of Incumbents	% of Total
26 - 35	11	2%
36 - 45	131	21%
46 -55	184	30%
56 - 65	230	37%
Over 65	60	10%
<b># Organizations Responding</b>	<b>616</b>	

## Education and Compensation

Sixty-eight percent (68%) of the Executive Directors/CEOs in the survey hold Master's Degrees or Doctorates. As indicated below, salaries generally increase with the level of education.

Level of Education	# of Incumbents	Average Salary
High School	2	insufficient data
Some College	23	\$148,837
Bachelor's Degree	170	\$156,796
Master's Degree	368	\$175,110
Doctorate	46	\$193,103

## Time in Position and Compensation

The table below illustrates the average salaries of Executive Directors/CEOs in terms of how long they have been in their current position.

Years in Current Job	# of Incumbents	Average Salary
Less than one year	31	\$198,765
1.0 to 1.9 years	72	\$172,263
2.0 to 2.9 years	52	\$146,365
3.0 to 4.9 years	95	\$164,963
5.0 to 6.9 years	82	\$172,008
7.0 to 9.9 years	71	\$159,699
10.0 years and over	209	\$176,542
<b># Organizations Responding</b>	<b>612</b>	<b>\$169,639</b>

← Look at new hire costs over last 2 years

On average, individuals in these organizations' Executive Director/CEOs positions have been in their jobs for 8.9 years. There is not as clear a correlation in pay for Executive Directors/CEOs based upon time in the job as there is based on other factors (for example, annual expenses, numbers of employees, education).

## Succession Planning

Thirty percent (30%) of surveyed organizations have a completed and updated emergency succession plan in place for the Executive Director/CEO position.

Twenty-nine percent (29%) of surveyed organizations have a formal, non-emergency transition plan in place for the Executive Director/CEO position.

Nineteen percent (19%) of surveyed organizations expect to have a transition in the Executive Director/CEO position during the next three years.

## Setting Compensation of the Executive Director/CEO

Ninety-eight percent (98%) of survey participants confirmed that their organization's Board of Directors formally approved the current compensation of the Executive Director/CEO.

Organizations used various methods to determine reasonable compensation for the Executive Director/CEO.

Methods Used to Determine Compensation*	# of Organizations	% of Organizations
Informal survey of similar organizations performed internally	336	54%
Published survey data	475	76%
Form 990s of similar organizations	212	34%
Outside consultant	131	21%
Other	42	7%
<b># Organizations Responding</b>	<b>606</b>	

\*Some organizations used more than one method.

## Executive Director/CEO Search

Organizations whose current Executive Director/CEO has been in that position for five years or less were asked how the organization located this individual as a candidate to fill the position at the time of hire.

Search Method	# of Organizations	% of Organizations
Word of mouth	38	13%
Craigslist or other online service	24	8%
Executive search firm	98	34%
Internal candidate/former employee	82	28%
Current or former Board member or founder of organization	40	14%
Other	7	2%
<b># Organizations Responding</b>	<b>289</b>	

### Additional Benefits Provided to the Executive Director/CEO

The following benefits were reported for the Executive Director/CEO position. See the section on Miscellaneous Employee Benefits on page 20 for information about benefits given to other employees.

Benefit	% of Organizations Offering Benefit to Executive Director/CEO
Employee Assistance Program (EAP)	51%
Telecommuting	72%
Financial planning services	23%
Reimbursement for cost of professional license/credential	38%
Professional conference attendance	82%
Professional development classes	79%
Low-interest or no-interest loan program	5%
Transportation and/or travel	43%
Spouse's/domestic partner's travel expenses	<1%
Local mass transit subsidy	12%
Car leasing	2%
Car ownership	2%
Housing or housing allowance	2%
Home computer purchase or lease	11%
Cost of home internet provider	21%
Personal legal expenses	<1%
Personal liability insurance	4%
Professional liability insurance	25%
Membership in country club/residential club	<1%
Membership in health club	4%
Membership in fraternal club	<1%
Professional membership dues	41%
Sabbatical (paid time off)	13%
Additional vacation time	26%
Additional contribution to medical insurance	9%
Additional contribution to life insurance	5%
Additional contribution to disability insurance	3%
Additional contribution to long-term care insurance	12%
Additional contribution to retirement plan	10%

## V. Compensation by Position

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This section details the compensation (base pay and total compensation) for individual job titles according to several variables, including organizations' annual expenses, field of service, location, number of employees and managerial responsibility.





## FIRE SAFE COUNCIL OF NEVADA COUNTYJOB DESCRIPTION

### Executive Director

POSITION SUMMARY: Under the general direction of the Fire Safe Council Board of Directors, the Executive Director (ED) oversees a staff of 25+ employees, numerous volunteers, and an annual budget of \$3-4 million in pursuing its mission of making Nevada County safer from catastrophic wildfires through fire safety projects and education.

#### Executive Director Job Responsibilities:

The Executive Director oversees and manages all administrative and program activities of the Fire Safe Council (FSCNC) and provides the leadership, vision, and operational expertise necessary to achieve numerous goals and objectives in several program areas. Broadly speaking these efforts involve:

- Developing and implementing county-wide fire mitigation and education programs, encouraging, and facilitating local grassroots efforts in these programs, securing funding, and developing local grant programs for strategic fire mitigation projects and providing oversight of these projects, and educating and certifying Firewise Communities under the guidelines of National Fire Protection Association, Firewise USA Program.
- Developing and implementing county-wide fire mitigation and education programs, encouraging, and facilitating grassroots local efforts, securing funding for strategic projects, developing local grant programs, educating Firewise Communities' and citizens about fire mitigation, and oversight of large fire related projects.
- An essential element in all program activities is building and fostering relationships with Nevada County citizens, federal, state, and local governmental entities, other non-profit and quasi-public bodies, environmental communities, and private corporations throughout the region that are impacted by wildfire.

#### Scope of Responsibility:

The Executive Director is the Chief Executive Officer of the Fire Safe Council of Nevada County. The Executive Director directly and through subordinate program managers, provides oversight of the Council's ongoing programs, administrative functions and large projects including:

#### Fiscal Management and Budget Management:

Given the large budget and reliance on temporary (e.g., grant) funding sources, the ED carefully oversees the financial health of the organization:

- Supervises and prepares financial records for all Fire Safe Council funds and grants monies received.
- Manages grants awarded to the Council.
- Coordinates fiscal management functions with the FSCNC Treasurer.
- Manages cash flow to ensure continuity of all FSCNC operations.

- Ensures compliance with audit findings, IRS rules and regulations.

#### Communications and Relations Management:

As the face of the FSCNC, the ED is responsible for communications and consensus building among all stake holders.

- Establishes and fosters agency relationships with federal, state, and local elected officials
- Acts as primary spokesperson representing FSCNC programs and interests
- Plans and coordinates community events, makes television, radio, and other media appearances; speaks to community groups
- Coordinates all press and public relations activities on behalf of the FSCNC and its affiliates
- Conducts community awareness campaigns; oversees the preparation and distribution of press releases, flyers, brochures, posters, and other fire safety educational materials
- Manages website or other social media, broadcast events and print media
- Meets with the public and officials from public and private entities
- Serves on the Emergency Services Council and any other committees deemed beneficial
- Represents FSCNC at meetings such as with the California Fire Safe Council and other organizations and grantors

#### Development Outreach and Fund Raising:

Due to the temporary nature of much of the FSCNC funding, the ED works to ensure growth and sustainability, including:

- Overseeing and coordinating the preparation of all FSCNC grant funding requests to local, state, federal, and private sources
- Managing the execution of grant funded programs awarded to the County of Nevada
- Developing and nurturing all types of public and private donors and other funding sources
- Fund raising from membership programs.

#### Project and Program Development and Management:

All programs require well developed leadership and managerial skills and the performance of specific essential functions that cross all programs, including:

- Large Fire Mitigation Projects
- Firewise USA Communities
- Defensible Space Advisory Program
- Green Waste Disposal Program
- Access and Functional Needs (AFN) Program
- Low-Cost Defensible Space Clearing Service
- Defensible Space Chipping Program
- Ready, Set, Go! Program
- Community Wildfire Protection Plan Coordinator
- Wildfire Preparedness Season Annual Guide
- Reflective Address Signs
- Supervisory Responsibilities:
- Supervises FSCNC office staff, field staff and volunteers
- Hires, orients, and oversees new employee training and skill development
- Builds and sustains an internal team in support of the mission
- Conducts annual staff job performance reviews

- Ensures all personnel actions are taken and files are maintained consistent with FSCNC local, state, and federal HR rules

Supervision received:

The ED reports directly to the Chair, the Board of Directors and the NCFSC Executive/Finance Committee.

Executive Director Qualifications / Skills:

- Previous non-profit or executive level management experience
- Excellent written and verbal communication skills
- Ability to communicate in a clear/concise manner on complex topics to a wide range of audiences
- Outstanding interpersonal skills with demonstrated ability and success working productively with diverse groups of varying interests, including business communities, non-profit organizations, governmental entities, and the public
- Personal connection and commitment to the mission and goals of the FSCNC
- Grant writing and administration experience
- Demonstrated ability to work independently
- Public relations; academic or other education experience
- Knowledge of fire mitigation, Defensible Space and Firewise concepts
- Experience in development of community-based programs

Education, Experience, Licensing Requirements, Preferred Qualifications:

- A Bachelor's degree in Business Administration, Public Administration, Non-Profit Management, or related field. 5-10 Years of relevant experience can be substituted for the bachelor's degree

Salary range: Commensurate with education and relevant experience



FIRE SAFE COUNCIL OF NEVADA COUNTY  
JOB DESCRIPTION

Controller

Controller Job Responsibilities:

- Maximizes return on financial assets by establishing financial policies, procedures, controls, and reporting systems.
- Guides financial decisions by establishing, monitoring, and enforcing policies and procedures.
- Protects assets by establishing, monitoring, and enforcing internal controls.
- Monitors and confirms financial condition by conducting audits and providing information to external auditors.
- Maximizes return and limits risk on cash by minimizing bank balances and making investments.
- Prepares budgets by establishing schedules; collecting, analyzing, and consolidating financial data; recommending plans.
- Achieves budget objectives by scheduling expenditures; analyzing variances; initiating corrective actions.
- Provides status of financial condition by collecting, interpreting, and reporting financial data.
- Prepares special reports by collecting, analyzing, and summarizing information and trends.
- Complies with federal, state, and local legal requirements by studying existing and new legislation, anticipating future legislation, enforcing adherence to requirements, filing financial reports, and advising management on needed actions.
- Ensures operation of equipment by establishing preventive maintenance requirements and service contracts, maintaining equipment inventories, and evaluating new equipment and techniques.
- Completes operational requirements by scheduling and assigning employees, following up on work results.
- Maintains financial staff by recruiting, selecting, orienting, and training employees.

- Maintains financial staff job results by coaching, counseling, and disciplining employees, planning, monitoring, and appraising job results.
- Protects operations by keeping financial information and plans confidential.

This is a full-time, salaried position. Benefits include medical; dental; vision; supplemental insurance; paid time off; health club membership; retirement.

Controller Qualifications / Skills:

- Managing processes
- Financial software
- Developing standards
- Auditing, accounting, and corporate finance
- Tracking budget expenses
- Financial skills
- Analyzing information
- Developing budgets
- Performance management

Education, Experience, Licensing Requirements, Preferred Qualifications:

- Bachelor's degree in accounting or finance
- Minimum 5-10 years' experience in accounting/finance
- Working knowledge of finance law and regulatory standards (GAAP)
- Experience in non-profit administration
- Strong understanding of economic and banking processes
- Working knowledge of federal, state, and local tax compliance regulations and reporting
- Experience with financial reporting requirements



FIRE SAFE COUNCIL OF NEVADA  
COUNTYJOB DESCRIPTION

Accounting Technician

Accounting Technician Job Responsibilities:

- Maintain accounts payable.
- Maintain accounts receivable.
- Reconcile daily receipts.
- Prepares bank deposits and related documents.
- Tracks Fixed Assets.
- Reconciles monthly revenue and expenditures.
- Assists in preparation of annual audit.
- Assists Grant Administration and Customer Service.

All of this work is reviewed by Executive Director, the Controller, the Treasurer and our outside CPA.

This is a full-time position. Benefits include medical; dental; vision; supplemental insurance; paidtime off; health club membership; retirement.

Accounting Technician Qualifications / Skills:

- Strong analytical skills, critical thinking, and creative problem solving.
- Knowledge of business processes, systems, and internal controls. Excellent written/oral communications skills
- Customer service skills.
- Ability to effectively use computer applications and standard office equipment.
- Understanding of GAAP and GASB standards and practices

Education, Experience, Licensing Requirements, Preferred Qualifications:

- 2 years of College or Associates Degree and less than 2 Years' experience or
- High School Diploma and 5-7 years professional level accounting preferably in a public agency or any equivalent combination of education and experience that provides the knowledge, skills, and abilities listed below: Knowledge of principles and practices of governmental fund accounting, budgeting, auditing, grants.



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](http://www.areyoufiresafe.com)

November 5th, 2021

Eric Trygg  
P.O. Box 637  
Grass Valley, CA 95945

Dear Mr. Trygg,

This letter serves as a formal communication regarding your status as a FSC Director. At our October 28<sup>th</sup> Board of Directors meeting, the board voted to remove you as a director with an 8-2 vote. This action was effective immediately.

While a board member can be removed at any time with or without cause, the board arrived at this determination based on several factors. The primary reason for severing your director relationship was for non-performance as a board member. Additionally, there were concerns regarding multiple Brown Act Violations and Official Communications Policy Violations.

If you require any further clarification on the matter, please contact Chairman Donn Thane at (530) 575-0566.

Sincerely,

A handwritten signature in blue ink that reads "Donn Thane".

Donn Thane, Chairman



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November 5th, 2021

Julie Siegenthaler  
10615 Canyon Creek Lane  
Penn Valley, CA 95946

Dear Ms. Siegenthaler,

I appreciate that you have taken the time to express your concerns to the board of directors. The executive board has investigated the concerns stated in your letter. We want you to know we fully understand why comments of this nature are upsetting to you. While we are aware of the comments stated in your concern and find them inappropriate and unprofessional, we want you to know that these comments did not originate from within our organization.

We are very sorry that you feel your character has been attacked or defamed in any manner and will happily refute any further comments brought to our attention. It is not the position, nor has ever been of this organization to publicly comment on former employees in this manner.

We appreciate you taking the time to express your concern and we wish you the best on your future endeavors.

Sincerely,

Donn Thane, Chairman

**FIRE SAFE COUNCIL OF NEVADA COUNTY  
BOARD ROSTER  
As of 11/13/21**

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	Williams	Pete	Nevada City	530-265-2686	NA	peteandsuewi@sbcglobal.net	Member at Large
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	McMahan	Terry	Nevada City	530-265-4439	530-913-4587	terrtrmcmahan@nccfire.com	Nevada County Fire Chiefs' Assoc. Rep.
Director	Weston	Hank	Penn Valley			hankweston@comcast.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@rcbk.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 of Nevada County ● P.O. Box 1112 ● Grass Valley CA 95945 ● (530) 272-1122 ● (530) 648-1122 fax ● areyoufiresafe.com

## 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