



FireSafe
COUNCIL

Board of Directors' Meeting

September 22, 2022



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

Board of Directors Meeting

Thursday September 22, 2022

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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, September 22, 2022, at 10:00 a.m. Meeting will be available via teleconference** as needed.

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."

Board of Directors:

(DT) Donn Thane, Chair	(SE) Steve Eubanks, Director
(PW) Pete Williams, Vice-Chair	(HW) Hank Weston, Director
(DW) David Walker	(EDJ) Jamie Jones, Executive Director
(WK) Warren Knox, Secretary	(CJR) Joshua Robinson, Controller
(AD) Alan Doerr, Director	(OCW) Chris Wackerly, Director of Operations

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 August 2022 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. BOARD OF DIRECTORS CHARTER UPDATE
 - a. Resolution to Reassign Fire Chiefs Representative to an Agency/Partner Role **Action**
7. REPORT OF THE FINANCE COMMITTEE – Treasurer Walker
 - a. Financial Report as of July 31, 2022
 - b. Other
 - c. Next Meeting: Thursday, October 13th, 2022, at 9:30 am
8. REPORT FROM THE CONTROLLER – Joshua Robinson
 - a. Review of Financial Department Restructuring and Staffing
 - b. Nevada County Contract Audit
 - c. Resolution to Update Bank Signatory Cards **Action**
 - d. Resolution to Update Internal Controls **Action**

9. REPORT OF THE CHAIRMAN OF THE BOARD – Donn Thane
 - a. Executive Committee Meeting Report
 - i. Slate of Candidates for FSC Board Directors
 - ii. FSC Fundraiser Past and Future – Steve Eubanks
 - iii. Hydrant Development for Local Rural Communities – Steve Eubank
 - b. Next Executive Committee Meeting: Thursday, October 13, 2022 at 9:30 am

10. REPORT FROM THE EXECUTIVE DIRECTOR – Jamie Jones

- a. Staffing & Operations Update
- b. Programs Update
- c. Grants Update
- d. Funding/Membership Update

11. REPORT FROM THE DIRECTOR OF OPERATIONS – Chris Wackerly

- a. Staffing & Operations Update
- b. Programs Update
- c. Project Update

12. DIRECTORS COMMENTS – Information

13. ADJOURN TO CLOSED SESSION

- a. Personnel Discussion
- b. Grand Jury Response

14. ADJOURN (OUT OF CLOSED SESSION)

15. **Adjournment**

NEXT BOARD MEETING: Thursday, October 27, 2022 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:

Times stated are approximate and subject to change. Agenda order is tentative and may be changed by Board action without prior notice. 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 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 _____ at the following locations: Fire Safe Council Administrative Office, 143B Springhill Drive, Suite 13, Grass Valley, CA
www.areyoufiresafe.com

220217

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, August 25, 2022 at 10:00 AM via partial teleconference



In Attendance:

DIRECTORS

(DT) Donn Thane	(AD) Allen Doerr, Director
(PW) Pete Williams, Vice-Chair	(SE) Steve Eubanks, Director
(DW) David Walker, Treasurer	(HW) Hank Weston, Director
(WK) Warren Knox, Secretary	(EDJ) Jamie Jones, Executive Director

1. CALL TO ORDER

DT called the meeting to order at 10:04 AM

2. ROLL CALL

As indicated above.

3. AGENDA & ORDER OF BUSINESS

PW moved acceptance of the agenda. Seconded by SE. Approved unanimously by rollcall vote.

4. PUBLIC COMMENT

No public present.

5. AGENCY/PARTNER REPORTS

No agency partners present

6. REPORT OF THE FINANCE COMMITTEE David Walker

1. Treasurer Walker reported that current financials are not available for this meeting.
2. EDJ formally introduced Josh Robinson, former vice president at Tri Counties Bank as the new FSC Controller.
3. Josh Robinson reported that he had been working with the Finance Department staff to facilitate ongoing review of FSC financials. Two new accountants have been added and brought up to speed. In addition, Billy Spearing has provided her assistance on the process.
4. EDJ reported that a meeting has recently been convened with an outside accounting firm chosen by the Nevada County Controller to formally audit three contracts between FSC and the County. This work will begin immediately with most of the work being accomplished remotely. No definite indications how long this work will take.
5. Josh reported that the FSC role of Operations Manager will now report to him, strengthening the internal controls.

7. REPORT OF THE CHAIRMAN OF THE BOARD Donn Thane

1. The Red Zone Affair fundraiser, after being postponed over two previous years, was finally held on June 28th. This event was jointly developed with the Retired NFL Players Association and John Paye, President. A complete accounting of this event is not yet complete, but the event, complete with games with retired NFL players and band lead by Jeff Peach, held on the Paye estate on Banner Mountain was quite appreciated by attendees. DT has asked the FSC team, led by SE to evaluate the value of these types of fundraisers to FSC. A repeat event is tentatively scheduled for June 17th 2023.
2. A slate of proposed FSC Board Officers will be presented to the Board in September for Voting in October.

8. REPORT FROM THE EXECUTIVE DIRECTOR

EDJ highlighted operational activities: Notes are in the Board Packet.
EDJ requested a closed session to share proprietary information.

9. DIRECTORS COMMENTS – None

10. CLOSED SESSION -- WK moved closed session. HW seconded. Approved by rollcall vote.

11. RETURN TO OPEN SESSION

No action taken

HW moved return to Open Session. Seconded by WK. Approved unanimously

12. ADJOURN: SE moved adjournment. Seconded by WK.

I declare that these meeting minutes accurately reflect the actions of the Fire Safe Council of Nevada County's Board meeting held on August 25, 2022 and were approved by the Board of Directors.

Warren Knox, Secretary

Date



FireSafe
COUNCIL

Controller
Report

August 2022

REPORT

Financial Operation

- Working to re-structure Accounting Department
 - New staff member being added, effective 9/7/2022
 - Preparing and Budgeting for additional staff members (FY '24) across the organization
 - Enacting a strict Monthly Invoicing and reconciliation process
 - Streamlining Purchasing and Cost efficiency procedures
- An amendment to the FSCNC Controls Policy is forthcoming

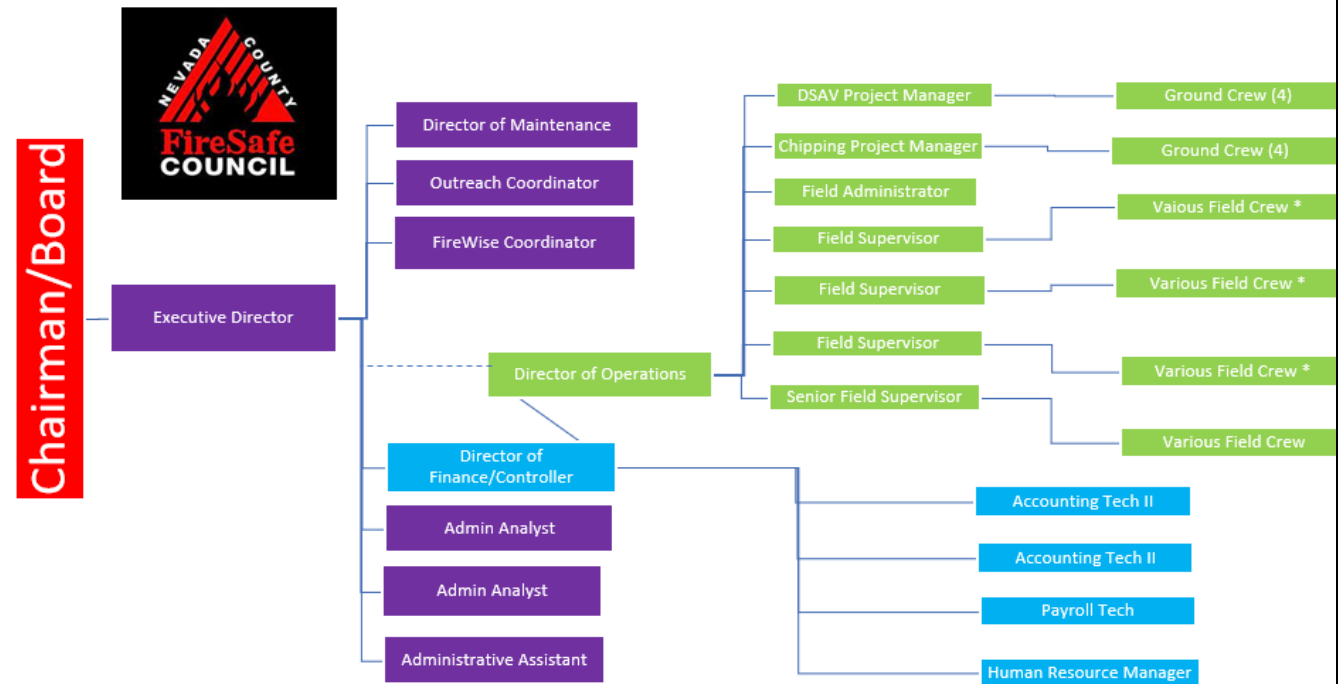
Updates

- Preparing for various control audits
- Budget reviews for upcoming asset acquisitions

Current Needs

- Chris Wackerly change in Direct Report
- Acknowledgment of Director of Operations Duties
- Director of Operations Salary approval

2023 Fiscal Year End Staffing



* Various Field Crew;
 1 Sawyer supervisor
 2 Team Lead
 8 Sawyers
 8 Ground Crew

The Director of Operations is responsible for overseeing field operations from a managerial and administrative perspective ensuring all field teams are following policies and procedures.

Brief description of duties

- Works with Human Resources to determine recruitment sources
- Administers HR policies and procedures and take responsibility for training, developing and counseling employees on a needs basis, assuring relevant skills for assigned positions
- Supervising a team to assure timely completion of work and adherence to policies and procedures, identifying all necessary resources required and identifying potential barriers
- Responsible for overall operational performance and quality outcomes
 - including project and program deliverables and completion
- Review, recommend and improve safety policies to ensure adherence to OSHA and all other regulatory compliance requirements
- Directing supervised staff in organizational development and training of staff
- Operates within assigned annual budget guidelines and expense controls



NEXT UP...

Tri Counties Bank Account

Add Controller as account signer;
approval for large checks, absence of ED
and signing of ED checks

Update Internal Controls Procedures

Re-establish and Organize the Chart of Accounts



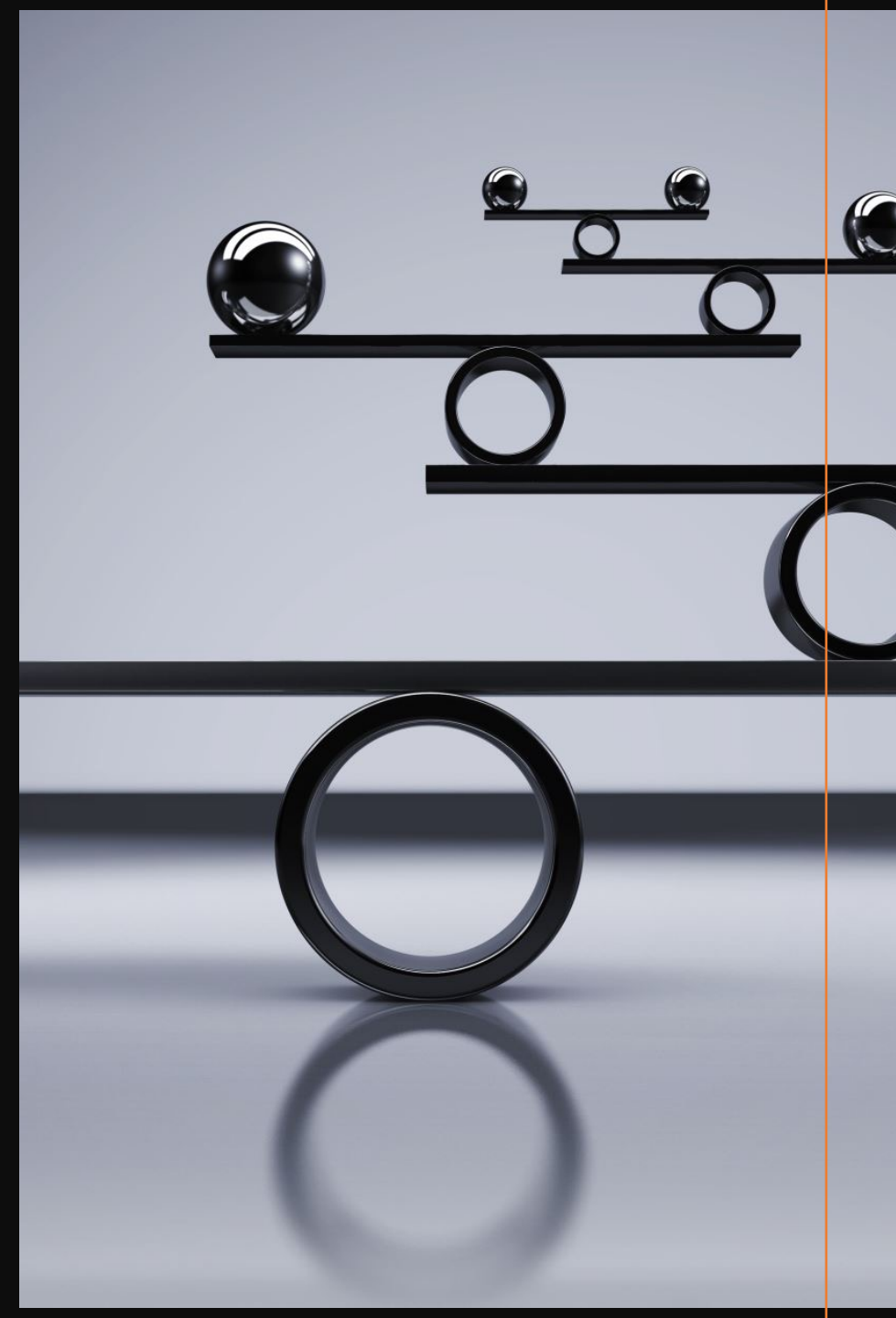
FireSafe
COUNCIL

Executive Director
Report

June 2022

Staffing: Attracting Talent

- Knowing the pay scales
 - Reasonable compensation analysis
- Knowing the competition
 - Pay structure
 - Benefits
 - Retirement options
 - Union/Prevailing wage



Staffing: Employee Retention

- Frequent review of reasonable compensation practices
 - Competitive wages
 - Benefits
- Other factors
 - Company culture
 - Mission
 - Housing
 - Quality of life
- AB1717
 - Prevailing wage



Reasonable Compensation Analysis

Information is analyzed from each of the following areas in order to compile the most accurate compensation schedules:

1. Northern California Non-Profit Compensation report
2. A Comparative analysis from employment sites such as; www.payscale.com, www.glassdoor.com and www.salary.com
3. Market partner inquiry with comparable nonprofits
4. Market research with competitive, for-profit organizations
5. County Agencies and Fire district partners – matching similar positions and job duties

Ultimately final compensation takes into consideration department size, direct reports and complexity of supervision required



Main Field Competitor

Position Title	Starting Pay	OT/DT	Direct Reports	Comparable FSC Position & Wage
Flagger (No experience)	\$25 per hour	Yes	0	Ground Crew \$18
Ground Crew	\$29.50 per hour	Yes	0	Ground Crew \$18
Tree Trimmers	\$34.50 per hour	Yes	0	Sawyer \$22
Foreman	\$42.00 per hour	Yes	4 Crew	Sawyer Supervisor \$30
General Foremen	\$62.00 per hour	Yes	4 Foreman & Crew	Field Supervisor \$35

FY23 Compensation Schedule





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)

CAL FIRE FP – Green Waste & Chipping (\$1,551,770)

Prop 172 (\$60,000)

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

HMGP-AFN Phase1 (\$224,600)

HMGP-Abatement Phase 1 (\$472,340)

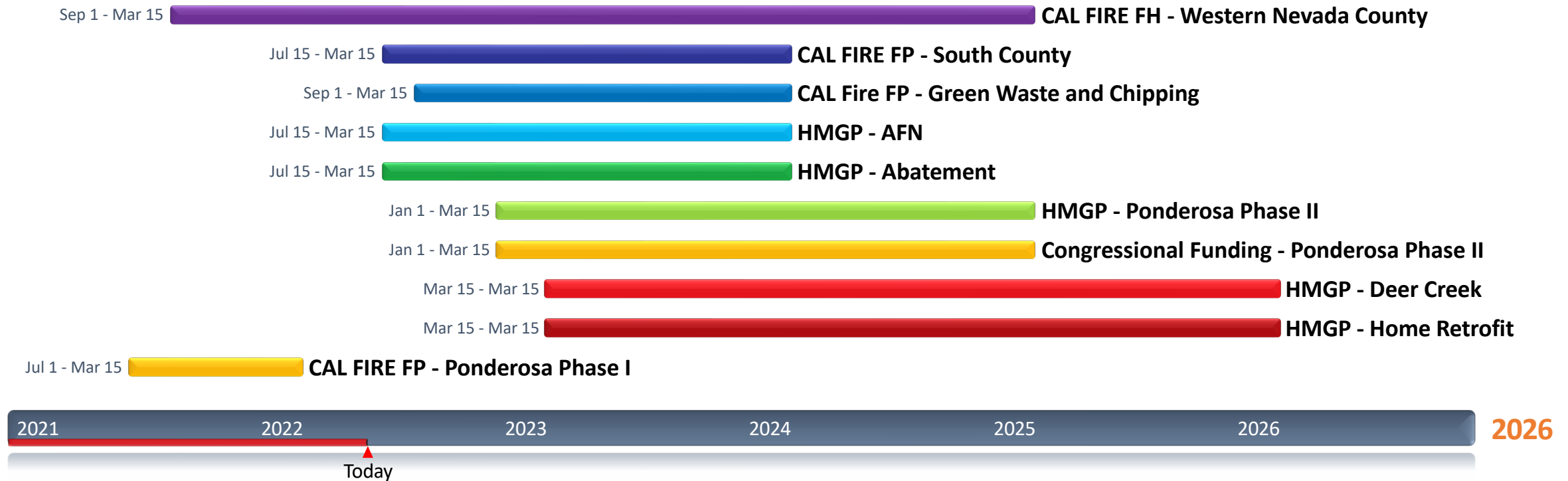
HMGP-AFN Phase 2 (\$2,400,000)

HMGP-Abatement Phase 2 (2,700,000)

Congressional Funding - Ponderosa Phase 2 (\$750,000)

HMGP – Ponderosa Phase 2 (\$4,000,000)

FSCNC Project Timeline



GRANT APPLICATIONS

- **Sierra Nevada Conservancy**

- River Fire Remediation

- **CAL FIRE – Workforce Development**

- Air Curtain Incinerator Pilot w/OJT and career paths with Sierra College and High School – 500k

- **HMGP – CAL OES/FEMA**

- Deer Creek Shaded Fuel Break – 7M

- Home Hardening Program – 5M

- **22 Community Wildfire Defense Grant**

- Education/ Outreach/Programmatic expansion >10m

OPERATIONS REPORT

OPERATIONS

- Recruiting: Field Supervisors, Sawyer Supervisors, Chipping Supervisors, Sawyers, Ground Crew, Equipment Operator.
- Evaluate need for additional crew trucks and associated equipment
- Acquisition of Fixed Assets: Water Buffalos, UTV, Chipper Box truck, Tracked Chipper and trailer, Excavator and attachments (grant funded)
- Improving maintenance facility and yard.
- Integrating Field Operations into the Truckee office

PROGRAMS

- Chipping – 2 week wait time
- DSCS – On extended wait
- Address Signs- working with CAL FIRE to receive product to assemble

PROJECTS

- **Truckee Measure T Chipping Program**
 - Chipping contract nearing completion
 - New contract for curbside pickup 9/1/22
- **South County: 9/13/22**
- **Ponderosa Phase 2: Environmental Review**
- **AFN**
 - Outreach is under way
 - Assessments under way
 - Work will begin next week
- **Forest Health**
 - Nearly 50% complete

EXECUTIVE REPORT

ADMINISTRATIVE

- Hires: Controller, Accounting Technician
- Recruiting: Administrative Assistant, Administrative Analyst, Director of Facilities and Maintenance
- Office space at Truckee Fire District

NOTABLES

- Senator Feinstein aides visit for Ponderosa Phase II
- 2022 Nevada County Fair
- KNCO Gazebo Outreach
- Tahoe Truckee Community Foundation Partnership
- RCD partnership
- NID partnership
- DSI Instructor Training
- PBA Steering Committee Formalization – YBBC member agreements
- Executive Director Academy



NEXT UP...

FY 21 & FY 22 Audit

Truckee DSAV Training

2022/23 Nevada County Community Leadership
Institute (NCCLI)

Board Workshop/Strategic Plan Update

Volunteer Luncheon

End of Year Party (Staff/Board)



Hydrant Project



Hydrant Project

- Installation of hydrants that connect to NID ditches
- Cooperative project with NID and other interested organizations
- Mainly Western Nevada County
- Funded by grants and partner contributions
- Could include storage tanks at some hydrant locations to extend useful season



Hydrant Project

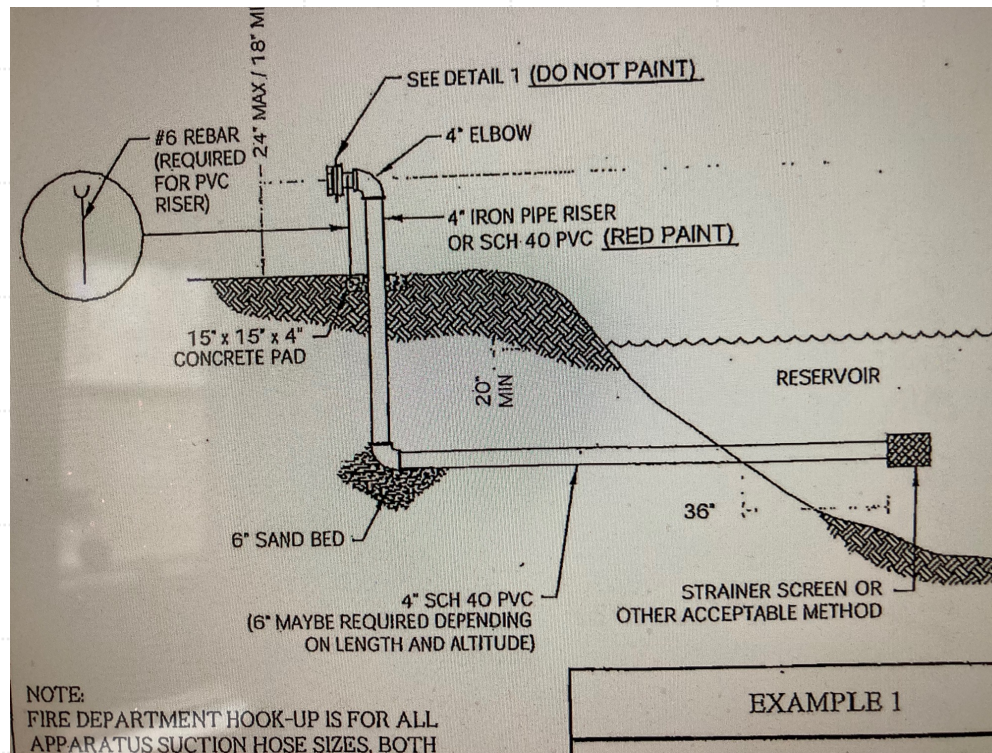
- Benefits
 - Increase access to water supply for fire suppression in areas where water is not readily available
 - Potential for future home insurance reductions?
- Challenges
 - Finding sufficient funding
 - Long-term maintenance of equipment
 - Landowner interest, willingness to grant easements and commit to management of equipment
 - Deter theft of water
 - Installation difficulties in some locations

Hydrant Project

- Two Phases, both funded by grants and partner contributions
 - Phase 1: Assessment
 - Prepare design of typical hydrant—and tank—installation
 - Determine where hydrants are feasible in terms of basic engineering
 - Outreach to landowners and partners to further assess location feasibility (desired and worthwhile)
 - Individuals, Firewise Communities, Fire Departments
 - Individual and neighborhood willingness to protect and manage the installed equipment and water supply.
 - Develop sample management and maintenance agreement
 - Cost Determination
 - NID box installation
 - Materials
 - Easements
 - Installation of NID boxes, pipes, hydrants, storage tanks
 - Phase 2: Installation of hydrants and storage tanks

Hydrant Project

Rough Representation of a Hydrant Installation





Hydrant Project

- Fire Safe Council Role/Commitment
 - Overall project coordination and management (Project Manager from grant funds?)
 - Seek and apply for grants—and cooperator contributions (Steve Eubanks to assist)
 - Manage the grant funds (Phase 1 and 2 work done by contract)
 - Next Steps if FSC BoD Approves: (Steve Eubanks)
 - Prepare detailed project proposal
 - Solicit NID BoD approval
 - Coordinate with Fire Departments to ensure initial support
 - Communicate with other potential partners/cooperators, solicit commitments or at least basic support. Insurance companies?
 - PR?



Fire Safe Council of Nevada County Executive/Finance Board Meeting Minutes
Fire Safe Council, 143B Springhill Drive, Ste. 13, Grass Valley, CA 95945
Thursday, September 8, 2022 at 9:30 A.M.

Board Members in Attendance:

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

Staff: Josh Robinson, TJ, Accountant

- 1. CALL TO ORDER** Don Thane at 9:38 AM
- 2. ROLL CALL** was taken and is reflected above.
- 3. PUBLIC COMMENT** No public in attendance
- 4. FINANCE COMMITTEE UPDATE**
 - a. Controllers Report – Josh Robinson
 - i. Financial Report for the period ending July 31, 2022 was presented to the Committee and will be included in the Board Packet for the September Board Meeting. This will also be the closing report for Fiscal Year 2021-2022.
 - ii. An update on the restructuring of the Finance Department was presented
 1. New accounting personnel were introduced. Individual responsibilities have been reassigned
 2. Internal controls were outlined to improve clarity
 3. A review of the Audit of Nevada County contracts has been authorized and a description of the process was reviewed. Contracts of interest include Ponderosa West, the February Emergency Response Contract, and the Federal Contract. Work begins immediately.
 - b. EDJ Reported that the CalFire Forest Grant contract has still not been paid due to internal CalFire issues. These appear to have been addressed, but FSC has not yet received these funds, and that is beginning to be a real problem.
- 5. CHAIRMAN UPDATE** Donn Thane
 - a. A quick review of the Red Zone Affair was reviewed. FSC has received a check from our partner. DT has suggested a complete review of fundraising for FSC – what should we expect, and how should it be used.
 - b. A slate of FSC officers has been developed and will be shared with the Board at the September meeting. Voting will take place in October.
- 6. EXECUTIVE DIRECTOR OPERATIONS UPDATE**
 - a. EDJ provided a brief update on operations. A detailed report will be available for the Board Meeting.
 - b. EDJ requested a closed session to discuss several issues. WK moved that the meeting be adjourned to Closed Session, PW seconded, approved unanimously.
- 7. ADJOURN TO CLOSED SESSION**
 - a. EDJ reported on several issues. No reportable action was taken.
 - b. PW moved a return to Open Session, WK seconded. Approved unanimously.
- 8. RETURN TO OPEN SESSION**
 - a. WK moved adjournment, HW seconded.
- 9. ADJOURN**

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 September 8, 2022 and were approved by the Board of Directors.

Warren Knox, Secretary

Date

220801

Management Report

Fire Safe Council of Nevada County, Inc
For the period ended June 30, 2022



Prepared on
September 16, 2022

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Statement of Activity

July 2021 - June 2022

	Total
REVENUE	
41100 Federal Grants	174,238.00
41200 State Grants	1,732,373.62
41300 Local Government Grants	144,587.54
41310 Nevada County Service Revenue	225,753.33
Total 41300 Local Government Grants	370,340.87
41500 Foundation & Trust Grants	89,950.18
41600 Project Revenue	125,310.38
41900 Sublease Rent	3,390.36
43000 Chipping Program Revenue	59,745.25
43100 DSCS Services Revenue	209,393.14
43500 Donations - General	14,008.56
43510 Donation - Restricted	1,000.00
44000 Fundraising	7,729.25
44500 Memberships	10,488.00
47000 Firewise Community Services	15,129.42
Chipper Reimbursement out of PGE Chipping Program	150.00
Total Revenue	2,813,247.03
GROSS PROFIT	2,813,247.03
EXPENDITURES	
52000 Payroll Fringe Expenses	
52100 Payroll Taxes	7,106.09
52350 Holiday Pay	5,732.00
52400 Workers Comp Expense	69,805.42
52500 Simple IRA Plan - Company Match	9,557.33
Retirement Plan - Company Match	9,018.82
Total 52000 Payroll Fringe Expenses	101,219.66
52610 Supplemental Insurance Expense	12,797.80
52620 Health Incentive Expense	9,443.87
55000 Reimbursements	
55100 Cell Phone Reimburse	6,250.00
Total 55000 Reimbursements	6,250.00
56000 Payroll Expenses	30.00
56100 Taxes	138,236.77
Wages	
Allowance	10,286.76
Bereavement	2,700.00
Delcour Retroactive	2,583.32
ED Retroactive Pay -	10,655.12
Merit Pay/Increase	48,011.78
South Yuba Club	121.90
Spearing Retroactive	3,645.83

	Total
Stipend	10,250.00
Total Wages	88,254.71
Total 56000 Payroll Expenses	226,521.48
60000 Administrative Expenses	46,329.54
65150 Repairs and Maintenance	
65160 Building Repair/Maintenance/Cleaning	9,033.23
65170 Vehicle Repair and Maintenance	9,040.57
65175 Equip/Truck Storage Fee	1,375.00
65180 Equipment Repair and Maintenance	2,767.31
65190 Computer Repair and Maintenance	1,400.00
Total 65150 Repairs and Maintenance	23,616.11
65200 Training	1,084.00
65300 Travel and Meals	12,579.25
65400 Meeting and Program Expenses	2,453.93
65600 Dues and Subscriptions	3,280.78
65900 Merchant Services Fees	4,133.69
65901 PayPal Fees	442.03
65902 Jobber Payment Fees	967.30
Total 65900 Merchant Services Fees	5,543.02
67000 Penalties Expense	1,200.00
Total 60000 Administrative Expenses	96,086.63
64200 Accounting fees	11,582.75
64300 Professional Services- Contract	16,825.00
64400 Legal fees	5,893.80
64401 Webmaster	1,252.68
64410 Payroll Service Fee	4,764.77
64450 Hiring Expense	15,705.37
64500 Rent Expense	53,960.18
64505 Rent for Storage	253.00
Total 64500 Rent Expense	54,213.18
64600 Telephone	9,460.69
64650 Internet Services	3,917.53
64700 Utilities	9,901.50
64705 Security	2,604.29
64800 Postage	823.10
64900 Office Expense & Supplies	20,687.88
64905 Office Equipment and Computers	9,442.22
64910 Computer Software	29,583.23
64950 Field Small Tools & Equipment	328.50
65000 Printing & Copying	5,261.67
65100 Permits and Licenses Expense	375.00
65172 Vehicle Accessories	525.78
65173 Vehicle Repair Reimbursement	65.02
65350 Miscellaneous Office Exp	5,511.41

	Total
65610 Other Miscellaneous Service Cost	40.00
70000 Program Expenses	
71000 Payroll Wages	1,278,368.37
74100 Contractual - Services	33,821.24
74300 Fuels Reduction Contracting	
74350 Ponderosa West- Subcontractors	453,087.65
74360 Ponderosa West - Subcontractors FSCNC (internal billing)	-378,550.00
Total 74300 Fuels Reduction Contracting	74,537.65
74450 Advertising/Public Relations	7,701.52
74900 Office Expense & Supplies	1,935.76
74910 Reflective Address Signs	5,164.69
74950 Field Supplies	148,337.24
74920 PPE - Personal Protective Equipment	14,356.38
Total 74950 Field Supplies	162,693.62
75000 Printing and Copying	491.42
75200 Training and Seminars	1,807.34
75250 Public and Community Outreach	6,688.96
75300 Travel and Meetings	163.76
75400 Auto Expense	31,236.20
75450 Auto Exp - Gas/Mileage/Other	73,640.77
75470 Auto Extended Warranty	6,460.00
Total 75400 Auto Expense	111,336.97
75525 Insurance	8,889.97
75600 Dues and Subscriptions	947.77
76500 Fundraising Expense	4,902.14
77000 Donations and Contributions	335.10
Total 70000 Program Expenses	1,699,786.28
74960 Dump Fees	1,415.63
79010 Bank Service Charges	2,442.06
90000 Suspense	9,086.89
Administrative	156,741.36
Wages(PPE Allowance)	5,250.00
Total Administrative	161,991.36
Total Expenditures	2,535,807.03
NET OPERATING REVENUE	277,440.00
OTHER REVENUE	
49500 Gain from Debt Forgiveness	264,806.00
80000 Interest Income	3.13
Total Other Revenue	264,809.13
OTHER EXPENDITURES	
65905 Vehicle Registration	5,318.12
67500 Uncategorized / Charges to Dispute	87.95
81000 Interest expense - general	24,668.57
90100 Reconciliation Discrepancies-1	-1,754.56

	Total
Total Other Expenditures	28,320.08
NET OTHER REVENUE	236,489.05
NET REVENUE	\$513,929.05

Statement of Financial Position

As of June 30, 2022

	Total
ASSETS	
Current Assets	
Bank Accounts	
10000 Tri Counties Bank	0.00
10001 Tri Counties - Spending #9854	121,451.76
10010 Tri Counties - General Deposits #7356	39,495.76
10015 Tri Counties - Fiscal Sponsorship #0273	3,361.00
Total 10000 Tri Counties Bank	164,308.52
10020 PayPal Bank	120.59
10050 West America Bank	0.00
10055 West America #8159	3,252.09
10060 West America #8167***	3,247.59
Total 10050 West America Bank	6,499.68
Total Bank Accounts	170,928.79
Accounts Receivable	
11000 A/R - Projects	1,672,690.73
11200 Accounts Receivable - Unbilled	85,292.04
Total Accounts Receivable	1,757,982.77
Other Current Assets	
10080 Raymond James Short Term Investment	1,003.13
12000 Employee Receivable	27.69
13000 Prepaid Insurance	65,416.86
14900 Undeposited Funds	34,357.84
52560 Payroll Corrections	4.98
Total Other Current Assets	100,810.50
Total Current Assets	2,029,722.06
Fixed Assets	
15000 Field Equipment	416,039.45
15101 Donated Office Furniture	2,000.00
15110 Vehicles	775,015.60
17000 Accum Deprec - Equipment	-211,589.64
Total Fixed Assets	981,465.41
Other Assets	
11100 Security Deposits	8,824.00
Total Other Assets	8,824.00
TOTAL ASSETS	\$3,020,011.47
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20101 Accounts Payable	359,604.03

	Total
Total Accounts Payable	359,604.03
Credit Cards	
21050 Tri Counties Credit Card 1029	1,338.44
21075 Tri Counties Credit Card 1011	-49.99
21080 West America Credit Card #4854	2,019.30
Total Credit Cards	3,307.75
Other Current Liabilities	
21200 Accrued Expenses	24,783.50
21500 West America Credit Line	75,000.00
21750 Tri Counties Credit Line #960	249,590.96
22000 Payroll Liabilities	0.00
22100 Accrued Vacation	26,998.47
22101 CA PIT / SDI	2,131.65
22102 CA SUI / ETT	4,078.31
22103 Federal Taxes	11,946.91
22125 Workers Comp Payable	44,720.61
22150 Health Insurance Payable	-98,342.25
22151 Dental Insurance Payable	-3,976.98
22152 Ancillary Benefits Payables	-3,463.70
22200 Accrued Payroll	17,504.67
52550 Simple IRA Payable	-55,621.00
Aflac	834.81
AZ Income Tax	626.90
Blue Shield of CA	68,872.42
California State Disbursement Unit	175.00
Child Support	1,490.40
Delta Dental	-418.72
Edward Jones	58,964.00
Humana Dental	2,796.79
Humana Vision	834.90
Income Withholding/Support Order	-836.05
VA Income Tax	196.08
VSP	-43.52
Total 22000 Payroll Liabilities	79,469.70
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	-0.50
26600 FS - Sherwood Forest FWC	507.50
Total 26000 Fiscal Sponsorship	1,911.90
27300 Direct Deposit Payable	3,797.43
29000 Advances Against Projects	1,073,000.00
Total Other Current Liabilities	1,507,553.49

	Total
Total Current Liabilities	1,870,465.27
Long-Term Liabilities	
25401 Tri-Counties Loan 5260 Truck	21,359.89
25402 Tri-Counties Loan 5360 Truck	21,359.89
25403 Tri-Counties Loan 5460 Truck	24,366.26
25404 Tri-Counties Loan 5560 Truck	16,507.56
25405 Tri-Counties Loan 7960 Truck	79,695.08
25406 Tri-Counties Loan 7860 Truck	65,590.95
25407 Tri-Counties Loan 8060 Truck	73,567.69
25408 Tri-Counties Loan 7760 Truck	63,005.97
25409 Tri Counties Loan 8260 Track Chipper	102,436.70
25410 Tri-Counties Loan 8360 Truck	53,624.44
25411 Tri-Counties Loan 8460 Truck	60,445.45
25412 Tri-Counties Loan 8560 Truck	63,772.87
Total Long-Term Liabilities	645,732.75
Total Liabilities	2,516,198.02
Equity	
38000 Restricted - Ops/Equip Reserve	36,000.00
39000 Retained Earnings	-46,115.80
39100 Prior Year Adjustments	0.20
Net Revenue	513,929.05
Total Equity	503,813.45
TOTAL LIABILITIES AND EQUITY	\$3,020,011.47

Management Report

Fire Safe Council of Nevada County, Inc
For the period ended July 31, 2022



Prepared on
September 16, 2022

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Statement of Activity

July 2022

	Total
REVENUE	
41200 State Grants	1,341,498.50
41300 Local Government Grants	
41310 Nevada County Service Revenue	11,610.98
Total 41300 Local Government Grants	11,610.98
41600 Project Revenue	28,143.84
41900 Sublease Rent	1,000.00
43000 Chipping Program Revenue	4,425.00
43100 DSCS Services Revenue	3,950.00
43500 Donations - General	1,126.00
44000 Fundraising	540.00
44500 Memberships	249.00
Total Revenue	1,392,543.32
GROSS PROFIT	
	1,392,543.32
EXPENDITURES	
52000 Payroll Fringe Expenses	
52100 Payroll Taxes	179.50
52400 Workers Comp Expense	4,297.91
52500 Simple IRA Plan - Company Match	773.92
Retirement Plan - Company Match	1,138.78
Total 52000 Payroll Fringe Expenses	6,390.11
52620 Health Incentive Expense	952.00
55000 Reimbursements	
55100 Cell Phone Reimburse	600.00
Total 55000 Reimbursements	600.00
56000 Payroll Expenses	289,447.20
56100 Taxes	12,858.51
Wages	
Allowance	358.78
Merit Pay/Increase	2,175.00
Total Wages	2,533.78
Total 56000 Payroll Expenses	304,839.49
60000 Administrative Expenses	
65150 Repairs and Maintenance	
65160 Building Repair/Maintenance/Cleaning	337.47
65170 Vehicle Repair and Maintenance	1,404.38
Total 65150 Repairs and Maintenance	1,741.85
65300 Travel and Meals	173.86
65400 Meeting and Program Expenses	787.92
65600 Dues and Subscriptions	7.99
65900 Merchant Services Fees	30.00
65901 PayPal Fees	1.29

	Total
65902 Jobber Payment Fees	85.38
Total 65900 Merchant Services Fees	116.67
Total 60000 Administrative Expenses	2,828.29
64410 Payroll Service Fee	778.00
64450 Hiring Expense	953.00
64500 Rent Expense	9,195.00
64600 Telephone	1,205.53
64650 Internet Services	173.24
64700 Utilities	1,206.27
64705 Security	100.00
64800 Postage	7.85
64900 Office Expense & Supplies	1,789.48
64910 Computer Software	2,588.49
65000 Printing & Copying	913.51
65100 Permits and Licenses Expense	50.00
70000 Program Expenses	
71000 Payroll Wages	614,105.14
74100 Contractual - Services	337.02
74450 Advertising/Public Relations	534.06
74950 Field Supplies	8,705.36
75100 Permits and Licenses Expense	139.13
75200 Training and Seminars	389.89
75250 Public and Community Outreach	9,610.60
75300 Travel and Meetings	6.00
75400 Auto Expense	2,103.89
75450 Auto Exp - Gas/Mileage/Other	9,234.70
Total 75400 Auto Expense	11,338.59
75525 Insurance	4,313.89
76500 Fundraising Expense	2,456.43
Total 70000 Program Expenses	651,936.11
90000 Suspense	316.40
Administrative	29,472.55
Wages(PPE Allowance)	7,250.00
Total Administrative	36,722.55
Total Expenditures	1,023,545.32
NET OPERATING REVENUE	368,998.00
OTHER REVENUE	
80000 Interest Income	0.08
Total Other Revenue	0.08
OTHER EXPENDITURES	
65905 Vehicle Registration	196.00
81000 Interest expense - general	5,269.48
90100 Reconciliation Discrepancies-1	0.36
Total Other Expenditures	5,465.84

	Total
NET OTHER REVENUE	-5,465.76
NET REVENUE	\$363,532.24

Statement of Financial Position

As of July 31, 2022

	Total
ASSETS	
Current Assets	
Bank Accounts	
10000 Tri Counties Bank	0.00
10001 Tri Counties - Spending #9854	25,010.31
10010 Tri Counties - General Deposits #7356	79,508.55
10015 Tri Counties - Fiscal Sponsorship #0273	3,361.00
Total 10000 Tri Counties Bank	107,879.86
10020 PayPal Bank	194.30
10050 West America Bank	0.00
10055 West America #8159	3,252.09
10060 West America #8167***	3,247.59
Total 10050 West America Bank	6,499.68
Total Bank Accounts	114,573.84
Accounts Receivable	
11000 A/R - Projects	2,879,931.05
11200 Accounts Receivable - Unbilled	85,292.04
Total Accounts Receivable	2,965,223.09
Other Current Assets	
10080 Raymond James Short Term Investment	1,003.21
12000 Employee Receivable	27.69
13000 Prepaid Insurance	65,416.86
14900 Undeposited Funds	2,610.05
52560 Payroll Corrections	4.98
Total Other Current Assets	69,062.79
Total Current Assets	3,148,859.72
Fixed Assets	
15000 Field Equipment	416,039.45
15101 Donated Office Furniture	2,000.00
15110 Vehicles	775,015.60
17000 Accum Deprec - Equipment	-211,589.64
Total Fixed Assets	981,465.41
Other Assets	
11100 Security Deposits	8,824.00
Total Other Assets	8,824.00
TOTAL ASSETS	\$4,139,149.13
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20101 Accounts Payable	344,878.65

	Total
Total Accounts Payable	344,878.65
Credit Cards	
21050 Tri Counties Credit Card 1029	961.99
21075 Tri Counties Credit Card 1011	470.74
21080 West America Credit Card #4854	5,781.72
Total Credit Cards	7,214.45
Other Current Liabilities	
21200 Accrued Expenses	24,783.50
21500 West America Credit Line	75,000.00
21750 Tri Counties Credit Line #960	249,590.96
22000 Payroll Liabilities	771,737.08
22100 Accrued Vacation	26,998.47
22101 CA PIT / SDI	2,157.61
22102 CA SUI / ETT	1,236.15
22103 Federal Taxes	11,301.62
22104 Income withholding for support	-1,110.00
22125 Workers Comp Payable	44,720.61
22150 Health Insurance Payable	-98,342.25
22151 Dental Insurance Payable	-3,976.98
22152 Ancillary Benefits Payables	-5,232.56
22200 Accrued Payroll	17,504.67
52550 Simple IRA Payable	-58,405.09
Aflac	903.11
AZ Income Tax	763.18
Blue Shield of CA	77,823.54
California State Disbursement Unit	510.60
Child Support	1,900.40
Delta Dental	-803.52
Edward Jones	63,208.37
Humana Dental	2,866.81
Humana Vision	839.56
Income Withholding/Support Order	-486.05
VSP	-87.04
Total 22000 Payroll Liabilities	856,028.29
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	-0.50
26600 FS - Sherwood Forest FWC	507.50
Total 26000 Fiscal Sponsorship	1,911.90
27300 Direct Deposit Payable	3,797.43
29000 Advances Against Projects	1,073,000.00
Total Other Current Liabilities	2,284,112.08

	Total
Total Current Liabilities	2,636,205.18
Long-Term Liabilities	
25401 Tri-Counties Loan 5260 Truck	20,853.57
25402 Tri-Counties Loan 5360 Truck	20,853.57
25403 Tri-Counties Loan 5460 Truck	23,788.68
25404 Tri-Counties Loan 5560 Truck	15,647.76
25405 Tri-Counties Loan 7960 Truck	78,613.85
25406 Tri-Counties Loan 7860 Truck	64,701.66
25407 Tri-Counties Loan 8060 Truck	72,569.72
25408 Tri-Counties Loan 7760 Truck	62,151.71
25409 Tri Counties Loan 8260 Track Chipper	100,798.98
25410 Tri-Counties Loan 8360 Truck	52,953.30
25411 Tri-Counties Loan 8460 Truck	59,688.92
25412 Tri-Counties Loan 8560 Truck	62,976.54
Total Long-Term Liabilities	635,598.26
Total Liabilities	3,271,803.44
Equity	
38000 Restricted - Ops/Equip Reserve	36,000.00
39000 Retained Earnings	467,813.25
39100 Prior Year Adjustments	0.20
Net Revenue	363,532.24
Total Equity	867,345.69
TOTAL LIABILITIES AND EQUITY	\$4,139,149.13

FSCNC 2022 Calendar

SEPTEMBER

09/05/2022 – Labor Day, FSCNC offices closed in observance of the Holiday
09/06/2022 - Coalition of Firewise Communities Meeting, 5:30 pm
09/08/2022 - FSCNC Executive Finance Committee Meeting
09/22/2022 - FSCNC Board of Directors Meeting

OCTOBER

10/04/2022 – Coalition of Firewise Communities Meeting, 5:30 pm
10/13/2022 - FSCNC Executive Finance Committee Meeting
10/27/2022 - FSCNC Board of Directors Meeting

NOVEMBER

11/01/2022 - Coalition of Firewise Communities Meeting, 5:30 pm
11/08/2022 – Election Day
11/10/2022 - FSCNC Executive Finance Committee Meeting
11/11/2022 – Veteran’s Day, FSCNC offices closed in observance of the Holiday
11/24/2022 – Thanksgiving Day, FSCNC offices closed in observance of the Holiday
11/24/2022 - FSCNC Board of Directors Meeting * need to choose an alternate day- this is thanksgiving*

DECEMBER

12/06/2022 - Coalition of Firewise Communities Meeting, 5:30 pm
12/26/2022 – Christmas Day Observed, FSCNC offices closed in observance of the Holiday

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