



FireSafe **COUNCIL**

Board of Directors' Meeting

February 23, 2023



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, February 22, 2023

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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, February 23, 2023, 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:

(PW) Pete Williams, Chair	(AD) Alan Doerr, Director
(SE) Steve Eubanks, Vice-Chair	(JF) Jeff Fierstein, Director
(DW) David Walker	(HW) Hank Weston, Director
(WK) Warren Knox, Secretary	(EDJ) Jamie Jones, Executive Director

Staff:

(CJR) Joshua Robinson, Controller
(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 January 2023 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 – Treasurer Walker
 - a. Financial Report as of December 31, 2022
 - b. Next Meeting: Thursday, March 16, 2023, at 1:00 pm
7. REPORT FROM THE CONTROLLER – Joshua Robinson
 - a. Financial Management Report Update
 - b. Other

8. REPORT OF THE CHAIRMAN OF THE BOARD – Pete Williams
 - a. Executive Committee Meeting Report
 - i. Firewise Together Report– Steve Eubanks
 - ii. Other
 - b. Next Executive Committee Meeting: Thursday, March 16, 2023, at 1:00 pm

9. REPORT FROM THE EXECUTIVE DIRECTOR – Jamie Jones
 - a. Organizational Update
 - b. Programs Update
 - c. Grants Update
 - d. Funding/Membership Update

10. REPORT FROM THE Director of Operations – Chris Wackerly
 - a. Staffing & Operations Update
 - b. Programs Update
 - c. Project Update

11. DIRECTORS COMMENTS – Information

12. **ADJOURN TO CLOSED SESSION** if needed

13. **ADJOURN (OUT OF CLOSED SESSION)**

14. **Adjournment**

NEXT BOARD MEETING: Thursday, March 23, 2023 at 10:00 a.m. at the FSCNC Office, 143B Springhill Drive, Grass Valley, CA.

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.

Zoom Link: <https://us02web.zoom.us/j/89239809501?pwd=c0UyOVUvWThrQVpWODliUkpta1grQT09>

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

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, January 26, 2023 at 10:00 AM



In Attendance:

DIRECTORS

(PW) Pete Williams, Chair	(AD) Alan Doerr, Director
(SE) Steve Eubanks, Vice-Chair	(JF) Jeff Fierstein, Director
(DW) David Walker	(HW) Hank Weston, Director
(WK) Warren Knox, Secretary	(EDJ) Jamie Jones, Executive Director

Staff:

(CJR) Josh Robinson, Controller
(OCW) Chris Wackerly, Director of Operations

1. CALL TO ORDER

DT called the meeting to order at 10:00 PM

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

1. Patrick Mason (Fire Chiefs Association) reported that NCCFD has hired a new Fire Chief
2. Bob Long (Firewise Communities) reported that the Firewise Coalition will be meeting quarterly and managing by committee
3. Craig Griesbach(OES) reported that the County is working through identified AFN challenges and planning for work on the East Side of the County. A Firewise Microgrant program is being developed. Discussions are underway with land use partners on the County's Green Waste program. OES is also working with NCCFD to identify a new DSA inspector.

6. REPORT OF THE FINANCE COMMITTEE David Walker

1. Treasurer Walker reported that current financials are available in the current Management Report.
2. Controller Robinson reported at the staff has completed working through all historical issues identified in FSC's Quickbooks system and stepped the Board through the issues identified. He reported that all issues have been addressed. Staff has identified a reporting issue with how Quickbooks addresses large grant funding that is advanced to FSC from various grantees, but has not been fully spent. Such funds are booked as a liability in Quickbooks until they are fully spent. Staff will be working with Quickbooks specialists to address best and clearest way of reporting this issue.
3. No report from the County has been received on the County requested special audit.

7. REPORT OF THE CHAIRMAN OF THE BOARD Donn Thane

1. Steve Eubanks reported that the Fundraiser planned for June has been moved to June 3rd. It will be called Firewise Together and will be held in Commadore Park at Lake Wildwood. Wildwood staff will be doing setup and takedown. FSC is working with a committee including Jeff Peach and Kristen Cook from the Firewise Coalition on planning and developing the event. All proceeds will be returned to Firewise Committees participating.

8. REPORT FROM THE EXECUTIVE DIRECTOR

EDJ highlighted operational activities: Notes are in the Board Packet.

9. DIRECTORS COMMENTS – None

10. CLOSED SESSION -- WK moved closed session. PW seconded. Approved by consensus.

1. Discuss approvals of scheduled salary increase for Executive Director.
2. Discuss approval of changes to contract concerning the Red Zone Affair.
3. Adjourn to Open Session – moved by PW, seconded by SE, approved by consensus.

11. RETURN to OPEN SESSION

1. DT reported that the contract with the Executive Director will be followed, and thanked EDJ for her hard work.
2. DT reported that the Board provided direction concerning the Rd Zone Affair contract.
3. DT announced the unanimous election of Pete Williams to the role of Chair of FSC.
4. DT announce the unanimous election of Steve Eubanks as Vice Chair.
5. DT announced his resignation from the FSC Board, and his move to Nevada. The Board thanked him for all his work helping FSC to grow and develop over the last four years.

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 May 11, 2022 and were approved by the Board of Directors.

Warren Knox, Secretary

Date

FIRE SAFE COUNCIL OF NEVADA COUNTY BOARD ROSTER

As of 02/23/2023

REPRESENTING/AFFILIATIONS

Chairman	Thane	Donn	Grass Valley	6dthane@gmail.com	Member at Large
Vice-Chair	Williams	Pete	Nevada City	peteandsuewi@sbcglobal.net	Member at Large
Treasurer	Walker	Dave	Penn Valley	dwalker.assoc@gmail.com	Business/Certified Public Accountant
Secretary	Knox	Warren	Nevada City	knoxwarren@sbcglobal.net	Member at Large
Director	Doerr	Alan	Nevada City	avdoerr@gmail.com	GIS Specialist
Director	Eubanks	Steve	Rough & Ready	steubanks@gmail.com	Biomass Specialist/ Retired USFS
Director	Weston	Hank	Penn Valley	hankweston@comcast.net	Member at Large
Director	Jeff	Fierstein		jeff@thatsbyers.com	Member at Large
Partner	Bennitt	Gretchen	Grass Valley	nsaqmd.gretchen@gmail.com	NSAQMD
Alternate	Nicholas	David		david@myairdistrict.com	NSAQMD
Partner	Mason	Patrick	Nevada City	patrickmason@nccfire.com	Nevada County Fire Chiefs
Partner	Fish	Cathe'	Rough & Ready	sunshine.works@gmail.com	Master Gardener's Assoc.
Partner	Martinez	Gerry	El Dorado Hills	gmmartin@blm.gov	Bureau of Land Management
Partner	Schroeder	Jason	El Dorado Hills	jschroeder@blm.gov	Bureau of Land Management
Partner	Mathias	Jim	Nevada City	jim.mathias@fire.ca.gov	CALFIRE
Partner	Beasley	Scott	Grass Valley	whiteshirtbluesky@gmail.com	Coalition of FireWise Communities
Partner	Waters	Jecobie	Nevada City	jecobiewaters@fs.fed.us	USFS, Tahoe National Forest
Partner	Griesbach	Craig	Nevada County	oes@co.nevada.ca.us	County of Nevada, Office of Emergency Svs.

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



FireSafe
COUNCIL

Controller
Report

January 2023

Accounting Team

Updates and Operation

- Review and Correction of Financial Management Report
 - Updated report through November 30
- CLA Audit (County Requested)
 - All requested documents have been submitted
 - No additional information
- Fiscal Year Audit
 - Working with external auditors to begin 21/22 FY Audit
- Annual Tax Deadline
 - Extension IRS approved for FY 21 Tax Deadline (through May 23)
 - Accounting team collecting documents as requested to be sent to Richardson And Co.
- Chart of Accounts
 - Accounting team working to reintroduce new Chart of Accounts
- Outstanding Invoices to County of Nevada for Payment (still within 30-day payment window)
 - Title III Contract - \$27,500.00 (Due 1/28/2023)
 - Prop 173 Contract - \$36,000 (Due 02/03/2023)
 - South County Shaded Fuel Break Contract, 22-518(5GG20116) - \$225,250.00 (Due 2/11/2023)



FireSafe
COUNCIL

Executive Director
Report

January 2023

GRANTS AND CONTRACTS

CFSC – Build Capacity w/YBBC (\$20,000)

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 21/22-22/23 (\$72,000)

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)

Ponderosa Phase 1 Maintenance (\$750,000)

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

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

HMGP - Deer Creek Shaded Fuel Break (\$7,000,000)

HMGP – Home Hardening/Retrofit (\$5,700,000)

GRANT APPLICATIONS

- **CAL FIRE – Fire Prevention**
 - Deer Creek Shaded Fuel Break
 - Prescribed Fire Programming (Nevada County RCD)
- **CAL FIRE – Forest Health**
 - Western Nevada County Phase II (USFS)
 - River Fire Recovery & Reforestation (Placer RCD)
 - Landscape Project in Eastern County (TFD)
- **CAL FIRE – Workforce Development**
 - Air Curtain Incinerator Pilot w/OJT and career paths with Sierra College and High School
- **22 Community Wildfire Defense Grant**
 - Firewise, DSAV, outreach expansion – (\$3,557,675)
 - Chipping (\$7,973,125)
 - Green waste expansion – (\$5,651,202)
 - Roadside clearing (\$6,673,831)

OPERATIONS REPORT

OPERATIONS

- Recruiting: Field Supervisors, Sawyer Supervisors, Chipping Supervisors, Sawyers, Ground Crew, Equipment Operator.
 - Total field staff is 27:2 Field Supervisors, 4 crew Sups and 20 crew
 - Crew has completed their Red Card training
- Fixed Assets:14 vehicles (2 on order), 4 chippers, 2 track chippers, 2 flat bed trailers, 1 dump trailer
 - Fleet list: [220922 Fleet List](#)
- Acquisition of Fixed Assets: Water Buffalos, UTV, Excavator and attachments (grant funded)
 - Currently in communication to place orders
- Improving maintenance facility and yard: interior of the shop will be complete next week

PROGRAMS

- Chipping – wait time: current
- DSCS – we have reopened the program
- Address Signs- have received the address signs

PROJECTS

- **South County**
 - **Have received 49 ROE's, set to begin initial inspections February 1**
 - **AFN - 37 properties complete,9 ready for work, 15 awaiting inspection, 59 have changed ownership or no longer applicable, funding will role over into the next phase**
- **Forest Health – no new updates**
 - **Work continues as weather allows**

EXECUTIVE REPORT

ADMINISTRATIVE

- Recruiting: Administrative Analyst, Prescribed Fire Coordinator
- Newly hired Wildfire Prevention Manager/Safety Officer and Director of Maintenance and Facilities
- Transition to Fire Aside and Chipper Day
- Transition to Asana project management software
- New Contract for Public Relations and Marketing – Sheila Cameron/Yubanet/KNCO
- New Contract Realtors Association – Coalition of Firewise Communities Venue Rental

EXECUTIVE REPORT

NOTABLES

- #1 in Firewise USA program – 87 FWC (+2 in Sierra County and 8 Placer)
- Sierra College Advisory Committee – Forestry program
- Tahoe Central Sierra Institute/The Great Basin Institute
- West Slope Foundation – Fire Safe Council Best Practices and Organizational Structure
- River Fire Recovery Landowner Resource Fair
- Resuming insurance certifications utilizing Fire Aside
- Monthly check in with Emergency Services, Agency Director Griesbach
- Tahoe Truckee Community Foundation Partnership
 - Block Grant Guidance Committee
 - Grant review and Grading Team
- RCD partnership
- NID partnership
- Host YBBC Steering Committee meeting
- YBBC Steering Committee
 - Hiring Permanent Prescribed Fire Coordinator
- Executive Director Academy
- Yuba BLAST Round Table – Grant coordination
- USFS Forest Health Check In and Intros to Newly Assigned Staff
- CAL FIRE NEU Unit Plan updates
- BOS Workshop Panel Participation with OES
- OES – CWPP Proposal Scoring Committee
- CHIRP Partnership
- Ready Set Go/Wildfire Season Guide Merge Discussions



NEXT UP...

CWPP

FY 21 & FY 22 Audit

Truckee DSAV Training TBD

Green Waste

Board Workshop/Strategic Plan Update

Volunteer Luncheon

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

FSCNC 2023 Calendar

2022

JANUARY

01/02/2023 – New Year’s Day Observed FSCNC offices closed in observance of the Holiday
01/03/2023 - Coalition of Firewise Communities Meeting, 5:30 pm
01/12/2023 - FSCNC Executive Finance Committee Meeting
01/16/2026 - Martin Luther King Jr. Day, FSCNC offices closed in observance of the Holiday
01/26/2023 - FSCNC Board of Directors Meeting

FEBRUARY

02/07/2023 – Coalition of Firewise Communities Meeting, 5:30 pm
02/09/2023 - FSCNC Executive Finance Committee Meeting
02/20/2023 – President’s Day, FSCNC offices closed in observance of the Holiday
02/23/2023 - FSCNC Board of Directors- Board Retreat

MARCH

03/07/2023 – Coalition of Firewise Communities Meeting, 5:30 pm
03/09/2023 - FSCNC Executive Finance Committee Meeting
03/23/2023 - FSCNC Board of Directors Meeting
03/28 – 03/30 – IAFC Annual WUI Conference in Reno, NV

APRIL

04/04/2023 – Coalition of Firewise Communities Meeting, 5:30 pm
04/13/2023 - FSCNC Executive Finance Committee Meeting
04/27/2023 - FSCNC Board of Directors Meeting

MAY – WILDFIRE AWARENESS MONTH

05/02/2023 – Coalition of Firewise Communities Meeting, 5:30 pm
05/06/2023 – Community Wildfire Preparedness Day
05/11/2023 - FSCNC Executive Finance Committee Meeting
05/25/2023 - FSCNC Board of Directors Meeting
05/29/2023 – Memorial Day, FSCNC offices closed in observance of the Holiday

JUNE

06/06/2023 – Coalition of Firewise Communities Meeting, 5:30 pm
06/08/2023 - FSCNC Executive Finance Committee Meeting
06/19/2023 – Juneteenth, FSCNC offices closed in observance of the Holiday
06/22/2023 - FSCNC Board of Directors Meeting

JULY

07/04/2023 – Independence Day, FSCNC offices closed in observance of the Holiday
07/04/2023 – Coalition of Firewise Communities Meeting, 5:30 pm – new date may be announced
07/13/2023 - FSCNC Executive Finance Committee Meeting
07/27/2023 - FSCNC Board of Directors Meeting

AUGUST

08/01/2023 – Coalition of Firewise Communities Meeting, 5:30 pm
08/10/2023 - FSCNC Executive Finance Committee Meeting
08/09/ - 08/13/2023 – Nevada County Fair
08/24/2023 - FSCNC Board of Directors Meeting

SEPTEMBER

09/04/2023 – Labor Day, FSCNC offices closed in observance of the Holiday
09/05/2023 – Coalition of Firewise Communities Meeting, 5:30 pm

09/14/2023 - FSCNC Executive Finance Committee Meeting

09/28/2023 - FSCNC Board of Directors Meeting

OCTOBER

10/03/2023 – Coalition of Firewise Communities Meeting, 5:30 pm

10/12/2023 - FSCNC Executive Finance Committee Meeting

10/09/2023 – Columbus Day, FSCNC offices closed in observance of the Holiday

10/26/2023 - FSCNC Board of Directors Meeting

NOVEMBER

11/07/2023 – Coalition of Firewise Communities Meeting, 5:30 pm

11/09/2023 - FSCNC Executive Finance Committee Meeting

11/10/2023 – Veteran’s Day Observed, FSCNC offices closed in observance of the Holiday

11/23/2023 – Thanksgiving Day, FSCNC offices closed in observance of the Holiday

11/23/2023 - FSCNC Board of Directors Meeting *an alternate date will be announced*

DECEMBER

12/05/2023 – Coalition of Firewise Communities Meeting, 5:30 pm

12/25/2023 - Christmas Day Observed, FSCNC offices closed in observance of the Holiday