

**FIRE SAFE  
COUNCIL**



**Board of Directors' Meeting  
February 27, 2025**



Fire Safe Council  
P.O. Box 1112  
Grass Valley, CA 95945  
Phone (530) 446-1224  
[www.areyoufiresafe.com](http://www.areyoufiresafe.com)

## Board of Directors Meeting

Thursday February 27, 2025

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**FIRE SAFE COUNCIL OF NEVADA COUNTY  
BOARD OF DIRECTORS' MEETING  
PUBLIC NOTICE & AGENDA**

Notice is now given that a regular meeting of the Board of Director's has been called and will be held on **Thursday, February 27, 2025, at 10:00 a.m.** Meeting will be available via teleconference as needed.

**MISSION**

The Fire Safe Council is a local non-profit organization dedicated to making Nevada County safer from destructive wildfires through fire safety projects, partnerships, and education.

**Board of Directors:**

(PW) Pete Williams, Chair

(SE) Steve Eubanks, Vice-Chair

(SW) Susan Williams, Interim Treasurer

(SE) Steve Eubanks, Secretary

(EDJ) Jamie Jones, Executive Director

(AD) Alan Doerr, Director

(MG) Myron Graessle, Director

**Staff:**

(OCW) Chris Wackerly, Director of Operations

(WJM) Jim Mathias, Wildfire Prevention and Safety Manager

(FJS) Janet Shimnoski, Director of Finance

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 November 2024 and January 2025 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 Williams
  - a. Financial Report
  - b. Report from Director of Finance, Janet Shimnoski
    - i. ERC Update
    - ii. IRS
    - iii. Audit Updates
    - iv. Office Sub Leases

- c. Next Meeting: Thursday, March 13, 2025, at 1:00 pm
  
- 7. REPORT OF THE CHAIRMAN OF THE BOARD – Pete Williams
  - a. Executive Committee Meeting Report
    - i. Firewise Fundraiser Grant Update – Steve Eubanks
  - b. Next Executive Committee Meeting: Thursday, March 13, 2025, at 1:00 pm
  
- 8. REPORT FROM THE EXECUTIVE DIRECTOR – Jamie Jones
  - a. Organizational Update
  - b. Grants Update
  - c. Funding/Membership Update
  - d. Partnership Update
  
- 9. REPORT FROM THE DIRECTOR OF OPERATIONS – Chris Wackerly
  - a. Staffing & Operations Update
  - b. Programs Update
  - c. Project Update
  
- 10. STAFF REPORTS
  - a. Jim Mathias
  
- 11. DIRECTORS COMMENTS – Information
  
- 12. **ADJOURN TO CLOSED SESSION (If necessary)**
  
- 13. **ADJOURN (OUT OF CLOSED SESSION)**
  
- 14. **Adjournment**

**NEXT BOARD MEETING: Thursday, March 27, 2025, at 10:00 a.m. at the FSCNC Office, 143 B Spring Hill Drive, Grass Valley, CA.**

Times stated are approximate and subject to change. The 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 with 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) 446-1224 or by email to [info@areyoufiresafe.com](mailto: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, Grass Valley, CA [www.areyoufiresafe.com](http://www.areyoufiresafe.com)



**Fire Safe Council of Nevada County  
Board of Directors Meeting Minutes  
Fire Safe Council Office,  
143B Springhill Dr., Grass Valley, CA  
Friday, January 31, 2025, 10:00 AM**

In Attendance:

**Directors:**

(PW) Pete Williams, Chair  
(SE) Steve Eubanks, Vice-Chair  
(SW) Susan Williams, Interim Treasurer  
(SE) Steve Eubanks, Secretary  
(EDJ) Jamie Jones, Executive Director  
(AD) Alan Doerr, Director  
(MG) Myron Graessle

**Staff:**

(OCW) Chris Wackerly, Director of Operations  
(WJM) Jim Mathias, Wildfire Prevention and Safety Manager  
(FJS) Janet Shimnoski, Director of Finance  
(SB) Shannon Banks, Administrative Assistant

**1. CALL TO ORDER**

PW called the meeting to order at 10:04 PM

**2. ROLL CALL**

As indicated above.

**3. AGENDA & ORDER OF BUSINESS**

PW moved acceptance of the agenda. Second, by SE. Approved unanimously by voice vote.

**4. MEETING MINUTES**

PW moved to approve the Board Minutes from last November 2024, but SB is still typing them up and will approve in the next meeting.

**5. PUBLIC COMMENT**

No comment

**6. AGENCY/PARTNER REPORTS**

None

**7. REPORT OF THE FINANCE COMMITTEE – Susan Williams**

1. FJS reported that we are still waiting for ERC funds, applied for in May 2023, for retaining employees during COVID. We have been working with Congressman Kiley's office on expediting ERC funds but found that forms were signed incorrectly. We may not see our payment until summer now that the tax season has commenced.
2. Completing our 2022 audit is on hold until the financial documents that were taken by the DA office are returned.
3. Working on getting office space subleased with building owner to offset part of the rent.
4. Submitting documentation for both grants has been difficult. First quarter submission, July-Sept., was approved and we received payment. The quarters for Oct.-Dec have been submitted. We decided to submit every month to get reimbursement sooner.

**8. REPORT OF THE CHAIRMAN OF THE BOARD - Pete Williams**

1. Feedback from the community that the Deer Creek town hall meeting was well done and was well received.
2. SE reported that in lieu of the cancelled FireWise Festival, the Committee is exploring alternate approaches for providing financial assistance to FireWise Communities.

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

1. Right now, slim staff in office with some volunteer contributions, but we are hopeful to get back on track.
2. With the two FEMA grants, monthly invoicing will be easier moving forward.
3. Instead of paying for Bambee resource site we will hand HR needs in-house.
4. We've been trying to close out Forest Health, Chipping and Green Waste, and the South County partnership grants with the County of Nevada. Progress and financial reports remain on hold due to the same concerns regarding documents not being returned from the DA office.
5. Prop 4 is focused on low income and disadvantaged communities. Prop 4 will bring in more funding for forest health and fire prevention.
6. Cal-Fire Forest Health funding: We just applied for forest health phase 2 and continued with a partnership with Tahoe National Forest and NCRCD 5.5 million with a cap of 7 million, 534 acres FRA and 1000 acres of private landowners.
7. Working on BRIC grant with partnership with the City of Grass Valley focusing on home hardening, green waste, biomass and defensible space in Grass Valley.

**10. REPORT FROM THE DIRECTOR OF OPERATIONS**

1. Spending time cleaning up the shop. Trying to keep the shop organized for the tenant. Slowly getting rid of chainsaws and other items.
2. PW- what does it look like to bring employees back, like for chipping? CW- Some have asked to return but right now not a clear answer on that. Without grant funding it's too much of a risk.

**11. DIRECTORS COMMENTS –**

JM: Home Hardening is very important. After witnessing the destruction from fires in southern California, home hardening should be our top priority.

**12. CLOSED SESSION-**

1. PW moved a closed session to discuss personnel issues. Second by SW. Approved by voice vote.
2. SE moved return to Open Session. Second by PW and approved by voice vote.

**13. RETURN TO OPEN SESSION**

PW reported that the Board had advised staff on personnel and financial issues.

**14. ADJOURN:**

SE moved adjournment to closed session Second by PW. Meeting adjourned at 3:05 pm.

I declare that these meeting minutes accurately reflect the actions of the Fire Safe Council of Nevada County's Board meeting held on January 31, 2025, and were approved by the Board of Directors.

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Steve Eubanks (Secretary)

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Date



**Fire Safe Council of Nevada County  
Board of Directors Meeting Minutes  
Fire Safe Council Office,  
143B Springhill Dr., Grass Valley, CA**

**Thursday, November 21, 2024, at 10:00 AM**

In Attendance:

**Directors:**

(PW) Pete Williams, Chair  
(SE) Steve Eubanks, Vice-Chair  
(SW) Susan Williams, Interim Treasurer  
(SE) Steve Eubanks, Secretary  
(EDJ) Jamie Jones, Executive Director  
(AD) Alan Doerr, Director  
(MG) Myron Graessle, Director

**Staff:**

(OCW) Chris Wackerly, Director of Operations  
(WJM) Jim Mathias, Wildfire Prevention and Safety Manager  
(FJS) Janet Shimnoski, Director of Finance  
(DS) Duane Strawser, Management Analyst

**1. CALL TO ORDER**

PW called the meeting to order at 10:02 PM

**2. ROLL CALL**

As indicated above.

**3. AGENDA & ORDER OF BUSINESS**

SE moved acceptance of the agenda and the Policies and Procedures. Second by PW. Approved unanimously by voice vote.

**4. MEETING MINUTES**

SE moved approval of the Board Minutes from October 24, 2024. Second by PW. Approved by voice vote.

**5. PUBLIC COMMENT**

None

**6. AGENCY/PARTNER REPORTS**

None

**7. REPORT OF THE FINANCE COMMITTEE – Susan Williams**

1. FJS is working on previous year's financial data to send to the Auditor. The Auditor recommended reconciling accounts every month, which we have been doing.
2. EDJ stated that all previous Controllers signing authorizations have been removed from all bank accounts. We have changed the title of Controller to Director of Finance; that designation does not have signing authority.
3. FJS is learning how to better work with Cal-OES to provide invoice and other requested information.
4. Administrative work has begun on the two grants – Home Hardening and Deer Creek.

**8. REPORT OF THE CHAIRMAN OF THE BOARD - Pete Williams**

1. The November 19 DSAV Refresher course had a good turnout with 20+ in attendance. Many topics were discussed including the kinds of issues Advisors encounter most often, the new Zone 0 (0 – 5 feet) regulations, and vegetation ordinances.

2. No Board meeting in December; the Exec/Finance Committee will meet on December 12<sup>th</sup>.
3. SE reported that the FireWise Festival, initially planned for June 2025, has been canceled by a decision of the Festival Committee. The Committee is exploring alternate approaches for providing financial assistance to FireWise Communities.

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

1. Grant opportunities are coming up; we will be resubmitting for the Forest Health grant and others.
2. We have updated our internal controls.
3. For now, we are budgeting month to month. MG moved approval for interim budget. Seconded by SE and approved by unanimous voice vote.
4. Current grants are reimbursement for staff time, with no reimbursement for overhead.

**10. REPORT FROM THE DIRECTOR OF OPERATIONS**

Chipping program has little work at present.

**11. STAFF REPORTS**

DS reported that all funding from FEMA is going to other disaster zones in the country. FEMA only will release 70 million for California, 7 million for each grant, 10 grants total.

**12. DIRECTORS COMMENTS –**

1. SE suggested changing the phone message system, as it is too hard for people to navigate.
2. EDJ reported that we are looking for a location for the Deer Creek Canyon Shaded Fuel Break meeting.

**13. CLOSED SESSION-**

1. PW moved a closed session to discuss personnel issues. Second by SW. Approved by voice vote.
2. SE moved return to Open Session. Second by PW.

**14. RETURN TO OPEN SESSION**

PW reported that the Board had advised staff on legal and personnel issue.

**15. ADJOURN:**

PW moved adjournment. Second by SE. Meeting adjourned at 1:35 pm

I declare that these meeting minutes accurately reflect the actions of the Fire Safe Council of Nevada County's Board meeting held on November 21, 2024, and were approved by the Board of Directors.

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Steve Eubanks (Secretary)

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Date

**FIRE SAFE COUNCIL OF NEVADA COUNTY BOARD  
 ROSTER As of 01/01/2025  
 REPRESENTING/AFFILIATIONS**

Chairman	Williams	Pete	Nevada City	pwill4436@gmail.com	Member at Large
Vice-Chair	Eubanks	Steve	Rough & Ready	steubanks@gmail.com	Member at Large
Treasurer	Susan	Williams	Nevada City	Susanh.williams@gmail.com	Member at Large
Secretary	Eubanks	Steve	Rough & Ready	steubanks@gmail.com	Member at Large
Director	Doerr	Alan	Nevada City	avdoerr@gmail.com	GIS Specialist
Director	Graessle	Myron	Grass Valley	Myron.Graessle@gmail.com	Member at Large
Partner	Hunter	Julie	Grass Valley	julieh@myairdistrict.com	NSAQMD
Partner	Mason	Patrick	Nevada City	patrickmason@nccfire.com	Nevada County Fire Chiefs
Partner	Pacheco	Jorge	El Dorado Hills	jpacheco@blm.gov	Bureau of Land Management
Partner	Schroeder	Jason	El Dorado Hills	jschroeder@blm.gov	Bureau of Land Management
Partner	Haack	Landon	Nevada City	landon.haack@fire.ca.gov	CALFIRE

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## **FSCNC 2025 Calendar**

### **JANUARY**

01/01/2025 – New Year’s Day FSCNC offices closed in observance of the Holiday  
01/20/2025 - Martin Luther King Jr. Day, FSCNC offices closed in observance of the Holiday  
01/31/2025 - FSCNC Board of Directors Meeting

### **FEBRUARY**

02/13/2025 - FSCNC Executive Finance Committee Meeting  
02/17/2025 – President’s Day, FSCNC offices closed in observance of the Holiday  
02/27/2025 - FSCNC Board of Directors Meeting

### **MARCH**

03/13/2025 - FSCNC Executive Finance Committee Meeting  
03/27/2025 - FSCNC Board of Directors Meeting

### **APRIL**

04/10/2025 – FSCNC Executive Finance Committee Meeting  
04/24/2025 - FSCNC Board of Directors Meeting

### **MAY**

05/08/2025 - FSCNC Executive Finance Committee Meeting  
05/22/2025 - FSCNC Board of Directors Meeting  
05/26/2025 - Memorial Day, FSCNC offices closed in observance of the Holiday

### **JUNE**

06/12/2024 - FSCNC Executive Finance Committee Meeting  
06/19/2025 – Juneteenth, FSCNC offices closed in observance of the Holiday  
06/26/2025 - FSCNC Board of Directors Meeting

### **JULY**

07/04/2024 – Independence Day, FSCNC offices closed in observance of the Holiday

### **AUGUST**

08/14/2025 - FSCNC Executive Finance Committee Meeting  
08/28/2025 - FSCNC Board of Directors Meeting

### **SEPTEMBER**

09/01/2025 – Labor Day, FSCNC offices closed in observance of the Holiday  
09/11/2025 – FSCNC Executive Finance Committee Meeting  
09/25/2025 - FSCNC Board of Directors Meeting

OCTOBER

10/09/2025 - FSCNC Executive Finance Committee Meeting

10/13/2025 – Columbus Day, FSCNC offices closed in observance of the Holiday

10/23/2025 - FSCNC Board of Directors Meeting

NOVEMBER

11/11/2025 – Veteran’s Day, FSCNC offices closed in observance of the Holiday

11/13/2025 - FSCNC Executive Finance Committee Meeting

11/20/2025 - FSCNC Board of Directors Meeting

11/27/2025 – Thanksgiving Day, FSCNC offices closed in observance of the Holiday

DECEMBER

12/25/2025 - Christmas Day Observed, FSCNC offices closed in observance of the Holiday

## Fire Safe Council of Nevada County Acronym List

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