



FireSafe **COUNCIL**

Board of Directors' Meeting

November 19, 2020



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, November 19, 2020
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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.arenofiresafe.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 19th, 2020**, at **10:00 a.m.** This 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 October22, 2020 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 Reports as of September 30, 2020
 - b. Next Meeting: Thursday, January 14th, 2021 at 9:30 am via teleconferencing
7. REPORT OF THE CHAIRMAN OF THE BOARD – Donn Thane
 - a. Executive/Finance Committee Meeting Report
 - i. Executive Director Performance Evaluation
 - ii. Executive Director's continuing development.
 - b. Next Meeting: Thursday, January 14th, 2021 at 9:30 am via teleconferencing.
8. REPORT FROM THE EXECUTIVE DIRECTOR – Jamie Jones
 - a. Operations Update (staffing, facilities, systems, communications, etc.):
 - b. Programs Update (Low Cost DS Clearing, Chipping, Signs, DSAV's, AFNs, Scotch Broom, Firewise, etc.):
 - c. Projects Update (Ponderosa SFB, Grants, etc.):
 - d. Identification of potential funding source from PG&E Bankruptcy Settlement as a pass through from the California Fire Safe Council.
 - e. Air Curtain Burner – potential grant for a year-round greenwaste program
 - f. Yuba Watershed Institute grant for fuels reduction.
9. DIRECTORS COMMENTS – Information
10. ADJOURNMENT TO CLOSED SESSION –
CLOSED SESSION
 1. Movement of Insurance Director role to FSC Agency Partner role. **Action**
 2. Discussion of recent personnel decisions.
 3. ADJOURN to Open Session

ADJOURN

NEXT BOARD MEETING: Thursday, January 28th, 2020 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://zoom.us/j/93896079702?pwd=NTJkRXVvMlIaT0haYnJrZ3lQaW5iUT09>

Times stated are approximate and subject to change. Agenda order is tentative and may be changed by Board action without prior notice. This meeting will conform to the Open Meeting Act. Agenda discussions and report items are subject to action being taken on them during the meeting by the Board at its discretion. The Board provides the public the opportunity at meetings to address each agenda item during the Board's discussion or consideration of the item. Total time allocated for public comment on particular issues is limited. The meeting is accessible to the physically disabled. A person who needs disability-related accommodations or modifications in order to participate in the meeting shall make a request no later than five (5) working days before the meeting to the Board to (530) 272-1122 or by email to info@areyoufiresafe.com.

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

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

201112



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 22, 2020, 10:00 AM via teleconference

In Attendance:

DIRECTORS

(DT) Donn Thane, Chairman
(RN) Rick Nolle, Vice-Chair
(DW) Dave Walker, Treasurer
(WK) Warren Knox, Secretary
(AD) Alan Doerr, Director
(SE) Steve Eubanks, Director

(SH) Sue Hoek, Director
(ET) Eric Trygg, Director
(HW) Hank Weston, Director
(PW) Pete Williams, Director

Visitors: There were no visitors.

1. CALL TO ORDER ROLL CALL

Meeting called to order by Chairman Thane at 10:00 AM via Zoom teleconference
Attendance as indicated above.

2. AGENDA AND ORDER OF BUSINESS

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

3. MEETING MINUTES

PW moved acceptance of the Minutes from the June 25th, 2020 FSC Board Meeting. This was seconded by DW and approved by unanimous vote.

4. PUBLIC COMMENT

No public in attendance.

5. AGENCY/PARTNER REPORTS – (Please limit to 3-5 minutes)

1. CalFire – Jim Mathias – All crews and equipment have returned to station. New red flag warnings mean we are stationing available personnel and equipment in preparation for any action necessary. Of specific concern is the potential for fire escaping from open flame sources like campfires etc. Exceptional care must be taken if any open flame is used.
2. Office of Emergency Services – Paul Cummings – Red flags this week and events have been very small. PG&E will likely respond to a Red Flag event later this week. OES is making a video to be sent out to all schools, Firewise Communities, etc. on the issues related to wildfire in the next month or two. Two full time inspectors have been hired and two part timers as well. Patrick Mason was asked to report on this. DSIs were brought on last week and are being trained on process and documentation. They will be in the field in a week and will be actively addressing issues. OES is looking at things hard and being very proactive as soon as the rains arrive.
3. Firewise Communities –Robert Long – Postponing next Firewise Mtg to November 10th. Firewise does not have a large contact list for communications in the individual Firewise Communities. This will be created. We have also identified the need for a complete process for advising the public on what to do when their 100 ft of defensible space fall on property other than their own. This communication will be put together in the next couple of weeks.

6. REPORT OF THE FINANCE COMMITTEE – Dave Walker

1. DW presented the final report on the Fiscal Year 2019 – 2020 ending on June 30, 2020.
Total Revenue was \$2,680,566
Net Revenue was \$ 20,898
Total Cash on hand \$381,551

He expressed his satisfaction with this very significant turnaround in this past fiscal year.

2. DW reviewed actions to secure Lines of Credit for FSC to provide flexibility for times when expected delays in approved funding are experienced. The cost of this line of credit was \$800. The Tri-Counties \$100,000 Line of Credit approved by the FSC Board in April has been signed and activated. In addition, the \$60,000 line of credit at West America will remain active. There is currently no debt on either of these Lines of Credit.
3. The next Finance Committee Mtg. will be on November 4, 2020 at 9:30.

7. REPORT OF THE CHAIRMAN OF THE BOARD – Donn Thane

1. DT reported that the Exec Committee has been discussing the reduction on the number of Directors from thirteen to eleven. Bill Brown's seat has not been replaced, and DT is interested in moving her position to an Agency Partner role. In response to a question as to why make this move, DT indicated that because of personal ties to the California Fire Safe Council there have been potential issues of conflict of interest. FSC definitely needs the insight from the Insurance industry, but the potential ties to another agency suggests that a voting role is questionable. EDJ stated that this has been discussed with our attorney and our insurance provider, and this course of action has been recommended by both. Wanda's contributions and insights are quite valuable to FSC, but as we grow, we need to be careful that we manage these issues appropriately. SE suggested that we table the moving of Wanda's role to the AP one, until discussions can be fully completed with her. RN suggested that a time limit be placed on this question. WK suggested that this question about moving Wanda to AP status be tabled for one month. EDJ stated that the prime issue here was the reduction of Board Members to eleven. This could be accomplished without addressing Wanda's move to AP Status. RN moved that we reduce the number of Board Members from thirteen to eleven. This was seconded by DW. The vote was unanimous.
2. As per the discussion above, the action on the movement of the Insurance representative to an Agency Partner role will be postponed to the November Board Mtg.
3. EDJ recommended that any action on potential Partners associated with the AFN program be tabled till next month as well.
4. Election of Board Members: HW presented the 2020 slate of Directors. All existing Directors, with the exception of Don Wagner, have agreed to serve. The Fire Chiefs Association has nominated Terry McMann at their representative. Members up for renewal are Dave Walker, Rick Nolle, Eric Trigg, Pete Williams and Allen Doerr. The Board was Polled individually in place of a written ballot, due to the Zoom meeting, for acceptance of the Board Members that are up for renewal by vote. Renewal of all Board Members up for reelection was approved unanimously.
5. Election of Officers: EDJ suggested that since we do not have written ballots available, that anyone wanting to vote for anyone other than the existing officers send her an email. Current Officers are: Donn Thane, Rick Nolle, David Walker and Warren Knox. The Board was Polled individually on this slate of Officers. Renewal of these Officers was approved unanimously.
6. Installation of Terry McMahan as representative on FSC Board for the Nevada County Fire Chiefs Association. WK moved to install Terry McMann in this role. DT polled the Board individually on this appointment. Terry McMann was unanimously approved.

8. REPORT FROM THE EXECUTIVE DIRECTOR – Jamie Jones

1. FSC's public communications have been quite effective. After our recent newsletter went out, we got a significant bump in calls about a number of our programs.
2. We have identified a number of training opportunities for several of our employees including some specific OSHA training and Defensible Space Certification from NFPA for chipping and DSA program managers. Working all the staff through CPR and blood-borne pathogens.
3. CalFire notified us that the Fire Protection Grants have not been funded for this year. There are other grants, both from the County and NFS that do have some money, and we will be applying for them. Have submitted applications for grants from the National Fish and Wildlife Foundation for the town of Washington. Yuba Watershed was awarded some grant money that we will be seeing if we can help them work on the BLM land. Sierra Forest Legacy has been awarded a grant for prescribed burns, and we have offered to partner with them to make sure their deliverables are met.
4. Ponderosa Project has 837 acres completed. We are still trying to reach a number of people that have not yet responded.
5. Chipping seems to be working well, and DSAV are picking up pace. AFN program has almost completed work on the work defined.

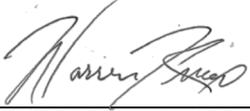
9. DIRECTORS' COMMENTS

1. SH asked, "what are we going to do to maintain the Ponderosa project." EDJ responded that this is the owner's responsibility to maintain. We will probably have continuing issues with this maintenance. We are going to try to use an educational approach for the moment rather than an enforcement perspective.
2. ET asked if anyone has suggestions what can be done for a fundraiser. He would appreciate it if anyone would want to help develop something. We also need to recognize our volunteers.
3. Terry McMann met with several Firewise Groups that need to be completed. EDJ indicated we should be at 69 communities by the end of the year.
4. DT indicated that last month PW and his wife toured the Ponderosa Project, and that this month RN will be participating.

RN moved adjournment, seconded by DW, and unanimously approved at 11:32.

ADJOURNMENT

I declare that these meeting minutes accurately reflect the actions of the Fire Safe Council of Nevada County's Board meeting held **on October 22nd, 2020** and were approved by the Board of Directors.



Warren Knox, Secretary

11/15/2020

Date

200601



Fire Safe Council of Nevada County
P.O. Box 1112
Grass Valley, CA 95945
Phone (530) 272-1122
Fax (530) 272-3232
www.areyoufiresafe.com

**FIRE SAFE COUNCIL OF NEVADA COUNTY
PUBLIC NOTICE AND AGENDA OF JOINT
EXECUTIVE/FINANCE COMMITTEES MEETING**

Notice is now given that a regular EXECUTIVE/FINANCE Committees meeting of the Board of Directors' has been called by DONN THANE, Chairman, and will be held on **Wednesday, November 4th** at **9:30 a.m.** via Zoom teleconference for the following purposes specified here in the Agenda.

ROSTER:

Donn Thane, Chairman
Rick Nolle, Vice-Chairman
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 reports Updates for August and September 2010.

5) CHAIRMAN UPDATE

- a) Movement of Insurance Director role to FSC Agency Partner role.
- b) Search for additional FSC Director to replace Insurance Director if necessary (as per Board decision to reduce the number of Board Directors to eleven)
- c) Executive Director Evaluation
- d) Executive Directory Education, Training and Development
- e) Provide copy of Conflict of Interest Form as supplemental to Board to Agency/Partner position changes.

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

1) 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://zoom.us/j/93896079702?pwd=NTJkRXVvMlIaT0haYnJrZ3lQaW5iUT09>



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 4th, 2019 at 9:30 A.M.

Board Members in Attendance:

(DT) Donn Thane, Chairman
(RN) Rick Nolle, Vice-Chairman
(DW) Dave Walker, Treasurer

(WK) Warren Knox, Secretary
(HW) Hank Weston, Director
(EDJ) Jamie Jones, Executive Director

Guests: No guests in attendance

1. Call to Order: DT called the meeting to order at 9:40 AM

2. Roll call: was taken and is reflected above.

3. Public Comment: No public in attendance

4. Financial Committee Update:

a. Status of FSC Budget as of August 31, 2020 – DW stated that the current funds available are \$550 K

August revenue was \$ 23 K

September revenue was 24.4 K

b. EDJ indicated that she had identified a few errors in the final reports, and a full budget report will be available for the Board Packet.

5. Chairman Update:

a. Movement of Insurance Director role to FSC Agency Partner role. DT stated that review of the Insurance Director position with legal council identified potential issues suggesting moving this role to an Agency Partner role.

b. Search for additional FSC Director to replace Insurance Director if necessary – Not addressed at this time.

c. Executive Director Evaluation. DT will supply Questions to be distributed to the Board Members for a Performance Review for EDJ. WK will distribute it requesting return prior to November 17th.

d. Executive Director's continuing development. DT stated that he will be working with EDJ to create a continuing development plan taking into account the rapid growth of the FSC, and its expansion into new directions.

6. Executive Director Operations Update:

a. Operations update (staffing, facilities, systems, communications, etc.) EDJ requested a Closed Session during the November FSC Board Mtg to discuss recent management decisions.

b. Programs update (Low Cost DS Clearing, Chipping, Signs, DSAVs, AFNs, Scotch Broom, Firewise, etc.) EDJ stated that a combination of the "Smoke in the Air" letter and the new Low Cost Chipping effort has significantly increased both activity and income.

c. Projects update (Ponderosa, Grants, etc)

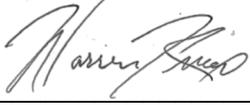
i. FSC has discussed funding that will be available from a PG&E bankruptcy fund being established that will be passed through the California Fire Safe Council. This fund will be in the many millions of dollars. Discussions indicated that the FSC ExecFin Comm members are concerned with the amount of overhead that CFSC may impose on these funds effectively reducing the amount available for local implementation. Discussion with Nevada County was suggested and will be followed up by RN.

ii. Air Curtain Burner – a grant is being perused for a year-round greenwaste program that would be considerably lower cost than Waste Management's current program.

iii. FSC is discussing a potential \$500K grant from the Yuba Watershed Institute for fuels reduction requiring lots of handwork.

7. Adjourn WK moved that the meeting be adjourned at 10:36 AM. This was seconded by RN and approved unanimously.

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 October 8th, 2020 and were approved by the Board of Directors.



Warren Knox, Secretary

11/6/2020

Date

Management Report

Fire Safe Council of Nevada County, Inc
For the period ended September 30, 2020



Prepared on
November 17, 2020

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Statement of Activity

July - September, 2020

	Total
REVENUE	
41100 Federal Grants	39,427.00
41300 Local Government Grants	33,915.47
41500 Foundation & Trust Grants	297,399.00
41600 Project Revenue	228,216.40
43000 Chipping program Revenue	16,515.83
43500 Donations - General	16,956.24
44000 Fundraising	3,482.00
44500 Memberships	936.00
47000 Firewise Community Services	1,000.00
Gain of Sale of Assets	644.00
Total Revenue	638,491.94
GROSS PROFIT	638,491.94
EXPENDITURES	
15001 Small Tools & Equipment	2,108.35
52000 Payroll Fringe Expenses	
52100 Payroll Taxes	16,294.31
52200 Health Benefit Reim	8,775.00
52350 Holiday Pay	4,774.00
52375 Vacation Pay	5,394.89
52390 Sick Pay	2,443.85
52400 Workers Comp Expense	19,594.46
52500 Retirement Plan - Company Match	4,626.93
Total 52000 Payroll Fringe Expenses	61,903.44
60000 Administrative	
64200 Accounting fees	2,472.75
64300 Professional Services- Contract	1,950.00
64400 Legal fees	4,111.25
64401 Webmaster	227.64
64410 Payroll Service Fee	472.50
64450 Advertising	62.21
64500 Rent Expense	7,290.00
64600 Telephone	3,798.31
64650 Internet Services	1,041.49
64700 Utilities	1,303.30
64800 Postage	126.00
64900 Office Expense & Supplies	3,749.35
64910 Computer Software	3,978.83
65000 Printing & Copying	1,005.12
65100 Permits and Licenses Expense	110.30
65150 Repairs and Maintenance	
65170 Vehicle Repair and Maintenance	6,309.75

	Total
65180 Equipment Repair and Maintenance	4,612.71
65190 Computer Repair and Maintenance	493.75
Total 65150 Repairs and Maintenance	11,416.21
65200 Training	843.14
65300 Travel and Meals	587.67
65525 Insurance	
Life Insurance	405.00
Total 65525 Insurance	405.00
65550 Insurance - Liability, D and O	3,723.26
65600 Dues and Subscriptions	2,643.12
65900 Merchant Services Fees	237.65
65901 PayPal Fees	1.61
Total 65900 Merchant Services Fees	239.26
66000 Depreciation Expense	22,385.55
Total 60000 Administrative	73,942.26
70000 Program Expenses	
71000 Payroll Wages	181,562.90
74100 Contractual - Services	264,130.26
74300 Fuels Reduction Contracting	82,650.00
74350 Ponderosa West- Subcontractors	151,406.95
74360 Contractual - Services Internal Projects	-135,400.00
Total 74300 Fuels Reduction Contracting	98,656.95
74450 Advertising	542.50
74910 Reflective Address Signs	1,422.39
74920 PPE - Personal Protective Equipment	3,071.46
74950 Chipping Program Supplies	3,115.29
75250 Public and Community Outreach	1,960.00
75400 Auto Expense	525.00
75450 Auto Exp - Gas/Mileage/Other	12,581.58
Total 75400 Auto Expense	13,106.58
76500 Fundraising Expense	1,664.82
Total 70000 Program Expenses	569,233.15
79010 Bank Service Charges	98.50
Reimbursements	
Cell Phone Reimburse	1,905.00
Health Benefit Reimb	750.00
New Health Insurance	75.00
Total Reimbursements	2,730.00
Total Expenditures	710,015.70
NET OPERATING REVENUE	-71,523.76
OTHER REVENUE	
80000 Interest Income	0.12
Total Other Revenue	0.12
OTHER EXPENDITURES	

	Total
81000 Interest expense - general	2,039.06
Total Other Expenditures	2,039.06
NET OTHER REVENUE	-2,038.94
NET REVENUE	\$ -73,562.70

Statement of Financial Position

As of September 30, 2020

	Total
ASSETS	
Current Assets	
Bank Accounts	
10000 Tri Counties Bank	0.00
10001 Checking Tri Counties #9854	364,348.89
10010 Tri Counties - Donations #7356	53,497.04
10015 Tri Counties - Grants Account	2,971.73
Total 10000 Tri Counties Bank	420,817.66
10020 PayPal Bank	493.81
10025 Sierra Central Credit Union	
10030 Sierra Central - Money Market 0837	690.02
10040 Sierra Central - Savings	170.51
Total 10025 Sierra Central Credit Union	860.53
10050 West America Bank	0.00
10055 West America #8159	420.09
10060 West America #8167***	415.59
Total 10050 West America Bank	835.68
Total Bank Accounts	423,007.68
Accounts Receivable	
11000 A/R - Projects	153,138.84
Total Accounts Receivable	153,138.84
Other Current Assets	
12000 Employee Receivable	2,888.21
13000 Prepaid Insurance	23,093.86
14900 Undeposited Funds	11,365.00
Payroll Advance - Jones	10,000.00
Total Other Current Assets	47,347.07
Total Current Assets	623,493.59
Fixed Assets	
15000 Field Equipment	320,105.90
15100 Office Equipment and Computers	7,539.88
15101 Donated Office Furniture	2,000.00
15110 Vehicles	282,096.66
17000 Accum Deprec - Equipment	-218,574.27
Total Fixed Assets	393,168.17
TOTAL ASSETS	\$1,016,661.76
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20101 Accounts Payable	95,386.36

	Total
Total Accounts Payable	95,386.36
Credit Cards	
21050 Tri Counties Credit Card 1029	1,002.67
21075 Tri Counties Credit Card 1011	890.10
21080 West America Credit Card #4854	9,063.53
Total Credit Cards	10,956.30
Other Current Liabilities	
21200 Accrued Expenses	16,628.75
22000 Payroll Liabilities	0.00
22100 Accrued Vacation	11,367.10
22101 CA PIT / SDI	2,090.79
22102 CA SUI / ETT	1,271.98
22103 Federal Taxes	14,714.22
22104 Income withholding for support	135.00
22125 Workers Comp Payable	41,573.63
22300 Retirement Plan Payable	-2,102.25
Total 22000 Payroll Liabilities	69,050.47
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
Total 26000 Fiscal Sponsorship	1,404.90
Nev Co. Ponderosa Project Advance	647,752.01
Total Other Current Liabilities	734,836.13
Total Current Liabilities	841,178.79
Long-Term Liabilities	
25401 Loans Payable - Tri-Counties Loan No 6020025260	31,483.04
25402 Loans Payable - Tri-Counties Loan No 6020025360	31,483.04
25403 Loans Payable - Tri-Counties Loan No 6020025460	35,914.15
25404 Loans Payable - Tri-Counties Loan No 6020025560	33,418.40
Total Long-Term Liabilities	132,298.63
Total Liabilities	973,477.42
Equity	
38000 Restricted - Ops/Equip Reserve	36,000.00
39000 Retained Earnings	56,455.84
Prior Year Adjustments	24,291.20
Net Revenue	-73,562.70
Total Equity	43,184.34
TOTAL LIABILITIES AND EQUITY	\$1,016,661.76

FIRE SAFE COUNCIL OF NEVADA COUNTY

BOARD ROSTER

As of 08/24/2020

POSITION	LAST	FIRST	CITY	PHONE	CELL	EMAIL	REPRESENTING/AFFILIATIONS
Chairman	Thane	Donn	Grass Valley	530-273-8685	530-575-0566	6dthane@gmail.com	Member at Large
Vice-Chair	Nolle	Rick	Penn Valley	530-432-5360	530-205-6201	ricknolle@sbcglobal.net	Realtor
Treasurer	Walker	Dave	Penn Valley	530-432-4111	530-362-0614	dwalker.assoc@gmail.com	Business/Certified Public Accountant
Secretary	Knox	Warren	Nevada City	530-265-6461	530-559-1522	knoxwarren@sbcglobal.net	Member at Large
Director	Doerr	Alan	Nevada City	530-274-8417	530-559-3090	avdoerr@gmail.com	GIS Specialist
Director	Eubanks	Steve	Rough & Ready	530-559-5487		steubanks@gmail.com	Biomass Specialist/ Retired USFS
Director	Hoek	Sue	Nevada County			Sue.hoek@co.nevada.ca.us	County of Nevada, Board of Supervisors
Director	Mertens	Wanda	Nevada City	530-265-0621	NA	wanda@mertensinsurance.com	Mertens Insurance Agency
Director	Trygg	Eric	Grass Valley	530-273-9161	NA	pacifctrac@hotmail.com	Member at Large
Director	McMahn	Terry	Nevada City	530-265-4439	530-913-4587	terrtcmahan@nccfire.com	Nevada County Fire Chiefs' Assoc. Rep.
Director	Weston	Hank	Penn Valley			hankweston@comcast.net	Member at Large
Director	Williams	Pete	Nevada City	530-265-2686	NA	peteandsuewi@sbcglobal.net	Member at Large
Partner	Bennitt	Gretchen	Grass Valley	530-274-9360	NA	nsaqmd.gretchen@gmail.com	NSAQMD
Alternate	Nicholas	David				david@myairdistrict.com	NSAQMD
Partner	Fish	Cathe'	Rough & Ready	530-432-5109		sunshine.works@gmail.com	Master Gardener's Assoc.
Partner	Houdyschell	Bill	Truckee	530-587-9432	NA	forestry@tahoedonner.com	RPF
Partner	Martinez	Jerry	El Dorado Hills	916-941-3101	916-212-3108	gmmartin@blm.gov	BLM
Partner	Mathias	Jim	Nevada City	530-265-7855	530-277-2303	jim.mathias@fire.ca.gov	CALFIRE
Partner	Long	Bob	Grass Valley	530-913-0287	NA	boblong162@gmail.com	Firewise Coalition
Partner	Josh	Robinson	North Auburn			joshuarobinson@tcbk.com	Tri-Counties Bank
Partner	Waters	Jecobie	Nevada City	530-288-3231	NA	jecobiewaters@fs.fed.us	USFS, Tahoe National Forest
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
**2019 CONFLICT OF INTEREST, OFFICIAL & PERSONAL COMMUNICATIONS
POLICY & DISCLOSURE STATEMENT**

The FIRE SAFE COUNCIL OF NEVADA COUNTY (FSCNC) strives for full disclosure of any conflicts of interest so that no Director, Officer, committee member, or employee of the FSCNC shall engage in any business or transaction that will create a personal pecuniary interest arising from FSCNC activities, or that violates the FSCNC's Articles of Incorporation, FSCNC Bylaws, California Corporation Code, or any other legal guidelines under which the corporation operates.

The FSCNC business shall be conducted according to the highest standards of ethics. As an integral member of the FSCNC team, you voluntarily accept certain responsibilities, including adhering to acceptable business principles in matters of personal conduct, and always exhibit a high degree of personal and professional integrity. This not only involves sincere respect for the rights and feelings of others but also demands that you conduct yourself in a manner that will not discredit the good reputation of FSCNC. Further examples of appropriate, professional conduct include maintaining a high standard of work ethics, being dependable, and meeting your commitments. As set forth in the brochure entitled "Sexual Harassment Hurts Everyone Stop It Before It Starts" which has been given to you with this policy, FSCNC is committed to maintaining a work environment that is free of illegal discrimination. In keeping with this commitment, FSCNC will not tolerate illegal harassment, including sexual harassment, of employees, applicants for employment, other directors, advisors, vendors, volunteers or customers of FSCNC. Directors observing violations of this policy are required to inform the FSCNC Executive Committee as soon as practical.

This statement is designed to help identify and resolve instances in which members of the FSCNC Board of Directors or FSCNC employees find themselves where circumstances could give rise to a potential or actual conflict of interest. The Board of the FSCNC should decide on a case-by-case basis whether or not a conflict of interest exists involving a member of the Board or an employee of the FSCNC.

A conflict of interest exists in any situation where the actions or activities of an individual on behalf of the FSCNC could involve the achievement of a personal gain or advantage to the individual in question or the individual's immediate family without the FSCNC Executive Committee's approval, or which would be against the interest of the FSCNC. Therefore:

- FSCNC Board members and employees shall exercise good faith in all transactions involving their duties on behalf of the FSCNC. They shall not use their position or knowledge to obtain personal advantage or financial gain and shall in all their acts support the best interest of the FSCNC.
- Unless specific authorization to do so is obtained from the Board, the FSCNC shall not enter into agreements with entities whose partners, members, owners, significant investors or executive employees are Board members or employees. Persons representing the FSCNC shall not participate in discussions or decisions in which they have any conflicting personal benefit or interest.
- FSCNC Board members and employees shall not accept any gifts, favors or hospitality that might influence their decision-making or actions affecting the FSCNC. Any individual gifts

valued at more than \$35 per individual or any excessive hospitality or favors received from a person or organization with which the FSCNC deals, shall be disclosed.

- Any member required to file a Form 700 shall provide a copy to FSCNC.

As a guide, common situations, which have the potential to create a conflict of interest include, but are not limited to:

1. Investment or other financial interest in a service contractor or significant supplier (exceeding \$1,000 in a calendar year) to the FSCNC;
2. Acceptance of substantial gifts or excessive entertainment from firms or individuals, which have a business relationship with the FSCNC;
3. Outside employment or activity that affects working efficiency;
4. Outside employment or business interest that could benefit from involvement with the FSCNC (use of position for personal gain);
5. Sale of FSCNC assets (including inventory items) to FSCNC Board members or employees;
6. Improvement or maintenance of the Board member's or employee's property using FSCNC assets, except for free services offered to the public;
7. Association or use of the FSCNC's name with an outside business or activity not authorized by the FSCNC Board;
8. Hiring or supervising a member of their immediate family.
9. Directors, volunteers and staff shall be cautious when citing their association with the FSCNC as part of political activities. Formal political statements and advertisements referencing the FSCNC shall include a disclaimer that the FSCNC does not endorse political measures or candidates.

For purposes of this policy and statement, members of the immediate family include: spouses, domestic partners, children, parents, brothers, sisters, and spouses of any child, parent, brother or sister.

Exceptions to this policy and statement may be accepted only with the full participation and approval of the FSCNC Board, acting in good faith. It is the obligation of members of the FSCNC Board or employees to notify the Board through the Board Chairman of any situation in which a potential or actual conflict of interest exists. Such notice should be in writing and be offered immediately upon recognition that such a situation exists, and before taking part in any Board or related committee discussion or decision with regard to the situation in question. The Board Chairman shall notify the Vice Chairman of any situation in which a potential or actual conflict exists affecting the Chairman.

Only the Chairperson or the Executive Director is the official spokespersons for the FSCNC. From time to time the Chair or Executive Director may designate another Director to make official statements on behalf of the Fire Safe Council. If the Director or staff person is representing the Council, the Director or staff person must support and advocate the official Council position on an issue, not a personal viewpoint. If such person is representing another organization whose position is different from the Council, the member should be clear about which organization they represent and inform the Chair or Executive Director of their involvement in another organization. If a Director or staff member is appearing before another governmental body to give a statement, such statement must clearly convey if the statement is a personal opinion or is the official stance of the Council and whether this is the majority opinion or minority opinion of the Council. Written correspondence must be equally clear about who the communication is representing. Council letterhead may be used when the

member is representing the Council's official position. A copy of such written materials must be provided to the Executive Director, in advance of release, to be kept as an official record of the Council. The Council may disavow the communication if necessary. Council letterhead may not be used for correspondence representing a personal point of view, or dissenting point of view from the official Council position.

Directors and staff shall not use their position title or Directorship on the Council to give credence to their personal opinions or to argue against official positions taken by the Council when communicating through the electronic or radio/television media.

DECLARATION:

I hereby acknowledge the FIRE SAFE COUNCIL OF NEVADA COUNTY policy on conflict of interest, official and personal communications and declare that no situation in which I am involved could be construed as placing me in a position of having a conflict of interest with the FSCNC. Listed below are the companies in which I, or a member of my immediate family, have an interest (ownership, work, consulting, contracted agreement, arrangement, affiliation, interest of any fiduciary nature) which could in the future lead to a conflict of interest with the FIRE SAFE COUNCIL OF NEVADA COUNTY.

<u>Company Name</u>	<u>Type of Interest</u>
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Any future situation in which a possible conflict of interest might arise will be reported promptly in writing to the Chairman of the FIRE SAFE COUNCIL OF NEVADA COUNTY Board in accordance with this policy and statement. Also, by my signature below, I acknowledge that I have read and understand the FIRE SAFE COUNCIL OF NEVADA COUNTY policy on conflict of interest.

Name: _____
(Please Print)

Signature: _____ Date: _____

Received by the Chairman of the Board.

Name: _____
(Please Print)

Signature: _____ Date: _____



The definition of sexual harassment includes many forms of offensive behavior.



Department of Fair Employment and Housing

- such as a lead, supervisor, manager or agent;
- the employer had no knowledge of the harassment;
- there was a program to prevent harassment; and
- once aware of any harassment, the employer took immediate and appropriate corrective action to stop the harassment.

Filing a Complaint

Employees or job applicants who believe that they have been sexually harassed may file a complaint of discrimination with DFEH within **one year** of the harassment.

DFEH serves as a neutral fact-finder and attempts to help the parties voluntarily resolve disputes.

If DFEH finds sufficient evidence to establish that discrimination occurred and settlement efforts fail, the Department may file a formal accusation. The accusation will lead to either a public hearing before the Fair Employment and Housing Commission or a lawsuit filed by DFEH on behalf of the complaining party.

If the Commission finds that discrimination has occurred, it can order remedies including:

- Fines or damages for emotional distress from each employer or person found to have violated the law
- Hiring or reinstatement
- Back pay or promotion
- Changes in the policies or practices of the involved employer

Employees can also pursue the matter through a private lawsuit in civil court after a complaint has been filed with DFEH and a Right-to-Sue Notice has been issued.

For more information, see publication DFEH-159 "Guide for Complainants and Respondents."

For more information, contact DFEH toll free at **(800) 884-1684**
Sacramento area & out-of-state at **(916) 478-7200**
TTY number at **(800) 700-2320**
or visit our Web site at www.dfeh.ca.gov

In accordance with the California Government Code and ADA requirements, this publication can be made available in Braille, large print, computer disk, or tape cassette as a disability-related reasonable accommodation for an individual with a disability. To discuss how to receive a copy of this publication in an alternative format, please contact DFEH at the numbers above.



State of California
Department of Fair Employment & Housing

DFEH-185 (11/07)

Sexual Harassment

The Facts About Sexual Harassment

The *Fair Employment and Housing Act* (FEHA) defines sexual harassment as harassment based on sex or of a sexual nature; gender harassment; and harassment based on pregnancy, childbirth, or related medical conditions. The definition of sexual harassment includes many forms of offensive behavior, including harassment of a person of the same gender as the harasser. The following is a partial list of types of sexual harassment:

- Unwanted sexual advances
- Offering employment benefits in exchange for sexual favors
- Actual or threatened retaliation
- Leering; making sexual gestures; or displaying sexually suggestive objects, pictures, cartoons, or posters
- Making or using derogatory comments, epithets, slurs, or jokes
- Sexual comments including graphic comments about an individual's body; sexually degrading words used to describe an individual; or suggestive or obscene letters, notes, or invitations
- Physical touching or assault, as well as impeding or blocking movements



The mission of the Department of Fair Employment and Housing is to protect the people of California from unlawful discrimination in employment, housing and public accommodations, and from the perpetration of acts of hate violence.

Employers' Obligations

All employers must take the following actions against harassment:

- Take all reasonable steps to prevent discrimination and harassment from occurring. If harassment does occur, take effective action to stop any further harassment and to correct any effects of the harassment.
- Develop and implement a sexual harassment prevention policy with a procedure for employees to make complaints and for the employer to investigate complaints. Policies should include provisions to:
- Fully inform the complainant of his/her rights and any obligations to secure those rights.
- Fully and effectively investigate. The investigation must be thorough, objective, and complete. Anyone with information regarding the matter should be interviewed. A determination must be made and the results communicated to the complainant, to the alleged harasser and, as appropriate, to all others directly concerned.
- Take prompt and effective corrective action if the harassment allegations are proven. The employer must take appropriate action to stop the harassment and ensure it will not continue. The employer must also communicate to the com-

plainant that action has been taken to stop the harassment from recurring. Finally, appropriate steps must be taken to remedy the complainant's damages, if any.

- Post the Department of Fair Employment and Housing (DFEH) employment poster (DFEH - 162) in the workplace (available through the DFEH publications line [916] 478-7201 or Web site).
- Distribute an information sheet on sexual harassment to all employees. An employer may either distribute this pamphlet (DFEH 185) or develop an equivalent document that meets the requirements of Government Code section 12950(b). This pamphlet may be duplicated in any quantity. **However, this pamphlet is not to be used in place of a sexual harassment prevention policy, which all employers are required to have.**
- All employees should be made aware of the seriousness of violations of the sexual harassment policy and must be cautioned against using peer pressure to discourage harassment victims from complaining.
- Employers who do business in California and employ 50 or more part-time or full-time employees *must* provide at least two hours of sexual harassment training every two years to each supervisory employee and to all new supervisory employees within six months of their assumption of a supervisory position.

- A program to eliminate sexual harassment from the workplace is not only required by law, but is the most practical way for an employer to avoid or limit liability if harassment should occur despite preventive efforts.

Employer Liability

All employers, regardless of the number of employees, are covered by the harassment section of the FEHA. Employers are generally liable for harassment by their supervisors or agents. Harassers, including both supervisory and non-supervisory personnel, may be held personally liable for harassing an employee or coworker or for aiding and abetting harassment.

Additionally, the law requires employers to take "all reasonable steps to prevent harassment from occurring." If an employer has failed to take such preventive measures, that employer can be held liable for the harassment. A victim may be entitled to damages, even though no employment opportunity has been denied and there is no actual loss of pay or benefits.

In addition, if an employer knows or should have known that a **non-employee** (e.g. client or customer) has sexually harassed an employee, applicant, or person providing services for the employer and fails to take immediate and appropriate corrective action, the employer may be held liable for the actions of the non-employee.

An employer might avoid liability if

- the harasser is not in a position of authority,

Fire Safe Council List of Common Acronyms

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