



# El Dorado County Fire Safe Council

Website: [edcfiresafe.org](http://edcfiresafe.org)

P.O. Box 1011  
Diamond Springs, CA 95619  
Phone: (530) 647-1700  
Email: [board@edcfiresafe.org](mailto:board@edcfiresafe.org)

"Public and Private Partners Working Together to Protect People, Homes, and Natural Resources"

## Board Meeting Agenda

May 18, 2022

9:30 am to 11:30 Business Meeting

Diamond Springs / El Dorado Firefighters Association Memorial Hall

3734 China Garden Road, Diamond Springs

1. Meeting Call to Order
2. Roll Call: Sign In
3. Pledge of Allegiance
4. Approval of Agenda: 05/18/2022 **Board Action Item**
5. Consent Agenda: 04/20/2022 Board Meeting Minutes **Board Action Item**
6. Public Comment – *Time limit is 3 minutes per person.*
7. Community Council Reports
8. Information Items:
  - a. Chairman's Report & Communication:
  - b. Vice Chair Report
  - c. Secretary Report:
  - d. Treasurers Report: Maureen **Board Action Item**
  - e. Partners Reports:
    1. BLM – Jason Schroeder
    2. CAL FIRE – Steve DeBenedet/Erin Duprey/Diana Swart
    3. EDC Office of Wildfire Preparedness and Resilience – Juliet Barwis
    4. EDC Fire Chiefs Association – Tim Cordero
    5. EDC FPO Association – Ron Phillips
    6. ENF Updates – Nickie Johnny
    7. RCD – Mark Egbert
    8. SMUD – Eric Brown
    9. PG&E – Mike Webb
    10. EDSO – Sgt Bare
9. Old Business
  - a. Title III Projects Update – Ken Pimlott
10. New Business
  - a. Elections/Nominating Committee – Hugh Council
  - b. Updated Board Clerk duties
  - c. Addition of Grant Administrative Support position – Ken Pimlott **Board Action Item**

## 11. Program Reports

- a. Chipping – Jodi Martin
- b. Defensible Space – Ernie Lory

## 12. Project Reports

- a. Wildfire Resilience and Vegetation Management Working Group – Ken Pimlott
- b. USFS SOFAR Project – Heather Campbell
- c. USFS SOFAR Project Chili Bar – Tamara Johnston
- d. EDC Resource Advisory Committee Mtg WRAP (Wildfire Risk Reduction and Asset Protection Project)
- e. County Biomass Working Group – Kris Payne

## 13. Committee Reports

- a. Grants & Funding (Opportunities) – Pat Dwyer
- b. Community Outreach & Public Speaking – Alice Cantelow
- c. Governance Committee – Karen Pullin
- d. New Council Formation & Orientation – Karen Pullin
  - 1. Camino FSC Formation **Board Action Item**
- e. Marketing & Communications
- f. Defensible Space

## 14. Good of the Order

- a. Next EDCFSC Board Meeting – June 15, 2022



# El Dorado County Fire Safe Council

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"Public and Private Partners Working Together to Protect People, Homes, and Natural Resources"

## Board Meeting Minutes

April 20, 2022

9:30 am to 11:30 Business Meeting

Diamond Springs / El Dorado Firefighters Association Memorial Hall

3734 China Garden Road, Diamond Springs

1. **Meeting Call to Order 9:33 a.m.**
2. **Roll Call: Sign In**  
Pimlott, Council, Julian, Pullin, H. Campbell, Dwyer, Lory, Payne, Willis and Zelinsky attending in person. Atencio, Connelly, Hawk, Johnston and Kruse attending via ZOOM.
3. **Pledge of Allegiance**  
Pledge led by Council
4. **Approval of Agenda: 04/20/2022 Board Action Item**  
*Agenda approved without opposition.*
5. **Consent Agenda: 03/16/2022 Board Meeting Minutes Board Action Item**  
*Agenda approved without opposition.*
6. **Public Comment – Time limit is 3 minutes per person.**
  - Rozenoff: thank you from REE FSC to EDCFSC for funding Title III request, contractor is working today
7. **Community Council Reports**
  - H Campbell-Pollock Pines-Camino FSC: will be hosting an event in June, has used up all Title III funding, is asking for any extra Title III monies from other councils in the Pollock Pines/Camino area so she can have green waste dumpster at event, has partnered with Sierra Springs FSC for clearing
  - Payne-Patterson Ranch FSC: partnerships are critically important, especially for grant requests
  - Dwyer-Logtown FSC: had monthly meeting on April 9th, had presentation from BC Josh Vickers with CAL FIRE, will be having a wildfire preparedness and community clean-up day on May 14<sup>th</sup>, household trash dumpster, green waste dumpster, chipper, has invited PG&E, CAL FIRE, OES
  - Hawk-Gold Ridge Forest FSC: April 30<sup>th</sup>, 9:00 a.m. at the Pollock Pines-Camino Community Center will be having Fire Prevention & Preparedness meeting including presentations by USFS and Neighborhood Radio Watch
8. **Information Items:**
  - a. Chairman's Report & Communication:
    - Still have a number of Red Flag Warning banners, contact Jodi Martin if you would like one or two
  - b. Vice Chair Report
    - Is attending FPOs meetings
    - Attended CA FSC Fire Safe Coordinator meeting on Monday
    - County made an offer for the Coordinator position which was accepted, Hope to have Coordinator at next meeting
    - Will be holding a New Council Formation workshop on April 25<sup>th</sup>.

- c. Secretary Report:
- All FSCs should have received email with renewal information, need returned by June 1<sup>st</sup> or can't insure them
- d. Treasurers Report: Maureen **Board Action Item**
- Nothing noteworthy, will be coming in under budget
  - Will be working on new budge, will go to Finance Committee in May and Board to approve in June *Treasurer's report accepted without opposition.*
- e. Partners Reports:
1. BLM – ~~Jason Schroeder~~ Lee Helgeson
    - Out of Motherlode field office, contact info: [dhelgeson@blm.gov](mailto:dhelgeson@blm.gov) 916-597-6631
    - Infrastructure bill increased BLM funding but will not increase capacity (employees) and will be relying on contractors to do work
    - Also have new categorical exception for certain NEPA requirements
    - Zelinsky: BLM Folsom Lake Veterans Center: has no barracks, needs to be rectified, Helgeson reported that someone is spearheading a resolution
    - Dwyer: EDCFSC is using Good Neighbor Authority with USFS, will discuss possibility of doing so with BLM
  2. CAL FIRE – ~~Steve DeBenedet~~ Josh Vickers
    - New BC for AEU Highway 50 corridor
    - Would like to meet with each FSC
    - Gave update on staffing
    - AB38 inspections (done at time of home sale) are done by Prevention Bureau
    - Duprey-CAL FIRE: grant requests are at regional office for review, hope to have decisions in mid-May with execution in June, forest health grants will be done at a later date
    - Swart-CAL FIRE: very involved in a lot of upcoming events, does not have any flyers as there is no prevention specialist or storage
  3. EDC Fire Chiefs Meeting – Tim Cordero
    - Fire agencies have received CWPP
    - Will be meeting with Congressman McClintock to discuss HR 6903 which directs USFS to try to extinguish forest fires within 24 hours of ignition
    - Annual cooperators meeting next week
  4. EDC FPO Meeting – Ron Phillips
    - Will email out report
  5. EDC Vegetation Management – ~~Juliet Barwis~~ Ken Pimlott
    - Have identified community emphasis areas as Rescue and Union Mine Road in Diamond Springs
    - Still do not have any inspectors and have contracted with EDH Fire to do inspections
  6. ENF Updates – Teresa Riesenhuber
    - Retiring this Friday after 30 years
    - Submitted projects for Steven's Authority funds two years ago, some were funded and some were not, now looking at funding some of the projects that were not originally funded
    - Soliciting projects for FY 2023
  7. RCD – Mark Egbert
    - No report
  8. SMUD – Eric Brown
    - No report
  9. PG&E – Mike Webb
    - Presentation on PG&E Vegetation Management
    - Will send out presentation
  10. EDSO – ~~Lt. Morten~~ Sgt. Bare
    - No report

## 9. Old Business

- a. Title III Projects Update – Ken Pimlott
  - Approved 14 projects, one pending
  - Must have volunteers sign work/waiver forms
  - EDCFSC insurance includes a limited number of projects, before you do project you need to contact Pullin for event insurance, needs to be done well in advance of project date
- b. Bylaws Update – David Zelinsky
  - Reviewed bylaws, suggests getting rid of history addendum, everything else is as expected
  - Payne: suggests keeping amendment history to track when changes are made

## 10. New Business

- a. Elections/Nominating Committee – Hugh Council
  - Nominating committee currently has two members need one more, Zelinsky volunteered
  - E-Board positions: Treasurer, Secretary and Parliamentarian incumbents will not be running, all E-board positions are open for election, Pimlott and Council have offered to run again
  - Directors positions up for re-election: H. Campbell (would like to be Director at Large), K. Campbell, Payne, Atencio, Hawk, Pullin and Connelly
  - Affiliate Councils without directors can also run for a Director position
  - Anyone interested in running for Director and/or E-Board can contact any E-Board member, Pullin has application paperwork
- b. Addition of second Board Clerk position and Grant Administrative Support position discussion – Ken Pimlott
  - E-Board is working on job descriptions and avenues to hire additional support
  - Workload has increased and is too much for one part time clerk
  - Dwyer has been managing grant administrative duties, needs administrative support
  - Will bring back to full Board with recommendations
- c. CAL FIRE Defensible Space Evaluator Training – Ken Pimlott
  - Deadline to register is May 6th
  - Attendance is not limited to established FSCs

## 11. Program Reports

- a. Chipping – Jodi Martin
  - 94 jobs in March, includes 15 RDS
  - Dwyer: first three months of grant planned for 240 jobs, did 226, right on target
- b. Defensible Space – Ernie Lory
  - Closed to new applications
  - Started evaluations
  - EDCFSC E-Board contributed \$75,000 from Title III funds

## 12. Project Reports

- a. Countywide CWPP – Pat Dwyer  
Resolution 2022-09 **Board Action Item**  
*Motion by Zelinsky to approve Resolution 2022-009 adopting CWPP. Second by Payne. 14 Ayes, 0 Noes, 1 Abstain. Motion carried.*
- b. Wildfire Resilience and Vegetation Management Working Group – Ken Pimlott
  - BOS formalized working group including staffing through CAO office
  - \$1.3 million grant recommendation with match was approved and County submitted application to OES, will focus on 1,800 acres in the Placerville area
- c. USFS SOFAR Project – ~~Heather Campbell~~ Zelinsky
  - Nothing new to report
- d. USFS SOFAR Project Chili Bar – Tamara Johnston
  - No report
- e. EDC Resource Advisory Committee Mtg WRAP (Wildfire Risk Reduction and Asset Protection Project)
  - Had presentation from organization that advocates for homeowners regarding insurance
  - Have funds to award, will be meeting in May
- f. County Biomass Working Group – Kris Payne
  - County representative made report at BOS, ad hoc committee was formed

### 13. Committee Reports

- a. Grants & Funding (Opportunities) – Pat Dwyer
  - Waiting for answers on nine active grant submissions
- b. Community Outreach & Public Speaking – Heather Campbell
  - Will work on attending EDC Fair
  - April 23<sup>rd</sup>, 10:00 a.m. at Diamond Springs Firefighter Hall will be DS presentation, will also be streaming via ZOOM
- c. Governance Committee – Karen Pullin
  - No reports
- d. New Council Formation & Orientation – Karen Pullin
  1. Wrights Lake/Dark Lake FSC Formation **Board Action Item**
    - This is the first time a FSC has been formed that is entirely on leased Forest Service land *Wright's Lake/Dark Lake FSC application accepted without opposition.*
- e. Marketing & Communications
  - No report
- f. Defensible Space
  - No report

### 14. Good of the Order

- a. Next EDCFSC Board Meeting – May 18, 202w

Meeting adjourned at 12:00 p.m.

FSC Operations	Beginning Balance	March	Actual YTD Balance 9 mos	% of Budget
FSC Operations Opening Balance (As of 12/31/17)	\$ 180,782		\$ 158,805	88%
<b>Total Available</b>	\$ 180,782		\$ 158,805	88%
Expenses	Budget	March	9 Mos	
5040 · Internet Access & Website	\$ 3,576	\$16	\$ 1,055	30%
5010 · Contract Tech Support	\$ 2,400		\$ 2,877	120%
6100 · Advertising & Marketing	\$ 4,000		\$ 56	1%
6115 · Bank Service Charges	\$ 300		\$ 314	105%
6120 · Business License & Fees	\$ 200	\$75	\$ 229	115%
6130 · Admin Services	\$ 10,000	\$929	\$ 6,698	67%
6141 · Computer Supplies	\$ 2,000		\$ 5,372	269%
6155 · Dues and Subscriptions	\$ 330		\$ 50	15%
6180 · Insurance	\$ 14,000		\$ 13,425	96%
6255 · Postage, Delivery & PO Box	\$ 250		\$ 188	75%
6265 · Printing and Reproduction	\$ 100		\$ 70	70%
6275 · Professional Fee	\$ 5,000			0%
6276 · Legal Fee	\$ 1,000			0%
6277 · Accounting Fees	\$ 4,000	\$ 160	\$ 2,552	64%
6310 · Office Supplies	\$ 500	\$ 23	\$ 736	147%
6320 · Telephone and Fax	\$ 50			0%
6336 · Meeting Expense	\$ 330		\$ 107	32%
6580 · Storage	\$ 250			0%
<b>Total Expense Overhead</b>	<b>\$ 48,286</b>	\$ 1,203	\$ 33,729	70%
<b>Total Ending Balance Overhead</b>	\$ 132,496	\$ (1,203)	\$ 125,076	
<b>Ending Balance including Committed</b>				

Title III - Funds	Beginning Balance	March	Actual YTD 9 mos	% of Budget
4010 · Title III	\$ 115,819		\$ 94,973	82%
Title III - Expenses	Budget	March	Actual YTD 9 mos	
6585 · Title III Satellite Startup	\$ 1,500			0%
6600 · Title III CWPP	\$ 26,000		\$ 5,685	22%
6605 · Project Support	\$ 6,000			0%
6895 · Title III Firewise Events	\$ 4,800		\$ 1,179	25%
<b>Total Expense Overhead</b>	<b>\$ 38,300</b>		<b>\$ 6,864</b>	18%
<b>Ending Balance including Committed</b>				

		Beginning	Ending
Operations & all othe grants	Checking	\$206,059	\$253,484
CalFire Fire Grants & Title III	SRA/Title III	\$340,767	\$295,120
		<b>\$546,826</b>	<b>\$548,604</b>

## Active Projects Monthly Report

TITLE	GRANT AWARD	CASH RECEIVED	CASH EXPENDED	REMAINING CASH	GRANT BALANCE NOT REC'D
<b>USFS</b>					
<b>Stevens Agreement USFS:</b>					
Sierra Springs SS-2	\$250,000	\$0	\$ -	\$ -	\$ 250,000
Grissly Flats GF-18	\$180,000	\$0	\$ -	\$ -	\$ 180,000
Chipping	\$300,000	\$0	\$ -	\$ -	\$ 300,000
Gold Ridge GRF	\$150,000	\$0	\$ -	\$ -	\$ 150,000
<b>TOTAL USFS</b>	<b>\$ 880,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 880,000</b>
<b>Cal Fire</b>					
El Dorado Chipper 5GG20100 March 2025	\$ 987,289	\$ 150,000	\$ 108,700	\$ 41,300	\$ 837,289
2018 5GG17107 Webber Creek	\$ 624,880	\$ 611,386.54	\$ 611,514.00	\$ (127)	\$ 13,493.46
5GG17101 Paterson March 2022	\$ 525,980	\$ 519,833	\$ 519,832	\$ 1	\$ 6,147
<b>TOTAL Cal Fire Grants</b>	<b>\$ 2,138,149</b>	<b>\$ 1,281,219</b>	<b>\$ 1,240,046</b>	<b>\$ 41,173</b>	<b>\$ 856,930</b>
<b>MISC</b>					
El Dorado County Title III 2023	\$ 156,459	\$ 156,459	\$ 9,268	\$ 147,191	
BLM L20ACoo468 Sept 2023	\$ 990,000			\$ -	\$ 990,000
<b>Total Misc</b>	<b>\$ 1,146,459</b>	<b>\$ 156,459</b>	<b>\$ 9,268</b>	<b>\$ 147,191</b>	<b>\$ 990,000</b>
<b>Seniors &amp; Vets</b>					
EDC Foundation Vets 1 9/30/2022	\$ 5,000	\$ 5,000	\$ 5,000.00	\$ -	\$ -
SMUD 2022 12/31/2022	\$ 20,000	\$ 20,000		\$ 20,000.00	\$ -
EDC Foundation Vets 2 12/31/2022	\$ 5,000	\$ 5,000	\$ 591.35	\$ 4,408.65	
CAFSC/PGE Oct 2022	\$ 100,000	\$ 100,000		\$ 100,000	\$ -
<b>Total Seniors &amp; Vets</b>	<b>\$ 130,000</b>	<b>\$ 130,000</b>	<b>\$ 5,591.35</b>	<b>\$ 124,409</b>	<b>\$ -</b>



## 2022-2023 DRAFT EDCFSC Budget

Expenses	2020	2021	2022 includes est to June 2022	Proposed YE 2023
5010 · Contract Tech Support	\$ -	\$ -	\$3,000	\$5,000
5040 · Internet Access & Website	\$ 812	\$ 797	\$1,500	\$4,000
6100 · Advertising & Marketing	\$ 52	\$ -	\$0	\$1,000
6115 · Bank Service Charges	\$ 273	\$ 276	\$489	\$600
6120 · Business License & Fees	\$ 79	\$ 150	\$204	\$204
6130 · Admin Services	\$ 9,698	\$ 8,180	\$9,000	\$62,400
6141 · Computer Supplies	\$ 511	\$ 114	\$6,000	\$2,000
6155 · Dues and Subscriptions		\$ 328	\$500	\$600
6180 · Insurance	\$ 13,236	\$ 13,705	\$13,425	\$15,000
6255 · Postage, Delivery & PO Box	\$ 200	\$ 271	\$200	\$200
6265 · Printing and Reproduction	\$ 5		\$100	\$100
6276 · Legal Fees				\$5,000
6277 · Accounting Fees	\$ 3,731	\$ 3,490	\$3,000	\$4,500
6310 · Office Supplies	\$ 714	\$ 425	\$800	\$600
6336 · Meeting Expense	\$ 134	\$ 137	\$200	\$1,450
6580 · Storage	\$ 250	\$ 250	\$250	\$250
<b>Total Expense Overhead</b>	<b>\$ 29,445</b>	<b>\$ 28,123</b>	<b>\$38,668</b>	<b>\$102,904</b>

**Estimated Beginnig Revenue Balance  
and will receive revenue from Fiscal Sponsors**

**\$150,000**

**El Dorado County Firesafe Council**  
**Balance Sheet**  
As of May 10, 2022

	May 10, 22
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1010 · Checking Account	201,335.51
1011 · Checking - Grizzly Flats	25,985.18
1012 · Checking - Logtown	7,936.89
1014 · Checking - Pollock Pines	466.61
1015 · Checking-SRA Grant	313,845.97
1016 · Checking - Sierra Springs	2,562.97
1017 · Checking - Coloma Lotus	51.31
1018 · Checking - Aukum Fairplay	2,671.92
1019 · Checking - Oak Hill Area	4,020.01
1020 · Checking - Omo Ranch	3,110.20
1021 · Checking - Greater Cameron Park	1,035.21
1022 · Checking - Georgetown Divide	2,199.04
1023 · Checking - Gold Ridge Forest	712.27
1024 · Checking - Placerville	365.00
1025 · Checking - Pleasant Valley	208.00
1026 · Checking - Texas Hill Estates	1,622.27
<b>Total Checking/Savings</b>	568,128.36
<b>Accounts Receivable</b>	
1600 · Grants Receivable	2,797,299.56
<b>Total Accounts Receivable</b>	2,797,299.56
<b>Total Current Assets</b>	3,365,427.92
<b>Fixed Assets</b>	
1400 · Office Equipment	2,793.93
1450 · Accumulated Depreciation	-2,531.00
<b>Total Fixed Assets</b>	262.93
<b>TOTAL ASSETS</b>	<b>3,365,690.85</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Long Term Liabilities</b>	
2300 · Deferred Income	2,797,299.56
<b>Total Long Term Liabilities</b>	2,797,299.56
<b>Total Liabilities</b>	2,797,299.56
<b>Equity</b>	
3900 · Retained Earnings	557,166.70

6:26 PM

05/10/22

Accrual Basis

**El Dorado County Firesafe Council**  
**Balance Sheet**  
As of May 10, 2022

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	<u>May 10, 22</u>
Net Income	11,224.59
Total Equity	568,391.29
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>3,365,690.85</u></b>

**El Dorado County Firesafe Council**  
**Statement of Financial Income and Expense**  
 July 1, 2021 through May 10, 2022

	Coloma (Coloma)	Total Coloma	Listos (CA Fire Safe Council)	Total CA Fire Safe Council
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4000 · Donations	0.00	0.00	0.00	0.00
4010 · Agency Grant Projects	810.00	810.00	0.00	0.00
4040 · Fiscal Sponsor Fee	0.00	0.00	0.00	0.00
4050 · Indirect Costs	0.00	0.00	0.00	0.00
4990 · Vendor Refunds	0.00	0.00	0.00	0.00
<b>Total Income</b>	810.00	810.00	0.00	0.00
<b>Cost of Goods Sold</b>				
5010 · Contract Services	810.00	810.00	271.50	271.50
5040 · Internet Access & Website	0.00	0.00	0.00	0.00
<b>Total COGS</b>	810.00	810.00	271.50	271.50
<b>Gross Profit</b>	0.00	0.00	-271.50	-271.50
<b>Expense</b>				
6100 · Advertising & Marketing	0.00	0.00	0.00	0.00
6115 · Bank Service Charges	0.00	0.00	0.00	0.00
6120 · Business License & Fees	0.00	0.00	0.00	0.00
6130 · Admin Services	0.00	0.00	0.00	0.00
6141 · Computer Supplies	0.00	0.00	0.00	0.00
6155 · Dues and Subscriptions	0.00	0.00	0.00	0.00
6180 · Insurance	0.00	0.00	0.00	0.00
6195 · Indirect Expenses	0.00	0.00	0.00	0.00
6255 · Postage and Delivery	0.00	0.00	0.00	0.00
6265 · Printing and Reproduction	0.00	0.00	0.00	0.00
6277 · Accounting Fees	0.00	0.00	0.00	0.00
6310 · Office Supplies	0.00	0.00	0.00	0.00
6320 · Telephone and Fax	0.00	0.00	0.00	0.00
6336 · Meeting Expenses	0.00	0.00	0.00	0.00
6600 · CWPP	0.00	0.00	0.00	0.00
6895 · Firewise Events	0.00	0.00	0.00	0.00
<b>Total Expense</b>	0.00	0.00	0.00	0.00
<b>Net Ordinary Income</b>	0.00	0.00	-271.50	-271.50
<b>Other Income/Expense</b>				
<b>Other Income</b>				
7100 · Interest Income	0.00	0.00	0.00	0.00
<b>Total Other Income</b>	0.00	0.00	0.00	0.00
<b>Other Expense</b>				
8200 · Other Expense	0.00	0.00	0.00	0.00

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05/10/22

Accrual Basis

**El Dorado County Firesafe Council**  
**Statement of Financial Income and Expense**  
July 1, 2021 through May 10, 2022

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	Coloma (Coloma)	Total Coloma	Listos (CA Fire Safe Council)	Total CA Fire Safe Council
Total Other Expense	0.00	0.00	0.00	0.00
Net Other Income	0.00	0.00	0.00	0.00
<b>Net Income</b>	<b>0.00</b>	<b>0.00</b>	<b>-271.50</b>	<b>-271.50</b>

**El Dorado County Firesafe Council**  
**Statement of Financial Income and Expense**  
 July 1, 2021 through May 10, 2022

	Operations (Title III 2016)	Total Title III 2016 (Title III)	Firewise (Title III 2014-2)	Title III 2014-2 - Other (Title III 2014-2)
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4000 · Donations	-300.00	-300.00	0.00	300.00
4010 · Agency Grant Projects	0.00	0.00	0.00	0.00
4040 · Fiscal Sponsor Fee	0.00	0.00	0.00	0.00
4050 · Indirect Costs	0.00	0.00	0.00	0.00
4990 · Vendor Refunds	0.00	0.00	0.00	0.00
<b>Total Income</b>	-300.00	-300.00	0.00	300.00
<b>Cost of Goods Sold</b>				
5010 · Contract Services	0.00	0.00	0.00	8,574.50
5040 · Internet Access & Website	0.00	0.00	0.00	0.00
<b>Total COGS</b>	0.00	0.00	0.00	8,574.50
<b>Gross Profit</b>	-300.00	-300.00	0.00	-8,274.50
<b>Expense</b>				
6100 · Advertising & Marketing	0.00	0.00	0.00	0.00
6115 · Bank Service Charges	0.00	0.00	0.00	0.00
6120 · Business License & Fees	0.00	0.00	0.00	0.00
6130 · Admin Services	0.00	0.00	0.00	0.00
6141 · Computer Supplies	0.00	0.00	0.00	0.00
6155 · Dues and Subscriptions	0.00	0.00	0.00	0.00
6180 · Insurance	0.00	0.00	0.00	0.00
6195 · Indirect Expenses	0.00	0.00	0.00	0.00
6255 · Postage and Delivery	0.00	0.00	0.00	0.00
6265 · Printing and Reproduction	0.00	0.00	0.00	0.00
6277 · Accounting Fees	0.00	0.00	0.00	0.00
6310 · Office Supplies	0.00	0.00	0.00	0.00
6320 · Telephone and Fax	0.00	0.00	0.00	0.00
6336 · Meeting Expenses	0.00	0.00	0.00	0.00
6600 · CWPP	0.00	0.00	0.00	5,685.00
6895 · Firewise Events	0.00	0.00	434.49	1,179.21
<b>Total Expense</b>	0.00	0.00	434.49	6,864.21
<b>Net Ordinary Income</b>	-300.00	-300.00	-434.49	-15,138.71
<b>Other Income/Expense</b>				
<b>Other Income</b>				
7100 · Interest Income	0.00	0.00	0.00	0.00
<b>Total Other Income</b>	0.00	0.00	0.00	0.00
<b>Other Expense</b>				
8200 · Other Expense	0.00	0.00	0.00	5,407.50

6:28 PM

05/10/22

Accrual Basis

**El Dorado County Firesafe Council**  
**Statement of Financial Income and Expense**  
July 1, 2021 through May 10, 2022

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	Operations (Title III 2016)	Total Title III 2016 (Title III)	Firewise (Title III 2014-2)	Title III 2014-2 - Other (Title III 2014-2)
Total Other Expense	0.00	0.00	0.00	5,407.50
Net Other Income	0.00	0.00	0.00	-5,407.50
<b>Net Income</b>	<b>-300.00</b>	<b>-300.00</b>	<b>-434.49</b>	<b>-20,546.21</b>

**El Dorado County Firesafe Council**  
**Statement of Financial Income and Expense**  
 July 1, 2021 through May 10, 2022

	Total Title III 2014-2 (Title III)	Title III 2020 (Title III)	Total Title III	5GG20100 ED Chipping (CAL Fire Grants)
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4000 · Donations	300.00	0.00	0.00	0.00
4010 · Agency Grant Projects	0.00	0.00	0.00	150,000.00
4040 · Fiscal Sponsor Fee	0.00	0.00	0.00	0.00
4050 · Indirect Costs	0.00	0.00	0.00	0.00
4990 · Vendor Refunds	0.00	0.00	0.00	0.00
<b>Total Income</b>	300.00	0.00	0.00	150,000.00
<b>Cost of Goods Sold</b>				
5010 · Contract Services	8,574.50	7,200.00	15,774.50	69,030.47
5040 · Internet Access & Website	0.00	0.00	0.00	0.00
<b>Total COGS</b>	8,574.50	7,200.00	15,774.50	69,030.47
<b>Gross Profit</b>	-8,274.50	-7,200.00	-15,774.50	80,969.53
<b>Expense</b>				
6100 · Advertising & Marketing	0.00	0.00	0.00	0.00
6115 · Bank Service Charges	0.00	0.00	0.00	0.00
6120 · Business License & Fees	0.00	0.00	0.00	0.00
6130 · Admin Services	0.00	0.00	0.00	679.00
6141 · Computer Supplies	0.00	0.00	0.00	0.00
6155 · Dues and Subscriptions	0.00	0.00	0.00	0.00
6180 · Insurance	0.00	0.00	0.00	0.00
6195 · Indirect Expenses	0.00	0.00	0.00	0.00
6255 · Postage and Delivery	0.00	0.00	0.00	0.00
6265 · Printing and Reproduction	0.00	0.00	0.00	0.00
6277 · Accounting Fees	0.00	0.00	0.00	0.00
6310 · Office Supplies	0.00	0.00	0.00	0.00
6320 · Telephone and Fax	0.00	0.00	0.00	0.00
6336 · Meeting Expenses	0.00	0.00	0.00	0.00
6600 · CWPP	5,685.00	0.00	5,685.00	0.00
6895 · Firewise Events	1,613.70	0.00	1,613.70	0.00
<b>Total Expense</b>	7,298.70	0.00	7,298.70	679.00
<b>Net Ordinary Income</b>	-15,573.20	-7,200.00	-23,073.20	80,290.53
<b>Other Income/Expense</b>				
<b>Other Income</b>				
7100 · Interest Income	0.00	0.00	0.00	0.00
<b>Total Other Income</b>	0.00	0.00	0.00	0.00
<b>Other Expense</b>				
8200 · Other Expense	5,407.50	0.00	5,407.50	0.00



6:28 PM

05/10/22

Accrual Basis

**El Dorado County Firesafe Council**  
**Statement of Financial Income and Expense**  
July 1, 2021 through May 10, 2022

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	Total Title III 2014-2 (Title III)	Title III 2020 (Title III)	Total Title III	5GG20100 ED Chipping (CAL Fire Grants)
Total Other Expense	5,407.50	0.00	5,407.50	0.00
Net Other Income	-5,407.50	0.00	-5,407.50	0.00
<b>Net Income</b>	<b>-20,980.70</b>	<b>-7,200.00</b>	<b>-28,480.70</b>	<b>80,290.53</b>

**El Dorado County Firesafe Council**  
**Statement of Financial Income and Expense**  
 July 1, 2021 through May 10, 2022

	5GG17101 Patterson Ranch (CAL Fire Grants)	2018 5GG17104 WS Veg Mgmt (CAL Fire Grants)	5GG17105 WS Chipping (CAL Fire Grants)	Total CAL Fire Grants
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4000 · Donations	0.00	0.00	0.00	0.00
4010 · Agency Grant Projects	0.00	9,968.45	7,598.79	167,567.24
4040 · Fiscal Sponsor Fee	0.00	0.00	0.00	0.00
4050 · Indirect Costs	0.00	0.00	0.00	0.00
4990 · Vendor Refunds	0.00	0.00	0.00	0.00
<b>Total Income</b>	0.00	9,968.45	7,598.79	167,567.24
<b>Cost of Goods Sold</b>				
5010 · Contract Services	482.76	6,073.00	6,890.24	82,476.47
5040 · Internet Access & Website	0.00	0.00	0.00	0.00
<b>Total COGS</b>	482.76	6,073.00	6,890.24	82,476.47
<b>Gross Profit</b>	-482.76	3,895.45	708.55	85,090.77
<b>Expense</b>				
6100 · Advertising & Marketing	0.00	0.00	140.00	140.00
6115 · Bank Service Charges	0.00	0.00	0.00	0.00
6120 · Business License & Fees	0.00	0.00	0.00	0.00
6130 · Admin Services	0.00	0.00	276.50	955.50
6141 · Computer Supplies	0.00	0.00	0.00	0.00
6155 · Dues and Subscriptions	0.00	0.00	0.00	0.00
6180 · Insurance	0.00	0.00	0.00	0.00
6195 · Indirect Expenses	0.00	2,447.67	0.00	2,447.67
6255 · Postage and Delivery	0.00	0.00	0.00	0.00
6265 · Printing and Reproduction	0.00	0.00	0.00	0.00
6277 · Accounting Fees	0.00	0.00	0.00	0.00
6310 · Office Supplies	0.00	0.00	128.10	128.10
6320 · Telephone and Fax	0.00	0.00	0.00	0.00
6336 · Meeting Expenses	0.00	0.00	0.00	0.00
6600 · CWPP	0.00	0.00	0.00	0.00
6895 · Firewise Events	0.00	0.00	0.00	0.00
<b>Total Expense</b>	0.00	2,447.67	544.60	3,671.27
<b>Net Ordinary Income</b>	-482.76	1,447.78	163.95	81,419.50
<b>Other Income/Expense</b>				
<b>Other Income</b>				
7100 · Interest Income	0.00	0.00	0.00	0.00
<b>Total Other Income</b>	0.00	0.00	0.00	0.00
<b>Other Expense</b>				
8200 · Other Expense	0.00	0.00	0.00	0.00

6:28 PM

05/10/22

Accrual Basis

**El Dorado County Firesafe Council**  
**Statement of Financial Income and Expense**  
July 1, 2021 through May 10, 2022

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	5GG17101 Patterson Ranch (CAL Fire Grants)	2018 5GG17104 WS Veg Mgmt (CAL Fire Grants)	5GG17105 WS Chipping (CAL Fire Grants)	Total CAL Fire Grants
Total Other Expense	0.00	0.00	0.00	0.00
Net Other Income	0.00	0.00	0.00	0.00
Net Income	<u>-482.76</u>	<u>1,447.78</u>	<u>163.95</u>	<u>81,419.50</u>

**El Dorado County Firesafe Council**  
**Statement of Financial Income and Expense**  
 July 1, 2021 through May 10, 2022

	Fiscal SF/Indirect Fee (FSC Operations)	Total FSC Operations	Grizzly Flats Donation (PG&E)	Total PG&E
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4000 · Donations	280.70	280.70	0.00	0.00
4010 · Agency Grant Projects	0.00	0.00	10,000.00	10,000.00
4040 · Fiscal Sponsor Fee	5,000.00	5,000.00	0.00	0.00
4050 · Indirect Costs	7,447.67	7,447.67	0.00	0.00
4990 · Vendor Refunds	273.52	273.52	0.00	0.00
<b>Total Income</b>	13,001.89	13,001.89	10,000.00	10,000.00
<b>Cost of Goods Sold</b>				
5010 · Contract Services	2,877.03	2,877.03	0.00	0.00
5040 · Internet Access & Website	984.99	984.99	0.00	0.00
<b>Total COGS</b>	3,862.02	3,862.02	0.00	0.00
<b>Gross Profit</b>	9,139.87	9,139.87	10,000.00	10,000.00
<b>Expense</b>				
6100 · Advertising & Marketing	55.98	55.98	0.00	0.00
6115 · Bank Service Charges	337.20	337.20	0.00	0.00
6120 · Business License & Fees	229.00	229.00	0.00	0.00
6130 · Admin Services	7,494.50	7,494.50	0.00	0.00
6141 · Computer Supplies	5,371.92	5,371.92	1,124.57	1,124.57
6155 · Dues and Subscriptions	50.00	50.00	0.00	0.00
6180 · Insurance	13,425.00	13,425.00	0.00	0.00
6195 · Indirect Expenses	0.00	0.00	0.00	0.00
6255 · Postage and Delivery	212.95	212.95	0.00	0.00
6265 · Printing and Reproduction	70.36	70.36	0.00	0.00
6277 · Accounting Fees	2,552.50	2,552.50	0.00	0.00
6310 · Office Supplies	789.27	789.27	0.00	0.00
6320 · Telephone and Fax	0.00	0.00	0.00	0.00
6336 · Meeting Expenses	121.02	121.02	0.00	0.00
6600 · CWPP	0.00	0.00	0.00	0.00
6895 · Firewise Events	0.00	0.00	0.00	0.00
<b>Total Expense</b>	30,709.70	30,709.70	1,124.57	1,124.57
<b>Net Ordinary Income</b>	-21,569.83	-21,569.83	8,875.43	8,875.43
<b>Other Income/Expense</b>				
<b>Other Income</b>				
7100 · Interest Income	21.89	21.89	0.00	0.00
<b>Total Other Income</b>	21.89	21.89	0.00	0.00
<b>Other Expense</b>				
8200 · Other Expense	0.00	0.00	0.00	0.00

6:28 PM

05/10/22

Accrual Basis

**El Dorado County Firesafe Council**  
**Statement of Financial Income and Expense**  
July 1, 2021 through May 10, 2022

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	Fiscal SF/Indirect Fee (FSC Operations)	Total FSC Operations	Grizzly Flats Donation (PG&E)	Total PG&E
Total Other Expense	0.00	0.00	0.00	0.00
Net Other Income	21.89	21.89	0.00	0.00
<b>Net Income</b>	<b>-21,547.94</b>	<b>-21,547.94</b>	<b>8,875.43</b>	<b>8,875.43</b>

**El Dorado County Firesafe Council**  
**Statement of Financial Income and Expense**  
 July 1, 2021 through May 10, 2022

	EDC Vets 2 2022 (Seniors & Veterans)	SMUD 2022 (Seniors & Veterans)	CAFSC/ PGE Oct 2022 (Seniors & Veterans)	EDC Vets 2022 (Seniors & Veterans)
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4000 · Donations	0.00	0.00	0.00	0.00
4010 · Agency Grant Projects	5,000.00	20,000.00	50,000.00	5,000.00
4040 · Fiscal Sponsor Fee	0.00	0.00	0.00	0.00
4050 · Indirect Costs	0.00	0.00	0.00	0.00
4990 · Vendor Refunds	0.00	0.00	0.00	0.00
<b>Total Income</b>	5,000.00	20,000.00	50,000.00	5,000.00
<b>Cost of Goods Sold</b>				
5010 · Contract Services	0.00	0.00	0.00	0.00
5040 · Internet Access & Website	0.00	0.00	0.00	0.00
<b>Total COGS</b>	0.00	0.00	0.00	0.00
<b>Gross Profit</b>	5,000.00	20,000.00	50,000.00	5,000.00
<b>Expense</b>				
6100 · Advertising & Marketing	0.00	0.00	0.00	0.00
6115 · Bank Service Charges	0.00	0.00	0.00	0.00
6120 · Business License & Fees	0.00	0.00	0.00	0.00
6130 · Admin Services	0.00	0.00	0.00	0.00
6141 · Computer Supplies	0.00	0.00	0.00	0.00
6155 · Dues and Subscriptions	0.00	0.00	0.00	0.00
6180 · Insurance	0.00	0.00	0.00	0.00
6195 · Indirect Expenses	0.00	0.00	0.00	0.00
6255 · Postage and Delivery	0.00	0.00	0.00	0.00
6265 · Printing and Reproduction	0.00	0.00	0.00	0.00
6277 · Accounting Fees	0.00	0.00	0.00	0.00
6310 · Office Supplies	0.00	0.00	0.00	0.00
6320 · Telephone and Fax	0.00	0.00	0.00	0.00
6336 · Meeting Expenses	0.00	0.00	0.00	0.00
6600 · CWPP	0.00	0.00	0.00	0.00
6895 · Firewise Events	0.00	0.00	0.00	0.00
<b>Total Expense</b>	0.00	0.00	0.00	0.00
<b>Net Ordinary Income</b>	5,000.00	20,000.00	50,000.00	5,000.00
<b>Other Income/Expense</b>				
<b>Other Income</b>				
7100 · Interest Income	0.00	0.00	0.00	0.00
<b>Total Other Income</b>	0.00	0.00	0.00	0.00
<b>Other Expense</b>				
8200 · Other Expense	0.00	0.00	0.00	0.00

6:28 PM

05/10/22

Accrual Basis

**El Dorado County Firesafe Council**  
**Statement of Financial Income and Expense**  
July 1, 2021 through May 10, 2022

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	EDC Vets 2 2022 (Seniors & Veterans)	SMUD 2022 (Seniors & Veterans)	CAFSC/ PGE Oct 2022 (Seniors & Veterans)	EDC Vets 2022 (Seniors & Veterans)
Total Other Expense	0.00	0.00	0.00	0.00
Net Other Income	0.00	0.00	0.00	0.00
Net Income	<u>5,000.00</u>	<u>20,000.00</u>	<u>50,000.00</u>	<u>5,000.00</u>

**El Dorado County Firesafe Council**  
**Statement of Financial Income and Expense**  
 July 1, 2021 through May 10, 2022

	Folsom FSC (Seniors & Veterans)	FOS 2021 (Seniors & Veterans)	SBI (Seniors & Veterans)	SMUD 2021 (Seniors & Veterans)
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4000 · Donations	0.00	0.00	0.00	0.00
4010 · Agency Grant Projects	0.00	0.00	0.00	0.00
4040 · Fiscal Sponsor Fee	0.00	0.00	0.00	0.00
4050 · Indirect Costs	0.00	0.00	0.00	0.00
4990 · Vendor Refunds	0.00	0.00	0.00	0.00
<b>Total Income</b>	0.00	0.00	0.00	0.00
<b>Cost of Goods Sold</b>				
5010 · Contract Services	2,288.15	2,860.00	500.00	7,382.30
5040 · Internet Access & Website	157.50	0.00	0.00	31.50
<b>Total COGS</b>	2,445.65	2,860.00	500.00	7,413.80
<b>Gross Profit</b>	-2,445.65	-2,860.00	-500.00	-7,413.80
<b>Expense</b>				
6100 · Advertising & Marketing	0.00	0.00	0.00	0.00
6115 · Bank Service Charges	0.00	0.00	0.00	0.00
6120 · Business License & Fees	0.00	0.00	0.00	0.00
6130 · Admin Services	971.25	140.00	0.00	129.50
6141 · Computer Supplies	0.00	0.00	0.00	0.00
6155 · Dues and Subscriptions	0.00	0.00	0.00	0.00
6180 · Insurance	0.00	0.00	0.00	0.00
6195 · Indirect Expenses	0.00	0.00	0.00	0.00
6255 · Postage and Delivery	0.00	0.00	0.00	0.00
6265 · Printing and Reproduction	0.00	0.00	0.00	0.00
6277 · Accounting Fees	0.00	0.00	0.00	0.00
6310 · Office Supplies	0.00	0.00	0.00	0.00
6320 · Telephone and Fax	0.00	0.00	0.00	0.00
6336 · Meeting Expenses	0.00	0.00	0.00	0.00
6600 · CWPP	0.00	0.00	0.00	0.00
6895 · Firewise Events	0.00	0.00	0.00	0.00
<b>Total Expense</b>	971.25	140.00	0.00	129.50
<b>Net Ordinary Income</b>	-3,416.90	-3,000.00	-500.00	-7,543.30
<b>Other Income/Expense</b>				
<b>Other Income</b>				
7100 · Interest Income	0.00	0.00	0.00	0.00
<b>Total Other Income</b>	0.00	0.00	0.00	0.00
<b>Other Expense</b>				
8200 · Other Expense	0.00	0.00	0.00	0.00



6:28 PM

05/10/22

Accrual Basis

**El Dorado County Firesafe Council**  
**Statement of Financial Income and Expense**  
July 1, 2021 through May 10, 2022

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	Folsom FSC (Seniors & Veterans)	FOS 2021 (Seniors & Veterans)	SBI (Seniors & Veterans)	SMUD 2021 (Seniors & Veterans)
Total Other Expense	0.00	0.00	0.00	0.00
Net Other Income	0.00	0.00	0.00	0.00
Net Income	<u><u>-3,416.90</u></u>	<u><u>-3,000.00</u></u>	<u><u>-500.00</u></u>	<u><u>-7,543.30</u></u>

**EI Dorado County Firesafe Council**  
**Statement of Financial Income and Expense**  
 July 1, 2021 through May 10, 2022

	EDC Vets 2021 (Seniors & Veterans)	Total Seniors & Veterans	Kelsey 19SFA-143981-2 (USFS)	Kelsey 19SFA 143981 (USFS)
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4000 · Donations	0.00	0.00	0.00	0.00
4010 · Agency Grant Projects	0.00	80,000.00	52,316.00	0.00
4040 · Fiscal Sponsor Fee	0.00	0.00	0.00	0.00
4050 · Indirect Costs	0.00	0.00	0.00	0.00
4990 · Vendor Refunds	0.00	0.00	0.00	0.00
<b>Total Income</b>	0.00	80,000.00	52,316.00	0.00
<b>Cost of Goods Sold</b>				
5010 · Contract Services	310.00	13,340.45	94,316.00	42,000.00
5040 · Internet Access & Website	0.00	189.00	0.00	0.00
<b>Total COGS</b>	310.00	13,529.45	94,316.00	42,000.00
<b>Gross Profit</b>	-310.00	66,470.55	-42,000.00	-42,000.00
<b>Expense</b>				
6100 · Advertising & Marketing	0.00	0.00	0.00	0.00
6115 · Bank Service Charges	0.00	0.00	0.00	0.00
6120 · Business License & Fees	0.00	0.00	0.00	0.00
6130 · Admin Services	0.00	1,240.75	0.00	0.00
6141 · Computer Supplies	0.00	0.00	0.00	0.00
6155 · Dues and Subscriptions	0.00	0.00	0.00	0.00
6180 · Insurance	0.00	0.00	0.00	0.00
6195 · Indirect Expenses	0.00	0.00	0.00	10,000.00
6255 · Postage and Delivery	0.00	0.00	0.00	0.00
6265 · Printing and Reproduction	0.00	0.00	0.00	0.00
6277 · Accounting Fees	0.00	0.00	0.00	0.00
6310 · Office Supplies	0.00	0.00	0.00	0.00
6320 · Telephone and Fax	0.00	0.00	0.00	0.00
6336 · Meeting Expenses	0.00	0.00	0.00	0.00
6600 · CWPP	0.00	0.00	0.00	0.00
6895 · Firewise Events	0.00	0.00	0.00	0.00
<b>Total Expense</b>	0.00	1,240.75	0.00	10,000.00
<b>Net Ordinary Income</b>	-310.00	65,229.80	-42,000.00	-52,000.00
<b>Other Income/Expense</b>				
<b>Other Income</b>				
7100 · Interest Income	0.00	0.00	0.00	0.00
<b>Total Other Income</b>	0.00	0.00	0.00	0.00
<b>Other Expense</b>				
8200 · Other Expense	0.00	0.00	0.00	0.00

6:28 PM

05/10/22

Accrual Basis

**El Dorado County Firesafe Council**  
**Statement of Financial Income and Expense**  
July 1, 2021 through May 10, 2022

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	EDC Vets 2021 (Seniors & Veterans)	Total Seniors & Veterans	Kelsey 19SFA-143981-2 (USFS)	Kelsey 19SFA 143981 (USFS)
Total Other Expense	0.00	0.00	0.00	0.00
Net Other Income	0.00	0.00	0.00	0.00
<b>Net Income</b>	<b>-310.00</b>	<b>65,229.80</b>	<b>-42,000.00</b>	<b>-52,000.00</b>

**EI Dorado County Firesafe Council**  
**Statement of Financial Income and Expense**  
 July 1, 2021 through May 10, 2022

	Total USFS	TOTAL
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
4000 · Donations	0.00	280.70
4010 · Agency Grant Projects	52,316.00	310,693.24
4040 · Fiscal Sponsor Fee	0.00	5,000.00
4050 · Indirect Costs	0.00	7,447.67
4990 · Vendor Refunds	0.00	273.52
<b>Total Income</b>	52,316.00	323,695.13
<b>Cost of Goods Sold</b>		
5010 · Contract Services	136,316.00	251,865.95
5040 · Internet Access & Website	0.00	1,173.99
<b>Total COGS</b>	136,316.00	253,039.94
<b>Gross Profit</b>	-84,000.00	70,655.19
<b>Expense</b>		
6100 · Advertising & Marketing	0.00	195.98
6115 · Bank Service Charges	0.00	337.20
6120 · Business License & Fees	0.00	229.00
6130 · Admin Services	0.00	9,690.75
6141 · Computer Supplies	0.00	6,496.49
6155 · Dues and Subscriptions	0.00	50.00
6180 · Insurance	0.00	13,425.00
6195 · Indirect Expenses	10,000.00	12,447.67
6255 · Postage and Delivery	0.00	212.95
6265 · Printing and Reproduction	0.00	70.36
6277 · Accounting Fees	0.00	2,552.50
6310 · Office Supplies	0.00	917.37
6320 · Telephone and Fax	0.00	0.00
6336 · Meeting Expenses	0.00	121.02
6600 · CWPP	0.00	5,685.00
6895 · Firewise Events	0.00	1,613.70
<b>Total Expense</b>	10,000.00	54,044.99
<b>Net Ordinary Income</b>	-94,000.00	16,610.20
<b>Other Income/Expense</b>		
<b>Other Income</b>		
7100 · Interest Income	0.00	21.89
<b>Total Other Income</b>	0.00	21.89
<b>Other Expense</b>		
8200 · Other Expense	0.00	5,407.50

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Accrual Basis

**El Dorado County Firesafe Council**  
**Statement of Financial Income and Expense**  
July 1, 2021 through May 10, 2022

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	<u>Total USFS</u>	<u>TOTAL</u>
Total Other Expense	0.00	5,407.50
Net Other Income	0.00	-5,385.61
<b>Net Income</b>	<b><u>-94,000.00</u></b>	<b><u>11,224.59</u></b>

**El Dorado County Firesafe Council**  
**Statement of Cash Flows**  
July 1, 2021 through May 10, 2022

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	<u>Jul 1, '21 - May 10, 22</u>
<b>OPERATING ACTIVITIES</b>	
Net Income	11,224.59
Adjustments to reconcile Net Income to net cash provided by operations:	
1600 · Grants Receivable	-825,029.20
2000 · Accounts Payable	-79.99
	<hr/>
Net cash provided by Operating Activities	-813,884.60
<b>FINANCING ACTIVITIES</b>	
2300 · Deferred Income	825,029.20
	<hr/>
Net cash provided by Financing Activities	825,029.20
Net cash increase for period	11,144.60
Cash at beginning of period	556,983.76
	<hr/>
Cash at end of period	<b><u>568,128.36</u></b>

## ADMINISTRATIVE DUTIES

- Clerk to the Board
  - ✓ Attend E-Board meetings
    - Provide copies as needed: agendas, minutes, budget, items for discussion, etc.
    - Be available for questions or help
  - ✓ Attend Board meetings
    - Prepare agenda
    - Prepare resolutions
    - Provide copies as needed: agenda, minutes, budget, project status, etc.
    - Deliver supplies as needed: educational materials, Go Bags, etc.
    - Take minutes, collect sign-in sheets/document virtual attendees
  - ✓ Special projects as assigned
  
- Chipping program manager
  - ✓ Participate in contractor selection
  - ✓ Point of contact for contractors
  - ✓ Receive all requests for chipping
  - ✓ Assign requests for chipping to contractors based on job locations
  - ✓ Monitor job status to ensure compliance with two-week completion requirement
  - ✓ Handle all e-mails regarding chipping
  - ✓ Handle all phone calls regarding chipping
  - ✓ Coordinate neighborhood chipping days
  - ✓ Review and verify contractor invoices and forward to Treasurer for payment
  - ✓ Monthly reports
  
- Defensible space program coordinator
  - ✓ Participate in contractor selection
  - ✓ Point of contact for contractors
  - ✓ Produce flyer, application and handouts
  - ✓ Collect all applications
  - ✓ Log and assign requests to evaluators
  - ✓ Assign jobs to contractors
  - ✓ Update tracking document as tasks are completed for each request
  - ✓ Handle all e-mails regarding program
  - ✓ Handle all phone calls regarding program
  - ✓ Review and verify contractor invoices and forward to Treasurer for payment
  
- Website
  - ✓ Maintain associate council logins
  - ✓ Post agendas and minutes
  - ✓ Maintain events calendar
  - ✓ Other updates as needed
  
- Phone
  - ✓ Check voicemail and record messages
  - ✓ Respond to voicemail messages
  - ✓ Forward messages to appropriate parties
  
- E-Mails
  - ✓ Review all e-mail inquiries originating from the website
  - ✓ Forward all other messages to appropriate parties
  - ✓ Respond to all other e-mails as needed

- Billing
  - ✓ Ensure that chipping and defensible space contractor invoices are accurate by the fifth of the month
  - ✓ Forward chipping and defensible space contractor invoices to treasurer
  - ✓ Match checks with invoices and mail out checks
  - ✓ Maintain financial documents
  
- Maintain documentation
  - ✓ Agendas, minutes and sign in sheets
  - ✓ Green waste dumpster match cards
  - ✓ Upload current documents to Sharepoint
  - ✓ Maintain compliance calendar
  
- Past and present miscellaneous duties
  - ✓ Source, design, order and distribute Go Bags
  - ✓ Source, design, order and maintain EDCFSC pop-up
  - ✓ Design, update and print business cards for EDCFSC Directors
  - ✓ Source, design and order EDCFSC Director name badges
  - ✓ Source and order EDCFSC Director shirts
  - ✓ Pick up mail from post office and distribute as needed
  - ✓ Pick up checks from accountant
  - ✓ Purchasing other items as needed
  - ✓ Working with IT contractor to manage migration of existing documentation to Sharepoint including, permissions and file structure/naming
  - ✓ Keep record of loaned items
  - ✓ Fulfill requests for educational materials



## **GRANT ADMINISTRATIVE ASSISTANT DUTIES AND RESPONSIBILITIES**

### Grant systems and procedures:

Most grant applications and execution utilize on line automated systems. It is essential that the person in this position become familiar and proficient in these systems. Grants.Gov, Zoom Grants and CAL FIRE Grants among others.

### Grant opportunities

- Track known grantor websites; share info
- Explore new possibilities
- Network with others in similar fields

### Grant applications

- Maintain and upload standard corporate documents
  - o Articles of Incorporation
  - o IRS Determination Letter
  - o Standard Policies (Non-discrimination, Drug Free Workplace etc.)
  - o Form 9 Payment Data
  - o Audit Records
  - o Insurance coverage
  - o Additional documents as required
- Assist grant applicants in the process
  - o Statement of work
  - o Budget
  - o Project maps
  - o Boilerplate on EDCFSC, RCD, other repeating topics
  - o Letter(s) of commitment / fiscal sponsorship
  - o Templates, formats, protocols
  - o Models from past applications
  - o Help locate readers / advisors where needed
- Track application status and report to the EDCFSC Board

### Grant administration for grants that have been awarded:

- Work with the Fire Safe Councils and project managers for grants that have been awarded to provide and upload:
  - o Progress reports
  - o Funding requests (in conjunction with the treasurer)
  - o Data collection
  - o Reports to the EDCFSC Board
  - o Close out reports
- Maintain and archive records for completed grants
- Quality Assurance for back-up process during and after proposal process
- Ensure EDCFSC is maintaining registration on all appropriate agency websites for grant applications and administration.