



El Dorado County Fire Safe Council

Website: edcfiresafe.org

515 Main Street, Ste. 103

Placerville, CA 95667

Email: board@edcfiresafe.org

General Information: (530) 647-1700

Assistance Programs: (530)957-6270

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

Board Meeting Agenda

June 19, 2024

9:30 am to 12:00

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: 06/19/2024 **Board Action Item**
5. Consent Agenda: 05/15/2024 Board Meeting Minutes **Board Action Item**
6. New Business
 - a. Change in meeting location – Ken Pimlott
 - b. Elections – Hugh/Karen – **Board Action Item**
 - c. Associate Council Renewals – Karen Pullin – **Board Action Item**
 - d. Training Committee Charter– Hugh Council - **Board Action Item**
 - e. Website Redesign – Ken Pimlott – **Board Action Item**
7. Old Business
 - a. Strategic Planning (Futuring) Task Group Update- Steve Willis
 - b. Community Wildfire Protection Plan – Tamara Johnston
8. Information Items:
 - a. Chairman’s Report & Communication – Ken Pimlott
 - b. Vice Chair Report – Hugh Council

- c. Secretary Report – Karen Pullin
- d. Treasurers Report: Janet Barentson – **Board Action Item**
- e. Partners Reports:
 - 1. BLM – TBA
 - 2. CAL FIRE – Megan Scheeline/Jeff Hoag
 - 3. EDC Office of Wildfire Preparedness and Resilience – Tom Meyer
 - 4. EDC Fire Chiefs Association – Tim Cordero
 - 5. EDC FPO Association – Lucas Shepard
 - 6. ENF – Brad Stewart
 - 7. RCD – Mark Egbert
 - 8. SMUD – Eric Brown
 - 9. PG&E – Mike Webb
 - 10. EDSO – Lt Morton
 - 11. BOR – Elizabeth Dyer

9. Program Reports

- a. Grants & Funding/Grants Committee– Tamara Johnston
- b. Assistance Programs – Jessica Isabel
 - Chipping
 - Defensible Space Services for Seniors, etc
 - Hazard Tree Removal
- c. Training – Hugh Council
- d. Outreach & Education – Alice Cantelow
- e. Governance and New Council Formation & Orientation – Karen Pullin

10. Project Reports

- a. USFS SOFAR Project–David Zelinsky
- b. EDC Resource Advisory Committee Mtg WRAP (Wildfire Risk Reduction and Asset Protection Project) – David Zelinsky
- c. County Biomass Working Group – Kris Payne

11. Community Council Reports

12. Public Comment – *Time limit is 3 minutes per person.*

13. Good of the Order

- a. Next EDCFSC Board Meeting – July 17, 2024



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

Board Meeting Minutes – DRAFT May 15, 2024 9:30 am to 12:00

Diamond Springs / El Dorado Firefighters Association
Memorial Hall 3734 China Garden Road, Diamond Springs

1. Meeting Call to Order

9:32am

2. Roll Call: Sign In

In Person: Ball, Barentson, Cantelow, Connelly, Council, Fine, Lory, Payne,
Pimlott, Pullin, Willis, Zelinsky Zoom: Boal, Hawk

3. Pledge of Allegiance

Ken Pimlott

4. Approval of Agenda: 05/15/2024 **Board Action Item**

Approved as presented.

5. Consent Agenda: 04/17/2024 Board Meeting Minutes **Board Action Item**

Approved as presented.

6. New Business

a. Elections – Hugh/Karen

There are no new nominations. June 17 is the deadline for ballots. Reminder for renewing board members to turn in board application, board agreement and conflict of interest prior to the election.

b. Training Committee – Hugh - **Board Action Item**

Recommend formalizing a training committee from the existing training group. Currently comprised of myself, Jeff Hoag (CALFIRE), Elizabeth Standeven (Sandridge FSC), Kim, Alice Cantelow, Ritchie Galvin (OWPR), Lucas Shepard (County Fire), Dorothy Fine, Camino FSC, Kit Veerkamp, and Terry from Camino FSC. Propose quarterly meetings. David made a motion to form a committee Kris seconded the motion. Ken made an amendment to the motion for EDCFSC to form a training committee with the current working group and that group will come back to the board with a draft charter and organizational structure for the committee. Kris seconded Ken's motion. Motion carries as presented.

A survey was sent to 70 people that took the defensible space training class and received 33 responses. After reading over responses an ad hoc group led by Elizabeth Standeven was created to talk about defensible space training. This group will be meeting this month to define consistency for defensible space assessments, including forms etc.

c. Serrano Fire Safe Council – Bill Osgood – **Board Action Item**

Bill Osgood provided background on the proposed Serrano Fire Safe Council. He also thanked Steve Willis for his help with guiding him through the process of starting a council. Ken noted that if anyone is interested in starting a council to talk to Ritchie Galvin at OWPR first regarding parcel. Kris Payne supports the motion to approve Serrano FSC. David Zelinsky seconded the motion. Motion approved to add Serrano as the 32nd FSC.

7. Old Business

a. Strategic Planning (Futuring) Task Group Update- Paul Penn

Steve Willis on behalf of Paul Penn stated that they have met four times and have looked at current positions, job descriptions, and workloads, as well as reviewing past and current bylaws, reaching out to other FSCs around the state for their structure staffing and funding examples and reviewing the current structure plan of OWPR to collaborate with their office. They will give recommendations soon.

b. Community Wildfire Protection Plan – Tamara Johnston

Will give an update later due to being home sick today. Tom Meyer has offered to stay after our board meetings every month to go over any questions people have regarding the CWPP.

8. Information Items:

a. Chairman's Report & Communication – Ken Pimlott

Ken turned this report over to Karen Pullin to express ideas on how EDCFSC can get more involved with the AFSCs. Karen noted meeting annually or semiannually in a more social environment to strengthen communication and relationships between associate councils and the board as well. She also went through different ideas to assist with strengthening the relationships between associate councils and the executive board. Getting more accurate and consistent communication between EDCFSC and AFSCs. Get AFSCs to collaborate more and support each other at events. Share resources, successes, lessons learned as well as what did and didn't work. Help other councils that aren't as active. Encourage more volunteers to help at EDCFSC events as well as attending partner meetings. Succession planning is helpful during elections. Strengthen relationships between FSCs that are near each other and share borders.

b. Vice Chair Report – Hugh Council

I have seven groups that I meet with monthly and continue to do so. No further report.

c. Secretary Report – Karen Pullin

No further report

d. Treasurers Report: Janet Barentson – ***Board Action Item***

Received outstanding funding in the amount of \$66k from CA FSC for past expenditures for defensible space. A small advance was also received from CA FSC \$125k to help bring the defensible space jobs current. Received money from CAFIRE for hazardous tree work and MBG is fully paid to date. \$225k was received from a CALFIRE advance to keep up with expenditures for the hazardous tree program. I worked with the new bookkeeper, Linda Parks, this month on the check process and everything went well. She will be invited to the June board meeting. Pat Turner is still doing our taxes. The 2024/2025 anticipated budget will be discussed at the next E-Board meeting, and it will then be introduced at the June board meeting. There was a discussion between board members of the fiscal health of EDCFSC and we have enough money to support the organization for the next 6-7 years. We received \$140k for Title III for last year's money. We will receive additional money this year. \$328k in

checks were issued this month. Ken noted history of the CALFIRE & CA FSC grant money and the delay in the defensible space program. Noted the hazardous tree program and finances as well. We will still promote hazardous tree and chipping programs. Homeowners can still apply for the defensible space program, but it may take 2-3 months to get work done. Janet went over the details of how we are spending the Title III money from 2014 & 2016 as well as the CA FSC advance and SMUD money.

The treasurer's report approved-no opposition.

e. Partners Reports:

1. BLM – TBA

No report

2. CAL FIRE – Patrick

After reviewing the wildfire prevention grants, they have more money to work with and will be announced late summer or early fall. Forest health grants were approved but then put on hold.

3. EDC Office of Wildfire Preparedness and Resilience – Tom Meyer

CWPP - April 25th was the kickoff meeting and the next meeting is tomorrow. Weber Creek- we are in the final stages of environmental review contract approval and hoping it will be signed in early June and then have a kickoff meeting with that consultant. Gave brief presentations to Placerville FSC on May 2nd with a project update. Tom gave a staffing update for their office. The Defensible space working group made some minor revisions of the ordinance, and it is scheduled to go back to the Board of Supervisors on June 18th. Defensible space program – we sent postcard notices to all residents in defensible space inspection areas and that totaled just under 4700. We will be conducting our first CEA workshop on June 11th at Station 44 in Logtown from 6pm-8pm. We received approval for the CA fire safe coordinator grant. Still pending approval for BLM project. Fire risk reduction community list designation application was submitted April 1st to the Board of Forestry. CAL FIRE 2023 fire hazard severity zone maps became effective April 1st they are scheduled for final adoption next Tuesday. We now have 29 Firewise communities in good standing and 11 pending to be approved.

4. EDC Fire Chiefs Association – Tim Cordero

No Report

5. EDC FPO Association – Lucas Shepard

No report

6. ENF – Ryan Wagner

Hwy 50 had a lower Cleveland prescribed fire yesterday. We have burned 4300 acres under prescribed fire. Next week we will be onboarding our temp work force.

7. RCD – Mark Egbert

No report he is doing heavy equipment demo today.

8. SMUD – Eric Brown

Out of country no report

9. PG&E – Mike Webb

Mike was unable to attend. Ken reported that he, Tom Meyer and Mike met with strategic planning leadership at PG&E. There are opportunities being looked at to partner with PG&E on vegetation treatment projects. Mike Connelly, ALT FSC, noted that PG&E has grants up to \$100k for vegetation management and ALT FSC has received \$400k over the last four yrs.

10. EDSO – Scott Baer

We completed the hazardous mitigation plan. The town hall evacuation is Saturday May 18th.

11. BOR – Elizabeth Dyer

No report

9. Program Reports

a. Grants & Funding/Grants Committee– Tamara Johnston

Submitted quarterly reports for six active CALFIRE grants. Proposal resubmitted for hazardous tree for \$937k and additional funding added. Upcoming proposals \$100k for defensible space assistance with the PG&E grant. Applied for USFS wildfire defense but we did not receive this grant.

b. Assistance Programs – Jessica Isabel

- Chipping

Ytd – 118 completed jobs, 224 cleared acres, 21,510 cubic yards chipped and \$57,142 spent.

If there aren't at least 5 applications ready to be chipped I can't schedule a community chipping event.

- Defensible Space Services for Seniors, etc.

Money has been allocated to complete 75 jobs from oldest to newest. The contractors that complete jobs faster will get more as I am trying to get 75 jobs done before the end of June. We can fulfill \$500k from the CA FSC grant if we keep at this pace trying to do 10 jobs a week.

- Hazard Tree Removal
Assessed 51 new parcels, completed 118 jobs, identified 121 new trees, and cut 293, YTD we spent \$301,879.25.

c. Training – Hugh Council

Defensible space training class is waiting to be scheduled after reviewing the survey. The deadline for the draft of the next workbook is May 20th to get it printed for the fair.

d. Outreach & Education –Alice Cantelow

If you have something you would like to add to the Fireflash newsletter, let me know so I can publish it. Next issue is coming soon. The County Fair is June 13-16 and I have a sign-up sheet for help especially Sunday.

e. Governance and New Council Formation & Orientation – Karen Pullin

No additional report

10. Project Reports

a. USFS SOFAR Project–David Zelinsky

Public meeting on June 12th 1:30 and will be on Zoom as well.

b. EDC Resource Advisory Committee Mtg WRAP (Wildfire Risk Reduction and Asset Protection Project) – David Zelinsky

There is a meeting on July 9th at the Forest Service. There is over \$100k waiting on agency signatures.

On May 23rd there is a landscape vision meeting via Zoom.

On June 18th there is a meeting by United Policy Holders.

c. County Biomass Working Group – Kris Payne

June 27th at 11am via Zoom biomass meeting. No new information regarding Grizzly Flats as a biomass site. The county is taking another look at biomass sites.

11. Community Council Reports

Angel Ball, Strawberry FSC – On May 18th hosting CALFIRE, Alice and FPO's for home hardening and defensible space event. EID installed 4 valves for fire hydrants in Strawberry.

Janet Barentson, Aukum/Fairplay FSC – Monthly FSC meeting tonight, that will also be on Zoom, with Chief Dave Whitt from Pioneer Fire, Asst. Chief Gaines from CALFIRE, and Greg Almos from the sheriff's office will be speaking about being fire prepared.

Ernie Lory, Grizzly Flats FSC - We handed out over 2,000 compost bags in a one-week period. Team Rubicon completed hazardous tree removal and defensible space work over a four-week period in our area as well as Aukum/Fairplay.

Karen Pullin, Mosquito FSC – Our chipping event will start next week. Karen thanked Jessica for coordinating the chipping contractor.

Elizabeth Standeven, Sandridge FSC – Our green waste event is this Friday and Saturday at the park across the river from Outingdale.

Mike Connelly, Auburn Lake Trails FSC – We had a successful green waste day last Saturday. We also received a PG&E grant for a shaded fuel break. Beginning defensible space assessments June 1st.

Alice Cantelow Oakhill FSC – We had our green waste day. Have CAL FIRE banners to use in your community for home hardening and defensible space.

David Zelinsky, Placerville FSC – Reporting for Diamond Springs FSC who will be having their green waste day this Saturday at the fruit growers on Missouri Flat Rd. Also, Paul Gilcrest, Greater Cameron Park, FSC is coordinating a project with BLM on Pine Hill.

Hugh Council, Texas Hill FSC – We had our green waste day at the end of last month with two dumpsters, one with a chipper and one without and filled both up. We received a Sierra Nevada Conservancy grant to clear around 20 acres of defensible space. We are waiting for a signature to clear another 15-20 acres.

Hassan, Sierra Springs FSC – We had our green waste day during a rainstorm and filled two dumpsters. We gave away two leaf blowers and gave out compost bags as an incentive to attend. PG&E has been hardening lines and poles and putting some underground lines extending to Starkes Grade.

12. Public Comment – *Time limit is 3 minutes per person.*

No comments

13. Good of the Order

- a. Next EDCFSC Board Meeting – June 19, 2024
11:42am

Minutes by Carri Lueck
Administrative Assistant
El Dorado County Fire Safe Council

DRAFT

Year to Date Expense Report -5/31/2024

FSC Operations	Beginning Balance	May	Actual YTD Balance 9 months	Total Balance YTD	% of Budget
FSC Operations Opening Balance (Assets)	\$ 135,050	\$ 23	106,362	\$ 106,385	79%
Total Available	\$ 135,050	\$ 23	106,362	\$ 106,385	79%
Expenses	Budget	May	Actual YTD Balance 9 months	Total YTD	% of Budget
5010 · Contract Support	\$ 52,500	\$ (1,469)	40,072	\$ 38,604	74%
5030 · Giveaway Items	\$ 0			\$ -	0%
5040 · Internet Access & Website	\$ 4,000	\$ 75	3,318	\$ 3,393	85%
6100 · Advertising & Marketing	\$ 1,000			\$ -	0%
6115 · Bank Service Charges	\$ 600	\$ 110	615	\$ 725	121%
6120 · Business License & Fees	\$ 100	\$ 200	25	\$ 225	225%
6130 · Admin Services	\$ 24,940	\$ 6,444	18,976	\$ 25,420	102%
6141 · Computer Supplies	\$ 1,000	\$ 153	1,681	\$ 1,834	183%
6142 · Conference Fees	\$ 250		250	\$ 250	100%
6155 · Dues and Subscriptions	\$ 700		816	\$ 816	117%
6180 · Insurance	\$ 14,000		14,127	\$ 14,127	101%
6320 · Telephone	\$ 1,488	\$ 147	1,713	\$ 1,860	125%
6255 · Postage, Delivery & PO Box	\$ 200		75	\$ 75	38%
6265 · Printing and Reproduction	\$ 150	\$ 129	-	\$ 129	86%
6275 · Professional Fee	\$ 0		-	\$ -	0%
6276 · Legal Fee	\$ 5,000		-	\$ -	0%
6277 · Accounting Fees	\$ 5,000	\$ 1,436	3,358	\$ 4,794	96%
6295 · Rent	\$ 5,400	\$ 2,900	4,350	\$ 7,250	134%
6310 · Office Supplies	\$ 800		145	\$ 145	18%
6330 · Travel	\$ 610		610	\$ 610	100%
6336 · Meeting Expense	\$ 1,000	\$ (350)	959	\$ 609	61%
6580 · Storage	\$ 1,200	\$ 100	1,000	\$ 1,100	92%
Total Expense Overhead	\$119,938	9,876	92,090	\$ 101,966	85%
Total Ending Balance Overhead	\$ 15,112			\$ 106,362	

Active Projects Monthly Report

Report as of 5/31/2024

TITLE	GRANT END DATE	GRANT AWARD	CASH RECEIVED	CASH EXPENDED	REMAINING CASH	GRANT BALANCE NOT REC'D
Fuels Treatment						
USFS Stevens Auth Sierra Springs SS-2 (20-CA-11050300-013)	9/15/2025	\$ 250,000	198,400.00	195,549	2,851	\$ 51,600
USFS Stevens Auth Sierra Springs SS-2 (22-CA-11050300-015)	9/15/2025	\$ 309,000	298	14	284	\$ 308,702
USFS Stevens Auth Grizzly Flats GF-18 (20-CA-11050300-013)	9/15/2025	\$ 180,000	172,478	172,339	139	\$ 7,522
USFS Stevens Auth Grizzly Flats GF-18 (22-CA-11050300-015)	9/15/2025	\$ 150,000	-	-	-	\$ 150,000
USFS Stevens Auth Gold Ridge GRF (20-CA-11050300-013)	6/18/2025	\$ 150,000	149,625	148,847	778	\$ 375
USFS Stevens Auth Volcanoville (22-CA-11050300-015)	6/18/2025	\$ 132,000	96	5	91	\$ 131,904
USFS Stevens Auth Mosquito (22-CA-11050300-015)	6/18/2025	\$ 200,000	98	5	94	\$ 199,902
BLM Georgetown Fuel Break BLM L20AC00468	9/22/2025	\$ 990,000	559,798	559,798	-	\$ 430,202
CAL FIRE South County Fuel Reduction Project 5GG21199	3/15/2026	\$ 2,079,887	115,007	115,007	-	\$ 1,964,880
CAL FIRE Georgetown Marshal Road Fuel Reduction 5GA2129	3/15/2026	\$ 278,700	27,709	27,709	-	\$ 250,991
CAL FIRE Fuel Red for Critical Rds-Coloma Lotus 5GG21200	3/15/2026	\$ 705,670	58,048	56,547	1,501	\$ 647,622
CAL FIRE Residential Hazardous Tree Removal 5GG21198	3/15/2026	\$ 1,252,790	526,586	403,527	123,059	\$ 726,204
CAL FIRE Spanish Flat North Fuel Reduction Project 8GG21600	3/31/2026	\$ 4,890,440	35,399	36,613	(1,214)	\$ 4,855,041
TOTAL, FUELS TREATMENT		\$ 11,568,487	1,843,542	1,715,959	127,583	\$ 9,724,945
Defensible Space						
CA Fire Safe Council (Senior, Low Income, Disabled)	12/31/2024	\$ 500,000	191,316	69,686	121,631	\$ 308,684
SMUD (Senior Vereran, Low Income)	12/31/2024	\$ 20,000	20,000	-	20,000	\$ -
Title III 2014/2016 D-Space Allocation		\$ 70,000	70,000	62,873	7,127	\$ -
TOTAL, DEFENSIBLE SPACE		\$ 590,000	281,316	132,559	148,757	\$ 308,684
Chipping						
USFS Stevens Auth Chipping (20-CA-11050300-013)	6/18/2025	\$ 300,000		-	-	\$ 300,000
AQMD Chipping Grant	12/31/2026	\$ 355,000	150,000	8,332.12	141,667.88	\$ 205,000
CAL FIRE El Dorado Chipper 5GG20100	3/15/2025	\$ 987,289	728,020	703,151	24,870	\$ 259,269
TOTAL, CHIPPING		\$ 1,642,289	878,020	711,483	166,538	\$ 764,269
Miscellaneous Grants						
Title III 2022-23	9/1/2024	\$ 140,141	140,141	-	140,141	\$ -
Title III 2021/22	9/1/2023	\$ 16,447	16,448	16,799	(352)	\$ -
Title III 2021/22 Green Waste Days	9/1/2023	\$ 51,000	51,000	24,341	26,659	\$ -
Title III 2014/2016		\$ 24,273	24,273	13,694	10,579	\$ -
West Slope Foundation - Aukum Fairplay FSC		\$ 5,000	5,000	-	5,000	\$ -
West Slope Foundation - Grizzly Flats FSC		\$ 5,000	5,000	4,137	863	\$ -
TOTAL, MISCELLANEOUS GRANTS		\$241,862	\$241,862	\$58,972	\$182,890	\$0
Grant Total Grants		\$ 14,042,638	3,244,741	2,618,973	625,767	\$ 10,797,897



Training and Education Committee Charter

1. Purpose

The Purpose of the El Dorado County Fire Safe Council (EDCFSC) Training and Education Committee is to develop, coordinate, and facilitate training programs aimed at educating Fire Safe Council personnel and members of the community about defensible space creation, home hardening techniques, evacuation preparedness and other wildfire mitigation strategies.

2. Objectives

- Assess the training needs of Fire Safe Council personnel and community members regarding defensible space creation, home hardening, evacuation preparedness and wildfire mitigation.
- Develop comprehensive training materials, curricula, and resources that are tailored to the needs and priorities of the target audience.
- Coordinate the delivery of training sessions, workshops, demonstrations, and educational events to effectively disseminate information and skills related to defensible space and home hardening.
- Evaluate the impact and effectiveness of training programs through participant feedback, knowledge assessments, and follow-up assessments of implemented mitigation measures.
- Promote collaboration and partnerships with local agencies, experts, community organizations, and other stakeholders to enhance the reach and quality of training initiatives.
- Support ongoing community outreach efforts to raise awareness about the importance of defensible space and home hardening in reducing wildfire risk.

3. Authority

The EDCFSC Training and Education Committee is authorized to:

- Develop and implement training strategies, procedures, and guidelines in alignment with the mission and goals of the Fire Safe Council.
- Allocate resources, including funding, materials, and personnel, for training and education activities within approved budgets.
- Partner with external organizations, agencies, and experts to leverage expertise, resources, and best practices in wildfire mitigation training.
- Recommend updates to training programs and materials based on evolving research, technology, and regulatory requirements.

4. Membership

- The EDCFSC Training and Education Committee shall consist of a minimum of seven and a maximum of twelve members. The Committee shall ensure adequate membership to carry out the tasks specified in Section No. 2.
- The Chair of the Committee shall be elected by a verbal vote of the members of the Committee with final approval by the EDCFSC Board of Directors.
- The Committee makeup shall include one member from each; Cal Fire, County Fire and El Dorado County (OWPER).
- No less than 55% of the membership of the Committee shall be from representatives of individual Fire Safe Councils.
- Membership may include individuals with expertise in fire suppression and prevention, building construction, landscaping, community education, and emergency preparedness.

5. Meetings

- The EDCFSC Training and Education Committee shall meet regularly, at least monthly, or as needed to plan, coordinate, and evaluate training activities.
- Meeting schedules, agendas, and minutes shall be distributed to all members in advance to facilitate participation and collaboration.

6. Decision Making

- Decisions of the Training and Education Committee shall be made by consensus whenever possible. In the event of disagreements, the Chairperson shall facilitate discussion and strive for mutual understanding and agreement.
- If consensus cannot be reached, decisions shall be made by a simple majority vote of the committee members present.

7. Reporting

- The EDCFSC Training and Education Committee shall provide regular progress reports and updates to the Fire Safe Council Members and Board of Directors on training activities, outcomes, challenges, and recommendations for improvement.
- Additional reports may be provided to the EDCFSC Executive Board or other stakeholders as required.

8. Evaluation

- The Training and Education Committee shall conduct ongoing evaluations of training programs to assess their effectiveness in meeting stated objectives and outcomes.
- Feedback from participants, trainers, and stakeholders shall be collected and analyzed to identify strengths, weaknesses, and areas for improvement.

9. Amendments

- This charter may be amended by a majority vote of the Training Education Committee members, with the approval from the Fire Safe Council Board of Directors.

10. Review

- This EDCFSC Training and Education Committee Charter shall be reviewed annually and revised as needed to reflect changes in training and education priorities, community needs, or emerging best practices in wildfire mitigation.

11. Approval

- This EDCFSC Training and Education Committee Charter is hereby approved by the EDCFSC Board of Directors on **(date)**.

DRAFT



Project Outline, Pricing & Timeline

Prepared for EDC Fire Safe Council
Prepared by Access Design Studio



Your Certified Accessible Website

Your certified accessible website will include the following pages or sections:

- The new site will include the same content and functionality as the current edcfiresafe.org site as of June 5, 2024
- Additionally, it will include
 - A password protected portal for Associate Fire Safe Councils to access
 - Design and organized the password protected area by sections where PDF documents can be uploaded
 - A “Protecting Your Home” section of website - with photos and text for each link

Copy & Content

The copy and content of the new site will be taken directly from the current site. Any changes that the FSC wants made to the copy and content should be made before the project commences or can be made after the project is complete.

The copy and content for the Protecting Your Home section will be provided by the FSC

Included:

Usability Testing

- By the Access Design Studio’s Accessibility Advisory Board composed of individuals of varying abilities who provide testing and first-person feedback.

Accessibility Statement

- Provides your site visitors with information about the accessibility of your site and content
- Shows your site visitors that you care about accessibility and about their experience
- Demonstrates your commitment to accessibility and to social responsibility



- Dissuades predatory lawyers as they will see that you are addressing accessibility

“Certified Accessible” Digital Badge

To be placed in the footer of your site for a visible representation of your commitment to inclusivity and accessibility.



Training

1 training session for those within your company that add content to your site. We will show them how to make new content (text, images, videos) accessible.

Pricing

Certified Accessible Website Design & Development for EDCFSC: \$15,000

Payment Timeline

Invoice	Amount
Initial Invoice: Upon signing of contract	50%
2 nd Invoice: ½ way through the project as determined by Access Design Studio	40%
Final Invoice: Upon site going live	10%



Project Timeline

The table below represents our projected timeline for your website project.

Milestone	Time Allotted
Site Definition and Planning	1 week
Design, Development & Launch	4-5 weeks

Future Projects

Template Site for AFSCs

To include:

- Pages or sections for
 - Home
 - Resources
 - News & Events
 - About
 - Contact
- Creation of a doc for AFSCs that defines exactly what content is needed for the site

NOTE: this quote is NOT for an accessible / ADA compliant template.

Cost: \$2,850

For Each AFSC Site:

1. Copy template site and install on server
2. Communicate with point of contact and AFSC and get needed content
3. Populate site and optimize all content for quick loading

Cost: \$1,100

Monthly Site Security, Maintenance, Data Privacy & Cookie Consent Plan

Included each month:

1. Site Security and Backup

- Perform all security updates and fix any issues arising from updates
- Full site backup
- Full site security scan

2. One Hour of Site Maintenance and Consultation

- Does not include social media marketing, blog writing, marketing plan creation, SEO, monthly newsletter creation

3. Reduced hourly rate for additional site updates

- With the plan, hourly is \$185. Without the plan, hourly is \$225.

4. Data Privacy & Cookie Consent

- This is required by law for all websites.
- We have engaged the most ADA compliant cookie consent system on the market. It is a highly customizable cookie consent form & banner. We extend the use of it under our license to our clients who have our Monthly Site Security and Maintenance Plan.

Terms:

- **Maintenance** – One-hour monthly maintenance can roll over for that quarter. For example, for Q1, you can roll over January's and February's hour of maintenance into March's, thus having 3 hours of maintenance to apply towards a larger site update in March. At the end of Q1, all remaining hours are removed. The quarter starts the month you begin service.

Cost: \$225/month