



**Amador Fire Safe Council**  
 PO Box 1055, Pine Grove, CA 95665  
 www.AmadorFireSafe.org



March 19th, 2025  
 3:00-5:00  
 Virtual & In-Person Meeting

Attend In-Person	Attend Virtually
19888 Church Street, Pine Grove (Behind Pine Grove Park) Volcano Communications Tech Center	Join Zoom Meeting <a href="https://us02web.zoom.us/j/2674846542?pwd=VjlrL25rMGkwY2paMmxhckhKbnJSZz09">https://us02web.zoom.us/j/2674846542?pwd=VjlrL25rMGkwY2paMmxhckhKbnJSZz09</a> Meeting ID: 267 484 6542 Call-In Number: 1(669)900-6833 Code: 2674846542# Passcode: 1055

**AGENDA**

1. Approve/Modify Agenda\*
2. Approve February Minutes\*
3. Introductions
4. Treasurers Report (John)\*
5. AFSC/ARCD Partnership Agreement – Amendment to Appendix 8\*
  - a. Inclusion of Administrative Assistant Position in the Wage Rate Summary
6. Coordinator Report (Amanda)
  - a. PG&E Grant Proposal
7. Partner Updates
  - a. Cal Fire
  - b. Amador Fire Protection District
  - c. Bureau of Land Management (BLM)
8. Public Comment
9. Other items/adjourn

\*Action items  
 Meeting will be recorded.



**AMADOR FIRE SAFE COUNCIL BOARD MEETING**  
**February 19, 2025 3:00pm**



Board Present: Patrick Minyard (PM), John Heissenbuttel (JH), Connie Gonsalves (CG), Chris Dow (CD), Susan Peters (SP)

Staff Present: Amanda Watson (AW), Dana Simpson (DS)

PM Call to order 3:03

1. Approve/Modify Agenda – *CG motioned for approval; JH seconded, all in favor, motion carried.*
2. Approval of November Minutes – CD motioned for approval; JH seconded, all in favor, motion carried.
3. Introductions
4. Treasurers Report

As of Jan 31<sup>st</sup> the bank balance \$591,464.18, reserve account will be replenished when funds are received from CalFire.

5. Coordinator Report  
AW Reviewed Coordinator's report from the Board packet, reviewed funding opportunities, freezes, etc. Reviewed GIS project – mapping app
  - a. Coordinator Grant Update – reviewed the PowerPoint that was prepared for CAFSC – included in board packet
6. FireWise Community Program Update  
AW reviewed the write up is in the board packet – M Watts has reduced her hours to part-time, discussed ongoing assistance that we will provide.
7. Partner Updates
  - a. Cal Fire – none
  - b. Amador Fire Protection District – none
  - c. Bureau of Land Management (BLM) – none
8. Public Comment
9. Other items/adjourn

*Meeting Adjourned*

## AMADOR FIRE SAFE COUNCIL

	2025 Budget		As of Feb 28, 2025
<b>Expenses</b>			
<b>Grants Expenses</b>			
305 AFSC Coordinator	50,070.00	1	8,382.39
306 Finance Manager	16,700.00	2	2,615.43
307 Outreach Coordinator	20,600.00	3	3,197.32
308 Technical Assistance	2,250.00	4	3,794.05
309 Project Management	80,800.00	5	14,919.66
310 RPF Professional Forester	154,625.00		13,577.50
320 Groundwork Contracted Labor	1,302,520.00		118,967.39
325 Consulting Services	41,000.00		0.00
350 Outreach/Materials/Supplies	37,575.00		54.31
<b>Total Grant Expenses</b>	<b>1,706,140.00</b>		<b>165,508.05</b>
<b>Operating Expenses</b>			
311 Bookkeeper (Finance Manager)	15,310.00	6	2,487.82
305-1 AFSC Coordinator	8,940.00	7	0.00
321 State Filing Fees	350.00		0.00
325-1 Consultant	5,000.00	8	0.00
330 Insurance, D&O	3,000.00		0.00
343 Bank Charges	50.00		8.00
345 Office Supplies	1,500.00		21.44
346 Postage	400.00		0.00
350 General Outreach	10,000.00	9	0.00
365 Professional Fees	600.00	10	0.00
365 Telephone	300.00		0.00
370 Mileage	4,000.00		481.14
Other	0.00		0.00
<b>Total Operating Expenses</b>	<b>49,450.00</b>		<b>2,998.40</b>
<b>Unrestricted Reserves</b>	<b>100,000.00</b>		<b>0.00</b>
<b>Total Expenses</b>	<b>1,855,590.00</b>		<b>168,506.45</b>

## Revenue

### Grants

PG&E CEMA Program	35,000.00	11	0.00
SNC Tiger Creek Implementation	18,478.00		646.90

CAL FIRE Ingress/Egress 1	161,778.00	126,768.69
CAL FIRE Ingress/Egress 2	68,994.00	9,274.06
SNC County Steward Implementation	516,980.00	852.30
Community Fuel Break	245,345.00	908.40
CAL FIRE Pine Acres Maintenance	209,100.00	9,556.00
CAL FIRE Upper Rancheria	132,250.00	4,925.34
SNC RFFCP	70,800.00	10,259.55
BLM Rancheria/Thompson Ridge	205,965.00	95.69
CAL FIRE Volcano Hills	33,750.00	2,578.76
CAL FIRE CWPP	8,000.00	0.00
Misc Income	0.00	0.00
Contributions	500.00	54.24
Indirect/Admin Revenue	177,385.00	16,599.54
Interest Income	100.00	24.39
<b>Total Revenue</b>	<b>1,884,425.00</b>	<b>182,543.86</b>

1. Assumes 676 hours/year
2. Assumes 262 hours/year
3. Assumes 490 hours/year
4. Assumes 50 hours/year
5. Assumes 1433 hours/year
6. Assumes 240 hours/year (not billable to grants)
7. Assumes 120 hours/year (not billable to grants)
8. Consulting expense not billable to grants
9. Outreach that is not directly billable to a specific grant
10. Tax preparation
11. Assumes we receive grant.

## Amador Fire Safe Council Fund Balances

	As of Dec 31, 2024	As of Feb 28, 2025
5591 General Fund	88,290.57	78,997.70
Savings/Reserve Account	150,087.62	150,111.89
4255 PG&E/CWPP	100.00	100.07
4412 Tiger Creek Enhance	100.18	100.18
4420 CFSC Coordinator	100.13	100.13
4222 Tiger Creek Implementation	100.03	100.03
4651 Ingress/Egress	632.95	633.00
4834 AmCo Stewardship	299,313.50	299,337.69
4842 Community Fuel Break	199.25	199.25
4842 Pine Acres Fuel Break	46,435.75	46,439.66
<b>Total</b>	<b>585,359.98</b>	<b>576,119.60</b>

**Amador Fire Safe Council Grant Snapshot**  
as of February 28, 2025

	<b>AFSC</b>	<u>Grant Period</u>	<u>Amount Awarded</u>	<u>Direct Cost</u>	<u>Indirect Cost</u>	<u>Grant Funds Spent to Date</u>	<u>Remaining Advance</u>	<u>Invoiced</u>	<u>Amount remaining</u>
1	Coordinator (CAFSC) - Round 2 - COMPLETE	4/15/2024 - 12/31/2024	\$ 173,217.00	\$ 157,470.00	\$ 15,747.00	\$ 159,644.44	\$ -	\$ 11,436.44	\$ -
2	Tiger Creek Implementation 1200 (SNC)	7/28/2020 - 1/1/2026	\$ 834,126.00	\$ 744,756.00	\$ 89,370.00	\$ 808,179.48	\$ -	\$ 57,443.02	\$ 25,946.52
3	Tiger Creek Enhancement 1330 (SNC)	9/13/2021 - 1/1/2027	\$ 220,200.00	\$ 200,200.00	\$ 20,000.00	\$ 220,200.00	\$ -	\$ 22,112.52	\$ -
4	Ingress/Egress (CalFire) 5GG19102	5/13/2020 - 3/1/2025	\$ 1,044,296.00	\$ 949,360.00	\$ 94,936.00	\$ 1,003,690.05	\$ -	\$ 202,708.10	\$ -
5	Ingress/Egress Phase 2 (CalFire) 5GA21119	6/2/2022 - 03/15/2025	\$ 600,000.00	\$ 545,455.00	\$ 54,545.00	\$ 545,681.95	\$ -	\$ 55,153.52	\$ 54,318.05
6	Pine Acres (CalFire) 5GG20101	approval - 3/15/2025	\$ 515,405.00	\$ 468,550.00	\$ 46,855.00	\$ 92,969.53	\$ 35,902.28		\$ 422,435.47
7	Upper Rancheria Community Fuel Break 5GA21149	10/17/2023 - 5/31/2025	\$ 950,010.00	\$ 863,645.00	\$ 86,365.00	\$ 653,488.19	.	\$ 24,148.84	\$ 296,521.81
8	Amador Community Fuel Break Develop Proj (CalFire) 5GG21201	8/4/2022 - 3/15/2026	\$ 726,000.00	\$ 660,000.00	\$ 66,000.00	\$ 457,036.28	\$ -	\$ 32,164.56	\$ 268,963.72
9	Volcano Hills Community Fuel Break - 5TR23100	12/2/2024 - 3/15/2027	\$ 1,018,204.00	\$ 925,640.00	\$ 92,564.00	\$ 2,836.64	\$ -	\$ 2,836.64	\$ 1,015,367.36
10	RFFCP 1705 (SNC)	6/17/2024 - 5/31/2027	\$ 213,290.00	\$ 193,900.00	\$ 19,390.00	\$ 19,450.83	\$ -	\$ 17,109.27	\$ 193,839.17
11	AmCo Implementation 1370 (SNC)	8/23/2022 - 1/1/2028	\$ 1,288,444.00	\$ 1,171,313.00	\$ 117,131.00	\$ 477,464.06	\$ 295,940.81	\$ -	\$ 810,979.94
12	Rancheria Thompson Ridge - BLM	9/1/24 - 8/31/28	\$ 778,280.00	\$ 753,320.00	\$ 24,960.00	\$ 1,832.93	\$ -	\$ 1,797.84	\$ 776,447.07
13	County Wide CWPP 5GG23119	11/28/2024 - 3/15/2030	\$ 167,860.00	\$ 152,600.00	\$ 15,260.00	\$ -	\$ -	\$ -	\$ 167,860.00
			<b>\$ 8,529,332.00</b>	<b>\$ 7,786,209.00</b>	<b>\$ 743,123.00</b>	<b>\$ 4,442,474.38</b>	<b>\$ 331,843.09</b>	<b>\$ 426,910.75</b>	<b>\$ 4,032,679.11</b>

\*matches Unearned Revenue      \*Matches Accounts Receivable

# Update to the ARCD/AFSC Partnership Agreement

## Appendix 8: Wage Rate Summary

Prepared for the Amador Fire Safe Council Board: 3/19/2025

### Inclusion of Administrative Assistant Position in the Wage Rate Summary

The ARCD/AFSC Partnership Agreement includes “Appendix 2: Shared Staff – ARCD/AFSC Administrative Assistance.” The ARCD Board has approved the hiring of an Administrative Assistant. However, the wage rates for this position were not previously included in Appendix 8. This update incorporates the Administrative Assistant position into the wage rate table.

Please find below a table outlining the changes to the Wage Rate Summary (Appendix 8) of the ARCD/AFSC Partnership Agreement.

<b>ARCD Job Positions</b>			
Billable Rate Ranges*			
<b>Title</b>	<b>Min Hourly</b>	<b>Max Hourly</b>	<b>Current Staff Rate</b>
Executive Director	\$74.33	\$ 94.77	\$ 74.33
Administrative & Finance Manager	\$ 52.50	\$ 66.92	\$ 63.74
Admin Assistant	\$ 37.86	\$ 48.20	n/a
Forestry Project Manager	\$ 54.29	\$ 69.21	\$59.68
Education & Outreach Coordinator	\$ 37.86	\$ 48.20	\$ 42.03
Natural Resource Technician/Project Coordinator	\$ 38.02	\$ 48.42	\$ 44.79

Amador Resource Conservation District/Amador Fire Safe Council  
Partnership Agreement  
Version Date: ~~8/17/2023~~ 3/19/2025

This partnership agreement is entered into by and between the Amador Resource Conservation District, hereinafter referred to as ARCD and the Amador Fire Safe Council, hereinafter referred to as AFSC, effective February 1<sup>st</sup>, 2022

**Purpose:**

This document establishes a partnership between ARCD and AFSC to coordinate and implement natural resource and fire prevention programs within Amador County. Through the implementation of this partnership ARCD and AFSC will work to promote fire prevention and forest health management practices within the county. Programs will include, but are not limited to:

- Program Planning
- Public Workshops
- Educational Materials
- Technical Assistance
- Mapping
- Grant Writing
- Project Oversight and Management
- Administration Duties

**Agreement:**

The ARCD and AFSC have the common mission of promoting stewardship of natural resources through education, outreach, restoration, and technical assistance projects; and

The ARCD and AFSC recognize the need to work collaboratively in the development and implementation of fuels management and forest health programs within Amador County,

This Agreement shall remain in effect until terminated by mutual agreement of all the parties. Any party may withdraw from this agreement by giving 90 days written notice of its election to do so. A withdrawing party shall in all events remain liable for its proportionate share of obligations and funding.

**Partnership Management:**

Each organization shall appoint one board member and an alternate to represent their organization in decisions regarding this Partnership Agreement and its Appendices.

**Performance Review/Partnership Review:**

Employment decisions and day to day employee management will be made by exclusively by the ARCD. Issues, concerns, and work assignments regarding staff and/or concerns of failure to perform will be discussed with or presented in writing to ARCD Executive Director. The Executive Director will review these issues and address issues with staff.

**Agreement Activities:**

Each project and shared staff position developed and implemented through this partnership agreement shall be incorporated into this agreement by an appendix. The language and terms of each appendix will be approved by each board, signed by the board representative, and included as an attachment to this agreement.

**Payment:**

Payment for shared staff will be invoiced for actual hours worked. All positions will be employees of the ARCD. AFSC will contract for the services of these ARCD employees. Invoices will be submitted to AFSC monthly, hours will be reported by project/grant. Invoices will be emailed to the AFSC board treasurer by the second Tuesday of each month. ARCD will collect an administration fee of 8% on the total hours worked of each employee.

**Responsibilities of the Parties:**

Each organization shall have the legal authority to enter into this agreement, and the institutional, managerial, and financial capacity to implement the tasks described in each project.

Every document prepared under this agreement shall be made available to the other party.

Each organization shall perform the services described in compliance with all applicable federal, state and local laws and regulations and shall possess and maintain all permits, licenses and certificates that may be required for it to perform the services.

Each organization shall defend, indemnify, and hold harmless the other parties including their respective officers, directors, employees, volunteers, and agents from and against all claims of third parties and all associated losses to the extent arising out of the party's gross negligence or willful misconduct in performing any of its obligations under this agreement, or a material breach by a party of any of its representations, warranties, covenants or agreements under this agreement.

Each organization shall maintain their own insurance coverage against any claim, expense, cost, damage or liability arising out of the performance of its responsibilities pursuant to this agreement.

Each organization to this agreement shall perform its responsibilities and activities described herein as an independent party and not as an officer, agent, servant, or employee of any of the other parties hereto. Each organization shall be solely responsible for the acts and omissions of its officers, agents, employees, contractors, and subcontractors, if any.

All employees will be employees of the ARCD. The ARCD is responsible for paying all required state and federal taxes for employees. ARCD agrees to provide workers' compensation insurance for employees and agents and agrees to hold harmless and indemnify the AFSC for all claims arising out of any injury, disability, or death of any of employees or agents.

Additional responsibilities of each organization may be detailed and agreed upon for each project/staff position that is incorporated via the appendices.



This writing and the documents incorporated herein represent the sole, entire, exclusive and integrated agreement between the parties concerning the services, and supersedes all prior oral and/or written negotiations, representations or contracts. Each party to this agreement acknowledges that no representations or promises have been made by any party hereto which are not embodied herein, and that no other agreement or promise not contained in this agreement or in the incorporated documents shall be valid or binding. This agreement may be amended only by a subsequent written amendment approved and executed by all parties.

This agreement shall bind and inure to the benefit of the assigns of the parties; however, each organization shall not subcontract, assign or transfer this agreement or any part of it without the prior written consent of ARCD and AFSC.

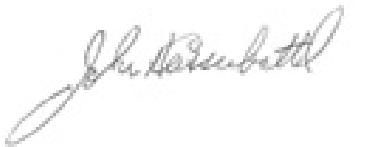
All notices which may be or are required to be given hereunder will be in writing, delivered by messenger or by United States certified or registered mail, postage prepaid, return receipt requested, and will be deemed received upon the date of delivery to the address of the party to receive such notice as set forth below, as evidenced by execution of the return receipt.

If to ARCD:

Executive Director  
Amador Resource Conservation District  
12200 B Airport Road  
Jackson, CA 95642

If to AFSC:

Board Treasurer  
Amador Fire Safe Council  
PO Box 1055  
Pine Grove, CA 95665



John Heissenbuttel  
AFSC Board Treasurer



Steve Cannon  
ARCD Board President

Amador Resource Conservation District/Amador Fire Safe Council  
Partnership Agreement – Appendices List  
Version Date: 8/17/2023

- Appendix 1: Shared Staff –ARCD/AFSC Executive Director
- Appendix 2: Shared Staff –ARCD/AFSC Administrative Assistance
- Appendix 3: Shared Staff –ARCD/AFSC Education & Outreach Coordinator
- Appendix 4: CEQA Lead Agency Assistance
- Appendix 5: Shared Staff –ARCD/AFSC Natural Resource Technical Assistance
- Appendix 6: Shared Staff –ARCD/AFSC Administration & Finance Manager
- Appendix 7: Shared Staff –ARCD/AFSC Forestry Project Manager
- Appendix 8: Shared Staff –ARCD/AFSC Wage Range Summary

**Appendix 1: Shared Staff –ARCD/AFSC Executive Director**

Amended: 8/17/23

**Office Space:** ARCD will be providing office space which will include a desk and access to phone, computer, internet, and printer. If AFSC wants to provide email address/ AFSC phone for staff this will be paid for by the AFSC.

**Equipment/software cost:** General office equipment will be provided by ARCD. If materials/software specific to AFSC are needed, this will be invoiced to AFSC following approval.

**Staffing:** ARCD will provide AFSC staffing in the form of contractors. Staff will report directly to ARCD.

**Invoicing:** ARCD will be responsible for invoicing to the AFSC for reimbursement. The ARCD will prepare monthly invoices including hours worked and a summary of activities completed, all hours will be assigned to an active grant/project. The invoice will be submitted to AFSC on the 2<sup>nd</sup> Tuesday of each month.

**Scope of Work:**

- Develop and maintain partnerships with stakeholders and organizations. Facilitate, plan, and participate in partnership meetings.
- Develop projects and programs, facilitate, and participate planning meetings, research grant opportunities and grant writing.
- Provide updates to the AFSC Board, develop AFSC board packet and monthly reporting.
- Project management for fuels reductions work task include:
  - Administer grant reporting and invoicing, developing projects, researching and outreach to property owners, coordination of environmental document development, develop Request for Proposals, facilitate bid review, develop contract, site visits, coordinate with contractors.
- Project Management for Coordination and Public Outreach/Education work tasks include:
  - Administer grant reporting and invoicing, developing projects, facilitating, and organizing outreach and education events with partners. Developing content for social media, website, newsletter, and other outreach material.
- Provide general supervision for work on AFSC projects and programs. Duties Include:
  - provide continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines and priorities. Assures that the work is technically accurate and in compliance with instructions or established procedures. Provide regular guidance, goal setting, performance reviews, and other duties as required.
- General duties: phone calls, emails, contract administration, and reviewing contractor invoices.

**Compensation:**

Executive Director	See Wage Range Summary
Travel Reimbursement	Standard IRS Rate Per Mile
Overhead Fee	8% of total hourly invoice

**Appendix 2: Shared Staff – ARCD/AFSC Administrative Assistance**

**Amended: 8/17/23**

**Office Space:** ARCD will be providing office space which will include a desk and access to phone, computer, internet, and printer. If AFSC wants to provide email address/ AFSC phone for staff this will be paid for by the AFSC.

**Equipment/software cost:** General office equipment will be provided by ARCD. If materials/software specific to AFSC are needed. This will be invoiced to AFSC following approval.

**Staffing:** ARCD will provide staffing in the form of contractors. Staff will report directly to ARCD.

**Invoicing:** ARCD will be responsible for invoicing to the AFSC for reimbursement. The ARCD will prepare monthly invoices including hours worked and a summary of activities completed, all hours will be assigned to an active grant/project. The invoice will be submitted to AFSC on the 2<sup>nd</sup> Tuesday of each month.

**Scope of Work:**

**Essential Functions:**

The Administrative Assistance will function as the district’s bookkeeper and coordinate central administrative processes (office services, central filing, and printing), general purchasing requests, and general office duties.

**Bookkeeping/Financial Tasks:**

Prepare monthly, quarterly, and/or annual reporting and invoicing on state/federal grants.

Monthly preparation of basic financial reports including but not limited to Profit & Loss Statements, Cash Flow Reports and Balance Sheets.

Assistance with regular financial audits.

**Administrative Tasks:**

Provide administrative support to the AFSC Executive Director by preparing correspondence materials, public meeting posting and meeting scheduling.

Interact with all members within the organization, contractors, Board of Directors, government agencies and business relations.

**Compensation:**

Administrative Assistance

See Wage Range Summary

Travel Reimbursement

Standard IRS Rate Per Mile 8%

Overhead Fee

of total hourly invoice

**Appendix 3: Shared Staff –ARCD/AFSC Education & Outreach Coordinator**

**Amended: 8/17/23**

**Office Space:** ARCD will be providing office space which will include a desk and access to phone, computer, internet, and printer. If AFSC wants to provide email address/AFSC phone for staff this will be paid for by the AFSC.

**Equipment/software cost:** General office equipment will be provided by ARCD. If materials/software specific to AFSC are needed. This will be invoiced to AFSC following approval.

**Staffing:** ARCD will provide staffing in the form of contractors. Staff will report directly to ARCD.

**Invoicing:** ARCD will be responsible for invoicing to the AFSC for reimbursement. The ARCD will prepare monthly invoices including hours worked and a summary of activities completed, all hours will be assigned to an active grant/project. The invoice will be submitted to AFSC on the 2<sup>nd</sup> Tuesday of each month.

**Scope of Work:**

Essential Functions:

The Education & Outreach Coordinator (Coordinator) is responsible for developing and coordinating education efforts, outreach efforts on several AFSC programs. The coordinator will develop communication strategies and develop successful partnerships to achieve community engagement.

- Support development and implementation of outreach strategy including content creation for publications, advertisement campaigns, and displays.
- Develop, coordinate, and advertise workshops and events on a variety of topics and for a variety of audiences.
- Coordinate outreach to Road Associations, and other community organizations to collect 'Rights of Entry' paperwork for fire prevention projects. Assist these organizations with the development of outreach opportunities.
- Develop education and outreach materials and presentations for AFSC programs and projects.
- Coordinate AFSC outreach through social media, monthly e-newsletters, and e-blasts.
- Assist with management of the AFSC website.
- Represent the AFSC at community events, meetings, and workshops in a professional manner.
- Develop and implement appropriate tabling activities based on anticipated audience.
- Act as the initial point of contact for the public.
- Support grant writing efforts to support and sustain current and future programs.

**Compensation:**

Education & Outreach Coordinator  
Travel Reimbursement  
Overhead Fee

See Wage Range Summary  
Standard IRS Rate Per Mile 8% of  
total hourly invoice

#### **Appendix 4: CEQA Lead Agency Assistance**

The Amador Resource Conservation District (ARCD) is a partner and stakeholder in many Amador Fire Safe Council projects by providing staff to develop and implement projects as well as providing input and other support when possible.

The ARCD, as a special districts of the California government and a participating partner, can provide support to the AFSC by serving as the lead agency on fuels reductions and forest health projects to complete CEQA compliance. Below outlines the details in which the ARCD will act as the lead agency.

**Project Type:** ARCD will act as lead agency on fuel reduction and fuel break development projects utilizing practices that include handwork, mastication, mechanical/hand piling, pile burning and herbicide application.

**CEQA Compliance:** This policy will only apply when a Notice of Exemption (CEQA Article 9 Exemptions 15304 Minor Alterations to Land) is deemed to be the appropriate CEQA compliance mechanism.

#### **Process:**

AFSC will complete all necessary field work, documentation and submit to ARCD staff for review. All documentation will be submitted by the first of the month to ensure adequate review before the upcoming board meeting. ARCD staff will review documentation for thoroughness and submit to the Board of Directors for review and approval. The AFSC will provide a brief presentation at the ARCD board meeting.

When a project is approved ARCD will file required documents with Amador County. AFSC will pay all filing fees required by Amador County and/or the State Clearinghouse.

AFSC will reimburse ARCD for staff time required to review documentation at the agreed upon rate in the ARCD/AFSC Partnership Agreement.

#### **Required Documentation:**

- Notice of Exemption Form
- Project Scope/Workplan
- Funding Status
- Budget
- Environmental Review Report for NOEs
  - Biological Report
  - Archaeological Research Documentation

**Appendix 5: Shared Staff – ARCD/AFSC Natural Resource Technical Assistance****Amended: 8/17/23**

**Office Space:** ARCD will be providing office space which will include a desk and access to phone, computer, internet, and printer. If AFSC wants to provide email address/ AFSC phone for staff this will be paid for by the AFSC.

**Equipment/software cost:** General office equipment will be provided by ARCD. If materials/software specific to AFSC are needed this will be invoiced to AFSC following approval.

**Staffing:** ARCD will provide staffing in the form of contractors. Staff will report directly to ARCD.

**Invoicing:** ARCD will be responsible for invoicing to the AFSC for reimbursement. The ARCD will prepare monthly invoices including hours worked and a summary of activities completed, all hours will be assigned to an active grant/project. The invoice will be submitted to AFSC on the 2<sup>nd</sup> Tuesday of each month.

**Scope of Work:**

Essential Functions:

- Collaborate with partners and stakeholders to develop, fund, and implement forest health and fuel reduction, and other projects as needed such as: defensible space, strategic fuel breaks, prescribed burning, forest stand improvement, and invasive species removal and revegetation.
- Under the supervision of the Executive Director manage contractors implementing forestry projects including large landscape scale forest health, strategic fuel breaks, and fire fuel mitigation projects
- Under the supervision of the Executive Director manage contracts with funders, consultants, and subcontractors.
- Work with supporting staff to manage project budgets, invoicing, and reporting.
- Coordinate with project partners and consultants to develop environmental documentation and permits.
- Coordinate the development of project designs and logistics for project implementation.
- Provide oversight of implementation activities, including photo and biological monitoring.
- Grant writing and reporting.
- Assist staff on other projects as appropriate.
- Respond to landowner requests for technical assistance in relation to current or future AFSC projects.
- Oversee monitoring activities, including collecting data in the field, data entry, equipment preparation and maintaining supplies.

**Compensation:**

Administrative Assistance

See Wage Range Summary

Travel Reimbursement

Standard IRS Rate Per Mile

Overhead Fee

8% of total hourly invoice

**Appendix 6: Shared Staff – Administration and Finance Manager****Amended: 8/17/23**

**Office Space:** ARCD will be providing office space which will include a desk and access to phone, computer, internet, and printer. If AFSC wants to provide email address/ AFSC phone for staff this will be paid for by the AFSC.

**Equipment/software cost:** General office equipment will be provided by ARCD. If materials/software specific to AFSC are needed this will be invoiced to AFSC following approval.

**Staffing:** ARCD will provide staffing in the form of contractors. Staff will report directly to ARCD.

**Invoicing:** ARCD will be responsible for invoicing to the AFSC for reimbursement. The ARCD will prepare monthly invoices including hours worked and a summary of activities completed, all hours will be assigned to an active grant/project. The invoice will be submitted to AFSC on the 2<sup>nd</sup> Tuesday of each month.

**Scope of Work:**

## Essential Functions:

- The Administration and Finance Manager will function as the district's bookkeeper and coordinate central administrative processes (office services, central filing, and printing), general purchasing requests, and general office duties.
- Prepare monthly, quarterly, and/or annual reporting and invoicing on state/federal grants.
- Monthly preparation of basic financial reports including but not limited to Profit & Loss Statements, Cash Flow Reports and Balance Sheets.
- Assists the AFSC Coordinator in managing business operations. Works to continually improve support and coordination across all projects/ programs to increase efficiency. Identifies and executes process and system improvements.
- Planning and Budgeting: Works closely with AFSC Coordinator and Board to (1) develop annual budget and assist with budget adjustments; (2) manage and track incoming revenue from private or government grants; and contracts (3) track cost-sharing requirements; and (4) review timecards, invoices, and expense reports.
- Contracting: (1) works closely with AFSC Coordinator to develop/maintain template contracts for common contract types; (2) manages post-award contract and subcontract development; and (3) manages post-award contract administration including dissemination of award information and other required documents such as insurance certificates, audits, license information, and budget information.
- Compliance: works with AFSC Coordinator to (1) ensure that program files are managed appropriately; (2) ensure grant compliance according to government regulations and grant agreements; and (3) support contracting and implementation compliance specific to California state labor and construction law.

**Compensation:**

Administrative Assistance

See Wage Range Summary

Travel Reimbursement

Standard IRS Rate Per Mile

Overhead Fee

8% of total hourly invoice



**Appendix 7: Shared Staff – Forestry Project Manager****Amended: 8/17/23**

**Office Space:** ARCD will be providing office space which will include a desk and access to phone, computer, internet, and printer. If AFSC wants to provide email address/ AFSC phone for staff this will be paid for by the AFSC.

**Equipment/software cost:** General office equipment will be provided by ARCD. If materials/software specific to AFSC are needed this will be invoiced to AFSC following approval.

**Staffing:** ARCD will provide staffing in the form of contractors. Staff will report directly to ARCD.

**Invoicing:** ARCD will be responsible for invoicing to the AFSC for reimbursement. The ARCD will prepare monthly invoices including hours worked and a summary of activities completed, all hours will be assigned to an active grant/project. The invoice will be submitted to AFSC on the 2<sup>nd</sup> Tuesday of each month.

**Scope of Work:**

## Essential Functions:

- Collaborate with partners and stakeholders to develop, fund, and implement forest health and fuel reduction, and other projects as needed such as defensible space, strategic fuel breaks, prescribed burning, forest stand improvement, and invasive species removal and revegetation.
- Coordinate with FireWise Communities and other landowners in developing project proposals and garnering Right of Entries for project implementation.
- Perform day-to-day project management of projects and coordinate with project Registered Professional Forester.
- Manage contractors implementing forestry projects including large landscape scale strategic fuel breaks and ingress/egress projects.
- Manage contracts with funders, consultants, and subcontractors.
- Coordinate with the Finance Manager to manage project budgets, invoicing, and reporting.
- Manage communications between project partners and stakeholders.
- Coordinate with project partners and consultants to develop environmental documentation and permits.
- Coordinate the development of project designs and logistics for project implementation.
- Provide oversight of implementation activities, including photo and biological monitoring
- Grant writing and reporting
- Assist staff on other projects as appropriate.
- Respond to landowner requests for technical assistance.
- Oversee monitoring activities, including collecting data in the field, data entry, equipment preparation, and maintaining supplies.
- Facilitates cross-program learning and collaboration among staff, including attending staff meetings and other periodic cross-program learning and team building opportunities.

**Compensation:** Administrative

Assistance Travel

See Wage Range Summary

Reimbursement

Standard IRS Rate Per Mile

Overhead fee

8% of total hourly invoice

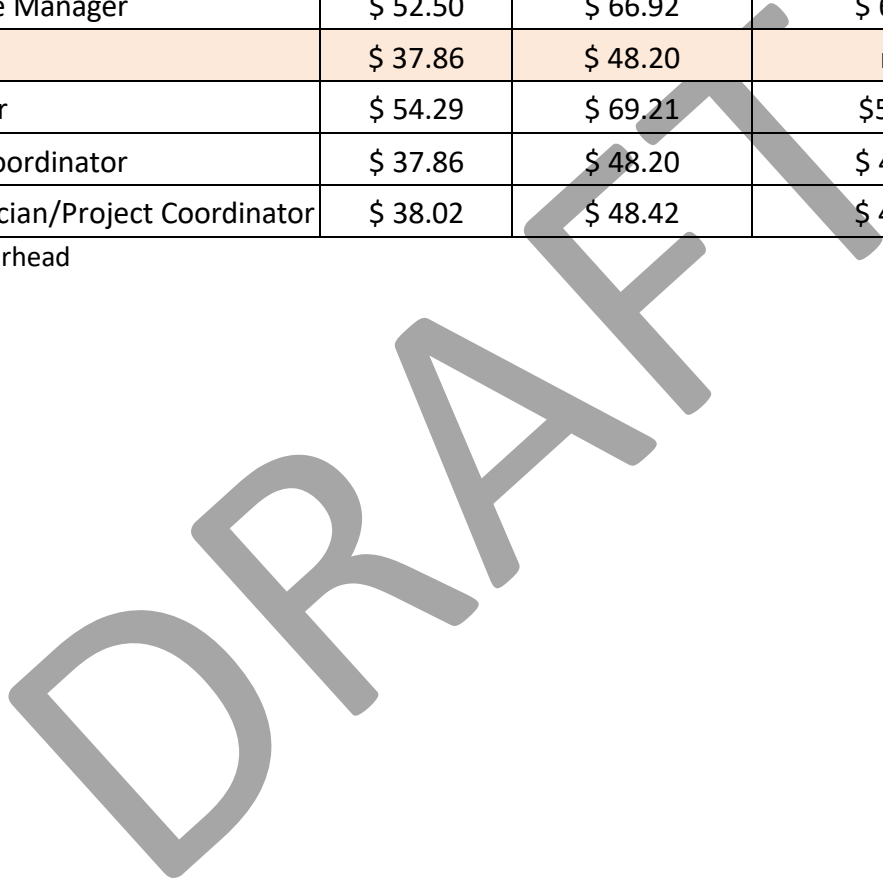
**Appendix 8: Wage Range Summary**

**DRAFT Amended: 3/14/2025**

Effective 7/1/2024

<b>ARCD Job Positions</b>			
Billable Rate Ranges*			
<b>Title</b>	<b>Min Hourly</b>	<b>Max Hourly</b>	<b>Current Staff Rate</b>
Executive Director	\$ 74.33	\$ 94.77	\$ 74.33
Administrative & Finance Manager	\$ 52.50	\$ 66.92	\$ 63.74
Admin Assistant	\$ 37.86	\$ 48.20	n/a
Forestry Project Manager	\$ 54.29	\$ 69.21	\$59.68
Education & Outreach Coordinator	\$ 37.86	\$ 48.20	\$ 42.03
Natural Resource Technician/Project Coordinator	\$ 38.02	\$ 48.42	\$ 44.79

\*Rates include 8% overhead



**Ongoing Projects**

<b>Project</b>	
Upper Rancheria Fuel Break (URFB)	Work has started by Krisman on this project and adjacent project AmCo on the Shakeridge Unit. Expected to complete 270 acres by May 2025. Funds from this grant will be utilized to develop CEQA from the Butte Mtn and Mt.Crossman Fuel Breaks.
Pine Acres Fuel Break – <i>grant close-out</i>	All implementation work for this project has been completed and the project and grant are being closed out. The project will meet the goal of maintaining the Pine Acres fuel break, but not all grant funds will be expended.
Ingress/Egress (Phase1 & Phase 2) – <i>grant close-out</i>	All work has been completed on these grants and the closeout of the grants is in process. The final reporting for this project will be completed prior to the end of March 2025.
Tiger Creek/Crestview Forest Health	The PCA conducted an initial site visit and is in the process of developing a Pesticide Use Plan (PUP) with BLM. Application is anticipated to be conducted in June 2025. The application of approximately 13 acres should only take a single day to accomplish.
AmCo Stewardship Forest Health	Shakeridge West parcel adjacent to URFB has been completed. The contractor (Krisman) will finish the ~45 acres of URFB and then complete the two nearby AmCo BLM parcels, Shakeridge East and Quartz Mountain. AFSC has a contract with a wildlife biologist if bird surveys are needed. Staff and project RPF are working on finalizing the forest health thinning RFP, the remaining tasks are to finalize the timeline and identify the process for what is to be done with the material, which needs to be coordinated with BLM forester.
River Pines Fuel Break	River Pine Fuel Break is complete, staff will be evaluating additional projects for remaining funds in Q2 2025.
Volcano Hills Fuel Break	The Town Hall for the fuel break was held 2/19. The event was well attended. The project is soliciting ROEs, conducting site visits, and in the beginning stages of CEQA development.
Community Fuel Break Development Program	Funded under 2 CalFire grants. Staff are working to take 2 community fuel breaks through the CEQA process. Project are Butte Mtn and mt. Crossman.
Community Wildfire Protection Plan	Steering Committee scheduled for March 18 <sup>th</sup> . Current tasks include finalizing the scope of work, developing solicitation & review process, and schedule stakeholder listening session.

**2025 AFSC Projects in initiation phase (funded)**

<b>Project</b>	<b>Project Lead</b>
Volcano Hills Fuel Break: Lead	Todd Bertwell
Rancheria/Thompson Ridge Fuel Break	Gordon Long
County-wide Community Wildfire Protection Plan (CWPP) development	Todd Bertwell/Amanda Watson
Internal Project Mapping system/Community facing map web apps	Todd Bertwell/Amanda Watson
County-wide Collaboration	Amanda Watson
Countywide mapping system	Todd Bertwell/Amanda Watson
County-wide monitoring protocol and maintenance intervals	Amanda Watson/Gordon Long

**Projects in-development (unfunded)**

<b>Project</b>	<b>Potential Funding Source</b>
Rendic Fuel Break	CalFire WP, BLM, Calfire FH
Butte Mountain Fuel Break	CalFire WP, BLM
Jackson Gate/Kennedy Mine Fuel Break	PG&E
Pine Grove Central Corridor Fuel Break	CalFire WP, BLM
Mt. Crossman Fuel Break	CalFire WP, BLM
Continuation of Ingress/Egress	CalFire WP
Rancheria Fire Scar Forest Health Project	CalFire FH
Community Fuel Break Program - Implementation	BLM, CalFire WP

## 2025 PG&E Fuels Reduction Grant Proposal

Type of Project: Fuels Reduction

Elevation: 1500-1600 feet

Center of Treatment Area: 120 47' 10" W, 38 22" 9" N

Habitat Type: Blue Oak Woodland (BOW); with the dominant vegetation species including blue, oak, grey pine, buckeye, interior live oak

Potential Cooperating Landowners:

1. The Kennedy Mine- 044-010-027-000, 95.4 Acres
2. Ronald & Robert Beaton- 044-010-094, 40.8 Acres
3. City of Jackson- 044-010-032-000, 4.7 Acres
4. Jon and Carolyn Crowley Trust- 044-010-026-502, 5.1 Acres
5. Kirk & Lynn Bryson Family Trust- 044-010-022-000, 21.4 Acres

Proposal Synopsis:

This fuels reduction project expands upon three previous nearby PG&E fuels reduction grants received and completed by the Amador FSC in 2024 (Jackson Gate), 2022 (Ohio Hills), and Kennedy Mine (2019). This also connects to local fuels reduction work done on the historic Kennedy Mine Park. A significant portion of the treatment footprint lies within this Park. The project lies within the city limits of Jackson, California, the County seat of Amador County, so it sits within the Local Responsibility Area (LRA) as designated by CalFire. This project would serve significant fire protection for the adjacent Jackson, California Customer Service Office of PG&E, which has a physical address of 12626 Jackson Gate Road, Jackson, CA 95642.

This project is scalable. If the full requested amount is not available, AFSC could reduce costs on a percentage basis. Basically, field work accounts for 80% of the expense, and staff time and indirect costs account for the remaining 20%. We are suggesting a bare minimum of fuels treatment should be 20 acres.

Budget Items

Item	Cost Per	Total Cost
Project Oversight	\$60/hour – 115 hours	\$6,900.00
Registered Forester contractor	\$125/hour- 16 hours	\$2,000.00
Reporting & Invoicing	\$65/hour- 10 hours	\$650.00
Mastication Field Work	\$2400/ Acre- 33 Acres	\$79,200.00
Mileage	\$.70/mile- 350 miles	\$245.00
<b>TOTAL</b>		<b>\$88,995.00</b>
10 % Indirect		\$8,899.50
<b>TOTAL REQUEST</b>		<b>\$97,894.50</b>

# Upper Jackson Gate Project Map

## PG&E 2025 Submission- 33 Acres of Fuels Reduction

