

AUKUM FAIRPLAY FIRE SAFE COUNCIL  
POLICIES AND PROCEDURES MANUAL

**Table of Contents**

EXECUTIVE SUMMARY .....	3
Article I – General Policies.....	4
Article II – Records Retention .....	5
Article III – Accounting System and Records.....	9
Article IV – Grants: Proposals, Administration and Accounting .....	13
Article V – Procurement System.....	17
Article VI – Personnel Management System.....	19
Article VII – Travel, Lodging, Meals and Professional Association Membership .....	21
Article VIII – Conflict of Interest.....	22
Article IX – Rights of AFFSC Members.....	25
Article X – Drug Free Workplace .....	26
Article XI – Non-Discrimination .....	28
Article XII – Sexual Harassment .....	29
Article XIII – Grievances and Complaints.....	31
Article XIV – Whistleblowers .....	33
Article XV – Equipment Loan.....	35
Article XVI – Bank Accounts .....	36
Article XVII – Reimbursements.....	37
Article XVIII – Insurance, Volunteer Liability Waiver and Accident Reporting.....	39
Article XIX – Project Support (see EDCFSC PPM).....	41
Article XX – AFFSC Events .....	41
APPENDICES .....	43
APPENDIX A.....	44
Sample AFFSC Meeting Agenda.....	44
APPENDIX B.....	46
Sample AFFSC Meeting Minutes.....	46
APPENDIX C.....	49
Standing Committees .....	49
Defensible Space Committee .....	49
Risk Assessment/Community Wildfire Protection Plan (CWPP) Committee.....	50
Grants Committee.....	51
Outreach & Public Education Committee (Outreach Committee) .....	52
Public Education Role.....	52
Outreach/Social Media Role .....	53
Fundraising Committee.....	53
Parliamentary Committee .....	54
APPENDIX D.....	56
Executive Board and Other Member Duties.....	56
Officers .....	56
Board Member Duties.....	56
Non-Officers .....	59

## GLOSSARY OF ACRONYMS

AFFSC Aukum Fairplay Fire Safe Council  
BLM Bureau of Land Management  
CAL FIRE State Department of Forestry and Fire Protection  
CAP Community Action Plan  
CEQA California Environmental Quality Act  
CERT Community Emergency Response Team  
CSFC California Fire Safe Council  
CWPP Community Wildfire Protection Plan  
DOT Department of Transportation  
EDC El Dorado County  
EDSO El Dorado County Sheriff's Office  
EDCFS El Dorado County Fire Safe Council  
EDD El Dorado Disposal  
EIR Environmental Impact Report  
EIS Environmental Impact Study  
ENF Eldorado National Forest  
EPA Federal Environmental Protection Agency  
FEMA Federal Emergency Management Agency  
FONSI Finding of No Significant Impact  
FRA Federal Response Area  
FSC Fire Safe Council  
HAZMAT Hazardous Material  
LRA Local Responsibility Area  
MRA Mutual Response Area  
NEPA National Environmental Protection Agency  
NFPA National Fire Protection Agency  
OES Office of Emergency Services  
PIO Public Information Officer  
PFPD Pioneer Fire Protection District  
PVFA Pioneer Volunteer Firefighters Association  
RAC Resources Advisory Committee  
RFP Request for Proposal  
RPF Registered Professional Forester  
SO Sheriff's Office  
SRA State Responsibility Area  
USDA United States Department of Agriculture  
USFS United States Forest Service  
WUI Wildland Urban Interface

## EXECUTIVE SUMMARY

The Aukum Fairplay Fire Safe Council (AFFSC or Council) was formed in 2019 and is an Associate Council of the El Dorado County Fire Safe Council (EDCFSC). The Council membership is comprised of a minimum of 15 and maximum of 25 community members. The mission of the AFFSC is to mitigate loss of life and property in the AFFSC area from the effects of catastrophic wildfire through community education, mobilization and action, working with other FireSafe Councils and stakeholder agencies and organizations.

The Aukum Fairplay area is identified by the federal government as an area at risk for a catastrophic wildland fire event. The land within and adjacent to Aukum Fairplay has heavy fuel loads and steep topography, making it extremely vulnerable to wildfire. It is classified as a wildland-urban interface (WUI) zone.

The AFFSC Policies and Procedures Manual (PPM) duplicates much of the EDCFSC PPM, and supplements that document, so that users may refer to only one document. The purpose of the AFFSC PPM is to serve as a resource tool. Its contents provide answers to many questions raised by newly-elected members, and it provides instruction and guidance to new and veteran members alike. PPM contents are updated as deemed necessary and with approval and with concurrence of the Council. Contents and addenda may include, but are not limited to:

General and specific policies, including those mandated by statute, to be followed by the AFFSC membership, contract employees, consultants, et al.;

Member duty statements that clearly delineate the expectations of, functions, activities, and responsibilities of those who serve the community as a member of the body, including the members of its Executive Board (Board);

Educational documentation that sets forth detailed descriptions of the functions and responsibilities of the AFFSC's committees, sponsored project activities and how such activities are to be carried out;

Helpful tools to be used for maintaining and accessing the AFFSC's website and electronic storage systems;

Administrative forms, timesheet and timesheet reports, supporting documents and instructions required for member reimbursement requests, etc.;

Reports, plans, and other pertinent information related to all AFFSC projects;

Samples of AFFSC meeting materials, including agendas, minutes, and a list of acronyms.

AUKUM FAIRPLAY FIRE SAFE COUNCIL  
POLICIES AND PROCEDURES MANUAL

**Article I – General Policies**

Section 1.01 Bylaws

The AFFSC shall develop and maintain a set of bylaws, which shall govern how the Council operates.

Section 1.02 Legal Obligations and Principles

The Council shall establish a statement of legal obligations and principles for AFFSC members.

Section 1.03 Rights of Volunteer Members

The Council shall establish a statement of rights of volunteer members.

Section 1.04 Conflict of Interest

The Council shall establish a conflict of interest statement.

Section 1.05 Member Requirements

The Council shall establish Council members and other member requirements .

Section 1.06 Federal, State and Local Laws, Regulations and Ordinances

The Council shall operate within all applicable federal, state and local laws, regulations and ordinances

Section 1.07 Maintenance of Accounting Records

The Council shall establish and maintain accounting records in accordance with generally accepted accounting principles.

Section 1.08 Standing and Ad Hoc Committees

The Council shall establish standing committees to carry out its mandates, functions, responsibilities, and establish ad hoc committees as required.

## **Article II – Records Retention**

### Section 2.01 Non-Profit Organization

As an Associate Council of the EDCFSC, a tax-exempt, non-profit organization, the AFFSC's record-keeping and record retention schedules are required.

There are two specific considerations for a non-profit organization to have an established records retention policy:

In order to retain federal tax exemption, a non-profit organization must be able to establish that it is organized and operated as to the specified purpose that gave rise to the Internal Revenue Service's grant of a tax exemption. The EDCFSC's non-profit classification is as a non-profit public benefit corporation (IRC section 501(c) (3)).

Under the Federal Sarbanes-Oxley Act (2002), the destruction of documents in the face of a governmental inquiry is a criminal offense and applies to both for-profit and non-profit organizations. Although there have been various state and federal requirements regarding the maintenance of records before Sarbanes-Oxley, it is now of utmost importance to maintain a policy of record retention and be aware of this law in the decision-making process for destruction of documents.

### Section 2.02 Council's Plans, Outcomes, Policies and Performance

A record is any material that contains information about the organization's plans, results, policies or performance. Anything about the organization that can be represented with words or numbers can be considered a business record which must be retained and managed for several years or even permanently depending on the nature of the information. The terms "records" and "records retention" include hard paper copy, computer disks, microfilm, scanned or digitized copies, magnetic and visual media and other electronic communications.

### Section 2.03 Records Management

This records management policy is designed to conform to the Federal and State charitable laws. Note that California law gives the Attorney General an unusually long statute of limitations of 10 years during which to bring an action for breach of charitable trust. Therefore, unless a record is required to be kept permanently, retention for financial records, correspondence, financial statements, leases and contracts, legal claims and litigation, etc., is 10 years.

RECORDS RETENTION	
TYPE OF RECORD	WORKING FILES LOCATION
<b>FINANCIAL RECORDS</b>	
Bank Statements	Treasurer
Bank Deposit Slips	Treasurer
Treasurer Reports	Treasurer
Annual Budgets	Treasurer
Financial Statements (incl. end of year)	Treasurer
Expenditure Receipts/Invoices	Treasurer
Reimbursement Requests	Treasurer
Reimbursement Reports	Treasurer
Donations	Treasurer
Audit Records	Treasurer
Grant Reporting	Treasurer
<b>CORPORATE RECORDS</b>	
Volunteer Timesheets	1 <sup>st</sup> Vice Chair
Bylaws & PPM	Chair
Correspondence	Secretary
Meeting Agendas & Minutes	Secretary
<b>LEGAL RECORDS</b>	
Contracting	As determined by Board
Contracts	As determined by Board
Agreements	As determined by Board
<b>MISCELLANEOUS</b>	
Defensible Space Evaluations	Committee Chair
Note: Cloud Storage Records shall be organized in similar fashion as in this table.	

Permanent records include but are not limited to the AFFSC Bylaws, PPM, approved agendas and minutes of AFFSC meetings, the CWPP original and subsequent updates, Council member rosters, grant-related documents, contracts, official communications, and other documents recording the Council's history.

All financial and equipment records, tax filings, leases, contracts and budgets are managed by the treasurer. Bylaws, policies and procedures, approved minutes, submittals to EDCFSC, contract records, official communications, volunteer Waiver and Conflict of Interest statements, personnel records and legal claims and litigation are managed by the Secretary. Timesheets are managed by the 1<sup>st</sup> Vice Chair.

Defensible Space Evaluations are managed by the Committee Chair.

Official records will be maintained in Cloud Storage as determined by the Council, managed by the above positions. Cloud Storage will provide for multiple levels of document access, security and editing abilities, such as read-only to all Council members and full access to Board members. The editing access has a feature to track any edits of any document, listing when and what edits were made, and by whom.

Board members shall have access and editing security privileges during the time they are seated in office. An exception to this policy would be if the Board member is the subject of a personnel action or complaint investigation, as detailed in the AFFSC Bylaws. Once a Board member has left office, their document access privileges shall be revoked and the Cloud password changed.

The Secretary or Records Manager will upload to the Cloud, generally in pdf format, all agendas, approved minutes, roster revisions, official communications and other important documents deemed necessary by the Board. The scanning and uploading of these documents shall occur as promptly as practical, but no less than every thirty days.

The Council membership, with the exception of its Board, shall have read-only access to documents. An exception to membership access exists if a Council member is subject to a personnel action or complaint as detailed above of a Board member, or is the subject/suspect in an ongoing criminal investigation.

#### Section 2.04 Working Files

Certain AFFSC records or records in use can be retained by any AFFSC member as Working Files as determined by the Board. When no longer needed on a monthly or more frequent basis, all records will be placed in Cloud Storage.

#### Section 2.05 Hard Copies and Electronic Formats

To the greatest extent possible, all records shall be kept in electronic formats (.pdf, .xls or .docx files). Hard copies may be kept for convenience but once created are subject generally to the same storage and requirements herein. Electronic records will be backed up on a monthly basis and stored in secure storage between backups.

#### Section 2.06 Designation of Electronic Storage Manager(s)

The 1st Vice Chair, or Board Member designated by the Board, is designated as Records Manager, and shall be in charge of all records retention management and backup.

## **Article III – Accounting System and Records**

### Section 3.01 Council

The Council, as the governing body of the AFFSC, formulates financial policies and delegates administration of those policies.

### Section 3.02 Handling of Financial Matters

Handling of financial matters by Council members, contractors and employees will conform to the highest ethical standards and the AFFSC's Conflict of Interest Policy (Article VIII). No financial transaction or decision or hiring of employees should result in personal financial gain for an employee or Council member, or any spouse, relative of a Council member or relative of an employee. If there is any question about the propriety of a decision or transaction, or whether there is a potential conflict of interest, it must be thoroughly discussed with, and approved by, the Board. Failure to conform constitutes grounds for revocation of membership or removal from employment.

### Section 3.03 Responsibility for the Administration of Financial Operations

The Treasurer is responsible for the administration of financial operations in conjunction with EDCFSC's bank requirements and with the EDCFSC Treasurer. In the absence of the Treasurer, the Chair may designate responsibility for the administration of the financial operations.

All financial records shall be maintained using QuickBooks or similar software.

All financial records and procedures shall conform to generally accepted accounting principles. Responsibilities of the Treasurer shall include, as needed:

- Maintaining files of all invoices, payments, deposits and related correspondence,
- Performing backup of all electronic files,
- Verifying that funding payments and expenditures are in agreement with the budget,
- Maintaining a chart of accounts,
- Maintaining a list of vendors,
- Receiving invoices,
- Preparing checks for signature,
- Receiving electronic versions of bank statements,
- Performing monthly account reconciliations,
- Promptly report any anomalies to the board, and
- Prepare draft Treasurer's Report and budget for Board and Council approval.

Financial reports may be generated as needed by the Council, but the QuickBooks master file retained by the treasurer will be the official financial record. The Treasurer is responsible for filing reports to EDCFSC. These reports must be available for public

inspection upon request.

### Section 3.04 Disbursements

All reimbursement requests will be prepared by the Treasurer.  
All requests for reimbursement must be initialed and dated by the approving party(s).  
Adjustments in the below may be necessary for particular grant requirements or special circumstances; the Board will be notified of such adjustments.

#### AFFSC Funds Reimbursement Requests:

Requests for Reimbursement to AFFSC from AFFSC funds will follow the procedure below under Standard EDCFSC Reimbursements, but submitted to AFFSC Treasurer, and approved for payment by Chair or Vice-Chair.

#### Standard EDCFSC Reimbursements:

Requests for Reimbursement to EDCFSC will follow the procedures below.

Requests for Reimbursement to EDCFSC shall receive approval prior to purchase, for items exceeding \$300, from AFFSC Board, either by emails or at Board or Council meetings. Items \$300 or less can be approved by the Chair or Vice Chair.

EDCFSC "Request for Reimbursement" form (EDCFSC website under "Forms") will be submitted to the EDCFSC Treasurer.

Requests for Reimbursement must be submitted between the 1<sup>st</sup> and 5<sup>th</sup> of month.  
Reimbursement from EDCFSC will occur by the 20<sup>th</sup> of the month submitted.

"Class/Account" is filled out by the EDCFSC Treasurer, not AFFSC.

Receipts/invoices for each reimbursement item will be attached to the Request for Reimbursement form.

Items purchased from the same vendor should be lumped together on one line in the form, and the total cost listed, whenever possible.

Form and attached receipts/invoices will be scanned, and pdf sent to EDCFSC Treasurer.

#### Grant Reimbursements:

Requests for Grant Reimbursement to EDCFSC or other organization shall receive approval prior to purchase from AFFSC Board, either by emails or at Board or Council meetings.

Requests for Reimbursement from grant funds will follow the grant designated procedure from EDCFSC or other organization, and will be a separate reimbursement request with respect to Standard EDCSFC Reimbursement Requests.

Requests for Reimbursement from grant funds shall have the grant title and number

placed on the form after “Project/Event”.  
All grant reimbursement requests will be reviewed by the Project Manager and approved by two Board Members.

### Section 3.05 Bank Deposits

The Treasurer or Chair is responsible for assigning deposits to the proper account. Over-the-counter deposits will be documented by the Treasurer or Chair. Documentation can consist of a photocopy or scan of the check, and deposit slip with account information to which it should be credited. This documentation will be retained in the Treasurer's records.

### Section 3.06 Separation of Duties

Separation of duties is a key concept in insuring integrity of a financial management system. It assists in providing protection from fraud and errors. Ideally each of the following tasks should be performed by different people:  
receiving mail/invoices, assigning account information to each invoice, writing checks  
recording deposits and checks, reviewing and approving invoices and payments  
signing checks, and mailing payments.

Limitations in the number of available staff/volunteer/Board members may result in these tasks being performed by as few as two members of the Board and the Treasurer as long as assigning writing checks, approving payments and approving bank reconciliations are performed by different people

Authorized Council members or volunteers may receive mail and invoices, and mail payments and invoices.

The Treasurer can assign accounts to each invoice and deposit, write checks and record checks and deposits.

Authorized members of the Board, generally the Chair, will review and approve invoices and payments and authorize checks written by the Treasurer.

Monthly bank reconciliations should be prepared by the Treasurer and approved by one of the Vice Chairs

At the beginning of each fiscal year and after Board elections, it is the responsibility of the Board to ensure there is adequate separation of duties.

## **Article IV – Grants: Proposals, Administration and Accounting**

### Section 4.01 Proposals

All grant proposals (applications and contractor selection) shall, at a minimum, contain the following components:

- 1) Title
- 2) Purpose
- 3) Scope Of Work
- 4) Workplan
- 5) Budget

Grant proposals shall be reviewed by the AFFSC Grants Committee or an Ad Hoc Committee, which should be comprised of, at a minimum, the following members:

The Grants Committee Chair  
The AFFSC Treasurer or other Board member  
The Project Manager/Coordinator or other professional consultant

For many grant proposals, the EDCFSC is the fiscal sponsor, therefore requiring the EDCFSC's coordination, review, approval of all aspects of the project, and financial management. This includes contractor procurement.

### Section 4.02 Budgets

When preparing a grant budget, the following budget items generally required:

- 1) Cost of contracted services
- 2) Administrative time and expense, expressed as one or more of the following:
  - Time
  - Actual Cost
  - Percentage Of Project
- 3) Project management services (consulting fee), expressed as
  - Time
  - Actual Cost
  - Percentage Of Project
- 4) Supplies
- 5) Insurance (included in EDCFSC fiscal sponsor fee)

- 6) Accounting costs (included in the EDCFSC fiscal sponsor fee)
- 7) Outreach costs, including any expenses for publications (printing, mailing, etc.), communications, advertising and educating the community about fuel reduction and wildfire safety associated with a grant project. This could be in the form of articles, direct mailings, public meetings or workshops
- 8) If the EDCFSC is the fiscal sponsor for the grant, the EDCFSC Treasurer will be contacted for the appropriate fiscal sponsor fee to include in the grant budget.
- 9) Any other allowable costs to be charged to a grant.

#### Section 4.03 Allowable Costs

Grant funds may only be used only for allowable costs of the activities for which the grant was awarded. This means the total amount of money AFFSC is entitled to receive from the funding agency may not exceed the allowable costs incurred by AFFSC for those activities. (For more information, reference U.S. Government Publishing Office, Office of Management and Budget (OMB) Circular A-122, Part 230, entitled Cost Principles for Non-Profit Organizations, Appendix B, for descriptions and listing of allowable and non-allowable costs).

Allowable costs incurred by AFFSC, supported by a different federal or non-federal grant and awarded to AFFSC, may not be included in determining maximum allowable costs. The basic intent of this rule is to prevent double compensation. It does not prevent proration of costs, however, that are allowable under two or more awards

Expenditures should not be incurred prior to the award of the contract without grantee project or Council approval

#### Section 4.04 Matches

A cost used by the AFFSC to meet a cost-sharing or matching requirement of a grant may not count towards determining the maximum allowable costs under another grant, unless specifically authorized by a grant statute. (For more information, reference OMB Circular A-122, Attachments A & B, Title 7, Code of Federal Regulations (CFR), Section 3105.190).

The value of volunteer labor for in-kind matches shall be determined from current Bureau of Labor Statistics tables and shall be consistent with rates allowable by the Firewise and California Fire Safe Council (CFSC). Matching funds and/or in-kind contributions shall be documented by the donor.

Documentation of matches shall consist of letters of support for in-kind matches from

other agencies or collaborators, and shall describe the character of the match and its value.

#### Section 4.05 Records

The fiscal sponsor is responsible for grant accounting:

Accounting records shall clearly identify each grant by its grant number and project name. Detail records shall be maintained including date, check number, and expenditure account for each transaction. Any splits shall allow for positive identification of amounts allocated to each grant number.

All records of cost sharing and matching contributions shall be retained in accordance with generally accepted accounting procedures. For each grant, all invoices, statements, cancelled checks, records of deposits, timesheets, and associated records used to document matches, shall be maintained in a separate grant folder, binder or file (electronic or hardcopy). These records may be duplicates of the records maintained in the Treasurer's master file.

All non-federal cost sharing expenditures and matches shall be tabulated on a quarterly basis and shall be reported as both absolute value and percentage of the grant payments. The final report shall also include the total value of the grant matches, and the total percentage of the matches compared with the total grant amount.

#### Section 4.06 Bonding/Insurance

Any Council member, consultant or contractor who receives or issues payments under Article IV shall show evidence of insurance or bond, excepting for AFFSC members and volunteers who are covered by the EDCFSC's general liability insurance policy.

#### Section 4.07 Contract Administration: Contractor Performance Monitoring Process

The contractor shall provide monthly progress reports in a format appropriate to the nature of the project and as specified by the EDCFSC (if they are the fiscal sponsor) or the AFFSC

The Project Coordinator/Manager shall take and maintain digital before, during and after photographic records of project site condition

The EDCFSC (if they are the fiscal sponsor), the Board and/or a representative of the AFFSC Grant Committee, may make project site inspections at any time

#### Section 4.08 Changes in a Project's Scope of Work

All changes in a project's scope of work shall be established with a change order form

which shall be signed by the Project Coordinator/Manager and the contractor. The form shall include a detailed description of the change in the work, the cost difference and any change in the period of work and shall be completed before any anticipated work is begun. If EDCFSC is the fiscal sponsor, all requests for changes of scope must be submitted in writing and approved by EDCFSC before being submitted to the funding agency for grantee agency's approval.

#### Section 4.09 Unspent Funds

Any unspent grant funds must be documented by the accounting records and returned to the funding agency except as specified by the grantor.

## **Article V – Procurement System**

### Section 5.01 Statement and Guidelines

All procurement activities will be coordinated with EDCFSC, and adjustments to the following made as necessary.

The AFFSC encourages competition, ensuring an open and impartial selection process. A competitive selection process notifies prospective proposers, through a Request for Proposal (RFP), that the AFFSC is accepting proposals to procure supplies or services.

Contracts for all grant funded projects/positions equal to or greater than \$50,000 per year will be solicited via the RFP process. Exceptions may include the following:

- Unique requirements for the project/position that would limit the qualified bidders and require use of sole source policy as defined in 48 CFR, Chapter 1, Part 6
- A contract under a continuing multi-year grant need not be rebid each year
- Projects or positions funded by multiple grants.

The Grant Committee will receive and review all proposals resulting from an RFP and determine responsiveness and responsibility. Only proposals deemed responsive will be considered for further evaluation or award. The Grant Committee will provide evaluations packets to an evaluation panel and will facilitate the evaluation panel meeting. The evaluation panel will consist of at least one Board member, Grant Committee member, the project manager/coordinator and EDCFSC director or designee (if they are the fiscal sponsor).

Contracts for all grant funded projects/positions less than \$50,000 per year requires that the project be competitively quoted by at least three qualified contractors. Grant Committee will receive and review all proposals resulting from any solicitation and determine responsiveness and responsibility. Only proposals deemed responsive will be considered for further evaluation or award. Grant Committee will convene an evaluation panel and will facilitate proposal evaluation and contract award.

### Section 5.02 Vendor/Contractor Selection Process

Vendor/Contractor selection will be based on the following criteria:

- Firm/individual history, references and background
- Capacity of the contractor to conduct and complete the scope of work

- Cost estimate, including, total cost, cost per acre rate, break-down by different tasks.
- List of references and former clients
- Any appropriate affirmative action information
- Proof of general liability and, if appropriate, accidental fire insurance (minimum coverage two million dollars (\$2 million))
- Proof of California State Contractor's License, if appropriate
- Preference may be given to contractors licensed within El Dorado County
- All vendor applicants will be checked against the Excluded Parties List. Any vendor listed on the Excluded Parties List will not be considered for award.

#### Section 5.03 Compliance with National Policy Requirements

All contracts and agreements will be in compliance with the nondiscrimination provisions contained in Titles VI and VII of the Civil Rights Act of 1964, as amended; the Civil Rights Restoration Act of 1987 (Public Law 100-259); and other nondiscrimination statutes: namely, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Act Amendments of 1972, the Age Discrimination Act of 1975, and the Americans With Disabilities Act of 1990

#### Nondiscrimination Notice:

*In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.*

#### Section 5.04 Contract Administration: Contractor Performance Monitoring Process

The Treasurer will work closely with the project manager/administrator and the EDCFSC or other organization as required to ensure cost, schedule and performance are on track and validate satisfactory work completion prior to progress payments authorization.

## **Article VI – Personnel Management System**

### Section 6.01 Volunteers

The Chair will appoint a Council member to maintain personnel information for paid staff or volunteers. Information will include:

Time and attendance records for paid staff, volunteers and in-kind contributions.

Approved reports to EDCFSC as requested.

Meeting attendance records shall be maintained by means of a sign-in sheet for each meeting. The date, location, time and length of the meeting shall be reported on the first page of such sign-in sheet.

### Section 6.02 Position Descriptions

EDCFSC maintains a master file of position descriptions for all contract and salaried positions whether or not the position is currently filled.

### Section 6.03 Recruiting, Hiring and Termination

Recruiting of contract employees will be accomplished by the Request for Proposal (RFP) process, following EDCFSC requirements. Contracts should allow termination at any time without cause and without further obligation to the contractor, except for payment due for services performed prior to such termination.

### Section 6.04 Compensation System

Contract employees shall be paid an hourly rate or a monthly contract fee with optional incentives based on performance and grant funding secured. The base fee should not exceed comparable positions within the State of California in similar locations.

### Section 6.05 Methods for Documenting and Charging Salaries and Wages to Projects

When allowed, a Project Manager/Coordinator will be charged to projects on the basis of actual time spent on the project. The amount charged to the project may include an administrative overhead rate. These charges must be consistent with the administrative costs budgeted for each project. Records of actual hours worked on each project must be maintained.

### Section 6.06 Hiring Consultants

The policy for hiring consultants shall be the same as for other contract employees

## Section 6.07 Project Managers/Coordinators

Project managers may be contract employees or consultants and AFFSC members who are qualified to perform that function. Project managers/coordinators may be responsible for monthly, quarterly and annual reports as required.

The cost of contracted project managers must have been included in the original budget.

Fire Safe Council members shall not be paid for any project management services.

## **Article VII – Travel, Lodging, Meals and Professional Association Membership**

### Section 7.01 Travel

Authorization to travel to conferences, presentations or other meetings where AFFSC will be represented must be pre-approved by a majority vote of the Board indicating whether or not expenses are to be paid by the AFFSC

If travel is authorized by the Board and is to be paid for by the AFFSC, a reasonable amount may be reimbursed for travel and lodging. Reimbursement rates shall not exceed those allowed by the current federal per diem rates.

Requests for authorization to travel must include the purpose of the travel, destination/event description, method of travel, estimated cost of travel and lodging, and an estimated total cost. Meals are not reimbursable.

Any request for travel reimbursement must be submitted using an approved expense account form accompanied by all pertinent receipts.

The AFFSC does not provide credit cards for travel expenses.

### Section 7.02 Professional Association Membership

Reimbursement for membership fees for professional associations may be allowed depending on their value to the AFFSC and budget constraints. Any request for payment of membership fees shall be presented in advance for Board approval.

## **Article VIII – Conflict of Interest**

### Section 8.01 Purpose

The Board and Council members owe a duty of loyalty to the Council as a whole, which requires that in serving the Council they act not in their personal interests or in the interests of others, but solely in the interests of the Council.

Members must have undivided allegiance to the Council's mission and may not use their position as a member, information they have about the Council's plans, or the Council's assets in a manner that allows them to secure pecuniary benefit for themselves, their relatives or others.

The purpose of this policy is to protect the AFFSC's tax-exempt interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of any Council member or might result in a possible excess benefit transaction.

This policy is intended to supplement but not supplant any applicable federal and state laws governing conflict of interest applicable to non-profit and charitable organizations.

### Section 8.02 Definitions

**Interested Person:** Any Council member who has a direct or indirect financial interest, as defined below, is an interested person.

**Financial Interest:** A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

An ownership or investment interest in any entity with which the Council has a transaction or arrangement,

A compensation arrangement with the Council or with any entity or individual with which the Council has a transaction or arrangement, or

A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Council is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as substantial gifts or favors. A financial interest is not necessarily a conflict of interest; a person who has a financial interest may have a conflict of interest only if the Council members decide that a conflict of interest exists.

### Section 8.03 Procedures -- Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Council as a whole considering the proposed transaction or arrangement.

#### Section 8.04 Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the Board, Council or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board, Council or committee members shall decide if a conflict of interest exists.

#### Procedures for Addressing the Conflict of Interest:

- 1) An interested person may make a presentation at the meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- 2) The Chair of the Board or Committee shall, if appropriate, appoint a disinterested person or ad hoc committee to investigate alternatives to the proposed transaction or arrangement.
- 3) After exercising due diligence, the Board, Council or Committee shall determine whether the Council can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- 4) If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board, Council or committee shall determine by a majority vote of the disinterested members whether the transaction or arrangement is in the Council's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

#### Violations of the Conflict of Interest Policy

If the Board or Committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, the Board or Committee Chair shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

If, after hearing the member's response, and after making further investigation as warranted by the circumstances, the Board or Committee determines that the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

### Section 8.05 Records of Proceedings

The minutes of the Board, Council or a Committee with Board-delegated powers shall contain:

The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the decision as to whether a conflict of interest in fact existed.

The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

### Section 8.06 Compensation

A council member who receives compensation, directly or indirectly, from the Council for services is precluded from voting on matters pertaining to that member's compensation.

### Section 8.07 Member Duty

Each Council member has a duty to place the interests of the AFFSC foremost in any dealings involving the organization and has a continuing responsibility to comply with the requirements of this policy.

## **Article IX – Rights of AFFSC Members**

The following are the rights of AFFSC members:

To be fully informed about the responsibilities, time commitment, organization, duties and functions before accepting the position of Council member

To be kept fully informed through accurate financial reports, management reports, regular and thorough briefings about the operation of the Council

To know that volunteer time will not be wasted by lack of planning, coordination, and cooperation within the Council and within the Board

To be trusted with confidential information that will help the Council member carry out assignments and responsibilities

To know whether the volunteer work is effective and what results have been obtained

To be recognized at appropriate times for one's work and involvement as a Council member.

## **Article X – Drug Free Workplace**

### Section 10.01 Commitment

The AFFSC is committed to maintaining a drug-free workplace pursuant to the mandate and requirements of the Federal Drug-Free Workplace Act of 1988 (P.L. 100- 690) and Title 41, Chapter 10, Section 702 of U.S. Code. As part of this commitment, the Council has adopted the following Drug-Free Workplace Statement.

Its intention is to work in concert with prohibitions on controlled substances for Council members, and contract employees both within and outside the workplace and are intended to help maintain a healthy, safe and exemplary environment for the conduct of AFFSC business.

### Section 10.02 Statement

All Council members, contractors and contract employees of the AFFSC are prohibited from engaging in any activity relating to the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances while conducting Council business.

Such activity is also prohibited while working anywhere on any Council event/project site.

For purposes of this statement, "controlled and/or illicit substances" refer to any drug, intoxicating compound or other substances which are illegal to possess, use, sell or otherwise promote.

Controlled and/or illicit substances include, but are not limited to:

Dangerous, detrimental, or harmful drugs and intoxicating compounds such as cocaine, heroin, marijuana, hashish, amphetamines, methamphetamines, barbiturates, hallucinogens, and other controlled substances which have a dangerously stimulative or depressive effect on the central nervous system

Anabolic steroids.

Drug paraphernalia.

### Section 10.03 Condition of Membership

As a condition of membership or contract, all Council members, contractors and contract employees must abide by the terms of the drug-free workplace statement, and must notify the AFFSC of any criminal drug statute conviction for a violation occurring in the workplace or while on working time no later than ten days after such conviction.

Any Council member, contractor or contract employee's failure to comply with this provision, whenever discovered by the AFFSC, may result in immediate removal or cancellation of a contract.

## **Article XI – Non-Discrimination**

### Section 11.01 Commitment

The AFFSC is committed to people and fair employment and volunteer practices. The PPM guides an organizational environment free from discrimination where Council members, volunteers, contractors and agents are treated with dignity and respect. The policy of the Council is that a diverse volunteer and employee base will help the organization reach its full potential.

### Section 11.02 Diversity and Inclusion Policy

Ensure equal opportunity for all people without regard to race, color, sex, religion, creed, national origin, gender, sexual orientation, age, ancestry, marital status, disability, medical condition or veteran status.

Make reasonable accommodations wherever necessary for all volunteers and employees with disabilities

Trust, mutual respect and dignity are fundamental beliefs that are reflected in Council member behavior and actions

Thoroughly investigate instances of alleged discrimination and take corrective action if warranted.

### Section 11.03 Legal Requirements

AFFSC's goal is to be in compliance with all applicable Federal, State and local laws pertaining to non-discrimination and equal opportunity.

For example, the U.S. Department of Agriculture (USDA), and by extension the United States Forest Service (USFS), prohibits discrimination against its customers, employees, and applicants for employment as stated in the USDA website..

## **Article XII – Sexual Harassment**

### Section 12.01 Council Commitment to Sexual Harassment Free Environment

The AFFSC is committed to maintaining an organizational environment free from sexual harassment. Because the AFFSC's strong disapproval of offensive and inappropriate sexual behavior, all members, employees, contractors, volunteers and agents must avoid any action or conduct which could be interpreted as sexual harassment. Trust, mutual respect and dignity are fundamental beliefs that are reflected in Council member behavior and actions.

### Section 12.02 Definition

Sexual harassment includes but is not limited to:

Unwelcome sexual advances

Demands, threats or requests for sexual favors or actions

Distributing or displaying sexual pictures or objects, suggestive gestures, sounds or stares

Unwelcome physical contact

Sending or forwarding inappropriate emails of a sexual or offensive nature

Inappropriate jokes, comments or innuendoes of a sexual nature

Obscene or harassing telephone calls, emails, letters, notes or other forms of communication

Any conduct of a sexual nature that may create a hostile organizational environment when:

Submission to the harassment is made either explicitly or implicitly a term or condition of volunteering, employment, contract award or appointment to a position

The harassment has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive organizational environment.

### Section 12.03 Procedures for Reporting

Anyone associated with the AFFSC who has a complaint of sexual harassment should:

Clearly inform the harasser that his/her behavior is offensive or unwelcome and request that the behavior stop.

Bring the matter to the attention of any Board member or follow the procedures in the complaint policy. Include the details of the incident, dates, times and the names of the individuals involved along with the names of any witnesses.

#### Section 12.04 Referral

The Board will refer to the appropriate authorities any instances of alleged sexual harassment for corrective action as warranted.

#### Section 12.05 Compliance

The Council complies with all applicable Federal, State and local laws pertaining to sexual harassment in an organizational setting.

## **Article XIII – Grievances and Complaints**

### Section 13.01 Purpose

The Council is committed to maintaining an open environment where its members, the EDCFSC, other public agencies and the general public are able to express their thoughts and opinions without fear of retribution or retaliation.

Conduct of all parties must be honest, ethical and respectful. This policy is intended to provide a structured process for resolution of complaints or grievances from any interested party. This policy compliments Article XIV's whistleblower policy.

### Section 13.02 Process

The complaints or grievances must be in writing and signed by the person or persons making the complaint. The complaint should be specific and should identify a desired outcome that is within the authority of the Board. Anonymous or unsigned complaints will not be considered. The complaint is to be addressed to any member of the Board.

The Board member who receives the complaint has the duty to submit the complaint to the Board at the next scheduled meeting of the Board. The complaint should be added to the Board agenda. If the matter is urgent a special meeting may be called.

The Chair of the Board shall appoint an ad-hoc committee of three Board members who are not directly involved or named in the complaint. Non-Board members can be named to the committee if their special knowledge or skills are required.

The committee will consider the complaint, gather facts and contact the complainant if necessary.

If the committee can resolve the issue to the satisfaction of all parties, it will act and report back to the Board.

If the resolution requires Board action, it will be placed on the agenda of the next scheduled Board meeting as an action item.

If the ad-hoc committee cannot resolve the complaint and cannot agree on recommended Board action, it will report the impasse at the next scheduled Board meeting.

### Section 13.03 Outcome

The desired outcome is for the AFFSC governance to be open and transparent. Individuals and groups should be free to respectfully submit ideas, make suggestions and identify areas for improvements. The members of the Board are volunteers who are subject to a code of conduct that is ethical and respectful.



## **Article XIV – Whistleblowers**

### Section 14.01 Intent

It is the intent of the AFFSC to adhere to all laws and regulations that apply to the organization, and the underlying purpose of this policy is to support the organization's goal of legal compliance. The support of all members of the organization, its officers and contractors is necessary to achieving compliance with various laws and regulations.

### Section 14.02 Complaint Filing

If any Council member, contractor, officer, or other volunteer believes that some policy, practice, or activity of the AFFSC is in violation of law, a written complaint may be filed by that person with the Board Chair or any Board member.

The complaint must be filed within 12 months of the alleged violation.

(a) An ad hoc committee made up of one Board and two Council members at large will be formed to investigate the complaint. This committee must consist of at least three people none of whom are involved in the complaint.

### Section 14.03 Retaliation

A member of the AFFSC is protected from retaliation if the individual brings the alleged unlawful activity, policy or practice to the attention of a Board member and provides them with a reasonable opportunity to investigate and correct the alleged unlawful activity.

The protection described below is only available to members of the Council that comply with this requirement. AFFSC will not retaliate against a Council member who, in good faith, has made a protest or raised a complaint against some practice of the Council or of another individual or entity with whom AFFSC has or had a business relationship, on the basis of a reasonable belief that the practice is in violation of law or a clear mandate of public policy.

The Council will not retaliate against a member who discloses or threatens to disclose to a public body any activity, policy, or practice of AFFSC that the member reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning health, safety, welfare, or protection of the environment.

### Section 14.04 Awareness and Signature Requirements

All Council members, contractors, contract employees and volunteers shall be made aware of this policy. A copy of this policy will be provided with all AFFSC agreements

and contracts. A signature on the agreement or contract indicates that the policy has been made available.

## **Article XV – Equipment Loan**

Council members may borrow AFFSC equipment for Fire Safe Council business only. Equipment will not be loaned outside of the AFFSC without approval from the Board. An equipment log must be maintained by the Treasurer. The equipment log shall contain the following information.

- 1)The description of the equipment and serial number (if available)
- 2)Location of equipment
- 3)Individual who is borrowing the equipment
- 4)Date of equipment was borrowed
- 5)Date equipment will/was returned
- 6)Condition of equipment
- 7)Signature of individual checking out equipment
- 8)Signature of treasurer.

## **Article XVI – Bank Accounts**

Federal, state and financial institution policies require that all revenue obtained by Associate Councils operating under the EDCFSC's Internal Revenue Service Code Section 501(c)(3) designation must be reported as income for the EDCFSC. AFFSC can open their own bank account provided that:

The account is opened as a sub-account of the EDCFSC bank account. A letter on the EDCFSC letterhead, signed by the Chair and the Treasurer of the EDCFSC is provided to the bank manager authorizing the sub-account. The Treasurer of the EDCFSC will have access to the sub-account for accounting and tax reporting purposes.

A letter from the AFFSC Chair designates at least two members of the Board who are authorized to access the account and sign checks.

The Bank will also require personal information for the authorized signers on bank signature cards.

AFFSC will maintain Council bank account in accordance with EDCFSC requirements.

## **Article XVII – Reimbursements**

AFFSC members requesting reimbursement for AFFSC expenditures will follow the appropriate reimbursement procedure depending on the nature of the reimbursement funds, namely whether the reimbursement is from grant funds or from AFFSC funds.

Reimbursements from EDCFSC funds made available annually to Associate Councils will be submitted separately from any grant funded reimbursements, using standard EDCFSC procedures.

### **Grant Funded Reimbursements**

Some grants and other monies will be held by the El Dorado County Fire Safe Council (EDCFSC) (or other organizations) for reimbursement to associate fire safe councils for authorized activities. The EDCFSC will reimburse subordinate councils once monthly for each grant. Purchases or expenses for a particular grant or fund will be gathered and accumulated into a single reimbursement request to EDCFSC.

Reimbursements from grant funds for other than EDCFSC will follow procedures of the pertinent agency, and AFFSC procedures will be developed for that particular grant.

Grant purchase reimbursement procedures will be as follows:

#### *Purchasers:*

- Purchasers will coordinate with the Grant Manager to obtain approval for all purchases by the Chair of the appropriate committee, or in the absence of the Chair, the AFFSC Chair or Vice-Chair, prior to initiating the purchase. Major purchases should be presented to the Board for approval.
- Purchasers will obtain and submit receipts for approved purchases to the Chair of the appropriate committee.

#### *Grant Manager:*

- The Grant Manager will maintain a record of funds for each grant and ensure funds are available prior to seeking approval for individual expenditures.
- The Grant Manager will collect all receipts for approved purchases, and submit those receipts to the Treasurer no later than the first of the month.
- To ensure that no grant is overspent, only those receipts for grant-funded purchases submitted for reimbursement by the Grant Manager to the Treasurer will be processed for reimbursement to the EDCFSC.

#### *Treasurer:*

- The Treasurer will batch receipts by grant and submit in a single package to the EDCFSC fiscal officer no later than the 5<sup>th</sup> of each month in accordance with EDCFSC requirements.

- Reimbursement by grant will be requested to be sent to either a) the Treasurer, b) the AFFSC Chair, or c) in the case of a single purchase by the grant in a particular month, the purchaser.
- The Treasurer will be the single point of contact on grant reimbursements with the EDCFSC.

### **AFFSC Funded Reimbursements**

AFFSC members requesting reimbursement for AFFSC expenditures must first get approval from the appropriate committee Chair for the purchase, with copy to AFFSC Chair and Treasurer.. If the expenditure does not relate to a committee project or the person requesting the reimbursement is the committee chair, then the member must get the approval from the Treasurer or AFFSC Chair, with copy to Treasurer and AFFSC Chair.

Reimbursement requests will use the EDCFSC standard form, with the approving individual noted on the form.

Approved reimbursement requests will be processed by the Treasurer, with an AFFSC check provided to the requester. Approved reimbursement requests, with “paid” noted on the form, will be sent to Records Storage.

## **Article XVIII – Insurance, Volunteer Liability Waiver and Accident Reporting**

### Section 18.01 Waiver Form

Volunteers participating in Council community activities shall sign the EDCFSC Volunteer Liability Waiver Form signifying their understanding of personal liability and responsibility while involved in Council activities including personal safety, safety of others, medical, accident, workers compensation and motor vehicle insurance.

### Section 18.02 Operating Equipment

When operating equipment during Council volunteer activities, by signing the EDCFSC Waiver Form, the volunteer signifies their understanding and ability to operate said equipment in a manner that provides safety to themselves and others.

### Section 18.03 Pre-Project or Special Event Preparation and Checklist

When performing volunteer activities, the Council shall name a responsible individual to ensure the following :

Obtain a signed Waiver Form from each volunteer,

Before beginning activities, the Project Safety Tips Checklist is reviewed with each volunteer as appropriate.

Review that each volunteer is physically and mentally capable of performing the planned activities, and

Ensure that the EDCFSC Special Events Form is submitted to EDCFSC for event insurance coverage, for each special event conducted by AFFSC or participated in by AFFSC.

### Section 18.04 Accident Reporting

The ultimate goal of the AFFSC is to have accident- and injury-free meetings, projects, events and activities. All members need to work safely at all Council sponsored events. Because injuries and accidents may happen, the following reporting guidelines shall apply should an injury or accident occur at any of the AFFSC meetings, community projects and/or sponsored events:

The event Chair shall be notified immediately. That person will use their good judgment to determine if emergency services need to respond and/or the person involved in the accident otherwise needs to receive medical attention.

If the incident involves property only, the property owner and event chair shall be notified immediately.

The AFFSC Chair shall be notified as soon as practicable; but no more than 24 hours after the accident. If the Chair cannot be reached, another Board member shall be contacted within the time requirements stated above.

In turn, the person identified in (c) above shall notify the Chair and Treasurer (insurance policy coordinator) of the EDCFSC within 24 hours of any personal injury or property damage relating to an accident or incident.

An "Injury and Accident Report" form, as directed by EDCFSC, shall be filled out by the event Chair, injured party or parties, and those who witnessed the incident and reported it to the AFFSC Chair or another member of the Board within 24 hours. As deemed necessary, a written narrative of the accident/incident shall be attached to the report form.

Information contained within the Injury & Accident report form shall be considered **CONFIDENTIAL** and shall not be shared with other persons outside the Board or the EDCFSC and its authorized representatives for the purposes of insurance claims. Information stored within AFFSC electronic storage will be restricted by permissions granted to Board members only, and be labeled and stored as "CONFIDENTIAL" information.

## **Article XIX – Project Support (see EDCFSC PPM)**

### **Article XX – AFFSC Events**

Consistent with its mission and goals, the AFFSC sponsors and conducts a wide variety of community projects comprised of events and activities.

Whenever possible, the AFFSC solicits donations from local businesses for items such as bottled water, food, flyer printing, dumpsters, equipment, etc.

Projects will not be carried out if there are no volunteer Project Leads or sufficient event volunteers.

Project Leads are ultimately responsible for ensuring that all functions, events and activities associated with the projects are carried out. Leads may assign a co-Lead or otherwise delegate duties to other project volunteers.

Leads also must inform the Board one month (generally) in advance of the project and its number of participants.

Non-Council members working an event/project shall sign a Volunteer Liability Waiver form and signed forms will be retained by AFFSC Secretary for one year.

Event/project chairs are responsible to present a safety meeting prior to starting of work and have available personnel safety equipment as appropriate.

ADDENDA

Date Item Action

AUKUM FAIRPLAY FIRE SAFE COUNCIL  
POLICIES AND PROCEDURES MANUAL

**APPENDICES**

Table of Contents

Sample AFFSC Meeting Agenda

Sample AFFSC Meeting Minutes

Standing Committees

Executive Board and Other Member Duties

## APPENDIX A

### Sample AFFSC Meeting Agenda



The mission of the Aukum Fairplay FireSafe Council (AFFSC) is to mitigate loss of life and property in the AFFSC area from the effects of catastrophic wildfire through community education, mobilization and action working with other FireSafe Councils and stakeholder agencies and organizations.

### **Council Meeting Agenda October 16, 2019 Pioneer Park Community Hall 7:00 pm – 9:00 pm**

- 1.Meeting Call to Order
- 2.Introductions/Council Sign In Sheet
- 3.Room Cleanup
- 4.Approval of October 16, 2019 Council Meeting Agenda
- 5.Approval of September 18, 2019 Council Meeting Minutes
- 6.Chair and Vice Chairs' Report
- 7.Treasurer Report
- 8.Council Member Comments
- 9.Information Items
  - a.Speaker – Jay Chopp from Pollock Pines FSC “Hardening your House...It’s the Little Things that Matter”
  - b.Agency Reports
    - i.EDFSC
    - ii.ORFSC
    - iii.GFFSC
    - iv.PVFD
    - v.Sheriff
    - vi.South County Working Group – John Hess
  - c.Committee Lead Reports
    - i.Bylaws & PPM – John Hess

- ii.Outreach – Mary Elliott-Klemm and Committee
- iii.Grants- Dean Martucci
- iv.Defensible Space – Richard Carlson
- v.Fundraising – We need help from the Community!
- vi.Risk Assessment Committee - Ken Pimlott

10.Old Business

- a.Outreach Grant – John Hess or Outreach Committee

11.New Business

- a.At Large Board Position – Ken Pimlott
- b.AFFSC 2020 Goals

12.Public Comment – please limit time to 3 minutes per person

13.Good of the Order:

- a.Calendar items
- b.next AFFSC Council meeting November 20, 2019

14. Adjourn

**2019 Calendar:**

Oct 24 – Insurance Forum, Cameron Park Community Center, 6-8 pm

Regular Meetings:

AFFSC 3rd Wednesday 7:00 pm Pioneer Park Community Hall  
 AFFSC Exec Board 1<sup>st</sup> Weds 7:00 pm Pioneer Park Community Hall  
 EDCFSC 3rd Wednesday 9:30-12:pm USFS Bldg Placerville  
 GFFSC 1st Saturday 9:30 am Grizzly Flats Community Church  
 ORRFS 4th Saturday 9:00 am Indian Diggings School

## APPENDIX B

### Sample AFFSC Meeting Minutes



#### MINUTES

Aukum Fairplay FireSafe Council  
October 16, 2019  
7- 9 pm  
Pioneer Park Community Center

1. Meeting was **called to order** by Chair John Hess at 7:00 pm
2. **Introductions** were made/Sign-up sheet circulated
3. Volunteers for **clean up** were solicited.
4. The **Agenda** for the October 16 meeting was approved. Motion Ed/2nd Dean.
5. **Minutes** of the September 18 Council Meeting approved. Motion Ken/2nd Dean.
6. **Chair and Vice Chairs' Report:** Ed Matwich, Vice Chair, reported on the website information shared by Oakhill FSC, who uses the Streamline Co. He found it very interesting and worth looking into further. Gary Clark, Outreach Committee, is also looking into it.
7. **Treasurer's Report:** The Statement from September 1, 2019 to September 30, 2019 shows an ending balance of \$305.92 in the account with a net loss of \$31.08. As of 10/16/2019 donations totaled \$314.86 with \$225 cash and \$89.86 in kind. A motion to accept the report was passed unanimously. Motion Greg/2nd Ed.
8. **Council Member Comments:** Greg La Deux asked if there had been any further discussion or scheduling of a presentation on sheltering in place in case we are unable to evacuate. John will put it on the Agenda for the next Board meeting for further action. Sandra Schwartz suggested that we create a Community Clean-up Day. John will agendize discussion of this suggestion for the Board.
9. **Information Items:**
  - a. Speaker: Jay Chopp from PPFSC: "Hardening your House: It is the little things that matter." Jay introduced the subject with a bit of background information: There are 46 million homes in over 70,000 communities within the Wildland Urban Interface Zone that are at risk for Wildfire. 51% of 350 single-family homes built after 2008 in the Camp Fire were undamaged. He recommended the you tube presentation: Living with Fire in the Tahoe Basin [youtube.com/watch](https://www.youtube.com/watch) Improved fire safety standards since the Chicago Fire in 1871 can make a big difference in whether your house is saved or not. 1. Covered gutters prevent embers from igniting leaves, etc. 2. Vents should be covered by no greater than 1/8" screen. Check out the Vulcan Vent website. For a vertical vent look into Brand Guard. If you do nothing else, change the ventilation vent. 3. Windows: Should be of tempered and double pane glass. Tempered glass is 4x more heat resistant. Most importantly, change the windows in sliders. And, of course, close the windows in a fire. 4. Decks: Be sure no embers can reach under the deck. Spray Phos-check over the deck when a fire is coming. 5. Roof: Gravel, tile, or metal are preferred. 6. Hard-scaping: 5' of gravel around the house. Vegetation should be 18" or less.
  - b. Agency Reports

- i.EDCFSC: John Hess and Michelle reporting: Caples Fire actually ended up burning where the prescribed burn had planned and is now under control. Insurance Forum at Cameron Park CSD Center from 6-8pm on October 24. VMO: next July they will begin inspections in Cameron Park and EDH. Information will be in the Property Tax bills when there is a structure on the property. The PioneerFD ordinance is being considered and may address property along roads and undeveloped property. PG&E has aggressive goals to reduce vegetation under the lines in the next 8 years. There are 215 miles of roadway with lines. They will start in our area and are looking for problem areas first.
- ii. ORFSC:Sheila: They are planning a January presentation regarding Large Animal evacuation . Richard suggested that we have questions to present to Shiva Frentzen who will be our November speaker.
- iii.. South County Working Group: It was noted that Sandridge, Happy Valley, and Somerset need a FireSafe Council.

d. Committee Lead Reports

- i.Policy and Procedures Manual: will be created by Board. Is important for grants, complying with federal regulations. John is working on a draft PPM which he will present to the Board.
- ii. Outreach Committee: Subcommittees: Fire Prevention Week is being coordinated by Amanda Eskildsen at Pioneer Elementary School District with teaching activities and a poster contest. Bonnie and Julie offered to judge posters with Mary. Brochures, and a Survey are other sub-committees. The Neighborhood Liaison concept was discussed. Greg would like to be part of his Neighborhood Liaison effort. The Neighborhood Liaison concept paper , created by Susie Clark, was unanimously approved by the Council.(see addendum) Motion: Sandra S./2nd Dean. Outreach Grant: deferred.
- iii. Grants Committee: Dean Martucci introduced the “California Climate Investment” (CCI) which will use funds generated by the Cap and Trade auction program to reduce the threat of wildfires to homes and people, reduce greenhouse gas emissions, and meet the needs of our Special Needs community. The focus will be on Fire Prevention Planning. Dean showed several slides about the Grant. His committee will be meeting to make plans.
- iv. Defensible Space Committee: Richard Carlson reported that we will do a comprehensive evaluation. Ernie Lowry will be looking specifically for what his contractors can do as he evaluates the properties.
- v. Risk Assessment Committee: The assessment, according to Ken Pimlott, follows the basic criteria as established by FireWise. We are using Placerville’s document as a model. The work group will be looking at properties to see if there is defensible space and it is maintained. Assessment of the area will be of 1000 parcels and of that a 20% sample will be done. This work needs to be updated every 3 years. October 26 will be Risk Assessment Day and will begin with a minimum of 16 people at 9:00 am for a windshield survey.John will advise Sheriff Steve W. and PFD Captain Mark Matthews of the group’s plans.
- vi.Fundraising: We need a committee.

**10. Old Business:**

- a. Paypal account: deferred
- b. Clothing: deferred

**11. New Business:**

- a. At Large Executive Board member: Concept approved by the Board. Ken Pimlott was nominated by Sandra Schwartz to fill this position. Passed unanimously by Council. Motion: Sandra/2nd Dean
- b. Goals for 2020 : deferred

**12. Public Comment:** Michelle from ORFSC reminded everyone that they need volunteers for Emergency Medical responders and a quick response team to get little fires out before they get big. Sue Wilson from Fiddletown talked about the necessity of an alert system and a means of communication so that we all know when a fire is near and can access information. Some suggestions were to sign up for Code Red and also check on Twitter. She is going to be doing more research about this topic. John mentioned that our signs are being removed. He will talk to DOT and see how we might fit into the Sign Ordinance since we are not a business.

**13. Good of the Order:** The next AFFSC Council meeting will be November 20, 2019.

The meeting was adjourned at 9:15. Motion by Greg/Ed 2nd. Passed unanimously.

**2019 Calendar:**

- October 19, Saturday 5:30-7:30: Fire and Wine Fundraising Event by PVFD at Saluti Winery**
- October 24, Insurance Forum 6-8 pm at Cameron Park CSD Center with Ricardo Lara, Insurance Commissioner.**
- October 26, Saturday 9:00 am: Risk Assessment Windshield Survey. Meet at Pioneer Park Community Center**
- November 12, Tuesday, 2:00 pm Outreach Committee Meeting**
- November 20 Council Meeting: Speaker Supervisor Shiva Frentzen, Pioneer Park Center 7-9**

**AFFSC Monthly Schedule**

- |                                   |  |
|-----------------------------------|--|
| 1st Wednesday 7:00 pm             | Executive Board Meeting  |
| 2nd Wednesday                     | Sec sends out Meeting call with Agenda and Minutes to Council Members and Stakeholders |
| 3rd Weds 7:00 pm                  | Monthly Council Meeting  |
| 4th Weds                          | Draft Minutes and Draft Agenda for next Council meeting to Executive Board             |
| Monday before Exec. Board meeting | Exec Board Agenda sent out (John)  |

## **APPENDIX C**

### **Standing Committees**

Based on needs, AFFSC may at any time combine committees or committee responsibilities. The below are general guidance for committees.

#### **Defensible Space Committee**

Purpose:

To assist those living within the AFFSC's sphere of recognition with recommendations on how best they can carry out the requirements of (1) California Public Resources Code Section 4291's defensible space requirements and (2) the El Dorado County Vegetation Management Ordinance to further the AFFSC's mission.

The Defensible Space Committee is responsible for:

- The administration of the program.
- Recruiting new evaluators.
- Coordinating with EDCFSC concerning Senior/Veteran/Low Income programs.
- Ensuring that evaluators' hours are logged and reported..
- Designating the planning of areas of the community in which to perform evaluations.
- Maintaining records of all evaluations.
- Working with all field evaluators
- Coordinating and scheduling evaluators.
- Providing records of defensible space evaluations for storage in the AFFSC corporate memory and electronic storage system.

Once the Committee Chair receives a request for defensible space evaluation the Chair will schedule a team to conduct an evaluation. The team members will follow the EDCFSC Guide to Conducting Defensible Space Evaluations. Evaluations will use the EDCFSC evaluation form and will advise as well concerning the EL Dorado County Vegetation Management Ordinance.

Membership:

The Committee consists of:  
Chair of the committee will be an AFFSC member.  
AFFSC members or community volunteers.

Reports:

The Committee is responsible for:

Providing reports to the AFFSC membership at AFFSC meetings.  
Reporting to EDCFSC concerning Senior/Veterans/Low Income Defensible Space evaluations.  
Providing Report records to AFFSC document storage.

Meetings:

The Committee meets as determined necessary by its membership.

**Risk Assessment/Community Wildfire Protection Plan (CWPP) Committee**

Purpose:

The Committee is responsible for:

Conducting and maintaining Firewise USA risk assessment.  
Acquiring and maintaining Firewise USA recognition.  
Evaluating and monitoring the AFFSC sphere of recognition for wildland fire safety and needed work.  
Assisting in development of the CWPP.  
Updating the CWPP at five-year intervals.  
Designate a Firewise Communities Coordinator who will submit annual renewal for Firewise, based upon annual hours tabulation provided by designated Council Member.  
Working with the Grants Committee in development of grant submittals.

Membership:

The Committee consists of:

Chair of the committee will be an AFFSC member.  
AFFSC members or community volunteers.  
May include consultants from the wildland fire safety industry or registered professional forester.  
May include consulting members of public agencies, such as the Pioneer Fire Protection District (PFPD), CALFIRE, and the US Forest Service (USFS)

Reports:

The Committee is responsible for:

Providing reports to the AFFSC membership at AFFSC meetings.  
Coordination of reports to Firewise USA.  
Coordination of reports with CWPP programs.  
Updating fuel reduction maps (TBD).  
Working with Grants Committee on potential grant projects.

Project Administration of grants for fuel reduction/wildfire safety projects.

Meetings:

The Committee meets as determined necessary by its membership.

### **Grants Committee**

Purpose:

To work with Risk Assessment/CWPP Committee to identify worthy grant opportunities, seek grant partners, prepare and submit grant proposals, coordinate and manage grants awarded generally with a Project Manager, coordinate grant reporting and closeout.

Membership:

The Committee consists of:

Chair of the committee will be an AFFSC member.

AFFSC members or community volunteers.

May include consultants from the wildland fire safety industry or registered professional forester

May include consulting members of public agencies, such as the Pioneer Fire Protection District (PFPD), CALFIRE, and the US Forest Service (USFS)

Grant Writing:

The Committee is responsible for the writing of the application and submission of grants for AFFSC fuel reduction and related projects via a collaborative effort or by a single member, as well as preparing project budget estimates.

Reports:

The Committee is responsible for:

Providing reports to the AFFSC membership at their meetings

Preparing and submitting grant proposals.

Managing grants, generally through a Project Manager or Project Administrator.

Reporting to grant partners, granting organizations and/or the EDCFSC

Grant Funding Sources:

The Committee shall proactively seek project funding sources

Grant Project Coordination:

The Committee shall coordinate with outside consultants, the EDCFSC and/or other

fiscal sponsors to manage the project. This can include:

- Writing grant applications and contract bid documents
- Prepare Right of Entry letter and retain returned letters
- Participating in project bid opening
- The review of and selection of a project contractor
- Assisting the project coordinator with the preparation
- Reviewing project paperwork and public outreach
- Approving invoices
- Site inspections, etc.

Members of the Grants Committee shall comply with procedures outlined under Article IV, entitled Grants: Proposals, Administration and Accounting.

Meetings:

The Committee meets as determined necessary by its membership.

### **Outreach & Public Education Committee (Outreach Committee)**

Membership:

The Committee consists of:

- Chair of the committee will be an AFFSC member.
- AFFSC members or community volunteers.
- May include members of public agencies, such as the Pioneer Fire Protection District (PFPD).

Committee members shall not be involved in any political activities or express such opinions representing AFFSC, consistent with the EDCFSC bylaws.

### **Public Education Role**

Purpose:

To educate and promote fire safety within the AFFSC Sphere of Recognition.

The Committee is responsible for:

- Organizing and conducting various educational events, programs and projects.
- Providing useful, consistent wildfire safety information to the public.
- Author articles for a newsletter and/or other publications as needed.
- Author/issue press releases as needed
- Plan and set up public education displays at AFFSC fundraisers and events.

Regularly update and maintain informational postings at the Somerset and Mount Aukum Post Offices, and at other locations as determined by the Committee.

### **Outreach/Social Media Role**

Purpose:

To create and maintain printed, photographic, and video content for the AFFSC website, AFFSC newsletter, the AFFSC Facebook page and any other AFFSC social media.

The Committee is responsible for:

Providing and managing all outreach/social media content meeting the following:

No business or promotional badges, signs, t-shirts, etc. to be worn or displayed.

No political opinions to be expressed, nor political attire, signs, etc.

No obscene language, t-shirts or signs.

Degrading, unprofessional or offensive posts on the AFFSC Facebook page is prohibited and will be deleted by one of the Facebook administrators.

Disparaging comments about fire or law enforcement or other public officials is prohibited and will be deleted by one of the Facebook administrators.

No use of media or other communications for promotional business purposes other than AFFSC/fire safety-related events.

Generate communications related to Council activities and community fire safety.

Distribute AFFSC newsletter as determined by the Committee.

Regularly check website for new subscribers and add subscribers as needed.

Plan, coordinate, execute and maintain development of permanent community road signs (including changeable signs) at agreed upon locations to advise public of meetings, events and information.

### **Fundraising Committee**

Purpose:

To work with all AFFSC Committees to identify worthy fundraising activities, seek fundraising partners, plan, organize, and manage fundraising opportunities generally with an appointed Lead for each activity.

Membership:

The Committee consists of:

Chair of the committee will be an AFFSC member.

AFFSC members or community volunteers.

The Committee is responsible for:

Identifying fundraising activities and opportunities.  
Preparing an annual fundraising calendar and plan, reviewed by the Board, and presented to the Council for approval in November.  
Coordinating efforts with all other AFFSC committees.  
Identifying teams for each activity.  
Teams to plan activity and provide plans to Committee.  
Overall management of fundraising activities.  
Managing funds with AFFSC Treasurer.

Activities:

Activities may include:

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Residential address sign program.  
Emergency sign program, such as signs to locate water, gas and electrical shutoff locations.  
Annual fundraiser event(s)  
Special fundraising events.  
Donations from businesses, such as services or items to be raffled.

Reports:

The Committee is responsible for:

Providing reports to Board and Council on activities.  
Providing an “After Action” report with “lessons learned” after activity concludes each year.

### **Parliamentary Committee**

Membership:

The Committee consists of:

The Executive Board.  
AFFSC members or community volunteers

Purpose:

To ensure that the AFFSC’s bylaws and PPM are up-to-date and consistent with those of the EDCFSC.

A Parliamentarian, if AFFSC appoints, is responsible for:

Maintaining a copy of and provide information on an as-needed basis regarding

Roberts Rules of Order.

Attend AFFSC meetings and Board meetings on request.

Provide parliamentary advice on as-needed basis.

Monitor and ensure time limits at monthly AFFSC meetings are met.

Ensure that the AFFSC monthly meetings are conducted in accordance with Roberts Rules of Order as appropriate and applicable to carrying out its business.

AFFSC Bylaws – The Committee will:

Compare EDCFSC Bylaws and AFFSC Bylaws on an as-needed basis and at least annually to ensure consistency and compliance.

Submit suggestions and recommend emergency and/or annual amendments to the Board in writing for its approval and advancement to the Council for its approval as necessary.

AFFSC Policies and Procedures Manual – The Committee will:

Develop and maintain a Policies and Procedures Manual (PPM).

Maintain and update the PPM with approval of the Council.

## **APPENDIX D**

### **Executive Board and Other Member Duties**

#### **Officers**

The AFFSC Executive Board is comprised of an elected Chair, 1<sup>st</sup> Vice Chair, 2<sup>nd</sup> Vice Chair, Secretary and Treasurer, and may include a Member-At-Large.

#### **Board Member Duties**

Chair (Chair):

Conduct AFFSC and Board meetings.

Chair Board meetings for purposes of developing agendas, reviewing minutes, finance report, annual budget report, committee work and setting direction of the organization by providing vision and leadership.

Oversee committees and activities of AFFSC membership.

Serve as AFFSC's liaison with outside agencies and entities when appropriate, including, but not limited to, the EDCFSC and Associate FSCs, USFS, CAL FIRE, El Dorado County Departments, Divisions, and Board of Supervisors, and the Pioneer Fire Protection District.

Draft and sign official communications.

Is an active participant and willing worker, leader, and facilitator in programs, projects, and policies established by the AFFSC.

With the assistance of the 2nd Vice-Chair and Secretary, track attendance-requirement compliance of the membership and enforce compliance if necessary.

Ensure the Risk Assessment/CWPP Committee designates a Firewise Communities Coordinator who will submit annual renewal for Firewise, based upon annual hours tabulation provided by designated Council Member.

Create AFFSC meeting members name placards as needed

Approve minor, discretionary expenditures of less than \$300 between meetings of the Board or Council.

Complete and sign the annual EDCFSC Associate Agreement no later than June 30<sup>th</sup>.

#### 1<sup>st</sup> Vice Chair:

Attend AFFSC and Board meetings.  
Perform duties delegated by the Chair.  
Conduct AFFSC and Board meetings in the absence of the Chair.  
Approve monthly cash reconciliation prepared by Treasurer.  
Attend South County FSC meetings as requested and gives reports at the monthly AFFSC meetings.  
Maintain attendance and time log of each AFFSC member's community volunteer hours.  
Provide an accounting of total annual volunteer hours worked to the Chair at AFFSC meetings.  
Provide AFFSC and community members with current blank volunteer time reporting log forms.  
Act as custodian of all past and current volunteer time and log forms for reference.  
Perform duties delegated by the Chair.  
Approve social media and website documents.  
Prepare for possible Chair position in future (succession plan)

#### 2<sup>nd</sup> Vice Chair:

Attend AFFSC and Board meetings.  
Conduct AFFSC and Board meetings in the absence of the Chair and 1<sup>st</sup> Vice Chair.  
If 1<sup>st</sup> Vice chair is not present at a Council meeting, 2<sup>nd</sup> Vic Chair will approve monthly cash reconciliation prepared by Treasurer.  
Attend South County FSC meetings as requested and gives reports at the monthly AFFSC meetings.  
Take the roll at monthly AFFSC meetings via sign-in sheet.  
Perform duties delegated by the Chair.  
Prepare for possible 1<sup>st</sup> Vice Chair position in future (succession plan)

#### Secretary:

Attend AFFSC and Board meetings  
When requested by Board, maintain and distribute a roster of AFFSC members, AFFSC Contact List, and Stakeholder List (agency and other key points of contact) that includes their contact information as needed.  
As new members are elected, update the roster accordingly.  
Develop AFFSC meeting agenda for final approval of the Board at its meeting that is held prior to next monthly AFFSC meeting.  
Take minutes of monthly AFFSC and Board meetings.  
Provide draft meeting minutes from prior month AFFSC meeting to Board members at least one week prior to Board meetings.  
Create final draft of minutes after incorporating appropriate input from Board members to be presented to the Council for adoption at its upcoming AFFSC meeting.  
Finalize meeting agenda after incorporating input from Board members.  
Bring copies of the finalized meeting agenda for interested persons attending AFFSC

meetings.

Email the Call to Meeting with an Agenda to the AFFSC membership, AFFSC Contacts List and Stakeholder List approximately one week prior to AFFSC meeting.

Perform duties delegated by the Chair.

Retain all records in electronic formats for Records Management.

Treasurer:

Attend AFFSC and Board meetings.

Present Treasurer's Report including checking account balance and grant financial status for approval at Board meetings, and statement at AFFSC meetings.

Attend Grants Committee and fundraiser meetings.

Retain all records in electronic formats for Records Management.

Perform duties delegated by the Chair.

General financial oversight:

Oversee and present budgets, accounts and financial statements to the Council and Board.

Provide leadership on financial matters.

Ensure appropriate financial systems and controls are in place.

Ensure that record-keeping and accounts meet the conditions of funders or statutory bodies.

Ensure compliance with current, relevant statutes and regulations

Manage the accounting of funding, fundraising, and payments:

Advise on the organization's fundraising strategies;

Ensure compliant use of funds, including the conditions set by the funding bodies;

Ensure that fundraising and payments comply with current, relevant statutes and regulations and are bound by effective financial systems and controls;

Ensure effective financial monitoring and reporting.

Coordinate with Project Managers regarding financial and grant match record keeping, to track and meet AFFSC grant objectives and reporting requirements.

Financial planning and budgeting:

Prepare and present AFFSC budget for next fiscal year at the April Board meeting preceding the May AFFSC meeting for review and comment and then present to the Council for adoption at the May meeting.

Work with committees on new or ongoing AFFSC programs and projects.

Advise on financial implications of strategic and operational plans

Present revised financial forecasts based on actual prior program and project expenditures.

Evaluate and clarify financial implications of proposals.

Financial reporting

Present regular reports on the organization's financial position as specified by the Board.

Prepare accounting reports for audits and discussions with EDCFSC auditors when required.

Banking, bookkeeping and record keeping

Manage bank account(s), including updating signature card.

Set up and maintain appropriate systems for bookkeeping, payments, and deposits using electronic financial management software.

Ensure proper recording and documentation by all persons submitting invoices and handling funds.

Prepare monthly cash reconciliation for 1<sup>st</sup> Vice Chair approval.

Submit information to EDCFSC when requested including year-end reporting.

Control of Fixed Assets

Ensure proper record keeping of written inventory.

Coordinate with EDCFSC to ensure necessary general liability and Errors and Omissions insurance coverage for special events and activities.

### **Non-Officers**

At-Large Board Member:

Attend AFFSC and Board meetings.

Perform duties delegated by the Chair.

Be an active member of at least one working committee of the Council.

Temporarily undertake, carry out or otherwise assist with other defined Board member tasks and functions at the request of Board or Council.

Be available to receive inquiries and commentary from Council members for input to the Board.

Communicate information to inquiring members, with concurrence of the Board as necessary.

Parliamentarian

Attend AFFSC meetings and Board meetings on request.

Ensure that the AFFSC's bylaws and policies and procedures manual are up-to-date and consistent with those of the EDCFSC.

Ensure that the AFFSC monthly meetings are conducted in accordance with Roberts Rules of Order on an as-needed basis as appropriate and applicable to carrying out Council business and maintaining order.

Perform time-keeper functions for all persons sharing information at Council meetings.

General Council Members

At all times represent the Council in a positive and professional manner

Be leaders in the community.

Maintain their property in a fire safe manner so as to serve as an example to the community.

Attend and participate in monthly Council meetings and committees.

Each Council member is required to be a chair or member of one of the Council's committees, shall participate to the extent they are able in sponsored activities, and shall participate on a committee or subcommittee of an AFFSC Firewise event and Annual Fundraiser.

Further the work of the Council's mission and goals.

Neighborhood Liaisons:

Each Neighborhood Liaison will be a community outreach representative of the AFFSC in their designated neighborhood.

They will be a local contact for contacting residents with information about how to help the neighborhood become fire safe, be available to answer questions, to help evaluate neighborhood needs, to work with the Outreach Committee to develop materials and strategies to engage their neighborhoods to use the resources available to them, fill out timesheets, attend fundraisers, and to understand the importance of community when it comes to fire safety.

Liaisons will be appointed by the Board, based on recommendations from the Outreach Committee.

Website Manager:

Post meeting agendas and minutes on website.

Maintain website content to benefit Council and community, working as directed by Outreach Committee.

Maintain domain name and website management arrangements.

Post on or revise website as needed, and as directed by Board or Council.

Records Manager:

Maintain Cloud Records storage system, ownership and sharing of approved minutes, meeting agendas and financial reports, Council documents provided at AFFSC monthly meetings, and newsletters published by the AFFS, as directed by the Board or Council.