

GRIZZLY FLATS FIRE SAFE COUNCIL POLICIES AND PROCEDURES MANUAL

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GRIZZLY FLATS FIRE SAFE COUNCIL POLICIES AND PROCEDURES MANUAL

EXECUTIVE SUMMARY

The Grizzly Flats Fire Safe Council (GFFSC or Council) was formed in 2004 and is an Associate Council of the El Dorado County Fire Safe Council (EDCFSC). Its membership is comprised of a minimum of 15 and maximum of 25 community members. The mission of the Grizzly Flats Fire Safe Council is to preserve Grizzly Flats' natural and manmade resources by informing, educating and mobilizing residents and landowners to make their homes, properties, neighborhoods and the community fire safe, and to provide area-wide cooperation, innovation and action in an effort to internally and externally buffer the Grizzly Flats Fire Safe Council's Sphere of Recognition from catastrophic wildfire.

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

The purpose of the GFFSC Policies and Procedures Manual (PPM) is to serve as an invaluable 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 itself. Contents and addenda may include, but are not limited to:

- General and specific policies, including those mandated by statute, to be followed by the GFFSC membership, 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 GFFSC's committees, sponsored annual project activities and how such activities are to be carried out;
- Helpful tools to be used for maintaining and accessing the GFFSC's website and electronic storage system;
- Forms as identified in the exhibits and
- Samples of GFFSC membership documents as listed in the exhibits.

GRIZZLY FLATS FIRE SAFE COUNCIL POLICIES AND PROCEDURES MANUAL

Article I – General Policies

Section 1.01

The Grizzly Flats Fire Safe Council (GFFSC or Council) shall develop, or cause to be developed, a set of bylaws, which shall govern how the Council operates.

Section 1.02

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

Section 1.03

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

Section 1.04

The Council may establish a conflict of interest statement and liability waiver statement and shall require all members of the Council to complete and sign same and other documents as deemed necessary by the Council.

Section 1.05

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

Section 1.06

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

Section 1.07

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 (Satellite) Council of the El Dorado County Fire Safe Council (EDCFSC), a tax-exempt, non-profit organization, the GFFSC'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:

- (a) 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)).
- (b) 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 records 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 copy paper, computer disks, microfilm, scanned or digitized copies, magnetic and visual media and other electronic communications. Record retention schedule should be in accordance with EDCFSC Article II. Records Retention Policy.

Section 2.03 Financial Records Management

The 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.

Permanent records include the GFFSC Bylaws, and approved agendas and minutes of GFFSC meetings.

All financial and equipment records, audit reports, leases, contracts and budgets are maintained by the Treasurer. Bylaws, policies and procedures, approved minutes, personnel records and legal claims and litigation are maintained by the Secretary.

Section 2.04 Files

Certain GFFSC records can be retained by any GFFSC member. These members may include the GFFSC Chair, Vice-Chairs, Secretary, Treasurer, At -Large Board Member, Parliamentarian, Committee Chairs and Council members. Other records can only be retained by a member of the Board. All records must be secured from theft and fire or stored electronically in a computer data storage system “cloud”.

Section 2.05 Hard Copies and Electronic Formats

To the greatest extent possible, all records shall be kept in electronic formats (.pdf, .xls, ppt, or .docx files). Record retention schedule should be in accordance with EDCFSC Article II. Records Retention Policy.

Section 2.06 Designation of Electronic Storage Manager(s)

GFFSC Board members, generally the Secretary, with Cloud security clearances are designated as holders and/or managers of the electronic records storage and are responsible for record retention backup quarterly.

Article III – Accounting System and Records

Section 3.01 Council

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

Section 3.02 Handling of Financial Matters

Handling of financial matters by Council members the GFFSC, and contractors will conform to the highest ethical standards and the GFFSC's Conflict of Interest Policy (Article VIII). The GFFSC shall be an all-volunteer organization.

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 requirement. In the absence of the Treasurer, the Chair may designate responsibility for the administration of the financial operations.

- a. All financial records GFFSC shall be maintained using QuickBooks or similar software.
- b. All financial records and procedures shall conform to generally accepted accounting principles. Responsibilities of the Treasurer shall include:
 - 1) maintaining a chart of accounts
 - 2) maintaining a list of vendors
 - 3) maintaining a class list that includes all Council-identified programs
 - 4) receiving invoices

- 5) preparing checks for two signatures
 - 6) receiving electronic versions of bank statements
 - 7) performing monthly account reconciliations
 - 8) providing portable file copies to the second check signatory
 - 9) promptly report any anomalies to the Board
 - 10) fifteen (15) days before the May Board meeting, the Treasurer shall submit a draft budget for the Board's review and approval.
 - 11) for the regular June GFFSC meeting, the Board shall submit to the Council membership the proposed draft budget for review. The Council shall vote on approving the budget and any changes for the following fiscal year
 - 12) if additional procurements or services, outside of approved budget line items, are proposed, they shall be presented to the Council for approval.
- c. Budget categories shall be determined and marked on each invoice by the Treasurer. Responsibilities of the Treasurer shall include
- 1) maintaining files of all invoices, payments, deposits and related correspondence,
 - 2) performing backup of treasurer's electronic files, and
 - 3) verifying that funding payments and expenditures are in agreement with the budget.
 - 4) 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 submitting reports and documents to EDCFSC, as required by the EDCFSC. Submit information to EDCFSC treasurer before July 15th using June 30th bank statement. These reports must be available for public inspection upon request.

Section 3.04 Disbursements

- (a) All payments will be reviewed and approved by two of the following Board members: Treasurer, Chair, Vice-Chairs, Secretary or Committee Chair:
- (1) Payments for unbudgeted procurements and services for grant-funded projects shall be reviewed and approved by the Project's Manager before the request for reimbursement is submitted to the Treasurer.
 - (2) Un-budgeted payments for procurements or services in excess of \$300 require pre-approval by the Council.
 - (3) Reimbursement requests for procurement or services outside of the approved budget must be pre-approved by the Board and shall be submitted to the Treasurer.
 - (4) Reimbursement requests shall be submitted to the Treasurer as soon as possible, but no later than 90 days after the expense is incurred. Any requests for reimbursement after 90 days of incurred expense will NOT be honored.

(5) The maximum amount of reimbursement request for home office printing per member (unless pre-authorized by the Board or by Council approved budget line item) shall not exceed \$200 per fiscal year.

- (b) All checks will be signed by two of the five authorized members of the Board who are on the bank signature card.
- (c) Grant funded payments are contingent upon receipt of funds or prior approval of expenditure from the Council.

Section 3.05 Bank Deposits

The Treasurer is responsible for assigning deposits to their proper account. Over-the-counter deposits will be documented by the Treasurer. Documentation of deposits can be verified in a profit and loss statement along with the applicable bank statement

Section 3.06 Separation of Duties

- (a) As part of the Board's responsibility of co-signing all disbursement and reimbursement checks, two signatures are required on each check to insure that GFFSC funds are being expended in a fiscally responsible manner with due diligence.

Article IV – Grants: Applications, Administration and Accounting

Section 4.01 Applications

All grant applications will contain the following components:

- (a) Grant applications shall be in accordance with the grant application guidelines as provided by the grantor.
- (b) Grant applications shall be reviewed by the GFFSC Grants Committee
- (c) Because the GFFSC is not their own 501C-3 non-profit, it is required that the GFFSC be affiliated/associated with another agency or organization for the purposes of having that agency/organization as the GFFSC's fiscal sponsor. For many grant applications, the EDCFSC is the fiscal sponsor, therein requiring the EDCFSC's coordination, approval of all aspects of the project, and financial management.

If the El Dorado County and Georgetown Divide Resource Conservation District (RCD) is the grant project managing agency, the RCD will become the grant application preparer, fiscal sponsor and Project Manager. All project coordination will be through the RCD. The GFFSC representative to the EDCFSC will provide monthly reporting at the EDCFSC regular meeting.

Section 4.02 Budget

When preparing a grant application budget, the grantor's guidelines will specify the budget items to be included or that may be included in the grant budget. The grantor's guidelines may include the following:

- (a) Cost of contracted services
- (b) Administrative time and expense, expressed as ~~one or more of the following~~:
1) time, 2) actual cost and/or 3) percentage of project
- (c) Project management services (consulting fees), expressed as 1) time, 2) actual cost and/or 3) percentage of project
- (d) Supplies
- (e) Insurance (as included in the fiscal sponsor fee; see (h) below)
- (f) Accounting costs shall be included in the GFFSC's relationship with its fiscal sponsor.
- (g) Outreach costs, such as expenses for publications (printing, mailing, etc.), communications, advertising and community education about fuel reduction and wildfire safety associated with the grant. This could be in the form of articles, direct mailings, public meetings, or workshops.
- (h) As an agency/organization for a GFFSC grant, that agency's/organization's provided insurance shall list the GFFSC and its membership, as individuals as also named insured.

Section 4.03 Allowable Costs

- (a) Grant funds may only be used for allowable project activity costs as listed in the grant guidelines. This means the total amount of money GFFSC is entitled to receive from the funding agency may not exceed the allowable costs incurred by GFFSC 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
- (b) Allowable cost rulings direct that the GFFSC 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.
- (c) Typically, expenditures from grant funding shall not be incurred prior to the award of a contract without the grantee's approval.

Section 4.04 Matches

- (a) A cost used by the GFFSC 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. Federal grants cannot be used for matching on another federal grant: however federal grant can be used for matching on other grants.

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 Federal Bureau of Labor Statistics tables or the grantor's recognized labor rate.

- (b) The value of matching funds shall be provided by the donor of the matching funds. The value of in-kind match contributions provided by GFFSC volunteers shall be calculated in accordance with item (a) above.
- (c) When a grant application requires matching funds, documentation of matches shall be in accordance with the grant application guidelines.

Section 4.05 Accounting Records

The fiscal sponsor is responsible for grant accounting, in accordance with the grant guidelines:

- (a) All records of cost sharing and matching contributions shall be retained in accordance with the grant application guidelines, or generally accepted accounting procedures as appropriate.
- (b) Typically, non-federal grant guidelines provide that 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 and 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 Insurance

Consultants or contractors who receive or issue payments under Article IV shall provide evidence of Certificates of Workers' Compensation Insurance, Automobile liability Insurance, and Commercial General Liability Insurance, acceptable to the Project Manager, shall be submitted to the Project Manager for transmittal to the

GFFSC/EDCFSC prior to commencement of the work. The Liability Insurance Certificates shall include the GFFSC and its members, as “additional named insured”.

Section 4.07 Contract Administration: Contractor Performance Monitoring Process

- (a) Typically, grant guidelines call for the grantee to provide periodic progress reports. Such guidelines, typically, describe the period and contents of such a report. The report shall be prepared by the Project Manager and provided to the GFFSC and the GFFSC’s fiscal sponsor.
- (a) The Project Manager shall take and maintain before, during and after digital photographic records of project site conditions.
- (b) The fiscal sponsor and/or a representative of the GFFSC Grant Committee, may make project site inspections at any time.

Section 4.08 Changes in a Project’s Scope of Work

Any changes in a project’s Scope of Work shall be established with a Change Order form. This form shall be signed by the Project Manager and the Contractor and then submitted to the fiscal sponsor for their approval before being submitted to the funding agency for their approval. The form shall include a detailed description of the change in the work, the cost difference, and any change in the period of work. The Change Order shall be completed before any change order described work is started or otherwise modified.

Section 4.09 Unspent Funds

Any unspent grant funds documented by the accounting records shall be returned to the funding agency, final grantee’s check is reduced to match actual expenditure, or unless otherwise specified by the grantor.

Article V – Procurement System

Section 5.01 Statement and Guidelines

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

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

(1) 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

(2) A contract under a continuing multi-year grant need not be rebid each year

(3) Projects or positions funded by multiple grants.

(b) The Grants 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.

(1) The evaluation panel will consist of at least one Board member, Grant Committee member, the Project Manager and EDCFSC director, (if they are the fiscal sponsor).

(c) 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 selection will be based on the following criteria:

(a) Firm/individual history, references and background

(b) Capacity of the contractor to conduct and complete the scope of work

(c) Cost estimate, including:

(1) Total cost

(2) Cost per acre rate, hourly rate, equipment hourly rate, overhead burden rate, etc.)

(3) Break-down by different tasks

(d) Any appropriate affirmative action information

- (e) Proof of worker's compensation insurance, automobile liability insurance and commercial general liability and, if appropriate, accidental fire insurance (minimum coverage two million dollars (\$2 million))
- (f) Proof of California State Contractor's License, if appropriate
- (g) Preference may be given to contractors licensed within El Dorado County
- (h) All vendor applicants will be checked against the Excluded Parties List; when such list exists. Any vendor listed on the Excluded Parties List will not be considered for award.
- (i) List of subcontractors and their proposed tasks

Section 5.03 Compliance with National Policy Requirements

- (a) 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
- (b) 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 on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by USDA. Further, according to information provided on USDA's website, not all prohibited bases will apply to all programs and/or employment activities.

Section 5.04 Contract Administration: Contractor Performance Monitoring Process

The Project Manager and the fiscal sponsor, as required, shall monitor the project cost, schedule and performance to 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 all volunteers. Information will include:

- (a) Volunteer time and attendance records and in-kind contributions for active grant projects.
- (b) Approved reports to EDCFSC as requested.
- (c) Meeting attendance records shall be maintained by means of a sign-in sheet for each regular Council meeting and special event meetings. The meeting sign-sheet shall include the meeting date. The attendance records shall be scanned and electronically filed with the minutes of the meeting.

Section 6.02 Position Descriptions

The Secretary shall maintain a master file of position descriptions (Exhibit H) for all GFFSC volunteer positions whether or not the position is currently filled.

Section 6.03 Recruiting, Hiring and Termination

Contract employees may be advertised locally and on the EDCFSC and GFFSC websites. 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 6.031 Job Reference Policy

It is the policy of the GFFSC not to provide references (employment, applications for educational institutions, other volunteer positions, etc.) for members, former members or honorary members. If a request for reference is received or solicited, the GFFSC Chair, or the Chair's designee, will only verify dates of membership for the person seeking reference. This policy shall not preclude a Council Member, acting as a community member and not in a GFFSC official capacity, from providing a personal reference for the person seeking reference.

Section 6.04 Compensation System

N/A

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

When allowed, a Project Manager 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 hour 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 (see Article VI, Section 6.03.)

Section 6.07 Project Managers/Coordinators

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

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

Section 7.01 Travel

- (a) Authorization to travel to conferences, presentations or other meetings where GFFSC will be represented must be pre-approved and not to exceed amount identified by the Council indicating whether or not expenses are to be paid by the GFFSC
- (b) If travel is authorized by the Council and is to be paid for by the GFFSC, a reasonable amount may be reimbursed for lodging. 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.
- (c) Any request for travel reimbursement must be submitted using an approved expense account form accompanied by all pertinent receipts.
- (d) The GFFSC does not provide credit cards.

Section 7.02 Professional Association Membership

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

Article VIII – Conflict of Interest

Section 8.01 Purpose

The 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. A member should recuse themselves from voting for a Council membership applicant that is a relative.

The purpose of this policy is to protect the GFFSC'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

- (a) Interested Person: Any Council member who has a direct or indirect financial interest as defined below, is an interested person.
- (b) Financial Interest: A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 - (1) An ownership or investment interest in any entity with which the Council has a transaction or arrangement,
 - (2) A compensation arrangement with the Council or with any entity or individual with which the Council has a transaction or arrangement, or
 - (3) 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 Board decide that a conflict of interest exists. The conflict of interest information and Board discussion notes will be retained into a Confidential file.

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 Board 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 meeting while the determination of a conflict of interest is discussed and voted upon.

The remaining Board members shall decide if a conflict of interest exists.

(a) Procedures for Addressing the Conflict of Interest

(1) An interested person may make a presentation at the Board 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 shall, if appropriate, appoint a disinterested person to investigate alternatives to the proposed transaction or arrangement.

(3) After exercising due diligence, the Board 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 shall determine by a majority vote of the disinterested Board 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.

(b) Violations of the Conflict of Interest Policy

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

(2) If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Board 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 Conflict of Interest Proceedings

The minutes of the Conflict of Interest Board powers shall contain:

- (a) 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 Board Chair decision as to whether a conflict of interest in fact existed.

- (b) 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 Annual Statements

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

Upon being seated as a Council member, and on an annual basis thereafter or at any time this policy is revised, each Council member is required to complete and sign a statement that affirms such person:

- (a) Has received a copy of the policy,
- (b) Has read and understands the policy,
- (c) Has agreed to comply with the policy, and
- (d) Understands the Council is non-profit and in order to maintain its tax exemption, it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Article IX – Rights of GFFSC Members

The following are the rights of GFFSC members:

- (a) To be fully informed about the responsibilities, time commitment, organization, duties and functions before accepting the position of Council member
- (b) To be kept fully informed through accurate financial reports, management reports, regular and thorough briefings about the operation of the Council
- (c) To know that volunteer time will not be wasted by lack of planning, coordination, and cooperation within the Council and within the Board
- (d) To be trusted with confidential information that will help the Council member carry out assignments and responsibilities
- (e) To know whether the volunteer work is effective and what results have been obtained
- (f) 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 GFFSC 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 GFFSC business.

Section 10.02 Statement

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.

All Council members, and contractors who work for the GFFSC are prohibited from engaging in any activity relating to the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances while conducting Council business. This includes drug paraphernalia.

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

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

- (a) Dangerous, detrimental, or harmful drugs and intoxicating compounds such as cocaine, heroin, hashish, amphetamines, methamphetamines, barbiturates, hallucinogens, and other controlled substances which have a dangerous stimulant or depressive effects on the central nervous system
- (b) Anabolic steroids.

Section 10.03 Condition of Membership

As a condition of membership or contract, all Council members and contractors must abide by the terms of the drug-free workplace statement, and must notify the GFFSC 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 GFFSC, may result in immediate removal or cancellation of a contract.

ARTICLE XI – Non-Discrimination

Section 11.01 Commitment

The GFFSC 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

- (a) 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 on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, marital status, veteran status, political beliefs, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by USDA.
- (b) Make reasonable accommodations wherever necessary for all volunteers and employees with disabilities
- (c) Trust, mutual respect and dignity are fundamental beliefs that are reflected in Council member behavior and actions
- (d) Thoroughly investigate instances of alleged discrimination and take corrective action if warranted.

Section 11.03 Legal Requirements

GFFSC's goal is to be in compliance with all applicable Federal, State and local laws pertaining to non-discrimination and equal opportunity. According to information provided on USDA's website, not all prohibited bases will apply to all programs and/or employment activities.

Article XII – Sexual Harassment

Section 12.01 Council Commitment to Sexual Harassment Free Environment

The GFFSC is committed to maintaining an organizational environment free from sexual harassment. Because the GFFSC'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:

- (a) Unwelcome sexual advances
- (b) Demands, threats or requests for sexual favors or actions
- (c) Distributing or displaying sexual pictures or objects, suggestive gestures, sounds or stares
- (d) Unwelcome physical contact
- (e) Sending or forwarding inappropriate emails of a sexual or offensive nature
- (f) Inappropriate jokes, comments or innuendoes of a sexual nature
- (g) Obscene or harassing telephone calls, emails, letters, notes or other forms of communication
- (h) Any conduct of a sexual nature that may create a hostile organizational environment when:
 - i. Submission to the harassment is made either explicitly or implicitly a term or condition of volunteering, employment, contract award or appointment to a position
 - ii. 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 GFFSC who has a complaint of sexual harassment should:

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

- (b) 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

- (a) 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 complaint shall be held in confidence and reside within the folder containing "CONFIDENTIAL" information.
- (b) 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.
- (c) 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.

- (d) The committee will consider the complaint, gather facts and contact the complainant if necessary.
- (e) If the committee can resolve the issue to the satisfaction of all parties, it will act and report back to the Board.
- (f) If the resolution requires Board action, it will be placed on the agenda of the next scheduled Board meeting as an action item.
- (g) 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 GFFSC 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 GFFSC 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 GFFSC is in violation of law, a written complaint may be filed by that person with the Chair.

The complaint must be filed within 3 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 GFFSC 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. GFFSC 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 GFFSC 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 GFFSC 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, and volunteers shall be made aware of this policy.

Article XV – Equipment Loan and Surplus Disposal

Council members may borrow GFFSC equipment for Council business only. Equipment will not be loaned outside of the GFFSC without approval from the Board. An equipment log must be maintained by the 2nd Vice Chair. 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.

Article XVI – Bank Accounts

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

- (a) The account opened as 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, audit reporting, and tax reporting purposes.

- (b) A letter from the GFFSC Chair designates at least two members of the Board who are authorized to access the account and sign checks. Authorized new Board members shall fill out signature card.
- (c) The Bank will also require personal information for the authorized signers on bank signature cards.

Article XVII – Reimbursements

GFFSC members requesting reimbursement from GFFSC projects must first get approval by the committee chair. 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 Chair. An example of the reimbursement form is located in Exhibit A.

Article XVIII – Volunteer Liability Waiver and Accident Reporting

The requirement for this waiver was approved and passed by vote of the EDCFSC and GFFSC. The waiver includes pre-project, community planning and safety articles. Waivers are to be signed and submitted at the beginning of each calendar year. The form is identified in Exhibit “B” in this document. The EDCFSC does not carry personal injury medical and property damage insurance.

The ultimate goal of the GFFSC 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 GFFSC meetings, community projects and/or sponsored events:

- (a) The event chair shall be notified immediately. That person will use their good judgement to determine if emergency services need to respond and/or the person involved in the accident otherwise needs to receive medical attention
- (b) If the incident involves property only, the property owner and event chair shall be notified immediately
- (c) The GFFSC 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

- (d) The “Injury and Accident Report” form shall be filled out by the event chair, injured party or parties, and those who witnessed the incident and reported it to the GFFSC 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. The form is identified as Exhibit “C” to this document.
- (e) Information contained within the Injury & Accident report form shall be considered **CONFIDENTIAL** and shall not be shared with other persons outside the Board and its authorized representatives for the purposes of insurance claims. Information stored within GFFSC electronic storage will be restricted by permissions granted to Board members only, and reside within the folder containing “CONFIDENTIAL” information.
- (f) The Board will create and maintain an event binder that will be provided to the event chair prior to each of the GFFSC sponsored events. The binder will contain detailed descriptions and procedures involved with each event. Included with this binder will be multiple copies of the Injury & Accident report form. The form is identified as “Appendix C” to this document.

Council members or volunteers under the age of eighteen (18) shall have parent/guardian sign GFFSC Minor Participant Release form (Exhibit L) with medical insurance and right to transport and treat.

Article XIX – GFFSC Property Security

Keys that access the GFFSC Grizzly Flats Post Office Box 152, Post Office Bulletin Board, The Post Office Bulletin Board Security Camera and Storage Container (at Fire Station 35) and other future locations are issued to GFFSC members in order to perform their duties with the GFFSC. These keys ultimately help secure and protect the physical and financial assets and intellectual property of the GFFSC.

Keys are the property of the GFFSC (and the USPS in the case of the Post Office box key), and shall be protected from loss, theft, unauthorized use and unauthorized duplication by the member it (they) is (are) issued to. The keys shall remain under the direct control of the issued member and they should treat the key(s) as if it were a key to their own home, vehicle or Post Office box.

It is the responsibility of the GFFSC Secretary to keep accurate records as to which GFFSC members have possession of GFFSC owned keys. Should the member leave active membership with the GFFSC, it is incumbent upon the Board to make sure the keys are returned to the Chair.

Members in violation of this policy will be subject to disciplinary process as outlined in Section 5.04.2 of the GFFSC Bylaws.

Article XX

Social Media

Social Media is an excellent tool in reaching our neighbors within the GFFSC's Sphere of Recognition, our allied agency partners and other interested parties.

The Public Education Team/Webmaster shall regularly post informational items on our various social media accounts (Facebook, Twitter and the GFFSC website). The content shall be limited to topics that directly support our Mission Statement (e.g. steps that the reader can take to help prevent a catastrophic wildfire and its spread). Any posts that refer to (or infer) politics, religion or any other inappropriate subject matter are strictly prohibited. If a member of the Public Education Team has any question whatsoever if a planned social media posting is appropriate, they shall first consult with the Executive Board Members. It is the responsibility of the Webmaster/Public Education team to regularly monitor comments made on a GFFSC social media post. If any comment is deemed to be inappropriate or reflect negatively upon the GFFSC, its members, a community member or any of its allied agency partners, the comment shall be removed. If a comment is removed, the Webmaster shall notify the GFFSC Chairperson so they are aware of the situation.

The Public Education Team/Webmaster shall regularly (monthly) update the GFFSC Website with published meeting agendas and *Council approved* regular meeting minutes. The draft meeting agendas shall be posted as soon as the Secretary sends the call-to-meeting each month. The Secretary shall provide the Public Education Team/Webmaster with an electronic copy of the Council approved minutes within five calendar days of the meeting in which the minutes were approved (inclusive of any amendments) for posting on the GFFSC website.

The GFFSC Chairperson, or their designee, shall regularly monitor the GFFSC email account (grizzlyflatsfsc@gmail.com). Emails can be sent directly to the GFFSC at this address or arrive through the "contact" section of the GFFSC website. The Chairperson may, at their discretion, forward an email to a GFFSC Committee Chair for their response. The GFFSC email account shall only be used for GFFSC business and personal correspondence is prohibited. All correspondence on the GFFSC email account shall be represent the GFFSC in a professional manner.

Article XXI

Computer Log-In Information/Passwords

Log-in information (sign-in names and passwords) are a critical component of the ability of the Executive Board/Webmaster to regularly post and maintain secure access to the GFFSC's email account, data storage cloud, social media accounts, and website. Each Executive Board member and Webmaster will be issued the pertinent log-in information to each of the above-mentioned accounts/website. This information shall be treated as *extremely confidential* and Executive Board members/the Webmaster shall guard this as if it were log-in information to their own personal accounts. When an Executive Board member/Webmaster leaves office for any reason, each account's password shall be changed. The new passwords shall be issued to the Executive Board/Webmaster. If any Executive Board member or the Webmaster has any suspicion that the confidentiality of the log-in information or security of any of the on-line accounts has been compromised, they shall immediately notify the GFFSC Chairperson, or in their absence, the GFFSC 1st Vice-Chair.

GRIZZLY FLATS FIRE SAFE COUNCIL
POLICIES AND PROCEDURES MANUAL EXHIBITS

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EXHIBIT A

Grizly Flats Fire Safe Council	
Reimbursement Form for Vendor Purchase	
Rev. Date 3-3-2020	
Section 1	Reimbursement Request From: _____ <small>(Reimbursement to:)</small>
	One (1) Form per Sales Receipt!!!
	Vendor's Name : _____ Vendor's Address (Name of City only): _____
	Form Submittal Date: _____ Fiscal Year of Budget: _____ Budget Section #: _____ Budget Section Description: _____

Use of Form Instructions

- In **Section 1** (top 4 cells), fill in all information.
- In **Section 2**, enter the Purchase Information (Purchase Date and a Description of the Purchase enough to identify it for its GFFSC purpose, and the Cost Summary Information listed on the Sales Receipt (Pre-tax Sub-total, Tax, any Shipping cost, and the Reimbursement Request TOTOAL).
- Sign the Form and staple the Sales Receipt behind this Reimbursement Form. Submit the original had written Form to the GFFSC Treasurer. Retain a copy. *No reimbursement until the paperwork is done.*
- Expense reimbursements shall be in accordance with the GFFSC's Policies and Procedures Manual.

Purchase Information and Cost Summary

Section 2	Purchase Date: _____	Notes: Do not purchase personal items with GFFSC Purchases; that is, personal item purchases shall not appear on attached cash register receipt. GFFSC Policies: <ul style="list-style-type: none"> ▪ Reimbursable expenses do not include travel expenses to/from the vendor. ▪ Reimbursable Printing / Copying expenses do not include printing or copying Government Agency or Commercially printed materials.
	Description of Purchase: _____ _____ _____	
	Pre Tax Sub-total Cost = \$	
	Tax (_____ %) = \$	
	Shipping = \$	
	Reimbursement Request TOTAL = \$	

Submitted By: _____ <small>(Signature)</small>	For GFFSC Use: Check #: _____ Date: _____
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Grizly Flats Fire Safe Council

Reimbursement Form for Home Office Printing

Rev. Date: 5-25-2020

Section 1	Reimbursement Request From: _____ <small>(Reimbursement to:)</small>	Form Submittal Date: _____
	One (1) Form per Budget Section !!! (Unless approved otherwise, in advance, by Treasurer)	Fiscal Year of Budget: _____ Printing / Copying Date: _____
	Description of Printings &/or Copies: _____ _____	Budget Section #: _____

Form Use Instructions

- In **Section 1** (top 6 cells), fill in all information.
- In **Section 2 - Column B**, count the number of printed &/or copied sheets and enter that number for the appropriate ink.
- In **Section 2**, multiply the Unit Cost for the kind of ink used by the number of prints or copies (A x B) and enter the printing/copying cost in **column C**, as appropriate for the kind of ink. Do this for both kinds of ink as appropriate.
- Total the printing / copying cost in **Column C** and record it as the **Reimbursement Request TOTAL**.
- Sign the Form and submit the original had written Form to the GFFSC Treasurer. Retain a copy. *No reimbursement until the paperwork is done .*
- Expense reimbursements shall be in accordance with the GFFSC's Policies and Procedures Manual.

Printing / Copying Cost Calculation

Section 2		A	B	C = A x B	GFFSC Policies: ▪ Reimbursable Printing / Copying expenses do not include printing or copying Government Agency or Commercially printed materials.
		Unit Cost per Sheet of Paper	Number of Copies:	Quantity Cost of Printing &/or Copying:	
8.5" x 11" (Letter Size Paper)	Black Ink =	\$0.14		\$	
	Color Ink =	\$0.68		\$	
Reimbursement Request TOTAL =				\$	

Mt. Mail prices
2-18-2020

Submitted By: _____ <p style="text-align: center;"><small>(Signature)</small></p>	For GFFSC Use: Check #: _____ Date: _____
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Grizly Flats Fire Safe Council

Reimbursement Form for BBQ Vendor Purchase

Budget Account: 6610.00 (Fundraiser - Annual BBQ)

Rev. Date 3-3-2020

Section 1	Reimbursement Request From: _____ <small>(Reimbursement to:)</small>	Form Submittal Date: _____
	<p style="text-align: center;">One (1) Form per Sales Receipt !!!</p> Vendor's Name: _____ Vendor's Address (City Name only): _____	Fiscal Year of Budget: _____ BBQ Event Date: _____ Purchase Date: _____

Form Use Instructions

- In **Section 1** (top 4 cells.) fill in all information. **NOTE: Only one (1) Sales Receipt per Reimbursement Form.**
- In **Section 2**, combine purchased items into the "categories" listed below with their Category total purchased costs, (before tax). Provide the sub-total, any tax, and the "**Reimbursement Request TOTAL**". Confirm "TOTAL" is accurate with total on Sales Receipt.
- Sign the Form and staple "Sales Receipt" behind this Reimbursement Form. Submit the original had written Form to the GFFSC Treasurer. Retain a copy. **No reimbursement until the paperwork is done.**
- Expense reimbursements shall be in accordance with the GFFSC's Policies and Procedures Manual.

	BBQ Account Sub-Sections (Category Descriptions)	Cost	Notes:
Section 2	6610.01 Food		Do not purchase personal items with GFFSC Purchases; that is, personal item purchases shall not appear on attached cash register receipt. GFFSC Policy: Reimbursable expenses do not include travel expenses to/from the vendor.
	6610.02 Alcohol		
	6610.03 Soda		
	6610.05 Paper & Plastic Products		
	6610.06 Decorations		
	6610.07 ABC License Fee & Submittal Cost		
	6610.08 Admission Tickets (Printing &/or Purchasing)		
	6610.10 History Exhibit Expenses		
	6610.11 Raffle &/or Bar Ticket Purchase		
	6610.12 Portable Toilet Rental		
	6610.14 Thank Your Cards & Postage		
	6610.15 Miscellaneous		
	6610.16 Auction & Raffle Program Coord. Expenses		
	6610.17 Propane		
	6610.24 Entertainment & Other "Labor" Costs		
	6610.25 BBQ Refuse Disposal Fee		
	Sub-total of the "Categories" listed above =		
	"Tax" as listed at the bottom of the Sales Receipt =		
	Reimbursement Request TOTAL =	\$	
Submitted By: _____ <small>(Signature)</small>		For GFFSC Use: Check #: _____ Date: _____	

EXHIBIT B

VOLUNTEER WAIVER, RELEASE AND INDEMNITY AGREEMENT BETWEEN EL DORADO COUNTY FIRE SAFE COUNCIL AND

(hereinafter "the volunteer")

This document sets forth the responsibilities and understandings of the volunteer and of El Dorado County Fire Safe Council (EDCFSC) / Grizzly Flat Fire Safe Council (GFFSC), collectively referred to as Council or the Councils, as regarding volunteer's participation in volunteer programs partially or wholly coordinated by the Councils.

The volunteer and the Councils agree as follows:

1. The volunteer performs the service of the volunteer's own free will, without promise, expectation, or receipt of remuneration. The volunteer is not an employee or agent of the Councils for any purpose and the volunteer's services are not controlled nor mandated by the Councils.
2. If the volunteer is under the age of 18, the volunteer may only participate in volunteer service with the express written consent of the volunteer's parent or guardian.
3. The volunteer understands and agrees that it is possible that the volunteer may be injured or otherwise harmed during volunteer service due to accidents, acts of nature, the volunteer's negligent or intentional acts, or the negligent or intentional acts of others; that while the Councils have taken some steps to reduce the chances of injuries or harm to the volunteer, the Councils have no control over most risks, and, thus, cannot and does not guarantee nor take any responsibility for the safety of the volunteer or the volunteer's property while the volunteer is engaged in volunteer service; and that the volunteer must take full responsibility for himself or herself and assume the risk of harm or damage while serving by taking all necessary and reasonable precautions and acting in a manner that will help protect himself or herself and his or her property.
4. The volunteer acknowledges volunteer may be performing services for the Councils that involve potential risks of harm or injury to volunteer. Such risks may include, but are not limited to, steep and uneven terrain, potentially dangerous tools and equipment, and risks of injury from trees, limbs and shrubs and lifting and carrying

heavy objects. Volunteer acknowledges that he/she is voluntarily providing services to the Councils with knowledge of the hazards and potential dangers involved and agrees to accept any and all risks of personal injury and property damage.

5. The volunteer acknowledges that volunteer is either experienced in the use of equipment to be utilized by volunteer in performing services for the Councils or has been provided instruction in the use and operation of that equipment by the Councils. Volunteer further acknowledges that the Councils have provided volunteer with information as to safety procedures in performing services for the Councils and safety gear to be worn/used in performing those services.
6. As consideration for volunteering for the Councils, volunteer hereby agrees that volunteer, and his/her assignees, heirs, guardians, and legal representatives, will not make a claim against or sue the Councils or their employees, agents or contractors for injury or damage resulting from the negligence, whether active or passive, or other acts, however caused, by any of their officers, employees, agents, or contractors of the Councils as a result of volunteering.
7. The volunteer HEREBY RELEASES AND DISCHARGES THE COUNCILS AND THEIR OFFICERS, EMPLOYEES, AGENTS AND CONTRACTORS FROM ALL ACTIONS, CLAIMS, OR DEMANDS THAT VOLUNTEER, HIS/HER HEIRS, GUARDIANS, AND LEGAL REPRESENTATIVES NOW HAVE, OR MAY HAVE IN THE FUTURE, FOR INJURY OR DAMAGE RESULTING FROM VOLUNTEER'S PARTICIPATION IN THE PROJECT.
8. The volunteer agrees and understands that injuries or losses to others, such as co-workers or the person(s) being helped, may occur as a result of the volunteer's negligent or intentional acts during volunteer service, and that to avoid such harm, the volunteer must exercise care and act responsibly in serving others.
9. The Councils are not providing the volunteer with insurance coverage for any injuries, conditions, or losses to the volunteer arising out of volunteer activities. Volunteer acknowledges that if Volunteer is injured in the course of performing services for the Councils, volunteer is not covered by Workers' Compensation Insurance.
10. The volunteer must maintain his or her own primary medical insurance and the volunteer's own automobile liability insurance when driving a non-Council vehicle to cover potential medical and other costs related to the volunteer service; and the volunteer is also encouraged to maintain property and life insurance coverage while serving as a volunteer.
11. All costs for injury or loss above the coverage provided by the volunteer's insurance are the volunteer's personal responsibility.

12. In projects where the volunteer will be transporting others in a non-Council owned vehicle, the volunteer may be required to provide proof of automobile insurance in order to participate.
13. I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY, AND SIGN IT OF MY OWN FREE WILL.

Date

Volunteer Signature

Printed Name

Date

EDCFSC / GFFSC Representative Signature

Printed Name

If volunteer is under 18 years of age, parent or guardian must read and sign the following:

This release, its significance, and assumption of risk have been explained to and are understood by the minor.

Date

Parent or Guardian Signature

Printed Name

EXHIBIT C

Injury and Accident Reporting

The ultimate goal of the GFFSC is having accident- and injury-free meetings and events. Accidents happen, and the following reporting guidelines shall apply should an injury or accident occur at any meetings and sponsored events:

1. The event chair shall be notified immediately. They will use their good judgement and determine if emergency services need to respond and/or the person involved in the accident needs to receive medical attention.
2. The GFFSC Chair shall be notified as soon as practicable; but no more than twenty-four hours after the accident. If the Chair cannot be reached, another member of the Board shall be contacted within the time requirements stated above.
3. If the incident involves property only, the property owner and event chair shall be notified immediately. In addition, the GFFSC Chair shall be notified as soon as practicable; but no more than twenty-four hours after the incident. If the Chair cannot be reached, another member of the Board shall be contacted within the time requirements stated above.
5. The "Injury and Accident Report" form shall be filled out by the event chair, injured party (or parties) and those who witnessed the incident and transmitted to the GFFSC Chair or another member of the Board within 24 hours. As deemed necessary, a written narrative of the accident/incident shall be attached to this form.
6. Information contained within the Injury & Accident Reporting Form shall be considered **CONFIDENTIAL** and shall not be shared with other persons outside the Executive Board and its authorized representatives for the purposes of insurance claims. Information stored within the "electronic cloud" will be restricted by authorized electronic permissions by Board members only and contained within the folder containing "CONFIDENTIAL" information.
7. The Board will create and maintain an "Event Binder" that will be provided to the event chair prior to each of the GFFSC sponsored events. The binder will contain the applicable sections of the GFFSC PPM Appendix G that provides detailed descriptions and procedures involved with each event. Included with this binder will be multiple copies of the Volunteer Liability Waiver and Injury and Accident Report Forms, below.



Injury / Accident / Incident Report

Instructions: Complete this form and return it to the GFFSC Chair or any Executive Board Member within 24 hours of an injury / accident / incident.

Document Revision Date: 12-9-2015

Information About the Injury and Circumstances	
Date of Incident: _____	Person(s) Filling Out this Form: _____
Injured Person's Name: _____	Gender: Male Female Age: _____
GFFSC Activity: _____	
Specific body location of known, observed or reported injury: _____ _____	
<p style="color: red; font-size: small;">Instructions: In the diagram below, shade/identify body parts (locations) affected by this injury/accident.</p> <div style="text-align: center;"> </div>	Exact site/location incident occurred: _____ _____ _____ [Continue on additional sheet(s) & attach to form]
Exact time of accident/incident: _____ a.m. p.m.	
Was injured person treated on site? Yes No (By whom: _____)	
Did Emergency Medical Services (EMS) respond? Yes No	
Was injured person transported? Yes No (By whom: _____)	
Was Personal Protective Equipment (PPE) being used? Yes No	
Describe the PPE in use: _____ _____	
Was a <u>Safety Meeting or Safety Briefing</u> for event staffing held prior to activity? Yes No (By whom: _____)	
Was a <u>Safety Debriefing</u> held <u>after the incident</u> for the event staffing? Yes No (By whom: _____)	
Describe how the injury/incident occurred. Include names of any machines, parts, tools, materials being handled/used, name of other persons involved or present when the incident occurred and any other important details: _____ _____ [Continue on additional sheet(s) & attach to form]	
How could this incident have been prevented? _____	
I attest the forgoing information is accurate and true: _____ (Signature: Injured person / Witness — Circle One) (Date)	
GFFSC Executive Board Evaluation	
Could this accident/incident have been reasonably preventable? Yes No	Has the E. Bd. discussed this injury/accident/incident with the injured person? Yes Date: _____ No
GFFSC Chair Review: _____ (signature/date)	Date forwarded to EDCFSC: _____

Top (Original) Copy: GFFSC Yellow Copy: EDCFSC Pink Copy: Insured Party

EXHIBIT D

Sample GFFSC Meeting Agenda



DRAFT Agenda-October 3, 2020 9:30 a.m.- Telephone Meeting

- 1) Call to order
- 2) Flag Salute
- 3) Roll Call
- 4) Meeting Room Cleanup Volunteers & Timekeeper Volunteer
- 5) Approval of the October 3, 2020 Agenda
- 6) Approval of the September 12, 2020 Minutes
- 7) Treasurer's Report- Robin Kelley
- 8) Public Comment
(Limited to 3 minutes - only for items not on the agenda)
- 9) Council Member's Comments
(Limited to 3 minutes - only for items not on the agenda)
- 10) **Agency Reports**
 - A. BOS Reports District 2 Supervisor - Shiva Frentzen
 - B. Pioneer Fire Protection District –Chief Mark Matthews/Battalion Chief Mike Stutts
 - C. Department of Transportation (DOT)– Brian Mullens
 - D. Grizzly Flats Community Service District - Kim Gustafson
 - E. Sheriff – John D'Agostini/Jack Kerruish
 - F. El Dorado County Fire Safe Council - Ernie Lory
 - G. California Highway Patrol – Public Information Officer - Andrew Brown
 - H. USFS - District Ranger Scot Rogers/Rick Hopson
 - I. Amador El Dorado Unit Cal Fire - Public Information Officer- Diana Swart

J. Neighboring Fire Safe Councils

1. Aukum/Fairplay
2. Omo Ranch
3. Pleasant Valley

11) **Old Business**

- A. Emergency Evacuation Route Signage – Chief Matthews/Mike Stutts – Discussion/ Action Item
- B. GFFSC Vacancies – Mark Almer/Ernie Lory- Discussion/Action Item
- C. AT&T Phone Issues- Mark Almer/Kelly Krohn/Phill Dayton Discussion/Action Item
- D. Capps Crossing Road Issues- Mark Almer Discussion/Action

12) **New Business**

- A. Revised Fuel Reduction Project Priority List (Table B) – Mark Almer Discussion/Action Item

13) **Committee Reports**

- A. Public Outreach Coordinator – Deb Gregory
- B. Defensible Space - Steve Frasier/Robin Kelley
- C. Grants – Ernie Lory/Kelly Krohn/David Manske
- D. Public Education – Deb Gregory/Kelly Krohn/Molly Irish
- E. Fundraising- Kelly Krohn/Robin Kelley/David Manske

14) **Public Announcements**

15) **For the Good of the Order**

16) **Adjourn**

Regular Local Fire Safe Councils and District Meetings:

Grizzly Flats FSC - 1st Saturdays 9:30 AM, Telephone Meeting (Temporary)
Pioneer Fire Protection District - 2nd Tuesdays 6 PM, Station 38
Pleasant Valley FSC - 2nd Thursdays 7 PM - Pleasant Valley Community Hall
Aukum/Fairplay FSC- 3rd Wednesdays 7 PM - Pioneer Park Hall
Omo Ranch FSC - 4th Saturdays 9 AM – Indian Diggings School

EXHIBIT E

Sample GFFSC Meeting Minutes



The Mission of the Grizzly Flats Fire Safe Council is to preserve Grizzly Flats' natural and manmade resources by informing, educating and mobilizing all residents and landowners to make their homes, properties, neighborhoods and the community fire safe, and to provide area-wide cooperation, innovation and action in an effort to buffer the Grizzly Flats Fire Safe Council's Sphere of Recognition from catastrophic wildfire

DRAFT Minutes September 12, 2020 9:30 a.m.- Telephone Meeting

- 1) Call to order- Meeting was called to order at 9:30am
- 2) Flag Salute was led by Steve Hupner
- 3) Roll Call was taken, and members of the public announced themselves.
- 4) Meeting Room Cleanup Volunteers & Timekeeper Volunteer N/A
- 5) Approval of the September 12, 2020 Agenda; **motion** to approve the agenda as amended by Kelley Krohn, with a second from Kathy Melvin. **Motion** Passes
- 6) Approval of the August 1, 2020 Minutes- Kelly Krohn made a **Motion** to approve the minutes as ammended, with a second from Mary Lou Brown. **Motion** passed.
- 7) Treasurer's Report- Robin Kelley-
Bank Balance of \$33,228.03 reported by Mark Almer as provided by Robin Kelley.
- 8) Public Comment
(Limited to 3 minutes - only for items not on the agenda)
No Public Comments
- 9) Council Member's Comments
(Limited to 3 minutes - only for items not on the agenda)
Mark Almer reported that Kim Gustafson has resigned from the Council as of August 31st and become an Honorary Member. She will send information regarding the CSD if there is anything to report.

Mark Almer reported the Grizzly Flats Fire Safe Council's Firewise renewal has been accepted. One item that really helped has been the increased education on our Facebook media.

Mark also reported founding member Jim King recently passed away. He was on the Council from 2004 to 2008. If there is any information regarding a memorial Mark Almer will email the membership.

Kathy Hawkins stated her Birthday celebration was fantastic, best fun she has had in a long time, loved the siren on the CHP cruiser, the fire truck, and the draft horses from Leoni Meadows.

10) **Agency Reports**

C. BOS Reports District 2 Supervisor. - Shiva Frentzen
Not present

D. Pioneer Fire Protection District –Chief Mark Matthews/Battalion Chief Mike Stutts

Per Chief Stutts- PFPD has responded to cooking fires and warming fires. If any burning is observed, please call 911 and let the Fire Department come out and inspect to make safety decisions due to the many fires burning in California. They have been working with the State as a mutual aid partner so some engines are out helping with that.

Per Chief Matthews- The signs are up in Grizzly Flats Proper still waiting to install them in the Federal lands. Have gotten through all the paperwork waiting for response. Hopefully will get the signage up late in September has been a long process. With thanks to Steve Hupner, and Don Spears.

Phill Dayton states that El Dorado National Forest has all fires blocked off. Asks how is it that El Dorado County allows cooking and warming fires when other means are available?

Chief Stutts advises that when it comes to El Dorado National Forest they would defer to their policies. A couple of these cases have happened on private property and in those cases it's a delicate balance. If there is a fire observed call and let the Fire Department come out to make that determination.

Mark Almer stated this past week Pioneer Fire Protection District was called to respond to a friend of his for a medical issue. States he extends his sincere appreciation for their professionalism and compassion for his friend. To everyone involved thank you very much.

Chief Matthews stated thank you they appreciate the support and he will relay that to all involved.

E. Department of Transportation (DOT) – Brian Mullens

Not present

F. Grizzly Flats Community Service District - Kim Gustafson

No report

G. Sheriff – John D’Agostini/Jack Kerruish

Not present

H. El Dorado County Fire Safe Council - Ernie Lory

The El Dorado County Fire Safe Council had a meeting on 8/19

The Chipper program is now open. The funds came through from PG&E. Put your application on the El Dorado County Fire Safe Council website. The funds are limited, and it is expected to close in November but may close sooner if funds run out. Applications are limited to parcels with residences only, no vacant parcels will be accepted.

Neighborhood Radio Watch program is still under review by the El Dorado County Fire Safe Council. Will forward the information on their policy when it comes through.

The Veterans Senior and Low-income program is closed. Had limited funds available. Had more applicants than expected, so closed sooner than expected. Will serve all that were received.

OES has changed some wording. Voluntary Evacuation is now considered “Evacuation Warning.” Mandatory Evacuation is now considered “Evacuation Order.”

G. California Highway Patrol – Public Information Officer - Andrew Brown

Tragic situation with the motorcycle accident in Grizzly Flats which turned to a streak of three fatal motorcycle accidents.

Officer Brown reminds everyone to wear all their safety gear while riding a motorcycle.

Fire safety is more important than ever.

H. USFS - District Ranger Scot Rogers / Rick Hopson

Not present

I Amador El Dorado Unit Cal Fire - Public Information Officer- Diana Swart

Report read in her absence by Deb Gregory: Diana’s only input would be to remind people to prepare in the event of an evacuation. Information can be found at www.readyforwildfire.org

J. Neighboring Fire Safe Councils

4. Aukum/Fairplay – Ed Matwich - Vice Chair

States next Board meeting on September 16, 2020

Advises Microsoft is donating their 365 program which includes Sharepoint where you can keep records online. Also, they have Teams. John Hess and Ed Matwich tested Teams it seemed to work better than Zoom but with only the two of them. Going to experiment on their next board meeting with Teams instead of Zoom. Scott Edwards to help Ed Matwich to get in contact with Microsoft disaster recovery program team.

5. Omo Ranch

Not Present

6. Pleasant Valley

Not Present

11) Old Business

(b) Emergency Evacuation Route Signage – Chief Matthews/Mike Stutts – Discussion/ Action Item

See Agency Reports Item 10B

(c) GFFSC Vacancies – Mark Almer- Discussion/Action Item

Mark Almer states previously the EBoard decided to wait until Grizzly Flats Fire Safe Council met in person rather than telephonically to vote in new members. Due to the extension of the telephonic meetings through the beginning of the year it was decided to do a combination written, verbal and online vote for new members.

Logan Gregory and Manuel Lopez introduced themselves as applicants to the Council.

Mark Almer advised the Council that Ernie Lory will be sending out the vote via email after the meeting.

12) New Business

A. Updates & Changes Since Last Meeting – Mark Almer – Discussion/Action Item

This item to be removed from future Agendas. In the future this will be addressed under Council member comments or as an Agenda Item.

B. AT&T Phone Issues- Mark Almer- Discussion/Action

Mark Almer reported frequent issues with loss of phone service in the Community and concern of problems with the emergency notification systems without phone service. Many residents do not have access to cell service at their residence.

This has been an ongoing issue with AT&T installing a manual start generator servicing the back-up batteries as a resolution in the past. This requires an employee to operate the current system. The concern is during severe weather or other type of emergency situations there may be no way for residents to call for emergency services or for them to receive Code Red notifications.

Mark Almer, Phill Dayton, and Kelly Krohn to form a subcommittee for possible resolutions.

C. Capps Crossing Road Conditions - Mark Almer - Discussion/Action

Mark Almer reported driving this road recently. He stated this road is in great disrepair. Large potholes.

Mark states he resurrected an email that former Chair Tim Hinkle sent to the Forest Service regarding brushing both Leoni and Capps and repairing the roads as part of the Trestle Forest Health Project Record of Decision. This Record of Decision has conditions that require the Forest Service to not only brush the roadside for ingress and egress but also to repair the roads.

There has been brushing done, and some pothole repair on Leoni, but nothing done for Capps. Rick Hopson has replied and advised he did contact the Forest Service Engineering Office regarding repair of the road.

Chief Stutts advised the construction and maintenance crew with the Forest Service's funds have been cut quite a bit so road repair is difficult for them at this time.

13) **Committee Reports**

F. Public Outreach Coordinator – Deb Gregory

Creating new information for Facebook

Researched information on AB38

This bill would require homeowners in high fire hazard zones to provide to the buyer that the property is in compliance with home hardening measurements or local vegetation management ordinances if it passes.

G. Defensible Space - Steve Frasier/Robin Kelley

Not present

H. Grants – Ernie Lory/Kelly Krohn/David Manske

US Forest Service funding for GF 18 Henry's Diggings Roadside Fuel Reduction project. The Resource Conservation District is doing the paperwork at the present time. Work to be started next summer/fall which would still fall within the time frame to be completed.

The portion of GF36 that extends to the Middle Fork of the Cosumnes River will be re-numbered to GF39 and be re-aligned to follow along Grizzly Flat road instead of going straight down to the river to improve chances of funding.

I. Public Education – Deb Gregory/Kelly Krohn/Molly Irish

Kelly Krohn – She sits on the Committee for Aging states they are having virtual meetings also. Kelly stated they are wondering if there is anything they can do to help Grizzly Flats Fire Safe Council.

Also states the county Senior Center has an emergency kit for anybody that is interested through the HEAP program. Contact Kelly Krohn for more information.

Local Agency Formation Commission (LAFCO) looking for an alternate public member. If interested contact Kelly Krohn.

- J. Fundraising- Kelly Krohn/Robin Kelley/David Manske
Kelly states she has looked into the virtual fundraising ideas. States many of the items she has looked at we are unable to do due to the non-profit nature of our organization.

David states he has had some ideas but none of them are comparable for the time spent versus the funds received.

14) Public Announcements

Mark Almer reported a neighbor saw a young mountain lion run across the street. He stated another neighbor noticed blood in their driveway and drag marks believed to be from a mountain lion kill.

15) For the Good of the Order

No comment

16) Adjourn

Kathy Melvin made a Motion to adjourn with a second from Kelly Krohn. The meeting was adjourned at 11:16am.

Regular Local Fire Safe Councils and District Meetings:

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Pleasant Valley FSC - 2nd Thursdays 7 PM - Pleasant Valley Community Hall
Aukum/Fairplay FSC- 3rd Wednesdays 7 PM - Pioneer Park Hall
Omo Ranch FSC - 4th Saturdays 9 AM – Indian Diggings School

EXHIBIT F

Standing Committees

Defensible Space Committee

Purpose:

To assist those living within the GFFSC's sphere of recognition with recommendations on how best they can carry out the requirements of California Public Resources Code Section 4291's and/or County Ordinance No. 5101 defensible space requirements to further the GFFSC's mission

The Defensible Space Committee is comprised of a chair and no more than five members who are responsible for:

- The administration of the program
- Recruiting new evaluators
- Ensuring that evaluators' hours are logged
- 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 all records of defensible space advisories to the GFFSC's electronic storage manager for purposes of storing them into the GFFSC's corporate memory and electronic storage system

Once the committee chair receives a request for defensible space evaluation (PCR 4291) the chair will schedule a team (one to two Council member(s)) to conduct an evaluation. The team member(s) fills out a Residential Clearance Evaluation form (Appendix "K") and hands the filled-out form to the resident.

Grants and Community Wildfire Protection Plan (CWPP) Committee

Purpose:

The Grants Committee shall update the existing GFFSC tab portion of the County-Wide CWPP, as created by the EDCFSC, at five-year intervals and submit those updates to EDCFSC. The Committee shall evaluate and monitor the GFFSC's sphere

of recognition for wildland fire safety, and prioritize grant funded fuel reduction and related projects within the GFFSC's Sphere of Recognition.

Membership:

The Grants Committee consists of:

- Not less than three members of the GFFSC, one of whom will serve as chair
- Consulting members of public agencies, such as the Pioneer Fire Protection District (PFPD), CAL FIRE, and the US Forest Service (USFS)

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

Grant Writing:

The Grants Committee is responsible for the writing of fuel reduction grant applications and their submission. This grant writing process may be as via a collaborative effort with a professional consultant or by a single member.

If the El Dorado County and Georgetown Divide Resource Conservation District (RCD) is the grant project managing agency, the RCD will become the grant application preparer, fiscal sponsor, and Project Manager. All project coordination will be through the RCD.

Reports:

The Grants Committee is responsible for:

- Providing reports to the GFFSC membership at their regular monthly meetings
- Reporting on potential grant opportunities to the GFFSC membership.
- Provide fuel reduction map updates as necessary and appropriate.

Grant Funding Sources:

The Grants Committee shall proactively seek project funding sources

Grant Project Coordination:

The Grants Committee shall coordinate with RCD, outside consultants, the EDCFSC and/or other fiscal sponsors to manage projects. Such activities may include:

- Writing grant applications
- Preparing of contract bid documents
- Solicit letters of support from agencies (process shall be started early in the application development).

- Prepare Right of Entry letters and digitally file completed permission-to-treat letters
- Participation in the project bid opening, and the review of and selection of the project's fuels treatment contractor of record
- Provide coordination with the Project Manager, as necessary
- Assist with public outreach and communication
- Coordination with landowners
- All final documents shall be saved electronically (docx, excel, PDF, PPT) in the grant folder in the cloud

Meetings:

The Grants Committee shall meet, as necessary, to provide a continuous effort of fuel reduction projects.

Parliamentary Committee

Purpose:

To ensure that the GFFSC's bylaws and PPM are up-to-date and consistent with those of the EDCFSC. The GFFSC Chair may appoint a Council member to act in parliamentary role during Council meetings and/or review and prepare PPM adenum for Board and Council approval.

The Committee Chair will:

- Maintain a copy of and provide information on an as-needed basis regarding Roberts Rules of Order
- Attend GFFSC meetings and Board meetings on request
- Provide parliamentary advice on as-needed basis
- Monitor and ensure time limits at monthly GFFSC meetings are met
- Ensure that the GFFSC monthly meetings are conducted in accordance with Roberts Rules of Order as appropriate and applicable to carrying out its business.

GFFSC Bylaws – The Committee Chair will:

- Compare EDCFSC Bylaws and GFFSC 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.

GFFSC Policies and Procedures Manual – The Committee Chair will:

- Develop and incorporate addendum to the PPM
- Maintain and update the PPM with approval of the Council
- Submit draft documents on an as-needed basis to the GFFSC Board for review, comment, approval and advancement to the Council for its approval as necessary
- Furnish content and updates to the electronic storage manager for uploading to the GFFSC electronic storage system and the GFFSC website

Public Education Committee

Purpose:

To educate and promote fire safety within the GFFSC Sphere of Recognition

- The Public Education Committee shall consist of at least one but no more than five members
- The Public Education chair and committee will work closely with and coordinate their efforts with the Public Outreach Coordinator so that information provided to the public is consistent
- Any information that the Public Education Committee issues shall be consistent with the GFFSC Mission Statement
- The Public Education chair and committee members shall not be involved in any political activities or express such opinions, consistent with the EDCFSC bylaws
- Whenever possible, the GFFSC Public Education Committee shall use public education materials and handouts published by and available from our allied emergency and fire agencies (CAL FIRE, PFPD, USFS, Office of Emergency Services, etc.) so that a consistent message is being delivered to the public from all agencies; in addition to refraining from spending GFFSC funds on materials already available from an allied agency.

The Committee chair and/or their committee designee(s) shall:

- Change fire hazard severity Smokey Bear sign and public education signage at Somerset, aka Four Corners, seasonally
- Change fire hazard severity Smokey Bear sign at the Grizzly Flat USFS Ranger Station as conditions warrant, potentially on a daily basis, after checking each morning during fire season at: <http://www.wrh.noaa.gov/firewx/?wfo=sto> (Grizzly Flats is located within CAZ269)
- Hang “Red Flag Warning–TODAY” signage at above locations during red flag conditions

- Post “One Less Spark, One Less Wildfire” fire awareness/prevention signage at the “Grizzly Park” sign at the subdivision entry [Evergreen Drive] and at the U.S. Post Office
- Distribute public educational materials consistent with the GFFSC mission statement
- Coordinate with the GFFSC Public Outreach coordinator to author articles for the newsletter as needed
- Author public education articles, in coordination with the Public Outreach coordinator
- Coordinate with Public Outreach coordinator to author/issue press releases as needed
- Coordinate with Public Outreach coordinator and the chair of the sponsored projects, events and activities for the purpose of advertising them to the community
- Plan and set up a public education display at the annual GFFSC Firewise Day and Barbeque (BBQ) fundraiser
- Regularly update and maintain the GFFSC portion of the Community Bulletin Board located at the Grizzly Flats Post Office
- Maintain custodial duties of “NO BURNING” signs

All public education efforts and work shall be consistent and adhere to the Public Education, Community Bulletin Board and Public Outreach/Social Media sections of the PPM.

Community Bulletin Board

Purpose:

Under the direction of and in coordination with the Public Education Committee chair, the Committee shall maintain the locked GFFSC back and side portions of the Community Bulletin Board. A limited number of keys will be issued to the chair and Public Education Committee members, and they will be responsible for the safety and retention of the keys.

- The materials/information posted within the respective GFFSC locations on the bulletin board shall be consistent with the GFFSC Mission Statement and will not include any other information unless it directly relates to the mission statement or could affect our community in the event of a wildfire (i.e. a notice of road closure of one of our potential evacuation routes)
- The sides of the bulletin board shall be reserved for community and area-wide maps
- The rear portion of the bulletin board shall be reserved for larger fire safety messages/posters along with the collection of fire prevention posters created by the students at Walt Tyler Elementary School.
- Maintenance of outdoor lighting and the structure itself

- Maintain (replace batteries and clear SD card) and review surveillance camera.

Public Outreach/Social Media

Purpose:

To create and maintain printed, photographic, and video content for the GFFSC website, GFFSC newsletter, and the GFFSC Facebook page. Such content shall be consistent with the GFFSC Mission Statement and is intended to inform those living within the GFFSC's Sphere of Recognition of GFFSC activities and general fire-related issues of importance as they relate to the GFFSC's mission.

The following apply, regardless of whether the communication is written, displayed in a photo or video post:

- 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 GFFSC Facebook page will not be allowed and shall be deleted by one of the Facebook page administrators
- Disparaging comments about fire or law enforcement personnel will also be prohibited and deleted by one of the Facebook administrators
- No use of media or other communications for promotional business purposes other than GFFSC/fire safety-related events
- Generate communications related to Council activities and community fire safety
- Place communications, including photos, into electronic newsletter format using the GFFSC's newsletter e-distribution account
- Distribute GFFSC newsletter approximately one week after each Council meeting to subscribers via the GFFSC's newsletter e-distribution account distribution list
- Regularly check grizzlyflatsfsc@gmail.com for new subscribers
- Add subscribers as needed.

EXHIBIT G

Sponsored Community Events

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

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

First Vice Chair will apply, Non-Profit Package Special Evens/Liquor Liability Addendum, for each event to the EDCFSC Secretary 60 days before the event.

Council members or volunteers under the age of eighteen (18) shall have parent/guardian sign GFFSC PARTICIPANT RELEASE (Minor) form (Appendix XX) with medical insurance and right to treat transport and treat.

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

- Event chairs are ultimately responsible for ensuring that all functions, and activities associated with the event are carried out. Chairs may assign a co-chair or otherwise delegate duties to other project volunteers.
- Chairs also must inform the Board one month (generally) in advance of the project and its number of participants.
- Non-Council members working an event shall sign a Volunteer Liability Waiver form (Appendix "B") and signed forms will be retained by Secretary for one year.
- 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 the GFFSC Firewise event and Annual BBQ Fundraiser.
- The following are the GFFSC sponsored events, with explanation and instruction as to how each is to be accomplished.
- Event chairs are responsible to present a safety meeting prior to starting of work and have available personnel safety equipment.

Annual BBQ Fund Raiser

Held the third Saturday of July at a location to be determined and announced by the BBQ coordinator for committee chairs.

Committee chairs are responsible for securing adequate volunteers to carry on their respective committee functions.

The lead BBQ Committee chair(s) will:

- Set theme of event with BBQ Committee chairs
- Maintain contact with BBQ Committee chairs
- Coordinate with BBQ Committee chairs for timely completion of tasks
- Coordinate and conduct a safety meeting before the event
- Oversee the collection of required Volunteer Liability Waivers from all non-GFFSC members who volunteer
- Coordinate with Treasurer well in advance of the event to establish a BBQ budget, clarify event financial operating procedures, such as cash box funds, reimbursement procedures, etc.
- Submit proposed admission ticket price for approval by the membership at the April GFFSC meeting
- Make timely reports to the Council regarding the progress and results
- GFFSC events are intended to promote our mission statement; educate residents within our sphere of recognition; help make their properties more fire safe; raise funds to help us accomplish our mission statement; support our Firewise Communities status, or in the case of a multi-Council event(s), help promote wildfire safety and raise funds for the areas covered by the respective Councils' spheres of recognition.
- Only Organizations or volunteer groups permitted to set up displays or provide informational handouts at GFFSC sponsored events will be groups that are specifically and directly related to supporting the GFFSC Mission Statement. Outside groups wishing to participate in, set up displays, handout information, etc. must have 30-day prior approval of the GFFSC Chair (or his/her designee). Groups approved to set up displays or provide informational handouts at GFFSC sponsored events will work directly with the Sponsored Event chair for an approved location within the event. Event chair will obtain from church pastor and board or landowner.

BBQ Committees:

Facilities Committee:

- Establish event location
- Assist in location preparation such as raking, clean-up, working with the property owner

- Make arrangements for power (power cords, outlet boxes), lighting and sound system as needed for safety, entertainment and decorations
- Order Porta-Potty if required at site
 - Work with Committee chairs to create a map indicating areas by use: seating and table layout, bar, stage, auction, raffle, serving, cooking, public education, sound system, etc.

Equipment Committee:

- Make arrangements to use tables/chairs and BBQs and other equipment as needed from Pioneer Volunteer Firefighters Association (PVFA) and other outside sources.
- Coordinate with the set-up chair the pick-up and return of all borrowed equipment, chairs/tables, etc.
- Ensure propane tanks are full when returned
- Ensure borrowed barbecues/grills are cleaned prior to return
- Obtain and/or identify who will provide the sound system

Set-Up/Tear-Down/Clean-Up Committee:

- Before the event, guided by the site map provided by the facilities chair, review the arrangement of all areas necessary to the event: table/seating, bar, stage, electrical power cable and outlet boxes, raffle, auction, serving, cooking, public education, etc. Work with committee chairs to support the set-up and tear-down accordingly.
- Prior to event, ensure that the grounds are clean and ready
 - Friday: According to arrangements made with Equipment Chair, pick-up tables, chairs, garbage cans, and BBQ grills as arranged, and deliver to event site
 - Saturday morning: Set up tables, chairs, and cover tables
 - Saturday evening (post-event): Wipe down tables, separate and stack chairs, and empty trash cans and insure trash bags are removed from site (Leoni Meadows may be able to do this)
 - Sunday morning (or a mutually agreed upon date with church pastor and board): Return borrowed equipment and/or coordinate its return and return the event site to its original condition

Purchasing Committee:

- Coordinate event purchases with GFFSC's BBQ annual budget
- Request BBQ reimbursement forms (Exhibit A) from the Treasurer
- For reimbursement, original receipt(s) must accompany completed reimbursement form(s) when submitted to the Treasurer
- Receipts for reimbursement shall not include any personal items.
- Maintain a shopping list that indicates items and quantities purchased and used each year. The Treasurer's records can provide assistance with this activity.

- Purchase and/or solicit donations for all food items, excluding meat for main entrée, paper plates and napkins, plastic glasses, cups, and plastic eating utensils, wine, beer/non-alcohol beer, and sodas for bar
- Raffle tickets in large, pre-numbered rolls
- Bar tickets (different color from raffle) in large pre-numbered rolls
- Conduct an inventory after the event and make appropriate notes for next year's list

Food Preparation Committee:

- Insure cookware, bowls, and utensils are available
- Cook/Prepare food items per menu
- Friday morning – prepare/bag salad, appetizers, and bread; Prepare ingredients for chili
- Saturday morning: get chili cooking in roasters
- Main entrée meat is prepared by volunteers to be determined prior to the event

Serving Committee:

- Chair: Prepare serving schedule for serving food items, and provide orientation for servers: where to find and return items to be used, such as bowls, utensils, etc.
- Servers arrive Saturday at 3:00 pm to receive orientation and attend safety meeting.
- Follow the schedule provided
- Set tables with centerpieces, silverware, make up appetizer trays, salad, and heat bread
- Set out food according to schedule and ensure serving table is full, clean and neat at all times
- Clean and store/return serving dishes, bowls, and cookware
- Place sellable “leftovers” into plastic bags for sale, pay directly to Treasurer or keep list who owes money and how much money.
 - The two-hour rule:
 - Throw away any perishable foods that have been out at room temperature for **2 hours** or more.
 - Toss them after **1 hour** if they've been sitting out at temperatures of 90°F or hotter, such as food served at a picnic or outdoor family reunion.

Raffle/Auction Committee:

- Secure volunteers to be ticket sellers and auction flaggers
- Coordinate with Treasurer for \$150 seed money for making change
- Designate desired currency denominations with Treasurer two weeks in advance of the event
- Secure auctioneer, and provide a “thank you” note or recognition
- Solicit auction and raffle item donations from citizenry and local businesses, especially from those who have donated to event in the past

- Recognition or advertising is not to exceed business card size
- Keep a list of all auction and raffle item donations
- Organize and label items prior to raffle
- Send out thank you notes to donors as the items are obtained, or shortly thereafter
- Provide secure location for raffle and auction items
- Secure the GFFSC Treasurer and notetaker to collect auction proceeds during and after the auction
- Prepare a schedule for subcommittee members' shifts to ensure that the raffle booth is staffed at all times on the day of the event
- Remit proceeds from raffle/auction sales to Treasurer
- Seed money (\$150) will be subtracted from proceeds and returned to checking account by the treasurer
- The Raffle/Auction Committee chair shall make sure the donated items are stored in a secured/locked location until the day of the event.
- ⊖ Provide special table setting and waitstaff for the evening at the Table for 8 won at auction at the prior year event. ***This will be eliminated after the 2021 BBQ.***

Bar Committee:

- Purchase Alcohol and Beverage Control Board License (2400 Del Paso Road, Suite 155, Sacramento, CA 95834). A letter of permission shall be obtained from the property owner, then submitted to the El Dorado County Sheriff's Office for a letter of support that will be, in turn, submitted with the application to State ABC.
- Designate volunteers to secure bar donations
- Entertainment usually receives a case of wine (4-6 bottles) from one of the local vintners
- Secure bar ticket sellers
- Coordinate with Treasurer for \$150 for making change and designate desired currency denominations two weeks in advance of the event
- Secure a money box or other container in which to store cash proceeds during bar sales
- Secure four bartenders to allow for rotation time for dinner
- Secure ice chests and ice, insure ice machine is working properly
- Assure that there is enough ice either from the Burger Night ice-machine or purchase as needed for bar and food serving, typically 250-300 pounds
- Sunday (or a mutually agreed upon date with church pastor and board) after event: tear-down, return of any borrowed items, inventory of left-overs, and arrange purchase of those left-overs paying directly to Treasurer or keep list who owes money and how much money.
- Provide notes of what did or did not do well

Entertainment Committee:

- Secure and provide musical entertainment

- Secure and provide master of ceremony
- The Facilities Committee shall coordinate all electrical/sound system and other needs for these people
- Coordinate compensation for performers or disk jockey
- Send thank-you letters

BBQ Tickets Committee:

- Coordinate the design and printing of admission tickets.
- Distribute and track tickets sales --- Distribution of the tickets shall have a single point of control, coordination and contact, unless an alternate method is agreed upon by the BBQ Committee
- The Treasurer may set up electronic/on-line payment (may take a couple of months to establish this type of payment system), at the discretion of the BBQ Committee.
- If electronic/on-line sales are done, a member of the committee shall be solely responsible to check the sales daily and promptly mail out the tickets and keep a running tally of on-line sales and the meal choices.
- Two weeks prior to event, provide a final count so all committee members have the information they need to complete their duties
- Monitor, collect and record proceeds from ticket sales and submit ticket sale funds, 'ticket stubs' for each ticket sold, along with the 'Ticket Sales Lists' to Treasurer for use at the check in table.

Publicity Committee:

- Coordinate the design, printing and display of flyers and online presentations to advertise the event as needed
- Create the table program with auction items listed/described

Public Education Committee:

- Prepare Firewise presentation of information, whether it be table-top or other type of display, highlighting fire prevention, defensible space, historical and/or other relevant information. *This is a Firewise Community requirement.*

Community Service Award Subcommittee:

Purpose:

To honor individual(s) who have provided outstanding service to the GFFSC and/or the community at large.

Guidelines:

- The award shall be presented at the annual BBQ.
- Nominations for the annual Community Service Award (CSA) shall be open from April 1st to the first Saturday in May and shall be solicited from GFFSC active and honorary members

- The nominations shall be in writing and submitted to one of the three members of the CSA selection committee.
- The CSA committee shall be comprised of the last three award recipients of the CSA (CSA committee members), unless one of the recipients has left the Council or the community. An alternate member may be designated as necessary. These members shall be announced to the Council at the April meeting
- Each year the member with the longest tenure on the CSA committee shall rotate off the committee as the new award recipient is honored and becomes a member of the committee, therein maintain a committee of three.
- Sometimes, as judged by the CSA committee, there may be no award presented.
- The committee shall ensure there are adequate funds in the annual budget to cover the costs of the award
- One of the committee members shall be responsible for ordering the award and to ensure it is properly engraved with the following:
 - The name of award recipient
 - The inscription “With Sincere Appreciation for Your Dedication to and Support of the Grizzly Flats Fire Safe Council”
 - The month and year of the award
- The CSA is ordered from Arnold For Awards, 3971 Durock Road, Shingle Springs, CA 95682, 530-677-0623
- The award should be ordered approximately 6 weeks before the annual July BBQ Fundraiser. Remember to take the wood wall plaque (stored in the cargo container at Station 35) with the brass plates on it with you to Arnold’s so the next brass plate can be engraved with the recipient’s name and awarding year.
- Arnold For Awards shall send the invoice for the award directly to the GFFSC Post Office Box 152 for payment. This understanding shall be established with Arnold’s in advance. Alternatively, the committee member ordering and picking up the award may also opt to pay for the award and submit a Reimbursement Request to the Treasurer per the policy set forth in this document. The invoice should be made out to GFFSC.

Grizzly Flats (GF) Community Church Cleanup

Typically held in April. The Board appoints a Community Cleanup chair no later than two months prior to the planned event

The chair will:

- Identify preferred date and alternative date at the January GFFSC meeting
- At the January GFFSC meeting, members will be asked to sign up for the event.
- Coordinate with the Church Pastor (or church board) a mutually agreeable date.

- ⊖ Develop informational flyers for the event.
- Post flyer at the Post Office on the bulletin board and replace as necessary
- Coordinate with the 2nd Vice Chair in tracking volunteer hours the day of the event
- Initiate a sign-up sheet and circulate among the membership at Council meetings
- Remind membership at each meeting about the event

Two months prior to the event:

- Ask for volunteers from the community with whom you have contact

One month prior to the event:

- Monitor weather forecasts
- Survey church grounds to determine tools needed and the workload
- Request tools needed to accomplish tasks

Two weeks prior to event:

- Walk the grounds to determine the conditions, including obstacles
- Report conditions to the GFFSC
- Contact volunteers to determine if tool needs will be met
- Bring a sign-in/sign-out timesheet for volunteers

Event Day

- Non-Council members working an event shall sign a Volunteer Liability Waiver form (Appendix B) and signed forms will be retained by Secretary for one year. Church members/volunteers will not be asked to sign the waiver, as it is their property.
- Conduct a safety meeting prior to starting of work and have available personnel safety equipment.

After event:

- Provide GFFSC Public Outreach coordinator with a report of event accomplishments, including names of volunteers, total hours worked, and other pertinent information
- Report on the event at the GFFSC meeting following the event

Trestle Trail Cleanup

Typically held in late May. At the January GFFSC meeting, a volunteer to chair the Trestle Trail Cleanup will be solicited along with members to participate in the event. The Trestle Trail Cleanup chair may not be a Council member but must follow all GFFSC rules governing this event.

The Chair will:

Identify the preferred date and alternative date

Two months prior to event:

- Inform the Eldorado National Forest (ENF) office at (530) 622-5061 of the GFFSC's plans to perform cleanup activities on the ENF Trestle Trail and request participation from the USFS staff at Station 363 (if they are available).
- Obtain written/email permission from the ENF office to do so
- Initiate a sign-up sheet and circulate among the membership at Council meetings membership at each meeting about the event
- Coordinate with the 2nd Vice Chair in tracking volunteer hours the day of the event
- Prepare a sign-in/sign-out timesheet for volunteers
- Develop informational flyers for the event
- Post a flyer on the GF Post Office Community Bulletin Board and replenish the supply as necessary Request permission from the GF Community Church pastor and board to use the lower portion of the parking lot for carpoolers
- Report conditions to event volunteers
- Request tools needed to accomplish tasks
- Ask for volunteers from the community with whom you have contact

Two weeks prior to event:

- Walk the Trestle Trail to determine maintenance needs
- Report conditions to the Council and ENF office, including obstacles such as tree falls and rock slides, requiring ENF attention
- Report conditions to event volunteers
- Contact volunteers to determine if tool needs will be met
- Request additional tools, if necessary, by contacting volunteers

Day of event:

- Meet at GF Community Church parking lot at designated time
- Carpool to the event site
- Bring sign-in/sign-out timesheet for volunteers
- Non-Council members working an event shall sign a Volunteer Liability Waiver form (Appendix "B") and signed forms will be retained by Secretary for one year.
- Conduct a safety meeting prior to starting of work and have available personnel safety equipment.

After event:

- Acknowledge and thank the Pastor and ENF office in writing
- Provide GFFSC Newsletter Editor with a report of event accomplishments, including names of volunteer, total hours worked, and other pertinent information
- Report on the event at the Council meeting following the event

Cemetery Cleanup

Typically held in early June. At the January GFFSC meeting, a volunteer to chair the Cemetery Clean Up will be solicited along with members to participate in the event.

The chair will:

Two months before event:

- Identification of preferred date and alternative date
- Obtain written permission from the property owner (the cemetery is on private property)
- Initiate a sign-up sheet for event GFFSC volunteers, including a section for volunteers to indicate what type of tools and equipment they plan to bring (i.e. leaf blower, rake, weed eater, etc.)
- Remind membership at each meeting about the event
- Coordinate with the 2nd Vice Chair in tracking volunteer hours the day of the event
- Request tools needed to accomplish tasks

Day of event:

- Meet volunteers at the cemetery
- Bring sign-in/sign-out timesheet for volunteers
- Non-Council members working an event shall sign a Volunteer Liability Waiver form (Appendix B) and signed forms will be retained by Secretary for one year.
- Conduct a safety meeting prior to starting of work and have available personnel safety equipment.

After event:

Report on the event at the Council meeting following the event

- Provide GFFSC Newsletter editor with a report of event accomplishments, including names of volunteer, total hours worked, and other pertinent details

Community Cleanup at GF Community Church

Typically held in mid-September. At the January GFFSC meeting, a volunteer to chair the Community Clean Up will be solicited along with members to participate in the event.

The Chair will:

- Identify preferred date and alternative date as soon as possible due to Waste Management El Dorado Disposal's (EDD) availability slots fills up as early as the first of the year.
- Contact EDD and speak to the person responsible for coordination of neighborhood cleanups
- Secure available dates from the company
- Contact the pastor and board at the church to confirm that the date(s) are available
- Develop informational flyers for the event
- Select method(s) of informational flyers distribution to ensure delivery to community members at least two months prior to the event:
 - Mailed with water bills to customers within the Grizzly Flats Community Services District (GFCSD)
 - Alternative: Every Door Direct Mail (EDDM) to the 95636 Zip Code.
 - Coordinate with PVFA for use of their non-profit mail permit for USPS First Class mail to GF residents in the 95636 Zip Code and community residents in the 95684 Zip Code
- Print a minimum of 650 flyers, contingent on selected mailing method
- In addition to mailed flyers, place a supply of flyers on the GF Post Office Community Bulletin Board and replenish the supply as necessary, approximately two months prior to the event
- Initiate a sign-up sheet and circulate among the membership at Council meeting(s)
- Remind membership at each meeting about the event
- First Vice Chair will apply, Non Profit Package Special Events/Liquor Liability Addendum
- Contact the Leoni Meadows Camp (LMC) Director at (530) 626-3610 to request provision and operation of equipment to compact the dumpsters
- If tires are to be collected, arrange for storage and transportation
- Arrange with local tire store to dispose of used tires, and negotiate fee in advance

- Contact El Dorado County (EDC) for a variance for moving tires. This task is typically arranged by Leoni Meadows Camp
- Insure that Leoni Meadows Camp will be able to provide a backhoe for the event.
- Coordinate with the 2nd Vice Chair in tracking volunteer hours the day of the event

Two months prior to the event

- Begin soliciting businesses
- Use GFFSC (or Leoni Meadows if they are coordinating the event) letterhead on all requests
- Inform vendors that all donations are tax-deductible through our affiliation with the tax-exempt EDCFSC
- Provide GFFSC charitable contribution form for their use
- Contact vending companies for snacks donations
- Contact grocery stores for bottled water and ice
- Set aside bicycles for potential refurbishing by Folsom Prison or another entity.
- Contact Home Depot for empty fluorescent light recycle boxes, which are free of charge
- Create and maintain a check-in list for seniors and people with disabilities who request at-home pick-up
- Contact recyclers and arrange transport of batteries and electronic waste items to recyclers
- Lead acid batteries from vehicles and garden equipment can be taken to recycler

If nobody on the cleanup team volunteers to take the following batteries to the recycler, the flyer will contain language stating that they will not be accepted at the event:

- AAA, AA, C and D batteries can be taken to EDD
- LMC will accept electronic waste items
- Arrange for coolers for ice and bottled water
- Arrange with the pastor the use of folding chairs from the church for volunteers, and confirm their use; if none are available, ask volunteers to bring chairs
- Arrange for two easy set up tents or similar shade protection if necessary
- Confirm use of folding chairs with the pastor
- Coordinate with the 2nd Vice Chair in tracking volunteer hours the day of the event
- Prepare a sign-in/sign-out timesheet for volunteers

On the day of the event:

- Arrive at 7:00 a.m. to set up chairs and coolers

- Have volunteers arrive by 8:00 a.m.
- Bring a sign-in/sign-out timesheet for volunteers
- Ask a couple of volunteers to check-in residents
- Ask remainder of volunteers to divide up into various areas for the unloading of vehicles, including a battery station
- Conduct a safety briefing for volunteers
- Address hydration, taking care around items being unloaded, watch for nails in wood and other sharp objects, and wear gloves
- Designate a traffic controller at the parking area entrance
- Provide a safety vest and traffic control signs for the entry and exits
- Event is over at approximately noon unless Waste Management trucks and dumpsters are filled sooner
- Clean up event site, including any items left outside of dumpsters
- Non-Council members working an event shall sign a Volunteer Liability Waver form (Appendix B) and signed forms will be retained by Secretary for one year.

One week after the event:

- Contact EDD for tonnage total and prepare a report for the Council meeting following the event. If the data is not available at that time, the Firewise Community Coordinator shall obtain the data prior to submitting for the annual Firewise renewal.
- Provide GFFSC Newsletter editor with a report of event accomplishments, including names of volunteers, total hours work, photos and other pertinent details

EXHIBIT H

Executive Board and Other Member Duties

Officers

The GFFSC Executive Board is comprised of an elected Chair, 1st Vice Chair, 2nd Vice Chair, Secretary and Treasurer.

Board Member Duties

- Chair (Chair):
 - Conduct GFFSC meetings
 - Order and distribute GFFSC shirts (The Chair may also designate another Council member to perform these duties)
 - Chair five-member Board meetings for purposes of developing agendas, reviewing minutes, finance report, annual budget report, and setting direction of the organization by providing vision and leadership
 - Oversee committees and activities of GFFSC membership
 - Serve as GFFSC'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, the Pioneer Fire Protection District and PVFA
 - Draft and sign official communications
 - Is an active participant and willing worker, leader, and facilitator in programs, projects, and policies established by the GFFSC
 - With the assistance of the 2nd Vice-Chair and Secretary, track attendance-requirement compliance of the membership and enforce compliance if necessary
 - Designate a Firewise Communities coordinator who will submit annual renewal for Firewise Communities immediately following the annual BBQ/Firewise Day, based upon annual hours tabulation provided by 2nd Vice-Chair
 - Create GFFSC meeting members name placards as needed
 - Assign an officer the responsibility of checking the GFFSC's Post Office Box #152 on a regular basis and maintain a safe keeping of two Grizzly Flats Post Office box keys
 - Appoint members to maintain keys to the storage container at Fire Station 35. See Article XIX for additional information on key security.
 - Appoint a Council member to maintain roster information for volunteers
 - Approve minor, discretionary expenditures of less than \$300 between meetings of the Council
 - Complete and sign the annual EDCFSC Associate Agreement no later than June 30th
 - Send a copy of the GFFSC Bylaws and PPM to new Council members

- Speakers – Any speakers at the GFFSC meetings shall not have a financial interest in their presentation.

First Vice Chair will apply, Non-Profit Package Special Events/Liquor Liability Addendum, for each event to the EDCFSC Secretary. This form requires the following information:

- Full schedule/Description and purpose of Event
 - Location of Event
 - Date of Event and hours of Event
 - Estimated total attendees
 - Liquor liability
- 1st Vice Chair:
 - Attend GFFSC meetings
 - Attend Board meetings
 - Perform duties delegated by the Chair
 - Conduct Board and GFFSC meetings in the absence of the Chair
 - Approve monthly bank statement reconciliation prepared by Treasurer
 - Develop and maintain annual schedule of GFFSC meeting dates and locations
 - Provide list of meeting dates for concurrence of the Council at its January meeting for approval and forward to the EDCFSC clerk.
 - Forward approved list to EDCFSC Secretary for inclusion in the EDCFSC's liability insurance coverage. Following GFFSC approval, coordinate with the Public Outreach coordinator and the Bulletin Board Committee to post the annual GFFSC meeting dates and locations as appropriate
 - Attend EDCFSC meetings and gives reports at the monthly GFFSC meetings
 - 2nd Vice Chair:
 - Attend GFFSC meetings
 - Attend Board meetings
 - Conduct Board and GFFSC meetings in the absence of the Chair and 1st Vice Chair
 - If 1st Vice Chair is not present at a Council meeting 2nd Vic Chair will approve monthly cash reconciliation prepared by Treasurer
 - Perform duties delegated by the Chair
 - Maintain attendance and time log of each GFFSC member's community volunteer hours
 - Provide an accounting of total annual volunteer hours worked to the Chair on request
 - Provide GFFSC and community members with current blank volunteer time reporting log forms – printed or electronically.

- Act as custodian of all past and current volunteer time and log forms for reference. As an alternative, the forms may be scanned and uploaded to the electronic storage cloud.
 - Coordinate meeting dates with the Grizzly Flats Community Church
 - Take the roll at monthly GFFSC meetings via sign-in sheet
 - At the GFFSC's January meeting, distribute sign-up sheet to GFFSC members for their volunteer commitment(s) for annual projects and committees
 - Forward the approved volunteer commitment(s) list to the GFFSC Secretary for retention
- Secretary:
 - Attend GFFSC meetings
 - Attend Board meetings
 - Maintain and distribute a roster of GFFSC members, agency points of contact and honorary members that includes their contact information as needed
 - As new members are elected, update the roster accordingly
 - Develop GFFSC meeting agenda for approval of the Board at its meeting that is held prior to the upcoming monthly GFFSC meeting
 - Take minutes of monthly GFFSC meetings
 - Provide draft meeting minutes from prior month GFFSC 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 GFFSC meeting
 - Finalize meeting agenda after incorporating input from Board members
 - Bring copies of the finalized meeting agenda for interested persons attending GFFSC meetings
 - Email the Call to Meeting to the GFFSC membership and allied agencies approximately one week prior to GFFSC meeting
 - Retain all documentation in electronic formats and transfer to cloud
- Treasurer:
 - Attend GFFSC meetings and present current checking account balances at each meeting
 - Attend Board meetings
 - Attend fundraiser meetings
 - Perform duties delegated by the Chair
 - General financial oversight:
 - Oversee and present budgets, accounts and financial statements to the 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
- Financial planning and budgeting:
 - Prepare and present GFFSC draft budget for next fiscal year at the May Board meeting preceding the June GFFSC meeting for review and comment and then present to the Council for adoption at the June meeting
 - The Board approved draft budget will be sent out to the Council's June call-to-meeting
 - Work with committees on new or ongoing GFFSC 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 summaries on the organization's financial position as requested 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 bank reconciliation reports for 1st Vice Chair approval
 - Submit information to EDCFSC treasurer before July 15th using June 30th bank statement
- Control of Fixed Assets
 - Ensure proper record keeping of written inventory
 - Coordinate with EDCFSC secretary to ensure necessary general liability and Errors and Omissions insurance coverage

Non-Officers:

- **At-Large member:**
 - Be familiar with the operations of the Council and specifically the functions of the Board members.
 - Be a member in good-standing and a regular attendee at Council and Board meetings
 - Be a 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
 - 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

- **Parliamentarian**
 - Attend GFFSC meetings and Board meetings on request
 - Ensure that the GFFSC's bylaws and policies and procedures manual are up-to-date and consistent with those of the EDCFSC
 - Ensure that the GFFSC 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 firesafe manner so as to serve as an example to the community and be in compliance with PRC 4291 (State), El Dorado County Vegetation Management Ordinance No. 5101 and any local defensible space and vegetation management ordinances.
 - Attend and participate in monthly Council meetings
 - Support and participate in one or more GFFSC sponsored activities with mandatory participation in the annual fundraiser
 - Further the work of the Council's mission and goals
 - If at any time a Council member does not represent the GFFSC in a positive and professional manner, immediate action will be taken by the Board including, but not limited to, one of the following:
 - Verbal counseling with written documentation of such for the Council's confidential files, written warning, and/or removal from Council membership with majority vote of the Board
 - Such action is final and without appeal
 - If the member in violation of this policy is a member the Board, the remaining members of the Board shall administer this policy.

A candidate shall be considered elected if he or she receives a majority “yes” vote of the members of the Council members eligible to vote (in person or by email).

- Electronic Storage Manager:
 - Maintain electronic storage system, ownership and sharing of approved minutes, meeting agendas and financial reports, Council documents provided at GFFSC monthly meetings, and newsletters published by the GFFSC.
 - Post all applicable documents to the EDCFSC website within the GFFSC Tab
 - Maintain final documentation of grant applications in a commonly used electronic format (docx, pdf, xls, ppt, maps, jpg, etc.)

- Honorary Members:

The GFFSC exists for the benefit of its sphere of recognition and requires a Council membership to accomplish its goals. When a member is unable to actively participate in Council business, the member may become an honorary member and support the work of the Council via other means upon approval of the GFFSC Chair.

- The designation of Honorary Member requires a GFFSC member to have at least two years of service on the Council. An honorary member may also be a distinguished non-member of the GFFSC, living within or outside of the Sphere of Recognition, eligible to become an honorary member whose association with the GFFSC would be welcome.
- A Council member may choose to become an honorary member instead of a GFFSC Member for any reason. An honorary member will continue to receive GFFSC communications and may opt to participate in Council events.
- Honorary members do not have voting privileges, and there shall be no limit to the number of GFFSC Honorary Members

Grizzly Flats Fire Safe Council -- Youth Corps

Acronyms

- Grizzly Flats Fire Safe Council = GFFSC
- GFFSC Youth Corps = (YC)

Purpose and Description

The GFFSC Youth Corps is a program to provide youth, who live in the community of Grizzly Flats and its surrounding neighborhoods, with a voice and a hand in making their community more fire safe, while at the same time providing those youth with a learning experience in community service and how government functions. Depending upon the amount of interest in the youth within the Sphere of Recognition, this program may become dormant from time-to-time.

Youth Corps Members:

- shall be not younger than the age of 14 and not older than the age of 17; at the age of 18 a YC member may become a member of the GFFSC, but they will be past the age of participation in the GFFSC YC,
- shall be a resident living within the GFFSC's Sphere of Recognition,
- shall have a desire to learn about their community and specifically about community's wildfire environment.

GFFSC Youth Corps Structure

To be a member of the YC and to participate in YC programs and activities, each YC member shall have Parental /Guardian Permission as follows:

- **GFFSC Regular Monthly Meetings** --- Parental permission, in the form of a parent / guardian signed Permission Form, which will allow the youth to attend the GFFSC regular monthly meetings. This Form shall be an annual document, provided by the GFFSC, signed by the parent(s) / legal guardian(s) and returned to the YC adult leadership before the GFFSC January regular meeting.
- **GFFSC Work Activities and Programs** --- Parental permission, in the form of parent / guardian signed Permission Forms, for each activity/program. This paperwork shall include a Release of Liability Form, Emergency Contact Information, and a Permission to Treat Form. This paperwork will be provided by the GFFSC signed by the parent / legal guardian and returned to the activity / program adult leader in advance of the activity / program.

Youth Corps members will not have a vote on GFFSC Regular or Special Meeting Agenda items and/or other matters discussed and considered at the GFFSC's meetings.

The opinions and views of the youth are valued and encouraged. As an attendee at a GFFSC Regular or Special Meetings, YC members may raise their hand to be recognized and offer their input. At the age of 18 years, or older, the member may apply to be voted onto the GFFSC as a voting member. Youth

Corps members will not be counted as the maximum amount of GFFSC regular/voting members.

Youth Corps members shall follow the Youth Corps Membership Rules, including attendance at all GFFSC monthly meetings and/or other meetings, activities, and programs as scheduled. In the event a YC member has a conflict and is not able to participate, the YC member shall notify the YC adult leader/Mentor in advance of the meeting, activity, or program. YC members, like all GFFSC members, will be notified a week before impending meetings with a Call-To-Meeting email (including an attached meeting Agenda). If a YC member does not have email access, the YC member shall discuss this lack of email access with the YC adult leader/Mentor.

Like all GFFSC members, Youth Corps members should see themselves as a community voice. In that regard, the YC members are encouraged to take notes during GFFSC meetings and/or writing on their Agendas important points to share with family, friends and/or neighbors (paper and a pen shall be provided by the YC member).

Youth Corps – Organizational Program and Activities

- **To be Determined**
 - **Which might include:** Writing a brief note about each Agenda item, take the Agenda home and/or make a report to your parent/ guardian and/or friends on what was observed and heard at the meetings. Encourage parent / guardian to share their thoughts.
- The YC member shall provide their own binder for maintaining their copies of meeting Agendas, timesheets, schedules, and handouts.

EXHIBIT I

Corporate Memory Security and Access

Purpose:

Create and maintain secure and reliable access to the GFFSC's Corporate Memory records.

- The GFFSC Corporate Memory files and records shall be stored in a safe and secure environment. Consistent with its mission statement, the GFFSC is charged with educating its sphere of recognition residents and landowners regarding wildfire prevention. Not if, but when there is a wildland fire within the sphere of recognition, the entirety of the Council's Corporate Memory could be lost in a fire.
- It is essential not only to protect the GFFSC Corporate Memory from physical damage, alteration, and destruction, but also to provide the other Board members access to these records. There also are documents within the Corporate Memory that may be of interest to all members of the Council, and some maybe considered confidential with regarding Council member actions.
- The Board shall contract with a commercial-records scanning vendor for a one-time service to scan the GFFSC Corporate Memory records from inception in April 2004 to date.
- These records shall include, but are not limited to the CWPP original and subsequent updates, meeting agendas, approved meeting minutes, Council member rosters, grant-related documents, letters, and other documents recording the Council's history
- Once the Corporate Memory records have been scanned, they will be uploaded into a Cloud storage service
- After the initial scanning and uploading has been completed, the seated Council Secretary will scan and upload to the Cloud all future agendas, approved minutes, roster revisions 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
- Folder marked personal action will be considered confidential with limited excess

The Cloud method of 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.

The 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 GFFSC bylaws. Once an Board member has left office, their document access privileges shall be revoked and the Cloud password changed.

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

EXHIBIT J

Conflict of Interest Disclosure Form

EL DORADO COUNTY FIRE SAFE COUNCIL

3. CONFLICT OF INTEREST DISCLOSURE STATEMENT

It is the policy of the El Dorado County Fire Safe Council that each Director, when elected to the Board of Directors, completes and signs a Board Member Agreement.

Please initial in the space at the end of Item A, or complete Item B, whichever is appropriate, complete Item C, and sign and date the statement and return it to the board Secretary.

A. I am not aware of any relationship or interest or situation involving my family or myself which might result in, or give the appearance of being, a conflict of interest between such family member or me on one hand and EDCFSC on the other. **Initial:** _____

B. The following are relationships, interests or situations involving me or a member of my family which I consider might result to an actual, apparent, or potential conflict of interest between such family members or myself on one hand and EDCFSC on the other.

1. For profit corporate directorships, positions and employment with:

2. Nonprofit trusteeships of positions:

3. Memberships in the following organizations:

4. Contracts, business activities and investments with or in the following organizations:

5. Other relationships and activities:

C. My primary business or occupation at this time is: _____

I have read and understand the EDCFSC Conflict of Interest Policy and agree to be bound by it. I will promptly inform the Board chair if EDCFSC of any material change that develops in the information contained in the foregoing statement.

Type/print name

Signature

Date

EXHIBIT K

Residential Clearance Evaluation Form

(Subject to applicable amendments to be consistent with the El Dorado County Vegetation Management Ordinance No. 5101 and Local Ordinances)

Date of Evaluation: _____ circle one: 1st Visit 2nd Visit 3rd Visit



**Grizzly Flats
FireSafe Council**

Defensible Space Property Evaluation

Property Address: _____

For any noted fire hazard(s) identified on your property, you are encouraged to follow the recommended corrective action per California Public Resources Code 4291.

If the item is checked, it needs attention. Additional Informational Resources: Pioneer FPD, www.pioneerfire.org; El Dorado County FSC, www.edcfiresafe.org; or Cal Fire, www.fire.ca.gov.

Evaluator's Initials: _____, _____, _____, from GFFSC (grizzlyflatsfsc@gmail.com)

Defensible Space Zone - 30 feet out from all structures or to property line:

- _____ Remove all vegetation and flammable materials from roofs, gutters, decks, porches, and stairways, etc.
- _____ Remove all dead ___ trees, ___ shrubs, or ___ other plants, adjacent to or overhanging buildings.
- _____ Remove all dead/dying branches or limbs from ___ trees, ___ shrubs, or ___ plants that are adjacent to or overhanging buildings.
- _____ Remove all branches within 10 feet of any stovepipe or chimney outlet.
- _____ Remove all dead or dying ___ grass, ___ leaves, ___ needles, or ___ other ground vegetation.
- _____ Remove or isolate live flammable ground cover and shrubs (Mountain Misery, Juniper, etc.).
- _____ Reduce "fuel loading" (including live flammable vegetation) within this zone.

Reduced Fuel Zone – from 30 to 100 feet from all structures or to property line:

- _____ Mow dead or dying grass to a maximum of 4 inches in height. Trimmings may remain on the ground.
- _____ Live, flammable ground cover less than 18 in. in height (bear clover/mountain misery) may remain; however, overhanging branches and adjacent trees must be pruned up to 15 feet ground clearance.
- _____ Reduce fuels in accordance with the Continuous Tree Canopy Standard (see other literature).
- _____ Reduce fuels in accordance with the Horizontal Spacing Standard (see other literature).

Defensible & Reduced Zones (within 100 feet of all structures or to property line):

- _____ Logs / stumps embedded in the soil must be removed or isolated from structures and other vegetation.
- _____ Remove all dead or dying brush, trees and branches within 15 feet of the ground.

Other Code Requirements:

- _____ Clear dead, dying or flammable vegetation within 10 feet around and above propane tanks.
- _____ Address numbers (4" min. size) shall be displayed in contrasting colors and readable from the street or access road. Recommend standard green reflective signs (same as street signs).

Other Recommendations for Fire Mitigation:

- _____ Cover all chimney or stovepipe openings with a metal screen with openings no greater than 1/2 inch.
- _____ Clear 10 feet around and 15 ft. above fuels (woodpiles, lumber, scrap, etc.); woodpiles need to be as far from structures as possible.
- _____ Remove flammable materials stored under or on decks and other similar overhangs of structures.
- _____ Clear all vegetation 10 feet from sides and 15 feet above all driveways and turnaround areas.

Comments: _____

White: Homeowner

Canary: GFFSC

EXHIBIT L

Grizzly Flats Fire Safe Council

PARTICIPANT RELEASE (Minor)

Please complete entire document (3 pages)

This Release (the "Release") is executed on _____, ("Effective Date"), by _____ ("Adult"), who is the parent or legal guardian of _____ ("Minor" referred to as "Participant"). Participant desires to attend the _____, being conducted at the _____ on _____ (Date) from _____ to _____ . (the "Event").

Participant understands and agrees to the following: (a.) "Participant" is a an individual under the age eighteen (18) years of age attending the Event; (b.) Participant is entering into this Release voluntarily; (c.) The Event involves being in Grizzly Flats Fire Safe Council (GFFSC) sponsored activity which may present a variety of hazards and risks, and will require the exercise of reasonable care to avoid injury.

Participant hereby agrees to release, waive, discharge, and covenant not to sue GFFSC, its officers, agents and contractors, or the host facility, for any and all liability to Participant and his or her successors, assigns, heirs, guardians, next of kin, executors and trustees for any damages, loss, costs or expenses, and any claims, demands, or suits therefore, on account of bodily injury, sickness, disease or death, or injury to or destruction of property, whether caused by the acts, failures to act, or other conduct of the Releasees or otherwise, while Participant is attending the Event.

The parent or legal guardian hereby assumes full responsibility for and risk of bodily injury, sickness, disease or death, or injury to or destruction of property, whether caused by the acts, failures to act, or other conduct of the host facility or otherwise, while Participant is attending the Event.

In witness whereof, the undersigned, being duly authorized, have hereunto set his/her hand and executed this Release upon the Effective Date.

PARTICIPANT:

Printed Name of Parent/Legal Guardian

Signature of Parent/Legal Guardian

Printed Name of Minor

EMERGENCY PROCEDURE AND INSURANCE VERIFICATION
GRIZZLY FLATS FIRE SAFE COUNCIL

(I), (We), the undersigned parent or guardian of _____, a minor, do hereby authorize Grizzly Flats Fire Safe Council (GFFSC) agents or representatives, to consent to X-ray examination, anesthesia, medical or surgical diagnosis or treatment, and/or hospital care which is deemed advisable by, and is to be rendered under the general or special supervision of any physician or surgeon licensed under the Medicine Act, whether such diagnosis or treatment is rendered at the office of said physician or at any duly licensed medical facility.

It is understood that this authorization is given in advance of any specific diagnosis, treatment, or hospital care required, but is given to provide authority and power on the part of our above mentioned agent(s) or representative(s) to give specific consent in any medical emergency to any and all such diagnosis, treatment, or hospital care which the aforementioned physician in the exercise of best judgment may deem advisable.

The undersigned agrees to bear all costs incurred because of the foregoing. This authorization shall remain in effect for the duration of this Event (to include transportation to and from the Event).

Parent or Guardian Signature

_____ Date _____

Cell Phone(s) _____

Home Phone _____ Work Phone _____

Medical/Accident Insurance Company

Medical/Accident Insurance Policy/Group Number

Name of Policy Holder

Family Physician _____ Phone _____

Special medical condition(s) we should know about

Medications

All Allergies (food/meds/etc.)

Date of last Tetanus shot

Grizzly Flats Fire Safe Council

MODELING, PERFORMANCE, AND NARRATION RELEASE

For value received and without further consideration, I hereby consent that all photographs, video tape, audio tape, or dictation taken of or from my child at the _____ (Event) or its designees, including the print, television, or radio media may be used by GFFSC, and/or its designees and/or others with its consent, for the purpose of illustrations, publications, or broadcast in any manner. Further, I hereby consent for my child to be interviewed by *GFFSC* or the media.

Print Minor's Name	Signature of Minor
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Print Parent/Guardian's Name	Signature of Parent/Guardian
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Grizzly Flats Fire Safe Council

CODE OF CONDUCT

We have read the Policies and Procedure Manual Event description and rules for the Event. As a student, I agree to abide by them.

Parent Signature	Signature of Minor
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Note: This form will be in the possession of a GFFSC Event chairperson throughout the Event period and retained for one (1) year by the GFFSC Secretary.

GLOSSARY OF ACRONYMS

BLM	Federal Bureau of Land Management
Board	Executive Board
CAL FIRE	State Department of Forestry and Fire Protection
CAP	Community Action Plan
CEQA	California Environmental Quality Act
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
EDCFSC	El Dorado County Fire Safe Council
EDD	El Dorado Disposal
EIR/EIS	Environmental Impact Report / Environmental Impact Study
ENF	Eldorado National Forest
FEMA	Federal Emergency Management Agency
FRA	Federal Response Area
FSC	Fire Safe Council
GF	Grizzly Flats
GF-1 et al.	GFFSC Fuel Reduction Projects
GFCSO	Grizzly Flats Community Services District
GFFSC	Grizzly Flats Fire Safe Council
LMC	Leoni Meadow Camp
LRA	Local Responsibility Area
NEPA	National Environmental Protection Agency
NFPA	National Fire Protection Agency
OES	Office of Emergency Services
PIO	Public Information Officer
PIO	Abbreviated identifier of Pioneer Fire during emergency response
PFPD	Pioneer Fire Protection District
PM	Project Manager
PRC	Public Resource Code
PPM	Policies and Procedures Manual
PVFA	Pioneer Volunteer Firefighters Association
RAC	Resources Advisory Committee
RCD	El Dorado County & Georgetown Divide Resource Conservation District
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
USPS	US Post Office
WUI	Wildland Urban Interface