

CONTRACT ROUTING SHEET

Date Prepared: 3/26/07

Need Date: _____

PROCESSING DEPARTMENT:

Department: CAO/Proc. & Contracts
Dept. Contact: Dustin Bailey
Phone #: 5833
Department: _____
Head Signature: Bonnie H. Rich
Bonnie H. Rich

CONTRACTOR:

Name: EDC Fire Safe Council
Address: PO Box 1237
Pollock Pines, CA 95726
Phone: (530) 947-1098

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2007 MAR 26 AM 11:35
EL DORADO COUNTY COUNSEL
Mama Belvedere

CONTRACTING DEPARTMENT: CAO

Service Requested: Title III Fire Prevention, Education & Planning
Contract Term: 1 year Contract Value: \$163,762.96
Compliance with Human Resources requirements? Yes: _____ No: _____
Compliance verified by: _____

COUNTY COUNSEL: (Must approve all contracts and MOU's)

Approved: Disapproved: _____ Date: 4/25/07 By: [Signature]
Approved: _____ Disapproved: _____ Date: _____ By: _____

ASSIGNMENT

DATE: 03/27/2007
ATTORNEY: Lou Green
DEPT./INDEX NO.: 026610
BY: [Signature]

PLEASE FORWARD TO RISK MANAGEMENT. THANKS!

RISK MANAGEMENT: (All contracts and MOU's except boilerplate grant funding agreements)

Approved: Disapproved: _____ Date: 4/25/07 By: [Signature]
Approved: _____ Disapproved: _____ Date: _____ By: _____

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OTHER APPROVAL: (Specify department(s) participating or directly affected by this contract).

Departments: _____
Approved: _____ Disapproved: _____ Date: _____ By: _____
Approved: _____ Disapproved: _____ Date: _____ By: _____

#23
3/6

ORIGINAL

FUNDING AGREEMENT FOR
TITLE III COMMUNITY PROJECTS
#639-S0711

This Agreement known as FUNDING AGREEMENT FOR TITLE III COMMUNITY PROJECTS, made and entered into by and between the County of El Dorado, a political subdivision of the State of California (hereinafter referred to as "County"), and El Dorado County Fire Safe Council, a California non-profit Corporation; (hereinafter referred to as "Recipient");

RECITALS

WHEREAS, County and Recipient have each recognized a compelling need to mitigate the effects of a catastrophic wildfire within communities of El Dorado County, and to that end, Recipient has agreed to cooperate with County to form a partnership to undertake education, planning, and mitigation activities designed to increase the protection of people and property from wildfires.

WHEREAS, County is a participating county under Public Law 106-393, the Secure Rural Schools and Community Self-Determination Act of 2000 (HR 2389), and pursuant to County Resolution No. 244-2003 has elected to set aside funds received under the program for special projects specifically authorized under Title III of HR 2389 (hereinafter referred to as "Federal Forest Reserve Funds").

WHEREAS, Recipient has applied for, and County has approved, funding to undertake one or more projects which are designed to meet the criteria for Title III County Projects for Fire Education and Planning as adopted by El Dorado County pursuant to the requirements and conditions for use of Federal Forest Reserve Funds.

NOW, THEREFORE, County, and Recipient mutually agree as follows:

ARTICLE I

Designation of Project and Use of Funds: County will contribute the sum of \$163,762.96 of Title III Federal Forest Reserve Funds to Recipient for use solely to undertake and complete designated County Projects as approved by County. Such projects shall be identified on Exhibit "A", which is affixed to and by this reference made a part of this Agreement. In no event shall County be financially obligated for amounts greater than the total amount specified on Exhibit "A" and this Article. Reimbursement for travel shall be in accordance with Exhibit "C", marked "Board of Supervisors Policy D-1", incorporated herein and made by reference a part hereof.

ARTICLE II

Payment of Funds:

1. Commencing on the 10th day of the next full month immediately following execution of this Agreement, and each 10th of the month thereafter, Recipient shall submit to County a statement of expenditures against the project(s), noting the actual costs incurred and the percentage completion of the Project. Such statement shall be accompanied by detailed records of expenditures, including but not limited to receipts, invoices, purchase orders, or other documentation as appropriate, and shall be substantially in form as displayed in Exhibit "B" to this Agreement, and shall be signed under penalty of perjury by an authorized official of Recipient.
2. Each project budget is an estimate, and Recipient has discretion to move funds between line items within each project budget.

ARTICLE III

Term: This Agreement shall become effective when fully executed by both parties hereto and shall cover the period of June 1, 2007 through June 30, 2008, or when all funds are expended by County, whichever comes first.

ARTICLE IV

Audit: Recipient will keep and maintain an accurate financial account, in accordance with generally accepted accounting principals, and meeting the requirements of the Federal Forest Reserve Fund program, of all funds expended for each project. Recipient shall maintain records, books, documents, and other evidence, accounting procedures and practices sufficient to reflect properly all direct and indirect costs of whatever nature claimed to have been incurred in the performance of this Agreement, including matching costs and expenses, all of which will be deemed to constitute "records" for purposes of this section. Such accounting records shall be available for inspection by the County's designee, during normal business hours at the offices of Recipient, or offices of its financial consultant.

Recipient shall preserve and make available its records for a period of five (5) years from the date of final payment under this Agreement, and for such longer period, if any, as is required by applicable statute, by any other provision of this Agreement, or by either of the following:

1. If this Agreement is terminated or partially terminated, all of the records relating to work terminated shall:
 - (a) be preserved and made available for a period of five (5) years from the date of any resulting final settlement; or
 - (b) at the sole option of the County, immediately become the property of the County and shall be delivered by Recipient to County.
2. If any litigation, claim, negotiation, audit or other action involving the records has been started before the expiration of the five (5) year period, the records shall be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular five (5) year period, whichever is later.

ARTICLE V

Compliance With Applicable Law: Recipient will comply with all Federal, State, and local laws and ordinances which are applicable to the Project, including but not limited to: prevailing wage and competitive bidding requirements, license requirements, equal opportunity and non-discrimination laws, building codes, and CEQA, NEPA, land use, planning, and zoning regulations.

ARTICLE VI

Independent Liability: Recipient is, and shall be at all times, deemed independent and shall be wholly responsible for the acts of Recipient's employees, associates, and contractors in connection with respect to the Project(s) covered by this Agreement.

ARTICLE VII

No Third Party Beneficiary: Nothing in this Agreement shall be construed to create any rights of any kind or nature in any party not a named party to this Agreement.

ARTICLE VIII

Termination: County may terminate this Agreement in the event Recipient ceases to operate, or otherwise becomes unable to substantially perform any terms or conditions of the Agreement. In the event of early termination of the Agreement, access by Recipient to any and all funds not previously disbursed shall cease effective upon the termination date.

ARTICLE IX

Notice to Parties: All notices to be given by the parties hereto shall be in writing and served by depositing same in the United States Post Office, postage prepaid and return receipt requested. Notices to County shall be addressed as follows:

COUNTY OF EL DORADO
330 FAIR LANE
PLACERVILLE, CA 95667
ATTN: CHIEF ADMINISTRATIVE OFFICER

Or to such other location as County directs.

Notices to Recipient shall be addressed as follows:

EL DORADO COUNTY FIRE SAFE COUNCIL
PO BOX 1237
POLLOCK PINES, CA 95709
ATTN: PENNY HUMPHREYS, CHAIR

Or to such other location as Recipient directs.

ARTICLE X

Indemnity: Recipient shall defend, indemnify, and hold the County harmless against and from any and all claims, suits, losses, damages, and liability for damages of every name, kind, and description, including attorneys fees and costs incurred, brought for, or on account of, injuries to or death of any person, including, but not limited to workers, County employees, and the public, or damage to property, or any economic or consequential losses, which are claimed to or in any way arise out of or are connected with each Project covered by this Agreement. This duty of Recipient to indemnify and save County harmless includes the duties to defend set forth in California Civil Code Section 2778, and survives the expiration of the term of this Agreement.

ARTICLE XI

Insurance: Recipient shall provide proof of a policy of insurance or self insured program satisfactory to the El Dorado County Risk Manager and documentation evidencing that Recipient maintains insurance or self-insurance that meets the following requirements:

- A. Full Workers' Compensation and Employers' Liability Insurance covering all employees of Recipient as required by law in the State of California. Contractor has no employees and shall not be required to obtain Workers' Compensation and Employers' Liability Insurance. Should during the term of this Agreement Contractor hire one or more employees who will provide any services related to this Agreement he/she shall immediately obtain Full Workers' Compensation and Employer's Liability insurance and furnish County with certificate for same.
- B. Commercial General Liability Insurance of not less than One Million Dollars (\$1,000,000) combined single limit per occurrence for bodily injury and property damage.

- C. Automobile liability insurance of not less than the minimum required by the State of California in the event motor vehicles are used by Recipient in performance of the Agreement.
- D. Recipient shall furnish a certificate of insurance satisfactory to the El Dorado County Risk Manager as evidence that the insurance required above is being maintained.
1. County, its officers, officials, employees and volunteers shall be included as additional insured, but only insofar as the operations under this agreement are concerned. This provision shall apply to the general liability policy.
 2. Recipient shall ensure that its subcontractors maintain a policy(s) of insurance that meets above insurance requirements, including El Dorado County as additional insured.
 3. The insurance shall be issued by an insurance company acceptable to the Risk Management Division of County, or be provided through partial or total self-insurance likewise acceptable to the Risk Management Division of County. Recipient agrees that the insurance required above shall be in effect at all times during the term of this Agreement.

ARTICLE XII

Change to Agreement: This Agreement may be amended by mutual consent of the parties hereto. Said amendments shall become effective only when in writing and fully executed by duly authorized officers of the parties hereto.

ARTICLE XIII

Administrator: The County Officer or employee with responsibility for administering this Agreement is Laura S. Gill, Chief Administrative Officer, or successor.

ARTICLE XIV

Authorized Signatures: The parties to this Agreement represent that the undersigned individuals executing this Agreement on their respective behalf are fully authorized to do so by law or other appropriate instrument and to bind upon said parties to the obligations set forth herein.

ARTICLE XV

Partial Invalidity: If any provision of the Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will continue in full force and effect without being impaired or invalidated in any way.

ARTICLE XVI

Venue: Any dispute resolution action arising out of this Agreement, including, but not limited to, litigation, mediation, or arbitration, shall be brought in El Dorado County, California, and shall be resolved in accordance with the laws of the State of California. Recipient waives any removal rights it might have under Code of Civil Procedure Section 394.

ARTICLE XVII

Time is of the Essence: The parties hereto acknowledge and agree that time is of the essence.

ARTICLE XVIII

Taxpayer Identification: Recipient's tax identification number is 04-3631411

ARTICLE XIX

The Buy American Act: This Act encourages recipients of federal grant funds to purchase American-made equipment and products. In the case of any equipment or product that may be authorized to be purchased with financial assistance provided using funds made available in this act, it is the sense of Congress that entities receiving the assistance should in expending the assistance, purchase only American-made equipment and products.

ARTICLE XX

Nondiscrimination: Recipient shall not unlawfully discriminate on the basis of race, sex, religious beliefs, creed, national origin, marital status, sexual orientation, or disability for any service related to this specific grant or any other service funded by or provided by Recipient.

ARTICLE XXI

Drug-free Workplace: Recipient agrees to start or will continue to provide a drug-free workplace by publishing a statement notifying employees about the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances is prohibited in the grantee's workplace and specifying actions that will be taken against employees for violation of such prohibition; establishing an on-going drug-free awareness program to inform employees; and notifying the employee that as a condition of employment under the grant the employee will abide by the terms of the drug-free workplace.

ARTICLE XXII

Entire Agreement: This document and the documents referred to herein or exhibits hereto are the entire agreement between the parties and they incorporate or supersede all prior written or oral Agreements or understanding

REQUESTING CONTRACT ADMINISTRATOR/DEPARTMENT HEAD CONCURRENCE:

By: Laura S. Gill Dated: 5/8/07
Laura S. Gill
Chief Administrative Officer

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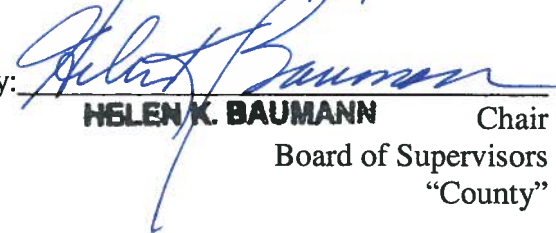
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IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates indicated below, the latest of which shall be deemed to be the effective date of this Agreement.

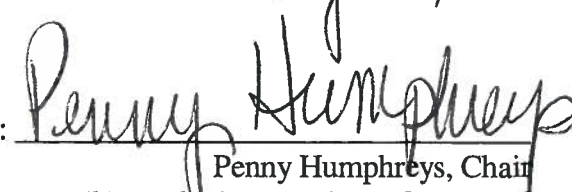
--- COUNTY OF EL DORADO ---

Board date 3/6/07
Dated: 6/7/07
By: 
HELEN K. BAUMANN Chair
Board of Supervisors
"County"

ATTEST:
Cindy Keck
Clerk of the Board of Supervisors

Board date 3/6/07
By:  Dated: 6/7/07
Deputy Clerk

--- RECIPIENT ---

Dated: May 12, 2007
By: 
Penny Humphreys, Chair
El Dorado County Fire Safe Council
"Recipient"

ITEM C. ORGANIZATION INFORMATION

EXHIBIT "A"

ITEM C-1: MISSION STATEMENT

The mission of the El Dorado County Fire Safe Council (EDCFSC) is to protect the people of El Dorado County and their property from the effects of catastrophic wildfire through education, cooperation, innovation, and action.

EDCFSC is the central clearinghouse for all fire safe projects on the western slope of the County, and members of the Council work closely with USFS, CDF, and local fire districts to coordinate strategic planning for future new projects and initiatives. The EDCFSC has worked with all of our partners to maximize resources by effectively using previous Title III funding to leverage projects and do future project planning based upon input from all stakeholders. The El Dorado County Wildfire Protection Plan (EDCWPP) was a collaborative two-year effort funded through Title III and BLM that establishes current wildfire safety priorities and provides direction for local community-based wildfire protection planning. This plan was approved by the EDCFSC Board of Directors in November 2004, reviewed and approved by the Eldorado National Forest Supervisor, the California Department of Forestry and Fire Protection—Amador El Dorado Unit Chief, the El Dorado County Fire Chiefs' Association, adopted by resolution by the El Dorado County Board of Supervisors in March 2005 as the wildfire component of the County's Multi-hazard Disaster Mitigation Plan and finally approved by the Federal Emergency Management Agency in May 2005. For the period of 2001 through 2006, almost \$4.5 million of fire safe projects have been brought into our County. This figure represents direct project funding as well as CDF crew in-kind matches. See Attachment H-1, Project Summary.

ITEM C-2: ORGANIZATION SUMMARY AND HISTORY

The El Dorado County Fire Safe Council (EDCFSC) was formed in 2001, incorporated in May 2002 and received a Letter of Determination from the IRS as a 501(c)(3) nonprofit, public benefit corporation on July 8, 2002. Having completed the IRS advanced ruling period and successfully completing all of the required Supporting Documentation, the IRS has classified the EDCFSC as a public charity organization exempt from Federal Income Tax under section 501(c)(3) of the IRS code per their letter of October 25, 2006, Attachment H-2.

Since becoming our own fiscal agent, EDCFSC and project coordinators have completed 19 Federal Forest Reserve (Title III) Fund projects, are actively managing 13 on-going Title III projects and have assisted in preparation and obtaining approval of 20 other Title III projects not directly administered by the EDCFSC. Additionally, the EDCFSC has received 9 Community-Based Wildfire Prevention grants funded by the Bureau of Land Management (BLM) and has been actively involved in 6 grants from United States Forest Service (USFS) under their Community Assistance and Economic Recovery grant programs. These projects include the day to day operations of the EDCFSC in support of a Residential Chipping program piloted in June 2002 and currently serving over 600 residents yearly, fuels reduction projects throughout the Western Slope, wildfire safety public education and community outreach, Defensible Space Visitations and outreach, and various fire safe community-based planning efforts.

The EDCFSC currently has a 13-member Board of Directors with an elected Executive Board consisting of a Chair, Vice-Chair, Secretary and Treasurer (See Attachment H-3). The EDCFSC consists of almost 200 individuals who represent federal, state, county and local agencies as well as local Fire Protection Districts, businesses, nonprofit organizations, and individuals who work

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together to protect people, homes and natural resources from catastrophic wildland fire.

- a. The EDCFSC is not involved in any merger, acquisition, organization restructuring, or other internal change.
- b. The EDCFSC has a proven record of sound fiscal responsibility; project administration and management; and compliance with federal, state and local procurement regulations. An independent audit of EDCFSC's financial statements by Jeanine J. Mays, CPA, was completed in July 2005, a copy of which has been furnished to the Chief Administrative Officer of El Dorado County. We are currently in the process of having an independent audit for our fiscal year 2005/2006 (revenue of \$312,972 per our tax return) and will furnish a copy of that upon completion. Because of the active collaborative efforts of EDCFSC members, El Dorado County is considered a model county for wildfire safety planning and on-the-ground projects and has hosted several visits by state and federal agencies, including the Deputy Undersecretary of Agriculture Dave Tenny who received a copy of the EDCWPP and the USFS Chief Dale Bosworth. The Executive Coordinator of the EDCFSC has participated in and made presentations to several state, regional and national conferences.

As stated in our cover letter, the El Dorado County Fire Safe Council is submitting 6 projects for funding consideration. RFP Items D, E, F, and G are provided for each project as summarized below:

TITLE III SUMMARY SHEET	TILE III FUNDS REQUESTED 12/06	GRANTS RECEIVED	OTHER MATCHES	TOTAL PROGRAMS
TOTAL REQUESTS/FUNDING:	\$206,607.95	\$74,533.05	\$275,100.00	\$556,241.00
1. FSC OPS	\$89,887.95	\$16,436.05	\$68,430.00	\$174,754.00
2. DEFENSIBLE SPACE and COMMUNITY CLEAN-UP	\$35,335.00	\$25,200.00	\$44,640.00	\$105,175.00
3. PUBLIC EDUCATION	\$25,740.00	\$7,600.00	\$20,830.00	\$54,170.00
4. BIOMASS UTILIZATION PLAN	\$35,000.00		\$19,200.00	\$54,200.00
5. AUBURN LAKE TRAILS FUELS REDUCTION	\$10,000.00		\$82,000.00	\$92,000.00
6. RED FLAG PROJECT	\$10,645.00			\$10,645.00
7. SENIOR ASSISTANCE *	0	\$25,297.00	\$40,000.00	\$65,297.00

* For information only. We are pursuing private funding to use the 04/05 Title III funds approved by EDCBOS for matching administration/planning costs of the Senior/Disabled Assistance Program. This program is a top priority with the EDCFSC and we will be working with various EDC departments to identify and serve the elderly and disabled population. We will also be coordinating assistance from community-based organizations in our efforts.

Project 1: Fire Safe Council Operations

ITEM D. EXECUTIVE SUMMARY

The El Dorado County Fire Safe Council (EDCFSC) is entering its sixth year of operations. Our organization has grown from a small cadre of individuals interested in promoting wildland fire safety to a 200-member council that represents federal, state and local agencies, businesses, community-based organizations and individuals who share a common commitment to protect the people, homes, and natural resources from the effects of catastrophic wildland fire. This project meets section 302(b)(5)(B) of the Board's approval for Title III for project selection, which states that the county may use funds for "planning efforts to reduce or mitigate the impact of development that occurs on nonfederal lands if such development might have an impact on adjacent federal lands and planning to increase the protection of people and property from wildfires."

It is crucial to the on-going efforts of the EDCFSC that the Board of Supervisors approve this project to provide continued partial funding of the Executive Coordinator's contracted services and EDCFSC administrative and operational expenses as outlined in the Item I. Budget Narrative.

ITEM E. PROJECT PURPOSE

Funding of this project will provide:

1. Funding of this project is critical to the continuation of fire safe projects on the Western Slope. This project includes partial compensation of the Executive Coordinator who manages the daily operations of the Council that includes administration, monitoring and reporting active projects; performs community public education and outreach; conducts monthly Council meetings; and works with all stakeholders in implementation of the El Dorado County Wildfire Protection Plan (EDCWPP), as adopted by Resolution by the El Dorado County Board of Supervisors on March 29, 2005 and approved by the Federal Emergency Management Agency in May 2005. Additionally, funding of the project includes website maintenance and upgrades; telecommunications; accounting and fiscal reporting of business transactions averaging approximately \$30,000 per month; and other business operational expenses.
2. This is an on-going project.
3. The EDCFSC is a forum of all stakeholders who represent collaborative fire safe projects totaling over \$4.5 million since 2001. Our EDWPP is a strategic plan and was updated in October 2006 with current information on fire safe projects, accomplishments and future collaborative projects. This was a three-month effort and incorporated state (CDF) and federal projects (USFS, BLM) as well as EDCFSC community-based projects. Current fire safe projects have been mapped and a draft of this map is available on the EDCFSC website at www.edcfiresafe.org.
4. None.
5. Continued funding of the EDCFSC operational costs includes working diligently with all of our partners to maximize resources and avoid duplication of efforts. This is accomplished through monthly Council meetings and acting as the central county clearinghouse for fire safe projects as established in the EDWPP.
6. Mrs. Vicki Yorty, Executive Coordinator of the EDCFSC, has over 25 years experience

in project management, community outreach and education, and volunteer coordination. The 13-member Board of Directors represent the geographic diversity of the County as well as bringing remarkable talents and skills to the organization. See Attachment H-3, Additional Data for a listing of the Board.

7. The EDCFSC is actively pursuing additional sources of income both in the public and private sector. Mrs. Yorty actively participates in the CA Fire Safe Council and has been a member of their Strategic Planning Subcommittee and is working with them on FSC sustainability throughout the state. Ms. Yorty is a member of the State Legislative Action Committee that is working to receive line-item budget financing through the state for Fire Safe Council on-going operations.
8. The EDCFSC worked for over 2 years in providing input to the El Dorado County General Plan and will continue to work with all county departments during the implementation of this plan through development of ordinances of the fire safe policies. Most recently Dick Harrell, EDCFSC contractor, completed a three year project for the El Dorado County Fire Prevention Officers' Association in the development of the Design and Standards Improvements Manual, Volume 3: single parcel, non-subdivision.

ITEM F. PERFORMANCE MEASURES

Successful competition for scarce grant funding will be the most obvious performance measure of EDCFSC operations. The projects and grants we have been awarded over the past 5 years have been completed on time and within budget. One of the primary responsibilities of the Executive Coordinator funded under this project is the day-to-day monitoring and scheduled reporting of our fire safe projects. Another major goal of the EDCFSC is the implementation of the EDCWPP—it is the strategic plan for the Council. There is still much to be done to implement the plan and the EDCFSC is taking the lead to perform various outreach efforts in the communities in El Dorado County that currently have no infrastructure in place for community-based planning; to help organize them at a local level; to provide interface with their respective fire agencies; and to assist them in developing Community Wildfire Protection Plans for their individual communities as resources permit. All of the projects included in this Title III requests for funding are integrated and part of the whole—helping residents and communities of El Dorado County help themselves become more fire safe. This is a daily “24/7/365” effort and our success will be measured by the reduction of loss of life, property and natural resources from catastrophic wildland fire.

ITEM G. BUDGET NARRATIVE/JUSTIFICATION

1. TITLE III - WESTERN SLOPE			EDCAQMD 2006/2007	
FSC OPS TOTAL-DETAIL		12 months OPS	Grant for Chipper/FSC Ops	FSC OPS-Title III
Coordinator Compensation/taxes		\$63,624.00	\$11,390.86	\$52,233.14
Travel (conf/air fare/per diem)		\$4,800.00		\$4,800.00
Gas/auto maint/insurance		\$5,800.00		\$5,800.00
Supplies/maps/printing @300/mo		\$3,600.00		\$3,600.00
Replace 1 PC/laptop for GIS		\$2,000.00		\$2,000.00
Postage@ \$25/mo		\$300.00		\$300.00

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Office Utilities/phone @75/mo	\$900.00	\$330.86	\$569.15
Website maintenance@350	\$4,200.00	\$1,555.02	\$2,644.98
Accounting/taxes/audit	\$6,500.00	\$1,422.68	\$5,077.32
FSC Insurance/liab&pp	\$3,200.00	\$1,736.63	\$1,463.37
Special Projects/Admin Cont Svcs	\$11,400.00		\$11,400.00
FSC OPS TOTAL	\$106,324.00	\$16,436.05	\$89,887.95

The above cost matrix indicates the actual costs based upon data from our last fiscal year. We will continue to solicit donations and grants from all sources to support our special projects. The listing below is a conservative estimate of time donated to EDCFSC in support of our mission by members of the Board of Directors and council members and is only for meeting attendance. There is no accurate way to estimate the many hours contributed by our public and private partners in performance of their specific duties relating to wildland fire safety. The Registered Professional Foresters on our Council have donated literally hundreds of hours in the development of our EDCWPP and various other community plans. Gene Murphy is currently working with the Logtown FSC on their CWPP and will be assisting in the development of a CWPP for the greater Placerville area.

Total Title III 07 Ops Request:		\$89,887.95
In-kind matches:		
El Dorado County FPD		
Office/Conference Gold Hill		\$4,800.00
(Market value 400/mo)		
Telephone line @ \$20/mo		\$240.00
CDF Office/Pub ed storage		\$4,800.00
13 Board of Directors		
(per IRS filing 7/2006 Attachment H-3)		
65 hr/wk @\$15.50*48 weeks		\$48,360.00
Monthly FSC meetings-Avg		
20 people*3hrs*11mos*\$15.50		\$10,230.00
TOTAL IN-KIND MATCHES		\$68,430.00
GRANTS RECEIVED		\$16,436.05
TOTAL EDCFSC OPERATIONS		\$174,754.00

Project 2: Defensible Space Visitations/Community Clean-Up Campaign

ITEM D. EXECUTIVE SUMMARY

The El Dorado County Fire Safe Council (EDCFSC) has an approved El Dorado County Wildfire Protection Plan (EDCWPP). This plan was a collaborative effort of all stakeholders and meets the requirements of Title 14 SRA Fire Safe Regulations, El Dorado County Fire Protection Requirements and California Public Resource Codes (PRC) #4290 and #4291. On January 1, 2005 PRC 4291 was changed to expand the defensible space clearance requirement from 30 feet to 100 feet around a structure. These Fire Safe regulations include the requirement to perform inspections of properties to determine their compliance with existing fire safe regulations. Ideally, the objective is to inspect every residence in every Fire Protection District in El Dorado County for compliance with PRC 4291. In reality, public budget constraints and limited personnel resources make this impossible.

The population of El Dorado County is rapidly expanding, with residential and commercial development occurring in the wildland/urban interface areas that are considered high fire hazard risk. The population growth of the county is primarily made up of individuals with little knowledge of the risks associated with living near heavy vegetation. The California Department of Forestry and Fire Protection (CDF) classifies these areas as Very High Fire Hazard. In addition, the CA Fire Plan indicates that some or all of the wildland fire threat to these communities comes from adjacent Federal Lands. Public education is the key to helping individuals help themselves by making their property more fire safe and complying with current laws. This project supplements existing resources by making "neighbor to neighbor" Defensible Space Visitations and educating our residents on fire safe information and resources/services available.

The EDCFSC has received funding from the El Dorado County Air Quality Management District to provide green waste dumpsters in communities as a means to cut down on vehicle emissions to transport their green waste to the county transfer station and encourage their defensible space clearing. During the past year this has been a resoundingly successful program. Our Community Clean-Up Campaign 2007 will use volunteers from the local community based Fire Safe Councils for implementation and also we will coordinate use of the Residential Chipping Program in conjunction with these events.

Maximizing resources for the benefit of the EDCFSC as well as local area residents remains a top priority and goal. Toward this end, funding of this project will also include updating the video/DVD "Living with the Forest: FIRE SAFE" produced by EDCFSC and Peppers & Associates produced in 2004. We delayed doing this project until we received final guidelines from CDF regarding the 100' Defensible Space law. Having this tool available for homeowners, community groups, businesses, etc. will greatly enhance our ability to reach more residents.

ITEM E. PROJECT PURPOSE

Funding of this project will provide:

1. The primary goal of this project is to perform home visitations and fire safe inspections in the rural areas of El Dorado County. Through this process, we will educate residents regarding clearing around their houses, firescaping and fire resistant plantings, disaster preparedness, and provide assistance in completing requests for EDCFSC programs and services. This is an active and very effective Fire Safe Program. During the past 5 years we have reached over 8,000 residents in Georgetown, Volcanoville, Garden Valley, Rescue, Meeks Bay and areas within El Dorado County Fire Protection District. Funding of this project will allow expansion of these visitations to rural areas in Pioneer Fire District, Diamond Springs/El Dorado Fire District and El Dorado Fire Protection District as well as continuation of the program in our previously targeted areas.
2. Our partners in this program include local Fire Districts and local Fire Safe Councils, CDF and USFS.
3. USFS and CDF provide vehicles when available and also accompany our inspection crews when their resources permit. This is a high priority of the EDCFSC and perhaps the most effective means of community outreach because it is a one-on-one education experience. We are also working with many home owner associations, community based organizations, road associations, etc. Wherever there are grass-roots meetings, we would like to be there.
4. This is a unique program by definition, but is a part of our overall public education strategy.
5. We work on a daily basis with our public fire agencies but, as stated above, limited budgets and resources are big limitations to their ability to perform this vital public outreach. During local visitations, volunteers are also collecting data on properties i.e. additional water sources, road accessibility, type of building construction, residents at risk, etc. This information is being analyzed and will eventually be entered into a GIS database for the use of community councils as well as public agencies during emergencies. Neighbors taking care of , and knowing, their neighbors is our goal. Wildland Fire Safety is a Community responsibility and commitment.
6. Funding of the program includes Defensible Space Training Classes, which will be promoted through local Fire Safe Councils to target insurance companies who need to be educated on the new requirements, which have a huge impact on their clients, real estate industry representatives, and individual homeowners. We have a wealth of qualified instructors in the EDCFSC stakeholder pool and have conducted 3 of these classes to date. These classes will in turn train community members who will be able to perform the visitations/inspections.
7. We are working on developing partnerships with stakeholders mentioned in item 6 above. Funding of this project also includes updating the El Dorado County Defensible Space Video to reflect the expansion to the 100-foot defensible space

requirement. This video was jointly developed by the EDCFSC, CDF, CA State OES, the Fire Chiefs' Association and Peppers and Associates. Copies of this video will be distributed through the local Fire Safe Councils and additional copies will be available for purchase, with part of the proceeds being reinvested in our program.

8. Changes to CA PRC 4291 have been reflected in the EDCWPP. The EDCFSC will also work collaboratively with El Dorado County Planning and Building Departments to assist in the development of fire safety ordinances. This project meets 302(b)(5)(A) of the Board's approval for Title III for project selection, which states that the county may use funds for "efforts to educate homeowners in fire sensitive ecosystems about the consequences of wildfires and techniques in home siting, home construction, and home landscaping that can increase the protection of people and property from wildfires."

ITEM F. PERFORMANCE MEASURES

Success of this program will be measured in several ways, primarily by follow-up visits to residents. Use of the Residential Chipping program in targeted areas is also a very good indicator that residents are working toward making their property more fire safe and complying to the new defensible space clearance requirements. The EDCFSC works closely with the local Fire Districts to provide information on areas/residences of concern and they assist in follow-up inspections when enforcement and citation is a result of our visitations. Weather permitting, this is an ongoing program and is monitored on a monthly basis by the Executive Coordinator of the EDCFSC.

ITEM I. BUDGET NARRATIVE/JUSTIFICATION

2. Defensible Space Visitations/Community Clean-up Campaign			
	Title III	EDCAQMD	TOTAL
Description	2007 Request	2006/2007	FUNDING
Project Leader/Coord			
(50 hrs mo * 12 @ 30/hr)	\$18,000.00		\$18,000.00
Team members			
(500 hrs*12/hr)	\$6,000.00		\$6,000.00
Travel - 3000 miles * .445	\$1,335.00		\$1,335.00
Green Waste Dumpsters		\$25,200.00	\$25,200.00
36 @ \$700/each			
Defensible Space classes	\$2,000.00		\$2,000.00
Update video/production	\$8,000.00		\$8,000.00
w/100' new law, \$2K per minute, 4 min new footage			

Response to Request For Proposal #07-918-066: Title III Federal Forest Reserve Funds

Total DS by funding	\$35,335.00	\$25,200.00	\$60,535.00
INKIND COMMUNITY MATCHES			
18 Community Clean-up Projects 2 per year	\$44,640.00		
8 hrs*20 people*\$15.50			
Title III Funding Request	\$35,335.00		
EDCAQMD Grant	\$25,200.00		
TOTAL PROGRAM	\$105,175.00		

Project 3: Public Education, Satellite FSC Operations

ITEM D. EXECUTIVE SUMMARY

The El Dorado County Fire Safe Council is a public/private partnership that provides a forum for all stakeholders to work together to maximize resources, as stated in the council's mission, "to protect the people of El Dorado County and their property from the effects of catastrophic wildfire through education, cooperation, innovation, and action." Public education and community outreach are the ongoing top priorities in accomplishing this mission. One of the basic concepts of the National Fire Plan and the Community-Based Wildfire Prevention Grant Program is that wildfire safety education must begin at the lowest common denominator: the individual community. The Fire Safe Council strongly believes that, by encouraging community mobilization at this level, we will be maximizing our resources and reaching the largest number of people through our outreach efforts.

There are over 165,000 people in El Dorado County occupying over 74,000 residences. Because of the geographic and demographic diversity of the County, public education regarding wildland fire safety is a tremendous challenge. For any public education program, having the proper tools and information exchange capability is essential. There are currently 16 Satellite Fire Safe Councils scattered throughout the Western Slope. This project provides the administrative support funding for these fledgling organizations to organize meetings, copy materials and send this information out within their communities. Many of our rural communities have no identified infrastructure other than the fact that people have chosen to live together in the same location. In addition to public education, this project is about capacity building and community building.

ITEM E. PROJECT PURPOSE

Funding of this project will provide:

1. Public education and getting our Fire Safe message out to the residents of El Dorado County is the prime directive of the EDCFSC. Keeping this message fresh, update and time-relevant is also a huge challenge. In 2006 the EDCFSC decided to do a 10,000 copy full color 8-page newsletter in place of our newspaper insert and cinema slides. We did direct mailing to over 6,000 residents with great results: increase in use of the Chipping Program, hits on our website and more community interest in forming local Fire Safe Councils to address local needs. We received 2006 EDCAQMD funding for the reproduction of the newsletter and have received funding for 2 additional newsletters (Winter and Late Spring) through a 2006/2007 EDCAQMD grant. Public Education funding will pay for direct mailing of 12,000 newsletters. The additional 8,000 copies will be distributed through local FSCs, fairs and special events. Our Fire Safe Calendar (10,000 copies) is also a huge success in keeping our message out there year round. These calendars are distributed through the local FSCs, sold outside the county as a public education fundraiser, and used as give-aways with fire safety information for special events and fairs. This is an on-going project and essential for EDCFSC operations.

In collaboration with the El Dorado County Local Disaster Council (LDC), funding of this project will include the printing of 10,000 copies of the El Dorado County Emergency Mini Guide. This publication/product has been developed over the past year by the LDC as a comprehensive emergency guide for residents and tourists. It will be

printed on 11 x 17 paper, full color and double sided. The finished guide will be folded down to a 2" x 5 1/8" pocket guide. It contains a map of the county showing main roads, major tourist locations, public health information, wildfire safety information, evacuation guidelines, and much more. Because wildfire is our county's most probable disaster, this guide will be a great resource for residents and especially valuable to the thousands of tourists who visit our county yearly. The initial printing of 10,000 will be distributed through local organizations/Fire Safe Councils as well as targeted recreation areas such as Sly Park, Crystal Basin, local wineries, apple growers, etc. We will seek additional funding for reprints as the demand will very possibly outpace the initial printing. This project was identified as an action item in the Sly Park Corridor Community Action Plan funded through USFS. We will use volunteers from the FSC, LDC as well as our public and private partners to assist in folding and distribution.

2. This is a 24/7 365 operation and is implemented daily through the efforts of the EDCFSC and our stakeholders.
3. Public education materials are distributed through the local Fire Districts, CDF, USFS and the satellite FSCs. Additionally our public partners furnish the EDCFSC information handouts and other materials that promote wildland fire safety. Throughout the year we jointly sponsor various special events such as Safety Days, the Fire Prevention Pavilion at the County Fair, booths at the Home and Garden Show and various other venues. Our partners all contribute resources in materials and people to make these events happen. Over the past 4 years we have received donations from Pacific Gas and Electric (over \$3,500 in two years), the El Dorado County Fire Chiefs and Fire Prevention Officers (over \$3,000), the El Dorado County Board of Realtors (\$1,500 for video production), Peppers and Associates donated over \$5,000 in video production, and many other unquantifiable resources. We continue to solicit donations throughout the year to expand our public education efforts.
4. All of the projects requested for Title III funding by the EDCFSC utilize public education materials purchased under this project.
5. We work year-round with all of our partners in Fire Prevention and Safety.
6. The El Dorado County Fire Chiefs and Fire Prevention Officers represent literally hundreds of years of experience in their chosen fields. Additionally, we have members of local businesses, Registered Professional Foresters, and organizations who bring their talents and knowledge to our "table."
7. We are continually seeking funding for our special education projects; opportunities arise throughout the year for collaboration. Funding of this project allows us to maximize our resources working with our partners.
8. N/A.

ITEM F. PERFORMANCE MEASURES

Success of this project is having an educated populace who strive to make their property and communities fire safe. This project meets 302(b)(5)(A) of the Board's approval for Title III for project selection, which states that the county may use funds for "efforts to educate homeowners in fire sensitive ecosystems about the consequences of wildfires and techniques in home siting, home construction, and home landscaping that can increase the protection of people and property from wildfires." Saving just one life and/or someone's home is a tremendous result in itself. Our

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goal is teaching people to help themselves and take personal responsibility for their lives, property and our precious natural resources. This is on-going and must continue that way.

ITEM I. BUDGET NARRATIVE/JUSTIFICATION

3. Public Education - Satellite FSC Operations		Matches for Pub Ed	
Calendars for 2008	\$8,500.00	18 Satellite FSC	\$5,580.00
Less sales to other agencies	-\$4,000.00	Avg 15 attendees	
		10 2-hr meetings/year	
Pub Ed materials, supplies	\$1,800.00	at \$15.50/hr	
Postage 2 newsletters (printing	\$2,640.00	10,000 copies of	\$7,600.00
costs covered with AQMD grant)		EDCFSC	
6,000 ea @ \$.22/ea		newsletter * 2 @	
		\$3.8k/ea	
10,000 copies of the El Dorado	\$6,000.00	120 hours volunteer	\$2,480.00
County Emergency Mini Guide,		time to fold Guide, 40	
8-fold full color @ \$.60/each		hours distribute	
		throughout the county	
18 Satalite Community FSCs	\$10,800.00	Volunteers at County	\$7,750.00
- Advertising, promotion,		Fair, H&G Show, other	
printing, postage for local		local special events	
meetings/projects		500 hrs * \$15.50/hr	
(\$600/year times 18 councils)			
		Joint project with CDF to	\$7,500.00
		refurnish existing trailer	
		for Community	
		Outreach/	
TOTAL Title III PUB ED	\$25,740.00	Fire Safe Pub Ed	
			\$30,910.00
Total Matches	\$30,910.00		
TOTAL PUB ED PROGRAM	\$56,650.00		

4. Countywide Biomass Utilization Feasibility Study

ITEM D. EXECUTIVE SUMMARY

El Dorado County is over 50% public land, the majority of this being the Eldorado National Forest (ENF). During the past 5 years the El Dorado County Fire Safe Council has worked closely USFS and ENF personnel on various fuels projects and we have participated in many public meetings where their projects were presented for review and comment. Additionally, we have received several USFS grants that always included a Biomass Utilization Plan as one of the deliverables of the grant. Unfortunately, in most cases our biomass plan was to state that we really didn't have a plan. For the past 5 years we have received funding to support our very successful Residential Chipping Program which is about the most we have been able to offer our residents in the way of biomass utilization. Currently we are in the process of prioritizing fuels reduction projects throughout the western slope that will help to make our communities more fire safe and mitigate the effects of catastrophic wildland fire. However, the biggest challenge we face when we are successful in obtaining funding for these projects is "What do we do with the woody biomass that will be generated through the project?"

Toward this end, we formed a Biomass Utilization Steering Group to begin to begin to tackle this difficult question. However, it has become very apparent that we need professional guidance, experience and staffing to develop our plan. This is not something that an all-volunteer committee could hope to do on a part-time basis. Tad Mason, Managing Partner and CEO, TSS Consultants, is a member of the Council and has a scope of work for this project, Attachment H-4. We have met with the new ENF Forest Supervisor Ramiro Villalvazo who is very supportive of our efforts and will provide personnel resources to be a part of our group. Additionally, part of this project will be to identify all stakeholders and encourage them participate in this process.

The timing for this project could not be better. On April 25, 2006 Governor Arnold Schwarzenegger issued Executive Order S-06-06, establishing targets for the use and production of biofuels and biopower and directing state agencies to work together to advance biomass programs in California while providing environmental protection and mitigation. The EDCFSC proposes to take the lead on this by bringing together public and private partners to develop a preliminary Biomass Fuel Availability and Feasibility Review for Siting Biomass Power Facilities In El Dorado County.

ITEM E. PROJECT PURPOSE

Funding of this project will provide:

1. El Dorado County has large untapped biomass resources, including residues from forestry, urban, and agricultural wastes. Using these resources to produce alternative fuels, electrical energy, heating, and possibly other value-added products from biomass will benefit the county. The production and use of our considerable biomass resources can achieve progress toward meeting the state's petroleum reduction, climate change, and renewable energy goals, while providing strategic social, economic, and environmental benefits to El Dorado County. Using biomass for energy production can significantly reduce the waste stream in our forests, landfills, and farmlands, and improve forest health while reducing the risk of catastrophic wildland fires. This proposed feasibility study is

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- critical first step in the development of a Countywide Biomass Utilization Plan.
2. This study will be accomplished in approximately 6 to 8 months upon receipt of funding.
 3. Partners will be identified and their participation in the group will be solicited during the study; they will include (but not be limited to) USFS, CDF, Sierra Pacific and other industrial timberland owners, SMUD, PG&E, the Sierra Nevada Forest Protection Campaign, the Sierra Nevada Conservancy, the League to Save Lake Tahoe, the Tahoe Conservancy, and others that will be identified during the process.
 4. There are no current programs or studies at this time.
 5. We will make every effort to be as inclusive as possible because we believe that biomass utilization should be a priority for all of our stakeholders.
 6. Mr. Mason has over 22 years experience in wildland resources management. For the last 16 years he has been active in wildland fuels reduction, biomass fuels procurement, as well as project assessment, development and implementation. As a Registered Professional Forester (RPF) he has prepared timber harvest plans, timber management plans, fuels treatment plans and fire restoration plans.
 7. This project is a feasibility study and the long-range strategic planning will be determined by the results of the study.
 8. N/A

ITEM F. PERFORMANCE MEASURES

Performance measures will be the final deliverable of the feasibility study. This study will provide guidance for biomass utilization strategic planning for our county as well as collaboration and integration into plans of our public and private partners.

ITEM G. BUDGET NARRATIVE/JUSTIFICATION

4. Countywide Biomass Utilization Feasibility Study			
	Title III	In-Kind FSC	
	2007 Request	& Community Match	Total Program
Contractor to coordinate plan development, identify partners and stakeholders for a preliminary biomass fuel availability and feasibility review (Attach H.4)	\$30,000.00		\$30,000.00
Travel, site visits of other Biomass Utilization facilities	\$5,000.00		\$5,000.00
Biomass Utilization Steering Committee, 8-4 hr meetings, 12 people @ 50/hr		\$19,200.00	\$19,200.00
TOTAL PROGRAM	\$35,000.00	\$19,200.00	\$54,200.00

Project 5: Auburn Lake Trails Fuels Reduction Project

ITEM D. EXECUTIVE SUMMARY

The El Dorado/Amador California Department of Forestry and Fire Protection (CDF) has received funding from the Western States Wild Land Urban Interface Grant Program. CDF has asked the El Dorado County Fire Safe Council (FSC) to help support the Project Management of the third and final phase of the fuel reduction project for the Auburn Lake Trails area. The Shaded Fuel Break at Auburn Lake Trails has been identified in the CDF Unit Plan as well as the El Dorado County Wildfire Protection Plan and the ALT Community Wildfire Protection Plan. Auburn Lake Trails (ALT) has a community-based Fire Safe Council and has been awarded recognition as a FireWise Community.

ITEM E. PROJECT PURPOSE

Funding of this project will provide:

1. Title III funding for this project will be used for administration and project planning to coordinate this important fire safe project. Funding of this project will allow CDF to get more fuel reduction work accomplished. This project is a part of the FSC strategic planning for fuels projects in El Dorado County. This project meets section 302(b)(5)(A) of the Board's approval for Title III for project selection, which states that the county may use funds for "efforts to educate homeowners in fire sensitive ecosystems about the consequences of wildfires and techniques in home siting, home construction, and home landscaping that can increase the protection of people and property from wildfires" and 302(b)(5)(B) "planning efforts to reduce or mitigate the impact of development on adjacent Federal lands and to increase the protection of people and property from wildfires." This project meets these goals because it will assist the public with reducing the vegetation accumulated from their home landscaping, provide education to homeowners on proper clearance, and will reinforce the "defensible space" concept.
2. This project is for a 12 month period.
3. The Auburn Lake Trails Fuels Reduction Project is a collaborative effort of the Auburn Lake Trails Fire Safe Council, CDF, the El Dorado County Fire Protection District, and the residents of Auburn Lake Trails.
4. This is an on-going project and is in the final year of Phase III.
5. There are currently no other projects in ALT for this purpose.
6. Same as item 4.
7. CDF has identified the out-year maintenance of this project by utilization of their crews in Growlersburg with prescribed burning and other methods. Fuel break maintenance is included in the CDF Unit Plan.
8. N/A

ITEM F. PERFORMANCE MEASURES

Protecting the residents, property and natural resources of the Auburn Lake Trails community from catastrophic wildland fire is the desired outcome of this project by providing a fuel break on the ridge above the American River canyon. This fuel break will provide a buffer zone for fire fighters to safely defend the community during a wildland fire.

ITEM G. BUDGET NARRATIVE/JUSTIFICATION

5. Auburn Lake Trails Fuel Reduction	Title III 2007 Request	In-Kind FSC & Community Match	Total Program
Program Management and Coordination for the completion of the Shaded Fuel Break at Auburn Lake Trails. This is an on-going program and partial funding for this program has been transferred from the CDF Schedule A contract 2005/2006	10,000.00		10,000.00
Estimated CDF crew per year cost for fuels reduction (avg)		82,000.00	82,000.00
TOTAL PROGRAM	10,000.00	82,000.00	92,000.00

Project 6: Pilot Red Flag Alert Program

ITEM D. EXECUTIVE SUMMARY

The concept of being in a condition of increased readiness for wildfires is nothing new to fire protection agencies. Increased staffing levels, longer hours for lookouts and standby resources such as aircraft, crews and engines, canceling days off and media releases regarding increased fire danger have long been included in the arsenal of high fire danger public awareness and agency preparedness. While Mutual Aid Agreements between the fire protection agencies assist in providing increased suppression capability, the reduction in the number of fire ignitions and the early reporting of fire starts becomes increasingly important in reducing the fire losses and suppression costs. A Red Flag Alert Program will increase the protection agencies capability to protect lives, property and natural resources.

Red Flag Events are described in the National Fire Danger Rating System (NFDRS) Guide as an "Event which occurs when critical weather conditions develop which could lead to extensive wildfire occurrence. The identification of a Red Flag Event is a prime responsibility of the Fire Weather Forecaster." However, once this type of situation has been identified, the biggest challenge is informing the public that (1) they are in a time of high fire danger, and (2) what precautions should be taken during this time. The Western Slope of El Dorado County ranges from 400 feet above sea level to 10,000 feet. This diversity is not only in geography but in demographics: population centers vary from densely populated suburban communities such as El Dorado Hills and Cameron Park to isolated rural communities adjacent to the Eldorado National Forest. The El Dorado County Fire Prevention Officers' Association (FPOA) has taken the lead on developing a pilot program that will mobilize all available resources from fire agency personnel to the many volunteer organizations in local communities.

ITEM E. PROJECT PURPOSE

Funding of this project will provide:

1. The Red Flag Alert Program will act as additional eyes and ears for fire agencies and will be deployed during times of severe fire hazards using the volunteer force available through the Satellite Fire Safe Councils. Funding of this program will provide nylon flags for fire stations, pop-up road sign kits for major roads and red flag alert kits for Council volunteers. Members of the FPOA and volunteer firefighter associations will jointly develop a volunteer training and development program, define roles and responsibilities of the volunteers, and work with the individual Satellite Fire Safe Councils to customize their programs according to the unique needs of their community: what will work in El Dorado Hills will not necessarily be appropriate for Grizzly Flats.
2. Upon receipt of funding, pilot programs will be initiated in communities that have an infrastructure in place and volunteers identified. Estimated timetable for the

pilot communities will be six months. Adding additional communities should take less time through lessons learned and refined training guidelines.

3. Partners will include local Fire Districts, Volunteer Firefighter Associations and other community-based organizations. An aggressive public education campaign will be essential to increase public awareness of the program. This will be accomplished using the EDCFSC Wildfire Awareness Week newspaper insert, slides at the Placerville theatre, and information passed out during fairs and other special events.
4. There is currently no similar program in El Dorado County.
5. Several communities in California have developed Red Flag Alert Programs. With minor revisions, the Laguna Coast Fire Safe Council Red Flag Manual could be adapted for our use. Skilled plagiarism almost always beats inept creativity.
6. We will use all of the professional expertise available through the FPOA and other fire agencies including local Fire Districts, CDF and USFS.
7. Investment in materials will be a one-time cost. The long-term sustainability of the program will be entirely dependent upon the motivation and commitment of the volunteers and fire agency personnel.
8. N/A.

ITEM F. PERFORMANCE MEASURES

The success of this program will be measured by an increased public awareness of high fire danger and residents taking the appropriate action during these few, but critical days during fire season. Increased communications between the fire agencies and local volunteer groups will be essential for success. Once the materials and equipment are purchased and appropriate procedures are established, this will be a very valuable fire safe program for our County.

ITEM G. BUDGET NARRATIVE/JUSTIFICATION

6. RED FLAG Program	Title III Funds
Kits for Patrols	
1 Kit per 18 Satellite Council at \$190 each	\$3,420.00
Nylon Flags for Fire Stations \$55 each x 25 stations	\$1,375.00
Reflective Highway Sign Kits \$585 x 10	\$5,850.00
TOTAL Red Flag Program	\$10,645.00

ITEM H. ADDITIONAL DATA

TSS CONSULTANTS
Preliminary Biomass Fuel Availability and Feasibility Review For Siting
Biomass Power Facilities In El Dorado County, California
Scope of Work

Background:

The El Dorado County Fire Safe Council (FSC) represents stakeholders that are interested in the potential for siting new commercial scale biomass power generation facilities within El Dorado County. Primary drivers include:

- Creating a market driven solution to support forest fuels reduction and forest restoration/remediation activities in El Dorado County.
- Improvement of air quality impacts by finding alternative uses for woody biomass material that would normally be burned in the open thus impacting air quality and contributing to regional haze.
- Reducing the amount of woody material now being deposited in local landfills thus extending the service life of the landfills.
- Supporting renewable energy development thus diversifying local power generation and providing opportunities to efficiently utilize waste material (wood waste) for co-generation of both power and heat.
- Provide employment opportunities in the form of sustainable living wage jobs.

Outlined below is a Scope of Work that would provide a preliminary review of woody biomass fuel resources available and the potential feasibility of siting appropriately scaled commercial and non-commercial biomass power and/or heat generation facilities within El Dorado County.

Scope of Work:

Following are the tasks that will be implemented as part of the preliminary review:

- Task 1. Preliminary review and estimate of current biomass fuel volumes by fuel type potentially available for a biomass power project. Fuel types considered will include:
- Timber harvest/fuels treatment residuals
 - Urban wood waste
 - Forest products manufacturing residuals
 - Agricultural byproduct
- Task 2. Preliminary review of current costs to harvest, process and transport biomass by type (as listed in task 1).
- Task 3. Preliminary alternative market and competition review of where and how much available biomass material is currently utilized.

- Task 4. Preliminary review of current biomass power markets and potential opportunities to secure a long-term power sales agreement.
- Task 5. Preliminary review of the opportunities to generate value-added products (compost, fuel pellets, animal bedding, etc.) from biomass generated in El Dorado County.
- Task 6. Utilizing information generated in tasks 1 to 4⁵ summarize initial findings in preparation for a public presentation – scheduled at the convenience of the FSC. Present initial findings and assist the workshop participants in a discussion regarding potential siting opportunities for commercial and non-commercial scale biomass co-generation (combined heat and power) facilities. Input from FSC members/stakeholders, and others will be solicited to help select candidate sites that have potential support from local communities.
- Task 7. Utilizing information gathered in tasks 1 to 6 generate a draft report that summarizes findings and provides recommendations and next steps for the FSC and other stakeholders to consider.
- Task 8. After receiving input from the FSC generate final report.

EXHIBIT "B"

Dated:

Ms. Laura S. Gill
Chief Administrative Officer
County of El Dorado
330 Fair Lane
Placerville, California 95667

RE:

Dear Ms. Gill:

This letter will certify that as of the above date _____ has completed _____% of the _____ Project at the approximate cost indicated. Through the last day of the preceding month, _____ has made payments in the total sum of \$ _____, of the funds granted to it by the County of El Dorado. (Optional, for matching fund projects, as appropriate:) This will further certify that as of the above date, the _____ has advanced \$ _____ in matching funds from the (state grant source) and \$ _____ of funds from the _____.

I declare under penalty of perjury under the laws of the State of California that the foregoing certification is true and correct. Executed the date written above in El Dorado County, State of California.

By: _____

(Print Name)

(Print Title)

EXHIBIT C



COUNTY OF EL DORADO, CALIFORNIA BOARD OF SUPERVISORS POLICY

Subject: TRAVEL	Policy Number D-1	Page Number: 1 of 14
	Date Adopted: 12/22/1987	Revised Date: 05/25/1999

BACKGROUND:

This policy applies to County officers and employees as well as members of boards and commissions required to travel in or out of county for the conduct of County business. This policy also provides for expenses of public employees from other jurisdictions when specifically referenced in policy provisions set forth below.

For ease of reference, the Travel Policy is presented in the following sections:

1. General Policy
2. Approvals Required
3. Travel Participants and Number
4. Mode of Transport
5. Reimbursement Rates
 - a. Maximum Rate Policy
 - b. Private Auto
 - c. Meals
 - d. Lodging
 - e. Other
6. Advance Payments
7. Compliance – Responsibility of Claimant
8. Procedures



COUNTY OF EL DORADO, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Subject: TRAVEL	Policy Number D-1	Page Number: 2 of 14
	Date Adopted: 12/22/1987	Revised Date: 05/25/1999

POLICY:

1. General Policy

- a. County officers and employees should not suffer any undue loss when required to travel on official County business, nor should said individuals gain any undue benefit from such travel.
- b. County officers or employees compelled to travel in the performance of their duties and in the service of the County shall be reimbursed for their actual and necessary expenses for transportation, parking, tolls, and other reasonable incidental costs, and shall be reimbursed within maximum rate limits established by the Board of Supervisors for lodging, meals, and private auto use. "Actual and necessary expenses" do not include alcoholic beverages.
- c. Travel arrangements should be as economical as practical considering the travel purpose, traveler, time frame available to accomplish the travel mission, available transportation and facilities, and time away from other duties.
- d. Employees must obtain prior authorization for travel, i.e., obtain approvals before incurring costs and before commencing travel.
- e. Receipts are required for reimbursement of lodging costs, registration fees, public transportation and for other expenses as specified, or as may be required by the County Auditor-Controller.



COUNTY OF EL DORADO, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Subject: TRAVEL	Policy Number D-1	Page Number: 3 of 14
	Date Adopted: 12/22/1987	Revised Date: 05/25/1999

- f. Requests for travel authorization and reimbursement shall be processed using forms specified by the County Auditor and Chief Administrative Office.
- g. The Chief Administrative Officer may, at his or her sole discretion, authorize an exception to requirements set forth in this Travel policy, based on extenuating circumstances presented by the appropriate, responsible department head. Any exception granted by the Chief Administrative Office is to be applied on a case-by-case basis and does not set precedent for future policy unless it has been formally adopted by the Board of Supervisors.

2. Approvals Required

- a. Department head approval is required for all travel except by members of the County Board of Supervisors. Department heads may delegate approval authority when such specific delegation is approved by the Chief Administrative Officer. However, it is the expectation of the Chief Administrative Officer that department heads take responsibility for review and approval of travel.
- b. Chief Administrative Office approval is required when travel involves any of the following:
 - (1) Transportation by common carrier (except BART), e.g., air, train, bus.
 - (2) Car rental.
 - (3) Out-of-county overnight travel.
 - (4) Members of boards or commissions, or non-county personnel.



COUNTY OF EL DORADO, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Subject: TRAVEL	Policy Number D-1	Page Number: 4 of 14
	Date Adopted: 12/22/1987	Revised Date: 05/25/1999

(5) Any exceptions required for provisions within this policy, e.g., travel requests not processed prior to travel, requests exceeding expense guidelines or maximums.

c. It remains the discretion of the Chief Administrative Officer as to whether or not costs of travel which were not authorized in advance will be reimbursed, and whether or not exceptional costs will be reimbursed.

3. Travel Participants and Number

a. Department heads and assistants should not attend the same out-of-county conference; however, where mitigating circumstances exist, travel requests should be simultaneously submitted to the Chief Administrative Office with a justification memorandum.

b. The number of travel participants for each out-of-county event, in most instances, should be limited to one or two staff members, and those individuals should be responsible for sharing information with other interested parties upon return.

c. If out-of-county travel involves training or meetings of such technical nature that broader representation would be in the best interest of the County, the department head may submit a memo explaining the situation to the Chief Administrative Office, attached to travel requests, requesting authorization for a group of travelers.

d. Board of Supervisors members shall be governed by the same policies governing County employees except for the following:



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- (1) A member of the Board of Supervisors requires NO specific authorization.
- (2) The following expenses incurred by a member of the Board of Supervisors constitute a County charge:
 - (a) Actual expenses for meetings and personal travel, necessarily incurred in the conduct of County Business. This includes but is not limited to mileage incurred while traveling to and from the Board members' residence and the location of the chambers of the Board of Supervisors while going to or returning from meetings of the Board of Supervisors.
- e. Non-County personnel travel expenses are not normally provided for since only costs incurred by and for county officers and employees on county business are reimbursable. However, reimbursement is allowable for county officers (elected officials and appointed department heads) and employees who have incurred expenses for non-county staff in the following circumstances.
 - (1) Meals for persons participating on a Human Resources interview panel when deemed appropriate by the Director of Human Resources.
 - (2) Conferences between County officials and consultants, experts, and public officials other than officers of El Dorado County, which are for



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the purpose of discussing important issues related to County business and policies.

- (3) Transportation expenses for a group of County officers and employees and their consultants, and experts on a field trip to gain information necessary to the conduct of County business.
- (4) Lodging expenses for non-county personnel are NOT reimbursable except when special circumstances are noted and approved in advance by the Chief Administrative Office. Otherwise, such expenses must be part of a service contract in order to be paid.

4. Mode of Transport

- a. Transportation shall be by the least expensive and/or most reasonable means available.
- b. Private auto reimbursement may be authorized by the department head for county business travel within county and out of county. Reimbursement shall not be authorized for commuting to and from the employee's residence and the employee's main assigned work site, unless required by an executed Memorandum of Understanding between the County and a representing labor organization, or one-time, special circumstances approved by a department head.
- c. Out of county travel by county vehicle or private vehicle may be authorized if the final destination of the trip does not exceed a four (4) hour driving distance from the County offices. Any exception to this policy must receive



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prior approval from the Chief Administrative Officer. If air travel would be more economical, but the employee prefers to drive even though travel by car would not be in the County's best interest, the County will reimburse transportation equal to the air travel; transportation costs over and above that amount, as well as any extra days of lodging and meals, etc., will be considered a personal, not reimbursable cost of the traveler.

d. Common carrier travel must be in "Coach" class unless otherwise specifically authorized in advance by the Chief Administrative Officer. Generally, any costs over and above coach class shall be considered a personal, not reimbursable expense of the traveler.

(1) Rental cars may be used as part of a trip using public transportation if use of a rental car provides the most economical and practical means of travel. The use of a rental car must be noted on the Travel Authorization in advance and authorized by the Department Head and Chief Administrative Officer. Justification for the use of the rental car must accompany that request. Rental car costs will not be reimbursed without prior authorization except in the case of emergencies. Exceptions may be granted at the sole discretion of the Chief Administrative Officer or designated CAO staff.

5. Reimbursement Rates

a. Maximum rates for reimbursement may not be exceeded unless due to special circumstances documented by the department head and approved by the Chief Administrative Officer. The amount of any reimbursement



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above the maximum shall be at the sole discretion of the Chief Administrative Officer.

b. Private Auto

Travel by private auto in the performance of "official County business" shall be reimbursed at the Federal rate as determined by the Internal Revenue Service.

Mileage for travel shall be computed from the employee's designated work place. If travel begins from the employee's residence, mileage shall be calculated from the residence or work place, whichever is less. (For example, an employee who lives in Cameron Park and drives to a meeting in Sacramento, leaving from the residence will be paid for mileage from the residence to Sacramento and back to the residence.)

The mileage reimbursement rate represents full reimbursement, excluding snow chain installation and removal fee, for expenses incurred by a County officer or employee (e.g., fuel, normal wear and tear, insurance, etc.) during the use of a personal vehicle in the course of service to El Dorado County.

c. Meals

Actual meal expenses, within maximum allowable rates set forth below, may be reimbursed routinely out-of-county travel, and for in-county overnight travel. Meals will not be provided for in-county travel or meetings which do not involve overnight lodging, unless special circumstances are involved such as the following:



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- (1) When meals are approved as part of a program for special training sessions, conferences, and workshops;
- (2) when employees traveling from the western slope of the county to Lake Tahoe and vice-versa are required to spend the entire work day at that location;
- (3) when the Director of Human Resources deems it appropriate to provide meals to a Human Resources interview panel;
- (4) when Senior Managers and/or Executives of El Dorado County or the El Dorado County Water Agency meet with executives of other governmental agencies, community organizations, or private companies in a breakfast, lunch or dinner setting in order to conduct County business. While such meetings are discouraged unless absolutely necessary to the efficient conduct of County or Water Agency business, such expenses for County managers require approval by the Chief Administrative Officer.

Actual costs of meals may be reimbursed up to a total of \$40 per day without regard to how much is spent on individual meals (e.g., breakfast, lunch, dinner, snacks), and without receipts. If an employee is on travel status for less than a full day, costs may be reimbursed for individual meals within the rates shown below.

Breakfasts may be reimbursed only if an employee's travel consists of at least 2 hours in duration before an employee's regular work hours. Dinner



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may be reimbursed if travel consists of at least 2 hours in duration after an employee's regular work hours.

Maximum Allowable Meal Reimbursement

Breakfast	\$8.00
Lunch	\$12.00
Dinner	\$20.00
Total for full day	\$40.00/day

d. Lodging

- (1) Lodging within county may be authorized by a department head if assigned activities require an employee to spend one or more nights in an area of the county which is distant from their place of residence (e.g., western slope employee assigned to 2-day activity in South Lake Tahoe).
- (2) Lodging may be reimbursed up to \$125 per night, plus tax, single occupancy. The Chief Administrative Office may approve extraordinary costs above these limits on a case by case basis when the responsible department head and Chief Administrative Office determine that higher cost is unavoidable, or is in the best interest of the County.
- (3) Single rates shall prevail except when the room is occupied by more than one County employee. However, nothing in this policy shall be construed to require employees to share sleeping accommodations



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while traveling on County business. In all travel, employees are expected to secure overnight accommodations as economically as possible and practical.

- (4) Lodging arrangements should be made, whenever possible and practicable, at hotels/motels which offer a government discount, will waive charges to counties for Transient Occupancy Tax, or at which the County has established an account. When staying at such a facility, the name of the employee and the department must appear on the receipt of the hotel/motel bill.

e. Other Expenses

All other reasonable and necessary expenses (i.e., parking, shuttle, taxi, etc.) will be reimbursed at cost if a receipt is submitted with the claim. Receipts are required except for those charges where receipts are not customarily issued, for example, bridge tolls and snow chain installation and removal fees. When specific cost guidelines are not provided by the county, reasonableness of the expense shall be considered by the department head and Chief Administrative Officer before deciding whether to approve.

Reasonable costs for snow chain installation and removal may be claimed and reimbursed. The purchase cost of snow chains would not be an allowable charge against the county.

6. Advance Payments



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The Auditor may provide advance funds for estimated "out of pocket" expenses up to seventy-five percent (75%), but no less than \$50.00. The "out of pocket" expenses may include meals, taxi and public transportation, lodging, parking, and pre-registration costs.

7. Compliance - Claimant Responsibility

It is the responsibility of the claimant to understand and follow all policies and procedures herein in order to receive reimbursement for mileage, travel and expense claims. Any form completed improperly or procedure not followed may result in the return of a claim without reimbursement.

8. Procedures:

- a. Authorization to incur expenses must be obtained as set forth in this County policy, and as may be directed by the department.
- b. Requests for advance funds for anticipated travel expenses itemized on the Travel Authorization Request form are obtained by indicating this need on that form prior to processing the request.
- c. Forms which require Chief Administrative Office approval should be submitted to the Chief Administrative Office, after department head approval, at least 7 to 10 days prior to travel to allow time for processing through County Administration and Auditor's Department.
- d. Cancellation of travel, requires that any advanced funds be returned to the Auditor Controller's office within five (5) working days of the scheduled



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departure date. If the advance is not returned within this time frame, the employee could jeopardize their standing to receive advances in the future.

- e. Travel Claims are due to the Auditor within 30 days after completion of travel. Personal Mileage and Expense Claims are due to the Auditor within 15 days after the end of each calendar month. The due date may be extended if deemed appropriate by the County Auditor. Claims must itemize expenses as indicated on claim forms, and must be processed with receipts attached.
- f. Reimbursements will be provided expeditiously by the County Auditor upon receipt of properly completed claim forms. The Auditor's Office shall promptly review claims to determine completeness, and if found incomplete, will return the request to the claimant noting the areas of deficiency.
- g. Personal Mileage and Expense Claim forms should be completed for each calendar month, one month per claim form. These monthly claims are due to the Auditor within 15 days following the month end; however, the deadline may be extended if deemed appropriate by the County Auditor. If monthly amounts to be claimed are too small to warrant processing at the end of a month (i.e., if cost of processing would exceed the amount being claimed), the claims for an individual may be accumulated and processed in a batch when a reasonable claim amount has accrued. In any event, such claims shall be made and submitted to the County Auditor for accounting and payment within the same fiscal year as the expense was incurred.
- h. Expense Claim Form



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For the purpose of travel and meeting expenses, the claim form is to be used for payments to vendors. The employee must obtain Department Head approval and submit the claim to the Auditor's Office within sixty (60) days of the incurred expense.