



## Amador Fire Safe Council

PO Box 1055, Pine Grove, CA 95665

[www.AmadorFireSafe.org](http://www.AmadorFireSafe.org)



October 19<sup>th</sup>, 2022

3:00-5:00

Virtual & In-Person Meeting

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

### AGENDA

1. Approve/Modify Agenda\*
2. Approve September Minutes\*
3. Introductions
4. Treasurers Report (John)\*
5. Partnership Awards\* (Amanda)
6. Coordinator Report (Amanda)
  - a. Community Fuelbreak Projects Updates
  - b. FireWise Assistance Program Updates
7. AFSC/ARCD Partnership Agreement (Amanda)
  - a. Appendix 5 addition: New Employee\*
8. Sirens Alert System Committee Update (Connie)
9. FireWise Community Program Update (Dick)
10. AlertWildfire Cameras Project Update (Frank)
11. Public Comment
12. Other items/adjourn

\*Action items  
Meeting will be recorded.



## Amador Fire Safe Council

PO Box 1055, Pine Grove, CA 95665

[www.AmadorFireSafe.org](http://www.AmadorFireSafe.org)

September 21<sup>st</sup>, 2022

Volcano Communications Tech Center

3:00-5:00



### MINUTES

Present: Frank Leschinsky, Connie Gonsalves, John Heissenbuttel, Jay Francis & Dick Stamm

Staff: Amanda Watson & Dana Simpson in person;

Public: Richard Gabbay, Tom Ellison, Scott Smith, Robert Deakin, Ralph Meier, Jed Gaines, Brian Jobson, Barbara MacPhail, Jeff Brown

1. Approve/Modify Agenda – Connie called the meeting to order at 3:02 p.m. No modifications to the Agenda and it was unanimously approved as presented.
2. Approve/Modify August Minutes – There was an issue with the distribution of the correct version of the August minutes. The board agreed to revisit and make sure the correct version was submitted for approval.
3. Introductions – Board members and the public in attendance introduced themselves as well as those attending via Zoom.
4. Treasurers Report – John reported that as of **8/31/22** we had an account balance of **\$358,222.93**. We anticipate receiving around \$4.5 million over the next few years through various grants. Frank asked a question about how many jobs were created through this funding. Amanda replied that we are collecting employment data so she would be able to answer that question at the next meeting. Most of the work is coming from contractors in the local 4 - 5 counties. John stated that contract were awarded based upon the best value. Preference is given to local contractors. Dick asked if the bids varied much. John said sometimes they do. Costs are definitely going up due to increased prices for fuel, insurance, equipment, etc.
5. Coordinator Report
  - a. Project Updates – Amanda stated that the Ohio Hill project was currently out for bid as well as the final work portion of the Tiger Creek project. The first private road work will be going out to bid soon. Amador County Resource Conservation District will be the lead agency for these projects. The RCD has also recently hired a Forest Health Technical Assistant to help out with these projects. One of Amanda's goals is to update the Community Wildfire Protection Plan which was produced in 2003. There is no defined life of these plans but grant funders often want to see that they have been updated. She noted that our current funding is about 47% from CAL-FIRE grants and 44% from Sierra Nevada Conservancy grants. Expenses include fuel break development and implementation at 62%, ingress/egress evacuation plans at about 35%, and communication expenses at about 3%. So far, we have treated about 22 miles of roads. 17 new private road projects have been submitted for work. There are several upcoming community fire preparedness meetings including one sponsored by Lockwood Fire on 9/24 and MLLT on 10/22. We are also looking to do joint purchases of software licenses with the RCD to help save money. Amanda said we are also working on a plan with the RCD to develop a

climate resiliency policy. John stated a concern about the lack of contractors to provide work for upcoming projects.

6. AFSC/AFP Partnership Update– The goal of this partnership is to provide partial payment for Kayla Dale’s salary for her work on the FireWise Community (FWC) projects. A partnership agreement has been developed and the Amador Fire Protection District has already signed off on it. The AFSC board voted unanimously to approve this partnership agreement.
7. Sirens Alert System Committee Update – Connie stated that a Zoom meeting had been held. Unfortunately, the Tuolumne County OES representative did not attend. Frank and Connie presented the Audible Fire Alert Network program with bullet points. There was considerable discussion about the merits and challenges of such an alert system. AFSC agreed its role is to act as a facilitator of discussion on topics like this. We agreed to have another conversation with agencies who would be responsible for implementation. It was suggested to include a representative from the Ione fire department and Tom Richter from CAL-FIRE.
8. FireWise Community Groups – Dick gave an update and stated that FireWise Communities work! He has been working with Kayla Dale for over one year and is now also working with Megan and Cindy Engel. The biggest challenge lately has been that CAL-FIRE continues to reject many FWC applications. Dick and Kayla are now reviewing all applications prior to submission to CAL-FIRE in hopes of correcting any mistakes in the applications.  
  
There have been 8 new applications for FWC in the Fiddletown area, 23 are in the application process in the county, and 4-5 are pending for a total of 39 FWC within the county. The discount on homeowner insurance has been a strong incentive. Amanda and Megan will work to develop a Community Forum to allow folks to share their experiences and successes.
9. Alert Wildfire Cameras Project – Frank reported that additional progress has been made on getting a camera put up on Chair 10 at Kirkwood. There are also new cameras up on both Blue Mountain Lookout in Calaveras county and the Dew Drop cellular antenna on Highway 88.
10. Public Comment - Supervisor Jeff Brown noted that there is an issue with the ACRT crews not disposing of the entire trees they are cutting. Amanda noted that there may be potential for another tree removal grant.

*Meeting Adjourned at 4:45 pm*

## AMADOR FIRE SAFE COUNCIL

**2022 Budget**

**As of Sep 30, 2022**

### Expenses

#### Grants Expenses

305 AFSC Coordinator	56,000.00	1	54,308.38
306 Coordinator Assistant	16,800.00	2	5,624.80
307 Outreach Coordinator			3,310.80
310 RPF Professional Forester	125,000.00		46,687.50
315 Environmental Documentation	60,000.00		262.35
320 Groundwork Contracted Labor	900,000.00	3	431,724.87
<b>Total Grant Expenses</b>	<b>1,157,800.00</b>		<b>541,918.70</b>

#### Operating Expenses

302 Depreciation	450.00		0.00
311 Bookkeeper	4,000.00		1,065.75
321 State Filing Fees	85.00		0.00
330 Insurance, D&O	1,800.00		1,996.38
343 Bank Charges	200.00		50.00
345 Office Supplies	1,500.00		3,410.12
346 Postage	400.00		116.98
350 Outreach	20,000.00	4	7,855.18
365 Professional Fees	600.00	5	0.00
365 Telephone	375.00		150.00
370 Mileage	4,000.00		82.38
Other	0.00		75.00
<b>Total Operating Expenses</b>	<b>33,410.00</b>		<b>14,801.79</b>

<b>Total Expenses</b>	<b>1,191,210.00</b>		<b>556,720.49</b>
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### Revenue

#### Grants

PG&E CEMA Program	50,000.00	6	
SNC Tiger Creek Planning	0.00		5,977.13
SNC Tiger Creek Implementation	270,000.00	7	68,782.65
SNC Tiger Creek Enhancement	50,000.00	8	
CAL FIRE Mitchell Mine	170,000.00	9	16 (89,632.24)
CAL FIRE Ingress/Egress	425,000.00	10	216,346.21

SNC County Steward Planning	0.00	35,882.00
SNC County Steward Implementation	125,000.00 <sup>11</sup>	
Defensible Space	0.00	
CAL FIRE Pine Acres Maintenance	50,000.00 <sup>12</sup>	
CAFSC County Coordinator	115,000.00 <sup>13</sup>	38,995.98
Volcano Communications Grant	5,000.00 <sup>14</sup>	5,000.00
Contributions	35,000.00 <sup>15</sup>	35,631.42
Indirect/Admin Revenue		27,762.54
Interest Income		57.94
<b>Total Revenue</b>	<b>1,295,000.00</b>	<b>344,803.63</b>

1. Assumes 80 hours/month, includes back pay for approved raise.
2. Assumes 40 hours/month @ \$35/hour.
3. \$100K available outside of grant obligations for public requests.
4. Reflects outreach in Ingress/Egress grant which includes support of organizing Firewise Communities.
5. Tax preparation.
6. Assumes we receive grant.
7. 80 acres of mastication currently under contract. 13 acres of handwork on south side of reservoir currently under contract. Bird surveys as required after 3/1/22. Signage. Use funds currently in account.
8. 10 acres of handwork late fall 2022.
9. 11 acres of handwork. Use funds currently in account.
10. Assumes 30 miles of road clearance, AFSC conducting 8 town halls and RPF filing exemption.
11. Assumes we secure implementation grant and begin by masticating 50 acres in fall of 2022.
12. Environmental documentation.
13. Staff time and outreach, \$175K grant runs from 12/21 to 3/23.
14. To be used to upgrade AFSC communications technology.
15. \$35K pledged by Break Even Beermakers.
16. An Advance payment of \$180,573.96 was received and recognized as income for Mitchell Mine in 2021, we did not spend the entire advance and had to refund \$89,632.24 in 2022.

<b>Amador Fire Safe Council Fund Balances</b>	<b>As of Dec 31, 2021</b>	<b>As of Sep 31, 2022</b>
3000 Unrestricted	20,951.06	88,273.34
4206 Mitchel Mine – Grant complete, Account closed	169,517.60	0
4222 Tiger Creek Implementation	268,166.25	29,327.51
4230 SNC County Steward Planning, Account closed	17,430.70	0
4255 PG&E	288.23	288.23
4420 CFSC Coordinator		2,284.62
4412 Tiger Creek Enhance		66,047.89
4651 Ingress/Egress		59,624.64
<b>Total</b>	<b>\$ 476,353.84</b>	<b>\$ 245,846.23</b>

**Amador Fire Safe Council Grant Snapshot**  
as of September 30, 2022

	<b>AFSC</b>	<u>Grant Period</u>	<u>Amount Awarded</u>	<u>Direct Cost</u>	<u>Indirect Cost</u>	<u>Amount Received</u>	<u>Advance Received or Requested</u>	<u>Invoiced</u>	<u>Amount remaining</u>
1	Tiger Creek Implementation 1200 (SNC)	7/28/2020 - 1/1/2025	\$ 834,126.72	\$ 744,756.00	\$ 89,370.72	\$ 500,475.60	\$ 181,455.15	\$ 250,237.80	\$ 83,413.32
2	Tiger Creek Enhancement 1330 (SNC)	9/13/2021 - 1/1/2025	\$ 220,200.00	\$ 200,200.00	\$ 20,000.00	\$ 66,060.00	\$ 66,060.00		\$ 154,140.00
3	Coordinator (CAFSC)	11/15/2021 - 4/30/2023	\$ 174,999.00	\$ 159,090.00	\$ 15,909.00	\$ 30,000.00	\$ -	\$ 12,895.09	\$ 132,103.91
4	Ingress/Egress (CalFire) 5GG19102	5/13/2020 - 3/1/2024	\$ 1,044,296.00	\$ 949,360.00	\$ 94,936.00	\$ 261,074.00	\$ 23,093.16		\$ 783,222.00
5	Pine Acres (CalFire) 5GG20101	approval - 3/15/2025	\$ 515,405.00	\$ 468,550.00	\$ 46,855.00		\$ 128,851.25	\$ 128,851.25	\$ 386,553.75
6	Ingress/Egress Phase 2 5GA21119	6/2/2022 - 03/15/2025	\$ 600,000.00	\$ 545,455.00	\$ 54,545.00				\$ 600,000.00
7	AmCo Implementation 1370 (SNC)	8/23/2022 - 1/1/2028	\$ 1,288,444.00	\$ 1,171,313.00	\$ 117,131.00		\$ 386,533.20	\$ 386,533.20	\$ 901,910.80
8	Amador County Evac Improvement (CalFire) 5GG21101	6/14/2022 - 3/15/2024	\$ 379,982.40	\$ 335,000.00	\$ 44,982.40				\$ 379,982.40
9	Amador Community Fuel Break Develop Proj (CalFire) 5GG21201	8/4/2022 - 3/15/2026	\$ 726,000.00	\$ 660,000.00	\$ 66,000.00				\$ 726,000.00
10	Communicatons Grant		\$ 5,000.00			\$ 5,000.00			\$ -
11	PGE - Ohio Hill	thru 11/30/2022	\$ 25,000.00			\$ 12,500.00	\$ 12,500.00		\$ 12,500.00
			<b>\$ 5,813,453.12</b>	<b>\$ 5,233,724.00</b>	<b>\$ 549,729.12</b>	<b>\$ 875,109.60</b>	<b>\$ 798,492.76</b>	<b>\$ 778,517.34</b>	<b>\$ 4,159,826.18</b>

\*matches Unearned Revenue

\*Matches Accounts Receivable



Amador Fire Safe Council  
PO BOX 1055,  
Pioneer CA 95665

## Proposed Project Summary

Project Name: Upper Rancheria Fuelbreak

Project Type: Community Fuelbreak

Amador Fire Safe Council (AFSC)

Date: 10/19/2022

### Project Stats:

- 44,893 feet long
- 8.5 miles long
- An estimates 309 acres at an average of 300 feet wide

### Project Summary:

The proposed Upper Rancheria Fuelbreak includes two sections, UR1 and UR2, both sections are discussed below. The Cal-Am team (Pat McGreevy & Jan Bray) and RPF Steve Cannon reviewed the project submitted by Upper Rancheria FireWise Community. The project also borders the Quartz Mountain Community (currently awaiting FWC approval).

**UR-1** originates on the Sherrill property along Shakeridge Road (fuels reduction is recent and complete), ties into the BLM/Shakeridge West unit (which is estimated to be completed in 2023), proceeds northeasterly just east of Stage Road, then along the ridge northwest of Rancheria Creek – tying into the BLM/La Colina Unit (estimated to be completed in 2023), then east to Hale Road.

This section provides increased fire protection for most residents/structures in the Upper Rancheria Firewise Community. The fuelbreak provides some protection from a fire moving from west to east (moving upstream along Rancheria Creek) and more protection from a fire moving north to south. It takes advantage of the BLM anchor units of Shakeridge West and La Colina which will be completed in 2023.

**UR-2** begins at the confluence of the North Fork Rancheria Creek and [South Fork] Rancheria Creek on the Oneto Ranch property, following a prevailing ridge to Hale Road. This section extends further west than UR-1 and provides some protection for the Quartz Mountain East Firewise Community and significant fire protection for the Upper Rancheria residents/Firewise Community from a fire moving from north to south such as the threat of the Caldor Fire.

**Suggested Funding:** AFSC Project Committee suggests that this project is submitted for funding to the CALFIRE Fire Prevention CCI grant funding in Winter 2022 combined with two other Community Fuelbreaks.









Amador Fire Safe Council  
PO BOX 1055,  
Pioneer CA 95665

## Proposed Project Summary

Project Name: Volcano Hills Fuelbreak

Project Type: Community Fuelbreak

Amador Fire Safe Council (AFSC)

Date: 10/19/2022

### Project Stats:

- 39,502 feet long
- 7.5 miles long
- An estimates 272 acres at an average of 300 feet wide

### Project Summary:

The CALAM Team's evaluation has determined that spur ridgeline fuelbreaks can be constructed east and west from the main north-south Stirnaman Mine Road FB. These spur fuelbreaks would originate northerly from the Pioneer-Volcano Road and then both easterly and westerly from Stirnaman Mine Road.

The terrain in the proposed project area is extremely variable, ranging from flat meadows/riparian zones to hummocky slopes exceeding 60% and precluding a desirable continuous fuelbreak. Therefore, spur ridges and roads are the only logical and strategic locations on which to develop a FB system. Due to the terrain variability, the FB width must be variable, ranging from 150' - 400' wide.

Although the housing density in the immediate area of the fuelbreak proposal (VLC Firewise Community) is sparse, the proposed fuelbreak system would provide increased wildfire protection to Volcano (VWUI) and communities to the west of Stirnaman Mine Road from a Foehn (easterly) wind event. Along with the Mitchell Mine fuelbrea, the proposed fuelbreak system may assist in the protection of Upcountry residents, those in Pioneer and further east, from wildfires driven by the prevailing southwest winds. Note, however, that historically these SW winds have been primarily damaging only upon a reburn following a Foehn wind event such as occurred under the Amador County Rancheria Fire and Power Fire.

The western extension of the VLC3 into VWUI would loop around the town of Volcano, providing much-needed wildfire protection to its residents and infrastructure, while the extension to the east (to Buckhorn Ridge Road) could provide increased protection for Pioneer from a north winds fire event. Note, east of Stirnaman Mine/Fortress Way, the parcel size decreases significantly; hence, the number of ROEs would conversely increase. While the eastern and western extension of VLC3 would provide wildfire protection for most of the structures from fires originating from the north, historically the greatest threat has been from fires originating from the south (out of the Mokelumne River drainage).

**Suggested Funding:** AFSC Project Committee suggests that this project is submitted for funding to the CALFIRE Fire Prevention CCI grant funding in Winter 2022 combined with two other Community Fuelbreaks.







2022 AFSC FireWise Support Program  
Summary/Suggestions for Program Development

**DRAFT**

**FireWise Development:** Supporting communities through the FireWise USA application process.

**FireWise Forum:** AFSC hosted meetings to provide long-term support to FireWise Communities. Meetings/Calls will be held quarterly, members of FireWise Communities will be invited to participate. This will provide an opportunity for project development, networking, idea sharing, and trainings.

**FireWise Bundle:** Communities that are not yet registered can request a Bundle Box through from the AFSC. A neighborhood submits their proposed community name and number of homes anticipated. AFSC would provide enough stamps and envelopes as well as a ream of paper for their first mailing. This would be covered by private funds or in-direct funds to cut down on receipt tracking.

**FireWise Startup Funds:** Registered FWC can apply for a microgrant to reimburse new FireWise Communities for costs associated with starting the new organization. These costs are mainly education and outreach based, such as: website, bulletin boards, and mailings.

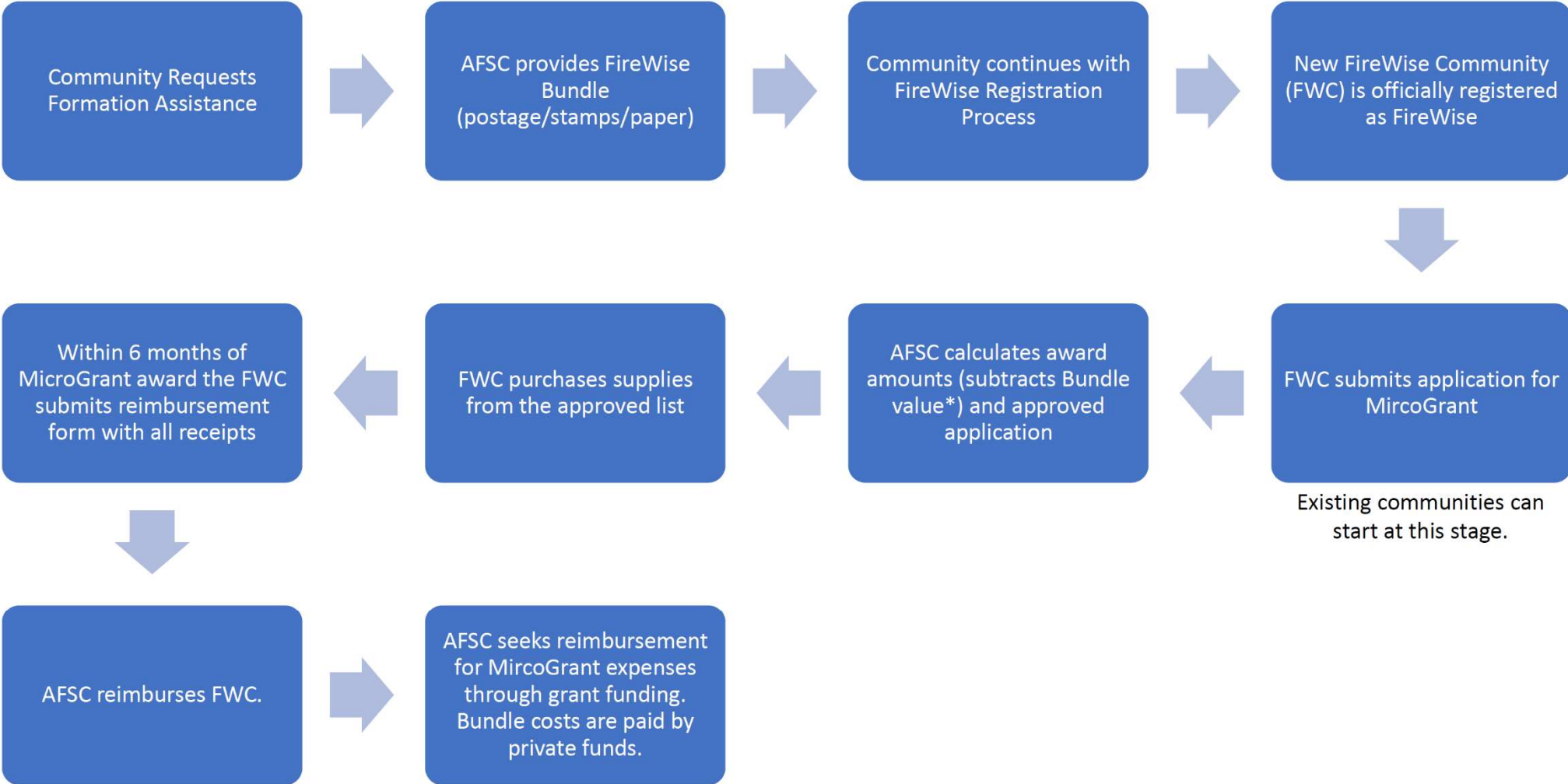
### **Microgrant Funding Requirements:**

- All awards are dependent on available funding and the annual AFSC 'FireWise Support Program' budget.
- Funding is awarded on a first come first served basis.
- Application Process: must be a registered FireWise USA Community, submit an application, must have a bank account, submit a list of items that are related to actual starting costs.
- Dollar amount awarded is allocated based on the number of homes within the neighborhood's boundaries.
- If the community received a FireWise Bundle then the value of this bundle is removed from the Microgrant Award. Bundle value is \$1/home included in original support.
- Reporting: Reimbursement Request form and all receipts must be submitted within 6 months of award. Reports should include a summary of activities (brief bullet points), a copy of all outreach documents created, and event photos.
- Application/Review Process: Develop a committee to review and applications and make sure they are complete and then present to the Board for approval. AFSC staff will work with communities on managing reporting.

### **Reimbursement is awarded based on the number of homes within the neighborhood's boundaries:**

- Neighborhoods under 100 homes - up to \$1,000.00  
(Consideration to increase)
- Neighborhoods between 101 to 499 homes - up to \$1,500.00
- Neighborhoods over 500 homes - up to \$2,000.00

# Amador Fire Safe Council: FireWise Community Support Process



\*Bundle value will be valued at \$1/home included in original support provided in the FireWise Bundle.





Date Submitted: \_\_\_\_\_

### FIREWISE START-UP FUND REIMBURSEMENT REQUEST FOR APPROVAL

Reimbursement awards are dependent on available funding and the annual Amador Fire Safe Council 'FIREWISE Support Program' budget. Funding is awarded on a first come first served basis.

1. Are you a Registered FIREWISE USA Neighborhood?      Yes       No   
Neighborhood Name: \_\_\_\_\_  
Neighborhood Lead: \_\_\_\_\_  
Contact Info: \_\_\_\_\_  
Number of parcels included in Firewise Neighborhood: \_\_\_\_\_

2. Firewise Treasurer Name: \_\_\_\_\_  
Treasurer Mailing Address: \_\_\_\_\_  
Treasurer Email/Phone: \_\_\_\_\_  
Bank Name/Location: \_\_\_\_\_  
Signature: \_\_\_\_\_

I verify this account is for our Firewise Neighborhood and not for personal use

3. Requested reimbursement amount: \_\_\_\_\_

Reimbursement is awarded based on the number of homes within the neighborhood's boundaries:

- Neighborhoods under 100 homes - up to \$1,000.00
  - Neighborhoods between 101 to 499 homes - up to \$1,500.00
  - Neighborhoods over 500 homes - up to \$2,000.00
- (Total reimbursement will be less the value of Starter Box, if received)

**Copy of Firewise Neighborhood Boundary Map and Firewise USA Certificate of Registration must be included for reimbursement approval.**

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**AFSC Staff Use Only**

Date Received: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Approved Amount: \_\_\_\_\_



## FIREWISE START-UP FUND ITEMIZED REIMBURSEMENT REQUEST

Firewise Neighborhood Name: \_\_\_\_\_

### Preselected Reimbursable Items

1. **U-line Message Board** - <https://www.uline.com/Product/Detail/H-2856BR/Outdoor-Furniture-and-Equipment/Message-Center-Sign-Brown?model=H-2856BR&RootChecked=yes>

Qty: \_\_\_\_\_

MODEL NO.	DESCRIPTION	SIZE L x W x H	WT. (LBS.)	PRICE EACH		COLOR	IN STOCK SHIPS TODAY
				1	3+		
H-2856BR	Message Center Sign Only	38 x 5 x 29"	53	\$540	\$515	■ Brown ▾	1 <input type="text"/> <input type="button" value="ADD"/>



- U-line Message Board w/Posts** - <https://www.uline.com/Product/Detail/H-2857BR/Outdoor-Furniture-and-Equipment/Message-Center-Sign-with-Posts-Brown>

Qty: \_\_\_\_\_

MODEL NO.	DESCRIPTION	SIZE L x W x H	WT. (LBS.)	PRICE EACH		COLOR	IN STOCK SHIPS TODAY
				1	3+		
H-2857BR	Message Center Sign w/ Posts	43 x 6 x 100"	124	\$880	\$840	■ Brown ▾	1 <input type="text"/> <input type="button" value="ADD"/>



2. **Reflective Address Signs - Amador Senior Center** ----- → Qty: \_\_\_\_\_  
 \$20 for persons age 55+; \$25 for persons under age 55

### Itemized List of Purchases for Reimbursement

Purchase Date	Item	Vendor	Cost	Receipt?
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

**\*All receipts required for reimbursement upon submission\***

Total: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Firewise Neighborhood Treasurer Name: \_\_\_\_\_

Firewise Neighborhood Treasurer Signature: \_\_\_\_\_

Please submit completed form to Megan Watts  
 PO Box 1055 Pine Grove, CA 95665 - [megan@amadorfiresafe.org](mailto:megan@amadorfiresafe.org)

## Appendix 5: Shared Staff – ARCD/AFSC Natural Resource Technical Assistance

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

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

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

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

### Scope of Work:

Essential Functions:

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

### Compensation:

Administrative Assistance	\$36.49/hour
Travel Reimbursement	Standard IRS Rate Per Mile
Overhead Fee	8% of total hourly invoice