

AMADOR
RESOURCE CONSERVATION DISTRICT
Mailing Address: 12200-B Airport Road, Jackson CA 95642

DIRECTORS
Steve Cannon, Carole Marz, Dan Port, Emily Taylor, Kelsi Williams
Associate Directors

REGULAR MEETING AGENDA

DATE: January 20, 2022 **TIME:** 3:00 PM **LOCATION:** 12200-B Airport Road, Jackson, CA 95642

Due to concerns about health & the need to maintain social distance, this meeting will allow for telephone attendance via conference call. If interested, please call (612)470-1917 & use PIN 294-465-236#. If you choose to attend via video conference, go to meet.google.com/hyh-zwww-ngn

ROLL CALL
AGENDA

Approval of agenda for this date; any and all off-agenda items must be approved by the Board of Directors Pursuant to Para 5495.2 of the government code.

ORAL COMMUNICATIONS BY THE PUBLIC FOR ITEMS NOT APPEARING ON THE AGENDA CONSIDERATION OF "EMERGENCY OR "SUBSEQUENT NEED" ITEMS NOT APPEARING ON THE AGENDA Cal. Gov't Code 54954.2(b)(2)

Item #	Time Allotted	Topic
1	3:05 – 3:15	Approval of itemized warrants.
2	3:15 – 3:20	Approval of minutes of past meetings
3	3:20 – 3:40	NRCS Report – update on DC and Forester position
4	3:40 – 4:20	District Manager Report – Amanda Watson
5	4:20 – 4:35	Treasurer Report – regular report
6	4:35 – 5:00	Staffing planning and RCD organizational structure – discussion and possible action
7	5:00 - 5:10	Board member pay – discussion and possible action
8	5:10 – 5:15	Correspondence
9	5:15	Adjourn

AMADOR RESOURCE CONSERVATION DISTRICT

Minutes for Regular Meeting of 16 December 2021

Called to order at 3:00 p.m. at 12200-B Airport Road, Jackson, CA

Present were: Directors Cannon, Marz, Port, Taylor (electronically) & Williams
District Manager Amanda Watson

Others present: Gordon Long, and electronically: John Heissenbuttel, Dana Simpson, Bobette Parsons

Motion to approve the agenda by Director Marz, 2nd by Director Port. Motion passed

No oral communications

Motion to approve warrants #s 21-119 through 21-125 made by Director Williams, seconded by Director Taylor. Motion passed.

Minutes of Regular meeting 18 November 2021 – Motion to approve by Director Port, 2nd by Director Marz. Motion passed.

NRCS Report – DC Parsons announced her promotion and departure. Temporary DC will be appointed, but no idea when. Report is attached, but notable is that between Amador and Calaveras Counties, \$5.4 million is committed to contracts. 18 new contracts on 14,000 acres.

Amy Stork presented a proposal for an ARCD strategic planning and board development project. (Attached as part of the board packet). She wanted to start in January, but the board suggested that we needed to think about this. Some concern by board members about the cost of the whole package. Director Williams suggested a local person that could help us out. Tabled for future meeting.

On the same topic, Director Port urged that planning our staffing and organizational structure were very important. Director Williams will talk to Chuck Swift about possibly doing the facilitation of a staffing and organizational session.

District Manager Watson will get info on the CARCD virtual conference and sign up any directors that indicate their interest.

A Special Meeting for staff development and organizational structure planning is scheduled for January 10, 2022 at 2:00 p.m. This will be a Closed Meeting.

District Manager's report: attached as part of the board packet. Jackson Creek Watershed project is moving forward. More info at all future meetings.

Adjourned at 5:07 p.m.

Respectfully submitted: Steve Q. Cannon

Amador Resource Conservation District

01/18/22

Balance Sheet

Accrual Basis

As of January 18, 2022

	<u>Jan 18, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
101768 · Sac/Ama Water Quality Alliance	244,470.72
101769 · Amador RCD	130,195.59
Total Checking/Savings	<u>374,666.31</u>
Accounts Receivable	
11000 · Accounts Receivable	60,285.31
Total Accounts Receivable	<u>60,285.31</u>
Total Current Assets	<u>434,951.62</u>
TOTAL ASSETS	<u>434,951.62</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
24500 · Accrued Time Off	2,270.38
25800 · Unearned or Deferred Revenue	25,000.00
Total Other Current Liabilities	<u>27,270.38</u>
Total Current Liabilities	<u>27,270.38</u>
Total Liabilities	27,270.38
Equity	
30000 · Opening Balance Equity	714,685.99
32000 · Retained Earnings	-26,321.31
Net Income	-280,683.44
Total Equity	<u>407,681.24</u>
TOTAL LIABILITIES & EQUITY	<u>434,951.62</u>

Amador Resource Conservation District

ARCD Profit & Loss

01/18/22

July 1, 2021 through January 18, 2022

Accrual Basis

	<u>Jul 1, '21 - Jan 18, 22</u>
Ordinary Income/Expense	
Income	
45000 · Investments	
45030 · Interest-Savings, Short-term CD	575.34
Total 45000 · Investments	575.34
46400 · Other Types of Income	
46420 · Service Income	20,963.76
46440 · PACE Program	416.36
Total 46400 · Other Types of Income	21,380.12
47890 · Program Income	
47891 · Grant Income	417,020.09
47893 · Program Service Fees	871.90
47894 · Admin Fee (Indirect Cost)	27,730.30
47896 · NACD	25,000.00
Total 47890 · Program Income	470,622.29
Total Income	492,577.75
Gross Profit	492,577.75
Expense	
52000 · Memberships and Dues	2,467.14
52200 · Office Expenses	
52202 · Printing and Copying	342.31
52203 · Supplies	155.01
52204 · Telephone, Telecommunications	559.31
52205 · Software	1,202.84
52206 · Advertising	554.30
52207 · Office Equipment	548.74
52208 · Website	19.95
Total 52200 · Office Expenses	3,382.46
52300 · Professional Services	
52303 · Project Administration	23,378.81
52305 · Workshops	7,984.00
52331 · Consulting	1,797.16
52383 · Bookkeeping	1,933.50
52399 · Other	200.58
Total 52300 · Professional Services	35,294.05
52800 · Special Departmental Expenses	
52810 · Community Garden	714.63
52830 · Workshop Expenses	773.00
52893 · Special Projects	561.00
Total 52800 · Special Departmental Expenses	2,048.63
52900 · Travel and Meetings	
52905 · Travel	333.00
52910 · Conference, Convention, Meeting	140.00
52930 · Mileage	2,480.42
Total 52900 · Travel and Meetings	2,953.42
54138 · Contractor Services	395,734.76
65100 · Other Types of Expenses	
65120 · Insurance - Liability, D and O	5,429.53
Total 65100 · Other Types of Expenses	5,429.53
66000 · Payroll Expenses	
66100 · Vacation Expense	4,070.38
66200 · Payroll Expense	48,277.68

12:46 PM

Amador Resource Conservation District

01/18/22

ARCD Profit & Loss

Accrual Basis

July 1, 2021 through January 18, 2022

	<u>Jul 1, '21 - Jan 18, 22</u>
Total 66000 · Payroll Expenses	<u>52,348.06</u>
Total Expense	<u>499,658.05</u>
Net Ordinary Income	<u>-7,080.30</u>
Net Income	<u><u>-7,080.30</u></u>

Amador Resource Conservation District

SAWQA Profit & Loss

Jul 1, 2021 through January 18, 2022

	<u>Jul 1, '21 - Jan 18, 22</u>
Ordinary Income/Expense	
Income	
45000 · Investments	
45030 · Interest-Savings, Short-term CD	1,415.11
Total 45000 · Investments	1,415.11
47890 · Program Income	
47895 · SAWQA Member Fees	367.67
Total 47890 · Program Income	367.67
Total Income	1,782.78
Gross Profit	1,782.78
Expense	
52200 · Office Expenses	
52201 · Postage, Mailing Service	266.50
52202 · Printing and Copying	314.93
52205 · Software	1,799.00
Total 52200 · Office Expenses	2,380.43
52300 · Professional Services	
52303 · Project Administration	3,034.83
52383-1 · Monitoring and Reporting	115,577.66
52383 · Bookkeeping	20,963.76
52384 · State Board Oversight	131,283.33
Total 52300 · Professional Services	270,859.58
65100 · Other Types of Expenses	
65120 · Insurance - Liability, D and O	2,145.91
Total 65100 · Other Types of Expenses	2,145.91
Total Expense	275,385.92
Net Ordinary Income	-273,603.14
Net Income	<u><u>-273,603.14</u></u>

Amador RCD
District Manager Report
Prepared for: January 20th 2022 Board Meeting

Current Projects Updates:

Three Meadows, NFWF Grant: Working on closing out payments and grant requirements, grant is set to end March 2022.

Amador Rangeland Soil Health Research and Education Project, WesternSARE –Molly, Scott and AW working on scheduling the final Spring Tailgate. Scott will be collecting final samples and compiling a report. Molly is working on a cost analysis document.

Community Chipping Program: Extension granted until 4/31/2022. Contractor agreed to extend contract. Hiring Outreach Coordinator to assist with this project. Will start to advertise and create short instructional video. Will likely need to contract with Lanitech for database updates.

Healthy Soil Program Technical Assistance Funding- Molly will be providing a full report at upcoming meeting.

Monarch Habitat Garden: No update

Mitchell Mine Fuel Break Maintenance/Demonstration: Agreement is fully executed. Working on contract with UCCE for trials and setting up initial site visit. Developing list/mapping of areas for maintenance, outreaching to landowners. Draft CEQA documentation is being reviewed by Calfire. Setting site visit with UCCE.

NACD 2021: \$100,000 awarded to assist NRCS with Technical Assistance. Assistance provided to NRCS is certification only at this point. Need to work with new NRCS staff to plan for future work.

RCPP: Grant reporting/invoicing needs to be completed. Working with CARCD to address spending money with out new RCPP contracts being developed. Possibility of creating plans and providing TA with out a direct line of funding to NRCS, this way the plans could be used for other funding sources and NRCS when grants/funding is available.

Grazing for Fuels Prevention and Forest Health: PSA was submitted to Ascent. Regular committee meetings have been scheduled. Working on finalizing a contract with UCCE.

SAWQA: Will be working on Member reporting prior to invoicing. Invoicing will likely be sent out beginning of February, need to hold a LCRCDC meeting to approve fee increases. Looking at potential MAC members to represent SAWQA, Jackie Captein, a SAWQA member and producer in Sacramento County has expressed interest.



AMADOR
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Amador Community Chipping Assistance Project

Presentation to the ARCD Board
January 20th 2022 Board Meeting

Amador Community Chipping Assistance Project

The Chipping Assistance Project falls under the ARCD Forest Health Program aiming to provide technical and financial assistance to landowners towards fire prevention and forest health.

Initial Grant: ARCD received \$190,340 to provide roadside chipping services and community chipping days to Amador residents

Primary Project Goals:

- Assist and encourage all residents throughout Amador county to create and maintain defensible space around their homes and driveways while also treating other areas of their properties.
- Reduce fuel load
- Reduce greenhouse gas emissions/potential ignition source by providing chipping services in lieu of burning (mostly on small acreage parcels).
- Provide education and outreach to the community on fuel load management techniques
- Encourage community involvement and organization (Firewise Communities)



Providing a service to our community

Amador Community Chipping Assistance Project

Deliverables:

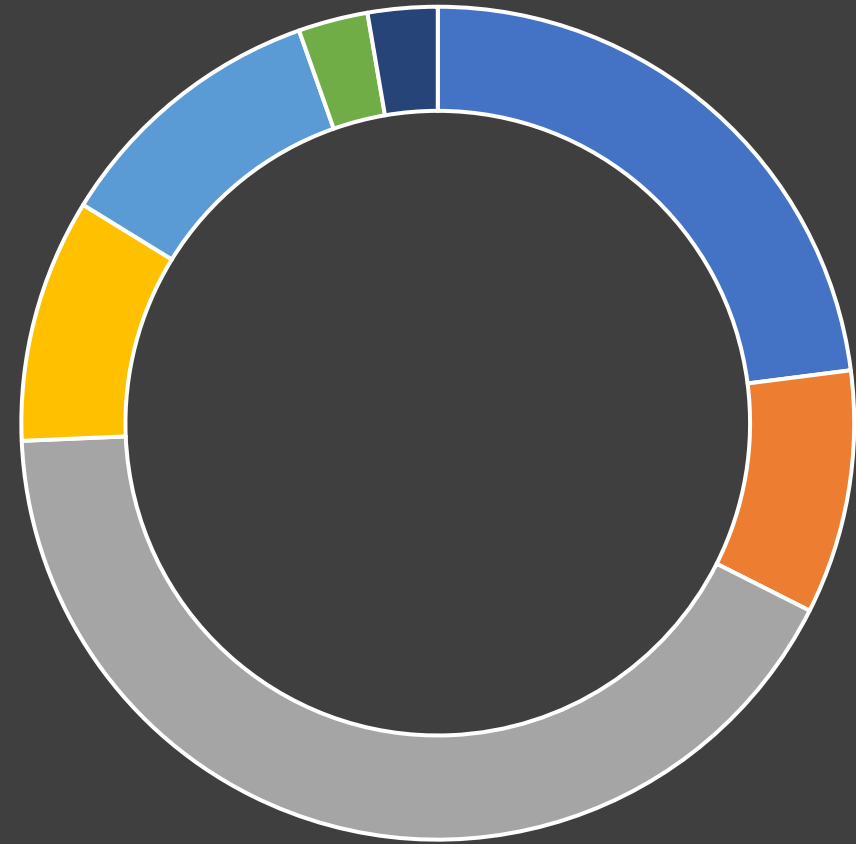
- Assist 375 residents
- Host at least 5 Community Chipping Days
- Develop a Database/Online Application
- Participate in 5 workshops/public outreach events

Where we're at:

- 180 residents assisted
- 192 acres treated
- 6 Community Chipping Days held (Ione, Sutter Hill, River Pines, Pine Grove, Lockwood, Fiddletown)
- Database/Online Application developed and utilized
- Participated in over 5 outreach events
- 63% of the budget remaining
- Total of 2500 hours of landowner match for initial treatment.

Roadside Chipping

Roadside Chipping Clients by Location

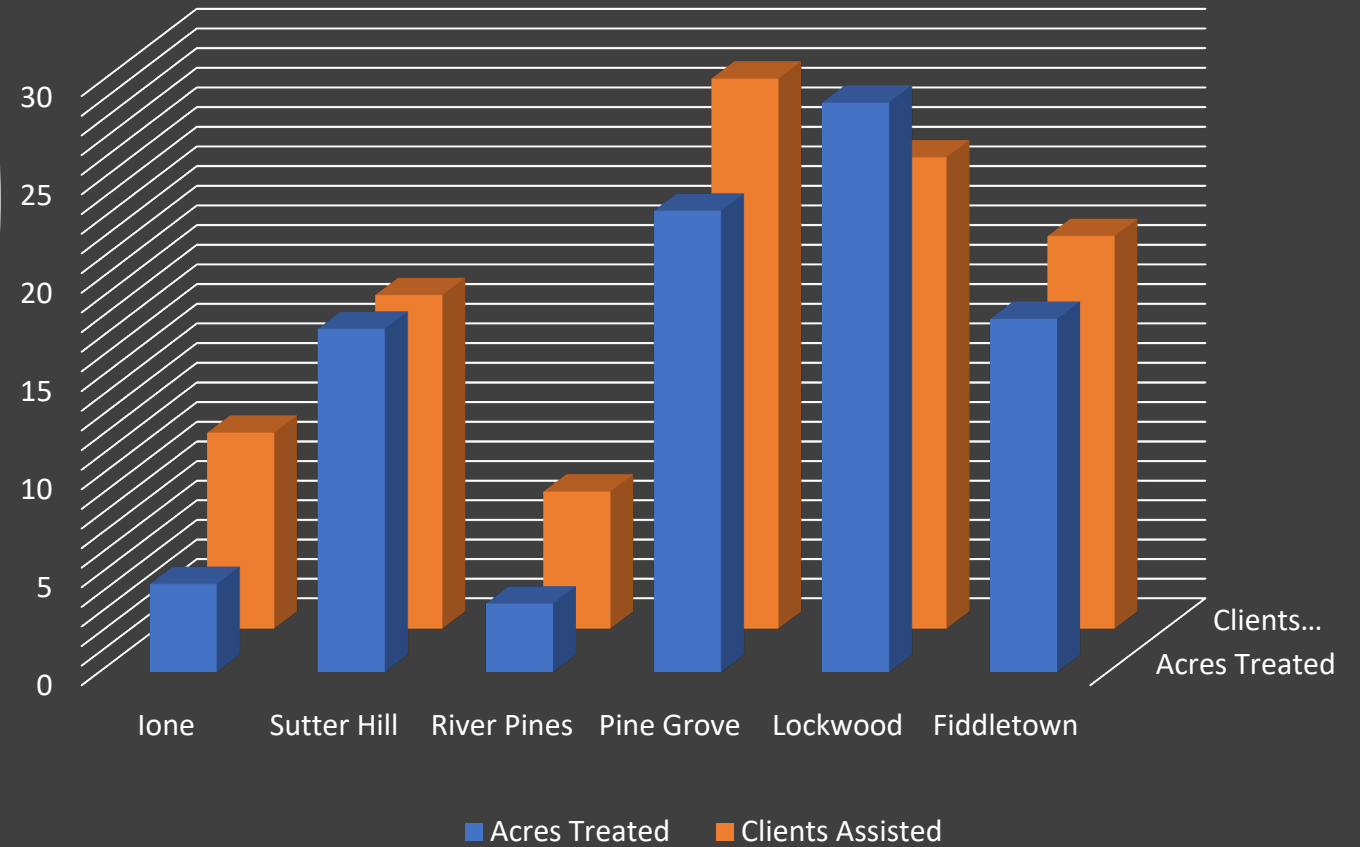


■ Volcano ■ Jackson ■ Pioneer ■ Sutter Creek ■ Pine Grove ■ Plymouth ■ Amador City



Community Chipping Days

Community Chipping Days by Location



Timeline

Initial Grant

- December 2019 - Received Grant
- January 2020-November 2020: Research other projects/structures. Contract for database build. Bid and contract with chipping contractor.
- December 2020: Launch website and application
- December 2020: Advertise program in newspaper and on radio
- March – April 2021: Host Community Chipping Days
- Summer 2021: very little activity
- Fall 2021: Applied for and received grant extension until 12/31/2021
- Fall 2021: Applied for and received Phase 2 Project funding
- Fall 2021: Project Coordinator left position
- Winter 2021: Received an extension until April 2022
- Winter 2021- Present: working on developing outreach that will be fully established when new outreach coordinator starts 1/21/2022

Phase 2 Calfire Grant

- ARCD received \$718,292 to continue the Chipping Project until March 15th 2025.
- Funding from the Calfire Fire Prevention Grant Program
- This new grant will continue the roadside chipping and community chipping days as well as provide green waste bins in strategic locations through out the county.
- Aim to serve 1,050 residents

Amador Community Chipping Project (Round 2)					
Budget Category			Grant	Partners	Total
Salaries and Wages	Cost per Unit	Units	\$85,850		\$85,850
District Manager (0.10 FTE 3 years)	\$ 50.00	625	\$31,250		\$31,250
Project Coordinator (Nat. Resource Specialist 0.25 FTE 3 years)	\$ 35.00	1560	\$54,600		\$54,600
Employee Benefits			\$28,405		\$28,405
District Manager	\$ 13.00	625	\$8,125		\$8,125
Project Coordinator	\$ 13.00	1560	\$20,280		\$20,280
Contractual			\$510,000		\$510,000
Chipping Contractor	\$ 444,000.00	1	\$444,000		\$444,000
Green Waste Bins	\$ 660.00	100	\$66,000		\$66,000
Travel			\$2,700		\$2,700
Mileage	\$ 0.54	5000	\$2,700		\$2,700
Supplies			\$7,400		\$7,400
Software	\$ 300.00	3	\$900		\$900
Webpage Maintenance/Subscriptions	\$ 200.00	4	\$800		\$800
Printing	\$ 1.00	2000	\$2,000		\$2,000
Signage	\$ 100.00	5	\$500		\$500
Laptop	\$ 700.00	1	\$700		\$700
Meeting/Workshop Supplies	\$ 100.00	25	\$2,500		\$2,500
Other			\$18,638	\$157,838	\$176,475
Outreach Radio Ads	\$ 300.00	52	\$15,600		\$15,600
Outreach Newspaper Ads	\$ 75.00	45	\$3,038	\$338	\$3,375
Landclearing (1125 Landowners *5 hours)	\$ 28.00	5625		\$157,500	\$157,500
Total Direct Costs			\$652,993	\$157,838	\$810,830
Indirect Cost Rate (10%)			\$65,299		\$65,299
Total Grant Costs			\$718,292	\$157,838	\$876,129



AMADOR
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Amador Community Chipping Assistance Project

Presentation to the ARCD Board
January 20th 2022 Board Meeting

Amador Resource Conservation District/Amador Fire Safe Council
Partnership Agreement
Version Date: 12/22/2021

This partnership agreement is entered into by and between the Amador Resource Conservation District, hereinafter referred to as ARCD and the Amador Fire Safe Council, hereinafter referred to as AFSC, effective _____, 2022

Purpose:

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

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

Agreement:

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

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

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

Partnership Management:

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

Performance Review/Partnership Review:

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

Agreement Activities:

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

Payment:

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

Responsibilities of the Parties:

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

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

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

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

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

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

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

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

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

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

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

If to ARCD:

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

If to AFSC:

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

<Insert Signature Blocks>

Amador Resource Conservation District/Amador Fire Safe Council
Partnership Agreement – Appendices List
Version Date: 12/22/2021

Appendix 1: Shared Staff – Amanda Watson, ARCD/AFSC Executive Director

Appendix 2: Shared Staff – Dana Simpson, ARCD/AFSC Administrative Assistance

Appendix 2: Shared Staff – Megan Watts, ARCD/AFSC Education & Outreach Coordinator

Appendix 1: Shared Staff – Amanda Watson, ARCD/AFSC Executive Director

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 either employees or 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 2nd Tuesday of each month.

Scope of Work:

- Develop and maintain partnerships with stakeholders and organizations. Facilitate, plan, and participate in partnership meetings.
- Develop projects and programs, facilitate, and participate planning meetings, research grant opportunities and grant writing.
- Provide updates to the AFSC Board, develop AFSC board packet and monthly reporting.
- Project management for fuels reductions work task include:
- Administer grant reporting and invoicing, developing projects, researching and outreach to property owners, coordination of environmental document development, develop Request for Proposals, facilitate bid review, develop contract, site visits, coordinate with contractors.
- Project Management for Coordination and Public Outreach/Education work tasks include:
- Administer grant reporting and invoicing, developing projects, facilitating, and organizing outreach and education events with partners. Developing content for social media, website, newsletter, and other outreach material.
- General duties: phone calls, emails, contract administration, and reviewing contractor invoices.

Compensation:

Executive Director (Amanda Watson)	\$XX/hour
Travel Reimbursement	Standard IRS Rate Per Mile
Cell Phone Reimbursement	\$XX/month
Overhead Fee	8% of total hourly invoice
Total Budget (maximum for labor and expenses)	\$35,000.00 annually

Appendix 2: Shared Staff – Dana Simpson, ARCD/AFSC Administrative 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 either employees or 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 2nd Tuesday of each month.

Scope of Work:

Essential Functions:

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

Bookkeeping/Financial Tasks:

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

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

Assistance with regular financial audits.

Administrative Tasks:

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

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

Compensation:

Administrative Assistance (Dana Simpson)	\$XX/hour
Travel Reimbursement	Standard IRS Rate Per Mile
Cell Phone Reimbursement	\$XX/month
Overhead Fee	8% of total hourly invoice
Total Budget (maximum for labor and expenses)	\$10,000.00 annually

Appendix 2: Shared Staff – Megan Watts, ARCD/AFSC Education & Outreach Coordinator

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 either employees or 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 2nd Tuesday of each month.

Scope of Work:

Essential Functions:

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

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

Compensation:

Education & Outreach Coordinator (Megan Watts)	\$XX/hour
Travel Reimbursement	Standard IRS Rate Per Mile
Cell Phone Reimbursement	\$XX/month
Overhead Fee	8% of total hourly invoice
Total Budget (maximum for labor and expenses)	\$12,000.00 annually