

PRCSD TIME FY22-23

Date	Start	Stop	Hours	Category	Notes
7/1/2022	8:00	8:45	0.75	admin	relisted truck on gov deals
	11:51	12:55	1	admin	staff report updates
	14:05	16:53	3	admin	bookkeeping
7/2/2022	14:40	17:05	2.25	admin	bookkeeping
7/3/2022	19:25	20:00	0.5	firewise admin	Firewise billing to county
7/5/2022	15:00	16:30	1.5	admin	bookkeeping, minutes, etc. mostly caught up
	16:30	16:50	0.25	firewise admin	
	16:50	17:05	0.25	admin	alleghany firehouse project
7/6/2022	8:39	9:30	1	admin	prepared and submitted CDF 50/50 grant application
	11:50	13:04	1	admin	Red Cards/CDF agreement & Forest Service agreements follow-up
7-Jul	13:00	13:30	0.5	admin	Red Cards
	15:00	15:23	0.5	strike team admin	Red cards, found out that I had the wrong form
7/11/2022	10:06	11:56	2	strike team admin	annual updates, salary survey strike team
7/12/2022	7:00	7:30	0.5	strike team admin	red cards
	8:02	9:27	1.5	strike team admin	red cards, salary survey, tshirt order, updated vehicle list and resources with North OPS
	9:43	10:11	0.5	strike team admin	salary survey completed and emailed
7/18/2022	16:05	16:42	0.5	admin	mail and email more follow up on metal for Station 1
7/20/2022	8:00	9:00	1	admin	Christina Dorn Red Cross certificate
7/25/2022	7:00	7:15	0.25	admin	Called Ned about check for tshirt order, metal order and title for old 7180 (Larry A getting it)
	9:27	9:40	0.25	admin	
7/29/2022	14:00	15:51	2	admin	
7/30/2022			1	admin	bookkeeping caught up funds sheet, QB and transferred \$, talked to Ned and corr. With J. Buckbee sign installed in Pike!
7/31/2022	9:45	10:45	1	Pike Firewise	input hours submitted to-date in portal
	10:45	11:00	0.25	Alleghany Firewise	input hours submitted to-date in portal
	11:26	13:15	1.75	Firewise both	newsletter update for PCSF
	13:15	14:15	0.5	Firewise both	newsletter update for PCSF
	15:08	15:24	0.25	admin	payroll tax filing (no payroll still have to file)
	15:24	15:52	0.5	admin	training inquiry with EMSCES911 for fall or winter
			26.25		
8/1/2022			0.5	admin	Ned re truck and Jim re pump problem at Pike Firehouse staff consult
8/2/2022	10:50	11:00	0.25	admin	bookkeeping
	12:30	15:20	3	admin	bookkeeping
8/9/2022	14:00	15:00	1	admin	truck sale, att account maint. Salary survey corrected
8/15/2022	8:30	11:11	2.5	admin	meeting packets done
8/18/2022	7:30	8:00	0.5	admin	remote meeting, no quorum
8/23/2022	9:55	12:00	2	admin	bookkeeping
8/24/2022	11:00	12:00	1	admin	bookkeeping
8/25/2022	15:00	15:30	0.5	admin	OES rate letter, MARS,
8/29/2022	8:25	8:55	0.5	admin	budget notice and emails
	9:55	9:57	0	admin	MARS sent email to help desk
8/30/2022	8:33	11:00	2.5	admin	bookkeeping
			14.25		
9/6/2022	15:00	15:30	0.5	strike team admin	MARS
9/7/2022	9:33	10:03	0.5	admin	letter of support for hazard mitigation plan
9/8/2022	14:24	16:09	1.5	admin	budget
9/9/2022	12:59	13:51	1	admin	budget
9/10/2022	15:45	16:30	0.75	admin	budget
9/11/2022	9:54	11:54	2	admin	letter to USDA and Streetlight Policy update
9/12/2022	18:00	19:00	1	admin	revised FUND SHEETS and reposted
9/13/2022	15:19	16:40	1.5	admin	year-end adjustments and budget revision

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Date	Start	Stop	Hours	Category	Notes
9/15/2022	19:30	18:00	0.5	admin	board meeting, took minutes
9/16/2022	8:00	9:30	1.5	admin	minutes and resolution for bank, emailed copy of draft minutes to Roland and Denise
9/19/2022	7:15	8:45	1.5	admin	staff phone call with Ned & Chris, started new ACTION spreadsheet, responded to Denise email.
9/20/2022	8:00	9:32	1.5	admin	bank correspondence, Pike Firehouse short-term project discussion with chiefs, MARS set up etc.
9/30/2022	9:45	10:45	1	admin	bookkeeping, new checking # issues mostly
			14.75		
10/15/2022			1	admin	meeting docs
10/17/2022	8:30	11:00	2.5	admin	bookkeeping and meeting docs
	18:00	19:00	1	admin	resolution for 50-50 grant, audit engagement letter sent, other follow-up stuff
			4.5		
11/1/2022	12:00	12:30	0.5	firewise	update for newsletter and submitted to mountain mess as well.
	13:00	13:30	0.5	firewise	update for PCAF newsletter
11/2/2022			2	admin	everything all day, new check order, insurance, paid bills with counter checks
			1	strike team admin	MARS
11/3/2022	11:00	12:30	1	admin	finished check order, bookkeeping, trying to get long-distance added to phone at Pike FH
	14:30	15:28	1	admin	bookkeeping, & had to contact bank, estatements not working with new bank account #
11/7/2022	10:30	11:30	1	strike team admin	MARS
	12:30	13:00	0.5	strike team admin	met with Chris Dorn and went over paperwork for MARS and payroll
	15:00	15:30	0.5	strike team admin	MARS
			0	firewise	Donated 1/2 hour revising firewise update for Mountain Messenger
	15:30	16:15	0.75	admin	correspondence and bookkeeping
11/8/2022	11:00	11:15	0.25	strike team admin	Internet too slow because of snow storm, trying to enter second call.
11/11/2022	8:15	9:00	0.75	strike team admin	MARS
	12:30	14:00	1.5	admin	Reviewed building section of capitization policy, including looking at other district's policies.
	14:00	16:45	2.75	admin	bookkeeping
11/12/2022			0	firewise	Donated 1 hour updating website, staff report and corresponding with teacher who sent web link
11/13/2022	20:00	21:30	1.5	admin	put new headers on budget, posted on website and sent to Van Maddox, updated fund policy with Oct changes and posted
11/14/2022	7:30	9:00	1.5	admin	Meeting documents
	9:00	10:36	1.5	strike team admin	MARS
	11:15	12:15	1	admin	Meeting documents
11/16/2022	9:15	9:30	0.25	strike team admin	Second standby submitted MARS
	9:30	12:30	3	admin	Met with Sierra Biz Council Rep and CH services rep. looked at all three fire stations
11/17/2022	10:30	11:30	1	admin	50/50 grant purchases
	6:00	8:00	2	admin	Board meeting, includes travel time
11/28/2022	9:18	10:45	1.5	admin	bookkeeping
	15:34	16:00	0.5	strike team admin	pending invoice review
11/29/2022	8:00	8:15	0.25	strike team admin	talked to C.Dorn approved invoice in MARS
			28		
12/3/2022	8:45	10:45	3	operations	medical call Pike, did standby only SNMH was right behind us. Slushy road conditions
12/3/2022	23:00	0:00	2	operations	medical call Alleghany, transport to Pike Firehouse transfer to SNMH
12/6/2022	9:45	11:00	1.25	operations	run report
12/8/2022	9:30	10:00	0.5	operations	run report
12/9/2022	15:00	16:30	1.5	operations	finished run report with Diane on the phone
12/15/2022	9:27	11:00	1.5	admin	bookkeeping and correspondence
12/20/2022	9:00	10:30	1.5	admin	everything except bookkeeping.
12/23/2023	7:00	8:00	1	admin	2023 calendar update, posted on website and laminated copies for firehouses.
12/26/2022	9:00	11:30	2.5	admin	bookkeeping
	12:15	13:15	1	admin	FY 21-22 audit JE questions plus input FY 22-23 budget into Quickbooks
	13:15	14:00	0.75	admin	November Minutes

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Date	Start	Stop	Hours	Category	Notes
	14:00	15:45	1.75	ADA Compliance	Pike Rescue Bay cost estimate research, looked at heaters, plot plan etc.
12/27/2022	9:30	11:00	1.5	operations	Run sheets/tally for 2021 and 2022!
	12:15	14:00	1.75	operations	Setting up Rural Responder EMS day, working on grant to cover it.
12/28/2022			0.25	admin	took deposits to bank
12/29/2022	8:30	10:30	2	admin	trying to establish medical oxygen account, phone call with SCFPD #1 re NFFA grant application
	10:30	11:00	0.5	strike team admin	talked to C. Dorn and Ned to get payroll information'
	11:00	12:00	1	admin	audit, final JE's MD&A started
	13:00	16:00	3	admin	problems with audit doc.could not finish MD&A budget not tranferred to Blain's sheet correctly
12/30/2022	9:15	10:17	1	admin	MD&A for FY 21-22 finished and sent to auditor.
	15:30	16:00	0.5	strike team admin	follow-up on second assignment paperwork, found pending invoice forwarded to Ned and Chris D.
			29.75		
1/2/2023	15:00	15:30	0.5	strike team admin	updated payroll forms located and printed, addressed to firefighters on strike team
	15:30	16:15	0.8	admin	correspondence
1/3/2023	8:15	9:15	1.0	strike team admin	w-4s and I 9s with memo to crew
1/12/2023	8:45	10:45	2.0	strike team admin	Payroll module subscription phone call with Intuit!! OMG Need to wait until March to change back to \$650 plan
	12:00	12:30	0.5	operations	ordered BoFaeng batteries looked at radios
	12:30	15:00	2.5	admin	County-wide communications grant documentation
1/13/2023	9:00	10:00	1.0	admin	County-wide communications grant documentation
	10:30	14:30	4.0	admin	County-wide communications grant documentation
	15:45	17:00	1.3	admin	County-wide communications grant documentation
1/14/2023	12:56	13:55	1.0	admin	Bookkeeping
1/15/2023	20:00	23:00	3.0	operations	medical call Alleghany, met SNMH at Pike FH
1/16/2023	10:00	11:30	1.5	admin	organizing files
	13:00	16:00	3.0	admin	meeting documents
	17:30	20:30	3.0	operations	CQI completed for 2022/training in Pike
1/17/2023	8:00	9:00	1.0	operations	finished CQI paperwork, scanned and mailed to NORCAL
	9:00	10:30	1.5	admin	County-wide communications grant documentation
	11:30	13:30	2.0	admin	County-wide communications grant documentation
	15:30	17:00	1.5	admin	County-wide communications grant documentation
1/18/2023	7:00	7:30	0.5	admin	2023 calendar review and update
	7:30	10:00	2.5	admin	County-wide communications grant documentation
	11:15	14:45	3.5	admin	County-wide communications grant documentation
1/19/2023	17:30	19:30	2.0	admin	board meeting including set-up and break-down
1/20/2023	9:15	10:30	1.25	admin	State Conrrollers report cover sheet signed and prepared for mailing, email corr and phone call
1/26/2023	8:00	12:00	4.0	admin	Roster maint. And correspondence with Chiefs, emails etc (was behind from having computer down)
1/27/2023			0.25	admin	took deposit to the bank
1/28/2023	9:15	10:15	1.0	admin	thank you letter, still having computer problems
1/29/2023	15:30	17:00	1.50	admin	County-wide communications grant documentation (missed the vehicle sheet)
			47.5	Jan-24	
2/1/2023	9:30	10:00	0.5	admin	email corr. Follow-up with chiefs re roster and id cards
2/2/2023	11:00	12:30	1.5	operations	run report for Jan 15th in image trend
2/3/2023	8:30	9:00	0.5	admin	phone call with C. Dorn re everything
	9:00	9:30	0.5	admin	phone call with Ussman re: PG&E energy audit and options (waste of TIME!!)
	9:30	10:00	0.5	admin	emails re April 22nd training mostly
	12:00	13:00	1	strike team admin	follow-up with Cal OES re last invoice, printed invoices, organized files post to QB
	13:30	14:30	2	admin	bookkeeping caught up, Jan treasurers report done, bought 2 rolls of stamps for firewise mailer
2/4/2023	10:00	10:15	0.25	firewise admin	2022 annual summary included firewise info.
	12:30	15:00	2.5	firewise admin	Flyer finished emailed to chiefs and L. Allen approved, sent to Mountain Mess
2/6/2023	8:00	8:15	0.25	admin	emails and flyer for Rural EMS skills day
2/6/2023	8:15	10:15	2	firewise admin	database update and labels for mailing

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	10:30	11:00	0.5	firewise admin	printed 260 copies of mailer at station 2.
	12:00	14:00	2	firewise admin	mailer done (folded, stamped, labelled taken to post office) David donated 1 hour.
2/8/2023	14:00	15:00	1	admin	Red Cross class prep. Correspondence with LeTina re April 22nd training
	19:00	21:30	2.5	admin	1 hour typing minutes, rest on admin. report, website update and email correspondence
2/9/2023	8:00	9:00	1	admin	meeting documents/research
	9:00	13:00	4	operations	CPR class for Alleghany resident who needs it for work.
	14:00	14:30	0.5	operations	issued red cross card, did billing
2/12/2022	13:00	15:30	2.5	admin	filing and meeting docs
2/13/2023	10:00	11:00	1	admin	meeting packets and Red Cross materials printed
	12:00	14:00	2	admin	Red Cross class preparations
	14:00	14:15	0.25	strike team admin	deposit
	17:30	20:00	2.5	operations	did medical training in Pike, ambulance out of service problem with 4 WD
2/15/2023	7:30	14:00	6.5	Red Cross Class	taught CPR for Professional Providers (CPRO) class in Sierra City, 7 students time included drive time.
	15:00	16:00	1	Red Cross Class	Entering course records, printing certs.
2/16/2023	9:30	11:30	2	admin	1099-NEC (late) finished Red Cross billing
	12:30	16:00	3.5	admin	P&P updates on website, 2022 minute binder completed for file, updated minutes on website.
	6:00	8:00	2	admin	board meeting attendance
2/17/2022	10:30	11:30	1	strike team admin	working on break-down for paychecks. Got as far as I could Emailed Ned, need help with time sheets
	12:00	14:30	2.5	admin/operations.	roster update, typed memos for Chief Dorn notifying 3 FF they are being removed from the roster, finally finished run
2/19/2023	20:00	21:00	1	admin	roster update, hours for standby break-down with Ned, scanned 2022 training sheets
2/23/2023	13:00	15:00	2	strike team admin	got final employee paperwork except for one, working on PR break-down etc.
			52.75		
3/2/2023	8:30	10:00	1.5	admin	minutes & resolution prep. (power out since the 28th of Feb. blizzard conditions 26th through 28th).
	14:00	15:00	1	admin	Staff report and P&P revision/research. Lost most recent copy of Policy 2010 during computer problems! Had to recreate
3/3/2023	15:00	16:00	1	admin	applied for Narcan grant, correspondence.
3/4/2023	9:15	11:30	2.25	strike team admin	Got final W-4 form, process payroll, print checks
	12:00	13:30	1.5	admin	ID cards printed, resolutions etc.
	17:30	18:00	0.5	strike team admin	had to void pay checks! Meals did not get added on. Figured it out.
3/5/2023	12:15	12:30	0.25	strike team admin	revision to summaries
	12:30	15:00	2.5	admin	bookkeeping
3/8/2023	11:30	14:00	2.5	operations	shovelling snow (actually all week! Didn't write it down) hydrants and Station 2
	16:00	18:00	2	admin	annual report for NORCAL EMS, messed with NFIRS, finally finished updating the rosters emailed to Joyce
3/10/2023	11:30	14:00	2.5	admin	NFIRS finally doing it! Entering personnel and apparatus. Entered first run, sent instructions to Cameron and J. Buckbee to
3/11/2023	11:30	12:00	0.5	admin	meeting docs, emailed L. Allen about Ord. 1 changes
3/13/2023	11:30	15:30	4	admin	meeting packets finished and distributed
3/14/2023	10:00	12:00	2	admin	organizing files, email corr. Follow-up on a few things
3/20/2023	12:00	16:00	4	operations	getting ready for CPR/AED refresher training
	17:30	20:00	2.5	operations	CPR/AED refresher
3/21/2023	9:00	10:00	1	strike team admin	phone call with intuit, according to them there is a monthly \$5 per employee fee now no matter what subscription I have.
3/28/2023	12:00	15:00	3	admin	Ambulance MOU committee meeting plus follow-up correspondence and research.
3/29/2023	13:00	15:00	2	admin	Emergency meeting scheduled re ambulance, paid bills caught up treasurer's report
3/30/2023	9:30	10:30	1	admin	ambulance problem, added more docs to packet and emailed everyone on agenda list.
			37.5		
4/4/2023	7:30	8:30	1	admin	staff meeting by phone and follow-up re Forest Service Mutual aid agreement and past FFs not returning gear as
4/5/2023	9:30	9:45	0.25	admin	follow-up with Larry Allen on a few things
4/7/2023	16:00	17:00	1	admin	bookkeeping caught up.
4/17/2023	8:00	11:00	3	admin	meeting docs done
4/20/2023	17:30	19:45	2.25	admin	board meeting including drive time
4/26/2023	12:30	1:30	1	Strike team admin	Payroll taxes
4/27/2023	11:15	14:00	2.75	admin	bookkeeping caught up.

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	19:00	21:00	2	admin	SAM.gov update mostly
			13.25		
5/2/2023	9:00	11:30	2.5	admin	attended BOS meeting because ambulance MOU was on the agenda.
	13:45	14:30	0.75	admin	staff report for May 11 meeting.
5/3/2023	9:00	11:00	3	admin	Planning Comm meeting research, talked to Bruce Boyd and Russ Davidson, started agenda for May 11
	13:30	13:45	0.75	operations	run report Diane did not answer questions
	17:30	19:30	2	admin	Planning Comm meeting
5/4/2023	9:00	9:30	0.5	admin	C Dorn phone calls plus Planning stuff
5/5/2023	9:15	11:00	1.75	admin	meeting docs
	15:00	16:00	1	admin	bookkeeping
5/8/2023	10:15	11:15	1	admin	meeting posting
	15:30	17:00	2.5	admin	finished meeting docs, printed packets met with Chris D. and Ned cusato posted agenda etc.
5/10/2023	11:30	13:30	2	admin	preliminary budget
	14:00	15:30	1.5	admin	preliminary budget
5/12/2023	16:00	17:00	1	operations	finally finished online run report for April 16th with Diane Wharff's help
5/13/2023	20:00	21:30	1.5	operations	medical run to Pike City
5/15/2023	17:30	20:00	2.5	operations	training in Pike with the firefighters, included some admin. took new pictures for website
5/17/2023	15:00	16:45	1.75	operations	run report in image trend, got as far as I could sent questions to Diane
	18:00	18:30	0.5	admin	radio license renewal done for call sign KD27938
5/18/2023	11:45	12:00	0.25	admin	PG&E payment
	13:00	14:30	1.5	admin	website updates
5/19/2023	9:45	10:00	0.25	operations	run report
	10:00	11:30	1.5	admin	email corr. With DV fire re ambulance driver requirement/ exp. meds, updated contacts in Gmail.
5/20/2023	20:00	22:00	2	admin	working on explanation of why fire depts are the same and different and to explain the revenue side better.
5/23/2023	16:00	17:00	1	admin	followed up on several things to make sure they went through: FCC license, SAM.gov, request for forgiveness on old
	17:00	18:00	1	admin	minutes for May 11th meeting typed.
5/29/2023	20:30	21:30	1	admin	deposit/organizing files/thank you card and receipt to Jennings foundation
5/30/2023			0.5	admin	estimate for planning comm. Meeting in Pike, Ned, David, Bruce, Denise, Roland and me
5/31/2023	10:00	12:30	2.5	admin	bookkeeping
	13:15	14:30	1.25	strike team admin	new red cards filled out an printed for Chief to sign, Got 2023 salary survey instructions, rate letter and agreements
			39.25		
6/7/2023	14:00	16:00	2	admin	Draft board member handbook and June staff report where I had a lot to say.
6/9/2023	10:00	12:00	2	admin	meeting docs, P&P updates and research
6/10/2023	14:00	15:00	1	admin	bank rec. finished t. report, bylaws research
6/12/2023	8:00	9:15	1.25	admin	finished meeting docs, asked Ned to post agenda hard copies
	12:45	13:30	1.25	admin	website update and online meeting posting
6/13/2023	8:15	9:30	0.75	strike team admin	Salary survey update, had to contact insurance company for new WC rate, EDD to confirm UI, haven't started MARS yet
6/15/2023	10:00	10:30	0.5	admin	talked to Van Maddox, updated draft BOD handbook
	15:00	15:15	0.25	admin	talked to Mike Vukas with USDA and Bryan Davey about water tender upgrade. Bryan emailing resources.
	19:30	19:45	0.25	admin	board meeting attended by phone from Montana Mountain time
6/16/2023	12:00	13:00	1	firewise	emailed Danielle Bradford re grants, updated four facebook pages with additional info. started list of interested persons.
	3:00	3:30	0.5	strike team admin	Salary survey submitted but need to follow-up base rate in MARS was old one.
6/30/2023	16:30	16:45	0.25	admin	bookkeeping
			11		
	All Hours for FY22/23		318.8	All documented hours	
			41.8	Operations includes some first responder time, not billable under contract.	
	Contract hours		277.0		
	Billed in FY22/23	3,290.00		Breakdown: \$2,400 flat rate admin, \$220 Firewise, \$495 Strike Team and \$175 Red Cross	

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			11.88		This includes the strike team and firewise hours that were billed at \$20.00 per hour and the Red Cross hours that were billed a flat rate of \$175
			24.75	Strike Team Hours	
			11	Firewise	
			277 hours at minimum wage of \$16.00 would come to	4,432	The sale of 3 surplus trucks added a lot of hours to this job, as did the county wide grant mentioned below. Meeting attendance is included in the hours above.
			21.25	Hours on County Wide Grant	This grant was not awarded, but I tallied the time on it to report to the board. A different entity submitted the application, this was just my time spent gathering the requested data.
	I have been trying to track all hours for the purpose of knowing what goes into the admin side of things. Some of the hours listed on this sheet would not be billable depending upon the job description. I would donate meeting attendance, but if we split out the Secretary position, that position might expect to be paid for meeting				

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Date	Start	Stop	Hours	Category	Notes
7/1/2023	9:00	10:30	1.5	admin	email correspondence re weed whacking at Station 1 in Alleghany and paid one bill online, mailed check for insurance
7/3/2023	14:30	15:45	1.25	admin	bookkeeping
7/5/2023	9:45	11:30	1.75	admin	bookkeeping
July			2	firewise admin	low estimate of time spent contacting community members in both Pike and Alleghany over a period of two weeks re:
7/19/2023	9:45	10:45	1	admin	bookkeeping
	10:45	12:00	1.25	admin	June minutes
7/20/2023	13:30	14:30	1	admin	follow-up on Killman Fire payment request, phone call with USDA scheduled for Fri. forwarded to C. Dorn, email
	15:00	16:30	1.5	admin	Director's handbook
7/30/2023	10:45	11:00	0.25	bookkeeping	quarterly payroll taxes EDD online, no payroll to report (still have to file forms online) paid credit card and printed statement
		July 2023	11.5		
8/2/2023	10:45	11:45	1	bookkeeping	Got final tax check from County. Starting on year-end. Revising FUND sheet as I go.
	13:15	17:00	3.75	bookkeeping	FUND sheet revision done, updated funds and transferred money, updated treasurer's report accordingly.
8/3/2023	14:45	15:30	0.75	bookkeeping	got accounting files for FY 22-23 ready to ship to auditors
8/4/2023	14:30	16:15	1.75	admin	directors handbook and meeting docs
8/9/2023			4	admin	estimate last two days, meeting docs, talking to Ned and C.Dorn re ambulance inspection etc.
8/10/2023	7:00	8:00	1	admin	meeting docs and ambulance inspection
8/11/2023	8:30	10:30	2	admin	meeting documents
8/17/2023	10:00	12:00	2	admin	updated P&P's with June 15th changes plus updated website and printed contract for services for signature (not done with
	13:30	15:00	1.5	admin	updated logo on all Policies that still had old logo and posted on website.
	19:30	20:00	0.5	admin	board meeting mountain time
8/18/2023	14:00	14:30	0.5	admin	QB file emailed to Blain Boden, email correspondence, meeting follow-ups
8/23/2023	6:30	7:00	0.5	bookkeeping	Answered Blain Boden's Risk Assessment questions and provided back-up documentation
8/26/2023	10:00	10:15	0.25	admin	GRSMA payroll report submitted online
		August 2023	19.5		
9/2/2023			2	admin	estimate of hours spent on director's handbook while out on the road
9/11/2023	16:00	16:30	0.5	admin	insurance cards for vehicles printed and reviewed, emailed ins. Co. on a few things. Emails, printed some bills
9/12/2023	15:00	16:00	1	bookkeeping	bills and bank rec.
9/14/2023	8:00	8:30	0.5	bookkeeping	paid suburban online, contacted Van Maddox re: streetlight figure for budget and title III billing for calls
9/15/2023	9:00	10:00	1	secretary	meeting docs and brown act research
	10:00	11:00	1	bookkeeping	Treasurer's report caught up through 9/13/2023 also adjusted the formatting a bit.
	14:30	16:30	2	secretary	minutes, agenda, staff report
9/27/2023	9:00	11:00	2	everything	paid cc bill, caught up on email correspondence, investigating missing medical runs in program per DV fire and received
	13:00	14:30	1.5	bookkeeping	MD&A for FY 22-23 audit report done and emailed to Blain along with attorney rep. letter.
	9:00	9:30	0.5	admin	went over medical runs for DV fire. Determined that two need to be entered in program.
		Sept. 2023	12		
10/4/2023	13:30	14:00	1	Red Cross	setting up title 22 class for Camptonville, inquiry for starting Chris' missing run reports in imagetrend
10/5/2023	13:30	14:00	0.5	operations	unusual incident form completed and sent back to DVFPD
10/24/2023	9:00	14:00	5	Red Cross	preparation for title 22 class for Camptonville
10/25/2023	13:00	15:00	2	administration	talked to insurance company and NORCAL EMS about alternate transport vehicle option, talked to Roland re agenda and
	16:00	21:00	5	Red Cross	Started title 22 first aid class in Camptonville, included drive time
10/26/2023	11:00	12:00	1	administration	talked to Frank Lang, got special meeting docs posted
	17:00	20:30	3.5	Red Cross	title 22 class day 2 in Camptonville
10/27/2023	8:30	10:00	1.5	administration	paid cc card, updated special meeting agenda, sent out email to agenda packet list and crew list, updated a few contacts,
	11:30	15:00	3.5	bookkeeping	bills and t report caught up. Plus prepared a cash flow document for the Oct. 29th special meeting
10/28/2023	8:30	17:30	9	Red Cross	Finished teaching title 22 class in Camptonville, includes drive time
10/29/2023	8:30	10:00	1.5	Red Cross	organized and repacked training supplies
	10:00	11:00	1	administration	cash flow document for special meeting
	12:30	14:00	1.5	secretary	special meeting
10/30/2023	10:00	10:30	0.5	administration	emailed M. Vukas with USDA re trucks
10/31/2023	8:30	9:00	0.5	strike team admin.	EDD quarterly tax filing (no payroll) and follow-up on Kilham Fire payment
		October 2023	37		

PRCSD TIME FY23-24

Date	Start	Stop	Hours	Category	Notes
11/1/2023	9:00	10:30	1.5	admin/strike team both	discovered that salary survey submitted in June is not in system! Back and forth emails with USDA rep Robin Yasso.
	15:00	16:00	1	Red Cross	finished Red Cross Certs for Camptonville class and invoiced them. Additional follow-up with USDA as well.
11/2/2023	11:15	11:30	0.25	strike team admin	Found June Salary survey in MARS, says "reviewed" but no "approved" sent more follow-up emails. In meantime went
11/8/2023	20:00	20:45	0.75	admin.	Sept. minutes
11/10/2023	14:00	15:30	1.5	Bookkeeping	bank recs and QB all caught up
11/12/2023	14:00	17:00	3	admin	Meeting docs
11/14/2023	9:00	10:00	1	admin	updated bylaws per recent changes, posted online, audit docs added to meeting page and financial page and emailed to
11/16/2023	10:00	12:15	2.25	bookkeeping/admin	additional docs for meeting plus entered bills and printed checks to have signed at meeting
	18:00	20:00	2	Admin	meeting attendance including drive time
	20:00	21:00	1	Admin	typed the minutes
11/17/2023	8:00	8:15	0.25	admin	meeting files organize and scan
	9:00	10:00	1	admin	meeting scans caught up and posted on website, hard copies in binder, transferred funds created new fund master for
11/22/2023	8:30	9:30	1	Firewise Pike	PORTAL close-out for 2023
	9:30	10:00	0.5	Firewise Alleghany	PORTAL close-out for 2023
	10:15	10:30	0.25	admin	added new water tender to insurance
11/30/2023	20:00	20:15	0.25	bookkeeping	paid CC card due 12/1
		Nov. 2023	17.5		
12/4/2023	9:00	10:00	1	admin	registered water tender 67 at DMV
	18:30	20:15	1.75	bookkeeping	caught up
12/6/2023	7:45	8:15	0.5	firewise Alleghany	3-year action plan update started
	9:00	11:00	2	firewise Alleghany	working on 3 year action plan, thought I had it done then found out that they require the use of a template now.
	12:30	1:30	1	firewise Alleghany	finished with new action plan and uploaded it to portal
	1:30	2:30	1	firewise Pike	3-year action plan updated and uploaded, much faster after doing Alleghany's
12/7/2023	10:30	11:15	0.75	EMS billing	had to track down information to bill SPI for helicopter rescue on 11/14. billed SPI \$800
	11:15	11:45	0.5	firewise both	new certs downloaded and put on website, updated staff report and 2023 annual update
12/19/2023	20:30	21:00	0.5	admin	deposit of \$3,000 donation from AK and CM Jennings foundation, wrote out thank you letter and receipt.
12/22/2023	9:00	11:30	2.5	bookkeeping	caught up bookkeeping, rebilled for rescue,
12/27/2023			0.25	admin	estimate, paid cc card, scheduled planning committee meeting
		Dec. 2023	11.75		
1/5/2024			1	admin	plannign committee meeting Pike Firehouse, meeting was only 25 minutes added drive time
1/10/2024	15:00	17:00	2	USDA grant application	
1/11/2024	9:00	9:30	0.5	USDA grant application	
	13:00	15:00	2	USDA grant application	part of it was routine bookkeeping as they wanted financial statements so I got caught up through 12/31/2023
1/12/2024	12:30	14:30	2	USDA grant application	
	18:30	20:00	1.5	admin	meeting docs
1/13/2024	10:00	10:15	0.25	admin	meeting docs sent draft agenda to Larry A and C Dorn
	14:30	15:00	0.5	admin	meeting docs posted online, printed, taken to POST OFFICE
1/16/2024	19:00	20:15	1.25	admin	training sheet tally
1/18/2024	10:00	10:30	0.5	admin	finished training sheet tally
	18:30	19:30	1	admin	board meeting
1/22/2024	10:30	11:00	0.5	admin	emails, paid pge bill (VERY HIGH) called GSRMA re liability question left message.
	11:00	12:15	1.25	USDA grant application	Contacted Robin with USDA about idea of doing 3 aplications and she said "NO" to put it all on one. Forwarded to Chris
	13:15	14:15	1	admin	Policy and Procedure work on Policy # 3020 and corresponding change to handbook.
1/24/2024	11:30	11:45	0.25	bookkeeping	paid suburban propane online and reviewed two other bills
	16:30	17:00	0.5	admin	ordered medical supplies, talked to C. Dorn about a few things, USDA grant, personnell issue, MOU with NSJ
1/25/2024	10:15	11:30	1.25	admin	5 memos re training attendance and personnel issues, back and forth with C. Dorn on text, checked emails
	11:30	12:00	0.5	strike team admin	W-2s, year end payroll taxes taken care of with 944
	13:00	16:00	3	admin	1099s, State Controlers Financial Transactions report, Blain walked me through website, still need to mail cover sheet with
	19:30	20:45	1.25	admin	Got Financial Transactions report ready to mail, typed minutes from 1/18/2024
1/26/2024	9:30	10:30	1	admin	QB upgrade, files now in 2024 desktop version, had to call about one issue, seems to be OK
	15:30	15:45	0.25	strike team admin	EDD filing
	15:45	16:15	0.5	admin	follow up with C. Dorn and J.Buckbee on a few things
1/29/2024	18:30	19:30	1	admin	tried to order medical supplies, but shipping fees are as much as the supplies! Tried two vendors, paid credit card printed

PRCSD TIME FY23-24

Date	Start	Stop	Hours	Category	Notes
		Jan-24	24.75		
2/5/2024	10:00	12:15	2.75	vehicle reimbursement grant	Got price estimate for new rescue truck last week.
	13:00	14:00	1.00	vehicle reimbursement grant	Got as far as I can. Sent Robin an email that I need her help with the forms.
	14:00	14:30	0.50	admin	scheduling CPR and Title 22 class correspondence with crew via text.
	16:00	16:30	0.50	admin	finished up 2023 training PDF, emailed copy to Cheifs, starting on 2023 Run Summary
	17:30	20:30	3.00	firewise	2023 runs summary sheet for annual update, NFIRS Codes on all runs, still need to enter in NFIRS!
2/6/2024	9:00	9:30	0.50	firewise	annual update
	10:00	10:15	0.25	admin	applied for training grant from GSRMA for upcoming Red Cross Classes
	10:15	11:00	0.25	firewise	back to annual update.
	11:00	12:45	1.75	NFIRS	NFIRS site doesn't work well on my internet, took this long to enter two runs. Entered the two fires for 2023. We are only
2/7/2024	10:00	10:30	0.50	admin	got confirmation that training grant is approved. Email with Denise re: Pike FH Planning committee.
	10:30	11:15	0.75	vehicle reimbursement grant	talked to Robin, got help
	12:00	13:30	1.50	vehicle reimbursement grant	Have gotten contradictory advice from Robin regarding which forms are required. Trying to sort it out. Spent a lot of time
	13:30	15:00	1.00	admin	caught up minute scans and posted on website, organized files
2/8/2024	7:45	8:00	0.25	admin	emails asked USDA rep to call me
	10:15	10:30	0.25	vehicle reimbursement grant	talked to Robin again. Things are on track!!!
	11:30	15:00	2.50	vehicle reimbursement grant	Almost done! Have EMT training in DV tonight have to go!
2/9/2024	9:00	10:30	1.50	vehicle reimbursement grant	Grant submitted, waiting to hear if it is OK to submit to State Clearing house. There is a little SNAFU with the old Alleghany
	11:30	12:00	0.50	vehicle reimbursement grant	Heard back from Robin and submitted to State Clearinghouse. All done.
2/10/2024	9:45	10:30	1.25	admin	run report, combined 2023 files and emailed to chiefs, started on 2/15 agenda and staff report
2/12/2024	10:15	11:15	1.00	bookkeeping	
	11:15	11:30	0.25	admin	talked to C. Dorn re: radios on 7145 he authorized taking it to Banner Comm.
	12:30	13:30	1.00	bookkeeping	caught up
	13:30	16:00	2.50	admin	finished up meeting docs (almost) went to Post Office, mailed bills, purchased stamps for 2023 Summary mailout
2/13/2024	9:30	11:30	2.00	admin	doing and redoing meeting packets! Still found another error in 2023 Activity summary after I thought I was done.
2/14/2024			0.25	admin	typed CPUC letter re At and T backand forth emails with Larry Allen
2/15/2024	9:00	10:00	1.00	admin	revised 2023 Activity summary with two added runs, letter for C Dorn, updated website and agenda list with CPUC letter
2/17/2024	12:00	16:00	4.00	Red Cross	getting ready for CPRO class
2/18/2024	8:00	16:00	8.00	Red Cross	taught CPRO 16 Students
2/21/2024	11:30	13:30	2.00	firewise	mailer labels, sent to mountain mess and Edda for printing
	18:00	19:00	1.00	firewise	folding taping and sticking mailer
2/22/2024	8:00	10:00	2.00	firewise	folding taping and sticking mailer
	15:00	15:15	0.25	operations	Red Cross certs and invoicing
2/23/2024	10:00	10:15	0.25	admin	PUC AT&Tcomment submitted
		Feb-24	46.00		Did not document phone calls and emails end of February early March
3/11/2024	5:30	6:30	1	operations	checked medical bags on 7145 plus all oxygen bags, made list of supplies needed, crew doing the same in Pike, took
3/13/2024	11:00	11:30	0.5	admin	emails mostly. LeTina, etc.
	11:30	12:00	0.5	operations	working on supply order for medical bags.
3/14/2024	9:30	10:30	1	admin	meeting docs, power outage caused by wind
	15:30	16:00	0.5	admin	mini mail-out of 2023 annual update to Yuba Water Agency Directors and GM
3/15/2024	9:00	9:15	0.25	admin	emails to Larry Allen and Denise Ruane
	11:00	12:00	1	admin	meeting docs including t report
3/16/2024			3	Red Cross	preparations for teaching class on 3/17
3/17/2024	8:00	16:00	8	Red Cross	title 22 class
3/18/2024	15:00	17:00	2	admin	meeting packets posted online, printed and at post office
3/20/2024	9:45	10:00	0.25	admin	emails
	14:00	15:45	1.75	Red Cross	redcross class entry completed, cards printed, medical supply order sent questions to Cameron.
	16:30	17:00	0.5	bookkeeping	caught up
3/21/2024	10:00	11:15	1.25	admin	Kilham Fire payroll (donated my time), Auditor re Gov. Comp. report provided 2023 data
	11:15	12:15	1	firewise	invoice preparation and submission to Van Maddox
3/23/2024	10:00	12:30	2.5	admin	finished Board Member Handbook for April adoption.
	12:45	13:15	0.5	admin	more changes to Handbook
	13:15	15:00	1.75	operations	medical supply order, emails to Cameron, shopping again. Time consuming

PRCSD TIME FY23-24

Date	Start	Stop	Hours	Category	Notes
3/25/2024	10:30	11:00	0.5	admin	emails and printed RM policy for training
3/29/2024	13:00	13:15	0.25	bookkeeping	paid PG&E bill and cc card and transferred \$ from savings to checking
3/30/2024	11:30	13:30	2	bookkeeping	entered budget in QB, proposed changes prepared for board approval, caught up bookkeeping, March bank recs and t.
		Mar-24	30		
4/1/2024	10:30	11:00	0.5	admin	tallied 2023 hours, emails
	12:30	12:45	0.25	admin	trying to find AMA form on Norcal EMS website, finally sent them an email.
4/2/2024	9:30	10:00	0.5	admin	working on new PCR form, follow up on a few emails
	11:00	11:30	0.5	admin	Emergency Preparedness Grant. We have \$6,000 to spend!
4/4/2024	15:15	15:30	0.25	admin	checking emails.
4/5/2024	15:00	15:30	0.5	admin	typed March minutes (took longer than the meeting!)
4/12/2024	8:30	11:30	3	admin	medical item grant
	12:00	14:00	2	admin	medical item grant
4/15/2024	8:45	11:30	3.25	admin	meeting docs, including posting hard copies and digital files on website and email, submitted grant for medical stuff
4/16/2024	11:30	13:00	1.5	admin	Working with House of Print on new PCR form, decided to pay for them to do the typesetting. \$80 to \$160
4/17/2024	8:30	9:00	0.5	admin	email follow-ups and PCR follow-up confirmed that they got mark-up copy
	9:00	10:00	1	bookkeeping	
	10:00	12:30	2.5	admin	NORCAL ROSTER Compliance, Sam.gov renewal, follow up on architect's contract, got signed copy.
4/18/2024	8:30	9:30	1	admin	emails, ordered medical supplies not included on grant (gloves and sam splints) sent copy of my contract to insurance
	17:30	20:00	2.5	admin	Pike FH committee meeting, board meeting, typed minutes when I got home.
4/19/2024	8:30	9:30	1	admin	followed up on a few things from meeting. Emails, new GSRMA portal login won't work....
	10:30	11:30	1	admin	finally got in to portal. New insurance cont. \$5,962 higher than last year! 68% increase OUCH
4/26/2024	9:00	9:15	0.25	admin	reviewed draft PCR from house of print, sent proof with marks back, talked to Jeff at HOPC
	12:30	14:00	1.5	bookkeeping	caught up, took checks to Bruce to sign, mailed
4/29/2024	11:00	12:00	1	bookkeeping	problems with QB payroll renewal, finally got it in. Processed payroll taxes.
	14:00	16:00	2	bookkeeping	finished up Payroll taxes in QB, submitted revised budget for medical supply grant, paid cc card, posted all cc bills, had to
	18:15	18:30	0.25	admin	checked on SAM.gov to make sure renewal stuck and it appears to have stuck even though I never got an email notice
		Apr-24	26.75		
5/6/2024	17:30	20:30	3	admin	cleaning and purging files at Pike FH with J. Buckbee oversight
	20:30	21:00	0.5	bookkeeping	bills, prepared checks for Bruce to sign, remembered that we pay Napa (Reibes) online
5/8/2024	10:00	11:00	1	everything	emails, for PCR, firewise etc. arranging trailer for cemetery clean-up
	12:30	15:30	3	bookkeeping	preliminary budget time includes updating worksheets for recent policy changes
5/9/2024	14:00	15:30	1.5	bookkeeping	preliminary budget finished
5/15/2024	6:30	7:00	0.5	admin	sent insurance request to GRSMA for new vehicle, talked to C. Dorn re several things including 50/50 grant
	8:45	10:00	1.25	admin	updated email correspondence list for meeting, posted online and emailed, few follow-up emails
5/18/2024	18:30	18:45	0.25	admin	BOD meeting took minutes
5/20/2024	5:45	6:30	0.75	strike team admin	Pendola Fire
5/21/2024	8:45	9:00	0.25	strike team admin	Pendola Fire, talked to C. Dorn and Graham Rice
5/22/2024	10:00	11:00	1	strike team admin	Pendola Fire, hit a road block, talked to USFS office in Albuquerque, got more info from C. Dorn. Started the forms. Graham
5/23/2024	8:30	10:00	1.5	admin	50/50 Volunteer Fire Capacity Grant app submitted via new and confusing process, total budget \$7,322 seeking \$3,661
	10:15	11:00	0.75	strike team admin	Pendola Fire invoice, led to salary survey inquiry, still missing some pieces!
5/24/2024	13:00	13:30	0.5	strike team admin	submitted Pendola Inv. To Graham Rice to look over along with supporting docs. (One form still needs to be signed by C.
5/28/2024	10:00	10:15	0.25	bookkeeping	paid PGE and CC card
		May-24	16		
6/3/2024	10:00	10:30	0.5	admin	everything including strike team follow up, but donating.
6/3/2024	11:30	15:00	3.5	bookkeeping	caught up still need to book donation of 7145
6/4/2024	7:45	8:15	0.5	admin	submitted Pendola invoice, emails and dealt with credit card fraud on C. Dorn's card.
6/4/2024	12:00	12:30	0.5	strike team admin	follow up on Pendola invoice plus tried to submit Mill Fire to CAL FIRE getting the run-around....
6/5/2024	16:00	16:30	0.5	admin	everything including strike team follow up, but donating.
6/6/2024	13:00	14:30	1.5	admin	grants, bookkeeping, oath of office burns, paid bills
6/6/2024	15:00	15:15	0.25	admin	started staff report for June, took stuff to B. Coons for safekeeping while we are in Montana (to be kept in PO SAFE)
6/6/2024	21:30	22:00	0.5	strike team admin	New form for Mill Fire submitted, issued new Red cards. Reviewed cooperative agreement with FS
6/14/2024	13:00	14:00	1	admin	various. Talked to C Dorn on a few things...contract research etc.

PRCSD TIME FY23-24

Date	Start	Stop	Hours	Category	Notes
6/14/2024	14:30	16:30	2	admin	meeting docs, talked to insurance company re independent contractors GL coverage
6/16/2024	10:15	12:00	1.75	admin	budget, agenda, draft letter re medical expenses to county
	15:15	17:00	1.75	admin	meeting docs finished and posted.
6/17/2024	13:45	15:45	2	admin	call to IRS multi tasked while on hold. Was on hold for one hour and 45 minutes!
6/19/2024	7:45	12:00	4.25	admin	additional meeting documents
6/20/2024	7:30	9:30	2	Secretary	(Mountain time) attended meeting and typed minutes afterwards
6/21/2024	9:15	9:30	0.5	strike team admin	fuel card research.
6/21/2024	15:30	16:00	0.5	strike team admin	talked to sales rep from Cruise America Card, submitted application
6/22/2024	10:30	11:00	0.5	strike team admin	phone call with C.Dorn re recent assignments
6/27/2024	12:30	14:45	2.25	stike team admin	Salary survey calc inquiry to MARS staff, fuel card application, MARS login, learned how to get Crystal Reports for Cal Fire
6/27/2024	14:45	16:00	1.25	bookkeeping	
6/28/2024	11:45	15:00	3.25	bookkeeping	worked on streetlight billing issue, besides regular bookkeeping
6/30/2024	15:00	15:30	0.5	strike team admin	payroll for Pendola Fire, C King set up as employee, mail to B. Coons to sign checks
		Jun-24	31.25		
				All Hours FY 23/24	284 (doesn't include first responder time not part of pay, although there is some overlap with things like ordering medical supplies, but no actual scene time is included in these hours)
				Firewise	18.25 Firewise hours were billed to the County and pay was mostly donated back to district in April.
				Strike Team	10 Strike team billed at \$20 per hour, but more than paid for with mutual aid income for admin (10% per call)
				Red Cross	50.75 Red Cross hours were essentially donated and quite a few were for a class in Camptonville, we did get a \$1,000 training grant, I billed a total of \$675 for the classes taught for PRCSD which was offset by the grant, then I donated the pay back to the district in April.
				Amount paid (billed) to district for FY 23/24	\$3,440.00 breakdown: \$2,400 flat rate contract, \$675 Red Cross Instructor and \$369 Firewise admin.
				Average Hourly rate	\$12.11 Average pay, doesn't take into consideration amount paid at higher rate and flat rate. Minimum wage pay would be partially offset by \$3.89 per hour savings on strike team and firewise admin. There is a lot of overlap with strike team and bookkeeping (some bookkeeping is for the strike team besides what is fetted out)
				284 hours Works out to this amount at min. wage	\$4,544.00 Plus the district will have about 10% in payroll taxes to pay, so that adds another \$454 for the year or about \$5,000 at minimum wage with taxes for 284 hours.
					\$16.06
I have been trying to track all hours for the purpose of knowing what goes into the admin side of things. Some of the hours listed on this sheet would not be billable depending upon the job description. For example the Camptonville Red Cross class time was donated and was not billed to PRCSD. Camptonville was billed for the Red Cross fees only.					