

PRCSD TIME FY22-23

Date	Start	Stop	Hours	Category	Notes
			318.8	All documented hours	
			41.8	Operations includes some first responder time, not billable under contract.	
			277.0	Contract hours	
			3,290.00	Billed in FY22/23	Breakdown: \$2,400 flat rate admin, \$220 Firewise, \$495 Strike Team and \$175 Red Cross
			11.88	Average hourly rate	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 attendance.				

PRCSD TIME FY23-24

Date	Start	Stop	Hours	Category	Notes
			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
<p>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.</p>					

PRCSD

Date	Start	Stop	Hours	Category	Notes
7/1/20214	15:45	17:00	1.75	bookkeeping	set up new t report sheet for FY24-25, bank recs, caught up t report, insurance bill reviewed will pay tomorrow
7/2/2024	13:00	13:15	0.25	strike team admin	salary survey updated in MARS, attached copy of worksheet
7/2/2024	13:15	14:00	0.75	admin	paid insurance bill online, finished fuel card app.
7/2/2024	15:30	16:00	0.5	strike team admin	submitted Grizzly Fire docs and Double Fire docs to Cal Fire, realized that new Salary Survey dated after fires, so have to U
7/3/2024	14:00	14:14	0.25	strike team admin	had to contact ECC because we are missing the request numbers for Grizzley and Double Fire, also received Mountain Fire resource order from J. Buckbee. FF's on that call: J. Buckbee and C.King
7/5/2024	11:00	11:15	0.25	strike team admin	Double and Grizzly Fire Docs resubmitted, we were missing the request #'s on the FC-33's
7/9/2024	13:00	13:30	0.5	strike team admin	Mountain invoice, new salary survey accepted by Cal OES! Effective 7/2
7/9/2024	14:00	14:30	0.5	strike team admin	Mountain invoice submitted to FS with one question re a missing form, posted in QB, reached out to CAL FIRE for more information on billing them because I don't even know the amount to expect until after we get paid!
7/16/2024	12:30	13:00	0.5	admin	responded to Lee Adams re medical supplies, requested \$1,000 per year.
7/16/2024	15:00	15:30	0.5	bookkeeping	paid water bill for fiscal year, posted insurance payment added GL account for Cyber Liability
7/17/2024	12:30	14:00	1.5	bookkeeping	includes strike team admin, resubmitted Mt. Fire invoice needed one more form. Paid PGE bill researched streetlight issue in Forest City and tried sending an email to PGE because they never responded back. Started a log in WORD in streetlight folder. Heard back from PGE! Sent email explaining situation.
7/18/2024	15:30	17:00	1.5	streetlights	worked with PGE rep to sort out issues, talked to Cheryl Durret, sent summary to Bruce Coons and Burns Tenney
7/19/024	13:30	16:00	1.5	bookkeeping	mostly bookkeeping, a little on the streetlights, Federal payroll taxes done and did letter to IRS, paid bills, sent all to B. Coons by priority mail. Transferred funds from savings to cover Aug. 1st PGE and CC card payment.
7/21/2024	13:00	14:00	1	admin	Combo of firesafe and strike team admin. responded to Firesafe Counsel re planning project and CDF re Double Fire
7/23/2024	7:15	7:30	0.5	strike team admin	talked to C. Dorn re standby assignment and a few other things.
7/23/2024	13:15	13:45	0.5	strike team admin	standby assignment invoicing
7/25/2024	10:00	11:00	1	firewise	updated facebook pages with recent message from Danielle Bradford, worked on additional contacts for her, this is for planning project for fire hazard mitigation grants for Pike and Alleghany based on the list of interested residents that I put together a year ago.
7/26/2024	13:00	13:30	0.5	admin	bylaw and policy review
7/26/2024	13:30	14:00	0.5	strike team admin	state payroll taxes, updated treasurer's report system maint with EDD
7/26/2024	14:00	15:00	1	admin	conflict of int. code review, emailed clerk-recorders office, updated August agenda
7/26/2024	15:15	17:00	1.75	admin	website maintenance
		Total hours	17	272.00	17 hours at minimum wage for July.
			3.75	Strike Team for July, but there is a lot of overlap with bookkeeping	
			1.5	firewise bill to County	
			July hours without Strike team or firewise = 11.75 hours		

August 2024

Date	Time In	Time Out	Time in	Time Out	Total Working Hours	Decimal Hours	For	Notes
08/02/24	10:40	12:00			1:20	1.33	Treasurer	Bank recs. August PGE and CC bill posted, large cc bill had to track a few things down.
08/08/24	15:15	15:30			0:15	0.25	Secretary	agenda
08/08/24	15:30	16:00			0:30	0.50	streetlights	Streetlight update for staff report
08/09/24	10:43	11:30	12:00	13:15	2:02	2.03	Secretary	meeting docs and bylaw review
08/09/24	11:45	12:00			0:15	0.25	Strike Team	Phone call with C. Dorn
08/12/24	15:45	17:08			1:23	1.38	Treasurer	Staff report and meeting docs, both financial and secretarial, emails
08/13/24	15:45	16:35			0:50	0.83	Treasurer	meeting with Streamline re new website requirements and costs.
08/14/24	13:26	14:00			0:34	0.57	Secretary	called Pam Davis and Grace Lundeen after seeing emails re meeting. Ended up cancelling regular meeting due to the lack of a quorum.
08/15/24	6:00	6:45	9:00	9:15	1:00	1.00	Admin	posted cancelled meeting, phone call with C. Dorn and N. Cusator re: Pike FH docs from architect, cancelled meeting and strike team assignments. Follow-up email sent to Pike FH Committee members
08/15/24	13:10	13:40			0:30	0.50	Secretary	follow up on cancelled meeting, emails
08/16/24	15:08	16:00			0:52	0.87	Strike Team	worked on insurance question re strike team member
08/20/24	14:00	15:00	17:05	17:20	1:15	1.25	Strike Team	Talked to Lyn with NSJ fire about tracking outstanding submissions in MARS (CAL OES) and with CAL FIRE. Tallied up outstanding submissions, we have 4 in MARS and 3 that have been submitted to Cal fire. Both USFS calls have been paid. Worker's comp info to ins. company and license info emails with GSRMA
08/21/24	7:10	7:32	11:09	11:30	0:43	0.72	Strike Team	Phone call with C. Dorn, downloaded park fire receipts
08/21/24	11:30	12:00			0:30	0.50	Treasurer	Thank you letters and receipts for donations Robinsons and Jensens
08/24/24	11:00	11:15			0:15	0.25	Admin	strike team and insurance, email from Lynne of NSJ re tracking open assignments, emails with GSRMA re DMV research on driver's restrictions, sent email re: participation in RMAP
08/26/24	7:09	7:24	10:00	10:30	0:45	0.75	Admin	phone call with Ned and C. Dorn + RM stuff and budget stuff
08/26/24	10:53	11:30	13:15	16:15	3:37	3.62	Admin	rural capacity grant follow up, RMAP and staff report, hourly work summaries for FY 22-23 and 23-24 for Board packets (took over 2 hours)
08/27/24	12:15	14:45	15:00	15:41	3:11	3.18	Strike Team	entering outstanding calls in excel sheet for estimate of payments and tracking purposes.
08/27/24	15:30	17:00			1:30	1.50	Strike Team	finished first draft of estimates for 5 assignments
08/28/24	6:56	7:20			0:24	0.40	Strike Team	reworked estimates for CDF calls based on feedback from C. Dorn, reformatted and emailed to C. Dorn and Ned
08/30/24	11:45	12:00	12:45	12:50	0:20	0.33	streetlights	followed up on Forest City light with Cheryl Durret, it is on, I then followed up on 8/16 email about upgrade, never heard back. After lunch sent update to Bruce and Burns.
08/30/24	16:00	18:00			2:00	2.00	Pike FH Comm.	Studied document from architect, for one hour before hour long comm. Mtng.
08/31/24	10:30	12:30	13:00	14:15	3:15	3.25	Treasurer	Year-end accounting including updated Reserve Funds, started new fund sheet transferred \$ - current year bookkeeping caught up.
08/31/24	15:30	17:00			1:30	1.50	Strike Team	mostly worked on estimates and summary sheet. Still need more info.
					Total ALL	28.77		
					Without Yellow Highlights	19.28	\$ 308.53	August at minimum wage with 9.48 hours donated.
					Strike Team	9.67		Strike Team estimate, but there is some overlap with bookkeeping. There has been a lot of activity in this area, which more than pays for itself. 10% is paid for administration on all mutual aid and standby calls.