

PLIOCENE TIME CARD

Date	Time In	Time Out	Time in	Time Out	Total Working Hours	Decimal Hours	For	Notes
09/30/24	12:30	13:45	14:45	15:15	1:45	1.75	Treasurer	Mountain Fire PR, included updating wages in QB, RBA first paycheck/setup, paid bills, gathered PR forms for FF's not already on payroll to be sent to training.
09/30/24	15:15	15:50			0:35	0.58	Firewise	fulfilling request from Danielle Bradford for both communities to send info to Barry C. who is working with firesafe council. Discovered that 3-year action plans not updated on PRCSO website. Updated website and provided requested info. to Barry C. let them know that we have the community assessments coming up next year and will need help with that.
09/30/24	16:00	16:15			0:15	0.25	Donate	returned phone call from person with company working with the County on some type of disadvantaged community list. He was not in, got email address and emailed him. Updated my signature in gmail to show home office # as headline again.
10/01/24	15:45	16:30			0:45	0.75	Treasurer	got bank statements on bank's new platform, had to get help. Printed statements, paid PG&E bill
10/02/24	10:30	11:00	15:15	15:30	0:45	0.75	Donate	Completed Survey for Fire Risk Reduction Community List from the CA Board of Forestry and Fire Protection. This is supposed to help with getting firesafe grants. Emails with GSRMA re annual conf. etc. Organize files.
10/03/24	10:00	11:30			1:30	1.50	Treasurer	Bookkeeping almost caught up. Need to get missing cc receipts
10/03/24	11:30	12:00			0:30	0.50	Donate	part of work listed above, had problems with T. report formatting in excel.
10/08/24	9:45	11:00			1:15	1.25	Treasurer	Strike team admin, signed off on two invoices in MARS, updated sheet, followed up on Moonshine Fire, pulled additional data from MARS to update AR estimate.
10/09/24	6:15	7:45	11:45	12:30	2:15	2.25	Treasurer	Strike team admin.
10/09/24	13:45	15:00			1:15	1.25	Donate	signed up for HR assistance through GSRMA and emailed questions about vehicle use and job posting requirements, reviewed district vehicle policy.
10/09/24	20:20	21:16			0:56	0.93	Secretary	September Minutes
10/10/24	8:15	10:00			1:45	1.75	Treasurer	Strike Team admin. updated spreadsheet for all CAL-OES calls for C. Dorn, there are a few problems.
10/10/24	14:25	14:58			0:33	0.55	Secretary	Minutes/meeting docs
10/11/24	8:30	10:44			2:14	2.23	Secretary	Digital meeting packets prepared, emailed and posted online, spent about 15 minutes trying to get login for ISO platform, this has been going on for about 5 years now! Now their IT person is involved. Very frustrating.
10/14/24	9:00	9:30			0:30	0.50	Admin	HR Legal email. Call Pam Davis
10/14/24	14:15	15:25	18:00	20:00	3:10	3.17	Donate	follow-up on legal emails, gather more info. for meeting, called Bruce Coons and Grace Lundeen to make sure they can make it to meeting. Pam not able to attend. Meeting attendance plus drive time.
10/15/24	17:15	17:50	18:15	18:47	1:07	1.12	Treasurer	Sorting out standby assignment reporting problems. Phone call with C. Dorn at 18:15.
10/16/24	9:00	11:57			2:57	2.95	Treasurer	mostly accounting, some ISO, some OES, sent \$800 bill to non-resident per Ordinance #1 for September Medical call.
10/17/24	8:30	10:00			1:30	1.50	Donate	Cleaned and organized medical supply cabinet at Alleghany Station 1
10/17/24	11:30	13:00			1:30	1.50	Treasurer	USDA grant follow-up, requested required insurance docs, reviewed letter of conditions, emailed rep. to make sure they don't need anything else. Also confirmed status of streetlight with badge #5 with Cheryl Durrett and let PGE know that it has been upgraded to a LED.
10/18/24	8:30	10:30			2:00	2.00	Donate	Met with Jake Dickman of GSRMA re RMAP program to get it rolling.

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10/19/24	3:00	5:00			2:00	2.00	Treasurer	Strike Team Admin. working on summary sheet and estimate for C. Dorn, pulled data from MARS, found a few date errors and fixed them, rejected one invoice that had incorrect incident # on it, per C. Dorn's direction.
10/20/24	9:00	9:15			0:15	0.25	Treasurer	strike team admin. revised estimate emailed to C. Dorn.
10/21/24	7:28	7:55	8:15	8:30	0:42	0.70	Treasurer	strike team- workers comp claim trying to get things moving.
10/22/24	9:05	9:45	10:05	10:24	0:59	0.98	Treasurer	workers comp claim
10/22/24	13:45	15:47	17:18	17:54	2:38	2.63	Treasurer	workers comp claim, MD&A for audit and strike team admin (summary sheet), thankyou letter and receipt to Caliber Collision. GSRMA conference registration x3.
10/23/24	9:00	9:26			0:26	0.43	Donate	GSRMA conf. follow-up emails, firewise forward to FSCouncil, emails.
10/24/24	8:30	9:14			0:44	0.73	Treasurer	Worker's comp claim, GSRMA conf. email, AR email, got a phonecall at 8:30 am from Will with Mintier Harnesh, a firm that is doing a disadvantaged community needs assesment for the County. This could result in grant funding down the road. Emailed him Scott Hall's contact too, as he didn't have a contact for Sierra City. Emailed list of district vehicles as well.
10/28/24	10:30	11:00			0:30	0.50	Treasurer	Strike Team Approved invoice for BEAR Fire in MARS, emails.
10/29/24	10:00	12:00			2:00	2.00	Donate	Hazard Mitigation Plan Steering Committee Kick off mtng.
10/29/24	12:15	14:30	15:00	18:00	5:15	5.25	Treasurer	FY 23/24 audit MD&A and payroll taxes. One-hour phone call with Auditor Blain Boden re recent accounting changes and how to combine accounts on page 12 of report.
10/30/24	9:00	9:45			0:45	0.75	Donate	Med bag exchange follow-up, USDA grant follow-up, printed new reports from Blain Boden.
30-Oct-24	9:45	11:55			0:09	2.17	Treasurer	finished MD&A for audit, went over "letter of conditions" for USDA grant and emailed questions to Robin Yasso, Created draft update to policy 2030 Purchasing for board consideration and added to Nov. agenda.
					Total All	47.43		
					donate	9.42		
					Payroll hours	38.02		