

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
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
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
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
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 engagment letter sent, other follow-up stuff
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
				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 on website
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

	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 it from PDF file posted online. Power came back on early afternoon.
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 register.
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. Found out that I can't file the state taxes until after March 31st on EDD site, Federal taxes are paid annually with form 944 (I'd forgotten)
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.
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 requested.
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.
	19:00	21:00	2	admin	SAM.gov update mostly
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.
					followed up on several things to make sure they went through: FCC license, SAM.gov, request for forgiveness on old ambulance bill all OK
5/23/2023	16:00	17:00	1	admin	minutes for May 11th meeting typed.
	17:00	18:00	1	admin	deposit/organizing files/thank you card and receipt to Jennings foundation
5/29/2023	20:30	21:30	1	admin	estimate for planning comm. Meeting in Pike, Ned, David, Bruce, Denise, Roland and me
5/30/2023			0.5	admin	bookkeeping
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 and printed for Chief to sign. Got 2023 salary survey instructions, rate letter and agreements