

PLIOCENE TIME CARD

Time In	Time Out	Time In	Time Out	Total Working Hours	Decimal Hours	For	Notes
10:00	12:15	13:15	13:45	2:45	2.75	Administration	quill order ID cards, manual checks for reimbursements, docs for C Mills to sign for PGE, drafted proposed changes to Policy #1020 and forwarded to HR Attorney and Chief Buckbee for review. Printed docs for ethics/harrasment prevention training.
17:30	21:30			4:00	4.00	Operations	facilitating and attending Ethics/Harrasment Prevention Training held at Pike FH
9:35	10:35			1:00	1.00	Administration	Documents for PGE signed by C. Mills scanned and sent, more questions for HR Attorney ccd J. Buckbee
8:30	11:45			3:15	3.25	Red Cross	Red Cross instructor issues, very frustrating dealing with the Red Cross!!! Created flyer for upcoming course etc.
8:30	10:00			1:30	1.50	Red Cross	Preparing for Red Cross class in Sierra City, CPRO all new materials
11:45	12:30	13:00	15:00	2:45	2.75	Treasurer	bookkeeping and payroll
9:00	12:00			3:00	3.00	Red Cross	Sierra City Red Cross class prep.
15:00	18:30			3:30	3.50	Red Cross	Taught CPRO Class to Sierra City Fire Dept. 7 students
9:00	10:30			1:30	1.50	Administration	Grant's came in for rescue truck, paid EFTPS payroll taxes, followed-up on questions sent to HR attorney that were forwarded to another attorney. Title 22 training back and forth correspondence with Jenni McGuire of Norcal-EMS
15:30	16:30			1:00	1.00	Administration	Drafted bylaw clean-up document and finished minutes.
10:00	11:00	12:45	14:00	2:15	2.25	Red Cross	Setting up title 22 class, emails, vector solutions, hazard mit. Plan, 2024 Run summary.
11:00	12:00			1:00	1.00	Red Cross	finalizing docs for Sierra City course including invoice preparation.
9:00	10:30			1:30	1.50	Administration	Meeting docs, budget vs ytd and staff report, bylaws
11:30	13:00	15:00	16:30	3:00	3.00	firewise	2024 Run Tally and annual mailer
20:00	21:30			1:30	1.50	Administration	Annual mailer/Secretary/job listing resubmitted to local papers
9:30	12:00	12:30	13:00	3:00	3.00	Administration	meeting documents that fall under both Secretary and Treasurer
12:15	15:15			3:00	3.00	Administration	investment research, bookkeeping caught up, provided docs to agenda list and posted online. Meeting docs.
9:15	11:45	12:45	13:30	3:15	3.25	Administration	Typed the minutes from the previous night's meeting. Updated bylaws, found more things to fix, updated website, filled out paperwork for investment fund.
13:00	13:30			0:30	0.50	firewise	annual mailer
13:30	14:30			1:00	1.00	Administration	Scanned files for RMAP, Resolution for C. Mills to sign, Files maint.
9:30	9:45			0:15	0.25	Administration	emails
11:00	12:00	12:45	14:00	2:15	2.25	firewise	mailer finished sent 250.
17:30	20:30			3:00	3.00	Operations	Attended AHA CPR training in Downeyville
9:00	12:00			3:00	3.00	Operations	EMT certification renewal application completed, had to do two more Ces
8:00	9:00	9:30	11:15	2:45	2.75	Administration	checked on fund investments, bookkeeping, paid State PR taxes for Feb., website update, sent annual update to Yuba Water Agency BOD via email, cc'd Chief Buckbee, added them to contacts in gmail, created Yuba Water Agency Label, made adopted updates to Policy 1020 and posted on website. Updated officer positions.
19:45	21:00			1:15	1.25	Administration	
				0:00	0.00		
				Total All	56.75		
				Operations	10.00		
				Red Cross	14.50		
				Payroll hours	32.25		

Operations and Red Cross not part of job description. Donated

Firewise hours bill to title III

5:75

Hours Calc for PR4 March 2025

	Mill	Double	240116	Standby 2	240127	240129	240131	Bear	240132	240136	240143	240163	Total
hours	6	20.5	48	0	0	48	48	0	0	120	36	42	368.5
C. Shay	\$ 249.96	\$ 854.03	\$ 1,999.68			\$ 1,999.68	\$ 1,999.68			\$ 4,999.20	\$ 1,499.76	\$ 1,749.72	\$ 15,351.71
									Rae Bell Feb. hours		32.25		\$ 532.13
											PR GROSS		\$ 15,883.84
												verify	\$ 15,351.71

Hours