

PLIOCENE TIME CARD

Date	Time In	Time Out	Time in	Time Out	Total Working Hours	Decimal Hours	For	Notes
11/02/24	12:40	13:15	18:00	18:15	0:50	0.83	Treasurer	Paid cc card, bank rec. treasurer's report, transferred funds, 1st two OES checks arrived, sent info to C. Dorn.
11/04/24	9:00	9:20			0:20	0.33	Donate	Medical run follow-up and paperwork for NORCAL EMS
11/05/24	8:00	8:15	12:00	12:15	0:30	0.50	Treasurer	strike team hour tally for Cameron Shay, CDF invoices came in for signature, signed and sent back (all 3)
11/05/24	8:15	8:35			0:20	0.33	Firewise	Updated FB pages and sent email to group, requesting 2024 hours.
11/06/24	8:25	8:41			0:16	0.27	Donate	Scheduled Fire Extinguisher recert and double checked MARS for recent standby info.
11/12/24	9:00	9:08	16:30	17:00	0:38	0.63	Treasurer	following up on driving class invoices so that I can reimburse the 3 participants, pm prepared checks had Bruce sign. Closed C. Dorn's credit card. Also got cc card company to reverse late fee and int. for last payment made on day late.
11/16/24	13:00	15:30	17:30	18:30	3:30	3.50	Secretary	minutes and meeting docs, emailed and posted online, still need to make hard copy
11/16/24	18:30	20:15			1:45	1.75	Treasurer	Strike team admin: driving school letters, payroll forms to drop at firehouse, training info etc. MARS invoices, approved one, problem with another.
11/20/24	11:30	12:00			0:30	0.50	Firewise	gathering hours and responding to questions.
11/20/24	12:30	12:50			0:20	0.33	Treasurer	Strike team, trying to figure out discrepancy between my sheet and MARS for standby 2
11/21/24	10:30	12:00	12:45	13:00	1:45	1.75	Treasurer	strike team mostly, approved two more invoices in MARS after confirming with Ned. Got interrupted by ACWD phone call at 13:45!
11/21/24	14:40	16:00	17:15	18:00	2:05	2.08	Treasurer	strike team admin. and bookkeeping
11/21/24	18:30	19:15			0:45	0.75	Donate	Board meeting cancelled but stayed doing various PRCSD tasks with crew
11/21/24	19:30	21:45			2:15	2.25	Treasurer	Finished catching up the bookkeeping, had to track down some credit card invoices. Rebilled for Sept medical call per patient's instructions scheduled PGE payment.
11/22/24	9:00	10:00			1:00	1.00	Donate	updated rosters and sent to dispatch
11/22/24	10:00	11:00			1:00	1.00	Firewise	submitted 2024 data for both communities, split 50/50 for County Bill
11/26/24	19:00	19:30			0:30	0.50	Secretary	back and forth emails to reschedule meeting, sent PR schedule question to HR attorney (actually the Treasurer's hat).
11/27/24	10:15	11:40			1:25	1.42	Donate	Medical supply orders.
11/29/24	7:55	8:20			0:25	0.42	Treasurer	paid a few bills
					<b>Total All</b>	<b>20.15</b>		
					donate	3.77		
					<b>Payroll hours</b>	<b>16.38</b>		