This document was developed by Wildfire-Ready Coalition of Nevada County volunteers.
We welcome your improvement suggestions. Thank you.

WILDFIRE-READY COALITION OF NEVADA COUNTY	How To: **Track and Report FWC Hours and Costs**
PURPOSE	To maintain your Firewise Community certification. you are required to upload your annual volunteer hours and money spent toward making your community safer from wildfire. All activities, whether individuals working on their own property, or a group of volunteers working together on a community project, are applicable. Expenses can include the purchase of equipment such as chainsaws and hand tools, fuel for the equipment, materials to harden your home, renting a chipper or hiring a tree service contractor to do the work.
STEPS	1. Familiarize yourself with the "Volunteer Hourly Worksheet" available from the National Fire Prevention Association website; Firewise USA - Annual renewal information | Firewise USA. The form is simple to use and contains two (2) categories: Hours Worked and Money Spent. The "**Hours Worked**" section contains four (4) categories to tally your community's hours: a. **Dwelling Unit/Home** is where you enter time spent on home hardening, cleaning gutters and other items pertaining to structure protection. Include all detached buildings you work on or around, such as garages, woodsheds, pumphouses, etc. b. **Landscaping** includes all of your 100-foot defensible space like leaf cleanup, tree trimming, pile and broadcast burning, and maintenance of your landscape plants. c. **Common Areas** includes all the Firewise Community projects you do as a group, such as clearing vegetation along evacuation routes, Scotch broom removal or water source improvements for fire suppression. d. **Miscellaneous** includes all meetings, time spent organizing events, educating neighbors, and even reading through these materials to help manage your Firewise Community.

The "**Money Spent**" is broken into seven (7) self-explanatory categories including:

a. **Chipper Costs:** purchase/rental, fuels, oil, disposal fees, etc.

b. **Other Equipment Costs**: Chainsaw purchase/rental, power equipment purchase/rental, hand tools, protective equipment, etc.

c. **Contractor Costs**: arborists, landscapers, professional forestry services, debris removal, etc.

d. **Home Improvement Costs**: roofs, decks, windows, vent screening, retrofit, etc.

e. **Landscaping/DIY**

f. **Miscellaneous**: paper, envelopes/postage, snacks provided at meetings and events, etc.

g. **Vehicle Mileage**. This category is often overlooked. Count the miles you put on your vehicle going to and from meetings, picking up rental equipment, advising neighbors, etc.

2. Ongoing collection of data. Some communities find it easier to collect this data on a flow basis. Utilize your preferred communication medium to regularly prompt your members to send in their current hours and money spent toward wildfire prevention and preparation. Firewise Communities use various communication options. For example:
   a. Email distribution lists.
   b. Facebook.
   c. Webpage.
   d. Phone tree.

   This may seem overwhelming at first, and consistency is key. Encourage your members to print the Volunteer Hourly Worksheet form and keep it handy. When they finish a task, or at the end of the month, they can tally up an estimate of the time spent on each category. At the end of the year, your members will have a close estimate of their contributions.

   Be sure to also maintain all hours and costs attributed to any community coordinated work days!

3. Compiling the Community's Data. This is perhaps the most challenging part of the reporting requirement! Getting your Firewise Community members to report their total hours and

	money spent to the committee. Not everyone will keep and report a running total throughout the year of their fire hazard reduction work. Identify a volunteer from your community willing to collect your community members' information and add up your Community totals. Email seems to work best but allow a "low-tech" member option to drop it off or mail it or even to telephone your volunteer collecting the data. Make it as easy as possible by giving people multiple reporting options. 4. Proper motivational messaging. A month in advance of your renewal deadline, your Firewise committee should send out multiple messages to remind your members of the importance of reporting their volunteer hours and money spent. Reassure them they need only provide their "best estimate." These messages can also be used to educate your members as to why their participation in community reporting is so important: a. Your annual Firewise renewal requires a minimum level of community participation. b. All the hours and money spent can be used as matching funds to qualify for grant funding by government and non-profits. This helps the overall effort of hazard reduction throughout Nevada County. c. It motivates the community when they see the value of their efforts translated into hundreds of thousands of dollars each year! Do all you can to accommodate everyone's abilities and needs to get the highest level of reporting possible. Except in rare cases, like small Firewise Communities, you will never get 100% participation in the reporting of hours and money spent. In the three years of 2022-2024 Nevada County Firewise Communities have logged over $75 million dollars of investment! That is an underreported number as not all members report.
TIPS	Include a copy of the "Volunteer Hourly Worksheet" with your messages to remind members of the categories available. Consider developing your own an easy-to-use form, like Excel or an online Google form, so members can just fill in the boxes. You want to make data reporting and collection as easy as possible. Send out additional reminders, including a day or two before your reporting deadline. Consider creating an artificial deadline that is at

	least a week before the actual deadline, so you have time to pick up a few more responses from people that send it a little late.