

**Duplication of Recording Accomplishments within the  
South Carolina Forestry Commission Project Foresters'  
Reporting System  
2020 CPM Project**

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## **Problem Statement**

Currently South Carolina Forestry Commission (SCFC) Project Foresters use six different report formats to document their accomplishments each month. These reports are used by the SCFC to provide required accomplishment documentation to Federal and State agencies as well as documentation for Project Foresters' EPMS's. There is a need to streamline the process to avoid duplication and eliminate opportunities for errors in Project Foresters' accomplishment reporting. There is also a need to make the reporting tools more user friendly on both the data entry and the running of reports side.

The six different reports that Project Foresters currently maintain are:

- Management Case Book (The Blue Book)
- 3209-1 (Forest Management Monthly Report)
- Accomplishment Log (Points Log)
- A-1 (SCFC Employee's Monthly Report)
- Local Government and Organizations Report
- WUI Monthly Accomplishments

## **Management Case Book (Blue Book)**

The Management Case Book (*see appendix A*) has been used in some form as far back as the SCFC's institutional knowledge goes. Its last revision was completed in November of 2009. This document relates closely with the 3209-1 (Forest Management Monthly Report). Each month is recorded on two pages that captures the forest management work to be completed and accomplished by a Project Forester per county.

Each row is associated with an individual landowner, and specific accomplishment data is recorded in the appropriate column. These columns can be added up and summarized at the bottom of the page.

This document should be filled out by the Project Forester as he proceeds through the servicing of the landowner on a first come first serve basis per SCFC procedure 3209.1 (*see appendix B*). The project Forester should record information such as landowner name and type of assistance requested as soon as the landowner requests assistance. As the work is completed, the Project Forester should record the data in the appropriate column. When the next month starts, the Project Forester will move the unassisted request over to the next month's pages to keep the order of request in line.

The Management Case Book has traditionally been completed filling out the physical "Blue Book" by hand, but many Project Foresters are using an electronic version now. Some Project Foresters keep a separate request log and do not input any information into the Management Case Book until the work is complete.

The Management Case Book is a tool used by the Project Forester to complete the 3209-1 and is not seen by anyone else unless requested.

### **3209-1 (Forest Management Monthly Report)**

As stated above, the 3209-1 (*see appendix C*) is closely related to the Management Case Book and has been used in some form as far back as the SCFC's institutional knowledge goes. Each month is recorded in Microsoft Excel and captures forest management and other work accomplished in a county. This includes work accomplished by the Project Forester as well as other SCFC personnel in a county.

Each month has a separate sheet in Excel and is summarized on another sheet based on the fiscal year (July 1 to June 30). The rows (“Line #”) are associated with a specific accomplishments, and data is recorded in the appropriate columns.

This document can be filled out by the Project Forester as he either proceeds through the month or at the end of the month.

The 3209-1 is used to make monthly county, Project Forester, regional and statewide summaries of accomplishments by the Forest Management staff. An annual summary is compiled as a portion of the annual report of the SCFC per SCFC policy 3209 (*see appendix D*).

### **Accomplishment Log (Points Log)**

The Accomplishment Log (*see appendix E*) is a spread sheet created in 2018 as a way to capture assigned point totals monthly for accomplishments of Project Foresters which are summarized for the year. These yearly point totals are directly correlated to EPMS ratings for 4 of the 5 Job Duties (95% of total) on Project Foresters’ EPMS’s. This form can be completed as the work is done or at the end of the month.

The Accomplishment Log is sent to the Project Forester’s Unit Forester who is the direct supervisor of the Project Forester. The Unit Forester uses the Accomplishment Log as the main tool for monitoring the progress of and completing of a Project Forester’s EPMS.

### **A-1 (SCFC Employee's Monthly Report)**

The A-1 (*see appendix F*) form has been used in some form as far back as the SCFC's institutional knowledge goes. It was last officially revised in November of 1982. It is used by all SCFC field personnel. However, some Project Foresters have modified the A-1 so that it correlates with their Points Log (*see appendix G*).

The A-1 is a daily calendar of an employee's activities each month. It also captures mileage driven and hours spent in the office and field. The A-1 should be filled out daily. It can be completed on a hard copy or electronically.

This document is sent to an employee's direct supervisor each month so the supervisor can monitor employees' activities and progression towards obtaining the required points needed for a Project Forester's EPMS.

### **Local Government and Organizations Report**

The Local Government and Organizations Report (*see appendix H*) is a form used to capture more in depth data on meetings attended by Project Foresters and Fire Management Officers. It is unclear how long this form has been around, and it is not used by all 3 Regions of the SCFC. The Coastal Region does not use it, and not every Project Forester uses this form.

Those who do use the Local Government and Organizations Report send it to their Unit Forester each month. The Unit Forester then uses it to report the Unit's accomplishments for the SCFC's Strategic Plan Report.

## **WUI (Wildland Urban Interface) Monthly Accomplishments**

The WUI Monthly Accomplishments Report (*see appendix I*) is a spread sheet used to capture fire prevention accomplishments, WUI/Firewise events, use of the Firewise trailer, Community Assessments, Fuel Mitigation projects, and fire prevention materials handed out to the public. This report is completed by Fire Management Officers as well as Project Foresters. It is unclear how long this form has been used. According to the survey referenced later, only 1 Project Forester outside of the Piedmont Region uses this report.

This report is sent to the Unit Forester monthly, summarized and then sent to the WUI/Fire Prevention Coordinator.

## **Project Forester Survey**

An anonymous survey was sent to all Project Foresters in the SCFC asking 8 questions about their required monthly paperwork. The only identifying information requested about the Project Forester was which Region the Project Forester works. The Project Foresters were given a month to complete the survey and were told that it was for my Certified Public Manager project on evaluating the paperwork completed by Project Foresters and the potential negative issues of their paperwork processes. At the close of the survey, 14 of the 16 Project Foresters completed the survey. There are 18 Project Forester positions within the SCFC, but 2 were unfilled at the time of the survey.

This survey was mainly used to capture soft data on the amount of time Project Foresters use to complete their required monthly paperwork. However, some of the open-ended questions captured Project Foresters' thoughts and attitudes toward the duplication of recording accomplishments.

The survey questions were as follows:

1. How much time per month do you spend completing your Management Case Book (The Blue Book)? Please answer in minutes.
2. How much time per month do you spend completing your 3209-1 (Forest Management Monthly Report)? Please answer in minutes.
3. How much time per month do you spend completing your Accomplishment Log (Points Log)? Please answer in minutes.
4. How much time per month do you spend completing your A-1 (SCFC Employee's Monthly Report)? Please answer in minutes.
5. How much time per month do you spend completing your Local Government and Organizations Report? Please answer in minutes.
6. How much time per month do you spend completing your WUI (Wildland Urban Interface) Monthly Accomplishments? Please answer in minutes.
7. Are there any other monthly reports that you complete to record your accomplishments?
8. If you could make any change to the monthly paperwork you are required to complete as a Project Forester, what would that be?

### **Project Forester Survey Results**

1. Foresters reported that they spend from 10 to 90 minutes completing their Case Book each month with a mean of 30 minutes.
2. Foresters reported that they spend from 5 to 90 minutes completing the 3209-1 form with a mean of 35 minutes.

3. Foresters reported that they spend from 0 to 150 minutes completing their A1 report with a mean of 41 minutes.
4. Foresters reported that they spend from 0 to 60 minutes on their Points Log with a mean of 22 minutes. It is impossible to spend 0 minutes on the Points Log and still receive an EPMS evaluation. So removing the Forester who reported 0 minutes, the remaining Foresters reported that they spend from 5 to 60 minutes on their Points Log with an average of 24 minutes.
5. Foresters reported that they spend from 0 to 20 minutes completing their WUI report with a mean of 4.
6. Foresters reported that they spend from 0 to 25 minutes completing their Local Government and Organizations report with a mean of 6 minutes.
- ***Total time Project Foresters spent completing these 6 forms is 32.7 hours with an average per Project Forester of 2 hours 20 minutes.***
7. Foresters reported that they complete Training Logs, Vehicle/Equipment Cost Records Summaries, and Truck Inspection Reports.
8. Foresters reported following changes they would make, but generally they boiled it down to making forms easier to use and eliminating duplication of recording activities:
  - “Consolidate all the repetitive paperwork to 1 form only.”
  - “Need to have a streamline way to record and keep up with training hours.”
  - “Eliminate the Points system.”
  - “Too much redundancy.”
  - “Combine them. A1 and accomplishment log can be combined for sure. Streamline 3209, it's pretty bulky. Make casebook into a binder or a spreadsheet that transfers to a 3209.”
  - “The monthly forest management report could be improved.”
  - “I would change the 3209 form to make it a little more easier to understand.”
  - “The A-1 and Bluebook could be combined. And develop a way to combine the point log and 3209-1.”
  - “The monthly forest management report could be improved.”



## **Duplication of Recording Activities.**

The six different forms that SCFC Project Foresters use to document their accomplishments have 30 different possible relationships between forms. All the forms have overlap with each other as seen in the table below. Duplication is considered when a certain accomplishment is recorded on 2 separate forms. This duplication is not exact but does capture the same accomplishment. An example would be is a Project Forester completed 1 Southern Pine Beetle cost share plan and 1 separate Forest Renewal Program cost share plan on his Management Case Book and 3209-1, they would be recorded as 2 cost share plans (no program specified) on the Project Forester's Points Log.

Thirteen (13) of the relationships between forms have varied duplication due to the fact that one or more of the forms are open forms. Open forms mean that they can be used to capture an unlimited variety of accomplishments as opposed to the others that capture specific types of accomplishments. This mainly involves the Local Government and Organizations form and the A1 form.

Of the remaining 17 combinations of relationships between the 6 forms there is duplication of documenting accomplishments ranging from 10% to 100% with an average of 66%. Five form relationships have 100% duplication at some level.

In the table below, the numbers in the table represent the percentage of duplication between the X and Y axis forms. The duplication is the percentage of the X axis form that is also recorded in the Y axis form. *For example, 12% of the data captured in the Case Book is also captured in the WUI report. Whereas, 57% of the data captured in the WUI report is captured in the Case Book.*

Case Book		79	56	Varies	Varies	57
3209-1	100		56	Varies	Varies	57
Points Log	88	62		Varies	Varies	57
A-1	100	100	100		100	57
LocalGov	Varies	Varies	Varies	Varies		Varies
WUI	12	10	31	Varies	Varies	
	Case Book	3209-1	Points Log	A-1	Local Gov	WUI
<i>Percentage of X axis form data duplicated in the Y axis form.</i>						

## Summary

When Scott Phillips became the South Carolina Forestry Commission’s State Forester in 2018, he stated 5 priorities for the SCFC. One of those priorities being “Making the Commission a desirable place to work”.

Question #8 on the Project Foresters’ survey resulted in 5 of the 9 responses suggesting an elimination of duplication of paperwork and/or combining certain forms. None of the responses stated that any information no longer needs to be collected. The only statement that desired anything to specifically be eliminated was the statement “Eliminate the Points system” which deals with how Project Foresters’ EPMS’s are completed. The abundance of duplication in Project Foresters’ reporting can negatively affect morale.

The SCFC should develop a new way of capturing Project Foresters accomplishments that only uses 1 reporting system. This could be a spread sheet or a centralized database. Using 1 accomplishment reporting system would free up Project Foresters' valuable time, improve morale, and lower the chance of errors.

Project Foresters should be included in this process as they best understand their own work flow processes. This will also help in the SCFC priority of "Making the Commission a desirable place to work" by employees having their voices heard.

The most cost effective solution would be to build an Excel spreadsheet in house that at a minimum combines the Management Case Book, 3209-1, Points Log, and WUI Report. This spread sheet would have a large number of columns so all the information in the 4 forms used now would be captured.

The issues that can arise with the large number of columns can be mitigated by basing everything off of the first column which would have "Data Validation" requirements. The data in the first column would be a description of the task completed. The Project Forester will only be allowed to choose from an approved drop down list through data validation (ex. RFA plan, SPB plan, Wildfire, Rx burn.....). Based on what data is entered into the first column, mandatory cells would be required to be completed on the corresponding row.

The information captured on the Local Government and Organizations Report is also captured on the A1 so the Local Government and Organizations Report could be dropped.

## **Measurements of Success**

Determining how successful moving from 6 forms to 2 forms will be in saving time would be difficult to measure because of individual Project Forester's experience levels and workload variables. The best way to determine success of the 2 form system would be to set continuous review and edit cycle of the new system by Forest Management staff and Project Foresters. Starting off, the review should be done at least yearly with the same people who develop the new form reconvening to review and make edits to the new form.

By being a system that is continuously reviewed and edited, success can be gauged by how many edits are needed if the type of work completed by Project Foresters remains the same. The South Carolina Forestry Commission is always evolving and the work requirements of Project Foresters is always changing. Edits made due to these changes in work requirements can be seen as measures of success.

## **Possible Future Projects**

- A project could be done to look at the cost of a true centralized database for the Project Foresters and other field personnel to record accomplishments.
- A project could be done to look at how Project Foresters are trained in completing paperwork and documenting accomplishments. The large variance in time spent completing paperwork can be explained by differing experience levels, but not all Project Foresters are required to complete the same paperwork.

- A project could be completed to see how accurate the data the Project Foresters are recording.

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE
1	APPENDIX A																													
2	PROGRAM :		<b>FORESTRY MANAGEMENT CASE BOOK</b>																											
3																														
4	RFA, FSP, FRP, SPB, LRP, WHIP, CRP, EQIP																													
5	COUNTY :																													
6			(46) BLACK, not Hispanic; (47) HISPANIC; (48) ASIAN/PACIFIC ISLANDER; (49) AMERICAN INDIAN/ALASKAN; (50) WHITE, not Hispanic																											
7			(52) Male; (53) Female; (54) Family				Management Exam & Plan				SPB		Cost Share Needs Check				Forestation Acres				Improvement									
8	FOREST LANDOWNER						RFA		Stew								Site Prep		Planting		Natural									
9				Gender			Program	New Acres	Rev Acres	New Acres	Rev Acres	Com Thinning Acres	N/Com Thinning Acres	FRP Acres	CRP Acres	LRP Acres	SPB Acres	Mech Acres	Chem Acres	C/S Acres	NC/S Acres	Pine Acres	Hardwood Acres		TSI Acres	Wildlife Habitat Acres	Water Shed Acres	Rec Acres	Prescribed Fire Acres	
10																														
11	Name	Address	46-50	52-54	New	Repeat		2	3	4	5	7	8	11	12	13	14	17	18	19	20	21	22		24	25	26	27	28	
12	1																								1					
13	2																								2					
14	3																								3					
15	4																								4					
16	5																								5					
17	6																								6					
18	7																								7					
19	8																								8					
20	9																								9					
21	10																								10					
22	11																								11					
23	12																								12					
24	13	TOTALS																							13	TOTALS				



## **APPENDIX B**

### **SCFC Policy 3209**

#### **3209 - FOREST MANAGEMENT ACCOMPLISHMENTS, RECORDS, AND REPORTS - PROCEDURE**

3209.1 All Forest Management activities related to woodland exams and miscellaneous assistance will be reported monthly by entering county data into computer. Each project forester will record activities in the management case book as they occur.

3209.2 The Forest Management Section will compile a summary of forest management information from computer by county, unit, region, and state totals.

3209.3 Forest services activities will be kept by units/regions. This will be sent to the Forest Management Section at the end of each fiscal year.

3209.4 Rental equipment activities will be kept by units/regions. This will be sent to the Forest Management Section at the end of each fiscal year.

3209.5 The Forest Management Section will compile a state summary of rental equipment and forest services activities on an annual basis for the Annual Report.



## FOREST MANAGEMENT MONTHLY REPORT

Revised 04/02/14

COUNTY: \_\_\_\_\_

MONTH / YR: \_\_\_\_\_

UNIT: \_\_\_\_\_

REGION: \_\_\_\_\_

FORESTER: \_\_\_\_\_

ACTIVITY	Line No.	Number	Acres
<b>FOREST MANAGEMENT EXAM &amp; PLAN</b>	1		
RURAL FORESTRY ASSISTANCE - NEW	2		
RURAL FORESTRY ASSISTANCE - REVISED	3		
STEWARDSHIP - NEW	4		
STEWARDSHIP - REVISED	5		
<b>SPB PREVENTION RECOMMENDATIONS</b>	6		
SPB COMMERCIAL THINNING REC.	7		
SPB PRECOMMERCIAL THINNING REC.	8		
	9		
<b>COST SHARE NEEDS CHECK</b>	10		
FRP	11		
CRP	12		
NRCS (WHIP/EQIP)	13		
SPB	14		
EFRP	15		
<b>FORESTATION</b>	16		
SITE PREP - MECHANICAL	17		
SITE PREP - CHEMICAL	18		
PLANTING - COST SHARE	19		
PLANTING - NON COST SHARE	20		
NATURAL REGEN - PINE	21		
NATURAL REGEN - HARDWOOD	22		
	23		
<b>TIMBER STAND IMPROVEMENT</b>	24		
<b>WILDLIFE HABITAT IMPROVEMENT</b>	25		
<b>WATERSHED IMPROVEMENT</b>	26		
<b>RECREATION IMPROVEMENT</b>	27		
<b>PRESCRIBED FIRE</b>	28		
SPB Hazard Reduction Thinning	29		
<b>REFERRAL - CONSULTING FORESTER</b>	30		
<b>REFERRAL - INDUSTRY FORESTER</b>	31		
<b>FOLLOW-UP (3203-2)</b>	32		
<b>FOREST PRODUCT OPERATOR CONTACT</b>	33		
<b>FOREST INSECT AND DISEASE CHECK</b>	34		
<b>URBAN FORESTRY ASSIST</b>	35		
	36		
<b>OUTREACH AND EDUCATION</b>	37		
<b>MEETINGS ATTENDED</b>	38		
<b>FORESTRY PRESENTATION</b>	39		
	40		
<b>TIMBER SALES ASSISTANCE</b>	41		
CONTRACT MARKING	42		
TIMBER HARVESTED	43		

FOREST LANDOWNERS ASSISTED	Line No.	Number	
<b>TOTAL - Groups &amp; Individuals</b>	44		
<b>INDIVIDUALS</b>	45	New	Repeat
Black, not Hispanic	46		
Hispanic	47		
Asian/ Pacific Island	48		
American Indian/Alaskan	49		
White, not Hispanic	50		
	51		
Male	52		
Female	53		
Family	54		

REQUEST PENDING	Line No.	Number	
RFA EXAM	55		
STEW EXAM	56		
COST SHARE CHECK	57		
	58		0
MARKING	59		
PRESCRIBED FIRE	60		

	<b># Persons</b>

	<b>Tons</b>

SUMMARY	Total Exams	
	Number	Acres
This Month		
This Fiscal Year		

Forward a report for each county to the Region Office by the 5th of each month.

**Landowner RFA Exams Completed\***

\* The information below is only required for RFA exams.  
 Information for Stewardship Plans, FRP cost share and Services are reported on different forms.

Case Book, 3209-1  
 Summary  
 Listed as something else in Case Book  
 3209-1 only

COUNTY: 0  
 MONTH / YR: 0 0  
 UNIT: 0  
 REGION: 0  
 FORESTER: 0

	Forester	Landowner Name	Email address (if no email address please list the code #)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

<p><b>E-mail Codes #:</b>                  1 - does not have e-mail                  2 - has e-mail, but does not want to give out</p>
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## **APPENDIX D**

### **SCFC Policy 3209**

3209 - FOREST MANAGEMENT ACCOMPLISHMENTS, RECORDS, AND REPORTS - POLICY Forest Management accomplishments will be recorded by county and entered into computer monthly. Regional, Area, and statewide summaries will be made monthly and compiled annually as a portion of the annual report of the South Carolina Forestry Commission.

APPENDIX E

Forester's Name:

Year:

**1. Job Duty:** Provide technical assistance and outreach to landowners and the general public to promote the active management of forestland to produce multiple benefits including the sustainable production of forest products, clean air and water, wildlife habitat, aesthetics and to mitigate wildfire risks.

Success Criteria:	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total Points YTD
<b>Obtain a total of 160 points by carrying out the tasks below for Job Duty 1:</b>													
write Forest Stewardship plans (points calculated by existing Stewardship points system) - minimum 10 points - Forester 1 -													
<b>A</b> write minimum of 3 co-written plans													0
<b>B</b> perform Tree Farm Inspection - 1 point each													0
<b>C</b> write non-cost-share forest management plans - 2 points each													0
<b>D</b> write cost share plans - 2 points each													0
<b>E</b> follow-up on cost share practices - 1 point each - utilize forest technicians whenever possible													0
<b>F</b> Perform outreach activities - 1 point for attending landowner or educational event, 2 points for doing presentation, 2 points for article or interview - specify activity -													0
_____													
_____													
<b>G</b> work with local governments to promote forestry - attend county council meetings and monitor agendas - minimum of 1 meeting per year													0
<b>H</b> perform insect & disease activities - 1 point for each day of activity													0
<b>Exceptional Rating:</b> Obtain a total of 250 points for Job Duty 1.													0

**Stewardship Plan Points System**

Forested Acres	Points
10 - 50	1
51 - 100	2
101 - 250	3
251 - 400	4
400+	5

# Forested Stands	Points
< 3	1
3 - 4	2
5 - 7	3
8 - 11	4
12+	5



Provide landowner services such as prescribed burning and timber marking in project area and elsewhere as

**3. Job Duty:** directed.

Success Criteria:	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total Points YTD
<b>Obtain a total of 10 points by carrying out the tasks below for Job Duty 3:</b>													
A write prescribed burn plans - 1 point each													0
B participate in prescribed burns - 2 points per day of burning													0
C perform follow-up of prescribed burns - 1 point each													0
D perform timber marking - 2 points for each day of work													0
E promote landowner services and seedling sales - 3 points maximum													0
<b>Exceptional Rating: Obtain a total of 30 points for Job Duty 3.</b>													0

**4. Job Duty:** Participate in opportunities for professional growth as directed.

Success Criteria:	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total Points YTD
<b>Obtain a total of 5 points by carrying out the tasks below for Job Duty 4:</b>													
A attend training - 1 point for each day of training													0
B conduct training - 2 points per class													0
C perform urban forestry work - 1 point per day													0
D work with specialty forester or in another program area - 1 point per day													0
E fill in for Supervisor - 2 points per week													0
F fill in for Unit Forester - 2 points per week													0
<b>Exceptional Rating: Obtain a total of 15 points for Job Duty 4</b>													0

Participate in activities and/or projects in support of the agency's mission and perform other related duties as

**5. Job Duty:** required.

**Success Criteria:** Maintain project files and complete reports according to agency guidelines and Carry out other assignments as directed.

**SOUTH CAROLINA FORESTRY COMMISSION**  
EMPLOYEE'S MONTHLY REPORT

Area \_\_\_\_\_  
Name \_\_\_\_\_

Date \_\_\_\_\_  
Title \_\_\_\_\_

DATE	REMARKS	HOURS	
		Field	Office
1. Miles_____			
2. Miles_____			
3. Miles_____			
4. Miles_____			
5. Miles_____			
6. Miles_____			
7. Miles_____			
8. Miles_____			
9. Miles_____			
10. Miles_____			

DATE	REMARKS	HOURS	
		Field	Office
11. Miles_____			
12. Miles_____			
13. Miles_____			
14. Miles_____			
15. Miles_____			
16. Miles_____			
17. Miles_____			
18. Miles_____			
19. Miles_____			
20. Miles_____			
21. Miles_____			



DATE	REMARKS	HOURS	
		Field	Office
22.			
Miles_____			
23.			
Miles_____			
24.			
Miles_____			
25.			
Miles_____			
26.			
Miles_____			
27.			
Miles_____			
28.			
Miles_____			
29.			
Miles_____			
30.			
Miles_____			
31.			
Miles_____			

Total Miles Traveled: \_\_\_\_\_ Personal  
 \_\_\_\_\_ Other

Total

%


APPENDIX G

FORESTER: \_\_\_\_\_ MONTH: \_\_\_\_\_ YEAR: \_\_\_\_\_

DATE	REMARKS	JOB DUTY	POINTS
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

DATE	REMARKS	JOB DUTY	POINTS
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			

DATE	REMARKS	JOB DUTY	POINTS
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
<b>ADDITIONAL COMMENTS:</b>			

APPENDIX H  
Piedmont Region's Monthly Report  
Local Governments and Organizations Activities

Reported by: \_\_\_\_\_ Month/Year: \_\_\_\_\_.

**Organization's Name:**

Present at the meeting:     yes           

Agenda: \_\_\_\_\_

Recommendations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Organization's Name:**

Present at the meeting:     yes             no

Agenda: \_\_\_\_\_

Recommendations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Organization's Name:**

Present at the meeting:     yes             no

Agenda: \_

Recommendations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPENDIX I

WUI Monthly Accomplishments

Month \_\_\_\_\_

Year \_\_\_\_\_

Reporter \_\_\_\_\_

WUI/FIREWISE Events/Programs				
COMMUNITY NAME	County	SCFC PERSONNEL ATTENDING	DATE	ATTENDANCE
TOTALS				0

MOBILE EXHIBIT (TRAILER) Events/Programs			
EVENT NAME (COUNTY)	PERSONNEL ATTENDING	DATE	ATTENDANCE
TOTALS			0

COMMUNITY ASSESSMENTS AND PLANS							
COMMUNITY NAME	County	Date	ASSMTS	Date	CWPPs WRITTEN	Date	CWPPs DELIVERED
TOTALS					0		0

FUELS MITIGATION PROJECTS								
INDIVIDUAL/ TRACT	Community(ies) At Risk	County	Date	TYPE OF PROJECT		MEASUREMENT		
				Mech.	Pres.Burn	Acres	Lin.Ft.	Hrs.
0	0			0	0	0	0	0

**MISCELLANEOUS CONTACTS/ACTIVITIES**

**NAME / CONTACT INFO**

**Moore:**

**Carroll:**

**Edisto:**

**Santee:**

**Black River:**

**Wiley:**

**Lynches River:**

**East Piedmont:**

**West Piedmont:**

<b>Description</b>	
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<b>Firewise</b>									
	Moore	Carroll	Edisto	Santee	Black Riv.	Wiley	Lynches Riv.	East Pied.	West Pied.
Living with Fire multi-page									
FW Home Checklist									
FW Plant List									
FW Cups									
FW Keychains									
FW Chip Clips									
Be FW Around Your Home Pamphlet									
Tree Care Book									
Tree Species List									
Pens									
Ready, Set, Go! Magnets									
Ready, Set, Go! Bags									
Be Ember Aware Brochures									
Debris Disposal Brochure									
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**FW = Firewise**



<b>Description</b>									
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<b>Prevention</b>									
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	Moore	Carroll	Edisto	Santee	Black Riv.	Wiley	Lynches Riv.	East Pied.	West Pied.
TBYB one-page insert									
TBYB brochures									
TBYB Spanish Brochures									
TBYB Cups									
TBYB Koozies									
Smokey Slap Bracelets									
Smokey Pencils									
Smokey & TBYB License Tags									
Magnets									
Pens									
<b>Totals</b>					<b>0</b>		<b>0</b>		<b>0</b>

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