



**NEVADA COUNTY BOARD OF
SUPERVISORS
Board Agenda Memo**

MEETING DATE: December 16, 2025

TO: Board of Supervisors

FROM: Alex Keeble-Toll – Director of Emergency Services

SUBJECT: Resolution approving the contract renewal between Anabella Funk and Nevada County Office of Emergency Services for a not to exceed amount of \$67,500 for use during the period January 1, 2026 and June 30, 2026 for Office of Emergency Services Public Relations Officer and authorizing the Director of Emergency Services to execute the contract and directing the Auditor Controller to amend the fiscal year 2025/26 Emergency Services Budget. (4/5 Affirmative Vote Required)

RECOMMENDATION: Adopt the attached Resolution.

FUNDING: This contract will be paid from grant funds from CAL FIRE, California Fire Safe Council, and the United States Forest Service (Res. 22-520, 23-533, 25-469, 25-305). A budget amendment has been included for approval to increase revenue by \$55,000 from the various grants and increase expenditure by \$67,500. The difference between revenue and expense of \$2,500 will be utilized from existing Office of Emergency Services budget.

BACKGROUND: The Office of Emergency Services (OES) contracted with Anabella Funk as the OES Public Relations Officer (PRO) on December 27, 2023 and renewed the contract on December 10, 2024 (Res. 24-639) and on June 24, 2025 (Res. 25-304). The purpose of this contract was to support OES in pushing out “all-hazards” communication, to increase community literacy around concepts of wildfire mitigation, and to build understanding of project activities, objectives, and timelines. These goals are accomplished through management of the OES social media accounts and updates to the OES website (Ready Nevada County), maintenance of OES Project Pages, including the Woodpecker Ravine Project, Phases 1 and 2 and the Nevada City and County Deer Creek Fuels Project. The Public Relations Officer is also responsible for supporting OES with Community Education, including the deployment of timely press releases, creation of new outreach materials (including films and reels), coordination, and design of the Ready Nevada County Handbook, and execution of special events and projects.

The innovative approach of the OES PRO was highlighted this past spring when the *Ready Nevada County Campaign* was recognized at the 2025 Excellence in Public Information and Communications Awards put on by the California Association of Public Information Officials (CAPIO). OES received an EPIC AWARD, besting 108 other finalists in this category. CAPIO services more than 800 Public sector communicators in California.

Other notable assets produced in 2025 include an informational film on the Biomass Pilot Project, a County-wide Ready Nevada County mailer, the multi-media Free Community Green Waste Campaign, and the 30-second Youth Emergency Preparedness trailer that will be featured at Sierra Cinemas June-August.

Currently, OES wishes to execute new a six-month contract to continue PRO services. There is no increase in cost for this contract renewal.

Item Initiated by: Corinne Benson, Administrative Analyst II

Approved by: Alex Keeble-Toll, Director of Emergency Services