

**EAST FORK FIRE PROTECTION DISTRICT  
EXECUTIVE STAFF AREAS OF PRIMARY RESPONSIBILITY**

August 2023

STAFF POSITION	SUBORDINATE STAFF/CONTRACTORS/LIASIONS	CLERICAL SUPPORT	RESPONSIBILITIES	
<p>Tod Carlini, District Chief Administration and CFO Duty Chief</p> <p>CHIEF 101</p>	<p>Amy Ray, Deputy Fire Chief-Fire Marshal Scott Gorgon, Deputy Fire Chief-Operations Larry Goss, Deputy Fire Chief Training/Safety Lisa Owen, Director of Administrative Services Kathy Lewis, Director of Finance/CFO Tom Hein, Executive Program Manager Mark Forsberg Ltd. (Contract Legal Counsel) Jordan Walsh (Special Counsel-Labor) Tim Holland, Insurance Broker (Contractor) Jared Rossi, PACT Agent (Contractor) Elaine Pace, Web Site Coordinator (Contractor) Dan Shocket, MD Medical Director (Contractor) Alan Reed, Insurance (Contract) Paul Granstrom, 1582 (Contract)</p>	<p>Lisa Owen, Director of Administrative Services Clerical Staff as Assigned</p>	<ul style="list-style-type: none"> <li>• General Administration</li> <li>• Budget and Finance</li> <li>• Grant Administration</li> <li>• Association Contracts/Negotiations</li> <li>• Community Relations</li> <li>• Customer Service</li> <li>• LTRFC</li> <li>• NNFCA</li> <li>• NFCA</li> <li>• NV Energy Program Administration</li> <li>• Media Relations</li> <li>• WFPP</li> <li>• District Board</li> </ul>	<ul style="list-style-type: none"> <li>• County Commission Liaison</li> <li>• Towns &amp; GID Liaison</li> <li>• Policies / SOG</li> <li>• Firefighter Physicals</li> <li>• Chief Officer/Executive Staff Hiring and Promotion</li> <li>• Capital Improvements</li> <li>• Mutual Aid Agreements (Legal)</li> <li>• Sierra Front</li> <li>• Succession Planning</li> <li>• Medical Director Contract (Legal)</li> <li>• NDF/BLM/ USFS Liaison</li> <li>• Washoe Tribe Liaison</li> <li>• Chaplin Program</li> </ul>
<p>Amy Ray, Deputy Fire Chief, Fire Marshal Duty Chief</p> <p>CHIEF 102</p>	<p>Brook Enos, Fire Inspector Patrick Mooneyhan, Fire Inspector CWPP/ NDF Personnel Elaine Pace, Volunteer Coordinator (POC Support Volunteers) KNOX Box Incentive Assignment (Koontz) State Fire Marshal Mark Regan, NV Energy</p>	<p>Clerical Staff as Assigned</p>	<ul style="list-style-type: none"> <li>• Pre-planning</li> <li>• Investigations and Inspections</li> <li>• Plan Review/Digital Plan Review</li> <li>• Community Development Liaison</li> <li>• Public Education and Fire Prevention</li> <li>• Public Utilities and Fire Hydrants</li> <li>• School Safety Task Force</li> <li>• KNOX Box Program</li> <li>• Development Reviews</li> </ul>	<ul style="list-style-type: none"> <li>• Planning Commission Liaison</li> <li>• Fuels Management</li> <li>• Fuels Management Grants</li> <li>• Risk Management</li> <li>• NFPA Committees</li> <li>• VIP – Volunteers in Prevention</li> <li>• NV Energy Project Review</li> <li>• CWPP Coordination</li> <li>• IAAI Liaison</li> <li>• Fire Codes</li> </ul>
<p>SMG Fire Consulting Scott Gorgon, Deputy Fire Chief, Operations Duty Chief</p> <p>CHIEF 103</p>	<p>Troy Valenzuela, Battalion Chief (A) Matt Kruse, Battalion Chief (B) John Brawley, Battalion Chief (C) Matt Hill, Acting Battalion Chief Tracy Connelly, Acting Battalion Chief Paul Azevedo Acting Battalion Chief Sky Dwinell, Acting Battalion Chief Elaine Pace, Volunteer Coordinator (POC Operational Matters) Dan Shocket, MD Medical Director (Protocol) AED Incentive Assignment (James) Zoll First Due (Valenzuela) Incentive Assignment Minor/Ferriera) EMS Supplies (Marquez) Rope Incentive Telestaff (Valenzuela/Hill)</p>	<p>Clerical Staff as Assigned</p>	<ul style="list-style-type: none"> <li>• Operations</li> <li>• Volunteer Coordination (Operational)</li> <li>• Medical Facility Relations (Operational)</li> <li>• EMS Permitting</li> <li>• TRIAD</li> <li>• Health Care Coalition</li> <li>• Annual Operating Plans</li> <li>• Promotional Testing</li> <li>• Engineer Work Group (Operations)</li> <li>• Operations Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Operational Policies/Procedures</li> <li>• Dispatch Policy Group</li> <li>• Radio Users Group (RUG)</li> <li>• Association Contracts/Negotiations</li> <li>• EPCR</li> <li>• EMS Committee/Q and A</li> <li>• Mutual Aid Agreement (Operating Plans)</li> <li>• OES Rates/Liaison</li> <li>• Firefighter Recruitment/Testing</li> <li>• FIRE RMS</li> </ul>

<p>Larry Goss, Deputy Fire Chief, Training/Safety Duty Chief</p> <p>CHIEF 104</p>	<p>Training and Safety Captains Captain Tracy Connelly Captain Paul Azevedo Captain Matt Hill Elaine Pace, Volunteer Coordinator (POC Training and Safety Matters) Contract Instructors Academy RTO Incentive Assignment CISM/PTSD POC (Dwinell) Conway IT Contract Administration and Service Radio Incentive Assignment (Farmer)</p>	<p>Clerical Staff as Assigned</p>	<ul style="list-style-type: none"> <li>• All Training</li> <li>• Safety Committee</li> <li>• IT Coordination/Management</li> <li>• Red Card Program</li> <li>• CPR Program</li> <li>• Volunteer Recruitment/Retention</li> <li>• EMS Licenses/Recertification</li> <li>• Training Officers Association</li> <li>• TMCC/WNCC Liaison</li> <li>• Policies and SOG</li> </ul>	<ul style="list-style-type: none"> <li>• Volunteer Training Coordination</li> <li>• EMS Certifications</li> <li>• Volunteer Coordination and POC</li> <li>• Promotional Preparations/Mentoring</li> <li>• Paramedic Education Program</li> <li>• Firefighter Certifications</li> <li>• School Safety Task Force</li> <li>• Regional Academy</li> <li>• Acting Captain/BC Program</li> <li>• Communications Infrastructure</li> <li>• Software Subscriptions</li> </ul>
<p>Lisa Owen, Director of Administrative Services</p>	<p>Toni Braga, Management Specialist II Holly Megee, Administrative Specialist II Erica Amatore, Office Specialist I Office Assistant (TBA) January 24 Sherri Dunn (Contractor) Association HR Liaison Incentive (Minor) 7710 Contract Personnel CISM/PTSD POC (Dwinell)</p>	<p>Clerical Staff as Assigned</p>	<ul style="list-style-type: none"> <li>• General Office Management</li> <li>• Human Resources</li> <li>• Douglas County Human Resource Liaison</li> <li>• Records Management</li> <li>• Position Recruitment</li> <li>• Employee Assistance</li> <li>• CISM and PTSD Coordination</li> </ul>	<ul style="list-style-type: none"> <li>• Drug Testing</li> <li>• Background Checks</li> <li>• Policies and SOG</li> <li>• Health Insurance/Benefit Committee</li> <li>• Association Contracts/Negotiations</li> <li>• On Boarding/Off Boarding</li> <li>• Payroll Liaison</li> <li>• Worker's Compensation (7710)</li> </ul>
<p>Kathy Lewis, Director of Finance/CFO</p>	<p>Julie Andress, Accounting Specialist II TBA, Payroll Specialist II Katie Dorsey, Medical Billing Specialist II Jessica Mc Adoo, Medical Billing Specialist I Sciarani and Company, District Auditor Bickmore and Associates /OPEB (Contractor) PERS Contact and Liaison Department of Taxation Contact (Ande Thrope) Leah Lamborne (GEMT Contractor) Marty Johnson, JNA Consulting (Financing)</p>	<p>Clerical Staff as Assigned</p>	<ul style="list-style-type: none"> <li>• Budget and Finance</li> <li>• Accounts Payable</li> <li>• Reconciliations</li> <li>• PEBS</li> <li>• PERS</li> <li>• PACT</li> <li>• Payroll</li> <li>• Fire Billings</li> <li>• GFOA</li> <li>• EMS Billing - Management</li> </ul>	<ul style="list-style-type: none"> <li>• Audits</li> <li>• Financial Analysis</li> <li>• Banking and Investments</li> <li>• DUNS</li> <li>• Loans /Financing</li> <li>• GEMT</li> <li>• NV Energy Program – Financials</li> <li>• Grants</li> <li>• Plan Review Fees Accounting</li> </ul>
<p>Tom Hein, Executive Program Manager</p> <p>FUELS 101</p>	<p>Jessie Tschetter, Squad Boss Jessie Fry Squad Boss Dustin Weisz, Master Mechanic Vince Weaver, Support Service Specialist Small Equipment Incentive Assignment (Repan) Apparatus Specifications (Sheldrew/Jackson)</p>	<p>Clerical Staff as Assigned</p>	<ul style="list-style-type: none"> <li>• Fuel Crews</li> <li>• NV Energy Single Point of Contact</li> <li>• Facilities Maintenance</li> <li>• Vehicle Maintenance and Shop</li> <li>• Warehouse</li> <li>• Apparatus Specification/procurement</li> </ul>	<ul style="list-style-type: none"> <li>• Property, Vehicle, Liability Insurance</li> <li>• Facility Leases and Uses</li> <li>• Engineer Work Group (Apparatus)</li> <li>• Annual Hose, Pump, Ladder Testing</li> <li>• SCBA Compressors and Air Testing</li> <li>• Portable Equipment Orders</li> <li>• Policies and SOG</li> </ul>