

APPROVED

The Board Meeting of the East Fork Fire Protection District Board was held on Tuesday, April 16, 2024, in-person and virtually, beginning at 1:00 PM.

East Fork Fire Protection District Board Present:

John Bellona, President, District 1
Barbara Griffin, Director, District 2, Attended virtually
Bernard Curtis, Director, District 3
Jacques Etchegoyhen, Director, District 4
Mike Sommers, Secretary, District 5

Staff present:

Tod F. Carlini, District Fire Chief
Larry Goss, Deputy Chief of/Training and Safety
Amy Ray, Deputy Chief/Fire Marshal
Scott Gorgon, Deputy Chief/Operations, Absent
Lisa Owen, Director of Administrative Services
Julie Andress, CFO/Director of Finance
Tom Hein, Executive Program Manager
Mark Forsberg, District Legal Counsel
Holly Megee, Clerk to the Board

Additional attendees that addressed the Board:

Gary Thurm, Three Castles Engineering
Paul Hanson, local resident
Zoe Hill, local resident
Connie Richardson, local resident
Jim Richardson, local resident
Adam Wennhold, East Fork Fire Engineer
Elaine Pace, Volunteer Liaison

CALL TO ORDER

President John Bellona

INITIAL MEETING BUSINESS

PLEDGE OF ALLEGIANCE

Director Jacques Etchegoyhen led the Pledge of Allegiance

PUBLIC COMMENT (No Action)

At this time, public comment will be taken on those items that are within the jurisdiction and control of the East Fork Fire Protection District Board of Directors or those agenda items where public comment will not be taken as a public hearing is not legally required.

Public Comment may be limited to three minutes per speaker, which will be decided by the Board President or other presiding officer in his/her absence. If you are going to comment on a specific agenda item that the

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East Fork Fire Protection District Board of Directors will act on, please make your comments when the item is considered and is opened for public comment.

For members of the public not able to be present when an item on the agenda is heard, Speaker/Comment Cards are available in the Lobby at the entrance to the meeting room. These cards should be completed and given to the District Fire Chief or designee.

President John Bellona opened public comment.

Gary Thurm, owner of Three Castles Engineering, read a prepared statement into the record voicing his concerns for the permit/water supply cost associated when building/addition to a residential structure. He receives questions from his clients asking what the current ad valorem tax is going towards. He expressed concerns about the plan review fee schedule. He referred to the East Fork Fire budget. He requested an agenda item be placed on next month's agenda. He agrees firefighters are needed to protect homes and safety and the East Fork Fire Protection District does a great job, but the plan review fees are too much.

Paul Hanson, a local resident, working with Mr. Thurm on a building on his property voiced his concerns regarding the plan review fees. He feels the water tender fees and \$1,200 plan review fee are unreasonable. He appreciates the work Captain Patrick Mooneyhan did with him adjusting a water assessment on the entire property. He asked if the water tender fee assures better service or will the station near his home become a manned station. He fully supports the Fire District but feels the Board should be aware of what the community is saying about the fees. He feels the fees are not reasonable.

Zoe Hill, a local resident that moved from South Lake Tahoe and a client of Mr. Thurm, voiced her concerns. Her home survived a couple of major fires because of the defensible space she maintained. She worked hard to clear out 1/3 of an acre for defensible space. She doesn't feel a sprinkler system will put out a fire, she understands it slows a fire and gives the fire personnel more time to get to the fire. She feels the defensible space should influence what the fees are. She doesn't feel the fees should depend on the contracts. She is asking for consideration of the fees. She had to stop her remodeling project because of the high fees. She thanked the Board for their time.

Connie Richardson, a client of Mr. Thurm. She explained she and her husband both have medical challenges and decided to add a level detached garage. Her plans were put on hold because of the fees. She asked if a fee can be applied only in the event fire service is needed. She suggested that she'd sign a contract with the Fire District and if an event occurs where a water tender is needed to respond to her home, she will then pay. She asked a

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couple questions regarding the building plans, size and distance concerning her project.

President Bellona stated the Board is not experts in that area. That is a Fire Prevention question who may need to inspect the property. He suggested setting up an appointment with the Fire Prevention Division.

Jim Richardson, a local resident, stated after 25 years of working with many on the Board he doesn't want this to be an adversarial discussion. He stated he doesn't have a lot to add that hasn't already been said. The issue he has is justifying the fees for the review. He asked if the fee paid would be returned to him if he sells the property or if it's a fee a new buyer would need to pay. There was a major fire over 30 years ago and after that fire he approached the Fire Chief, at that time, offering the District to use a stream on his property that produces 5 gallons of water a minute. The Chief, at the time, was complaining there was nowhere to get the tankers to a water source within 12 feet to replenish the tankers with water. Appointments were made between him and the Fire District to look at what he had to offer, but no one ever showed up. He said he has a lot of unanswered questions.

There was no further public comment.

Public comment closed.

ADMINISTRATIVE AGENDA

The Administrative Calendar handled as follows:

1. The President will read the agenda title into the public record.
2. Staff will introduce the item and provide a report, if any.
3. The applicant, if any, will have an opportunity to address the Board.
4. The Board will then discuss the item. Once the Board has concluded their discussion, public comment will be allowed.
5. Public comment will be allowed and is limited to three minutes per speaker.
6. Once public comment is completed, the Board will then ask any follow-up questions and act.

Agenda items listed as a "presentation" with no action listed, public comment is not legally required, and must be made at the beginning of the meeting.

APPROVAL OF AGENDA

1. For Possible Action. Approval of proposed agenda. The East Fork Fire Protection District Board of Directors reserves the right to take items in a different order to accomplish business in the most efficient manner, to combine two or more agenda items for consideration, and to remove

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items from the agenda or delay discussion relating to items on the agenda. (John Bellona, President) 5 minutes.

President John Bellona opened public comment.

There was no public comment.

Public comment closed.

MOTION to approve the meeting agenda for April 16, 2024.

RESULT:	APPROVED [UNANIMOUS]
MOTION BY:	Mike Sommers
SECOND BY:	Bernard Curtis
AYES:	Bellona, Griffin, Curtis, Etchegoyhen, Sommers
NAYS:	
ABSENT:	

APPROVAL OF PREVIOUS MINUTES

2. For Possible Action. Discussion and possible action to approve the draft meeting minutes of the March 19, 2024, meeting of the East Fork Fire Protection District Board of Directors. (John Bellona, President) 5 minutes.

President John Bellona opened public comment.

There was no public comment.

Public comment closed.

MOTION to approve the minutes of the March 19, 2024, Board meeting.

RESULT:	APPROVED [UNANIMOUS]
MOTION BY:	Barbara Griffin
SECOND BY:	Bernard Curtis
AYES:	Bellona, Griffin, Curtis, Etchegoyhen, Sommers
NAYS:	
ABSENT:	

AWARDS, RECOGNITIONS, PROCLAMATIONS & DONATIONS

3. For Possible Action. Discussion and possible action regarding Proclamation 2024P-02 recognizing Roger Falcke for his 35 years of volunteer service and participation with the East Fork Fire Protection District and Genoa Volunteer Fire Department. (Tod F. Carlini, District Fire Chief) 10 minutes.

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District Fire Chief Tod Carlini stated it is rare to recognize a volunteer for 35 years of volunteer service.

President John Bellona read Proclamation 2024P-02 recognizing Roger Falcke for his 35 years of volunteer service and participation with the East Fork Fire Protection District and Genoa Volunteer Fire Department.

Roger Falcke stated it has been an honor serving as a volunteer at East Fork Fire and working with District Fire Chief Carlini and all staff. He thanked everyone.

President Bellona opened public comment.

There was no public comment.

Public comment closed.

MOTION to adopt Proclamation 2024P-02 recognizing Roger Falcke for his 35 years of volunteer service and participation with the East Fork Fire Protection District and Genoa Volunteer Fire Department.

RESULT:	APPROVED [UNANIMOUS]
MOTION BY:	Mike Sommers
SECOND BY:	Bernard Curtis
AYES:	Bellona, Griffin, Curtis, Etchegoyhen, Sommers
NAYS:	
ABSENT:	

CONSENT CALENDAR

4. CONSENT CALENDAR

Items appearing on the Consent Calendar are items that can be adopted with one motion unless an item is pulled by a District Director or a member of the public. Members of the public who wish to have a consent item placed on the Administrative Agenda shall make that request during the public comment section at the beginning of the meeting and specifically state why they are making the request. When items are pulled for discussion, they will automatically be placed at the beginning of the Administrative Agenda or may be continued until another meeting. (John Bellona, President) 5 minutes.

President John Bellona explained these items can be adopted with one motion, unless an item is pulled by a District Director, staff, or a member of the public.

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- a. For Possible Action.** Discussion to accept the report on general ledger cash balances as of March 31, 2024. (Julie Andress, Director of Finance/CFO)
- b. For Possible Action.** Discussion to approve the receipt and filing of the list of accounts payable checks issued and cash disbursements/automatic withdrawals in March 2024 per NRS 474.210. (Julie Andress, Director of Finance/CFO)
- c. For Possible Action.** Discussion to approve payroll expense paid in March 2024 per NRS 474.210. (Julie Andress, Director of Finance/CFO)
- d. For Possible Action.** Discussion to approve the Procurement Card Transactions paid in March 2024 per NRS 474.210. (Julie Andress, Director of Finance/CFO)
- e. For Possible Action.** Discussion to approve the East Fork Fire Protection District’s ambulance billing bad debt write-offs for the period of February 2024 in the amount of \$47,218.73. (Lisa Owen, Director of Administrative Services)
- f. For Possible Action.** Discussion and possible action to accept the report on state consolidated taxes collection and distribution as of January 2024. (Julie Andress, Director of Finance/CFO)

Secretary Mike Sommers thanked Director of Finance/CFO Julie Andress for enhancing the payables report by breaking it down into budget categories (capital improvement, payroll, and expenditures).

President John Bellona opened public comment.

There was no public comment.

Public comment closed.

MOTION to approve Consent Calendar items 4 a, b, c, d, e & f.

RESULT:	APPROVED [UNANIMOUS]
MOTION BY:	Mike Sommers
SECOND BY:	Jacques Etchegoyhen
AYES:	Bellona, Griffin, Curtis, Etchegoyhen, Sommers
NAYS:	
ABSENT:	

5. For Possible Action. Discussion and possible action to approve a five-year Land Lease Agreement with the State of Nevada to place an

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emergency services radio tower and associated equipment building located at Fire Station 12, 3620 North Sunridge Drive at an annual lease payment to the District of \$24,000, and to authorize the District Fire Chief to sign all necessary documents. (Tod F. Carlini, District Fire Chief) 15 minutes.

District Fire Chief Tod Carlini stated this is a lease agreement between East Fork Fire Protection District and the State of Nevada. This has been an ongoing effort. The delay was in part because the District did not want to include the Bureau of Land Management (BLM). The property at Station 12 was under a recreational and public purpose lease agreement with BLM for over 20 years. The District was able to secure the complete title to the property which eliminated having a third-party involvement. The District appreciates the State of Nevada's patience while the District obtained the complete title. Legal Counsel Mark Forsberg has reviewed the language in the land lease agreement. The agreement is for the lease amount of \$24,000 per year. There is great benefit to the State but also the opportunity for Douglas County to enter a partnership with the State on some of the infrastructure that would benefit Douglas County's emergency services communication system. There are representatives from the State of Nevada available to answer any questions. There are many benefits to the location of the tower. Deputy Chief of Training and Safety Larry Goss is available to answer any questions.

Deputy Chief of Training and Safety Goss stated communication benefits for a radio system are being researched by Douglas County. Douglas County has recognized there are current age and system equipment issues. The tower being proposed will improve communication across the entire valley. The existing 50-foot tower has great radio coverage minus the equipment issues. Extending it 70 feet up will add enhancements to the equipment and users utilizing the platform.

District Fire Chief Carlini stated Douglas County does have an existing site at Station 12. The District may bring forward another lease agreement with Douglas County for their portion of the site that is not included in the NDOT infrastructure. He believes Douglas County has officially acknowledged their participation in the tower.

Jake Grivette, Nevada Department of Transportation (NDOT) IT Manager stated NDOT has entered negotiations with Douglas County on executing a joint construction on a new self-supporting tower at Station 12, upon East Fork Fire Protection District approval. The intent is to not only raise Douglas County's communications, as well as the State's radio system to enhance interdepartmental communications across the State. Part of the plan is also to install an 8 x 12 communication shelter that would accommodate the State's new system and additional space for East Fork Fire. The elevation change will allow for vertical positioning for all communication systems without interference. He feels this is a win for all and is happy to partner with East

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Fork Fire. This is a mutual benefit for everyone. There are 132 sites going in across Nevada.

President John Bellona opened public comment.

There was no public comment.

Public comment closed.

Secretary Mike Sommers pointed out “the lessor”, Article 1, Section 1, Bullet e states:

- Except for the fence extension identified in Exhibit A, LESSEE will retain ownership of LESSEE Facilities until termination of this Agreement at which time ownership of LESSEE Facilities will be transferred to LESSOR.

He stated, “the lessee”, Article 1, Section 2 does not include this language. He asked Legal Counsel Mark Forsberg if that language should be added under Article 1, Section 2.

Legal Counsel Forsberg stated it’s a fit.

Secretary Sommers asked in what condition it would be returned.

Legal Counsel Forsberg stated he doesn’t know if the lease refers to the condition, but it would need to be in the condition in which it was leased less wear and tear.

Secretary Sommers asked if it was necessary to add that language to the lease agreement.

Legal Counsel Forsberg stated it would be better if it was in the agreement, but it is an understood reasonable term of a lease.

Director Jacques Etchegoyhen stated mutual benefits are amazing and he feels this is a wonderful accomplishment.

MOTION to approve a five-year Land Lease Agreement with the State of Nevada to place an emergency services radio tower and associated equipment building located at Fire Station 12, 3620 North Sunridge Drive at an annual lease payment to the District of \$24,000, and to authorize the District Fire Chief to sign all necessary documents.

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RESULT:	APPROVED [UNANIMOUS]
MOTION BY:	Bernard Curtis
SECOND BY:	Jacques Etchegoyhen
AYES:	Bellona, Griffin, Curtis, Etchegoyhen, Sommers
NAYS:	
ABSENT:	

6. For Possible Action. Discussion and possible action regarding the adoption of the East Fork Fire Protection District Capital Improvement Plan 2024-2029 totaling an estimated \$11,752,740 for the five (5) year period. (Tod F. Carlini, District Fire Chief and Julie Andress, Director of Finance/CFO) 30 minutes.

District Fire Chief Tod Carlini and Director of Finance/CFO Julie Andress presented the PowerPoint.

District Fire Chief Carlini stated this is the annual presentation for the 5-year Capital Improvement Plan (CIP) as well as a public process to present the CIP.

Below is the outline of the Capital Improvement Plan 2024-2029 PowerPoint presentation:

Brief Refresher:

- A Capital Improvement Plan (CIP) contains the individual capital projects, equipment purchases, facility needs, and major studies that a local government would like to pursue or acquire over a specific time period, usually five years.
- The plan provides a working blueprint for sustaining and improving the organization's infrastructure and equipment.
- It coordinates strategic planning, financial capacity, and physical development.
- The CIP stands at the epicenter of the District's planning and finance functions. The CIP is a key piece of the budget. It is presented ahead of the final budget because it requires approval from the Board.

A Dynamic Document:

- In general, the CIP is a planning document that is updated annually and subject to change as the needs of the organization and community become more defined and projects move along in their respective planning and budgeting processes.
- This CIP has changed significantly revolving around the apparatus and procurement times. Because of apparatus delivery times the District is focusing on mileage and use consideration rather than replacement period based on years.

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- The current year of the plan generally reflects the needs and actions more accurately while each succeeding year tends to be more dynamic.
- This is the District's eighth CIP.

Using a CIP:

- The effective use of a CIP process provides for:
 - Considerable advanced project identification
 - Planning
 - Evaluation
 - Scope
 - Definition
 - Design
 - Public discussion
 - Cost estimating
 - Financial planning

FY 2023-2024 accomplishments:

- Based on last year's adopted CIP, the District has completed or is in the process of completing the planned acquisitions and projects.
- Over \$3.5 million dollars was spent or is allocated on capital purchases, equipment, facilities, and debt.
- Notes and some accomplishments:
 - Debt Service is considered a "capital expenditure" for the purpose of this CIP in as much as the debt funds are a true capital purchase
 - New Type I Engine order placed
 - First Type III M-34 refurbishment completed
 - Second Type III M-34 refurbishment order placed
 - Completed replacement of SCBA inventory and accessories (Large part of the purchase was through a regional grant)
 - IT devices now on a purchase basis and not under a lease
 - Station 15 renovation for Fuels and Fire Program completed (Capital improvement funded under the NV Energy contract)
 - Remount of ambulance body completed
 - Training prop located at Station 14 is near completion

CIP summary showing five years out: (A chart was provided and is available)

Summary of FY 24/25 funding sources: (A chart was provided and is available)

- The remainder of the CIP budget in FY 24/25 is funded through debt service which is 86.3% of the capital improvement plan for 24/25.

Funding needs summary:

- Based on the preceding recommendations the East Fork Fire Protection District estimates over the next five (5) years, the District needs to

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consider \$11,752,740 in Capital Investments. The amount considers the three areas of capital investment identified in this document.

- Apparatus: \$ 8,319,114 (70.78%)
- Major Equipment: \$ 755,441 (6.43%)
- Facilities: \$ 2,678,185 (22.79%)

The CIP pie chart showing apparatus, major equipment, and facilities: (A chart was provided and is available)

Facilities:

- The District is working collaboratively with the labor association to evaluate the existing facilities regarding “habitability.”
- Based on the current draft, soft tone alerting, individual dorm rooms, locker room renovations, station/grounds security, and overall cosmetic work, i.e., painting, flooring, etc. are the priority items.
- District facility upgrade, expanded maintenance, and modification will need to move towards the front of the expenditure line.

District Fire Chief Carlini stated because of deficits in certain areas, the District has had to apply more debt allocation/bond funds to items traditionally or usually funded with general fund money.

Secretary Mike Sommers asked if there is a tracking mechanism for the utilization of the bond funds used for CIP items within the current year budget that would normally be used with revenue. Is it changing the percentage ratios between facilities and equipment towards priorities?

Director of Finance Andress explained the District is trying to track the individual items, looking at the bond proceeds over the next 10 years. If the District has a change of revenue in the future, there may be an opportunity to pay for items with general fund money, keeping the bond money available for larger purchases.

Secretary Sommers asked if the District is deferring any potential acquisitions out of the debt fund money for apparatus and or equipment because of the shortfall in general revenue.

District Fire Chief Carlini stated the District has allocated \$500,000 for facilities out of the bond funds. There is a balance of bond funds that have been allocated towards future purchases. The challenge of mapping out when the funds need to be spent is the delivery times. At the last meeting there was a discussion about a second Type 1 engine, which has been added to the CIP. There needs to be a mechanism in place, in a formal way, for the District to allocate general fund money over the next 3-4 years to make up for the difference the bond funds won't cover. Unless there is a decision to completely defer facilities and move the \$500,000 to purchase an apparatus. He does not

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feel that would be the right consideration because of the facility needs that need to be addressed. He stated an item may come before the Board at the May meeting discussing general fund money be put away in an account to offset the costs of the second engine in conjunction with some bond funds. The District is trying to meet as many needs presented through all input.

Funding Strategies:

- The CIP also includes a section on funding strategies and provides discussion on each. They may include:
 - Pay-As-You-Go (PAYG)
 - Medium term bond/loan funds
 - Inter-governmental loans/grants
 - Grant funding
 - Impact fees (defined by the State law)
 - Development agreements
 - Tax rate adjustments (consideration with FY 26/27)
 - Sale of excess property and assets
 - Philanthropic donations

Secretary Sommers asked if the District has considered a grant service company to research grants the District could benefit from.

District Fire Chief Carlini stated that can be explored but his experience has not been positive. He feels the District has been challenged with hiring grant writers in the past. The District has expertise within and has been successful in writing grants. He said it might be beneficial to investigate a service to locate available grants.

Secretary Sommers stated the cost to hire a company to locate grants compared to hiring a grant writer is less expensive.

District Fire Chief Carlini gave credit to the labor union who recently searched for grants on the private side. Private foundation grants are an area the District should explore.

Secretary Sommers asked how the District obtains additional resources.

President John Bellona stated the IAFF has a database that shows available grants other departments have had success with obtaining. The grants on the IAFF database are geared towards fire safety. It's important to research private grants as well for things like IT, that IAFF hasn't explored because the items explored are geared towards the fire industry. Private grant researchers make sense because he believes there are private industries that would be happy to support emergency response agencies.

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District Fire Chief Carlini stated the greater source is the internet. It's not a matter of finding the list, it's being qualified. Is there a company in a situation where they can do something for local government versus volunteer.

Secretary Sommers stated volunteer associations/non-profit organizations aren't the only qualified agencies for that specific reason and would still benefit as a District. The District is looking at an uphill battle to maintain infrastructure resources based on what's taking place within the District.

President Bellona stated there's a big push for Nevada to be granted public land to be changed to private land because there is a lot of federally owned land. When that starts occurring it could result in the need for additional fire stations. A lot of building is occurring.

Secretary Sommers stated the biggest argument is the level of service. He recently toured Clear Creek. With the number of open lots for development, a station is going to be needed or the building of a two-man station to service that area which reduces response time. These are discussions that need to take place in the development agreements.

Director Jacques Etchegoyhen stated Congressman Mark Amodei has introduced many Northern Nevada land bills that included the Douglas County land bill. If it is passed it will transfer 7,700 acres to the County which hopefully would become available to the County and hopefully be available to the District for things needed. There are 10,000 acres on the BLM list in Douglas County that is slated for disposal. After the bill is passed the County could consider transfer to the District for public purposes. The County might not ever transfer to the Fire District, though they could.

Secretary Sommers stated he would like to investigate utilizing a service to locate grants and increase discussions with developers as to the level of service protection. The two items could add significant funding towards the CIP over the next few years.

Final thoughts:

- The need for capital investment planning is important.
- The District will always have many critical needs.
- Not all items within a CIP will be funded or can be funded.
- The CIP can allow the organization and governing body to establish priorities, adjust if needed, establish procurement policies, and otherwise better manage its financial resources that are applied to capital improvements.
- The CIP document should be considered a dynamic document subject to significant change over time.
- Unforeseen influences can and will have an impact on what is presented or what can be funded. This can be positive or negative.

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- The CIP is a guide towards future needs and capital costs.

Reminder:

- Just because it is in the CIP, doesn't guarantee that we get it. CIPs are a living document both in terms of needs, funding availability, and availability of products and services.

Director Etchegoyhen stated in the seven years he has been on the Board it is amazing how things have changed and the effect on the CIP and the budget. Past years rates were a lot lower.

Director Barbara Griffin stated she had lost sound.

Board Clerk Holly Megee fixed the audio issue.

Secretary Sommers stated the District needs to start looking into other revenue avenues. He believes the District needs to go back to the County and get the money back that was taken away years ago. The District also needs to look into the tax abatement for 25/26 and move that quicker.

President Bellona explained what Secretary Sommers was referring to when he said the District needs to investigate getting their money back from the County. Years ago, when the District was part of the County, 1/2% of the Fire District tax rate was taken away and this happened multiple times. Other Special Districts got their rate back, but the District never got their rate(s) back. He feels the District has the right to get their money back. He stated public support is welcomed.

President Bellona opened public comment.

Paul Hanson, a local resident, stated he supports the District's efforts and agrees with the District's need for infrastructure. He also supports the District's efforts in getting money back from the County and raising taxes, not having high water tender fees. He recommended looking into "open grant platform."

There was no further public comment.

Public comment closed.

MOTION to adopt the East Fork Fire Protection District Capital Improvement Plan 2024-2029 totaling an estimated \$11,752,740 for the five (5) year period and have staff look at other avenues for revenue.

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RESULT:	APPROVED [UNANIMOUS]
MOTION BY:	Mike Sommers
SECOND BY:	Jacques Etchegoyhen
AYES:	Bellona, Griffin, Curtis, Etchegoyhen, Sommers
NAYS:	
ABSENT:	

7. For Presentation Only. Update on the FY24/25 Budget. (Tod F. Carlini, District Fire Chief and Julie Andress, Director of Finance/CFO) 15 minutes.

District Fire Chief Tod Carlini provided an update on the FY 24/25 budget. Below are the key points:

- Budget will be on the May agenda for approval and adoption
- Modified the ad valorem projectors to 7.5% which is a 6% increase.
- The sales tax is an increase but not as high as in the past, but it is an increase of 3%
- In the final budget the bond funds will be brought forward as liquid or useable. Director of Finance/CFO Julie Andress has a tracking mechanism in place to ensure funds will be spent on what they are intended for.
- On a monthly basis the District has an opportunity to exercise the purchase of a Type 1 engine. The benefits would be a lower price because it's based on cost from two years ago and sooner delivery time.
- Would like to get the ending fund balance to 12%

Secretary Mike Sommers asked if the month-to-month is based on availability of new equipment being produced or drop out purchases.

District Fire Chief Carlini explained Pierce, the manufacturer, puts so many out and occasionally Sid Martin, the dealer, will purchase apparatus they know they can put on the market. Also, buyers drop out of contracts. Pierce has a software program that takes the District specifications and matches it with an available product. It is important for the District to have standardization of equipment.

Director of Finance/CFO Julie Andress stated Secretary Sommers requested to review the District's assessed value for the past three years in comparison to the ad valorem. A handout was provided at the meeting and outlined in detail.

Secretary Sommers stated he asked for this information because he felt the increase in assessed valuation won't parallel to the increase for the District's ad valorem revenue, which is what is occurring. The ad valorem is not keeping up with the District's spending. People are spending less. Sales tax revenues are rising but not at the same rate as everything else.

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District Fire Chief Carlini stated there is a significant decline in billable calls across all agencies that provide EMS transport. In May an augmentation will be brought forward for a \$200,000-\$300,000 reduction on collected billable claims. A \$250,000 augmentation was approved last year in December 2023 which translates into \$100,000 revenue.

President Bellona asked if the decline is local or national.

District Fire Chief Carlini stated Deputy Chief Gorgon reached out to regional counterparts and they are also experiencing a decline. The hospitals are not seeing a rise in self-transport.

There was discussion about the reasons for the decline.

President John Bellona opened public comment.

There was no public comment.

Public comment closed.

There was no motion taken.

8. For Possible Action. Discussion and possible action and direction regarding past due accounts from NV Energy in the amount of \$364,404.58. (Tod F. Carlini, District Fire Chief) 30 minutes.

District Fire Chief Tod Carlini stated a letter was sent to NV Energy and since then the January billing has been paid.

District Fire Chief Carlini read into record an email he received from Victoria Dana, Senior Financial Planning Analyst. The email is available on the website. The email stated the two outstanding invoices have been added to the queue for review and approval.

District Fire Chief Carlini stated he found it interesting there was an immediate response from NV Energy after sending a letter. The accounts were 120, 90 and 60 days past due. Director of Finance/CFO Julie Andress has done a great job communicating with NV Energy regarding questions they have concerning the outstanding invoices.

Secretary Mike Sommers would like the Director of Finance/CFO Andress to respond to the email confirming the District has received the January payment and confirm the other two outstanding payments will be paid. This commits NV Energy to perform.

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District Fire Chief Carlini stated an email has already been sent back to NV Energy.

President John Bellona opened public comment.

There was no public comment.

Public comment closed.

There was discussion that no action is needed because partial payment has been received and communications with NV Energy are ongoing.

There was no motion taken.

9. For Presentation Only. Presentation on the recently adopted Title 20 Ordinance by Douglas County and its relationship to the East Fork Fire Protection District Fire Prevention Regulations and the Wildland Urban Interface Code. (Amy Ray, Deputy Fire Chief/Fire Marshal) 30 minutes.

Deputy Chief Amy Ray presented a PowerPoint presentation highlighting the recently adopted Title 20 Ordinance by Douglas County and its relationship to the East Fork Fire Protection District Fire Prevention Regulations and the Wildland Urban Interface Code.

Douglas County Title 20 Adoption:

- How the Title 20 changes affect the East Fork Fire Protection District

Timeline:

- In July of 2019, Douglas County adopted Ordinance 2019-1545, that created an amendment to the 2018 International Fire Code (IFC) requiring residential fire sprinklers in all homes more than 1,000 feet from a fire hydrant or over 5,000 square feet of total square footage.
- In 2021, Ordinance 2021-1580 was adopted, which removed the requirement for sprinklers in manufactured homes if the appeal for the manufactured home exemption was approved by the County Commission.
- Ordinance 2022-1604 was adopted in August of 2022 that eliminated the requirement to install automatic fire sprinklers in all residential structures less than 5,000 square feet of fire area. The Ordinance also eliminated the requirement for sprinklers in areas more than 1,000 feet from a fire hydrant. (This change did not include the Tahoe Douglas Fire Protection District).
- This Ordinance adoption resulted in the EFFPD exercising its statutory authority under NRS 474 and 477 to adopt District Regulations that are independent from Douglas County in order to meet State Law requirements for fire protection.

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- As part of the Regulation Adoption process, several meetings were held that included invitations to Engineers, Architects, Developers, Community Development Staff, and the Public for input.
- A complete Regulation Package was presented for adoption to the EFFPD Fire Board for two readings at District Board Meetings.
- EFFPD Regulations that included the 2018 International Fire Code, 2018 International Wildland Urban Interface Code, and State Fire Marshal Amendments were formally adopted and passed in December of 2022 and implemented effective January 1, 2023.
- EFFPD Prevention Staff was given direction by the Board to work towards adopting Chapter 5 of the 2018 International Wildland Urban Interface Code.
- On July 1 of 2023, the WUI requirements to include Chapter 5 went into effect.
- Beginning in August of 2023, EFFPD and Douglas County Community Development began meeting regarding updating Douglas County Title 20, to include EFFPD Regulations as a reference in the Appendix.
- EFFPD staff met with Douglas County Community Development several times over the course of five months to provide input.
- The goal was to ensure consistency between EFFPD Regulations and Title 20.
- In January of 2024, EFFPD administration brought to the Fire Board administrative changes to the adopted Regulations, some of which would coincide with the proposed Title 20 changes to be adopted in concert with Douglas County Title 20 in April 2024.
- Douglas County Commission heard the first reading of the amendments to Title 20 in February of 2024.

Title 20 adoption:

- On March 21, 2024, the Douglas County Commission unanimously approved Ordinance 2023-1630, which included all of the amendments requested by Community Development, to include listing the EFFPD Regulation in Appendix B-1.
- Present at the meeting was Fire Chief Lindgreen from TDFPD, Captain Mooneyhan from EFFPD, and Director Mike Sommers from the EFFPD Fire Board. The support of all in attendance was entered into the record.

What the Title 20 adoption means:

- Referencing the EFFPD and TDFPD Regulations in Appendix B1 and B2 respectively, provides a one-stop shop for Douglas County community members and those in the building industry.
- The stated goal of the partners when meeting and drafting the changes to Title 20 and the Regulations was to streamline the process of development and provide consistency across the codes in both the Building and Fire Districts as much as possible.

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- Additionally, the authority for each code lies within the enforcing agency. EFFPD is recognized as the AHJ (authority having jurisdiction) under Title 20 in Appendix B1.

Title 20 significant changes:

- Fire sprinklers are now required in homes with more than 5,000 square feet of living (conditioned) space. This is in compliance with NRS 278.
- Previously, homes over 5,000 square feet under roof required fire sprinklers. In all new homes, regardless of square footage, a 1-hour firewall in accordance with International Residential Code (Table R302.6) shall be provided between the garage and living space.
- If fire sprinklers are installed, they will be required throughout the home and in the garage, and the builder is allowed to reduce the firewall to 30 minutes.
- A memorandum of understanding (MOU) was passed by the Douglas County Commission regarding plan review and inspection in EFFPD and TDFPD.

Title 20: What has not changed:

- In areas without a hydrant within 1,000 feet of the project, water supply will still be required in accordance with EFFPD Regulations.
- EFFPD is still the AHJ (authority having jurisdiction) for all model code requirements per NRS 477 and NRS 474.
- This authority is granted to EFFPD through the Interlocal Agreement between EFFPD and the Nevada State Fire Marshal.

Future code adoption process:

- In 2023, the Northern Nevada Fire Code Amendment Committee was formed with all the regional partners. This committee is working on local amendments to the 2024 Fire, Building and Wildland Urban Interface Codes, expected to be adopted regionally in 2025.
- This committee is chaired by Deputy Chief/Fire Marshal Amy Ray.

District Fire Chief Tod Carlini stated a lot of effort was put in by Deputy Chief Ray and Captain Patrick Mooneyhan. He thanked Tom Dallaire and Tim Davis for all their time and participation. He feels this recognizes the District's authority and legal responsibility to adopt regulations as well as the County's ability to enforce the District's regulations. The MOU is a dynamic document that defines who is responsible for what and how to proceed in the future of sharing information. He feels this will eliminate the opportunity for the District and County to have code conflicts. Because of the combined effort continuity has been achieved. He thanked Deputy Chief Ray, Captain Mooneyhan and Douglas County staff for working together to come up with a solution to bring everyone together.

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Deputy Chief Ray stated the training on Accela has already had a positive outcome.

Secretary Mike Sommers confirmed with Douglas County's adoption of Title 20 and incorporating East Fork Fire regulations, there is a common definition of structures, residential areas and commercial.

Deputy Chief Ray stated yes.

Secretary Sommers asked now that the 2024 code regulations are being worked on and would allow for changes that would need to be adopted by the Board, can the County then automatically adopt and incorporate the changes, or would it need to go before the County Commissioners for adoption?

District Fire Chief Ray stated it would need to go before the County Commissioners for adoption. Douglas County Community Development is also working with their partners for amendments to the codes.

Secretary Sommers asked if the County changes something in Title 20 would they need to come to the District?

Deputy Chief Ray stated she is not sure if Douglas County would need to come to the District if changes are made but hopefully, they would discuss those changes with the District.

District Fire Chief Carlini stated the MOU defines there will be a collaborated effort when there is any change. Code cycles are worked on a 3-year cycle. He is proud of Deputy Chief Ray to be named Chair among the committee.

President John Bellona asked if the County is on the committee.

Deputy Chief Ray stated it is just fire on the committee. The building department is part of a different committee. She stated the committee she is on works closely with Washoe County communications which helps with building repeaters. There is a sub-committee that is in communications with building.

District Fire Chief Carlini stated the economic vitality group is meeting with groups to put together development/building packages for the permitting process. The objective is to create a document that gives people a roadmap to follow of what it takes to obtain a permit.

No motion was taken. This item was for presentation only.

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10. For Presentation Only. Reports/updates from East Fork Professional Firefighters Association concerning the various assignments and committees they may be a member of a liaison to, and meetings/functions they have attended. No action will be taken on these reports/updates. (John Bellona, President) 5 minutes.

Engineer Adam Wennhold noted:

- Sorry he missed the Elks dinner. He thanked President John Bellona for all his hard work
- The District and Association are putting together a Youth Fire Academy held at Station 14 on May 18 and 19, 2024
- Hosting with Tahoe Douglas the PFM conference this upcoming weekend

11. For Presentation Only. Reports/updates from East Fork Volunteer Firefighters Association concerning the various assignments and committees they may be a member of a liaison to, and meetings/functions they have attended. No action will be taken on these reports/updates. (John Bellona, President) 5 minutes.

Volunteer Liaison Elaine Pace noted:

- Attended the Elks Dinner. The Firefighter of the Year was Jake Ferriera and Volunteer of the Year was Elaine Pace
- 10 Volunteers attended training on First Due to learn how to put in work orders
- New Volunteer orientation will take place on Saturday, April 20, 2024

The Board members congratulated Elaine Pace on being the Volunteer of the year.

12. For Presentation Only. Reports/updates from District Board Members and Administration concerning the various assignments and committees they may be a member of a liaison to, and meetings/functions they have attended. No action will be taken on these reports/updates. (John Bellona, President) 10 minutes.

Director of Administrative Services Lisa Owen noted:

- Been busy with the Deputy Chief of Operations recruiting process and getting the announcement out to the public. 12 applications have been submitted or started the application process
- Met with an outside company who will be administering the testing portion of the assessment process

Secretary Mike Sommers asked if a date has been established for the Deputy Chief of Operations assessment center.

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Director of Administrative Services Owen stated the testing week is scheduled for June 3 through June 7. The testing will not be the entire week but that is the week testing/assessment will take place.

Secretary Sommers asked if the District and outside company worked together to define and identify what process would eliminate applicants from moving into the assessment level.

Director of Administrative Services Owen stated it was discussed at the meeting and the District Human Resources will review the applications to confirm the applicant meets the minimum qualifications. Once that has been determined the outside company will take over and rank the applicants to determine the number of applicants that will be chosen to move on through the process. She stated she likes to assign points to important categories.

Secretary Sommers asked if the points are weighted points.

Director of Administrative Services Owen stated on the application process it's evenly pointed, and the assessment process is weighted.

Secretary Sommers asked if the applications are submitted directly to the District.

Director of Administrative Services Owen stated the applications are submitted directly to the District. The outside company has no access to the applications.

President John Bellona asked how much weight the phrase is "to be determined."

Director of Administrative Services Owen stated that is a hard question to answer without giving an example. She stated probably not much. She stated 11 out of the 12 applications look good. A majority have the background needed and will meet the qualifications.

Secretary Sommers asked how far out geographically the job announcement was advertised.

Director of Administrative Services Owen stated the announcement was advertised nationwide with a focus on the northwestern part of the United States. Applications were received from individuals in Florida, Idaho, Northern Nevada, etc.

President Bellona stated during the discussion regarding the Deputy Chief and Fire Chief process, it was discussed to move the middle of the pay grade to the top to attract qualified people.

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Director of Administrative Services Owen stated because the pay plan and job descriptions are adopted by the Board, it would've been an item brought to the Board. The District could offer a salary in the middle of the pay grade with the Board's approval. She has noticed some of the applications are requesting starting at higher salaries than the starting of the pay scale.

President Bellona stated he understands why qualified applicants would ask for more. An individual isn't going to want to leave their current job and go somewhere new, starting out less.

Director of Administrative Services Owen stated it depends on where they come from. Example, the Midwest wages may not be as high as ours.

President Bellona stated he is referring to the Western United States. In the past, the District did get interest from the Midwest, and they failed on wildland.

Director of Administrative Services Owen stated if someone is applying from another state, they must be serious about the position.

Secretary Sommers asked if there is a location to view the application.

Director of Administrative Services Owen stated it is posted in many different locations. Google, social media, LinkedIn, East Fork Fire website, government.com, etc.

Secretary Sommers asked if relocation is offered.

Director of Administrative Services Owen stated no.

Director of Administrative Services Owen added to her report/update that there are a few light duty employees working at the District Office helping with various assignments.

Secretary Sommers asked if there is any upcoming testing taking place.

Director of Administrative Services Owen stated the Captain testing will take place in May. The total number testing is unknown due to some possible retirements that may result in promotions. The Battalion Chief testing will take place in November 2024.

Deputy Chief Amy Ray noted:

- Taught Fire Prevention at the Academy
- Plan submittal continues to be busy
- Attended an Accela training with Community Development
- IDT training will take place Wednesday, April 17, 2024

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Deputy Chief Larry Goss noted:

- All Academy candidates passed the Hazardous Materials
- East Fork candidates continue to be top of the class
- Recently completed a 3-day strategy and tactics class
- IT continues to go well

President Bellona stated there recently was a casino data breach which resulted in an expensive ransom. Tyler Saylor will provide information on what took place.

Tyler Saylor, Conway Communications Technical Account Manager, explained in the casino data breach, a phone call was placed, and password information was provided. He gave detailed information on the steps Conway takes to protect East Fork Fire Protection District.

Secretary Sommers asked if the training sessions include examples of current situations.

Mr. Saylor stated the training courses are meant to give examples on how to detect and handle unfamiliar situations. There is a short quiz at the end of every training session.

Secretary Sommers asked Director of Administrative Services Owen if the District has procedure/policy that mandates employees complete training.

Director of Administrative Services Owen stated there were a lot of IT policies/procedures put in effect when the District hired Conway Communications.

Mr. Saylor stated all training courses sent out are tracked but there is not a policy/procedure in place at this time.

Secretary Sommers stated he would like something in place that alerts the employees' supervisor if the employee has not completed their training course.

Mr. Saylor stated the information is reviewed with Deputy Chief Goss on a regular basis.

Secretary Sommers stated it is important to take the training courses seriously. He asked if there is the ability to notify Conway if an employee receives a suspicious email.

Deputy Chief Goss stated Conway has a system in place that reviews emails and places the email in a suspicious file that is sent out to the employee.

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Mr. Saylor stated Conway engages with a third-party service to review suspicious emails.

Secretary Mike Sommers noted:

- Station 6 held a successful Easter egg hunt in the snow.
- The Volunteers are getting prepared for the defensible space assessment program.

Director Bernard Curtis noted:

- Asked District Fire Chief Carlini if he heard back from Emergency Management regarding the sandbag locations
- Thanked President Bellona on the hard work and time spent for the Elks dinner event. It was a great event.

District Fire Chief Carlini stated he contacted Emergency Management. Emergency Management expressed their desire to establish a permanent fence in the sandbag location at Station 9. He stated a land lease agreement with the County would be required because of the liability.

Secretary Sommers asked if a sign can be placed at the sandbag location sites on District property with Emergency Management's contact number, so the District isn't contacted with sandbag questions.

District Fire Chief Carlini stated yes.

President John Bellona noted:

- Elk's dinner was successful. A past Elk's member, Shaaron Snead, passed away and donated money. The Elks Executive Board made the decision to use the money towards law enforcement and firefighter appreciation events, so members are not charged to attend.

Director Jacques Etchegoyhen noted:

- No report

Legal Counsel Mark Forsberg noted:

- Clarified his response to Secretary Sommer's earlier question regarding the radio tower with the State. The property leased must be maintained by the lessor and will be returned to the condition it was in at the start of the lease.

Executive Program Manager Tom Hein noted:

- Fuels crew has project work (through grants) to keep them busy through the end of the fiscal year
- Staying busy keeping up with fleet and facilities
- Working on the roof bid proposal for Station 2 and 7

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CFO/Director of Finance Julie Andress noted:

- Submitted the State format for the tentative budget
- Busy working on CIP
- Will start working on the final budget, state format for the final budget, Capital Improvement Plan, and augmentation

District Fire Chief Tod Carlini noted:

- Training Center Prop is near completion
- Hope to hold an official training prop dedication before the Youth Fire Camp
- Very pleased with the Training Center prop. He thanked Simerson Construction for all their hard work put into the center
- Busy working on the budget
- Working on the station habitability study
- Working on Deputy Chief assessment
- Getting ready for wildland season
- Deputy Chief Goss will be attending the Fields General meeting
- Hosting Regional Fire Chief meeting at the District Office
- Thanked Tom Hein for his efforts with grants
- Provided an update on grants
- Continue to keep the Fuels Crew busy
- Looking into attending a NDF grant writing program with Tom Hein and Deputy Chief Amy Ray

Secretary Sommers asked what the carrying cost is for the Fuels Crew program.

District Fire Chief Carlini stated it is \$2,400 a day for the crew. He explained the process. He explained Deputy Chief Gorgon has established the Fuels Crew personnel into the dispatching system so if there is a fire, the District will be able to send those individuals without NV Energy approval. The individuals are making progress on their individual qualifications.

Secretary Sommers asked who can sign off for the Fuels Crew.

District Fire Chief Carlini stated it depends on where they are working but Deputy Chief Goss has the authority.

Deputy Chief Goss explained the task book sign off process.

Secretary Sommers asked Deputy Chief Ray if there is a way to add “no shooting” on the emergency reader boards, on high wind days.

Deputy Chief Ray stated there is a newsletter that goes out for each agency and “no shooting” on high wind days is always in there.

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Director Barbara Griffin noted:

- No report

CLOSING PUBLIC COMMENT (No Action)

President John Bellona opened public comment.

Adam Wennhold stated at this time there are 50 youths signed up for the Youth Fire Academy each day. There are about 10 spots left each day so please pass on the information.

There was no further closing public comment.

Public comment closed.

ADJOURNMENT

13. For Possible Action. Discussion and possible action to adjourn the East Fork Fire Protection District Board Meeting. (John Bellona, President) 5 minutes.

MOTION to adjourn; carried.

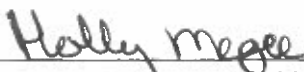
RESULT:	APPROVED [UNANIMOUS]
MOTION BY:	Barbara Griffin
SECOND BY:	Mike Sommers
AYES:	Bellona, Griffin, Curtis, Etchegoyhen, Sommers
NAYS:	
ABSENT:	

There being no further business to come before the Board, at 3:48 PM the meeting was adjourned.

Respectfully submitted:


John Bellona, President
East Fork Fire Protection District

ATTEST:


Holly Megee, Board Clerk
East Fork Fire Protection District