

# **EAST FORK FIRE PROTECTION DISTRICT**



**District Board Meeting  
Agenda and Supporting Information For  
The Meeting of April 16, 2024**

# EAST FORK FIRE PROTECTION DISTRICT

1694 County Road  
Minden, Nevada 89423

## Meeting Agenda

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

Tod F. Carlini, District Fire Chief

Holly Megee, Board Clerk

Tuesday, April 16, 2024

1:00 PM Board Meeting

To attend virtually-Contact Holly Megee  
In person-1694 County Road, Minden

### MISSION STATEMENT

*“Serving the Fire and Life Safety Needs of Our Community”*

East Fork Fire Protection District will be conducting its meeting in person and electronically. The public is welcome to attend the meeting virtually or in person at the East Fork Fire Protection District Office located at 1694 County Road, Minden, NV. If you would like to view the East Fork Fire Protection District Board meeting, please contact Holly Megee prior to the day of the meeting at 775-782-9040 or [hmegee@eastforkfire.org](mailto:hmegee@eastforkfire.org) for details on how to log into the meeting.

Public comment will be accepted prior to the East Fork Fire Protection District Board meeting through either the email address provided below or by setting up a phone appointment with the East Fork Fire Protection District Office up until the day before the East Fork Fire Protection District Board meeting.

- Blank public comment forms will be available at the East Fork Fire Protection District Office (1694 County Road, Minden, Nevada) and completed forms may also be left at the same location.
- Written public comments may also be emailed to [hmegee@eastforkfire.org](mailto:hmegee@eastforkfire.org). All public comments must be received prior to the date of the meeting if the comments are to be included in the supplemental materials.
- All written public comments received prior to 4:00 PM the day before the Board meeting will be compiled and will be added as supplemental material for the East Fork Fire Protection District Board and the public to review prior to the meeting.
- Any written public comment received the day of the East Fork Fire Protection District Board meeting will be compiled and added as supplemental materials to the East Fork Fire District’s website and distributed to the East Fork Fire Protection District Board within 24 hours after the meeting.

Members of the public may call Holly Megee at 775-782-9040 to obtain help making public comments using the public comment methods.

Copies of the finalized agenda are posted at the following locations prior to meeting day: East Fork Protection District Administrative Office, Gardnerville Post Office, Minden Post Office, Minden Library, and Douglas County Administration Building. Members of the public may request an electronic copy of the

agenda or supporting materials by contacting Holly Megee at [hmegee@eastforkfire.org](mailto:hmegee@eastforkfire.org). An electronic copy of the agenda and supporting materials are available at the following website:

- East Fork Fire website: <https://eastforkfire.org/>

Agenda items may be taken out of order, may be combined for consideration, or may be removed from the agenda at any time. All items designated “for possible action” shall include discussion and possible action to approve, modify, deny, take “no action,” or continue the item.

It is the intent of the East Fork Fire Protection District Board to protect the dignity of citizens who wish to comment before the Board. It is also the desire of the East Fork Fire Protection District Board to provide the citizens with an environment that upholds the highest professional standards. Citizens should have the ability to freely comment on items and/or projects that are brought before the East Fork Fire Protection District Board for action without interference.

Notice to Persons with Disabilities: Members of the public who are disabled and require special assistance or accommodations are requested to notify Holly Megee in writing at 1694 County Road, Minden, Nevada 89423 or by calling 775-782-9040 at least 20 hours in advance.

**EAST FORK FIRE PROTECTION DISTRICT**  
**1694 COUNTY ROAD**  
**MINDEN, NEVADA**  
**FINAL AGENDA**  
**April 16, 2024**

**BOARD MEETING**

**1:00 PM**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE – Jacques Etchegoyhen**

**PUBLIC COMMENT (No Action)**

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

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 East Fork Fire Protection District Board of Directors will take action 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.

### **ADMINISTRATIVE AGENDA**

The Administrative Calendar will be 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.
- (5.) Once the Board has concluded their discussion, 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 take action.

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

### **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.

### **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.

### **CONSENT CALENDAR**

#### **4. CONSENT CALENDAR**

Items appearing on the Consent Calendar are items that can be adopted with one motion unless separate consideration is requested 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.

**Motion to approve the Consent Calendar Items A-F**

**FINANCE**

**A. For Possible Action.** Discussion and possible action 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 and possible action 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 and possible action to approve payroll expenses paid in March 2024 per NRS 474.210. (Julie Andress, Director of Finance/CFO)

**D. For Possible Action.** Discussion and possible action 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 and possible action 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)

**CONSENT CALENDAR ITEMS PULLED FOR FURTHER DISCUSSION IF ANY**

**5. For Possible Action.** Discussion and possible action 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. (Tod F. Carlini, District Fire Chief) 15 minutes.

**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.

**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.

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

**CLOSING 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 has not already been taken. (John Bellona, President)

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

**ADJOURNMENT**

*THE TIMING FOR AGENDA ITEMS IS APPROXIMATE UNLESS OTHERWISE INDICATED AS A TIME SPECIFIC ITEM. ITEMS MAY BE CONSIDERED AHEAD OF OR AFTER THE SCHEDULE INDICATED BY THIS AGENDA.*







## **DRAFT**

The Board Meeting of the East Fork Fire Protection District Board was held on Tuesday, March 19, 2024, in-person and virtually, beginning at 1:00 PM.

### **East Fork Fire Protection District Board Present:**

John Bellona, President, District 1, Attended the meeting virtual  
Barbara Griffin, Director, District 2  
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  
Patrick Mooneyhan, Fire Inspector

### **Additional attendees that addressed the Board:**

Justin Tenney, East Fork Fire Firefighter/Paramedic  
Troy Valenzuela, East Fork Fire Battalion Chief  
Elaine Pace, Volunteer Liaison  
Adam Wennhold, East Fork Fire Engineer  
Sky Dwinell, East Fork Fire Captain  
Kevin May, President for East Fork Fire Professional Firefighters

## **CALL TO ORDER**

Secretary Mike Sommers

## **INITIAL MEETING BUSINESS**

### **PLEDGE OF ALLEGIANCE**

Director Bernard Curtis led the Pledge of Allegiance

Secretary Mike Sommers asked for a moment of silence in honor of Don Stangle.

### **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.**

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF MARCH 19, 2024**

**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 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.**

Secretary Mike Sommers opened public comment.

There was no 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 items from the agenda or delay discussion relating to items on the agenda. (Mike Sommers, Secretary) 5 minutes.**

MOTION to approve the meeting agenda for March 19, 2024.

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF MARCH 19, 2024**

**RESULT:** APPROVED [UNANIMOUS]  
**MOTION BY:** Bernard Curtis  
**SECOND BY:** Jacques Etchegoyhen  
**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 February 20, 2024, meeting of the East Fork Fire Protection District Board of Directors. (Mike Sommers, Secretary) 5 minutes.**

MOTION to approve the minutes of the February 20, 2024, Board meeting.

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

Secretary Mike Sommers apologized for not taking public comment on the last 2 agenda items.

Secretary Sommers opened public comment.

There was no public comment.

Public comment closed.

**AWARDS, RECOGNITIONS, PROCLAMATIONS & DONATIONS**

**3. For Possible Action. Discussion and possible action to accept the following donations from the Volunteer Firefighters' Association to be used to get the Utility Terrain Vehicle (UTV) operational: \$7,500 from the Volunteer Firefighters' Association, \$1,000 from Volunteer Station 2/9, \$1,000 from Volunteer Station 8, up to \$5,000 from Volunteer Station 3, and to authorize a letter of appreciation from the Board President. (Tod F. Carlini, District Fire Chief) 5 minutes.**

District Fire Chief Tod Carlini stated instead of splitting the donations into four different agenda items, the donations are all being presented under one agenda item. At last month's Board meeting, the District accepted the grant from Firehouse Subs for the purchase of a UTV. The donations will help to fund

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF MARCH 19, 2024**

other expenses involved in getting the UTV operational. The donations will be included in the May augmentation. He thanked the volunteer groups that are donating to get the UTV operational. The recommendation is to accept the donations.

Secretary Mike Sommers opened public comment.

There was no public comment.

Public comment closed.

MOTION to accept the following donations from the Volunteer Firefighters' Association to be used to get the Utility Terrain Vehicle (UTV) operational: \$7,500 from the Volunteer Firefighters' Association, \$1,000 from Volunteer Station 2/9, \$1,000 from Volunteer Station 8, up to \$5,000 from Volunteer Station 3, and to authorize a letter of appreciation from the Board President.

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

**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. (Mike Sommers, Secretary) 5 minutes.**

Secretary Mike Sommers 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.

- a. For Possible Action.** Discussion to accept the report on general ledger cash balances as of February 29, 2024. (Tod F. Carlini, District Fire Chief)
- b. For Possible Action.** Discussion to approve the receipt and filing of the list of accounts payable checks issued and cash

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF MARCH 19, 2024**

disbursements/automatic withdrawals in February 2024 per NRS 474.210. (Tod F. Carlini, District Fire Chief)

- c. For Possible Action.** Discussion to approve payroll expense paid in February 2024 per NRS 474.210. (Tod F. Carlini, District Fire Chief)
- d. For Possible Action.** Discussion to approve the Procurement Card Transactions paid in February 2024 per NRS 474.210. (Tod F. Carlini, District Fire Chief)
- e. For Possible Action.** Discussion to approve the East Fork Fire Protection District’s ambulance billing bad-debt write-offs for the period of January 2024 in the amount of \$55,639.28. (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 December 2023. (Tod F. Carlini, District Fire Chief)

Secretary Mike Sommers opened public comment.

There was no public comment.

Public comment closed.

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

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOTION BY:</b>	Jacques Etchegoyhen
<b>SECOND BY:</b>	Barbara Griffin
<b>AYES:</b>	Bellona, Griffin, Curtis, Etchegoyhen, Sommers
<b>NAYS:</b>	
<b>ABSENT:</b>	

**5. For Presentation Only. Presentation of the e-bikes purchased in part by donations received from Bruce Cable CPA and matching funds from the District for backcountry access to various trails in the District for emergency responses. (Troy Valenzuela, Battalion Chief and Justin Tenney, Firefighter/Paramedic) 15 minutes.**

Battalion Chief Troy Valenzuela stated in March 2023 the District received a donation from Bruce Cable CPA to go towards the purchase of an e-bike. He explained to Mr. Cable the District did not have access to all the trails within the District and an e-bike would benefit the District. The District also received a donation last year from the Carson Valley Trails Association for a cascade liter (rescue stretcher). District funds were used to purchase a second e-bike. Both e-bikes were received a couple of months ago. Battalion Chief Valenzuela

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF MARCH 19, 2024**

and Firefighter/Paramedic Justin Tenney had one of the e-bikes with them to show to the Board.

Firefighter/Paramedic Tenney explained the District is still discussing what station is the best location to store the e-bikes. The District is looking to obtain a rack for transportation of the e-bikes and outfitting the e-bikes with the necessary equipment. He outlined details about the e-bikes purchased. He stated the e-bikes can be used on trails as well as at events (Candy Dance, Carson Valley Days, etc.).

He provided the Board with a handout showing the cascade liter that was purchased through a donation. He explained the purpose of a cascade liter.

The e-bikes were purchased at Big Daddy's Bike Shop in Gardnerville Nevada. He believed it was important to purchase them locally.

Battalion Chief Valenzuela stated the e-bikes will be fully equipped with advanced life support capability.

Director Barbara Griffin stated she is excited the District has the e-bikes on hand. She knows they will be used.

Battalion Chief Valenzuela stated outdoor activity has already started this year. There was a bike accident on a trail near Jacks Valley this morning. The crews were able to get to the patient mostly by vehicle. The e-bikes will be helpful on the single-track trails.

Secretary Sommers asked if the e-bikes will be used in the Topaz area.

Battalion Chief Valenzuela stated the UTV will be utilized more in the Topaz area.

Secretary Sommers asked when the e-bikes will be ready for service.

Battalion Chief Valenzuela stated the goal is within the next two months. There is training that is necessary before the e-bikes can be put into service.

Secretary Sommers asked if acknowledgement has been sent to Mr. Cable.

District Fire Chief Tod Carlini stated a letter was sent to Mr. Cable and the Carson Valley Trails Association when the donations were made.

Firefighter/Paramedic Tenney stated East Fork Fire is giving back by providing CPR/First aid class to the Carson Valley Trails Association on April 1, 2024.

Secretary Sommers stated it is nice to see community involvement on both sides.

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF MARCH 19, 2024**

District Fire Chief Carlini stated between all the recent donations and work staff has committed, the District will be able to increase the capacity to serve the recreational areas. He thanked all involved.

Secretary Sommers requested a public announcement once everything is in service.

Secretary Sommers opened public comment.

There was no further public comment.

Public comment closed.

**6. For Presentation Only. Presentation on the new Scott Self-Contained Breathing Apparatus (SCBA's) purchased through a Regional Assistance to Firefighters Grant (AFG) offered through FEMA. (Troy Valenzuela, Battalion Chief) 15 minutes.**

Battalion Chief Troy Valenzuela stated five regional departments (East Fork Fire, Carson City Fire, Tahoe Douglas, North Lake Tahoe/Incline and Smith Valley) applied for a Regional Assistance to Firefighters Grant (AFG) offered through FEMA to purchase Scott Self-Contained Breathing Apparatus (SCBA's). The five entities were awarded the grant. East Fork Fire's SCBAs are in service and operational. The SCBAs are worn on the back and used when entering certain conditions (smoke, hazmat, etc.).

Key points included:

- Tank full of air
- Breathing piece on a mask
- Buddy breathing system on unit
- Lighting feature on unit
- Quicker bottle changes
- Supplies approximately 20-30 minutes work capacity of air
- Head up display on mask
- The air pack communicates with the Incident Commander via Bluetooth to a computer in the Battalion Chief rig that conveys air supply status
- Bluetooth radio mic for all line staff
- 74 units purchased on a 10% match from District funding (\$680,000 covered through the grant)
- 15-year life
- Full manufacturer warranty on repairs

Battalion Chief Valenzuela provided a demonstration of the SCBA's with the help of Firefighter/Paramedic Paul Tschirhart.

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF MARCH 19, 2024**

Secretary Mike Sommers asked how much each unit weighs and is it a decrease or increase from the previous units.

Battalion Chief Valenzuela stated the units weigh approximately 25-30 pounds, which is about the same as the previous units.

Secretary Sommers asked if the units have camera capability.

Battalion Chief Valenzuela stated the units do have camera capability, but these units do not have cameras.

Director Barbara Griffin asked if the units are used at the Academy.

Battalion Chief Valenzuela stated that SCBAs are used at the Academy but not the new ones.

Secretary Sommers asked if the Volunteers assisted with servicing the tanks.

Battalion Chief Valenzuela replied the Volunteers were a huge help getting the SCBAs in service.

Secretary Sommers asked if there is an ability for the tanks to be monitored or measured on the usage of the tanks.

Battalion Chief Valenzuela stated yes, the tanks are on a service schedule.

Battalion Chief Valenzuela thanked the Board for their approval last year of the District match for the AFG grant.

Secretary Sommers opened public comment.

Volunteer Liaison Elaine Pace stated the Volunteers went through training on the new SCBAs to learn how to change out tanks on the scene and refill them.

There was no further public comment.

Public comment closed.

**7. For Possible Action. Discussion and possible action to authorize the District Fire Chief to fill the vacant position of Fire Investigator/Captain for the balance of the current fiscal year with an internal promotion of Fire Inspector, Patrick Mooneyhan at a cost not to exceed \$4,000 and to include funding for the position in the FY 24/25 Budget. (Tod F. Carlini, District Fire Chief) 15 minutes.**

District Fire Chief Tod Carlini stated in 1997, the District created the position of Fire Investigator/Captain. From 1997-2018 the position was filled by Terry



**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF MARCH 19, 2024**

Taylor. The position was not filled after the retirement of Terry Taylor due to budget and then COVID 19.

He explained Patrick Mooneyhan currently holds the position of Fire Inspector. He maintains and holds the certifications and meets the qualifications for Fire Investigator/Captain. The recommendation is to fill the position internally as a promotion.

He explained over the last year, Mr. Mooneyhan has stepped up and has been working out of his classification as an inspector. He has demonstrated he meets the qualifications and is willing to take on additional responsibilities. The District is down one inspector due to an on-the-job injury. Mr. Mooneyhan has been performing field inspections. He is certified to do plans examination and currently receives an incentive to do the plan reviews. Plan reviews are part of the Fire Investigator/Captain position so the incentive will no longer apply after the promotion goes into effect. The additional cost for the balance of this fiscal year would not exceed \$4,000. District Fire Chief Carlini stated Inspector Mooneyhan deserves the position of Fire Investigator/Captain.

Secretary Mike Sommers opened public comment.

There was no further public comment.

Public comment closed.

Professional Firefighters, Adam Wennhold stated the Association is in full support of the promotion for Fire Inspector, Patrick Mooneyhan to Fire Investigator/Captain. This is long overdue, and the Association wishes him success.

Secretary Sommers stated now that the fire code regulations are where they should be and in place, the Prevention Department can go enforce what was created.

Director Jacques Etcheogyhen stated it is a pleasure to promote growth within the organization.

MOTION to authorize the District Fire Chief to fill the vacant position of Fire Investigator/Captain for the balance of the current fiscal year with an internal promotion of Fire Inspector, Patrick Mooneyhan at a cost not to exceed \$4,000 and to include funding for the position in the FY 24/25 Budget.

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF MARCH 19, 2024**

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

**8. For Possible Action. Discussion and possible action to authorize the formal solicitation of bids for the re-roofing of Volunteer Fire Station 2 located at 1255 Douglas Avenue, and partial roofing of Fire Station 7 located at 940 Mitch Drive, Gardnerville, Nevada. (Sky Dwinell, Fire Captain) 10 minutes.**

Fire Captain Sky Dwinell stated this request is for a partial re-roof of Station 7 and full re-roof of Volunteer Station 2. Both roofs are over 22 years old. The initial insurance claim resulted in fixing some of the issues, but it was determined the damage to Station 2 and 7 could not be patched and both needed re-roofing. The insurance adjuster agreed and readjusted the claim. The cost to re-roof Station 7 will be \$64,883.49 and Station 2 will be \$142,509.70. The District will go out for bid and if the bids come back higher, it could result in District funds being needed to cover the difference.

Director Barbara Griffin stated she remembers when Station 7 was built, and it is hard to believe it is over 22 years old.

Secretary Mike Sommers asked how the District will post the bid.

Fire Captain Dwinell stated the District will follow the bid process and regulations. He will work with Executive Program Manager Tom Hein and District Fire Chief Tod Carlini.

Secretary Sommers asked if the insurance adjuster determined the total claim value.

Fire Captain Dwinell stated yes.

Secretary Sommers asked if the claim was submitted as one or two claims.

Fire Captain Dwinell stated there were two claims, but the formal solicitation of bids will be under one project.

Secretary Sommers asked about the deductible.

District Fire Chief Carlini stated the deductible has already been met.

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF MARCH 19, 2024**

Fire Captain Dwinell stated if the bids are over what the insurance has approved, the District will be responsible for the difference.

District Fire Chief Carlini explained all damage from the winter storm was put into one claim, so the District only had to pay one deductible.

Secretary Sommers opened public comment.

There was no public comment.

Public comment closed.

MOTION to authorize the formal solicitation of bids for the re-roofing of Volunteer Fire Station 2 located at 1255 Douglas Avenue, and partial roofing of Fire Station 7 located at 940 Mitch Drive, Gardnerville, Nevada.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOTION BY:</b>	Barbara Griffin
<b>SECOND BY:</b>	Jacques Etchegoyhen
<b>AYES:</b>	Bellona, Griffin, Curtis, Etchegoyhen, Sommers
<b>NAYS:</b>	
<b>ABSENT:</b>	

Secretary Sommers asked Legal Counsel Mark Forsberg if the amount to re-roofing Volunteer Fire Station 2 and partial roofing of Fire Station 7 exceeds the amount insurance has agreed to pay, does it need to come back before the Board for approval for the District to pay the difference.

Legal Counsel Forsberg stated it does not need to come before the Board for approval.

**9. For Presentation Only. Initial presentation of the FY 24/25 Tentative Budget for the East Fork Fire Protection District in the amount of \$28,486,894. (Tod F. Carlini, District Fire Chief and Julie Andress, Director of Finance/CFO) 60 minutes.**

District Fire Chief Tod Carlini stated he is pleased to present the tentative budget for FY 24/25. This will be Director of Finance Julie Andress's first tentative budget presentation for East Fork Fire Protection District.

Below is the outline of the PowerPoint presentation regarding the FY 2024-2025 Tentative Budget for the East Fork Fire Protection District in the amount of \$28,486,894 presented by District Fire Chief Tod Carlini and Director of Finance Julie Andress:

Acknowledgements:

- East Fork Fire Protection District Executive Staff

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF MARCH 19, 2024**

- East Fork Fire Protection District Battalion Chiefs and Operations Staff
- East Fork Fire Protection District Volunteer Association

District Board of Directors:

- John Bellona, President
- Mike Sommers, Secretary
- Barbara Griffin, Director
- Bernard Curtis, Director
- Jacques Etchegoyhen, Director

East Fork Fire Protection District Executive Staff:

- Tod F. Carlini, District Fire Chief
- Scott Gorgon, Deputy Fire Chief of Operations
- Larry Goss, Deputy Fire Chief of Training and Safety
- Amy Ray, Deputy Fire Chief/Fire Marshal
- Tom Hein, Executive Program Manager
- Lisa Owen, Director of Administrative Services
- Julie Andress, Director of Finance/CFO

East Fork Fire Battalion Chiefs:

- Troy Valenzuela
- Matt Kruse
- John Brawley

East Fork Professional Firefighters Association, IAFF Local 3726:

- Kevin May, President
- Justin Grimm, Vice President
- Sky Dwinell, Secretary/Treasurer
- Matt Kruse, Executive Board Member
- Tracy Connelly, Executive Board Member
- Justin Tenney, Executive Board Member
- Patrick Mooneyhan, Executive Board Member
- Roy Minor, Employee Relations Liaison

East Fork Volunteer Firefighters Association:

- Chris Lang-President
- Paul Pettersen-Vice President
- Laura Thompson-Secretary/Treasurer
- Elaine Pace-Volunteer Liaison

District Demographics:

- 675 square miles protected or 96% of Douglas County, including lands within the Tahoe Basin
- 49,343 estimated resident population
- 15,000 seasonal/migratory population swings

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF MARCH 19, 2024**

- 6,847 calls for service last year (2023)
  - “A decrease of 5.18% over prior year calls”
- 2024 calls for service are currently trending downward by 9.8%

Secretary Mike Sommers asked if the call volume decrease is just EMS calls or all calls.

District Fire Chief Carlini stated it is primarily EMS calls. A comparison was made between this year and the same time last year and there is a 300-call decrease.

Director Barbara Griffin asked if it is known why there is a decrease in calls.

District Fire Chief Carlini stated no. There have been meetings with medical facilities, and they aren't seeing any increase with self-transport. The medical facilities are seeing trends of decreases as well.

Secretary Sommers asked if the charges for EMS will be changing.

District Fire Chief Carlini stated the fees will be changing. The changes being made will be discussed later in the presentation.

East Fork Fire Protection District Usual Disclaimer:

- Remember, this is a **TENTATIVE BUDGET** that will serve as a foundation for the final budget. Over the next couple months, the Administration will update the budget based on Board and staff discussions, contractual adjustments and final projected numbers being released from the State and County.

Budget Package:

- Budget Summary, Expenditures by Fund and Departments
- Budget Revenue
- Department (Divisional) Budgets
  - Administration
  - Prevention
  - Training
  - Suppression
- Fire Emergency Fund

Making Comparisons:

- Comparisons are made between the 2023/24 adopted budget and the 2024/25 Tentative budget and throughout the process.
- Usually amended budgets include augments for one time funding for expenditures and expenses making it difficult for a fair comparison.
  - The comparison between FY23/24 Amended Budget and FY24/25 Tentative budget is shown in the Board Packet.

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF MARCH 19, 2024**

Variable Impacts:

- Contract Negotiations – 4 Articles in progress (5-year agreement)
- Failure to receive GEMT in a timely manner
- Changes in Taxes and Fees
- Plan review fees
- Increase/decrease in ambulance collectibles
- Loss of service contract(s) (NV Energy and Emergency Management)
- Increases in interest on investments
- Failure to receive fire response payments in a timely manner
- Failure to receive NV Energy payments in a timely manner
- Board direction

Secretary Sommers asked if the payments due to the District are recognized as revenue before the District collects the money.

District Fire Chief Carlini stated yes, the payments are recognized as revenue before collection.

Secretary Sommers asked if the payments owed to the District are not collected will it result in a more significant loss.

District Fire Chief Carlini stated the billables are in the current fiscal year.

Secretary Sommers asked if the District does not collect the previous year billables and moves onto the next year, what's the leverage to collect the current year.

District Fire Chief Carlini stated the billables owed are paid by the State and the District is confident they will be paid. If billables are not paid by the end of April, then it would be a concern going into a new fiscal year. There is still a 60-day period to collect. Everything has been billed, approved and in-line to be paid. The NV Energy billables are another question. The District is 3-months out (November, December, and January) towards approaching the 60-day period. He is hoping Legal Counsel will not need to get involved.

Secretary Sommers asked if the District had heard anything from NV Energy.

District Fire Chief Carlini stated the District has not heard from NV Energy.

President John Bellona asked if the District has a process in place to send NV Energy to collections.

District Fire Chief Carlini stated he feels it would be more involved because a contract is in place between East Fork Fire and NV Energy. He feels it would be more of a legal recourse against the contract. Going to collections would

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF MARCH 19, 2024**

result in a percentage of the funds owed loss due to the collection fees. The amount owed to the District is well over \$300,000.

Secretary Sommers stated if the District goes through a collection agency, NV Energy may be responsible for the collection costs.

Legal Counsel Forsberg stated he does not recall if there is a clause in the contract regarding collections.

Secretary Sommers stated he is concerned with the time limit before notification.

Legal Counsel Forsberg stated the contract will require payment within a certain timeframe.

Director Jacques Etchegoyhen asked if other districts are waiting to be paid.

District Fire Chief Carlini stated he understands there are other districts waiting for payment.

Secretary Sommers asked if the payments owed are from agencies who no longer have a contract with NV Energy.

District Fire Chief Carlini replied he believes it is not just agencies who no longer have a contract with NV Energy.

**Primary Budget Objectives:**

- Provide a balanced budget tentative in scope
- Prepare a budget which attempts to meet public expectations and District standards
- Find a balance between sustainability and moving forward
- Consider conservative revenue estimates
- Make data driven decisions
- Maximize all revenue potentials (Taxes and Fees, GEMT, and Grants)
- Meter the use of reserve funds to enhance service levels and offset revenue expectations (Big Challenge)
- Bring Bond funds forward for potential use
- Keeping an “eye” on Ending Fund Balance or “reserves” with sustainability in mind and economic impacts

**Additional Budget Objectives:**

- Fund wages/benefits, reflecting regional marketability, internal equity, future negotiated contracts, and attempt to continue to be an employer of choice
- Continue to enter into long term “fixed costs” service agreements where appropriate

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF MARCH 19, 2024**

- Inform the public how services are truly delivered through the budget process
- Continue to fund capital equipment needs as appropriate and for the safety of District staff
- Recognize possibility awarding of AFG Grant in the Fall of 2024
- Provide necessary funding to service debt
- Maintain a positive Ending Fund Balance for sustainability

Two Primary Funds For FY24/25:

- General Operations Fund-\$28,151,420
- Emergency Fund-\$335,474
- Total- \$28,486,894
- Per NRS 474, the District is allowed two funds. One fund is for operations, and one is considered a restricted Emergency Fund.

General Fund Revenue: Tentative Budget 2024/25

Three Primary Revenue Sources:

First:

- Ad Valorem
- State Consolidated Tax
- Ambulance User Fees

Second:

- Fire and Life Safety Plan Review Fees
- GEMT
- Grants
- Fuels Management Grants
- Fire Reimbursements
  - Based on fire activity, not budgeted
- Alpine County Contract

Third:

- Interest on Investments
- Rents and Leases
- Donations
- Sale of Excess Property

Secretary Sommers stated he noticed on the handout that the primary revenue sources above are color coded. Is there a reason for that?

District Fire Chief Carlini stated the colors are shown because of the consistency seen.

Revenue – Taxes: (A chart was provided)

- For 2022/23, budgeted an 8.64% increase
- For 2023/24, budgeted an 8.59% increase



**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF MARCH 19, 2024**

- For 2024/25, budgeting a 7.50% increase
- Final projected numbers will be released on March 25<sup>th</sup>
  - Projecting a 7.50% increase on existing assessed value:
    - Residential Cap - 3%
    - General Abatement Cap - 8%

Secretary Sommers asked if the assessed valuation for the District is known.

District Fire Chief stated yes, it is in the Department of Taxation publication. The District does not know what the actual revenue generated because the County needs to do the calculation.

Secretary Sommers asked District Fire Chief Carlini to inform the Board what the assessed value is when he receives that information.

Revenue -Intergovernmental: (A chart was provided)

- State Consolidated Taxes. Douglas County is no longer considered a guaranteed county
  - Estimate Projection from the state is a 3.5% decrease
- Current Emergency Management Contract expired 6/30/23 – Net revenue loss of \$250,000
- Alpine Contract contractually will increase 6% per year under a five (5) year agreement
- GEMT projecting (\$250,000) decrease based on past performance

Inter-County CTAX Comparison: (A chart was provided)

- All special districts in Douglas County had a shortfall

District Fire Chief Carlini stated he is not sure why all special districts have a shortfall, but it might be because Douglas County is no longer a guaranteed county. He contacted Kathy Lewis to inquire if she knew why. She contacted the Department of Taxation, and the explanation given to her was complicated.

GEMT:

- In Nevada, Medicaid is paid 65% by federal and 35% by state funds
- East Fork's actual costs to Medicaid patients for transport can be used as the state share of Medicaid costs
- This is the same for any local government ambulance provider where local tax dollars are subsidizing the state/federal Medicaid program
- A state plan amendment was approved to allow local tax dollars to be counted as the state's share, opening the door for federal reimbursement of that share
- East Fork Fire has entered into an agreement with the State
- East Fork Fire conducted a cost analysis to determine transport costs as part of the qualifying requirements
- The District is budgeting \$850,000 for FY24/25 – This may be optimistic

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF MARCH 19, 2024**

Secretary Sommers asked if the fees Medicaid pays to the District are set fees.

Director of Administrative Services Lisa Owen stated yes, but it is a complicated process. The fees paid are based on the category which is based on the date the individual enrolled. She provided an example.

Secretary Sommers asked how the District knows a patient's enrollment date to determine how to bill them.

Director of Administrative Services Owen stated it is not known. Medicaid ambulance bills on the front end pay for mileage and ALS loading fee, but don't pay on additional services provided. Medicaid pays roughly .20 cents on the \$1.00.

Revenue –Charges for Service: (A chart was provided)

- Fire Plan Check, Permit – projected at 3.5% increase
- Water Initiative Fee – projecting a significant increase due to residential growth in the urban interface
- Ambulance Fees (net write-offs) \$3,907,011 – Ambulance billing shows a dramatic decrease. Budget based on actual revenue for FY22/23 and current trends FY23/24
- Fuels Management grants funds of \$500,000 are anticipated

EMS Patient Demographics: (A chart was provided)

- Medicare 52.90%
- Private Insurance 13.12%
- Self-Pay 18.48%
- Medicaid 12.29%
- VA 3.21%
- Approximately 68.4% of billable services are federally supported.
- Estimating \$3,907,011 in actual EMS revenue.
- FY 24/25 reflects only a 1% increase of \$96,561, which is in relation to the projected impact of scheduled fee increases effective July 1, 2024

Director of Administrative Services Owen stated she noticed last year the private insurance percentage decreased and the private pay self-pay increased, which indicates people are going without insurance.

Secretary Sommers stated it is unknown what percentages of patients are non-resident.

Director of Administrative Services Owen stated patients that are non-resident, data can be obtained.

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF MARCH 19, 2024**

Secretary Sommers asked what percentage the rate increase will be.

Director of Administrative Services Owen replied she doesn't know what that percentage is at this time.

Secretary Sommers stated it is a balancing act between the rate increase and the number of calls.

District Fire Chief Carlini stated he's continually watching the calls. If numbers are higher the District will do an augmentation.

Sierra Saver Program:

- Under the new Board adopted subscription fees, two (2) subscription plans are now provided:
  - Subscription with proof of Health Insurance-\$65.00
  - Subscription without Health Insurance-\$130.00
- Public awareness of the program still presents a challenge
- Generates approximately \$50,000 per year
- Mutually accepted program within the region
- Provided to all personnel as a taxable benefit, either by contract, policy, or incentive program for volunteers

Secretary Sommers asked why getting the word out about Sierra Saver is a challenge.

District Fire Chief Carlini stated the amount of people that participate in the Sierra Saver continues to remain consistent.

Director of Administrative Services Owen stated it is a wonderful program for the community and was never intended to be a moneymaker.

Secretary Sommers asked if the District notices frequent Sierra Saver users.

Director of Administrative Services Owen stated yes and that is why there is a maximum of three transports per person per year and the transport must be a medically necessary transport.

District Fire Chief Carlini stated there have been many times when the District has informed Sierra Saver members, they don't need the service because they have appropriate insurance coverage, but they still want to join because they feel it's a service they value.

Revenue –Miscellaneous and Other Financing Sources: (A chart was provided)

- Interest on investment – increase in interest rates, and larger cash balance due to bond funds, the District is projecting an increase in interest revenue from LGIP.

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF MARCH 19, 2024**

- Rents/Leases – Increase due to agreements with Verizon for cellular towers on District property.

Secretary Sommers asked if the interest is estimated without the interest earnings from the bond issue and capital.

Director of Finance Andress stated yes.

District Fire Chief Carlini clarified it is being brought forward but it will still be available for investment. If the District has an opportunity to purchase something similar, if it becomes available, the funds will need to be in a usable setting.

He stated Director of Finance Andress continues to watch the cash balances closely so money can be kept in investments longer and has moved to a biweekly payment for payables. The desire is for LGIP to continue to maintain the interest rate.

District Fire Chief Carlini stated the cell tower payments have been included because it was approved by the Board. However, because of the uncertainty of some of the locations, other options were built into the budget.

Secretary Sommers asked why the cell tower's income was not kept out of the budget and an augmentation was completed when the cell towers are permitted.

District Fire Chief Carlini stated it can be done either way. There are funds built into the budget that can be pulled back if that's the preference. It would adjust the budget by \$70,000- \$80,000.

Secretary Sommers stated he feels more comfortable not having it built into the budget until it's permitted. He asked the Board their preference.

Director Bernard Curtis stated he agrees with Secretary Sommers.

Director Etchegoyhen agrees it shouldn't be included until the cell towers are permitted.

President Bellona stated it should be kept out of the budget until the payments are received.

General Fund Expenditures-Tentative Budget 2024/25

Summary - General Fund Operating Expenditures: (A chart was provided)

- Personnel and Capital Projects/Outlay will be discussed later in the presentation

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF MARCH 19, 2024**

- Services and Supplies:
  - Overall increase of \$302,381 or 13.1%
  - Accounts for increases in physical exams, computers, maintenance, and repairs of vehicles

District Fire Chief Carlini noted the District is down four fuel crew positions and decided not to fill those positions. That is why there are salary decreases.

Secretary Sommers stated he would like a headcount added next to personnel.

Expenditures by Department: (A chart was provided)

Expenditures changes:

- Administration went up 6.9% due to increases related to salary and benefits.
  - Includes projected retirement payouts
  - One additional over-hire for pending retirements
- Prevention budget increase was in software for plan review
- Training budget increase is to allow for (3) Firefighters to attend Paramedic School
- Suppression increases of 59.8% due to bringing bond funds in for capital expenditures

Secretary Sommers asked if the administrative cost incorporates the plan for transitioning positions out.

District Fire Chief Carlini stated yes and there is overlap which was requested by the Board. Three months overlap for the Deputy Chief of Operations and two months overlap for the District Fire Chief, included in the salaries and wages.

Secretary Sommers asked if more time is needed for one over the other, can they be interchangeable.

District Fire Chief Carlini stated yes. He stated one of the benefits of hiring a Deputy Chief of Operations before District Fire Chief is it may not need three months of overlap.

Secretary Sommers asked if the request from the volunteers was included in services and supplies.

District Fire Chief Carlini stated yes.

Secretary Sommers stated that will allow to support the Volunteers.

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF MARCH 19, 2024**

Personnel (General Fund) - Tentative Budget 2024/25

Career Line Staff Distribution FY24/25:

Daily Staffing – 24/7: (A chart was provided)

- District-wide one Duty Chief is assigned 24 Hours/7 Days a week
- Fuels Staff

Personnel Costs FY24/25:

- Largest District expense
- Pending open articles for negotiation
- Distribution between wages and benefits for FY24/25:
  - Salaries and Wages - \$11,448,931 (60.62%)
  - Benefits - \$7,435,668 (39.37%)
    - Represents about 87.81% of Operating Budget

Current Assumptions:

- Wage adjustments are included for represented personnel based on existing contracts which include step movement
- Wage adjustments are included for non-represented personnel wages which mirror contracted employee compensation increases
- Health Insurance increases are projected to be 6%
- Worker's Compensation increase estimated at 4% (if the District stayed with Pool Pact, the increase would have been somewhere between 13%-20%)
- Filling Fire Investigator/Captain position for FY24/25 is included

Personnel Costs: (A chart was provided)

- Personnel costs are a function of not only increases in compensation and benefit costs but also the addition of personnel over the years.

Overtime Costs:

- Overtime is a large expense
- FY24/25 - budgeted \$1,572,300 which is the equivalent of 18 shifts per line staff employee
- Overtime Costs are driven by several factors:
  - Geographic challenges as they relate to staffing needs
  - Academy costs
  - Contract requirements (Pending negotiations)
  - Long-term workers compensation injuries
  - Long-term personal medical issues
  - Major incident staffing and call back
  - Suitcase position is reducing some overtime costs
  - This item will see adjustments throughout the year

Secretary Sommers asked what classification results in the most overtime.

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF MARCH 19, 2024**

District Fire Chief Carlini stated work-related and non-work-related injuries cause a lot of overtime.

Secretary Sommers asked if there is one classification over another that has high overtime.

District Fire Chief Carlini stated Captains topped out receive the largest cost in overtime. It doesn't mean Captains are the highest users. He stated to get more of an accurate answer he would need to run some numbers.

Other expenditures and debt - Tentative Budget 2024/25

Contract Fees Owed To Douglas County:

- 911 User Fees Estimate - \$83,661
- Radio User Fees Estimate - \$75,000
  - Budgeting a decrease and anticipating the District will be responsible for preventative maintenance of radios
  - \$ 4,500 is budgeted for outsourcing P and M on radios/pagers
- 911 Fees and Radio User Fees are calculated annually
- Meeting with 911 Director to discuss costs and service contracts

District Debt:

- Annual Debt Service Total - \$425,692
- Medium Term Bond/Loan Interest Rate is 1.86% on reissued bonds
- Medium Term Bond/Loan Interest Rate is 4.2% on 2<sup>nd</sup> issued bond
- Combined annual debt service is \$425,692

Debt Considerations:

- Debt service payments are considered part of Capital Expenditures
- This proposed budget includes bond funding of \$2,944,284
  - \$1,437,590 has been committed contractually for apparatus purchases/modifications
    - Type 1 Engine, Type 3 Conversion, Training Prop Vent
  - \$1,088,800 has been budgeted for purchases including
    - Facility upgrades, Soft Tones Alerting System, Training Captain vehicle, Ambulance remount, Training Center Phase 3
  - \$417,894 has been appropriated, available if needed, earmarked for future use in future years

District Fire Chief Carlini stated because of the revenue lost from ambulance billables, the District has needed to fund some of the items that are normally funded with general fund revenues into the bond funds to make these acquisitions. He understands there are other large needs (Type 1 engine) but for now to afford some of the items, this was a solution.

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF MARCH 19, 2024**

He will be meeting with the habitability committee this week.

Capital Expenditures - Tentative Budget 2024/25

Capital Outlay Funding:

- \$3,315,387 has tentatively been set aside to fund capital improvements (Includes Bond Revenue)
- The formal 2024-2029 CIP will be presented in April
- Some proposed uses included and commitments:
  - Soft Tones Alert System (Bringing budget forward from FY23/24)
  - Training Center (Bringing budget forward from FY23/24)
  - Type 1 Ambulance Remount
  - Wildland Engine Retrofit (under contract)
  - Training Captain Vehicle
  - Type 1 Engine (under contract)
  - Facility Maintenance and Improvements
  - Other Miscellaneous Improvements

Training Ground Improvements Phase 3:

- The District is continuing the development of the training site.
- \$142,770 is budgeted in FY24/25 for Board approved vent prop and additional site improvements.

Emergency Fund - Tentative Budget 2024/25

Emergency Fund: (A chart was provided)

- Restricted Use Fund
  - NRS Mandate
  - \$1,000,000 Maximum Balance
- \$335,474 available for Emergency Operations

Wildfire Protection Plan:

- Participation in the plan essentially serves as the District insurance policy for wildland fire suppression costs. The District has been a participant for the past six years.
- District Fire Chief Carlini served on the original committee tasked with establishing the plan, he has a sincere vested interest in this plan and program.
- Over time and with the intervention of the Legislative Council Bureau and an audit of the plan and the Nevada Division of Forestry, the initial cost allocation plan has now transformed itself into an actual formula.
- The new formula's main consideration is vested with based on fire cost history. The District has one of the higher fire cost histories of those participating.
- The tentative cost to participate is \$95,000.



**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF MARCH 19, 2024**

President Bellona asked how the Nevada Division of Forestry comes up with the formula.

District Fire Chief Carlini stated it is based on a 10-year fire history.

Roll of Volunteers - Tentative Budget 2024/25

Volunteer Capacity:

- Volunteers now provide more critical logistical support at major incidents, rather than initial fire attack
- This budget includes funding for Volunteer Incentive Program
- Volunteer Incentive Program has been revised to comply with DOL requirements
- Volunteer response to medical emergencies is restricted to only the very critical emergencies, i.e. cardiac arrest
- Demographics, housing costs, lack of jobs, lack of an opportunity to participate, competing interests and family responsibilities, and training requirements are all responsible for a “re-tooling”
- Today the District supports approximately 64 volunteers

Volunteer Incentive Program:

- \$25,000 has been allocated towards volunteer incentives
- Incentives comply with DOL requirements and regulations
  - Volunteers to receive Annual Certification Incentive and Response and Readiness stipend not to exceed \$600 for Logistical Volunteer
  - An extended large incident Volunteer Incentive is being considered
  - Volunteers receive Sierra Saver Ambulance Subscription
  - Volunteers receive time in service gift cards
  - Volunteers receive time in service recognition awards
  - Volunteers receive shirts and hats
  - Volunteers listed as “Support” do not receive monetary incentives

Contingency and Ending Fund Balance - Tentative Budget 2024/25

Ending Fund Balance:

- For the purpose of this budget, the administration has allocated the balance of funding for the time being to the ending fund balance.
- The final budget will project a different value as it progresses to that end with labor negotiations, some additional budget needs, and reinforcements, and simply some of the “unknowns” that always seem to pop up during this process.
- Hopefully, the District can find that “happy place” with respect to the ending fund balance.
  - A spot that considers sustainability, promotes fair and reasonable compensation, supports operations, and meets capital needs.

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF MARCH 19, 2024**

Contingency and Ending Fund Balances:

- Total Contingency Funding (1.50%) \$322,604
- Ending Fund Balance
  - FY23/24 Budgeted \$2,685,204 (12.05%)
  - FY24/25 Tentative \$2,580,829 (12.00%)

District Fire Chief Carlini stated the Administration may come back at final budget with an 11%-11.05% ending fund balance instead of 12%. There are some expenses this year that will not occur next year. It's important to look beyond the current year.

Secretary Sommers stated he feels 12% is a nice number but it is only 1 ½ months of operational costs. He would like to have at least 2 months of operational costs in the ending fund balance.

Ending Fund Balance: (A chart was provided)

Total Tentative Budget FY24/25:

- \$28,486,894
- Subject to change

Next Steps:

- March 25<sup>th</sup> – Final Property Tax Projections to be released
- April 15<sup>th</sup> – Tentative Budget Submitted to State
- April 16<sup>th</sup> – Presentation and approval of CIP, review of any budget changes
- May 21<sup>st</sup> – Presentation and approval of Final Budget
- June 3<sup>rd</sup> – Final Budget submitted to State
- July 1<sup>st</sup> – New Fiscal Year Begins

Secretary Sommers asked the other Board members if they recall what the tentative budget was in previous years.

District Fire Chief Carlini stated he remembers in the past when the District was with the County, the tentative budget total was \$4,000,000 to \$5,000,000.

Director Barbara Griffin stated she recalls the first tentative budget for the District after separating from the County being \$17,000,000.

Secretary Sommers opened public comment.

Professional Firefighters Association Secretary, Sky Dwinell stated he hopes the Board continues with over hire positions when needed. He feels it does help with overtime costs. He thinks Captains and Engineers are the classifications with the most overtime. He encouraged the Board to purchase a second engine

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF MARCH 19, 2024**

sooner than later because costs will continue to go up if a contract isn't locked in and the timeframe to receive one is roughly 4 years after the purchase is made.

There was no further closing public comment.

Public comment closed.

Secretary Sommers thanked District Fire Chief Carlini and Director of Finance Andress for the presentation.

**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. (Mike Sommers, Secretary) 5 minutes.**

Professional Firefighters Association Secretary Sky Dwinell noted:

- Working with administration to update Employee Development Performance Plan and various policies and procedures
- Public events the Association will be involved in include the Annual Firefighter BBQ, Fishing Derby, Little League sponsor, Rodeo, Candy Dance, Thanksgiving, Share your Christmas
- PFN convention
- IFF convention. Baftalion Chief Fraser (ret.) will be put on the memorial wall in September
- Negotiations

**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. (Mike Sommers, Secretary) 5 minutes.**

Volunteer Liaison Elaine Pace noted:

- District Fire Chief Carlini made a presentation at the Annual Volunteer dinner on Saturday, March 16<sup>th</sup>.
- Busy training with staff
- Hope to participate with the burn that is scheduled to take place this weekend
- Getting ready to recert in wildland
- Station 6-Pancake Breakfast in June
- Station 8-Benefit in August
- Station 9-Benefit in September

Secretary Sommers asked if the volunteer events are on the website.

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF MARCH 19, 2024**

Volunteer Liaison Pace stated she will be adding them to the website soon. The dates were recently determined.

Director Griffin stated she really enjoyed the Annual Volunteer dinner and District Fire Chief Carlini's presentation last Saturday evening.

Secretary Sommers asked Professional Firefighters President Kevin May if he had any reports or updates.

Professional Firefighters President May noted:

- Week 4 of the Academy. East Fork Fire members attending the Academy are doing well
- Thanked the District for their support with the Academy
- Working with Director of Finance Andress and Payroll Specialist Jamie Zess on the finance portion of the Academy
- Thanked Deputy Chief Larry Goss and District Fire Chief Tod Carlini for their continued support with the Academy
- Invited Director Griffin to visit the Academy
- After the training facility at Station 14 is available, the Academy will be utilizing the facility

Secretary Sommers thanked President May for his hard work leading the Academy.

President May stated it is a pleasure and one of the best things he has done through his career. He believes this will be his last Academy. He feels it is time to let someone else take it on.

**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. (Mike Sommers, Secretary) 10 minutes.**

Board Clerk Holly Megee

- No report.

Legal Counsel Mark Forsberg noted:

- No report

Executive Manager Tom Hein noted:

- Still working with CRBR on the station/facility leaks
- Type 1 engines continue to be on the top of the list
- Working on funding sources for the fuels crew still with East Fork Fire

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF MARCH 19, 2024**

CFO/Director of Finance Julie Andress noted:

- Working on the budget
- Will start to look at the Capital Improvement Plan
- Working on receivables

Director of Administrative Services Lisa Owen noted:

- Working on recruitment for the Deputy Fire Chief of Operations
- Met with Jack Clancey and Associations. A meeting is scheduled next week

Deputy Chief Amy Ray noted:

- Thanked the Board for the approval of promoting Patrick Mooneyhan into the Fire Investigator/Captain position
- Second reading of the building department ordinance will be heard tomorrow at the Board of County Commissioners meeting
- She is the Chair for the Fire Code Committee and working on the adoption of the 2024 code in July 2025. The group consists of Douglas County, Washoe County, Lyon County and Carson City
- Attended EduCode with Patrick Mooneyhan
- Continues to receive projects

Secretary Sommers how a 3-story building can only be 55 feet.

Deputy Chief Ray stated that is how they designed it.

Director Curtis asked where the building will be located.

Deputy Chief Ray replied north Indian Hills area.

Secretary Sommers asked if the Board members attending the BOCC meeting on Thursday will be speaking at the meeting.

District Fire Chief Carlini stated he plans on speaking at the meeting.

Secretary Sommers asked what time the item is expected to be heard.

District Fire Chief Carlini will try to get a timeframe as to when the item will be heard.

Deputy Chief Larry Goss noted:

- Thanked Kevin May for all his hard work at the Academy
- 4 new accredited Fire Officer 1 individuals with a 5<sup>th</sup> individual after he takes his test today. They will be eligible to test for Captain
- Thanked Sky Dwinell for all his efforts with the VALOR program
- IT continues to go well

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF MARCH 19, 2024**

- Strategy and tactics class and employee program development class available to line staff
- Using a structure on Pinenut Road for training. Possibility to conduct a live burn but the District still needs approval from the Environmental Protection Agency (EPA). If the burn takes place, it will be on Sunday

Secretary Sommers asked how big the residence is.

Deputy Chief Goss stated it is about 3,000 square feet.

Director Curtis asked Deputy Chief Goss to keep him informed as he gets information.

Secretary Sommers stated hopefully the burn will take place to give staff training.

Deputy Chief Goss stated line staff has been getting a lot of good training from the structure.

Volunteer Liaison Pace stated she has 17 volunteers available if needed.

Director Griffin asked if the structure was donated to the District.

Deputy Chief Goss stated the owner of the structure offered it to the District and Sheriffs' office for training.

District Fire Chief Tod Carlini noted:

- Gave an update on the training center. The company has been great to work with and is entering the final phases of construction
- Sky Dwinell presented today as part of career development
- Has been a great experience working with Director of Finance Address
- Happy to see Deputy Chief Ray back at the office
- Thanked Patrick Mooneyhan for his hard work
- Challenging events over the last few weeks. The crews are working well together
- Volunteer support has been exceptional
- Don't disagree with the Associations concern over the Type 1 engines
- Anticipating an aggressive fire season
- Working on grants to keep the Fuels crew busy

Director Bernard Curtis noted:

- Found Lumos and Associations digging trenches along Pinenut Creek. Talking about retention ponds and has been doing soil examination tests. It does affect the District because of there is a flood event, the District will be involved one way or another.

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF MARCH 19, 2024**

President John Bellona noted:

- Firefighter Appreciation dinner will take place on April 13, 2024

Director Jacques Etchegoyhen noted:

- No report

Director Barbara Griffin noted:

- Congratulations to John Bellona and Mike Sommers. Both ran for the Board and had no opponents
- Congratulations to Nate Leising. He will be moving into Jacques Etchegoyhen seat. Jacques will be missed
- Reminded all Board members to file their disclosures
- Welcomed back Deputy Chief Ray

Secretary Mike Sommers noted:

- No report

**CLOSING PUBLIC COMMENT** (No Action)

Secretary Mike Sommers opened public comment.

Fire Investigator/Captain Patrick Mooneyhan thanked the Board and executive staff for their support. He stated this is the best department he has ever worked for, and he is happy to continue to serve in a new capacity.

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. (Mike Sommers, Secretary) 5 minutes.**

MOTION to adjourn; carried.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOTION BY:</b>	Barbara Griffin
<b>SECOND BY:</b>	Jacques Etchegoyhen
<b>AYES:</b>	Bellona, Griffin, Curtis, Etchegoyhen, Sommers
<b>NAYS:</b>	
<b>ABSENT:</b>	

There being no further business to come before the Board, at 3:52 PM the meeting was adjourned.

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF MARCH 19, 2024**

Respectfully submitted:

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Mike Sommers, Secretary  
East Fork Fire Protection District

ATTEST:

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Holly Megee, Board Clerk  
East Fork Fire Protection District

DRAFT





**PROCLAMATION NO. 2024 P-02**



**A PROCLAMATION RECOGNIZING  
ROGER FALCKE  
FOR 35 YEARS OF DEDICATED VOLUNTEER SERVICE TO  
THE EAST FORK FIRE PROTECTION DISTRICT**

*WHEREAS*, Roger Falcke became a Volunteer Firefighter with the Genoa Volunteer Fire Department on April 25, 1989; and,

*WHEREAS*, Roger Falcke volunteered in the capacity of Volunteer Firefighter, Operator, and Volunteer Assistant Fire Chief during his long tenure; and,

*WHEREAS*, Roger Falcke achieved several levels of certification, including all Entry Level Firefighter Certifications, Apparatus Operator Certification, and Hazardous Materials Operations Certification; and,

*WHEREAS*, Roger Falcke has provided invaluable service maintaining apparatus, facilities, and building systems, all on a voluntary basis; and,

*WHEREAS*, Roger Falcke has been a dependable, knowledgeable, and loyal volunteer of the District throughout his entire volunteer service;

*NOW, THEREFORE, BE IT PROCLAIMED* by the East Fork Fire Protection District Board of Directors that they wish to extend Roger Falcke their deep appreciation for his 35-year commitment and dedication to the East Fork Fire Protection District.

**Presented this 16th day of April 2024**

**EAST FORK FIRE PROTECTION DISTRICT BOARD OF DIRECTORS**

\_\_\_\_\_  
**John Bellona, President**

\_\_\_\_\_  
**Bernard Curtis, Director**

\_\_\_\_\_  
**Barbara Griffin, Director**

\_\_\_\_\_  
**Michael Sommers, Secretary**

\_\_\_\_\_  
**Jacques Etchegoyhen, Director**





**East Fork Fire Protection District**

**AGENDA ACTION SHEET**

1. **Title: For Possible Action.** Discussion and possible action to accept the report on general ledger cash balances as of March 31, 2024. (Julie Andress, Director of Finance/CFO)
  
2. **Recommended Motion:** Motion to accept the report on general ledger cash balances as of March 31, 2024.
  
3. **Funds Available:** NA **Amount:** \$7,745,451.31  
  
**Fund Name:** General, Emergency **Account Number:** Various
  
4. **Prepared by:** Julie Andress, Director of Finance/CFO
  
5. **Meeting Date:** April 16, 2024 **Time Required:** NA
  
6. **Agenda:** Consent
  
7. **Background Information:** The attached “Cash Cross Fund” report reflects the cash balances currently recorded in the District's general ledger or official accounting record. General ledger cash balances may differ from cash balances reported in the treasury.
  
8. **Reviewed by:**  

<input type="checkbox"/> District Fire Chief	<input type="checkbox"/> Board President
<input type="checkbox"/> Legal Counsel	<input type="checkbox"/> Other
  
9. **Board Action:**  

<input type="checkbox"/> Approved	<input type="checkbox"/> Approved with Modifications
<input type="checkbox"/> Denied	<input type="checkbox"/> Deferred
<input type="checkbox"/> Other	

**East Fork Fire Protection District  
Cash Cross Fund Report**

**As of:  
March-24**

<b>Fund #</b>	<b>Fund Name</b>	<b>Account #</b>	<b>Account Description</b>	<b>Beginning of Month Balance</b>	<b>Changes</b>	<b>Ending of Month Balance</b>
650	General Fund	101.650	Cash in Bank - EFFPD	622,300.07	(600,664.38)	21,635.69
650	General Fund	101.701	LGIP - Local Govt Investment Pool	6,924,455.42	451,000.00	7,375,455.42
650	General Fund	101.703	Reserve Account - Pitney Bowes	2,544.00	(200.00)	2,344.00
650	General Fund	102.000	Petty Cash	100.00	-	100.00
Fund Total				7,549,399.49	(149,864.38)	7,399,535.11
651	Emergency Fund	101.650	Cash in Bank - EFFPD	-	-	-
651	Emergency Fund	101.701	LGIP	345,916.20	-	345,916.20
Fund Total				345,916.20	-	345,916.20
<b>Grand Total: 2 Funds</b>				<b>7,895,315.69</b>	<b>(149,864.38)</b>	<b>7,745,451.31</b>

**East Fork Fire Protection District**

**AGENDA ACTION SHEET**

1. **Title: For Possible Action.** Discussion and possible action 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)
  
2. **Recommended Motion:** Motion 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.
  
3. **Funds Available:** Yes **Amount:** \$2,389,222.84  
  
**Fund Name:** General **Account Number:** Various
  
4. **Prepared by:** Julie Andress, Director of Finance/CFO
  
5. **Meeting Date:** April 16, 2024 **Time Required:** NA
  
6. **Agenda:** Consent
  
7. **Background Information:** Attached is a list of checks issued for accounts payable, cash disbursements/automatic withdrawals and transfers for the dates noted above.
  
8. **Reviewed by:**  

<input type="checkbox"/> District Fire Chief	<input type="checkbox"/> Board President
<input type="checkbox"/> Legal Counsel	<input type="checkbox"/> Other
  
9. **Board Action:**  

<input type="checkbox"/> Approved	<input type="checkbox"/> Approved with Modifications
<input type="checkbox"/> Denied	<input type="checkbox"/> Deferred
<input type="checkbox"/> Other	

**Agenda Item # 4B**

**Company name:** Protection District  
**Report name:** Payables for Prior Month  
**Report title 2:** Monthly Board Report  
**Created on:** 4/3/2024  
**Fund:** All Funds--All Funds

Type	Date	Check No.	Payee Name	Transaction Amount
Record Transfer	3/1/2024		7710 Insurance	72,745.00
Record Transfer	3/4/2024		AuthorizeNet	30.00
Record Transfer	3/4/2024		NV Energy	4,024.52
Record Transfer	3/4/2024		Waystar	1,265.11
Record Transfer	3/4/2024		Aflac	1,384.76
Record Transfer	3/4/2024		Cybersource	11.69
Check	3/7/2024	12307	Ridezilla	39,195.70
Record Transfer	3/8/2024		VOYA Benefit Strategies	40.85
Record Transfer	3/8/2024		State of NV - DCP	31,387.84
Record Transfer	3/8/2024		VOYA Benefit Strategies	12,138.72
Record Transfer	3/11/2024		State of NV - DCP	698.42
Check	3/13/2024	12310	Airtec Gases	240.98
Check	3/13/2024	12311	Allstar Fire Equipment	876.00
Check	3/13/2024	12312	Amazon Business	1,934.61
Check	3/13/2024	12314	ARC Health and Wellness Centers, LLC	930.00
Check	3/13/2024	12315	Bound Tree Medical, LLC	1,369.27
Check	3/13/2024	12317	Campora Propane	1,553.32
Check	3/13/2024	12318	Carson Dodge Chrysler	536.51
Check	3/13/2024	12320	CDW Government	214.64
Check	3/13/2024	12321	Cintas	326.73
Check	3/13/2024	12322	CMC Tire Inc	5,172.18
Check	3/13/2024	12323	Conway Communications	1,509.30
Check	3/13/2024	12326	Douglas County Utilities	1,476.21
Check	3/13/2024	12327	Flyers Energy LLC	7,404.97
Check	3/13/2024	12328	Gardnerville Ranchos GID	203.60
Check	3/13/2024	12329	Gardnerville Water Company	137.46
Check	3/13/2024	12331	Guided Truck & Equipment	7,162.65
Check	3/13/2024	12332	IMS Alliance	102.10
Check	3/13/2024	12333	K&K Products LLC	4,250.00
Check	3/13/2024	12334	Life-Assist, Inc	2,276.45
Check	3/13/2024	12335	LN Curtis	27,694.25
Check	3/13/2024	12336	Med-Tech Resources Inc	265.68
Check	3/13/2024	12337	O'Reilly Auto Parts	109.89
Check	3/13/2024	12340	Pacific Shredding	28.89
Check	3/13/2024	12341	Parts House	1,201.73
Check	3/13/2024	12342	Patrick Mooneyhan	1,686.00
Check	3/13/2024	12343	Pestmaster Services	358.00
Check	3/13/2024	12344	Public Employee's Benefits Program	396.91
Check	3/13/2024	12347	SafeTrack Software LLC	2,200.00
Check	3/13/2024	12350	Silver State International	1,281.13
Check	3/13/2024	12353	Snap-On Industrial	563.97
Check	3/13/2024	12355	Tahoe Supply Company LLC	331.18

**Company name:** Protection District  
**Report name:** Payables for Prior Month  
**Report title 2:** Monthly Board Report  
**Created on:** 4/3/2024  
**Fund:** All Funds--All Funds

	Type	Date	Check No.	Payee Name	Transaction Amount
	Check	3/13/2024	12357	Town of Minden	475.70
	Check	3/13/2024	12358	ubeo Business Services	33.98
	Check	3/13/2024	12359	UKG Kronos Systems, LLC	18,638.17
	Check	3/13/2024	12361	Waystar	891.70
	Check	3/13/2024	12363	Weston Park	144.00
	Check	3/13/2024	12364	Wharton Concrete	900.00
	Check	3/13/2024	12365	Xerox Corporation	654.26
	Check	3/13/2024	12366	Zoll Data Systems, Inc	4,668.72
	Record Transfer	3/13/2024		Optum Financial	80.05
	Check	3/15/2024	12308	A Sign Shop	30.00
	Check	3/15/2024	12309	Ace Hardware	192.90
	Check	3/15/2024	12313	ARC Health and Wellness Centers, LLC	3,425.00
	Check	3/15/2024	12316	Building Services of CA & NV, LLC	525.00
	Check	3/15/2024	12319	Carson Valley Medical Center	6,825.00
#	Check	3/15/2024	12324	CRBR Property Damage Services	44,443.16
	Check	3/15/2024	12325	Defibtech LLC	3,200.00
	Check	3/15/2024	12330	Garett Alvey	353.36
	Check	3/15/2024	12338	Oshinski & Forsberg, Ltd.	1,377.50
	Check	3/15/2024	12339	Pacific Shredding	57.78
	Check	3/15/2024	12345	Ralph Langford	1,235.84
	Check	3/15/2024	12346	REMSA	60.00
	Check	3/15/2024	12348	Siddons-Martin Emergency Group	3,558.39
	Check	3/15/2024	12349	Sierra Front Wildfire Cooperators	720.00
#	Check	3/15/2024	12351	Simerson Construction LLC	49,505.85
	Check	3/15/2024	12352	SMG Fire Consulting Group LLC	14,022.00
	Check	3/15/2024	12354	Southwest Gas Corporation	8,981.06
	Check	3/15/2024	12356	TASC Client Services	194.00
	Check	3/15/2024	12360	Walker River Plumbing	1,055.00
	Check	3/15/2024	12362	West Coast Code Consultants	750.00
	Check	3/15/2024	12367	Guided Truck & Equipment	10,000.00
	Record Transfer	3/15/2024		Public Employees' Retirement System of Nevada	315,829.45
	Record Transfer	3/19/2024		LGIP (Local Govt Investment Pool)	1,200,000.00
	Record Transfer	3/20/2024		Principal Life Insurance Co.	16,180.13
	Record Transfer	3/20/2024		Cigna	129,991.07
	Record Transfer	3/20/2024		Principal Life Insurance Co.	865.18
	Record Transfer	3/20/2024		TriZetto	50.00
	Record Transfer	3/21/2024		State of NV - DCP	33,565.58
	Record Transfer	3/22/2024		VOYA Benefit Strategies	70.50
	Record Transfer	3/22/2024		VOYA Benefit Strategies	12,049.14
	Check	3/29/2024	12368	Airtec Gases	63.60
	Check	3/29/2024	12369	ARC Health and Wellness Centers, LLC	1,780.00
	Check	3/29/2024	12370	AT&T Mobility	196.02



**Company name:** Protection District  
**Report name:** Payables for Prior Month  
**Report title 2:** Monthly Board Report  
**Created on:** 4/3/2024  
**Fund:** All Funds--All Funds

	Type	Date	Check No.	Payee Name	Transaction Amount
	Check	3/29/2024	12371	Black Point LLC	192.70
	Check	3/29/2024	12372	Bound Tree Medical, LLC	5,091.95
	Check	3/29/2024	12373	CDW Government	83.84
	Check	3/29/2024	12374	Cole Jackson	604.29
	Check	3/29/2024	12375	Conway Communications	16,900.78
	Check	3/29/2024	12376	Donna Witham	280.74
	Check	3/29/2024	12377	Dylan Van Dyk	1,994.56
	Check	3/29/2024	12378	Frontier Communications	85.26
	Check	3/29/2024	12379	Key Government Finance, Inc.	149,770.40
	Check	3/29/2024	12380	Lester McDonald	80.00
	Check	3/29/2024	12381	Life-Assist, Inc	2,422.54
	Check	3/29/2024	12382	Merina Hull	300.00
	Check	3/29/2024	12383	National Business Factors	2,907.06
	Check	3/29/2024	12384	Patricia Dopke	81.81
	Check	3/29/2024	12385	Patrick Mooneyhan	427.48
	Check	3/29/2024	12386	Phillip Brown	206.89
	Check	3/29/2024	12387	REMSA	64.00
	Check	3/29/2024	12388	ubeo Business Services	257.97
	Check	3/29/2024	12389	Uniformity of Nevada LLC	57.49
	Check	3/29/2024	12390	Ace Hardware	47.95
	Check	3/29/2024	12391	Campora Propane	265.53
	Check	3/29/2024	12392	Carson Valley Heating Inc.	198.32
	Check	3/29/2024	12393	Cintas	134.78
	Check	3/29/2024	12394	Conway Shield	807.50
#	Check	3/29/2024	12395	CRBR Property Damage Services	45,813.59
	Check	3/29/2024	12396	Douglas County Parks and Weed Control	1,890.99
	Check	3/29/2024	12397	Douglas Disposal	668.71
	Check	3/29/2024	12398	Fast Glass	380.00
	Check	3/29/2024	12399	Flyers Energy LLC	5,993.05
	Check	3/29/2024	12400	Guided Truck & Equipment	7.00
	Check	3/29/2024	12401	Hunt & Sons, Inc	124.00
	Check	3/29/2024	12402	LN Curtis	20,931.30
	Check	3/29/2024	12403	Meeks Lumber	39.65
	Check	3/29/2024	12404	Michael Hohl Motor Company	546.52
	Check	3/29/2024	12405	O'Reilly Auto Parts	342.74
	Check	3/29/2024	12406	Overhead Door	3,500.00
	Check	3/29/2024	12407	Siddons-Martin Emergency Group	675.46
	Check	3/29/2024	12408	Silver State International	322.43
	Check	3/29/2024	12409	Tahoe Supply Company LLC	246.00
	Check	3/29/2024	12410	Topaz Ranch Estates GID & Water Co.	121.25

Total 124 records

**Company name:** Protection District  
**Report name:** Payables for Prior Month  
**Report title 2:** Monthly Board Report  
**Created on:** 4/3/2024  
**Fund:** All Funds--All Funds

Type	Date	Check No.	Payee Name	Transaction Amount
<b>Sum Total</b>				<b>2,389,222.84</b>

# Purchases this month relating to the CIP

Accounts Payable	783,553.69
Investements	1,200,000.00
HR/Payroll	405,669.15
	<u>2,389,222.84</u>

**East Fork Fire Protection District**

**AGENDA ACTION SHEET**

1. **Title: For Possible Action.** Discussion and possible action to approve payroll expenses paid in March 2024 per NRS 474.210. (Julie Andress, CFO/Director of Finance)
  
2. **Recommended Motion:** Motion to approve payroll expenses paid in March 2024 per NRS 474.210.
  
3. **Funds Available:** Yes **Amount:** \$1,298,471.22  
**Fund Name:** General **Account Number:** Various
  
4. **Prepared by:** Jamie Zess/Payroll Specialist I
  
5. **Meeting Date:** April 16, 2024 **Time Required:** NA
  
6. **Agenda:** Consent
  
7. **Background Information:** Attached are the summarized payroll registers for the month. Please note, total costs reported are gross earnings, East Fork Fire Protection District paid deduction and taxes (employer).
  
8. **Reviewed by:**  
\_\_\_\_\_ District Fire Chief \_\_\_\_\_ Board President  
\_\_\_\_\_ Legal Counsel \_\_\_\_\_ Other
  
9. **Board Action:**  
\_\_\_\_\_ Approved \_\_\_\_\_ Approved with Modifications  
\_\_\_\_\_ Denied \_\_\_\_\_ Deferred  
\_\_\_\_\_ Other

**Agenda Item # 4C**



EAST FORK FIRE (6142201)  
 1694 COUNTY ROAD  
 Minden, NV 89423-4405  
 United States

**Payroll Register (By Account)**  
**Board Report - Payroll Summary**

Pay Dates: 03/01/2024-03/31/2024

**Report Total**

# of EE's - 102 / # of Statements - 206									
Pay Type	Hrs	Amt	Deduction	EE Amt	ER Amt	Taxes	Amt	Net Pay	Amt
FC-REG	608.50	18,438.63	NVPERS Fire	-	295,561.68	FIT	91,595.83	Direct Deposit	589,540.28
NVE-Reg	-	-	NVPERS Reg	-	29,071.95	MEDI	11,460.17	Check	16,443.38
Regular	17826.75	580,303.43	Dist Paid Dent	-	6,975.68	SIT:CA	581.86	<b>Totals:</b>	605,983.66
WC	426.80	14,201.43	Dist Paid Life	-	527.68	<b>Totals:</b>	103,637.86		
Act-REG	-	-	Dist Paid Vis	-	1,045.17	MEDI	11,460.17		
FC-PROJ	238.50	6,392.85	Dist Pd Med	-	136,126.47	SUTA:NV	-		
FTO-REG	407.00	-	Donate	300.00	-	<b>ER Totals:</b>	11,460.17		
NVE Act-REG	-	-	HSA Acct Fee	-	195.75	<b>All Totals:</b>	115,098.03		
Prec-REG	335.00	-	HSA Fam 55	716.64	-				
FLSA	411.00	12,635.08	HSA Ind 55	804.10	-				
HIW	-	1,800.00	HSA Pre Fam	20,198.32	-				
OT	1844.00	87,320.37	HSA Pre Ind	2,118.80	-				
FC-OT	26.00	1,028.34	HSA Special	350.00	-				
NVEOT	-	-	457 Roth post t	14,574.68	-				
Act-OT	146.00	6,968.26	457-%	41,424.57	-				
FTO-OT	24.00	1,100.47	457-CU	8,545.25	-				
Prec-OT	-	-	457Roth-CU	1,107.34	-				
MSC OT	-	-	EFC	1,763.06	-				
C1	172.50	13,085.96	EFC2	1,015.38	-				
RTW	48.00	2,791.52	WANV	8.00	-				
ActInc-OT	146.00	697.79	ERSF	9.00	-				
ActInc-RTW	24.00	146.73	ERSF2	6.00	-				
ActInc-Reg	-	-	Union Dues	10,026.68	-				
FCActInc-REG	20.00	53.26	Vol EE Life	1,184.28	-				
FTOInc Reg	407.00	1,175.68	Vol EE AD&D	226.10	-				
FTOInc-OT	24.00	110.05	Vol Life Spouse	122.47	-				
NVActInc-REG	-	-	Vol Spouse AD&	31.88	-				
PrecInc-OT	-	-	Vol Child Life	13.00	-				
PrecInc-Reg	335.00	995.43	Vol Child AD&D	2.00	-				
PRInc-Reg	160.00	321.32	Vol Acc	892.08	-				
PrmInc-Reg	5824.00	9,484.12	Vol LTD	1,236.70	-				
PrmInc-FLSA	156.00	253.80	MIS	118.00	-				
PrmInc-OT	685.00	1,677.35	Vol-A-ACC	102.58	-				
PrmInc-CB	152.50	502.58	Vol-A-CanPro	177.82	-				
HazInc-Reg	2464.00	2,574.16	Vol-A-Crit	41.22	-				
HazInc-FLSA	66.00	69.04	Vol-A-HOSP	106.74	-				

--More--





EAST FORK FIRE (6142201)  
 1694 COUNTY ROAD  
 Minden, NV 89423-4405  
 United States

**Payroll Register (By Account)**  
**Board Report - Payroll Summary**

Pay Dates: 03/01/2024-03/31/2024

**Report Total**

# of EE's - 102 / # of Statements - 206

Pay Type	Hrs	Amt	Deduction	EE Amt	ER Amt	Taxes	Amt	Net Pay	Amt
HazInc-OT	336.00	491.03	Vol-A-STD	512.86	-				
HazInc-CB	44.00	104.61	Vol-A-TL	149.60	-				
HazInc-RTW	24.00	44.02	<b>Totals:</b>	107,885.15	469,504.38				
TSInc-Reg	672.00	2,829.96							
TSInc-FLSA	18.00	75.84							
TSInc-OT	78.50	495.86							
TSInc-CB	104.50	880.15							
AsInc-Reg	2176.00	3,286.48							
AsInc-FLSA	54.00	72.16							
AsInc-OT	359.00	1,089.27							
AsInc-CB	104.50	197.86							
WldInc-Reg	448.00	422.64							
WldInc-FLSA	12.00	11.36							
WldInc-OT	19.00	26.89							
WldInc-CB	24.00	45.29							
AV	150.20	5,990.73							
ALU	40.00	1,464.74							
AS	142.25	5,736.19							
CU	15.00	379.74							
PDU	122.00	-							
CLE	26.25	-							
CLE-CPT	119.00	-							
CLE-ENG	32.00	-							
CLE-FF	157.00	-							
CLE-Force	39.50	-							
MSC COMP	69.50	-							
HSP	-	3,051.54							
Holiday	216.00	8,438.00							
Sick Used	988.00	-							
VU	848.00	-							
CLU-56+30	154.50	-							
CLU-56-30	96.50	-							
CLU-56-SI	-	-							
UN	-	-							
Comp Pay	-	-							
VS	-	14,636.51							

--More--





EAST FORK FIRE (6142201)  
 1694 COUNTY ROAD  
 Minden, NV 89423-4405  
 United States

**Payroll Register (By Account)**  
**Board Report - Payroll Summary**

Pay Dates: 03/01/2024-03/31/2024

**Report Total**

# of EE's - 102 / # of Statements - 206									
Pay Type	Hrs	Amt	Deduction	EE Amt	ER Amt	Taxes	Amt	Net Pay	Amt
VacBB	-	-							
CS	-	252.85							
CPS	-	395.00							
Board PERS	-	600.00							
Board Non	-	900.00							
REIM - NT	-	1,460.30							
PERS Wages	-	678,805.24							
PERS Cont	-	325,247.82							
<b>Totals:</b>	37272.50	817,506.67							

Total District Liability for Payroll	
Earnings:	\$817,506.67
Employer Deductions:	\$469,504.38
Employer Taxes:	\$ 11,460.17
<b>TOTAL</b>	<b>\$1,298,471.22</b>



**East Fork Fire Protection District**

**AGENDA ACTION SHEET**

1. **Title: For Possible Action.** Discussion and possible action to approve the Procurement Card Transactions paid in March 2024 per NRS 474.210. (Julie Andress, Director of Finance/CFO)
  
2. **Recommended Motion:** Motion to approve the Procurement Card Transactions paid in March 2024 per NRS 474.210.
  
3. **Funds Available:** Yes **Amount:** \$15,105.47  
  
**Fund Name:** General **Account Number:** Various
  
4. **Prepared by:** Julie Andress, Director of Finance/CFO
  
5. **Meeting Date:** April 16, 2024 **Time Required:** NA
  
6. **Agenda:** Consent
  
7. **Background Information:** Attached is the Report of Procurement Card Transactions for the period noted above.
  
8. **Reviewed by:**  

<input type="checkbox"/> District Fire Chief	<input type="checkbox"/> Board President
<input type="checkbox"/> Legal Counsel	<input type="checkbox"/> Other
  
9. **Board Action:**  

<input type="checkbox"/> Approved	<input type="checkbox"/> Approved with Modifications
<input type="checkbox"/> Denied	<input type="checkbox"/> Deferred
<input type="checkbox"/> Other	

**Agenda Item # 4D**

East Fork Fire Protection District  
 Procurement Card Transactions charged in March 2024

BofA CC - EF	2/29/2024	JESSE TSCHETTER	MAVERIK #460	20.41
BofA CC - EF	3/1/2024	LARRY GOSS	NV EMERGENCY MED SVC	34.00
BofA CC - EF	3/1/2024	DUSTIN WEISZ	THE PUBLIC SAFETY STOR	2001.13
BofA CC - EF	3/1/2024	ACCOUNTS PAYABLE	Spectrum	307.45
BofA CC - EF	3/3/2024	ACCOUNTS PAYABLE	FEDEX51546438	11.81
BofA CC - EF	3/3/2024	KEVIN MAY	HARBOR FREIGHT TOOLS 3	259.31
BofA CC - EF	3/1/2024	THOMAS HEIN	WEDCO-CARSON CITY	267.86
BofA CC - EF	3/4/2024	ACCOUNTS PAYABLE	IONOS INC.	20.00
BofA CC - EF	3/4/2024	HOLLY MEGEE	RALEY S #109	29.95
BofA CC - EF	3/3/2024	KEVIN MAY	THE HOME DEPOT #3309	273.48
BofA CC - EF	3/4/2024	THOMAS HEIN	WFGEAR	3528.00
BofA CC - EF	3/4/2024	VINCE WEAVER	THE HOME DEPOT #3312	167.79
BofA CC - EF	3/4/2024	DUSTIN WEISZ	THE PUBLIC SAFETY STOR	-2001.13
BofA CC - EF	3/5/2024	ACCOUNTS PAYABLE	Spectrum	1374.47
BofA CC - EF	3/6/2024	LARRY GOSS	NV EMERGENCY MED SVC	310.00
BofA CC - EF	3/6/2024	DUSTIN WEISZ	HARBOR FREIGHT TOOLS35	192.76
BofA CC - EF	3/6/2024	KEVIN MAY	SP FIRESCIENCENUTRITIO	699.85
BofA CC - EF	3/6/2024	KEVIN MAY	OFFICE DEPOT #973	55.95
BofA CC - EF	3/10/2024	SKY DWINELL	NATIONAL REGISTRY EMT	32.00
BofA CC - EF	3/8/2024	LARRY GOSS	SQ *FISH - FRIENDS IN	153.90
BofA CC - EF	3/7/2024	ALEX CALLAHAN	PAYHERE GATEWAY	250.00
BofA CC - EF	3/11/2024	ALEX CALLAHAN	INTERNATIONAL TRANSACTION FEE	2.00
BofA CC - EF	3/8/2024	SCOTT GORGON	SQ *DANA BORDA'S AUTOM	186.45
BofA CC - EF	3/8/2024	PATRICK MOONEYHAN	SIERRA CARWASH	12.00
BofA CC - EF	3/7/2024	JESSE TSCHETTER	THE HOME DEPOT #3312	26.24
BofA CC - EF	3/12/2024	PAUL AZEVEDO	MAVERIK #460	25.69
BofA CC - EF	3/12/2024	JOHN BRAWLEY	MYSTERY RANCH LTD	1435.72
BofA CC - EF	3/11/2024	KEVIN MAY	THE HOME DEPOT #3309	264.25
BofA CC - EF	3/12/2024	AARON LEISING	NEVADA GLASS SERVICE	58.67
BofA CC - EF	3/13/2024	PAUL AZEVEDO	MEEK BLDG CTR #15	403.77
BofA CC - EF	3/14/2024	AMY RAY	NFPA NATL FIRE PROTECT	103.49
BofA CC - EF	3/12/2024	KEVIN MAY	THE HOME DEPOT #3309	66.88
BofA CC - EF	3/13/2024	SKY DWINELL	DOUGLAS CO SHERIFF ADM	50.25
BofA CC - EF	3/13/2024	SKY DWINELL	GOVOLUTION * SERVICE F	2.00
BofA CC - EF	3/15/2024	SKY DWINELL	THE HOME DEPOT #3312	181.52
BofA CC - EF	3/15/2024	CHAD SHELDREW	TRIPP PLASTICS	1089.00
BofA CC - EF	3/15/2024	VINCE WEAVER	WAL-MART #5864	14.88
BofA CC - EF	3/15/2024	ERICA AMATORE	TMCC	-275.00
BofA CC - EF	3/15/2024	ERICA AMATORE	TMCC	-275.00
BofA CC - EF	3/17/2024	ACCOUNTS PAYABLE	FEDEX51663625	29.24
BofA CC - EF	3/18/2024	JOHN BRAWLEY	RUFFIANSPECIALTIES	89.60
BofA CC - EF	3/18/2024	TROY VALENZUELA	1UP USA	809.68
BofA CC - EF	3/18/2024	THOMAS HEIN	SIERRA CARWASH	12.00
BofA CC - EF	3/18/2024	PAUL AZEVEDO	AUTOZONE 4158	19.27
BofA CC - EF	3/19/2024	KEVIN MAY	CARSON VALLEY OIL-CARD	75.32
BofA CC - EF	3/20/2024	KEVIN MAY	C-A-L RANCH STORES #18	35.59
BofA CC - EF	3/19/2024	THOMAS HEIN	THE HOME DEPOT #3312	124.96
BofA CC - EF	3/19/2024	THOMAS HEIN	TRACTOR SUPPLY CO #182	99.99
BofA CC - EF	3/21/2024	LARRY GOSS	NV EMERGENCY MED SVC	68.00
BofA CC - EF	3/21/2024	ALEX CALLAHAN	NV EMERGENCY MED SVC	40.00



East Fork Fire Protection District

Procurement Card Transactions charged in March 2024

BofA CC - EF	3/21/2024	ACCOUNTS PAYABLE	WASTE MGMT WM EZPAY	239.26
BofA CC - EF	3/22/2024	LARRY GOSS	NV EMERGENCY MED SVC	68.00
BofA CC - EF	3/22/2024	THOMAS HEIN	THE HOME DEPOT #3312	65.98
BofA CC - EF	3/25/2024	LARRY GOSS	NV EMERGENCY MED SVC	34.00
BofA CC - EF	3/24/2024	STEPHEN KOONTZ	THE HOME DEPOT #3312	187.36
BofA CC - EF	3/26/2024	LARRY GOSS	NV EMERGENCY MED SVC	34.00
BofA CC - EF	3/28/2024	ERICA AMATORE	NATIONAL EMERGENCY TRA	358.23
BofA CC - EF	3/27/2024	ACCOUNTS PAYABLE	DTV*DIRECTV SERVICE	125.14
BofA CC - EF	3/27/2024	KEVIN MAY	HARBOR FREIGHT TOOLS 3	139.90
BofA CC - EF	3/27/2024	VINCE WEAVER	THE HOME DEPOT #3312	278.21
BofA CC - EF	3/27/2024	KEVIN MAY	THE HOME DEPOT #3309	438.18
BofA CC - EF	3/28/2024	KEVIN MAY	CARSON VALLEY OIL-CARD	73.56
BofA CC - EF	3/28/2024	PATRICK MOONEYHAN	SIERRA CARWASH	12.00
				\$ 14,819.27
BofA CC - VISA	3/12/2024	VINCE WEAVER	COSTCO WHSE #0127	174.89
BofA CC - VISA	3/18/2024	EFFPD 5	COSTCO BY INSTACART	111.31
				\$ 286.20
			GRAND TOTAL	\$ 15,105.47

\* No purchases this month for employees being deployed as a fire resource

# No purchases this month relating to the CIP

## East Fork Fire Protection District

### AGENDA ACTION SHEET

1. **Title: For Possible Action.** Discussion and possible action 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)
  
2. **Recommended Motion:** Motion 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.
  
3. **Financial Impact:** NA **Amount:** \$47,218.73  
**Fund Name:** NA **Account Number:** NA
  
4. **Prepared by:** Katie Dorsey, Medical Billing Specialist II
  
5. **Meeting Date:** April 16, 2024 **Time Required:** NA
  
6. **Agenda:** Consent
  
7. **Background Information:** The East Fork Fire Protection District is requesting approval from the Board on ambulance billing bad debt write-offs for the period of February 2024 in the amount of \$47,218.73 and include accounts forwarded to a collection agency after all attempts to collect the debt were exhausted, Sierra Saver Membership write-offs, Reduction/Discounts, deceased write-offs, hardship, and bankruptcy.
  
8. **Reviewed by:**  
\_\_\_\_\_ District Fire Chief \_\_\_\_\_ Board President  
\_\_\_\_\_ Legal Counsel \_\_\_\_\_ Other
  
9. **Board Action:**  
\_\_\_\_\_ Approved \_\_\_\_\_ Approved with Modifications  
\_\_\_\_\_ Denied \_\_\_\_\_ Deferred  
\_\_\_\_\_ Other

**Agenda Item # 4E**

**East Fork Fire Protection District  
Ambulance Billings and Write Summary  
Billing Analysis  
FY23/24**

	Dec	Jan	Feb	YTD
<b>Total Billed</b>	817,033.76	797,895.19	771,171.55	6,566,768.21
<b>Credit Type/Credit Code</b>				
W/OFF Bad Debt	-	0.53	(0.53)	(289.98)
W/OFF Bad Debt Deceased	5,510.18	121.86	6,190.71	20,065.06
W/OFF Bankruptcy	-	-	-	481.59
W/OFF Reduction Discount	42.57	1,949.70	1,100.57	10,797.41
W/OFF Carson City SS Membership	-	-	-	3,161.04
W/OFF Lyon County SS Membership	-	-	-	-
W/OFF Sierra Saver Membership	7,580.68	14,329.70	9,831.41	56,573.31
W/OFF SS Volunteer Membership	-	-	-	-
W/OFF SS Employee Membership	-	2,645.48	-	10,168.79
W/OFF Hardship	-	-	-	3,107.69
W/OFF Sent to Collections	70,064.45	36,592.01	30,096.57	293,842.32
<b>Total</b>	83,197.88	55,639.28	47,218.73	397,907.23
<b>Percentage of W/OFF to Billings</b>	10.18%	6.97%	6.12%	6.06%
 Total Billed Calls	 352	 335	 326	 2786

# Credit As Type Summary Report (Deposit Date)

Deposit Date IS BETWEEN 02/01/2024 AND 02/29/2024; AND Credits IS W/OFF BAD DEBT OR W/OFF BAD DEBT - DECEASED OR W/OFF BANKRUPTCY OR W/OFF CARSON CITY CC+ MBR OR W/OFF HARDSHIP OR W/OFF LYON COUNTY SS + MBR OR W/OFF REDUCTION/DISCOUNT OR W/OFF SENT TO COLLECTIONS OR W/OFF SIERRA SAVER

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## EAST FORK FIRE PROTECTION DISTRICT

<u>Credit Type/Credit Code</u>	<u>Count</u>	<u>Dollars</u>
<b>Writeoffs</b>		
W/OFF BAD DEBT	1	-0.53
W/OFF BAD DEBT - DECEASED	11	6,190.71
W/OFF REDUCTION/DISCOUNT	6	1,100.57
W/OFF SIERRA SAVER MBRSHIP	11	9,831.41
W/OFF SENT TO COLLECTIONS	51	30,096.57
<b>Totals For Type</b>	<b>80</b>	<b>\$ 47,218.73</b>

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<b>Company Totals</b>	<b>80</b>	<b>\$ 47,218.73</b>
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**East Fork Fire Protection District**

**AGENDA ACTION SHEET**

1. **Title: 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)
  
2. **Recommended Motion:** Motion to accept the report on state consolidated taxes collection and distribution as of January 2024.
  
3. **Funds Available:** NA **Amount:** \$166,140.06  
  
**Fund Name:** General **Account Number:** 335.001
  
4. **Prepared by:** Julie Andress, Director of Finance/CFO
  
5. **Meeting Date:** April 16, 2024 **Time Required:** NA
  
6. **Agenda:** Consent
  
7. **Background Information:** The attached report reflects the state consolidated taxes collected for Douglas County and the distributed share to the District. Monthly, the state collects, consolidates and distributes 6 different taxes to each county and each appropriate district within that county. In FY 22/23, Douglas became a non-guaranteed county. This means the Supplemental City-County Relief Tax (SCCRT) distributed to Douglas County entities will be based on actual collections and not a guaranteed amount. A chart has been included showing the historical fluctuations of the SCCRT for non-guaranteed counties.

The six consolidated taxes are as follows:

- **BCCRT** – Basic City County Relief Tax, 1/2% of statewide sales/use tax. Distributed to the county where the sale was made. For out-of-state companies, BCCRT is distributed based on population.
- **SCCRT** – Supplemental City-County Relief Tax, 1.75% of statewide sales/use tax. Total distribution is proportionate to the amount of in-state collections as a whole, after guaranteed counties have received their allocation.
- **Cigarette** – Collected statewide and distributed to counties based on population.
- **Liquor** – Collected statewide and distributed to counties based on population.
- **RPTT** – Real Property Transfer Tax, tax based on value of real property transfers and distributed to county of origin.
- **GST** – Government Services Tax, tax based on value of motor vehicle and distributed to county of origin.

8. **Reviewed by:**

<u>          </u> District Fire Chief	<u>          </u> Board President
<u>          </u> Legal Counsel	<u>          </u> Other

9. **Board Action:**

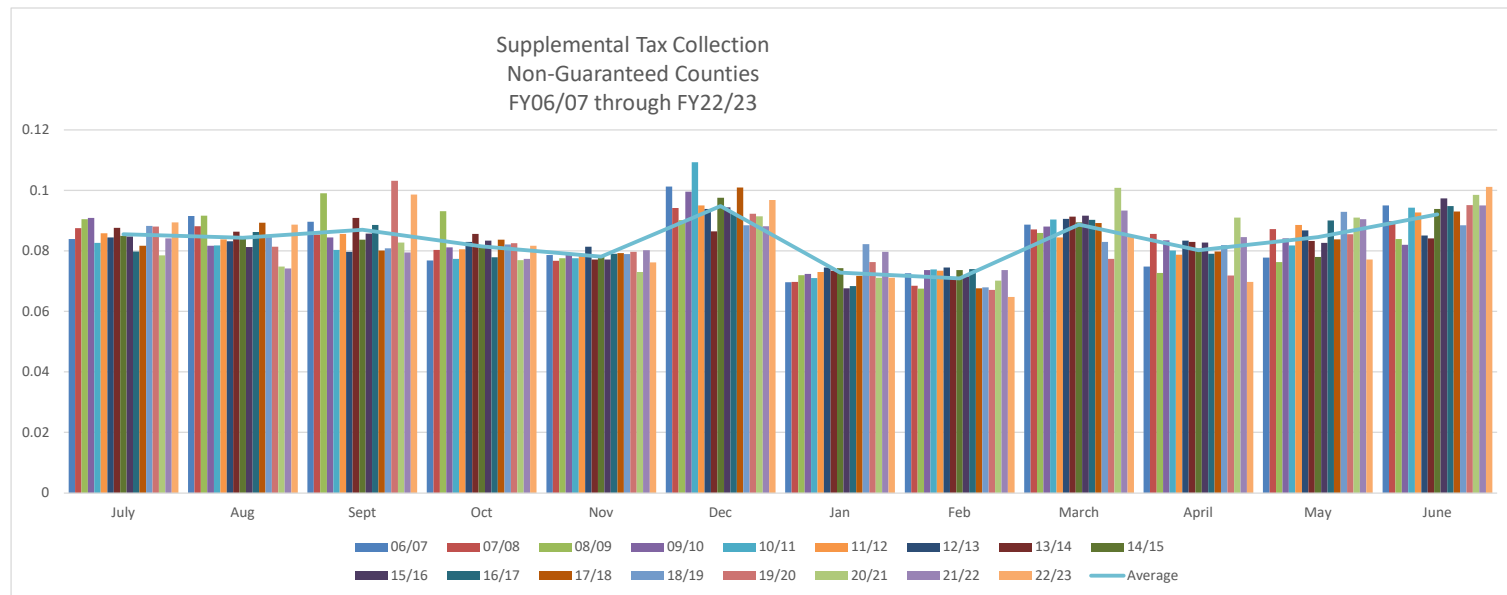
<u>          </u> Approved	<u>          </u> Approved with Modifications
<u>          </u> Denied	<u>          </u> Deferred
<u>          </u> Other	

East Fork Fire Protection District  
Report of Consolidated Taxes Collected  
FY23-24

% of year: 58.00%

		Actual													
2023-24	July	August	September	October	November	December	January	February	March	April	May	June	Total	% Collected	
BCCRT	5,742,627	511,947.27	499,133.51	519,054.57	453,522.05	437,691.08	538,399.13	400,814.99					3,360,562.60	58.52%	
SCCRT	20,248,274	1,744,533.99	1,693,161.47	1,768,776.52	1,505,182.05	1,413,549.37	1,783,507.79	1,293,369.31					11,202,080.50	55.32%	
CIGARETTE	133,389	12,523.66	9,667.87	10,555.85	8,981.60	9,268.16	12,662.64	8,628.62					72,288.40	54.19%	
LIQUOR	76,583	8,434.64	6,237.61	5,270.22	6,909.13	3,641.80	8,218.24	5,164.35					43,875.99	57.29%	
RPTT **	1,243,174	-	-	394,697.05	-	-	270,388.25	-					665,085.30	53.50%	
GST	3,645,118	300,957.12	318,084.82	312,870.90	326,701.00	313,026.91	282,984.38	323,904.80					2,178,529.93	59.77%	
<b>TOTAL</b>	<b>31,089,165</b>	<b>2,578,396.68</b>	<b>2,526,285.28</b>	<b>3,011,225.11</b>	<b>2,301,295.83</b>	<b>2,177,177.32</b>	<b>2,896,160.43</b>	<b>2,031,882.07</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>17,522,422.72</b>	<b>56.36%</b>	
EFFPD Share	2,559,771														
Avg Monthly Payment	213,314														
Actual Payment		212,287.35	207,864.41	249,023.53	188,837.12	178,380.62	239,042.21	166,140.06					1,441,575.30	56.32%	
EFFPD Share of Total Collections		8.23%	8.23%	8.27%	8.21%	8.19%	8.25%	8.18%					8.23%		
Over/(Under) Average		(1,026.89)	(5,449.83)	35,709.29	(24,477.12)	(34,933.62)	25,727.97	(47,174.18)					(51,624.38)		

\*\* RPTT collected and remitted quarterly



Average Monthly	8.54%	8.43%	8.69%	8.15%	7.81%	9.48%	7.28%	7.09%	8.86%	8.02%	8.45%	9.20%
Average Cumulative	8.54%	16.97%	25.66%	33.81%	41.62%	51.10%	58.38%	65.47%	74.33%	82.35%	90.80%	100.00%



COMMUNICATION FACILITIES LEASE AGREEMENT

This Agreement is made and entered into on May 1, 2024, by and between the State of Nevada, acting by and through its Department of Transportation, hereinafter referred to as the LESSEE and East Fork Fire Protection District hereinafter referred to as the LESSOR., and collectively, the "Parties" or individually, a "Party."

WITNESSETH:

WHEREAS, pursuant to the provisions contained in Chapter 408 of the Nevada Revised Statutes, the Director of the Department of Transportation may enter into agreements necessary to carry out the provisions of the Chapter; and

WHEREAS, LESSOR holds title to that certain premises comprising District Station 12 located at 3620 N Sunridge Dr, Carson City, NV 89705 in the County of Douglas, State of Nevada and more particularly described as South East ¼ of the South East 1/4 of Section 06 Township 14 North, Range 20 East Mount Diablo Principal Meridian Nevada (the "Property") and

WHEREAS, LESSEE desires to secure the right to locate, maintain, and operate communications equipment on said premises and to transmit and receive communications signals from and to said premises owned by the LESSOR.

NOW, THEREFORE, in consideration of the premises and the mutual covenants hereinafter contained, it is hereby agreed by and between the Parties as follows:

ARTICLE I - THE PREMISES AND ITS USE

1. The LESSOR hereby agrees to grant a Lease unto the LESSEE and the LESSEE hereby agrees to accept a Lease from the LESSOR, relating to a portion of the Property located at 3620 N Sunridge Dr, Carson City, NV 89705 in the County of Douglas, State of Nevada and more particularly described as South East ¼ of the South East 1/4 of Section 06 Township 14 North, Range 20 East Mount Diablo Principal Meridian Nevada, for such uses as will accommodate the LESSEE's installation and operation of communications equipment on the subject property, said equipment to include but not be limited to radio and microwave communications antennas, radio transceivers, fiber optic equipment, associated multiplexers, servers and network equipment, data acquisitions and control devices, Remote Weather Information Systems (RWIS) and/or Intelligent Transportation Systems (ITS), emergency power systems, battery systems, collectively "Telecommunications Equipment". The leased premises shall be enclosed by a fence which will be an extension of the existing fence.

Each of the parties agrees to the following:

- 1. The LESSOR agrees to:
  - a. Grant a lease for a designated portion of the Property for a shelter, fencing, and ice bridge hereinafter "LESSEE Facilities" as defined in Exhibit A to house LESSEE telecommunications equipment and allow the extension of the security fence.
  - b. Review and Approve LESSEE Facilities construction plans and designs within thirty (30) days of receipt of said plans and designs from the LESSEE.



LESSOR will identify and notify LESSEE of required modification to NDOT Facilities construction plans and designs, LESSEE shall implement the required modification and resubmit for approval.

- c. Allow the LESSEE to install, maintain, and operate Telecommunication Equipment in the shelter and within the site as defined in Exhibit A.
- d. Review and Approve Antenna System plans and specifications within thirty (30) days of receipt of said plans and specifications from the LESSEE. LESSOR will identify and notify LESSEE of required modification to Antenna System plans and specifications before approval.
- e. 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.

2. The LESSEE agrees to:

- a. Procure and construct LESSEE Facilities as defined in Exhibit A on the designated leased property in accordance with ARTICLE III Paragraph 1. of this Agreement.
- b. Provide LESSEE Facilities construction plans and designs to the LESSOR for approval before installation of any NDOT Facilities
- c. Provide LESSEE Antenna System installation plans and specifications to the LESSOR for approval.
- d. LESSEE shall correct or modify LESSEE Facilities and Antenna System construction or installation plans, designs, and specifications before LESSOR's approval.
- e. LESSEE shall not begin any construction or installation on the designated leased property without LESSOR approval.
- f. Transfer ownership of LESSEE facilities upon termination of this Agreement.
- g. LESSEE shall procure and is responsible for metered utility services and backup power systems for the LESSEE Facility.

## ARTICLE II - TERM OF LEASE

1. The term of this Agreement shall be from the date first written above through and including June 30, 2029. This Agreement shall be automatically renewed for an additional five-year period on the last day of each five-year term, unless a party notifies the other party in writing within thirty (30) calendar days prior to the end of a then current term of this Agreement of its intention that this Agreement should expire at the completion of the then current term in effect.

2. This Agreement shall not become effective until and unless approved by appropriate official action of the governing body of each party through its execution of this

Agreement on the signatory lines below.

### ARTICLE III - COMPLIANCE WITH THE LAW

1. The parties hereto shall comply with all statutes, rules, orders, building codes, ordinances, requirements, and regulations of the City, County, State, and Federal governments, applicable to the premises, including but not limited to OSHA, The Americans With Disabilities Act of 1990 (ADA) set forth in 42 U.S.C. Section 12101 through 12213 and 47 U.S.C. Sections 225.611.

### ARTICLE IV – CONSIDERATION

1. The LESSEE agrees to provide the LESSOR the sum of \$2,000.00 (Two Thousand Dollars per month for use of the specified premise and area defined in Exhibit A. Payments may be made on a monthly, quarterly, semi-annual, or annual basis.

2. The communications equipment including, without limitation, the tower, antennas, conduits, structures, fencing and other screening, and other improvements shall be at LESSEE's expense and installation shall be at the discretion and option of LESSEE. LESSEE shall have the right to replace, repair, add to or otherwise modify its communications equipment, tower, antennas, conduits, fencing and other screening, or other improvements or any portion thereof and the frequencies over which the communications equipment operates, at no additional cost to LESSEE, whether any of the communications equipment, antennas, conduits or other improvements are listed on any exhibit. LESSEE shall be required to obtain LESSOR consent for modifications that increase or add to the LESSEE's premises, including antennas, conduits, structures, fencing and other screening, and other improvements, in part or in whole. LESSOR shall respond in writing to any LESSEE consent request within 30 days of receipt or LESSOR's consent shall be deemed granted, provided, any material modifications or other uses to the Premises shall be memorialized by the Parties in writing. LESSOR is not entitled to a rent increase associated with any LESSEE modification unless it is increasing its premises or offering a third-party option, in which case, any rent increase shall be negotiable with said third party.

3. LESSOR shall have a right to utilize that certain portion of LESSEE's Communication tower ("Tower") for the purpose of installing, operating, and maintaining LESSOR's emergency services radio equipment ("LESSOR Radio Equipment") and for no other purpose. LESSOR shall operate the LESSOR Radio Equipment in compliance with all Laws and in accordance with all manufacturers provided operation manuals. The LESSOR Radio Equipment, including the radio frequencies on which the LESSOR Radio Equipment operates, shall be subject to LESSEE's prior written approval, which shall not be unreasonably withheld, conditioned, or delayed. LESSOR shall pay the costs for any modifications required to LESSEE's Tower to allow the installation and operation of LESSOR's Radio Equipment and LESSOR shall pay the costs of any structural analysis necessitated by the installation and operation of the Radio Equipment on the Tower. LESSOR shall submit plans and specifications to LESSEE for initial construction and any modifications or additions to the Radio Equipment for LESSEE's review to determine any impact on the Tower and LESSEE's improvements, which plans and specifications LESSOR shall submit to LESSEE both via electronic mail and in writing. Within thirty (30) days after LESSEE's receipt of such plans and specifications from LESSOR, LESSEE shall either approve LESSOR's plans and specifications or deny approval.

### ARTICLE V - REPAIR AND MAINTENANCE

1. The LESSOR agrees to maintain the LESSOR's own premises and facilities,

including all fencing installed by LESSEE under this Lease Agreement, in as good a state of repair as when first occupied, ordinary wear and tear excepted.

2. The LESSEE agrees to maintain and make any necessary repairs to its own facilities within the leased premises.

3. The LESSOR agrees to conduct any and all repairs and maintenance at reasonable times and without undue inconvenience to the LESSEE. The LESSEE agrees to permit the LESSOR, its agents, and other employees, to have access to and to enter the Leased premises at all reasonable and necessary times, for any purpose connected with the repair, care, and improvement of the LESSOR's own premises and facilities.

#### ARTICLE VI - LIABILITY, DEFENSE, INDEMNIFICATION

1. To the fullest extent permitted by law, the LESSOR shall defend, indemnify, and Hold harmless the State of Nevada, and the employees, officers, and agents of the State of Nevada from any liabilities, damages, losses, claims, actions, or proceedings, including, without limitation, reasonable attorney's fees, that are caused by the negligence, errors, omissions, reckless or intentional misconduct of the LESSOR or the employees or agents of the LESSOR in the performance of this Agreement.

2. To the fullest extent permitted by law, the LESSEE shall defend, indemnify, and hold harmless LESSOR, and the employees, officers, and agents of the LESSOR from any liabilities, damages, losses, claims, actions, or proceedings, including, without limitation, reasonable attorney's fees, that are caused by the negligence, errors, omissions, reckless or intentional misconduct of the LESSEE or the employees or agents of the LESSEE in the performance of this Agreement.

3. Agreement liability of both Parties shall not be subject to punitive damages. Actual damages for any LESSEE breach shall never exceed the amount of funds which have been appropriated for payment under this Agreement, but not yet paid, for the fiscal year budget in existence at the time of the breach.

#### ARTICLE VII - INSURANCE

1. The LESSOR agrees and accepts that the LESSEE is self-insured.

#### ARTICLE VIII - CHOICE OF LAW AND FORUM

1. This Agreement and the rights and obligations of the parties hereto shall be governed by and construed according to the laws of the State of Nevada. The Parties consent to the exclusive jurisdiction of the Nevada state district courts in either Carson City or Douglas County for enforcement of this Agreement.

#### ARTICLE IX - NOTICES

1. Except as otherwise provided for within this Agreement, all notices or other communications required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been duly given if delivered personally in hand, by telephonic facsimile

electronic mail with, or mailed certified mail, return receipt requested, postage prepaid on the date posted and addressed to the other party at the address set forth below:

For LICENSEE: Tracy Larkin Thomason, P.E., Director  
Attn:  
Nevada Department of Transportation  
Information Services and Telecommunications Division  
1263 South Stewart Street  
Carson City, Nevada 89712  
Phone:  
Fax:  
E-mail:

For LICENSOR: East Fork Fire Protection District  
Attn. : District Fire Chief  
1694 County Road  
Minden, NV 89423  
  
Phone: 775-782-9040  
Fax: 775-782-9043  
E-mail: @eastforkfire.org

#### ARTICLE X - TERMINATION, BREACH AND DEFAULT

1. This Agreement may be terminated unilaterally, for cause, upon thirty (30) calendar days service of written notice and may be unilaterally terminated without cause, upon service of one hundred eighty (180) calendar days written notice. In the event that this Agreement is terminated without cause, by either the LESSOR or the LESSEE, or by mutual consent, the LESSOR shall return to the LESSEE, within two hundred ten (210) calendar days following service of said notice, that sum representing any and all License payments paid by LESSEE to LESSOR for services to be provided for that period of time extending beyond the one hundred eighty (180) day notice period.

2. The continuation of this Agreement beyond the current biennium is subject to and contingent upon sufficient funds being appropriated, budgeted, and otherwise made available by the State Legislature and or Federal sources. The LESSEE may terminate this Agreement immediately upon service of written notice, or any date specified therein, if for any reason the LESSEE's funding from State and or Federal sources is not appropriated or is withdrawn, limited or impaired. In the event of such a termination, the LESSOR waives any and all claims for damages for the unaccrued and unpaid amounts due for future Services.

3. A default or breach may be declared with or without termination. This Agreement may be terminated by either Party upon service of written notice of default or breach to the other Party as follows:

a. If a Party hereto fails to provide or satisfactorily perform any of the conditions, work and or services called for by this Agreement; or

b. If any state, county, city or federal license, authorization, waiver, permit, qualification or certification required by statute, ordinance, law or regulation to be held by the LESSOR to provide the services required by this Agreement is for any reason denied, revoked, debarred, excluded, terminated, suspended, lapsed or not renewed; or

c. If the LESSOR becomes insolvent, subject to receivership, or becomes

voluntarily or involuntarily subject to the jurisdiction of the bankruptcy court; or

d. If a Party hereto materially breaches any material duty under this Agreement and any such breach impairs the other Party's ability to perform; or

e. If it is found by the LESSEE that any quid pro quo or gratuities in the form of money, services, entertainment, gifts or otherwise were offered or given by the LESSOR, or any agent or representative of the LESSOR, to any officer or employee of the State of Nevada with a view toward securing an Agreement or securing favorable treatment with respect to awarding, extending, amending or making any determination with respect to the performing of such Agreement.

4. Failure to declare a breach or the actual waiver of any particular breach of the Agreement or its material or nonmaterial terms by either Party shall not operate as a waiver by such party of any of its rights or remedies as to any other breach.

5. Except as otherwise provided for by law or this Agreement, the rights and remedies of the Parties shall not be exclusive and are in addition to any other rights and remedies provided by law or equity, including but not limited to the recovery of actual damages, and the prevailing Party's attorney's fees and costs.

6. The Parties agree that upon termination of this Agreement, the LESSEE will peaceably and quietly leave, surrender, and yield up to the LESSOR, the leased premises.

#### ARTICLE XI - MISCELLANEOUS

1. All covenants and agreements herein contained shall extend to and be obligatory upon the heirs, executors, administrators, and successors, as the case may be, of the respective Parties.

2. It is agreed to by and between the Parties that the LESSEE, upon keeping and performing the covenants herein contained, shall at all times during said License peaceably and quietly have, hold and enjoy the leased premises without suit, trouble or hindrance from the LESSOR, provided, however, and it is further agreed, the LESSEE will perform and fulfill each and every condition and covenant contained herein, unless such performance is excused.

3. The LESSEE agrees that upon the termination of the Lease, it shall remove or cause to be removed, at its own expense, any and all improvements erected or emplaced by it on said premises.

4. To the fullest extent permitted by law, including but not limited to NRS Chapter 41 liability limitations, in the event of legal action brought by either Party to enforce the terms hereof or relating to the premises, the prevailing Party shall be entitled to all costs incurred in connection with such action, including reasonable attorney's fees.

5. Neither Party shall assign, transfer or delegate any rights, obligations or duties under this Agreement without the prior written consent of the other Party, which consent shall not be unreasonably withheld.

6. The Parties hereto represent and warrant that the person executing this Agreement on behalf of each Party has full power and authority to enter into this Agreement.

7. This Agreement shall constitute the entire understanding between the Parties and no modification shall be binding unless in writing and signed by the parties.

IN WITNESS WHEREOF, the LESSEE has signed, and the LESSOR has caused its name to be signed hereon on the date first written above.

LESSOR:  
East Fork Fire Protection District

LESSEE:  
The State of Nevada, acting by and through its  
DEPARTMENT OF TRANSPORTATION

\_\_\_\_\_  
Tod F. Carlini, District Fire Chief

\_\_\_\_\_  
Director

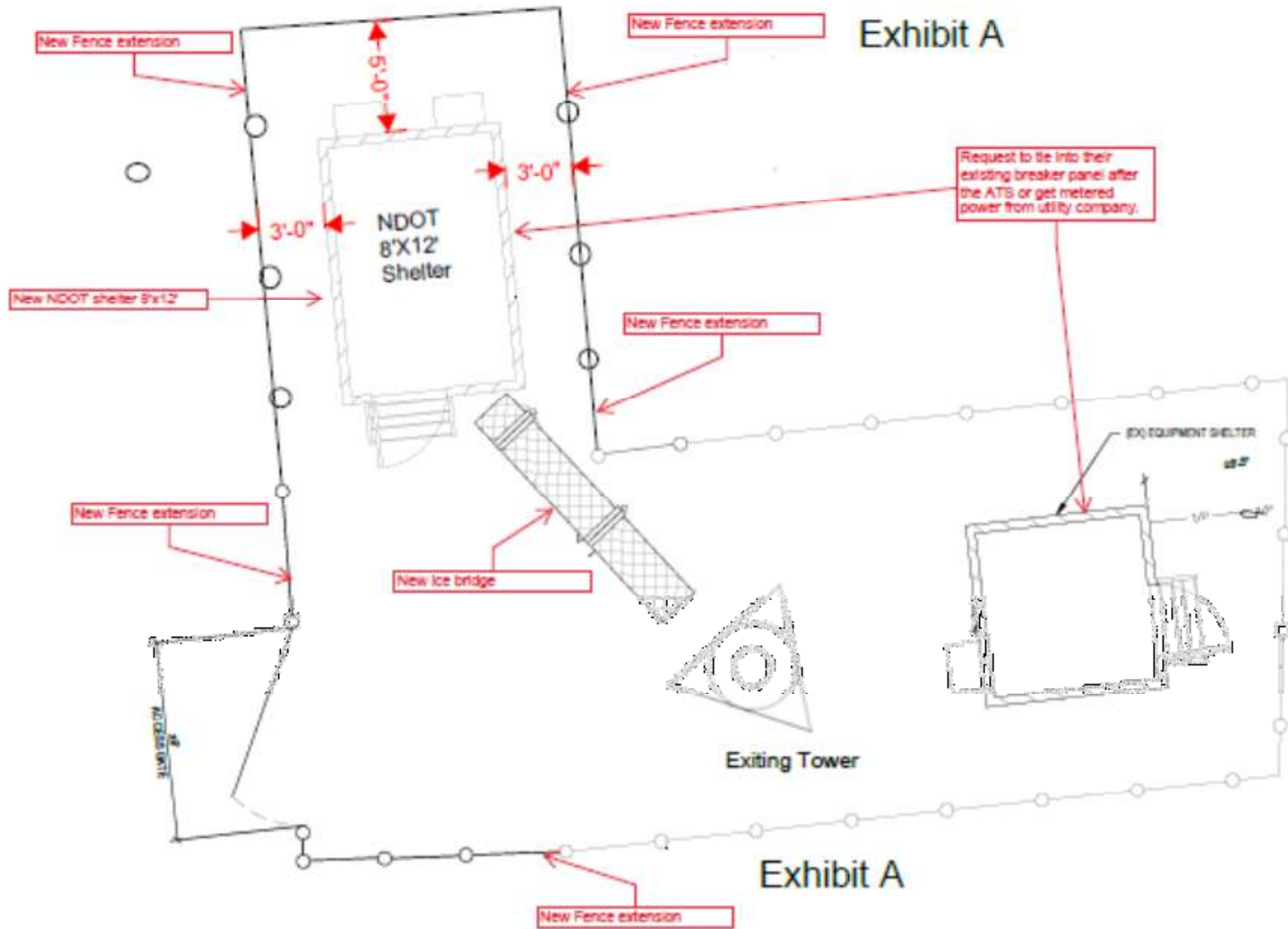
Approved as to Legality and Form

Approved as to Legality and Form:

\_\_\_\_\_  
Mark Forsberg, District Legal Counsel

\_\_\_\_\_  
Deputy Attorney General

:







comprehensive look at what is being spent annually on equipment related purchases, be it the direct budget allocation, debt payments, or actual capitalized equipment and improvements. Debt payments have been allocated to the various uses via a percentage of funds used. The CIP serves as an anticipated list of equipment with the later years of the plan being more dynamic in nature. One of the most significant impacts to this and future plans will be the extended delays in receiving apparatus of all types. The narrative in this document specifically addresses this circumstance and makes recommended changes to when certain apparatus should be purchased. A presentation will be provided.

**8. Reviewed by:**

<input type="checkbox"/>	District Fire Chief	<input type="checkbox"/>	Board President
<input type="checkbox"/>	Legal Counsel	<input type="checkbox"/>	Other

**9. Board Action:**

<input type="checkbox"/>	Approved	<input type="checkbox"/>	Approved with Modifications
<input type="checkbox"/>	Denied	<input type="checkbox"/>	Deferred
<input type="checkbox"/>	Other		

**Agenda Item # 6**

# EAST FORK FIRE PROTECTION DISTRICT

## CAPITAL IMPROVEMENT PLAN

### 2024-2029



# East Fork Fire Protection District Capital Improvement Plan FY 24/25 to FY 28/29

## Introduction

Prepared by Tod F. Carlini, District Fire Chief

The Capital Improvement Plan (CIP) is one of the most significant planning processes for the East Fork Fire Protection District. This plan attempts to identify the capital needs of the organization over five-year periods. This plan not only identifies the immediate needs but also seeks to capture longer-term capital needs and funding options. This is the fifth year that the district has been able to produce this document under our stand alone form of governance. The running period of this plan extends to the fiscal year 2028/29.

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. The effective use of a CIP process provides for considerable advance project identification, planning, evaluation, scope, definition, design, public discussion, cost estimating, and financial planning.

The objectives used to develop the CIP include:

- To preserve and improve the infrastructure of the organization through capital asset procurement in a measured and sustainable manner.
- To maximize the useful life of capital investments by scheduling major renovations, modifications, and procurement at the appropriate time.
- To identify and examine current and future infrastructure and equipment needs and establish priorities among projects so that available resources are used to the best advantage; and
- To improve financial planning and stability by comparing needs with resources, estimating future funding issues, and identifying potential fiscal implications.

With the preceding in mind, this plan will serve several specific purposes. First and foremost, as a guide for the District Board and its administration towards current and future capital improvement needs. Second, this plan informs the district's personnel, the community, business, and other interested parties about the capital needs of the district and the projected costs of those needs. Third, several administrative and regulatory requirements attempt to be met with this plan. Fourth, this plan will identify funding methodologies which hopefully will yield positive progress to plan objectives and recommendations. Fifth, this Capital Improvement Plan supports and identifies the

financial decisions, allocations, and needs over a prescribed period whether funding is available or not. Lastly, the plan provides a list of options for funding and their feasibility.

The following sections present the policy and program context governing East Fork’s fire protection and EMS services, suggested Capital Improvement needs in the various areas, a rolling summation of costs across the plan, and a discussion of financial options and strategy to support the plan. We have also separated funding for various acquisitions between General Fund Allocations and those allocations which are truly capital in nature.

Recommendations contained in this plan for, apparatus, facilities, and equipment attempt to strike a balance between “*ideal*” requirements, standards, and the needs of the organization given the financial resources that are available or can be secured or proposed in the future.

## **SECTION 1**

### **PROGRAM CONTEXT**

As one of Nevada’s special districts organized under Nevada Revised Statute 474, the East Fork Fire Protection District provides all hazard services to 96% of Douglas County, Nevada. The district’s jurisdiction includes over 675 square miles of area, including areas within the Tahoe Basin.

The adopted Mission Statement, “*Serving the fire and life safety needs of our community*” is vested in our ability to provide as robust an approach to emergency medical services (EMS), fire response and suppression, fire prevention inspections, code enforcement, fire investigation, special operations, vehicle extrication, hazardous materials response, fire district administration, staff training, public safety education, and serving as the Emergency Management contract agency for Douglas County, including the Community Emergency Response Team. Having a Board adopted Capital Improvement Plan which is both realistic and dynamic is essential to meeting the intent of that Mission Statement and ensuring operational safety.

Recommended standards for fire protection and emergency medical services issued by the National Fire Protection Association (NFPA) are important considerations. Sometimes these are incorporated into law and regulations, and often are used by courts to determine industry standards. Some of NFPA’s recommended standards have been incorporated into the District’s Standard of Cover. The revised Standard of Cover, adopted by the District Board in 2017 and again in 2023, also serves as a parent document to this effort.

Also, of importance to the Fire District and property owners served by the district, are Public Protection Classification Surveys performed by the Insurance Services Office (ISO) for the insurance industry. The results have a direct bearing on the premiums charged by companies for fire insurance. The district’s current splint classification is 3/10, with over 85% of the district receiving a benefit of a protection classification of 3. Recent experience shows that the failure to meet minimum acceptable service standards causes immediate and expensive increases in fire insurance premiums for property owners in the rated area. The district’s last review was in 2014 as a “desk audit” by ISO. It is expected at some point for ISO to conduct a complete on-site review and issue a more current rating. A well-formulated Capital Improvement Plan (CIP) is rooted

in consistent planning for major expenditures and in anticipation of the “*just-in-time*” replacement of apparatus, equipment, and facilities. CIPs are most effectively done in 5-year increments in which the current year drops into the annual operating budget and off the 5-year plan.

Supported by an appropriate funding stream and thoughtful analysis and forecasting by staff, the CIP is a powerful instrument for managing the Fire District’s level of service delivery and in seeking the necessary funding. Major capital improvements may include the following:

**Apparatus:** Purchase and/or refurbishment/replacement of Type-I, Engines Type-III Engines; ambulances; squads and/or rescue vehicles; ladder trucks; water tenders; command vehicles; utility vehicles; and light vehicles

**Major Equipment:** Purchase and/or replacement of personal protective equipment (PPEs), self-contained breathing apparatus (SCBAs, rescue tools, advanced life support (ALS) cardiac monitoring/intervention equipment, fire hose, communications equipment, information technology related devices and hardware, and small/portable equipment.

**Facilities:** New construction, renovation or major maintenance of fire stations, vehicle maintenance facilities, training facilities (both didactic classrooms and manipulative drill ground buildings and props), and administrative and support offices. Property acquisition is also addressed in this category.

The administration has chosen to include non-capitalized equipment purchases in selected categories to account for additional equipment items necessary for operations and service provision. These items include rescue equipment, personal protective gear, IT devices, small equipment, etc.

Debt payment has also been included in the plan to collect a comprehensive look at what is being spent annually on equipment related purchases, be they direct budget allocation, debt payments, or actual capitalized equipment and improvements.

The CIP allows policymakers and management to effectively plan, approve, and implement a sustained and continuous effort when operating a progressive fire protection service delivery system through a proactive budgeting strategy. If funding for a CIP has not yet been established, there is a requisite initial investment whenever inaugurating or restoring a CIP. East Fork Fire Protection District is just now emerging from this type of situation. This is necessary for creating a baseline of equipment and identifying the sources of funding to support an equipment and facilities replacement schedule based on a formally established policy specifying the useful service life of equipment and facilities. Certain safety equipment, such as structural and wildland firefighting gear and self-contained breathing apparatus, has OSHA-mandated service lives.

In FY23/24, the district funded or plans to fund over \$500,000 in capital improvement needs, however, significant unforeseen revenue short falls may require a deferred purchase of some capital investment. The administration is proposing to spend approximately \$2,305,244 towards capital improvement in FY24/245, which includes funding from the most recent bond funds.

## SECTION 2

### CAPITAL ACQUISITIONS – APPARATUS

The East Fork Fire Protection District, with the initial adoption of a CIP, has established some standard apparatus and equipment depreciation and replacement schedules. The recent changes in expected delivery times, some as long as 48 months, are now offering new challenges. The overall cost of apparatus is also staggering. Primary funding is now provided under the pay as you go process, by borrowing capital, or through grants.

The district was able extend its debt limit to the maximum \$2,000,000 approved in FY 18/19. \$1,000,000 was used to retire the existing debt on the \$1,000,000 used to purchase two Type I engines. The district was able to leverage a much lower interest rate (1.87%) with the refinancing plan adopted in 2020. Remaining bond funds were used to fund several capital projects, including a third Type I engine and radio replacements. Like personnel costs, capital funding must be sustainable to avoid or repeating past challenges. The district did make an additional debt payment in FY21/22. With increased mileage on the Type I front line Engines, now 5 to 6 years old and the long delivery times, the district entered a second debt of \$3,000,000. The bond funding was established and issued late in 2023. The \$3,000,000 dollar, 10-year note was established after careful analysis of the districts' ability to fund the debt over the ten-year period. The financing, as prepared by JNA Financial Management, was structured around the 2019 Bond Fund debt payments to establish a more consistent 10-year payment plan.

**Type I Engine Replacement Recommendations:** The delivery time on Type I apparatus is estimated to be 48 months. This extended delivery time now forces the district to rethink its Type I replacement recommendations. The current plan of apparatus replacement based on the number of years in service and in reserve capacity needs to be reconsidered. It may be more appropriate to use mileage, pump time, and age rather than to rely just on years of service. The district has issued a purchase order for one new Type I engine and paid for with new bond funding. An additional Type I 4x4 engine has been recommended. While it does appear in this CIP update, funding options are being explored which won't consume the entire balance of bond funding. Some bond funds have had to be diverted towards other apparatus and projects. Apparatus refurbishment may also be a consideration. While not a planned situation, the oldest frontline unit is scheduled for an in-frame engine overhaul, however, the age of the engine actual exceeds our replacement plan that was based on age.

**Type 1/Quint Acquisition Recommendations:** The CIP and Administration recommended future consideration of a "Quint" type fire apparatus to be housed at Fire Station 12 in last year's plan. After organizational input, the district is abandoning this concept and purchase currently.

**Type III Engine Replacement Recommendations:** The District's Type III needs are less critical but must still be considered. The district was able to retrofit a 2006 chassis with a new Model 34 Body, funded in part with ARPA Funding. A second unit has been identified and a purchase order placed for an identical conversion. Consideration should be made to refurbish at least one of the older Model 14 Type III units. Older Model 14 units are now being assigned within volunteer stations and/or as reserve units. Type III apparatus replacement will be based on several factors, including but not limited to mileage, age, condition, exceptional maintenance, and need. A new Type III apparatus should be considered beyond

the term of this plan. The district, with the help of the Labor Association and IAFF, has applied for a \$700,000 AF Grant for the purchase of what would be considered a Type II Engine. Our grant history over the years has been positive, however, apparatus awards are very difficult to receive.

**Type I Ambulance Replacement Recommendations:** The district has been successful in upgrading its fleet of ambulances; however, District ambulances are without exception the most used apparatus. The district maintains and staffs four ALS Rescue Ambulances. The district has been able to enter a chassis exchange program, whereby the chassis is replaced under the patient compartment, thus saving approximately 48% of the cost of a complete unit. Experience has demonstrated that in some cases, the patient compartment can be re-used up to three times before needing to be decommissioned and replaced (City of Seattle). A replacement / chassis remounting plan has been set in motion. Replacement and/or remounting should be an annual consideration. Chassis replacement should be considered at 200,000 miles of service. Special consideration must be focused on the vehicle GVW, and appropriate plans considered to ensure that the GVW is maintained. The district has seen positive success in this area over the past year and this plan reflects a continuation of this effort.

**Light Duty Vehicle Replacement Recommendations:** It is recommended that light vehicles should be considered for a replacement policy of 5 years for the Battalion Chief Command Vehicles and Training and Safety Officer Vehicles (due to intense, high mileage use), and 8 years for Chief Officer Vehicles.

**Squad/Hazardous Materials Unit Replacement Recommendations:** The District was able to purchase two identical Heavy Rescue Apparatus in 2004. Both apparatuses are in service. One at Station 9 (S-9) and the other at Station 8 (S-8). Both have relatively low mileage, i.e. none with over 60,000 miles. The units are now assigned to volunteer stations to maximize the response mission of logistical support. Currently, there is no recommendation for replacement of either unit. The District's Hazardous Materials Unit has been reassigned to Fire Station 7. Currently there is no recommendation for a replacement for this unit. The District Hazardous Materials Unit was purchased in 2004 with funding from FEMA and Homeland Security. The unit has less than 15,000 miles.

**Ladder Truck Replacement Recommendations:** The District has one ladder truck in service. Truck 12, a 95-foot mid-mount platform, manufactured by American LaFrance/LTI was purchased in 2004 under a lease purchase plan. The unit has less than 30,000 miles. The truck is certified annually. Currently, there is no consideration for replacement of this type of unit. The unit has undergone extensive maintenance in 2024. Consideration is underway regarding development fee assessment based on the building height and specific to ladder truck replacement in the future. While there is no expectation that a single development funds the entire cost, some supplement, accrual-based fee needs to be considered under development agreement concepts.

**Water Tender Replacement Recommendations:** The District maintains 7 frontline water tenders. Five are 3000-gallons or more and two are considered "tactical tenders" with 1800-gallon capacity tanks. These units are assigned throughout the district serving areas without municipal water systems. Over the years, the district has been fortunate to purchase four new water tenders. All have limited mileage. Some older units have been reassigned to low call volume volunteer stations or taken out of service due to mechanical issues and conditions. One 3000-gallon

tender, owned by the State of Nevada (NDF) is operated by the district at Station 2. The district has, through its fire regulations, provided developers and home builders outside of municipal water systems, the option of paying into a Water Delivery Fund, with the expressed purpose of funding water tenders. The district relies heavily on our logistical volunteers to respond and operate the district's water tenders. Two identical units are assigned to Station 4 and Station 12 and cross staffed by career personnel. The district needs to replace at least one water tender assigned to a volunteer station as soon as practical.

**CIP Project Table for Apparatus:** Following is the CIP Project Table which incorporates the preceding recommendations and includes estimated cost allocations and define funding recommendations and/or specific funding strategies.



Apparatus Projects								
Project	Description	Narrative	Cost	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29
Type I Engine	Type I Engine	This amount represents the debt service. Debt financing and General Fund monies are being used to purchase Type 1 Engines. The District will have to establish a funding mechanism to offset costs not covered with bond funds.	2 New Engines				\$ 988,000	\$ 1,200,000
			Non Bond Funded & Bond Funded		\$ 280,000	\$ 280,000	\$ 280,000	\$ 367,894
			Bond Financing on new Engines	\$ 379,485	\$ 383,135	\$ 243,190	\$ 242,980	\$ 242,915
			<b>Annual Total</b>	<b>\$ 379,485</b>	<b>\$ 663,135</b>	<b>\$ 523,190</b>	<b>\$ 1,510,980</b>	<b>\$ 1,810,809</b>
Recommended Funding Sources:		Alternate Funding Sources:	2019/2023 Medium Term Bonds and Pay as you Go					
		N/A	Note: For FY24/25 funds budgeted in Debt Service Department, Debt Service					
Type III Engine	Type III Engines	Planned retro-fit of a new Model 34 Body to existing chassis and purchase a new Type III Model 34.	Type III Model 34 Replacement				\$425,000	
			Retrofit Type III Engine	388,500.00				
			Bond Financing on Model 34 Body Retrofit	\$ 58,705	\$ 58,567	\$ 96,278	\$ 96,195	\$ 96,169
			<b>Annual Total</b>	<b>447,205.00</b>	<b>\$58,567</b>	<b>\$96,278</b>	<b>\$521,195</b>	<b>\$96,169</b>
Recommended Funding Sources:		Alternate Funding Sources:	Pay as you Go from Operations Fund/ 2023 Medium Term Bonds					
		Grant Funding	Note: For FY24/25 funds budgeted in Fire Suppression Department, Capital Projects					
Type I Ambulance	ALS Ambulance	The plan is for the District to remount an existing ambulance in FY 24/25, with a purchase of a new ambulance in FY25/26.	Bond Financing on Remount of Chassis	\$ 26,444	\$ 26,381	\$ 43,368	\$ 43,331	\$ 43,319
			Remount of Chassis	\$175,000		\$190,000	\$200,000	
			Purchase of Ambulance		\$275,000			\$300,000
			<b>Annual Total</b>	<b>\$ 201,444</b>	<b>\$ 301,381</b>	<b>\$ 233,368</b>	<b>\$ 243,331</b>	<b>\$ 343,319</b>
Recommended Funding Sources:		Alternate Funding Sources:	Pay as you Go from Operations Fund/ 2023 Medium Term Bonds					
		Grant Funding	Note: For FY24/25 funds budgeted in Fire Suppression Department, Capital Projects and Debt Service Department					
Light Utility Vehicles	Light Vehicles	Schedule of replacement of Chief Officer, Battalion Chiefs and Training Captains units. In future years, we should consider replacing light utility vehicles.	Chief Officer			\$100,000		
			Battalion Chief		\$100,000			
			Bond Financing on Training Captains	\$ 14,355	\$ 14,321	\$ 23,543	\$ 23,523	\$ 23,516
			Training Captains	\$ 90,000				
Recommended Funding Sources:		Alternate Funding Sources:	<b>Annual Total</b>	<b>\$104,355</b>	<b>\$114,321</b>	<b>\$123,543</b>	<b>\$23,523</b>	<b>\$23,516</b>
Pay as you Go from Operations Fund		N/A	Note: For FY24/25 funds budgeted in NVE Fuels Mgmt. Department, Capital Projects					
Water Tender	Water Tender	Purchase of Water Tender.	Water Tender	\$0		\$500,000		
			<b>Annual Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$500,000</b>	<b>\$0</b>	<b>\$0</b>
			Recommended Funding Sources:		Alternate Funding Sources:	Pay as you Go from Operations Fund and fees collected		
		Grant Funding	Note: For FY24/25 funds budgeted in Fire Suppression Department, Capital Projects					
<b>Totals</b>				<b>\$1,132,489</b>	<b>\$1,137,404</b>	<b>\$1,476,379</b>	<b>\$2,299,029</b>	<b>\$2,273,813</b>

## SECTION 3

### CAPITAL ACQUISITIONS – MAJOR EQUIPMENT

This section discusses the replacement of major equipment in the on-going business of fire, rescue, and EMS service delivery by the East Fork Fire Protection District. It includes personal protective equipment (PPE) turnout gear, self-contained breathing apparatus (SCBA), rescue extrication tools, advanced life support (ALS) cardiac monitoring/intervention equipment, fire hose, small equipment, radios, and information technology related devices such as desktop/lap top computers and tablets. While some items may not be considered a capital asset by policy, they are included as a way of presenting some of our ongoing equipment needs.

**Personal Protective Equipment (PPE):** PPEs are eligible to be replaced every ten years, or every two NFPA standards revision cycles, or whenever the equipment is damaged beyond repair or fails an inspection. The East Fork Fire Protection District has approximately 160 sets of frontline structural firefighting gear and an equal number of wildland firefighting PPE gear. The district has made a concerted effort to provide each career firefighter with a second set of gear and advanced this effort at a faster pace than anticipated. We also must focus on turnout gear that has meet its life expectancy. With the increase in staffing, the total number of new sets of turnout gear has increased by approximately 40 sets. The 2024 cost for one (1) set of structural firefighting gear (pants, coat, hood, boots, helmet, and gloves) cost is approximately \$4,000. One (1) set of wildland firefighting gear (pants and jacket) cost approximately \$600. Therefore, to amortize the cost of PPE replacement in a planned fashion over a 5–7-year period, the district should budget \$40,000 to \$50,000 annually toward PPE, in addition to maintenance and repairs. This would, in effect, allow the district to maintain its serviceable complement of PPEs (structural and wildland) in manageable increments. We have achieved our goal of providing two sets of serviceable turnout gear to each staff firefighter and are now concentrating on the replacement of gear nearing end of use. An alternative to non-wildland volunteer PPE has been implemented to reduce the cost of PPE for our critical logistical support volunteer personnel.

**Recommendation:** Continue the replacement and second set of turnouts as set forth through the previously established replacement plan and conduct annual review of existing gear. As turnouts are replaced the older serviceable sets shall become the members back up set of turnouts. This will allow for turnouts to be laundered more efficiently reducing the member's exposure to carcinogens and helping prolong the life and performance of the turnouts. If a set is not serviceable due to wear, age, contamination, or degradation that member will be placed back onto the list to receive an additional set after higher priority sets are ordered. Turnout gear falling out of usable life compliance must be replaced. Non-structural Volunteer PPE to support the logistical roll should also be funded.

The goal of the turnout replacement program should be to have members in similar sets of turnouts regarding condition and age. If the sets are similar in condition and age the member shall wear the first set of turnouts until contamination occurs and then switch to the second set of turnouts. They shall stay in this set of turnouts until they are contaminated. Alternating the wearing of the two sets of turnouts will spread the wear and tear over two sets of turnouts, increasing the life of both sets until the recommended replacement time, not to exceed 10 years.

For new hires in FY 2024/2025 they shall continue to receive a new set of turnouts once they have successfully completed the Regional Fire Academy and will receive a second set within one year of completion of the academy and pending the status of the entire replacement program.

Amortize the cost of PPE replacement over a 10-year period, and consider budgeting \$40,000 to \$50,000 annually, in addition to maintenance and repairs.

**Self-Contained Breathing Apparatus (SCBA):** The East Fork Fire Protection District was able to successfully participate in a regional SCBA AFG Grant award in late 2022. The entire complement of SCBAs has since been replaced. All SCBA cylinders require periodic hydrostatic testing as required at 49 CFR 180.205. Fully wrapped carbon fiber cylinders, as used by the district, should be tested every five years, and have a 15- year service life. Being able to have these spare cylinders brought to the incident by Logistical Volunteer Firefighters is critical logistical need. Additionally, being able to have empty cylinders rapidly filled by staff and Logistical Volunteer Firefighters should negate the need for additional cylinders.

**Recommendation:** Some consideration should be made to purchase spare SCBA cylinders over time and to stagger the life expectancy of those cylinders. New adaptable technology should also be considered in the interest of firefighter safety.

**Fire Hose and Nozzles:** The National Fire Protection Association's (NFPA) Standard-1962 calls for annual hose testing and allows for keeping hose if it passes the annual service test. The district currently engages in third-party testing of hose. A generally accepted practice is to remove hose from service after 10 years, as recommended by the NFPA in Standard-1962 (2008 Edition), Annex A.7.1., which states *"While all users should establish their own retirement schedule, fire departments should give careful consideration to a 10-year maximum service life under normal operating conditions."* Therefore, an annual budget should be maintained for replacing a prescribed amount of hose inventory, so it will not need replacement all at once while also providing for damaged hose repair and replacement. Another way to consider the cost of hose is to consider a complete hose complement for each engine. The cost to replace an engine's hose complement and as currently configured in the district is \$9,700. This allocation can be amortized over 10-year increments or longer based on annual testing. The district has done an acceptable job in the replacement of hose on its front line and reserve engines.

Wildland hose is constantly being replaced. The district continues to maintain its supply and deployment of hose based on grant funding through the Nevada Division of Forestry, BLM, and the USFS. Hoses lost in firefighting are generally replaced by our federal partners if the fire is on federal property.

**Recommendation:** Hose testing must be performed. The use of a third-party hose testing company is the most efficient way to conduct this critical task. Funding for hose inventories should also be provided. Engine replacement hose should be purchased as affordable and to include hose for at least one reserve engine.

**Radios and Pagers:** The East Fork Fire Protection District was able to replace all its staff assigned handheld radios two years ago with funds generated under the second medium-term financing plan approved by the Board. Older radio stations have been assigned into volunteer stations. Volunteer pagers have been purchased for all logistical volunteers, as alternate means of alerting have been found unreliable. New radios for EMS communications are now mandated by the state.

**Recommendation:** Even with this major replacement purchase being completed, the district will need to consider evaluating all its mobile radios and keeping an eye on new and changing technologies. The funding component defined in this area reflects a percentage of the cost of the recent acquisition being funded as debt service. General fund allocations may be available for isolated purchases as well as some Emergency Management Grant funding. EMS communication radios must be a priority in the coming year.

**Portable Equipment:** Small portable equipment, specifically, chain saws, rotary saws, thermal imaging cameras, portable pumps, generators, lighting devices, etc. are all essential to the mission of the district. East Fork has not had a formal replacement plan for any of these items, rather replacing them on an as needed basis. Individually, some items would not be considered as capital expenditures, however, given the number of each item identified, the total value would place portable equipment within the realm of a capital improvement. By way of example, each chain saw cost \$1,400. The district maintains over 36 chain saws. An amount for the replacement of portable equipment should be considered on an annual basis. With the implementation of the Fire/Fuels Program, the inventory of chain saws has increased.

**Recommendation:** The district should continue to replace portable equipment on an annual basis and stage the replacement to avoid having to replace an entire complement of like equipment at one time. It is recommended that an allocation of \$10,000 per year be considered for the replacement of portable equipment. Battery technology has come a long way and should be considered for portable equipment when possible.

**Information Technology:** The need for new information technology devices, including desktops, laptops, and tablet computers is and will be an ongoing need. The advancement of technology can easily outpace equipment if a progressive program of replacement is not maintained and followed. The district now has a long-term plan (5-year) to provide the necessary devices and to start purchasing devices rather than leasing.

The district has left the Douglas County IT System effective July 1, 2023. A new third-party provider service contract has been implemented and a complete transition has occurred. The success of this significant move must be noted.

**Recommendation:** The district has transitioned to a purchase plan and will continue to replace a certain number of IT devices each year. Mobile communications devices, I-Pads, and software are of particular importance.

**Gym Equipment:** The district over the years has invested in station gym equipment. Over time and with use, some of this equipment must be replaced. The district has always supported this need. Funding is necessary to upgrade and replace this type of exercise equipment on an annual basis.

**Recommendation:** The district should continue to provide some funding for the purpose of replacing and upgrading its exercise equipment in the stations.

**Rope/Rescue Equipment:** Over time the district and its staff have developed an impressive skill set regarding rope rescue capability. The equipment needed to support this expanded level of emergency services requires some very specialized equipment as well as rope that is designed and manufactured to a “rescue” level standard. The district continues to reinforce our equipment needs each year, and in some cases having to replace items which meet certain expiration periods. Rope in particular. This is another area where the district is meeting its equipment objectives under this plan.

**Recommendation:** Provide allocations to maintain and enhance the district’s ability to sustain this service and to keep pace with technological advance in this rescue discipline.

**Rescue Tools:** Hydraulic rescue tools are mission critical equipment for delivering services. Especially given the proximity of response by the East Fork Fire Protection District to Highway 395 incidents, these units are of particular significance and value for disentangling and extricating trapped victims in vehicle accidents. These units should be replaced every 10 years depending on advances in technology and the cost of maintenance and repairs to each unit. The district has made good progress in the past years in this area. Funding for new battery powered tools should continue.

**Recommendation:** Refocus on the purchase of battery powered units to equip all staffed engines. An additional set of heavy rescue hydraulic tools should be considered when financially feasible or with grant funding if possible.

**CIP Project Table for Major Equipment:** Following is the CIP Project Table which incorporates the preceding recommendations and includes estimated cost allocations and define funding recommendations and/or specific funding strategies.

Equipment Projects									
Project	Description	Narrative	Cost	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	
PPE	Structural/ Wildland PPE	The District assess its PPE needs on an annual basis. The second set of structural turnout gear for all career employees has essentially been achieved. Allocations need to now be made to maintain PPE in current condition and replace gear with has reached its end of life.	PPE	\$35,000	\$40,000	\$45,000	\$50,000	\$50,000	
	Recommended Funding Sources		Alternate Funding Sources:	<b>Annual Total</b>	<b>\$35,000</b>	<b>\$40,000</b>	<b>\$45,000</b>	<b>\$50,000</b>	<b>\$50,000</b>
	Pay as you Go from Operations Fund		N/A	<i>Note: For FY24/25 funds budgeted in Fire Suppression Department, Services and Supplies</i>					
Project	Description	Narrative	Cost	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	
Fire hose Replacement	Replacement of Fire hose	Replacing staffed engine hose compliments as well as maintaining an inventory of hose as recommended by ISO with annual hose testing has been successful. We are now in the maintenance mode of hose inventory. Annual hose testing has been transferred to a third party contractor.	Fire Hose Replacement	\$5,000	\$5,000	\$5,000	\$15,000	\$0	
	Recommended Funding Sources:		Alternate Funding Sources:	<b>Annual Total</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$15,000</b>	<b>\$0</b>
	Pay as you Go from Operations Fund		Grant Funding	<i>Note: For FY24/25 funds budgeted in Fire Suppression Department, Services and Supplies</i>					
Project	Description	Narrative	Cost	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	
Mobile and Portable Radios	Mobile and Portable Radios	This amount represents the debt service. Debt financing was used to replace radios in 2019. Routine replacement of mobile units as necessary can be considered as part of the general fund obligations. LAST BOND PAYMENT 4/1/26	Bond Financing on Radios	\$58,800	\$59,800				
	Recommended Funding Sources:		Alternate Funding Sources:	<b>Annual Total</b>	<b>\$58,800</b>	<b>\$59,800</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
	2019 Medium Term Bonds		N/a	<i>Note: For FY24/25 funds budgeted in Debt. Service Department, Debt Service</i>					
Project	Description	Narrative	Cost	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	
Radio Mandate for Ambulance	Mobile and Portable Radios	This amount represents the debt service. Debt financing will be used to replace mandated 800 MH radios for all Ambulances.	Bond Financing on Radios	\$ 7,555	\$ 7,538	\$ 12,391	\$ 12,380	\$ 12,377	
	Recommended Funding Sources:		Alternate Funding Sources:	<b>Annual Total</b>	<b>\$ 57,555</b>	<b>\$ 7,538</b>	<b>\$ 12,391</b>	<b>\$ 12,380</b>	<b>\$ 12,377</b>
	2023 Medium Term Bonds		N/a	<i>Note: For FY24/25 funds budgeted in Debt. Service Department, Debt Service</i>					
Project	Description	Narrative	Cost	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	
Portable Equipment	Miscellaneous equipment	Small portable equipment, specifically, chain saws, rotary saws, thermal imaging devices, floating pumps, generators, and assorted rescue equipment are all essential to the mission of the District. An annual allocation is recommended.	Portable Equipment	\$10,000	\$10,000	\$10,000	\$10,000	\$0	
	Recommended Funding Sources:		Alternate Funding Sources:	<b>Annual Total</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$0</b>
	Pay as you Go from Operations Fund		Grant Funding	<i>Note: For FY24/25 funds budgeted in Fire Suppression Department, Services and Supplies</i>					

Project	Description	Narrative	Cost	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29
IT Devices	Desktop, Laptop and Tablet Devices	The need for new information technology devices, including desk tops, laptop, and tablet computers is and will be an ongoing need. The advancement of technology can easily out pace equipment if a progressive program of replace is not maintained and followed. The District will migrant off the Douglas County System in FY23/24. We will still follow the existing replacement, five year, plan under a purchase program rather than a leasing program.	Purchase of IT Devices	\$64,600	\$15,000	\$17,000	\$18,000	\$20,000
	Alternate Funding Sources:		<b>Annual Total</b>	<b>\$64,600</b>	<b>\$15,000</b>	<b>\$17,000</b>	<b>\$18,000</b>	<b>\$20,000</b>
	Pay as you Go from Operations Fund	N/A	<i>Note: For FY24/25 funds budgeted in Fire Suppression Department, Services and Supplies</i>					
Project	Description	Narrative	Cost	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29
Station Gym Equipment	Replacement of Gym Equipment at Fire Stations	Funding necessary to upgrade an replace gym equipment for use of fire stations.	Gym Equipment	\$0		\$15,000		\$0
	Alternate Funding Sources:		<b>Annual Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$15,000</b>	<b>\$0</b>	<b>\$0</b>
	Pay as you Go from Operations Fund	Grant Funding	<i>Note: For FY24/25, no funds budgeted</i>					
Project	Description	Narrative	Cost	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29
Pagers	Replacement of Pagers for Volunteers	The District will need to invest in paging devices for its volunteer forces. Alternate means of alerting volunteer personnel have been deemed ineffective. Pagers provide a much more reliable means of notification for our volunteers. 40 devices will be part of the initial purchase.	Pager Replacement	\$0		\$5,000		
	Alternate Funding Sources:		<b>Annual Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$0</b>
	Pay as you Go from Operations Fund	Grant Funding	<i>Note: For FY24/25, no funds budgeted</i>					
Project	Description	Narrative	Cost	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29
Cardiac Monitors	Cardiac Monitors	Replacement of 12 lead cardiac monitors and associated equipment.	Cardiac Monitors	\$0	\$35,000	\$35,000	\$35,000	\$35,000
	Alternate Funding Sources:		<b>Annual Total</b>	<b>\$0</b>	<b>\$35,000</b>	<b>\$35,000</b>	<b>\$35,000</b>	<b>\$35,000</b>
	Pay as you Go from Operations Fund	Grant Funding/Donation	<i>Note: For FY24/25, no funds budgeted</i>					
<b>Totals</b>				<b>\$230,955</b>	<b>\$172,338</b>	<b>\$144,391</b>	<b>\$140,380</b>	<b>\$117,377</b>

## SECTION 4

### CAPITAL IMPROVEMENTS – FACILITIES

Capital improvements and investments in facilities can represent some of the largest expenditures of a Capital Improvement Plan, especially if new fire facilities are contemplated. The most recent Standard of Cover does not recommend the need for any new facilities. Some consideration has been made for the staffing of Fire Station 2, however, data driven analysis over a longer period is necessary. The future completion of Muller Park Way will also enter the consideration of new facilities at some point. The facilities section requires a very dynamic approach if new facilities are considered. Detailed response time analysis, call saturation data, ISO cost/benefits, flood plain impacts, current and proposed development and associated zoning, street, and highway access, are just some of the considerations which make predicting new facilities needs a challenge.

The East Fork Fire Protection District has been fortunate over the years to be able to construct several stations and has made an equal number of major additions to stations as well. Current station locations currently meet the existing response needs. Many of our volunteer stations have been located within the informal community structure of the county.

While new facility location, consolidation, and construction are a necessary component of this Capital Improvement Plan, the District must also concentrate on major facility maintenance as well. Both routine maintenance and extraordinary maintenance need to be established as a priority. The district has invested millions of dollars in its facilities. In many cases, the facilities have deeds, land donation, or trust restrictions within their enabling ownership documents which impose the maintenance of these facilities on to the district and into perpetuity.

Working with the Labor Association, the District has drafted a Station Habitability Document. This body of work helps define the various needs of each of the staffed stations. Soft tone alerting, individual sleeping accommodation, station security, and overall general maintenance are priorities.

Asphalt sealing is another significant maintenance responsibility. The district maintains 275,000 square feet of asphalt parking areas. Each year the district attempts to seal and repair about one half of the area on a staggered basis.

Exterior paint and stucco maintenance, roof repair, and station identifications are all items which will require continued maintenance and funded as part of the general fund allocations. The winter event of 2023 caused considerable damage to several stations, most notably roofs and walls with moisture intrusion due to wind driven conditions.

The district identified a need for some type of training structure in several strategic documents over the years. The concept of a regional facility works well for academy-based training but does not serve well for the day-to-day training of on duty staff due to the travel time and service level reductions that result when companies are outside of the district jurisdiction. The first and second phases of a training tower prop are nearing completion. Additional funding is necessary to complete Phase 3.



Firefighters (both career and volunteer) are mandated to train a minimum of 240 hours per year per person.

**General Recommendation:** The district should monitor and evaluate response efficiencies related to call concentrations, response times, and the effectiveness of following the closest forces concept of response. The pending completion of the revised Standard of Cover will define those future needs and further assess existing locations.

**Recommendation:** The district should continue to follow a two-year rotation of asphalt sealing and repair for all its facilities.

**Recommendation:** The district should follow future development activity closely and if appropriate and data supported, work to secure both land and facility contributions/donations through development agreement or direct dedication. The Standard of Cover will serve as the defining document for facility locations.

**Recommendation:** The highest priority should be placed on the care and maintenance of existing facilities. The pending completion of the Station Habitability Study should be deemed the guiding document in defining the priorities of facility improvements and maintenance.

**Recommendation:** Soft Tone Alert System - Studies have found noise to be a causative factor in stress-related illnesses, such as hypertension, ulcers, allergies, and neurological disorders. Noise has been shown to cause nervousness, fear, and psychosomatic illnesses, as well as to disturb sleep. One theory indicates that noise, like other stressors, triggers a startle response, which induces a widespread change in the body's activities. These changes may include a rise in blood pressure, a rise in pressure inside the head and increased sweating. Normally, these physiological changes are brought about by intense sounds of sudden onset, much as a fire fighter would experience going from a relaxed state in the station to an alarm response. Fire Station Alerting Systems use alerting tones at 850 Hz and below to alert firefighters to dispatches. Tones are received under a "ramp up volume" rather than the single "alert tone." The intent is to provide each staffed station with this feature. Douglas County 911 is committing to fund the backbone of such a system with the district funding the necessary hardware in each station.

**Recommendation:** The district should continue with the phased development of the planned training structure behind Station 14.

**CIP Project Table for Facilities:** Following is the CIP Project Table which incorporates the preceding recommendations and includes estimated cost allocations and define funding recommendations and/or specific funding strategies.

Facilities Projects									
Project	Description	Narrative	Cost	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	
Asphalt Repair and Sealing	Asphalt Repair and Sealing	On a rotating 2 to 3 year schedule, the District attempts to seal and maintain it asphalted surfaces at all locations on a two year rotation. In some cases some asphalt removal is necessary with the associated patching. In most cases, sealing and restriping are all that is required.	Asphalt Repair and Sealing	\$18,500	\$20,000	\$20,000	\$20,000		\$0
			Recommended Funding Sources	Alternate Funding Sources:	Annual Total	\$18,500	\$20,000	\$20,000	\$20,000
	Pay as you Go from Operations Fund		N/A	Note: For FY24/25 funds budgeted in Fire Suppression Department, Service and Supplies					
Project:	Description:	Narrative	Cost	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	
Soft Tone Alert System	Purchase of Soft Tone Alert System	Fire Station Alerting Systems use alerting tones at 850 Hz and below to alert firefighters to dispatches. Tones are received under a “ramp up volume” rather than the single “alert tone.” The intent is to provide each staffed station with this feature. The existing system in 911 is equipped with the Zetron IP Station Alerting System.	Bond Financing of Soft Tone Alert System	\$ 26,444	\$ 26,381	\$ 43,368	\$ 43,331	\$ 43,319	
			Purchase of Soft Tone Alert System	\$ 175,000					
	Recommended Funding Sources:		Alternate Funding Sources:	Annual Total	\$ 201,444	\$ 26,381	\$ 43,368	\$ 43,331	\$ 43,319
	2023 Medium Term Bonds		Douglas Co. 911 Tax	Note: For FY24/25 funds budgeted in Debt Service Department, Debt Service					
Project	Description	Narrative	Cost	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	
Training Structure	Training Center at Station 14	Funding for a training site at the rear of Station 14 due to its central location within the district is necessary at some point.	Non Bond Funded Enhancements		\$50,000	\$25,000	\$25,000		
			Bond Financing of Enhancements	\$ 23,899	\$ 23,865	\$ 33,103	\$ 33,083	\$ 33,077	
			Vent Prop & other improvements	\$140,000					
	Recommended Funding Sources:		Alternate Funding Sources:	Annual Total	\$163,899	\$73,865	\$58,103	\$58,083	\$33,077
2023 Medium Term Bonds		Grant Funding	Note: For FY24/25 funds budgeted in Debt Service Department, Debt Service						

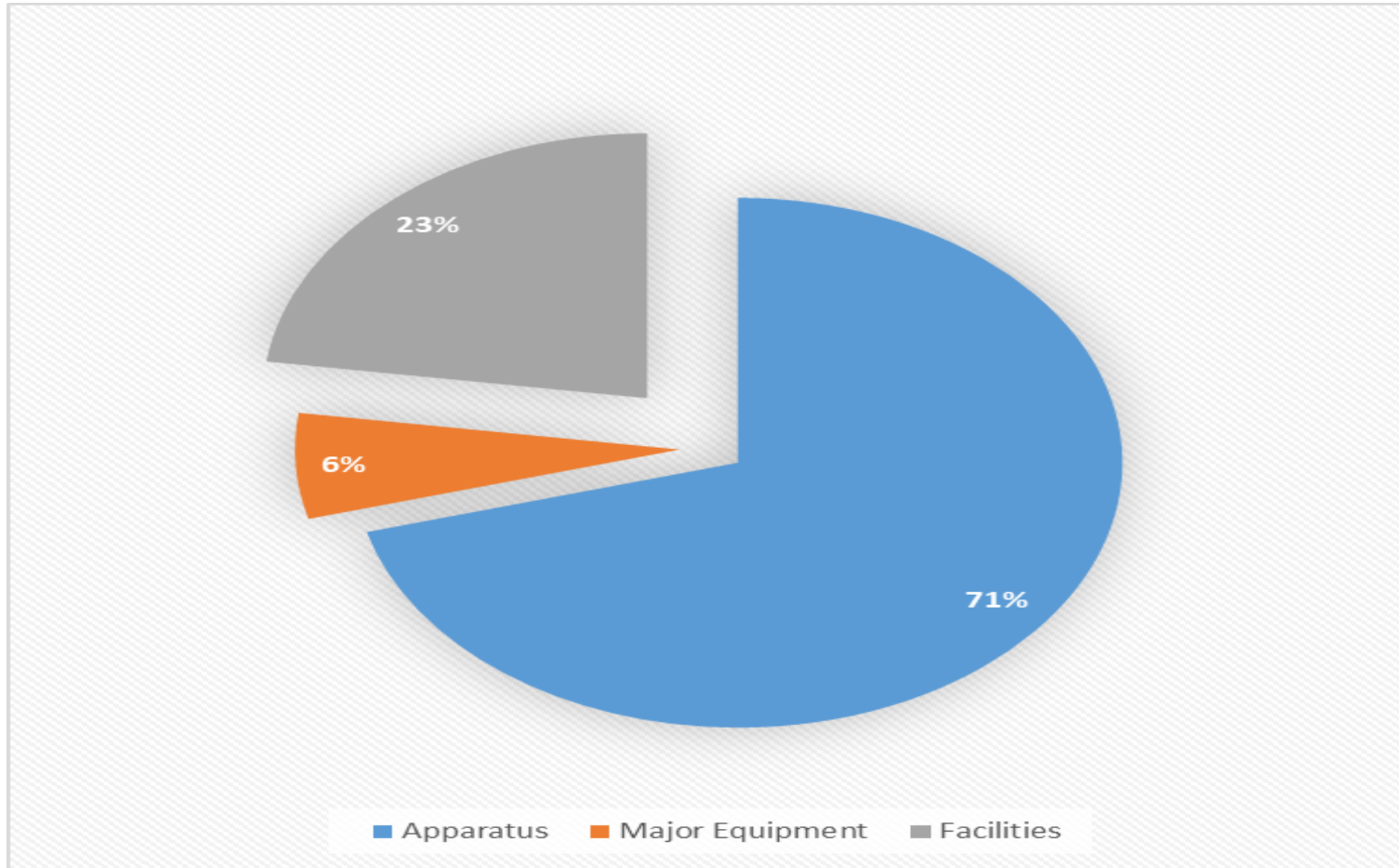
Project	Description	Narrative	Cost	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	
<b>Facility Roofing</b>	Roof Replacement Station 2, 7	Funding for essential roof repairs of Station 2 & Station 7 due to March 2023 storm damage. Insurance claim to offset majority of costs.	Facility Repairs	\$207,403	\$0	\$0	\$0	\$0	
	Recommended Funding Sources:		Alternate Funding Sources:	<b>Annual Total</b>	<b>\$207,403</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
	Pay as you Go from Operations Fund		N/A	<i>Note: For FY24/25 funds budgeted in Fire Suppression Department, Capital Projects</i>					
Project	Description	Narrative	Cost	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	
<b>Facility Upgrades</b>	Facility Upgrades	Funding to start to provide essential facility upgrades as defined in the station habitability study. Funding will be required in succeeding years to address necessary repairs and maintenance.	Bond Financing of Facility Upgrades (\$500,000)	\$ 75,554	\$ 75,375	\$ 123,910	\$ 123,803	\$ 123,770	
			Facility Upgrades \$500,000	\$500,000					
			Non Bond Funded Enhancements		\$100,000	\$150,000	\$175,000	\$200,000	
	Recommended Funding Sources:		Alternate Funding Sources:	<b>Annual Total</b>	<b>\$ 575,554</b>	<b>\$ 175,375</b>	<b>\$ 273,910</b>	<b>\$ 298,803</b>	<b>\$ 323,770</b>
	2023 Medium Term Bonds		N/A	<i>Note: For FY24/25 funds budgeted in Fire Suppression Department, Capital Projects</i>					
			<b>Totals</b>	<b>\$1,166,800</b>	<b>\$295,621</b>	<b>\$395,381</b>	<b>\$420,217</b>	<b>\$400,166</b>	

## SECTION 5

### CIP FUNDING SUMMARY

Based on the preceding recommendations the East Fork Fire Protection District estimates that over the next five years, the district needs to consider **\$11,752,740** in Capital Investments. The amount considers the three areas of capital investment identified in this document.

They include **\$8,319,114 (70.78%)** for Apparatus, **\$755,441 (6.43%)** for Major Equipment and **\$2,678,185 (22.79%)** for Facilities. The latter does not consider the construction of any new facilities or the major modification of existing facilities to accommodate future 24-hour staffing, if necessary, based on development patterns or to upgrade facilities.



ANNUAL FUNDING NEED/ESTIMATE/ANTICIPATED COST						
CIP PROJECT	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	TOTAL
<b>APPARATUS</b>						
Type I Engine	\$379,485	\$663,135	\$523,190	\$1,510,980	\$1,810,809	\$4,887,599
Type III Engine	\$447,205	\$58,567	\$96,278	\$521,195	\$96,169	\$1,219,414
Type I Ambulance	\$201,444	\$301,381	\$233,368	\$243,331	\$343,319	\$1,322,843
Light Utility Vehicles	\$104,355	\$114,321	\$123,543	\$23,523	\$23,516	\$389,258
Water Tender	\$0	\$0	\$500,000	\$0	\$0	\$500,000
Sub Total	\$1,132,489	\$1,137,404	\$1,476,379	\$2,299,029	\$2,273,813	<b>\$8,319,114</b>
<b>MAJOR EQUIPMENT</b>						
PPE	\$35,000	\$40,000	\$45,000	\$50,000	\$50,000	\$220,000
Fire hose Replacement	\$5,000	\$5,000	\$5,000	\$15,000	\$0	\$30,000
Mobile and Portable Radios	\$58,800	\$59,800	\$0	\$0	\$0	\$118,600
Radio Mandate for Ambulances	\$7,555	\$7,538	\$12,391	\$12,380	\$12,377	\$52,241
Portable Equipment	\$10,000	\$10,000	\$10,000	\$10,000	\$0	\$40,000
IT Devices	\$64,600	\$15,000	\$17,000	\$18,000	\$20,000	\$134,600
Station Gym Equipment	\$0	\$0	\$15,000	\$0	\$0	\$15,000
Pagers	\$0	\$0	\$5,000	\$0	\$0	\$5,000
Cardiac Monitors	\$0	\$35,000	\$35,000	\$35,000	\$35,000	\$140,000
Sub Total	\$180,955	\$172,338	\$144,391	\$140,380	\$117,377	<b>\$755,441</b>
<b>FACILITIES</b>						
Asphalt Repair and Sealing	\$18,500	\$20,000	\$20,000	\$20,000	\$0	\$78,500
Soft Tone Alert System	\$201,444	\$26,381	\$43,368	\$43,331	\$43,319	\$357,843
Training Structure	\$163,899	\$73,865	\$58,103	\$58,083	\$33,077	\$387,027
Facility Roofing	\$207,403					\$207,403
Facility Upgrades	\$575,554	\$175,375	\$273,910	\$298,803	\$323,770	\$1,647,412
Sub Total	\$1,166,800	\$295,621	\$395,381	\$420,217	\$400,166	<b>\$2,678,185</b>
<b>GRAND TOTAL</b>	<b>\$2,480,244</b>	<b>\$1,605,363</b>	<b>\$2,016,151</b>	<b>\$2,859,626</b>	<b>\$2,791,356</b>	<b>\$11,752,740</b>

<b>Summary of FY 24/25 Funding Sources:</b>				
	Services and Supplies (not capitalized)	Capital (Capitalized)	Debt Service (Capitalized Debt)	Total
<b>APPARATUS</b>				
Type I Engine			\$379,485	\$379,485
Type III Engine			\$447,205	\$447,205
Type I Ambulance			\$201,444	\$201,444
Light Utility Vehicles			\$104,355	\$104,355
Water Tender		\$0		\$0
Sub Total		\$0	\$1,132,489	\$1,132,489
<b>MAJOR EQUIPMENT</b>				
PPE	\$35,000			\$35,000
Fire hose Replacement	\$5,000			\$5,000
Mobile and Portable Radios			\$58,800	\$58,800
Radio Mandate for Ambulances			\$7,555	\$7,555
Portable Equipment	\$10,000			\$10,000
IT Devices	\$64,600			\$64,600
Pagers	0			\$0
Sub Total	\$114,600	\$0	\$66,355	\$180,955
<b>FACILITIES</b>				
Asphalt Repair and Sealing	\$18,500			\$18,500
Soft Tone Alert System			\$201,444	\$201,444
Training Structure			\$163,899	\$163,899
Facility Roofing		\$207,403		\$207,403
Facility Upgrades			\$575,554	\$575,554
Sub Total	\$18,500	\$207,403	\$940,897	\$1,166,800
<b>Grand Total</b>	<b>\$133,100</b>	<b>\$207,403</b>	<b>\$2,139,741</b>	<b>\$2,480,244</b>

## SECTION 6

### FUNDING STRATEGIES

This financial strategy provides an analysis and recommendations for funding the needs and projects identified in the Capital Improvement Plan. This is designed to be a living document and not the final answer. Utilized along with thoughtful analysis and forecasting by staff, it allows management and Board of Directors to effectively plan and approve a sustainable maintenance of effort through a proactive budgeting strategy.

This financial strategy document provides a description of several Capital Improvement Fund funding possibilities by presenting alternatives with a recommendation, an implementation schedule, and an estimated cost to implement the recommendation.

#### Sources of Capital Funds

Funding for capital improvements comes from several sources. These funds are generated through local taxes, fees, charges, outside funding, or other similar sources. The availability of these funds is sensitive to economic cycles, labor contract impacts, non-represented employee costs, outside service contracts, health insurance costs, etc.

**Pay-As-You-Go (PAYG)** comes from annual appropriations and is part of the adopted operating budget. PAYG funding provides the greatest flexibility and historically has funded most capital projects. Projects that are typically smaller in scale as well as minor renovations are likely candidates for PAYG funding – if the project has an expected useful life of at least 10 years or more. PAYG has no debt service cost that must be paid on the expenditure. It is available at the start of the fiscal year but must compete with other operating programs for funding, in particular staffing and labor contract requirements. Funding can also be carried over at the end of each fiscal year.

**Loan financing** refers to debt financing of projects. The district has entered into its third loan agreement in the amount of \$3,000,000 which is currently funding major and minor capital needs. Loan financing is generated through the borrowing of funds (principal) at a cost (interest) through the sale of municipal bonds. While the district's borrowing capacity is high, the practical aspect of being able to fund debt must be the primary consideration. The district currently owes a balance of \$598,662 in its second bond and \$3,772,212 on its third bond, The structure of payments on these two loans has been addressed in the total financing plan as developed by JNA Consulting.

**Grant Funding** has been a very positive funding source for the district. Over the past twenty years the district has secured over \$8,000,000 in grant funding from all sources. Annual grant opportunities should continue to be pursued. The most profitable and financially beneficial grants have been through the Assistance to Firefighter's Grants (AFG). The district has been able to purchase station exhaust systems, SCBA's, a Type III Interface engine and most recently a second grant award for SCBA under a regional grant. The second most productive grant program has been through the Community Development Block Grant program. The district has funded in part a major fire station addition and two ambulances under this program. The third most successful grant funding has been provided by the Department of Homeland Security. The district's



hazardous materials unit was funded under this program. Homeland Security funding continues to decrease within the State of Nevada and the grant allocations for major capital investments are very competitive and generally focused on the urban areas within the state.

**Impact Fees** for fire department facilities are provided for in Nevada Revised Statute 278B. Impact Fees can only be imposed by the Douglas County Commission and are generally very restrictive in their use. Specifically, NRS 278B.045 defines a “Fire station project” to one or more of the following portions of a fire station or a fire substation: (a) Office space used for the administration of the fire station or fire substation. (b) Storage areas. (c) Kitchen facilities. (d) Dormitories and locker rooms. (e) Restroom facilities. (f) Training or exercise facilities. (g) Briefing or conference facilities. (h) Facilities and such appurtenances necessary for housing and maintaining vehicles and equipment used for firefighting or to provide emergency medical services. (i) a facility or portion of a facility that is required to comply with standards for occupational safety and health. (j) Parking areas for employees and the public. (k) Landscaping. (l) Utilities.

Impact fees cannot be used for (a) A facility or portion of a facility that is used to replace services for the prevention or suppression of fire that were once provided elsewhere in the city or county. (b) Vehicles and equipment used for firefighting or to provide emergency medical services. (c) A facility that is used for training firefighters from more than one fire station or fire substation. (d) Personnel costs of any kind.

**Development Agreements** serve as another way to leverage funding specific to a particular development, generally major subdivisions. The district has over the years availed itself to a few development agreements which have provided funding. In several cases, the district has acquired land for future fire station construction. One drawback to development agreements is that conditions are usually applied, including reversion clauses if the land is not used within a specified time or not used at all. This District, as an independent entity, must seriously consider soliciting funds, equipment, land, and facilities from future development.

**Tax Rate Adjustments** become another option, but equally as challenging as a voter approved over-ride. Prior to the current tax limiting legislation that we operate under today, the district and all other entities had the ability to incrementally increase tax rates and were not subject to the current abatement requirements. Tax rates are, by law, established by the Douglas County Board of Commissioners and are capped at \$3.66. The district is in a group of several other entities, including the Towns of Minden and Gardnerville in the group of “capped” entities. NRS 361.455 does provide a process to follow if the governing board of the district were to pursue this option. Tax rate adjustments under this option involve a very complicated process with the Department of Taxation ultimately being the deciding voice.

Another option which should be considered when appropriate, is a voter initiative which would reauthorize and existing 8 cent override for paramedic services, only with the request to remove the abatement value. The risk appears to be limited and this type of action would not impact the existing tax rate cap.

**Philanthropic Donations** are another potential source of funding. While the opportunities are far and few between, there are times when this opportunity does make itself available. Funding is generally in smaller amounts.

## SECTION 7

### SUMMARY

The need for capital investment planning is an important responsibility for the East Fork Fire Protection District. As demonstrated in the preceding pages, the district has many critical needs. The Capital Improvement Plan allows the district and the public to see the identified needs, projected costs, and the estimated timeline assigned to those needs.

Not all items within a CIP will be funded or can be funded. Therefore, the CIP can allow the organization and governing body to establish priorities, adjust, establish procurement policies, and otherwise, better manage its financial resources that are applied to capital improvements.

Lastly, this document should be considered a dynamic document subject to significant change over time. While effort has been put forth to forecast the needs in five (5) year periods, unforeseen influences can and will have an impact on what is presented. The impacts may include labor contracts, down turns in the economy, longer term delivery periods on apparatus orders, or emergency procurement needs, to name a few. The CIP is **only a guide** towards future needs and capital costs. The most current year of the CIP should receive the most attention about funding efforts as it represents the most reliable estimate of what is needed both functionally and what can potentially be supported financially.

# EAST FORK FIRE PROTECTION DISTRICT CAPITAL IMPROVEMENT PLAN 2024-2028



# 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 organizations 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.

# 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.
- The current year of the plan general reflects the needs and actions more accurately while each succeeding year tends to be more dynamic.

# 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 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 purposes of this CIP in as much as the debt funds 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
  - Complete replacement of SCBA inventory and accessories
  - IT devices now on a purchase basis and not under a lease
  - Station #15 renovation for Fuels and Fire Program completed
  - Remount of ambulance body completed
  - Training Prop near completion

# CIP Summary

ANNUAL FUNDING NEED/ESTIMATE/ANTICIPATED COST						
CIP PROJECT	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	TOTAL
<b>APPARATUS</b>						
Type I Engine	\$379,485	\$663,135	\$523,190	\$1,510,980	\$1,810,809	\$4,887,599
Type III Engine	\$447,205	\$58,567	\$96,278	\$521,195	\$96,169	\$1,219,414
Type I Ambulance	\$201,444	\$301,381	\$233,368	\$243,331	\$343,319	\$1,322,843
Light Utility Vehicles	\$104,355	\$114,321	\$123,543	\$23,523	\$23,516	\$389,258
Water Tender	\$0	\$0	\$500,000	\$0	\$0	\$500,000
<b>Sub Total</b>	<b>\$1,132,489</b>	<b>\$1,137,404</b>	<b>\$1,476,379</b>	<b>\$2,299,029</b>	<b>\$2,273,813</b>	<b>\$8,319,114</b>
<b>MAJOR EQUIPMENT</b>						
PPE	\$35,000	\$40,000	\$45,000	\$50,000	\$50,000	\$220,000
Fire hose Replacement	\$5,000	\$5,000	\$5,000	\$15,000	\$0	\$30,000
Mobile and Portable Radios	\$58,800	\$59,800	\$0	\$0	\$0	\$118,600
Radio Mandate for Ambulances	\$7,555	\$7,538	\$12,391	\$12,380	\$12,377	\$52,241
Portable Equipment	\$10,000	\$10,000	\$10,000	\$10,000	\$0	\$40,000
IT Devices	\$64,600	\$15,000	\$17,000	\$18,000	\$20,000	\$134,600
Station Gym Equipment	\$0	\$0	\$15,000	\$0	\$0	\$15,000
Pagers	\$0	\$0	\$5,000	\$0	\$0	\$5,000
Cardiac Monitors	\$0	\$35,000	\$35,000	\$35,000	\$35,000	\$140,000
<b>Sub Total</b>	<b>\$180,955</b>	<b>\$172,338</b>	<b>\$144,391</b>	<b>\$140,380</b>	<b>\$117,377</b>	<b>\$755,441</b>
<b>FACILITIES</b>						
Asphalt Repair and Sealing	\$18,500	\$20,000	\$20,000	\$20,000	\$0	\$78,500
Soft Tone Alert System	\$201,444	\$26,381	\$43,368	\$43,331	\$43,319	\$357,843
Training Structure	\$163,899	\$73,865	\$58,103	\$58,083	\$33,077	\$387,027
Facility Roofing	\$207,403					\$207,403
Facility Upgrades	\$575,554	\$175,375	\$273,910	\$298,803	\$323,770	\$1,647,412
<b>Sub Total</b>	<b>\$1,166,800</b>	<b>\$295,621</b>	<b>\$395,381</b>	<b>\$420,217</b>	<b>\$400,166</b>	<b>\$2,678,185</b>
<b>GRAND TOTAL</b>	<b>\$2,480,244</b>	<b>\$1,605,363</b>	<b>\$2,016,151</b>	<b>\$2,859,626</b>	<b>\$2,791,356</b>	<b>\$11,752,740</b>



# Summary of FY 24/25 Funding Sources

Summary of FY 24/25 Funding Sources:				
	Services and Supplies (not capitalized)	Capital (Capitalized)	Debt Service (Capitalized Debt)	Total
<b>APPARATUS</b>				
Type I Engine			\$379,485	\$379,485
Type III Engine			\$447,205	\$447,205
Type I Ambulance			\$201,444	\$201,444
Light Utility Vehicles			\$104,355	\$104,355
Water Tender		\$0		\$0
Sub Total		\$0	\$1,132,489	\$1,132,489
<b>MAJOR EQUIPMENT</b>				
PPE	\$35,000			\$35,000
Fire hose Replacement	\$5,000			\$5,000
Mobile and Portable Radios			\$58,800	\$58,800
Radio Mandate for Ambulances			\$7,555	\$7,555
Portable Equipment	\$10,000			\$10,000
IT Devices	\$64,600			\$64,600
Pagers	0			\$0
Sub Total	\$114,600	\$0	\$66,355	\$180,955
<b>FACILITIES</b>				
Asphalt Repair and Sealing	\$18,500			\$18,500
Soft Tone Alert System			\$201,444	\$201,444
Training Structure			\$163,899	\$163,899
Facility Roofing		\$207,403		\$207,403
Facility Upgrades			\$575,554	\$575,554
Sub Total	\$18,500	\$207,403	\$940,897	\$1,166,800
<b>Grand Total</b>	<b>\$133,100</b>	<b>\$207,403</b>	<b>\$2,139,741</b>	<b>\$2,480,244</b>

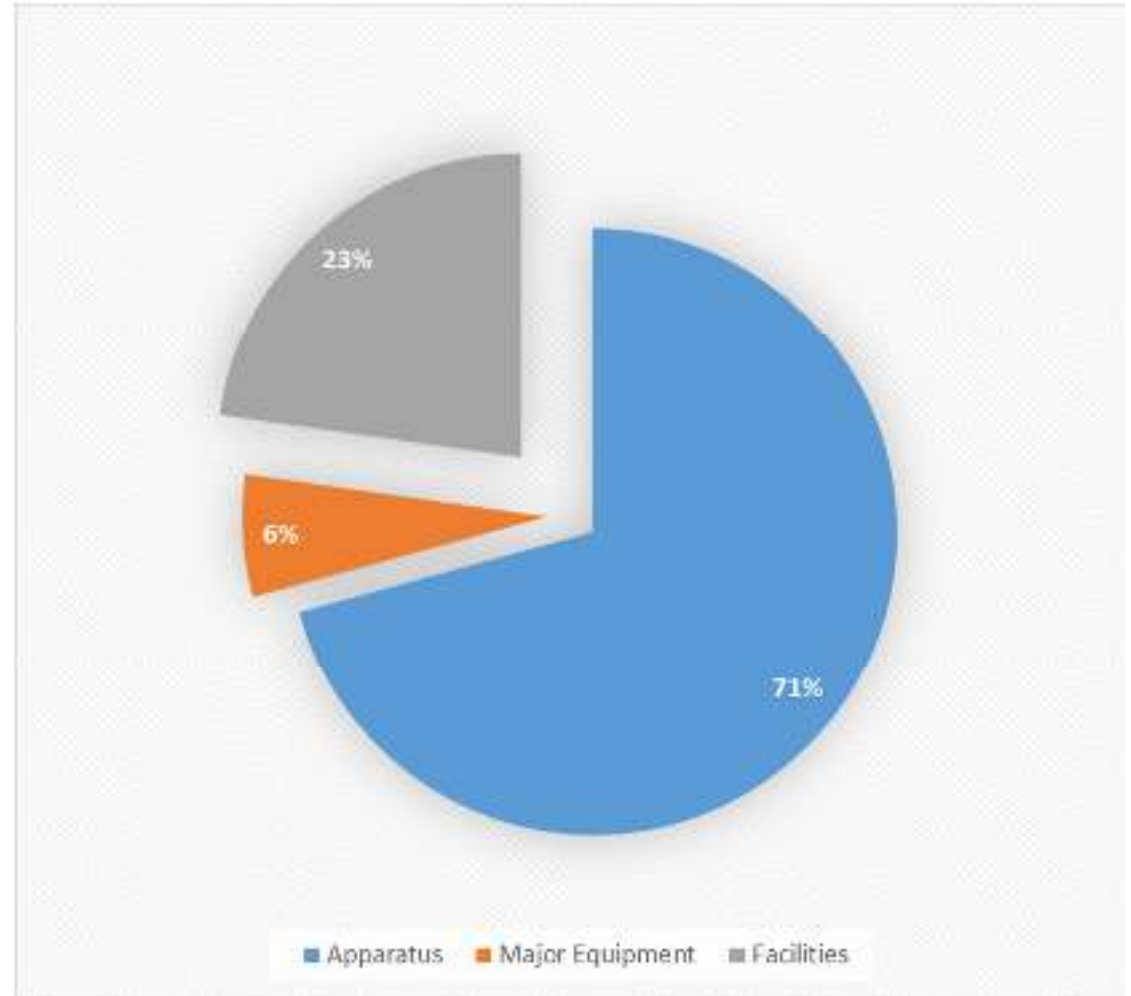
# Funding Needs Summary

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

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# 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 up grade, expanded maintenance, and modification will need to move towards the front for the expenditure line.

# 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**
  - **Development Agreements**
  - **Tax Rate Adjustments (Consider with FY 26/27)**
  - **Sale of Excess Property and Assets**
  - **Philanthropic Donations**

# Final Thoughts

- The need for capital investment planning is important.
- The District will *always* have many critical needs.
- Not all items with-in a CIP will be funded or can be funded.
- The CIP can allow the organization and governing body to establish priorities, make adjustment, 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 to what is presented or what can be funded. This can be positive or negative.
- The CIP is a guide towards future needs and capital costs.



- Just because it is in it, 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.

# Questions

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## East Fork Fire Protection District

### AGENDA ACTION SHEET

1. **Title: For Presentation Only:** Update on the FY24/25 Budget. (Tod F. Carlini, District Fire Chief and Julie Andress, Director of Finance/CFO) 15 minutes.
2. **Recommended Motion:** No motion required. For presentation only.
3. **Funds Available:** NA **Amount:** NA  
**Fund Name:** NA **Account Number:** NA
4. **Prepared by:** Tod F. Carlini, District Fire Chief and Julie Andress, Director of Finance/CFO)
5. **Meeting Date:** April 16, 2024 **Time Required:** 15 minutes
6. **Agenda:** Administrative Agenda

**Background Information:** The administration will provide a brief update on the FY 24/25 Budget development. The presentation may include discussions on revenues, expenditures, grants, and other items related to the development of a final budget.

8. **Reviewed by:**  

<input type="checkbox"/> District Fire Chief	<input type="checkbox"/> Board President
<input type="checkbox"/> Legal Counsel	<input type="checkbox"/> Other
9. **Board Action:**  

<input type="checkbox"/> Approved	<input type="checkbox"/> Approved with Modifications
<input type="checkbox"/> Denied	<input type="checkbox"/> Deferred
<input type="checkbox"/> Other	

**Agenda Item # 7**

**East Fork Fire Protection District**

**AGENDA ACTION SHEET**

1. **Title: 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.
  
2. **Recommended Motion:** Motion to approve specific direction to the administration related to the collection of past due accounts from NV Energy in the amount of \$364,404.58.
  
3. **Funds Available:** Funds Owed **Amount:** \$364,404.58  
  
**Fund Name:** Operations **Account Number:** Various
  
4. **Prepared by:** Tod F. Carlini, District Fire Chief
  
5. **Meeting Date:** April 16, 2024 **Time Required:** 30 minutes
  
6. **Agenda:** Administrative Agenda

**Background Information:** The East Fork Fire Protection District entered into a three-year fuels and vegetation management contract with NV Energy December 2020. Two contract extensions were also executed. The District opted to rescind a new three-year contract after NV Energy failed to provide the District with additional guaranteed work, effective January 31, 2024. NV Energy currently owes the District \$364,404.58 in approved billables dating back to November 2023. The company is in arrears by 120, 90, and 60 days respective to the billable months of November 2023, December 2023, and January 2024. The company has ended all communications with the District regarding the status of the submitted bills. The bills were submitted in accordance with the contract. The funds owed are necessary to support the District's current fiscal year budget and cover expenditures already paid. The administration is seeking direction from the board as to how to proceed.

The monthly claims due include:

November	\$108,208.80
December	\$118,516.29
January	\$137,679.49

8. **Reviewed by:**  
\_\_\_\_\_ District Fire Chief \_\_\_\_\_ Board President  
\_\_\_\_\_ Legal Counsel \_\_\_\_\_ Other

9. **Board Action:**  
\_\_\_\_\_ Approved \_\_\_\_\_ Approved with Modifications  
\_\_\_\_\_ Denied \_\_\_\_\_ Deferred  
\_\_\_\_\_ Other



# EAST FORK FIRE PROTECTION DISTRICT

1694 County Road  
Minden, NV 89423  
(775) 782-9040 FAX (775) 782-9043  
eastforkfire.org

Tod F. Carlini, District Fire Chief  
Scott Gorgon, Deputy Fire Chief - Operations  
Amy Ray, Deputy Chief/Fire Marshal  
Larry Goss, Deputy Chief/Training & Safety  
Julie Andress, CFO,/Director of Finance  
Lisa Owen, Director of Administration  
Tom Hein, Executive Program Manager

April 9, 2024

NV Energy  
Mr. Jesse Murry  
6226 W. Sahara Ave.  
Las Vegas, NV 89146

Jesse,

The East Fork Fire District has submitted three bills to NV Energy. These bills date back to November 2023, December 2023, and our last bill of January 2024. Our last contact with Mr. Regan was on February 1, 2024, requesting we credit a charge on the January billing. Our assumption at that point was that the November and December billings were approved for payment. We have not had any additional contact with anyone from NV Energy. All bills are past due 120, 90, and 60 days respectively. The work assigned was performed and approved by Kevin Lawson, Fuels Management Officer.

These funds a vital to our organization, to our financial stability, and compliance with Nevada Revised Statues that govern local government finance. Due to the time that has pasted on all three claims and without any correspondence from NV Energy, our assumption, once again, is that these claims are approved for payment.

I know you have had your hands full with the PUC Hearing, and I hope that it went well for the company. We would sincerely appreciate payment on these bills as soon as possible. We only have two more months left in our fiscal year, with at least one month required to fully account for the billables.

Please contact me directly if you have any questions. I appreciate your prompt attention to this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "Tod F. Carlini", with a long horizontal flourish extending to the right.

Tod F. Carlini, District Fire Chief

CC: Julie Andress, Director of Finance/CFO  
East Fork Fire District Board of Directors  
Kevin Lawson, Fuels Management Office  
Mark Forsberg, District Counsel

## East Fork Fire Protection District

### AGENDA ACTION SHEET

1. **Title: 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.
  
2. **Recommended Motion:** No motion required. For presentation only.
  
3. **Funds Available:** NA **Amount:** NA  
**Fund Name:** NA **Account Number:** NA
  
4. **Prepared by:** Amy Ray, Deputy Fire Chief/Fire Marshal
  
5. **Meeting Date:** April 16, 2024 **Time Required:** 30 minutes
  
6. **Agenda:** Administrative Agenda

**Background Information:** Douglas County Commission recently adopted revisions to Title 20 of the Douglas County Code. The presentation today is being provided to further explain the relationship between Title 20 and the adopted fire regulations of the East Fork Fire Protection District.

8. **Reviewed by:**  
\_\_\_\_\_ District Fire Chief \_\_\_\_\_ Board President  
\_\_\_\_\_ Legal Counsel \_\_\_\_\_ Other
  
9. **Board Action:**  
\_\_\_\_\_ Approved \_\_\_\_\_ Approved with Modifications  
\_\_\_\_\_ Denied \_\_\_\_\_ Deferred  
\_\_\_\_\_ Other

**Agenda Item # 9**

# Douglas County Title 20 Adoption

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

# Timeline

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- 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.

# Timeline

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- 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 to exercise its statutory 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.

# Timeline

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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 in December of 2022 and implemented effective January 1, 2023.



# Timeline

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- EFFPD Prevention Staff was given direction by the Board to work towards adopting Chapter 5 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.

# Timeline

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- 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 our Regulations and Title 20.
- In January of 2024, EFFPD 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 by 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

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- 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 placed on the record.

# What the Title 20 Adoption Means

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

# Title 20 Significant Changes

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- 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

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

# Future Code Adoption Process

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- 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.

**East Fork Fire Protection District**

**AGENDA ACTION SHEET**

1. **Title: For Presentation Only.** Reports/updates from East Fork Professional Firefighters Association concerning the various assignments and committees they may be a member of, liaison to, or meetings/functions they have attended. No action will be taken on these reports/updates. (John Bellona, President) 5 minutes.
  
2. **Recommended Motion:** For Presentation Only. No motion or action is necessary.
  
3. **Funds Available:** NA **Amount:** NA  
**Fund Name:** NA **Account Number:** NA
  
4. **Prepared by:** Tod F. Carlini, District Fire Chief
  
5. **Meeting Date:** April 16, 2024 **Time Required:** 5 minutes
  
6. **Agenda:** Administrative Agenda
  
7. **Background Information:** This portion of the meeting will allow for reports and updates from East Fork Professional Firefighters Association including, but not limited to, the various assignments and committees they may be a member of, liaison to, or meetings/functions they have attended. No action taken on these reports/updates.
  
8. **Reviewed by:**  

<input type="checkbox"/> District Fire Chief	<input type="checkbox"/> Board President
<input type="checkbox"/> Legal Counsel	<input type="checkbox"/> Other
  
9. **Board Action:**  

<input type="checkbox"/> Approved	<input type="checkbox"/> Approved with Modifications
<input type="checkbox"/> Denied	<input type="checkbox"/> Deferred
<input type="checkbox"/> Other	

**Agenda Item # 10**



**East Fork Fire Protection District**

**AGENDA ACTION SHEET**

1. **Title: For Presentation Only.** Reports/updates from East Fork Volunteer Firefighters Association concerning the various assignments and committees they may be a member of, liaison to, or meetings/functions they have attended. No action will be taken on these reports/updates. (John Bellona, President 5 minutes.
  
2. **Recommended Motion:** For Presentation Only. No motion or action is necessary.
  
3. **Funds Available:** NA **Amount:** NA  
**Fund Name:** NA **Account Number:** NA
  
4. **Prepared by:** Tod F. Carlini, District Fire Chief
  
5. **Meeting Date:** April 16, 2024 **Time Required:** 5 minutes
  
6. **Agenda:** Administrative Agenda
  
7. **Background Information:** This portion of the meeting will allow for reports and updates from East Fork Volunteer Firefighters Association including, but not limited to, the various assignments and committees they may be a member of, liaison to, or meetings/functions they have attended. No action taken on these reports/updates.
  
8. **Reviewed by:**  

<input type="checkbox"/> District Fire Chief	<input type="checkbox"/> Board President
<input type="checkbox"/> Legal Counsel	<input type="checkbox"/> Other
  
9. **Board Action:**  

<input type="checkbox"/> Approved	<input type="checkbox"/> Approved with Modifications
<input type="checkbox"/> Denied	<input type="checkbox"/> Deferred
<input type="checkbox"/> Other	

**Agenda Item # 11**



