

EAST FORK FIRE PROTECTION DISTRICT

1694 County Road
Minden, Nevada 89423

Meeting Agenda

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

Tod F. Carlini, District Fire Chief

Holly Megee, Board Clerk

Tuesday, April 18, 2023

12:00 PM Closed Session
1:00 PM Board Meeting

To attend virtually-Contact Holly Megee
Or
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 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. 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 comment 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. 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 18, 2023

CLOSED SESSION

12:00 PM

Closed Session. Closed Session to meet with management representatives pursuant to NRS 288.220. 60 minutes.

Note: The East Fork Fire Protection District may from time to time convene a closed session in accordance with NRS 288.220 to discuss matters related to labor negotiations. These sessions will be held in advance of the public portion of the meetings and in the interest of the general public and final call for public comment.

BOARD MEETING

1:00 PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE – Mike Sommers

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. (Jacques Etchegoyhen, President) 5 minutes.

APPROVAL OF PREVIOUS MINUTES

- 2. For Possible Action.** Discussion and possible action to approve the draft meeting minutes of the March 28, 2023 meeting of the East Fork Fire Protection District Board of Directors. (Jacques Etchegoyhen, President) 5 minutes.

AWARDS, RECOGNITIONS, PROCLAMATIONS & DONATIONS

- 3. For Possible Action.** Discussion and possible action regarding Proclamation 2023P-04 to recognize Wildfire Awareness Campaign. (Jacques Etchegoyhen, President) 10 minutes.
- 4. For Possible Action.** Discussion and possible action regarding Proclamation 2023P-05 recognizing Jeffrey May on his retirement after 17 plus years of service with the East Fork Fire Protection District. (Jacques Etchegoyhen, President) 10 minutes.
- 5. For Possible Action.** Discussion and possible action regarding Proclamation 2023P-06 recognizing Jesse Hale on his 35 years of volunteer service and participation with the East Fork Fire Protection District and the Fish Springs Volunteer Department. (Tod F. Carlini, District Fire Chief) 10 minutes.

CONSENT CALENDAR

6. 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, 2023. (Kathy Lewis, CPA, CFO/Director of Finance)
- 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 2023 per NRS 474.210. (Kathy Lewis, CPA, CFO/Director of Finance)
- C. For Possible Action.** Discussion and possible action to approve payroll expenses paid in March 2023 per NRS 474.210. (Kathy Lewis, CPA, CFO/Director of Finance)
- D. For Possible Action.** Discussion and possible action to approve the Procurement Card Transactions paid in March 2023 per NRS 474.210. (Kathy Lewis, CPA, CFO/Director of Finance)
- 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 2023 in the amount of \$64,745.76. (Kathy Lewis, CPA, CFO/Director of Finance)

F. For Possible Action. Discussion and possible action to accept the report on state consolidated taxes collection and distribution as of January 2023. (Kathy Lewis, CPA, CFO/Director of Finance)

CONSENT CALENDAR ITEMS PULLED FOR FURTHER DISCUSSION IF ANY

7. For Possible Action. Discussion and possible action to adopt Policy #606.6, which establishes a process for non-represented staff to donate or receive accrued annual or sick leave hours to an employee who requires additional leave. (Lisa Owen, Director of Administrative Services) 10 minutes.

8. For Possible Action. Discussion and possible action regarding the adoption of the East Fork Fire Protection District Capital Improvement Plan 2023-2028 totaling an estimated \$6,327,000 for the five (5) year period. (Tod F. Carlini, District Fire Chief and Kathy Lewis, CPA, CFO/Director of Finance) 30 minutes.

9. For Possible Action. Discussion and possible action for the first reading on the Wildland Urban Interface (WUI) code regulation adoption. (Amy Ray, Deputy Fire Chief/Fire Marshal) 10 minutes.

10. For Possible Action. Discussion and direction to staff regarding legislation or legislative issues proposed by legislators or by other entities permitted by the Nevada State Legislature to submit bill draft requests, or such legislative issues that may impact the East Fork Fire Protection District as may be deemed appropriate by the Board of Directors. (Tod F. Carlini, District Fire Chief) 10 minutes.

11. 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. (Jacques Etchegoyhen, President) 5 minutes.

12. 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. (Jacques Etchegoyhen, President) 5 minutes.

13. 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. (Jacques Etchegoyhen, 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.
(Jacques Etchegoyhen, President)

14. For Possible Action. Discussion and possible action to adjourn the East Fork Fire Protection District Board Meeting. (Jacques Etchegoyhen, 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 28, 2023, in-person and virtually, beginning at 1:05 PM.

East Fork Fire Protection District Board Present:

John Bellona, Secretary, District 1
Barbara Griffin, Director, District 2
Bernard Curtis, Director, District 3
Jacques Etchegoyhen, President, District 4
Mike Sommers, Director, 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 of Operations
Mark Forsberg, District Legal Counsel
Lisa Owen, Director of Administrative Services
Kathy Lewis, CPA, CFO/Director of Finance
Holly Megee, Clerk to the Board

Additional attendees that addressed the Board:

Kevin May, President for East Fork Fire Professional Firefighters
Troy Valenzuela, Battalion Chief, East Fork Fire
Elaine Pace, Volunteer Liaison
Paula Montanucci, representing Bruce Cable
Clint Loudenburg, Engineer, East Fork Fire
Patrick Mooneyhan, Fire Inspector, East Fork Fire

CALL TO ORDER

Board President Jacques Etchegoyhen

INITIAL MEETING BUSINESS

PLEDGE OF ALLEGIANCE

Jacques Etchegoyhen, President led the Pledge of Allegiance

PUBLIC COMMENT (No Action)

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

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

**EAST FORK FIRE PROTECTION DISTRICT BOARD
MEETING OF MARCH 28, 2023**

please make your comments when the item is considered and is opened for public comment.

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

President Jacques Etchegoyhen 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 take action.

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. (Jacques Etchegoyhen, President) 5 Minutes.

MOTION to approve the meeting agenda for March 28, 2023.

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MEETING OF MARCH 28, 2023**

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

APPROVAL OF PREVIOUS MINUTES

2. For Possible Action. Discussion and possible action to approve the draft meeting minutes of the February 21, 2023 workshop meeting of the East Fork Fire Protection District Board of Directors. (Jacques Etchegoyhen, President) 5 minutes.

MOTION to approve the minutes of the February 21, 2023 workshop meeting as presented.

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

3. For Possible Action. Discussion and possible action to approve the draft meeting minutes of the February 21, 2023 meeting of the East Fork Fire Protection District Board of Directors. (Jacques Etchegoyhen, President) 5 minutes.

President Jacques Etchegoyhen opened public comment.

There was no public comment.

Public comment closed.

MOTION to approve the minutes of the February 21, 2023 meeting as presented.

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

**EAST FORK FIRE PROTECTION DISTRICT BOARD
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AWARDS, RECOGNITIONS, PROCLAMATIONS & DONATIONS

4. For Presentation Only. A badge pinning presentation by District Fire Chief Tod Carlini, recognizing Clint Loudenburg's promotion from Firefighter/Paramedic to Engineer with the East Fork Fire Protection District. (Scott Gorgon, Deputy Fire Chief of Operations) 5 minutes.

District Fire Chief Tod Carlini stated this is one of the greatest honors for the District and the individuals promoting into higher positions. Clint Loudenburg is being recognized for his promotion to engineer.

District Fire Chief Carlini did the honors of pinning Engineer Loudenburg.

Director Barbara Griffin asked Engineer Loudenburg how many years he has with the District.

Engineer Loudenburg stated he has been with the District for 8 years.

Director Mike Sommers asked Engineer Loudenburg if he will be keeping his paramedic status.

Engineer Loudenburg stated yes.

President Jacques Etchegoyhen opened public comment.

Battalion Chief Troy Valenzuela stated Engineer Loudenburg has worked hard. He is proud of him and knows he will do well.

There was no further public comment.

Public comment closed.

Director Sommers asked if there were any other openings that need to be filled.

Battalion Chief Valenzuela stated the promotion has left a firefighter vacancy.

Firefighter Kevin May stated it is a good day for one of the recruits currently in the academy.

5. For Possible Action. Discussion and possible action to accept the donation of \$6,000 from Bruce Cable, to dedicate the funds to purchase an e-bike, and to authorize a letter of appreciation from the Board President. (Troy Valenzuela, Battalion Chief) 5 minutes.

Battalion Chief Troy Valenzuela explained Bruce Cable is his personal CPA and has always had an interest in the District. Battalion Chief Valenzuela had a

**EAST FORK FIRE PROTECTION DISTRICT BOARD
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conversation with Mr. Cable in regards to a project he is working on for access in emergencies on the trail systems. Mr. Cable offered to purchase an e-bike for the District. Battalion Chief Valenzuela discussed the offer with District Fire Chief Carlini and graciously accepted the donation.

Battalion Chief Valenzuela thanked Mr. Cable for his dedication and his donation. Paula Montanucci attended the meeting on behalf of Mr. Cable.

Paula Montanucci thanked the District for their quick response in all they do.

Battalion Chief Valenzuela stated he will bring the full project forward at the next Board meeting.

Director Mike Sommers asked if the District has purchased the e-bike.

Battalion Chief Valenzuela stated the bike has not been purchased but will probably be purchased in the next 4-6 weeks. He stated the Board will need to acknowledge the remaining amount because it comes out of the budget, which will be discussed at the next Board meeting.

President Jacques Etchegoyhen read the letter of appreciation.

President Etchegoyhen opened public comment.

There was no public comment.

Public comment closed.

MOTION to accept the donation of \$6,000 from Bruce Cable, to dedicate the funds to purchase an e-bike, and to authorize a letter of appreciation from the Board President.

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

CONSENT CALENDAR

6. 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

**EAST FORK FIRE PROTECTION DISTRICT BOARD
MEETING OF MARCH 28, 2023**

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. (Jacques Etchegoyhen, President) 5 Minutes.

President Jacques Etchegoyhen 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 28, 2023. (Kathy Lewis, CPA, CFO/Director of Finance)
- b. For Possible Action.** Discussion to approve the receipt and filing of the list of accounts payable checks issued and cash disbursements/automatic withdrawals in February 2023 per NRS 474.210. (Kathy Lewis, CPA, CFO/Director of Finance)
- c. For Possible Action.** Discussion to approve payroll expense paid in February 2023 per NRS 474.210. (Kathy Lewis, CPA, CFO/Director of Finance)
- d. For Possible Action.** Discussion to approve the Procurement Card Transactions paid in February 2023 per NRS 474.210. (Kathy Lewis, CPA, CFO/Director of Finance)
- 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 2023 in the amount of \$59,360.75. (Kathy Lewis, CPA, CFO/Director of Finance)
- f. For Possible Action.** Discussion and possible action to accept the report on state consolidated taxes collection and distribution as of December 2022. (Kathy Lewis, CPA, CFO/Director of Finance)

President Jacques Etchegoyhen opened public comment.

There was no public comment.

Public comment closed.

MOTION to approve the Consent Calendar items 6 a, b, c, d, e, & f.

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

7. For Presentation Only. Initial presentation of the FY 2023-2024 Tentative Budget for the East Fork Fire Protection District in the amount of \$26,821,776. (Tod F. Carlini, District Fire Chief and Kathy Lewis, CPA, CFO/Director of Finance) 60 minutes.

District Fire Chief Tod Carlini stated he is pleased to present the tentative budget for FY23/24.

Below is the outline of the PowerPoint presentation regarding the FY2023-2024 Tentative Budget for the East Fork Fire Protection District in the amount of \$26,821,776 presented by District Fire Chief Tod Carlini and Director of Finance Kathy Lewis:

Acknowledgements:

- East Fork Fire Protection District Executive Staff
- East Fork Fire Protection District Battalion Chiefs and Operations Staff
- East Fork Fire Protection District Volunteers

District Board of Directors:

- Jacques Etchegoyhen, President
- John Bellona, Secretary
- Bernard Curtis, Director
- Barbara Griffin, Director
- Michael Sommers, 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
- Lisa Owen, Director of Administrative Services
- Kathy M. Lewis, CPA, CFO/Director of Finance

East Fork Fire Battalion Chiefs:

- Troy Valenzuela
- Matt Kruse
- John Brawley

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East Fork Professional Firefighters Association, IAFF Local 3726:

- Kevin May, President
- Justin Grimm, Vice President
- Sky Dwinell, Secretary Treasurer
- Matt Kruse, Executive Board Member
- Alex Callahan, Executive Board Member
- Matt Hill, Executive Board Member
- Aaron Leising, Executive Board Member
- Roy Minor, Employee Relations Liaison

East Fork Volunteer Firefighters Association:

- Thomas Hein-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
- 44,895 estimated resident population (probably closer to 46,000)
- 15,000 seasonal/migratory population swings
- 7,243 calls for service last year (2022)
- “An increase of 5.5%”

EFFPD Usual Disclaimer:

- Remember, this is a TENTATIVE BUDGET that will serve as a foundation for the final budget. Over the next couple months, the District 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
 - NV Energy
- Fire Emergency Fund

Making Comparisons:

- Comparisons are made between the 2022/23 adopted and the 2023/24 tentative budget and throughout the process.

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- Usually amended budgets include augments for one-time funding for expenditures and expenses making it difficult for a fair comparison.
 - The comparison between FY22/23 Amended Budget and FY23/24 Tentative budget is shown in the Board Packet.

Variable Impacts:

- Contract Negotiations - In progress
- 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)
- Lower cash balances available for investment
- Board direction

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)
- 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
- 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 staff
- Recognize possibility awarding of AFG grant and SAFER grant in the Fall of 2023
- Provide necessary funding to service debt
- Maintain a positive Ending Fund Balance for sustainability

Two Primary Funds for FY23/24:

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- General Operations Fund-\$26,495,345
- Emergency Fund-\$326,431
- Total-\$26,821,776
- 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 2023/24

Three Primary Revenue Sources:

First:

- Ad valorem
- State consolidated tax
- Ambulance user fees

Second:

- Fire and life safety plan review fees
- GEMT
- Grants
- Fire reimbursements
 - Based on fire activity and not budgeted
- NV Energy Fuels/Fire Program
 - Based on administrative fee
- Alpine County Contract

Third:

- Interest on investments
- Rents and leases
- Donations
- Sale of excess property

Revenue-Taxes: (A chart was provided)

- For 2021/22, the District budgeted a 7.5% increase
- For 2022/23, the District budgeted an 8.64% increase
- For 2023/24, the District is budgeting an 8.59% increase
- Final projected numbers were released on March 25th
 - Projecting a 5.75% increase on existing assessed value:
 - Residential cap - 3%
 - General Abatement Cap – 8%
 - Unknown total new construction (AV) to be added and billed for FY23/24 – projecting \$60,000,000

Director Mike Sommers asked what the District experienced for FY21/22 and 22/23 compared to what was budgeted.

Director of Finance Lewis stated she will need to look into that but knows it was right on budget.

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Director Sommers asked if there has been any collection pattern change in how people are paying their taxes.

Director of Finance Lewis stated no. When she was the County Clerk Treasurer, she was always amazed how many people pay their taxes on the first installment.

Revenue -Intergovernmental: (A chart was provided)

- State Consolidated Taxes. The District is no longer considered a guaranteed county
 - Final Projection from the state is a 5.9% increase
- Current Emergency Management Contract expires 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 \$200,000 increase based on past performance
- “Re-budgeting” for ARPA funds for wildland vehicle retrofit – vehicle will be completed in FY23/24

GEMT: (The District has a contract with the State through 2026)

- In Nevada, Medicaid is paid 65% by federal and 35% by state funds
- East Fork Fire’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 \$1,100,000 for FY23/24 – This may be optimistic

Director Sommers asked if this has any correlation with the increase in the number of calls.

District Fire Chief Carlini replied it can if the calls are Medicaid related calls.

Director Sommers asked if theoretically a percentage of the increase of the calls, are Medicaid.

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Director of Administrative Services Lisa Owen stated not necessarily. It depends on what type of Medicaid plan the individual has. There are two types of Medicaid plans so it's really hard to predict.

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

- Fire Plan Check, permit, inspection, technology and expedite fee – projected \$406,400 (in total), same as amended budget for FY22/23
- Ambulance fees (net write-offs) - \$4,028,442 – The District has seen ambulance billing rebound since COVID to a steady increase. Budget based on actual revenue for FY21/22 and current trends FY22/23
- NVE Reimbursement, which includes \$230,029 in administrative fees

District Sommers asked why the plan check and permit fees are the same amount.

District Fire Chief Carlini replied the District is anticipating a slowdown in construction plus interest rates have gone up so to stay on the conservative side, the amount stayed the same.

District Sommers stated the District increased the staff in the Prevention Department but didn't increase the fees.

District Fire Chief Carlini explained fee increases will come before the Board in the next couple of months.

EMS Patient Demographics: (A chart was provided)

- Medicare 46.78%
- Private Insurance 22.44%
- Self-Pay 16.58%
- Medicaid 11.11%
- VA 3.09%
- Approximately 60% of billable services are federally supported
- The District is estimating \$4,028,442 in actual EMS revenue in FY 23/24

District Fire Chief Carlini explained Medicaid stays stable at 9-12%.

Director of Administrative Services Owen added that private insurance sometimes included Medicare patients.

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

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- 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

Director Sommers asked how Sierra Saver is advertised to the public.

District Fire Chief Carlini stated it is advertised through word of mouth, website, talk to patients about it on calls, volunteer functions, etc.

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

- Interest on investment – with rising interest rates, projected an increase in interest revenue from LGIP

District Fire Chief Carlini explained in more detail some of the miscellaneous revenues.

General Fund Expenditures-Tentative Budget 2023/24

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

- Personnel and capital projects/outlay will be discussed later in the presentation
- Services and Supplies:
 - Overall decrease of \$96,577 or 4%
 - Accounts for increases in utilities, gas and building maintenance
 - Decrease mainly attributed to not budgeting grant expenditures related to Emergency Management and changes in services such as technology services and phones

Expenditures by Department: (A chart was provided)

Expenditures changes:

- Administration up 4.1% due to increases related to PERS contribution increase and new proposed positions
- Prevention budget decrease was in professional services for plan review
- Training budget increase is to allow for firefighters to attend paramedic school
- Suppression decrease of 8.3% due to decrease in budgeted capital expenditures and staff efforts on making efficiency in program costs such as Technology Services and reduction in grant expenditures relating to Emergency Management
- Fuels increase due to the request for a couple more positions
- Emergency fund increase includes transfer from general fund approved December 2022

Director Sommers asked about the emergency (Dept. 293) amended budget vs. tentative budget.

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Director of Finance Lewis reminded Director Sommers the change is from the adopted budget to the tentative budget.

Personnel (General Fund)-Tentative Budget 2023/24

Career Line Staff Distribution FY23/24:

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

- Districtwide: 1 Duty Chief is assigned 24 Hours/7 Days a week
- SAFER grant application submitted for 6 additional positions

Personnel Costs FY23/24:

- Obviously, the largest expense
- Distribution between wages and benefits for FY23/24:
 - Salaries and Wages-\$11,092,642 (57.63%)
 - Benefits-\$ 8,156,417 (42.37%)
 - Represents about 82.97% of the operating budget

Current Assumptions:

- Includes accounting for increase in PERS contribution per contract and state law
- No wage adjustments are included for represented personnel wages other than step movement (pending contract negotiations)
- No wage adjustments are included for non-represented personnel wages other than step movement
- Health insurance increases are projected to be 7.5% for the period of January – June, 2023. Actual increase last year was 3.0%
- Worker’s Compensation increase estimated 10.0%
- Added proposed new positions for FY23/24 include:
 - Executive Program Administrative Position, Funded 60% NVE/40% EFFPD
 - Entry Level Office Assistant, start mid-year, Funded 20% NVE/80% EFFPD
 - 2 additional Fuels Crew Members, Funded 100% NVE

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

Overtime Costs:

- Overtime is a large expense
- FY23/24- budgeted \$1,377,590 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

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- 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

Director Sommers asked what level produces the most overtime.

Director of Finance Lewis stated the largest number of employees in the District are firefighters, but she would need to do more research to see where most of the overtime is coming from.

Other expenditures and debt-Tentative Budget 2023/24;

Contract fees owed to Douglas County:

- 911 User Fees-\$99,286
 - Budgeting a 10% increase from FY22/23
- Radio user fees-\$75,000
 - Budgeting a decrease and anticipating the District will be responsible for preventative maintenance of radios
 - \$4,500 is budgeted for outsourcing P&M on radios/pagers
- 911 fees and radio user fees are calculated annually
- Douglas County has not notified the District of the FY23/24 fees, but for the tentative budget, an increase was built in
- Meeting with new 911 Director (Brent Finster) to discuss costs and service contract

Secretary John Bellona asked if the amount shown will be in line with the RFP if the District decides to leave the County.

District Fire Chief Carlini does not know at this point. He stated the County is moving forward in trying to fix the radio system. There was a report that included what the County believed would be necessary for the users (East Fork Fire, Tahoe Douglas Fire, etc.) to be able to upgrade and make the system better. When that will occur is unknown.

Director Sommers asked knowing the issues and anticipating what the County is trying to improve/restructure, how quickly would the District have time to react if the County came to the District informing the District of an amount the District would need to contribute.

District Fire Chief Carlini replied that is a great question but does not have an answer.

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Director Sommers asked where the District is in regards to alternative solutions.

Deputy Chief Larry Goss explained the first step the District needs to take is to provide Cal Fire answers to some of their questions.

Director Sommers stated in providing the information Cal Fire is requesting, is the anticipation that it could be through capital outlay or retrofitting existing equipment.

Deputy Chief Goss stated retrofitting is not an option. Equipment would be the biggest challenge.

Secretary Bellona stated the question is, would it be less than what the County wants to obligate the District to, in order to fix their system.

Deputy Chief Goss stated he feels maybe a little less. Those are things that need to be discussed. The District would probably be responsible for the radio system on this side of the mountain.

Director Sommers asked if Tahoe Douglas Fire and Alpine County are having discussions with Cal Fire.

Deputy Chief Goss stated yes.

District Fire Chief Carlini stated Lake Valley and Fallen Leaf Lake are also part of the discussions.

Secretary Bellona asked about Mono County.

Deputy Chief Goss replied Mono County is looking at a different radio system.

Director Sommers stated if the District is part of the County, the District has no control of their own destiny.

Secretary Bellona stated the purse string that the County always grabs from East Fork Fire will no longer be there.

Director Sommers stated his concern is the District receiving a reasonable time of service, no delays and miscommunication.

Legal Counsel Mark Forsberg stated the conversation is straying away from the topic.

Director Sommers stated the discussion is costs.

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Legal Counsel Forsberg stated the discussion is moving toward future decisions and changing various things.

District Debt:

- Annual debt service for FY23/24 totals \$296,100
- Medium term bond/loan interest rate is 1.86%
- Refinanced original bond proceeds in FY19/20 to maximize \$2,000,000 approved limit and to take advantage of reduced interest rates at that time.
 - With the December 2021 augment, the District paid down debt by one year
 - While interest rates are higher than 1.86%, recommending not making any early or extra payments. Interest earned will be more than interest saved
 - By the end of FY23/24, the District will have reduced the debt to \$585,000

Future Debt Considerations:

- The District does consider debt service payments to be a part of the Capital Expenditures specifically related to what is being funded.
- The District will have reduced its debt to \$585,000 with this proposed budget, potentially around \$1.5 million available for funding.
- The District may want to consider the same or similar refinancing option that was exercised a year ago, which allowed the District to purchase a third Type I Engine (\$507,000) and replace radios. (\$350,000).
- The District's debt limit was established at \$2,000,000.
- The point in presenting this consideration would be to allow the District to pursue higher cost projects or work sooner, rather than later, hence a recycling of available debt capacity.
- This of course would depend on several factors:
 - Interest rates at the time
 - The structure of the lending agreements without prepay penalty clauses

Borrowing Money:

- As is common with most small districts, the District currently does not have a credit rating
- Currently, the debt was placed directly with a bank and a credit rating was not needed
- A credit rating would be required if the District looked into financing \$20,000,000 or more than twenty years for repayment
- When the District needs to issue debt in the future, and it is still considered a small issue, the District would seek a direct placement with the going interest rates at that time

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Capital Expenditures-Tentative Budget 2023/24

Capital Outlay Funding:

- Funds in the amount of \$1,286,100 have been tentatively set aside to fund additional capital improvements
- The formal CIP will be presented in April
- Some proposed uses include and commitments:
 - Soft tone alert system (Bringing budget forward from FY22/23)
 - Training center (Bringing budget forward from FY22/23)
 - Type 1 Ambulance Remount (already Board approved because of known delays with chassis procurement)
 - Wildland Engine Retrofit (Bringing budget forward from FY22/23) (ARPA)

Training Ground Improvements:

- The District has a “shovel ready” design package to construct a training structure.
- The need is well identified.
- \$300,000 is budgeted in FY23/24 for this much needed improvement.
- Scheduled for bid in April 2023.

Director of Finance Lewis stated current District projects will be carried forward into next year. They will not be budgeted with new revenues for next year.

Emergency Fund-Tentative Budget 2023/24

Emergency Fund: (A chart was provided)

- Restricted use fund
 - NRS mandate
 - \$1,000,000 maximum balance
- Balance of \$326,431 available for emergency operations
- Pending greater than anticipated revenues resulting from FY22/23 audit, an additional allocation should be considered

District Fire Chief Carlini stated the District has not met with the State this year but is in the second year of the Wild Fire Protection Plan.

Wild Fire Protection Plan:

- The District participation in the plan essentially serves as an 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.

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- 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 District's last cost to participate, based on the formula, was \$163,000. This was an increase of \$73,000 above the initial 4-year history of an annual allocation of \$90,000.
- The new formula's main consideration is vested with fire cost history. The District has one of the higher fire cost histories of those participating.
- The second consideration in the formula is the budgetary allocation that the Division of Forestry is attempting to reach. For the last period that value was \$1,850,000.
- The District has increased their participation costs to \$95,000.

District Fire Chief Carlini stated once the group is assembled, the District will be informed on what the cost will be to participate in the plan. This plan is a very worthwhile plan to be a part of.

Secretary Bellona discussed FMAG.

Roll of Volunteers-Tentative Budget 2023/24

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 in order 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
- Recruitment efforts have yielded 19 new volunteers in three years
- Under COVID-19 East Fork Volunteers served as a valuable resource for testing, vaccination, and field hospital deployment

Volunteer Incentive Program:

- \$28,500 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 and \$800 for Attack Firefighter
 - An extended large incident Volunteer Incentive has been added

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- 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
- Monthly or Annual Stipend – DOL has stated the payment of a nominal monthly or annual stipend to an individual who volunteers on a year-round basis is allowed.

Contingency and Ending Fund Balance-Tentative Budget 2023/24

Ending Fund Balance:

- For the purpose of this budget, the District has allocated the balance of funding for the time being to the ending fund balance.
- The final budget will project a different value as the District 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 the operations, and meets the capital needs.

Contingency and Ending Fund Balances:

- Total Contingency Funding (1.50%)-\$323,854
- Ending Fund Balance
 - FY22/23 Budgeted \$2,902,849 (13.59%)
 - FY23/24 Tentative \$3,295,100 (15.26%)

Ending Fund Balance: (A chart was provided)

Total Tentative Budget FY23/24:

- \$26,821,776
- Subject to change

Next Steps:

- March 27th – Final property tax projections to be released
- April 17th – Tentative budget submitted to State
- April 18th – Presentation and approval of CIP, review of any budget changes, and approval of new three (3) year NV Energy Contract
- May 16th – Presentation and approval of Final Budget
- June 1st – Final Budget submitted to State
- July 1st – New Fiscal Year begins

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President Jacques Etchegoyhen opened public comment.

There was no public comment.

Public comment closed.

Director Sommers thanked the staff for all their hard work on putting together the presentation.

President Etchegoyhen thanked the staff for their professionalism.

8. For Possible Action. Discussion and possible action to adopt Finance Policy #510.3-Travel Policy which updates the general financial policies regarding the Travel Policy. (Kathy Lewis, CPA, CFO/Director of Finance) 15 minutes.

Director of Finance Kathy Lewis stated this is the third finance policy she has presented. She had a conversation with Director Mike Sommers and he requested a few additions to consider.

Below are the suggested changes/additions:

- Page 2, lodging. The District can approve lodging costs higher than the GSA rates for anything.
- Page 3, rental of vehicles. If an employee rents a car, they do not need to accept rental insurance because it is already covered through the District's auto insurance policy.

Director of Finance Lewis stated when she first started with the District there were not as many per diem checks issued. Employees would charge things and then bring in a receipt for reimbursement. The District now issues more per diem checks ahead of travel. It makes things a lot cleaner, rather than trying to track down receipts after the fact.

President Jacques Etchegoyhen opened public comment.

There was no public comment.

Public comment closed.

MOTION to adopt Finance Policy #510.3-Travel Policy which updates the general financial policies regarding the travel policy.

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

President Etchegoyhen called a short recess.

President Etchegoyhen called the meeting back in session.

9. For Presentation Only. Initial presentation on the upcoming Wildland Urban Interface (WUI) code adoption. (Amy Ray, Deputy Fire Chief/Fire Marshal and Patrick Mooneyhan, Fire Inspector) 20 minutes.

District Fire Chief Tod Carlini stated the District intended to bring forward a first reading but because of the flood event and other issues, the District would like to take more time. Instead of a first reading a PowerPoint going over the WUI will be presented. It is important for the Board to understand what the adoption is truly about.

Deputy Chief/Fire Marshal Amy Ray stated at the repeal of the sprinkler ordinance by the Douglas County Commission, administration was directed to investigate the adoption of the WUI, specifically the requirements under chapter 5. The State Fire Marshal does not adopt chapter 5, they adopt WUI, for the purpose of allowing jurisdictions to adopt what works best for their community.

Below is the outline of the PowerPoint presentation regarding the upcoming Wildland Urban Interface (WUI) code adoption presented by Deputy Chief/Fire Marshal Amy Ray and Fire Inspector Patrick Mooneyhan:

East Fork Fire Protection District Proposed International Wildland-Urban Interface (WUI) Regulations:

- What the Regulations are:
 - Formal adoption by EFFPD of the IWUIC including Chapter 5, and formal adoption of already established Codes by the Nevada State Fire Marshal
 - Response to local contractor and industry requests for adoption of the special building construction regulations of Chapter 5
- Plus:
 - Adoption of specific amendments relevant to the unique circumstances within EFFPD (i.e. firefighting water supplies in areas without an established water supply, and special building construction regulations)

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Fire District Authority:

- The Fire District's authority is granted under several provisions of State Law, County Ordinance, and adopted Codes. They include:
 - NRS 474.160: Regulations for furnishing fire protection to the District
 - The existing Interlocal Agreement with the Nevada State Fire Marshal Division
 - The provisions of the model codes as adopted by the State Fire Marshal Division under NRS 477.030 and NAC 477.281

Background:

- The Nevada State Fire Marshal's Office (SFM) adopts the International Wildland-Urban Interface Code, with the exception of Chapter 5: Special Building Construction Regulations
- The SFM does not adopt Chapter 5 to allow the AHJ to adopt and amend these regulations based on the needs of the District and safety of the community
- EFFPD WUI Regulations closely match those in the Northern Nevada Amendment Package and those adopted by Tahoe Douglas Fire Protection District
- During hearings regarding the repeal of the fire sprinkler ordinance by Douglas County, members of the public who experienced devastation as a result of the Tamarack fire, local contractors (on public record), industry representatives, and members of the public, all encouraged EFFPD to adopt the WUI requirements contained in Chapter 5
- Tahoe Douglas Fire Protection District has adopted and amended the WUI regulations contained in Chapter 5
- Neighboring jurisdictions have adopted the regulations contained in the WUI regulations in Chapter 5

Determination of Risk Category:

- Nevada Division of Forestry has a map on their website that anyone can access to determine their hazard risk category:
 - Moderate
 - High
 - Extreme
 - [NV Resource & Fire Portal - Public Viewer \(nevadaresourcesandwildfireinfo.com\)](https://nevadaresourcesandwildfireinfo.com)

Deputy Chief Ray demonstrated the process by going to the above link. This showed various colors on a map that indicated the hazard risk category.

Fire Inspector Patrick Mooneyhan discussed the following slides.

Conforming Water Supply:

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- Requirements for construction are based on defensible space and water supply
 - Conforming water supply: an approved water source shall have an adequate water supply for the use of the fire protection service to protect buildings and structures from exterior fire sources or to suppress structure fires within the wildland-urban interface area of the jurisdiction in accordance with this section
 - Approved water tank in compliance with EFFPD Fire Code Regulations
 - Fire sprinklers
 - Water tender initiative program
 - Non-conforming water supply: a water source greater than 1000 feet from the structure.

Conforming Defensible Space:

- Conforming defensible space: An area either natural or manmade, where material capable of allowing a fire to spread unchecked has been treated, cleared or modified to slow the rate and intensity of an advancing wildfire and to create an area for fire suppression operations to occur. (See Chapter 6)
 - Moderate: 30 feet
 - High: 50 feet
 - Extreme: 100 feet

IWUIC Table 503.1, Ignition-Resistant Construction: (a chart was provided)

Fire Inspector Mooneyhan went over the chart in detail.

Significant Impacts:

- Chapter 5 contains special building construction regulations which require buildings within the designated WUI areas to build to certain standards, including, but not limited to:
 - Venting
 - Eaves
 - Gutters
 - Decks
- Per the code: in areas designated as “Extreme”, where the property does not allow 1.5 times conforming defensible space (150 feet maintained), the home shall require residential fire sprinklers and a Fire Protection Plan, as described in Chapter 4.

Workload Impacts:

- EFFPD personnel will continue to review all commercial and residential construction, with the additional review and approval of the Chapter 5 construction regulations

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- Currently, EFFPD reviews only for access and required water supply
- Residents will be required to submit a Vegetation Management Plan for review and approval.
- Additional inspections throughout the construction process to enforce the adopted IWUIC Regulations
- May require additional inspection services specific to IWUIC Regulations

Next Steps:

- Formal presentation of the proposed Regulation Package to the Board of Directors (3-28-2023)
- First reading of the proposed Regulation Package to the Board of Directors (April 2023)
- Public Hearing presenting the Resolution for approval to the Board of Directors (May 2023)
- Official implementation of the Regulations (July 1, 2023)

Fee Schedule Adoption:

- Fee Schedule update proposals to reflect the additional review and inspection fees associated with WUI (April 2023)
- Adoption of the updated fee schedule (May 2023) by the Board of Directors with implementation July 1, 2023

Secretary John Bellona stated the presentation discusses existing structures. He asked if an applicant pulls a permit for a remodel will they be required to meet the code.

Deputy Chief Ray stated the requirements in the regulations are that the remodel would only have to meet the code, if it's greater than a 25% increase for the addition. It is consistent with what would happen if a resident replaced the roof on their house, they would need to follow the code for the entire roof at the 25% requirement.

Director Mike Sommers asked what 25% means.

Deputy Chief Ray explained an increase of the structure of 25% of the existing square footage or greater.

Director Somers confirmed, with the example of replacing a roof, the requirement would be additional roofing to increase the square footage over 25%.

Deputy Chief Ray stated if 50% of the roof needed to be replaced because it's over 25% of the existing roof, they would need to replace the roof in accordance with the WUI regulations.

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Director Bernard Curtis stated public outreach needs to happen like it did for the fire regulations because this will significantly change things.

District Fire Chief Carlini stated the District needs to follow a process similar to the process with the fire regulation adoption. There will be circumstances where a fire sprinkler system will be required if the homeowner can't meet the 1 ½ times defensible space number. The District doesn't want the perception that this is a backdoor attempt for fire sprinklers. There will be places that will end up in that circumstance because they don't have enough room on the property to meet defensible space requirements.

Deputy Chief Ray stated the District is required to use a map that everyone has access to, so the District will be using the Division of Forestry map.

District Fire Chief Carlini stated using the NDF map means there is a third party defining the fire exposure not the District.

Director Curtis suggested the District write an article for the paper to inform the public.

Director Sommers asked how many contractors are familiar with the WUI.

Deputy Chief Ray stated many contractors are familiar with the WUI and many residents even choose to implement the WUI for their home, even if it's not required for them.

Director Sommers asked if the District anticipates getting requests from applicants that don't understand defensible space to engage the District.

Deputy Chief Ray stated there's a possibility but when plans are submitted, they are required to submit a landscape plan which would include a plan their landscaper put together for them.

Director Curtis stated he feels there will be issues that arise when the homeowner is required to provide a landscape plan.

Deputy Chief Ray stated there are many nice options available to maintain natural vegetation and still comply with the defensible space requirements.

President, East Fork Fire Professional Firefighters Association, Kevin May stated 10-12 years ago he was assigned to visit houses in WUI areas and give them suggestions how they could improve their areas. The homeowners took those suggestions and still maintain it to this day.

Director Sommers feels fuels management is something the Fuels Crew can get involved with.

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Secretary Bellona stated maybe not initially but, in the future, it is something the Fuels Crew can do.

There was discussion on different fuels management programs available through HOA's, grants, etc.

District Fire Chief Carlini stated some of the grant criteria asks if the WUI code has been adopted. At this time when complaints are sent in, the District really can't do much, it is handed off to Douglas County Code Enforcement and they can only do what they can do. Some of the construction community has voiced the need for the WUI. At this point it is in the hands of the Fire District more so than the County, to move something forward.

Director Sommers stated when the District was working through the adoption of the fire regulations there was a gentleman from the County that was working with the District. He knew he needed to make some changes to get more of a clear-cut definition. Will that also involve this code as far as defining some of those within Douglas County changes of definitions of the area?

Deputy Chief Ray stated as the District placed in the definitions/section that describe the WUI areas, and how they were defined was outside the Minden, Gardnerville and Genoa township boundaries, that is where the WUI areas are considered. That is the designation also provided by the map.

Director Sommers asked if the County would need to follow the District.

Deputy Chief Ray stated the District will be establishing the boundaries and that's where plans would come to the District for review, approval, inspections and the District would carry on with the process.

Director Sommers stated what he means is now the County will be aware that in order to get a valid permit and approval, they will need to go along with the requirements.

Deputy Chief Ray stated yes, they will need to build with the WUI requirements.

Fire Inspector Mooneyhan stated the County has been good regarding the fire regulations.

Fire Inspector Mooneyhan added, the District met with insurance professionals during the adoption of the fire regulations and it was mentioned that the County is on the radar for being a wildfire threat. Insurance companies can decide not to provide insurance in certain areas, so the WUI code is a benefit.

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Deputy Chief Ray stated the County is familiar with WUI.

President Etchegoyhen opened public comment.

There was no public comment.

Public comment closed.

Secretary John Bellona thanked Deputy Chief Ray and Inspector Mooneyhan.

President Etchegoyhen stated it's important for the District to be transparent and provide public outreach.

10. For Possible Action. Discussion and direction to staff regarding legislation or legislative issues proposed by legislators or by other entities permitted by the Nevada State Legislature to submit bill draft requests, or such legislative issues that may impact the East Fork Fire Protection District as may be deemed appropriate by the Board of Directors. (Tod F. Carlini, District Fire Chief) 10 minutes.

District Fire Chief Tod Carlini stated a summary of bills was provided as backup. He thanked Adam Wennhold for his review and the information he provided that he feels the District should be aware of. He also thanked Deputy Chief/Fire Marshal Amy Ray for her attention to the Fire Marshal code issues. He stated the summary of bills is not a comprehensive list because more bills have come up since the list was put together.

District Fire Chief Carlini stated the District has the Northern Nevada Fire Chiefs' Association, Nevada Fire Chiefs' Association, legislative committee from Northern Nevada Fire Chiefs, Mike Brown (retired Chief from North Lake Tahoe) and many others monitoring the bills.

President Jacques Etchegoyhen opened public comment.

There was no public comment.

Public comment closed.

11. 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. (Jacques Etchegoyhen, President) 5 minutes.

President, East Fork Fire Professional Firefighters Association, Kevin May noted:

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- The Association has created Pipes and Drums through the honor guard, purchased bagpipes, drums, paying for lessons and sending members to a conference in Las Vegas. The donated trailer will be used for the honor guard.
- The Association voted Justin Tenney for the firefighter of the year. Holly Megee was picked as staff employee of the year and the volunteers chose a volunteer of the year.
- Cameron Farmer and Christian Orozco are the bagpipers and Alex Callahan is the drummer.
- Three District employees are currently in the academy. The District employees are in the top of all fields. The transition to the line will be easy for these employees because of their experience on the Fuels Crew.

12. 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. (Jacques Etchegoyhen, President) 5 minutes.

Volunteer Liaison, Elaine Pace noted:

- Annual meeting held last Monday. Thanked Director Mike Sommers, Director Bernard Curtis, Deputy Chief Scott Gorgon and Battalion Chief John Brawley for attending the meeting. It was much appreciated
- 64 volunteers including the new class
- Three volunteer recruiting dates scheduled
- AED's from the Douglas County grant will be shipped today and installed in the Volunteer stations.
- Finished logistics training and will send more to get wildland certified
- Volunteer of the year is Keith Fuggles from Station 2

13. 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. (Jacques Etchegoyhen, President) 10 Minutes.

Deputy Chief of Operations Scott Gorgon noted:

- No report

Director of Administrative Services Lisa Owen noted:

- Hired five full-time Fuels Crew
- Promoted two Fuels Crew members to Squad Boss
- Hired eight seasonal members

Deputy Chief/Fire Marshal Amy Ray noted:

- Continue to receive plan reviews (commercial & residential)

**EAST FORK FIRE PROTECTION DISTRICT BOARD
MEETING OF MARCH 28, 2023**

- Meeting later this week regarding Genoa Candy Dance
- Working with Elaine Pace and the insurance company on evaluating the damages from the weather events

Director Mike Sommers asked how big is the UPS facility that is going in on Heybourne Road.

Deputy Chief Ray stated it is 68,000 sq. ft.

Director Barbara Griffin asked about the assisted living facilities coming to the area.

Deputy Chief Ray stated there are two facilities that are proposed on Topsy Lane but have not seen formal plans. There is a facility on Ironwood that is assisted living and memory care.

Director Griffin asked when the completion of the facility on Ironwood is expected.

Inspector Patrick Mooneyhan stated the anticipated completion date is August 2024.

Deputy Chief Ray stated she had another meeting regarding a proposed 55 and over community.

Director Griffin asked when the UPS facility is expected to start.

Deputy Chief Ray stated they plan to start on April 3, 2023 and move quickly with construction.

Director Bernard Curtis asked if the UPS facility is replacing something or in addition.

Deputy Chief Ray stated it's in addition and will be distribution only.

Director Sommers stated it is part of the UPS development by Stagecoach.

Deputy Chief Training and Safety Larry Goss noted:

- If any of the Board members would like to visit the academy to please let him know
- Gave an update on the IT transition. The District, Conway Communications and Douglas County IT met to develop a plan to transfer data

Director Griffin asked if the transition will take place by July

**EAST FORK FIRE PROTECTION DISTRICT BOARD
MEETING OF MARCH 28, 2023**

Deputy Chief Goss stated it will be complete by July 1, 2023

Director Mike Sommers noted:

- No report

Director Bernard Curtis noted:

- He and District Fire Chief Tod Carlini attended the Business Council and Chamber meeting on March 15, 2023. He sat next to the guest speaker Ben Kieckhefer, Governor Joe Lombardo's, Chief of Staff

President Jacques Etchegoyhen noted:

- No report

Director Barbara Griffin noted:

- No report

Secretary John Bellona noted:

- Elks Appreciation Dinner will take place Saturday, April 1, 2023
- He requested each agency to have someone from their honor guard attend the dinner

Director of Administrative Lisa Owen asked if everyone received the flyer including the dinner details.

Director Griffin did not receive the email.

Legal Counsel Mark Forsberg asked for the location of the dinner.

Secretary Bellona stated the dinner is being held at the Elks Lodge on Kimmerling Road.

Legal Counsel Mark Forsberg noted:

- No report

CPA, CFO/Director of Finance Kathy Lewis noted:

- No report

District Fire Chief Tod Carlini noted:

- Went through the flood response and thanked Deputy Chief Larry Goss for managing the majority of the initial event. Thanked Tracy Connelly, Sky Dwinell, Aaron Ghysels, Paul Azevedo and all other individuals who assisted.
- County hired an Emergency Manager from Las Vegas. The individual starts in May. The first transition move is for the CERT program
- Will be reviewing the Standard of Cover and hope to bring forward to the Board in April

**EAST FORK FIRE PROTECTION DISTRICT BOARD
MEETING OF MARCH 28, 2023**

- Station 15 project is on schedule. Looking to have a ceremony/rededication towards the end of April
- The goal is to get the training structure out for bid in April and a ground-breaking ceremony to follow in June
- Model 34, type 3 retrofit underway
- Ambulance remount will be here Friday which, Battalion Chief Troy Valenzuela is managing
- November 2023 another remount
- Working on another three-year contract with NV Energy
- Will be hosting a meeting with the agriculture community to discuss spring runoff
- Station 12 land is finally the District's

ADJOURNMENT

16. For Possible Action. Discussion and possible action to adjourn the East Fork Fire Protection District Board Meeting. (Jacques Etchegoyhen, President) 5 Minutes.

MOTION to adjourn; carried.

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

There being no further business to come before the Board, the meeting adjourned at 3:26 pm.

Respectfully submitted:

Jacques Etchegoyhen, President
East Fork Fire Protection District

ATTEST:

Holly Megee, Board Clerk
East Fork Fire Protection District

East Fork Fire Protection District

AGENDA ACTION SHEET

1. **Title: For Possible Action.** Discussion and possible action regarding Proclamation 2023P-04 to recognize Wildfire Awareness Campaign. (Jacques Etchegoyhen, President) 10 minutes.

2. **Recommended Motion:** Motion to approve Proclamation 2023P-04 to recognize Wildfire Awareness Campaign.

3. **Funds Available:** NA **Amount:** NA

Fund Name: NA **Account Number:** NA

4. **Prepared by:** Amy Ray, Deputy Chief/Fire Marshal and Jamie Roice-Gomes

5. **Meeting Date:** April 18, 2023 **Time Required:** 10 minutes

6. **Agenda:** Administrative Agenda

7. **Background Information:** Proclamation 2023P-04 recognizes the Nevada Wildfire Awareness Campaign, “Protect Our Home, Prepare for Wildfire”, May through October 2023. This proclamation will be used as a means of education and a call for the residents of East Fork Fire Protection District to act now to reduce the threat of wildfires, prepare for wildfires and become fire adapted.

8. **Reviewed by:**

_____ District Chief	_____ Board President
_____ Legal Counsel	_____ Other

9. **Board Action:**

_____ Approved	_____ Approved with Modifications
_____ Denied	_____ Deferred
_____ Other	



**EAST FORK FIRE PROTECTION DISTRICT
PROCLAMATION 2023P-04
IN SUPPORT OF THE
NEVADA WILDFIRE AWARENESS CAMPAIGN
MAY – OCTOBER 2023**

Whereas, wildfire significantly impacts Nevada’s environmental, economic and social well-being; and,

Whereas, residents must prepare to survive wildfire by ensuring proper management of vegetation surrounding the home and appropriate home construction and maintenance to resist ignition; and,

Whereas, residents need to work together to prepare their homes and communities to survive wildfire and commit to becoming fire adapted; and,

Whereas, residents can save precious time in an evacuation by preparing a go-bag and family evacuation plan ahead of time;

Therefore, the East Fork Fire Protection District Board of Directors proclaim May 2023 to begin the Nevada Wildfire Awareness Campaign and this year’s banner theme: **“Protect Our Home, Prepare for Wildfire”** as a means for education and a call for residents of the East Fork Fire Protection District to work together to be ready for wildfire.

Passed, Approved and Adopted this 18th day of April 2023, by East Fork Fire Protection District Board of Directors.

Bernard Curtis, Director

Jacques Etchegoyhen, President

Barbara Griffin, Director

Mike Sommers, Director

John Bellona, Secretary

East Fork Fire Protection District

AGENDA ACTION SHEET

1. **Title: For Possible Action.** Discussion and possible action regarding Proclamation 2023P-05 recognizing Jeffrey May on his retirement after 17 plus years of service with the East Fork Fire Protection District. (Jacques Etchegoyhen, President) 10 minutes.
2. **Recommended Motion:** Motion to approve Proclamation 2023P-05 recognizing Jeffrey May on his retirement after 17 plus years of service with the East Fork Fire Protection District.
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 18, 2023 **Time Required:** 10 minutes
6. **Agenda:** Administrative Agenda
7. **Background Information:** Jeffrey May started his fire service career with the East Fork Fire Protection District on February 11, 2006. He retired from service on March 24, 2023. Over the course of his career at East Fork, Jeffrey May earned the reputation of a hard worker and exceptional employee. He serves as a supreme example of what a quality employee should be, and will be missed. We wish Jeffrey and his family much success in the future.
8. **Reviewed by:**

_____ District Fire Chief	_____ Board President
_____ Legal Counsel	_____ Other
9. **Board Action:**

_____ Approved	_____ Approved with Modifications
_____ Denied	_____ Deferred
_____ Other	

Agenda Item # 4

PROCLAMATION NO. 2023P-05



A PROCLAMATION RECOGNIZING **JEFF MAY** FOR OVER 17 YEARS OF DEDICATED CAREER SERVICE TO THE EAST FORK FIRE PROTECTION DISTRICT

WHEREAS, Jeff May became a full-time employee with the District on February 11, 2006 as a Firefighter /EMT; and,

WHEREAS, Jeff May was promoted to the position of Engineer on July 2, 2016, and became one of the very first employees to fill that position; and,

WHEREAS, Jeff May has served the East Fork Fire Protection District for over 17 years; and,

WHEREAS, East Fork Fire Protection District experienced significant growth and change during Engineer Jeffrey May's time with the District thus allowing Engineer Jeff May to bring many creative and collaborative solutions to the many challenges faced by the District; and,

WHEREAS, Engineer Jeff May has devoted many hours to the design and specifications of wildland fire apparatus and assisted with the production of video training in the care and operations of apparatus; and.

WHEREAS, during his time with the District, Engineer Jeff May has provided his expertise in welding and the metal arts to fabricate numerous training props both for the District and for the Regional Training Academy; and,

WHEREAS, Engineer Jeff May was most importantly a mentor to those aspiring to reach the rank of engineer; and,

WHEREAS, Engineer Jeff May has made significant personal sacrifices and worked tirelessly to ensure the health and safety of employees, volunteers, residents, and visitors of the District; and,

WHEREAS, Engineer Jeff May has participated in many of the District's most significant events and incidents as well as responding to several regional emergencies, including those within the western United States; and,

WHEREAS, Engineer Jeff May has served as a positive example of public service dedication at the highest level; and,

WHEREAS, Engineer Jeff May has been a dependable, knowledgeable, loyal, and dedicated employee of the District throughout his entire seventeen-year career;

NOW, THEREFORE, BE IT PROCLAIMED by the East Fork Fire Protection District Board of Directors that we hereby extend Engineer Jeff May our deep appreciation for his commitment and dedication to the citizens of the East Fork Fire Protection District as we join him in celebrating his retirement.

Adopted this 18th Day of April 2023

EAST FORK FIRE PROTECTION DISTRICT BOARD OF DIRECTORS

Jacques Etchegoyhen, President

Bernard Curtis, Director

Barbara Griffin, Director

Michael Sommers, Director

John Bellona, Secretary

PROCLAMATION NO. 2023 P-06



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

WHEREAS, Jesse Hale became a Volunteer Firefighter with the Fish Springs Volunteer Department on April 12, 1988; and,

WHEREAS, Jesse Hale volunteered in the capacity of Volunteer Firefighter, Operator, and Volunteer Fire Captain, during his long tenure; and,

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

WHEREAS, Jesse Hale has provided invaluable service maintaining apparatus, facilities, and building systems, all on a voluntary basis; and,

WHEREAS, Jesse Hale 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 Jesse Hale their deep appreciation for his 35-year commitment and dedication to the East Fork Fire Protection District.

Presented this 18th day of April 2023

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

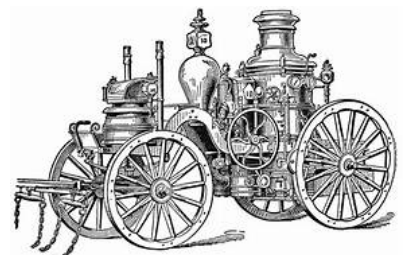
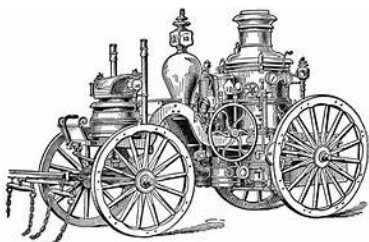
Jacques Etchegoyhen, President

Bernard Curtis, Director

Barbara Griffin, Director

Michael Sommers, Director

John Bellona, Secretary



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, 2023. (Kathy Lewis, CPA, CFO/Director of Finance)

2. **Recommended Motion:** Motion to accept the report on general ledger cash balances as of March 31, 2023.

3. **Funds Available:** NA **Amount:** \$5,562,694.52
Fund Name: General, Emergency **Account Number:** Various

4. **Prepared by:** Kathy Lewis, CPA, CFO/Director of Finance

5. **Meeting Date:** April 18, 2023 **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:**
_____ District Fire Chief _____ Board President
_____ Legal Counsel _____ Other

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

Agenda Item # 6A

East Fork Fire Protection District

Cash Cross Fund Report

As of:

March-23

Fund #	Fund Name	Account #	Account Description	Beginning of Month Balance	Changes	Ending of Month Balance
650	General Fund	101.650	Cash in Bank - EFFPD	608,330.14	(302,299.38)	306,030.76
650	General Fund	101.701	LGIP - Local Govt Investment Pool	4,410,745.53	511,922.65	4,922,668.18
650	General Fund	101.703	Reserve Account - Pitney Bowes	2,094.00	(250.00)	1,844.00
650	General Fund	102.000	Petty Cash	100.00	-	100.00
Fund Total				5,021,269.67	209,373.27	5,230,642.94
651	Emergency Fund	101.650	Cash in Bank - EFFPD	-	-	-
651	Emergency Fund	101.701	LGIP	331,156.43	895.15	332,051.58
Fund Total				331,156.43	895.15	332,051.58
Grand Total: 2 Funds				5,352,426.10	210,268.42	5,562,694.52

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 2023 per NRS 474.210. (Kathy Lewis, CPA, CFO/Director of Finance)

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 2023 per NRS 474.210.

3. **Funds Available:** Yes **Amount:** \$1,751,435.93

Fund Name: General **Account Number:** Various

4. **Prepared by:** Kathy Lewis, CPA, CFO/Director of Finance

5. **Meeting Date:** April 18, 2023 **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	

Company name: East Fork Fire Protection District
Report name: Payables for Prior Month
Created on: 3/31/2023
Fund: All Funds--All Funds

Type	Date	Check No.	Payee Name	Transaction Amount
Record Transfer	3/2/2023		Cybersource	3.58
Record Transfer	3/2/2023		AuthorizeNet	25.00
Record Transfer	3/2/2023		Waystar	1,319.61
Record Transfer	3/2/2023		Aetna Life Insurance	154,251.31
Record Transfer	3/2/2023		NV Energy	5,004.39
Check	3/3/2023	10775	Ace Hardware	52.99
Check	3/3/2023	10776	Airtec Gases	210.52
Check	3/3/2023	10777	Amazon Business	2,188.81
Check	3/3/2023	10778	Bound Tree Medical, LLC	739.90
Check	3/3/2023	10779	Building Services of CA & NV, LLC	525.00
Check	3/3/2023	10780	Campora Propane	926.26
Check	3/3/2023	10781	Carson Valley Chamber of Commerce	140.00
Check	3/3/2023	10782	Cintas	83.93
Check	3/3/2023	10783	CMC Tire Inc	3,234.28
Check	3/3/2023	10784	Conway Shield	301.97
Check	3/3/2023	10785	Entenmann-Rovin Co	890.90
Check	3/3/2023	10786	Flyers Energy LLC	4,181.42
Check	3/3/2023	10787	Henry Schein, Inc	607.13
Check	3/3/2023	10788	Howell's Lock and Safe	987.00
Check	3/3/2023	10789	Kronos Incorporated	788.22
Check	3/3/2023	10790	L.A. Perks Plumbing & Heating, Inc.	817.50
Check	3/3/2023	10791	Life-Assist, Inc	209.40
Check	3/3/2023	10792	Medline Industries, Inc.	2,450.37
Check	3/3/2023	10793	Michael Hohl Motor Company	191.94
Check	3/3/2023	10794	NCSI SportsEngine, Inc.	119.17
Check	3/3/2023	10795	Nevada Fire Chiefs Association	500.00
Check	3/3/2023	10796	North Lake Tahoe Fire Protection District	48,181.82
Check	3/3/2023	10797	O'Reilly Auto Parts	132.48
Check	3/3/2023	10798	Pacific Shredding	28.89
Check	3/3/2023	10799	REMSA	426.00
Check	3/3/2023	10800	Southwest Gas Corporation	11,813.96
Check	3/3/2023	10801	Welcome's Auto Body	1,513.50
Check	3/3/2023	10802	Weston Park	741.29
Check	3/3/2023	10803	Wharton Concrete	3,559.96
Check	3/3/2023	10804	Zoll Data Systems, Inc	4,489.15
Check	3/3/2023	10805	ZOLL Medical Corporation	367.50
Record Transfer	3/3/2023		Aflac	911.42
Check	3/7/2023	10858	Flyers Energy LLC	377.15
Record Transfer	3/8/2023		VOYA Benefit Strategies	45.60
Record Transfer	3/9/2023		State of NV - DCP	33,987.78
Check	3/10/2023	10806	A Sign Shop	402.25
Check	3/10/2023	10807	Brady Industries, LLC	289.79
Check	3/10/2023	10808	California Generator Service	885.00
Check	3/10/2023	10809	Campora Propane	1,936.89
Check	3/10/2023	10810	Cintas	320.24
Check	3/10/2023	10811	Conway Shield	683.64
Check	3/10/2023	10812	Dixie Busch	328.95
Check	3/10/2023	10813	Flyers Energy LLC	216.68
Check	3/10/2023	10814	Frontier Communications	54.99
Check	3/10/2023	10815	Gardnerville Ranchos GID	203.60
Check	3/10/2023	10816	Gardnerville Water Company	128.09
Check	3/10/2023	10817	Henry Schein, Inc	9,227.63
Check	3/10/2023	10818	Life-Assist, Inc	412.15
Check	3/10/2023	10819	LN Curtis	11,652.00

Company name: East Fork Fire Protection District
Report name: Payables for Prior Month
Created on: 3/31/2023
Fund: All Funds--All Funds

Type	Date	Check No.	Payee Name	Transaction Amount
Check	3/10/2023	10820	Matt Hill	370.00
Check	3/10/2023	10821	Medicare Part B	1,131.56
Check	3/10/2023	10822	National Business Factors	783.92
Check	3/10/2023	10823	NV Consulting LLC	725.00
Check	3/10/2023	10824	NV St Dept of Public Safety	163.75
Check	3/10/2023	10825	Overhead Door	250.00
Check	3/10/2023	10826	Pacific Shredding	57.78
Check	3/10/2023	10827	Pestmaster Services	219.00
Check	3/10/2023	10828	Prominence Medicare	312.94
Check	3/10/2023	10829	Public Employee's Benefits Program	399.14
Check	3/10/2023	10830	Ray Morgan	17.68
Check	3/10/2023	10832	Roy Hill Jr.	18.80
Check	3/10/2023	10833	Roy Minor	370.00
Check	3/10/2023	10834	SMG Fire Consulting Group LLC	13,906.50
Check	3/10/2023	10835	TASC Client Services	188.00
Check	3/10/2023	10836	Town of Minden	454.00
Check	3/10/2023	10837	Troy Valenzuela	370.00
Check	3/10/2023	10838	William Bassett	1,102.07
Check	3/10/2023	10839	Ace Hardware	185.92
Check	3/10/2023	10840	BLD Consulting	1,000.00
Check	3/10/2023	10841	Carson Dodge Chrysler	661.24
Check	3/10/2023	10842	Guided Truck & Equipment	202.63
Check	3/10/2023	10843	O'Reilly Auto Parts	16.88
Check	3/10/2023	10844	Oshinski & Forsberg, Ltd.	2,925.00
Check	3/10/2023	10845	Siddons-Martin Emergency Group	1,369.07
Check	3/10/2023	10846	Silver State International	127.25
Record Transfer	3/10/2023		VOYA Benefit Strategies	11,428.57
Record Transfer	3/15/2023		Public Employees' Retirement System of Nevada	271,209.75
Record Transfer	3/15/2023		Bank of America- Checking	290.23
Record Transfer	3/15/2023		Optum Financial	103.08
Record Transfer	3/16/2023		VSP	1,136.59
Check	3/17/2023	10847	Campora Propane	2,186.10
Check	3/17/2023	10848	Carson City Fire Department	150.00
Check	3/17/2023	10849	Carson Valley Medical Center	4,067.00
Check	3/17/2023	10850	Chad Sheldrew	118.00
Check	3/17/2023	10851	Cintas	234.73
Check	3/17/2023	10852	Conway Communications	66,288.00
Check	3/17/2023	10853	Department of VA (149971)	1,757.15
Check	3/17/2023	10854	Donna Stephenson	147.62
Check	3/17/2023	10855	Douglas County Utilities	1,564.32
Check	3/17/2023	10856	Douglas Disposal	709.08
Check	3/17/2023	10857	Flyers Energy LLC	2,029.52
Check	3/17/2023	10859	Hi-Tech EVS, Inc	375.49
Check	3/17/2023	10860	Holly Megee	34.37
Check	3/17/2023	10861	Humana	515.11
Check	3/17/2023	10862	Life-Assist, Inc	3,472.50
Check	3/17/2023	10863	LN Curtis	1,115.06
Check	3/17/2023	10864	Mason Jackson	118.00
Check	3/17/2023	10865	Medicare Part B	585.42
Check	3/17/2023	10866	Meeks Lumber	21.22
Check	3/17/2023	10867	Mike Avila	510.83
Check	3/17/2023	10868	NV Consulting LLC	800.00
Check	3/17/2023	10869	O'Reilly Auto Parts	318.87

Company name: East Fork Fire Protection District
Report name: Payables for Prior Month
Created on: 3/31/2023
Fund: All Funds--All Funds

Type	Date	Check No.	Payee Name	Transaction Amount
Check	3/17/2023	10870	Parts House	420.27
Check	3/17/2023	10871	Silver State International	145.33
Check	3/17/2023	10872	Summit Plumbing LLC	2,589.82
Check	3/17/2023	10873	United Rentals	5.24
Check	3/17/2023	10874	Warren Reed Insurance	48,119.00
Check	3/17/2023	10875	Waystar	1,018.35
Check	3/17/2023	10876	Wharton Concrete	339.98
Check	3/17/2023	10877	ZOLL Medical Corporation	3,490.02
Record Transfer	3/17/2023		LGIP (Local Govt Investment Pool)	500,000.00
Record Transfer	3/17/2023		VOYA Benefit Strategies	70.50
Record Transfer	3/20/2023		TriZetto	50.00
Record Transfer	3/22/2023		Standard Insurance Company	728.80
Record Transfer	3/22/2023		Standard Insurance Company	4,156.66
Record Transfer	3/23/2023		State of NV - DCP	37,833.60
Check	3/24/2023	10878	A&D Electrical Contractors LLC	21,246.47
Check	3/24/2023	10879	Ace Hardware	131.85
Check	3/24/2023	10880	Campora Propane	592.32
Check	3/24/2023	10881	Central Sierra Construction, Inc.	34,789.48
Check	3/24/2023	10882	Cintas	337.72
Check	3/24/2023	10883	Eastern Sierra Fence & Bobcat Service	550.00
Check	3/24/2023	10884	First Due	2,070.00
Check	3/24/2023	10885	Flyers Energy LLC	2,741.65
Check	3/24/2023	10886	Frontier Communications	3,067.55
Check	3/24/2023	10887	Henry Schein, Inc	2,349.65
Check	3/24/2023	10888	ITLS of Nevada	130.00
Check	3/24/2023	10889	Justin Tenney	50.00
Check	3/24/2023	10890	Key Government Finance, Inc.	148,374.40
Check	3/24/2023	10891	Kronos Incorporated	18,099.00
Check	3/24/2023	10892	Life-Assist, Inc	374.35
Check	3/24/2023	10893	Matt Hill	598.96
Check	3/24/2023	10894	Meeks Lumber	37.03
Check	3/24/2023	10895	Motorola Solutions, Inc	1,040.68
Check	3/24/2023	10896	Municipal Emergency Services	2,124.21
Check	3/24/2023	10897	Nevada RAC-DHCFP 847157	71.56
Check	3/24/2023	10898	Norma Hughes	100.00
Check	3/24/2023	10899	NV Consulting LLC	1,475.00
Check	3/24/2023	10900	O'Reilly Auto Parts	59.98
Check	3/24/2023	10901	Prominence Medicare	865.01
Check	3/24/2023	10902	Ray Morgan	696.90
Check	3/24/2023	10903	REMSA	40.00
Check	3/24/2023	10904	Sierra Front Wildfire Cooperators	720.00
Check	3/24/2023	10905	Topaz Ranch Estates GID & Water Co.	60.75
Check	3/24/2023	10906	Xerox Corporation	755.91
Check	3/24/2023	10907	ZOLL Medical Corporation	1,386.00
Record Transfer	3/24/2023		VOYA Benefit Strategies	11,495.21
Check	3/27/2023	10526	Braun NW, Inc	135,200.00
Record Transfer	3/27/2023		Bank of America CC - Visa	753.29
Record Transfer	3/27/2023		Bank of America CC - EF	19,871.02
Record Transfer	3/28/2023		Pay Plus	622.51
Record Transfer	3/30/2023		NV Energy	4,763.80
Check	3/31/2023	10908	Aaron Hukkanen	765.38
Check	3/31/2023	10909	ABE Printing	131.97
Check	3/31/2023	10910	Airtec Gases	179.45
Check	3/31/2023	10911	AT&T Mobility	1,332.28

Company name: East Fork Fire Protection District
Report name: Payables for Prior Month
Created on: 3/31/2023
Fund: All Funds--All Funds

Type	Date	Check No.	Payee Name	Transaction Amount
Check	3/31/2023	10912	BLD Consulting	1,000.00
Check	3/31/2023	10913	Central Lyon County Fire Protection District	1,166.67
Check	3/31/2023	10914	Cintas	86.64
Check	3/31/2023	10915	Flyers Energy LLC	4,214.09
Check	3/31/2023	10916	Henry Schein, Inc	53.25
Check	3/31/2023	10917	Hi-Tech EVS, Inc	175.64
Check	3/31/2023	10918	Jesse A. Tschetter	620.77
Check	3/31/2023	10919	LN Curtis	398.00
Check	3/31/2023	10920	National Business Factors	871.36
Check	3/31/2023	10921	Nevada RAC-DHCFP 847157	71.56
Check	3/31/2023	10922	O'Reilly Auto Parts	47.74
Check	3/31/2023	10923	Siddons-Martin Emergency Group	132.44
Check	3/31/2023	10924	Southwest Gas Corporation	10,895.12

Total 174 records

Sum Total **1,751,435.93**

East Fork Fire Protection District

AGENDA ACTION SHEET

1. **Title: For Possible Action.** Discussion and possible action to approve payroll expenses paid in March 2023 per NRS 474.210. (Kathy Lewis, CPA, CFO/Director of Finance)

2. **Recommended Motion:** Motion to approve payroll expenses paid in March 2023 per NRS 474.210.

3. **Funds Available:** Yes **Amount:** \$1,251,375.62

Fund Name: General **Account Number:** Various

4. **Prepared by:** Kathy Lewis, CPA, CFO/Director of Finance

5. **Meeting Date:** April 18, 2023 **Time Required:** NA

6. **Agenda:** Consent

7. **Background Information:** Attached is 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:**

<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 # 6C



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

Payroll Register (By Account)
Board Report - Payroll Summary

Pay Dates: 03/01/2023-03/31/2023

Report Total

of EE's - 97 / # of Statements - 191

Pay Type	Hrs	Amt	Deduction	EE Amt	ER Amt	Taxes	Amt	Net Pay	Amt
NVE-Reg	650.75	17,166.57	NVPERS Fire	-	245,269.51	FIT	100,163.38	Direct Deposit	589,378.54
Regular	17340.25	568,897.93	NVPERS Reg	-	23,935.22	MEDI	11,638.63	Check	11,913.05
WC	230.50	8,596.54	Dist Paid Dent	-	7,717.12	SIT:CA	371.42	Totals:	601,291.59
Act-REG	36.00	-	Dist Paid Life	-	527.68	Totals:	112,173.43		
NVE Act-REG	60.00	-	Dist Paid Vis	-	1,041.11	MEDI	11,638.63		
Prec-REG	192.00	-	Dist Pd Med	-	134,379.53	SUTA:NV	-		
FLSA	387.00	11,722.80	Donate	300.00	-	ER Totals:	11,638.63		
HIW	-	1,350.00	HSA Acct Fee	-	198.00	All Totals:	123,812.06		
OT	2834.00	134,515.46	HSA Fam 55	670.80	-				
NVEOT	208.00	8,446.05	HSA Ind 55	691.64	-				
Act-OT	197.00	9,916.18	HSA Pre Fam	18,176.90	-				
NVE-ActOT	10.00	393.93	HSA Pre Ind	2,814.44	-				
C1	43.00	3,112.84	HSA Special	570.00	-				
RTW	133.50	7,263.20	457 Roth post t	16,833.88	-				
ActInc-OT	207.00	1,141.31	457-%	42,802.92	-				
ActInc-RTW	20.00	105.05	457-CU	10,583.04	-				
ActInc-Reg	36.00	160.75	457Roth-CU	1,601.54	-				
NVActInc-REG	70.00	178.64	EFC	1,763.06	-				
PrecInc-Reg	192.00	522.33	EFC2	923.08	-				
PRInc-Reg	160.00	300.84	SP SPRT	1,912.00	-				
PrmInc-Reg	5344.00	8,677.40	WANV	8.00	-				
PrmInc-FLSA	141.00	228.08	ERSF	9.00	-				
PrmInc-OT	1075.00	2,627.83	ERSF2	6.00	-				
PrmInc-CB	34.00	117.66	Union Dues	8,987.76	-				
PrmInc-RTW	18.00	54.26	NPT	-	-				
HazInc-Reg	2560.00	2,680.04	Vol EE Life	1,162.50	-				
HazInc-FLSA	60.00	62.36	Vol EE AD&D	233.10	-				
HazInc-OT	782.50	1,118.97	Vol Life Spouse	99.66	-				
HazInc-CB	09.00	11.39	Vol Spouse AD&	32.58	-				
HazInc-RTW	20.00	34.36	Vol Child Life	16.00	-				
TSInc-Reg	672.00	2,790.60	Vol Child AD&D	2.80	-				
TSInc-FLSA	18.00	74.76	Vol Acc	648.78	-				
TSInc-OT	233.00	1,451.37	Vol LTD	1,334.68	-				
TSInc-CB	10.00	83.05	Vol-A-ACC	102.58	-				
AsInc-Reg	1952.00	2,903.28	Vol-A-CanPro	270.12	-				
AsInc-FLSA	48.00	62.08	Vol-A-Crit	41.22	-				

--More--





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

Payroll Register (By Account)
Board Report - Payroll Summary

Pay Dates: 03/01/2023-03/31/2023

Report Total

of EE's - 97 / # of Statements - 191

Pay Type	Hrs	Amt	Deduction	EE Amt	ER Amt	Taxes	Amt	Net Pay	Amt
AsInc-OT	445.50	1,430.65	Vol-A-HOSP	106.74	-				
AsInc-CB	24.00	41.53	Vol-A-STD	443.96	-				
WldInc-Reg	448.00	416.80	Vol-A-TL	55.02	-				
WldInc-FLSA	12.00	11.20	Totals:	113,203.80	413,068.17				
WldInc-OT	73.50	102.58							
WldInc-CB	-	-							
AV	152.25	4,306.59							
ALU	37.25	1,263.55							
AS	203.00	5,879.71							
CU	-	-							
PDU	-	-							
CLE	520.75	-							
H-Work	-	-							
Holiday	234.00	9,177.75							
Sick Used	697.35	-							
VU	370.65	-							
CLU-56	512.00	-							
UN	60.00	-							
Comp Pay	118.50	5,375.55							
VacBB	-	-							
CPS	-	395.00							
Board PERS	-	600.00							
Board Non	-	900.00							
Admin Used	-	-							
MIS INC	-	-							
RET-NON-PERS	-	-							
RET-PERS	-	-							
PERS Wages	-	639,784.36							
PERS Cont	-	269,204.73							
Totals:	37443.50	826,668.82							

Total District Liability for Payroll:
 Earnings \$ 826,668.82
 Employer Deductions: \$ 413,068.17
 Employer Taxes: \$ 11,638.63
Total \$1,251,375.62



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 2023 per NRS 474.210. (Kathy Lewis, CPA, CFO/Director of Finance)

2. **Recommended Motion:** Motion to approve the Procurement Card Transactions paid in March 2023 per NRS 474.210.

3. **Funds Available:** Yes **Amount:** \$15,612.04

Fund Name: General **Account Number:** Various

4. **Prepared by:** Kathy Lewis, CPA, CFO/Director of Finance

5. **Meeting Date:** April 18, 2023 **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:**
_____ District Fire Chief _____ Board President
_____ Legal Counsel _____ Other

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

Agenda Item # 6D

East Fork Fire Protection District
Procurement Card Transactions charged in March 2023

BofA CC - EF	2/27/2023	HOLLY MEGEE	WILD HORSE BAR & GRILL	\$	40.78
BofA CC - EF	2/28/2023	HOLLY MEGEE	COMPANDBSAVE INK TONER	\$	53.55
BofA CC - EF	2/28/2023	DENNIS COTE	THE HOME DEPOT #3312	\$	18.97
BofA CC - EF	2/28/2023	TROY VALENZUELA	SOUTHWES 5262425425991	\$	661.96
BofA CC - EF	3/1/2023	LARRY GOSS	IDEN TRUST SERVICES, L	\$	334.00
BofA CC - EF	3/1/2023	VINCE WEAVER	THE HOME DEPOT #3312	\$	221.76
BofA CC - EF	3/1/2023	DUSTIN WEISZ	TRACTOR SUPPLY CO #182	\$	105.97
BofA CC - EF	3/3/2023	SKY DWINELL	BEST BUY MHT 00008508	\$	54.99
BofA CC - EF	3/3/2023	LARRY GOSS	OFFICE DEPOT #973	\$	79.94
BofA CC - EF	3/4/2023	MATT KRUSE	NATIONAL REGISTRY EMT	\$	32.00
BofA CC - EF	3/5/2023	ACCOUNTS PAYABLE	FEDEX 68850620	\$	10.99
BofA CC - EF	3/6/2023	TROY VALENZUELA	MEMBERDEALS.COM	\$	643.53
BofA CC - EF	3/6/2023	TROY VALENZUELA	MEMBERDEALS.COM	\$	619.08
BofA CC - EF	3/6/2023	TROY VALENZUELA	MEMBERDEALS.COM	\$	684.48
BofA CC - EF	3/7/2023	PAUL AZEVEDO	NV EMERGENCY MED SVC	\$	34.00
BofA CC - EF	3/7/2023	SKY DWINELL	TRACTOR SUPPLY CO #182	\$	99.99
BofA CC - EF	3/7/2023	ROY MINOR	MAINSTAY SUITES	\$	700.75
BofA CC - EF	3/8/2023	ACCOUNTS PAYABLE	Spectrum	\$	608.10
BofA CC - EF	3/8/2023	ROY MINOR	LAZ PARKING 830195	\$	18.00
BofA CC - EF	3/8/2023	ROY MINOR	LAZ PARKING 830195	\$	6.25
BofA CC - EF	3/8/2023	JAMES T CONNELLY	HLSUPPLY LL	\$	359.80
BofA CC - EF	3/8/2023	JAMES T CONNELLY	EQUITEE MAX	\$	372.39
BofA CC - EF	3/8/2023	ACCOUNTS PAYABLE	DTV*DIRECTV SERVICE	\$	162.98
BofA CC - EF	3/8/2023	ACCOUNTS PAYABLE	WWW.1AND1.COM	\$	14.00
BofA CC - EF	3/8/2023	HOLLY MEGEE	BESTBUYCOM806747563184	\$	107.04
BofA CC - EF	3/8/2023	VINCE WEAVER	THE HOME DEPOT #3312	\$	230.78
BofA CC - EF	3/9/2023	PAUL AZEVEDO	CMC RESCUE	\$	1,998.00
BofA CC - EF	3/9/2023	ROY MINOR	LAZ PARKING 830195	\$	13.75
BofA CC - EF	3/9/2023	ROY MINOR	LAZ PARKING 830195	\$	10.00
BofA CC - EF	3/9/2023	TROY VALENZUELA	TWILIO INC	\$	40.29
BofA CC - EF	3/10/2023	ROY MINOR	LAZ PARKING 830195	\$	10.00
BofA CC - EF	3/10/2023	HOLLY MEGEE	MINDEN MEAT & DELI	\$	103.63
BofA CC - EF	3/11/2023	JOHN BRAWLEY	SP SHOPWISCOMM	\$	138.19
BofA CC - EF	3/11/2023	ROY MINOR	76 - DBA LEISURE WORLD	\$	35.13
BofA CC - EF	3/11/2023	TROY VALENZUELA	AVIS RENT-A-CAR	\$	393.68
BofA CC - EF	3/11/2023	TROY VALENZUELA	SOUTHWES 5269954471975	\$	(9.30)
BofA CC - EF	3/11/2023	TROY VALENZUELA	MAINSTAY SUITES	\$	6.56
BofA CC - EF	3/11/2023	TROY VALENZUELA	MAINSTAY SUITES	\$	6.56
BofA CC - EF	3/12/2023	ROY MINOR	RENO-TAHOE AIRPORT AUT	\$	72.00
BofA CC - EF	3/12/2023	HOLLY MEGEE	FSP BOOKS, INC	\$	464.04
BofA CC - EF	3/13/2023	DUSTIN WEISZ	EVT CERTIFICATION COMM	\$	120.00
BofA CC - EF	3/13/2023	AARON GHYSELS	TRACTOR SUPPLY CO #182	\$	35.97
BofA CC - EF	3/13/2023	ROY MINOR	PHO CHOPSTIX	\$	48.16
BofA CC - EF	3/14/2023	PAUL AZEVEDO	AMZN MKTP US*HG0DT07N1	\$	429.25
BofA CC - EF	3/14/2023	PAUL AZEVEDO	AMZN MKTP US*HG7O06741	\$	64.78
BofA CC - EF	3/14/2023	STEPHEN KOONTZ	MK SAKURA LLC	\$	44.82
BofA CC - EF	3/14/2023	KEVIN MAY	CARSON VALLEY OIL-CARD	\$	73.16
BofA CC - EF	3/14/2023	STEPHEN KOONTZ	SCHAT'S BAKERY AND RES	\$	74.03
BofA CC - EF	3/14/2023	SKY DWINELL	WILD HORSE BAR & GRILL	\$	192.50

East Fork Fire Protection District
 Procurement Card Transactions charged in March 2023

BofA CC - EF	3/15/2023	PAUL AZEVEDO	AMZN MKTP US*HC0036MEO	\$	550.94
BofA CC - EF	3/15/2023	PAUL AZEVEDO	AMZN MKTP US*HC2PV9VW0	\$	59.94
BofA CC - EF	3/15/2023	SKY DWINELL	AMERICAN HEART SHOPCPR	\$	34.00
BofA CC - EF	3/15/2023	AARON GHYSELS	THE CHICKEN SHANTY	\$	101.03
BofA CC - EF	3/15/2023	MATT KRUSE	NV EMERGENCY MED SVC	\$	34.00
BofA CC - EF	3/15/2023	HOLLY MEGEE	FSP*REMSA	\$	150.00
BofA CC - EF	3/15/2023	VINCE WEAVER	THE HOME DEPOT #3312	\$	25.53
BofA CC - EF	3/16/2023	HOLLY MEGEE	PIZZA FACTORY - 97 - M	\$	87.19
BofA CC - EF	3/17/2023	TROY VALENZUELA	MEMBERDEALS.COM	\$	(619.08)
BofA CC - EF	3/18/2023	AARON GHYSELS	TRAFFIC SAFETY WAREHOU	\$	931.70
BofA CC - EF	3/19/2023	ACCOUNTS PAYABLE	FEDEX 68970457	\$	108.62
BofA CC - EF	3/20/2023	LARRY GOSS	NV EMERGENCY MED SVC	\$	34.00
BofA CC - EF	3/21/2023	LARRY GOSS	NV EMERGENCY MED SVC	\$	1,262.25
BofA CC - EF	3/21/2023	ACCOUNTS PAYABLE	Spectrum	\$	283.98
BofA CC - EF	3/21/2023	ACCOUNTS PAYABLE	WASTE MGMT WM EZPAY	\$	94.98
BofA CC - EF	3/21/2023	DUSTIN WEISZ	CA FIRE MECHANICS ACAD	\$	(735.00)
BofA CC - EF	3/22/2023	LISA OWEN	tahoedouglaselks.org	\$	50.00
BofA CC - EF	3/22/2023	LISA OWEN	tahoedouglaselks.org	\$	50.00
BofA CC - EF	3/22/2023	VINCE WEAVER	NAMIFY LLC	\$	138.95
BofA CC - EF	3/22/2023	HOLLY MEGEE	IN *NORTHSTAR FLAG & F	\$	620.83
BofA CC - EF	3/22/2023	BRIAN NELSON	THE HOME DEPOT #3312	\$	52.47
BofA CC - EF	3/23/2023	SCOTT GORGON	NV EMERGENCY MED SVC	\$	24.00
BofA CC - EF	3/23/2023	KEVIN MAY	MAVERIK #560	\$	71.07
BofA CC - EF	3/26/2023	ACCOUNTS PAYABLE	FEDEX 69030644	\$	21.94
BofA CC - EF	3/26/2023	TROY VALENZUELA	TWILIO INC	\$	40.02
BofA CC - EF	3/27/2023	ACCOUNTS PAYABLE	DTV*DIRECTV SERVICE	\$	110.12
BofA CC - EF	3/27/2023	HOLLY MEGEE	DOUGLAS COUNTY RECORDER	\$	40.00
BofA CC - EF	3/27/2023	HOLLY MEGEE	GOVOLUTION * SERVICE F	\$	2.00
BofA CC - EF	3/28/2023	SCOTT GORGON	NV EMERGENCY MED SVC	\$	10.00
BofA CC - EF	3/28/2023	JESSE TSCHETTER	SP SUPPLYCACHE.COM	\$	70.24
BofA CC - EF	3/29/2023	CHAD SHELDREW	RENO-TAHOE AIRPORT AUT	\$	24.00
BofA CC - EF	3/29/2023	RYLAN MCDUGAL	TARGET 00012393	\$	59.99
BofA CC - EF	3/29/2023	VINCE WEAVER	THE HOME DEPOT #3312	\$	143.88
BofA CC - EF	3/29/2023	HOLLY MEGEE	DOUGLAS COUNTY RECORDER	\$	40.00
BofA CC - EF	3/29/2023	HOLLY MEGEE	GOVOLUTION * SERVICE F	\$	2.00
BofA CC - EF	3/30/2023	LARRY GOSS	TSA CUSTOM CAR AND TRU	\$	429.38
BofA CC - EF	3/30/2023	KEVIN MAY	CARSON VALLEY OIL-CARD	\$	73.41
BofA CC - EF	3/30/2023	PATRICK MOONEYHAN	EVOLUTION CAR WASH	\$	12.00
				\$	<u>15,131.66</u>
BofA CC - VISA	3/8/2023	TONI BRAGA	WAL-MART #5864	\$	104.87
BofA CC - VISA	3/8/2023	VINCE WEAVER	COSTCO WHSE #0127	\$	185.66
BofA CC - VISA	3/17/2023	VINCE WEAVER	COSTCO WHSE #0127	\$	189.85
				\$	<u>480.38</u>
			GRAND TOTAL	\$	15,612.04

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 2023 in the amount of \$64,745.76. (Kathy Lewis, CPA, CFO/Director of Finance)

2. **Recommended Motion:** Motion to approve the East Fork Fire Protection District's ambulance billing bad debt write-offs for the period of February 2023 in the amount of \$64,745.76.

3. **Financial Impact:** NA **Amount:** \$64,745.76
Fund Name: NA **Account Number:** NA

4. **Prepared by:** Kathy Lewis, CPA, CFO/Director of Finance

5. **Meeting Date:** April 18, 2023 **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 2023. These write-offs total \$64,745.76 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:**

<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 # 6E

**East Fork Fire Protection District
Ambulance Billings and Write Summary
Billing Analysis
FY22/23**

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	YTD
Total Billed	886,422.91	798,637.72	785,151.75	757,399.34	794,665.18	961,650.91	942,451.69	633,839.08	6,560,218.58
Credit Type/Credit Code									
W/OFF Bad Debt	0.01	0.08	300.00		7.00	1.44	6.56		315.09
W/OFF Bad Debt Deceased	20,455.90	10,607.31	7,960.84	1,912.30	594.43	2,931.65	4,258.09	(1,676.84)	47,043.68
W/OFF Bankruptcy					135.00				135.00
W/OFF Reduction Discount	394.97	530.47	582.12	252.22	1,048.29	595.19	1,006.69	1,675.60	6,085.55
W/OFF Carson City SS Membership	418.28	578.88					470.81		1,467.97
W/OFF Lyon County SS Membership		905.81					1,167.90		2,073.71
W/OFF Sierra Saver Membership	1,022.67	2,430.77	1,212.83	7,429.91	3,458.28	6,442.13	5,653.58	4,566.80	32,216.97
W/OFF SS Volunteer Membership					325.00				325.00
W/OFF SS Employee Membership		326.13	4,200.29		1,505.19		4,398.57	(1,468.49)	8,961.69
W/OFF Hardship		3,643.45		477.23			451.33		4,572.01
W/OFF Collection Comm Exp		4,195.77			3,156.55				7,352.32
W/OFF Collection Payment		6,293.67			4,734.83				11,028.50
W/OFF Collections Reversed		(10,489.44)			(7,891.38)				(18,380.82)
W/OFF Sent to Collections	18,100.66	40,073.22	17,020.79	26,476.97	42,612.07	32,424.02	41,947.22	61,648.69	280,303.64
Total	40,392.49	59,096.12	31,276.87	36,548.63	49,685.26	42,394.43	59,360.75	64,745.76	383,500.31
Percentage of W/OFF to Billings	4.56%	7.40%	3.98%	4.83%	6.25%	4.41%	6.30%	10.21%	5.85%

Credit As Type Summary Report (Deposit Date)

Deposit Date IS BETWEEN 02/01/2023 AND 02/28/2023; 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 COLLECTION COMM EXP OR W/OFF COLLECTION PAYMENT OR W/OFF COLLECTIONS REVERSED OR W/OFF HARDSHIP OR W/OFF LYON

EAST FORK FIRE PROTECTION DISTRICT

<u>Credit Type/Credit Code</u>	<u>Count</u>	<u>Dollars</u>
Writeoffs		
W/OFF BAD DEBT - DECEASED	17	-1,676.84
W/OFF REDUCTION/DISCOUNT	10	1,675.60
W/OFF SIERRA SAVER MBRSHIP	14	4,566.80
W/OFF SENT TO COLLECTIONS	86	61,648.69
W/OFF SIERRA SAVER EMPLOYEE	1	-1,468.49
Totals For Type	128	\$ 64,745.76

Company Totals

128

\$ 64,745.76

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 2023. (Kathy Lewis, CPA, CFO/Director of Finance)

2. **Recommended Motion:** Motion to accept the report on state consolidated taxes collection and distribution as of January 2023.

3. **Funds Available:** NA **Amount:** \$163,068.32
Fund Name: General **Account Number:** 335.001

4. **Prepared by:** Kathy Lewis, CPA, CFO/Director of Finance

5. **Meeting Date:** April 18, 2023 **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:**
_____ District Fire Chief _____ Board President
_____ Legal Counsel _____ Other

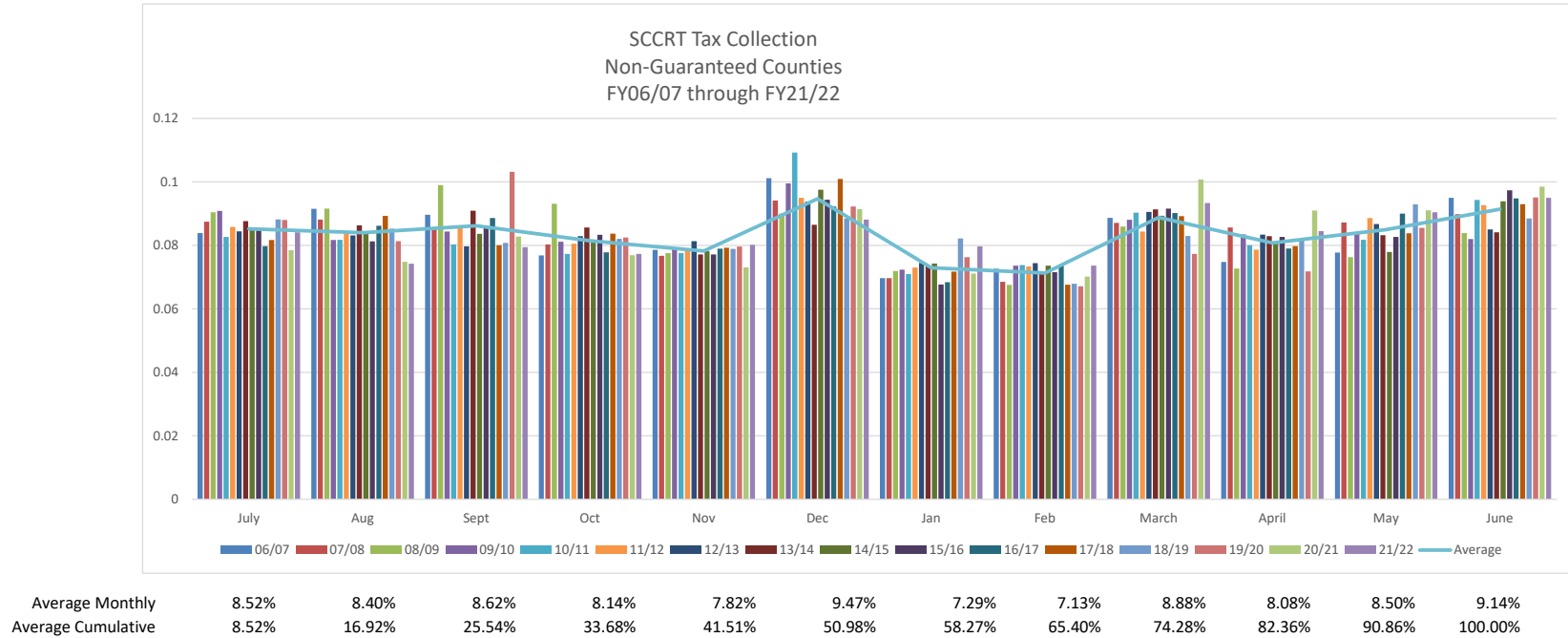
9. **Board Action:**
_____ Approved _____ Approved with Modifications
_____ Denied _____ Deferred
_____ Other

East Fork Fire Protection District
Report of Consolidated Taxes Collected
FY22-23

% of year: 58.33%

		Actual												
2022-23 Budget	July	August	September	October	November	December	January	February	March	April	May	June	Total	%
														Collected
BCCRT	5,082,982	489,103.56	481,020.18	479,179.88	451,626.44	419,590.90	495,128.36	391,665.17					3,207,314.49	63.10%
SCCRT	18,362,200	1,691,902.76	1,652,387.40	1,641,816.84	1,502,992.15	1,384,770.50	1,638,624.26	1,294,874.45	-	-	-	-	10,807,368.36	58.86%
CIGARETTE	133,568	10,118.49	13,467.30	9,224.42	9,365.71	11,726.44	10,118.49	7,921.24	-	-	-	-	71,942.09	53.86%
LIQUOR	65,373	6,016.31	6,593.63	6,021.48	5,926.52	4,771.21	6,429.35	4,996.49	-	-	-	-	40,754.99	62.34%
RPTT **	1,895,800	-	-	302,128.76	-	-	261,936.95	-	-	-	-	-	564,065.71	29.75%
GST	3,867,793	295,674.80	319,583.96	301,881.69	313,377.70	313,184.64	280,393.61	296,640.54	-	-	-	-	2,120,736.94	54.83%
TOTAL	29,407,716	2,492,815.92	2,473,052.47	2,740,253.07	2,283,288.52	2,134,043.69	2,692,631.02	1,996,097.89	-	-	-	-	16,812,182.58	57.17%
EFFPD Share	2,417,640													
Avg Monthly Payment	201,470													
Actual Payment		205,046.59	203,371.55	226,017.99	187,288.21	174,685.65	221,935.20	163,068.32					1,381,413.51	57.14%
EFFPD Share of Total Collections		8.23%	8.22%	8.25%	8.20%	8.19%	8.24%	8.17%					8.22%	
Over/(Under) Average		3,576.60	1,901.56	24,548.00	(14,181.78)	(26,784.34)	20,465.21	(38,401.67)					(28,876.42)	

** RPTT collected and remitted quarterly



East Fork Fire Protection District

AGENDA ACTION SHEET

1. **Title: For Possible Action.** Discussion and possible action to adopt Policy #606.6, which establishes a process for non-represented staff to donate or receive accrued annual or sick leave hours to an employee who requires additional leave. (Lisa Owen, Director of Administrative Services) 10 minutes.

2. **Recommended Motion:** Motion to adopt Policy #606.6, which establishes a process for non-represented staff to donate or receive accrued annual or sick leave hours to an employee who requires additional leave.

3. **Funds Available:** _____ **Amount:** _____
Fund Name: _____ **Account Number:** _____

4. **Prepared by:** Lisa Owen, Director of Administrative Services

5. **Meeting Date:** April 18, 2023 **Time Required:** 10 minutes

6. **Agenda:** Administrative Agenda

7. **Background Information:** A Catastrophic Leave Policy is designed to assist employees who have exhausted their leave due to their own or an immediate family member’s long term or catastrophic illness or injury, or an illness or injury that is considered a qualifying condition under the Family and Medical Leave Act (FMLA). This policy allows employees to voluntarily donate sick or annual leave to the employee in need to prevent them from going into a leave without pay status.

Both the recipient and the donating employee must meet the eligibility criteria established in Policy# 606.6 and the request must be approved by the Director of Administrative Services prior to initiating the process.

Donated time will be at the donating employee’s current base rate of pay, and then recalculated based on the requesting employee’s base rate of pay in order to determine the number of hours the donor’s time will represent to the requesting employee. An employee receiving donated leave will continue to accrue vacation and sick leave. All accrued leave must be utilized prior to using donated leave.

Once an employee donates leave to the program, the employee waives any right to said leave and his/her leave account balance is reduced accordingly. However, upon return or termination of the employee receiving the donated leave, any unused donated time will be returned to the donors on a prorated basis after being recalculated.

This Catastrophic Leave Policy aligns with a program already in place for represented staff.

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

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



Human Resource Category

606.6 – Catastrophic Leave Program

1
2 **Purpose:** To establish a process for non-represented staff to donate accrued annual or sick
3 leave hours to an employee who requires additional leave, which will be available for the
4 eligible employee to use if they have exhausted their own sick leave/vacation hours and other
5 compensatory time, and either themselves or a family member has a catastrophic/life
6 threatening illness or injury.

7
8 **Procedure Coverage:** This procedure is applicable to all non-represented employees of East
9 Fork Fire Protection District receiving donated leave; however, donating employees may be
10 represented or non-represented.

11
12 **Adopted Date:**

13
14 **Revised Date:**

15
16 **Procedure #:** 606.6

17
18 **Policy:** Employees who have exhausted all leave (annual, sick, compensatory, and
19 administrative leave) and are experiencing a personal or family catastrophic/life threatening
20 illness or injury may request annual or sick time donations from fellow employees. Employees
21 may donate accumulated annual or sick leave hours to a specific employee who has requested
22 additional leave time.

23 **A. ELIGIBILITY:**

- 24
25 **1. DONOR:** An employee must meet the following eligibility requirements to donate
26 accrued hours:
- 27 • Full-time or part-time regular employee.
 - 28 • Served a minimum of 12 months continuous service with the District and successful
29 completion of probationary period.
 - 30 • Donor must have sufficient accrued annual and/or compensatory leave time in
31 order to donate leave time to another employee.
- 32
33 **2. RECIPIENT:**
- 34 • Full-time or part-time regular employee

- 1 • Served a minimum of 12 months continuous service with the District and successful
- 2 completion of probationary period.
- 3 • All personal sick leave, administrative leave, comp time, vacation leave or other
- 4 compensatory time must either be exhausted, or will be prior to when the
- 5 employee is able to return to work.
- 6

7 **B. DEFINITIONS:**

- 8 1. Catastrophic Illness or Injury means:
 - 9 a. The employee is unable to perform the duties of his/her position because of a
 - 10 serious illness or accident which is life threatening or which will require a
 - 11 lengthy convalescence;
 - 12 b. There is a serious illness or accident which is life threatening or which will
 - 13 require a lengthy convalescence in the employee's immediate family
 - 14 c. The leave is a qualifying condition under the Family and Medical Leave Act
 - 15 (FMLA)
 - 16 d. Voluntary surgery or other procedures are not considered catastrophic.
- 17 2. Family Member: Immediate family defined as: spouse, child, or parent.
- 18

19 **C. PROCEDURE:**

- 20 1. An eligible employee may request a catastrophic leave donation by submitting a
- 21 request to the Director of Administrative Services. The request must provide an
- 22 explanation as to the reason for the donation to ensure it meets the criteria defined
- 23 above.
- 24 2. The Director of Administrative Services will approve or deny all catastrophic leave
- 25 requests to insure compliance with this policy including the situation meeting the
- 26 definition of catastrophic.
- 27 3. The Director of Administrative Services will notify requesting employee. If approved,
- 28 the Director of Administrative Services will issue an email solicitation to all employees
- 29 advising of the need for catastrophic leave. The email will provide limited information
- 30 and will not disclose personal or medical details about requesting employee, unless
- 31 otherwise stipulated in writing by the requesting employee.
- 32 4. Employees will be allowed to voluntarily transfer accrued annual or sick leave to
- 33 another beneficiary employee who is eligible to take paid sick time pursuant to the
- 34 definition in B above by submitting the attached form to: [EFFPD-](mailto:EFFPD-payroll@eastforkfire.org)
- 35 payroll@eastforkfire.org.
- 36 5. All donations of leave time to the requesting employee will be donated from the
- 37 donor's annual leave bank or sick leave bank at the donating employee's current base
- 38 rate of pay then recalculated based on the requesting employee's base rate of pay in
- 39 order to determine the number of hours the donor's time will represent to the
- 40 requesting employee.
- 41 6. Donated hours will be transferred after the donation has been approved.
- 42 7. Any unused donated time will be returned to donors on a prorated basis after being
- 43 recalculated.
- 44

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D. GENERAL PROVISIONS:

1. Once an employee donates hours to the program, the employee waives any right to said hours and his/her leave account balance is reduced accordingly.
2. An employee receiving hours will continue to accrue vacation and sick leave hours. All accrued hours must be utilized prior to using donated leave.
3. No hours may be advanced from the catastrophic leave program.
4. No hours may be cashed out from the catastrophic leave program.
5. If an employee is incapable of applying for catastrophic hours, the employee may authorize a representative to make the request on the employee's behalf.
6. If an absence is covered under Worker's Compensation, the employee may only receive hours from the Catastrophic Leave Program to supplement hours not covered by Worker's Compensation, so that payment received does not exceed their regular rate of pay.
7. Individuals who donate time will be kept confidential.

E. TERMINATION OF CATASTROPIC LEAVE HOURS:

1. Donated Catastrophic Leave program hours will be discontinued:
 - If the leave recipient separates from District employment.
 - If the leave recipient, or the family member no longer suffers from the illness or injury for which the Catastrophic Leave Program hours were provided.
2. Donated catastrophic leave hours will be rescinded if it is later discovered that the recipient did not meet all of the conditions for program eligibility and the employee will be required to repay hours improperly granted or used.
3. The recipient will be notified in writing whenever the donated catastrophic leave will be or has been terminated or rescinded. Adjustments will be made to the recipient's compensation and leave records, as appropriate, for any period during which the catastrophic leave has been terminated or rescinded.

F. PROHIBITED ACTS:

An employee will not directly or indirectly intimidate, threaten, harass or coerce any other employee for the purpose of interfering with any right such employee may have with respect to donating, receiving or using catastrophic leave hours on employee's behalf.

G. CATASTROPIC LEAVE OVERSIGHT AND ADMINISTRATION:

The policy is jointly administered by Human Resources and Finance.

H. MAINTENANCE OF RECORDS:

Payroll will maintain the records.

RESPONSIBILITY FOR REVIEW: The District Fire Chief, or his/her designee and/or the Director of Administrative Services, or his/her designee will review this policy annually during the open enrollment/benefit renewal process.

East Fork Fire Protection District

AGENDA ACTION SHEET

1. **Title: For Possible Action.** Discussion and possible action regarding the adoption of the East Fork Fire Protection District Capital Improvement Plan 2023-2028 totaling an estimated \$6,327,000 for the five (5) year period. (Tod F. Carlini, District Fire Chief and Kathy Lewis, CPA, CFO/Director of Finance) 30 minutes.

2. **Recommended Motion:** Motion to approve the adoption of the East Fork Fire Protection District Capital Improvement Plan 2023-2028. totaling an estimated \$6,327,000 for the five (5) year period.

3. **Funds Available:** NA **Amount:** NA

Fund Name: Capital Improvement and Operations **Account Number:** Various

4. **Prepared by:** Tod F. Carlini, District Fire Chief and Kathy Lewis, CPA, CFO/Director of Finance

5. **Meeting Date:** April 18, 2023 **Time Required:** 30 minutes

6. **Agenda:** Administrative Agenda

7. **Background Information:** The East Fork Fire Protection District adopted its fourth comprehensive Capital Improvement Plan (CIP) specific to its apparatus, facilities, and equipment needs last year. The Capital Improvement Plan (CIP) is one of the most significant planning processes for the East Fork Fire Protection District at this time. This plan serves as an update to last year's plan and identifies the anticipated capital needs of the organization over a five-year period. This plan not only identifies the immediate needs but also seeks to capture longer-term capital needs and funding options.

The revisions and recommendation have been made and prepared in a final document to present to the District Board for possible adoption. The CIP has been used to derive funding in the FY 23/24 Budget. Over the past five years, the District has invested over \$5,000,000 in capital assets, including three Type I Engines, one Type III engine, one new Type I ambulance, one Type I ambulance remount, four Chief Officer vehicles, and a complete replacement of all handheld radios and twelve mobile radios.

The administration has also chosen to include non-capitalized equipment purchases in selected categories as a way 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.

The CIP presentation has been modified by Director of Finance Kathy Lewis to reflect funding from general line item allocations and allocation which are truly capital in nature. Debt payment has been included in the plan as a way to collect a comprehensive look at what is being spent annually on equipment related purchases, be the direct budget allocation, debt payments, or actual capitalized equipment and improvements. The CIP serves as an anticipated list of equipment with the later years of the plan being more dynamic in nature. A presentation will be provided.

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

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

Agenda Item # 8

EAST FORK FIRE PROTECTION DISTRICT CAPITAL IMPROVEMENT PLAN

2022-2027



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 generally 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 2022-2023 Accomplishments

- Based on last year's adopted CIP, the District has completed or completing the planned acquisitions.
- Over \$1,200,000 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 is as much as they fund a true capital purchase
 - Double sets of turn-outs for each line staff member near completion
 - IT devices now on a purchase basis and not under a lease
 - Station #15 renovation for Fuels and Fire Program
 - Remount and Purchase of an Ambulances

Budgeted Capital, Allocations & Debt Service

- Expenditures budgeted through FY22-27 CIP:

– Type I Engines (3) (debt)	\$ 220,800
– Type 1 Remount	\$ 135,000
– Type 1 Ambulance	\$ 341,750
– SCBA (Match Funds plus additional)	\$ 115,000
– Mobile and Portable Radios (debt)	\$ 56,200
– PPE	\$ 50,000
– Rescue Tools	\$ 15,147
– Fire Hose Replacement	\$ 20,000
– Small Equipment	\$ 10,000
– IT Devices	\$ 15,784
– Asphalt Repaving	\$ 18,500
– Gym Equipment	\$ 5,000
– Renovation of Station #15	\$ 200,000



CIP Summary

ANNUAL FUNDING NEED/ESTIMATE/ANTICIPATED COST						
CIP PROJECT	FY23/24	FY24/25	FY25/26	FY26/27	FY27/28	TOTAL
APPARATUS						
Type I Engine	\$226,400	\$231,200	\$235,200	\$0	\$0	\$692,800
Type III Engine	\$350,000	\$0	\$425,000	\$0	\$0	\$775,000
Quint	\$0	\$1,400,000	\$0	\$0	\$0	\$1,400,000
Type I Ambulance	\$140,000	\$140,000	\$250,000	\$140,000	\$140,000	\$810,000
Light Utility Vehicles	\$55,000	\$72,000	\$80,000	\$0	\$0	\$207,000
Water Tender	\$335,000	\$0	\$0	\$0	\$0	\$335,000
Sub Total	\$1,106,400	\$1,843,200	\$990,200	\$140,000	\$140,000	\$4,219,800
MAJOR EQUIPMENT						
PPE	\$40,000	\$40,000	\$50,000	\$50,000	\$50,000	\$230,000
Fire hose Replacement	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$25,000
Mobile and Portable Radios	\$57,600	\$58,800	\$59,800	\$0	\$0	\$176,200
Portable Equipment	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000
IT Devices	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$75,000
Station Gym Equipment	\$0	\$5,000	\$0	\$15,000	\$0	\$20,000
Pagers	\$20,000	\$0	\$0	\$0	\$0	\$0
Rope Replacement	\$0	\$0	\$0	\$7,500	\$0	\$7,500
Sub Total	\$147,600	\$133,800	\$139,800	\$102,500	\$80,000	\$583,700
FACILITIES						
Asphalt Repair and Sealing	\$18,500	\$20,000	\$20,000	\$20,000	\$20,000	\$98,500
Soft Tone Alert System	\$175,000	\$0	\$0	\$0	\$0	\$175,000
Training Structure	\$300,000	\$50,000	\$50,000	\$25,000	\$25,000	\$0
Facility Upgrades	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$1,250,000
Sub Total	\$743,500	\$320,000	\$320,000	\$295,000	\$295,000	\$1,523,500
GRAND TOTAL	\$1,997,500	\$2,297,000	\$1,450,000	\$537,500	\$515,000	\$6,327,000

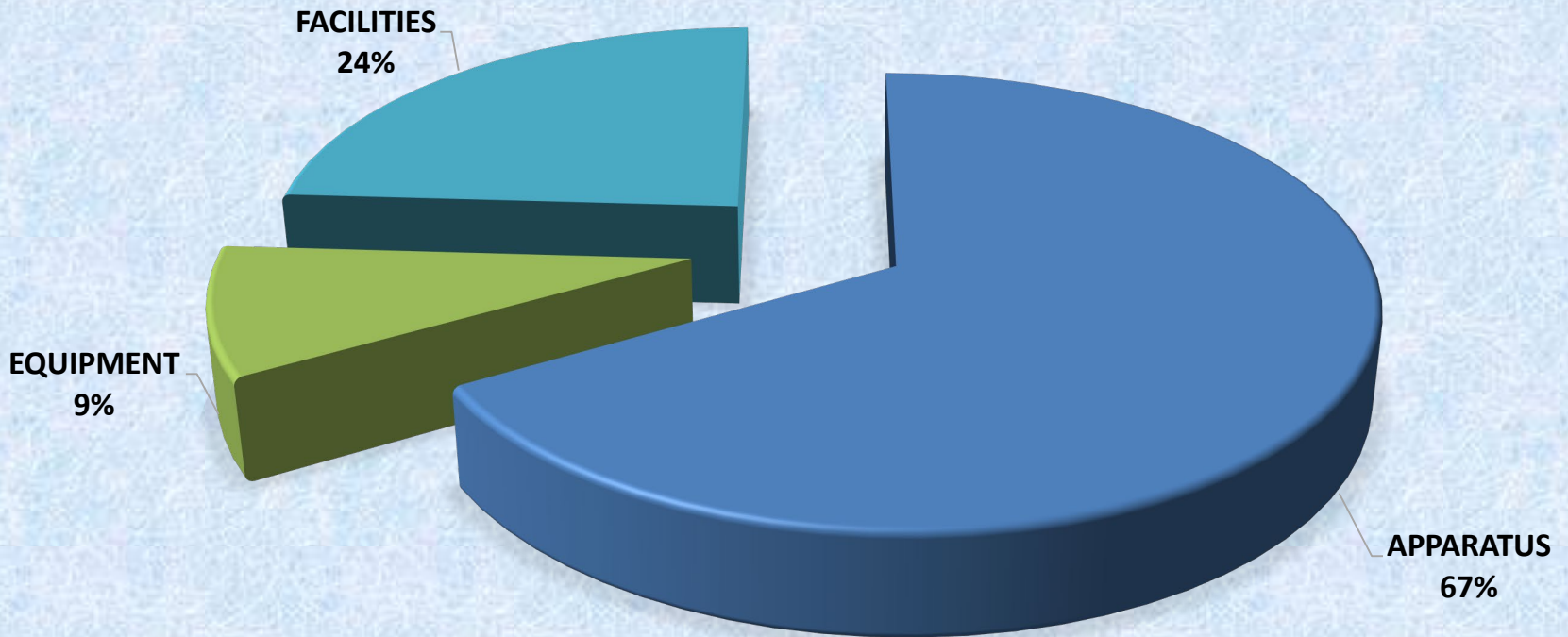
Summary of FY23/24 Funding Sources

	Services and Supplies (not capitalized)	Capital (Capitalized)	Debt Service (Capitalized Debt)	Total
APPARATUS				
Type I Engine			\$226,400	\$226,400
Type III Engine		\$350,000		\$350,000
Type I Ambulance		\$140,000		\$140,000
Light Utility Vehicles		\$55,000		\$55,000
Water Tender		\$335,000		\$335,000
Sub Total	\$0	\$880,000	\$226,400	\$1,106,400
MAJOR EQUIPMENT				
PPE	\$40,000			\$40,000
Fire hose Replacement	\$5,000			\$5,000
Mobile and Portable Radios			\$57,600	\$57,600
Portable Equipment	\$10,000			\$10,000
IT Devices	\$15,000			\$15,000
Pagers	\$20,000			\$20,000
Sub Total	\$90,000	\$0	\$57,600	\$147,600
FACILITIES				
Asphalt Repair and Sealing	\$18,500			\$18,500
Soft Tone Alert System		\$175,000		\$175,000
Training Structure		\$300,000		\$300,000
Facility Upgrades		\$250,000		\$250,000
Sub Total	\$18,500	\$725,000	\$0	\$743,500
Grand Total	\$108,500	\$1,605,000	\$284,000	\$1,997,500

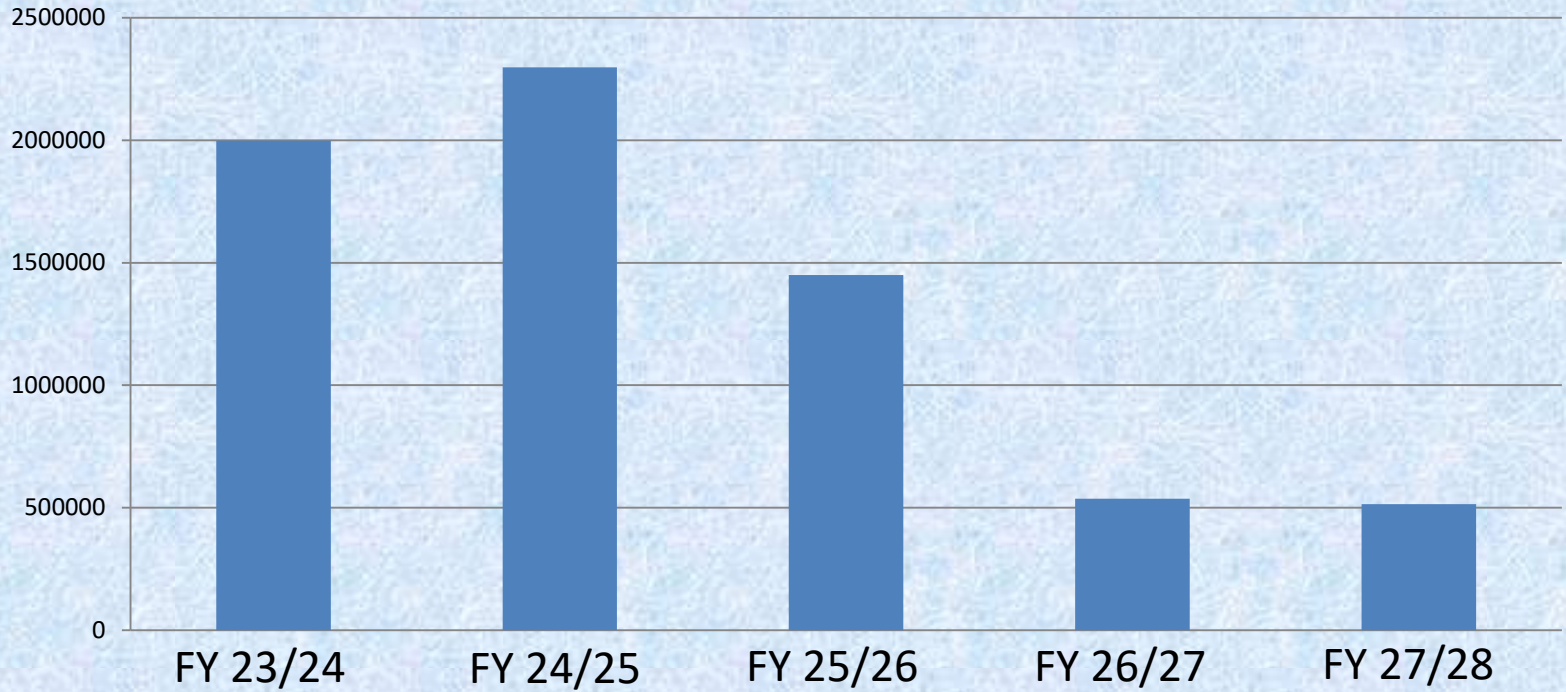
Funding Needs Summary

- Based on the preceding recommendations the East Fork Fire Protection District estimates that over the next five (5) years, the District needs to consider **\$6,327,000** in Capital Investments. The amount considers the three areas of capital investment identified in this document.
 - Apparatus: \$ 4,219,800 (66.70%)
 - Major Equipment: \$ 583,700 (9.23%)
 - Facilities: \$ 1,523,500 (24.08%)

The CIP Pie



Funding Distribution By Fiscal Year



Facilities Study

- Under the current CBA, the District is working collaboratively with the labor association to evaluate the existing facilities regarding *“habitability.”*
- District facility upgrade, 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**
 - **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 within 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

A Reminder



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

Questions

EAST FORK FIRE PROTECTION DISTRICT

CAPITAL IMPROVEMENT PLAN

2023-2027



East Fork Fire Protection District

Capital Improvement Plan FY 23/24 to FY 27/28

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 2027/28.

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 of time 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 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 split 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.

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 of 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 as a way 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 as a way 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 FY22/23, the District funded or plans to fund over \$500,000 in capital improvement needs. The administration is proposing to spend approximately \$1,997,500 towards capital improvement in FY23/24.

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. Primary funding is now provided under the pay as you go process, by borrowing capital, or through grants.

The District was able to 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, leaving a remaining balance of approximately \$950,000. The District was able to leverage a much lower interest rate (1.87%) with the refinancing plan adopted last year. 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 which will allow the District to retire its debt one year sooner.

Type I Engine Replacement Recommendations: Continue to follow and implement an apparatus replacement schedule policy of 12 years of frontline service for all Type I firefighting apparatus, with a minimum of 5 years reserve service before consideration of decommissioning the apparatus. Apparatus refurbishment may also be a consideration.

Type 1/Quint Acquisition Recommendations: The CIP and Administration is recommended future consideration of a “Quint” type fire apparatus to be housed at Fire Station 12. The multipurpose capability of such a unit would lend itself beneficial in this specific response area and based on what is currently planned. With the purchase, an existing Type I Engine can be relocated to Fire Station 4 and pressed into front line service, thus placing the current unit into reserve status.

Type III Engine Replacement Recommendations: The District’s Type III needs are reduced to one additional unit. 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 or a retrofit Model 34 body applied to other existing low use/mileage chassis. One such retrofit is scheduled for completion in FY23/24 and partially funded with ARPA Funds

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 into a chassis exchange program, where by the chassis is replaced under the patient compartment, thus saving approximately 53% 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.

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. At this time, there is no recommendation for replacement of either unit. The District's Hazardous Materials Unit has been reassigned to Fire Station 7. At this time there is no recommendation for replacement of 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. At this time, there is no consideration for replacement of this type of unit. The concept of purchasing a pumper with ladder capability (Quint) is identified as a separate apparatus type in this section.

Water Tender Replacement Recommendations: The District maintains 8 frontline water tenders. Six are 3000-gallons or more and two are considered "tactical tenders" with 1800-gallon capacity tanks. These units are assigned though out 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. 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. Under the District's new Water Supply Initiative Program and as part of adopted fire regulations, some offset funding will be available for water tender purchases. The District does staff a newer water tender owned by the Nevada Division of Forestry at Station 2, however, the State at any time can ask that this unit be returned for State services.

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	FY23/24	FY24/25	FY25/26	FY26/27	FY27/28		
Type I Engine	Type I Engine	This amount represents the debt service. Debt financing was used to purchase the Type 1 Engine. The Districts Type 1 Engine needs are met at this time. Consideration may be given to refurbish an existing Type 1 Engine in the future. LAST PAYMENT 4/1/26	Type I E14/E7/E12	\$226,400	\$231,200	\$235,200				
	Recommended Funding Sources		Optional Funding Sources		Annual Total	\$226,400	\$231,200	\$235,200	\$0	\$0
	2019 Medium Term Bonds		N/A		<i>Note: For FY23/24 funds budgeted in Dept Service Department, Debt Service</i>					
Type III Engine	Type III Engines	Planned f retro-fit of a new Model 34 Body to existing chassis and purchase a new Type III Model 34	Type III Model 34 Replacement	\$350,000						
	Recommended Funding Sources:		Optional Funding Sources:		Annual Total	\$350,000	\$0	\$425,000	\$0	\$0
	Pay as you Go from Operations Fund		Grant Funding		<i>Note: For FY23/24 funds budgeted in Fire Suppression Department, Capital Projects</i>					
Quint	Type 1/ Elevated Master	Future consideration of a "Quint" type fire apparatus. The multipurpose capability of such a unit would lend itself beneficial in areas where we are seeing plans for mid-rise type construction where both pumping capacity and elevated master	Quint		\$1,400,000					
	Recommended Funding Sources:		Optional Funding Sources:		Annual Total	\$0	\$1,400,000	\$0	\$0	\$0
	Pay as you Go or Financing		Grant Funding and Development Agreement		<i>Note: For FY23/24 funds budgeted in Fire Suppression Department, Capital Projects</i>					
Type I Ambulance	ALS Ambulance	The plan is for the District to remount an existing ambulance in FY23/24 and 24/25, with a purchase of a new ambulance in FY25/26.	Remount of Chassis	\$140,000	\$140,000		\$140,000	\$140,000		
	Recommended Funding Sources:		Optional Funding Sources:		Annual Total	\$140,000	\$140,000	\$250,000	\$140,000	\$140,000
	Pay as you Go from Operations Fund		Grant Funding		<i>Note: For FY23/24 funds budgeted in Fire Suppression Department, Capital Projects</i>					
Light Utility Vehicles	Light Vehicles	Purchase of an additional staff vehicle for the, Executive Program Manager through contract with NV Energy. Schedule of replacement of Chief Officer, Battalion Chiefs and Training Captains units. In future years, we should consider replacing light utility vehicles.	Chief Officer							
			Exec. Program Manger	\$55,000						
			Battalion Chief			\$80,000				
			Training Captains		\$72,000					
Recommended Funding Sources:		Optional Funding Sources:		Annual Total	\$55,000	\$72,000	\$80,000	\$0	\$0	
Pay as you Go from Operations Fund and contract with NV		Sale of Excess Property		<i>Note: For FY23/24 funds budgeted in NVE Fuels Mgmt. Department, Capital Projects</i>						
Water Tender	Water Tender	Purchase of Water Tender	Water Tender	\$335,000						
	Recommended Funding Sources:		Optional Funding Sources:		Annual Total	\$335,000	\$0	\$0	\$0	\$0
	Pay as you Go from Operations Fund and fees collected		Grant Funding		<i>Note: For FY23/24 funds budgeted in Fire Suppression Department, Capital Projects</i>					
Totals				\$1,106,400	\$1,843,200	\$990,200	\$140,000	\$140,000		

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 desk top/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): PPE's 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 will increase by approximately 40 sets. The 2023 cost for one (1) set of structural firefighting gear (pants, coat, hood, boots, helmet, and gloves) cost is approximately \$3,720. One (1) set of wildland firefighting gear (pants and jacket) cost approximately \$400. Therefore, in order 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 compliment of PPEs (structural and wildland) in manageable increments. An alternative to non-wildland volunteer PPE has been implemented to reduce the cost of PPE for our critical logistical support volunteer personnel.

Recommendation: Complete the phase in of replacement and second set of turnouts as set forth through the previously established replacement plan and accelerated the replacement if possible. As turnouts are replaced the older 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 in regards to 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 into 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 span of both sets until the recommended replacement time frame, not to exceed 10

years.

For new hires in FY 2023/2024 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 compliment of SCBAs will be replaced in FY 23/24. Funding has been provided for additional items related to the grant purchases. All SCBA cylinders require periodic hydrostatic testing as required by 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: Provide the necessary funding for the AFG Grant award and as per the regional award. 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 as long as it passes the annual service test. However, 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 compliment for each engine. The cost to replace an engine's hose compliment 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 it supply and deployment of hose based on grant funding through the Nevada Division of Forestry, BLM, and the USFS. Hose lost in firefighting is generally replaced by our federal partners if the fire is on federal property.

Recommendation: Hose testing must be performed through this extended period of replacement. 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 of its staff assigned handheld radios two years ago with funds generated under the medium-term financing plan approved by the Board. Older radios have been assigned into volunteer stations. Volunteer pagers must be a consideration, as alternate means of alerting has been found unreliable. New radios for EMS communications will be required.

Recommendation: Even with this major replacement purchase being completed, the District will need to consider evaluating all of 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 as well as paging devices.

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 stagger the replace 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 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 now has a long-term plan (5-year) to provide the necessary devices and to start purchasing devices rather than leasing.

The District will be leaving the Douglas County IT System effective July 1, 2023. A new third-party provider service contract has been awarded and transition is underway.

Recommendation: The District has transition to a purchase plan and will continue to replace a certain number of IT devices each year.

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 with regarding rope rescue capability. The equipment needed to support this expanded level of emergency services requires some very specialized equipment as well and 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 advances in this rescue discipline.

Rescue Tools: Hydraulic rescue tools are mission critical equipment to 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 past years in this area. Funding for new battery powered tools should continue.

Recommendation: Refocus on the purchase of battery powered units in order 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	FY23/24	FY24/25	FY25/26	FY26/27	FY27/28
PPE	Structural/ Wildland PPE	The District assess its PPE needs on a 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	\$40,000	\$40,000	\$50,000	\$50,000	\$50,000
	Recommended Funding Sources		Optional Funding Sources	Annual Total	\$40,000	\$40,000	\$50,000	\$50,000
	Pay as you Go from Operations Fund		N/A	<i>Note: For FY22/23 funds budgeted in Fire Suppression Department, Services and Supplies</i>				
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	\$5,000	\$5,000
	Recommended Funding Sources:		Optional Funding Sources:	Annual Total	\$5,000	\$5,000	\$5,000	\$5,000
	Pay as you Go from Operations Fund		Grant Funding	<i>Note: For FY22/23 funds budgeted in Fire Suppression Department, Services and Supplies</i>				
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 PAYMENT 4/1/26	Radios	\$57,600	\$58,800	\$59,800		
	Recommended Funding Sources:		Optional Funding Sources:	Annual Total	\$57,600	\$58,800	\$59,800	\$0
	2019 Medium Term Bonds		N/a	<i>Note: For FY23/24 funds budgeted in Dept. Service Department, Debt Service</i>				
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	\$10,000
	Recommended Funding Sources:		Optional Funding Sources:	Annual Total	\$10,000	\$10,000	\$10,000	\$10,000
	Pay as you Go from Operations Fund		Grant Funding	<i>Note: For FY23/24 funds budgeted in Fire Suppression Department, Services and Supplies</i>				
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	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
	Recommended Funding Sources:		Optional Funding Sources:	Annual Total	\$15,000	\$15,000	\$15,000	\$15,000
	Pay as you Go from Operations Fund		N/A	<i>Note: For FY23/24 funds budgeted in Fire Suppression Department, Services and Supplies</i>				

Project	Description	Narrative	Cost	FY23/24	FY24/25	FY25/26	FY26/27	FY27/28	
Station Gym Equipment	Replacement of Gym Equipment at Fire Stations	Funding necessary to upgrade and replace gym equipment for use of fire stations	Gym Equipment		\$5,000		\$15,000	\$0	
	Recommended Funding Sources:		Optional Funding Sources:	Annual Total	\$0	\$5,000	\$0	\$15,000	\$0
	Pay as you Go from Operations Fund		Grant Funding	<i>Note: For FY23/24, no funds budgeted</i>					
Project	Description	Narrative	Cost	FY23/24	FY24/25	FY25/26	FY26/27	FY27/28	
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	\$20,000					
	Recommended Funding Sources:		Optional Funding Sources:	Annual Total	\$20,000	\$0	\$0	\$0	\$0
	Pay as you Go from Operations Fund		Grant Funding	<i>Note: For FY23/24 funds budgeted in Fire Suppression Department, Services and Supplies</i>					
Project	Description	Narrative	Cost	FY23/24	FY24/25	FY25/26	FY26/27	FY27/28	
Rope Replacement	Replacement of Ropes	Equipment needed to support this expanded level of emergency services requires some very specialized equipment as well and rope that is designed and manufacture to a "rescue" level standard.	Ropes Replacement				\$7,500		
	Recommended Funding Sources:		Optional Funding Sources:	Annual Total	\$0	\$0	\$0	\$7,500	\$0
	Pay as you Go from Operations Fund		Grant Funding	<i>Note: For FY23/24, no funds budgeted</i>					
Totals					\$147,600	\$133,800	\$139,800	\$102,500	\$80,000

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 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. Generally speaking, 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 needs to be established as a priority. The District has invested millions of dollars in its facilities. In many cases, the facilities have deed, land donation, or trust restrictions within their enabling ownership documents which impose the maintenance of these facilities on to the district and into perpetuity.

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 has caused considerable damage to several stations, most notably roofs and walls with moisture intrusion due to wind driven conditions.

The district has 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.

Firefighters (both career and volunteer) are mandated to train a minimum of 240 hours per year per person. The East Fork Fire Protection District has begun to develop the property to the rear of Fire Station 14 in Minden. The work is in progress and can be considered as a phased project. Construction cost increases will potential impact this project; however, the work should be placed out to bid as soon as possible. The District has “shovel ready” plans, approvals, funding, and engineering to proceed.

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 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 currently appears to have the “backbone” of the Zetron IP System already in place. Further investigation and consultation is necessary to assess its applicability with this recommendation.

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.

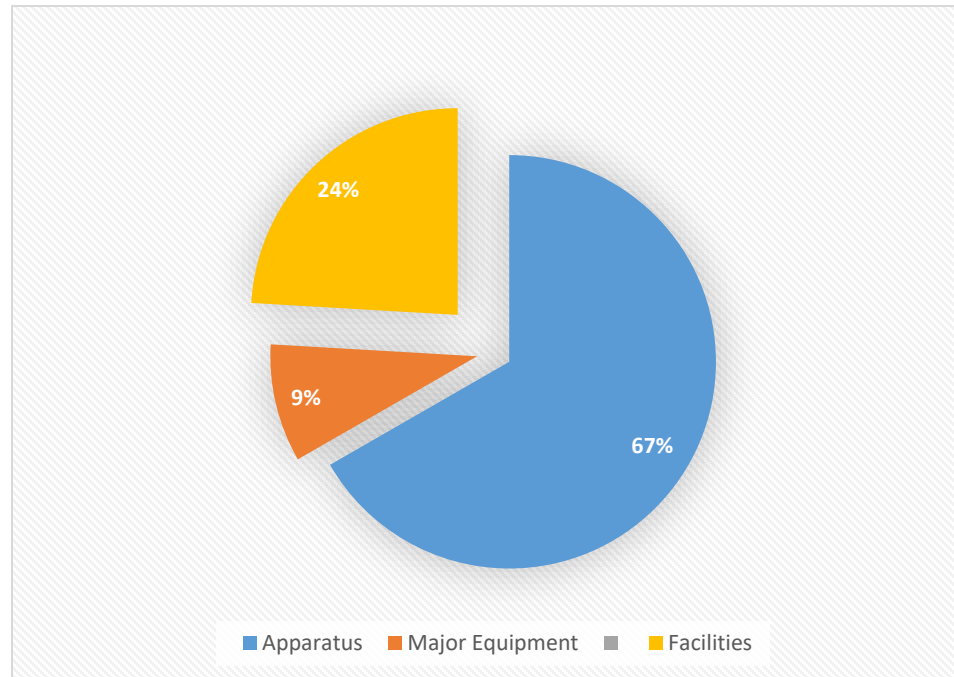
Facilities Projects								
Project	Description	Narrative	Cost	FY23/24	FY24/25	FY25/26	FY26/27	FY27/28
Asphalt Repair and Sealing	Asphalt Repair and Sealing	On a rotating 2 to 3 year schedule, the District attempts to seal and maintain its asphalted surfaces at all locations on a two year rotation. In 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	\$20,000
	Recommended Funding Sources		Optional Funding Sources	Annual Total	\$18,500	\$20,000	\$20,000	\$20,000
	Pay as you Go from Operations Fund		N/A	<i>Note: For FY23/24 funds budgeted in Fire Suppression Department, Service and Supplies</i>				
Project:	Description:	Narrative	Cost	FY23/24	FY24/25	FY25/26	FY26/27	FY27/28
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.	Purchase of Soft Tone Alert System	\$175,000				
	Recommended Funding Sources:		Optional Funding Sources:	Annual Total	\$175,000	\$0	\$0	\$0
	Pay as you Go from Operations Fund		N/A	<i>Note: For FY23/24 funds budgeted in Fire Suppression Department, Capital Projects</i>				
Project	Description	Narrative	Cost	FY23/24	FY24/25	FY25/26	FY26/27	FY27/28
Training Structure	Training Center at Station 15	Funding for a training site at the rear of Station 14 due to its central location within the district is necessary at some point. Grant funding should continue to be pursued. An AFG Grant has been applied for in FY 23/24 to offset some costs.	Grant Match					
			Enhancements	\$300,000	\$50,000	\$50,000	\$25,000	\$25,000
	Recommended Funding Sources:		Optional Funding Sources:	Annual Total	\$300,000	\$50,000	\$50,000	\$25,000
Pay as you Go from Operations Fund		Grant Funding	<i>Note: For FY23/24 funds budgeted in Fire Suppression Department, Capital Projects</i>					
Project	Description	Narrative	Cost	FY23/24	FY24/25	FY25/26	FY26/27	FY27/28
Facility Upgrades	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.	Facility Upgrades	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000
	Recommended Funding Sources:		Optional Funding Sources:	Annual Total	\$250,000	\$250,000	\$250,000	\$250,000
	Pay as you Go from Operations Fund		N/A	<i>Note: For FY23/24 funds budgeted in Fire Suppression Department, Capital Projects</i>				
Totals				\$743,500	\$320,000	\$320,000	\$295,000	\$295,000

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 **\$6,327,000** in Capital Investments. The amount considers the three areas of capital investment identified in this document.

They include **\$4,219,800 (66.70%)** for Apparatus, **\$583,700 (9.23%)** for Major Equipment and **\$1,523,500 (24.08%)** for Facilities. The latter not considering 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. A report is pending within the FY22/23 fiscal year and will identify the costs to be included in the Capital Improvement Plan in future years.



ANNUAL FUNDING NEED/ESTIMATE/ANTICIPATED COST						
CIP PROJECT	FY23/24	FY24/25	FY25/26	FY26/27	FY27/28	TOTAL
APPARATUS						
Type I Engine	\$226,400	\$231,200	\$235,200	\$0	\$0	\$692,800
Type III Engine	\$350,000	\$0	\$425,000	\$0	\$0	\$775,000
Quint	\$0	\$1,400,000	\$0	\$0	\$0	\$1,400,000
Type I Ambulance	\$140,000	\$140,000	\$250,000	\$140,000	\$140,000	\$810,000
Light Utility Vehicles	\$55,000	\$72,000	\$80,000	\$0	\$0	\$207,000
Water Tender	\$335,000	\$0	\$0	\$0	\$0	\$335,000
Sub Total	\$1,106,400	\$1,843,200	\$990,200	\$140,000	\$140,000	\$4,219,800
MAJOR EQUIPMENT						
PPE	\$40,000	\$40,000	\$50,000	\$50,000	\$50,000	\$230,000
Fire hose Replacement	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$25,000
Mobile and Portable Radios	\$57,600	\$58,800	\$59,800	\$0	\$0	\$176,200
Portable Equipment	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000
IT Devices	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$75,000
Station Gym Equipment	\$0	\$5,000	\$0	\$15,000	\$0	\$20,000
Pagers	\$20,000	\$0	\$0	\$0	\$0	\$0
Rope Replacement	\$0	\$0	\$0	\$7,500	\$0	\$7,500
Sub Total	\$147,600	\$133,800	\$139,800	\$102,500	\$80,000	\$583,700
FACILITIES						
Asphalt Repair and Sealing	\$18,500	\$20,000	\$20,000	\$20,000	\$20,000	\$98,500
Soft Tone Alert System	\$175,000	\$0	\$0	\$0	\$0	\$175,000
Training Structure	\$300,000	\$50,000	\$50,000	\$25,000	\$25,000	\$0
Facility Upgrades	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$1,250,000
Sub Total	\$743,500	\$320,000	\$320,000	\$295,000	\$295,000	\$1,523,500
GRAND TOTAL	\$1,997,500	\$2,297,000	\$1,450,000	\$537,500	\$515,000	\$6,327,000

Summary of FY 22/23 Funding Sources:				
	Services and Supplies (not capitalized)	Capital (Capitalized)	Debt Service (Capitalized Debt)	Total
APPARATUS				
Type I Engine			\$226,400	\$226,400
Type III Engine		\$350,000		\$350,000
Type I Ambulance		\$140,000		\$140,000
Light Utility Vehicles		\$55,000		\$55,000
Water Tender		\$335,000		\$335,000
Sub Total	\$0	\$880,000	\$226,400	\$1,106,400
MAJOR EQUIPMENT				
PPE	\$40,000			\$40,000
Fire hose Replacement	\$5,000			\$5,000
Mobile and Portable Radios			\$57,600	\$57,600
Portable Equipment	\$10,000			\$10,000
IT Devices	\$15,000			\$15,000
Pagers	\$20,000			\$20,000
Sub Total	\$90,000	\$0	\$57,600	\$147,600
FACILITIES				
Asphalt Repair and Sealing	\$18,500			\$18,500
Soft Tone Alert System		\$175,000		\$175,000
Training Structure		\$300,000		\$300,000
Facility Upgrades		\$250,000		\$250,000
Sub Total	\$18,500	\$725,000	\$0	\$743,500
Grand Total	\$108,500	\$1,605,000	\$284,000	\$1,997,500

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 a number of 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 the majority of capital projects. Projects that are typically smaller in scale as well as minor renovations are likely candidates for PAYG funding – as long as the project has an expected useful life of at least 10 years or more. PAYG has no debt service cost that has to 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 will be entering into its second-year loan agreement in the amount of \$2,000,000 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. Consideration should be made to evaluate refinancing options each year on the current debt amount and in an effort to generate the maximum capacity of the District borrowing limits.

Inter-Governmental Loans refers to loans specifically provided from one government entity to another. In some cases, they can be interest free or structured with interest. They are usually considered for one-time capital purchases. Years ago, Douglas County actually made an inter-governmental loan to the then East Fork Fire Protection District, as start-up funding for the district. While still a consideration, it may be difficult for anyone agency to loan money to another due to internal funding needs and restrictions on reserve amounts.

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 funding 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 focus 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 to 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 in order 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 actually provided funding. In several cases, the district has acquired land for future fire station construction. One drawback to development agreements are 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.

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, make adjustments, 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 to what is presented. The impacts may include labor contracts, down turns in the economy, 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 with regard to 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

AGENDA ACTION SHEET

1. **Title: For Possible Action.** Discussion and possible action for the first reading on the Wildland Urban Interface (WUI) code regulation adoption. (Amy Ray, Deputy Fire Chief/Fire Marshal) 10 minutes.

2. **Recommended Motion:** This is the official introduction of the proposed Wildland Urban Interface (WUI) code regulations. This item can be considered a first reading and requires no action.

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 18, 2023 **Time Required:** 10 minutes

6. **Agenda:** Administrative Agenda

7. **Background Information:** With the repeal of the Residential Fire Sprinkler requirement by the Douglas County Commission and based on Board Direction from the January District Board Meeting, the Administration was directed to draft District regulations to address the adoption of the International Wildland-Urban Interface Code (WUI), specifically related to Chapter 5, as this chapter is not adopted by the State Fire Marshal and has to be adopted independently. Based on the District's Legal Counsel opinion and finding in Nevada Law, the District has the authority and is actually required to adopt regulations related to fire prevention. The relevant language in the statute presently existed in almost identical form in 1989. The change to the statute in 1989 simply added the provisions of NRS 474.160(a) and (b). The statute already gave the power to Districts to adopt regulations for the furnishing of fire protection, the subsections simply added examples of what "may" be included in them, without limiting the scope of what could be regulated. Thus, the District is mandated to adopt regulations for furnishing fire protection to the District.

The administration has spent over two months considering the proposed regulations. In order to bring forward a comprehensive regulation, other code considerations are necessary. Additionally, the Districts' regulations must align with those of the Nevada State Fire Marshal.

The goal is to adopt fire code regulations which recognize and encourage the benefit of special building construction that addresses the survivability of the structure and property vegetation in a wildland fire.

The regulations, to the highest degree possible, mirror the regulations being proposed for adoption by the Tahoe Douglas Fire Protection District and those already adopted by Douglas County. This effort is designed to provide consistency for the building community, where possible, to facilitate project work and consistent code application and compliance.

The District will continue to enforce the current requirements that have been adopted by the State Fire Marshal Division and Douglas County Code, Title 20.

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

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

Agenda Item # 9

Notes: Deleted language in the base code has been ~~stricken through~~.

Added language to the code section has been underlined.

The entire section amended has been shown for context.

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East Fork Fire 2018 International Wildland-Urban Interface Code Regulations

Section 101.2 Scope

Section 101.2 is amended to read:

101.2 Scope. The provisions of this code the International Wildland-Urban Interface Code shall apply to the construction, alteration, movement, repair, maintenance and use of any building, structure or premises and to the management of fuels on undeveloped lots and on unmodified portions of large lots within the wildland-urban interface areas in this jurisdiction.

Buildings or conditions in existence at the time of the adoption of this code are allowed to have their use or occupancy continued, if such condition, use or occupancy was legal at the time of the adoption of this code, provided such continued use does not constitute a distinct danger to life or property.

Buildings or structures moved into or within the jurisdiction shall comply with the provisions of this code for new buildings or structures.

Section 105.3 Alternative materials, design, and methods

Section 105.3 is amended to read:

105.3 Alternative materials, design, and methods. The provisions of this code are not intended to prevent the installation of any material or to prohibit any design or method not specifically prescribed by this code, provided that any such alternative has been approved. An alternative material, design or method shall be approved where ~~the building official in concurrence with~~ the fire chief or their designee finds that the proposed design is satisfactory and complies with the intent of the provisions of this code, and that the material, method or work offered is, for the purpose intended, not less than the equivalent of that prescribed in this code in quality, strength, effectiveness, fire resistance, durability and safety.

Where the alternative material, design or method is not approved, the ~~building official~~ fire chief or their designee shall respond in writing, stating the reasons why the alternative was not approved.

Alternative means and methods for Sections 504.7 and 505.7:

As an alternative means and methods, we will allow the following to be used in lieu of “heavy timber” as prescribed:

Minimum 6” x 6” columns, 4” x 8” floor joists, 4” z 10” or 6” x 8” beams, 3” x n” ledgers, and 2” x n” decking.

This shall be allowed when the 5’ non-combustible criteria is met. Areas under decks shall be kept free of combustibles as amended.

Section 106.1 General

Section 106.1 is amended to read:

106.1 General. To determine the suitability of alternative materials and methods and to provide for reasonable interpretations of the provisions of this code see *International Fire Code Section 109 as adopted by the Authority Having Jurisdiction*, ~~there shall be and hereby is created a board of appeals consisting of five members who are qualified by experience and training to pass judgment on pertinent matters. The code official, building official and fire chief shall be ex officio members, and the code official shall act as secretary of the board. The board of appeals shall be appointed by the legislative body and shall hold office at their discretion. The board shall adopt reasonable rules and regulations for conducting its investigations and shall render decisions and findings in writing to the code official, with a duplicate copy to the applicant.~~

Section 106.2 Limitations of Authority

Section 106.2 is deleted and substituted with the following language:

106.2 Limitations of authority. The East Fork Fire Board of Directors shall ~~not~~ have authority relative to interpretation of the administrative provisions of this code ~~and~~ but shall not have authority to waive requirements of this code. ~~The Agency~~ East Fork Fire Board of Directors is prohibited from granting waivers, variances, or approvals of alternate methods, or materials differing from the regulations or adopted codes and standards of the State Fire Marshal. All requests for variances must be reviewed and approved by the State Fire Marshal through the use of the State Fire Marshal's Variance Request procedure in accordance with NAC 477.287. Variances shall be approved only if the State Fire Marshal concurs that the request provides an acceptable alternate means to achieve a comparable level of safety. The State Fire Marshal may, within its discretion, seek input from East Fork Fire in the review of variance requests related, but not limited to, fire apparatus access and water supply, however, the final decision to approve, approve with conditions or reject the variance request remains solely with the State Fire Marshal.

Section 107 has been amended to read:

107.2 Permits required. Unless otherwise exempted, buildings or structures regulated by this code shall not be erected, constructed, altered, repaired, moved, removed, converted, demolished or changed in use or occupancy unless a separate permit for each building or structure has first been obtained from the code official.

For buildings or structures erected for temporary uses, see Appendix A, Section A108.3, of this code.

Where required by the code official, a permit shall be obtained for the following activities, operations, practices or functions within a *wildland-urban interface area* within the East Fork Fire Protection District:

15. Residential generator

Section 202 Definitions is amended to read:

Fire hazard severity in accordance with Section 503.1: moderate. The fire hazard rating of moderate (Number 5) shall include moderate ratings according to the wildfire risk assessment map as designated by the Nevada Division of Forestry <https://nevadaresourcesandwildfireinfo.com/Map/Pro/#whats-your-risk> .

Fire hazard severity in accordance with Section 503.1: high. The fire hazard rating of high shall include moderate -high and high (Numbers 6 and 7) ratings according to the wildfire risk assessment map as designated by the Nevada Division of Forestry <https://nevadaresourcesandwildfireinfo.com/Map/Pro/#whats-your-risk> .

Fire hazard severity in accordance with Section 503.1: extreme. The fire hazard rating of extreme shall include very high and extreme (Numbers 8 and 9) ratings according to the wildfire risk assessment map as designated by the Nevada Division of Forestry <https://nevadaresourcesandwildfireinfo.com/Map/Pro/#whats-your-risk> .

Modification. The addition to a structure of greater than or equal to 25% of the existing square footage in accordance with Section 503.1 and Table 503.1. If the existing structure is located in the high, very high or extreme hazard zone in accordance with the Nevada Division of Forestry wildfire risk assessment map <https://nevadaresourcesandwildfireinfo.com/Map/Pro/#whats-your-risk> .

Wildland-Urban Interface Area. That geographical area where structures and other human development meets or intermingles with wildland or vegetative fuels. Within the East Fork Fire Protection District, the Wildland-Urban Interface area is defined as all areas not within the boundaries of the Minden, Gardnerville and Genoa townships.

Section 302.3 Review of wildland-urban interface areas.

Section 302.3 is amended to read:

Section 302.3 Review of Wildland-Urban Interface Areas.

Section 302.3 of the WUI is deleted and amended substituting the following language:

302.3 Review of wildland-urban interface areas. The code official shall reevaluate and recommend modification to the *wildland-urban interface areas* in accordance with Section 302.1 ~~on a 3-year basis or more frequently as deemed necessary by the legislative body.~~ as deemed necessary by the code official.

Section 402.2.2 Water supply

Section 402.2.2 is amended to read:

Section 402.2.2 Water Supply. Individual structures hereinafter constructed or relocated into or within wildland-urban interface areas shall be provided with a conforming water supply in accordance with Section 404.

Exceptions:

1. Structures constructed to meet the requirements for the class of ignition-resistant construction specified in Table 503.1 for a nonconforming water supply.
2. Buildings containing only private garages, carports, sheds and agricultural buildings with a floor area of not more than 600 square feet (56 m²).
3. Agricultural buildings constructed for the storage limited to harvested commodities, without electrical or fuel gas services.

Section 404.1 General

Section 404.1 is amended to read:

404.1 General. Where ~~provided in order to qualify as a conforming water supply for the purpose of Table 503.1~~ provided in order to qualify as a conforming water supply for the purpose of Table 503.1 or as required for new subdivisions in accordance with Section 402.1.2, an *approved* water source shall have an adequate water supply for the use of the fire protection service to protect buildings and structures from exterior fire sources or to suppress structure fires within the *wildland-urban interface area* of the jurisdiction in accordance with this section.

Exception: Buildings containing only private garages, carports, sheds and agricultural buildings with a floor area of not more than 600 square feet (56 m²), and agricultural buildings constructed for the storage of harvested crops or agricultural commodities without electrical or fuel gas services.

Section 404.2 Water Sources.

Section 404.2 is amended to read:

404.2 Water sources. The point at which a water source is available for use shall be located not more than 1,000 feet (305 m) from the building and be *approved* by the code official. The distance shall be measured along an unobstructed line of travel. Water sources shall comply with the following:

1. ~~Man-made~~ Water sources tanks shall have a minimum usable water volume as determined by the adequate water supply needs in accordance with Section 404.5. ~~This~~ Water source tanks shall be equipped with an *approved* hydrant. The water level of the water source tanks shall be maintained full by ~~rainfall,~~ water pumped from a well or water hauled by a tanker to maintain the required water supply or by seasonal high-water of a stream or river. The design, construction, location, water level maintenance, access and access maintenance of ~~man-made~~ water sources tanks shall be *approved* by the code official. The water tank shall have a dedicated supply for fire suppression. If the tank is to be used for domestic purposes, the domestic average daily use shall be in addition to the fire suppression gallonage required.
2. ~~Natural water sources shall have a minimum annual water level or flow sufficient to meet the adequate water supply needs in accordance with Section 404.5. This water level or flow shall not be rendered unusable because of freezing. This water source~~

~~shall have an approved draft site with an approved hydrant. Adequate water flow and rights for access to the water source shall be ensured in a form acceptable to the code official.~~

Section 404.3 Draft Sites.

Section 404.3 shall be amended to read:

404.3 Draft sites. *Approved draft sites shall be equipped with an approved hydrant. shall be provided at natural water sources intended for use as fire protection for compliance with this code.* The use, design, construction, location, access and access maintenance of draft sites shall be *approved* by the code official.

Section 404.5 Adequate water supply

Section 404.5 is amended to read:

404.5 Adequate water supply. Adequate water supply shall be calculated as required in NFPA 1142. Prior to calculating the minimum water supply for any structure, the structure shall be surveyed to obtain the following information:

- (1) Occupancy hazard
- (2) Type of construction
- (3) Structure dimensions (length, width, and height)
- (4) Exposures, if any

For new construction, plans shall be submitted to the fire department or the AHJ for determination of the minimum water supply required before construction is started. See NFPA 1142 Sections 4.2.2 and 4.3.2 for minimum water supply requirements.

1. One- and two-family dwellings.

Exception: A reduction in required flow rate of ~~75~~ 50 percent, as approved by the fire code official, is allowed where the building is provided with an approved automatic sprinkler system.

2. Buildings other than one- and two-family dwellings. The water supply required for buildings other than one- and two-family dwellings shall be as approved by the fire code official but shall not be less than 1,500 gallons per minute (95 L/s) for a duration of 2 hours.

Exception: A reduction in required flow rate of up to ~~75~~ 50 percent, as approved by the fire code official, is allowed where the building is provided with an approved automatic sprinkler system. The resulting water supply shall not be less than 1,500 gallons per minute (94.6 L/s).

Section 501.2 Objective

Section 501.2 is amended to read:

501.2 Objective. The objective of this chapter is to establish minimum standards to locate, design and construct buildings and structures or portions thereof for the protection of life and property, to resist damage from wildfires, and to mitigate building and structure fires from spreading to wildland fuels.

The minimum standards set forth in this chapter vary with the critical *fire weather*, slope and fuel type to provide increased protection, above the requirements set forth in the *International Building Code* and the *International Residential Code*, from the various levels of hazards.

Section 502.1 General

Section 502.1 is amended to read:

502.1 General. The fire hazard severity of building sites for all buildings hereafter constructed, modified or relocated into *wildland-urban interface areas* shall be established in accordance with Table ~~502.1~~ 503.1 and the wildfire risk assessment map <https://nevadaresourcesandwildfireinfo.com/Map/Pro/#whats-your-risk> See also Appendix C.

Table 503.1 Ignition-Resistant Construction

Table 503.1 is amended to read as follows:

Table 503.1

IGNITION-RESISTANT CONSTRUCTION ^a

DEFENSIBLE SPACE ^c	FIRE HAZARD SEVERITY					
	Moderate Hazard		High Hazard		Extreme Hazard	
	Water supply ^d		Water supply ^b		Water supply ^b	
	Conforming ^d	Nonconforming ^e	Conforming ^d	Nonconforming ^e	Conforming ^d	Nonconforming ^e
Nonconforming	IR 2	IR 1	IR 1	IR 1	IR 1	Not
			N.C.			N.C.
Conforming	IR 3	IR 2	IR 2	IR 1	IR 1	IR 1
			N.C.			N.C.
1.5 x Conforming ^f	Not Required	IR 3	IR 3	IR 2	IR 2	IR 1

- a. Access shall be in accordance with Section 403.
- b. Subdivisions shall have a conforming water supply in accordance with Section 402.1. IR 1= Ignition-resistant construction in accordance with Section 504.
IR 2= Ignition-resistant construction in accordance with Section 505. IR 3= Ignition-resistant construction in accordance with Section 506.
N.C.= Exterior walls shall have a fire-resistance rating of not less than 1 hour and the exterior surfaces of such walls shall be noncombustible. Usage of log wall construction is allowed.
- c. Conformance based on Section 603.
- d. Conformance based on Section 404 and EFFPD regulations.
- e. A nonconforming water supply is any water system or source that does not comply with Section 404 and EFFPD regulations, including situations where there is not water supply for structure protection or fire suppression.
- f. A fire protection plan in accordance with the requirements specified in Section 405 shall be submitted for approval by the fire code official.
- g. If required, the fire sprinkler system shall be installed throughout the fire area, including garages.

Section 504.2 Roof covering

Section 504.2 is amended to read:

504.2 Roof covering. Roofs shall have a roof assembly that complies with a Class A rating when tested in accordance with ASTM E108 or UL 790. For roof coverings where the profile allows a space between the roof covering and roof decking, the space at the eave ends and ridge line shall be firestopped to preclude entry of flames or embers, or have one layer of 72- pound (32.4 kg) mineral-surfaced, nonperforated cap sheet complying with ASTM D3909 installed over the combustible decking. Roof coverings consisting of shakes or shingles made of wood are not approved as part of any Class A roof assembly.

Exceptions:

1. Class A roof assemblies include those with coverings of brick, masonry or an exposed concrete roof deck.
2. Class A roof assemblies also include ferrous or copper shingles or sheets, metal sheets and shingles, clay or concrete roof tile or slate installed on noncombustible decks or ferrous, copper or metal sheets installed without a roof deck on noncombustible framing.
3. Class A roof assemblies include minimum 16 oz/sq. ft. (0.0416 kg/m²) copper sheets installed over combustible decks.

Section 504.7.1 Underfloor areas

Section 504.7.1 is amended to read:

504.7.1 Underfloor areas. When the attached structure is located and constructed so that the structure or any portion thereof projects over a descending slope surface greater than 10 percent, the area below the structure shall have all underfloor areas enclosed to within 6 inches (152 mm) of the ground, with exterior wall construction in accordance with Section 504.5.

Exception: When approved by the code official, unenclosed underfloor areas are allowed and are to be kept free of all combustible materials.

Section 504.10.1 Vent locations

Section 504.10.1 is amended to read:

504.10.1 Vent locations. Attic ventilation openings shall not be located in soffits, in eave overhangs, between rafters at eaves, or in other overhang areas. Ember-resistant gable end and dormer vents shall be located not less than 10 feet (3048 mm) from lot lines. Underfloor ventilation openings shall be located as close to grade as practical.

Exceptions:

1. Listed vents complying with ASTM E2886.
 - 1.1 The Ember Intrusion Test shall have no flaming ignition of the cotton material.
 - 1.2 There shall be no flaming ignition during the Integrity Test portion of the Flame Intrusion Test. The maximum temperature of the unexposed side of the vent shall not exceed 662 degrees Fahrenheit (350 degrees Celsius).
2. The fire code official may accept or approve special eave and cornice vents that resist the intrusion of flame and burning embers.

Section 505.2 Roof covering

Section 505.2 is amended to read:

505.2 Roof Covering. Roofs shall have a roof assembly that complies with not less than a Class ~~B~~ A rating when tested in accordance with ASTM E108 or UL 790, ~~or an approved nonecombustible roof covering.~~ For roof coverings where the profile allows a space between the roof covering and roof decking, the space at the eave ends and ridge line shall be fire stopped to preclude entry of flames or embers, or have one layer of 72-pound mineral-surfaced, nonperforated cap sheet complying with ASTM D3909 installed over the combustible decking

Section 505.10.1 Vent locations

Section 505.10.1 is amended to read:

505.10.1 Vent locations. Attic ventilation openings shall not be located in soffits, in eave overhangs, between rafters at eaves, or in other overhang areas. Ember-resistant gable end and dormer vents shall be located not less than 10 feet (3048 mm) from lot lines. Underfloor ventilation openings shall be located as close to grade as practical.

Exceptions:

1. Listed vents complying with ASTM E2886.
 - 1.1 The Ember Intrusion Test shall have no flaming ignition of the cotton material.
 - 1.2 There shall be no flaming ignition during the Integrity Test portion of the Flame Intrusion Test. The maximum temperature of the unexposed side of the vent shall not exceed 662 degrees Fahrenheit (350 degrees Celsius).
2. The fire code official may accept or approve special eave and cornice vents that resist the intrusion of flame and burning embers.

Table 602.1^(a)

(Commercial Structures)

Required Automatic Sprinklers by Fire Area and Height For A, B, E, F, H, I, M, S and U Occupancies

Sprinklers are required when any one of the listed conditions is met, or when otherwise required by this Code.

<u>Fire Jurisdiction</u>	<u>Fire Area</u> ^(a,b,d,e)	<u>Height</u> ^(c)
<u>East Fork Fire Protection District</u>	<u>>5000 square feet</u>	<u>> 2 stories</u>

- a. This table is in addition to any other automatic sprinkler requirements in this code.
- b. Fire areas may be separated according to IBC 707.3.10.
- c. Airport towers and open parking garages complying with IBC 406.5 are exempt from this table.
- d. Any addition or remodel that increases the fire area to > 5,000 square feet.
- e. Fire area as defined in the IFC and IBC

Table 602.1.1 Required Automatic Sprinklers IRC Structures.

Table 602.1.1^(a,b,c,d,e,f)

(Residential Structures)

Required Automatic Sprinklers by Fire Area and Response Location for Structures Designed and Constructed with the International Residential Code. Sprinklers are required when any one of the listed conditions is met, or when otherwise required by this Code.

<u>Fire Jurisdiction</u>	<u>Fire Flow/Water Source Availability</u>	<u>Type of structure</u> ^(c,d)	<u>Fire Area In square feet</u> ^(e,f)	<u>High Wildland Fire Hazard Classification Area</u> ^e	<u>Building Height</u>
<u>East Fork Fire Protection District</u>	<u>—</u>	<u>New Existing</u>	<u>≥5,000</u>	<u>All</u>	<u>—</u>

- a. This table is in addition to any other automatic sprinkler requirements in this code. The use of firewalls and fire barriers shall not be allowed to be used to reduce the size of fire areas.
- b. See section 907.2.10.2.1 for alarm requirements for existing structures.
- c. Accessory structures are exempt from this table for fire sprinklers, but not the IWUIC requirements for construction. Accessory dwellings are not exempt from this table.
- d. Any addition or remodel that increases the fire area to > 5,000 square feet.
- e. See definitions in the IFC, IBC and IWUIC.
- f. Attached garages within the fire area are required to have fire sprinklers installed.

Section 603.2.1.1 Adjacent land

Section 603.2.1.1 is added to Section 603.2.1 Responsible party to read:

603.2.1 Responsible party. Persons owning, leasing, controlling, operating or maintaining buildings or structures requiring defensible spaces are responsible for modifying or removing non-fire-resistive

vegetation on the property owned, leased or controlled by said person.

603.2.1.1 Adjacent land. Property owners of land that is directly adjacent to property containing buildings or structures requiring defensible space are responsible for modifying or removing non-fire- resistive vegetation on their own property. Nothing in this provision shall be deemed to require an owner of real property to perform any work on land that he or she does not own.

604.4 Trees (Maintenance of Defensible Space)

Section 604.4 is amended to read:

604.4 Trees. Tree crowns extending to within 10 feet (3048 mm) of any structure shall be pruned to maintain a minimum horizontal clearance of 10 feet (3048 mm). Tree crowns within the *defensible space* shall be pruned to remove limbs located less than ~~6 10~~ feet (~~1829 3048~~ mm) above the ground surface adjacent to the trees.

Section 604.4.1 Chimney clearance

Section 604.4.1 is amended to read:

604.4.1 Chimney clearance. Portions of tree crowns that extend to within 10 feet (3048 mm) of the outlet of a chimney shall be pruned to maintain a minimum horizontal clearance of 10 feet (3048 mm).

604.5 Non-combustible area

Section 604.5 is added to Section 604 Maintenance of Defensible Space to read:

604.5 Non-combustible area. The area extending from the base of any structure to 5 feet beyond the base of such structure shall be composed entirely of non-combustible material or fire resistive vegetation.

Section 607.1 General

Section 607.1 is amended to read:

607.1 General. Firewood and combustible material shall not be stored in unenclosed spaces beneath buildings or structures, or on decks or under eaves, canopies or other projections or overhangs. Where required by the code official, storage of firewood and combustible material stored in the *defensible space* shall be located ~~not less than a minimum of 20-30~~ feet (~~6096 9144~~ mm) from structures and separated from the crown of trees by ~~not less than a minimum~~ horizontal distance of 15 feet (4572 mm).

Exception. Approved fire-resistance-rated coverings used in accordance with their listing and as approved and allowed by the Fire Code Official.

Section 608 Residential Generator Installation

Section 608 is added to Chapter 6 to read:

Section 608.1 General. Stationary emergency and standby power generators required by this code shall be listed in accordance with UL 2200. A permit in accordance with Section 107 shall be required. Plans shall be submitted for review and approval. Plan content shall include:

1. Site plan showing access and proposed location
2. Specification sheets
3. Shut-off location

APPENDIX A GENERAL REQUIRMENTS

Appendix A is adopted in whole in accordance with 2018 Edition of the International Wildland-Urban Interface Code Section 101.2.1.

A102.3.1 Support clearance. Persons owning, controlling, operating or maintaining electrical transmission or distribution lines shall have an *approved* program in place that identifies poles or towers with equipment and hardware types that have a history of becoming an ignition source, and provides a combustible free space consisting of a clearing of not less than ~~10~~ 20 feet (3048 mm) in each direction from the outer circumference of such pole tower during such periods of time as designated by the code official.

Exception: Lines used exclusively as telephone, telegraph, messenger call, alarm transmission or other lines classed as communication circuits by a public utility.

APPENDIX B VEGETATION MANAGEMENT PLAN

Appendix B is adopted in whole in accordance with 2018 Edition of the International Wildland-Urban Interface Code Section 101.2.1.

Appendix Section B101.1 Scope

Section B101.1 is amended to read:

B101.1 Scope. Where required, vegetation management plans must be submitted to the code official and the State Forester Fire Warden for review and approval as part of the plans required for a permit.

Appendix Section B101.2 Plan content

Section B101.2 is amended to read:

B101.2 Plan content. Vegetation management plans shall describe all actions that will be taken to prevent a fire from being carried toward or away from the building. A vegetation management

plan shall include at least the following information:

1. A copy of the site plan showing the defensible space requirements.
2. Methods and timetables for controlling, changing or modifying areas on the property. Elements of the plan shall include removal of slash, snags, vegetation that may grow into overhead electrical lines, other ground fuels, ladder fuels and dead trees, and the thinning of live trees.
3. A plan for maintaining the proposed fuel-reduction measures.

Appendix Section B102 Defensible Space Plans

Sections B102, B102.1, and B102.2 are added to Appendix B Vegetation Management Plan:

B102 Defensible Space Plans.

B102.1 General. Where required, defensible space plans must be submitted to the code official for review and approval as part of the plans required for a permit.

B102.2 Plan content. A defensible space plan shall include at least the following information:

1. Property boundaries.
2. Current and proposed structures on the property.
3. Location of trees and vegetation taller than 3 feet in height.
4. Individual plant or brush fields 20 square feet or larger in area.
5. Tree drip lines.
6. Roads and driveways accessing the property.

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, a liaison to, and meetings/functions they have attended. No action will be taken on these reports/updates. (Jacques Etchegoyhen, 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 18, 2023 **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, a liaison to, and 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

