

APPROVED

The Board Meeting of the East Fork Fire Protection District Board was held on Tuesday, August 15, 2023, in-person and virtually, beginning at 1:00 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/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:

Martin Manning, Genoa resident
Lacey Ludwig, Genoa resident
Chad Smittkamp, Genoa resident
Michelle Mayne, Genoa resident
Tyler Saylor, Conway Communications
Jake Ferriera, East Fork Fire Engineer
Elaine Pace, East Fork Fire Volunteer Liaison

CALL TO ORDER

Board President Jacques Etchegoyhen

INITIAL MEETING BUSINESS

PLEDGE OF ALLEGIANCE

Mike Sommers, Director 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 act on, please

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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.

It was asked if there would be public comment available during the cell tower discussion.

It was stated there is no agenda item to discuss a cell tower.

Martin Manning, a Genoa resident, and East Fork Fire volunteer stated a letter was sent in and attached to it was a pilot study. Since sending that in he discovered an amendment dated July 2, 2023, with further information. He expressed his concerns about plans for a cell tower to be installed in Genoa and the health risks associated with them.

Lacey Ludwig, a Genoa resident, voiced her concerns about plans for a cell tower to be installed in Genoa and the health concerns, decreased property values due to the design, and harm to animals, etc.

Chad Smittkamp, a Genoa resident, voiced his concerns about the plans for a cell tower being installed because of health concerns and decrease in property values. He shared his opinions of where the cell tower could be installed.

Michelle Mayne, a Genoa resident, voiced her concerns about the plans for a cell tower being installed and cited health concerns and accountability.

Tyler Saylor, from Conway Communications thanked the Board and East Fork Fire Protection District for being a customer and the great response from everyone.

District Fire Chief Tod Carlini introduced Tom Hein, the new East Fork Fire Executive Project Manager.

President Etchegoyhen read into record three letters he received to read into public comment. The letters were from Ty Garrison, Steve Yochum and Molly Dahl. All letters were opposed to a cell tower. The letters are available to view on the East Fork Fire Protection District webpage.

There was no further public comment.

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Public comment closed.

ADMINISTRATIVE AGENDA

The Administrative Calendar handled as follows:

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

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

APPROVAL OF AGENDA

1. For Possible Action. Approval of proposed agenda. The East Fork Fire Protection District Board of Directors reserves the right to take items in a different order to accomplish business in the most efficient manner, to combine two or more agenda items for consideration, and to remove items from the agenda or delay discussion relating to items on the agenda. (Jacques Etchegoyhen, President) 5 Minutes.

President Jacques Etchegoyhen opened public comment.

There was no public comment.

Public comment closed.

MOTION to approve the meeting agenda for August 15, 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 July 18, 2023, meeting of the East Fork Fire

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Protection District Board of Directors. (Jacques Etchegoyhen, President) 5 minutes.

Director Mike Sommers stated there is a correction on page 11 of the minutes. He made a comment and referred to AIT, it needs to be corrected to read AIG.

President Jacques Etchegoyhen opened public comment.

There was no public comment.

Public comment closed.

MOTION to approve the minutes of the July 18, 2023, meeting with the one noted correction.

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

CONSENT CALENDAR

3. CONSENT CALENDAR

Items appearing on the Consent Calendar are items that can be adopted with one motion unless an item is pulled by a District Director or a member of the public. Members of the public who wish to have a consent item placed on the Administrative Agenda shall make that request during the public comment section at the beginning of the meeting and specifically state why they are making the request. When items are pulled for discussion, they will automatically be placed at the beginning of the Administrative Agenda or may be continued until another meeting. (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 July 31, 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

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disbursements/automatic withdrawals in July 2023 per NRS 474.210. (Kathy Lewis, CPA, CFO/Director of Finance)

- c. For Possible Action.** Discussion to approve payroll expense paid in July 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 July 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 June 2023 in the amount of \$138,887.94. (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 May 2023. (Kathy Lewis, CPA, CFO/Director of Finance)

Director Mike Sommers requested to pull items 3b and 3f off the consent calendar for further discussion.

President Etchegoyhen opened public comment.

There was no public comment.

Public comment closed.

MOTION to approve Consent Calendar items 3 a, c, d, & e.

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

Director Sommers requested to discuss consent item 3 b further. He recommended an asterisk be added next to the payables that are going to the Capital Fund opposed to the Operating Fund.

Director of Finance Kathy Lewis stated she added asterisks for reimbursable payables, but it is outside the print area. She will make sure to correct that moving forward. She confirmed with Director Sommers that he is requesting an asterisk next to items that will be capitalized.

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Director Sommers stated yes and moving forward also add an asterisk to the additional purchasing that will go in the Capital Fund. He anticipates larger expenditures and would like to know capital versus operating.

MOTION to approve the Consent Calendar item 3 b with the noted additional asterisks to be included in the future reports.

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

Director Sommers requested to discuss consent item 3 f further. He asked for clarification because it appears the consolidated tax collected will be under budget for the 12 months anticipated in September.

Director of Finance Lewis stated the District should receive the consolidated tax payment at the end of August. The expected amount is \$130,000 less than anticipated.

Director Sommers asked if that would create requirements at the end of the fiscal year in terms of an augmentation.

Director of Finance Lewis explained it will reduce the amount of a possible augmentation because the District didn't receive the revenues expected for the prior year.

MOTION to approve the Consent Calendar item 3 f.

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

4. For Possible Action. Discussion and possible action to award a contract to Simerson Construction in the amount of \$601,800, with a contingency allocation for contract changes not to exceed 10%, for the renovation and erection of a training prop at 1699 County Road, Minden, Nevada, and to authorize the District Fire Chief to execute all necessary documents. (Tod F. Carlini, District Fire Chief) 10 minutes.

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District Fire Chief Tod Carlini stated the training prop has been a project in the works for over four years. The project was put on hold during the Covid pandemic. The District followed NRS for this project. Bids were solicited during the month of July and a formal bid opening was conducted in accordance with the invitation to bid. There were five contractors that bid on the project. This is much higher than the last project where only one contractor bid on the job. This is a project that requires special skills with a background in jobs like the training prop. The most responsive bid and in accordance with the NRS requirements, the lowest bid was Simerson Construction with a base bid amount of \$601,800. Because of the method being used on this project, there is a certain amount of module capacity on how this is built. The only alternate is a top section that requires sophisticated construction and welding. The recommendation is not to proceed with the alternate at this time, but it can be addressed later. The recommendation is to proceed with Simerson Construction in the amount of \$601,800. There is \$412,000 in the budget for this project. There is a shortfall of funds for the job but there are billable charges coming in (off district response billings and a FEMA reimbursement) that can be applied to it. After talking to the contractor, they recommended looking into possible engineering changes that may reduce the cost. The recommendation is to move forward with the project using Simerson Construction, a sole source service. They have a facility for off-site fabrication.

Director Barbara Griffin stated she has been in support of the training center since the beginning. She would like any changes or modifications made in terms of the engineering and possible potential savings to come back to the Board.

President Jacques Etchegoyhen believes it would be a good idea to have discussions with the contractor to identify any potential savings. He supports the training center.

Secretary John Bellona asked District Fire Chief Carlini if he had any idea of a percentage of the possible savings.

District Fire Chief Carlini stated the contractor didn't indicate the amount of potential savings, they just wanted to discuss the project and some different ideas.

Director Mike Sommers stated it is interesting to see the alternate bid being the highest of all the bids but the lowest on the primary bid. He asked about the cost from off-district fires that will help to cover some of the costs of the project.

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District Fire Chief Carlini stated there is \$412,000 in the existing approved budget for this project. The additional funds are related to the off-district responses.

Director Sommers asked if it is clear revenue.

District Fire Chief Carlini stated no.

Director Bellona explained out of the \$400,000 in billable revenue, \$249,000 is available, the other \$150,000 is going to pay for the expenses related to the off-district responses. He explained \$400,000 was billed for off-district responses, of those billable grant reimbursement funds \$249,000 are available. The parts that are missing are what is paying for the expenses of the off-district responses.

Director Sommers stated which is \$151,000. He asked concerning this, if the District is looking at \$250,000 in additional available revenue net for this project and is that part of the \$400,000 that was originally budgeted for?

Director Bellona stated no, it is more than. The District has an extra \$249,000 that can be put towards the project that has not been earmarked for any other expenses.

District Fire Chief Carlini stated the District needs \$190,000.

Director Curtis stated essentially it is paid for once the District receives the reimbursements.

Director Sommers stated he feels priorities and other needs of the District need to be looked at sooner than later.

Director Griffin agrees with Director Sommers and believes priorities and needs will be addressed with the Standards of Cover.

Director Sommers stated Standards of Cover is just one item on the agenda. He is referring to overall priorities for the District because the needs of the District are not being kept up on.

President Etchegoyhen opened public comment.

There was no further public comment.

Public comment closed.

Director Sommers asked if the bid includes a completion date.

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District Fire Chief Carlini stated yes.

MOTION to award a contract to Simerson Construction in the amount of \$601,800, with a contingency allocation for contract changes not to exceed 10%, for the renovation and erection of a training prop at 1699 County Road, Minden, Nevada, and to authorize the District Fire Chief to execute all necessary documents.

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

5. For Possible Action. Discussion and possible action to allow the District Fire Chief the authority to exceed the maximum approved position roster for Firefighter/EMT, Firefighter/EMT Advanced, and/or Firefighter/Paramedic with full-time equivalent (FTE) position(s) not to exceed sixty (60) shifts from time of appointment, and not to exceed three (3) full-time equivalent (FTE) positions at one time. (Tod F. Carlini, District Fire Chief) 15 minutes.

District Fire Chief Tod Carlini stated at a previous Board meeting when requesting to exceed the minimum roster, Director Mike Sommers recommended the authority be given to the District Fire Chief and not necessarily go before the Board every time the need arises. There is a limitation of 60 shifts from time of appointment and not to exceed three full-time equivalent positions built into the request.

Secretary John Bellona asked if this will be put into District policy so when there is another Fire Chief, they will know what's taking place instead of it just being agreed upon at a Board meeting that will get lost years from now.

District Fire Chief Carlini stated there is an employee approaching their 90-day approval. With Board action there would be the ability to exceed that due to a possible retirement.

Secretary Bellona stated he agrees this request is important to move forward but would like to see a policy detailing the process.

District Fire Chief Carlini agreed to have a policy put in place.

Director Barbara Griffin would like the policy to also include the Board be notified when this takes place.

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President Etchegoyhen opened public comment.

There was no public comment.

Public comment closed.

MOTION to approve the District Fire Chief the authority to exceed the maximum approved position roster for Firefighter/EMT, Firefighter/EMT Advanced, and/or Firefighter/Paramedic with full-time equivalent (FTE) position(s) not to exceed sixty (60) shifts from time of appointment, and not to exceed three (3) full-time equivalent (FTE) positions at one time, including that a policy will come forward in the next few months.

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

6. For Possible Action. Discussion and possible action to approve a contract for service with ARC Health and Wellness at an estimated cost of \$65,000 per fiscal year, and to authorize the District Fire Chief to sign all related documents. (Tod F. Carlini, District Fire Chief) 15 minutes.

District Fire Chief Tod Carlini stated the District solicited requests for proposals (RFP) for physicals from Carson Valley Health and ARC Health and Wellness. The most responsive proposal came from ARC Health and Wellness. They are a mobile service used by other agencies in the area. There are a couple requirements in NRS 617 and PA 1582 they conform with. Cancer screening and a thyroid lab test have been added to the physical process. There is a fee for the extra screenings, which is included in the estimated cost.

This has been discussed in labor management and has received a positive reaction.

Secretary John Bellona asked if the Hazmat physical is part of the cost.

District Fire Chief Carlini stated the Hazmat physical is an additional cost and not everyone gets a Hazmat physical.

Secretary Bellona stated the District has never required a pre-cancer screening before hiring an individual. If it is not done before hiring, an individual can come in with cancer, get hired and under NRS it becomes the District's responsibility even though the individual had cancer before they were hired. Also, if someone retires today, there is no cancer screening at the time of

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retirement and an individual has 5 years to file a claim. The cancer screening is very important and 1582 physical. He stated Carson Valley Health never came close to the 1582 physical.

Director Mike Sommers confirmed with District Fire Chief Carlini this is a fiscal year contract.

District Fire Chief Carlini explained it is a contract that spans two fiscal years. Half of the department gets a physical in one fiscal year and the other half of the department gets a physical the second fiscal year.

Director Sommers confirmed that every person will not get two physicals by the end of the contract year.

District Fire Chief Carlini stated that is correct and it is not required by law.

Director Sommers confirmed each employee will have one physical over the next 2 fiscal years.

District Fire Chief Carlini stated yes, that is correct.

President Jacques Etchegoyhen opened public comment.

East Fork Fire Volunteer Liaison Elaine Pace stated the Volunteers are in favor of this. The process has not been easy over the years. Physicals are a benefit for volunteers.

There was no further public comment.

Public comment closed.

MOTION to approve a contract for service with ARC Health and Wellness at an estimated cost of \$65,000 per fiscal year, and to authorize the District Fire Chief to sign all related documents.

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

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7. For Possible Action. Discussion and possible action to adopt the 2023-2024 East Fork Fire Protection District Standards of Cover to serve as the District's guidelines for establishing desired incident staffing, response time objectives and apparatus/station deployment, all in consideration of the District's fiscal capacity. This document is subject to annual review. (Scott Gorgon, Deputy Chief) 45 minutes.

Deputy Chief Scott Gorgon, District Fire Chief Tod Carlini and Engineer Jake Ferriera presented a PowerPoint presentation highlighting the Standards of Cover.

District Fire Chief Carlini stated this document has been a long time coming and thanked Deputy Chief Gorgon and Engineer Ferriera for all their hard work.

Acknowledgments:

- Deputy Chief Scott Gorgon
- Engineer Jake Ferriera
- Firefighter/Paramedic Aaron Ghysels
- BLD Consulting
- Dispatch Supervisor Cirra Woods
- GIS Supervisor David Alexander
- GIS Leah Montoya
- Administrative Specialist II Holly Megee
- Director of Administrative Services Lisa Owen

History of Standards of Cover:

- Initial Standard adopted in 2012 by Douglas County Commission serving as Board of Directors (BOD).
- Updated in 2015 by Douglas County Commission serving as BOD.
- Adopted in 2017 by the Board of Directors as an independent body.
- 2020 COVID-19 pandemic delayed update
- Here in August 2023 with new presentation

What are Standards of Cover?

- Consists of decisions made regarding the placement of field resources in relation to the potential demand placed on them by the type of risk and historical needs of the community.

Why does the District need Standards of Cover?

- To attempt to identify the hazards and risks within the community.
- To establish the Fire District's current capabilities and limitations against recognized consensus standards.

Objectives and outcomes:

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- Establishes standards for:
 - Response times
 - Incident scene staffing levels.
- Measures against selected or created standards.
- Becomes a study in operational efficiency and cost effectiveness.
- Allows for data-driven modifications in service delivery.
- Risk management tool.
- “Essentially a performance audit and operational deployment plan”

Relationship to other documents and processes:

- Dispatch interface and agreements
- Douglas County Master Plan
- East Fork Fire Capital Improvement Plan
- East Fork Fire budget
- Guides East Fork Fire Policies and Standard Operating Guidelines

Reasons:

- Attempt to establish data-driven standards.
- Analytical response to needs.
- Eliminate emotional response to needs.
- Attempt to look towards future needs.
- Attempt to enhance community safety.
- Attempt to enhance firefighter safety.
- Ensure the appropriate deployment of available resources.

Existing station locations and response districts:

- 5 Staffed All-Risk Stations
- 1 Fuels/Wildland Fire Station
- 7 Logistical Volunteer Stations
- 11 Response Districts

Current standards advance life support response:

- 8-minute response time 90 percent of the time to Priority 1 (P1) Advanced Life Support (ALS) (This is strokes, heart attacks, codes, etc.)
- 12-minute response time 90 percent of the time to Priority 1 ALS with a transport ambulance

Current standards structure fire response:

- 8-minute response time 90 percent of the time to Priority 1 Structure Fires with the first capable pumping apparatus and personnel
- 20-minute response time for the balance of the first alarm assignment and personnel

8-minute response time map: (A map was provided)

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- Shows the normal drive time to go 8 minutes from any of the Stations created by Geographic Information System (GIS)
- (Applies to all career staff resources transport)

12-minute response time map: (A map was provided)

- Shows the normal drive time to go 12 minutes from any of the Stations created by GIS
- (Applies to transport ambulance only)

20-minute response time map: (A map was provided)

- Shows the normal drive time to go 20 minutes from any of the Stations created by GIS
- (Applies to balance of the first alarm only)

Current performance graph: (A graph was provided)

- The graph shows the actual response times for priority 1 calls. The number reflects priority 1 echo and priority 1 fire calls.

Call volume notations:

- Call volume growth as a percentage since 2012 has increased 26.77%.
- Call volume since the last Standards of Cover has grown 13.78%.
- Call volume increase of 6.02% from 2020 to 2021 and an increase of 6.18% from 2021 to 2022. This compounding increase in call volume has challenged the District in many aspects.
- One of the significant points of interest is where and how the District can improve response time objectives in the future.
- Currently, data collection and evaluation are a top priority, allowing the District to make informed decisions on future staffing and response models for the District.

Call volume increases: (A graph was provided)

- The graph shows the volume increase since 2012.
- There was a decrease in call volume related to the pandemic.

Current performance results:

- A review of P1 call data over the past three years was evaluated and graphed as noted above. In the previous version of Standards of Cover, the District met response time objectives for P1 ALS 89% of the time.
- Data collected for the Standards of Cover shows a significant decrease in the District's ability to reach this objective.
- The District has been able to service 94% of P1 ALS calls under the 12-minute mark.
- Due to a significant increase in call volume and no major addition to ALS staffing, the ability to meet the standard 90% of the time has been decreased.

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Director Barbara Griffin asked if the decrease is contributed to the increase of volume and traffic.

Deputy Chief Gorgon stated GIS is specific to existing streets. The issue is that calls increase and when the calls increase at the same time, it slows things down. Once there is a year's worth of data, suggestions will be brought back to the Board to start to bring the number back up.

Director Mike Sommers asked if the time of response begins, out the door, or, at the time the call comes in.

Engineer Ferriera stated the time starts when the crew is in route.

Director Sommers asked if there is information showing the length of time that the incidences occur before the first engine is back in service, then compare that to having a backup engine needed to service the second area within that region or district.

Engineer Ferriera stated unit hour's utilization is tracked, which is the amount of time a unit spends assigned to an incident in a 24-hour period. There is not a way to track the number of times an engine is needed when the other engines are on a call. There is a count for mutual aid calls received.

Secretary John Bellona asked Deputy Chief Larry Goss if some of the current data issues will be fixed by switching over to Conway.

Deputy Chief Goss stated it is something that is currently being worked on.

Secretary Bellona stated that is part of the problem.

Deputy Chief Goss stated some of the rules have changed.

Deputy Chief Gorgon stated Engineer Ferriera is working with BDL Consulting to fix some of the data issues and then it will go back to Deputy Chief Goss and training will be part of the process.

Director Griffin asked if population increase surrounding the stations can be determined.

Engineer Ferriera stated not by District, but census data is reviewed. The number of calls by District is available and can be compared to previous years.

Secretary Bellona asked if GIS has that capability?

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Deputy Chief Gorgon stated the census was used to see how much the population increased. The District is looking at population density and run volume. As people move into rural areas, calls will increase in those areas.

Director Griffin asked how many square miles are per station surrounding each station.

District Fire Chief Carlini stated that can be generated. He stated there were response districts in the past, but they have been removed. He would like to bring this back, looking in more detail as to what's taking place in a particular response district. It might be worth looking into going back to using MBC. Maybe the department that handles re-districting can create a map using the response districts that would generate the number of people currently living in each district. The population piece is hard to chase because of the inflow and outflow of people.

Director Sommers stated he feels the information (response time, type of response, equipment, and manpower) needs to be overlaid on a map to see how it falls within the areas. He believes there will be longer response times on commercial incidents than EMS incidents, medium time on residential between commercial and EMS. Then do a weighted average on wildland. Then once the information is gathered it can be laid over a map and the decision may be to change the Standards of Cover.

District Fire Chief Carlini stated that is very reasonable. Having data from different aspects will allow the District to make better decisions. There needs to be better control over the data system (RMS) that the District has complete control over. The District has 0% control over the other data system (Spillman). There are holes in the data, and it is shown in the GEMT calculations, which are being worked on by Deputy Chief Gorgon and Engineer Ferriera.

Director Sommers asked if the District is prioritizing what data goes in and comes out.

Engineer Ferriera explained the process. He stated that every call generated is entered into RMS, then broken down to the type of call. Once the data is entered in appropriately, it's a click of a button to get the data needed. NFIRS requires certain information to be entered in, but it needs to be entered in correctly. That is not happening across the board, which is being worked on with BLD Consulting.

Director Sommers asked if the District has prioritized the data used for the Standards of Cover.

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Engineer Ferriera stated the Standards of Cover will be the District's base time data.

District Fire Chief Carlini stated the hope is that the software the District will be using from BLD Consulting will allow the District to obtain more detailed information in other areas. This is only being looked at a year out. This is the best the District can do today with the current system and challenges with generating reports.

Director Sommers confirmed this is with what is available today and 12 more months of study on data.

District Fire Chief Carlini stated yes.

Director Sommers stated even if it's a trial basis, it allows a redesign of the District responses based on the manpower and ability to do that with the current equipment and resources, if necessary. At this point the District will evaluate the information gathered, which will determine what's needed.

District Fire Chief Carlini stated for clarification, NFPA 1710 looks at the responses for when advanced life support is needed and the time factor for different types of structural fire response. That is what is looked at, as well as the balance of the first alarm.

Secretary Bellona stated back in service times will change in the next few years if Carson Valley Health does what they say they plan on doing, a 12-bed emergency room and Cath lab. This would result in a rescue going back in service sooner. This may not happen for another year or two, but it will change the response times.

Incident staffing:

- NFPA 1710 is a consensus standard defining four levels of incident staffing:
 - Single family dwelling
 - Strip Mall
 - Apartment
 - High Rise
- The objectives in this area will remain focused on the recommended criteria as outlined in NFPA 1710

NFPA 1710 key requirements: (A graph was provided)

Current response staffing:

- Structure fire:
 - First alarm

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- 4 Type 1 engine, 2 rescues, 1 Training and Safety Officer, 1 Battalion Chief.
- Second alarm structure fire:
 - 4 Type 1 engine (Mutual Aid) 1 rescue, 1 squad, 2 utilities, Duty Chief, East Fork All Call
- The first alarm staffing provides for 18 personnel, which complies with NFPA 1710 for a single-family residential structure fire.

There was discussion on different types and names of housing.

Unit Hour Utilization:

- Resource usage is evaluated by unit hour utilization.
- Dispatch data attempts to show the percentage of time a resource is assigned to an incident on a per day basis.
- Private, for profit, ambulance companies strive for a 50% maximum utilization.
- Fire based ambulances strive for a maximum utilization of 32% due to multiple all-risk responsibilities, i.e., fire response, technical rescue, prevention duties, station maintenance, training, etc.

Unit hour utilization comparison: (A graph was provided)

- In 2019 the District was able to add Rescue 12, which had a positive impact by reducing ambulance unit hour utilization (UTH) based on available data.

A dynamic work in progress:

- Evaluation of performance standards, time standards, staffing, services, and overall Fire District performance will always be a work in progress.
- As with any organization that strives to provide the best service possible, continual growth and improvement remains a top priority.

Recommendations:

- Continue working towards meeting the staffing and response time objectives set forth in NFPA 1710.

District Fire Chief Carlini stated most fire agencies don't really adopt NFPA, but it is one the District should strive towards.

Secretary Bellona stated the District may not adopt it, but Nevada Business Industry does because it is a conscience standard. Every time a new standard comes out it's automatically adopted either through EPA or OSHA.

Director Sommers asked Secretary Bellona if he feels regardless of the decisions the District makes, will the District need to be at a minimum to that standard.

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Secretary Bellona stated no, he's saying the District needs to be aware of it in litigation.

Recommendations:

- Continue to support the recruitment and retention of volunteers to perform the necessary logistical needs of incidents and wildland fire response. (primary to that is water supply)
- Re-evaluation of response times after one full year of newly instituted data acquisition procedures.
- Re-evaluation of UHU's as call volume increases.
- Prepare to evaluate the effects of new Assisted Living Facilities within the District.
- Prepare to evaluate the effects of Carson Valley Medical Center's (CVMC) facility and service level expansion. (Expressed with the market study done by CVMC)
- Continue to evaluate and update the Capital Improvement Plan. (This is done annually)
- Evaluate and coordinate with Douglas County Geographic information System (GIS) to ensure all new construction and road design projects work to improve response times in the District. (Traffic is a concern).
- Work to expand the Fuels Management program to include accessing the Community Wildfire Protection Plan (CWPP) and seeking possible grant and contract funding to sustain a program during and beyond the NV Energy contract.
- Include Squad response with the first alarm structure fires.
- Purchase of Motorola Minitor VI VHF 1 Channel Pagers.
- Continue the use of our accepted response time standards.
- Purchase Cradlepoint access points for our MDC equipped apparatus.
- Enter into a 1-year fee agreement with Douglas County 911 Communications to provide dispatch services, provided the 911 Center supports and recognizes NFPA 1225 (standard for call taking process) and its implications in the Insurance Services Office (ISO) Fire Protection Class Grading.

District Fire Chief Carlini stated this is the list of recommendations. No recommendations were made in terms of where additional resources are needed or the moving of existing resources. A couple of areas were looked at (Johnson Lane, Buckeye & Gilman). There is not a lot of data indicating necessary change in District 4, short of additional staffing or 4-person engine. Not a lot is going on along the Foothill/Jacks Valley area. There are holes in the Clear Creek area, which is going to be a challenge because the District doesn't have the call volume. It will be well over 1 million dollars to build a fire station and labor costs of 1.5 million for a 3-person engine company. Those will be challenges.

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Director Griffin asked how many homes were approved in the Corley Ranch area. She remembers it being many homes and it is far from a station.

Director Sommers stated if that happens there will need to be discussion on the needs in that area as well as other developments.

Director Sommers stated he understands the recommendation is to continue to analyze. He would like something to come back to the Board in 8-9 months with raw data.

District Fire Chief Carlini stated that can be done.

Deputy Chief Gorgon stated the MDC's do work. The issues are refining the data in Fire RMS and assuring information coming from Spillman is accurate. He stated he can provide a sampling.

Director Sommers stated he understands it won't include all four seasons of the year, but it will help the Board to establish budgetary processes.

Director Sommers requested termination of contract terminology be added to the year agreement with Douglas County 911.

District Fire Chief Carlini stated there are termination clauses in the contract.

Director Sommers thanked the staff for the great report.

Director Curtis stated if there is additional availability in medical services locally which may free up rescue time, it may wash out due to the increase in traffic and road conditions.

President Jacques Etchegoyhen opened public comment.

East Fork Fire Volunteer Liaison Elaine Pace stated the Volunteers are in favor of the recommendation of a squad response with the first alarm and the new pagers. She would like the Volunteers to be added to Fire RMS.

There was no further public comment.

Public comment closed.

MOTION to adopt the 2023-2024 East Fork Fire Protection District Standards of Cover to serve as the District's guidelines for establishing desired incident staffing, response time objectives and apparatus/station deployment, all in consideration of the District's fiscal capacity. This document will come back to the Board in 9 months instead of a year.

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

8. For Possible Action. Discussion and possible action to approve Resolution 2023R-004, which establishes the East Fork Fire Protection District, Fire Prevention Division schedule for Development Review Fees, in accordance with the requirements of NAC 477 and the 2018 International Fire Code, effective September 1, 2023. This is the second reading. (Amy Ray, Deputy Chief/Fire Marshal) 10 minutes.

Deputy Chief Amy Ray stated this Resolution is the proposed schedule being brought back for a 5% increase to the fee schedules. This was presented at the August Board meeting for the first reading. This would be the first increase since 2020. This is the second reading.

Legal Counsel Mark Forsberg stated this is compliant with the business impact statement. An evaluation has been done and determined for all four resolutions that the fee increase does not have a direct and significant burden on a business or the formation of a business. This applies to all four motions.

Director Mike Sommers asked if that language needs to be included in all the resolutions.

Legal Counsel Forsberg stated it doesn't need to be in the resolutions, it needs to be in the record.

Director Barbara Griffin stated the Resolution numbers in the packet are not correct. The first Resolution should start with 2023R-004.

Board Clerk Holly Megee confirmed the Resolutions adopted today should be 2023R-004, 2023R-005, 2023R-006 and 2023R-007.

President Jacques Etchegoyhen opened public comment.

There was no public comment.

Public comment closed.

MOTION to approve Resolution 2023R-004, which establishes the East Fork Fire Protection District, Fire Prevention Division schedule for Development Review Fees, in accordance with the requirements of NAC 477 and the 2018 International Fire Code, effective September 1, 2023. This is the second reading.

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

Director Sommers asked if separate motions are required for all Resolutions.

Legal Counsel Forsberg stated that is the way the agenda was written, but the Open Meeting Law does allow the Board to consolidate items.

Director Sommers would like to consolidate the next three items into one.

9. For Possible Action. Discussion and possible action to approve Resolution 2023R-005, which establishes the East Fork Fire Protection District, Fire Prevention Division schedule for required Operational Permits and Inspection Fees, in accordance with the requirements of NAC 477 and the 2018 International Fire Code effective September 1, 2023. This is the second reading. (Amy Ray, Deputy Chief/Fire Marshal) 10 minutes.

10. For Possible Action. Discussion and possible action to adopt Resolution 2023R-006 establishing the East Fork Fire Protection District, Fire Prevention Division schedule for Miscellaneous Fees for Service, in accordance with the requirements of NAC 477 and the 2018 International Fire Code effective September 1, 2023. This is the second reading. (Amy Ray, Deputy Chief/Fire Marshal) 10 minutes.

11. For Possible Action. Discussion and possible action to adopt Resolution 2023R-007 establishing the East Fork Fire Protection District, Fire Prevention Division schedule for Fire and Life Safety Plan Review Fees in accordance with the requirements of NAC 477 and the 2018 International Fire Code, effective September 1, 2023. This is the second reading. (Amy Ray, Deputy Chief/Fire Marshal) 10 minutes.

Deputy Chief Amy Ray stated if approved it would apply to the Operational Permits and Inspection Fees, Miscellaneous fees, and Fire and Life Safety Plan Review Fees to include the charge for wildland urban interface plan review and inspection fees.

President Jacques Etchegoyhen opened public comment.

There was no public comment.

Public comment closed.

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MOTION to approve Resolution 2023R-005, 2023R-006 and 2023R-007 as presented, in accordance with the requirements of NAC 477 and the 2018 *International Fire Code*, effective September 1, 2023. This is the second reading.

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

Director Curtis confirmed on record that the motion is for Resolutions 2023R-005, 2023R-006 and 2023R-007.

12. 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.

- No report.

15. 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:

- Sheridan Volunteer Station had a benefit event last Saturday. They expected 150 people and ended up with 300 people.
- September 9, 2023, Fish Springs spaghetti dinner
- 13 new volunteer applicants. 10 responders and 3 support.
- Defensible space assessments training will take place on Tuesday, August 22, taught by Kelli from NDF
- A Genoa resident donated \$75,000 to the VFD Association and \$25,000 to the Genoa VFD

Director Barbara Griffin stated the event at Sheridan was a great event.

Director Griffin thanked Tom Hein for all he did for the volunteers.

15. 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

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attended. No action will be taken on these reports/updates. (Jacques Etchegoyhen, President) 10 Minutes.

Legal Counsel Mark Forsberg noted:

- The District had a meeting last week with Douglas County regarding codes. It was a great conversation. A few weeks ago, the building official issued an interpretation of an ordinance that conflicted with the way it had been interpreted before, without changing the codes or ordinances. It caused issues for the District. The County agreed, for now, the ordinance will continue to be interpreted the way it has been in the past.

CPA, CFO/Director of Finance Kathy Lewis noted:

- The audit is moving along
- Interviews for the Payroll Specialist takes place on Thursday, August 17, 2023

Deputy Chief Scott Gorgon noted:

- The last couple of weeks many East Fork Fire personnel were assigned to off-district response

Director Sommers asked what the crews are doing in the Mammoth area.

Deputy Chief Gorgon stated they are doing prescribed work, daily assignments, patrol, etc.

Director Barbara Griffin asked if the fire on Sunrise Pass was caused by lightning.

Deputy Chief Gorgon stated it appeared to be a truck fire that extended to brush. There was a lightning strike in BLM land east of Topaz. The fuel moisture is going down.

Director of Administrative Services Lisa Owen noted:

- No report

Deputy Chief/Fire Marshal Amy Ray noted:

- A grant was awarded. NDF oversees the grant. They will offer defensible space training to the volunteers that are interested in participating. The desire is to expand the program and have volunteers go out into the community and provide defensible space assessment.
- Looking into other grants in other areas.
- The district had a good meeting with Douglas County. Another meeting scheduled for Friday to work on code changes.
- Attended a meeting to begin the process of the adoption of the 2024 Fire Code and Wildland Urban Interface Code.

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Deputy Chief Training and Safety Larry Goss noted:

- The IT transition is near completion and going well.

Legal Counsel Mark Forsberg noted:

- Reminded the staff and Board that it's very important to keep good records and all meetings are required to be recorded. It's very important for all to try not to speak when someone else is speaking, not converse amongst yourselves, and speak loud and clear. There will be times when it will be looked at. He congratulated the Board and staff for having a clean record of no open meeting law violations.

Director Mike Sommers noted:

- No report.

Director Bernard Curtis noted:

- No report.

President Jacques Etchegoyhen noted:

- The medium home price in Carson Valley is \$760,000. He understands there is nothing the Board can do. He feels there is something that will need to be done in the future.

Director Barbara Griffin noted:

- She signed up for the defensible space exercise
- The Fuels Crew on 88 is doing a great job
- Wished Mike Sommers a happy birthday

Volunteer Liaison, Pace stated before the Sheridan event there were 34 homeowners signed up for the defensible space exercise.

Secretary John Bellona noted:

- Congratulations to Tom Hein.
- He would like an inventory completed on the vehicles and get rid of ones the District is no longer using
- Asked Volunteer Liaison Pace for the status of the website

Volunteer Liaison, Pace stated she is waiting to receive additional information.

District Fire Chief Tod Carlini noted:

- He'll take responsibility for the webpage not being complete. It was pulled back with the transfer of IT
- Working with BLM and Forest Service to get the District in an eligible position. Not sure if we'll be able to get an application in this year
- Looking into a few grants
- Working on another 3-year contract with NV Energy
- Hope to hold the Station 15 ceremony on Wednesday, August 30th

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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:	John Bellona
AYES:	Bellona, Griffin, Curtis, Etchegoyhen, Sommers
NAYS:	
ABSENT:	

There being no further business to come before the Board, the meeting was adjourned at 3:27pm.

Respectfully submitted:



John Bellona, Secretary
East Fork Fire Protection District

ATTEST:



Holly Megee, Board Clerk
East Fork Fire Protection District