

# **EAST FORK FIRE PROTECTION DISTRICT**



**District Board Meeting  
Agenda and Supporting Information For  
The Meeting of August 15, 2023**

# 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, August 15, 2023

1:00 PM Board Meeting

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

### MISSION STATEMENT

*"Serving the Fire and Life Safety Needs of Our Community"*

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

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

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

Members of the public may call Holly Megee at 775-782-9040 to obtain help making public 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](mailto:hmegee@eastforkfire.org). An electronic copy of the agenda and supporting materials are available at the following website:

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

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

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

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

**EAST FORK FIRE PROTECTION DISTRICT  
1694 COUNTY ROAD  
MINDEN, NEVADA  
FINAL AGENDA  
August 15, 2023**

**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 July 18, 2023 meeting of the East Fork Fire Protection District Board of Directors. (Jacques Etchegoyhen, President) 5 minutes.

### **CONSENT CALENDAR**

#### **3. 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 July 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 July 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 July 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 July 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 June 2023 in the amount of \$77,115.52. (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)

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

- 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.
- 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.
- 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.
- 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.

- 8. For Possible Action.** Discussion and possible action to approve Resolution 2023R-002, 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.
- 9. For Possible Action.** Discussion and possible action to approve Resolution 2023R-003, 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-004 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-005 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.
- 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.
- 13. 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.
- 14. 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)

**15. 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.*

**East Fork Fire Protection District**

**AGENDA ACTION SHEET**

- 1. **Title: 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.
  
- 2. **Recommended Motion:** Motion to approve the meeting agenda for August 15, 2023.
  
- 3. **Funds Available:** NA                                      **Amount:** NA  
**Fund Name:** NA    **Account Number:** NA
  
- 4. **Prepared by:** Tod F. Carlini, District Fire Chief
  
- 5. **Meeting Date:** August 15, 2023                      **Time Required:** 5 minutes
  
- 6. **Agenda:** Initial Meeting Business
  
- 7. **Background Information:** The Board of Directors is required to approve the meeting agenda prior to the commencement of business. 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.
  
- 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    |  |





**DRAFT**

The Board Meeting of the East Fork Fire Protection District Board was held on Tuesday, July 18, 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:**

Alan Reed, Warren Reed Insurance  
Adam Wennhold, East Fork Fire Engineer  
Elaine Pace, East Fork Fire Volunteer Liaison

**CALL TO ORDER**

Board President Jacques Etchegoyhen

**INITIAL MEETING BUSINESS**

**PLEDGE OF ALLEGIANCE**

Bernard Curtis, Director led the Pledge of Allegiance

**PUBLIC COMMENT (No Action)**

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**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.**

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF JULY 18, 2023**

**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.

Deputy Chief of Training and Safety Larry Goss thanked Tyler Saylor and Chris Ide from Conway Communications for all their hard work on the IT transition. As large as this project is, this is one of the smoothest transitions he has experienced.

President Etchegoyhen thanked Deputy Chief Goss for the amazing accomplishment with the IT transition.

There was no further public comment.

Public comment closed.

**ADMINISTRATIVE AGENDA**

The Administrative Calendar handled as follows:

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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.**

President Jacques Etchegoyhen opened public comment.

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF JULY 18, 2023**

There was no public comment.

Public comment closed.

MOTION to approve the meeting agenda for July 18, 2023.

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

**APPROVAL OF PREVIOUS MINUTES**

**2. For Possible Action. Discussion and possible action to approve the draft meeting minutes of the June 20, 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 June 20, 2023 meeting as presented.

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

**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**

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF JULY 18, 2023**

**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 June 30, 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 June 2023 per NRS 474.210. (Kathy Lewis, CPA, CFO/Director of Finance)
- c. For Possible Action.** Discussion to approve payroll expense paid in June 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 June 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 May 2023 in the amount of \$77,115.52. (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 April 2023. (Kathy Lewis, CPA, CFO/Director of Finance)

President Etchegoyhen opened public comment.

There was no public comment.

Public comment closed.

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

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF JULY 18, 2023**

|                   |  |
|-------------------|--|
| <b>RESULT:</b>    | <b>APPROVED [UNANIMOUS]</b>                    |
| <b>MOTION BY:</b> | Mike Sommers                                   |
| <b>SECOND BY:</b> | John Bellona                                   |
| <b>AYES:</b>      | Bellona, Griffin, Curtis, Etchegoyhen, Sommers |
| <b>NAYS:</b>      |  |
| <b>ABSENT:</b>    |  |

District Fire Chief Tod Carlini stated Alan Reed should be in attendance to discuss agenda item #4 but has not yet arrived. He asked the Board if agenda item #4 could be moved and discussed when Mr. Reed is in attendance.

Item #5 was moved ahead of agenda item #4. Item #4 will be heard when Mr. Reed arrives to the meeting.

**5. For Possible Action. Discussion and possible action to approve the first Memorandum of Understanding (MOU) between the East Fork Fire Protection District and the East Fork Professional Firefighters' Association-General Membership, which revises the contract in effect to reflect changes in Article 68 (Lateral Transfers) to expand the District's ability to recruit positions laterally. (Lisa Owen, Director of Administrative Services) 10 minutes.**

Director of Administrative Services Lisa Owen stated memorandum of understandings (MOU's) are utilized when there is a need to modify something in the collective bargaining agreement (CBA). This is the first MOU for the current CBA. The proposal is an amendment to article 68 which addresses lateral transfers for firefighter/paramedic positions. Currently in the CBA it allows for lateral transfers but only for firefighters/paramedics, which is very limiting. The last time the District utilized later transfer recruitment, it wasn't successful. The MOU includes expanding lateral transfers to also include Firefighter/AEMT and Firefighter/EMT positions. There are many benefits to obtaining lateral transfers, including obtaining experienced personnel, familiar with the area, already attended the fire academy, and a desire to work for East Fork Fire, etc. Lateral candidates would need to pass a skills test and background check.

Director Bernard Curtis stated he believes this is a useful tool to fill vacancies if properly utilized. He thanked Director of Administrative Services Owen for answering his questions regarding backgrounds.

Director Mike Sommers stated he believes the MOU is limited. He suggested adding language to the MOU directing positions to be identified in an appendix within the contract. He stated this would allow laterals for all positions and would allow administration to do lateral transfers for all identified positions within the contract.

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF JULY 18, 2023**

Director of Administrative Services Owen stated that has been brought up to the Association and may be something to discuss at the next negotiations. There are many different positions with different requirements, so it would result in a lengthy MOU. She cited a few examples. She stated because the job requirements are not all the same, there would be positions excluded from lateral transfers.

Director Sommers stated this MOU is referring to one specific classification within appendix "A", but that classification is not in the MOU, it's only a reference to that classification of a position. Appendix "A" is only a classification position it is not naming positions. He asked why this MOU can't be amended to read "in accordance with the definitions as identified in appendix "A"".

Director of Administrative Services Owen stated she is not sure the Association would be comfortable changing the language in the MOU. The Association and District worked together on this MOU. She stated if the MOU is changed it might delay the approval process. She suggested moving forward with the MOU as it is presented and having discussions with the Association regarding changes to the MOU, if agreed.

Director Sommers asked if there is a need for this position.

Director of Administrative Services Owen stated there is a need to recruit and establish a list because the current list is exhausted.

Legal Counsel Mark Forsberg stated historically when the lateral concept was discussed it was because of the difficulty of obtaining paramedics. Lateral transfers are another way of advancing.

Legal Counsel Forsberg stated if changes were made to the MOU, the changes would need to be negotiated.

Director Sommers stated he understands the Association needs to agree or the MOU won't get signed. The position being discussed is a non-paramedic position. He believes by limiting the position in the MOU, it limits the District when there are other position needs.

Legal Counsel Forsberg stated he believes it is intentional in the contract and designed to promote the internal career path.

Director Sommers stated promoting within is a policy within the District itself. First decide to establish if the District will promote within, then lateral and lastly open recruitment. This allows the District to utilize the tools to fill a position.

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF JULY 18, 2023**

Legal Counsel Forsberg stated he does not disagree. He stated that change will need to be negotiated into the contract.

Director of Administrative Services Owen stated she believes the Association is only interested in laterals for the few positions discussed.

Secretary John Bellona stated it is uncommon for lateral transfers above a paramedic level. He stated the testing may be open regionally for positions above paramedic but not laterals. He stated it is how "they" work.

Director Sommers asked Secretary Bellona to define "they".

Secretary Bellona stated Clark County, Reno Fire, etc.

Director Sommers stated other organizations.

Secretary Bellona stated yes, 90% of other organizations.

Director Sommers stated he doesn't have a problem with that. If there is a MOU, why not encompass all positions that the CBA has identified as a position for lateralization should there be a need rather than it having to come before the Board each time with a different MOU.

Secretary Bellona stated he believes the goal is to add this MOU to the contract the next time the article is open.

Director Sommers stated it should be put in as its entirety.

Secretary Bellona stated the article can be written however is agreed upon instead of rewriting the MOU. He feels this MOU should be accepted and if there is a need before the next contract, another MOU can be written. It makes sense for the "lowest common denominator" in the organization.

Director Sommers stated the "lowest common denominator" is not in this MOU.

Secretary Bellona stated it is firefighter/EMT.

Director Sommers stated there is a level below a firefighter/EMT and it's in appendix "A". To this point only one position is being discussed.

Director of Administrative Services Owen stated the way the MOU is written by including appendix "A", if that is the Board's decision today, the requirements wouldn't match the other positions. They are only written for the firefighter position. The fuels crew position requirements for employment are different than what is in the MOU.



**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF JULY 18, 2023**

Director Sommers stated he is misunderstanding the MOU and apologized. He doesn't see any clarification as to requirements or descriptions in the MOU.

Deputy Chief Scott Gorgon stated the appendix is the recognized positions in the organization to fall under a CBA. The MOU addresses previous articles that talk only about lateral firefighter/paramedic. The District and Association agreed that opportunities need to be opened to reach firefighters on a lateral basis which gives the District another access to recruit. Currently, the District recruits for firefighters. The reason the District offers firefighter/paramedic lateral transfers is because the District needed paramedics. The Association asked during negotiations to add laterals for the firefighter position. The Association doesn't have interest in lateral transfers for other positions because it lessens the process for internal transfers. He stated the Association is not interested in lateral transfers for Engineers, Captains, or Battalion Chiefs. There are times when an agency doesn't have anyone within their organization for one of those positions and will open a recruitment, which would result in a separate MOU.

Director Sommers stated so this is asking for permission rather than adjusting a legal agreement.

Director Barbara Griffin asked if the lateral process is new.

Director of Administrative Services Owen stated it was in the previous CBA for firefighter/paramedic, but yes.

Director Griffin stated she believes it's a testing ground to see if the District and Association would want to explore further than what is being proposed today.

Director of Administrative Services Owen stated she believes that is fair to say. Lateral transfer has only been utilized one time for the paramedic position.

Director Curtis stated he believes this is a starting point and it will be helpful.

Director Griffin stated she agrees with starting off this way and seeing how it goes.

District Fire Chief Tod Carlini stated currently for the position of firefighter/paramedic under the existing CBA there are two avenues which include lateral transfer or open recruitment. For the firefighter position/non-paramedic there are two opportunities, which are advancement from the fuels crew or open recruitment. Lateral transfer is not an option. This MOU expands the opportunity for the District in the paramedic and non-paramedic firefighters to have three avenues for recruitment. The three avenues would be

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF JULY 18, 2023**

fuels crew, open recruitment and lateral. The District has been committed to promoting within for the ranks above. If there is no one to promote within, the District does have the opportunity for outside recruitment.

He stated the District does have a pending SAFER grant for a possibility of six positions. The District will know more towards September but there is a time consideration to move this MOU forward so the District will have the lateral option as well as the existing two other options.

He stated this MOU was the Association's desire than the Administration's, but the Administration is in full support because it expands the opportunity to bring people into the District.

Director Sommers asked if there is open recruitment on every position.

District Fire Chief Carlini stated not every position. Just the firefighter/paramedic and non-paramedic that are covered under the CBA.

Director Sommers confirmed there is not the ability for open recruitment for Captain and Engineer.

District Fire Chief Carlini stated there is that option if the need arises.

Director Sommers stated he understands this MOU will be adopted but he feels the structure of the organization is if there are open opportunities in these positions, why not utilize the tool of laterals for all positions. He feels it would benefit the District because a lateral is better than an open recruitment.

Director Griffin stated she doesn't disagree with Director Sommers, but she understands the Association isn't interested in the idea at this time.

Director Sommers stated he doesn't think the Association was asked to expand this MOU to include all of appendix "A".

Director of Administrative Services Owen stated she was interested in expanding the opportunity to the fuels crew, but the Association was not interested at that time. She also explained in this MOU it discusses the applicant having to attend the Carson City Regional Fire Academy which doesn't apply to fuels crew personnel. This MOU is specific to the firefighter position.

President Jacques Etchegoyhen opened public comment.

East Fork Fire Engineer Adam Wennhold stated the Executive Board and the Negotiating Team looked at this MOU thoroughly and it was sent out to the membership for approval. It was approved by the members. If the District

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF JULY 18, 2023**

desires, there can be further discussions but at this point this is where the members stand. He believes Deputy Chief Gorgon did a great job expressing the member's position.

There was no further public comment.

Public comment closed.

President Etchegoyhen stated he believes it will be good for the staff to discuss this with the Association and bring it back to the Board if necessary.

MOTION to approve the first Memorandum of Understanding (MOU) between the East Fork Fire Protection District and the East Fork Professional Firefighters' Association-General Membership, which revises the contract in effect to reflect changes in Article 68 (Lateral Transfers) to expand the District's ability to recruit positions laterally.

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

**4. For Possible Action. Discussion and possible action to approve the District's annual property and liability insurance package as provided by Warren Reed Insurance representing Volunteer Fireman's Insurance Services at an annual cost of \$213,785. (Tod F. Carlini, District Fire Chief) 15 minutes.**

District Fire Chief Tod Carlini stated Alan Reed is present representing Warren Reed Insurance, a broker for property and liability insurance secured through Volunteer Firemen's Insurance Services (VFIS). Mr. Reed will explain the policy and answer any questions.

Alan Reed gave a presentation on the insurance. Below are important points from his presentation:

- 16 total locations insured at a total of roughly \$28,800,000 worth of property insurance. This is an increase of \$1,109,000 over last year. Property insurance went up about 4%. The coverage is guaranteed replacement cost.
- Eighty-three vehicles are insured.
- General liability, which is \$1,000,000 per occurrence.
- Management liability, which is \$1,000,000 per occurrence.
- Cyber liability, which is \$1,000,000 limit.
- Excess liability at an additional \$10,000,000 per occurrence.

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF JULY 18, 2023**

- The renewal premium for 2023/2024 is \$213,785. Last year was \$194,902. 9.6% increase over last year.
- The only exposure that has really changed is the increase of property limits have increased roughly 4%.
- 9.6% increase but if you take away the property that increased over last year it is an 8.8% increase.
- Property insurance is primarily the biggest challenge.
- Wildland fires and cyber-attacks are two big areas of concern for insurance companies. Cyber-attacks are increasing at a rate of 100% per year. The average cyber case costs over \$9,000,000 in 2021.
- Property, liability, and cyber insurance are affecting the insurance industry.
- VFIS in Nevada, rate structure is a lot more desirable to the customers opposed to other states.
- In Utah, rates are raising a minimum of 15% up to 18%. In California, VFIS is not writing insurance for all new businesses and not rewriting some on all existing business.
- Pool Pact carrier that writes insurance for a lot of fire Districts in Nevada went up an average of 22%. There are 45,000 Fire Districts in America.
- Lyon is another carrier in Nevada and increasing their accounts between 30% to 35% on average.

Director Mike Sommers stated he did not receive some of the information Mr. Reed addressed.

Board Clerk Holly Megee stated the information packet Mr. Reed was referring to was not given to her to distribute prior to the meeting. She will make copies for the Board and post it on the website.

Director Sommers asked Mr. Reed if there were any other secondary bids other than from VFIS.

Mr. Reed stated there were no other bids.

Director Sommers asked why not.

Mr. Reed stated there were 4 carriers but now only 3 carriers. Travelers Insurance pulled out of fire, Alliant went up 30% to 35%, Pool Pact went up 22%.

Director Sommers stated the District hasn't had any claims for losses. He asked if VFIS is basically underwritten with AIT.

Mr. Reed stated National Union.

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF JULY 18, 2023**

Director Sommers asked if an analyze was done because of the number of non-claims or non-losses, look at possibly increasing deductibles which might result in a change in the premiums.

Mr. Reed stated that is an option, but it was not looked at. The deductibles were raised a few years ago.

Director Sommers suggested the District look into that.

Mr. Reed stated he can investigate that and come up with an approximate savings.

Director Sommers stated the policy in the packet indicates a coverage period of July 1 to June 30. It is now July 18, so is there a lapse or was the District given an extension.

Mr. Reed stated there was not a lapse.

Director Sommers stated so the District already bound coverage.

Mr. Reed stated yes.

Director Sommers stated if coverage is already bound, isn't there a 3-month minimum premium before anything can be changed.

Mr. Reed stated the District would not lose any premium.

Director Sommers stated since the District has changed the IT operations and is no longer with the County, is there a need for the District to have business interruption.

Mr. Reed stated he is not qualified to answer that without doing some research.

President Etchegoyhen opened public comment.

There was no public comment.

Public comment closed.

Director Sommers stated he requests staff next year to add this item on an agenda before June 30, 2023, so it can be discussed before renewal.

**MOTION** to approve the District's annual property and liability insurance package as provided by Warren Reed Insurance representing Volunteer Fireman's Insurance Services at an annual cost of \$213,785.

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF JULY 18, 2023**

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

**6. For Possible Action. Discussion and possible action to adopt revisions to Policy #606.2 (Annual Leave) for full time non-represented employees, specific to annual leave accrual rates and maximums, to align with full-time represented employees. (Lisa Owen, Director of Administrative Services) 10 minutes.**

Director of Administrative Services Lisa Owen stated policy #606.2 (Annual Leave) applies to full time non-represented employees and was approved by the Board at the May 2019 meeting for the represented employees. There have been no changes. The District makes every effort to align the benefits as closely possible to the CBA but realizes it's not possible for all benefits. Aligning this policy with the CBA makes it easier when administering the benefits. This policy applies only to the 40-hour non-represented employees.

Director of Administrative Services Owen highlighted the requested changes to Policy #606.2:

- Accrual from hourly to by pay-period.
- Increase the max allowed to be carried over from 280 to 360.
- No increase to employees with 0-4 years
- Increases 5-9 years by 12 hours annually.
- Increases 10-14 years by 23 hours annually.
- Increases 15-19 years by 37 hours annually.
- Increases 20 years+ by 40 hours annually.

She explained any hours over the 360 at the end of the year, roll over to the non-represented employee's sick leave. She stated most employees use their time.

President Jacques Etchegoyhen opened public comment.

There was no public comment.

Public comment closed.

**MOTION to adopt revisions to Policy #606.2 (Annual Leave) for full time non-represented employees, specific to annual leave accrual rates and maximums, to align with full-time represented employees.**

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF JULY 18, 2023**

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

**7. For Possible Action. Discussion and possible action to adopt revisions to Policy #606.4 (Sick Leave) for full time non-represented employees, specific to sick leave accrual rates and maximums, to align with full-time represented employees. (Lisa Owen, Director of Administrative Services) 10 minutes.**

Director of Administrative Services Lisa Owen stated policy 606.4 (Sick Leave) applies to full-time non-represented employees and is like the annual leave policy. It was previously approved by the Board at the May 2019 meeting for the represented employees. The request is for this policy to align with the current CBA.

Director of Administrative Services Owen highlighted the requested changes to Policy #606.4:

- Accrual from hourly to by pay-period.
- Increase annual accrual from 88 to 130 hours per year.

Director of Administrative Services Owen stated a correction needs to be made. In the agenda action sheet, there is mention of a change to the max. There is no change to the max, it stays at 800. The change is an increase to the accruals so an individual will reach their max sooner.

She explained an employee must be employed with the District 10 years before they are eligible for a sick leave payout and it's a percentage paid depending on the years of service.

Director Mike Sommers stated it was indicated that if a non-represented employee reached their annual leave max, any hours over the max would be rolled into their sick leave, does that add to the balance.

Director of Administrative Services Owen stated it adds to the balance at the time of rollover but only up to a max of 800 hours.

Director Sommers asked for clarification on employees donating their sick leave.

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF JULY 18, 2023**

Director of Administrative Services Owen stated there is a separate catastrophic leave policy which allows employees to donate annual and/or sick leave, but it is a separate policy.

President Jacques Etchegoyhen opened public comment.

There was no public comment.

Public comment closed.

MOTION to adopt revisions to Policy #606.4 (Sick Leave) for full time non-represented employees, specific to sick leave accrual rates and maximums, to align with full-time represented employees.

|                   |  |
|-------------------|--|
| <b>RESULT:</b>    | <b>APPROVED [UNANIMOUS]</b>                    |
| <b>MOTION BY:</b> | Mike Sommers                                   |
| <b>SECOND BY:</b> | John Bellona                                   |
| <b>AYES:</b>      | Bellona, Griffin, Curtis, Etchegoyhen, Sommers |
| <b>NAYS:</b>      |  |
| <b>ABSENT:</b>    |  |

**8. For Possible Action. Discussion and possible action to authorize the transfer of \$322,224 into the contingency line item for FY23/24 and take the contingency amount to the maximum of 3%. (Kathy Lewis, CPA, CFO/Director of Finance) 10 minutes.**

Director of Finance Kathy Lewis stated per state law this request requires approval from the Board to move funds into contingency. The Board approval to make the change from Pool Pact to 7710 resulted in a significant savings versus what was budgeted. There were discussions to place the funds in contingency for unexpected things that may arise with the economy and makes it transparent if there are needs for the funds. It will come back to the Board for approval to move the funds out of contingency. State law only allows a maximum of 3% of the operating budget.

Sommers asked what percentage of the \$322,224 is a result from making the move to 7710.

Director of Finance Lewis stated all of it.

Director Sommers asked how much savings is remaining?

Director of Finance Lewis stated approximately \$100,000.

President Jacques Etchegoyhen opened public comment.



**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF JULY 18, 2023**

There was no public comment.

Public comment closed.

President Etchegoyhen stated he does not recall if the District has ever had 3% contingency but believes it's a great decision.

Director of Finance Lewis stated per state law, if funds are needed from the ending fund balance or reserves in the current year budgeted, it would result in a budget violation at the end of the year as opposed to no violation if funds are taken from contingency.

MOTION to authorize the transfer of \$322,224 into the contingency line item for FY23/24 and take the contingency amount to the maximum of 3%.

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

**9. For Possible Action. Discussion and possible action to approve 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, September 1, 2023. First reading. (Amy Ray, Deputy Chief/Fire Marshal) 10 minutes.**

Deputy Chief Amy Ray stated the last fee increases for the various fee schedules were last done in 2020. The proposal being brought forward is for a 5% increase to the fee schedules. A business impact statement was not done because the increase is less than the established construction cost index average.

Director Mike Sommers stated it indicates in the agenda item this is the first reading, and the increase would be effective September 1, 2023.

Deputy Chief Ray stated that is correct. This agenda item will come back again next month for a second reading.

Director Sommers clarified this would need two approvals so today is the first approval, next month would be the second approval and fees would be in effect after two readings.

Deputy Chief Ray stated yes.

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF JULY 18, 2023**

Legal Counsel Mark Forsberg stated the business impact statement is under NRS 237, it requires an assessment and analysis to be made whether an increase in the fees imposes a direct or significant economic burden on a business. That determination can be made first at the staff level that the fee increase will not impose an impact. He stated staff has determined the increase is not a significant burden on a business.

He asked the motion include a reference that the increase does not impose a direct and significant economic burden on a business.

Director Sommers asked if this applies to each category of fees, business, and non-business.

Legal Counsel Forsberg stated he did not analyze whether each increase effects a business. He stated he believes in general the fees are paid by a business but understands the individual will ultimately bear the cost. It's the impact on the business that the District looks at. He explained if it's primarily paid by individuals then it falls outside the business impact statement statue. In this case a determination has been made each item does not impose a burden on a business.

President Jacques Etchegoyhen opened public comment.

There was no public comment.

Public comment closed.

Secretary John Bellona attempted to make the motion.

There was discussion on how the motion should read.

Legal Counsel Forsberg stated the motion should include "it has been determined the increase will not impose a direct burden on a business".

**MOTION to approve for first reading, the East Fork Fire Protection District, Fire Prevention Division schedule for Development Review Fees increase of 5%, in accordance with the requirements of NAC 477 and the 2018 International Fire Code; the District has determined that the fee increase will not impose a direct and significant economic burden upon a business or directly restrict the formation, operation or expansion of a business.**

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF JULY 18, 2023**

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

**10. For Possible Action. Discussion and possible action to approve 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. First reading. (Amy Ray, Deputy Chief/Fire Marshal) 10 minutes.**

Deputy Chief Amy Ray stated this agenda item refers to the fee schedule for fire and life safety plan reviews. The proposal as presented is for a 5% increase to the fee schedule. A business impact statement was not done because the increase is less than the established construction cost index average. She pointed out the addition on the bottom of the fee schedule which refers to a fee for inspection and plan review for the recent adoption of Wildland Urban Interface (WUI). She explained when homes are built the valuation of homes can be high, so the decision was made to go off a set fee instead of the valuation.

Director Mike Sommers asked Deputy Chief Ray if the fee is set on a valuation or valuation of time.

Deputy Chief Ray stated it is set on valuation of time.

President Jacques Etchegoyhen opened public comment.

There was no public comment.

Public comment closed.

**MOTION** to approve the first read for 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; the District has determined that the fee increase will not impose a direct and significant economic burden upon a business or directly restrict the formation, operation or expansion of a business, effective September 1, 2023 after the second reading.

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF JULY 18, 2023**

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

**11. For Possible Action. Discussion and possible action to approve 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. First reading. (Amy Ray, Deputy Chief/Fire Marshal) 10 minutes.**

Deputy Chief Amy Ray stated this fee schedule is utilized often with re-inspections, after hour inspections, technology fees and multiple reviews on plan reviews.

Director Mike Sommers asked if this would require a public posting along with the two previous agenda items.

Legal Counsel Mark Forsberg stated a legal notice is not required. The agenda is sufficient.

President Jacques Etchegoyhen opened public comment.

There was no public comment.

Public comment closed.

Legal Counsel Forsberg repeated the language that should be included in the motion: "Upon determination that the increase will not impose a direct and significant burden on a business."

**MOTION to approve the first reading for the East Fork Fire Protection District, Fire Prevention Division schedule for Miscellaneous fees for service, in accordance with the requirements of NAC 477 and 2018 *International Fire Code* and the District has determined that the fee increase will not impose a direct and significant economic burden upon a business or directly restrict the formation, operation or expansion of a business.**

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF JULY 18, 2023**

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

**12. For Possible Action. Discussion and possible action to approve 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. First reading. (Amy Ray, Deputy Chief/Fire Marshal) 10 minutes.**

Deputy Chief Amy Ray stated this is a schedule for required operational permits and inspection fees. This is for a special permit placed on some businesses and the permit is an annual permit.

President Jacques Etchegoyhen opened public comment.

There was no public comment.

Public comment closed.

Legal Counsel Forsberg repeated the language that should be included in the motion. The motion is based on the determination that the fee increase will not impose a direct and significant burden on a business. He stated the language he provided is from the statute.

MOTION to approve 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* for the first reading and the District has determined that the fee increase will not impose a direct and significant economic burden upon a business or directly restrict the formation, operation, or expansion of a business.

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

**13. For Presentation Only. Reports/updates from East Fork Professional Firefighters Association concerning the various assignments and**

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF JULY 18, 2023**

**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.**

Adam Wennhold noted:

- 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:

- The volunteers will be attending 3 upcoming community events.
- Showed the Board the new pagers that were given to 6 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 attended. No action will be taken on these reports/updates. (Jacques Etchegoyhen, President) 10 Minutes.**

Legal Counsel Mark Forsberg noted:

- No report.

CPA, CFO/Director of Finance Kathy Lewis noted:

- No report.

Deputy Chief Scott Gorgon noted:

- Thanked Deputy Chief Larry Goss for all his hard work with the IT transition.

Director of Administrative Services Lisa Owen noted:

- Assessment center for the Executive Program Manager will take place July 20 and 21.
- Will be contacting the applicants chosen to interview for the payroll position expected to take place the third week in August.

Director Bernard Curtis asked how many applications were received for the open positions.

Director of Administrative Services Owen stated about 23 applications were received for both positions. The payroll position received a lot fewer applications than expected.

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF JULY 18, 2023**

Director Mike Sommers asked if any of the payroll applicants have Kronos experience.

Director of Administrative Services Owen stated there was only 1 applicant with Kronos's experience. She anticipates 6 or 7 applicants will be given the opportunity to interview.

Deputy Chief/Fire Marshal Amy Ray noted:

- Continue to be busy with plan submittals.
- Fuels Crew have been set-up at a spike camp on Sunrise Pass and return to the valley tomorrow. They will be working in the valley for the next few weeks.

Director Barbara Griffin asked Deputy Chief Ray if the plan submittals have slowed down.

Deputy Chief Ray stated no.

Director Griffin asked Deputy Chief Ray if there are any new larger projects coming to the area.

Deputy Chief Ray stated there is a HazMat and UPS facility in progress. There are additional large projects that have gone through a major project review but have not been submitted through the formal review.

There was discussion on the details of the UPS facility being built.

Deputy Chief Training and Safety Larry Goss noted:

- Thanked Deputy Chief Gorgon for the kind words.
- He thanked Conway for their amazing work with the IT transition.

Director Sommers asked how Douglas County has been in the transition.

Deputy Chief Goss stated the Conway team has been awesome. There were some third-party challenges, but Conway was able to work with them and keep the transition moving forward in the right direction.

Director Mike Sommers noted:

- No report.

Director Bernard Curtis noted:

- No report.

President Jacques Etchegoyhen noted:

- No report.

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF JULY 18, 2023**

Director Barbara Griffin noted:

- No report.

Secretary John Bellona noted:

- No report.

District Fire Chief Tod Carlini noted:

- The success with the IT transition was due to Deputy Chief Goss and Conway's hard work. It was one of the largest accomplishments since the establishment of the Fire Board.
- Station 15 is 95% complete. There will be a rededication and open house along with a Clear Creek tour held on an upcoming Wednesday in August.
- The bid process for the Training Center will start next week and will come before the Board in August for award. The District will probably need to apply some of the savings that did not go into contingency to this due to the increase in materials.
- Working with Douglas County 911 on a combined dispatch and communication one-year agreement.
- Follow-up meeting next week with Cal Fire on the RFP.
- Pump testing scheduled for the end of September.
- Hope to have the Executive Program Manager position filled by the end of the month.
- Ambulance going out for a remount in August.
- Working with NV Energy on a three-year contract. The current contract has been extended as well as several other agency contracts until the end of December.
- Standard of Cover will be presented at the August Board meeting.
- Emergency Management transition is almost complete. There are a few outstanding items. Will investigate MOU's or agreements on a few things that need to have agreements (sandbag sites, facility, etc.).
- Model 34 rehab is underway and hope to have it back mid-September.

Director Griffin asked if the call volume is up.

Deputy Chief Gorgon believes it is up a little but will get Director Griffin an exact number.

Secretary Bellona asked for a status on the engine sent to an off-district fire in Southern California

District Fire Chief Carlini stated it was released and is on its way back.

**ADJOURNMENT**



**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF JULY 18, 2023**

**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.

|                   |  |
|-------------------|--|
| <b>RESULT:</b>    | <b>APPROVED [UNANIMOUS]</b>                    |
| <b>MOTION BY:</b> | Mike Sommers                                   |
| <b>SECOND BY:</b> | John Bellona                                   |
| <b>AYES:</b>      | Bellona, Griffin, Curtis, Etchegoyhen, Sommers |
| <b>NAYS:</b>      |  |
| <b>ABSENT:</b>    |  |

There being no further business to come before the Board, the meeting adjourned at 2:36 pm.

Respectfully submitted:

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Jacques Etchegoyhen, President  
East Fork Fire Protection District

ATTEST:

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Holly Megee, Board Clerk  
East Fork Fire Protection District

**East Fork Fire Protection District**

**AGENDA ACTION SHEET**

1. **Title: For Possible Action.** Approval of Consent Calendar Items A-F. (Jacques Etchegoyhen, President) 5 minutes.
2. **Recommended Motion:** Motion to approve the Consent Calendar Items A-F.
3. **Funds Available:** NA **Amount:** NA  
**Fund Name:** NA **Account Number:** NA
4. **Prepared by:** Tod F. Carlini, District Fire Chief
5. **Meeting Date:** August 15, 2023 **Time Required:** 5 minutes
6. **Agenda:** Consent Calendar
7. **Background Information:** Items appearing on the Consent Calendar are items that can be adopted with one motion unless an item is pulled by a District Director, the administration, 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 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. The Consent Calendar includes six items A-F, which is attached.
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**

**AGENDA ACTION SHEET**

1. **Title: For Possible Action.** Discussion and possible action to accept the report on general ledger cash balances as of July 31, 2023. (Kathy Lewis, CPA, CFO/Director of Finance)
  
2. **Recommended Motion:** Motion to accept the report on general ledger cash balances as of July 31, 2023.
  
3. **Funds Available:** NA **Amount:** \$2,539,610.50  
**Fund Name:** General, Emergency **Account Number:** Various
  
4. **Prepared by:** Kathy Lewis, CPA, CFO/Director of Finance
  
5. **Meeting Date:** August 15, 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:**  

|  |  |
|--|--|
| <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 # 3A**

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

As of:  
July-23

| <b>Fund #</b> | <b>Fund Name</b>            | <b>Account #</b> | <b>Account Description</b>        | <b>Beginning of Month Balance</b> | <b>Changes</b>        | <b>Ending of Month Balance</b> |
|---------------|-----------------------------|------------------|-----------------------------------|-----------------------------------|-----------------------|--------------------------------|
| 650           | General Fund                | 101.650          | Cash in Bank - EFFPD              | 582,523.16                        | (13,243.22)           | 569,279.94                     |
| 650           | General Fund                | 101.701          | LGIP - Local Govt Investment Pool | 3,140,928.53                      | (1,509,624.27)        | 1,631,304.26                   |
| 650           | General Fund                | 101.703          | Reserve Account - Pitney Bowes    | 2,344.00                          | -                     | 2,344.00                       |
| 650           | General Fund                | 102.000          | Petty Cash                        | 100.00                            | -                     | 100.00                         |
|               |                             |                  | <b>Fund Total</b>                 | <b>3,725,895.69</b>               | <b>(1,522,867.49)</b> | <b>2,203,028.20</b>            |
| 651           | Emergency Fund              | 101.650          | Cash in Bank - EFFPD              | -                                 | -                     | -                              |
| 651           | Emergency Fund              | 101.701          | LGIP                              | 335,474.10                        | 1,108.20              | 336,582.30                     |
|               |                             |                  | <b>Fund Total</b>                 | <b>335,474.10</b>                 | <b>1,108.20</b>       | <b>336,582.30</b>              |
|               | <b>Grand Total: 2 Funds</b> |                  |                                   | <b>4,061,369.79</b>               | <b>(1,521,759.29)</b> | <b>2,539,610.50</b>            |

**East Fork Fire Protection District**

**AGENDA ACTION SHEET**

1. **Title: For Possible Action.** Discussion and possible action to approve the receipt and filing of the list of accounts payable checks issued and cash disbursements/automatic withdrawals in July 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 July 2023 per NRS 474.210.
  
3. **Funds Available:** Yes **Amount:** \$1,518,145.94  
  
**Fund Name:** General **Account Number:** Various
  
4. **Prepared by:** Kathy Lewis, CPA, CFO/Director of Finance
  
5. **Meeting Date:** August 15, 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    |  |

**Agenda Item # 3B**

**Company name:** East Fork Fire Protection District  
**Report name:** Payables for Prior Month  
**Created on:** 7/28/2023  
**Fund:** All Funds--All Funds

| Type            | Date      | Check No. | Payee Name                            | Transaction Amount |
|-----------------|-----------|-----------|---------------------------------------|--------------------|
| Record Transfer | 7/3/2023  |           | Cybersource                           | 5.97               |
| Record Transfer | 7/5/2023  |           | AuthorizeNet                          | 30.00              |
| Record Transfer | 7/5/2023  |           | Aetna Life Insurance                  | 157,677.74         |
| Record Transfer | 7/6/2023  |           | Afiac                                 | 1,220.96           |
| Check           | 7/7/2023  | 11326     | Airtec Gases                          | 365.39             |
| Check           | 7/7/2023  | 11327     | Bound Tree Medical, LLC               | 63.00              |
| Check           | 7/7/2023  | 11328     | Braun NW, Inc                         | 175.18             |
| Check           | 7/7/2023  | 11329     | Building Services of CA & NV, LLC     | 525.00             |
| Check           | 7/7/2023  | 11330     | Charter Communications                | 296.00             |
| Check           | 7/7/2023  | 11331     | Cintas                                | 90.40              |
| Check           | 7/7/2023  | 11332     | Conway Communications                 | 37.50              |
| Check           | 7/7/2023  | 11333     | Elaine Pace                           | 2,500.00           |
| Check           | 7/7/2023  | 11334     | Fire Service Center                   | 2,245.00           |
| Check           | 7/7/2023  | 11335     | Flex Fleet Rental, LLC                | 4,064.83           |
| Check           | 7/7/2023  | 11336     | Flyers Energy LLC                     | 3,985.01           |
| Check           | 7/7/2023  | 11337     | Guided Truck & Equipment              | 1,308.87           |
| Check           | 7/7/2023  | 11338     | Henry Schein, Inc                     | 2,615.34           |
| Check           | 7/7/2023  | 11339     | Hoffman Plumbing                      | 282.00             |
| Check           | 7/7/2023  | 11340     | Hunt & Sons, Inc                      | 129.92             |
| Check           | 7/7/2023  | 11341     | Kronos Incorporated                   | 25.40              |
| Check           | 7/7/2023  | 11342     | Life-Assist, Inc                      | 1,289.99           |
| Check           | 7/7/2023  | 11343     | Nevada News Group                     | 1,418.68           |
| Check           | 7/7/2023  | 11344     | NV Consulting LLC                     | 1,718.75           |
| Check           | 7/7/2023  | 11345     | NV St Dept of Business and Industry   | 288.00             |
| Check           | 7/7/2023  | 11346     | Roy Minor                             | 149.40             |
| Check           | 7/7/2023  | 11347     | Sierra Nevada Plumbing                | 130.00             |
| Check           | 7/7/2023  | 11348     | Snap-On Industrial                    | 223.11             |
| Check           | 7/7/2023  | 11349     | Town of Minden                        | 557.55             |
| Check           | 7/7/2023  | 11350     | Uniformity of Nevada LLC              | 216.00             |
| Check           | 7/7/2023  | 11351     | Zoll Data Systems, Inc                | 4,668.72           |
| Check           | 7/10/2023 | 11352     | Colbre                                | 18,279.00          |
| Record Transfer | 7/10/2023 |           | VOYA Benefit Strategies               | 49.40              |
| Check           | 7/13/2023 | 11353     | A Sign Shop                           | 50.00              |
| Check           | 7/13/2023 | 11354     | Ace Hardware                          | 628.88             |
| Check           | 7/13/2023 | 11355     | Aetna TX                              | 546.78             |
| Check           | 7/13/2023 | 11356     | Amazon Business                       | 1,357.50           |
| Check           | 7/13/2023 | 11357     | Bound Tree Medical, LLC               | 447.70             |
| Check           | 7/13/2023 | 11358     | Campana Propane                       | 155.81             |
| Check           | 7/13/2023 | 11359     | Central Sierra Construction, Inc.     | 59,945.01          |
| Check           | 7/13/2023 | 11360     | Charles Crosby                        | 13.00              |
| Check           | 7/13/2023 | 11361     | Charter Communications                | 243.98             |
| Check           | 7/13/2023 | 11362     | Cintas                                | 365.74             |
| Check           | 7/13/2023 | 11363     | Dave Taylor Appliance Service         | 196.41             |
| Check           | 7/13/2023 | 11364     | Douglas Disposal                      | 771.02             |
| Check           | 7/13/2023 | 11365     | Fire Prevention Association of Nevada | 75.00              |
| Check           | 7/13/2023 | 11366     | Flyers Energy LLC                     | 1,179.89           |
| Check           | 7/13/2023 | 11367     | Frontier Communications               | 64.99              |
| Check           | 7/13/2023 | 11368     | Gardnerville Ranchos GID              | 340.40             |
| Check           | 7/13/2023 | 11369     | Gardnerville Water Company            | 255.77             |
| Check           | 7/13/2023 | 11370     | Henry Schein, Inc                     | 1,245.12           |
| Check           | 7/13/2023 | 11371     | Hi-Tech EVS, Inc                      | 1,503.71           |
| Check           | 7/13/2023 | 11372     | Hoffman Plumbing                      | 2,265.00           |

**Company name:** East Fork Fire Protection District  
**Report name:** Payables for Prior Month  
**Created on:** 7/28/2023  
**Fund:** All Funds--All Funds

| Type            | Date      | Check No. | Payee Name                                    | Transaction Amount |
|-----------------|-----------|-----------|---|--------------------|
| Check           | 7/13/2023 | 11373     | Juan Carlos Camacho-Ramero                    | 1,147.00           |
| Check           | 7/13/2023 | 11374     | Kevin Repan                                   | 4,084.48           |
| Check           | 7/13/2023 | 11375     | Kronos Incorporated                           | 154.14             |
| Check           | 7/13/2023 | 11376     | Les Schwab Tire Centers of Nevada             | 1,616.00           |
| Check           | 7/13/2023 | 11377     | Life-Assist, Inc                              | 582.35             |
| Check           | 7/13/2023 | 11378     | Medicare Part B                               | 1,242.24           |
| Check           | 7/13/2023 | 11379     | Minden Gardnerville Sanitation District       | 1,871.14           |
| Check           | 7/13/2023 | 11380     | National Business Factors                     | 2,169.92           |
| Check           | 7/13/2023 | 11381     | Nevada RAC-DHCFP 847157                       | 144.31             |
| Check           | 7/13/2023 | 11382     | NV St Dept of Health and Human Services       | 4,073.13           |
| Check           | 7/13/2023 | 11383     | O'Reilly Auto Parts                           | 25.59              |
| Check           | 7/13/2023 | 11384     | Oshinski & Forsberg, Ltd.                     | 1,068.75           |
| Check           | 7/13/2023 | 11385     | Parts House                                   | 502.05             |
| Check           | 7/13/2023 | 11386     | Ryan Ramsdell                                 | 1,147.00           |
| Check           | 7/13/2023 | 11387     | Rylan McDougal                                | 1,147.00           |
| Check           | 7/13/2023 | 11388     | SMG Fire Consulting Group LLC                 | 13,906.50          |
| Check           | 7/13/2023 | 11389     | Town of Gardnerville                          | 60.93              |
| Check           | 7/13/2023 | 11390     | ubeo Business Services                        | 392.68             |
| Record Transfer | 7/13/2023 |           | Optum Financial                               | 79.28              |
| Record Transfer | 7/13/2023 |           | State of NV - DCP                             | 33,720.43          |
| Record Transfer | 7/13/2023 |           | State of NV - DCP                             | 1,406.98           |
| Record Transfer | 7/14/2023 |           | VOYA Benefit Strategies                       | 12,480.65          |
| Record Transfer | 7/14/2023 |           | VOYA Benefit Strategies                       | 99,250.00          |
| Record Transfer | 7/17/2023 |           | VSP   | 1,155.04           |
| Record Transfer | 7/17/2023 |           | Bank of America- Checking                     | 222.58             |
| Record Transfer | 7/18/2023 |           | Public Employees' Retirement System of Nevada | 419,333.80         |
| Record Transfer | 7/20/2023 |           | TriZetto                                      | 50.00              |
| Check           | 7/21/2023 | 11391     | Ace Hardware                                  | 76.64              |
| Check           | 7/21/2023 | 11392     | Airtec Gases                                  | 44.50              |
| Check           | 7/21/2023 | 11393     | Bound Tree Medical, LLC                       | 417.06             |
| Check           | 7/21/2023 | 11394     | Capital Ford                                  | 187.95             |
| Check           | 7/21/2023 | 11395     | Carson Valley Medical Center                  | 1,756.00           |
| Check           | 7/21/2023 | 11396     | Cintas  | 94.49              |
| Check           | 7/21/2023 | 11397     | Douglas County Utilities                      | 2,047.57           |
| Check           | 7/21/2023 | 11398     | Elaine Pace                                   | 360.00             |
| Check           | 7/21/2023 | 11399     | First Due                                     | 9,855.00           |
| Check           | 7/21/2023 | 11400     | Flyers Energy LLC                             | 1,974.35           |
| Check           | 7/21/2023 | 11401     | Government Finance Officers Association       | 150.00             |
| Check           | 7/21/2023 | 11402     | Henry Schein, Inc                             | 804.72             |
| Check           | 7/21/2023 | 11403     | Howell's Lock and Safe                        | 37.50              |
| Check           | 7/21/2023 | 11404     | Justin Grimm                                  | 350.00             |
| Check           | 7/21/2023 | 11405     | L.A. Perks Plumbing & Heating, Inc.           | 540.00             |
| Check           | 7/21/2023 | 11406     | Marty's Appliance Inc                         | 1,872.00           |
| Check           | 7/21/2023 | 11407     | Meeks Lumber                                  | 24.61              |
| Check           | 7/21/2023 | 11408     | O'Reilly Auto Parts                           | 105.09             |
| Check           | 7/21/2023 | 11409     | Public Employee's Benefits Program            | 396.91             |
| Check           | 7/21/2023 | 11410     | Reno Gazette-Journal                          | 3,365.00           |
| Check           | 7/21/2023 | 11411     | Target Solutions Learning                     | 14,295.00          |
| Check           | 7/21/2023 | 11412     | Teleflex                                      | 2,975.00           |
| Check           | 7/21/2023 | 11413     | Warren Reed Insurance                         | 53,446.00          |
| Check           | 7/21/2023 | 11414     | Waystar                                       | 999.49             |

**Company name:** East Fork Fire Protection District  
**Report name:** Payables for Prior Month  
**Created on:** 7/28/2023  
**Fund:** All Funds--All Funds

| Type            | Date      | Check No. | Payee Name                          | Transaction Amount |
|-----------------|-----------|-----------|-------------------------------------|--------------------|
| Check           | 7/21/2023 | 11415     | Xerox Corporation                   | 387.57             |
| Check           | 7/21/2023 | 11416     | ZOLL Medical Corporation            | 7,434.00           |
| Check           | 7/21/2023 | 11417     | Hi-Tech EVS, Inc                    | 4,129.81           |
| Record Transfer | 7/21/2023 |           | Standard Insurance Company          | 3,490.05           |
| Record Transfer | 7/21/2023 |           | Standard Insurance Company          | 179.07             |
| Record Transfer | 7/24/2023 |           | Pitney Bowes Lease                  | 513.39             |
| Record Transfer | 7/26/2023 |           | Bank of America CC - EF             | 17,671.12          |
| Record Transfer | 7/26/2023 |           | Bank of America CC - Visa           | 4,962.30           |
| Record Transfer | 7/26/2023 |           | PACT                                | 350,119.75         |
| Record Transfer | 7/27/2023 |           | State of NV - DCP                   | 1,560.85           |
| Record Transfer | 7/27/2023 |           | State of NV - DCP                   | 30,374.92          |
| Check           | 7/28/2023 | 11418     | 7710 Insurance                      | 72,736.00          |
| Check           | 7/28/2023 | 11419     | Ace Hardware                        | 55.57              |
| Check           | 7/28/2023 | 11420     | AT&T Mobility                       | 55.92              |
| Check           | 7/28/2023 | 11421     | Charter Communications              | 228.48             |
| Check           | 7/28/2023 | 11422     | Cintas                              | 95.01              |
| Check           | 7/28/2023 | 11423     | Colbre                              | 5,409.10           |
| Check           | 7/28/2023 | 11424     | Conway Communications               | 14,225.00          |
| Check           | 7/28/2023 | 11425     | Douglas County Treasurer            | 2.57               |
| Check           | 7/28/2023 | 11426     | Flyers Energy LLC                   | 915.88             |
| Check           | 7/28/2023 | 11427     | Frontier Communications             | 2,934.72           |
| Check           | 7/28/2023 | 11428     | Gear Wash                           | 244.89             |
| Check           | 7/28/2023 | 11429     | LN Curtis                           | 5,990.96           |
| Check           | 7/28/2023 | 11430     | Nu-Systems, Inc                     | 117.00             |
| Check           | 7/28/2023 | 11431     | O'Reilly Auto Parts                 | 844.68             |
| Check           | 7/28/2023 | 11432     | Pacific Shredding                   | 57.78              |
| Check           | 7/28/2023 | 11433     | Ryan Ramsdell                       | 1,741.15           |
| Check           | 7/28/2023 | 11434     | Siddons-Martin Emergency Group      | 462.11             |
| Check           | 7/28/2023 | 11435     | Silver State International          | 1,679.78           |
| Check           | 7/28/2023 | 11436     | Stafford Automotive                 | 392.64             |
| Check           | 7/28/2023 | 11437     | Tech Plumbing Heating & Air Inc.    | 1,195.00           |
| Check           | 7/28/2023 | 11438     | Topaz Ranch Estates GID & Water Co. | 118.50             |
| Record Transfer | 7/28/2023 |           | VOYA Benefit Strategies             | 9,945.65           |
| Record Transfer | 7/28/2023 |           | Pay Plus                            | 382.05             |

Total 137 records

Sum Total

**1,518,145.94**



**East Fork Fire Protection District**

**AGENDA ACTION SHEET**

1. **Title: For Possible Action.** Discussion and possible action to approve payroll expenses paid in July 2023 per NRS 474.210. (Kathy Lewis, CPA, CFO/Director of Finance)
2. **Recommended Motion:** Motion to approve payroll expenses paid in July 2023 per NRS 474.210.
3. **Funds Available:** Yes **Amount:** \$1,460,982.72  
**Fund Name:** General **Account Number:** Various
4. **Prepared by:** Kathy Lewis, CPA, CFO/Director of Finance
5. **Meeting Date:** August 15, 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 # 3C**

**Payroll Regi. (By Account)**  
**Board Report - Payroll Summary**

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



**Report Total**

| Pay Type     | Hrs      | Amt        | Deduction       | EE Amt    | ER Amt     | Taxes   | Amt        | Net Pay        | Amt        |
|--------------|----------|------------|-----------------|-----------|------------|---------|------------|----------------|------------|
| NVE-Reg      | 2624.50  | 59,970.42  | NVPERS Fire     | -         | 255,564.40 | FIT     | 114,740.63 | Direct Deposit | 676,953.10 |
| Regular      | 17255.00 | 559,699.25 | NVPERS Reg      | -         | 23,185.60  | MEDI    | 13,057.14  | Check          | 11,913.05  |
| WC           | 256.00   | 6,697.01   | Dist Paid Dent  | -         | 7,784.96   | SIT:CA  | 722.80     |                |            |
| Act-REG      | 52.50    | -          | Dist Paid Life  | -         | 549.60     |         | 128,520.57 |                |            |
| FTO-REG      | 408.00   | -          | Dist Paid Vis   | -         | 1,053.27   | MEDI    | 13,057.14  |                |            |
| NVE Act-REG  | -        | -          | Dist Pd Med     | -         | 135,910.71 | SUTA:NV | -          |                |            |
| NVE-ActREG   | -        | -          | Donate          | 300.00    | -          |         | 13,057.14  |                |            |
| Prec-REG     | -        | -          | HSA Acct Fee    | -         | 202.50     |         | 141,577.71 |                |            |
| FLSA         | 412.50   | 12,396.70  | HSA Fam 55      | 670.80    | -          |         |            |                |            |
| HTW          | -        | 2,250.00   | HSA Ind 55      | 691.64    | -          |         |            |                |            |
| OT           | 3248.50  | 149,412.61 | HSA Pre Farm    | 18,554.00 | 81,250.00  |         |            |                |            |
| OT-ADM       | 00.50    | 22.10      | HSA Pre Ind     | 2,024.86  | 18,000.00  |         |            |                |            |
| NVEOT        | 1413.50  | 48,972.05  | HSA Special     | 485.00    | -          |         |            |                |            |
| Act-OT       | 314.50   | 13,344.98  | 457 Reth post t | 15,397.19 | -          |         |            |                |            |
| FTO-OT       | 24.00    | 1,030.93   | 457-4%          | 38,334.65 | -          |         |            |                |            |
| NVE-ActOT    | -        | -          | 457-CU          | 9,086.39  | -          |         |            |                |            |
| C1           | 68.50    | 4,979.29   | 457Reth-CU      | 1,277.12  | -          |         |            |                |            |
| Act-C1       | -        | -          | EFC             | 1,763.06  | -          |         |            |                |            |
| RTW          | 15.00    | 837.64     | EFC2            | 461.54    | -          |         |            |                |            |
| ActInc-CB    | -        | -          | FICA Alt        | 2,967.83  | -          |         |            |                |            |
| ActInc-OT    | 314.50   | 1,334.52   | SP SPRT         | 1,912.00  | -          |         |            |                |            |
| ActInc-RTW   | -        | -          | WAWV            | 6.00      | -          |         |            |                |            |
| ActInc-Reg   | 52.50    | 150.89     | ERSF            | 9.00      | -          |         |            |                |            |
| FTOInc-Reg   | 408.00   | 1,158.99   | ERSF2           | 3.00      | -          |         |            |                |            |
| FTOInc-OT    | 24.00    | 103.09     | Union Dues      | 8,969.50  | -          |         |            |                |            |
| NVActInc-REG | -        | -          | NFT             | -         | -          |         |            |                |            |
| PrecInc-Reg  | -        | -          | Vol EE Life     | 1,172.40  | -          |         |            |                |            |
| PRInc-Reg    | 160.00   | 316.68     | Vol EE AD&D     | 233.10    | -          |         |            |                |            |
| PRInc-Reg    | 5800.00  | 9,316.43   | Vol Life Spouse | 115.26    | -          |         |            |                |            |
| PRInc-FLSA   | 156.00   | 250.68     | Vol Spouse AD&  | 32.68     | -          |         |            |                |            |
| PRInc-OT     | 1439.50  | 3,452.92   | Vol Child Life  | 16.00     | -          |         |            |                |            |
| PRInc-CB     | 68.50    | 230.35     | Vol Child AD&D  | 2.94      | -          |         |            |                |            |
| PRInc-RTW    | -        | -          | Vol Acc         | 636.94    | -          |         |            |                |            |
| HazInc-Reg   | 2624.00  | 2,730.68   | Vol LTD         | 1,256.32  | -          |         |            |                |            |
| HazInc-FLSA  | 66.00    | 67.80      | Vol-A-AOC       | 102.58    | -          |         |            |                |            |
| HazInc-OT    | 472.00   | 726.30     | Vol-A-CanPro    | 274.56    | -          |         |            |                |            |

--More--





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

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

Report Total

# of BE's - 109 / # of Statements - 213

| Pay Type    | Mrs     | Amt       | Deduction      | EE Amt            | ER Amt            | Taxes | Amt | Net Pay | Amt |
|-------------|---------|-----------|----------------|-------------------|-------------------|-------|-----|---------|-----|
| HazInc-CB   | -       | -         | Vol-A-CIT      | 41.22             | -                 | -     | -   | -       | -   |
| HazInc-RTW  | -       | -         | Vol-A-HOSP     | 106.74            | -                 | -     | -   | -       | -   |
| TSInc-Reg   | 672.00  | 2,790.60  | Vol-A-STD      | 401.71            | -                 | -     | -   | -       | -   |
| TSInc-FLSA  | 18.00   | 74.76     | Vol-A-TL       | -170.21           | -                 | -     | -   | -       | -   |
| TSInc-OT    | 205.00  | 1,276.98  | <b>Totals:</b> | <b>107,037.82</b> | <b>523,501.04</b> |       |     |         |     |
| TSInc-CB    | 58.50   | 485.87    |                |                   |                   |       |     |         |     |
| AsInc-Reg   | 2000.00 | 2,654.88  |                |                   |                   |       |     |         |     |
| AsInc-FLSA  | 52.50   | 88.86     |                |                   |                   |       |     |         |     |
| AsInc-OT    | 607.00  | 1,719.70  |                |                   |                   |       |     |         |     |
| AsInc-CB    | 24.00   | 41.53     |                |                   |                   |       |     |         |     |
| WidInc-Reg  | 448.00  | 416.80    |                |                   |                   |       |     |         |     |
| WidInc-FLSA | 12.00   | 11.20     |                |                   |                   |       |     |         |     |
| WidInc-OT   | 106.00  | 147.93    |                |                   |                   |       |     |         |     |
| WidInc-CB   | -       | -         |                |                   |                   |       |     |         |     |
| AV          | 302.50  | 11,342.47 |                |                   |                   |       |     |         |     |
| ALLU        | 09.00   | 558.13    |                |                   |                   |       |     |         |     |
| AS          | 138.37  | 4,794.11  |                |                   |                   |       |     |         |     |
| CU          | 72.50   | 1,843.37  |                |                   |                   |       |     |         |     |
| POU         | 18.00   | -         |                |                   |                   |       |     |         |     |
| PDU 40      | -       | -         |                |                   |                   |       |     |         |     |
| CLE         | 77.00   | -         |                |                   |                   |       |     |         |     |
| CLE-SC      | -       | -         |                |                   |                   |       |     |         |     |
| CLE-OPT     | 72.00   | -         |                |                   |                   |       |     |         |     |
| CLE-ENG     | 150.00  | -         |                |                   |                   |       |     |         |     |
| CLE-FF      | 136.50  | -         |                |                   |                   |       |     |         |     |
| CLE-Force   | 228.00  | -         |                |                   |                   |       |     |         |     |
| MSC COMP    | 09.50   | -         |                |                   |                   |       |     |         |     |
| NVE-CLE     | 65.50   | -         |                |                   |                   |       |     |         |     |
| H-Work      | 42.00   | 2,751.20  |                |                   |                   |       |     |         |     |
| HSP         | -       | -         |                |                   |                   |       |     |         |     |
| Holiday     | 144.00  | 6,587.88  |                |                   |                   |       |     |         |     |
| AsInc-HSP   | -       | -         |                |                   |                   |       |     |         |     |
| HazInc-HSP  | -       | -         |                |                   |                   |       |     |         |     |
| PrInc-HSP   | -       | -         |                |                   |                   |       |     |         |     |
| TSInc-HSP   | -       | -         |                |                   |                   |       |     |         |     |
| WidInc-HSP  | -       | -         |                |                   |                   |       |     |         |     |

--More--





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

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

**Report Total**

# of EE's - 109 / # of Statements - 213

| Pay Type       | Hrs             | Amt        | Deduction         | EE Amt | ER Amt | Taxes | Amt | Net Pay | Amt |
|----------------|-----------------|------------|-------------------|--------|--------|-------|-----|---------|-----|
| LWOP           | 30.63           | -          | -                 | -      | -      | -     | -   | -       | -   |
| Sick Used      | 706.50          | -          | -                 | -      | -      | -     | -   | -       | -   |
| VU             | 1295.00         | -          | -                 | -      | -      | -     | -   | -       | -   |
| CLU-56         | 60.00           | -          | -                 | -      | -      | -     | -   | -       | -   |
| CLU-56-30      | 502.50          | -          | -                 | -      | -      | -     | -   | -       | -   |
| CLU-56-30      | 104.50          | -          | -                 | -      | -      | -     | -   | -       | -   |
| CLU-56-SI      | 108.00          | -          | -                 | -      | -      | -     | -   | -       | -   |
| USFO           | -               | -          | -                 | -      | -      | -     | -   | -       | -   |
| UN             | -               | -          | -                 | -      | -      | -     | -   | -       | -   |
| SS             | -               | 612.95     | -                 | -      | -      | -     | -   | -       | -   |
| Comp Pay       | -               | -          | -                 | -      | -      | -     | -   | -       | -   |
| VS             | -               | 3,719.87   | -                 | -      | -      | -     | -   | -       | -   |
| VacBB          | -               | -          | -                 | -      | -      | -     | -   | -       | -   |
| CPS            | -               | 395.00     | -                 | -      | -      | -     | -   | -       | -   |
| UP             | -               | -          | -                 | -      | -      | -     | -   | -       | -   |
| Board PERS     | -               | -          | -                 | -      | -      | -     | -   | -       | -   |
| Board Non      | -               | 600.00     | -                 | -      | -      | -     | -   | -       | -   |
| Admin Used     | -               | 900.00     | -                 | -      | -      | -     | -   | -       | -   |
| MIS INC        | -               | -          | -                 | -      | -      | -     | -   | -       | -   |
| RET-NON-PERS   | -               | 78.73      | -                 | -      | -      | -     | -   | -       | -   |
| RET-PERS       | -               | 1,099.41   | -                 | -      | -      | -     | -   | -       | -   |
| PERS Wages     | -               | 682,116.24 | -                 | -      | -      | -     | -   | -       | -   |
| PERS Cont      | -               | 278,750.00 | -                 | -      | -      | -     | -   | -       | -   |
| <b>Totals:</b> | <b>42128.87</b> |            | <b>924,424.54</b> |        |        |       |     |         |     |

**Total District Liability for Payroll:**  
 Earnings \$ 924,424.54  
 Employer Deductions: \$ 523,501.04  
 Employer Taxes: \$ 13,057.14  
**Total \$1,460,982.72**



**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 July 2023 per NRS 474.210. (Kathy Lewis, CPA, CFO/Director of Finance)
  
2. **Recommended Motion:** Motion to approve the Procurement Card Transactions paid in July 2023 per NRS 474.210.
  
3. **Funds Available:** Yes **Amount:** \$26,640.40  
  
**Fund Name:** General **Account Number:** Various
  
4. **Prepared by:** Kathy Lewis, CPA, CFO/Director of Finance
  
5. **Meeting Date:** August 15, 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:**  

|  |  |
|--|--|
| <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 # 3D**

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

|                |           |                   |                         |    |          |
|----------------|-----------|-------------------|-------------------------|----|----------|
| * BofA CC - EF | 7/1/2023  | KEVIN REPAN       | ALPINE SINCLAIR         | \$ | 164.63   |
| BofA CC - EF   | 7/1/2023  | JESSE FRY         | MAVERIK #460            | \$ | 49.79    |
| BofA CC - EF   | 7/2/2023  | JEFF JAMES        | AMZN MKTP US*B59M84UD3  | \$ | 56.97    |
| BofA CC - EF   | 7/2/2023  | JESSE TSCHETTER   | SMITHS FOOD #4389       | \$ | 901.66   |
| * BofA CC - EF | 7/4/2023  | KEVIN REPAN       | ALPINE SINCLAIR         | \$ | 128.38   |
| BofA CC - EF   | 7/5/2023  | LARRY GOSS        | SUPER BURRITO MINDEN    | \$ | 110.43   |
| BofA CC - EF   | 7/5/2023  | JAMES T CONNELLY  | O'REILLY AUTO PARTS 32  | \$ | 50.60    |
| BofA CC - EF   | 7/5/2023  | ACCOUNTS PAYABLE  | WWW.1AND1.COM           | \$ | 14.00    |
| BofA CC - EF   | 7/5/2023  | TROY VALENZUELA   | TWILIO INC              | \$ | 40.12    |
| BofA CC - EF   | 7/5/2023  | JESSE FRY         | WAL-MART #5864          | \$ | 72.77    |
| BofA CC - EF   | 7/5/2023  | JESSE FRY         | SMITHS FOOD #4389       | \$ | 50.89    |
| BofA CC - EF   | 7/5/2023  | JESSE FRY         | SPORTSMANS WAREHOUSE 2  | \$ | 317.93   |
| BofA CC - EF   | 7/5/2023  | JESSE TSCHETTER   | SPORTSMANS WAREHOUSE 2  | \$ | 327.00   |
| BofA CC - EF   | 7/6/2023  | ERICA AMATORE     | GENUINE PARTS 4386117   | \$ | 50.24    |
| BofA CC - EF   | 7/6/2023  | JESSE FRY         | SMITHS FOOD #4389       | \$ | 45.61    |
| BofA CC - EF   | 7/6/2023  | JESSE FRY         | MAVERIK #460            | \$ | 53.48    |
| BofA CC - EF   | 7/6/2023  | ERICA AMATORE     | PAYPAL *APPLIANCEPA     | \$ | 43.54    |
| BofA CC - EF   | 7/6/2023  | JESSE FRY         | HOMEDEPOT.COM           | \$ | 776.48   |
| * BofA CC - EF | 7/7/2023  | KEVIN REPAN       | ARCO #470181            | \$ | 176.27   |
| * BofA CC - EF | 7/7/2023  | KEVIN REPAN       | SPEEDWAY 1478           | \$ | 167.47   |
| BofA CC - EF   | 7/7/2023  | ERICA AMATORE     | USPS PO 3158400423      | \$ | 63.00    |
| BofA CC - EF   | 7/8/2023  | ACCOUNTS PAYABLE  | DTV*DIRECTV SERVICE     | \$ | 162.98   |
| BofA CC - EF   | 7/8/2023  | ACCOUNTS PAYABLE  | Spectrum                | \$ | 1,077.78 |
| BofA CC - EF   | 7/9/2023  | ACCOUNTS PAYABLE  | FEDEX69844117           | \$ | 18.12    |
| BofA CC - EF   | 7/9/2023  | JESSE TSCHETTER   | SMITHS FOOD #4389       | \$ | 212.11   |
| BofA CC - EF   | 7/9/2023  | JESSE TSCHETTER   | WM SUPERCENTER #5864    | \$ | 776.65   |
| BofA CC - EF   | 7/10/2023 | JOHN BRAWLEY      | APPLE.COM/BILL          | \$ | 4.99     |
| BofA CC - EF   | 7/10/2023 | BRIAN NELSON      | BORDERTOWN CASINO - RE  | \$ | 72.00    |
| BofA CC - EF   | 7/10/2023 | PATRICK MOONEYHAN | EVOLUTION CAR WASH      | \$ | 12.00    |
| BofA CC - EF   | 7/10/2023 | JESSE TSCHETTER   | KIMS DONUT LLC          | \$ | 41.07    |
| BofA CC - EF   | 7/10/2023 | TROY VALENZUELA   | THE HOME DEPOT #3312    | \$ | 142.94   |
| BofA CC - EF   | 7/10/2023 | DUSTIN WEISZ      | FIRE LINE               | \$ | 291.72   |
| BofA CC - EF   | 7/11/2023 | PAUL AZEVEDO      | PAYPAL *INTERNATION     | \$ | 400.00   |
| BofA CC - EF   | 7/11/2023 | LARRY GOSS        | NV EMERGENCY MED SVC    | \$ | 100.00   |
| BofA CC - EF   | 7/11/2023 | DUSTIN WEISZ      | ASE TEST FEES           | \$ | 140.00   |
| BofA CC - EF   | 7/11/2023 | JESSE TSCHETTER   | MAVERIK #460            | \$ | 55.15    |
| BofA CC - EF   | 7/11/2023 | HOLLY MEGEE       | DOUGLAS COUNTY RECORDER | \$ | 160.00   |
| BofA CC - EF   | 7/11/2023 | HOLLY MEGEE       | GOVOLUTION * SERVICE F  | \$ | 4.00     |
| BofA CC - EF   | 7/11/2023 | TROY VALENZUELA   | THE HOME DEPOT #3312    | \$ | 233.24   |
| BofA CC - EF   | 7/12/2023 | JESSE FRY         | WAL-MART #1648          | \$ | 68.61    |
| BofA CC - EF   | 7/12/2023 | JESSE FRY         | SPORTSMANS WAREHOUSE 2  | \$ | 358.83   |
| BofA CC - EF   | 7/12/2023 | JESSE FRY         | MAVERIK #460            | \$ | 26.16    |
| BofA CC - EF   | 7/12/2023 | JESSE TSCHETTER   | WAL-MART #5864          | \$ | 148.08   |
| BofA CC - EF   | 7/12/2023 | TROY VALENZUELA   | THE HOME DEPOT #3312    | \$ | 619.31   |
| BofA CC - EF   | 7/13/2023 | JESSE FRY         | SMITHS FOOD #4389       | \$ | 45.03    |
| BofA CC - EF   | 7/14/2023 | LARRY GOSS        | PORT OF SUBS 0061       | \$ | 70.38    |
| BofA CC - EF   | 7/14/2023 | TROY VALENZUELA   | CAPITAL CITY LIQUIDATO  | \$ | 550.00   |
| BofA CC - EF   | 7/15/2023 | JESSE FRY         | TARGET 00012393         | \$ | 30.84    |
| BofA CC - EF   | 7/15/2023 | JESSE FRY         | THE HOME DEPOT #3312    | \$ | 58.54    |
| * BofA CC - EF | 7/16/2023 | PAUL AZEVEDO      | PILOT 00002006          | \$ | 99.40    |

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

|                |           |                    |                         |    |          |
|----------------|-----------|--------------------|-------------------------|----|----------|
| * BofA CC - EF | 7/16/2023 | PAUL AZEVEDO       | MCDONALD'S F25417       | \$ | 46.19    |
| BofA CC - EF   | 7/16/2023 | TROY VALENZUELA    | TRACTOR SUPPLY CO #182  | \$ | 99.98    |
| BofA CC - EF   | 7/16/2023 | JESSE TSCHETTER    | SMITHS FOOD #4389       | \$ | 1,152.47 |
| BofA CC - EF   | 7/16/2023 | JESSE TSCHETTER    | WAL-MART #5864          | \$ | 55.32    |
| BofA CC - EF   | 7/16/2023 | JESSE TSCHETTER    | WM SUPERCENTER #5864    | \$ | 43.72    |
| BofA CC - EF   | 7/16/2023 | JESSE TSCHETTER    | MAVERIK #460            | \$ | 52.92    |
| * BofA CC - EF | 7/16/2023 | PAUL AZEVEDO       | SPEEDWAY 1478           | \$ | 117.02   |
| BofA CC - EF   | 7/16/2023 | JESSE TSCHETTER    | JOHNSON LANE GENERAL S  | \$ | 12.28    |
| BofA CC - EF   | 7/16/2023 | JESSE TSCHETTER    | THE HOME DEPOT #3312    | \$ | 213.11   |
| BofA CC - EF   | 7/17/2023 | BROOK ENOS         | EVOLUTION CAR WASH      | \$ | 21.00    |
| BofA CC - EF   | 7/17/2023 | TROY VALENZUELA    | TWILIO INC              | \$ | 40.01    |
| * BofA CC - EF | 7/17/2023 | PAUL AZEVEDO       | BASS PRO STORE RANCHO   | \$ | 169.97   |
| * BofA CC - EF | 7/18/2023 | PAUL AZEVEDO       | SPEEDWAY 1478           | \$ | 176.05   |
| BofA CC - EF   | 7/18/2023 | DENNIS COTE        | THE HOME DEPOT #3312    | \$ | 33.78    |
| BofA CC - EF   | 7/18/2023 | HOLLY MEGEE        | DOUGLAS COUNTY RECORDER | \$ | 40.00    |
| BofA CC - EF   | 7/18/2023 | HOLLY MEGEE        | GOVOLUTION * SERVICE F  | \$ | 2.00     |
| BofA CC - EF   | 7/19/2023 | SCOTT GORGON       | DMI* DELL SM BUS        | \$ | 1,167.81 |
| * BofA CC - EF | 7/19/2023 | PAUL AZEVEDO       | TST* SCHATTS ROADHOUSE  | \$ | 97.12    |
| BofA CC - EF   | 7/20/2023 | LISA OWEN          | ABBY JOS CAFE GIRASOLE  | \$ | 176.90   |
| BofA CC - EF   | 7/20/2023 | NICK SUMMERS       | WM SUPERCENTER #5864    | \$ | 224.87   |
| BofA CC - EF   | 7/20/2023 | NICK SUMMERS       | TRACTOR SUPPLY CO #182  | \$ | 13.98    |
| * BofA CC - EF | 7/21/2023 | AARON GHYSELS      | MAVERIK #610            | \$ | 50.03    |
| BofA CC - EF   | 7/21/2023 | PATRICK MOONEYHAN  | SHARKEY S CASINO        | \$ | 216.71   |
| BofA CC - EF   | 7/22/2023 | JESSE FRY          | THE HOME DEPOT #3312    | \$ | 99.54    |
| BofA CC - EF   | 7/23/2023 | ACCOUNTS PAYABLE   | WWW.1AND1.COM           | \$ | 212.00   |
| BofA CC - EF   | 7/23/2023 | JESSE TSCHETTER    | THE HOME DEPOT #3312    | \$ | 149.77   |
| BofA CC - EF   | 7/24/2023 | ACCOUNTS PAYABLE   | FEDEX69940631           | \$ | 10.99    |
| BofA CC - EF   | 7/24/2023 | SKY DWINELL        | BLINDS.COM #2150        | \$ | 492.45   |
| BofA CC - EF   | 7/24/2023 | JESSE TSCHETTER    | TRACTOR SUPPLY CO #182  | \$ | 159.97   |
| * BofA CC - EF | 7/25/2023 | AARON GHYSELS      | MAVERIK #522            | \$ | 84.10    |
| BofA CC - EF   | 7/25/2023 | JESSE TSCHETTER    | AMZN Mktp US*T64A31HSO  | \$ | 76.80    |
| BofA CC - EF   | 7/25/2023 | JESSE TSCHETTER    | AMZN MKTP US*MD9PS4RE3  | \$ | 137.04   |
| * BofA CC - EF | 7/25/2023 | AARON GHYSELS      | MAVERIK #610            | \$ | 48.87    |
| BofA CC - EF   | 7/25/2023 | JESSE TSCHETTER    | THE HOME DEPOT #3312    | \$ | 61.33    |
| BofA CC - EF   | 7/25/2023 | JESSE TSCHETTER    | THE HOME DEPOT #3312    | \$ | 43.90    |
| * BofA CC - EF | 7/26/2023 | AARON GHYSELS      | RESIDENCE INN BOISE     | \$ | 664.44   |
| BofA CC - EF   | 7/27/2023 | ACCOUNTS PAYABLE   | DTV*DIRECTV SERVICE     | \$ | 118.12   |
| * BofA CC - EF | 7/27/2023 | KEVIN MAY          | AIRBNB HMQ38E9WN8       | \$ | 793.12   |
| * BofA CC - EF | 7/27/2023 | SKY DWINELL        | ALASKA A 0272342348248  | \$ | 130.00   |
| * BofA CC - EF | 7/27/2023 | LARRY GOSS         | TONOPAH STATION         | \$ | 89.93    |
| * BofA CC - EF | 7/28/2023 | LARRY GOSS         | TEXACO 0305887          | \$ | 63.52    |
| * BofA CC - EF | 7/28/2023 | LARRY GOSS         | STAGESTOPCAFE           | \$ | 19.14    |
| * BofA CC - EF | 7/28/2023 | LARRY GOSS         | APACHE MINUTE MART      | \$ | 73.46    |
| * BofA CC - EF | 7/28/2023 | LARRY GOSS         | MAVERIK #471            | \$ | 74.57    |
| * BofA CC - EF | 7/28/2023 | LARRY GOSS         | ELCHARROBEERSHOWLOW     | \$ | 25.97    |
| BofA CC - EF   | 7/28/2023 | PATRICK MOONEYHAN  | EVOLUTION CAR WASH      | \$ | 12.00    |
| * BofA CC - EF | 7/28/2023 | EFFPD 1            | EXXON TIOGA PASS GAS M  | \$ | 175.00   |
| * BofA CC - EF | 7/29/2023 | JOHN BRAWLEY       | ALASKA A 0272342447762  | \$ | 70.00    |
| BofA CC - EF   | 7/29/2023 | ANDREW CHRZANOWSKI | TRACTOR SUPPLY CO #182  | \$ | 26.67    |
| * BofA CC - EF | 7/29/2023 | SKY DWINELL        | CANDLEWOOD SUITES FAIR  | \$ | 251.37   |

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

|                |           |                 |                        |    |                  |
|----------------|-----------|-----------------|------------------------|----|------------------|
| * BofA CC - EF | 7/29/2023 | LARRY GOSS      | WM SUPERCENTER #1230   | \$ | 14.99            |
| * BofA CC - EF | 7/29/2023 | LARRY GOSS      | HOLIDAY INN EXPRESS    | \$ | 141.98           |
| * BofA CC - EF | 7/29/2023 | BRIAN NELSON    | ALASKA A 0272342449694 | \$ | 70.00            |
| BofA CC - EF   | 7/29/2023 | TROY VALENZUELA | TWILIO INC             | \$ | 40.05            |
| * BofA CC - EF | 7/29/2023 | KEVIN MAY       | AIRBNB HMEDYFSQBS      | \$ | 1,062.44         |
| * BofA CC - EF | 7/29/2023 | KEVIN MAY       | AIRBNB HM32BD8N2D      | \$ | 2,040.20         |
| * BofA CC - EF | 7/29/2023 | KEVIN MAY       | EXXON TIOGA PASS GAS M | \$ | 19.00            |
| * BofA CC - EF | 7/29/2023 | EFFPD 1         | EXXON TIOGA PASS GAS M | \$ | 175.00           |
| * BofA CC - EF | 7/29/2023 | EFFPD 2         | AVIS ALASKA - 6450 AIR | \$ | 2,040.31         |
| BofA CC - EF   | 7/29/2023 | JESSE FRY       | THE HOME DEPOT #3312   | \$ | 94.42            |
|                |           |                 |                        | \$ | <u>23,726.89</u> |
| BofA CC - VISA | 7/5/2023  | EFFPD 5         | COSTCO WHSE #0127      | \$ | 819.57           |
| BofA CC - VISA | 7/11/2023 | VINCE WEAVER    | COSTCO WHSE #0127      | \$ | 599.97           |
| BofA CC - VISA | 7/12/2023 | EFFPD 5         | COSTCO WHSE #0127      | \$ | 881.74           |
| BofA CC - VISA | 7/14/2023 | VINCE WEAVER    | COSTCO WHSE #0127      | \$ | 188.70           |
| BofA CC - VISA | 7/19/2023 | TONI BRAGA      | WM SUPERCENTER #5864   | \$ | 205.09           |
| BofA CC - VISA | 7/26/2023 | VINCE WEAVER    | COSTCO WHSE #0127      | \$ | 218.44           |
|                |           |                 |                        | \$ | <u>2,913.51</u>  |
|                |           |                 | GRAND TOTAL            | \$ | 26,640.40        |

\* Indicates charges for employees being deployed as a fire resource and will be reimbursed.



**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 June 2023 in the amount of \$138,887.94. (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 June 2023 in the amount of \$138,887.94.
  
3. **Financial Impact:** NA **Amount:** \$138,887.94  
**Fund Name:** NA **Account Number:** NA
  
4. **Prepared by:** Kathy Lewis, CPA, CFO/Director of Finance
  
5. **Meeting Date:** August 15, 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 June 2023. These write-offs total \$138,887.94 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    |  |

# Credit As Type Summary Report (Deposit Date)

Deposit Date IS BETWEEN 06/01/2023 AND 06/30/2023; 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

## .ST FORK FIRE PROTECTION DISTRICT

| <u>Credit Type/Credit Code</u> | <u>Count</u> | <u>Dollars</u>       |
|--------------------------------|--------------|----------------------|
| <b>Writeoffs</b>               |              |                      |
| W/OFF BAD DEBT                 | 2            | 16.45                |
| W/OFF BAD DEBT - DECEASED      | 4            | 1,189.78             |
| W/OFF HARDSHIP                 | 2            | 2,052.86             |
| W/OFF REDUCTION/DISCOUNT       | 5            | 1,037.24             |
| W/OFF SIERRA SAVER MBRSHIP     | 12           | 11,753.93            |
| W/OFF SENT TO COLLECTIONS      | 138          | 122,837.68           |
| <b>Totals For Type</b>         | <b>163</b>   | <b>\$ 138,887.94</b> |

## Company Totals

**163**      **\$ 138,887.94**

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

|  | July             | Aug              | Sept             | Oct              | Nov              | Dec              | Jan              | Feb              | March           | April            | May              | June              | YTD               |
|--|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|-----------------|------------------|------------------|-------------------|-------------------|
| <b>Total Billed</b>                    | 886,422.91       | 798,637.72       | 785,151.75       | 757,399.34       | 794,665.18       | 961,650.91       | 942,451.69       | 633,839.08       | 760,762.83      | 690,529.22       | 817,750.62       | 783,615.74        | 9,612,876.99      |
| <b>Credit Type/Credit Code</b>         |                  |                  |                  |                  |                  |                  |                  |                  |                 |                  |                  |                   |                   |
| W/OFF Bad Debt                         | 0.01             | 0.08             | 300.00           |                  | 7.00             | 1.44             | 6.56             |                  | (0.02)          | 5,200.54         | 18.04            | 16.45             | 5,550.10          |
| 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)       | 529.33          | 4,846.49         | 184.48           | 1,189.78          | 53,793.76         |
| W/OFF Bankruptcy                       |                  |                  |                  |                  | 135.00           |                  |                  |                  | 233.00          |                  |                  |                   | 368.00            |
| W/OFF Reduction Discount               | 394.97           | 530.47           | 582.12           | 252.22           | 1,048.29         | 595.19           | 1,006.69         | 1,675.60         | 3,930.37        | (216.40)         | 1,353.19         | 1,037.24          | 12,189.95         |
| W/OFF Carson City SS Membership        | 418.28           | 578.88           |                  |                  | 470.81           |                  | 1,167.90         |                  | 456.20          |                  | 200.00           |                   | 2,124.17          |
| W/OFF Lyon County SS Membership        | 1,022.67         | 2,430.77         | 1,212.83         | 7,429.31         | 3,458.28         | 6,442.13         | 5,653.58         | 4,566.80         | 1,553.80        | 5,120.40         | 2,790.33         | 11,753.93         | 53,435.43         |
| W/OFF Sierra Saver Membership          |                  |                  |                  |                  | 325.00           |                  |                  |                  | 532.86          |                  | 447.43           |                   | 1,305.29          |
| W/OFF SS Volunteer Membership          |                  |                  |                  |                  | 1,505.19         |                  | 4,398.57         | (1,488.49)       |                 |                  | 1,586.53         |                   | 10,548.22         |
| W/OFF SS Employee Membership           |                  | 326.13           | 4,200.29         |                  |                  |                  | 451.33           |                  | 446.14          |                  |                  | 2,052.66          | 7,071.01          |
| W/OFF Hardship                         |                  | 3,643.45         | 477.23           |                  |                  |                  |                  |                  |                 |                  |                  |                   | 4,120.68          |
| 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        | (4,598.64)      | 29,245.08        | 70,535.52        | 122,837.68        | 498,323.28        |
| <b>Total</b>                           | <b>40,392.49</b> | <b>59,096.11</b> | <b>31,276.87</b> | <b>36,548.63</b> | <b>49,685.26</b> | <b>42,394.43</b> | <b>59,360.75</b> | <b>64,745.76</b> | <b>3,083.04</b> | <b>44,196.11</b> | <b>77,115.52</b> | <b>138,887.94</b> | <b>646,782.92</b> |
| <b>Percentage of W/OFF to Billings</b> | <b>4.56%</b>     | <b>7.40%</b>     | <b>3.98%</b>     | <b>4.83%</b>     | <b>6.25%</b>     | <b>4.41%</b>     | <b>6.30%</b>     | <b>10.21%</b>    | <b>0.41%</b>    | <b>6.40%</b>     | <b>9.43%</b>     | <b>17.72%</b>     | <b>6.73%</b>      |
| <b>Total Billed Calls</b>              | <b>410</b>       | <b>372</b>       | <b>364</b>       | <b>369</b>       | <b>387</b>       | <b>464</b>       | <b>439</b>       | <b>311</b>       | <b>363</b>      | <b>320</b>       | <b>373</b>       | <b>358</b>        | <b>4530</b>       |

**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 May 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 May 2023.
  
3. **Funds Available:** NA **Amount:** \$176,847.01  
  
**Fund Name:** General **Account Number:** 335.001
  
4. **Prepared by:** Kathy Lewis, CPA, CFO/Director of Finance
  
5. **Meeting Date:** August 15, 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:**

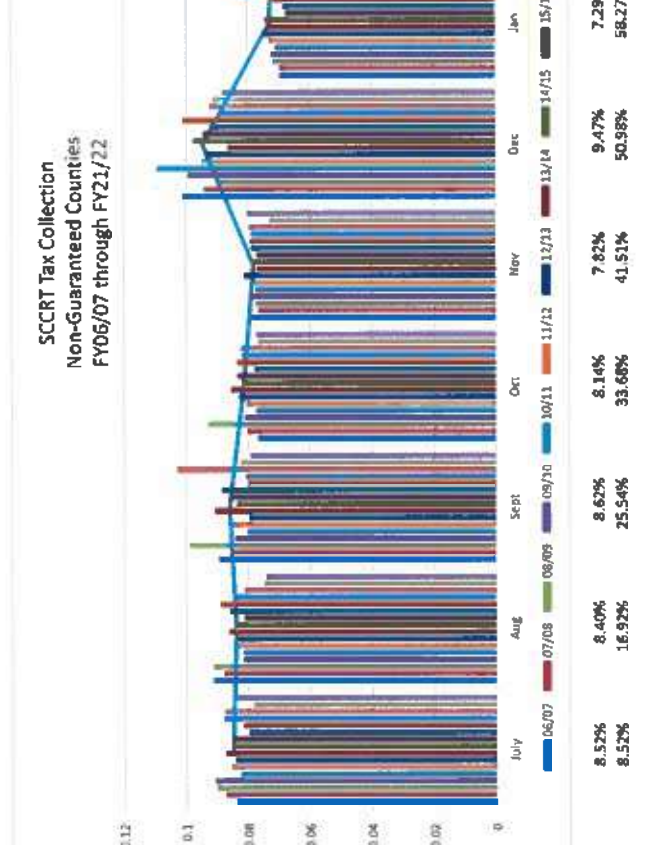
|                |                                   |
|----------------|-----------------------------------|
| _____ Approved | _____ Approved with Modifications |
| _____ Denied   | _____ Deferred                    |
| _____ Other    |                                   |

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

% of year: 91.67%

|                                  | Actual       |              |              |              |              |              |              |              |              |              |              |      | % Collected   |        |
|----------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|------|---------------|--------|
|                                  | July         | August       | September    | October      | November     | December     | January      | February     | March        | April        | May          | June | Total         |        |
| 2022-23 Budget                   |              |              |              |              |              |              |              |              |              |              |              |      |               |        |
| BCCRT                            | 489,103.56   | 481,020.18   | 479,179.88   | 451,625.44   | 419,590.90   | 495,128.36   | 391,665.17   | 366,366.26   | 497,217.19   | 391,738.43   | 428,043.98   | -    | 4,890,680.95  | 95.04% |
| SCCRT                            | 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 | 1,198,890.21 | 1,431,117.74 | 1,279,184.22 | 1,414,063.10 | -    | 16,130,633.63 | 87.85% |
| CIGARETTE                        | 10,118.49    | 13,467.90    | 9,224.42     | 9,365.71     | 11,726.44    | 10,118.49    | 7,921.24     | 7,671.87     | 11,632.34    | 10,118.49    | 12,322.74    | -    | 113,687.53    | 85.12% |
| LIQUOR                           | 6,016.31     | 6,593.63     | 6,021.48     | 5,926.52     | 4,771.21     | 6,429.35     | 4,996.49     | 4,790.27     | 6,312.35     | 4,709.38     | 6,364.27     | -    | 62,931.26     | 96.16% |
| RPTT **                          | 1,895,900    |              | 302,128.76   |              |              | 261,936.95   |              |              | 175,926.85   |              |              |      | 789,992.56    | 39.03% |
| GST                              | 295,674.80   | 319,583.96   | 301,881.69   | 313,377.70   | 313,184.64   | 280,393.61   | 296,640.54   | 244,825.21   | 315,112.45   | 274,405.59   | 298,893.88   | -    | 3,253,974.07  | 84.13% |
| TOTAL                            | 2,492,815.92 | 2,473,052.47 | 2,740,253.07 | 2,283,288.52 | 2,134,048.69 | 2,692,691.02 | 1,996,097.89 | 1,822,533.82 | 2,377,318.92 | 1,960,156.11 | 2,159,707.97 | -    | 25,131,899.40 | 85.46% |
| EFFPD Share                      |              |              |              |              |              |              |              |              |              |              |              |      |               |        |
| Avg Monthly Payment              | 2,417,640    |              |              |              |              |              |              |              |              |              |              |      |               |        |
| Actual Payment                   | 205,046.59   | 209,371.55   | 226,017.99   | 187,288.21   | 174,685.65   | 221,935.20   | 163,068.32   | 148,451.34   | 195,173.47   | 160,041.42   | 176,847.01   | -    | 2,061,926.75  | 85.29% |
| EFFPD Share of Total Collections | 8.23%        | 8.22%        | 8.25%        | 8.20%        | 8.19%        | 8.24%        | 8.17%        | 8.15%        | 8.21%        | 8.16%        | 8.19%        | -    | 8.20%         |        |
| Over/(Under) Average             | 3,576.60     | 1,901.56     | 24,548.00    | (14,181.78)  | (26,784.34)  | 20,465.21    | (38,401.67)  | (53,018.65)  | (6,296.52)   | (41,428.57)  | (24,622.98)  | -    | (154,243.14)  |        |

\*\* RPTT collected and remitted quarterly



East Fork Fire Protection District

AGENDA ACTION SHEET

1. **Title: 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.
  
2. **Recommended Motion:** 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.
  
3. **Funds Available:** Yes **Amount:** \$601,800.00  
**Fund Name:** Capital Improvement **Account Number:** 650-251-564-200
  
4. **Prepared by:** Tod F. Carlini, District Fire Chief
  
5. **Meeting Date:** August 15, 2023 **Time Required:** 10 minutes
  
6. **Agenda:** Administrative Agenda
  
7. **Background Information:** For the past four years, the East Fork Fire Protection District has attempted to construct a dedicated training prop for structural firefighter training. Plans and specifications for both the civil work and actual erection and fabrication work were completed by R.O. Anderson Engineers and Three Castles Engineering respectively, three years ago. The project has been approved and permitted by Douglas County. The project was shelved during the COVID 19 Pandemic due to unknown revenue impacts. The shipping containers necessary for the project were purchased last year and are on site. The project is currently funded at \$412,500. Currently, the District has billed over \$400,000 in off-district response and has another \$89,000 to be reimbursed through a Public Assistance Grant (FEMA) for the cost of the flood event last winter. Of those billable/grant reimbursement funds, \$249,000 will be available as additional and uncommitted revenue. The project funding shortfall is \$189,800 based on the lowest bid. The uncommitted revenue can be brought forward in a December (2023) or January (2024) meeting with an augmentation.

The public bid process was advertised and conducted under Nevada Revised Statutes. The following contracting companies provided bids on the project, including an Alternate (Repelling Platform)

|                              |                  |                     |
|------------------------------|------------------|---------------------|
| Z7 Development               | Base Bid:        | \$648,268.00        |
|                              | Alternate:       | \$ 30,625.00        |
| Group West Construction      | Base Bid:        | \$608,600.00        |
|                              | Alternate:       | \$102,000.00        |
| <b>Simerson Construction</b> | <b>Base Bid:</b> | <b>\$601,800.00</b> |
|                              | Alternate:       | \$108,000.00        |
| Houston Smith Construction   | Base Bid:        | \$640,700.00        |
|                              | Alternate:       | \$ 80,900.00        |
| Central Sierra Construction  | Base Bid:        | \$704,400.00        |
|                              | Alternate:       | \$ 97,750.00        |

After review of all bid proposals, the District Administration is recommending the project be awarded to Simerson Construction for the Base Bid amount of \$601,800. It is estimated the project will be completed within the allocated 120-day time-period. Simerson Construction's bid is in compliance with the Bid Documents, and they have posted the necessary bonding.

The Alternate Bid Item is the repelling platform. Due to the modular design, this option can be considered in next year's budget and is not recommended for funding and award at this time.

8. **Reviewed by:**

District Fire Chief  
 Legal Counsel

Board President  
 Other

9. **Board Action:**

Approved  
 Denied  
 Other

Approved with Modifications  
 Deferred

**Agenda Item # 4**

**BID FORM**

**PROJECT IDENTIFICATION:** Training Prop Project

**THIS BID IS SUBMITTED TO:** East Fork Fire Protection District  
1694 County Road  
Minden, Nevada 89423

- 1.01 The undersigned BIDDER proposes and agrees, if this Bid is accepted, to enter into an agreement with OWNER in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.
- 2.01 BIDDER accepts all of the terms and conditions of the Advertisement or Invitation to Bid and Instructions to Bidders, including without limitation those dealing with the disposition of Bid security. The Bid will remain subject to acceptance for 60 days after the day of Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of OWNER.
- 3.01 In submitting this Bid, BIDDER represents, as set forth in the Agreement, that:
- A. BIDDER has examined and carefully studied the Bidding Documents/Scope of Work and the following Addenda, if applicable, receipt of all which is hereby acknowledged.

| <u>Addendum No.</u>    | <u>Addendum Date</u> |
|------------------------|----------------------|
| <u>Clarification 1</u> | <u>7/27/23</u>       |
| <u>Clarification 2</u> | <u>7/28/23</u>       |
| _____                  | _____                |
| _____                  | _____                |

- B. BIDDER has visited the Site and become familiar with and is satisfied as to the general, local and Site conditions that may affect cost, progress, and performance of the Work.
- C. BIDDER is familiar with and is satisfied as to all federal, state and local Laws and Regulations that may affect cost, progress and performance of the Work.
- D. If applicable the BIDDER has carefully studied all: (1) reports of explorations and tests of subsurface conditions at or contiguous to the Site and all drawings of physical conditions in or relating to existing surface or subsurface structures at or contiguous to the Site (except Underground Facilities) which have been identified in the Supplementary Conditions as provided in **ARTICLE 28.0 SITE CONDITIONS of the General Conditions**, and (2) reports and drawings of a Hazardous Environmental Condition, if any, which has been identified in the Supplementary Conditions as provided in **ARTICLE 30.0 HAZARDOUS ENVIRONMENTAL CONDITIONS AT SITE of the General Conditions**.
- E. If applicable, the BIDDER has obtained and carefully studied (or assumes responsibility for having done so) all additional or supplementary examinations, investigations, explorations, tests, studies and data concerning conditions (surface, subsurface and Underground



Facilities) at or contiguous to the Site which may affect cost, progress, or performance of the Work or which relate to any aspect of the means, methods, techniques, sequences, and procedures of construction to be employed by BIDDER, and safety precautions and programs incident thereto.

- F. BIDDER does not consider that any further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of this Bid for performance of the Work at the price(s) bid and within the times and in accordance with the other terms and conditions of the Bidding Documents.
  - G. BIDDER is aware of the general nature of work to be performed by OWNER and others at the Site that relates to the Work as indicated in the Bidding Documents.
  - H. BIDDER has correlated the information known to BIDDER, information and observations obtained from visits to the Site, reports and drawings identified in the Bidding Documents, and all additional examinations, investigations, explorations, tests, studies, and data with the Bidding Documents.
  - I. BIDDER has given PROJECT MANAGER written notice of all conflicts, errors, ambiguities, or discrepancies that BIDDER has discovered in the Bidding Documents, and the written resolution thereof by the OWNER is acceptable to BIDDER.
  - J. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance of the Work for which this Bid is submitted.
- 4.01 BIDDER further represents that this Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; BIDDER has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid; BIDDER has not solicited or induced any individual or entity to refrain from bidding; and BIDDER has not sought by collusion to obtain for itself any advantage over any other Bidder or over OWNER.
- 5.01 CONTRACTOR agrees to all terms and conditions of the Nevada Revised Statutes (NRS), the Nevada Administrative Code (NAC) and local law as may apply to this Contract and to the work performed under this Contract and agrees to comply with all such applicable laws and regulations.

Changes in Laws or Regulations not known at the time of opening Bids (or, on the Effective Date of the Agreement if there were no Bids) having an effect on the cost or time or performance of the Work may be the subject of an adjustment in Contract Price or Contract Time. If OWNER and CONTRACTOR are unable to agree on entitlement to or on the amount or extent, if any of any such adjustment, a Claim may be made therefore as provided in Article

13.1 Claims and Disputes of the General Conditions. These statutes include, but are not limited to:

- A. NRS 338.020 Hourly and daily rate of wages must not be less than prevailing wage in county.
- B. NRS 338.080 Exemptions
- C. NRS 338.141 Bids to include certain information concerning subcontractors and prime contractors. *(To be deemed a responsive bid, the list of subcontractors' forms must be submitted even if no subcontractors are required to be listed.)*

D. NRS 338.147 Award of contract to contractor who submits best bid.

5.02 The entire set of Nevada Revised Statutes is available for review on-line at <http://leg.state.nv.us/law1.cfm>.

6.01 BIDDER will complete the Work in accordance with the Contract Documents for the following prices:

**SEE ATTACHED BID SCHEDULE**

7.01 BIDDER agrees that the Work will be substantially completed and completed and ready for final payment in accordance with Article 11.0 FINAL PAYMENT of the General Conditions on or before the dates or within the number of calendar days indicated in the Agreement.

7.02 BIDDER accepts the provisions of the Agreement as to liquidated damages in the event of failure to complete the Work within the times specified in the Agreement.

8.01 The following documents are attached to and made a condition of this Bid:

- A. Bid Form;
- B. Bid Schedule;
- C. A tabulation of Subcontractors, Suppliers and other individuals and entities required to be identified in this Bid;
- D. A tabulation of Subcontractors, Suppliers and other individuals and entities required to be identified within two hours of the bid opening;
- E. Bid Bond (or Certified or Cashier's Check);
- F. Construction Contractor's Qualification Statement
- G. Non-Collusion Affidavit
- H. Affidavit of Compliance

9.01 Communications concerning this Bid shall be addressed to:  
(Contractor's mailing address to be filled in by Bidder)

1617 Forrest Way  
Carson City, NV 89706  
\_\_\_\_\_  
\_\_\_\_\_

10.01 The terms used in this Bid with initial capital letters have the meanings indicated in the Instructions to Bidders, the General Conditions, and the Supplementary Conditions.

SUBMITTED on July 28<sup>th</sup>, 2023.

NV State Contractor License No. 85823 Class C14

If BIDDER is:

An Individual

Name (typed or printed) \_\_\_\_\_  
By \_\_\_\_\_ (SEAL)  
*(Individual's Signature)*  
Doing business as: \_\_\_\_\_  
Business address: \_\_\_\_\_  
\_\_\_\_\_  
Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

A Partnership

Partnership Name \_\_\_\_\_ (SEAL)  
By \_\_\_\_\_  
*(Signature of General Partner - attach evidence of authority to sign)*  
Name (typed or printed): \_\_\_\_\_  
Business address: \_\_\_\_\_  
\_\_\_\_\_  
Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

A Corporation

Corporation Name: Simerson Construction LLC (SEAL)  
State of Incorporation: Nevada  
Type (General Business, Professional, Service, Limited Liability): LLC  
By: [Signature]  
*(Signature -- attach evidence of authority to sign)*  
Name (typed or printed): Dru Simerson  
Title: Managing Member (Corporate Seal)  
Attest: [Signature]  
*(Signature of Corporate Secretary)*  
Business Address: 1617 Forrest Way  
Carson City, NV 89706  
Phone No.: 775-883-3133 Fax No.: 775-888-9117  
Date of Qualification to do business is 1/1/2015



**BARBARA K. CEGAVSKE**  
 Secretary of State  
 202 North Carson Street  
 Carson City, Nevada 89701-4201  
 (775) 684-5708  
 Website: [www.nvscs.gov](http://www.nvscs.gov)  
[www.nvsilverflume.gov](http://www.nvsilverflume.gov)

**Annual or Amended List  
 and State Business License  
 Application - Continued**

**Officers, Managers, Members, General Partners, Managing Partners, Trustees or Subscribers:**

CORPORATION, INDICATE THE MANAGING MEMBER:

|                     |                    |            |                 |
|---------------------|--------------------|------------|-----------------|
| <b>DRU SIMERSON</b> |                    | <b>USA</b> |                 |
| Name                |                    | Country    |                 |
| <b>79 RUBY LANE</b> | <b>CARSON CITY</b> | <b>NV</b>  | <b>89706</b>    |
| Address             | City               | State      | Zip/Postal Code |

None of the officers and directors identified in the list of officers has been identified with the fraudulent intent of concealing the identity of any person or persons exercising the power or authority of an officer or director in furtherance of any unlawful conduct.

I declare, to the best of my knowledge under penalty of perjury, that the information contained herein is correct and acknowledge that pursuant to NRS 239.330, it is a category C felony to knowingly offer any false or forged instrument for filing in the Office of the Secretary of State.

**X** Dru Simerson

**Signature of Officer, Manager, Managing Member,  
 General Partner, Managing Partner, Trustee,  
 Subscriber, Member, Owner of Business,  
 Partner or Authorized Signer** *FORM WILL BE RETURNED IF*

**Managing Member**

Title

**11/09/2019**

Date

UNSIGNED

N/A

A Joint Venture

Joint Venture Name: \_\_\_\_\_ (SEAL)

By: \_\_\_\_\_

*(Signature of joint venture partner -- attach evidence of authority to sign)*

Name (typed or printed): \_\_\_\_\_

Title: \_\_\_\_\_

Business Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Joint Venture Name: \_\_\_\_\_ (SEAL)

By: \_\_\_\_\_

*(Signature -- attach evidence of authority to sign)*

Name (typed or printed): \_\_\_\_\_

Title: \_\_\_\_\_

Business Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Phone and FAX Number, and Address for receipt of official communications:

\_\_\_\_\_  
\_\_\_\_\_

(Each joint venture must sign. The manner of signing for each individual, partnership and corporation that is a party to the joint venture should be in the manner indicated above).

**BID SCHEDULE**

**TRAINING PROP PROJECT**

**Lump Sum Basis**

Total Lump Sum Base Bid Price \$ 601,800

Total Lump Sum Base Bid Price (Written) Six hundred ~~th~~ and one thousand eight hundred

Total Alternate 1 Bid Price \$ 108,000

Total Alternate 1 Bid Price (Written) One hundred and eight thousand

**CHECK ONE:**



**We qualify and claim the Preferential Bidder Status as specified in NRS 338.147, and have attached the Affidavit of Compliance and submitted a valid Certificate of Eligibility in accordance with the requirements of NRS 338.147 as referenced in Article 73.0 Bidder Preference General Condition.**



**We do not qualify for the Preferential Bidder Status as specified in NRS 338.147.**



## NEVADA STATE CONTRACTORS BOARD

3390 KIETZKE LANE SUITE 102, RENO, NEVADA, 89511 (775) 688-1141 FAX (775) 688-1271  
8400 WEST SUNSET ROAD, SUITE 150, LAS VEGAS, NV, 89113 (702) 486-1100 FAX (702) 486-1190

### **SPECIALTY CONTRACTOR'S RESTRICTED** **CERTIFICATE OF ELIGIBILITY** **PER NRS 338.147 and NRS 338.1389**

CERTIFICATE NUMBER: **SBPC-22-04-27-0316**

**SIMERSON CONSTRUCTION LLC DBA SIMERSON** (HEREIN THE "CONTRACTOR") NEVADA STATE CONTRACTORS' LICENSE NUMBER: **0085823**  
ORIGINAL ISSUE DATE: **08/14/2019** BUSINESS TYPE: **LIMITED LIABILITY COMPANY** CLASSIFICATION: **C-14 STEEL REINFORCING AND ERECTION**  
MONETARY LICENSE LIMIT: **UNLIMITED** STATUS: **ACTIVE**, IS HEREBY ISSUED THIS CERTIFICATE BY THE NEVADA STATE CONTRACTORS' BOARD, BASED UPON THE INFORMATION CONTAINED IN THE STATEMENT OF COMPLIANCE WITH NEVADA REVISED STATUTES (NRS) 338.147 AND NRS 338.1389 AND THE AFFIDAVIT OF CERTIFIED PUBLIC ACCOUNTANT SUBMITTED TO THE NEVADA STATE CONTRACTORS BOARD AS PROOF OF CONTRACTOR'S COMPLIANCE WITH THE PROVISIONS OF NRS 338.147 AND NRS 338.1389. IN ACCORDANCE WITH THE PROVISIONS OF NRS 338.147(3), THE ABOVE-NAMED CONTRACTOR AND A CERTIFIED PUBLIC ACCOUNTANT HAVE SUBMITTED FULLY EXECUTED AND NOTARIZED SWORN AFFIDAVITS AS PROOF OF PREFERENTIAL BIDDER STATUS, UNDER PENALTY OF PERJURY, CERTIFYING THAT THE CONTRACTOR IS QUALIFIED TO RECEIVE A PREFERENCE IN BIDDING AS SET FORTH IN NRS 338.147 AND NRS 338.1389 AND OTHER MATTERS RELATING THERETO **WHEN ACTING AS A PRIME CONTRACTOR ON THE SPECIFIC PUBLIC WORKS PROJECT FOR WHICH THIS CERTIFICATE IS SUBMITTED BY THE CONTRACTOR.**

THIS CERTIFICATE OF ELIGIBILITY IS ISSUED ON **SEPTEMBER 1, 2022** AND EXPIRES ON **AUGUST 31, 2023**, UNLESS SOONER REVOKED OR SUSPENDED BY THE NEVADA STATE CONTRACTORS BOARD.



NANCY MATHIAS, LICENSING ADMINISTRATOR  
FOR MARGI GREIN, EXECUTIVE OFFICER

9-7-2022

DATE



The Nevada State Contractors Board assumes no liability or responsibility for the accuracy or validity of the information contained in the Contractors Statement of Compliance or the Affidavit of Certified Public Accountant as Proof of Contractors Compliance with the Provisions of NRS 338.147 and NRS 338.1389. The above-named Contractor shall bear the responsibility to ascertain the accuracy and validity of the affidavits provided to support the issuance of this certificate.







PENAL SUM FORM

5% BID BOND

**BIDDER (Name and Address):**

Simerson Construction LLC  
1617 Forrest Way  
Carson City, NV 89706

**SURETY (Name and Address of Principal Place of Business):**

Great American Insurance Company  
301 E Fourth Street  
Cincinnati, OH 45202

**OWNER (Name and Address):**

East Fork Fire Protection District  
1694 County Road  
Minden, Nevada 89423

**BID**

BID DUE DATE: July 28, 2023 2:00 PM PST  
PROJECT : Training Prop Project

**BOND**

BOND NUMBER: N/A  
DATE: (Not later than Bid Due Date): July 20, 2023  
PENAL SUM: Five Percent of Total Amount Bid (Words) 5% of Total Amount Bid (Figures)

IN WITNESS WHEREOF, Surety and Bidder, intending to be legally bound hereby, subject to the terms printed on the reverse side hereof, do each cause the Bid Bond to be duly executed on its behalf by its authorized officer, agent, or representative.

**BIDDER**

Simerson Construction LLC (Seal)  
Bidder's Name and Corporate Seal

By: [Signature] Managing Member  
Signature and Title

Attest: [Signature] Project Coordinator  
Signature and Title

**SURETY**

Great American Insurance Company (Seal)  
Surety's Name and Corporate Seal

By: [Signature] Andrea Cantlon, Attorney-in-Fact  
Signature and Title  
(Attach Power of Attorney)

Attest: [Signature] Shelly Demaray, Witness  
Signature and Title

Note: (1) Above addresses are to be used for giving required notice.  
(2) Any singular reference to Bidder, Surety, OWNER or other party shall be considered plural where applicable.

1. Bidder and Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors, and assigns to pay to OWNER upon default of Bidder the penal sum set forth on the face of this Bond.
2. Default of Bidder shall occur upon the failure of Bidder to deliver within the time required by the Bidding Documents (or any extension thereof agreed to in writing by OWNER) the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents and Contract Documents.
3. This obligation shall be null and void if:
  - 3.1. OWNER accepts Bidder's bid and Bidder delivers within the time required by the Bidding Documents (or any extension thereof agreed to in writing by OWNER) the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents and Contract Documents, or
  - 3.2. All bids are rejected by OWNER, or
  - 3.3. OWNER fails to issue a notice of award to Bidder within the time specified in the Bidding Documents (or any extension thereof agreed to in writing by Bidder and, if applicable, consented to by Surety when required by paragraph 5 hereof).
4. Payment under this bond will be due and payable upon default by Bidder and Within 30 calendar days after receipt by Bidder and Surety of written notice of default from OWNER, which notice will be given with reasonable promptness, identifying this Bond and the Project and including a statement of the amount due.
5. Surety waives notice of and any and all defenses based on or arising out of any time extension to issue notice of award agreed to in writing by OWNER and Bidder, provided that the time for issuing Notice of Award including extensions shall not in the aggregate exceed 120 days from Bid Due Date without Surety's written consent.
6. No suit or action shall be commenced under this Bond prior to 30 calendar days after the notice of default required in paragraph 4 above is received by Bidder and Surety, and in no case later than one year after Bid due date.
7. Any suit or action under this Bond shall be commenced only in a court of competent jurisdiction located in the state in which the Project is located.
8. Notice required hereunder shall be in writing and sent to Bidder and Surety at their respective addresses shown on the face of this Bond. Such notices may be sent by personal delivery, commercial courier or by United States Registered or Certified Mail, return receipt requested, postage pre-paid, and shall be deemed to be effective upon receipt by the party concerned.
9. Surety shall cause to be attached to this Bond a current and effective Power of Attorney evidencing the authority of the officer, agent or representative who executed this Bond on behalf of Surety to execute, seal and deliver such Bond and bind the Surety thereby.
10. This Bond is intended to conform to all applicable statutory requirements. Any applicable requirement of any applicable statute that has been omitted from this Bond shall be deemed to be included herein as if set forth at length. If any provision of the Bond conflicts with any applicable provision of any applicable statute, then the provision of said statute shall govern and the remainder of this Bond that is not in conflict therewith shall continue in full force and effect.
11. The term "Bid" as used herein includes a Bid, offer or proposal as applicable.

# GREAT AMERICAN INSURANCE COMPANY®

Administrative Office: 301 E 4TH STREET • CINCINNATI, OHIO 45202 • 513-389-5000 • FAX 513-723-2740

The number of persons authorized by  
this power of attorney is not more than SIX

No. 0 21731

## POWER OF ATTORNEY

**KNOW ALL MEN BY THESE PRESENTS:** That the GREAT AMERICAN INSURANCE COMPANY, a corporation organized and existing under and by virtue of the laws of the State of Ohio, does hereby nominate, constitute and appoint the person or persons named below, each individually if more than one is named, its true and lawful attorney-in-fact, for it and in its name, place and stead to execute on behalf of the said Company, as surety, any and all bonds, undertakings and contracts of suretyship, or other written obligations in the nature thereof; provided that the liability of the said Company on any such bond, undertaking or contract of suretyship executed under this authority shall not exceed the limit stated below.

| Name           | Address      | Limit of Power |
|----------------|--------------|----------------|
| NICK ROSSI     | ALL OF       | ALL            |
| TERI WOOD      | RENO, NEVADA | \$100,000,000  |
| PATRICIA OWENS |              |                |
| ANDREA CANTLON |              |                |
| CAREY MORGAN   |              |                |
| SHELLY DEMARAY |              |                |

This Power of Attorney revokes all previous powers issued on behalf of the attorney(s)-in-fact named above.

IN WITNESS WHEREOF the GREAT AMERICAN INSURANCE COMPANY has caused these presents to be signed and attested by its appropriate officers and its corporate seal hereunto affixed this 3RD day of MAY 2022

Attest

GREAT AMERICAN INSURANCE COMPANY



*Steph C. B.*

Assistant Secretary

*Mark V. Vicario*

Divisional Senior Vice President

MARK VICARIO (877-377-2405)

STATE OF OHIO, COUNTY OF HAMILTON - ss:

On this 3RD day of MAY

2022, before me personally appeared MARK VICARIO, to me known,

being duly sworn, deposes and says that he resides in Cincinnati, Ohio, that he is a Divisional Senior Vice President of the Bond Division of Great American Insurance Company, the Company described in and which executed the above instrument, that he knows the seal of the said Company, that the seal affixed to the said instrument is such corporate seal, that it was so affixed by authority of his office under the By-Laws of said Company, and that he signed his name thereto by like authority.



SUSAN A KOHORST  
Notary Public  
State of Ohio  
My Comm. Expires  
May 18, 2025

*Susan A Kohorst*

This Power of Attorney is granted by authority of the following resolutions adopted by the Board of Directors of Great American Insurance Company by unanimous written consent dated June 9, 2008.

**RESOLVED:** That the Divisional President, the several Divisional Senior Vice Presidents, Divisional Vice Presidents and Divisional Assistant Vice Presidents, or any one of them, be and hereby is authorized, from time to time, to appoint one or more Attorneys-in-Fact to execute on behalf of the Company, as surety, any and all bonds, undertakings and contracts of suretyship, or other written obligations in the nature thereof; to prescribe their respective duties and the respective limits of their authority; and to revoke any such appointment at any time.

**RESOLVED FURTHER:** That the Company seal and the signature of any of the aforesaid officers and any Secretary or Assistant Secretary of the Company may be affixed by facsimile to any power of attorney or certificate of either given for the execution of any bond undertaking, contract of suretyship or other written obligation in the nature thereof, such signature and seal when so used being hereby adopted by the Company as the original signature of such officer and the original seal of the Company, to be valid and binding upon the Company with the same force and effect as though manually affixed.

## CERTIFICATION

I, STEPHEN C. BERAHA, Assistant Secretary of Great American Insurance Company, do hereby certify that the foregoing Power of Attorney and the Resolutions of the Board of Directors of June 9, 2008 have not been revoked and are now in full force and effect.

Signed and sealed this 20th day of July 2023



*Steph C. B.*

Assistant Secretary

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## CONSTRUCTION CONTRACTOR'S QUALIFICATION STATEMENT

**Submitted by:**

Name of Organization

Simerson Construction LLC

Name of Individual

Jim Simerson

Title

Managing Member

Address

1617 Forrest way  
Carson City, NV 89406

Telephone

775-883-3133

**Submitted to:**

Name

East Fork Fire Protection District

Address

1694 County Road  
Minden, NV 89423

Telephone

775-782-9048

**Project Name and Description: Fire Training Prop Project**

**Contractor' General Business Information**

Check If: LLC

Corporation    Partnership    Joint Venture    Sole Proprietorship

If Corporation: LLC

a. Date and State of Incorporation

1/1/2015 Nevada

b. List of Executive Officers

Name

Title

John Simerson

Managing member

If Partnership:

a. Date and State of Organization

b. Names of Current General Partners

c. Type of Partnership

General    Publicly Traded

Limited    Other (describe): \_\_\_\_\_

If Joint Venture:

a. Date and State of Organization

b. Name, Address and Form of Organization of Joint Venture Partners: (Indicate managing partner by an asterisk \*)

1. On Schedule A, attached, list major engineered construction projects completed by this organization in the past five (5) years. (If joint venture, list each participant's projects separately).
2. On Schedule B, attached, list current projects under construction by this organization, (If joint venture, list each participant's projects separately).
3. On Schedule C, attached, provide details of the construction experience of the principal individuals of your organization directly involved in construction operations.

4. Does your organization possess a valid State of Nevada contractor's license of a class corresponding to the work to be performed?

Yes     No

If yes, list the license number(s) and classification(s).

NV20151046029

5. List the licensed categories of work that your company normally performs with its own workforce. HVAC, Plumbing, Electrical, carpentry, concrete,

6. If required, can your organization provide a bid bond for this project?  Yes     No

7. What is your approximate total bonding capacity?

- \$500,000 to \$2,000,000  
 \$2,000,000 to \$5,000,000  
 \$5,000,000 to \$10,000,000  
 \$10,000,000 or more

8. Name of surety company and name, address, and phone number of agent.

Great American Insurance  
 301 E. 4th St.  
 Cincinnati, OH 45202

9. Does your organization have the ability to obtain and maintain insurance coverage for public liability and property damage, and all other insurance as specified and for the limits required in the contract documents?

Yes  No

10. Is your organization a member of a controlled group of corporations as defined in I.R.C. Sec. 1563?

Yes  No

If yes, show names and addresses of affiliated companies.

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11. Has your organization ever failed to complete any construction contract awarded to it?

Yes  No

If yes, describe circumstances and provide details on attachment.

12. Has any Corporate officer, partner, joint venture participant or proprietor ever failed to complete a construction contract awarded to him or her in their own name or when acting as a principal of another organization?

Yes  No

If yes, describe circumstances and provide details on attachment.

13. In the last five years, has your organization ever failed to substantially complete a project in a timely manner?

Yes  No

If yes, describe circumstances and provide details on attachment.

14. Does your organization now have any legal suits or arbitration claims pending or outstanding against it or any officers?

Yes  No

If yes, describe circumstances and provide details on attachment.



15. Has your organization had a contract partially or completely terminated for default (cause) within the past five years?

Yes  No

If yes, describe circumstances and provide details on attachment.

16. Has your organization been disqualified from being awarded a contract pursuant to NRS 338.017 or 338.13895?

Yes  No

If yes, describe circumstances and provide details on attachment.

17. Has your organization been convicted of a violation for discrimination in employment during the 2 years immediately preceding the date of application?

Yes  No

If yes, describe circumstances and provide details on attachment.

18. Has your organization been disciplined or fined by the State of Nevada Contractor's Board or another state or federal agency for conduct that relates to the ability to perform the work required for this project?

Yes  No

If yes, describe circumstances and provide details on attachment.

19. Does your organization have a safety program that complies with the requirements of NRS Chapter 618?

Yes  No

20. Describe the permanent safety program you maintain within your organization. Use attachment if necessary.

*Attached*

21. During the 5 years immediately preceding the date of this bid, has your organization filed as a debtor under the provisions of the United States Bankruptcy Code?

Yes  No

If yes, describe circumstances and provide details on attachment.

## Simerson Construction LLC's OSHA Violations and Safety Plan

1. Since opening its doors Six years ago Simerson has only received two minor OSHA violations:

|                 |   |         |
|-----------------|---|---------|
| 2019-March      | Fall Protection - Employee not appropriately harnessed while working at height. | \$1,300 |
| 2020 - February | Air compressor operating at above 30 psi.                                       | \$2,400 |

2. Simerson has a comprehensive Safety Manual which contains 406 pages of safety rules and regulations to be followed by staff at all times. This manual includes sections on; Hazard Communications, Fall Protection, Respirator Usage, Powered Industrial Truck (PIT) Usage, among many others.  
The Simerson Safety Manual is available upon request to the Simerson Safety Officer via phone, 775.335.5911, or email, [Nicholas@simersonusa.com](mailto:Nicholas@simersonusa.com).

\*No Safety citations or violations

To Whom it May Concern,

For the last five years Simerson has employed a designated Safety Officer. This Safety Officer is a Certified Safety Practitioner as designated by the State of Nevada. He also holds OSHA 30 and 10 certificates in construction and general industry respectively as well as many other training certificates previously mentioned.

Simerson's current loss ratio for the year sits at 3.64 with an overall ratio of 17.8 since Simerson's creation 6 years ago. A number in the 30's would be considered a "high loss ratio." This illustrates Simerson's commitment to safety as the decreasing loss ratio numbers show.

Over the past 5 years Simerson has been visited by Nevada OSHA three times and Federal OSHA one time.

No major violations have been cited in any of these visits. All minor issues cited, (3 total) were cleared up and instantly corrected.

Simerson has invested hundreds of thousands of dollars in its safety program, including a full story renovation in its main offices dedicated to safety and training.

Nicholas Boyles  
Simerson Safety Officer

SIMERSON

22. During the 5 years immediately preceding the date of this bid, has your organization, as a result of causes within the control of your organization or a subcontractor or supplier of your organization, failed to perform any contract:

(a) In the manner specified by the contract and any change orders initiated or approved by the person or governmental entity that awarded the contract or its authorized representative?

Yes  No

If yes, describe circumstances and provide details on attachment.

(b) Within the time specified by the contract unless extended by the person or governmental entity that awarded the contract or its authorized representative?

Yes  No

If yes, describe circumstances and provide details on attachment.

(c) For the amount of money specified in the contract or as modified by any change orders initiated or approved by the person or governmental entity that awarded the contract or its authorized representative?

Yes  No

If yes, describe circumstances and provide details on attachment.

23. Furnish the following information with respect to an accredited banking institution familiar with your organization.

|                 |   |
|-----------------|---|
| Name of Bank    | Heritage Bank of Nevada                     |
| Address         | 4222 S. Carson St.<br>Carson City, NV 89701 |
| Account Manager | Bridget Paynter                             |
| Telephone       | 775.881.1111                                |

I hereby certify that the information submitted herewith, including any attachment is true to the best of my knowledge and belief.

By: D. Simeon  
Title: Managing Member  
Dated: 07/28/23

Schedule A - Current Projects

|   |   |                |                         |  |                            |
|---|---|----------------|-------------------------|--|----------------------------|
| Name of Organization  | Simerson Construction LLC               |                | Project Name            | Lahontan NFH Well #4 & #6 Rehabilitation |                            |
| Project Owner   | Fish & Wildlife Services                |                | Date Project            | 11/18/2021                               |                            |
| General Description of Project  | Improvements                            |                | Project Superintendent  | Nicholas Boyles                          |                            |
| Project Cost  | \$218,139.00                            |                | Safety Manager          |  |                            |
| Key Project Personnel   | Project Manager                         |                | Quality Control Manager |  |                            |
| Name  | Title/Position                          |                | Organization            |  |                            |
| Reference Contact Information (listing names indicates approval to contacting the names individuals as a reference) |   |                |                         |  |                            |
| Owner   | Name                                    | Title/Position | Organization            | Telephone                                | Email                      |
|   | Nick Haggis                             | DM             | FWS                     | 503-740-7576                             | Nick.Haggis@fws.gov        |
| Designer  | Chris Simerson                          | Design         | Simerson/Robison        | 775-893-5133                             | chrissimerson@simerson.com |
| Construction Manager  |   |                |                         |  |                            |
| Project Owner   | Shoshone-Paiute Tribes of the Duckwater |                | Project Name            | China Diversion Dam                      |                            |
| General Description of Project  | Improvements                            |                | Date Project            | 7/25/22                                  |                            |
| Project Cost  | \$3,404,170.00                          |                | Project Superintendent  | Safety Manager                           |                            |
| Key Project Personnel   | Project Manager                         |                | Quality Control Manager |  |                            |
| Name  | Title/Position                          |                | Organization            |  |                            |
| Reference Contact Information (listing names indicates approval to contacting the names individuals as a reference) |   |                |                         |  |                            |
| Owner   | Name                                    | Title/Position | Organization            | Telephone                                | Email                      |
|   | Jeff Olson                              | PE TSD         | Duck                    | 406-442-0370                             | jeffolson@duck.com         |
| Designer  |   |                |                         |  |                            |
| Construction Manager  |   |                |                         |  |                            |
| Project Owner   | Monte Rose Bay Property Owners Ltee/LLC |                | Project Name            | Wastewater Treatment Facility            |                            |
| General Description of Project  | Improvements                            |                | Date Project            | 3/2/22                                   |                            |
| Project Cost  | \$26,516.83                             |                | Project Superintendent  | Safety Manager                           |                            |
| Key Project Personnel   | Project Manager                         |                | Quality Control Manager |  |                            |
| Name  | Title/Position                          |                | Organization            |  |                            |
| Reference Contact Information (listing names indicates approval to contacting the names individuals as a reference) |   |                |                         |  |                            |
| Owner   | Name                                    | Title/Position | Organization            | Telephone                                | Email                      |
|   | Eric Leitz                              | PE             | Leitz                   | 775-224-5907                             | eric@leitz.com             |
| Designer  |   |                |                         |  |                            |
| Construction Manager  |   |                |                         |  |                            |

Schedule B—Previous Experience with Similar Projects

|   |  |   |  |                        |  |   |  |
|---|--|---|--|------------------------|--|---|--|
| Name of Organization  |  | Jimerson Construction LLC                         |  | Project Name           |  | Water Improvements & Boosters Pump 1&2  |  |
| Project Owner   |  | Topeka Ranch Estates General Improvement District |  | Date Project           |  | 2/24/21                                 |  |
| General Description of Project  |  | Improvements                                      |  | Project Superintendent |  | Safety Manager                          |  |
| Project Cost  |  | 300,303.00  |  | Project Manager        |  | Nicolas Boyles                          |  |
| Key Project Personnel   |  | Robert Blazer                                     |  | Organization           |  | Shaw Engineering                        |  |
| Name  |  | Cody Black  |  | Title/Position         |  | PE                                      |  |
| Reference Contact Information (listing names indicates approval to contacting the names individuals as a reference) |  | Name  |  | Telephone              |  | Email                                   |  |
| Owner   |  | Cody Black  |  | 775-227-5557           |  | Cody@shawengineering.com                |  |
| Designer  |  |   |  |                        |  |   |  |
| Construction Manager  |  |   |  |                        |  |   |  |
| Project Owner   |  | Humboldt County Water Utility                     |  | Project Name           |  | Madrone Park Reservoir Project          |  |
| General Description of Project  |  | Improvements                                      |  | Date Project           |  | 6/15/2020                               |  |
| Project Cost  |  | 585,630.81  |  | Project Superintendent |  | Safety Manager                          |  |
| Key Project Personnel   |  | Robert Blazer                                     |  | Project Manager        |  | Nicolas Boyles                          |  |
| Name  |  | Robert Blazer                                     |  | Title/Position         |  | PE                                      |  |
| Reference Contact Information (listing names indicates approval to contacting the names individuals as a reference) |  | Name  |  | Telephone              |  | Email                                   |  |
| Owner   |  | Carly Wambrock                                    |  | 775-977-7990           |  | C.Wambrock@carlywambrockengineering.com |  |
| Designer  |  | Ken Johnson                                       |  | 775-851-4788           |  | KJohnson@carlywambrockengineering.com   |  |
| Construction Manager  |  |   |  |                        |  |   |  |
| Project Owner   |  | State Public Works                                |  | Project Name           |  | Madrone Park Reservoir Project          |  |
| General Description of Project  |  | Improvements                                      |  | Date Project           |  | 2/21/21                                 |  |
| Project Cost  |  | 584,012.82  |  | Project Superintendent |  | Safety Manager                          |  |
| Key Project Personnel   |  | Robert Blazer                                     |  | Project Manager        |  | Nicolas Boyles                          |  |
| Name  |  | Robert Blazer                                     |  | Title/Position         |  | PE                                      |  |
| Reference Contact Information (listing names indicates approval to contacting the names individuals as a reference) |  | Name  |  | Telephone              |  | Email                                   |  |
| Owner   |  | Jason Av  |  | 775-424-3186           |  | JAvines@adamin.gov                      |  |
| Designer  |  | Ken Johnson                                       |  | 775-851-4788           |  | KJohnson@carlywambrockengineering.com   |  |
| Construction Manager  |  |   |  |                        |  |   |  |

SCHEDULE A

| Project Name                                 | Owner's Contact Person  | Design Engineer  | Contract Date | Type of Work                  | Status | Cost of Work |
|--|---|--|---------------|-------------------------------|--------|--------------|
| Windhorse Roundabout<br>Improvements Phase I | Name: Jeff Olsson<br>Address: 300 Cedar St.<br>Helena, MT 59601<br>Telephone: 406.442.0316        | Name: Jeff Olsson<br>Company: Dowl<br>Telephone: 406.442.0370                  | 5/22/2020     | Sum<br>Upgrades               | Active | 588K         |
| The DeWitt Historic<br>Removal Project       | Name: Cathy Wynn Wick<br>Address: 5100 1st St.<br>Winnemucca, NV 89405<br>Telephone: 775.497.7490 | Name: Kay Johnson<br>Company: Felt West Engineering<br>Telephone: 775.851.4788 | 6/15/2020     | Preserv<br>Removal            | Active | 500K         |
| Repair thru<br>System Building<br>111        | Name: Alex Norris<br>Address: 1776 Montgomery<br>Reno, NV 89502<br>Telephone: 775.786.4162        | Name: Max Horshorn<br>Company: H&K Architects<br>Telephone:                    | 8/5/2020      | HUPAC                         | Active | 2 million    |
| Joe Madson's<br>Geothermal Project           | Name: Wade Boston<br>Address: 640 Plummer<br>Reno, NV 89504<br>Telephone: 775.352.9121            | Name: Grant<br>Company: ORMAT<br>Telephone: 775.356.9039                       | 10/27/2020    | Structural<br>Steel &<br>MISC | Active | 185K         |
| Alum off site<br>Project                     | Name: Ali Lesner<br>Address: 140 Plummer<br>Reno, NV 89504<br>Telephone: 775.352.9021             | Name: Nathan Robison<br>Company: Robison Eng<br>Telephone: 775.852.2251        | 7/09/2020     | Structural<br>Steel           | Active | 237K         |
| Tecopa Safety<br>Gateway House               | Name:<br>Address: 110 Buro Ave<br>Tonopah, NV 89401<br>Telephone: 775.482.9274                    | Name: William Robison<br>Company: Robison Eng<br>Telephone: 775.852.2251       | Dec 2020      | Historical<br>Carpentry       | Active | 150k         |
|  | Name:<br>Address:<br>Telephone:   | Name:<br>Company:<br>Telephone:  |               |                               |        |              |

**SCHEDULE B**

PREVIOUS EXPERIENCE (Include ALL Projects Completed within last 5 years)

| Project Name   | Owner's Contact Person  | Design Engineer  | Contract Date | Type of Work         | Status   | Cost of Work |
|--|---|--|---------------|----------------------|----------|--------------|
| Lahontan Fish Hatchery<br>Reuse Water System<br>Rehabilitation | Name: MARK HARRIS<br>Address: 1345 Financial Blvd<br>Reno NV 89502<br>Telephone: 503-331-2209 | Name: SIMERSON AS<br>The Form EOE<br>Company: SIMERSON CONSTRUCTION<br>Telephone: 775-983-3133 | 08/05/2019    | Mechanical<br>Piping | Complete | 2.4 million  |
| SOC<br>117-6 North Tower<br>Facilities Upgrade                 | Name: DOUG ELLIS<br>Address: 2112000 Ave<br>Northtown, NV 89415<br>Telephone: 775-986-7581    | Name: DRU<br>SIMERSON<br>Company: SIMERSON CONSTRUCTION<br>Telephone: 775-983-3133             | 01/17/2018    | Mechanical           | Complete | 3.4 million  |
| Hygroft<br>Crusher Deck<br>Control                             | Name: Kofi Breshin<br>Address: P.O. Box 5031<br>Shoshone, NV 89428<br>Telephone: 775-483-5260 | Name: ALISON ROBISON<br>Company: Robison Eng<br>Telephone: 775-240-7652                        | 02/05/2020    | Mechanical           | Complete | 65K          |
| ADOT<br>Northtown<br>Emergency Generator                       | Name: GENE WADSWORTH<br>Address: 294 8th Street, Sparks, NV<br>Telephone: 775-988-7952        | Name: MARK JOHNSON<br>Company: HHC Architects<br>Telephone: 775-332-6649                       | 11/06/2018    | Electrical           | Complete | 390K         |
| ADOT<br>Hwy Upgrade<br>Northtown                               | Name: GENE WADSWORTH<br>Address: 294 8th Street, Sparks, NV<br>Telephone: 775-988-7952        | Name: ALISON HALL<br>Company: Hall<br>Telephone: 775-329-9100                                  | 05/13/2019    | HVAC                 | Complete | 105K         |
| SOC<br>Water Treatment<br>Plant Cooling Tower                  | Name: DOUG ELLIS<br>Address: 2112000 Ave<br>Northtown, NV 89415<br>Telephone: 775-986-7581    | Name: DRU<br>SIMERSON<br>Company: SIMERSON CONSTRUCTION<br>Telephone: 775-983-3133             | 08/15/2019    | Mechanical           | Complete | 100K         |

EDDY - CSES, Qualifications Statement, Schedule B  
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SCHEDULE B

PREVIOUS EXPERIENCE (Include All Projects Completed within last 5 years)

| Project Name   | Owner's Contact Person  | Design Engineer  | Contract Date | Type of Work            | Status   | Cost of Work |
|--|---|--|---------------|-------------------------|----------|--------------|
| The Ridge Force<br>Skin Skidout<br>Shells  | Name: Tim Wugelt<br>Address: 400 Ridge Club Dr<br>Shelburne, VT 05477<br>Telephone: 78-578-2553       | Name: Stu Simerson<br>Company: Simerson Construction<br>Telephone: 78-883-3833     | 07/19/2019    | Structural              | Complete | 80K          |
| Tonopah Siverly<br>Head Frame  | Name: Bill Wash<br>Address: PO Box 618<br>Tonopah, NV 89401<br>Telephone: 702-544-1275                | Name: Nathan Robinson<br>Company: Robinson<br>Telephone: 775-240-7652              | 01/29/2019    | Structural              | Complete | 230K         |
| Town of Minden<br>Well #5 Upgrade  | Name: Jeff Conroy<br>Address: PO Box 218<br>Minden, NV 89423<br>Telephone: 775-721-6671               | Name: Stu Simerson<br>Company: Simerson Construction<br>Telephone: 775-883-3833    | 02/27/2019    | Electrical              | Complete | 27K          |
| Town of Minden<br>Park Restroom<br>Renovation  | Name: John Frisby<br>Address: 1603 Esmeralda Ave # 101<br>Minden, NV 89410<br>Telephone: 485-559-1185 | Name: John Frisby<br>Company: Town of Minden<br>Telephone: 485-559-1185            | 03/18/2019    | Mechanical              | Complete | 180K         |
| Washoe County<br>School District<br>Softfit Replacement at<br>Trainer Middle School      | Name: JR Romero<br>Address: 150 Elm Dr<br>Reno, NV 89512<br>Telephone: 775-786-4572                   | Name: JR Romero<br>Company: JRO Mgmt.<br>Reno, NV 89512<br>Telephone: 775-796-1572 | 10/10/2017    | Structural              | Complete | 275K         |
| Carson City State<br>District<br>Carson High School<br>Roller Access Stairs<br>Renovated | Name: Mark Kozak<br>Address: 1402 W. King St<br>Carson City, NV 89403<br>Telephone: 775-285-2175      | Name: Devin Berger<br>Company: Berger-Hennrich<br>Telephone: 775-888-6455          | 03/15/2018    | Restroom<br>Improvement | Complete | 174K         |

**SCHEDULE B**

PREVIOUS EXPERIENCE (Include All Projects Completed within last 5 years)

| Project Name  | Owner's Contact Person  | Design Engineer   | Contract Date | Type of Work       | Status    | Cost of Work |
|---|---|---|---------------|--------------------|-----------|--------------|
| Nevada State Public Works<br>Fort Churchill Rehabilitation  | Name: Jeff Current<br>Address: 515 E. Alameda St.<br>Carson City, NV 89701<br>Telephone: 775 694-4121 | Name: J.C. Copoulos<br>Company: Copoulos<br>Telephone: 775-720-7052             | 09/23/2018    | Structural         | Completed | 1.1 million  |
| Nevada State Public Works<br>Cooking Enhancement & Food Service Rehabilitation<br>Herzog-Rosenfeld Building | Name: Kirsten Albrecht<br>Address: 2300 Albrecht<br>Carson City, NV 89701<br>Telephone: 702-486-4564  | Name: Mark Johnson<br>Company: H+K Architects<br>Telephone: 775-332-6410        | 08/03/2018    | Structural         | Completed | 196K         |
| PEC Structural<br>Storage Area Deck   | Name: Steve Levitt<br>Address: 2727 Leeland Way<br>Carson City, NV 89701<br>Telephone: 775-881-8166   | Name: Dr. Simerson<br>Company: Simerson Construction<br>Telephone: 775-883-3133 | 05/17/2019    | Structural         | Completed | 131K         |
| Pend Federal<br>Express Upgrade   | Name: Art Roscher<br>Address: 313 Shoshone Dr.<br>Hawley, NV 89027<br>Telephone: 801-246-7448         | Name: Dr. Simerson<br>Company: Simerson Construction<br>Telephone: 775-883-3133 | 10/02/2015    | Tenant Improvement | Completed | 210K         |
| Sierra Nevada Corp<br>New Arts Electronic Lab   | Name: J.R. Romero<br>Address: 1150 Second St<br>Reno, NV 89501<br>Telephone: 775-786-1552             | Name: J.R. Romero<br>Company: Romero<br>Telephone: 775-786-1552                 | 08/06/2018    | Tenant Improvement | Completed | 200K         |
| The Ridge Tahoe<br>Shandy Four Building (2)   | Name: Tim August<br>Address: 100 Ridge Club Dr<br>Stateline, NV 89751<br>Telephone: 775-518-3552      | Name: Dr. Simerson<br>Company: Simerson Construction<br>Telephone: 775-883-3133 | 01/10/2019    | Electrical         | Completed | 256K         |

SCHEDULE B

PREVIOUS EXPERIENCE (include all projects completed within last 5 years)

| Project Name  | OWNER'S CONTACT PERSON   | DESIGN ENGINEER  | Contract Date | Type of Work           | Status   | Cost of Work |
|---|--|--|---------------|------------------------|----------|--------------|
| Esmeralda County<br>Geoffrey Knudsen<br>15th and<br>1st Street          | Name: Paul Winkler<br>Address: 20 Vine St<br>Alamo, CA 94503<br>Telephone: 775-329-5559            | Name: Paul Winkler<br>Company: Shaw Group<br>Telephone: 775-329-5559             | 12/20/2017    | Electrical             | Complete | 149K         |
| Fallon Power Station<br>Tribune   | Name: John Schaefer<br>Address: 565 Riverside Dr<br>Fallon, NV 89401<br>Telephone: 352-888-5481    | Name: Audrey De La Cruz<br>Company: CWCX Arch<br>Telephone: 775-829-7747         | 04/28/2018    | Tenant<br>Improvement  | Complete | 1.3 million  |
| Fallon Power Station<br>Engineering Expansion<br>and<br>Root Refinement | Name: Althea J. Boyles<br>Address: 565 Riverside Dr<br>Fallon, NV 89401<br>Telephone: 775-335-5711 | Name: Dr. Emerson<br>Company: AMERSON<br>Construction<br>Telephone: 775-883-3133 | 07/18/2020    | Tenant<br>Improvement  | Complete | 339K         |
| Reno Housing Authority<br>Distalene Apartments<br>at Essex Tower        | Name: Doreen Payford<br>Address: 525 E 9th St<br>Reno, NV 89502<br>Telephone: 775-328-3638         | Name: Doreen Payford<br>Company: R.M.A.<br>Telephone: 775-328-3638               | 08/25/2017    | Plumbing               | Complete | 200K         |
| The Edge Tahoe<br>Countryside Condominiums                              | Name: Tim Abgent<br>Address: 900 Edge Club Dr<br>Tahoe Valley, NV 89411<br>Telephone: 775-588-3553 | Name: Dr. Emerson<br>Company: AMERSON<br>Construction<br>Telephone: 775-883-3133 | 06/01/2018    | Electrical             | Complete | 175K         |
| Town of Gardnerville<br>Gardnerville Station                            | Name: Peter Duble<br>Address: 258 Court St<br>Reno, NV 95501<br>Telephone: 775-383-1001            | Name: Peter Duble<br>Company: Duble Group<br>Telephone: 775-383-1001             | 04/11/2018    | Tenant<br>Improvements | Complete | 426K         |

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SCHEDULE B

PREVIOUS EXPERIENCE (Include ALL Projects Completed within last 5 years)

| Project Name  | Owner's Contact Person   | Design Engineer  | Contact Date | Type of Work                          | Status    | Cost of Work |
|---|--|--|--------------|---------------------------------------|-----------|--------------|
| University of Nevada Reno<br>Install Center for<br>Electrical and<br>Mechanical | Name: Chris Cox<br>Address: 1000 S. Virginia St.<br>Reno, NV 89507<br>Telephone: 775-682-7203        | Name: J.R. Romero<br>Company: J.R. Romero<br>Telephone: 775-786-1552 | 04/09/2018   | Tenant<br>Improvements                | Completed | 152K         |
| VA<br>Reno Medical<br>Rehabilitation Center                                     | Name: George Duforno<br>Address: 975 Jefferson Ave.<br>Reno, NV 89402<br>Telephone: 775-997-5755     | Name: Simeron<br>Company:<br>Telephone:                              | 11/13/2017   | Tenant<br>Improvements                | Completed | 553K         |
| Washoe County<br>School District<br>Convert Boiler Room<br>to Locker            | Name: Norm Engstrom<br>Address: 14101 Old Virginia Rd.<br>Reno, NV 89501<br>Telephone: 775-690-5680  | Name: Paul Walsh<br>Company: Architects +<br>Telephone: 775-329-8001 | 05/26/2017   | Tenant<br>Improvements/<br>Mechanical | Completed | 237K         |
| Bureau of Reclamation<br>Labonton Dam<br>Revised Vehicle Barrier<br>System      | Name: George Duforno<br>Address: 975 Jefferson Ave.<br>Reno, NV 89402<br>Telephone: 775-997-5755     | Name: Delta Scientific<br>Company<br>Telephone: 805-257-1800         | 08/17/17     | Structural                            | Completed | 35K          |
| Carson City Public<br>Works - Senex<br>Center Repairs                           | Name: Rich Cooley<br>Address: 2011 Carson St. #2<br>Carson City, NV 89401<br>Telephone: 775-213-7302 | Name: Tom Grundy<br>Company: Carson City<br>Telephone: 887-2355      | 07/24/2017   | Tenant<br>Improvements                | Completed | 260K         |
| Carson City Public<br>Works<br>MAC Building<br>Generator                        | Name: Kate Allen<br>Address: 2011 Carson St. #2<br>Carson City, NV 89401<br>Telephone: 775-283-1234  | Name: Austin Anderson<br>Company: Carson City<br>Telephone: 887-2355 | 03/16/2017   | Electrical                            | Completed | 69K          |

SCHEDULE B

PREVIOUS EXPERIENCE (Include All Projects Completed within last 5 years)

| Project Name  | Owner's Contact Person   | Design Engineer   | Contract Date | Type of Work       | Status    | Contract Value |
|---|--|---|---------------|--------------------|-----------|----------------|
| Grashere Title  | Name:<br>Address:<br>Telephone:  | Name: John Cunningham<br>Company: T-Action Health Services<br>Telephone: 775-738-6770<br>Ext 2123 | 09/02/2016    | Electrical         | Complete  | 109K           |
| Back up Generators  | Name:<br>Address:<br>Telephone:  | Name: Simeyson<br>Company:<br>Telephone:  | 10/20/2016    | HVAC               | Completed | 75K            |
| Fort Mc Dermitt<br>Tribe  | Name: Bradley Crutcher<br>Address: P.O. Box 457<br>McDermitt, NV 89431<br>Telephone: 775-539-8259            | Name: Simeyson<br>Company:<br>Telephone:  | 05/19/2017    | Mechanical         | Completed | 102K           |
| Community Center<br>Hillside<br>Beno Housing Authority<br>37 Families<br>District of Nevada<br>Nevada | Name: Amy Jones<br>Address: 525 East Avenue<br>Reno, NV 89512<br>Telephone: 775-329-3130                     | Name: Gerald Jensen<br>Company: Jensen Engineering<br>Telephone: 775-553-2382                     | 04/01/2016    | Electrical         | Completed | 70K            |
| Reliance Emergency<br>Generator (Back Building)   | Name: Gustavo Nunez<br>Address: 515 E. Missouri St. #102<br>Carson City, NV 89401<br>Telephone: 775-684-4151 | Name: Simeyson<br>Company:<br>Telephone:  | 09/29/2016    | Tenant Improvement | Completed | 96K            |
| Fulton Power Station<br>Tribe<br>Renovation of Road<br>Short Facility                                 | Name:<br>Address: 565 Rio Vista<br>Fulton, NV 89406<br>Telephone: 775-423-6075                               | Name: Simeyson<br>Company:<br>Telephone:  | 2015-2020     | Tenant Improvement | Completed | 2 million      |

STATE OF NEVADA  
DEPARTMENT OF WATER RESOURCES  
DIVISION OF WATER RESOURCES  
1000 SOUTH MAIN STREET, SUITE 1000, CARSON CITY, NEVADA 89401  
TEL: 775-335-2200 FAX: 775-335-2201  
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SCHEDULE B

PREVIOUS EXPERIENCE (Include ALL Projects Completed within last 5 years)

| Project Name  | Owner's Contact Person  | Design Engineer   | Contract Date | Type of Work            | Status    | Cost of Work |
|---|---|---|---------------|-------------------------|-----------|--------------|
| Lovington National Fish Hatchery<br>Ranchway Recreational Complex       | Name: Mark Harris<br>Address: 1340 Lovington Blvd<br>Reno, NV 89502<br>Telephone: 503-237-2209  | Name: Fishwildfire<br>Company: SERVICES<br>Telephone: SIMMONSON   | 5/7/2020      | Basement<br>walls       | Completed | 550K         |
| Washoe County<br>Sue's Justice<br>Court HALL                            | Name: Brett Steinhardt<br>Address: 1001 E 9th St<br>Reno, NV 89512<br>Telephone: 775-328-2045   | Name: Chan Lee<br>Company: OR LONG<br>Telephone: 775-826-1119     | 06/01/2020    | HVAC<br>upgrades        | Completed | 410K         |
| Washoe County<br>School District<br>Relocation of 6th-8th<br>Classrooms | Name: Jeff Howard<br>Address: 1-10113, Virginia Rd<br>Reno, NV 89521<br>Telephone: 775-691-0201 | Name: Jared Witter<br>Company: Odysey<br>Telephone: 775-354-3203  | 04/14/2020    | Civil/tenant<br>improv. | Completed | 343K         |
| Wingstop  | Name: Dean<br>Address: 5501 18th Freeway<br>Reno, NV 89510<br>Telephone: 775-781-5710           | Name: Multiple<br>Company:<br>Telephone:                          | 2/19/2020     | Tenant<br>improv.       | Completed | 340K         |
| Verdex Innov. Technologies<br>Cadenexes HIS                             | Name: Ruby<br>Address: 385 Fox TB<br>Reno, NV 89505<br>Telephone: 775-688-0547                  | Name: Fu Simerson<br>Company: Simerson<br>Telephone: 775-888-3133 | 8/1/2019      | Electrical<br>Civil     | Completed | 72K          |
|   | Name:<br>Address:<br>Telephone:   | Name:<br>Company:<br>Telephone:                                   |               |                         |           |              |

**PREVIOUS EXPERIENCE**

| Project Name  | Owner's Contact Person   | Design Engineer  | Contract Date | Type of Work           | Status   | Cost of Work |
|---|--|--|---------------|------------------------|----------|--------------|
| Nevada Rural Housing Authority<br>Exterior Renovation<br>May 2020       | Name: James Fortberg<br>Address: 3495 Desotoy Ln<br>Conson City, NV 89714<br>Telephone: 775-886-7907 | Name: Simerson, Dru<br>Company: Simerson<br>Telephone: 775-883-3133          | 06/30/2020    | Building               | Complete | 78K          |
| Lahontan National Fish Hatchery<br>Raceway Reconnecting<br>and upgrades | Name: Mark Harris<br>Address: 1345 Financial Blvd<br>Reno, NV 89702<br>Telephone: 503-231-2089       | Name: Fish Wildlife Services<br>Company: Simerson<br>Telephone: 775-883-3133 | 05/07/2020    | Mechanical<br>Building | Complete | 550K         |
| Washoe County School District<br>Relocation of Portable<br>Classroom    | Name: Jeff Houlder<br>Address: 19101 Quivernon Rd<br>Reno, NV 89521<br>Telephone: 775-691-0201       | Name: J.W.<br>Company: Odyssey<br>Telephone: 775-559-3303                    | 04/04/2020    | Building               | Complete | 343K         |
| Wingstop  | Name: Dean Sifacusa<br>Address: 1400 E Brent Parkway<br>Mojave, NV 89414<br>Telephone: 775-223-0269  | Name: Multiple<br>Company: Multiple<br>Telephone: 775-883-3133               | 02/18/2020    | Building               | Complete | 340K         |
| The Ridge Tahoe<br>Point Parking Garage                                 | Name: Ray Marshall<br>Address: 400 Ridge Club Dr.<br>Stateline, NV 89411<br>Telephone: 775-588-3553  | Name: Dru Simerson<br>Company: Simerson<br>Telephone: 775-883-3133           | 9/21/2019     | Civil<br>Mechanical    | Complete | 241K         |
| The Ridge Tahoe<br>HVAC Improvements<br>Northwing                       | Name: Ray Marshall<br>Address: 400 Ridge Club Dr.<br>Stateline, NV 89411<br>Telephone: 775-588-3553  | Name: Sean Frey<br>Company: SAF Engineering<br>Telephone: 775-871-4123       | 04/30/2019    | Building<br>Mechanical | Complete | 318K         |

**PREVIOUS EXPERIENCE**

| Project Name   | Owner's Contact Person   | Design Engineer   | Contract Date | Type of Work          | Status   | Cost of Work |
|--|--|---|---------------|-----------------------|----------|--------------|
| Lohontan Fish Hatchery<br>Reuse water system<br>Rehabilitation | Name: MARY HARTIS<br>Address: 1390 Francisco Blvd.<br>Reno, NV 89502<br>Telephone: 503-231-2209            | Name: Simeron G.S.<br>The Reno Est.<br>Company: Simeron Construction<br>Telephone: 775-883-3133 | 08/05/2019    | Mechanical,<br>Piping | Complete | 2.4 million  |
| SOC<br>117-6 North Tower<br>Facilities upgrades                | Name: Dave Ellis<br>Address: 10000 Ave. 19115<br>Telephone: 775-945-7581                                   | Name: Simeron<br>Company: Simeron Construction<br>Telephone: 775-883-3133                       | 08/17/2018    | Mechanical            | Complete | 3.4 million  |
| Hycroft<br>Crusher Dust<br>Control                             | Name: Kari Brechein<br>Address: PO Box 3939<br>Winnemucca, NV 89416<br>Telephone: 775-683-5260             | Name: Nathan Rubin<br>Company: Rubin Eng.<br>Telephone: 775-240-7652                            | 02/05/2020    | Mechanical            | Complete | 65K          |
| NDOT<br>Northmax<br>Emergency Generator                        | Name: Gene Warren<br>Address: 1301 Old Hot Springs Rd.<br>Carson City, NV 89701<br>Telephone: 775-888-7952 | Name: Mark Johnson<br>Company: HTK Architects<br>Telephone: 775-328-6649                        | 11/06/2018    | Electrical            | Complete | 390K         |
| NDOT<br>HVAC upgrades<br>North Annex                           | Name: Gene Warren<br>Address: 1301 Old Hot Springs Rd.<br>Carson City, NV 89701<br>Telephone: 775-888-7952 | Name: Alison Hall<br>Company: Arinsworth<br>Telephone: 775-329-9100                             | 05/13/2019    | HVAC                  | Complete | 105K         |
| SOC<br>Water Treatment<br>Plant cooling Tower                  | Name: Dave Ellis<br>Address: 10000 Ave. 19115<br>Telephone: 775-945-7581                                   | Name: Simeron<br>Company: Simeron Construction<br>Telephone: 775-883-3133                       | 08/15/2019    | Mechanical            | Complete | 100K         |



**PREVIOUS EXPERIENCE**

| Project Name                              | Owner's Contact Person   | Design Engineer   | Contract Date | Type of Work       | Status    | Cost of Work |
|---|--|---|---------------|--------------------|-----------|--------------|
| Nevada State Public Works                 | Name: Jeff Current<br>Address: 315 E. Nevada St.<br>Carson City, NV 89401<br>Telephone: 775-694-4127 | Name: Sr. Copoulos<br>Company: Copoulos<br>Telephone: 775-720-4054              | 09/25/2018    | Structural         | Completed | 981K         |
| Fort Churchill Rehabilitation             | Name: Kirsten Mailey<br>Address: 2300 McLeish St.<br>Las Vegas, NV 89109<br>Telephone: 702-496-4564  | Name: Mark K. Johnson<br>Company: H+K Architects<br>Telephone: 775-332-6640     | 08/03/2018    | Structural         | Completed | 191K         |
| Nevada State Public Works                 | Name: Julie LeVitt<br>Address: 2727 Lockwood Way<br>Carson City, NV 89406<br>Telephone: 775-881-0196 | Name: Sr. Simerson<br>Company: Simerson Construction<br>Telephone: 775-883-3133 | 05/17/2019    | Structural         | Completed | 131K         |
| Storage Area Roof                         | Name: Art Foster<br>Address: 343 Shamrock Dr.<br>Murry, UT 84107<br>Telephone: 801-246-2698          | Name: Sr. Simerson<br>Company: Simerson Construction<br>Telephone: 775-883-3133 | 10/02/2018    | Tenant Improvement | Completed | 210K         |
| Reno Federal Express Upgrade              | Name: J.R. Romero<br>Address: 1520 S. Main Dr.<br>Reno, NV 89512<br>Telephone: 775-786-1552          | Name: Sr. Romero<br>Company: Romero<br>Telephone: 775-786-1552                  | 08/06/2018    | Tenant Improvement | Completed | 200K         |
| Sierra Nevada Corp New ATO Electronic Lab | Name: Tim August<br>Address: 900 Augustine Dr.<br>State Line, NV 89414<br>Telephone: 775-588-3553    | Name: Sr. Simerson<br>Company: Simerson Construction<br>Telephone: 775-883-3133 | 01/10/2019    | Electrical         | Completed | 256K         |

PREVIOUS EXPERIENCE

| Project Name   | Owner's Contact Person  | Design Engineer  | Contract Date | Type of Work       | Status    | Cost of Work |
|--|---|--|---------------|--------------------|-----------|--------------|
| The Ridge Tahoe Ski in Ski Out Staffs  | Name: Tim Nugent<br>Address: 400 Ridge Club Dr.<br>Shoshone, NV 89411<br>Telephone: 775-588-3553      | Name: <sup>DR</sup> Simon<br>Company: Simon Construction<br>Telephone: 775-885-9529    | 07/19/2019    | Structural         | Completed | 80K          |
| Tenopah Streetop Head France   | Name: Bill Wahl<br>Address: PO Box 715<br>Tonopah, NV 89411<br>Telephone: 702-544-1275                | Name: Nathan Robison<br>Company: Robison<br>Telephone: 775-240-7852                    | 06/27/2019    | Structural         | Completed | 230K         |
| Town of Minden Well #5 Generator   | Name: Jeff Cooley<br>Address: Post # 218<br>Minden, NV 89423<br>Telephone: 775-721-8671               | Name: <sup>DR</sup> Simon<br>Company: Simon Construction<br>Telephone: 775-885-3183    | 02/27/2019    | Electrical         | Completed | 27K          |
| Town of Minden Park Restroom Renovation                                      | Name: John Frisby<br>Address: 1604 Esmeralda Ave # 101<br>Minden, NV 89410<br>Telephone: 775-559-1185 | Name: John Frisby<br>Company: Town of Minden<br>Telephone: 775-559-1185                | 03/18/2019    | Mechanical         | Completed | 180K         |
| Washoe County School District Soffit Replacement at Turner Middle School     | Name: JR Romero<br>Address: 1150 Jehu Dr.<br>Reno, NV 89512<br>Telephone: 775-776-1552                | Name: JR Romero<br>Company: 1150 Jehu Dr.<br>Reno, NV 89512<br>Telephone: 775-786-1552 | 10/10/2017    | Structural         | Completed | 245K         |
| Carson City School District Carson High School Toilet Room & Shower Remedels | Name: Mark Kattink<br>Address: 102 W. King St.<br>Carson City, NV 89403<br>Telephone: 775-288-2175    | Name: Darrin Berger<br>Company: Berger Hanman<br>Telephone: 775-888-6455               | 03/15/2018    | Tenant Improvement | Completed | 174K         |

This Affidavit to be Fully Executed  
**NON-COLLUSION AFFIDAVIT**

STATE OF Nevada

COUNTY OF Carson

Dru Simerson, affiant,

the Managing Member  
(President, Secretary, Manager, Owner, or Representative of)

Simerson Construction LLC  
Name of Company or Corporation or Owner

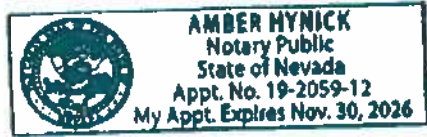
the person, corporation, or company who makes the accompanying Bid, having first been duly sworn, deposes and says:

That such Bid is genuine, and not sham or collusive, nor made in the interest or behalf of any person not herein named, and that the Bidder has not directly or indirectly induced or solicited any other Bidder to put in a sham bid, or any other person, firm, or corporation to refrain from bidding, and that the Bidder has not in any manner sought by collusion to secure for itself an advantage over any other Bidder.

[Signature]  
Signature of President, Secretary  
Manager, Owner, or Representative

Subscribed and sworn to before me  
this 28 day of July, 2013.

[Signature]



Signature of Notary Public in and  
for the County of Carson  
State of Nevada

This Affidavit to be Fully Executed

**AFFIDAVIT OF COMPLIANCE**

Affiant, Dee Simerson being first duly sworn, deposes and states upon personal knowledge and under penalty of perjury as follows:  
(Name)

1. I am the Manager/Member of the Simerson Construction LLC and have held that position since 2015. I have the authority to make the representations contained herein on behalf of Simerson Construction LLC.  
(Title) (Company Name) (Year) (Company Name)

2. I have personal knowledge of the matters set forth herein and if called upon to testify could and would competently testify consistent with the matters set forth in this Affidavit.

3. In connection with the bid for Training Proj Project (Project) I certify on behalf of Simerson Construction LLC that for the duration of this Project:  
(Project Name/PWP Number) (Company Name)

- a. At least 50% of all workers employed on this Project by Simerson Construction LLC including any workers employed by any subcontractor engaged on this Project, will hold a valid driver's license or identification card issued by the Nevada Department of Motor Vehicles; and,  
(Company Name)
- b. All vehicles used primarily for this Project will be registered and partially apportioned to Nevada pursuant to the International Registration Plan, as adopted by the Department of Motor Vehicles pursuant to Nevada Revised Statutes Section 706.826; or will be registered in the State of Nevada; and,
- c. At least 50% of the design professionals working on this Project, employed by Simerson Construction LLC and any design professionals employed by any subcontractor engaged on this Project, will have a valid driver's license or identification card issued by the Nevada Department of Motor Vehicles; and,  
(Company Name)
- d. Simerson Construction LLC as well as any subcontractor engaged on this Project will maintain and make available for inspection within this State our records concerning payroll relating to this Project  
(Company Name)

Per NRS 338.147, a valid Certificate of Eligibility issued by the State Contractors' Board (NRS 338.0017) shall be attached to the bid at the time of submittal, and this Affidavit of Compliance must be filed within two (2) hours of bid opening in order to receive preference in bidding

Further Affiant Saith Naught.

Dated this 28 day of July, 2023.

Signature [Handwritten Signature]

Title Managing Member  
(Print)

ACKNOWLEDGMENT

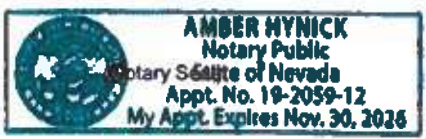
State of Nevada

County of Carson

Subscribed and sworn to before me this  
28 day of July, 2023

My Commission Expires Nov. 30 2026

Signature [Handwritten Signature]



legals-  
douglas co.

legals-  
douglas co.

legals-  
douglas co.

**EAST FORK FIRE PROTECTION DISTRICT  
ADVERTISEMENT FOR COMPETITIVE BIDS**

1. Separate sealed bids will be received by East Fork Fire Protection District care of District Fire Chief, Minden, Nevada, for the work set forth in the Scope of Work Documents for the Training Prop Project. The bids shall be received on or before 2:00 PM, July 28, 2023, at the East Fork Fire Protection District Office, 1694 County Road, Minden, Nevada 89423. Bids will be subsequently opened and read aloud starting at 2:01 PST at the East Fork Fire Protection Office, 1694 County Road, Minden, Nevada 89423. A thorough review will be conducted by the District to ensure that the bid is responsive and responsible. The District will make a recommendation for award to the District Board on August 15, 2023, at their regularly scheduled meeting.
2. The scheduled work for the Training Prop Project located at 1699 County Road, Minden, Nevada 89423, consists of the modification and erection of shipping containers in a configuration mimicking a four-story structure. Site improvements will include the installation of curb, gutter, concrete slabs, sidewalks, and footings. Utilities, including a single fire hydrant, are also required. A fifth level designed for rope rescue training is included as Alternate Bid Item 1.
3. The shipping containers necessary for the project have been purchased and are on site and not a part of this bid.
4. No proposal will be considered unless accompanied by a bid security in the form of a Certified or Cashier's Check, or Bid Bond, in an amount not less than five percent (5%) of the bid.
5. Documents may be found online at [eastforkfire.org](http://eastforkfire.org) under the Bid Posting and RFP tab.
6. Hard copies of the Bid Documents will be available starting at 8:00 AM June 26, 2023, and may be obtained at the East Fork Fire Protection Office. The minimum licensing requirement is set forth by the Nevada State Contractors Board. The contractor must be capable of being bonded for this project.
7. East Fork Fire Protection District contact: Tod F. Carlini, District Fire Chief. Phone: (775) 782-9048.
8. The Prevailing Wage as established by the State Labor Commission shall be paid on projects with a contract price of \$100,000 or more. The State Labor Commissioner has not assigned a Public Works Project Number to this project. NRS 338.147 provides for a 5 percent bidder preference to bidders who qualify for the preference. The requirements for the preference are detailed in the contract documents.
9. A pre-bid conference will be held on Wednesday July 12, 2023, at 1:00 pm at 1699 County Road, Minden, Nevada. Bidders are encouraged to attend and participate in the conference, but it is not mandatory.
10. The project will require the successful contractor to follow the plans and specifications as designed. A building permit is pending the award of the contract. All reviews have been completed. Special inspections will be required.
11. The owner reserves the right to perform certain aspects of the work both prior to and during construction, which may result in change orders reducing the base bid amount. Examples of such work include cutting window and door openings and construction of forcible entry training doors.

East Fork Fire Protection District

By:     /s/      
    Tod F. Carlini, District Fire Chief

Dated: June 22, 2023

Pub Date: June 28, July 5, 12, 2023

Ad # 34772

# East Fork Fire Protection District

## AGENDA ACTION SHEET

1. **Title: 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.
  
2. **Recommended Motion:** Motion 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.
  
3. **Funds Available:** NA **Amount:** NA  
  
**Fund Name:** Operations **Account Number:** NA
  
4. **Prepared by:** Tod F. Carlini, District Fire Chief
  
5. **Meeting Date:** August 15, 2023 **Time Required:** 15 minutes
  
6. **Agenda:** Administrative Agenda
  
7. **Background Information:** At times the District is in the position to exceed the maximum approved position list for Firefighter/EMT, Firefighter/EMT Advanced, and/or Firefighter/Paramedic. Past practice requires this action be approved by the Board at the time the opportunity presents itself. At the May 2023 Board meeting, Director Mike Sommers suggested this authority be delegated to the administration to facilitate the process. The situation generally exists following an academy and when a Board-approved "over-hire(s)" successfully completes the academy, yet no position exists. The administration agrees, but recommends some limits be placed on the delegation of this authority. The administration recommends the position(s) extension(s) be limited to sixty (60) shifts and not exceed three (3) positions at any one time.
  
8. **Reviewed by:**  

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

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

## East Fork Fire Protection District

### AGENDA ACTION SHEET

1. **Title: 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.
2. **Recommended Motion:** 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.
3. **Funds Available:** Yes **Amount:** \$ 65,000  
**Fund Name:** Operations **Account Number:** 650-251-521-140
4. **Prepared by:** Tod F. Carlini, District Fire Chief
5. **Meeting Date:** August 15, 2023 **Time Required:** 15 minutes
6. **Agenda:** Administrative Agenda
7. **Background Information:** The East Fork Fire Protection District is required to provide annual physicals to uniformed/sworn personnel under Nevada Revised Statutes. The District has received services from Carson Valley Health for several years and under a contract dated back to 2016. The District solicited services from both Carson Valley Health and from ARC Health and Wellness. Both can provide the necessary physicals and associated testing. ARC Health and Wellness provides an on-site option for both staff and volunteers. From a cost perspective, ARC Health and Wellness provides the best overall value at a cost of \$1,075 per physical exam in accordance with NFPA 1582 and NRS 617. The physical also includes additional testing and cancer screening, including ultrasound imaging. The additional testing is an appropriate measure given the current concerns of firefighter exposure to carcinogens. The cost for annual testing will be split over two fiscal years, with each year costing an estimated \$65,000. Pending approval of this agreement, the logistics and scheduling will be developed. The contract effective state date is October 1, 2023, and runs until September 30, 2024. The administration recommends approval of the contract.
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    |  |



# CONTRACT FOR SERVICES BY AN INDEPENDENT CONTRACTOR

A CONTRACT BETWEEN

**EAST FORK FIRE PROTECTION DISTRICT**

AND

**ARC HEALTH AND WELLNESS**

This Contract for Services by an Independent Contractor (the "Contract") is entered into by and between the East Fork Fire Protection District ("East Fork"), a political subdivision of the State of Nevada, and ARC Health and Wellness, ("Contractor"). The District and Contractor are at times collectively referred to hereinafter as the "Parties" or individually as the "Party."

WHEREAS, East Fork requires the services of Contractor herein specified are both necessary and desirable and in the best interest of East Fork;

WHEREAS, Contractor represents that he is duly qualified, equipped, staffed, ready, willing and able to perform and render the services hereinafter described.

NOW, THEREFORE, in consideration of the mutual promises and covenants herein made, East Fork and Contractor mutually agree as follows:

**1. EFFECTIVE DATE OF CONTRACT.** This Contract shall be effective upon joint signatures and will be effective through September 30, 2024.

**2. SERVICES TO BE PERFORMED.** The Parties agree that the services to be provided are physical examinations for volunteer and career firefighters as outlined below:

ARC will perform Heart and Lung physicals either at East Fork Fire Protection District, 1694 County Road, Minden, NV 89423 or other designated District location or at their established Reno, Nevada Office, between October 1, 2023, and September 30, 2024, hereinafter "testing period." Physicals will, span two (2) fiscal year budget periods. Physicals will comply with NFPA 1582 / NRS 617 examinations.

Employer agrees to identify to ARC all participants that will be receiving a Heart and Lung physical by providing a completed roster with employee last name, first name, DOB, gender, phone number and email address to ARC Health and Wellness, no later than thirty (30) days prior to testing.

If ARC Heart and Lung exams are conducted on-site a representative of ARC will reach out to employer for coordination of the location of the mobile unit and/or onsite visit.

Employer will use its best efforts to communicate to employees that the exam paperwork and lab work is required to be completed prior to exam. Required paperwork will be provided electronically to Employer two weeks prior to the exam.

**3. PAYMENT FOR SERVICES.** Contractor agrees to provide the services set forth in Paragraph 2 at a cost reflected below.

East Fork Fire Protection District guarantees a minimum payment of **\$1,075.00 per member as outlined**. A \$2,500.00 onsite fee in lieu of the \$135.00 per member onsite charge will be assessed per week for onsite services and when scheduled.

|                      |                                   |
|----------------------|-----------------------------------|
| 1582 Extended Panel  | \$ 675.00 (Includes Stress EKG)   |
| Hep A                | 35.00                             |
| Hep B                | 35.00                             |
| Hep C                | 35.00                             |
| HIV Screening        | 40.00                             |
| PPD TB Skin Test     | 40.00                             |
| Ultrasound Screening | 150.00 (Cancer Screen)            |
| Two View Chest X ray | 65.00                             |
| Total                | 1,075.00 (Per employee/volunteer) |

All Lab work will be conducted through Lab Corp/Quest Diagnostics and is included in the 1582 Extended Panel Cost.

The Contractor will submit an invoice for payment within 15 days of the end of the month and must submit a detailed summary of the expenditures reported in a form that supports the approved budget.

Upon receipt of exam invoice, Employer agrees to make payment to ARC within thirty (30) days from the date of the invoice.

**4. INDEPENDENT CONTRACTOR STATUS.** The Parties agree that Contractor shall have the status of an independent contractor and that this contract, by explicit agreement of the Parties, incorporates and applies the provisions of NRS 284.713, as necessarily adapted, to the Parties, including the understanding that Contractor is not an employee of East Fork and that there will be no:

- (1) Withholding of income taxes by the East Fork:
- (2) Industrial insurance coverage provided by the East Fork
- (3) Participation in group insurance plans which may be available to employees of East Fork
- (4) Participation or contributions by either the independent contractor or the District to the public employee's retirement system
- (5) Accumulation of vacation leave or sick leave
- (6) Unemployment compensation coverage provided by East Fork if the requirements of NRS 612.085 for independent contractors are met.

**5. INDUSTRIAL INSURANCE.** Contractor further agrees, as a precondition to the performance of any work under this contract and as a precondition to any obligation of East Fork to make any payment under this contract, to provide East Fork with a work certificate issued by a qualified insurer in accordance with NRS § 616B.627. Contractor agrees, prior to commencing any work under the Contract, to complete and to provide the following written request to the qualified insurer:

ARC Health and Wellness has entered into a contract with East Fork Fire Protection District to perform work from October 1, 2023, to September 30, 2024, and requests that an industrial insurance provider qualified and licensed to offer such insurance within Nevada, provide to East Fork Fire Protection District: 1) a certificate of coverage issued pursuant to NRS § 616B.627 and 2) notice of any lapse in coverage or nonpayment of coverage that the contractor is required to maintain. The certificate and notice should be mailed to:

East Fork Fire Protection District  
1694 County Road  
Minden, Nevada 89423

Contractor agrees to maintain required workers compensation coverage throughout the entire term of the Contract. If Contractor does not maintain coverage throughout the entire term of the Contract, Contractor agrees that East Fork may, at any time the coverage is not maintained by Contractor, order the Contractor to stop work, suspend the Contract, or terminate the Contract.

Contractor may, in lieu of furnishing a certificate of an insurer, provide an affidavit indicating that he is a sole proprietor and that:

1. In accordance with the provisions of NRS 616B.659, has not elected to be included within the terms, conditions, and provisions of chapters 616A to 616D, inclusive, of NRS; and
2. Is otherwise in compliance with those terms, conditions, and provisions.

**6. TERMINATION OF CONTRACT.** This Contract may be revoked without cause by either Party prior to the end of the term set forth in paragraph (1), provided that a revocation shall not be effective until 30 days after a Party has served written notice upon the other Party. The Contractor shall submit invoices for work performed through the date notice was given.

**7. LICENSING AND PROFESSIONAL HEALTH CARE LIABILITY.** Contractor agrees to maintain all necessary licenses in active status and good standing for the State of Nevada during the term of this Contract. Failure to maintain this license will result in immediate termination of this contract.

**8. CONSTRUCTION OF CONTRACT.** This Contract shall be construed and interpreted according to the laws of the State of Nevada and any litigation surrounding this Contract must be filed and litigated in the Ninth Judicial District Court, in and for the County of Douglas, State of Nevada.

**9. APPLICABLE LAWS.** Contractor shall fully and completely comply with all applicable local, state, and federal laws, regulations, orders, or requirements of any sort in carrying out the obligations of this Contract including, but not limited to, all federal, state, and local accounting procedures and requirements and all immigration and naturalization laws.

**10. ASSIGNMENT.** Contractor shall neither assign, transfer nor delegate any rights, obligations or duties under this Contract unless made in accordance with the provisions of NAC 450B.505(5) and only with the prior written authorization of the Chief of the East Fork Fire Protection District.

**11. EAST FORK INSPECTION.** The books, records, documents and accounting procedures and practices of Contractor related to this Contract shall be subject to inspection, examination and audit by East Fork, including, but not limited to, the contracting agency or any authorized representative.

**12. DISPOSITION OF CONTRACT MATERIALS AND COPYRIGHT.** Any books, reports, studies, photographs, negatives or other documents, data, drawings or other materials prepared by or supplied to Contractor in the performance of its obligations under this contract shall be the exclusive property of East Fork Fire Protection District and all such materials shall be remitted and delivered, at Contractor's expense, by Contractor to East Fork upon completion of the project, or termination or cancellation of this Contract. Contractor shall not use, willingly allow or cause to have such materials used for any purpose other than the performance of Contractor's obligations under this Contract without the prior written consent of East Fork.

**13. PUBLIC RECORDS LAW.** Contractor expressly agrees that all documents ever submitted, filed, or deposited with East Fork by Contractor (including those remitted to East Fork by Contractor pursuant to Paragraphs 4, 5 10 and 11 of the Contract), unless designated as confidential by a specific statute of the State of Nevada, shall be treated as public records pursuant to NRS chapter 239 and shall be available for inspection and copying by any person, as defined in NRS §0.039, or governmental entity.

**14. INDEMNIFICATION.** Contractor agrees to indemnify and save and hold the East Fork Fire Protection District its agents and employees harmless from any and all claims, causes of action or liability arising from the performance of this Contract by Contractor.

**15. MODIFICATION OF CONTRACT.** This Contract constitutes the entire agreement and understanding between the Parties and may only be modified by a written amendment signed by both of the Parties.

**16. PHOTOGRAPHIC LIKENESS.** The Contractor allows East Fork to take photographs of the Contractor while in the workplace for purposes of training, advertising, and awareness.

**17. HEALTH INFORMATION PORTABILITY AND ACCOUNTABILITY ACT.** The Contractor agrees to follow the requirements of the Health Information Portability and Accountability Act, as amended, and as more fully outlined in **Attachment A**.

***IN WITNESS WHEREOF, the parties hereto have caused this contract to be signed and intend to be legally bound thereby.***

**CONTRACTOR**



Paul Granstrom, President

08/08/2023

(Date)

**EAST FORK FIRE PROTECTION DISTRICT**

District Chief Tod Carlini

(Date)

**ATTEST:**

Holly Mcgee, Board Clerk

(Date)

## ADDENDUM A

### HEALTH INFORMATION PORTABILITY AND ACCOUNTABILITY ACT

This "Attachment B – Health Information Portability and Accountability Act" is made part of this Agreement to ensure that Contractor will appropriately safeguard protected health information ("PHI") that is created, received, maintained, or transmitted on behalf of East Fork Fire and Paramedic Districts in compliance with the applicable provisions of Public Law 104-191 of August 21, 1996, known as the Health Insurance Portability and Accountability Act of 1996, Subtitle F – Administrative Simplification, Sections 261, *et seq.*, as amended ("HIPAA"), and with Public Law 111-5 of February 17, 2009, known as the American Recovery and Reinvestment Act of 2009, Title XII, Subtitle D – Privacy, Sections 13400, *et seq.*, the Health Information Technology and Clinical Health Act, as amended (the "HITECH Act").

#### A. General Provisions

1. **“Contractor”** shall mean ARC Health and Wellness
2. **Meaning of Terms.** The terms used in this Agreement shall have the same meaning as those terms defined in HIPAA.
3. **Regulatory References.** Any reference in this Agreement to a regulatory section means the section currently in effect or as amended.
4. **Interpretation.** Any ambiguity in this Agreement shall be interpreted to permit compliance with HIPAA.

#### B. Obligations of Contractor

Contractor agrees that it will:

1. Not use or further disclose PHI other than as permitted or required by this Agreement or as required by law;
2. Use appropriate safeguards and comply, where applicable, with the HIPAA Security Rule with respect to electronic protected health information ("e-PHI") and implement appropriate physical, technical and administrative safeguards to prevent use or disclosure of PHI other than as provided for by this Agreement;
3. Report to East Fork Fire Protection District any use or disclosure of PHI not provided for by this Agreement of which it becomes aware, including any security incident (as defined in the HIPAA Security Rule) and any breaches of unsecured PHI as required by 45 CFR §164.410. Breaches of unsecured PHI shall be reported to East Fork Fire Protection District without unreasonable delay but in no case later than 60 days after discovery of the breach;
4. In accordance with 45 CFR 164.502(e)(1)(ii) and 164.308(b)(2), ensure that any subcontractors that create, receive, maintain, or transmit PHI on behalf of

Contractor agree to the same restrictions, conditions, and requirements that apply to Contractor with respect to such information;

5. Make PHI in a designated record set available to East Fork Fire Protection District and to an individual who has a right of access in a manner that satisfies East Fork Fire and Paramedic Districts' obligations to provide access to PHI in accordance with 45 CFR §164.524 within 30 days of a request;
6. Make any amendment(s) to PHI in a designated record set as directed by East Fork Fire Protection District, or take other measures necessary to satisfy East Fork Fire Protection Districts' obligations under 45 CFR §164.526;
7. Maintain and make available information required to provide an accounting of disclosures to East Fork Fire Protection District or an individual who has a right to an accounting within 60 days and as necessary to satisfy East Fork Fire Protection Districts' obligations under 45 CFR §164.528;
8. To the extent that Contractor is to carry out any of East Fork Fire Protection Districts' obligations under the HIPAA Privacy Rule, Contractor shall comply with the requirements of the Privacy Rule that apply to East Fork Fire Protection District when it carries out that obligation;
9. Make its internal practices, books, and records relating to the use and disclosure of PHI received from, or created or received by Contractor on behalf of East Fork Fire Protection District, available to the Secretary of the Department of Health and Human Services for purposes of determining Contractor and East Fork Fire Protection District's compliance with HIPAA and the HITECH Act;
10. Restrict the use or disclosure of PHI if East Fork Fire Protection District notifies Contractor of any restriction on the use or disclosure of PHI that East Fork Fire Protection District has agreed to or is required to abide by under 45 CFR §164.522; and
11. If East Fork Fire Protection District is subject to the Red Flags Rule (found at 16 CFR §681.1 *et seq.*), Contractor agrees to assist East Fork Fire and Paramedic Districts in complying with its Red Flags Rule obligations by: (a) implementing policies and procedures to detect relevant Red Flags (as defined under 16 C.F.R. §681.2); (b) taking all steps necessary to comply with the policies and procedures of East Fork Fire Protection District's Identity Theft Prevention Program; (c) ensuring that any agent or third party who performs services on its behalf in connection with covered accounts of East Fork Fire Protection District agrees to implement reasonable policies and procedures designed to detect, prevent, and mitigate the risk of identity theft; and (d) alerting East Fork Fire Protection District of any red flag incident (as defined by the Red Flag Rules) of which it becomes aware, the steps it has taken to mitigate any potential harm that may have occurred, and provide a report to East Fork Fire Protection District of any threat of identity theft as a result of the incident.

**C. Permitted Uses and Disclosures by Contractor**

The specific uses and disclosures of PHI that may be made by Contractor on behalf of East Fork Fire Protection District include:

1. The review of patient care information for providing advice to East Fork Fire Protection District concerning a particular ambulance incident;
2. The review of patient care information and other medical records and submission of that information to carriers, insurers, and other payers and assisting East Fork Fire Protection District in an insurance or Medicare audit or other similar action; and
3. Other uses or disclosures of PHI as permitted by HIPAA necessary to perform the services that Contractor has been engaged to perform on behalf of East Fork Fire Protection District.

**D. Termination**

1. East Fork Fire Protection District may terminate this Agreement if East Fork Fire Protection District determines that Contractor has violated a material term of the Agreement.
2. If either party knows of a pattern of activity or practice of the other party that constitutes a material breach or violation of the other party's obligations under this Agreement, that party shall take reasonable steps to cure the breach or end the violation, as applicable, and, if such steps are unsuccessful, terminate the Agreement, if feasible.
3. Upon termination of this Agreement for any reason, Contractor shall return to East Fork Fire Protection District or destroy all PHI received from East Fork Fire Protection District, or created, maintained, or received by Contractor on behalf of East Fork Fire Protection District that Contractor still maintains in any form. Contractor shall retain no copies of the PHI. If return or destruction is infeasible, the protections of this Agreement will extend to such PHI.

**Reviewed and Acknowledged by:** \_\_\_\_\_

  
Paul Granstrom, President

8/8/2023

(Date)





becomes harder to achieve.

The Standards of Cover supports community and firefighter safety by identifying the number of personnel that should arrive at each risk type to safely and effectively accomplish the jurisdiction's objectives. As with response time objectives, staffing deficiencies are identified and objectives to correct become opportunities.

Today we will be presenting the 2023-2024 Standards of Cover and recommendations for the years ahead. Part in parcel to this presentation is an understanding that data collection over the next year must be an emphasized priority.

8. **Reviewed by:**

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

9. **Board Action:**

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

**Agenda Item # 7**



# EAST FORK FIRE PROTECTION DISTRICT 2023



**Executive Summary**.....2

**Section I - Community Baselines**..... 5

**Section III - Services We Provide**..... 20

**Fire Growth**..... 24

**The Stages of Fire Growth**..... 24

**Section IV - Critical Task Capability of District** ..... 35

**Section V - Setting Service Level Objectives** ..... 42

**Section VI - Evaluation of Reliability of Companies** ..... 45

**Section VII - Recommendations**..... 57

**Section VIII – Summary** ..... 61

DRAFT

# EAST FORK FIRE PROTECTION DISTRICT STANDARDS OF COVER

## EXECUTIVE SUMMARY

Prepared By

Tod F. Carlini, District Fire Chief



In 2006 the East Fork Fire Protection District saw the first ever, governing body approved, Ten Year Strategic Plan. One of the more aggressive and challenging objectives within this plan was the development of a Standards of Cover for the District.

In 2013, the District's first Standards of Cover was developed internally and adopted by the Douglas County Commissioners, then serving as the District's Board of Directors. Nearly ten years later and after a 2017 revision which was adopted by the first totally independently elected Board of Directors, the District is offering its third iteration of this strategic document in 2023.

This document describes our service area, the risks that must be protected and reduced within the jurisdiction, our capabilities, and our performance objectives and measures. Several key data sets are applied and guided recommendations are made with the single intent to support the actual standards. This information will allow the District to identify risks in the jurisdiction, analyze and establish levels of response service to respond to those risks, and most importantly, evaluate the performance through benchmarked response times and staffing objectives.

The response time goals, staffing objectives, and resource deployment will contribute to our commitment to continually improve how we deliver our services. In revising the deployment plan, the methodology used requires the assumption that it is reasonable, realistic, fiscally sound, based on factual data, contract compliant, and safe in the allocation and deployment of personnel, both career and volunteer, and the physical resources of the District.

The plan must also attempt to adhere to all related rules, regulations, and requirements. Also taken into consideration are nationally adopted standards, such as those promulgated by the National Fire Protection Association (NFPA), the American Heart Association (AHA), the International Association of County Managers (ICMA), and Insurance Services Offices (ISO), as examples. Using multiple standards to gauge performance can serve as an effective and well balanced "*checks and balances*" of the entire deployment model specific to the District.

While NFPA 1710's primary focus is on staffing, the American Heart Association tends to consider response time for emergency medical services. The International Association of County Manager's standards attempt to relate services level in the form of a ratio between the population of the area served and the number of responders available. Lastly, ISO, serves as an overall "*report card*" solely on fire protection services, but includes water supply and dispatching. While ISO has been the industry standard for many years, wildland fire in the urban interface and the devastation that has occurred, is now guiding the insurance industry in most western states.

Equally important to the preceding is recognizing that the safety of our personnel must be a priority. A priority which can't be ignored and one which should not be compromised for the sake of meeting response time objectives. Staffing must be a strong consideration. With annual call volume increasing at a rate of 5.7 percent per year and given the current reality and modifications to our volunteer program, the need for additional career personnel becomes an annual consideration. Volunteer personnel will continue to play a key role in the logistical needs of incidents with an emphasis on the transportation of water for fire suppression.

The East Fork Fire Protection District Standards of Cover has been developed to translate the general needs and objectives of the District as it relates to the allocation of resources to achieve the self-imposed standards which are drawn from several recognized sources.

This document is not intended to define in specific detail the finite changes that would support the standards; however, great effort has been applied to identify concepts and ideas which in most cases will lead to a successful compliance with our stated standards. Inherent to the successful implementation of this deployment and standards model is the recognition of the need for a bi-annual review of the plan and adjusting or "*flexing*" it to meet the needs of the District's constituency. A plan such as this must be dynamic in nature for it to be a successful plan. Lastly, data collection must be a priority. Having accurate data will become the major determinate in the future deployment of resources. It is recognized in this body of work that a broad spectrum of data sets has led to our inability to make more comprehensive recommendations. Over the course of the next year, consistency in data collection will be priority.

In conclusion, I would like to thank those involved in this review and update and who have worked hard to produce this third version to the original Standards of Cover. This Standards of Cover reflects the changing needs of the East Fork Fire Protection District and serves as a mechanism for constantly seeking opportunities for improvement. The East Fork Fire Protection District is committed to providing the most effective services in a fiscally responsible manner and to continually evaluate our performance in the constant pursuit of improvement and firefighter safety.

## Section I - Community Baselines

The term Standards of Cover is somewhat confusing to those outside of the fire service. It refers to the standards that a fire district adopts to provide response coverage to their community. It can also be called an emergency services master plan or a deployment analysis. East Fork Fire Protection District uses it to provide a snapshot in time of our service delivery model today, and with proposed data driven changes for the future. There is much diversity when you research published Standards of Covers as no two are alike, since no two jurisdictions are alike. East Fork Fire's desire to prepare this document internally without the use of a consultant is based upon the fact that only the District understands the wants, desires, and needs of our jurisdiction. We value this internal ability greatly.

The Standards of Cover will present the performance goals the District uses in which to base our actual performance. These goals are used during the planning phase to determine which apparatus, personnel, and station(s) are most effective for the given task. The standards are used during the life of the document to evaluate if we are able to meet the standards we imposed upon ourselves. Not meeting a self-imposed standard is not necessarily a negative finding, rather it provides an avenue to discuss future needs and changes.

The Standards of Cover supports community and firefighter safety by identifying the number of personnel that should arrive at each risk type to accomplish the jurisdiction's objectives safely and effectively. As with response time objective, staffing deficiencies are identified and objectives to correct become opportunities.

Multiple factors contribute to the development of a Standards of Cover, including but not limited to:

- Call Data
- Call Location
- Response Times
- Public Expectations
- Dispatching based on the closest available unit or closest forces concept
- Geography
- Physical Assets (Apparatus)
- Policy and Procedures
- National Standards and Practices
- Mutual Assistance
- Specific adoption of fire prevention regulations

Recommendations from our Standards of Cover may include:

- Determining the closest resource to the right call and in the right amount of time.
- Establishment of standards for the appropriate number of resources needed to successfully mitigate an incident.
- Establish the metrics for which the organization can measure its effectiveness in achieving success with the standards it chooses to emulate.
- Establish capital needs for the future, including both apparatus and facilities.
- Serve as a guiding document for budget development.

East Fork Fire applies these metrics to analyze and evaluate our service delivery model. This information is used to modify the current utilization and adapt to the changing needs of our jurisdiction. The Standards of Cover will present our performance goals which are measured against actual performance to the best that our data will allow. These goals are used during the planning phase to determine the most effective response to any given emergency. The standards are used to determine and manage future expectations based on whether goals are met at below or above the standard set in this document. The results can provide an opportunity to discuss future needs, support changes, or consider additional alternatives.

The Standards of Cover supports jurisdictional and firefighter safety. This is accomplished in several ways, including:

- The identification of appropriate staffing levels and incident staffing
- Station and apparatus locations
- Additional service provisions, such as technical rescue

These combined factors impact the level of community safety that is provided by the District.

### **Changes Since our Last Standards of Cover**

Several factors have changed since the 2017 Standards of Cover document was written and adopted. These changes include:

- Newly elected Board Members.
- Increase in the number, size, and threat of wildland fires within our District.
- Drought conditions.
- Flood and storm events.
- Call volume increase.
- Housing development and population growth impacting responses.
- Changes at the Executive Level Chief Officer/Divisional Manager Positions.
- Implementation of two Fire Inspector positions.
- Change in the population demographics.
- Staffing increases with SAFER and District approved positions.
- Adding additional staff or apparatus.
- Full implementation of a “re-tooled” volunteer program that supports the logistical and water supply delivery needs.
- Loss of community-based paramedicine programs through the Mobile Outreach Safety Team with Douglas County Sheriff’s Office and the Department of Public and Behavioral Health.
- Loss of Emergency Management responsibilities and funding.
- Implementation of the Genoa Peak Fuels Crew with funding provided by NV Energy.
- Purchase of 2 new Type 6 engines.
- Purchase of 3 new Type 1 engines.
- Purchase of 1 new Type 3 engine.
- Purchase of new ALS rescues and implementation of a refurbishment process.
- Purchased of new Chief Officer vehicles.
- Updated Auto Extrication Equipment.
- Purchase and implementation of new Ice Rescue Equipment.
- Upgraded Structural PPE.
- Updated Ice Rescue equipment.



- Updated Rope Rescue equipment.
- Updated RMS reporting.
- Provided funding for employees to attend Paramedic School.
- Implementation of COVID Protocols and precautions.
- Upgrade of all handheld and several mobile radio devices.
- Adoption of specific fire regulations and codes.
- Working through a global pandemic.
- Longer term labor contract.
- Increases in Volunteer personnel, both logistical and support.

Taken as a group, the above changes reflect the District's response to the needs of the jurisdiction and to our constituents.

### **Assumptions**

The following list represents the assumptions that are made during the development of the 2023 Standards of Cover:

- An aging population will continue to increase (currently at 31.3% at or over the age of 65) with retirements and relocation of baby boomers to our community. This aging population will cause an increase in the number of cardiac arrests, myocardial infarction, strokes, ground level falls and other geriatric related calls. The age group of 60 + accounts for 72.86% of the EMS Call Volume Nationally (U.S. Census, 2022). Our community is currently at 73% of billed EMS Calls (3,752 of 5,118 incidents 2022).
- Currently, three new Senior Living Facilities are in the planning or construction phase within the District. On average, 49% of Assisted Living Residents will visit the emergency departments at least once yearly. According to The National Library of Medicine, a division of the NIH, Nevada's risk-adjusted rate for emergency department visits is 144.3-167.2 visits per year per 100 residents. This data was from 2016 Medicare Data (NCBI 2021).
- The National and regional shortage of healthcare providers, including paramedics, continues to challenge our Districts ability to recruit paramedic level personnel.
- A regional shortage of healthcare beds will continue to rise, creating an increase in Inter Facility Transfers to other area hospitals.
- Volunteer participation has increased due to a recruiting campaign by the Fire District. Volunteer recruitment and retention and will continue to challenge our volunteer program, even with recent successes.
- As population and call volume continues to increase, an adverse effect on response times will continue under the current deployment model. This may cause the Fire District to consider an increase in staffing, modify the deployment of resources, or adjust our response time criteria.
- The District's Fuels and Fire program has an opportunity to grow pending grant opportunities and other contract options. With the adoption of the District's Community Wildland Fire Protection Plan (CWPP), Federal fuels management grants and contract opportunities now exist.

- The District will continue to apply for Local, State and Federal Grants to provide funding for required services and capital purchase.
- The District will continue to adopt and apply fire regulations as necessary and as required under NRS 474, for public and firefighter safety within the jurisdiction.
- Financial sustainability will continue to be a critical and challenging element necessary to support the Standards of Cover in the future and any changes recommended.
- Continued application of short-term loans will be necessary to meet capital needs within the organization and under a consistent method of debt service.

It is important for policy makers today, and in the future, to consider these assumptions in their decision-making processes. Making assumptions, while uncertain, are necessary when considering future service delivery model modifications and planning, which is the heart of a Standards of Cover.

### Significant Incidents

The workgroup felt it important to relate recent major incidents that have occurred within the East Fork Fire Protection District jurisdiction since the last edition of the Standards of Cover. It is important to remember that major incidents do not occur in a vacuum. Other calls can occur at the same time, which further stress the response system. Each of these incidents provided significant challenges to the organization, but with each challenge came an opportunity.

- Flood Events of 2018
- Covid 19 Pandemic
- Numbers Wildland Fire July 6, 2020
- Tamarack Wildland Fire July 4, 2021
- Caldor Wildland Fire August 14, 2021
- Flood and Weather Event of 2022
- Flood event of 2023



## Governance

East Fork Fire Protection District is an NRS 474 Fire District. The District was created by ordinance by way of the Douglas County Commission in April of 1981. The Douglas County Board of County Commissioners served as the Board of Fire Commissioners for the first 35 years of existence. In 2016, the Board of County Commissioners passed an ordinance which recognized and reconstituted the District under the provisions of NRS 474.010 to 474.450, thus treating the District as if it were created by election and to allow for its own independent Board of Directors. The first Board was interviewed and appointed by the Douglas County Board of Commissioners. The Board, officially appointed January 4, 2017, is now an independently and fully publicly elected body. The current Board positions have now all been publicly elected and include the following Directors:

## Board of Directors



John Bellona  
Secretary District 1



Barbara Griffin  
District 2



Bernard Curtis  
District 3



Jacques Etchegoyhen  
President District 4

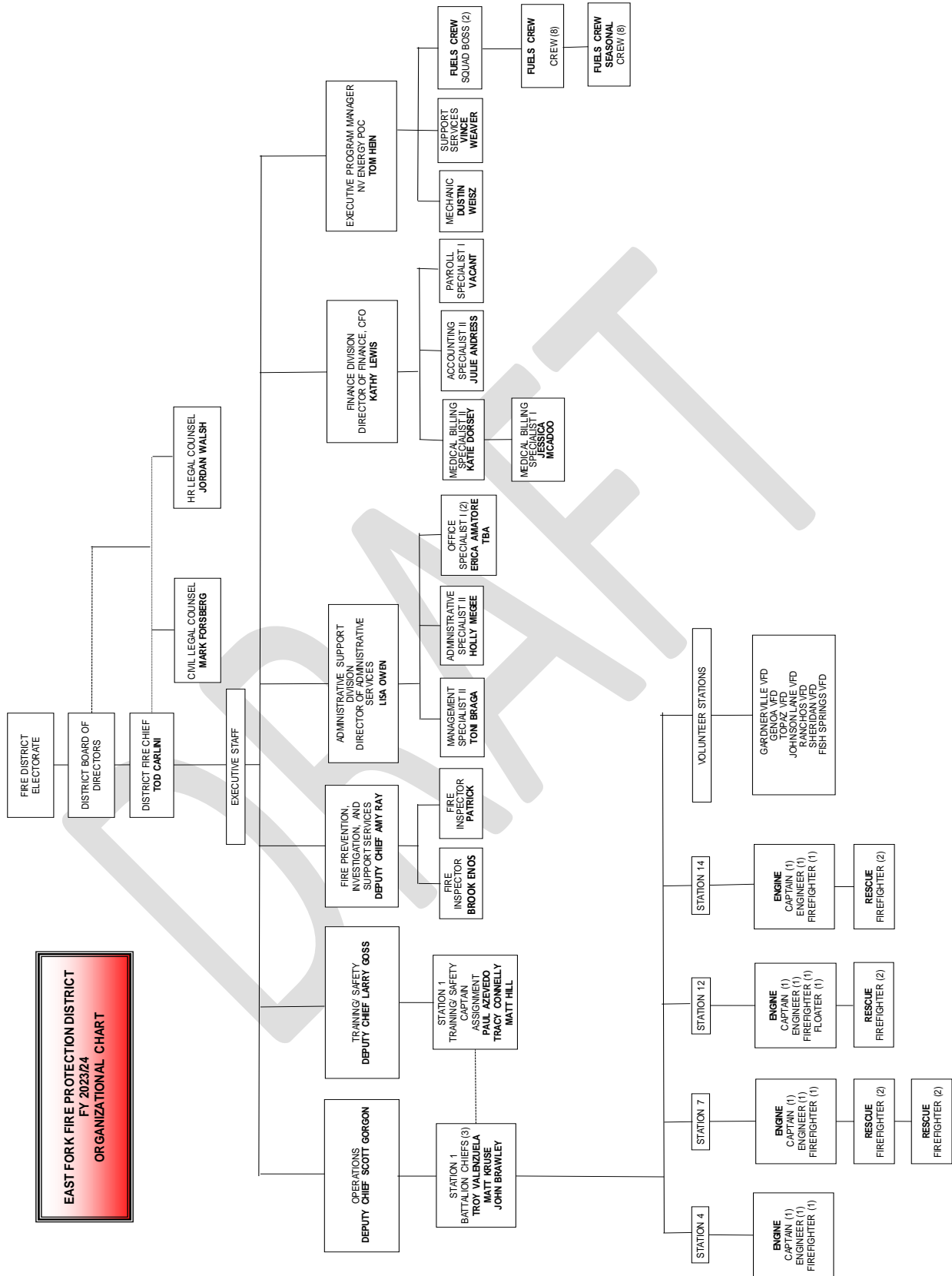


Mike Sommers  
District 5

The Board provides policy and budget direction to the District Fire Chief. The District Fire Chief receives advice and counsel from the District's Executive Staff, the East Fork Professional Firefighters Association, the Volunteer Association and contracted legal counsel. The Executive Staff supports the District's mission, vision, and values. The Executive Staff includes the District Fire Chief, Deputy Fire Chief of Operations, Deputy Chief of Prevention, Deputy Chief of Training and Safety, Director of Financial Services, Director of Administrative Services, and Executive Program Manager.



# ORGANIZATIONAL CHART



## Legal Authority

As an NRS 474 Fire District, specific powers are provided to the Board and the District Fire Chief under state law. These activities include:

- Manage and conduct the business and affairs of the County Fire Protection District.
- Adopt and enforce all rules and regulations necessary for the administration and government of the District and for the furnishing of fire protection thereto, which may include regulations relating to fire prevention. Organize, regulate, establish, and disband fire companies, departments, or volunteer fire departments for the District.
- Make and execute, in the name of the District, all necessary contracts.
- Adopt a seal for the District to be used in the attestation of proper documents.
- Provide for the payment from the proper fund of the salaries of employees of the District, and all the debts and just claims against the District.
- Employ agents and employees for the District sufficient to maintain and operate the property acquired for the purposes of the District.
- Acquire real or personal property necessary for the purposes of the District and dispose of that property when no longer needed.
- Construct any necessary structures.
- Acquire, hold, and possess, either by donation or purchase, in the name and on behalf of the District any land or other property necessary for the purpose of the District.
- Eliminate and remove fire hazards within the District if practicable and possible, whether on private or public premises, and to that end the board may clear the public highways and private lands of dry grass, stubble, brush, rubbish, or other inflammable material in its judgment constituting a fire hazard.
- Perform all other acts necessary, proper and convenient to accomplish the purposes of NRS 474.010 to 474.450, inclusive.
- Provide emergency medical services within the Fire Protection District.
- Purchase, acquire by donation or otherwise, lease, operate and maintain ambulances whenever necessary, and may take out liability and other insurance therefor. The Board of Directors may employ trained personnel to operate those vehicles.
- Additionally, Douglas County Code 18.15.020 designates an ambulance service District within the East Fork Fire Protection District boundaries. East Fork Fire is the sole provider of any required transport for either EMS or inter-facility transfer for calls originating within the District boundaries, be they emergency or non-emergency. The code also allows East Fork Fire District Board of Directors the ability to set any and all rates necessary for the services.

## Daily Staffing Levels

**6 Career Fire Stations:** 23 per day including a floating position (All Risk). 10 full time Fuels/Fire Management positions.

|             |  |
|-------------|--|
| Station 4:  | 3 personnel  |
| Station 7:  | 7 personnel  |
| Station 14: | 5 personnel  |
| Station 12: | 5 personnel plus 1 <i>“floating”</i> position if available                                 |
| Station 1:  | 2 personnel  |
| Station 15: | 10 personnel per day year-round and an additional 8 seasonal positions May through October |

## Volunteer Membership Levels

The current Volunteer level is at 64 personnel, most of whom operate at the Logistical Level.

|             |              |
|-------------|--------------|
| Station 2:  | 6 personnel  |
| Station 3:  | 11 personnel |
| Station 5:  | 4 personnel  |
| Station 6:  | 13 personnel |
| Station 7:  | 3 personnel  |
| Station 8:  | 13 personnel |
| Station 9:  | 13 personnel |
| Station 10: | 1 personnel  |

## Volunteer Program

For years the Volunteer Division of East Fork Fire provided all-risk service to the community. When the Paramedic District was formed by ordinance, through Douglas County at the time, the mission of the volunteer system in the valley started to change. Over the last twenty years the increasing demands of daily life and a changing volunteer demographic have altered the volunteer service to a support and logistical role in many areas. With the constraints and cost associated with ongoing training and an older generation assuming roles in the volunteer structure, the organization continues to evaluate the everchanging role of volunteers in the District.

Today the volunteers' function is to support the logistical needs at incidents. They provide vital assistance by bringing water tenders to incidents, support structure fire response with SCBA air bottle filling and onsite firefighter rehabilitation. Volunteers respond to wildland fires on Type 3 Brush apparatus mostly as second alarm resources, given the high priority placed on water supply and the establishment of helicopter dip sites in remote locations. Volunteer personnel also receive specific assignments on wildland fire response, such as secondary structure protection, mop up, and patrol responsibilities. These functions are critical to the overall success of the incident. Under the current volunteer model, the volunteers are filling a critical need within the District and do it very well.



*A recent retirement of East Fork Volunteers: 109 years of combined experience*

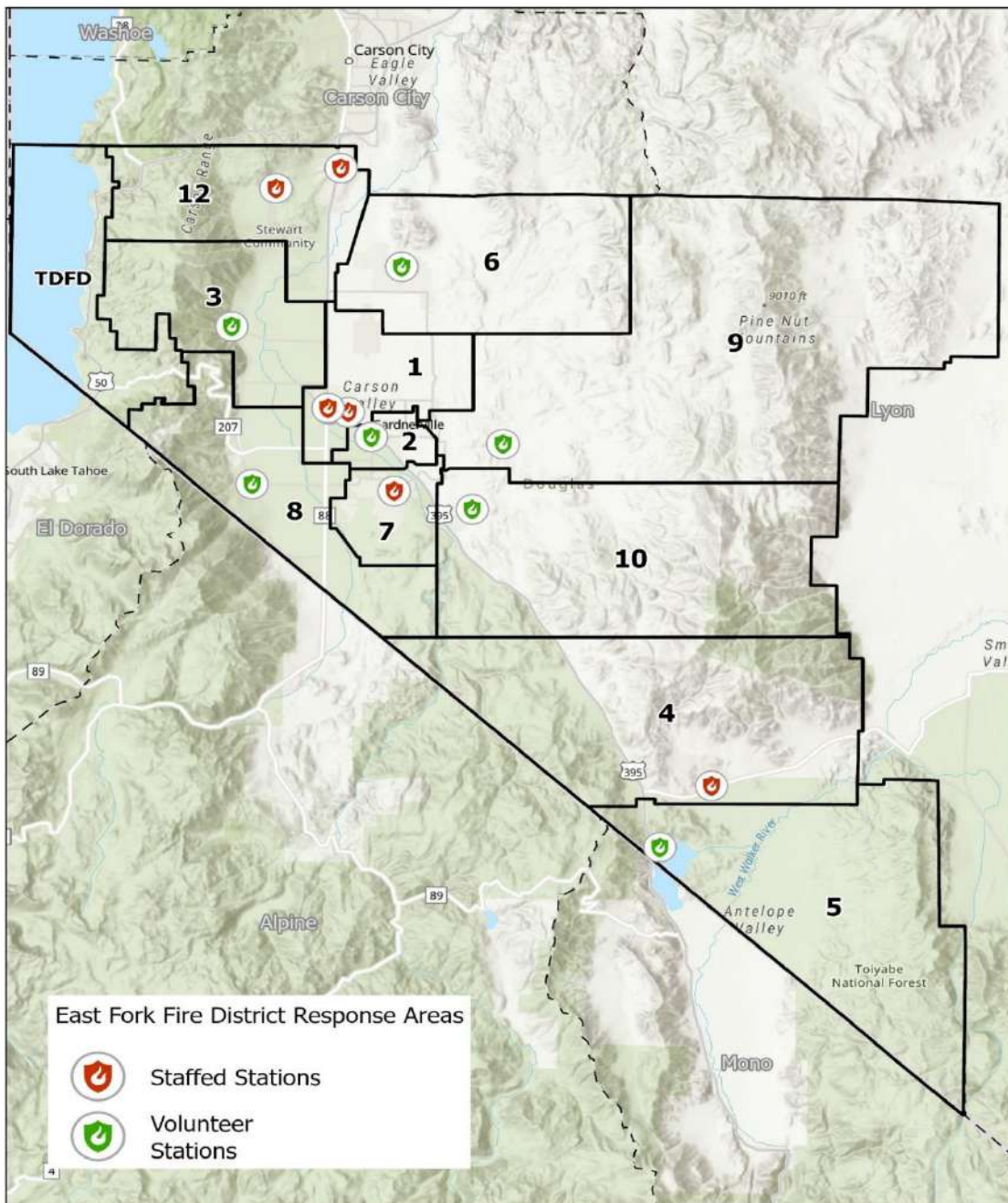
## Station Locations

### Staffed Stations

East Fork Fire Protection District staffs six (6) stations with full time crews. Below you will find a location map of each station and the response District it is located in. It is important to keep in mind that every station covers multiple response Districts due to the geographical challenges we face in our jurisdiction.

### Volunteer Stations

East Fork Fire Protection District has eight (8) volunteer stations. Due to changes in the population and retirements of volunteer members, volunteer personnel may respond from several stations depending on their location, place of work, or the location of their residence when the call is received.





## Section II - Risk Assessment

A significant component of the overall risk assessment is vested in the demographic profile of the jurisdiction. The East Fork Fire Protection District provides service to 95% of Douglas County.

### Douglas County Demographics

#### Demographics:

- Douglas County Population 2022: 49,870
- Increase in population since 2010: 5.93%
- Persons under 5 years: 3.4%
- Persons under 18 years: 15.5%
- Persons 65 years and over: 31.3%

*Source: 2020 U.S. Census*

#### County Area:

- Population per square mile: 69.7
- Douglas County Square Miles: 751
- East Fork Fire Protection District Jurisdiction: 694

*Source: 2020 U.S. Census*

#### Douglas County Housing:

- Housing Units: 25,367
  - 75% are single family detached units
  - 12% are single family attached units
  - 6% are multi-family residential units
  - 7% are manufactured housing
- Households: 20,911
- Owner-occupied housing rate: 76.2%
- Persons per household: 2.34

#### Building Permit History

- Building Permits 2018:
  - Single Family: 235
  - Manufactured Homes: 0
  - Duplex: 2
  - Multi-Family: 13
- Building Permits 2019:
  - Single Family: 154
  - Manufactured Homes: 2
  - Duplex: 6
  - Multi-Family: 27

*Source: 2020 Douglas County Master Plan*

- Building Permits 2020:
  - Single Family: 154
  - Manufactured Homes: 2
  - Duplex: 6
  - Multi-Family: 27

*Source: Douglas County Community Development*
- Building Permits 2021:
  - Single Family: 154
  - Manufactured Homes: 2
  - Duplex: 6
  - Multi-Family: 27

*Source: Douglas County Community Development*
- Building Permits 2022:
  - Single Family: 154
  - Manufactured Homes: 2
  - Duplex: 6
  - Multi-Family: 27

*Source: Douglas County Community Development*


### **Douglas County Businesses**

- Total Employer Establishments: 1,652
  - Total Employment: 17,322
- Source: 2020 U.S. Census*

**Potential Projects/Development** Based on the following Table, Douglas County estimates the possible construction of 1,714 single family structures could be built in future years.

**Table G5 - Douglas County PROJECTS List (2020)**

|   |   |                         |      |
|---|---|-------------------------|------|
| Date: 10/31/2020                                  | Total Remaining Lots / Units Approved = | 4336                    | 7482 |
| Valley Total VESTED Units Approved =              |   | 5552                    |      |
| Valley Total PROJECT (Sub/PD/SP) Units Approved = |   | 1930                    |      |
| Vested Lots Remaining =                           | 2542                                    | Tahoe Approved Units =  | 195  |
| Projects Lots Remaining =                         | 1794                                    | Tahoe Units Remaining = | 145  |



**PROJECT - Subdivision/PUD/SP (approved after 2007 Growth Ordinance)**

| Community Area   | Project Name   | Year Approved | Number of units approved | Lots recorded thru 9-2020 | Permits Allocated thru 10-2020 | Lots Remaining 10-2020 |
|--|--|---------------|--------------------------|---------------------------|--------------------------------|------------------------|
| East Valley  | Pinion Ridge (LDA 01-083) Rec 2003   | 2001          | 43                       | 43                        | 2                              | 41                     |
| Fish Springs   | Hunters Point (LDA 17-027)   | 2018          | 11                       | 11                        | 2                              | 9                      |
| Gardnerville   | Hathoot/Peri (55 older)  | 2019          | 158                      |                           | 0                              | 158                    |
|  | Residence 1861 (MFR)   | 2018          | 81                       |                           | 0                              | 81                     |
|  | Thoroughbred Crossing (MFR-LDA 18-005) Ex9/20  | 2018          | 20                       |                           | 0                              | 20                     |
|  | Stahl MUC (Design Rev 15-22 units) (ex 11/20)  | 2017          | 15                       |                           | 0                              | 15                     |
| Gardnerville Ranchos   | Chapel Crest (DP 19-0260) EXP 9-11-23  | 2019          | 8                        |                           | 0                              | 8                      |
|  | Holstein Farms LLC (LDA 18-007) (exp 9/6/22)   | 2018          | 10                       |                           | 0                              | 10                     |
|  | Rain Shadow #2 (PD 04-002-2) Rec 2017  | 2016          | 11                       | 11                        | 9                              | 2                      |
|  | Rain Shadow #3 (PD 04-002-2) Rec 2018  | 2016          | 16                       | 16                        | 13                             | 3                      |
|  | Rancho Sierra DP 19-054  | 2020          | 239                      |                           | 0                              | 239                    |
|  | Suncrest (DP18-0167)   | 2018          | 8                        | 8                         | 7                              | 1                      |
| Genoa  | Genoa Lakes North (LDA 17-0008/PD 17-001)  | 2017          | 54                       | 11                        | 8                              | 46                     |
|  | Mountain Meadows (patio style) EXP 11-20-22  | 2018          | 75                       |                           | 6                              | 69                     |
| Indian Hill/Jacks Valley   | Big George (NDC-SP) 5F   | 2020          | 179                      |                           | 0                              | 179                    |
|  | Riverwood (NDC-SP) 5F  | 2020          | 119                      |                           | 0                              | 119                    |
|  | Sunridge #3 (PD 16-001/LDA 16-007 ex 7-7-2020)   | 2016          | 21                       |                           | 0                              | 21                     |
|  | Valley Knolls (PD 17-002 & LDA 17-028) SFR   | 2018          | 178                      |                           | 0                              | 178                    |
|  | Willow Hills (DP 18-0391)  | 2019          | 16                       |                           | 0                              | 16                     |
|  | JC Valley Knolls (DP 18-0244) 32 Triplex Bldgs   | 2018          | 96                       |                           | 0                              | 96                     |
| Johnson Lane   | Schneider Ranch Sub (Freedom) (LDA 17-022)   | 2017          | 16                       |                           | 8                              | 8                      |
|  | Cormorant Holdings LLC (DP18-0296)(ex 1/23)  | 2019          | 7                        |                           | 0                              | 7                      |
|  | Parkhaven (Armill) EXP 10-9-22   | 2018          | 25                       |                           | 0                              | 25                     |
| Minden   | CTH Minden Senior Living (DA 17-001) 90/60   | 2017          | 150                      |                           | 0                              | 150                    |
|  | La Costa at MV #3 (PD 02-004-2/LDA 16-001)   | 2002          | 30                       | 30                        | 29                             | 1                      |
|  | La Costa at MV #4 (PD 02-004-2) (exp 4-7-24)   | 2002          | 20                       |                           | 0                              | 20                     |
|  | Mackland #4 (LDA 17-033)   | 2018          | 14                       | 14                        | 6                              | 8                      |
|  | And Away They Go (This is the excess from Vested above due to amendments to Splan)   | 2018 -Amd     | 26                       |                           | 0                              | 26                     |
| Ruhestrath   | Townhomes at Monterra (PH3) (DP18-0200)  | 2002 Mod2018  | 46                       | 46                        | 46                             | 0                      |
|  | Corley Ranches (55 older) SPlan (20yr)<br>MUC: 12 units; Active living 42 units; Cottage Homes 136 units; Ranch homes 60 units | 2015          | 238                      |                           | 0                              | 238                    |
| <b>Total - Valley PROJECT Units Allocated / Remaining</b>            |  |               |                          |                           | <b>136</b>                     | <b>1794</b>            |
| <b>Total -Valley PROJECT (Sub/PD/SP) - Units Approved / Recorded</b> |  |               | <b>1930</b>              | <b>190</b>                |                                |                        |
| Tahoe  | Tahoe Beach Club (LDA 15-026 & 17-020)   | 2015          | 143                      | 46                        | 44                             | 99                     |
|  | Huntsinger (BF 10-9858)  | 2010          | 0                        | 0                         | 0                              | 0                      |
|  | Sierra Colina LLC (PD 15-002) (PD 15-002-1)(44 res units)  | 2015          | 44                       | 44                        | 6                              | 38                     |
| <b>Totals - Lake Tahoe Permits Issued / Remaining</b>                |  |               |                          |                           | <b>50</b>                      | <b>145</b>             |
| <b>Total Lake Tahoe Units Approved / Recorded</b>                    |  |               | <b>195</b>               | <b>90</b>                 |                                |                        |

Source: Douglas County Community Development (2020)

## Method Chosen to Describe Values at Risk

Measuring community risks can be a multifaceted process, but it helps to understand by applying a simple three-part structure:

- Probability (likelihood) of an incident occurring
- Consequence (magnitude) of an incident to the community
- Impact of an incident on the District's response system, including mutual assistance

### Probability

Probability is associated with the frequency of an incident type. Using our Computer-Aided Dispatch (CAD) data and the demographic, social and physical characteristics of the census tracts, data from Douglas County Community Development, and where those incidents occurred, we can conduct a statistical regression to help forecast the future number of incidents.

### Consequence

Consequence is the measure of the implication of an incident type occurrence. To assess consequence, the Fire District must first identify, categorize, and prioritize community hazards. The consequences of an emergency incident result from a combination of the risk level of the hazard, the duration and nature of the event, and the response interventions.

Consequences are divided into four categories:

- Civilian and firefighter injury or loss of life
- Property damage or loss
- Critical infrastructure damage or loss
- Environmental damage or loss

### Impact

Impact is a measure that describes the effects of multiple simultaneous incidents on the Fire District. Impact defines a fire district's ability to provide ongoing services to the remaining areas of a community considering frequent activity in known high-volume demand areas. Fire districts must have a plan in place to relocate response resources to ensure the best coverage possible considering temporary reduction in resource availability and the application of mutual assistance as necessary. In part, this is managed under a formal Resource Management Plan, which the District has established.

## Community Risk Assessment

Usually, the effort of a fire district community risk assessment was the classification of fire hazards and planning an appropriate suppression response force to mitigate emergencies. Currently, hazard or risk assessment goes well beyond the fire problem to emergency medical and other emergencies. The COVID 19 Pandemic influenced a much broader perspective beyond fire related emergencies. This all-hazard method offers the opportunity to have a much bigger impact on life safety and property loss. Altogether, it makes the process of conducting a community risk assessment fundamentally more complex. This was especially true when the Fire District was also serving as the Emergency Management agency for Douglas County under contract. On June 20, 2023, the District's contract for that service ended.



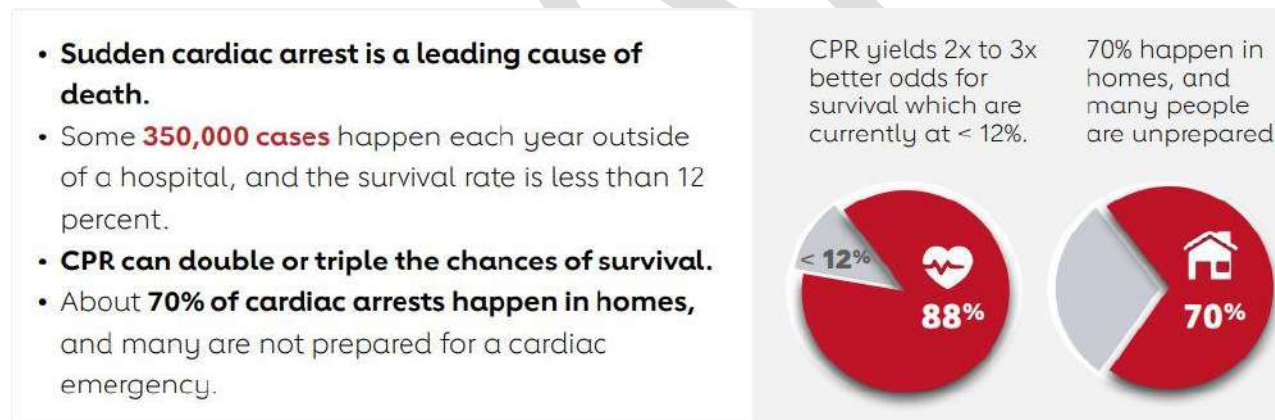
## Section III - Services We Provide

### Emergency Medical Services (EMS)

East Fork Fire Protection District provides Advanced Life Support (ALS) care to the residents and visitors of the District with four (4) ALS staffed Engines and four (4) ALS staffed Ambulances (Rescues). Apparatus is considered "ALS" when there is at least one Paramedic on board and the apparatus is licensed as ALS through the State of Nevada. Paramedics are the highest level of EMS care available from the District. Paramedics can respond to and treat any EMS call that is received, including, but not limited to: cardiac arrest, respiratory arrest, major hemorrhage, major trauma, choking, strokes and heart attacks.

The District also provides lower levels of care via EMT-Basic and EMT-Intermediate/Firefighters. EMTs provide care to patients who do not require advanced care. Some examples of this include low blood sugar, wound bandaging, and non-emergent illnesses. Additionally, East Fork Fire provides Inter Facility Transports (IFT) for patients who require transport from one hospital or care facility to another when a higher level of care is needed. Included in these transports from hospitals are the transports of patients back home if there is a medical or physical requirement that does not allow for conventional transportation.

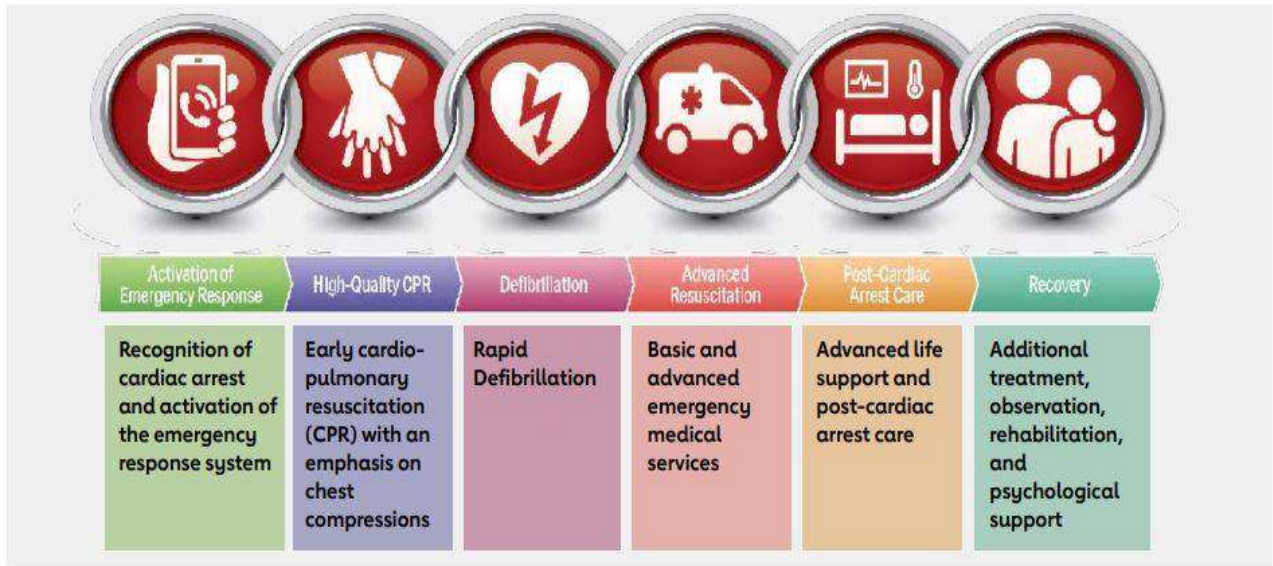
Below, the reader can find information to better understand the leading cause of death in the United States. Keep in mind that quick response times by trained personnel provide the best outcome to these situations.



2021 MAR OHSCA Disparities Toolkit – AHA

Secondary to the Cardiac event, several steps must be taken to ensure an appropriate and rapid response. Below, the AHA has laid out their 6-step chain of survival. Of these steps are the Fire District is responsible for providing BLS and ALS care during the cardiac event and ALS care in the post-cardiac arrest setting. Each of the District’s Type 1 Fire Engines and Ambulances are staffed with at least one Paramedic and all the equipment necessary to provide care in the event of a cardiac arrest. Additionally, secondary to successful treatment, transport is provided to the closest Emergency Room.

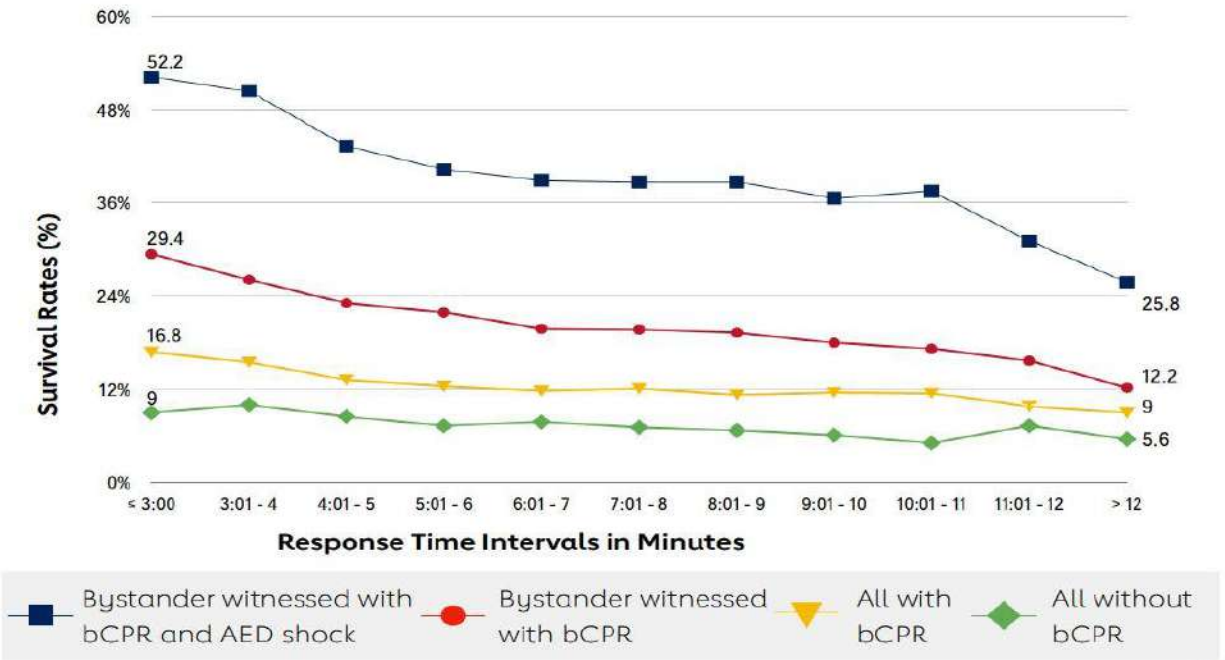
### The 6 Links in the Out-of-Hospital Chain of Survival are:



2021 MAR OHSCA Disparities Toolkit – AHA

One of the most emphasized topics from the AHA is that successful outcomes in treatment of cardiac arrests is directly linked to early CPR, defibrillation, and ALS care. As such, all known cardiac arrests are dispatched as a “Cardiac Echo” which notifies the crews that a subject does not have either a detectable pulse or respirations per the reporting party on scene. This allows crews to prepare for the event while enroute. Additionally, it ensures that all apparatus responding to the call respond Code 3 (lights and sirens) to the call. This allows for the most rapid response available. Below, the AHA has created a graph that demonstrates the importance of rapid recognition, CPR, defibrillation, and ALS care.

### Acting Quickly Saves Lives



2021 MAR OHSCA Disparities Toolkit – AHA

In addition to cardiac events, East Fork Fire provides ALS care via Paramedics to all EMS calls. Apparatus within the District are equipped with supplies to effectively treat a wide array of calls. In Section V - Setting Service Level Objectives, the reader can find information on how East Fork Fire sets time standards in an effort to improve the outcome of all emergency calls.

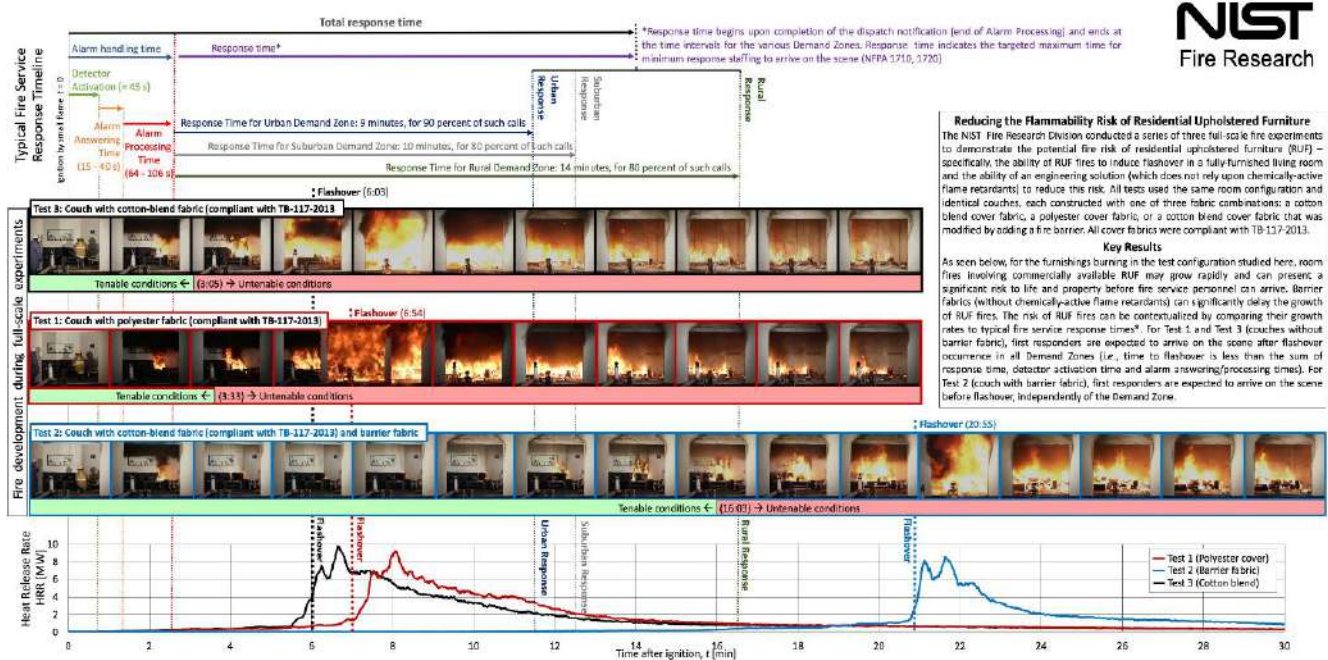


## Structural Firefighting

Structural Fire Fighting is a broad discipline that demands adaptive insights, management, and training. Although apparatus, equipment, and tactics have evolved at a rapid rate, so has the types of structure fires that firefighters face today. To keep building costs lower, many manufacturers have sourced materials that are synthetic or of cheaper quality. Many of these materials give off highly toxic smoke at very low temperatures and combust more readily than older buildings and materials.

In a study performed by Underwriter Laboratories, a modern room with modern products was fully engulfed in flames within three minutes. The same room furnished with products 50 years of age took 30 minutes to become fully engulfed in flames. This change in time from the incipient stage to fully developed is of concern to the District as many of the homes within the District are positioned far from a fire station.

Below the reader can find information to better understand the different stages in which responders may find a fire.



**NIST**  
Fire Research

**Reducing the Flammability Risk of Residential Upholstered Furniture**  
The NIST Fire Research Division conducted a series of three full-scale fire experiments to demonstrate the potential fire risk of residential upholstered furniture (RUF) – specifically, the ability of RUF fires to induce flashover in a fully-furnished living room and the ability of an engineering solution (which does not rely upon chemically-active flame retardants) to reduce this risk. All tests used the same room configuration and identical couches, each constructed with one of three fabric combinations: a cotton blend cover fabric, a polyester cover fabric, or a cotton blend cover fabric that was modified by adding a fire barrier. All cover fabrics were compliant with TB-117-2013.

### Key Results

As seen below, for the furnishings burning in the test configuration studied here, room fires involving commercially available RUF may grow rapidly and can present a significant risk to life and property before fire service personnel can arrive. Barrier fabrics (without chemically-active flame retardants) can significantly delay the growth of RUF fires. The risk of RUF fires can be controlled by comparing their growth rates to typical fire service response times\*. For Test 1 and Test 3 (couches without barrier fabric), first responders are expected to arrive on the scene after flashover occurrence in all Demand Zones (i.e., time to flashover is less than the sum of response time, detector activation time and alarm answering/processing times). For Test 2 (couch with barrier fabric), first responders are expected to arrive on the scene before flashover, independently of the Demand Zone.

## Fire Growth

### The Stages of Fire Growth

**Incipient** – This first stage begins when heat, oxygen and a fuel source combine and have a chemical reaction resulting in fire. This is also known as “ignition” and is usually represented by a very small fire which often (and hopefully) goes out on its own, before the following stages are reached. Recognizing a fire in this stage provides your best chance at suppression or escape. Heat and smoke production are very light at this stage.

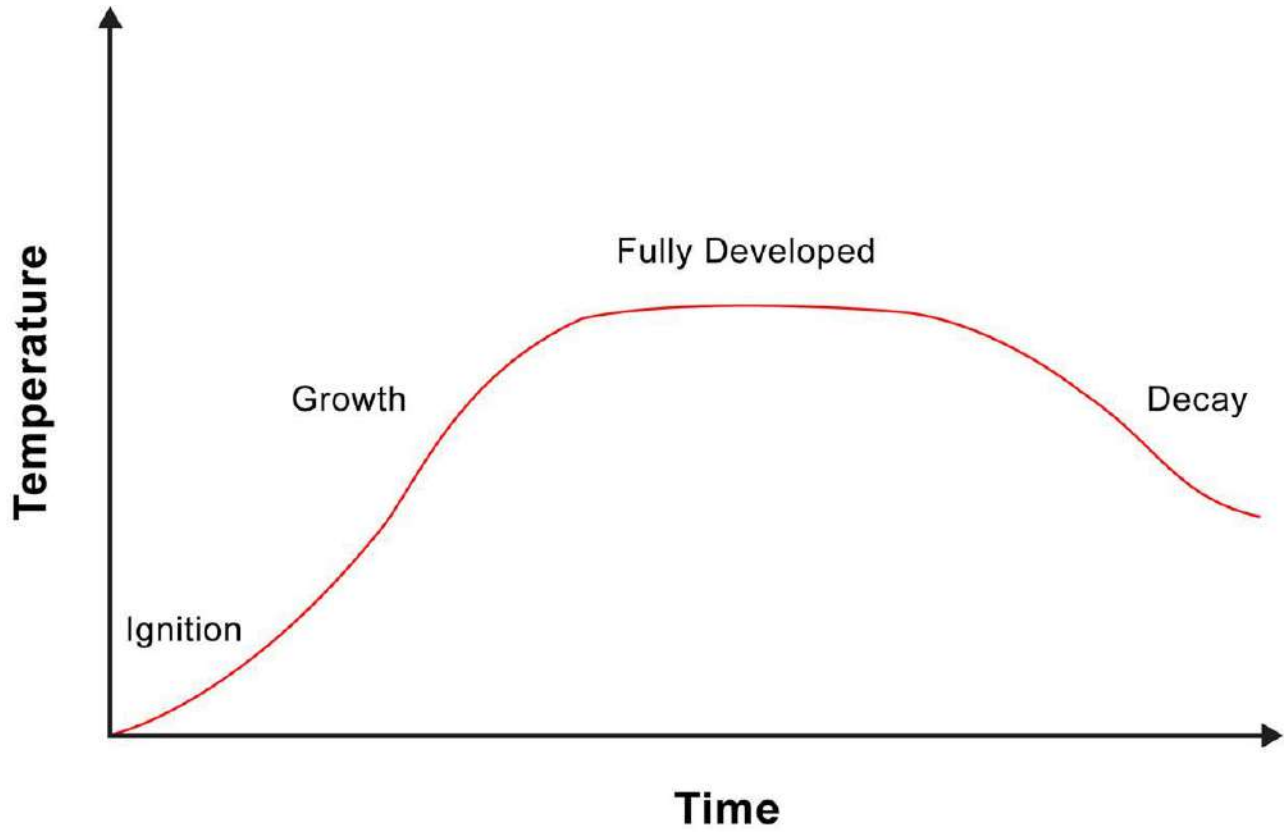
**Growth** – The growth stage is where the structure’s fire load and oxygen are used as fuel for the fire. There are numerous factors affecting the growth stage, including where the fire started, what combustibles are near it, ceiling height and the potential for “thermal layering”. It is during this shortest of the four stages when a deadly “flashover” can occur potentially trapping, injuring, or killing firefighters. Prior to a flashover occurring, the fire gives a warning of “roll-over,” when the super-heated gases at ceiling level ignite. Firefighters can reduce the chance of flashover by cooling these overhead gases when a rollover is visible. Flashover occurs when all the contents of the room reach their ignition point and ignite simultaneously. Firefighters have the best chance of surviving if within 10-feet of a door as this is the distance they can crawl to escape if a flashover is recognized late.

**Fully Developed** – When the growth stage has reached its maximum level and all combustible materials have been ignited, a fire is considered fully developed. This is the hottest phase of a fire and the most dangerous for anybody trapped within.

**Decay** – Usually the longest stage of a fire, the decay stage is characterized by a significant decrease in oxygen or fuel, putting an end to the fire. Increased levels of carbon monoxide occur during this phase. Two common dangers during this stage are: the existence of non-flaming combustibles, which can potentially start a new fire if not fully extinguished; and the occurrence of a back-draft situation when oxygen is reintroduced to a volatile, confined space.

**Graph of heat release and fire growth**

NFPA 1710



## Occupant Survival Expectations

Residential Structure Fire Casualties (Per 1000 Fires)-5.7 deaths and 26.8 injuries

According to the most recent data obtained from the United States Fire Administration, the fire death rate trend for adults over 65 years of age has increased by 3% from 2011 to 2020. This makes them the highest death rate for individuals in fires. As referenced in Section I of this document, it is noted that 31.3% of the citizens the Fire District services are in this age range.

The concept of an occupant survival profile rests on several different factors and not limited to the following:

- Adoption with enforcement of latest fire and building codes, including residential fire sprinklers
- Type of construction
- Age of construction
- Engineered safety systems (sprinklers, fire alarms, etc.)
- Age of occupant
- Functional and access needs of the occupant (wheelchair bound, dementia, etc.)
- Distance from a fire station
- Water supply (hydrants or water tenders)
- Access concerns: road conditions, road access, weather conditions

The West Coast generally fairs better than the East Coast in terms of occupant survivability due to newer age of construction, smaller population density in the structure, and better compliance with the fire/building codes due to a lack for “grandfathering” need by age. The East Coast, therefore, normally has a higher number of firefighters assigned to respond to fires.

The East Fork Fire Protection District is challenged by the water supply issues and geographical distances challenging our ability to quickly traverse our District. We lack an addressing and street naming convention. There are a limited number of alternate roadways, and the quality of the roads affect apparatus speed. Our water supply issues have decreased from our last Standards of Cover but still exist in areas where large structures are built. These areas require the use of water tenders to provide the water, once again a main service provided by our volunteer forces.

## Wildland Fire

East Fork Fire looks at two types of wildland fires: The non-interface wildland fires and wildland urban interface incidents.

### Non-Interface Wildland Fire

While 67.9% of our District encompasses federal lands, these lands are interspersed with privately owned land. Unlike some other Nevada fire districts, our enabling legislation did not carve out the federal land. These two items make East Fork Fire a responder to wildland fires until ownership is determined and the responsible agency assumes control and responsibility for the incident. Due to intermix of ownership, most incidents are managed under unified command. East Fork Fire has a significant history of wildland fires throughout the District with the highest concentration being in the east and southern most locations of the District. The threat of wildland fires within the District is great due to response distance, fuel conditions, the presence of summer thunderstorms, and the human factor.

### **Wildland Urban Interface Fire**

The wildland urban interface (WUI) fire threat for many informal communities within East Fork is extremely high. These areas are where wildland fires burn in or towards residential neighborhoods that then involve the structures, as well as the vegetation as fuel. The vast majority of wildfire incidents that East Fork Fire responds to are wildland urban interface fires.

### **Airport Fire and Rescue**

Minden Tahoe Airport, an uncontrolled airport, is operated by a private contractor, representing Douglas County. Uncontrolled means our airport does not have a tower to control air traffic. The airport serves gliders, recreational pilots, and commercial companies. The aircraft run the range from hot air balloons, high altitude gliders, prop planes and limited commercial jet aircraft. The airfield is used by Federal contractors for wildland firefighting for both rotary and fixed wing aircraft. The airfield can be used as an air tanker base where Small Engine Air Tanker (SEAT's) mobile base support is provided as needed. At one time the airport served as a regional large air tanker base.





East Fork Fire must be prepared for each of these aircraft for an on the field emergency and off the field emergency. Minden Tahoe Airport is also the secondary landing facility for the Reno Tahoe Airport should an aircraft not be able to make it to Reno, including large commercial passenger jets.

DRAFT

## Hazardous Materials Response

Hazardous materials are chemicals and materials that pose a danger to the public, property, or the environment once they improperly exit their containers. While East Fork Fire does not traditionally respond to many “hazmat” calls, we do have great potential given some of the occupancies and the interstate highway that runs through the heart of our jurisdiction.

East Fork Fire is a member of the Quad County Hazmat Response Team (Carson City, Central Lyon County, Storey County). This enables us to field a team to make entry into life threatening incidents involving hazardous materials without the cost of staffing and maintaining a stand-alone team. The regionalization of this response need has severed very well for over 30 years now. East Fork Fire was a founding member of this team.



## Technical Rescue

The District provides several types of emergency response which are identified by NFPA 1670 as Technical Rescue. Some technical rescue disciplines have been delegated to the Douglas County Sheriff's Search and Rescue Division. In other cases, some are a shared level of service.

### Auto Extrication

The most predominant place we enter the technical rescue field is on motor vehicle collisions. Our community has many high-speed routes and intersections. Many of these are known to be areas that have frequent high velocity motor vehicle collisions that require the use of tools and expertise to extricate patients from their vehicles thus creating a case for "technical rescue."





## Water Rescue

### Static Water Rescue

East Fork Fire has a rescue boat at Topaz Lake, in coordination with the Douglas County Sheriff's Office, for several years. Our personnel are trained and equipped for its use and application on the lake. The extent of our static water rescues exists year-round due to a fishing season that runs from January to October and ice conditions that exist on smaller lakes and ponds in the winter months.

### Swift Water Rescue

Seasonally our rivers fill due to winter snow melt in the spring through early summer. East Fork Fire, per the Nevada Revised Statute (NRS), relies on the Douglas County Search and Rescue (SAR) to respond to swift water incidents.



## Ice Rescue



In planning for the worst-case scenario when exercising an ice rescue, a fire department team will have the most successful outcome when the team properly plans and practices for an ice rescue given their known target hazards within their community.

Working through the extremely dynamic environment that is ice rescue, rescuers (and commanders) must overcome complacency, misunderstandings of equipment/techniques and the environment. The responding agency must adjust on the fly, as we always do in the fire service, which gives the person who fell through the ice the greatest chance of a successful rescue while keeping the first responders safe.

## Rope Rescue

East Fork Fire has bolstered its rope rescue capabilities in the past few years with the addition of new equipment. Efforts have been made to increase training and competency of all personnel to low angle rope rescue scenarios that we are likely to encounter on Kingsbury Grade, Highway 395, and mutual aid into Alpine County. East Fork Fire can provide operational response to most rope rescue incidents within our response areas.

Rope Rescue: 15-29 degrees is considered low angle. 30-50 degrees is steep angle. Anything above 50 degrees is high angle.

## Low angle

Terrain will determine the need and the amount of rope support that is required for low angle rescues. Is it muddy? Are there loose rocks or other debris that would cause poor or slippery footing? How many rescuers are needed to transport the victim and stretcher to safety?

## Steep Angle

The condition of the terrain will determine the level of technical expertise required to perform steep angle rescues safely. Steep angle operations are the highest risk category, given rock fall and the fact that the systems are often overloaded by having too many rescuers on the system. Rescuers are also fully dependent on the system for upward travel in steep angle situations.

## High Angle Rescue

High Angle Rescue is considered to be terrain that has a slope angle of 50 degrees and higher. Rescuers are totally dependent upon the ropes used to keep them and the victims from falling and to gain access to an egress from the rescue location.



## **Trench Rescue**

Trench rescue is a specialized form of rescue, a subset of confined space rescue. Trench rescue involves shoring up the sides of a trench and digging a trapped worker out of a collapsed ditch. Trench rescue is one of the most dangerous rescue operations to complete. We rely on the Carson City Fire Department for technical assistance and support in this regard. East Fork Fire personnel are trained to the awareness level only.

## **Confined Space Rescue**

East Fork Fire provides confined space rescue at the awareness level only. Should we experience a confined space rescue, mutual aid from Carson City Fire Department and Yerington/Mason Valley Fire would be necessary.

## **Active Shooter/Hostile Event Response**

We are fortunate to have a good working relationship with our local sheriff's office and firefighters with significant military background in the active shooter arena. East Fork Fire has partnered with the Douglas County Sheriff's Office to provide for rescue teams of firefighters to accompany Deputy Sheriffs into hazardous situations to provide emergency medical services. East Fork Fire has a procedure in place along with the necessary equipment for these activities and training is provided so every employee has the same base knowledge.



## Section IV - Critical Task Capability of District

East Fork Fire is considered an “all risk” or “all hazard” agency which currently includes our response to:

- Structure fires
- Wildland fires
- Advanced Life Support EMS incidents
- Aircraft fire and rescue incidents
- Hazardous Materials Incidents
- Limited Technical Rescue incidents

When establishing standards for staffing and emergency response, a few national standards are used to establish a baseline to make comparisons to. As noted in our previous Standards of Cover, the national standards we have considered are:

- Insurance Service Office/Commercial Risk Services, Inc. (ISO)
- NFPA 1720: Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments.
- NFPA 1710: Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments.

Insurance Service Office/Commercial Risk Services Inc. (ISO) provides, through their Fire Suppression Rating Schedule, a tool for the insurance industry to measure quantitatively the major elements of a community's fire suppression system. Measurements for these elements are then developed into a Public Protection Classification number on a relative scale of 1 to 10. A Public Protection Class is an important number used by the insurance industry to determine fire insurance premiums for both commercial and residential property. Generally, citizens can expect to pay lower property insurance premiums when their community achieves an improved Public Protection Classification. The East Fork Fire Protection District experienced this within the last ten years with a reduction in its Public Protection Classification to a Class 3 for the almost 85% of the District from a Class 6/10.

The ISO Fire Suppression Rating Schedule states that in addition to numerous other factors taken into consideration, *"The built-upon area of the community should have a first-due engine company within 1.5 miles and a ladder-service company within 2.5 miles."* Travel distance is measured along travel routes as the fire apparatus responds to a fire site. Many conditions exist that can lead to conflicting objectives in locating fire stations, apparatus, and personnel such as: construction and occupancy hazards, population density, disparities between the number and severity of incidents in different areas, and characteristic differences between commercial and residential properties, among others. For these reasons, many fire service leaders feel that response time to a fire incident is more important than mileage from a fire station to a fire site.

With respect to personnel staffing measures, the ISO Fire Suppression Rating Schedule provides a complex rating format based on the average number of firefighters available on duty for career fire departments, and the average number of firefighters responding to building fires for volunteer fire departments. Actual average manning for volunteer fire departments is divided by 3 to account for a delayed response time from the fire station or for assembling at the fire scene. In other words, ISO considers that it requires three (3) volunteers to equal one (1) career employee. The 3 to 1 ratio has been included in the ISO grading for years.

ISO gives credit for the staffing levels and is open ended, meaning there is no maximum number. For career personnel, the total number of members on duty with companies is taken as the yearly average. ISO defines the need for 12 personnel for each engine and truck and 6 for each service company.

East Fork Fire can count the volunteer engines for pumping credits and for locations, but since we don't have 36 volunteers (3 to 1) at each station, we do not get credit for the staffing of the apparatus, however, credit is provided for apparatus and stations.

The calculation becomes complicated in as much as ISO not only considers staffing but also water supplies, fire flow, and building height to determine the number and type of apparatus. If an organization is unable to meet the requirements, ISO applies a "divergent" value to the capability, meaning a loss of points for a failure to meet their minimum standard.

For each occupancy or group of occupancies, you can calculate the needed manpower, but that is not feasible.

The District has had no changes in its ISO rating since the last Standards of Cover. In fact, we are past due for a new evaluation.

NFPA 1720 Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments provides for a different method of determining staffing and response times.

NFPA 1720 is tied to population density:

| Demand Zone   | Demographics                     | Minimum Staff                   | Response Time                         | Meets Objective |
|---------------|----------------------------------|---------------------------------|---------------------------------------|-----------------|
| Urban area    | >1,000 People/mi <sup>2</sup>    | 15                              | 9                                     | 90%             |
| Suburban area | 500-1,000 people/mi <sup>2</sup> | 10                              | 10                                    | 80%             |
| Rural area    | <500 people/mi <sup>2</sup>      | 6                               | 14                                    | 80%             |
| Remote area   | Travel Distance >8 m             | 4                               | Directly dependent on travel distance | 90%             |
| Special Risks | Determined by AHJ                | Determined by AHD based on risk | Determined by AHJ                     | 90%             |

Retooling of the Volunteer Program has allowed the District to field more volunteers who can respond water tenders and assisting in support services on scene. Retaining and maintaining many volunteers who are certified as all-risk providers would prove difficult given the current demographic of the District and the time commitments that would be required of volunteer personnel. NFPA 1720 does not meet the needs of the current service delivery model.

NFPA 1710: Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments. NFPA 1710 is the most applicable standard relative to our current and future service delivery model.

Some of the key changes that were revised in NFPA 1710, 2020 edition, that are relevant to the District's staffing levels, geographical nature, and staffing include:

- 3.3.13 Career Fire Department—A fire department that utilizes full-time or full-time-equivalent (FTE) station-based personnel immediately available to comprise at least 50% of an initial full-alarm assignment.
  - This is significant because the District's First Alarm response consists of nearly all the on-duty staff.
  
- 3.3.28 First-Due Response Zone—The geographic area surrounding a fire station in which a company from that station is projected to be the first to arrive on the scene of an incident.
  - This is new language. Earlier versions of the standard didn't address the issue by response District, only by travel time to incidents.
  - This is also relevant to the District as the removal of a travel time greatly increases the "First-Due Response Zone" of each available company.
  - Considering this standard, available companies may be responsible for first alarm response to multiple response Districts.
  
- 3.3.32 Geographical Isolation—A first-due response zone or jurisdiction with staffed resources where over 80% of the response area is outside of a 10-minute travel time from the next closest staffed suppression apparatus.
  - Much of the District falls under this new definition.
  
- 3.3.33 Geographical Restriction—A defined condition, measure, or infrastructure design that limits response and/or results in predictable response delays to certain portions of the jurisdiction.
  - The District is challenged in many response areas by predictable geographical delays.

NFPA 1710 continues to evolve and provide a standard for the District to continually reevaluate its performance standards and operations. Although not every aspect of the standard is feasible, it gives the District a goal to continue striving towards.



## KEY REQUIREMENTS FOR EMERGENCY SERVICES IN NFPA 1710

The minimum requirements for provision of emergency services by career fire departments can be found in NFPA 1710, *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments*.

NFPA 1710 addresses the structure and operation of organizations providing such services, which include fire suppression and other assigned emergency response responsibilities such as EMS and special operations.

The requirements intend to provide effective, efficient, and safe protective services to help prevent fires, reduce risk to lives and property, deal with incidents that occur, and help prepare for anticipated incidents.

The requirements are listed in NFPA 1710 for fire department service deployment based on the type of occupancy, along with the appropriate response staffing levels for each. The minimum staffing level for each occupancy is listed below. For the full breakdown of staffing requirements by position, refer to the subsections specific to each occupancy in 5.2.4.

### KEY REQUIREMENTS



**Occupancy Type:** Single-Family Dwelling  
**Deployment:** Minimum of 16 members or 17 if aerial device is used

The initial full alarm assignment to a structure fire in a typical 2000 ft<sup>2</sup> (186 m<sup>2</sup>), two-story, single-family dwelling without a basement and with no exposures must provide for a minimum of 16 members (17 if an aerial device is used).



**Occupancy Type:** Open-Air Strip Mall  
**Deployment:** Minimum of 27 members or 28 if aerial device is used

The initial full alarm assignment to a structure fire in a typical open-air strip shopping center ranging from 13,000 ft<sup>2</sup> to 196,000 ft<sup>2</sup> (1203 m<sup>2</sup> to 18,209 m<sup>2</sup>) in size must provide for a minimum of 27 members (28 if an aerial device is used).



**Occupancy Type:** Garden-Style Apartment  
**Deployment:** Minimum of 27 members or 28 if aerial device is used

The initial full alarm assignment to a structure fire in a typical 1200 ft<sup>2</sup> (111 m<sup>2</sup>) apartment within a three-story, garden-style apartment building must provide for a minimum of 27 members (28 if an aerial device is used).



**Occupancy Type:** High-Rise  
**Deployment:** Minimum of 42 members or 43 if building is equipped with fire pump

The initial full alarm assignment to a fire in a building with the highest floor greater than 75 ft (23 m) above the lowest level of fire department vehicle access must provide for a minimum of 42 members (43 if the building is equipped with a fire pump).





FACT SHEET

# KEY REQUIREMENTS FOR EMERGENCY SERVICES IN NFPA 1710 *CONTINUED*

## ADDITIONAL REQUIREMENTS

Fire departments that respond to fires in occupancies that present hazards greater than those found in 5.2.4 must deploy additional resources on the initial alarm as described in 5.2.4.6.

Even though fireground staffing levels have changed, NFPA 1710 continues to require that engine companies be staffed with a minimum of four on-duty members, as stated in 5.2.3. In addition, 5.2.2.2.1 requires that the fire department identify minimum company staffing levels as necessary to meet the deployment criteria required in 5.2.4 to ensure that a sufficient number of members are assigned, on duty, and available to safely and effectively respond with each company.

Additional changes to the 2020 edition of the standard include an update to the definition for *career fire department* and a clarification of how to determine if the department would fall under either NFPA 1710 or NFPA 1720. *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments.*

Several new definitions relating to geographic areas based on population density have been added and the number of responders needed based on the type of incident and tasks to accomplish has been included. New requirements have been added for mobile water supply tankers/tenders and deployment and training of incident safety officers. Also, material on wildland fire suppression has been expanded.

## RESPONSE OBJECTIVES

Documenting the benchmarks and response objectives that make up NFPA 1710 is crucial to capturing and tracking data that would be helpful in ensuring the necessary allocation of resources.

| Benchmarks                                 | Response Objectives                                     |
|--|---|
| Alarm answer                               | 15 sec 95% of the time<br>or<br>40 sec 99% of the time  |
| Alarm processing                           | 64 sec 95% of the time<br>or<br>106 sec 99% of the time |
| Turnout - Fire                             | 80 sec  |
| Turnout - EMS                              | 60 sec  |
| First-due engine                           | 240 sec (4 min)<br>90% of the time                      |
| Second-due engine                          | 360 sec (6 min)<br>90% of the time                      |
| Initial full alarm - Low/<br>medium hazard | 480 sec (8 min)<br>90% of the time                      |
| Initial full alarm - High hazard           | 610 sec (10 min 10 sec)<br>90% of the time              |

### Learn More

- ▶ Visit [nfpa.org/1710](https://nfpa.org/1710) for free digital access to the standard.
- ▶ Sign up on [nfpa.org/NFPA-Membership](https://nfpa.org/NFPA-Membership) to:
  - Get one-on-one help with your technical questions at [nfpa.org/tqs](https://nfpa.org/tqs)
  - Access exclusive content
  - Search content and connect with your peers to share information and answer questions on NFPA's online community at [nfpa.org/xchange](https://nfpa.org/xchange)



IT'S A BIG WORLD.  
LET'S PROTECT IT TOGETHER.®

This material contains some basic information about NFPA 1710, *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments*. It identifies some of the requirements of these documents as of the date of publication. This material is not the official position of any NFPA Technical Committee on any referenced topic which is represented solely by the NFPA documents as such have in their entirety. For free access to the complete and most current version of all NFPA documents, please go to [nfpa.org/docstore](https://nfpa.org/docstore). While every effort has been made to achieve a state of high quality, neither the NFPA nor the contributors to this material guarantee the accuracy or completeness of or assume any liability in connection with this information. Neither the NFPA nor the contributors shall be liable for any personal injury, property, or other damages of any nature whatsoever whether special, indirect, consequential, or compensatory, directly or indirectly resulting from the publication, use of, or reliance upon this material. Neither the NFPA nor the contributors are attempting to render engineering or other professional services. If such services are required, the assistance of a professional should be sought.

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## **Our current response model:**

- Number of personnel per apparatus (excluding volunteer apparatus):
- Type 1 Engine: 3 personnel
- Type 3 Engine: 3 personnel
- Type 5 Engine: 4 personnel
- Truck: 4 personnel (cross staffed)
- Water Tender: 1 personnel
- Rescue: 2 personnel

The number of volunteer personnel responding on each apparatus can vary depending on the available volunteers for each apparatus, however, we do attempt to staff our volunteer apparatus as follows:

- Water Tender: 2 personnel
- Squad: 2 personnel
- Type 3 Engine: 3 personnel
- Patrols: 2 personnel

In the event the amount of apparatus dispatched exceeds the number of available resources within the District (4 Engine Companies, 4 Rescues, 1 Training and Safety Officer, 1 Battalion Chief, and 1 Duty Chief) a request for Mutual Aid is made.

### **Structure Fire**

- **First Alarm**  
4 Type 1 engines, 2 Rescues, 1 Training and Safety Officer, 1 Battalion Chief
- **Second Alarm Structure Fire ADD**  
4 Type 1 engines (Mutual Aid) 1 Rescue, 1 Squad, 2 utilities, 1 Duty Chief, East Fork Fire All Call

### **Wildland Fire**

- **First Alarm**  
2 Brush Engines, 2 Volunteer Brush Engines, 2 Rescues, 2 Water Tenders, 1 Training and Safety Officer, 1 Battalion Chief, 1 Duty Chief
- **Second Alarm Wildland Fire ADD:**  
2 brush engines, 2 water tenders

### **Motor Vehicle Crash**

- **First Alarm MVC**  
2 Type 1 engines, 2 Rescues, 1 Training and Safety Officer, 1 Battalion Chief
- **Second Alarm MVC**  
1 Type 1 Engine, 1 Rescue

### **HazMat incident**

- **First Alarm**  
4 Engines, 3 Rescues, 1 Training and Safety Officer, 1 Battalion Chief, 1 Deputy Chief
- **Second Alarm**  
1 Engine, 1 Rescue, 1 HazMat Unit

### Aircraft

- **First Alarm**  
2 Engines, 2 Rescues, 2 Water Tenders, 1 Training and Safety Officer, 1 Battalion Chief, 1 Deputy Chief
- **Second Alarm**  
3 Engines, 2 Rescues, 1 HazMat Unit, East Fork Fire All Call

### Tech rescue

- **First Alarm**  
2 Engines, 2 Rescues, 1 Training and Safety Officer, 1 Battalion Chief, DCSO SAR Team
- **Second Alarm**  
1 Engine, 1 Rescue



*Structure Fire Pine View Estates*

## Section V - Setting Service Level Objectives

The most important aspect of a Standards of Cover is the standards that an organization establishes. Response times become the fundamental feature of those standards. Equal to the response time is the capacity of that response, most notably represented by the number of personnel who respond and what types of appropriate apparatus are part of that response. Response times are not solely vested with the Fire District, but also with a contracted emergency dispatch center under the authority of Douglas County. Below are the recommended and desired response dynamics of our standard.

### Response Time Objectives

1. Career station turnout time should be 60 seconds or less for EMS incidents and 80 seconds or less for fire and special operations 90% of the time.
2. All calls requiring an emergency response will be dispatched on a Priority Based Dispatching basis, as follows:

### Response Mode Types

#### PRIORITY 1 (Including ECHO calls)

All units are responding priority (lights and siren). Examples: Structure Fire; Cardiac Arrest; Motor Vehicle Accident with injury or extrication required.

- Alarm Processing: **Fire:** 60 seconds, 90% of the time.  
**EMS:** 60 seconds, 90% of the time.
- Response: **Fire:** Arrival of first pumping/water carrying apparatus within 8 minutes, 90% of the time, with the arrival of an effective firefighting force within 20 minutes, 90% of the time.  
**EMS:** 8 minutes for Advanced Life Support at the patient's side  
**TRANSPORT EMS :**12 minutes for a transport ambulance on scene, 90% of the time.

#### PRIORITY 2

The closest, most appropriate units responding priority; all others respond non-priority (no lights or sirens).

Examples: Activated Fire Alarm; Ground Level Fall; Vehicle Fire; Motor Vehicle Accident, unknown injury.

- Alarm Processing: **Fire:** 60 seconds, 90% of the time.  
**EMS:** 60 seconds, 90% of the time.
- Response: **Fire:** Arrival of first pumping/ water carrying apparatus within 8 minutes, 90% of the time, with the arrival of an effective firefighting force within 20 minutes, 90% of the time.  
**EMS:** 8 minutes for Advanced Life Support at the patient's side.  
**TRANSPORT EMS :**12 minutes for a transport ambulance on scene, 90% of the time.

### PRIORITY 3

All units are responding non-priority. Example: Illegal Burn, non-emergency Public Assist.

- Alarm Processing:       **Fire:** 60 seconds, 90% of the time.  
                                  **EMS:** 120 seconds, 90% of the time.
- Response:               **Fire:** 12 minutes, 90% of the time.  
                                  **EMS:** 12 minutes for Advanced Life Support at the patient's side  
                                  **TRANSPORT EMS:** 20 minutes for a transport ambulance on scene, 90% of the time.

### PRIORITY 4

- "Non-emergency" Inter-Facility Transfers, patient home returns, and facility returns:  
                                  **Ambulance at the requesting facility:** for a "non-emergency" inter-facility transfer within 20 minutes. If the transfer is a return home transfer, we will provide the best effort for these to be completed if they occur after midnight and 0600.

If transfer requests are expected to exceed our established time limits, the Battalion Chief will contact the facility to discuss. Facility contact will be made if a return home transfer is forecasted over a 30-minute delay. A review of nationally available inter-facility times indicates that many systems require a request to be made 3-hours before the service. Other jurisdictions limit themselves to one transfer at a time. Our time standards allow the Battalion Chiefs to manage transfers based on a patient presentation from the physician's report.

### Exemptions to Time Requirements

We are self-imposing limits upon ourselves to design an effective Fire and EMS system. Most agencies have time requirements as part of a franchise agreement or other such contractual arrangements. Since we strive to provide the highest-level of service possible and compete in a public/private area, we also select the most common time requirement exemptions. These are not used as excuses for performance, but as a realistic understanding of our service environment. Many are based on employee and volunteer safety concerns using our risk management process.

- Off-road incidents that require travel on dirt roads
- Inclement Weather
- Multi-casualty incidents
- Automatic or mutual aid requests to other jurisdictions, including Alpine County, under contractual agreement
- Inability to locate patient due to poor caller information
- Material changes in the dispatch location
- Delays caused by traffic secondary to the incident
- Extended delays at our receiving facilities
- Patient destination diversions enroute
- Facilities at maximum capacity
- Practical need for staff to change out and transfer gear from a structure fire report to a wildland fire report

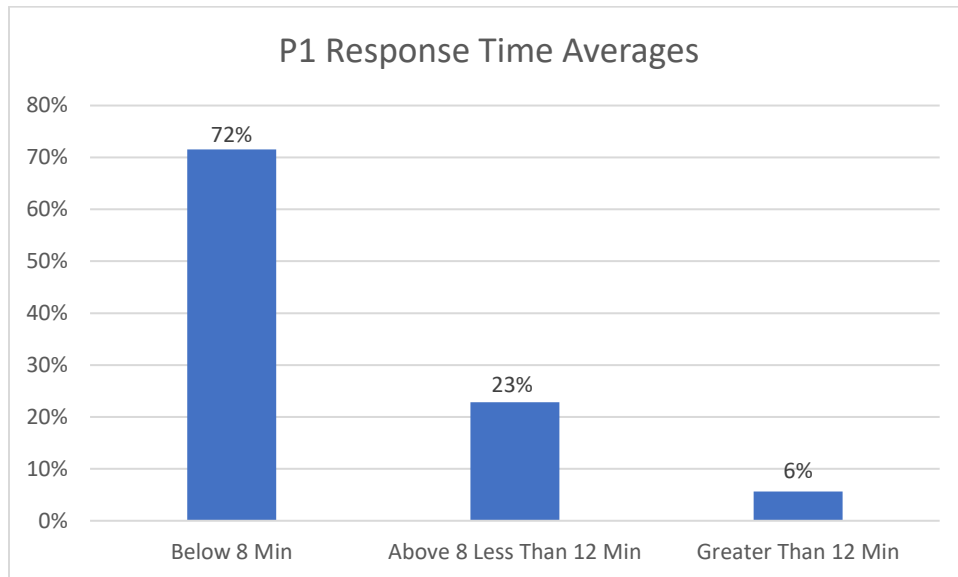
East Fork Fire Protection District acknowledges the fact that the geographical nature of the Douglas County does not allow us to meet our 8- and 12-minute response time goal in all Districts.

Given the coverage area versus the population density in most of the county, it is difficult to place a station or a staffed piece of equipment in all areas to meet our response time objectives. However, the Fire District is in the process of evaluating data that tracks where 911 calls originate and how many of these calls can be serviced within the 8- and 12-minute response windows 90% of the time. Any calls that cannot be serviced within these time frames are then plotted on a map and tracked to give a clearer picture of the areas that may require additional staffing in the future. Additionally, the District takes into consideration the planned building growth for all areas when planning for the movement or addition of apparatus.

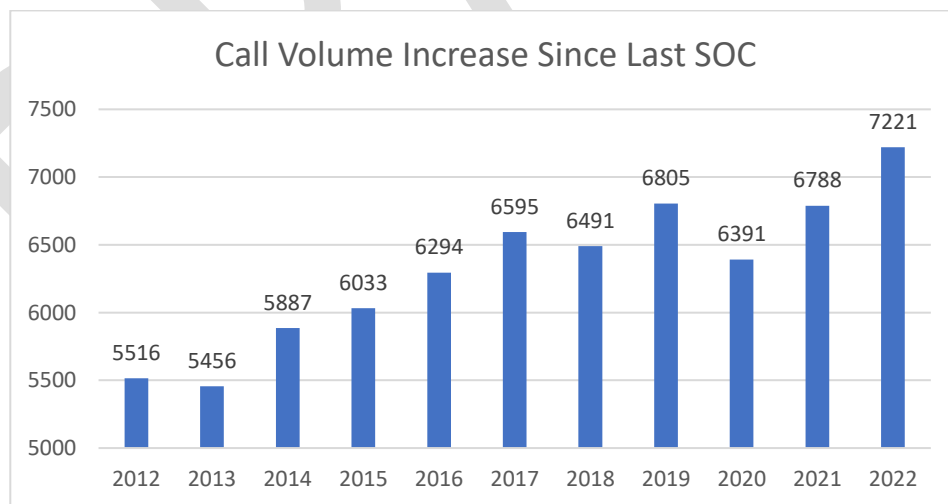


## Section VI - Evaluation of Reliability of Companies

### Historical 8 / 12 Minute Response Data



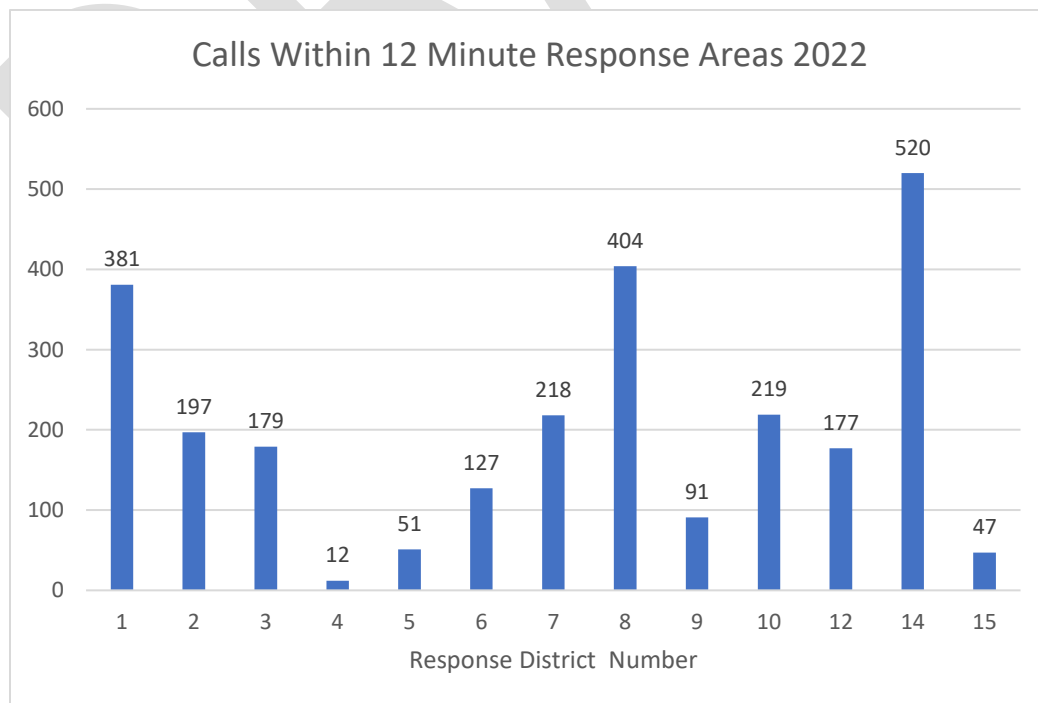
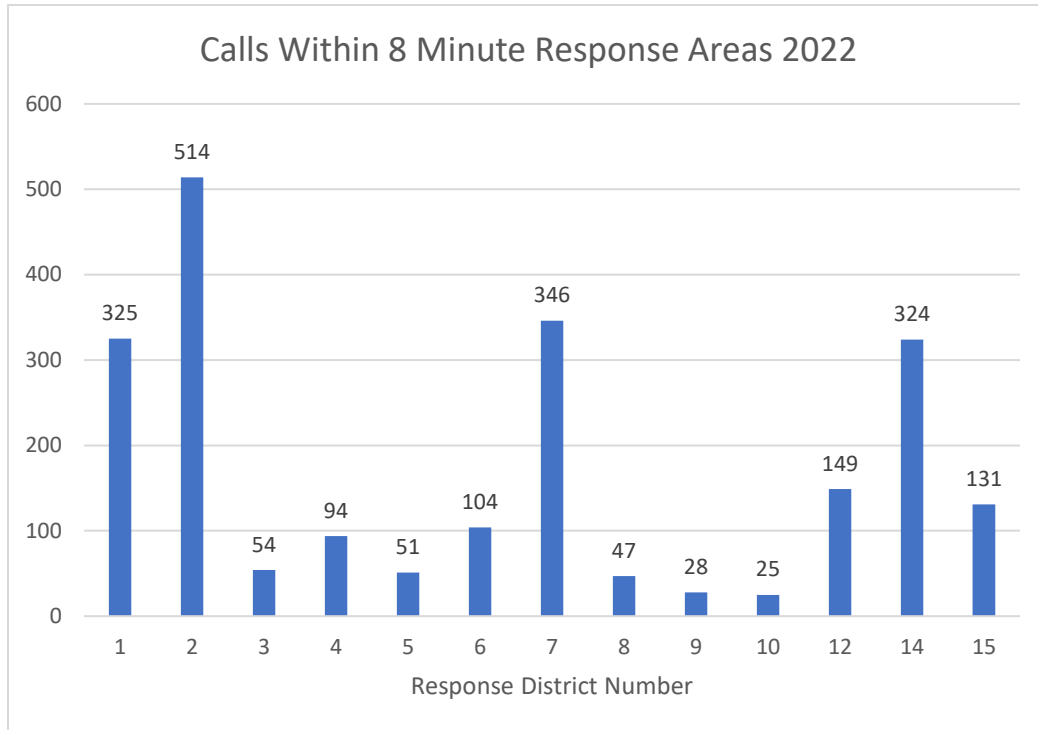
A review of P1 call data over the past three years was evaluated and graphed as noted above. In our previous version of Standards of Cover, we met response time objectives for P1 ALS 89% of the time. Data collected for this Standards of Cover shows a significant decrease in our ability to reach this objective. However, we have been able to service 95% of our P1 ALS calls under the 12-minute mark. Due to a significant increase in call volume and no major addition to ALS staffing, our ability to meet our standard 90% of the time has been decreased.



Call volume growth as a percentage since 2012 has increased 26.77%. Call volume since our last Standards of Cover has grown 13.78%. Additionally, we have seen a 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 our response time objectives. At this time, data collection and evaluation are a top priority, allowing us to make informed decisions on future staffing and response models for the District.

## Data Collection

When reviewing call data, it is important for us to consider P1 response saturation. This provides us insight into where the majority of our P1 incidents occur and where resources may be depleted due to multiple calls occurring simultaneously and overlapping the primary response District.



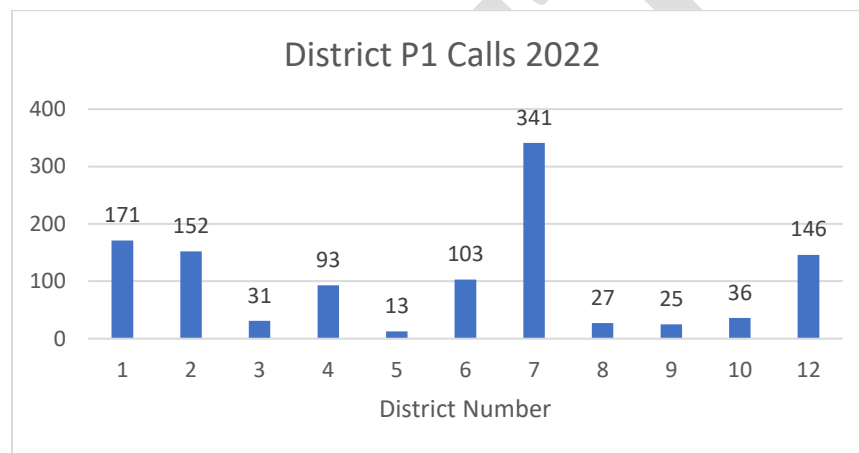


## Mutual Aid

In addition to responding to our own calls, East Fork is responsible for providing contracted EMS services to Alpine County. We are responsible for servicing calls up to Pickett's Junction. Additionally, we respond to requests for mutual aid for EMS to Carson City, Mono County, and Smith Valley. Automatic fire response aid is provided through Chief-to-Chief agreements that are evaluated yearly. Although mutual aid benefits the District when call volume surpasses our ability to respond to incidents, it also hinders us when our resources are busy assisting neighboring Districts.

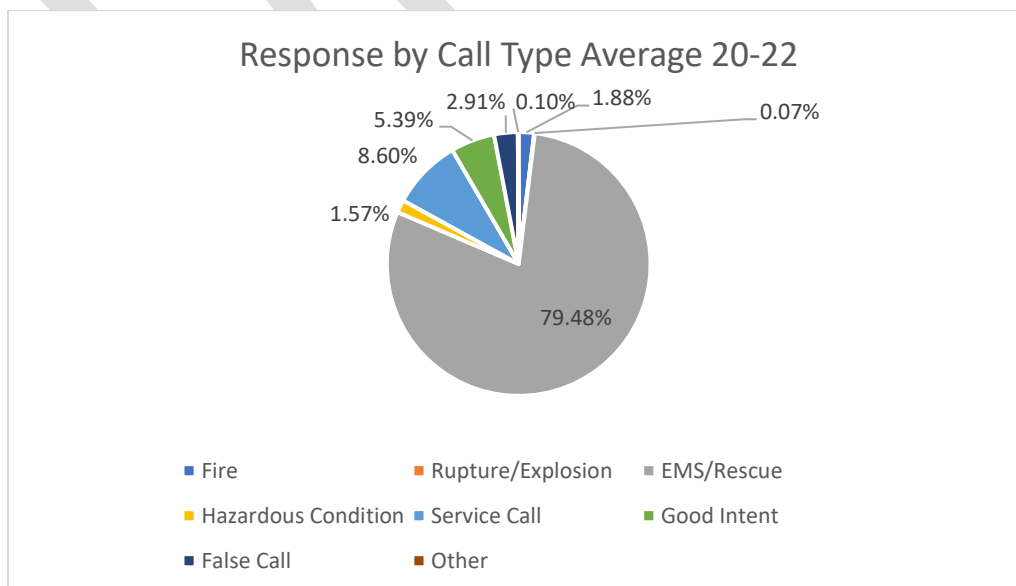
## Call Load Data

Data evaluation is an ongoing priority for the District. Evaluation of call origination points allows for placement of apparatus. As shown in the graph below, District 7 produces the vast majority of Priority 1 calls. In 2016 a trial period was completed and demonstrated that an additional Paramedic Rescue Ambulance was beneficial to meeting response time objectives.



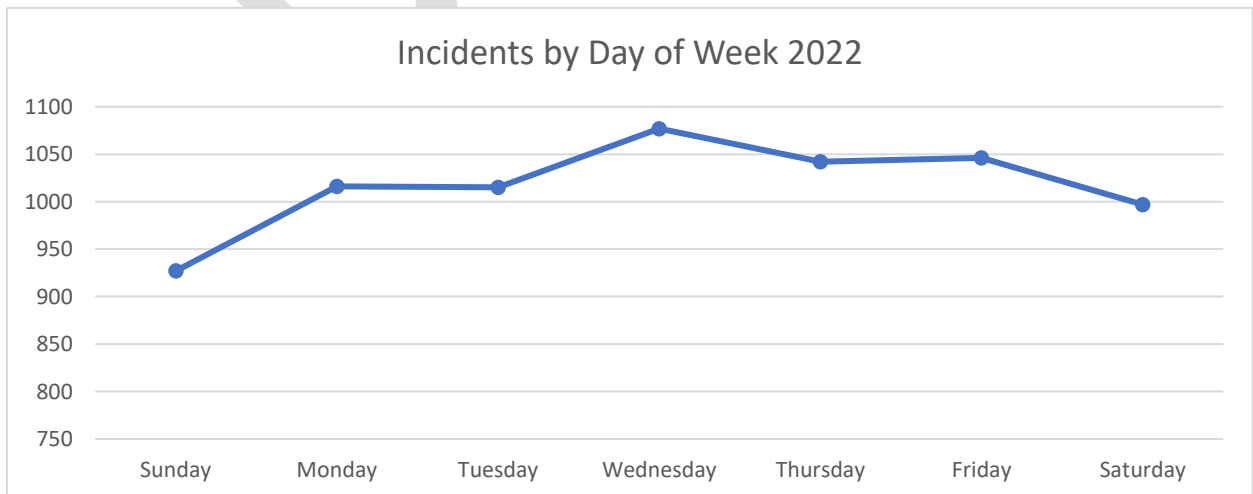
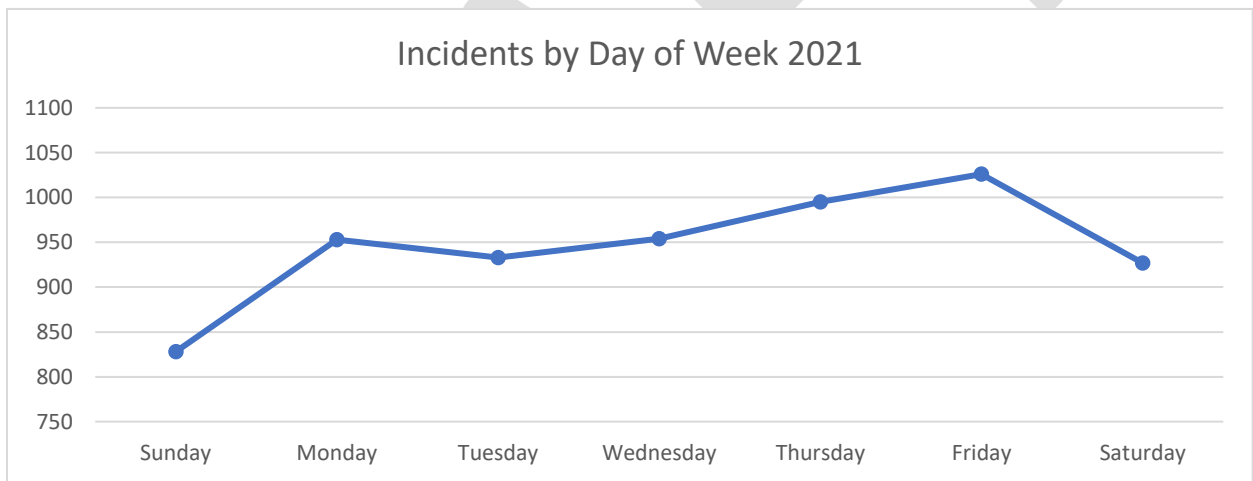
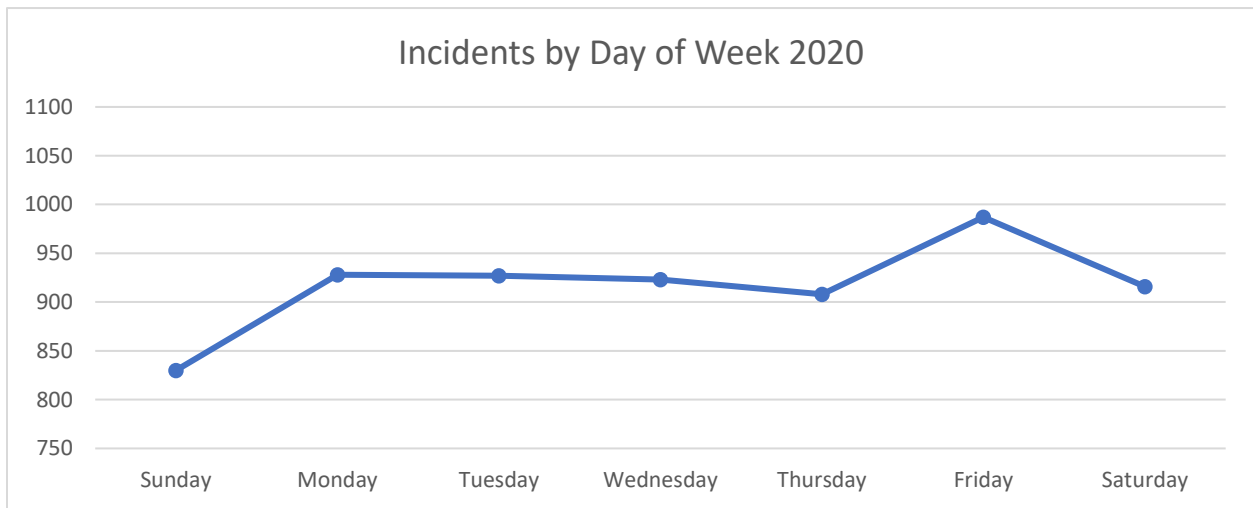
## Types of Calls

On average, the District responded predominantly to EMS calls for service. The graph below shows a breakdown by the types of calls that were dispatched by type and averaged over a 2-year period.



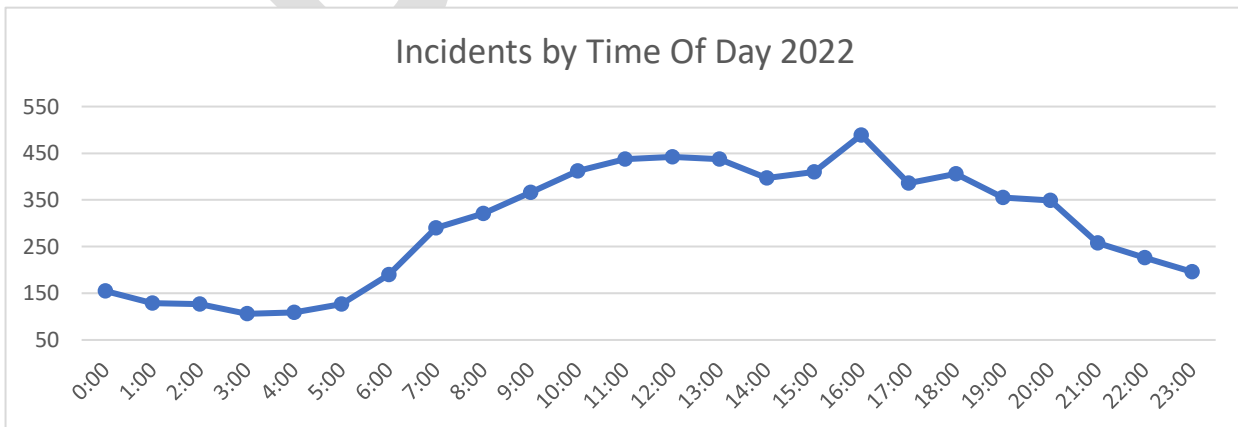
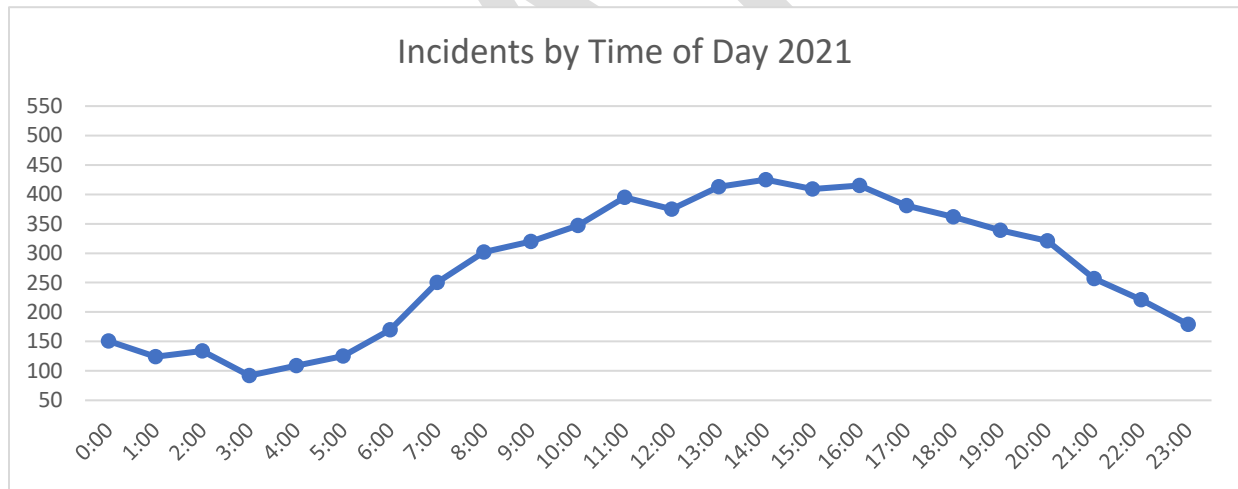
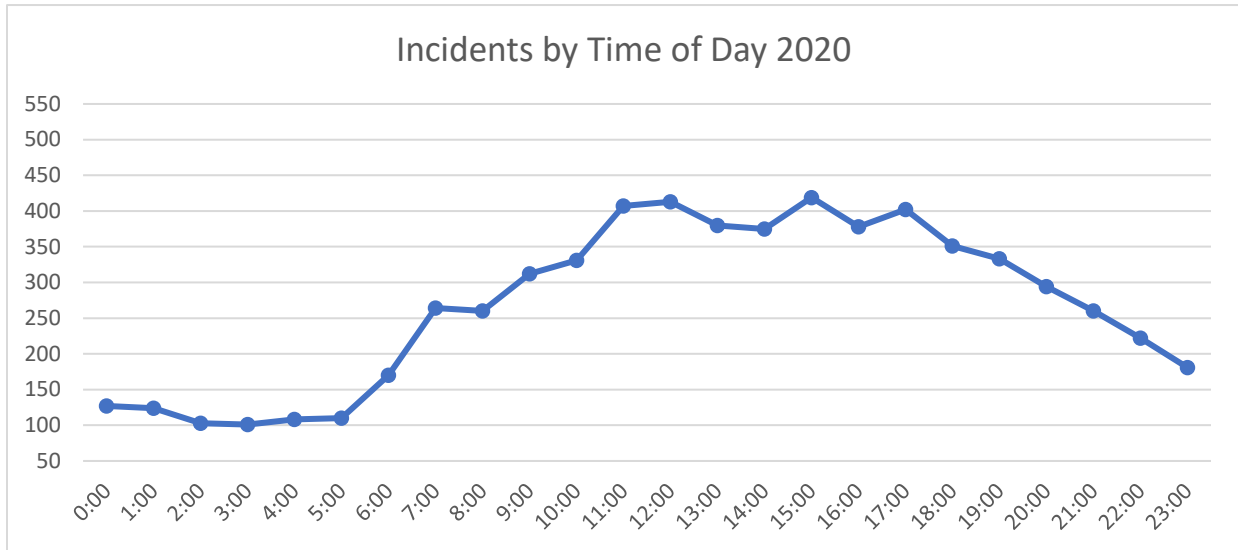
## Day of the Week Distribution

Evaluation of calls based on the day of the week has shown that, on average, Wednesday through Friday were the busiest days for the District.



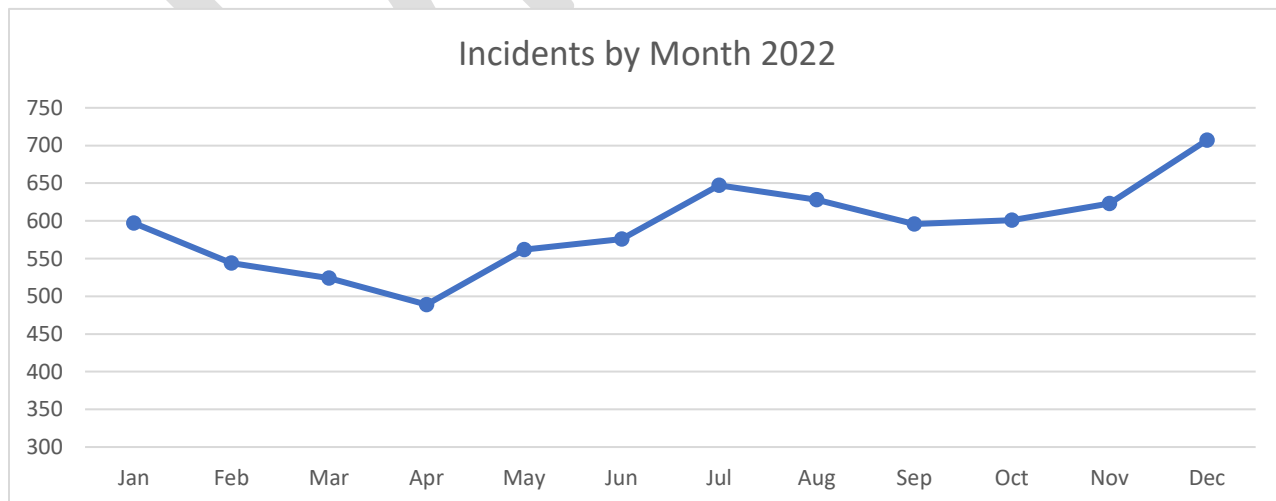
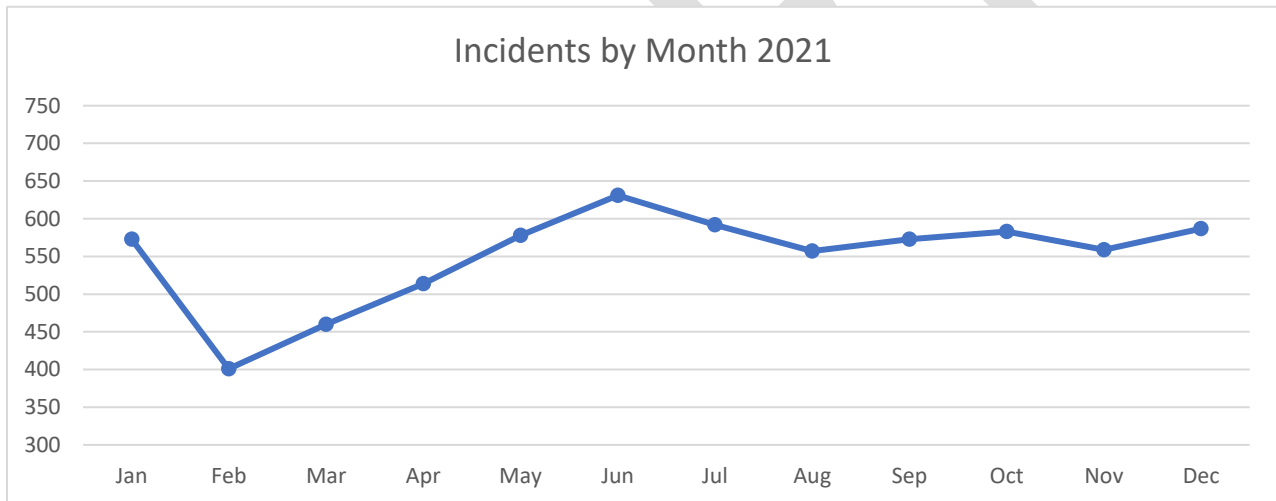
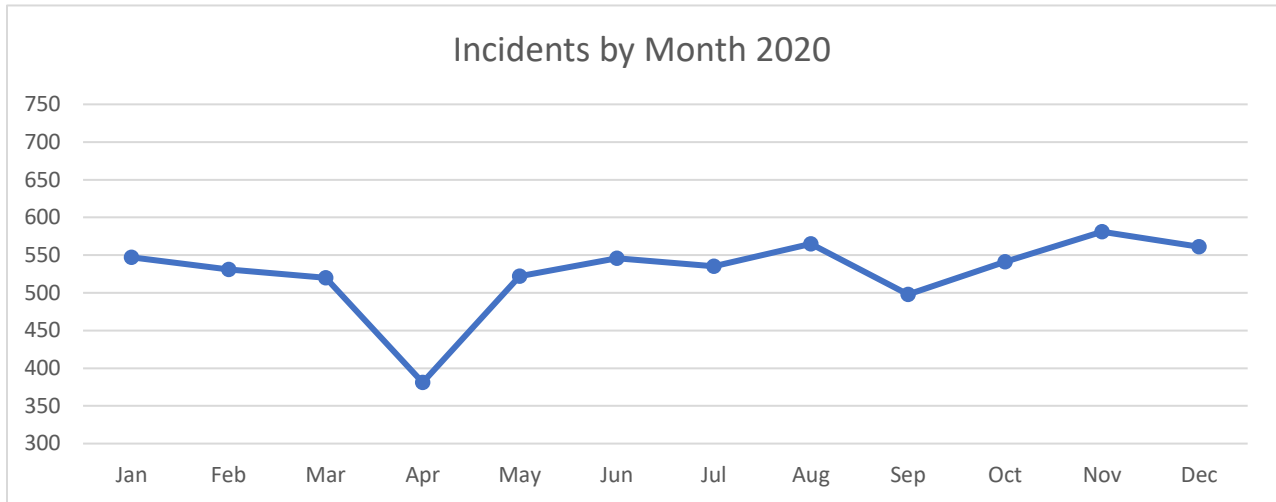
## Time of Day Distribution

Evaluation of calls based on the time of day has shown that, on average, 10:00 AM to 6:00 PM were the busiest hours for the District.

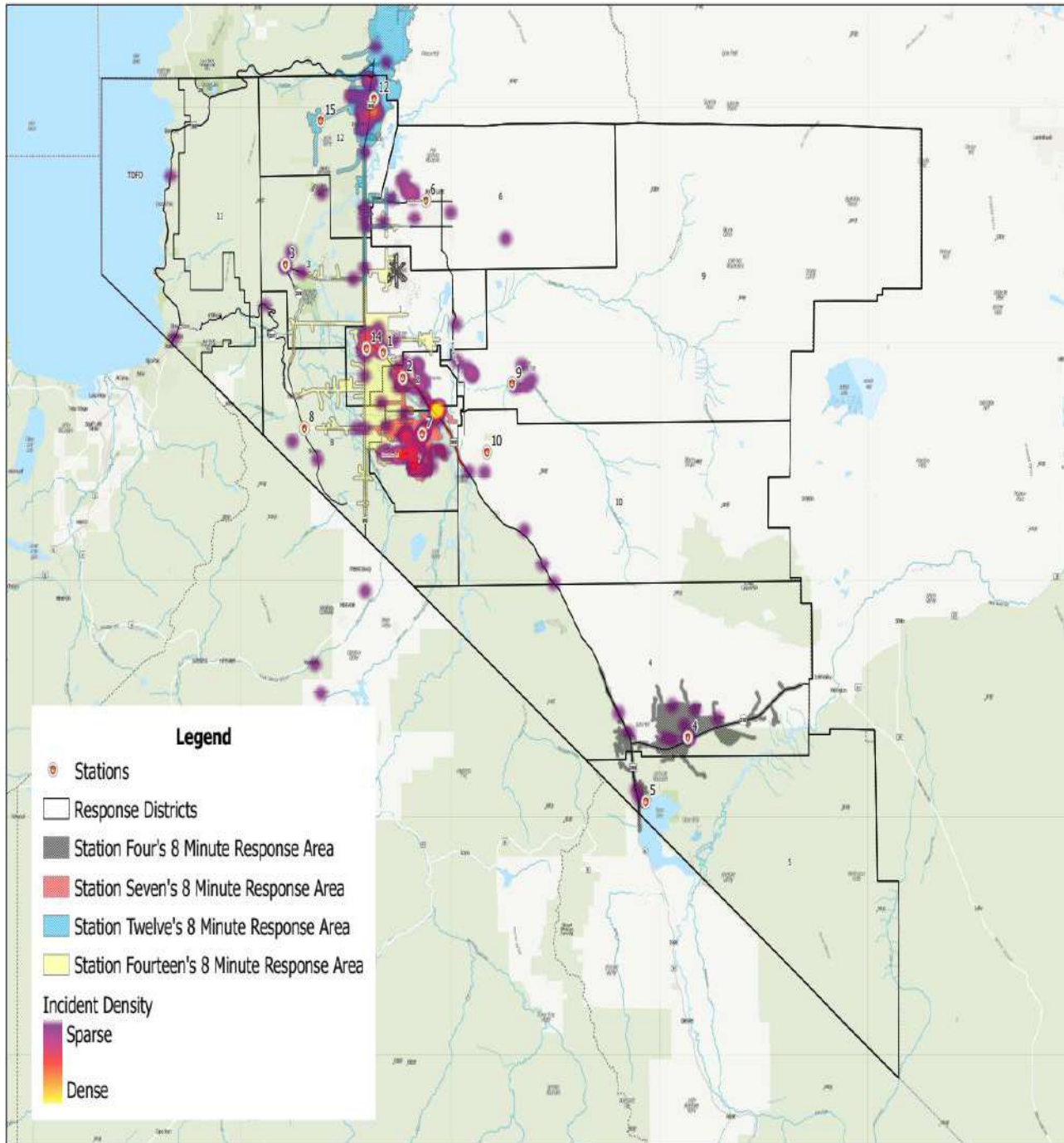


## Month of the Year Distribution

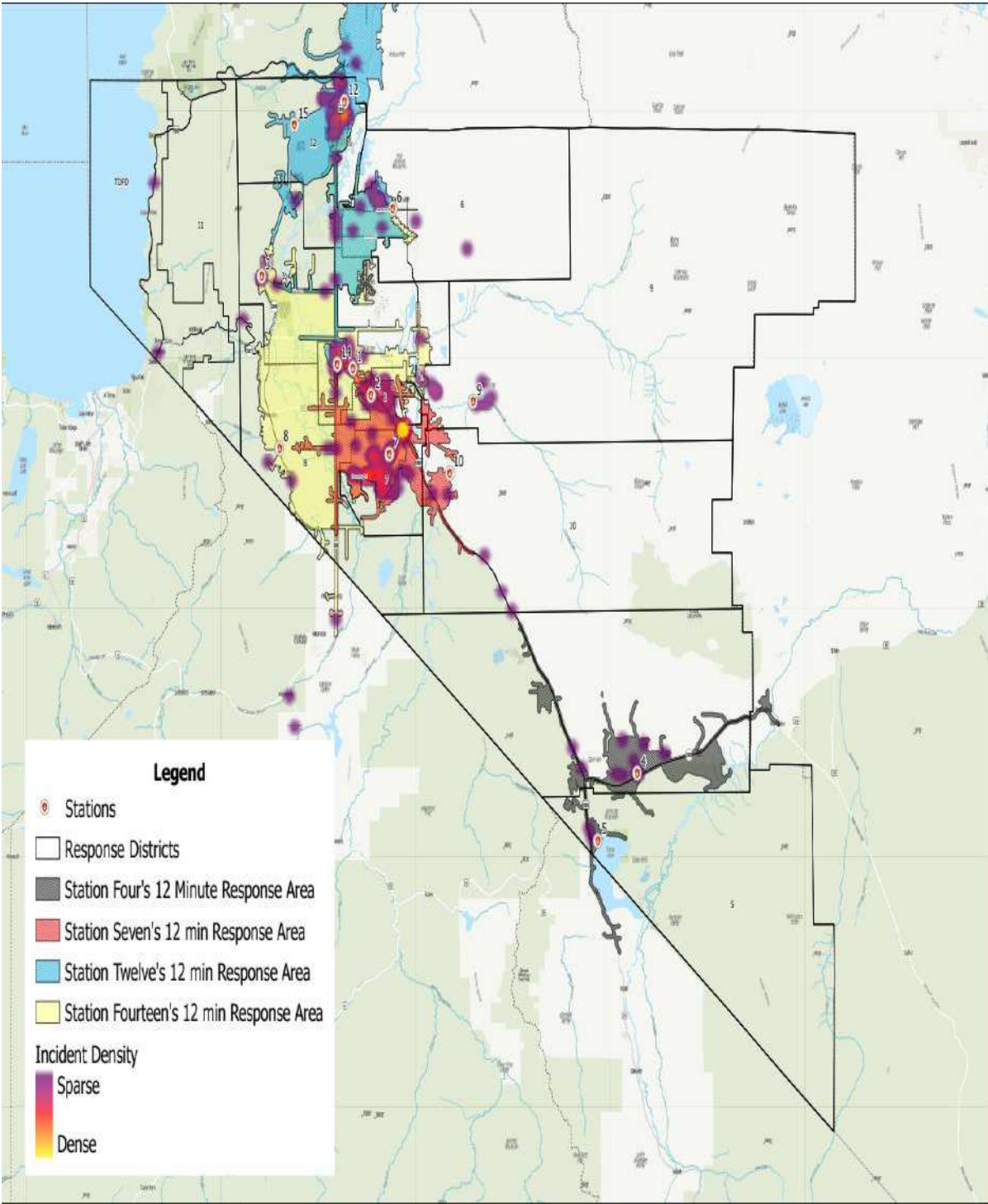
An evaluation of calls based on the month of the year has shown that June through December were the busiest months for the District on average.



## 8 Minute Response Zone Heat Map

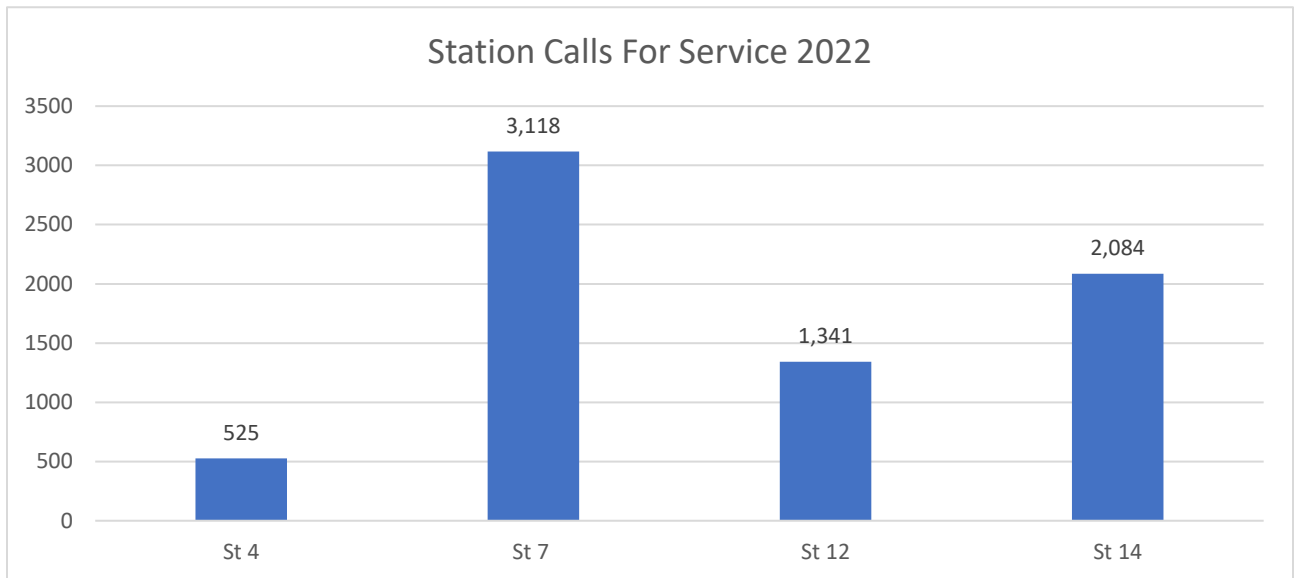


12 Minute Response Zone Heat Map

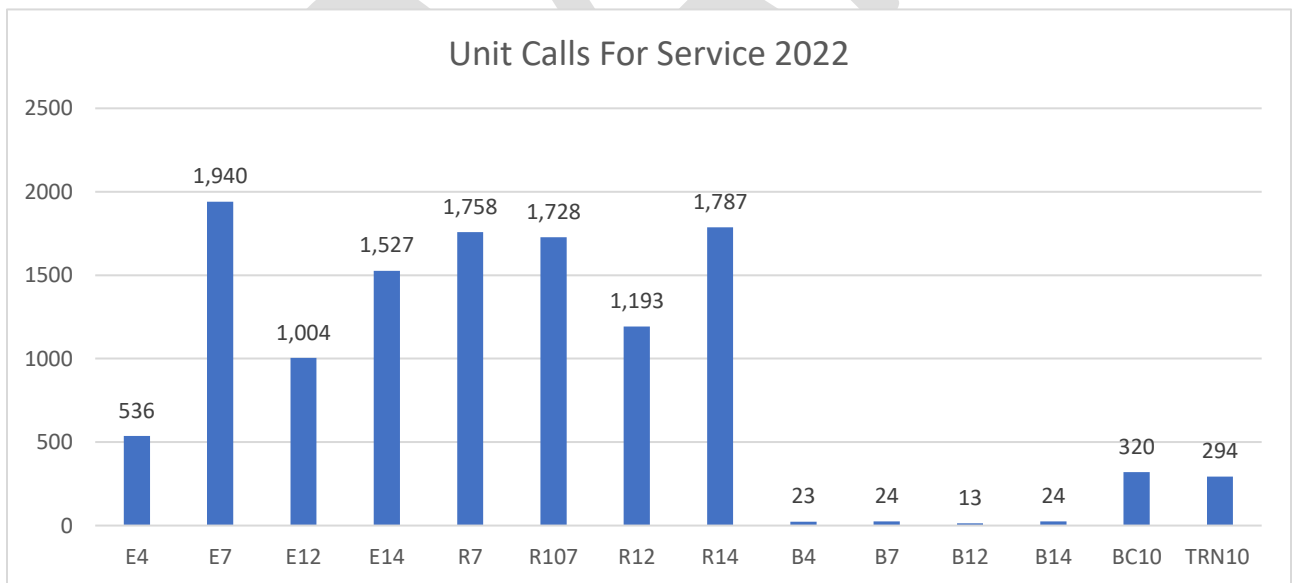


## Calls by Station

Station 7, which houses E7, R7 and R107 was the busiest station in 2022. Historically, this has been the busiest station in the District.



## Calls for Service by Unit



Engine 7 was the busiest apparatus in the District with 1,940 calls for service in 2022. R14 was the busiest Rescue by call volume with 1,787 calls for service.



## Maintenance of Response Time Effort

### Additional Staffing:

Since the completion of the last Standards of Cover, the District has increased staffing levels. The District has implemented one “Floater Position” across all three shifts (3 personnel total). This position is used to fill vacations, sick leave, long term injuries, and long-term vacancies. The District was successful in acquiring a SAFER grant that allowed for 2 additional firefighters to be on shift per day. As the SAFER grant expired, additional revenue sources and budgetary growth allowed these positions to remain in place and as planned. These two positions allowed for additional staffing on the fire ground. The District was also able to open a fourth ALS Rescue. The direct result of this was a decrease in overall Unit Hour’s Utilization and an increase in the number of ambulances available to respond to the increasing call volume within the District. Below you will find comparative Unit Hour Utilization from three rescue ambulances in 2017 to our current number of four rescue ambulances today.

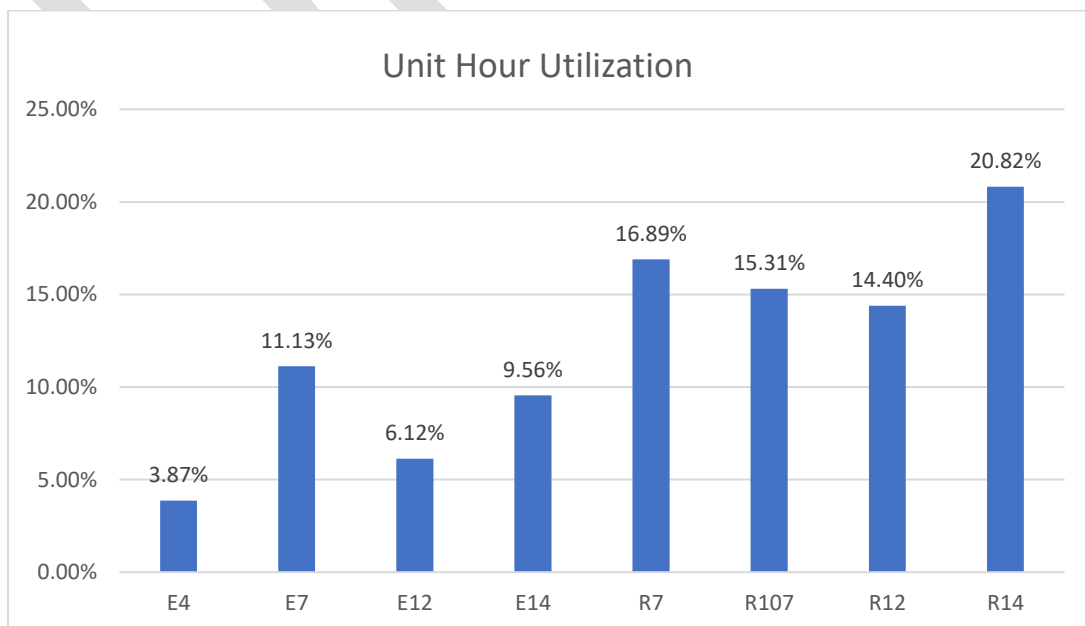
### 2017 UHU

| Apparatus  | Unit Hour Utilization |
|------------|-----------------------|
| Rescue 7   | 24                    |
| Rescue 107 | 23                    |
|            |                       |
| Rescue 14  | 29                    |
| Engine 4   | 3                     |
| Engine 7   | 12                    |
| Engine 12  | 5                     |
| Engine 14  | 9                     |

### 2022 UHU:

| Apparatus  | Unit Hour Utilization |
|------------|-----------------------|
| Rescue 7   | 17                    |
| Rescue 107 | 15                    |
| Rescue 12  | 14                    |
| Rescue 14  | 21                    |
| Engine 4   | 4                     |
| Engine 7   | 11                    |
| Engine 12  | 6                     |
| Engine 14  | 10                    |

Additional staffing has allowed UHU’s to decrease despite a growth in call volume each year. This includes all responses.





## Fuels Management Program:

In January 2021, the District signed a three-year contract with NV Energy to provide a fuels reduction crew, now known as The Genoa Peak Fire and Fuels Crew. This contract provided funding and initial equipment costs for a 10-person fuels crew. Following Senate Bill 329 in 2019, NV Energy was required to develop a Natural Disaster Protection Plan. Part of this plan required NV Energy to provide a fuels management and fire response program. Thus, fuels management programs were offered to local fire agencies. Each agency is responsible for staffing, training, and equipping the crews for their work with funding provided by NV Energy. The Genoa Peak crew has been hard at work providing defensible space and fuels reduction in and around NV Energy infrastructure. NV Energy has roughly 1,000 acres of easements within the District and more than 12,000 power poles. In addition to fuels reduction, Genoa Peak is equipped and trained to respond to wildland fire incidents both within and to neighboring Fire Districts. Response is managed by discretion and need on a case-by-case basis by the on-duty Battalion Chief. Under this procedure, crews are only called upon when needed, thus in many cases allowing them to continue with their primary task of fuels management for NV Energy.



## Data Collection

Data helps to assist the District with making decisions for the future. Some of the data the District relies on comes from county and state entities. However, the District does have its own forms of fire records management data collection (FireRMS). Past usage of Fire-RMS has been grossly under-utilized and available data is very limited due to placing a lower priority on achieving “clean” data. Much of the data collected would be categorized as unstructured, meaning analyzing the numbers and information provided would not paint a clear picture. The goal is to create structured data, which includes building databases of incident information that are easily searchable and formatted. Data by itself is only useful once it can be turned into information. The information then allows the District to enhance resources for an emergency response to improve response time metrics.

One of the recent steps to improve the availability of data and information was to review policies and procedures regarding the District's Fire Records Management System (FireRMS). Proper entry into the system of all incidents and responses is critical to obtaining valuable information. Once data entry into the system has been completed, reports with information can be created with the click of a button utilizing software designed by BLD Consulting.

In addition, the District has implemented a policy which allows crew members to use Mobile Data Computers (MDC) to place themselves enroute, staged, on scene, enroute to the hospital, at the hospital, enroute to quarters and available in quarters. The benefit to performing these tasks via MDC instead of traditional radio traffic is that it allows for a more accurate recording of time. In addition, it decreases the amount of radio traffic that dispatch is required to respond too. This is especially beneficial as call volume continues to increase or radio traffic is high, which would traditionally cause delays in actual response time data.

These reports, such as information from the Douglas County Building Department, Geographic Information Systems (GIS) and state projections, will allow the District to make educated modifications in staffing, policies, procedures, and resource allocations to better serve the Douglas County residents and meet response time objectives as set forth. This is increasingly important as each year has provided an increase in calls for service, and we continue to increase our population.

## Section VII - Recommendations

Evaluation of overall performance standards, time standards, staffing, and services 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. To that end, the following recommendations are presented:

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

Over time, the District has fully transitioned initial attack to structure fires with career personnel. NFPA 1710 defines the number of personnel needed to conduct initial operations on a first alarm, as well as establishing response time goals. The District has expanded its staffing and has achieved the minimum staffing on the fire ground under certain situations, due, in part to, a SAFER grant.

Since our last update of this Standards of Cover, the District has been challenged to meet its response time objectives of 8 minutes, 90% of the time, with the balance of the first alarm reaching the incident within 12 minutes.

Data available indicates that the District is meeting this objective 72% of the time. The geographic challenges we face, and more central to the issues, is the increase in call volume, which is a contributing factor for falling short of this objective. Our objective in this area must remain focused on the recommended criteria as outlined in NFPA 1710.

NFPA 1710 recommendations also accommodate, in general, the Insurance Services Office (ISO) criteria on incident staffing, which is used in concert with other water supplies and communication/dispatch capabilities to determine the Fire Protection Class Grading. East Fork Fire Protection District is currently graded at a mixed rating of 3/10, with 85% of the District receiving the Protection Class 3.

### **B. Continue to support the recruitment and retention of volunteers to perform the necessary logistical needs of incidents and wildland fire response.**

While there has been a decline in overall volunteer membership over the years, positive results with recruitment are emerging under the defined logistical mission of our volunteers. The critical need for water tender response will continue to be a need that can be addressed by volunteers. The same holds true for structure fire incident support and squad response. Wildland response is still a viable response consideration with appropriate supervision and with defined tasks, such as secondary structure protection, fire line control and maintenance, and patrol.

### **C. Re-evaluation of response times after one full year of newly instituted data acquisition procedures.**

Our strategy is to create procedures and training classes that, over the next year, teach our employees and volunteers the importance of accurate data entry and why it is important to the District. By capturing the correct data, the District will get a clear picture of the needs of our growing community. Providing volunteer computer access to the Records Management System (RMS) should be a consideration to better capture all responses and volunteer training.

## **Re-evaluation of UHU's as call volume increases.**

Unit-Hour Utilization (UHU) is a measure of availability and readiness. We have used UHU's in the District to better view how available our resources are for the next incident. The last Standards of Cover (SOC) review recommended the addition of a rescue to our response model to help with increased UHU's.

Over the last three years, we have seen an annual increase in run volume at six percent (6%) per year. This increase has, and will, continue to have a direct impact on UHU's and our available apparatus in the District. The District will need to watch and react to these increases between this SOC and the next reevaluation of the SOC in three years. (While there is no national standard when it comes to UHU's and what those trigger points/thresholds may be, a general rule of thumb for a fire-based EMS system considered 35% as a maximum number. In a private ambulance service, which limits its response to EMS only, 50% is a maximum number, as a point of reference).

### **D. Prepare to evaluate the effects of new Assisted Living Facilities within the District.**

After researching this topic and what has occurred in other jurisdictions around the country, the District will need to follow the data for each primary first-in station that has an assisted living facility. A year's worth of data will need to be analyzed and consideration of the potential increase in run volume that has occurred during that time.

### **E. Prepare to evaluate the effects of Carson Valley Medical Center's (CVMC) facility and service level expansion.**

CVMC broke ground in October of 2021 with an expansion to include an acute care and ICU, emergency room, surgery department, cardiac catheterization lab, and radiology services. The emergency room capacity will increase from 5 to 12 beds and is due for completion at the end of 2023. The addition of a catheterization lab may reduce our interfacility transfers. Interfacility transfers from CVMC account for 707 transports in 2022. The District may see a decrease in some transfers, as catheterization patients are currently being sent to other area hospitals for care.

The District will need to look at the data in 2023 to analyze if there is a decrease or increase in service to CVMC with both patient destinations and interfacility transfers.

### **F. Continue to evaluate and update the Capital Improvement Plan (CIP).**

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 immediate needs, but also seeks to capture longer-term capital needs and funding options. The plan provides a working blueprint for sustaining and improving the organization's infrastructure and equipment. It coordinates strategic planning, financial capacity, and physical development.

### **G. 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.**

GIS technology can help organizations respond more quickly and effectively to natural and manmade disasters and other emergencies by providing real time data on affected areas, resources, and potential hazards. This can lead us to make decisions based on data for proper placement of new stations and movement of apparatus to better serve our community.

**H. 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.**

A Community Wildfire Protection Plan (CWPP) identifies and prioritizes areas for hazardous fuel reduction treatments and recommends the types and methods of treatment on federal and non-federal land that will protect one or more at-risk communities and essential infrastructure. It also recommends measures to reduce structural ignitability throughout the at-risk community. A CWPP may address issues, such as wildfire response, hazard mitigation, community preparedness, structure protection, or all of the above.

The assessment portion of this document estimates the hazards and risks associated with wildland fire in proximity to Wildland-Urban Interface (WUI) areas. This information, in conjunction with identification of the values at risk, defines areas of special interest and allows for prioritization of mitigation efforts. From the analysis of this data, solutions and mitigation recommendations are offered that will aid homeowners, land managers, and other interested parties in developing short-term and long-term planning efforts.

Securing long-term sustainable funding for fuels management must become a priority for the District. This may be accomplished with direct contracts with the USFS and BLM or through fuels management grants, when available.

**I. Include Squad response with the first alarm structure fires.**

Squad or service companies with the East Fork Fire Protection District are operated and staffed by volunteer personnel. With volunteer response, there is an inherent delay due to travel time to the respective stations. Including the response in the first alarm, rather than the second alarm, would mobilize the volunteer response sooner and in the same way volunteers are included in the first alarm for areas without fire hydrants. Units can always be canceled if not needed.

**J. Purchase of Motorola Minitor VI VHF 1 Channel Pagers.**

The MINITOR VI is a reliable, rugged, and feature-rich device used to alert and notify emergency personnel about critical incidents. Two-tone and P25 digital alerting capabilities: It can receive alerts using traditional two-tone paging formats, as well as modern digital P25 protocols, ensuring compatibility with various dispatch systems. These pagers will be utilized by our volunteer corps and will replace worn out and dated technology.

**K. Continue the use of our accepted response time standards.**

Maintain the current response time standards of 8 minutes for ALS Care 90% of the time and 12 minutes for a transport ambulance 90% of the time. While increased call volume has an impact on our ability to meet these time standards, they do serve as benchmark objectives when considering future station staffing using these standards to create response polygons. The same consideration is true for structure fire response. It is recommended that the same 8-minute response time be applied to the first arriving

pumping apparatus and 20 minutes for the balance of the first alarm to arrive. As is the case with EMS response, these response time objectives serve to determine future engine placement(s) with justified feasibility based on the developed response polygons.

**L. Purchase Cradlepoint access points for our MDC equipped apparatus.**

Cradlepoint is a company that offers various networking solutions, including wireless access points and routers. Cradlepoint enables organizations to build and manage efficient and secure networks across multiple locations, including remote sites and mobile deployments.

**Enter into a 1-year fee agreement with Douglas County 911 Communication to provide dispatch services provide the 911 Center supports and recognizes NFPA 1225 and its implications in the Insurance services Office (ISO) Fire Protection Class Grading.**

DRAFT

## Section VIII – Summary

The Standards of Cover is designed to be a dynamic document, and at the same time set reasonable standards for response, staffing, call processing expectations, station location recommendations, and other elements that define how we will serve our constituents.

Part and parcel to this effort is data documentation, collection, and retrieval. Being able to make decisions that are data driven heightens the validity of standards that are set. Accurate data also reinforces budget development. Nowhere is this more important than when considering staffing and resource deployment. This also includes making decisions regarding the viability, recruitment, and more importantly, the role(s) of our volunteers.

The recommendations in this third revision of the Standards of Cover attempts to enhance and sustain the services being provided. Some recommendations continue to support the most appropriate NFPA response and staffing standards, namely NFPA 1710. While lofty in nature, NFPA 1710 sets a point of reference and comparison related to the quest to reach the objective.

Over the past several years, and most notably under an independent governing body, the District has made significant progress in staffing and equipping its forces. We have seen positive increases in volunteer membership and participation under the new logistical program model.

We continue to apply as much technology as we can to make the field of operation safer and more efficient. This, coupled with an increase in training and regional academy participation, allows us to start to fill the experience voids left by retirements. Operational efficiency continues to increase, and employee and member engagement continues along a positive course.

# EAST FORK FIRE PROTECTION DISTRICT STANDARD OF COVER 2023-2024





# 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 STANDARD OF COVER

- Initial Standard adopted in 2012 by Douglas County Commission serving as 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 today in 2023 with new presentation.

# WHAT IS A STANDARD 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 DO WE NEED A STANDARD 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

- 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

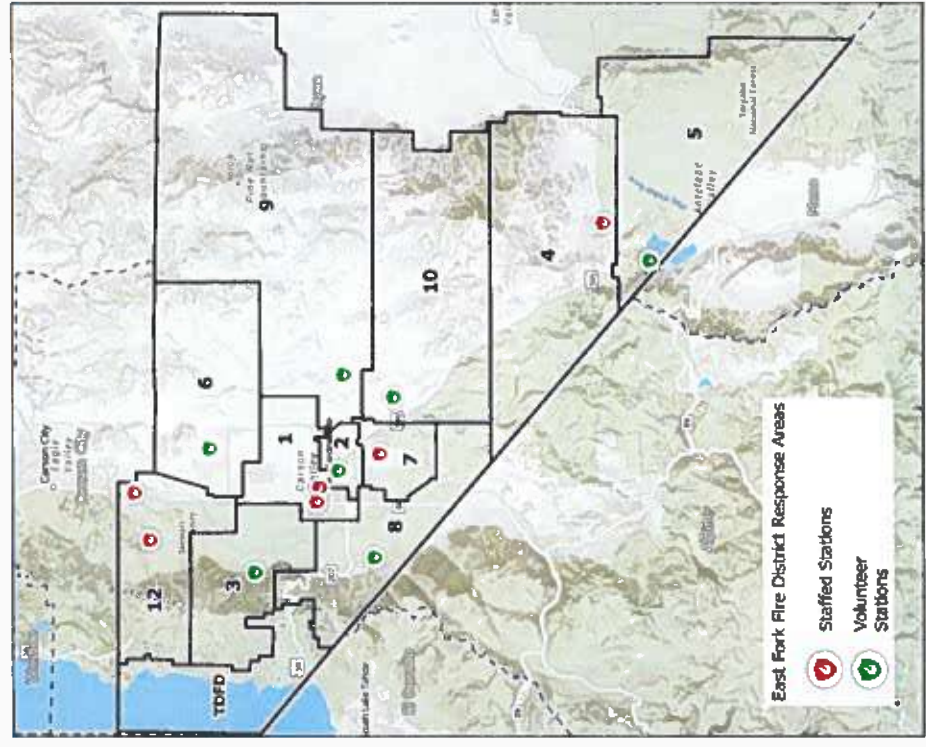
- Dispatch Interface and Agreements
- Douglas County Master Plan
- East Fork Fire Capital Improvement Plan
- East Fork Fire Budget
- Guides East Fork Fire Policies and Standard Operating Guidelines

# 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

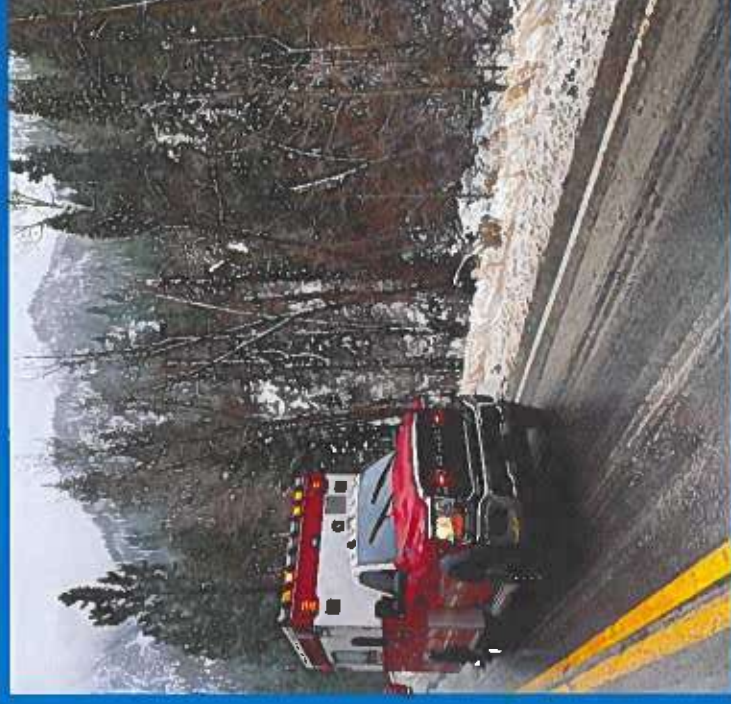
- 5 staffed all-risk stations
- 1 Fuels/Wildland Fire Station
- 7 Logistical Volunteer Stations
- 11 Response Districts





# CURRENT STANDARDS ADVANCE LIFE SUPPORT RESPONSE

- 8 minute response time 90 percent of the time to Priority 1 Advanced Life Support (ALS)
- 12 minute response time 90 percent of the time to Priority 1 ALS with a transport ambulance

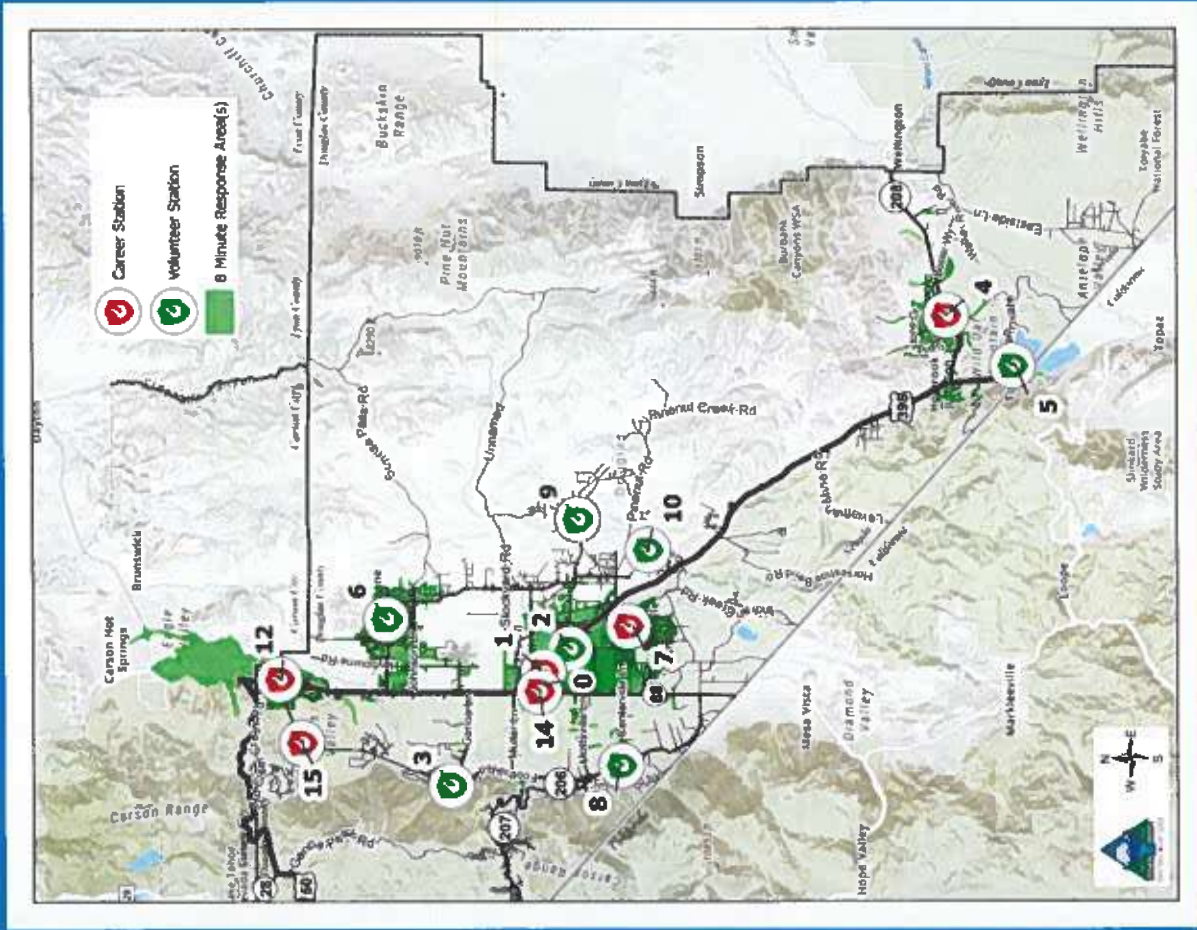


# CURRENT STANDARDS STRUCTURE FIRE RESPONSE

- 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



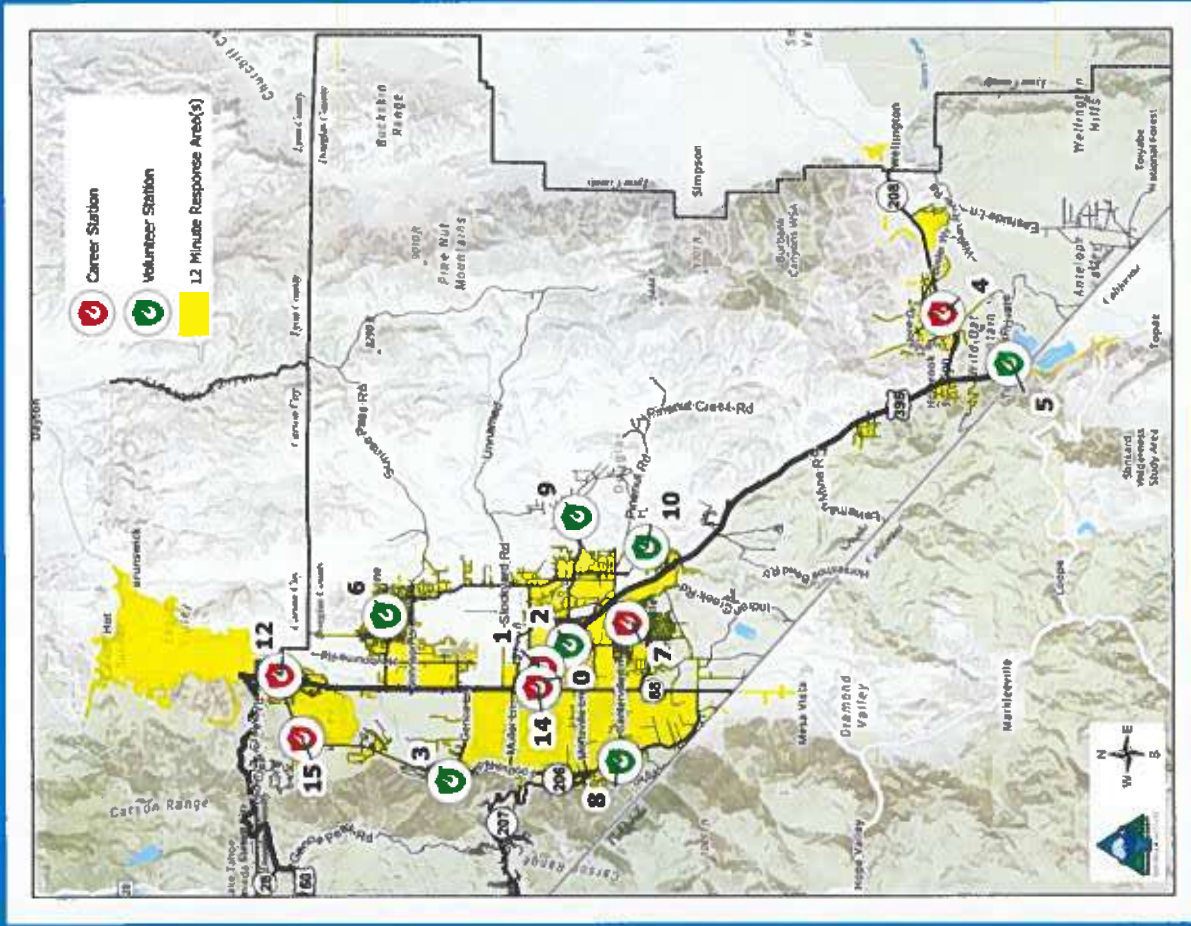
# 8 MINUTE RESPONSE TIME MAP



(Applies to all career staff resources transport)

8/11/2023

# 12 MINUTE RESPONSE TIME MAP



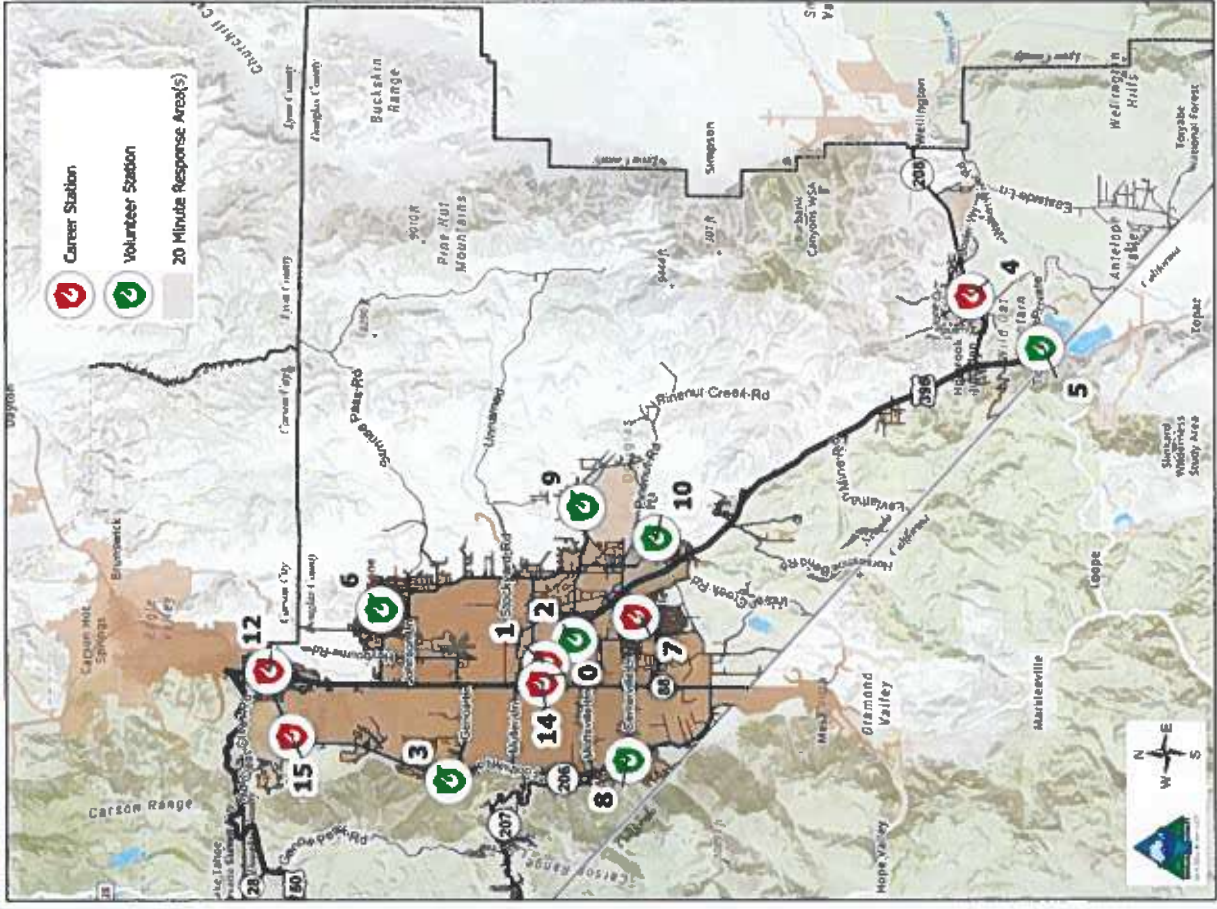
(Applies to transport ambulance only)

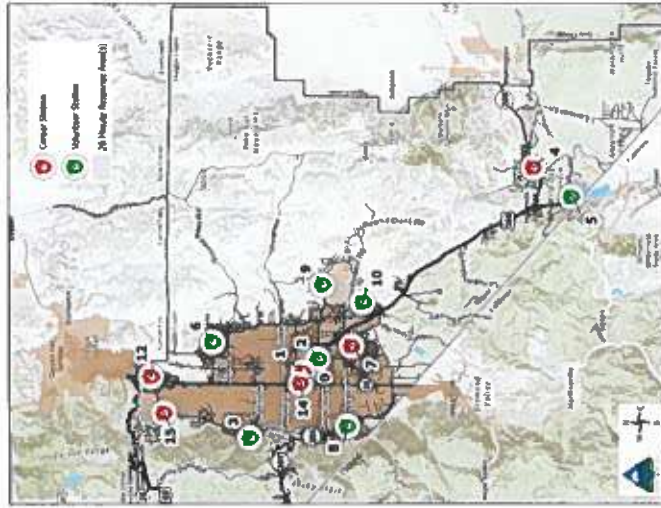
8/11/2023

# 20 MINUTE RESPONSE TIME MAP

(Applies to all career staff resources transport)

8/11/2023



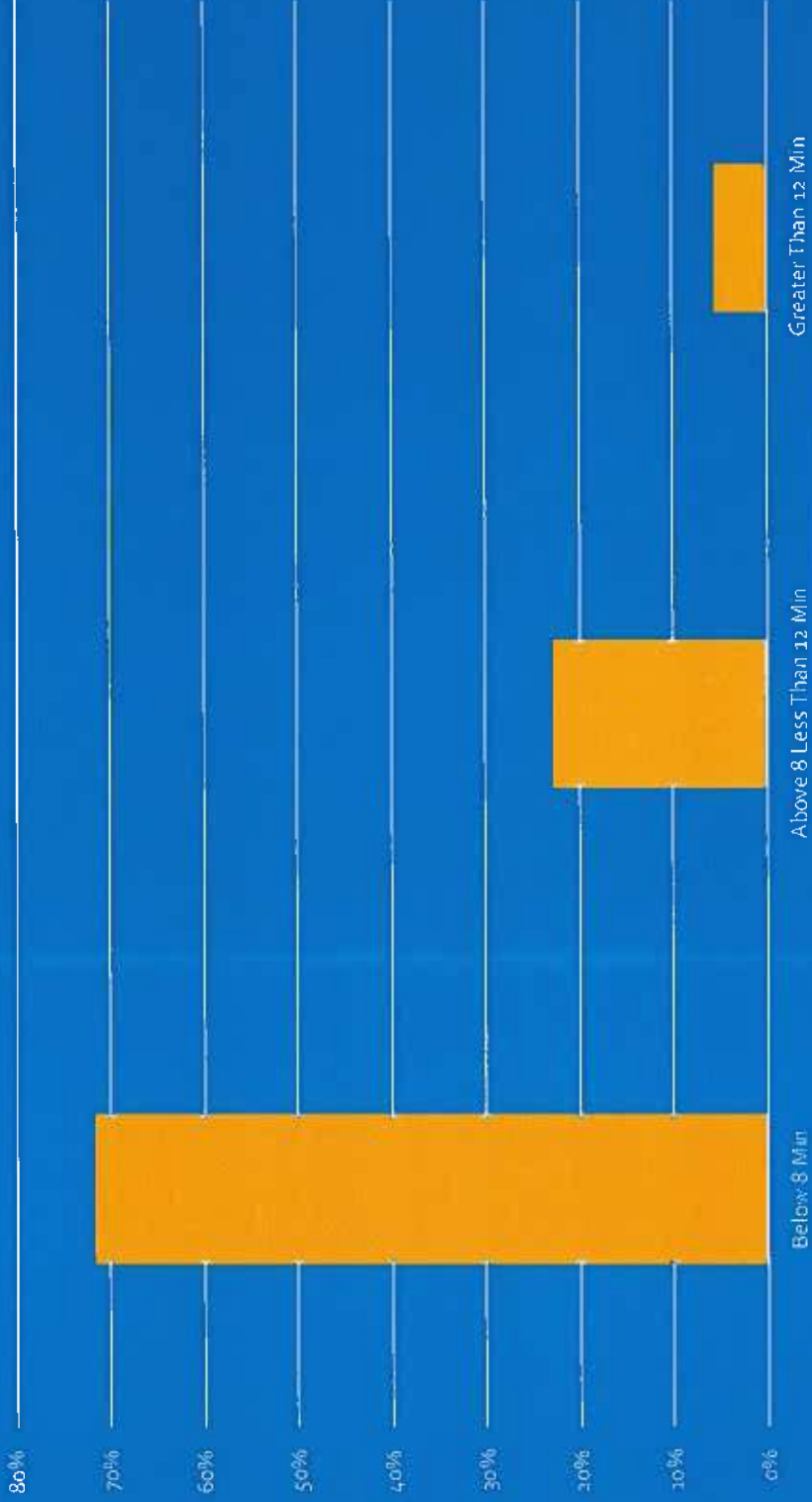


# 20 MINUTE RESPONSE TIME MAP

(Applies to balance of the first alarm only)

# CURRENT PERFORMANCE GRAPH

P1 Response Time Averages



# CALL VOLUME NOTATIONS

Call volume growth as a percentage since 2012 has increased 26.77%. Call volume since our last Standards of Cover has grown 13.78%.

Additionally, we have seen a 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.

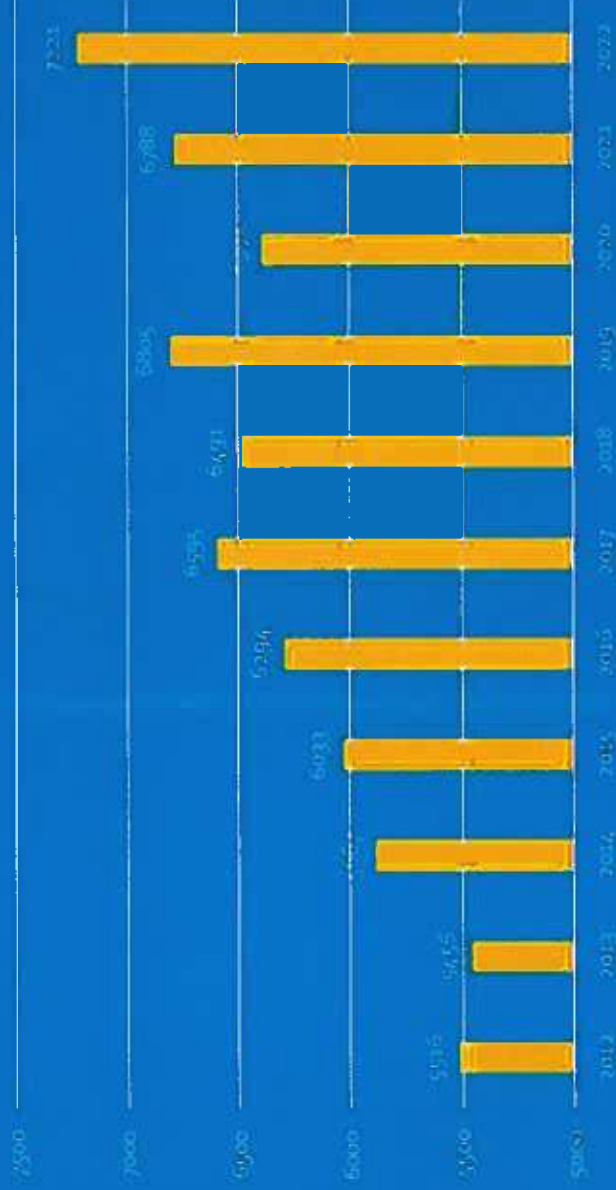
One of the significant points of interest is where and how the District can improve our response time objectives in the future.

At this time, data collection and evaluation are a top priority, allowing us to make informed decisions on future staffing and response models for the District.



# CALL VOLUME INCREASES

Call Volume Increase Since Last SOC



# CURRENT PERFORMANCE RESULTS

A review of P1 call data over the past three years was evaluated and graphed as noted above. In our previous version of Standards of Cover, we met response time objectives for P1 ALS 89% of the time.

Data collected for this Standards of Cover shows a significant decrease in our ability to reach this objective.

We have been able to service 94% of our P1 ALS calls under the 12-minute mark.

Due to a significant increase in call volume and no major addition to ALS staffing, our ability to meet our standard 90% of the time has been decreased.

# 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

## KEY REQUIREMENTS



**Occupancy Type:** Single-Family Dwelling  
**Deployment:** Minimum of 16 members or 17 if aerial device is used

The initial full alarm assignment to a structure fire in a typical 2000 ft<sup>2</sup> (186 m<sup>2</sup>), two-story, single-family dwelling without a basement and with no exposures must provide for a minimum of 16 members (17 if an aerial device is used).



**Occupancy Type:** Garden-Style Apartment  
**Deployment:** Minimum of 27 members or 28 if aerial device is used

The initial full alarm assignment to a structure fire in a typical 1200 ft<sup>2</sup> (111 m<sup>2</sup>) apartment within a three-story, garden-style apartment building must provide for a minimum of 27 members (28 if an aerial device is used).



**Occupancy Type:** Open-Air Strip Mall  
**Deployment:** Minimum of 27 members or 28 if aerial device is used

The initial full alarm assignment to a structure fire in a typical open-air strip shopping center ranging from 13,000 ft<sup>2</sup> to 196,000 ft<sup>2</sup> (1203 m<sup>2</sup> to 18,209 m<sup>2</sup>) in size must provide for a minimum of 27 members (28 if an aerial device is used).



**Occupancy Type:** High-Rise  
**Deployment:** Minimum of 42 members or 43 if building is equipped with fire pump

The initial full alarm assignment to a fire in a building with the highest floor greater than 75 ft (23 m) above the lowest level of fire department vehicle access must provide for a minimum of 42 members (43 if the building is equipped with a fire pump).

# CURRENT RESPONSE STAFFING

- Structure Fire
  - **First Alarm**
    - 4 Type 1 engines, 2 Rescues, 1 Training and Safety Officer, 1 Battalion Chief.
  - **Second Alarm Structure Fire**
    - 4 Type 1 engines (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

# UNIT HOUR UTILIZATION

- Resource usage is evaluated by unit hour utilization
- Dispatch data attempts to show the percent 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

2017 UTH

| Apparatus  | Unit Hour Utilization |
|------------|-----------------------|
| Rescue 7   | 24                    |
| Rescue 14  | 29                    |
| Rescue 107 | 23                    |
| Engine 4   | 3                     |
| Engine 7   | 12                    |
| Engine 12  | 5                     |
| Engine 14  | 9                     |

2022 UTH

| Apparatus  | Unit Hour Utilization |
|------------|-----------------------|
| Rescue 7   | 17                    |
| Rescue 107 | 15                    |
| Rescue 12  | 14                    |
| Rescue 14  | 21                    |
| Engine 4   | 4                     |
| Engine 7   | 11                    |
| Engine 12  | 6                     |
| Engine 14  | 10                    |

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.
- To that end, the following recommendations are presented:



# RECOMMENDATIONS

- Continue working towards meeting the staffing and response time objectives set forth in NFPA 1710.
- Continue to support the recruitment and retention of volunteers to perform the necessary logistical needs of incidents and wildland fire response.
- 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.

## RECOMMENDATIONS (CON'T)

- Prepare to evaluate the effects of Carson Valley Medical Center's (CVMC) facility and service level expansion.
- Continue to evaluate and update the Capital Improvement Plan.
- 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.
- 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.

## RECOMMENDATIONS (CON'T)

- Include Squad response with the first alarm structure fires.
- Purchase of Motorola Minitor VIVHF 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 and its implications in the Insurance Services Office (ISO) Fire Protection Class Grading.

# QUESTIONS





## EAST FORK FIRE PROTECTION DISTRICT FEE SCHEDULE

| Description of Fees            | Fee Rate       | Minimum   |                 |              | Minimum        |            |           | Total with Technology Fee |
|--------------------------------|----------------|-----------|-----------------|--------------|----------------|------------|-----------|---------------------------|
|                                |                | Admin Fee | Plan Review Fee | Review Hours | Inspection Fee | Permit Fee |           |                           |
| <b>Development Reviews</b>     |                |           |                 |              |                |            |           |                           |
| Pre-Application Review/Meeting | minimum hourly | \$ 36.75  | \$ 178.50       | 1            |                | \$ 215.25  | \$ 223.86 |                           |
| Major Project Review           | minimum hourly | \$ 36.75  | \$ 178.50       | 1            |                | \$ 215.25  | \$ 223.86 |                           |
| Special Use Permit             | minimum hourly | \$ 36.75  | \$ 178.50       | 1            |                | \$ 215.25  | \$ 223.86 |                           |
| Conditional Use Permit         | minimum hourly | \$ 36.75  | \$ 178.50       | 1            |                | \$ 215.25  | \$ 223.86 |                           |
| Development Review Application | minimum hourly | \$ 36.75  | \$ 178.50       | 2            |                | \$ 393.75  | \$ 409.50 |                           |
| Site Improvement Plan          | minimum hourly | \$ 36.75  | \$ 178.50       | 2            |                | \$ 393.75  | \$ 409.50 |                           |
| Plan Amendments                | minimum hourly | \$ 36.75  | \$ 178.50       | 1            |                | \$ 215.25  | \$ 223.86 |                           |
| Special Events > 100 people    | each           |           | \$ 50.00        | 1            |                | \$ 50.00   | \$ 52.00  |                           |
| Temporary Use Permit           | minimum hourly | \$ 36.75  | \$ 178.50       | 1            |                | \$ 215.25  | \$ 223.86 |                           |
| Engineering Permit Plan Review | minimum hourly | \$ 36.75  | \$ 178.50       | 1            |                | \$ 215.25  | \$ 223.86 |                           |
| Grading Permit Plan Review     | minimum hourly | \$ 36.75  | \$ 178.50       | 1            |                | \$ 215.25  | \$ 223.86 |                           |
| Tentative Subdivision Map      | minimum hourly | \$ 36.75  | \$ 178.50       | 1            |                | \$ 215.25  | \$ 223.86 |                           |
| Final Parcel Map Review        | minimum hourly | \$ 36.75  | \$ 178.50       | 1            |                | \$ 215.25  | \$ 223.86 |                           |
| Map Amendment Review           | minimum hourly | \$ 36.75  | \$ 178.50       | 1            |                | \$ 215.25  | \$ 223.86 |                           |



## EAST FORK FIRE PROTECTION DISTRICT FEE SCHEDULE

| Description of Fees  | Fee Rate       | Minimum Admin Fee | Minimum Plan Review Fee | Minimum Inspection Hours | Minimum Inspection Fee | Minimum Permit Fee | Total with Technology Fee |
|--|----------------|-------------------|-------------------------|--------------------------|------------------------|--------------------|---------------------------|
| <b>Required Operational Fire Permits &amp; Inspection Fees</b> |                |                   |                         |                          |                        |                    |                           |
| Amusement Buildings/Haunted Houses                             | minimum hourly | \$ 36.75          |                         | 2                        | \$ 178.50              | \$ 393.75          | \$ 409.50                 |
| Aviation Facilities  | minimum hourly | \$ 36.75          |                         | 2                        | \$ 178.50              | \$ 393.75          | \$ 409.50                 |
| Cannabis/Hemp Cultivation Facility                             | minimum hourly | \$ 36.75          |                         | 2                        | \$ 178.50              | \$ 393.75          | \$ 409.50                 |
| Cannabis/Hemp Production Facility                              | minimum hourly | \$ 36.75          |                         | 2                        | \$ 178.50              | \$ 393.75          | \$ 409.50                 |
| Compressed Gases   | minimum hourly | \$ 36.75          |                         | 2                        | \$ 178.50              | \$ 393.75          | \$ 409.50                 |
| Dipping/Spraying   | minimum hourly | \$ 36.75          |                         | 2                        | \$ 178.50              | \$ 393.75          | \$ 409.50                 |
| Explosives   | minimum hourly | \$ 36.75          |                         | 4                        | \$ 178.50              | \$ 393.75          | \$ 409.50                 |
| Flammable & Combustible Liquids                                | minimum hourly | \$ 36.75          |                         | 2                        | \$ 178.50              | \$ 393.75          | \$ 409.50                 |
| Hazardous Materials  | minimum hourly | \$ 36.75          |                         | 2                        | \$ 178.50              | \$ 393.75          | \$ 409.50                 |
| High-Piled Storage   | minimum hourly | \$ 36.75          |                         | 2                        | \$ 178.50              | \$ 393.75          | \$ 409.50                 |
| Pyrotechnic/Special Effects Material                           | minimum hourly | \$ 36.75          |                         | 2                        | \$ 178.50              | \$ 393.75          | \$ 409.50                 |
| Solar Photovoltaic   | minimum hourly | \$ 36.75          | \$ 178.50               | 1                        | \$ 178.50              | \$ 393.75          | \$ 409.50                 |
| Temporary membrane<br>Structures/Tents/Stage Canopies          | minimum hourly | \$ 36.75          |                         | 2                        | \$ 178.50              | \$ 393.75          | \$ 409.50                 |
| Vacation Home Rentals  | minimum hourly |                   |                         |                          |                        |                    |                           |





| Description of Fees                | Minimum Admin Fee  | Plan Review/Inspection Hourly | Minimum Inspection/Plan Review Hours | Total Minimum Inspection/Plan Review Fee | Total with Technology Fee |
|------------------------------------|--|-------------------------------|--------------------------------------|--|---------------------------|
| <b>Miscellaneous Fee Schedule</b>  |  |                               |                                      |  |                           |
| Inspection Items                   | \$ 36.75   | \$ 178.50                     | 1                                    | \$ 215.25                                | 223.86                    |
| Reinspection Fee                   | Hourly rate based on fully-burdened rate of involved staff, not less than 1 hour.                                |                               |                                      |  |                           |
| After Hours Inspection             | Hourly rate based on fully-burdened rate of involved staff, calculated at time and a half, not less than 2 hours |                               |                                      |  |                           |
| Cancellation of inspection with 24 | Hourly rate based on fully-burdened rate of involved staff.  |                               |                                      |  |                           |
| Inspection for which no fee is     | Hourly rate based on fully-burdened rate of involved staff.  |                               |                                      |  |                           |
| Technology Fee                     | 4% of combined Fees charged for the permit   |                               |                                      |  |                           |
| Plan Review Items                  |  |                               |                                      |  |                           |
| Revisions to Issued Permits        | Hourly rate based on fully-burdened rate of involved staff.  |                               |                                      |  |                           |
| Expedited/Overtime Reviews         | Hourly rate based on fully-burdened rate of involved staff, calculated at time and a half. 2 hour minimum*       |                               |                                      |  |                           |
| Third review of plans              | Expedited plan acceptance is at the discretion of the Fire Marshal dependent upon workload.                      |                               |                                      |  |                           |
| High-Piled Storage Review          | 25% of original application fee, but not less than the hourly rate spent on the review                           |                               |                                      |  |                           |
|                                    | Based on valuation fees as adopted   |                               |                                      |  |                           |



9.

**Board Action:**

- Approved
- Denied
- Other

- Approved with Modifications
- Deferred

**Agenda Item # 11**

**EAST FORK FIRE PROTECTION DISTRICT FIRE AND LIFE SAFETY REVIEW FEES**

| Valuation     | Plan Check Fee | Technology Fee | Total       | Valuation    | Plan Check Fee | Technology Fee | Total       |
|---------------|----------------|----------------|-------------|--------------|----------------|----------------|-------------|
| \$ 0-2,000.00 | \$ 91.93       | \$ 3.68        | \$ 95.60    | \$ 35,000.00 | \$ 1,347.26    | \$ 53.89       | \$ 1,401.15 |
| \$ 3,000.00   | \$ 132.30      | \$ 5.29        | \$ 137.59   | \$ 36,000.00 | \$ 1,385.11    | \$ 55.40       | \$ 1,440.51 |
| \$ 4,000.00   | \$ 170.89      | \$ 6.84        | \$ 177.72   | \$ 37,000.00 | \$ 1,422.96    | \$ 56.92       | \$ 1,479.88 |
| \$ 5,000.00   | \$ 209.48      | \$ 8.38        | \$ 217.85   | \$ 38,000.00 | \$ 1,460.81    | \$ 58.43       | \$ 1,519.25 |
| \$ 6,000.00   | \$ 248.06      | \$ 9.92        | \$ 257.99   | \$ 39,000.00 | \$ 1,498.67    | \$ 59.95       | \$ 1,558.61 |
| \$ 7,000.00   | \$ 286.65      | \$ 11.47       | \$ 298.12   | \$ 40,000.00 | \$ 1,536.52    | \$ 61.46       | \$ 1,597.98 |
| \$ 8,000.00   | \$ 325.24      | \$ 13.01       | \$ 338.25   | \$ 41,000.00 | \$ 1,574.37    | \$ 62.97       | \$ 1,637.34 |
| \$ 9,000.00   | \$ 363.09      | \$ 14.52       | \$ 377.61   | \$ 42,000.00 | \$ 1,612.22    | \$ 64.49       | \$ 1,676.71 |
| \$ 10,000.00  | \$ 400.94      | \$ 16.04       | \$ 416.98   | \$ 43,000.00 | \$ 1,650.08    | \$ 66.00       | \$ 1,716.08 |
| \$ 11,000.00  | \$ 438.80      | \$ 17.55       | \$ 456.35   | \$ 44,000.00 | \$ 1,687.93    | \$ 67.52       | \$ 1,755.44 |
| \$ 12,000.00  | \$ 476.65      | \$ 19.07       | \$ 495.71   | \$ 45,000.00 | \$ 1,725.78    | \$ 69.03       | \$ 1,794.81 |
| \$ 13,000.00  | \$ 514.50      | \$ 20.58       | \$ 535.08   | \$ 46,000.00 | \$ 1,763.63    | \$ 70.55       | \$ 1,834.13 |
| \$ 14,000.00  | \$ 552.35      | \$ 22.09       | \$ 574.45   | \$ 47,000.00 | \$ 1,801.49    | \$ 72.06       | \$ 1,873.54 |
| \$ 15,000.00  | \$ 590.21      | \$ 23.61       | \$ 613.81   | \$ 48,000.00 | \$ 1,839.34    | \$ 73.57       | \$ 1,912.91 |
| \$ 16,000.00  | \$ 628.06      | \$ 25.12       | \$ 653.18   | \$ 49,000.00 | \$ 1,877.19    | \$ 75.09       | \$ 1,952.28 |
| \$ 17,000.00  | \$ 665.91      | \$ 26.64       | \$ 692.55   | \$ 50,000.00 | \$ 1,915.04    | \$ 76.60       | \$ 1,991.64 |
| \$ 18,000.00  | \$ 703.76      | \$ 28.15       | \$ 731.91   | \$ 51,000.00 | \$ 1,952.90    | \$ 78.12       | \$ 2,031.01 |
| \$ 19,000.00  | \$ 741.62      | \$ 29.66       | \$ 771.28   | \$ 52,000.00 | \$ 1,989.96    | \$ 79.60       | \$ 2,069.56 |
| \$ 20,000.00  | \$ 779.47      | \$ 31.18       | \$ 810.65   | \$ 53,000.00 | \$ 2,033.22    | \$ 81.33       | \$ 2,114.55 |
| \$ 21,000.00  | \$ 817.32      | \$ 32.69       | \$ 850.01   | \$ 54,000.00 | \$ 2,076.48    | \$ 83.06       | \$ 2,159.54 |
| \$ 22,000.00  | \$ 855.17      | \$ 34.21       | \$ 889.38   | \$ 55,000.00 | \$ 2,119.74    | \$ 84.79       | \$ 2,204.53 |
| \$ 23,000.00  | \$ 893.03      | \$ 35.72       | \$ 928.75   | \$ 56,000.00 | \$ 2,163.00    | \$ 86.52       | \$ 2,249.52 |
| \$ 24,000.00  | \$ 930.88      | \$ 37.24       | \$ 968.11   | \$ 57,000.00 | \$ 2,206.26    | \$ 88.25       | \$ 2,294.51 |
| \$ 25,000.00  | \$ 968.73      | \$ 38.75       | \$ 1,007.48 | \$ 58,000.00 | \$ 2,249.52    | \$ 89.98       | \$ 2,339.50 |
| \$ 26,000.00  | \$ 1,006.58    | \$ 40.26       | \$ 1,046.85 | \$ 59,000.00 | \$ 2,292.78    | \$ 91.71       | \$ 2,384.49 |
| \$ 27,000.00  | \$ 1,044.44    | \$ 41.78       | \$ 1,086.21 | \$ 60,000.00 | \$ 2,336.04    | \$ 93.44       | \$ 2,429.48 |
| \$ 28,000.00  | \$ 1,082.29    | \$ 43.29       | \$ 1,125.58 | \$ 61,000.00 | \$ 2,379.30    | \$ 95.17       | \$ 2,474.47 |
| \$ 29,000.00  | \$ 1,120.14    | \$ 44.81       | \$ 1,164.95 | \$ 62,000.00 | \$ 2,422.56    | \$ 96.90       | \$ 2,519.46 |
| \$ 30,000.00  | \$ 1,157.99    | \$ 46.32       | \$ 1,204.31 | \$ 63,000.00 | \$ 2,465.82    | \$ 98.63       | \$ 2,564.45 |
| \$ 31,000.00  | \$ 1,195.85    | \$ 47.83       | \$ 1,243.68 | \$ 64,000.00 | \$ 2,509.08    | \$ 100.36      | \$ 2,609.44 |
| \$ 32,000.00  | \$ 1,233.70    | \$ 49.35       | \$ 1,283.05 | \$ 65,000.00 | \$ 2,552.34    | \$ 102.09      | \$ 2,654.43 |

If your project value is between valuation amounts, round up to the nearest valuation.

**EAST FORK FIRE PROTECTION DISTRICT FIRE AND LIFE SAFETY REVIEW FEES**

| Valuation    | Plan Check Fee | Technology Fee | Total       | Valuation     | Plan Check Fee | Technology Fee | Total       |
|--------------|----------------|----------------|-------------|---------------|----------------|----------------|-------------|
| \$ 33,000.00 | \$ 1,271.55    | \$ 50.86       | \$ 1,322.41 | \$ 66,000.00  | \$ 2,595.60    | \$ 103.82      | \$ 2,699.42 |
| \$ 34,000.00 | \$ 1,309.40    | \$ 52.38       | \$ 1,361.78 | \$ 67,000.00  | \$ 2,638.86    | \$ 105.55      | \$ 2,744.41 |
| \$ 68,000.00 | \$ 2,682.12    | \$ 107.28      | \$ 2,789.40 | \$ 120,000.00 | \$ 4,163.78    | \$ 166.55      | \$ 4,330.33 |
| \$ 69,000.00 | \$ 2,725.38    | \$ 109.02      | \$ 2,834.40 | \$ 130,000.00 | \$ 4,212.44    | \$ 168.50      | \$ 4,380.94 |
| \$ 70,000.00 | \$ 2,768.64    | \$ 110.75      | \$ 2,879.39 | \$ 140,000.00 | \$ 4,261.11    | \$ 170.44      | \$ 4,431.55 |
| \$ 71,000.00 | \$ 2,811.90    | \$ 112.48      | \$ 2,924.38 | \$ 150,000.00 | \$ 4,309.78    | \$ 172.39      | \$ 4,482.17 |
| \$ 72,000.00 | \$ 2,855.16    | \$ 114.21      | \$ 2,969.37 | \$ 160,000.00 | \$ 4,358.45    | \$ 174.34      | \$ 4,532.78 |
| \$ 73,000.00 | \$ 2,898.42    | \$ 115.94      | \$ 3,014.36 | \$ 170,000.00 | \$ 4,407.11    | \$ 176.28      | \$ 4,583.40 |
| \$ 74,000.00 | \$ 2,941.68    | \$ 117.67      | \$ 3,059.35 | \$ 180,000.00 | \$ 4,455.78    | \$ 178.23      | \$ 4,634.01 |
| \$ 75,000.00 | \$ 2,984.94    | \$ 119.40      | \$ 3,104.34 | \$ 190,000.00 | \$ 4,504.45    | \$ 180.18      | \$ 4,684.63 |
| \$ 76,000.00 | \$ 3,028.20    | \$ 121.13      | \$ 3,149.33 | \$ 200,000.00 | \$ 4,553.12    | \$ 182.12      | \$ 4,735.24 |
| \$ 77,000.00 | \$ 3,071.46    | \$ 122.86      | \$ 3,194.32 | \$ 210,000.00 | \$ 4,607.19    | \$ 184.29      | \$ 4,791.48 |
| \$ 78,000.00 | \$ 3,114.72    | \$ 124.59      | \$ 3,239.31 | \$ 220,000.00 | \$ 4,661.27    | \$ 186.45      | \$ 4,847.72 |
| \$ 79,000.00 | \$ 3,157.98    | \$ 126.32      | \$ 3,284.30 | \$ 230,000.00 | \$ 4,715.34    | \$ 188.61      | \$ 4,903.95 |
| \$ 80,000.00 | \$ 3,201.24    | \$ 128.05      | \$ 3,329.29 | \$ 240,000.00 | \$ 4,769.42    | \$ 190.78      | \$ 4,960.19 |
| \$ 81,000.00 | \$ 3,244.50    | \$ 129.78      | \$ 3,374.28 | \$ 250,000.00 | \$ 4,823.49    | \$ 192.94      | \$ 5,016.43 |
| \$ 82,000.00 | \$ 3,287.76    | \$ 131.51      | \$ 3,419.27 | \$ 260,000.00 | \$ 4,877.57    | \$ 195.10      | \$ 5,072.67 |
| \$ 83,000.00 | \$ 3,331.02    | \$ 133.24      | \$ 3,464.26 | \$ 270,000.00 | \$ 4,931.64    | \$ 197.27      | \$ 5,128.91 |
| \$ 84,000.00 | \$ 3,374.28    | \$ 134.97      | \$ 3,509.25 | \$ 280,000.00 | \$ 4,985.72    | \$ 199.43      | \$ 5,185.14 |
| \$ 85,000.00 | \$ 3,417.54    | \$ 136.70      | \$ 3,554.24 | \$ 290,000.00 | \$ 5,039.79    | \$ 201.59      | \$ 5,241.38 |
| \$ 86,000.00 | \$ 3,460.80    | \$ 138.43      | \$ 3,599.23 | \$ 300,000.00 | \$ 5,093.87    | \$ 203.75      | \$ 5,297.62 |
| \$ 87,000.00 | \$ 3,504.06    | \$ 140.16      | \$ 3,644.22 | \$ 310,000.00 | \$ 5,153.35    | \$ 206.13      | \$ 5,359.48 |
| \$ 88,000.00 | \$ 3,547.32    | \$ 141.89      | \$ 3,689.21 | \$ 320,000.00 | \$ 5,212.83    | \$ 208.51      | \$ 5,421.34 |
| \$ 89,000.00 | \$ 3,590.58    | \$ 143.62      | \$ 3,734.20 | \$ 330,000.00 | \$ 5,272.31    | \$ 210.89      | \$ 5,483.21 |
| \$ 90,000.00 | \$ 3,633.84    | \$ 145.35      | \$ 3,779.19 | \$ 340,000.00 | \$ 5,331.80    | \$ 213.27      | \$ 5,545.07 |
| \$ 91,000.00 | \$ 3,677.10    | \$ 147.08      | \$ 3,824.18 | \$ 350,000.00 | \$ 5,391.28    | \$ 215.65      | \$ 5,606.93 |
| \$ 92,000.00 | \$ 3,720.36    | \$ 148.81      | \$ 3,869.17 | \$ 360,000.00 | \$ 5,450.76    | \$ 218.03      | \$ 5,668.79 |
| \$ 93,000.00 | \$ 3,763.62    | \$ 150.54      | \$ 3,914.16 | \$ 370,000.00 | \$ 5,510.24    | \$ 220.41      | \$ 5,730.65 |
| \$ 94,000.00 | \$ 3,806.88    | \$ 152.28      | \$ 3,959.16 | \$ 380,000.00 | \$ 5,569.73    | \$ 222.79      | \$ 5,792.51 |
| \$ 95,000.00 | \$ 3,850.14    | \$ 154.01      | \$ 4,004.15 | \$ 390,000.00 | \$ 5,629.21    | \$ 225.17      | \$ 5,854.38 |
| \$ 96,000.00 | \$ 3,893.40    | \$ 155.74      | \$ 4,049.14 | \$ 400,000.00 | \$ 5,688.69    | \$ 227.55      | \$ 5,916.24 |

If your project value is between valuation amounts, round up to the nearest valuation.

**EAST FORK FIRE PROTECTION DISTRICT FIRE AND LIFE SAFETY REVIEW FEES**

| Valuation     | Plan Check Fee | Technology Fee | Total       | Valuation       | Plan Check Fee | Technology Fee | Total        |
|---------------|----------------|----------------|-------------|-----------------|----------------|----------------|--------------|
| \$ 97,000.00  | \$ 3,936.66    | \$ 157.47      | \$ 4,094.13 | \$ 410,000.00   | \$ 5,753.58    | \$ 230.14      | \$ 5,983.72  |
| \$ 98,000.00  | \$ 3,979.92    | \$ 159.20      | \$ 4,139.12 | \$ 420,000.00   | \$ 5,818.47    | \$ 232.74      | \$ 6,051.21  |
| \$ 99,000.00  | \$ 4,023.18    | \$ 160.93      | \$ 4,184.11 | \$ 430,000.00   | \$ 5,883.36    | \$ 235.33      | \$ 6,118.69  |
| \$ 100,000.00 | \$ 4,066.44    | \$ 162.66      | \$ 4,229.10 | \$ 440,000.00   | \$ 5,948.25    | \$ 237.93      | \$ 6,186.18  |
| \$ 110,000.00 | \$ 4,115.11    | \$ 164.60      | \$ 4,279.71 | \$ 450,000.00   | \$ 6,013.14    | \$ 240.53      | \$ 6,253.67  |
| \$ 460,000.00 | \$ 6,078.03    | \$ 243.12      | \$ 6,321.15 | \$ 800,000.00   | \$ 8,608.74    | \$ 344.35      | \$ 8,953.09  |
| \$ 470,000.00 | \$ 6,142.92    | \$ 245.72      | \$ 6,388.64 | \$ 810,000.00   | \$ 8,695.26    | \$ 347.81      | \$ 9,043.07  |
| \$ 480,000.00 | \$ 6,207.81    | \$ 248.31      | \$ 6,456.12 | \$ 820,000.00   | \$ 8,781.78    | \$ 351.27      | \$ 9,133.05  |
| \$ 490,000.00 | \$ 6,272.70    | \$ 250.91      | \$ 6,523.61 | \$ 830,000.00   | \$ 8,868.30    | \$ 354.73      | \$ 9,223.03  |
| \$ 500,000.00 | \$ 6,337.59    | \$ 253.50      | \$ 6,591.09 | \$ 840,000.00   | \$ 8,954.82    | \$ 358.19      | \$ 9,313.01  |
| \$ 510,000.00 | \$ 6,343.00    | \$ 253.72      | \$ 6,596.72 | \$ 850,000.00   | \$ 9,041.34    | \$ 361.65      | \$ 9,402.99  |
| \$ 520,000.00 | \$ 6,407.89    | \$ 256.32      | \$ 6,664.20 | \$ 860,000.00   | \$ 9,127.86    | \$ 365.11      | \$ 9,492.97  |
| \$ 530,000.00 | \$ 6,413.30    | \$ 256.53      | \$ 6,669.83 | \$ 870,000.00   | \$ 9,214.38    | \$ 368.58      | \$ 9,582.96  |
| \$ 540,000.00 | \$ 6,478.19    | \$ 259.13      | \$ 6,737.31 | \$ 880,000.00   | \$ 9,300.90    | \$ 372.04      | \$ 9,672.94  |
| \$ 550,000.00 | \$ 6,483.59    | \$ 259.34      | \$ 6,742.94 | \$ 890,000.00   | \$ 9,387.42    | \$ 375.50      | \$ 9,762.92  |
| \$ 560,000.00 | \$ 6,548.48    | \$ 261.94      | \$ 6,810.42 | \$ 900,000.00   | \$ 9,473.94    | \$ 378.96      | \$ 9,852.90  |
| \$ 570,000.00 | \$ 6,553.89    | \$ 262.16      | \$ 6,816.05 | \$ 910,000.00   | \$ 9,565.87    | \$ 382.63      | \$ 9,948.50  |
| \$ 580,000.00 | \$ 6,618.78    | \$ 264.75      | \$ 6,883.53 | \$ 920,000.00   | \$ 9,657.80    | \$ 386.31      | \$ 10,044.11 |
| \$ 590,000.00 | \$ 6,624.19    | \$ 264.97      | \$ 6,889.16 | \$ 930,000.00   | \$ 9,749.72    | \$ 389.99      | \$ 10,139.71 |
| \$ 600,000.00 | \$ 6,689.08    | \$ 267.56      | \$ 6,956.64 | \$ 940,000.00   | \$ 9,841.65    | \$ 393.67      | \$ 10,235.32 |
| \$ 610,000.00 | \$ 6,764.78    | \$ 270.59      | \$ 7,035.37 | \$ 950,000.00   | \$ 9,933.58    | \$ 397.34      | \$ 10,330.92 |
| \$ 620,000.00 | \$ 7,191.98    | \$ 287.68      | \$ 7,479.65 | \$ 960,000.00   | \$ 10,025.51   | \$ 401.02      | \$ 10,426.53 |
| \$ 630,000.00 | \$ 7,267.68    | \$ 290.71      | \$ 7,558.39 | \$ 970,000.00   | \$ 10,117.43   | \$ 404.70      | \$ 10,522.13 |
| \$ 640,000.00 | \$ 7,343.39    | \$ 293.74      | \$ 7,637.12 | \$ 980,000.00   | \$ 10,209.36   | \$ 408.37      | \$ 10,617.73 |
| \$ 650,000.00 | \$ 7,419.09    | \$ 296.76      | \$ 7,715.85 | \$ 990,000.00   | \$ 10,301.29   | \$ 412.05      | \$ 10,713.34 |
| \$ 660,000.00 | \$ 7,494.80    | \$ 299.79      | \$ 7,794.59 | \$ 1,000,000.00 | \$ 10,393.22   | \$ 415.73      | \$ 10,808.94 |
| \$ 670,000.00 | \$ 7,570.50    | \$ 302.82      | \$ 7,873.32 | \$ 1,020,000.00 | \$ 10,490.55   | \$ 419.62      | \$ 10,910.17 |
| \$ 680,000.00 | \$ 7,646.21    | \$ 305.85      | \$ 7,952.05 | \$ 1,040,000.00 | \$ 10,587.89   | \$ 423.52      | \$ 11,011.40 |
| \$ 690,000.00 | \$ 7,721.91    | \$ 308.88      | \$ 8,030.79 | \$ 1,060,000.00 | \$ 10,685.22   | \$ 427.41      | \$ 11,112.63 |
| \$ 700,000.00 | \$ 7,797.62    | \$ 311.90      | \$ 8,109.52 | \$ 1,080,000.00 | \$ 10,782.56   | \$ 431.30      | \$ 11,213.86 |
| \$ 710,000.00 | \$ 7,878.73    | \$ 315.15      | \$ 8,193.88 | \$ 1,100,000.00 | \$ 10,879.89   | \$ 435.20      | \$ 11,315.09 |

If your project value is between valuation amounts, round up to the nearest valuation.

**EAST FORK FIRE PROTECTION DISTRICT FIRE AND LIFE SAFETY REVIEW FEES**

| Valuation       | Plan Check Fee |                | Technology Fee |                 | Total        | Valuation | Plan Check Fee |                | Technology Fee |                | Total |
|-----------------|----------------|----------------|----------------|-----------------|--------------|-----------|----------------|----------------|----------------|----------------|-------|
|                 | Plan Check Fee | Technology Fee | Plan Check Fee | Technology Fee  |              |           | Plan Check Fee | Technology Fee | Plan Check Fee | Technology Fee |       |
| \$ 720,000.00   | \$ 7,959.84    | \$ 318.39      | \$ 8,278.23    | \$ 1,120,000.00 | \$ 10,977.23 | \$ 439.09 | \$ 11,416.31   |                |                |                |       |
| \$ 730,000.00   | \$ 8,040.95    | \$ 321.64      | \$ 8,362.59    | \$ 1,140,000.00 | \$ 11,074.56 | \$ 442.98 | \$ 11,517.54   |                |                |                |       |
| \$ 740,000.00   | \$ 8,122.07    | \$ 324.88      | \$ 8,446.95    | \$ 1,160,000.00 | \$ 11,171.90 | \$ 446.88 | \$ 11,618.77   |                |                |                |       |
| \$ 750,000.00   | \$ 8,203.18    | \$ 328.13      | \$ 8,531.30    | \$ 1,180,000.00 | \$ 11,269.23 | \$ 450.77 | \$ 11,720.00   |                |                |                |       |
| \$ 760,000.00   | \$ 8,284.29    | \$ 331.37      | \$ 8,615.66    | \$ 1,200,000.00 | \$ 11,366.57 | \$ 454.66 | \$ 11,821.23   |                |                |                |       |
| \$ 770,000.00   | \$ 8,365.40    | \$ 334.62      | \$ 8,700.02    | \$ 1,220,000.00 | \$ 11,463.90 | \$ 458.56 | \$ 11,922.46   |                |                |                |       |
| \$ 780,000.00   | \$ 8,446.52    | \$ 337.86      | \$ 8,784.38    | \$ 1,240,000.00 | \$ 11,561.24 | \$ 462.45 | \$ 12,023.68   |                |                |                |       |
| \$ 790,000.00   | \$ 8,527.63    | \$ 341.11      | \$ 8,868.73    | \$ 1,260,000.00 | \$ 11,750.27 | \$ 470.01 | \$ 12,220.28   |                |                |                |       |
| \$ 1,280,000.00 | \$ 11,939.30   | \$ 477.57      | \$ 12,416.87   | \$ 1,940,000.00 | \$ 18,177.34 | \$ 727.09 | \$ 18,904.43   |                |                |                |       |
| \$ 1,300,000.00 | \$ 12,128.33   | \$ 485.13      | \$ 12,613.46   | \$ 1,960,000.00 | \$ 18,366.37 | \$ 734.65 | \$ 19,101.02   |                |                |                |       |
| \$ 1,320,000.00 | \$ 12,317.36   | \$ 492.69      | \$ 12,810.06   | \$ 1,980,000.00 | \$ 18,555.40 | \$ 742.22 | \$ 19,297.62   |                |                |                |       |
| \$ 1,340,000.00 | \$ 12,506.39   | \$ 500.26      | \$ 13,006.65   | \$ 2,000,000.00 | \$ 18,744.43 | \$ 749.78 | \$ 19,494.21   |                |                |                |       |
| \$ 1,360,000.00 | \$ 12,695.42   | \$ 507.82      | \$ 13,203.24   | \$ 2,030,000.00 | \$ 18,847.17 | \$ 753.89 | \$ 19,601.06   |                |                |                |       |
| \$ 1,380,000.00 | \$ 12,884.46   | \$ 515.38      | \$ 13,399.83   | \$ 2,060,000.00 | \$ 18,949.92 | \$ 758.00 | \$ 19,707.91   |                |                |                |       |
| \$ 1,400,000.00 | \$ 13,073.49   | \$ 522.94      | \$ 13,596.43   | \$ 2,090,000.00 | \$ 19,052.66 | \$ 762.11 | \$ 19,814.77   |                |                |                |       |
| \$ 1,420,000.00 | \$ 13,262.52   | \$ 530.50      | \$ 13,793.02   | \$ 2,120,000.00 | \$ 19,155.40 | \$ 766.22 | \$ 19,921.62   |                |                |                |       |
| \$ 1,440,000.00 | \$ 13,451.55   | \$ 538.06      | \$ 13,989.61   | \$ 2,150,000.00 | \$ 19,258.14 | \$ 770.33 | \$ 20,028.47   |                |                |                |       |
| \$ 1,460,000.00 | \$ 13,640.58   | \$ 545.62      | \$ 14,186.20   | \$ 2,180,000.00 | \$ 19,360.89 | \$ 774.44 | \$ 20,135.32   |                |                |                |       |
| \$ 1,480,000.00 | \$ 13,829.61   | \$ 553.18      | \$ 14,382.80   | \$ 2,210,000.00 | \$ 19,463.63 | \$ 778.55 | \$ 20,242.17   |                |                |                |       |
| \$ 1,500,000.00 | \$ 14,018.64   | \$ 560.75      | \$ 14,579.39   | \$ 2,240,000.00 | \$ 19,566.37 | \$ 782.65 | \$ 20,349.03   |                |                |                |       |
| \$ 1,520,000.00 | \$ 14,207.68   | \$ 568.31      | \$ 14,775.98   | \$ 2,270,000.00 | \$ 19,669.11 | \$ 786.76 | \$ 20,455.88   |                |                |                |       |
| \$ 1,540,000.00 | \$ 14,396.71   | \$ 575.87      | \$ 14,972.58   | \$ 2,300,000.00 | \$ 19,771.86 | \$ 790.87 | \$ 20,562.73   |                |                |                |       |
| \$ 1,560,000.00 | \$ 14,585.74   | \$ 583.43      | \$ 15,169.17   | \$ 2,330,000.00 | \$ 19,874.60 | \$ 794.98 | \$ 20,669.58   |                |                |                |       |
| \$ 1,580,000.00 | \$ 14,774.77   | \$ 590.99      | \$ 15,365.76   | \$ 2,360,000.00 | \$ 16,498.28 | \$ 659.93 | \$ 17,158.21   |                |                |                |       |
| \$ 1,600,000.00 | \$ 14,963.80   | \$ 598.55      | \$ 15,562.35   | \$ 2,390,000.00 | \$ 16,601.03 | \$ 664.04 | \$ 17,265.07   |                |                |                |       |
| \$ 1,620,000.00 | \$ 15,152.83   | \$ 606.11      | \$ 15,758.95   | \$ 2,420,000.00 | \$ 16,703.77 | \$ 668.15 | \$ 17,371.92   |                |                |                |       |
| \$ 1,640,000.00 | \$ 15,341.87   | \$ 613.67      | \$ 15,955.54   | \$ 2,450,000.00 | \$ 16,806.51 | \$ 672.26 | \$ 17,478.77   |                |                |                |       |
| \$ 1,660,000.00 | \$ 15,530.90   | \$ 621.24      | \$ 16,152.13   | \$ 2,480,000.00 | \$ 16,909.25 | \$ 676.37 | \$ 17,585.62   |                |                |                |       |
| \$ 1,680,000.00 | \$ 15,719.93   | \$ 628.80      | \$ 16,348.73   | \$ 2,510,000.00 | \$ 17,012.00 | \$ 680.48 | \$ 17,692.47   |                |                |                |       |
| \$ 1,700,000.00 | \$ 15,908.96   | \$ 636.36      | \$ 16,545.32   | \$ 2,540,000.00 | \$ 17,114.74 | \$ 684.59 | \$ 17,799.33   |                |                |                |       |
| \$ 1,720,000.00 | \$ 16,097.99   | \$ 643.92      | \$ 16,741.91   | \$ 2,570,000.00 | \$ 17,217.48 | \$ 688.70 | \$ 17,906.18   |                |                |                |       |

If your project value is between valuation amounts, round up to the nearest valuation.



**EAST FORK FIRE PROTECTION DISTRICT FIRE AND LIFE SAFETY REVIEW FEES**

| Valuation       | Plan Check Fee | Technology Fee | Total        | Valuation        | Plan Check Fee | Technology Fee | Total        |
|-----------------|----------------|----------------|--------------|------------------|----------------|----------------|--------------|
| \$ 7,490,000.00 | \$ 29,369.60   | \$ 1,174.78    | \$ 58,459.49 | \$ 10,620,000.00 | \$ 33,784.85   | \$ 1,351.39    | \$ 67,247.94 |
| \$ 7,570,000.00 | \$ 29,495.60   | \$ 1,179.82    | \$ 58,710.29 | \$ 10,730,000.00 | \$ 33,926.60   | \$ 1,357.06    | \$ 67,530.09 |
| \$ 7,650,000.00 | \$ 29,621.60   | \$ 1,184.86    | \$ 58,961.09 | \$ 10,840,000.00 | \$ 34,068.35   | \$ 1,362.73    | \$ 67,812.24 |
| \$ 7,730,000.00 | \$ 29,747.60   | \$ 1,189.90    | \$ 59,211.89 | \$ 10,950,000.00 | \$ 34,210.10   | \$ 1,368.40    | \$ 68,094.39 |
| \$ 7,810,000.00 | \$ 29,873.60   | \$ 1,194.94    | \$ 59,462.69 | \$ 11,070,000.00 | \$ 34,357.10   | \$ 1,374.28    | \$ 68,386.99 |
| \$ 7,890,000.00 | \$ 29,999.60   | \$ 1,199.98    | \$ 59,713.49 | \$ 11,190,000.00 | \$ 34,504.10   | \$ 1,380.16    | \$ 68,679.59 |
| \$ 7,970,000.00 | \$ 30,125.60   | \$ 1,205.02    | \$ 59,964.29 | \$ 11,310,000.00 | \$ 34,651.10   | \$ 1,386.04    | \$ 68,972.19 |
| \$ 8,060,000.00 | \$ 30,256.85   | \$ 1,210.27    | \$ 60,225.54 | \$ 11,430,000.00 | \$ 34,798.10   | \$ 1,391.92    | \$ 69,264.79 |
| \$ 8,150,000.00 | \$ 30,388.10   | \$ 1,215.52    | \$ 60,486.79 | \$ 11,550,000.00 | \$ 34,945.10   | \$ 1,397.80    | \$ 69,557.39 |
| \$ 8,240,000.00 | \$ 30,519.35   | \$ 1,220.77    | \$ 60,748.04 | \$ 11,670,000.00 | \$ 35,092.10   | \$ 1,403.68    | \$ 69,849.99 |
| \$ 8,330,000.00 | \$ 30,650.60   | \$ 1,226.02    | \$ 61,009.29 | \$ 11,790,000.00 | \$ 35,239.10   | \$ 1,409.56    | \$ 70,142.59 |
| \$ 8,420,000.00 | \$ 30,781.85   | \$ 1,231.27    | \$ 61,270.54 | \$ 11,910,000.00 | \$ 35,386.10   | \$ 1,415.44    | \$ 70,435.19 |
| \$ 8,510,000.00 | \$ 30,913.10   | \$ 1,236.52    | \$ 61,531.79 | \$ 12,040,000.00 | \$ 35,538.35   | \$ 1,421.53    | \$ 70,738.24 |
| \$ 8,600,000.00 | \$ 31,044.35   | \$ 1,241.77    | \$ 61,793.04 | \$ 12,170,000.00 | \$ 35,690.60   | \$ 1,427.62    | \$ 71,041.29 |

| Wildland Urban Interface Code Residential Plan Review and Inspection Fees* | Per Plan    | Third Plan Review and every subsequent review | Inspection and every subsequent | Administrative Fee | Total per Re-Inspection |
|--|-------------|---|---------------------------------|--------------------|-------------------------|
|  | \$ 1,200.00 | \$ 300.00                                     | \$ 100.00                       | \$ 38.00           | \$ 238.00               |

\*Miscellaneous Fee Table to apply for cancellation, after hours, revisions, etc.





**East Fork Fire Protection District**

**AGENDA ACTION SHEET**

1. **Title: 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.
  
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:** August 15, 2023 **Time Required:** 10 minutes
  
6. **Agenda:** Administrative Agenda
  
7. **Background Information:** This portion of the meeting will allow for reports and updates from District Board Members and Administration 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 # 14**

