

## **APPROVED**

The Board Meeting of the East Fork Fire Protection District Board was held on Tuesday, December 19, 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, Absent  
Mark Forsberg, District Legal Counsel  
Lisa Owen, Director of Administrative Services  
Kathy Lewis, CPA, CFO/Director of Finance  
Tom Hein, Executive Program Manager  
Holly Megee, Clerk to the Board

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

Adam Wennhold, East Fork Fire Engineer  
Kevin May, President for East Fork Fire Professional Firefighters  
Elaine Pace, East Fork Fire Volunteer Liaison  
Tom Dallaire, Douglas County Community Development Director  
Bob Grissom, Station 9 Volunteer

## **CALL TO ORDER**

President Jacques Etchegoyhen

## **INITIAL MEETING BUSINESS**

## **PLEDGE OF ALLEGIANCE**

Director Mike Sommers led the Pledge of Allegiance

## **PUBLIC COMMENT (No Action)**

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

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

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

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

President Jacques Etchegoyhen opened public comment.

Engineer Micah Triplett read a letter he wrote thanking the District for his many years of service and recognizing several individuals for their leadership, help and the encouragement they provided to him during his tenure. He expressed his disappointment at having to retire early due to an injury but acknowledged and thanked the Board for changing to 7710 for the District's Worker's Compensation. He wished it would have been in place when he was injured.

There was no further public comment.

Public comment closed.

**ADMINISTRATIVE AGENDA**

The Administrative Calendar handled as follows:

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

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

**APPROVAL OF AGENDA**

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

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President Jacques Etchegoyhen opened public comment.

There was no public comment.

Public comment closed.

MOTION to approve the meeting agenda for December 19, 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>	

**APPROVAL OF PREVIOUS MINUTES**

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

Director Mike Sommers sent Board Clerk Holly Megee a correction on page 12, seventh paragraph down. The correct word should read subrogation not segregation.

Board Clerk Megee stated the correction has been made.

President Jacques Etchegoyhen opened public comment.

There was no public comment.

Public comment closed.

MOTION to approve the minutes of the November 21, 2023, meeting with the noted correction.

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

**AWARDS, RECOGNITIONS, PROCLAMATIONS & DONATIONS**

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**3. For Possible Action. Discussion and possible action regarding Proclamation 2023P-08 recognizing Robert Grissom for his 40 years of volunteer service and participation with the East Fork Fire Protection District and Fish Springs Volunteer Department. (Tod F. Carlini, District Fire Chief) 10 minutes.**

District Fire Chief Tod Carlini stated this proclamation is recognizing Bob Grissom for his 40 years of volunteer service.

President Jacques Etchegoyhen read Proclamation 2023P-08 recognizing Bob Grissom on his 40 years of dedicated volunteer service with East Fork Fire Protection District.

President Jacques Etchegoyhen opened public comment.

Station 9 Manager Elaine Pace stated Bob was a volunteer before she became a volunteer. There are many stories that could be shared. They fought many fires together in the past because the department consisted of only volunteers. He is known as "BOB" Bob because he is very precise, gets to the point, takes care of the District's facility, and is loved by all.

District Fire Chief Carlini shared a story from 27 years ago when he was instructing a training with the volunteers. He thanked Bob for his many years of service and for his continuing role in a support position and a member of CERT. Bob continues to do things for his community. District Fire Chief Carlini congratulated Mr. Grissom on his 40 years.

Bob Grissom shared many memories of the last 40 years as a volunteer with the District.

There was no further public comment.

Public comment closed.

President Etchegoyhen thanked Mr. Grissom for his 40 years of volunteer service.

MOTION to approve Proclamation 2023P-08 recognizing Robert Grissom for his 40 years of volunteer service and participation with the East Fork Fire Protection District and Fish Springs Volunteer Fire Department.

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

**CONSENT CALENDAR**

**4. CONSENT CALENDAR**

**Items appearing on the Consent Calendar are items that can be adopted with one motion unless an item is pulled by a District Director or a member of the public. Members of the public who wish to have a consent item placed on the Administrative Agenda shall make that request during the public comment section at the beginning of the meeting and specifically state why they are making the request. When items are pulled for discussion, they will automatically be placed at the beginning of the Administrative Agenda or may be continued until another meeting. (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 November 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 November 2023 per NRS 474.210. (Kathy Lewis, CPA, CFO/Director of Finance)
- c. For Possible Action.** Discussion to approve payroll expense paid in November 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 November 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 October 2023 in the amount of \$41,233.30. (Kathy Lewis, CPA, CFO/Director of Finance)

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

President Jacques Etchegoyhen opened public comment.

There was no public comment.

Public comment closed.

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

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

Director Mike Sommers asked Director of Finance Kathy Lewis who will prepare the consent items moving forward.

Director of Finance Lewis stated employees from ambulance billing, accounts payable and payroll have been preparing the reports and will continue preparing the reports, moving forward.

**5. For Presentation Only. Initial presentation on the administrative modifications to Resolution 2022R-007, creating Resolution 2023R-011, adopting the 2018 International Fire Code and all model codes, with the exception of the 2018 International Wildland Urban Interface Code, as adopted by the Nevada State Fire Marshal’s Division through its enactment of NAC 477, and as amended by the District - “First Reading”. (Amy Ray, Deputy Fire Chief/Fire Marshal) 20 minutes.**

Deputy Chief Amy Ray stated 2022R-007 has been in place for approximately one year since it was implemented at the same time as the District adopted the International Fire Code. The District has been working closely the past several months with Douglas County Community Development, as they are preparing to amend Title 20, Appendix B, which is where some of the amendments to the fire and building code can be located. A few administrative changes have been made to 2022R-007 so the District language aligns with the proposed language of Douglas County. This will allow for both agencies to have similar code language, which will be easier for the development community.

Deputy Chief Ray outlined some of the changes:

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- Formatting
- Removing total square footage requirement and changing to living space or livable space
- Instead of the fire sprinkler requirement, there will be a requirement for a fire wall separation between the residence and attached garage (for new construction)
- Removed the amendments to the International Wildland Urban Interface Code because the District has a separate document for this
- Removed the amendments to the International Building Code
- Removed some of the County language that was in the original document because it will be changed

President Jacques Etchegoyhen opened public comment.

There was no public comment.

Public comment closed.

President Etchegoyhen thanked Tom Dallaire for attending the meeting.

Director Mike Sommers confirmed by removing total square feet and adding living or livable space, that eliminates the calculation of an attached garage.

Deputy Chief Ray stated that is correct.

Director Sommers confirmed a garage is not part of the square footage.

Deputy Chief Ray stated that is correct. The calculation would consist of the living space. A firewall will need to be installed between the residence and the garage for an extra level of protection.

Director Sommers asked if that satisfies the issues of an ingress and egress of a door.

Deputy Chief Ray stated yes, it will have to be a fire rated door.

Director Sommers asked what the guidelines are for an existing residence wanting to add a garage attached to an existing structure.

Deputy Chief Ray stated if livable space is added making the square footage 5,000 square feet or greater, then it will require the retrofit of a sprinkler system, which then includes the garage.

Director Sommers stated when referring to all new structures, that eliminates additions to existing structures.

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Deputy Chief Ray stated any additions to a residence that increases the livable space to greater than 5,000 square feet will require a sprinkler system.

Director Sommers asked if that definition should be included.

Deputy Chief Ray stated it's not necessary.

President Etchegoyhen opened public comment for a second time.

There was no public comment.

Public comment closed.

District Fire Chief Tod Carlini stated there has been a tremendous effort between Prevention, Community Development and Douglas County. He recognized Tim Davis, Chief Building Inspector. He stated all parties are in support of what the Board is doing. The County needs a resolution number to include in their document as they modify their ordinance. Legal Counsel Mark Forsberg has directed Administration and the Board to follow the same process. For Douglas County to bring their process forward, which is scheduled in February and March, they need an ordinance or regulation number by resolution to apply to their ordinance. The goal is to get both District regulation and Douglas County ordinance on the same page specific to the impact it has on development and building community. There is currently conflict on how Douglas County has their ordinance compared to East Fork Fire's regulation. In some instances, the County has a requirement to address livable space. This has been a tremendous effort and taken a lot of time. This is set to be implemented April 1, 2024.

Tom Dallaire, Douglas County Community Development Director, stated this has been a long road. It is complicated and a lot of effort has gone into looking at Title 20.800 to clean it up. There have been modifications to the Building Code in Title 20 that weren't in Appendix B, where all modifications should be. Douglas County addressed the Northern Nevada amendments on the building size and incorporated those into Appendix B. Anything that was amended will be modified and cleaned up. Mr. Dallaire expressed his appreciation for Deputy Chief Ray, Inspector Patrick Mooneyhan and District Fire Chief Carlini's time. He said it has been a learning experience.

Director Sommers asked how things will be moving forward in terms of the fluid flow of applications and construction.

Tom Dallaire believes this will help the contractors to know what they need to do, and the language will be consistent.



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District Fire Chief Carlini stated a memorandum of understanding will go along with this. It will define the responsibilities and separate who will be responsible for what.

Director Barbara Griffin asked if all departments must sign off before a certificate of occupancy is issued.

Deputy Chief Ray stated that is taking place now. This will make it consistent before both codes. Contractors will know what is expected.

President Etchegoyhen thanked all involved for their time and effort spent on this.

Director Sommers stated he believes there is a common goal of life safety and property protection.

Director Sommers asked if this gets read into record next month.

Deputy Chief Ray stated yes and that will be the final reading.

Fire Inspector Patrick Mooneyhan stated there has been open communication between all departments.

**6. For Presentation Only. Initial presentation on the administrative modifications to Resolution 2023R-001, creating Resolution 2023R-012, amendments to the 2018 International Wildland Urban Interface Code (IWUI) – “First Reading”. (Amy Ray, Deputy Fire Chief/Fire Marshal) 20 minutes.**

Deputy Chief Amy Ray stated all amendments to the Wildland Interface Code, that included State Fire Marshal’s amendments and the District’s amendments that were previously brought before the Board, were put into one single Wildland Urban Interface Code document instead of having the WUI in both documents.

Director Mike Sommers confirmed the merger of the two documents was just a consolidation without changing any of the requirements.

Deputy Chief Ray stated that is correct, nothing changed.

President Jacques Etchegoyhen opened public comment.

There was no public comment.

Public comment closed.

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**7. For Possible Action. Discussion and possible action on the adoption of Resolution 2023R-010, which augments the fiscal year 2023-2024 budget for \$4,411,542 to the General Fund and \$9,043 to the Emergency Fund in order to appropriate and amend the opening fund balance based on prior year audit results and previously unbudgeted resources. (Tod F. Carlini, District Fire Chief and Kathy Lewis, CPA, CFO/Director of Finance) 30 minutes.**

District Fire Chief Tod Carlini stated he will turn the discussion over to Director of Finance Kathy Lewis but first wanted to clarify that most of the funds being augmented are from the borrowed money previously approved by the Board.

Director of Finance Lewis stated the \$3,000,000 of the \$4,000,000 is the bond money and another \$1,000,000 is fire billings from last summer. That is most of the funds. After the audit, at the end of the fiscal year, there were funds of \$483,000 more than anticipated. There was an additional \$300,000 being brought forward from Insurance funds because of the March weather event received last fiscal year. The work is being done this fiscal year. The actual was very close to budget.

Director of Finance Lewis outlined the augment adjustments below:

- Intergovernmental (GEMT) revenue was budgeted more than anticipated
- Charges for services consist mostly of fire revenue. Ambulance revenue reduced
- Increased interest revenue
- Other financing is the recent bond loan
- Salary and wages are mainly overtime spent on off-district fires
- Adjusted workers compensation to the anticipated amount that will be spent this year
- Adjusted employee benefits-health insurance
- Fire suppression services and supplies includes fire billing, hotel, gas, etc.
- Fuels reduction program-most is from fire billings and Workers Compensation
- Debt service-budgeted for the loan payments. First payment is all interest

Director Mike Sommers asked if the interest payments are quarterly or semi-annually?

Director of Finance Lewis stated the payments are semi-annually.

President Etchegoyhen opened public comment.

There was no public comment.

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Public comment closed.

MOTION to adopt Resolution 2023R-010, augmentation of the fiscal year 2023-2024 budget to incorporate increased revenues responsible by the funding of the bond proceeds and billings to other agencies for fire suppression support and the overall expenditures that went directly to increased revenues.

<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>	

**8. For Possible Action. Discussion and possible action to allow the District's Administration to extend the services of SMG Fire Consulting Group of Carson City, Nevada, to provide an individual to serve as an interim Deputy Fire Chief of Operations for an additional six month period at a cost not to exceed \$83,439 and to allow a month-by month extension after the first six month period at a monthly cost not to exceed \$13,907 per month and to authorize the District Fire Chief to execute all the necessary documents and contracts. (Tod F. Carlini, District Fire Chief) 15 minutes.**

District Fire Chief Tod Carlini stated this request is to extend the contract with SMG Fire Consulting, Scott Gorgon, for 6 months and then month-by-month after the 6 months throughout the calendar year 2024. The goal would be to fill the position with a full-time employee, moving the District forward and away from a consultant. Having Deputy Chief Gorgon has been successful.

Director Mike Sommers asked Legal Counsel Forsberg why all documents are signed by an individual and not the consulting company SMG, LLC with its member or managing member attesting to it. In the affidavit it states, "I'm a sole provider".

Legal Counsel Forsberg stated it's only him.

Director Sommers stated Deputy Chief Gorgon is an agent of SMG, which is the contractor for the District.

Legal Counsel Forberg agreed he is an agent of the LLC.

Director Sommers asked why the LLC wouldn't be the responsible party with Deputy Chief Gorgon as the acting manager member or member?

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Legal Counsel Forsberg stated that is a good point. He is acting on behalf of LLC. He stated it would be appropriate to make that request when making the motion.

Director Sommers stated he would feel better legally to protect the District.

Director Barbara Griffin stated she has concerns. The contract will be extended for 6 months, then month-to-month. During that time, the District will start the recruiting process to fill the position.

District Fire Chief Carlini stated that is not correct. The goal would be to start recruitment in March and allow a transition period to occur.

Director Griffin stated her concern is, Deputy Chief of Operations is a key position and with the planned retirement of District Fire Chief Carlini at the end of 2024, the District will be searching for a Deputy Chief of Operations and District Fire Chief. The probation for the Deputy Chief of Operations will be under District Fire Chief Carlini and the new Fire Chief when chosen. She is concerned with the timing.

Director Sommers stated he agrees with Director Griffin but does not feel this is the appropriate agenda item to discuss that process. He stated this agenda item is whether the Board approves the contract for SMG Consulting, Scott Gorgon. He feels the process of what happens in the future will need to be a separate discussion because there needs to be a lot of planning in bringing that forward.

Director Griffin stated that is her primary concern. The reason for expressing her concerns is this extension should be approved for 1 year instead of 6 months.

Director Sommers stated he feels the opposite. This should be approved on a month-to-month basis to allow the District to move forward with the planning of the recruitment for the 2 positions. He feels it gives the District freedom by having a month-to-month instead of 6-month contract.

Director Griffin stated she doesn't want to lose a key person.

Director Bernard Curtis stated why don't we tell District Fire Chief Carlini he can't retire.

Everyone laughed.

Secretary John Bellona feels it might be best if the Deputy Chief is appointed by the new Fire Chief. What happens if a Deputy Chief is hired, works under the current Fire Chief and then when the new Fire Chief is selected, the two don't get along. There can be a conflict between the two positions. He feels up

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until Deputy Chief Gorgon, District Fire Chief Carlini's choices for Deputy Chief of Operations was not good. There is a lot to be looked at in the next 12 months.

Director Sommers currently feels the best option is a month-to-month contract, so the District has flexibility.

President Etchegoyhen stated he could go either way. Month-to-month gives a little more flexibility and feels Deputy Chief Gorgon has done a great job.

Director Sommers stated he would like to make a motion to amend this contract.

Director Griffin asked Director Sommers to hold on, because he would like to move ahead with a month-to-month contract, and she would like a 1-year contract. She would like Deputy Chief Gorgon's opinion on this. There is a lot to discuss before decisions are made.

Legal Counsel Forsberg stated this was drafted per the direction the Board gave the Administration to limit Deputy Chief Gorgon's tenure with East Fork Fire. He believes the direction was followed and the terms of the contract were amended so that it could be terminated in less than a year.

Director Griffin stated that is not the direction she intended to give.

Secretary Bellona stated Deputy Chief Gorgon has moved his family to the area, he is not going anywhere.

Director Curtis stated the Board needs to get back to the terms being discussed for this agenda item.

Legal Counsel Forsberg stated it is a contract. The Board can request a change of the terms, but it must be agreed to between all parties.

Director Sommers asked if it can be discussed with Deputy Chief Gorgon now.

Deputy Chief Gorgon was not available for comment.

Director Sommers stated he feels not having a month-to-month contract locks the District in for a more than intended time. As far as the individual, he does not feel the services Deputy Chief Gorgon provides to the District will change.

Director Griffin stated she is happy with the services Deputy Chief Gorgon provides and doesn't want him to leave.

President Etchegoyhen does not feel the District will get a new Deputy Chief of Operations in the next 6 months.

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Director Sommers stated he is ready to make a motion.

Legal Counsel Forsberg reminded the Board, it is just a motion and requires a second and there can be discussion before the vote is taken.

Director Sommers made a motion to amend the contract.

Director Griffin clarified that Director Sommers isn't making a motion with the suggested language on the action sheet.

Director Sommers stated no.

Director Sommers made a motion to amend the contract with SMG Fire Consulting Group to include the signature of SMG on all addendums as the contractor and with Mr. Gorgon as the managing member or manager as SMG and the affidavit and amend it from a 6-month to a month-to-month.

Legal Counsel Forsberg stated the motion dies for a lack of a second.

President Etchegoyhen entertained another motion.

Secretary Bellona made the motion as presented on the action sheet and explained the reasoning for his motion is because it has already been agreed upon by SMG. He agrees with President Etchegoyhen that the District will not have a Deputy Chief of Operations in 6 months.

President Etchegoyhen opened public comment.

Association President Kevin May stated this debate should've happened a year ago instead of now. The Board has been asking for a plan for a year with no follow through. The Association supports the extension of Deputy Chief Gorgon but feels the Board needs to put pressure on the process so that progress is made.

There was no further public comment.

Public comment closed.

**MOTION** to amend the contract for the correct signature and signature pages and leave at the additional six months and then month-to-month as it is currently written.

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<b>MOTION BY:</b>	John Bellona
<b>SECOND BY:</b>	Benard Curtis
<b>AYES:</b>	Bellona, Griffin, Curtis, Etchegoyhen,
<b>NAYS:</b>	Mike Sommers
<b>ABSENT:</b>	

**9. For Possible Action. Discussion and possible action to approve a payment in the amount of \$20,568.28 for the Deputy Chief of Training and Safety, Larry Goss, and a payment in the amount of \$298.24 for Medicare tax, which reflects reimbursement for performing as a Safety Officer at the Cottonwood Ridge Fire starting on July 27, 2023, per Policy 605.16 (Reimbursement Compensation for FLSA Exempt Employees). (Kathy Lewis, CPA, CFO/Director of Finance) 10 minutes.**

Director of Finance Kathy Lewis stated per policy 605.16, if an FLSA exempt employee works over 40 hours a week or 8 hours a day for an emergency event or fire, the District reimburses the employee for the extra time worked. She stated this request is for Deputy Chief Goss's time working on the Cottonwood Ridge Fire. Per the policy, the District must get reimbursed from the third party and Board approval before paying the employee. The District was reimbursed for this fire a couple weeks ago.

Director Mike Sommers confirmed the policy states the funds need to be received before the employee can be paid.

Director of Finance Lewis stated that is correct for exempt employees. Non-exempt employees are paid the overtime on their paycheck immediately following their assignment.

Director Sommers stated Deputy Chief Goss has had to wait over 5 months for payment and if the state or agency decides not to pay, he doesn't get paid.

Director of Finance Lewis stated that is correct because that is the way the policy is written.

President Jacques Etchegoyhen stated the Board would like to revisit that policy in the future.

Director Sommers stated he believes when an employee goes out on an assignment, they bring back to the District what they've learned as much as the knowledge that employee takes to the event.

Director of Finance Lewis stated there is another pending payment from a March event that is FEMA funded.

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Director Sommers confirmed the pending payment is for another exempt employee.

Director of Finance Lewis stated 2 exempt employees.

Director Bernard Curtis would like to address the policy at a future Board meeting.

President Etchegoyhen opened public comment.

There was no public comment.

Public comment closed.

MOTION to approve a payment in the amount of \$20,568.28 for the Deputy Chief of Training and Safety, Larry Goss, and a payment in the amount of \$298.24 for Medicare tax, which reflects reimbursement for performing as a Safety Officer at the Cottonwood Ridge Fire starting on July 27, 2023, per Policy 605.16 (Reimbursement Compensation for FLSA Exempt Employees).

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

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

Association President Kevin May noted:

- Donation for Share our Christmas food drive resulted in an \$11,000 donation. Gave thanks to Dave Thomas for his very generous donation. Thanked District Fire Chief Carlini and the District for allowing the crews to wear their turnouts during the event. Sarah from the Food Closet said they're feeding 1/3 more families this year compared to last year. Happy the donation is staying local. Thanked Nick Summers and his family for allowing the Association to use their property during the collection of donations.
- Elections are open for positions. There are 3 E Board and the President position open for nominations.

Engineer, East Fork Fire Protection District Adam Wennhold noted:



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- Thanked Director of Finance Kathy Lewis for her years of service with the District
- Recognized Micah Triplett for his 11 years of service.

Association President May stated he would've thanked Director of Finance Lewis but they're not on talking terms, it's a rough breakup.

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

Volunteer Liaison Elaine Pace noted:

- 3-5 volunteers staffed the Food Drive from 6am-6pm. Squad 9 provided lights and the volunteer stations donated money.
- Getting the newest volunteers through physicals, PPE, pagers, etc.
- Thanked Director of Finance Lewis for her time with the District

Director Sommers thanked all the volunteers for their support this past year.

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

Legal Counsel Mark Forsberg noted:

- Thanked Director of Finance Lewis and stated she will be missed

CPA, CFO/Director of Finance Kathy Lewis noted:

- Has enjoyed and learned a lot these past few years

Executive Manager Tom Hein noted:

- Working through the NV Energy contract
- Involved in a community chipper event that took place in the Sheridan area
- Working with BRDR to get storm damage repairs completed
- Truck 12 is in the shop
- Brush rebuild has arrived back from Hi-Tech
- The rescue that was sent out as a remount is back in District. Will work on getting it back into service

Director of Administrative Services Lisa Owen noted:

- Working on the assessment center for the Director of Finance taking place on January 11

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
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- There are up to 85 firefighter candidates that will go through testing towards the end of January
- There's a lateral list ranked that can be pulled from
- Open enrollment

Deputy Chief/Fire Marshal Amy Ray noted:

- A lot of building still taking place
- Received information on future projects (hotel at CVI, lumberyard off Johnson Lane and sub-division off Buckeye
- Extended open burn through the end of the month to help the community with fuel removal

Deputy Chief Larry Goss noted:

- The last off-district assignment he went on, was a great experience and he learned a lot
- The 2024 training plan has been sent out. He provided some detail
- IT is moving along and continues to improve
- Thanked Micah Triplett and Kathy Lewis
- Working on radio communications with the County and Douglas County Sheriff's Office

Director Mike Sommers noted:

- Wished everyone a Merry Christmas and happy holiday

Director Bernard Curtis noted:

- Has concern about safety of fire setups at the Parade of Lights
- Thanked everyone for all they did this past year
- Wished everyone a Merry Christmas and Happy New Year

Deputy Chief Ray stated she reached out to the Chamber and asked them to pass on the concern to the businesses regarding the outside fires that take place during the Parade of Lights.

President Jacques Etchegoyhen noted:

- He feels a lot is learned when employees go on off-district assignments

Director Barbara Griffin noted:

- Thanked Director of Finance for all she did for the District, and she will be missed
- Thanked everyone for a great year. It is an honor to be part of the Board
- Wished everyone a Merry Christmas and Happy New Year

Secretary John Bellona noted:

- Reminded the Board to complete their financial disclosures

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
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- Director of Finance Lewis swore him in when he came onto the Board. She will be missed
- Wished Micah good luck
- Everyone did a good job but that is what everyone is here for
- April 13, 2024, is the Elk's Firefighter Appreciation Dinner
- He agrees with changing the wording in policy 605.16

District Fire Chief Tod Carlini noted:

- Training Center is moving along
- It has been a challenging year with a lot accomplished
- Thanked Micah Triplett. He will be brought back in January at the next Board meeting
- Thanked Director of Finance Lewis for all she has done. He has enjoyed working with her
- This year was the closest in his tenure to having a budget where what came in, went out
- Merry Christmas to everyone

**ADJOURNMENT**

**13. 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.

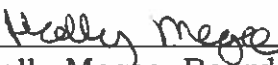
<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOTION BY:</b>	Mike Sommers
<b>SECOND BY:</b>	Barbara Griffin
<b>AYES:</b>	Bellona, Griffin, Curtis, Etchegoyhen, Sommers
<b>NAYS:</b>	
<b>ABSENT:</b>	

There being no further business to come before the Board, at 2:33 PM the meeting was adjourned.

Respectfully submitted:

  
\_\_\_\_\_  
John Bellona, President  
East Fork Fire Protection District

ATTEST:

  
\_\_\_\_\_  
Holly Megee, Board Clerk  
East Fork Fire Protection District