

# **EAST FORK FIRE PROTECTION DISTRICT**



**District Board Meeting  
Agenda and Supporting Information For  
The Meeting of December 19, 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, December 19, 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**  
**December 19, 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 November 21, 2023, meeting of the East Fork Fire Protection District Board of Directors. (Jacques Etchegoyhen, President) 5 minutes.

### **AWARDS, RECOGNITIONS, PROCLAMATIONS & DONATIONS**

- 3. For Possible Action.** Discussion and possible action regarding Proclamation 2023P-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.

### **CONSENT CALENDAR**

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

Items appearing on the Consent Calendar are items that can be adopted with one motion unless separate consideration is requested by a District Director or a member of the public. Members of the public who wish to have a consent item placed on the Administrative Agenda shall make that request during the public

comment section at the beginning of the meeting and specifically state why they are making the request. When items are pulled for discussion, they will automatically be placed at the beginning of the Administrative Agenda or may be continued until another meeting.

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

#### **FINANCE**

- A. For Possible Action.** Discussion and possible action to accept the report on general ledger cash balances as of November 30, 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 November 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 November 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 November 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 October 2023 in the amount of \$41,233.30. (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 September 2023. (Kathy Lewis, CPA, CFO/Director of Finance)

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

- 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.
- 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.

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

**13. 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 December 19, 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:** December 19, 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:**  
\_\_\_\_\_ District Fire Chief      \_\_\_\_\_ Board President  
\_\_\_\_\_ Legal Counsel            \_\_\_\_\_ Other
  
- 9. **Board Action:**  
\_\_\_\_\_ Approved                          \_\_\_\_\_ Approved with Modifications  
\_\_\_\_\_ Denied                                  \_\_\_\_\_ Deferred  
\_\_\_\_\_ Other

**Agenda Item # 1**



**East Fork Fire Protection District**

**AGENDA ACTION SHEET**

1. **Title: 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.
2. **Recommended Motion:** Motion to approve the minutes of the November 21, 2023, meeting.
3. **Funds Available:** NA **Amount:** NA  
**Fund Name:** NA **Account Number:** NA
4. **Prepared by:** Tod F. Carlini, District Fire Chief
5. **Meeting Date:** December 19, 2023 **Time Required:** 5 minutes
6. **Agenda:** Initial Meeting Business
7. **Background Information:** The Board of Directors is required to approve the minutes of the previous meeting. The previous meeting was held on November 21, 2023. Attached are the draft minutes.
8. **Reviewed by:**  
\_\_\_\_ District Fire Chief                          \_\_\_\_\_ Board President  
\_\_\_\_ Legal Counsel                                \_\_\_\_\_ Other
9. **Board Action:**  
\_\_\_\_ Approved                                      \_\_\_\_\_ Approved with Modifications  
\_\_\_\_ Denied                                         \_\_\_\_\_ Deferred  
\_\_\_\_ Other

## **DRAFT**

The Board Meeting of the East Fork Fire Protection District Board was held on Tuesday, November 21, 2023, in-person and virtually, beginning at 1:00 PM.

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

John Bellona, Secretary, District 1, Attended Virtual  
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, Absent  
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  
Tom Hein, Executive Program Manager  
Holly Megee, Clerk to the Board

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

Tim Holland, LP Insurance  
Marty Johnson, JNA Consulting  
Jim Sciarani, Sciarani and Company  
Adam Wennhold, East Fork Fire Engineer

## **CALL TO ORDER**

President Jacques Etchegoyhen

## **INITIAL MEETING BUSINESS**

### **PLEDGE OF ALLEGIANCE**

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

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF NOVEMBER 21, 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.

There was no public comment.

Public comment closed.

**ADMINISTRATIVE AGENDA**

The Administrative Calendar handled as follows:

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

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

**APPROVAL OF AGENDA**

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

President Jacques Etchegoyhen opened public comment.

There was no public comment.

Public comment closed.

Director of Finance Kathy Lewis requested to move agenda item #6 for discussion and approval before agenda item #5.

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF NOVEMBER 21, 2023**

President Etchegoyhen stated agenda item #6 will be discussed ahead of agenda item #5.

MOTION to approve the meeting agenda for November 21, 2023, moving agenda item #6 for discussion and approval before agenda item #5.

<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 October 17, 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 October 17, 2023, meeting.

<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>	

**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 NOVEMBER 21, 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 October 31, 2023. (Kathy Lewis, CPA, CFO/Director of Finance)
- b. For Possible Action.** Discussion to approve the receipt and filing of the list of accounts payable checks issued and cash disbursements/automatic withdrawals in October 2023 per NRS 474.210. (Kathy Lewis, CPA, CFO/Director of Finance)
- c. For Possible Action.** Discussion to approve payroll expense paid in October 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 October 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 September 2023 in the amount of \$48,245.54. (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 August 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 3 a, b, c, d, e & f.

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF NOVEMBER 21, 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>	

**4. For Possible Action. Discussion and possible action to approve a health insurance contract with Cigna Health Insurance, Principal Insurance for dental and vision, and Standard Life for life insurance for the East Fork Fire Protection District employees for CY 2024 at an annual cost of approximately \$1,734,678. (Lisa Owen, Director of Administrative Services) 15 minutes.**

Director of Administrative Services Lisa Owen stated a lot of time is spent carefully reviewing the annual health insurance renewal because of the cost to the District and importance to the employees and their families.

Director of Administrative Services Owen stated considerations taken during renewal are the benefits being provided, whether the deductible will need to be raised, provider networks, etc.

Tim Holland from LP Insurance is available to outline the process and answer any questions. LP insurance is the District's broker. Mr. Holland is new to the District and has done a great job. Kevin Monaghan was the District's previous broker. Mr. Holland keeps an eye on utilization because that is what drives the cost. The higher the utilization and claims, the more it will cost the District in the end.

Director of Administrative Services Owen introduced Tim Holland. She stated he will explain the process and why the District is recommending moving forward with Cigna Health Insurance, Principal Insurance for dental and vision, and Standard Life for life insurance, for the East Fork Fire Protection District employees for CY 2024.

Tim Holland from LP Insurance stated the original quote came back at 15.2% due to high claim activity and prescription drugs. Prescription drugs are a large reason rates are rising. He explained the process and factors when renewing. There was a 15.8% increase requested by Atena. The District went out for an open bid and received rates from additional carriers.

Director of Administrative Services Owen stated the rates from the different carriers were provided as backup. Providence had the largest decrease, but they don't support Renown, so the District decided not to recommend Providence.

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF NOVEMBER 21, 2023**

Director Mike Sommers asked what the demographics were last year.

Mr. Holland stated the lost history was in the high 80's but as far as the demographics on age, that is protected health information.

Director Sommers asked what insurance carrier the District currently uses.

Director of Administrative Services Owen stated the District currently has Aetna but is recommending Cigna for CY 2024 because they came in at a negative .04% over what the District is currently paying.

Director Sommers asked about the wellness programs for both carriers.

Mr. Holland stated both carriers have robust wellness programs. Wellness programs are good on paper but unless there is someone within the organization who is promoting wellness, these kinds of programs are challenging to get people to participate in.

Director Sommers asked if it is challenging because the District isn't promoting the wellness program.

Mr. Holland said no. The District had some tough claims.

Director Sommers stated he wonders if the benefits of wellness programs are communicated to the employees.

Mr. Holland said there were 2 high dollar prescription medications and a couple losses that affected the renewal rate.

Director Barbara Griffin confirmed with Director of Administrative Services Owen that the District had Cigna in the past and there were no issues.

Director of Administrative Services Owen replied that is correct. The District had Cigna for 5 years. The only reason the District left Cigna was because of the cost. The benefits between Cigna and Aetna are very similar. The IRS is implementing a mandate the first of the year on individual deductibles.

Mr. Holland stated employee costs only went up to a \$3,000 deductible and employees with a dependent went up to \$3,200. On the proposed plan, dependents have a \$2,800 deductible.

Director Sommers asked how many plans consist of employee only, employee plus spouse, employee plus children, etc.

Mr. Holland outlined the current plans:

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
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HSA:

- 25-Employee only
- 21-Employee plus spouse
- 08-Employee plus children
- 39-Family

PPO:

- 03-Employee only
- 02-Employee plus spouse

Director of Administrative Services Owen stated the recommendation is to move forward with Cigna. She thanked Roy Minor and Sky Dwinell, the representatives on the Benefits Committee, for reviewing the renewal and their support. The dental and vision will also be affected. The District is recommending changing from Aetna dental and VSP to Principal. The benefits from the changes include dental costs, which will go down 10.7%. The changes will provide a more robust network of dentists and no cost increase for vision. Standard Life insurance will remain the same. The District currently has 11 retirees on the plan. They reimburse the cost of their premiums. If this is approved, it will reduce the rate history from 5.23% to 4.67%.

Director Griffin asked if the retirees have been informed of the proposed changes.

Director of Administrative Services Owen stated the retirees will be informed if approved. If there is anyone who has ongoing medical issues and they are established with a provider under Aetna, there will be a transitional plan to make sure there are no interruptions. There will be open enrollment meetings with all the employees.

Director Sommers asked if open enrollment will be available online.

Director of Administrative Services Owen stated yes.

Director Sommers asked if there was any discussion about entering into a multi-year proposal.

Mr. Holland stated, generally, when a second-year rate is locked in fees are added in. The benefits group chose not to lock into a second year.

Director of Administrative Services Owen stated a 15-month term is the longest term the District has ever entered.

President Jacques Etchegoyhen opened public comment.

There was no public comment.



**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF NOVEMBER 21, 2023**

Public comment closed.

MOTION to approve a health insurance contract with Cigna Health Insurance, Principal Insurance for dental and vision, and Standard Life for life insurance for the East Fork Fire Protection District employees for CY 2024 at an annual cost of approximately \$1,734,678.

<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>	

President Jacques Etchegoyhen stated the agenda will continue as posted instead of hearing agenda item 6 before 5 as earlier discussed.

**5. For Possible Action. Discussion and possible action on Resolution 2023R-009 designated as the “2023 Medium-Term Bond Resolution”; providing for the issuance by East Fork Fire Protection District of its General Obligation (Limited Tax) Medium-Term Bond, Series 2023, in the maximum aggregate principal amount of \$3,000,000, for the purpose of financing the cost of fire-fighting equipment, including fire engines and other vehicles, and improving District-owned property; providing the form, terms and conditions of the bond and the security therefore; and authorizing the District’s Fire Chief or the District’s Director of Finance/CFO to accept a binding bid for the bond. (Kathy Lewis, CPA, CFO/Director of Finance) 15 minutes.**

Director of Finance Kathy Lewis introduced Marty Johnson, JNA Consulting.

Mr. Johnson stated the resolution presented today allows the District to borrow up to \$3,000,000, sets the terms and conditions of the bond and delegates to the District Fire Chief or CFO, the ability to accept the bid of the bond. All details are then finalized and put into a certificate to sign.

Mr. Johnson explained bids were taken this morning on the bonds. Four proposals were received. The proposals came from JP Morgan Chase, Nevada State Bank, Western National Bank and Capital One. The proposals were discussed, and it was determined that the proposal from JP Morgan Chase is the best option for the District.

The bids were as follows:

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
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- JP Morgan Chase-4.20%. Charges \$10,000 for a legal review with that factored in, it takes the rate to a 4.26%. There was another option provided at 3.98% but paying off the loan early is not an option.
- Nevada State Bank-5.75%
- Western National Bank-4.945%
- Capital One-5.05% for 10 years

If the resolution is approved, Ryan Henry from Sherman and Howard will prepare a certificate to be signed, which will lock in the rate. The offer is good until tomorrow morning (November 22, 2023). After the District accepts the rate, the bank will hold the rate and plan to close in mid-December.

Director Mike Sommers asked if there were any rejections from banks.

Mr. Johnson stated yes but not because of the District's credit. Some banks are just not bidding.

Director Sommers asked if the District requested the District desires for the loan term or was it what was just given by the bank.

Mr. Johnson stated it was a combination. When bidding the District asks for what they want, and the banks will provide what they're willing to do.

Director Sommers asked if there are any other additional costs with JP Morgan Chase besides the \$10,000.

Mr. Johnson stated broker fees are the only other fees.

Director Sommers asked if collaboration is required.

Mr. Johnson said no. JP Morgan Chase is familiar with these types of loans.

Director Sommers asked who holds the current bond.

Director of Finance Lewis stated Key Financial.

Mr. Johnson stated Key Financial is not participating in the market at this time so that is why they did not offer a bid.

President Jacques Etchegoyhen opened public comment.

There was no public comment.

Public comment closed.

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF NOVEMBER 21, 2023**

MOTION to adopt Resolution 2023R-009 designated as the “2023 Medium-Term Bond Resolution”; providing for the issuance by East Fork Fire Protection District of its General Obligation (Limited Tax) Medium-Term Bond, Series 2023, in the maximum aggregate principal amount of \$3,000,000, for the purpose of financing the cost of fire-fighting equipment, including fire engines and other vehicles, and improving District-owned property; providing the form, terms and conditions of the bond and the security therefore; and authorizing the District’s Fire Chief or the District’s Director of Finance/CFO to accept a binding bid for the bond.

<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>	

Director of Finance Lewis thanked Marty Johnson and Ryan Henry for all their work on the bond.

**6. For Possible Action. Discussion and possible approval of a 3-year agreement between the East Fork Fire Protection District and NV Energy for fuels management and wildland fire suppression related to NV Energy assets and infrastructure. (Kathy Lewis, CPA, CFO/Director of Finance and Tom Hein, Executive Program Manager) 10 minutes.**

Executive Program Manager Tom Hein stated this contract is the renewal of the NV Energy contract. The District has had a successful working relationship with NV Energy over the last couple of years. There were a few changes to the contract which resulted in the contract going from 13 pages to over 60 pages. A series of meetings have been attended over the last several months to put the contract together. Legal Counsel Mark Forsberg has reviewed the contract. The desire is to approve the contract by January. The original contract expired in July but was extended through December.

Mr. Hein outlined a couple of changes to the contract including the billing rate being changed to a loading rate for personnel and equipment. Appendix B, outlining the rates, still needs to be reviewed and approved by NV Energy. If changes are made, it may need to come back to the Board for approval. The new contract would allow the crew to stay at 8 members and a few seasonal positions, which is down from the previous roster.

Director Barbara Griffin stated there were 10 Fuels Crew members. Will the new contract keep the personnel at 8 or will it allow for an increase of 10.

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
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Executive Program Manager Hein stated the contract was written for 8. Since he has been employed with East Fork Fire, the 2 positions have been vacant. In July, the District was given a dollar amount to stay within for the next 3 years. The rate includes the charge for the equipment. To stay within that amount the number of personnel needs to stay at 8. NV Energy has a budget they need to stay within. All agencies, including East Fork Fire, will be on the same contract format but at different rates.

Director of Financial Services Kathy Lewis explained the contract is different because the rate needs to be defined in the contract and once the contract is approved NV Energy will provide a purchase order to the District. The estimated cost of \$7,600,000 is the estimate of what will be received over the next 3 years for the 8 employees based on the rates the District provided to NV Energy. The previous contract was a dollar amount stated clearly in the contract. The proposed contract is calculated off the rates and then NV Energy will provide the District a purchase order based on the approved contract.

Director Mike Sommers confirmed the District will operate on an open field not to exceed and if it goes above the estimated cost then NV Energy will come back with an amendment.

Director of Financial Services Lewis believes NV Energy doesn't know how long they will issue a PO for, but it will be a third of the \$7,600,000. Because the District is a government agency and needs to know the value of the contract, when preparing the \$7,600,000 contract, it is based on the 8 employees and the equipment.

Director Sommers asked if the PO will be for a calendar year.

Director of Financial Services Lewis doesn't know but she thinks District Fire Chief Tod Carlini would like to have a PO for 6-months for this fiscal year and another PO for the next fiscal year, but it might be January through December.

Director Sommers asked if Executive Program Manager Hein is a squad boss.

Executive Program Manager Hein stated no, his costs are included in administrative built-in the loaded rates.

Director Sommers confirmed that administrative is included in the loaded rates of the squad, crew members, seasonal crew, and equipment.

Director of Financial Services Lewis stated that is correct.

Director Sommers asked what would happen if a Battalion Chief or Captain needed to be on a project.

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
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Executive Program Manager Hein stated that is something that may need to be added. The District has his time, as well as other Executive Staff's time, added into the administrative fee.

Director Sommers asked Legal Counsel Mark Forsberg if there would be an amendment to the contract if a higher-level position rate worked under the contract.

Legal Counsel Forsberg stated it would need to be negotiated because it is not in the contract.

Director Sommers would like to encourage the higher-level personnel to be added to the contract. If it's not utilized, then NV Energy wouldn't be charged for it. He stated the same would apply for equipment. The highest equipment in the contract is type 3 brush truck. What happens if an engine is needed to be used on an assignment?

Executive Program Manager Hein explained that can be added if an event arises.

Director Sommers expressed his desire that any equipment the District has or may need to be used, be added to the contract.

Director Sommers asked Legal Counsel Forsberg if there is a need to add a segregation clause to the contract.

Legal Counsel Forsberg stated the District can try and negotiate that with NV Energy.

Director Sommers stated he doesn't want to reopen the contract. He just feels it's important to have in the contract to eliminate the possibility of future legal action, should there be a case, so it doesn't affect the District.

Legal Counsel Forsberg believes insurance contracts cover that but it's always good to include more.

Director Sommers asked Executive Program Manager Hein if that would be a problem to ask for that addition.

Executive Program Manager Hein stated it will be a problem because the contracts have been submitted and this would cause to reopen the contract. He doesn't believe the District could get another extended contract for 6 months.

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
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Legal Counsel Forsberg stated when trying to make a uniform contract it becomes embedded so it's difficult to negotiate a change. When a change is requested, it would be a uniform change.

Director Sommers asked if segregation clause was discussed while putting together the contract.

Executive Program Manager Hein replied there were insurance discussions.

Director Sommers stated if it creates issues then the contract will need to stay as it is, but he would like it to be added in the future.

Director Sommers confirmed this is a nonexclusive contract. What is preventing NV Energy from using another agency with lower rates to perform work in East Fork Fire jurisdiction because it would save NV Energy money.

Executive Program Manager Hein stated there isn't anything in the contract that prevents NV Energy from doing that. Tahoe Douglas Fire does work in our jurisdiction. There is more than enough work in the East Fork Fire District. For the past several years, Tahoe Douglas Fire has been doing work in East Fork's jurisdiction during the winter months because of the weather conditions at the Lake and they have more equipment to utilize than East Fork.

Director Sommers stated over a three-year period, with minimized personnel from 10 to 8, East Fork Fire anticipates personnel will be kept busy with the assistance of Tahoe Douglas Fire doing work in the East Fork jurisdiction at a lower rate. What prevents NV Energy from eliminating the East Fork Fire crew.

Executive Program Manager Hein stated he is aware of that and that is a concern.

Director of Financial Services Lewis stated the Fire Chiefs have had that discussion and have that concern.

Director Sommers stated NV Energy may come back and decide to hire agencies that can perform the work at the lowest rate. The District is trying to build a program and needs to protect what has been built.

Executive Program Manager Hein stated it was not on the previous contract and NV Energy could have brought someone in at a lower rate then.

Director Sommers stated NV Energy acknowledged what they were doing because they bought all the equipment for the District and people to get it started because they didn't have anything here.

Executive Program Manager Hein stated all the equipment is paid off.

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
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Director Sommers stated the District still gets billed for it even when we do a new contract, even though it's paid off. The District doesn't have the protection and the desire is to continue to grow and are there any limitations on growth because now the District is in a competitive business market.

Director of Financial Services Lewis stated there was the concern if the fire districts were making money or just covering costs. A lot of time was spent going over the rates to make sure the rates were as reasonable as possible without the District subsidizing the program as well as the taxpayers. The District feels confident about the rates presented to NV Energy.

President Etchegoyhen stated it is a bit political and at some point, NV Energy may look at doing the program privately for less.

Executive Program Manager Hein stated it's important that Deputy Chief Ray works on grants so the District program can continue and not be so dependent on NV Energy. There will always be a need for the program, but the District needs to be careful not to be priced out. It is a good program that's working well. The last contract was with 8 different agencies having their individual contracts and now all come together to form one contract.

President Etchegoyhen stated he feels the District is working hard to justify the numbers. Tomorrow is always an unknown that can't be controlled. He heard from some of his contacts through the Forest Service that there may be a possibility to grow the program through Southern Nevada Public Lands Management Act grants, which is being used for forest thinning projects. He said he believes there will be ways to grow the program.

Legal Counsel Forsberg stated NV Energy has a statutory obligation to develop plans to protect against fire and they are hiring the Districts to do the work for them. That is why the contracts are turning into a more controlled environment. It is not really the District's program to grow. It's NV Energy's program that reached out to the Districts to accomplish what needs to happen under state law so it can go away completely at some point.

Director John Bellona stated if NV Energy was interested in the best price, they would have hired the State of Nevada and used NDF crews. He thinks the main interest is to create a public perception that it's fire departments, not inmates who are performing the work. He feels when Mark Reagan started the program, he knew he could hire NDF crews but there is a feeling they want something out of the communities so that is why NV Energy reached out to the departments.

Director Sommers stated he understands that NDF is eliminating or downsizing inmate crews.

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Director Bellona stated eventually, but that always changes with governors.

Director Sommers stated he doesn't think NV Energy can rely on NDF.

President Etchegoyhen opened public comment.

There was no public comment.

Public comment closed.

Director Bernard Curtis made the motion.

Director Sommers requested to add to the motion, "there is the ability to allow the staff to enhance and increase the pricing schedule so it doesn't have to come back to the Board and the District can finalize the contract by either increasing the personnel and/or other price adjustments necessary".

Legal Counsel Forsberg is okay with the addition to the motion.

President Etchegoyhen stated that is a reasonable request.

President Etchegoyhen opened public comment for a second time due to the addition of the motion.

There was no public comment.

Public comment closed.

MOTION to approve of a 3-year agreement between the East Fork Fire Protection District and NV Energy for fuels management and wildland fire suppression related to NV Energy assets and infrastructure and the ability to allow the staff to enhance and increase the pricing schedule so it doesn't have to come back to the Board and the District can finalize the contract by either increasing the personnel and/or other price adjustments necessary.

<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>	

**7. For Possible Action. Discussion and possible action to approve a contract between the State of Nevada acting by and through its**



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**Department of Public Safety-State Fire Marshal Division and the East Fork Fire Protection District which will allow the District to provide certain state mandated and supported services within the District's jurisdiction, including fire and life safety plan reviews, occupancy inspections, fire investigations, fire prevention education, and other related items. (Amy Ray, Deputy Fire Chief/Fire Marshal) 15 minutes.**

Deputy Chief/Fire Marshal Amy Ray stated she is excited to bring forward the interlocal agreement between East Fork Fire and the State Fire Marshal's Office. The District has had an agreement with the State Fire Marshal's Office for the last 25 years. Deputy Chief Ray, Inspector Patrick Mooneyhan, and Inspector Brook Enos, on behalf of the District, act as the State Fire Marshal's Office agent. Items 6 and 7 in the contract are new additions to the contract.

6. Hazardous materials verification shall be completed by the Agency, and the Agency shall direct the facility to the Nevada Combined Agency Hazardous Materials Permit "on-line" reporting website or to the help desk for assistance in filling out the report form. The Agency will forward the inspection report to Division within ten (10) business days of the inspection/verification.
  - a. A report from the Division to the Agency, that lists current facilities required to report Hazardous Materials, will be done quarterly to ensure tracking of permits from the Agency to Division.
7. The Agency is hereby delegated the responsibility to perform inspections of state owned or leased facilities. Such inspection shall be conducted in accordance with the priority inspection schedule maintained by the Division. Inspection reports shall be forwarded to the Division within ten (10) days of inspection. The Agency shall inspect and schedule appropriate re-inspections as required. If required repairs have been made to the State building to correct the violations, then the report shall be forwarded to the Division within ten (10) business days; if required repairs to the State building have not been completed to correct the violations then the report is forwarded to the Division within ten (10) business days for further action in accordance with NRS 477.035. The inspections shall be conducted within the standards and codes adopted by the Division

Director Mike Sommers confirmed the District will act as the State Fire Marshal's agent and represent them regarding fire prevention, permits, inspections and requirements in their code.

Deputy Chief Ray stated that is correct. Certifications are required annually for the three personnel acting as agents on behalf of the State Fire Marshal's Office.

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
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Director Sommers asked why the contract is a one-year contract and can the District request a longer contract.

Deputy Chief Ray stated a one-year contract is what was presented to the District. The District can request a longer-term contract, but the request would need to go back to the State Fire Marshal’s Office. It would cause a delay in getting the contract approved.

Director Barbara Griffin said she is happy about the additions to the contract.

President Etchegoyhen opened public comment.

There was no public comment.

Public comment closed.

MOTION to approve a contract between the State of Nevada acting by and through its Department of Public Safety-State Fire Marshal Division and the East Fork Fire Protection District which will allow the District to provide certain state mandated and supported services within the District’s jurisdiction, including fire and life safety plan reviews, occupancy inspections, fire investigations, fire prevention education, and other related items.

<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>	

Legal Counsel Mark Forsberg reminded the Board that conversations amongst each other must be heard by everyone in the room and those attending virtually.

**8. For Possible Action. Discussion and possible action to approve the Fiscal Year Audit ending June 30, 2023, as prepared by the accounting firm of Sciarani and Company. (Kathy Lewis, CPA, CFO/Director of Finance) 30 minutes.**

CPA, CFO/Director of Finance Kathy Lewis introduced Jim Sciarani and turned the item over to him to present.

Mr. Jim Sciarani stated the sole purpose the District hires an outside auditing firm is to issue opinions on the financial statement.

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
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Mr. Sciarani, from Sciarani and Company, stated the first 4 pages display the results and opinion of the auditor's responsibility for the audit of financial statements. He continued to discuss the emergency fund, general fund, revenues, expenditures, statement of net position, governmental funds, testing of internal control.

Mr. Sciarani summarized the financial audit report in detail. The report was provided to the Board and available on the East Fork Fire website.

Mr. Sciarani addressed some key points:

- Mutual aid revenue was down \$978,000
- Total revenue was \$22,251,293 - which is an increase of 3.19%
- Total expenditures were \$22,580,703, which is an increase from the prior year
- The fire season was less robust then FY 2023
- Everything was within budget
- Performed a testing of internal control

Director Mike Sommers asked Director of Finance Kathy Lewis when the SCBA grant was awarded to the District.

Director of Finance Lewis stated it was awarded last fiscal year, but expenditures are this fiscal year.

Director Sommers stated it seems every 1 or 2 fiscal years the imposts and outposts with the pension go from one extreme to another. It distorts the financial position of the District. Will there be any leveling off?

Mr. Sciarani discussed information on page 35 (define benefits pension plan) related to Director Sommers question.

Director Sommers stated the District spent more money than received.

President Jacques Etchegoyhen thanked Mr. Sciarani for his time.

There was discussion regarding the date the final audit needs to be submitted to the state.

Director of Finance Lewis stated the law specifies the District needs to receive the audit by November 30, 2023, and send the audit to the Board within 30 days of receiving it. She will send the audit to the state next week.

President Etchegoyhen opened public comment.

There was no public comment.

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF NOVEMBER 21, 2023**

Public comment closed.

Mr. Sciarani thanked Director of Finance Lewis for all her work on the audit and wished her well on her new journey.

MOTION to approve the Fiscal Year Audit ending June 30, 2023, as prepared by the accounting firm of Sciarani and Company.

<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>	

**9. 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.**

Engineer, East Fork Fire Protection District Adam Wennhold noted:

- Approaching fundraising time with the holidays (fill the boot, Christmas drive, etc.)
- Wished everyone a Happy Thanksgiving

**10. 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.**

No report

**11. 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:

- The augmentation will be brought forward at the December Board meeting which will complete the audit

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
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Executive Manager Tom Hein noted:

- Happy to move the NV Energy contract forward
- Fuels crew continues to stay busy
- Facilities are keeping him busy

Deputy Chief/Operations Scott Gorgon noted:

- Working with staff on the daily operations

Director of Administrative Services Lisa Owen noted:

- Working on recruitments
- Closed the Director of Finance recruitment on November 13, 2023. There were 16 total applications submitted. After reviewing the applications, 5/6 applicants will be offered an interview
- Lateral testing recently took place. There were 13 applications submitted compared to 1 application last year. Three applicants went through the testing process
- Roughly 90 applications were submitted for the general firefighter recruitment. It was advertised as no openings, this is to establish a list
- Open enrollment will take place January 2024

Director Mike Sommers asked for the geographical details for the applications that were submitted.

Director of Administrative Services Owen stated the firefighter recruitment was from Douglas County to Reno. The Director of Finance was broader.

Director Barbara Griffin asked if the successful applicant would have time to train with CPA, CFO/Director of Finance Lewis.

Director of Administrative Services Owen explained the testing/interview process. A date has not been decided on. She stated there will not be a lot of time to train with CPA, CFO/Director of Finance Lewis.

Deputy Chief/Fire Marshal Amy Ray noted:

- Applied for the community wildfire defense grant
- Finishing the community wildfire assistance grants
- Working on special event permits
- Attended Nevada IAAI conference in Las Vegas last week
- Attended the Northern Nevada Fire Codes meeting. 2024 codes are out. Amendments requested will be submitted by the group. The State Fire Marshal's office needs to go through the adoption process. Many jurisdictions will try to adopt by July 1, 2024. The District will not be able to adopt until after the legislative session due to the State Fire Marshal office needing to get it approved

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
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Director Griffin asked if the building permit submittals have increased or decreased.

Deputy Chief/Fire Marshal Ray stated it has slowed down overall but is still busy.

Director Griffin asked what is being built near Dairy Queen in Minden.

Deputy Chief/Fire Marshal Ray stated it will be a coffee place.

Director Sommers asked how the UPS Distribution is coming along.

Deputy Chief/Fire Marshal Ray stated it is progressing.

Deputy Chief Larry Goss noted:

- IT continues to go well
- Working on the 2024 training plan
- The District is a training center with Nevada State EMS, which will help recertify people in-house
- Received new technology on the new rescue to help communicate with the dispatch center

Director Mike Sommers noted:

- Wished everyone a Happy Thanksgiving

Director Bernard Curtis noted:

- No report

President Jacques Etchegoyhen noted:

- NDF has been working near where he lives. The progress is unbelievable

Director Barbara Griffin noted:

- Wished President Jacques Etchegoyhen a Happy Birthday
- Wished everyone a Happy Thanksgiving

Secretary John Bellona noted:

- No report.

**ADJOURNMENT**

**12. 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.

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF NOVEMBER 21, 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>	

There being no further business to come before the Board, at 2:38 PM the meeting was adjourned.

Respectfully submitted:

\_\_\_\_\_  
Jacques Etchegoyhen, President  
East Fork Fire Protection District

ATTEST:

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

# East Fork Fire Protection District

## AGENDA ACTION SHEET

1. **Title: For Possible Action.** Discussion and possible action regarding Proclamation 2023P-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.
  
2. **Recommended Motion:** Motion to approve 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.
  
3. **Funds Available:** NA **Amount:** NA  
**Fund Name:** NA **Account Number:** NA
  
4. **Prepared by:** Tod F. Carlini, District Fire Chief
  
5. **Meeting Date:** December 19, 2023 **Time Required:** 10 minutes
  
6. **Agenda:** Administrative Agenda
  
7. **Background Information:** Robert Grissom of the Fish Springs Volunteer Fire Department has achieved a milestone of being a volunteer for 40 years with the District. This Proclamation officially acknowledges those years of service with great appreciation for his continued volunteer service with the District as a Support Volunteer
  
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 # 3**



**PROCLAMATION NO. 2023 P-08**



**A PROCLAMATION RECOGNIZING  
ROBERT GRISSOM  
FOR 40 YEARS OF DEDICATED VOLUNTEER SERVICE TO  
THE EAST FORK FIRE PROTECTION DISTRICT**

*WHEREAS*, Robert Grissom became a Volunteer Firefighter with the Fish Springs Volunteer Fire Department on March 15, 1983; and,

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

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

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

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

*NOW, THEREFORE, BE IT PROCLAIMED* by the East Fork Fire Protection District Board of Directors that they wish to extend Robert Grissom their deep appreciation for his 40-year commitment and dedication to the East Fork Fire Protection District.

**Presented this 19th day of December 2023**

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

\_\_\_\_\_  
**Jacques Etchegoyhen, President**

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

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

\_\_\_\_\_  
**Michael Sommers, Director**

\_\_\_\_\_  
**John Bellona, Secretary**



## East Fork Fire Protection District

### AGENDA ACTION SHEET

1. **Title: For Possible Action.** 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:** December 19, 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 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. 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 November 30, 2023. (Kathy Lewis, CPA, CFO/Director of Finance)
  
2. **Recommended Motion:** Motion to accept the report on general ledger cash balances as of November 30, 2023.
  
3. **Funds Available:** NA **Amount:** \$5,281,075.77  
  
**Fund Name:** General, Emergency **Account Number:** Various
  
4. **Prepared by:** Kathy Lewis, CPA, CFO/Director of Finance
  
5. **Meeting Date:** December 19, 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 # 4A**

**East Fork Fire Protection District**

**Cash Cross Fund Report**

**As of:**

**November-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	818,359.03	(247,234.77)	571,124.26
650	General Fund	101.701	LGIP - Local Govt Investment Pool	3,998,564.48	366,628.73	4,365,193.21
650	General Fund	101.703	Reserve Account - Pitney Bowes	2,344.00	800.00	3,144.00
650	General Fund	102.000	Petty Cash	100.00	-	100.00
Fund Total				4,819,367.51	120,193.96	4,939,561.47
651	Emergency Fund	101.650	Cash in Bank - EFFPD	-	-	-
651	Emergency Fund	101.701	LGIP	340,099.93	1,414.37	341,514.30
Fund Total				340,099.93	1,414.37	341,514.30
<b>Grand Total: 2 Funds</b>				<b>5,159,467.44</b>	<b>121,608.33</b>	<b>5,281,075.77</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 November 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 November 2023 per NRS 474.210.
  
3. **Funds Available:** Yes **Amount:** \$1,843,624.87  
  
**Fund Name:** General **Account Number:** Various
  
4. **Prepared by:** Julie Andress, Accounting Specialist
  
5. **Meeting Date:** December 19, 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:**  
\_\_\_\_\_ District Fire Chief \_\_\_\_\_ Board President  
\_\_\_\_\_ Legal Counsel \_\_\_\_\_ Other
  
9. **Board Action:**  
\_\_\_\_\_ Approved \_\_\_\_\_ Approved with Modifications  
\_\_\_\_\_ Denied \_\_\_\_\_ Deferred  
\_\_\_\_\_ Other

**Company name:** Protection District  
**Report name:** Payables for Prior Month  
**Created on:** 12/4/2023  
**Fund:** All Funds--All Funds

	Type	Date	Check No.	Payee Name	Transaction Amount
	Record Transfer	11/2/2023		AuthorizeNet	30.00
	Record Transfer	11/2/2023		Waystar	1,232.82
	Record Transfer	11/2/2023		Cybersource	13.98
	Check	11/3/2023	11827	A Sign Shop	200.00
	Check	11/3/2023	11828	Ace Hardware	15.99
	Check	11/3/2023	11829	Campora Propane	90.80
	Check	11/3/2023	11830	Carson Dodge Chrysler	147.87
	Check	11/3/2023	11831	Cintas	260.13
	Check	11/3/2023	11832	Daily Dispatch	405.00
	Check	11/3/2023	11833	Flyers Energy LLC	607.28
	Check	11/3/2023	11834	Hi-Tech EVS, Inc	205.38
	Check	11/3/2023	11835	Hunt & Sons, Inc	153.00
	Check	11/3/2023	11836	Marty's Appliance Inc	499.00
	Check	11/3/2023	11837	Nevada News Group	205.38
	Check	11/3/2023	11838	Nu-Systems, Inc	117.00
	Check	11/3/2023	11839	O'Reilly Auto Parts	340.34
#	Check	11/3/2023	11840	Simerson Construction LLC	126,494.12
	Check	11/3/2023	11841	TASC Client Services	190.00
	Check	11/3/2023	11842	William Megee	350.00
	Check	11/3/2023	11843	Zoll Data Systems, Inc	4,668.72
	Record Transfer	11/3/2023		State of NV - DCP	25,177.91
	Record Transfer	11/3/2023		State of NV - DCP	763.88
	Record Transfer	11/3/2023		VOYA Benefit Strategies	9,844.82
	Record Transfer	11/3/2023		VOYA Benefit Strategies	1,250.00
	Record Transfer	11/3/2023		Aflac	1,220.96
	Record Transfer	11/8/2023		VOYA Benefit Strategies	44.65
	Record Transfer	11/8/2023		Aetna Life Insurance	159,102.68
	Check	11/9/2023	11844	Ace Hardware	99.94
	Check	11/9/2023	11845	Airtec Gases	76.35
	Check	11/9/2023	11846	Allen Robinson	175.00
	Check	11/9/2023	11847	Amazon Business	1,799.98
	Check	11/9/2023	11848	Andrew Britt	75.00
	Check	11/9/2023	11849	Barbara Benz	250.00
	Check	11/9/2023	11850	Bound Tree Medical, LLC	3,712.65
	Check	11/9/2023	11851	Building Services of CA & NV, LLC	525.00
	Check	11/9/2023	11852	Campora Propane	855.75
	Check	11/9/2023	11853	Charles Fields	250.00
	Check	11/9/2023	11854	Chris Lang	250.00
	Check	11/9/2023	11855	Cintas	53.55
	Check	11/9/2023	11856	CRBR Property Damage Services	5,000.00
	Check	11/9/2023	11857	Dennis Lloyd	150.00
	Check	11/9/2023	11858	Donita Elam	150.00
	Check	11/9/2023	11859	Elaine Pace	250.00
	Check	11/9/2023	11860	Eric Wilson	75.00
	Check	11/9/2023	11861	Flex Fleet Rental, LLC	2,262.17

**Company name:** Protection District  
**Report name:** Payables for Prior Month  
**Created on:** 12/4/2023  
**Fund:** All Funds--All Funds

Type	Date	Check No.	Payee Name	Transaction Amount
Check	11/9/2023	11862	Flyers Energy LLC	3,543.02
Check	11/9/2023	11863	Fuggles, Keith	250.00
Check	11/9/2023	11864	Gardnerville Ranchos GID	327.80
Check	11/9/2023	11865	Gardnerville Water Company	466.44
Check	11/9/2023	11866	Gary Boudreau	250.00
Check	11/9/2023	11867	Gary Evanchik	250.00
Check	11/9/2023	11868	Gear Wash	655.96
Check	11/9/2023	11869	Henry Serrano, Jr	300.00
Check	11/9/2023	11870	Hi-Tech EVS, Inc	90.73
Check	11/9/2023	11871	Jack Greening	150.00
Check	11/9/2023	11872	James Doolittle	250.00
Check	11/9/2023	11873	James Stanley	150.00
Check	11/9/2023	11874	Jason Pablo	150.00
Check	11/9/2023	11875	Jeff Miladin	150.00
Check	11/9/2023	11876	Jesse Hale	250.00
Check	11/9/2023	11877	John Merson	150.00
Check	11/9/2023	11878	Laura Thompson	150.00
Check	11/9/2023	11879	Life-Assist, Inc	2,474.50
Check	11/9/2023	11880	LN Curtis	454.88
Check	11/9/2023	11881	Mark Brooks	250.00
Check	11/9/2023	11882	Marshall Wilkinson	250.00
Check	11/9/2023	11883	Martin Manning	150.00
Check	11/9/2023	11884	Michael Comeau	150.00
Check	11/9/2023	11885	Michael Fefer	400.00
Check	11/9/2023	11886	Michael Randall	400.00
Check	11/9/2023	11887	NV St Dept of Public Safety	40.25
Check	11/9/2023	11888	O'Reilly Auto Parts	43.43
Check	11/9/2023	11889	Oshinski & Forsberg, Ltd.	1,800.00
Check	11/9/2023	11890	Pacific Shredding	28.89
Check	11/9/2023	11891	Parts House	345.12
Check	11/9/2023	11892	Paul Pettersen	250.00
Check	11/9/2023	11893	Ralph Thomas	250.00
Check	11/9/2023	11894	Rick Myers	250.00
Check	11/9/2023	11895	Roger Falcke	250.00
Check	11/9/2023	11896	Shawn Jackson	400.00
Check	11/9/2023	11897	SMG Fire Consulting Group LLC	13,906.50
Check	11/9/2023	11898	Southwest Gas Corporation	1,152.40
Check	11/9/2023	11899	Summit Fire & Security	489.16
Check	11/9/2023	11900	Tahoe Supply Company LLC	372.62
Check	11/9/2023	11901	Tammy Rozman	150.00
Check	11/9/2023	11902	Terry Fail	250.00
Check	11/9/2023	11903	Thomas Hein	250.00
Check	11/9/2023	11904	Town of Minden	598.55
Check	11/9/2023	11905	Trevor Re	150.00
Check	11/9/2023	11906	Western Nevada Supply	14.60

**Company name:** Protection District  
**Report name:** Payables for Prior Month  
**Created on:** 12/4/2023  
**Fund:** All Funds--All Funds

Type	Date	Check No.	Payee Name	Transaction Amount
Check	11/9/2023	11907	William Hutchison	175.00
Check	11/9/2023	11908	William Wonnell	150.00
Check	11/9/2023	11909	Xerox Corporation	772.01
Check	11/9/2023	11910	Zachary Homer	150.00
Check	11/9/2023	11911	Matt Hill	87.75
Check	11/9/2023	11912	Troy Valenzuela	87.75
Record Transfer	11/15/2023		LGIP (Local Govt Investment Pool)	1,000,000.00
Record Transfer	11/15/2023		Optum Financial	106.35
Record Transfer	11/15/2023		Bank of America- Checking Public Employees' Retirement System	258.09
Record Transfer	11/16/2023		of Nevada	310,699.84
Record Transfer	11/16/2023		State of NV - DCP	438.75
Record Transfer	11/16/2023		VSP	1,171.48
Record Transfer	11/16/2023		State of NV - DCP	23,637.78
Record Transfer	11/17/2023		VOYA Benefit Strategies	9,594.82
Check	11/21/2023	11913	Airtec Gases	126.00
Check	11/21/2023	11914	Bound Tree Medical, LLC	2,572.44
Check	11/21/2023	11915	Braun NW, Inc	838.55
Check	11/21/2023	11916	Campora Propane	142.39
Check	11/21/2023	11917	CDW Government	3,712.60
Check	11/21/2023	11918	Cintas	225.13
Check	11/21/2023	11919	Douglas County Utilities	1,910.78
Check	11/21/2023	11920	Douglas Disposal	1,486.46
Check	11/21/2023	11921	Douglas Disposal	70.08
Check	11/21/2023	11922	Flyers Energy LLC	5,818.07
Check	11/21/2023	11923	Frontier Communications	64.99
Check	11/21/2023	11924	Gannett Nevada	3,098.00
Check	11/21/2023	11925	GeoCivic, LLC	18,800.00
Check	11/21/2023	11926	Hi-Tech EVS, Inc	1,506.06
Check	11/21/2023	11927	IAAI	138.00
Check	11/21/2023	11928	Life-Assist, Inc	67.00
Check	11/21/2023	11929	LN Curtis	3,796.90
Check	11/21/2023	11930	Overhead Fire Protection	2,421.40
Check	11/21/2023	11931	Pacific Shredding	57.78
Check	11/21/2023	11932	Public Employee's Benefits Program	396.91
Check	11/21/2023	11933	Siddons-Martin Emergency Group	523.58
Check	11/21/2023	11934	Tahoe Supply Company LLC	280.85
Check	11/21/2023	11935	Topaz Ranch Estates GID & Water Co.	132.25
Check	11/21/2023	11936	Truckim, Inc.	600.00
Check	11/21/2023	11937	ubeo Business Services	191.50
Check	11/21/2023	11938	Waystar	990.38
Check	11/21/2023	11939	West Coast Code Consultants	187.50
Check	11/21/2023	11940	Western Nevada Supply	259.94
Check	11/21/2023	11941	Wharton Concrete	900.00
Check	11/21/2023	11942	Romaine Smokey	642.23



**Company name:** Protection District  
**Report name:** Payables for Prior Month  
**Created on:** 12/4/2023  
**Fund:** All Funds--All Funds

Type	Date	Check No.	Payee Name	Transaction Amount
Record Transfer	11/21/2023		TriZetto	50.00
Record Transfer	11/21/2023		Pitney Bowes Inc, Reserve Account	1,000.00
Check	11/21/2023		National Testing Network	1,500.00
Record Transfer	11/24/2023		VOYA Benefit Strategies	70.50
Record Transfer	11/27/2023		Bank of America CC - EF	11,704.94
Record Transfer	11/27/2023		Bank of America CC - Visa	567.30
Record Transfer	11/29/2023		Pay Plus	333.86
Check	11/30/2023	11943	Ace Hardware	15.99
Check	11/30/2023	11944	AT&T Mobility	1,963.13
Check	11/30/2023	11945	Black Point LLC	391.00
Check	11/30/2023	11946	Bound Tree Medical, LLC	2,030.43
Check	11/30/2023	11947	Campora Propane	1,185.63
Check	11/30/2023	11948	CDW Government	354.97
Check	11/30/2023	11949	Cintas	323.63
Check	11/30/2023	11950	CMC Tire Inc	6,529.76
Check	11/30/2023	11951	Conway Communications	14,225.00
Check	11/30/2023	11952	Deborah McGann	55.18
Check	11/30/2023	11953	Flyers Energy LLC	7,537.69
Check	11/30/2023	11954	Frontier Communications	2,987.28
Check	11/30/2023	11955	Knox Company	721.00
Check	11/30/2023	11956	Life-Assist, Inc	376.14
Check	11/30/2023	11957	LN Curtis	736.00
Check	11/30/2023	11958	Medicare Part B	1,613.80
Check	11/30/2023	11959	National Business Factors	2,099.06
Check	11/30/2023	11960	Overhead Door	860.00
Check	11/30/2023	11961	Thomas Djordjevic	1,313.63
Check	11/30/2023	11962	TSI	2,255.34
Check	11/30/2023	11963	ubeo Business Services	539.58
Check	11/30/2023	11964	Uniformity of Nevada LLC	28.00
Check	11/30/2023	11965	United Healthcare - 0800	1,010.09

Total 166 records

**Sum Total**

**1,843,624.87**

# Purchases this month relating to the CIP

**East Fork Fire Protection District**

**AGENDA ACTION SHEET**

1. **Title: For Possible Action.** Discussion and possible action to approve payroll expenses paid in November 2023 per NRS 474.210. (Kathy Lewis, CPA, CFO/Director of Finance)
  
2. **Recommended Motion:** Motion to approve payroll expenses paid in November 2023 per NRS 474.210.
  
3. **Funds Available:** Yes **Amount:** \$1,277,606.26  
**Fund Name:** General **Account Number:** Various
  
4. **Prepared by:** Jamie Zess/Payroll Specialist I
  
5. **Meeting Date:** December 19, 2023 **Time Required:** NA
  
6. **Agenda:** Consent
  
7. **Background Information:** Attached are the summarized payroll registers for the month. Please note, total costs reported are gross earnings, East Fork Fire Protection District paid deduction and taxes (employer).
  
8. **Reviewed by:**  
\_\_\_\_\_ District Fire Chief \_\_\_\_\_ Board President  
\_\_\_\_\_ Legal Counsel \_\_\_\_\_ Other
  
9. **Board Action:**  
\_\_\_\_\_ Approved \_\_\_\_\_ Approved with Modifications  
\_\_\_\_\_ Denied \_\_\_\_\_ Deferred  
\_\_\_\_\_ Other

**Agenda Item # 4C**



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

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

Pay Dates: 11/01/2023-11/30/2023

**Report Total**

# of EE's - 107 / # of Statements - 209									
Pay Type	Hrs	Amt	Deduction	EE Amt	ER Amt	Taxes	Amt	Net Pay	Amt
NVE-Reg	1982.00	46,674.22	NVPERS Fire	-	281,560.46	FIT	95,110.68	Direct Deposit	602,026.61
Regular	17022.00	542,146.06	NVPERS Reg	-	28,698.55	Additional Medi	333.06	Check	11,755.78
WC	492.44	16,206.04	Dist Paid Dent	-	7,969.47	MEDI	11,408.88	<b>Totals:</b>	613,782.39
Act-REG	266.50	-	Dist Paid Life	-	549.59	SIT:CA	492.61		
FTO-REG	-	-	Dist Paid Vis	-	1,059.98	<b>Totals:</b>	107,345.23		
NVE Act-REG	-	-	Dist Pd Med	-	137,151.14	MEDI	11,408.88		
NVE-ActREG	-	-	Donate	300.00	-	SUTA:NV	-		
Prec-REG	-	-	HSA Acct Fee	-	200.25	<b>ER Totals:</b>	11,408.88		
FLSA	405.00	12,086.66	HSA Fam 55	670.80	-	<b>All Totals:</b>	118,754.11		
HIW	-	2,250.00	HSA Ind 55	691.64	-				
OT	2121.75	102,175.32	HSA Pre Fam	15,661.48	1,250.00				
OT-ADM	-	-	HSA Pre Ind	1,745.72	-				
NVEOT	30.00	1,312.75	HSA Special	670.00	-				
Act-OT	340.00	14,342.33	457 Roth post t	11,040.15	-				
FTO-OT	-	-	457-%	31,372.92	-				
NVE-ActOT	10.00	407.97	457-CU	5,201.31	-				
Prec-OT	-	-	457Roth-CU	1,201.31	-				
C1	22.50	1,533.21	EFC	1,763.06	-				
Act-C1	-	-	EFC2	1,015.38	-				
RTW	-	-	FICA Alt	1,202.63	-				
ActInc-CB	-	-	SP SPRT	-	-				
ActInc-OT	350.00	1,597.66	WANV	8.00	-				
ActInc-RTW	-	-	ERSF	9.00	-				
ActInc-Reg	266.50	732.28	ERSF2	6.00	-				
FTOInc Reg	-	-	Union Dues	9,519.00	-				
FTOInc-OT	-	-	Union Dues 202	-	-				
NVActInc-REG	10.00	67.99	NPT	-	-				
PrecInc-OT	-	-	Vol EE Life	1,120.78	-				
PrecInc-Reg	-	-	Vol EE AD&D	226.10	-				
PRInc-Reg	160.00	313.84	Vol Life Spouse	108.58	-				
PrmInc-Reg	5904.00	9,374.28	Vol Spouse AD&	31.98	-				
PrmInc-FLSA	156.00	247.04	Vol Child Life	14.00	-				
PrmInc-OT	1278.50	3,075.06	Vol Child AD&D	2.54	-				
PrmInc-CB	22.50	76.66	Vol Acc	636.94	-				
PrmInc-RTW	-	-	Vol LTD	1,241.40	-				
HazInc-Reg	2624.00	2,698.48	Vol-A-ACC	102.58	-				

--More--





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

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

Pay Dates: 11/01/2023-11/30/2023

**Report Total**

# of EE's - 107 / # of Statements - 209

Pay Type	Hrs	Amt	Deduction	EE Amt	ER Amt	Taxes	Amt	Net Pay	Amt
HazInc-FLSA	66.00	67.00	Vol-A-CanPro	274.56	-				
HazInc-OT	427.00	690.10	Vol-A-Crit	41.22	-				
HazInc-CB	-	-	Vol-A-HOSP	106.74	-				
HazInc-RTW	-	-	Vol-A-STD	375.70	-				
TSInc-Reg	672.00	2,747.52	Vol-A-TL	268.80	-				
TSInc-FLSA	18.00	73.56	<b>Totals:</b>	86,630.32	458,439.44				
TSInc-OT	183.50	1,125.38							
TSInc-CB	10.50	85.86							
AsInc-Reg	2016.00	2,613.88							
AsInc-FLSA	54.00	70.08							
AsInc-OT	590.00	1,464.20							
AsInc-CB	22.50	99.66							
WidInc-Reg	448.00	410.40							
WidInc-FLSA	12.00	10.96							
WidInc-OT	119.00	163.52							
WidInc-CB	-	-							
AV	263.00	11,826.93							
ALU	25.00	1,916.40							
AS	159.56	5,644.26							
CU	18.00	578.19							
PDU	250.50	-							
PDU 40	-	-							
CLE	01.00	-							
CLE-BC	-	-							
CLE-CPT	40.00	-							
CLE-ENG	48.00	-							
CLE-FF	25.00	-							
CLE-Force	65.00	-							
MSC COMP	20.50	-							
NVE-CLE	-	-							
H-Work	40.00	2,555.28							
HSP	-	-							
Holiday	362.00	15,395.70							
AsInc-HSP	-	-							
HazInc-HSP	-	-							
PrmInc-HSP	-	-							

--More--





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

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

Pay Dates: 11/01/2023-11/30/2023

**Report Total**

# of EE's - 107 / # of Statements - 209

Pay Type	Hrs	Amt	Deduction	EE Amt	ER Amt	Taxes	Amt	Net Pay	Amt
TSInc-HSP	-	-							
WdInc-HSP	-	-							
LWOP	-	-							
Sick Used	725.75	-							
VU	847.75	-							
CLU-56	-	-							
CLU-56+30	264.00	-							
CLU-56-30	128.75	-							
CLU-56-SI	54.00	-							
UBFO	-	-							
UN	48.00	-							
UN-40	06.00	225.88							
Comp Pay	12.00	309.07							
VacBB	-	-							
CPS	-	510.00							
UP	-	-							
Board PERS	-	600.00							
Board Non	-	900.00							
Admin Used	-	-							
MIS INC	-	-							
RET-NON-PERS	-	56.25							
RET-PERS	-	300.01							
PERS Wages	-	665,723.03							
PERS Cont	-	310,259.01							
<b>Totals:</b>	<b>38721.25</b>	<b>807,757.94</b>							

Total District Liability for Payroll:  
 Earnings: \$ 807,757.94  
 Employer Deductions \$ 458,439.44  
 Employer Taxes: \$ 11,408.88  
**Total \$1,277,606.26**



**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 November 2023 per NRS 474.210. (Kathy Lewis, CPA, CFO/Director of Finance)
  
2. **Recommended Motion:** Motion to approve the Procurement Card Transactions paid in November 2023 per NRS 474.210.
  
3. **Funds Available:** Yes **Amount:** \$33,075.74  
  
**Fund Name:** General **Account Number:** Various
  
4. **Prepared by:** Julie Andress, Accounting Specialist
  
5. **Meeting Date:** December 19, 2023 **Time Required:** NA
  
6. **Agenda:** Consent
  
7. **Background Information:** Attached is the Report of Procurement Card Transactions for the period noted above.
  
8. **Reviewed by:**  
\_\_\_\_\_ District Fire Chief \_\_\_\_\_ Board President  
\_\_\_\_\_ Legal Counsel \_\_\_\_\_ Other
  
9. **Board Action:**  
\_\_\_\_\_ Approved \_\_\_\_\_ Approved with Modifications  
\_\_\_\_\_ Denied \_\_\_\_\_ Deferred  
\_\_\_\_\_ Other

**Agenda Item # 4D**

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

BofA CC - EF	10/30/2023	THOMAS HEIN	THE HOME DEPOT #3312	11.98
BofA CC - EF	10/31/2023	ERICA AMATORE	NORTH LAKE TAHOE FPD	495
BofA CC - EF	10/31/2023	ERICA AMATORE	NORTH LAKE TAHOE FPD	495
BofA CC - EF	10/31/2023	ERICA AMATORE	NORTH LAKE TAHOE FPD	495
BofA CC - EF	10/31/2023	JESSE TSCHETTER	RENO CYCLES & GEAR	597.24
BofA CC - EF	10/31/2023	JESSE TSCHETTER	TESTA MOTORSPORT	1196.59
BofA CC - EF	10/31/2023	ERICA AMATORE	POSITIVE PROMOTIONS	1074.53
BofA CC - EF	11/1/2023	JESSE TSCHETTER	MAVERIK #460	59.01
BofA CC - EF	11/1/2023	JESSE TSCHETTER	DMV-13	12
BofA CC - EF	11/3/2023	ERICA AMATORE	UVU UFRA	1000
BofA CC - EF	11/3/2023	ACCOUNTS PAYABLE	IONOS INC.	14
BofA CC - EF	11/3/2023	JESSE FRY	MAVERIK #460	23.51
BofA CC - EF	11/5/2023	TROY VALENZUELA	WHITTLESEABLU	25.09
BofA CC - EF	11/6/2023	THOMAS HEIN	THE HOME DEPOT #3312	107.93
BofA CC - EF	11/7/2023	HOLLY MEGEE	EZREGISTER	350
BofA CC - EF	11/7/2023	HOLLY MEGEE	FSP*REMSA	206
BofA CC - EF	11/7/2023	JESSE TSCHETTER	THE HOME DEPOT #3312	21.7
BofA CC - EF	11/8/2023	ROY MINOR	WAL-MART #5864	102.6
BofA CC - EF	11/8/2023	HOLLY MEGEE	ASHLEY HOMESTORE RENO	2496.24
BofA CC - EF	11/8/2023	DENNIS COTE	THE HOME DEPOT #3312	13.12
BofA CC - EF	11/9/2023	HOLLY MEGEE	SOCIETYFORHUMANRESOURC	410
BofA CC - EF	11/9/2023	HOLLY MEGEE	MANDALAY - ADV DEP	1286.85
BofA CC - EF	11/10/2023	TROY VALENZUELA	CURB LV TAXI NELLIS	30.11
BofA CC - EF	11/10/2023	TROY VALENZUELA	WENDYS #651	12.13
BofA CC - EF	11/10/2023	TROY VALENZUELA	MBAY FRONT DESK	1460.57
BofA CC - EF	11/11/2023	AMY RAY	NFPA NATL FIRE PROTECT	290
BofA CC - EF	11/12/2023	ACCOUNTS PAYABLE	FEDEX50745189	10.99
BofA CC - EF	11/13/2023	JESSE TSCHETTER	MAVERIK #460	12.82
BofA CC - EF	11/13/2023	EFFPD 1	SOCIETYFORHUMANRESOURC	1595
BofA CC - EF	11/14/2023	LARRY GOSS	NV EMERGENCY MED SVC	200
BofA CC - EF	11/14/2023	ERICA AMATORE	NORTH LAKE TAHOE FPD	495
BofA CC - EF	11/14/2023	PAUL AZEVEDO	THE HOME DEPOT #3309	126.1
BofA CC - EF	11/15/2023	HOLLY MEGEE	RALEY'S ONLINE #905	109.98
BofA CC - EF	11/15/2023	DUSTIN WEISZ	THE UPS STORE 7141	151.45
BofA CC - EF	11/15/2023	TROY VALENZUELA	TWILIO INC	40.02
BofA CC - EF	11/15/2023	JESSE FRY	MAVERIK #460	57.86
BofA CC - EF	11/15/2023	ERICA AMATORE	SOUTHWES 5262224657195	397.96
BofA CC - EF	11/15/2023	ERICA AMATORE	MINDEN MEAT AND DELI	224.66
BofA CC - EF	11/15/2023	DUSTIN WEISZ	FIRE LINE	470.93
BofA CC - EF	11/16/2023	ERICA AMATORE	INT'L CODE COUNCIL	600
BofA CC - EF	11/16/2023	LISA OWEN	BVD*BEENVERIFIED.COM	44.58
BofA CC - EF	11/16/2023	ERICA AMATORE	TMCC	575
BofA CC - EF	11/16/2023	ERICA AMATORE	TMCC	700
BofA CC - EF	11/16/2023	ERICA AMATORE	TMCC	450
BofA CC - EF	11/16/2023	ERICA AMATORE	TRAINFIREFIGHTERS.COM	895
BofA CC - EF	11/17/2023	THOMAS HEIN	LOWES #01024*	349.88
BofA CC - EF	11/17/2023	THOMAS HEIN	WOODWORKERS HARDWARE -	100.92
BofA CC - EF	11/19/2023	ACCOUNTS PAYABLE	FEDEX50796033	177.68
BofA CC - EF	11/20/2023	ERICA AMATORE	NORTH LAKE TAHOE FPD	495
BofA CC - EF	11/20/2023	ERICA AMATORE	EZREGISTER	350

East Fork Fire Protection District

Procurement Card Transactions charged in November 2023

BofA CC - EF	11/20/2023	ERICA AMATORE	EZREGISTER	350
BofA CC - EF	11/21/2023	ACCOUNTS PAYABLE	WASTE MGMT WM EZPAY	94.98
BofA CC - EF	11/22/2023	THOMAS HEIN	THE HOME DEPOT #3312	4564.99
BofA CC - EF	11/22/2023	THOMAS HEIN	THE HOME DEPOT #3312	506.21
BofA CC - EF	11/24/2023	THOMAS HEIN	THE HOME DEPOT #3312	716.38
BofA CC - EF	11/26/2023	ACCOUNTS PAYABLE	FEDEX50845835	10.99
BofA CC - EF	11/27/2023	ERICA AMATORE	NORTH LAKE TAHOE FPD	495
BofA CC - EF	11/27/2023	ACCOUNTS PAYABLE	DTV*DIRECTV SERVICE	118.12
BofA CC - EF	11/27/2023	ERICA AMATORE	SOUTHWES 5262228195574	586.56
BofA CC - EF	11/27/2023	ERICA AMATORE	SOUTHWES 5262228195576	586.56
BofA CC - EF	11/27/2023	HOLLY MEGEE	DOUGLAS COUNTY RECORDER	40
BofA CC - EF	11/27/2023	HOLLY MEGEE	GOVOLUTION * SERVICE F	2
BofA CC - EF	11/28/2023	ERICA AMATORE	TMCC	275
BofA CC - EF	11/28/2023	ERICA AMATORE	TMCC	575
BofA CC - EF	11/28/2023	ERICA AMATORE	TMCC	575
BofA CC - EF	11/28/2023	ERICA AMATORE	TMCC	575
BofA CC - EF	11/29/2023	AMY RAY	INT'L CODE COUNCIL INC	138
BofA CC - EF	11/29/2023	HOLLY MEGEE	WWW.EMERGENCY-ONE.COM	250
BofA CC - EF	11/29/2023	EFFPD 1	EZREGISTER	350
BofA CC - EF	11/30/2023	HOLLY MEGEE	INTERNATIONAL TRANSACTION FEE	2
				\$ 31,728.82
BofA CC - VISA	11/7/2023	EFFPD 5	COSTCO WHSE #0127	112.72
BofA CC - VISA	11/13/2023	EFFPD 5	COSTCO BY INSTACART	130.83
BofA CC - VISA	11/27/2023	EFFPD 5	COSTCO WHSE #0127	1034.97
BofA CC - VISA	11/27/2023	EFFPD 5	COSTCO WHSE #0127	1108.69
BofA CC - VISA	11/27/2023	EFFPD 5	COSTCO WHSE #0127	-1108.69
BofA CC - VISA	11/28/2023	EFFPD 5	COSTCO BY INSTACART	68.4
				\$ 1,346.92
			GRAND TOTAL	\$ 33,075.74

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

# No purchases this month relating to the CIP



## East Fork Fire Protection District

### AGENDA ACTION SHEET

1. **Title: For Possible Action.** Discussion and possible action to approve the East Fork Fire Protection District's ambulance billing bad debt write-offs for the period of October 2023 in the amount of \$41,233.30. (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 October 2023 in the amount of \$41,233.30.
  
3. **Financial Impact:** NA **Amount:** \$41,233.30  
**Fund Name:** NA **Account Number:** NA
  
4. **Prepared by:** Katie Dorsey, Medical Billing Specialist II
  
5. **Meeting Date:** December 19, 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 October 2023 in the amount of \$41,233.30 and include accounts forwarded to a collection agency after all attempts to collect the debt were exhausted, Sierra Saver Membership write-offs, Reduction/Discounts, deceased write-offs, hardship and bankruptcy.
  
8. **Reviewed by:**  
\_\_\_\_\_ District Fire Chief \_\_\_\_\_ Board President  
\_\_\_\_\_ Legal Counsel \_\_\_\_\_ Other
  
9. **Board Action:**  
\_\_\_\_\_ Approved \_\_\_\_\_ Approved with Modifications  
\_\_\_\_\_ Denied \_\_\_\_\_ Deferred  
\_\_\_\_\_ Other

**Agenda Item # 4E**

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

	Aug	Sept	Oct	YTD
<b>Total Billed</b>	891,122.76	861,062.27	813,515.95	3,365,355.48
<b>Credit Type/Credit Code</b>				
W/OFF Bad Debt	(300.61)		0.63	(299.98)
W/OFF Bad Debt Deceased	612.13	1,529.56	-	7,548.86
W/OFF Bankruptcy			3,669.24	481.59
W/OFF Reduction Discount	33.93	1,462.24	2,268.39	6,640.50
W/OFF Carson City SS Membership		2,861.04	-	3,161.04
W/OFF Lyon County SS Membership			-	-
W/OFF Sierra Saver Membership	4,491.44	7,238.22	7,171.20	21,813.31
W/OFF SS Volunteer Membership			-	-
W/OFF SS Employee Membership		5,643.91	1,879.40	7,523.31
W/OFF Hardship		600.00	464.85	3,107.69
W/OFF Sent to Collections	55,793.90	28,910.57	25,779.59	138,106.39
<b>Total</b>	60,630.79	48,245.54	41,233.30	188,082.71
<b>Percentage of W/OFF to Billings</b>	6.80%	5.60%	5.07%	5.59%
 Total Billed Calls	379	365	341	1429

# Credit As Type Summary Report (Deposit Date)

Deposit Date IS BETWEEN 10/01/2023 AND 10/31/2023; 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 HARDSHIP OR W/OFF LYON COUNTY SS + MBR OR W/OFF REDUCTION/DISCOUNT OR W/OFF SENT TO COLLECTIONS OR W/OFF SIERRA SAVER

## EAST FORK FIRE PROTECTION DISTRICT

<u>Credit Type/Credit Code</u>	<u>Count</u>	<u>Dollars</u>
<b>Writeoffs</b>		
W/OFF BAD DEBT	1	0.63
W/OFF BAD DEBT - DECEASED	2	0.00
W/OFF BANKRUPTCY	3	3,669.24
W/OFF HARDSHIP	1	464.85
W/OFF REDUCTION/DISCOUNT	9	2,268.39
W/OFF SIERRA SAVER MBRSHIP	6	7,171.20
W/OFF SENT TO COLLECTIONS	60	25,779.59
W/OFF SIERRA SAVER EMPLOYEE	3	1,879.40
<b>Totals For Type</b>	<b>85</b>	<b>\$ 41,233.30</b>

## Company Totals

85

\$ 41,233.30

**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 September 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 September 2023.
  
3. **Funds Available:** NA **Amount:** \$249,023.53  
  
**Fund Name:** General **Account Number:** 335.001
  
4. **Prepared by:** Julie Andress, Accounting Specialist
  
5. **Meeting Date:** December 19, 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:**

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

9. **Board Action:**

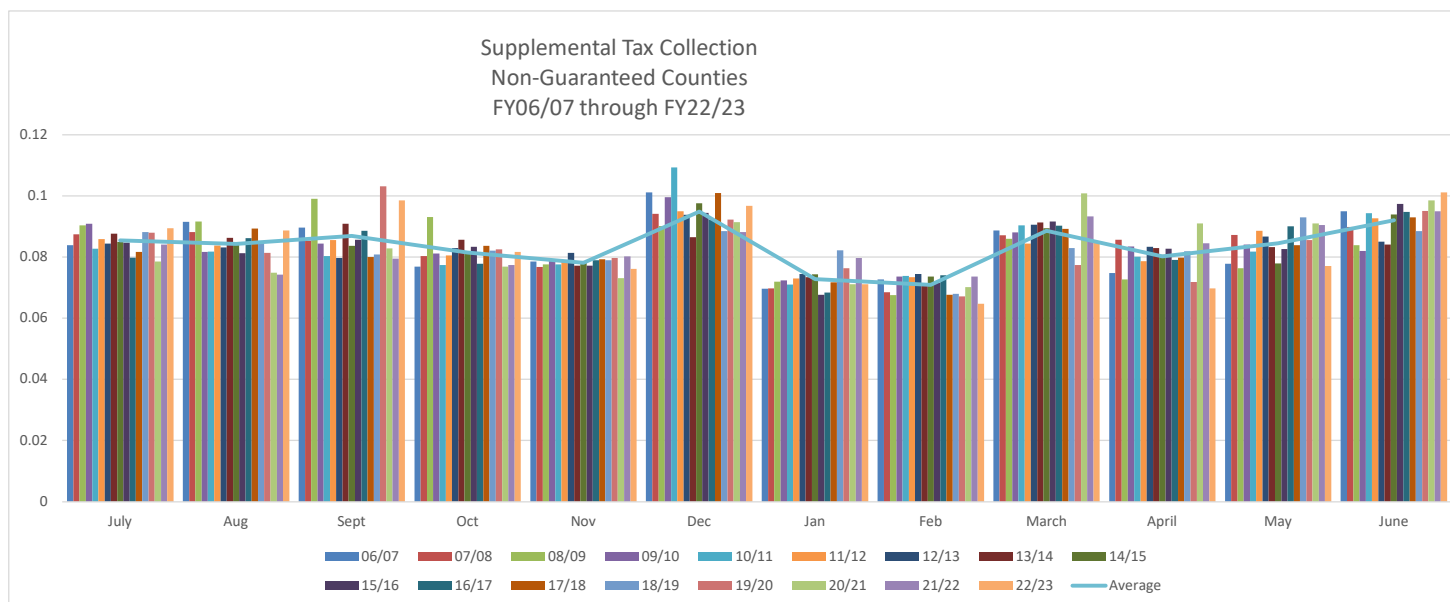
<u>          </u> Approved	<u>          </u> Approved with Modifications
<u>          </u> Denied	<u>          </u> Deferred
<u>          </u> Other	

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

% of year: 25.00%

Actual														%	
2023-24	July	August	September	October	November	December	January	February	March	April	May	June	Total		Collected
BCCRT	5,742,627	511,947.27	499,133.51	519,054.57									1,530,135.35	26.65%	
SCCRT	20,248,274	1,744,533.99	1,693,161.47	1,768,776.52									5,206,471.98	25.71%	
CIGARETTE	133,389	12,523.66	9,667.87	10,555.85									32,747.38	24.55%	
LIQUOR	76,583	8,434.64	6,237.61	5,270.22									19,942.47	26.04%	
RPTT **	1,243,174			394,697.05									394,697.05	31.75%	
GST	3,645,118	300,957.12	318,084.82	312,870.90									931,912.84	25.57%	
<b>TOTAL</b>	<b>31,089,165</b>	<b>2,578,396.68</b>	<b>2,526,285.28</b>	<b>3,011,225.11</b>	-	-	-	-	-	-	-	-	<b>8,115,907.07</b>	<b>26.11%</b>	
EFFPD Share	2,559,771														
Avg Monthly Payment	213,314														
Actual Payment		212,287.35	207,864.41	249,023.53									669,175.29	26.14%	
EFFPD Share of Total Collections		8.23%	8.23%	8.27%									8.25%		
Over/(Under) Average		(1,026.89)	(5,449.83)	35,709.29									29,232.57		

\*\* RPTT collected and remitted quarterly



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

# **East Fork Fire Protection District**

## **AGENDA ACTION SHEET**

- Title: 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.
- Recommended Motion:** Presentation only.
- Funds Available:** NA   **Amount:** NA  
**Fund Name:** NA   **Account Number:** NA
- Prepared by:** Tod F. Carlini, District Fire Chief and Amy Ray, Deputy Chief/Fire Marshal
- Meeting Date:** December 19, 2023                             **Time Required:** 20 minutes
- Agenda:** Administrative Agenda
- Background Information:** In July 2022 the Board directed Administration to put together a Resolution to adopt the *2018 International Fire Code* and all model codes as adopted by the Nevada State Fire Marshal's Division through its enactment of NAC 477, and as amended by the District, creating Resolution 2022-007, with an effective date of April 1, 2024, on the passage of the ordinance amending Douglas County Title 20.

Resolution 2022R-007 has been in place and enforced since January 1, 2023. The Administration has spent several months working with Douglas County Community Development on their proposed changes to Douglas County Code Title 20, which includes amendments to several model codes such as the *2018 International Fire Code* and *2018 International Wildland Urban Interface Code*. As a result of this cooperative effort, the decision was made to remove the requirements of the *2018 IFC* and *2018 IWUIC*, with amendments, from Title 20, thus referencing the District's adopted Resolution regarding these codes. As a result, the District would need to add administrative amendments to the current Resolution 2022R-007 to coincide with the proposed amendments by Douglas County Community Development, creating Resolution 2023R-011. The creation of this new Resolution will be extremely beneficial to the construction and development community, as it would provide alignment of the adopted model codes by both entities, including consistency in language, for regulation and enforcement. The new Resolution 2023R-011, to the highest degree possible, mirrors the Ordinance adopted by the Tahoe Douglas Fire Protection District, as they have been an active participant in these discussions as well. These changes to Title 20 would also include the removal of Tahoe Douglas amendments to the model codes, referencing the Resolution 011-2022 in effect in the Tahoe Douglas Fire Protection District.

Today's agenda item includes the presentation and first reading on the proposed Resolution 2023R-011, which includes minor administrative modifications and suggestions of Douglas County Community Development and the community.

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

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

**Agenda Item # 5**

**RESOLUTION NO. 2023R-011**  
RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
EAST FORK FIRE PROTECTION DISTRICT  
TO ESTABLISH REGULATIONS ADOPTING THE 2018 INTERNATIONAL FIRE CODE AND  
ALL MODEL CODES, WITH THE EXCEPTION OF THE 2018 INTERNATIONAL WILDLAND  
INTERFACE CODE, AS ADOPTED BY THE NEVADA STATE FIRE MARSHAL'S  
DIVISION THROUGH NAC 477 AND AS AMENDED BY THE DISTRICT

*WHEREAS*, the East Fork Fire Protection District is governed by NRS 474.010 through NRS 474.450; and,

*WHEREAS*, NRS 474.007 provides that the activities of a County Fire Protection District are separate from county activities and any other political subdivision in this State; and,

*WHEREAS*, NRS 474.160 general powers and duties, states that the Board of Directors shall manage and conduct the business and affairs of the County Fire Protection District, adopt and enforce all rules and regulations necessary for the administration of the District and for the furnishing of fire protection, thereto, which may include regulations relating to fire prevention; and,

*WHEREAS*, the Nevada State Fire Marshal's Division has delegated fire and life safety functions to the District through an Interlocal Agreement; and,

*WHEREAS*, the Interlocal Agreement allows the District to adopt regulations that meet or are more stringent than those model codes adopted under NAC 477, with amendments; and,

*WHEREAS*, the District has a legal and binding obligation to carry out the delegated authorities granted by the Nevada State Fire Marshal's Division within the boundaries of the District; and,

*WHEREAS*, the Board desires to adopt the regulations identified as Exhibit A attached hereto, including all amendments thereto; and,

*NOW, THEREFORE BE IT RESOLVED*, that the Board of Directors of the East Fork Fire Protection District hereby adopts regulations adopting the 2018 International Fire Code and all model codes, with the exception of the 2018 International Wildland Interface Code, as adopted by the Nevada State Fire Marshal's Division and Nevada Administrative Code 477 including those approved amendments by the District, effective upon passage.

ADOPTED this

VOTE:

Ayes \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Nays \_\_\_\_\_

\_\_\_\_\_



Absent \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Jacques Etchegoyhen, President  
Board of Directors  
East Fork Fire Protection District

Attest:

\_\_\_\_\_

Holly Megee, Board Clerk

**A resolution adopting the *International Fire Code, International Building Code, International Existing Building Code, ~~International Wildland Urban Interface Code~~, Uniform Mechanical Code and Uniform Plumbing Code* as regulation; prescribing regulations governing conditions hazardous to life and property from fire, hazardous materials or explosion; providing for the issuance of permits for hazardous uses or operations; and establishing a bureau of fire prevention and providing officers therefore and defining their powers and duties.**

The following changes are made to the 2018 edition of the *International Fire Code* as adopted by reference in NAC 477.281:

*“International Fuel Gas Code”* is deleted and replaced with “N.F.P.A. Standard 54, 2018 edition, or the most current version adopted by the Board for the Regulation of the Liquefied Petroleum Gas in NAC 590.610.”

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*“International Mechanical Code”* is deleted and replaced with “2018 *Uniform Mechanical Code.*”

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*“International Plumbing Code”* is deleted and replaced with “2018 *Uniform Plumbing Code.*”

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#### **Section 102.5 Application of residential code.**

Where structures are designed and constructed in accordance with the *International Residential Code*, the provisions of this code shall apply as follows:

1. Construction and design provisions of this code pertaining to the exterior of the structure shall apply including, but not limited to, premises identification, fire apparatus access and water supplies. The water supply shall be approved by the fire code official. Where interior or exterior systems or devices are installed, construction permits required by Section 105.7 shall apply, to include residential solar photovoltaic systems, ~~generators~~ and energy storage systems.

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2. Administrative, operational and maintenance provisions of this code shall apply.

#### **102.7 Referenced codes and standards.**

The codes and standards referenced in this code shall be the most current that are listed in Chapter 80, and such codes and standards shall be considered to be part of the requirements of this code to the prescribed extent of each such reference and as further regulated in Section 102.7.1 and 102.7.2.

#### **103.1 General.**

The department of fire prevention is established within the jurisdiction under the

direction of the *fire code official*. The function of the department shall be the implementation, administration and enforcement of the provisions of this code.

A. Except as otherwise provided the IFC shall be enforced by the department of fire prevention of the fire district having jurisdiction in the county, which is established and operated under the supervision of the chief of each fire district.

B. In all portions or sections within the boundaries of Douglas County where local fire protection districts have been formed for the purpose of fire protection, enforcement of the chapter shall be affected by the fire chief of the local district.

### **103.3 Deputies.**

The chief and members of the department of fire prevention have the ability to perform their duties pursuant to this code including the authority to issue citations for the violation of any and all provisions of the *International Fire Code* and NAC 477.

### **105.6.20 Hazardous materials.**

An operational permit is required to store, transport on site, dispense, use or handle hazardous materials in excess of the amounts listed in Table 105.6.20. When a permit is required to be obtained for hazardous materials, the Nevada Combined Agency Hazardous Material Facility Report must be completed and the appropriate fees paid.

### **Section 105.6.51 Fire Fighter Air Replenishment Systems.**

An operational permit is required to maintain a Fire Fighter Air Replenishment System.

### **Section 105.6.52 Emergency responder radio coverage system.**

An operational permit is required for the operation and maintenance of an emergency radio coverage system and related equipment, as specified in Section 510.

### **Section 105.6.53 Energy storage systems.**

An operational permit is required for stationary and mobile energy storage systems regulated by Section 1207 and NFPA 855.

### **Section 105.7.26 Firefighter air replenishment systems.**

A construction permit is required for installations of or modification to a Fire Fighter Air Replenishment System. The construction permit application shall include documentation of an acceptance and testing plan as specified in Section L103.2.

### **105.7.27 Energy storage systems.**

A construction permit is required to install energy storage systems regulated by Section 1207 and NFPA 855. Plans shall be submitted for review and approval.

### **~~105.7.28 Residential generators.~~**

~~A construction permit is required to install a generator for back-up power on a residential property. Plans shall be submitted for review and approval in accordance with Section 102.5 and Section 105.~~

### **Section 106 Fees.**

A fee for each permit shall be paid as required, in accordance with the schedule as established by the applicable governing authority. The applicant for a permit shall provide an estimated permit value at the time of application. Permit valuations shall include the total value of work, including materials and labor, for which the permit is being issued, such as electrical, gas, mechanical, plumbing equipment and permanent systems. If, in the opinion of the fire code official, the valuation is underestimated on the application, the permit shall be denied unless the applicant can show detailed estimates to meet the approval of the fire code official. Final permit valuation shall be set by the fire code official.

### **108.2 Testing and operation.**

All fire sprinkler systems, fire alarm systems, portable fire extinguishers, smoke detection systems, and other fire protective or extinguishing systems or appliances installed or required to be installed in a building which has a commercial or industrial occupancy shall have an annual maintenance inspection performed by a fire protection firm which is licensed by the Nevada State Fire Marshal. All costs for maintenance or repair shall be the responsibility of the property owner. A written report shall be forwarded to the fire protection agency having jurisdiction indicating the adequacy or inadequacy of the system.

### **109.1 Board of appeals established.**

In order to determine the suitability of alternate materials or other means of construction an appeal may be made to the East Fork Fire Board of Directors, who shall be the final authority on such appeal.

### **110.4 Violation penalties.**

Persons who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter, repair or do work in violation of the *approved construction documents* or directive of the *fire code official*, or of a permit or certificate used under provisions of this code, shall be guilty of a misdemeanor, punishable by a fine of not more than \$1000.00 dollars or by imprisonment not exceeding six months, or both such fine and imprisonment. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

### **Section 202 General Definitions.**

**Lithium metal polymer battery.** A storage battery that is similar to the lithium ion battery except that it has a lithium metal anode in the place of the traditional carbon or graphite anode.

**Nickel-metal hydride (Ni-MH).** An alkaline storage battery in which the positive active material is nickel oxide, the negative electrode is an intermetallic compound and the electrolyte is usually potassium hydroxide.

**High Rise Building.** A building with an occupied floor located more than 55 feet above the lowest level of fire department vehicle access.

**Factory Industrial F-1 Moderate-hazard occupancy.** Factory industrial uses that are not classified as Factory Industrial F-2 Low Hazard shall be classified as F-1 Moderate Hazard and shall include, but not be limited to, the following:

- Energy storage systems (ESS) in dedicated-use buildings

**Institutional Group I-2.** Institutional Group I-2 occupancy shall include buildings and structures used for medical care on a 24-hour basis for more than five persons who are not capable of self-preservation. All portions of a care facility which houses patients or residents which are classified by the State Board of Health as a 'Category 2 resident' and which has an occupant load of more than 10 residents, is classified as an 'I-1' occupancy classification. This group shall include, but not be limited to, the following:

- Foster care facilities
- Detoxification facilities
- Hospitals
- Nursing homes
- Psychiatric hospitals

**Institutional Group I-4, day care facilities.** Institutional Group I-4 shall include buildings and structures occupied by more than three persons of any age who receive custodial care for less than 24 hours by persons other than parents or guardians, relatives by blood, marriage, or adoption, and in a place other than the home of the person cared for. This group shall include, but not be limited to, the following:

Adult day care

- Adult day care
- Child day care

**Classification as Group E.** A child day care facility that provides care for more than five but not more than 100 children 2 1/2 years or less of age, where the rooms in which the children are cared for are located on a *level of exit discharge* serving such rooms and each of these child care rooms has an *exit* door directly to the exterior, shall be classified as Group E.

**Within a place of religious worship.** Rooms and spaces within places of religious worship providing such care during religious functions shall be classified as part of the primary occupancy.

**Six or fewer occupants receiving care.** A facility having six or fewer persons receiving custodial care shall be classified as part of the primary occupancy.

**Six or fewer occupants receiving care in a dwelling unit.** A facility such as the above within a dwelling unit and having six or fewer persons receiving custodial care shall be classified as a Group R-3 occupancy or shall comply with the International Residential Code.

**Residential Group R-1.** Residential Group R-1 occupancies containing *sleeping units* where the occupants are primarily transient in nature, including:

Boarding houses (transient) with more than 10 occupants

- Brothels

- Boarding houses (transient)*

- Congregate living facilities (transient) with more than 10 occupants

- Hotels (transient)

Motels (transient)

**Residential Group R-2.** Residential Group R-2 occupancies containing *sleeping units* or more than two *dwelling units* where the occupants are primarily permanent in nature, including:

- Apartment houses
- Congregate living facilities* (nontransient) with more than 16 occupants
- Boarding houses (nontransient)
- Convents
- Dormitories*
- Fraternities and sororities
- Monasteries
- Hotels (nontransient)
- Live/work units*
- Motels (nontransient)
- Vacation timeshare properties

**Residential Group R-3.** Residential occupancies where the occupants are primarily permanent in nature and not classified as Group R-1, R-2, R-4 or I, including:

- Buildings that do not contain more than two *dwelling units*
- Care facilities that provide accommodations for three or fewer persons receiving care
- Congregate living facilities* (nontransient) with 16 or fewer occupants
- Boarding houses (nontransient)
- Convents
- Dormitories*
- Fraternities and sororities
- Monasteries
- Congregate living facilities* (transient) with 10 or fewer occupants
- Boarding houses* (nontransient)
- Lodging houses* (transient) with five or fewer *guestrooms* and 10 or fewer occupants

**Residential Group R-4.** Residential Group R-4 shall include buildings, structures or portions thereof for more than five but not more than 16 persons, excluding staff, who reside on a 24-hour basis in a supervised residential environment and receive custodial care. Buildings of Group R-4 shall be classified as one of the occupancy conditions indicated below. This group shall include, but not be limited to, the following:

- Alcohol and drug centers
- Assisted living facilities
- Congregate care facilities
- Group homes
- Halfway houses
- Residential board and care facilities
- Reintegration facilities
- Social rehabilitation facilities
- Transient living facilities
- Group R-4 occupancies shall meet the requirements for construction as

defined for Group R-3, except as otherwise provided for in the *International Building Code*.

**Condition 1.** This occupancy condition shall include buildings in which all persons receiving custodial care, without any assistance, are capable of responding to an emergency situation to complete building evacuation.

**Condition 2.** This occupancy condition shall include buildings in which there are any persons receiving custodial care who require limited verbal or physical assistance while responding to an emergency situation to complete building evacuation.

**SPECIAL HAZARD FOR EMERGENCY SERVICE COMMUNICATIONS.** Construction features which have been found to limit communications as determined by the fire code official.

**TOWNHOUSE.** Per NRS 278.586 (6) b.: a unit that shares a common wall with two or more units. Therefore, a townhouse is not a “Residential dwelling unit”. All townhouses shall be constructed under the International Building Code. See Douglas County Code Title 20, Appendix B, Section R313.1.

**UNWANTED ALARM.** Any alarm that occurs that is not the result of a potentially hazardous condition.

**307.2 Permit required.** A permit shall be obtained from East Fork Fire in accordance with Section 105.6 prior to kindling a fire for recognized open burn, silvicultural or range or wildlife management practices, prevention or control of disease or pests, or vegetation management. Application for such approval shall only be presented by and permits issued to the *owner* of the land on which the fire is to be kindled.

**307.2.1 Burn barrels prohibited.** The use of burn barrels within the boundary of East Fork Fire Protection District is prohibited.

**307.2.2 Garbage Burning Prohibited:** Any person who attempts to burn or burns kitchen and table refuse, offal, swill, other parts and accumulation of animals (whether domestic or wild), vegetables, meats, fish, fowl, birds or fruits, waste matter and/or papers is in violation of this Chapter and Code Section.

**307.2.3 Rubbish Burning Prohibited:** Any person who attempts to burn or burns waste including, but not limited to, treated wood, construction debris, roofing materials, paper boxes, rags, moist grass clippings, old hay or straw, barn sweepings, railroad ties treated with creosote or other preservatives, latex paints and thinners, brushes, tools, wet storage, alkaline and lithium batteries, furniture, plastic pipe and fittings, galvanized pipe and fittings, and all other combustible materials deemed by East Fork Fire District having jurisdiction to be garbage, rubbish, or trash is in violation of this Chapter and Code Section.

**307.2.4 Toxic, Dangerous or Hydrocarbon Product Burning Prohibited:** Any person who attempts to burn or burns any combustible liquid, waste oil, gasoline, diesel fuel, alcohol or liquid byproducts of any commercial process is in violation of this Chapter and Code Section.

**307.2.5 Plastic or Rubber Products:** Any person who attempts to burn or burns any plastic or

rubber product, no matter what the chemical compound, unless cellulose base is over 95% by weight, is in violation of this Chapter and Code Section.

**307.2.6 Water Supply and Tools:** All Open Burns shall have a ready water supply and proper hand tools, or farm or heavy equipment available at the burn site that is sufficient to halt the spread of a fire that escapes control by the attendant.

**307.2.7 Exceptions:** Open Burning fires no more than five feet in diameter, used exclusively for heating livestock, or branding of livestock for lawful ownership identification, are exempted from the Permit requirements under this Chapter.

**307.2.8 Powers and Duties of Fire District:** East Fork Fire District and its officers or agents may, without further process of law, enter onto the private or public property of another for the purposes of investigating any smoke or fire observed, to determine if a Permit has been issued in accordance with this Section, and to determine if violations of Code Sections 307.2 through 307.13 inclusive, or state law or regulation have occurred.

**307.2.9 Cost of Extinguishment:** The fire district having jurisdiction and its officers or agents may initiate, through the East Fork Fire District Attorney, appropriate legal action to recover all costs incurred to extinguish any fire and/or remove fire debris or other material involved in any fire, ignited or maintained in violation of this Chapter. East Fork Fire District may record a lien against the real property where the Open Burn occurred in the amount of the costs incurred, and/or pursue all other appropriate legal remedies to recover the costs incurred.

**307.2.10 Penalty for Violation of Provisions:** Any person, persons, firm, partnership, trust, company, association, corporation, or other entity that violates any provision of this Chapter, is guilty of a misdemeanor, and is subject to a maximum fine of \$1000 and six months in jail for each violation.

**307.2.11 Suspension or Revocation of Permit:** The Fire Chief or his designee, of East Fork Fire District, may immediately suspend any permit issued under this Chapter by issuance of a "Stop Order" in writing to the attendant of the fire, or by posting the "Stop Order" visibly and conspicuously on the property where the Open Burn occurred or is expected to occur.

### **307.3 Extinguishment authority.**

Where open burning creates or adds to a hazardous situation, or a required permit for open burning has not been obtained, East Fork Fire, the fire agency having jurisdiction, its officers or agents may, without further process of law, extinguish any fire ignited or maintained in violation of the requirements or this Chapter.

NRS 474.550 Provides that: "Any person, firm, association, or agency which willfully or negligently causes a fire ... may be charged with the expense incurred in the extinguishing the fire..."

### **Section 307.4.3 Portable outdoor fireplaces.**

Portable outdoor fireplaces shall be used in accordance with manufacturer's instructions and shall not be operated within 15 feet (3048 mm) of a structure or combustible material.

Exception: Portable outdoor fireplaces used at one- and two-family *dwelling*s shall be used in accordance with manufacturer's instructions.

Section 308.1.4 is deleted in its entirety.



**Section 308.1.6.3 Sky lanterns.**

A person shall not release or cause to be released sky lantern or similar device with an open flame fuel source.

**Section 315.4.3 Pallets and Firewood**

The storage height for scrap pallets and all firewood shall be a maximum height of 10 feet (3048 mm) and such materials shall be stored and secured in a manner to assure stability and prevent the materials from slipping, sliding, toppling, collapsing, or falling.

**Section 319.4.1 Fire protection for cooking equipment.**

Cooking equipment shall be protected by automatic fire extinguishing systems in accordance with Sections 607.2 and 904.12.

**Section 320 Natural Gas Meter Protection.**

Section 320.1 General. A protective cover shall be provided over natural gas meter assemblies serving buildings, or portions thereof, located at an elevation of 5,800 feet (1767.48 m) or higher. The protective cover shall be designed to be equal to or greater than the Building Design Load (as determined by the Building Department having jurisdiction). The cover shall be approved by the natural gas supplier, shall be installed over the meter assembly, and securely supported to the ground or diagonally to the building wall. When supported to the ground, the footing of the supports shall extend a minimum of 6-inches (152.4 mm) below finished grade. Pre-cast concrete piers may be used in lieu of poured footings, provided they are placed on stable soil.

**Section 403.12.3.2 Training.**

Training for crowd managers shall be in compliance with the latest International Code Council or National Fire Protection Association’s standards or guidelines.

**Section 503.2.3 Surface.**

Fire apparatus access roads shall be designed and maintained to support the imposed loads of fire apparatus and shall be surfaced and paved so as to provide all-weather driving capabilities that are acceptable to and approved by the authority having jurisdiction.

Exception: Temporary access roads serving only buildings under construction are not required to be paved.

**Section 503.4 Obstruction of Fire apparatus access.**

Fire apparatus access roads shall not be obstructed in any manner, including the parking of vehicles. The minimum widths and clearances established in Sections 503.2.1 and 503.2.2 shall be maintained at all times. In addition to the penalty or code violation contained in Douglas County Code Title 20, and in addition to the regulation set forth in title 10, “Vehicles and Traffic”, vehicles in violation of this subsection may be cited or towed at the owner’s expense. The sheriff’s office is given concurrent jurisdiction with the East Fork Fire Chief in Douglas County to enforce the provisions of this title.

**505.1 Address identification.**

New and existing buildings must be provided with approved, maintained all-weather address numbers, building numbers or address identification. The address numbers, building numbers or address identification must be legible and placed in a position that is visible from the street or road fronting the property. The characters in address numbers, building numbers or address identification must contrast with their background. Address numbers, building numbers or address identification must be Arabic numbers or alphabetical letters. Each number, character and letter must be a minimum of 6 inches (152.4 mm) high for buildings that are within 50 feet of the street, 12 inches high for buildings that are within 51 to 100 feet of the street and 18 inches high for buildings that are over 100 feet from the street. Each number, character and letter must be a minimum stroke width of 0.5 inch (12.7 mm). Each character shall be 6 inches high with a minimum stroke width of ½-inch for residential occupancies. Where access is by means of a private road or driveway and the building cannot be viewed from the public way, a monument, pole or other sign or means must be used to identify the structure. Where required by fire code official, address identification shall be provided in additional approved locations to facilitate emergency response. The requirements of this paragraph can be adjusted to allow large Arabic numbers or alphabetical letters as required by the fire code official for the needs of campuses and complexes for planning and coordination as listed under N.F.P.A. 3000, 2018 edition. Address identification shall be maintained.

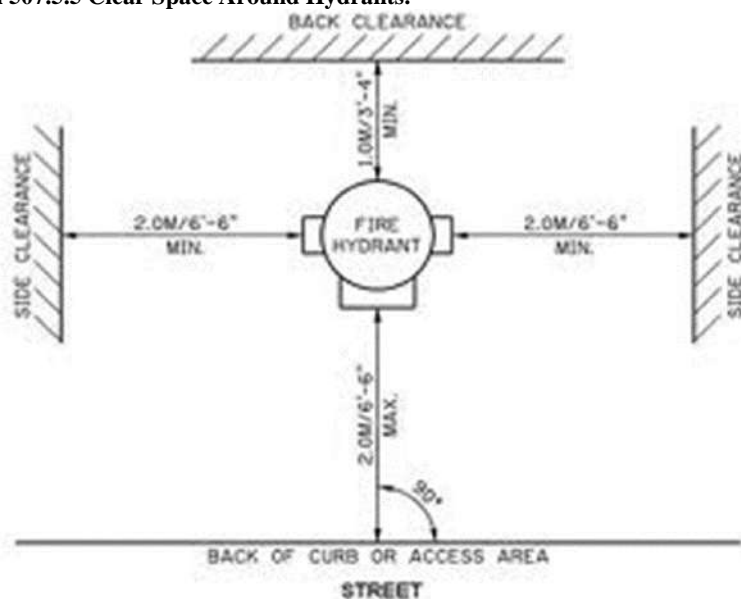
#### **Section 507.3 Fire Flow.**

Fire flow requirements for buildings or portions of buildings and facilities shall be determined by an approved method. Subject to the approval of the fire authority, if the required fire flow is not available for adequate fire protection, an approved automatic fire sprinkler system shall be installed throughout the building or buildings. The sprinkler system must meet the requirements of the appropriate N.F.P.A. standard. The provisions of this paragraph do not apply if a fire sprinkler system is otherwise required by this chapter or the adopted codes.

#### **Section 507.3.1 Fire Flow for Residential Construction.**

Fire flow for residential construction, in accordance with the requirements of Section 102.5 (1), shall be calculated in accordance with NFPA 1142. All residential plan submittals shall include the explanatory calculations in accordance with *International Wildland Urban Interface Code* Chapter 4. Calculations shall be based on the volume calculation of the total building area (that is everything under a roof, including garages, covered entry and covered patios).

### Section 507.5.5 Clear Space Around Hydrants.



**507.5.5 Diagram**

A 3-foot (914 mm) clear space shall be maintained around the circumference of fire hydrants, except as otherwise required or approved. In addition, a minimum clear space of seven and one-half feet (2286 mm) shall be maintained to both sides directly in front of the pumper connection. This requirement shall apply to any public or private property.

### Section 508.1.6 Required features.

The fire command center shall comply with NFPA 72 and shall contain the following features:

1. The emergency voice/alarm communication system control unit.
2. The fire department communications system.
3. Fire detection and alarm system annunciator.
4. Annunciator unit visually indicating the location of the elevators and whether they are operational.
5. Status indicators and controls for the air distribution systems.
6. The fire fighter's control panel required by Section 909.16 for smoke control systems installed in the building.
7. Controls for unlocking interior exit stairway doors simultaneously.
8. Sprinkler valve and water-flow detector display panels.
9. Emergency and standby power status indicators.
10. A telephone for fire department use with controlled access to the public telephone

system.

11. Fire pump status indicators.

12. Schematic building plans indicating the typical floor plan and detailing the building core, *means of egress*, *fire protection systems*, fire-fighter air-replenishment systems, fire-fighting equipment and fire department access, and the location of *fire walls*, *fire barriers*, *fire partitions*, *smoke barriers* and smoke partitions.

13. An approved Building Information Card that includes, but is not limited to, all of the following information:

13.1. General building information that includes: the number of floors in the building above and below grade, use, and occupancy classification (for mixed uses, identify the different types of occupancies on each floor) and the estimated building population during the day, night, and weekend;

13.2. Building emergency contact information that includes: a list of the building's emergency contacts including, but not limited to, building manager, building engineer and their respective work phone number, cell phone number and e-mail address;

13.3. Building construction information that includes: type of building construction including but not limited to floors, walls, columns and roof assembly;

13.4. Exit access stairway and exit stairway information that includes: number of exit access stairways and exit stairways in building; each exit access stairway and exit stairway designation and floors served; location where each exit access stairway and exit stairway discharges, interior exit stairways that are pressurized; exit stairways that are provided with emergency lighting; each exit stairway that allows reentry; exit stairways providing roof access; elevator information that includes: number of elevator banks, elevator bank designation, elevator car numbers and respective floors that they serve; location of elevator machine rooms, control rooms, and control spaces; location of sky lobby; and location of freight elevator banks;

13.5. Building Services and system information that includes: location of mechanical rooms, location of building management system, location and capacity of all fuel oil tanks, location of emergency generator and locations of natural gas service.

13.6. Fire protection system information that includes: location of standpipes, location of fire pump room, location of fire department connections, floors protected by automatic sprinklers and location of different types of automatic sprinkler systems installed including but not limited to dry, wet, and pre-action;

13.7. Hazardous material information that includes: location and quantity of hazardous material;

14. Work table.

15. Generator supervision devices, manual start and transfer features.

16. Public address system, where specifically required by other sections of this code.

17. Elevator fire recall switch in accordance with ASME A17.1/CSA B44.

18. Elevator emergency or standby power selector switch(es), where emergency or standby power is provided.

19. The central control station shall be provided with heating, cooling, and ventilation (HVAC) systems that are independent of any other building system or area. HVAC for the central control station shall be connected to the emergency power system.

20. Lighting shall provide adequate illumination and shall be on emergency

service with additional battery backup emergency lighting.

21. Inside Telephone Line. A telephone connected to the premise's telephone exchange shall be provided. A current premise's telephone directory shall be placed next to this telephone.

22. The main switch for disconnecting the utility power and any alternate power sources shall be in the fire command center. Switches shall be covered to prevent utility power feeds and any alternate power sources before entering the building. After the switch is operated, no live electrical panels, conductors, or feeds within the premises shall remain energized excluding the emergency electrical circuits.

### **510.1 Emergency responder radio coverage in new buildings.**

Emergency responder radio coverage systems must be provided throughout any building that meets one of the following standards:

1. *High-rise buildings:* Buildings with a floor used for human occupancy that is located more than 55 feet above the lowest level of fire department vehicle access.
2. *Underground and below-grade buildings:* Buildings with a floor level that is below the finished floor of the lowest level of the exit discharge of any level.
3. *Other buildings:* The fire code official is authorized to require a technical opinion and report, in accordance with section 104.7.2, for buildings whose design, due to location, size, construction type or other factors, could impede radio coverage as required by section 510.4.1. The report shall make a recommendation regarding the need for an emergency responder radio coverage system.

The installation of the Emergency Responder Radio Coverage shall be in accordance with the IFC and NFPA 1225.

### **510.2 Emergency responder radio coverage in existing buildings.**

Existing buildings, other than buildings with an occupational classification of Residential Group R-3, which do not have approved radio coverage for emergency responders in the building based on existing coverage levels of the public safety communications systems, must be *equipped* with such coverage according to one of the following conditions:

1. Existing buildings that do not have approved radio coverage, as determined by the Fire Chief, in accordance with section 510.4.1.
2. Where an existing wired communication system cannot be repaired or is being replaced.
3. Within a time frame established by the adopting authority.

Exception: An existing building is not required to be equipped with such coverage where the fire code official determines that the radio coverage for emergency responders is not needed.

The installation of the Emergency Responder Radio Coverage shall be in accordance with the IFC and NFPA 1225.

#### **604.3.2 Service disconnect location.**

The service disconnecting means shall be installed at a readily accessible location outside of a building or structure inside nearest the point of entrance of the service conductors. The disconnecting means may be located independent of the building or structure served, in direct line of sight, but not to exceed thirty (30) feet.

*Exception:* The service disconnecting means may be installed within a building when an external remote shunt trip switch is provided. All shunt trip switches shall be located at seven feet (7') above finish grade at a location approved by the fire department. All shunt trip switches shall be located within twelve inches (12") equilateral triangle, red in color.

#### **Section 704.3 Wood-burning appliances and flue shafts.**

The interior of any firewood-burning fireplace enclosure and flue shaft constructed of combustible framing materials shall be completely lined with taped 5/8" type "X" drywall.

#### **Section 901.11 Problematic unwanted fire alarms.**

Problematic unwanted fire alarms are a violation of this code. When a fire alarm system is required by this code, it shall be the responsibility of the property owner or owner's authorized agent to maintain the system and properly educate occupants, tenants, and/or employees in accepted behavioral practices that will minimize or eliminate false and/or nuisance alarms. This includes nuisance activations in response to predictable environmental stimuli such as but not limited to cooking fumes, smoking, and construction activities. Where unwanted alarms become repetitive, the fire code official is authorized to charge fees or issue administrative citations to the property owner in accordance with the [Incident Reimbursement Rate](#) fee schedule or administrative code as established by the [applicable governing authority East Fork Fire Protection District](#).

#### **Section 901.4.6.2 Marking on access door.**

Access doors for automatic sprinkler system riser rooms and fire pump rooms shall be labeled with an approved and maintained approved all-weather sign. The lettering shall be in contrasting color to the background. Letters shall have a minimum height of 2 inches (51 mm) with a minimum stroke of 3/8 inch (10 mm).

#### **Section 903.2 Where Required.**

Approved automatic sprinkler systems in new buildings and structures shall be provided in the locations described in Sections 903.2.1 through 903.2.12.

In all occupancies except group R-3 and U occupancies, a building that is more than two stories in height, including any height added by usable floor space, must have an automatic sprinkler system throughout. Any open parking garage and any airport control tower is exempt from this requirement to install an automatic sprinkler system.

*Exception:* Spaces or areas in telecommunications buildings used exclusively for telecommunications equipment, associated electrical power distribution equipment, batteries and standby engines, provided those spaces or areas are equipped throughout with an automatic smoke detection system in accordance with Section 907.2 and are

separated from the remainder of the building by not less than 1-hour fire barriers constructed in accordance with Section 707 of the International Building Code or not less than 2-hour horizontal assemblies constructed in accordance with Section 711 of the *International Building Code*, or both.

#### **Section 903.2.1.2 Group A-2.**

An automatic sprinkler system shall be provided for Group A-2 occupancies and throughout all stories from the Group A-2 occupancy to and including the levels of exit discharge serving that occupancy where one of the following conditions exists:

1. The fire area exceeds 5,000 square feet (464 m<sup>2</sup>).
2. The fire area has an occupant load of 100 or more.
3. The fire area is located on a floor other than a level of exit discharge serving such occupancies.

Occupancies containing a casino, regardless of occupancy classification, must be designed and built with a sprinkler system classified as an Ordinary Hazard Group 2.

#### **903.2.8.5 Required automatic fire sprinkler systems in IBC structures.**

————All new structures built under the requirements of the *International Building Code* and greater than or equal to 5,000 square feet and greater than 2 stories in height, shall be required to install an automatic fire sprinkler system in accordance with NFPA 13 or NFPA 13R. This requirement applies to all A, B, E, F, H, I, M, R, S and U Occupancies. This requirement shall be in addition to any other requirements as listed in NRS 278.586 Section 6(6), IFC Section 102.5, NFPA 1142, or as per this Regulation. The system shall be installed by a contractor licensed in the State of Nevada. This requirement shall apply to any addition that increases the square footage to greater than or equal to 5,000 square feet, in accordance with NRS 278.586. Fire areas may be separated in accordance with IBC 707.3.10, or as required. Pursuant to NRS 278.586 Section 6(6). As used in this section:

(a) “Automatic fire sprinkler system” has the meaning ascribed to it in NRS 202.580.

(b) “Residential dwelling unit” does not include a condominium unit, an apartment unit or a townhouse unit that shares a common wall with more than one other such unit.

Exception:

Airport towers and open parking garages complying with IBC 406.5 are exempt from this table.

#### **903.2.8.6 Required automatic fire sprinkler systems in IRC structures.**

All new structures built under the requirements of the *International Residential Code* and greater than or equal to 5,000 square feet of living space, shall be required to install a residential automatic fire sprinkler system in accordance with NFPA 13D. This system shall be extended to and include protection in the garage. This requirement shall be in addition to any other requirements as listed in NRS 278.586 Section 6(6), IFC Section 102.5, NFPA 1142, *International Wildland Urban Interface Code* or as per this Regulation. The system shall be installed by a contractor licensed in the State of Nevada. This requirement shall apply to any addition that increases the living space to greater than or equal to 5,000 square feet, in

accordance with NRS 278.586. Fire walls and fire barriers shall not be used to separate fire areas within the living space. This shall include accessory dwellings. Pursuant to NRS 278.586 Section 6(6) 6. As used in this section:

(a) "Automatic fire sprinkler system" has the meaning ascribed to it in NRS 202.580.

(b) "Residential dwelling unit" does not include a condominium unit, an apartment unit or a townhouse unit that shares a common wall with more than one other such unit.

Exception:

Accessory structures are exempt from the requirement for installation of residential fire sprinklers, but are not exempted from the requirements for fire flow in accordance with Sections 507.3 and 507.3.1 of these Regulations.

~~Table 903.2.8.5 Required Automatic Sprinklers.~~

Table 903.2.8.5<sup>(a)</sup>  
(Commercial Structures)

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

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

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

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

~~Table 903.2.9.3 Required Automatic Sprinklers IRC Structures.~~

Table 903.2.9.3<sup>(a,b,e,d,e)</sup>  
(Residential Structures)

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

Fire Jurisdiction	Fire Flow/Water Source Availability	Type of structure <sup>(c,d)</sup>	Fire Area In square feet <sup>(e)</sup>	High Wildland Fire Hazard Classification Area	Building Height



<del>East Fork Fire Protection District</del>	<del>=====</del>	<del>New Existing</del>	<del>≥5,000</del>	<del>=====</del>	<del>=====</del>
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- a. ~~This table is in addition to any other automatic sprinkler requirements in this code. The use of firewalls and fire barriers shall not be allowed to be used to reduce the size of fire areas.~~
- b. ~~See section 907.2.10.2.1 for alarm requirements for existing structures.~~
- c. ~~Accessory structures are exempt from this table. Accessory dwellings are not exempt from this table.~~
- d. ~~Any addition or remodel that increases the fire area to ≥ 5,000 square feet.~~
- e. ~~See Section 507.3.4~~

**Section 903.2.3 Group E.**

An automatic sprinkler system shall be provided for Group E occupancies as follows:

1. Throughout all Group E fire areas greater than 5,000 square feet (1115 m2) in area.
2. The Group E fire area is located on a floor other than a level of exit discharge serving such occupancies.

Exception: An automatic sprinkler system is not required in any area below the lowest level of exit discharge serving that area where every classroom throughout the building has at least one exterior exit door at ground level.

3. The Group E fire area has an occupant load of 300 or more.

Exception: In buildings where every classroom has not fewer than one exterior exit door at ground level, an automatic sprinkler system is not required in any area below the lowest.

4. Daycare facilities where there is occupancy from 12:00 am to 6:00 am and care for 7 or more children.

In high schools where, automatic fire sprinkler systems are provided, the automatic fire sprinkler systems for automotive and woodworking shops must be designed to Ordinary Hazard, Group 1 automatic fire sprinkler systems criteria, or as required by the authority having jurisdiction.

**Section 903.3.1.1 NFPA 13 Sprinkler Systems.**

Where the provisions of this code require that a building or portion thereof be equipped throughout with an automatic sprinkler system in accordance with this section, sprinklers shall be installed throughout in accordance with NFPA 13 except as provided in Section 903.3.1.1.1 or 903.1.1.2. An R-1 or R-2 occupancy that has more than two stories must have an NFPA 13 system installed.

**Section 903.3.1.2 NFPA 13R Sprinkler System.**

Automatic sprinkler systems in Group R occupancies up to and including two stories in height shall be permitted to be installed throughout in accordance with NFPA 13R. An R-1 or R-2 occupancy that has more than two stories shall have an N.F.P.A. 13 system installed.

**903.4 Sprinkler system supervision and alarms.**

All valves controlling the water supply for automatic sprinkler systems, pumps, tanks, water levels and temperatures, critical air pressures and water-flow switches on all sprinkler

systems shall be electrically supervised by a listed fire alarm control unit.

Exceptions:

1. Automatic sprinkler systems protecting one-and two-family dwellings.
2. Limited area systems in accordance with Section 903.3.8.
3. Automatic sprinkler systems installed in accordance with NFPA 13R where a common supply main is used to supply both domestic water and the automatic sprinkler system, and a separate shutoff valve for the automatic sprinkler system is not provided.
4. Jockey pump control valves that are sealed or locked in the open position.
5. Control valves to commercial kitchen hoods, paint spray booths or dip tanks that are sealed or locked in the open position. This exception will not apply to any of the above-mentioned control valves if they are located in a building equipped with any fire alarm or protection system that is required to be monitored by a central station fire alarm company.
6. Valves controlling the fuel supply to fire pump engines that are sealed or locked in the open position.
7. Trim valves to pressure switches in dry, pre-action and deluge sprinkler systems that are sealed or locked in the open position.

#### **Section 903.4.2 Alarms.**

An approved alarm notification appliance, located on the exterior of the building in an *approved* location, shall be connected to each *automatic sprinkler system*. Approved alarm notification appliances shall be provided within each tenant space on the interior of the building and in an approved location. Such sprinkler waterflow alarm devices shall be activated by water flow equivalent to the flow of a single sprinkler of the smallest orifice size installed in the system. Where a fire alarm system is installed, actuation of the *automatic sprinkler system* shall actuate the building fire alarm system. When residential (single family dwelling) automatic sprinkler systems are provided, water flow activation shall provide occupant notification at all occupied levels and sleeping units, with minimum audible notification level of 75 dba sound pressure at pillow height. Where a fire alarm system is installed, actuation of the automatic sprinkler system shall actuate the building fire alarm system

#### **Section 903.4.3 Floor control valves.**

Approved supervised indicating control valves shall be provided at the point of connection to the riser on each floor in buildings two stories or greater and in any building that contains a basement.

#### **Section 906.2 General requirements.**

Portable fire extinguishers shall be selected, installed, and maintained in accordance with this section and NFPA 10. The internal components of carbon dioxide, wet chemical, halogenated agent, aqueous film-forming foam (AFFF) and film-forming fluoroprotein (FFFP) portable fire extinguishers shall be examined in accordance with N.F.P.A. Standard 10, 2018 edition, table 7.3.3.1. The internal components of all other portable fire extinguishers shall be examined annually.

Exceptions:

1. Travel distance to reach an extinguisher shall not apply to the spectator seating

portions of Group A-5 occupancies.

2. Thirty-day inspections shall not be required, and maintenance shall be allowed to be annually for dry-chemical or halogenated agent portable fire extinguishers that are supervised by a listed and approved electronic monitoring device, provided that all of the following conditions are met:
  - 2.1 Electronic monitoring shall confirm that extinguishers are properly positioned, properly charged and unobstructed.
  - 2.2 Loss of power or circuit continuity to the electronic monitoring device shall initiate a trouble signal.
  - 2.3 The extinguishers shall be installed inside of a building or cabinet in a noncorrosive environment.
  - 2.4 Electronic monitoring devices and supervisory circuits shall be tested annually when extinguisher maintenance is performed.
  - 2.5 A written log of required hydrostatic test dates for extinguishers shall be maintained by the owner to verify that hydrostatic tests are conducted at the frequency required by NFPA 10.
3. In Group I-3, portable fire extinguishers shall be permitted to be located at staff locations.

Carbon dioxide, wet chemical, halogenated agent, AFFF and FFFP portable fire extinguishers shall be internally examined in accordance with NFPA 10. All other portable fire extinguishers shall be internally examined annually.

#### **Section 907.2.9.4 Automatic smoke detection systems in Group R-4.**

An automatic smoke detection system that activates the occupant notification system in accordance with Section 907.5 shall be installed in corridors, waiting areas open to corridors and habitable spaces other than sleeping units and kitchens.

Exceptions:

1. Smoke detection in habitable spaces is not required where the facility is equipped throughout with an automatic sprinkler system installed in accordance with Section 903.3.1.1.
2. An automatic smoke detection system is not required in buildings that do not have interior corridors serving sleeping units and where each sleeping unit has a means of egress door opening directly to an exit or to an exterior exit access that leads directly to an exit.

#### **Section 907.2.10.2.1 Alternative to single- and multiple-station smoke alarms.**

Fire alarm in place of single and multiple-station smoke alarms may be replaced by an NFPA 72 Household compliant fire alarm system. Plans shall be submitted to the local fire authority and permit obtained prior to installation. All fire alarm installation contractors shall be required to be licensed by both the Nevada State Contractors Board and Nevada State Fire Marshal (F license).

#### **~~Section 907.2.10.2.2 Monitored Household Fire Alarm System.~~**

~~All new dwelling units built under the requirements of the *International Residential Code* and greater than 1000 feet from a fire hydrant shall have a monitored household fire alarm~~

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~~system installed in accordance with NFPA 72, Chapter 29. This requirement shall be in addition to any other requirements as listed in Section 102.5 or as under the Code. The system shall be maintained and monitored throughout the life of the structure, including annual servicing by a contractor licensed in the State of Nevada.~~

#### **Section 907.5.2.1.1 Average Sound Pressure.**

The audible alarm notification appliances shall provide a sound pressure level of 15 decibels (dBA) above the average ambient sound level or 5 dBA above the maximum sound level having a duration of at least 60 seconds, whichever is greater, in every occupiable space within the building.

The minimum sound pressure levels shall be 90 dBA in mechanical equipment rooms and 80 dBA in all other occupancies.

#### **Section 907.5.2.3 Visible Alarms**

Visible alarm notification appliances shall be provided in accordance with Sections 907.5.2.3.1 through 907.5.2.3.3.

Exceptions:

1. Visible alarm notification appliances are not required in *alterations*, except where an existing fire alarm system is upgraded or replaced, or a new fire alarm system is installed.
2. Visible alarm notification appliances shall not be required in *exits* as defined in Chapter 2.
3. Visible alarm notification appliances shall not be required in elevator cars.
4. Visual alarm notification appliances are not required in critical care areas of Group I-2, Condition 2 occupancies that are in compliance with Section 907.2.6, Exception 2.
5. Visible alarm notification appliances are not required in storage rooms, electrical rooms and mechanical rooms that are not normally occupied and are less than 400 square feet.
6. Visible alarm notification appliances are not required in janitor closets.

#### **Section 907.10 Smoke alarm maintenance**

Smoke alarms shall be tested and maintained in accordance with the manufacturer's instructions. Smoke alarms shall be replaced when they fail to respond to operability tests, or when they exceed 10 years from the date of manufacture, unless an earlier replacement is specified in the manufacturer's published instructions. The provisions of this section apply when any work that requires a permit is conducted on a new or existing building or structure.

#### **Section 910.1 General (Smoke and Heat Removal).**

Where required by this code or otherwise installed, smoke and heat vents or mechanical smoke exhaust systems and draft curtains shall conform to the requirements of this section.

Exceptions:

1. Frozen food warehouses used solely for storage of Class I and II commodities where protected by an approved automatic sprinkler system.
2. Automatic smoke and heat vents are not required within areas of buildings

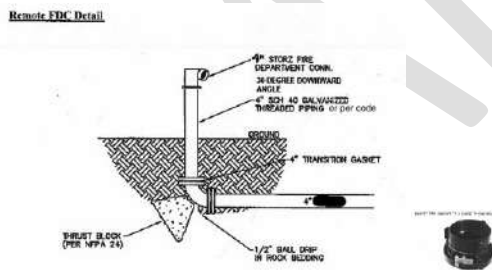
equipped with early suppression fast-response (ESFR) sprinklers unless the area of a Group F-1 or S-1 occupancy protected with the ESFR sprinklers has an exit access travel distance of more than 250 feet (76 200 mm).

### Section 910.2.2 High-piled combustible storage.

Smoke and heat removal required by Table 3206.2 for buildings and portions thereof containing high-piled combustible storage shall be installed in accordance with Section 910.3 in unsprinklered buildings. In buildings and portions thereof containing high-piled combustible storage equipped throughout with an automatic sprinkler system in accordance with Section 903.3.1.1, a smoke and heat removal system shall be installed in accordance with 910.3 or 910.4. Smoke and heat vents shall be activated by manual controls only per Section 910.4. In occupied portions of a building equipped throughout with an automatic sprinkler system in accordance with Section 903.3.1.1 where the upper surface of the story is not a roof assembly, a mechanical smoke removal system in accordance with 910.4 shall be installed.

### 912.1 Installation.

Fire department connections shall be installed in accordance with the NFPA standard applicable to the system design and shall comply with Sections 912.2 through 912.7. The fire department connection in the East Fork Fire Protection District shall be provided as below:



### Section 912.5 Signs.

An approved all-weather sign with raised letters not less than 1 inch (25 mm) in size indicating the building address or areas served by the fire department connections serving automatic sprinklers, standpipes or fire pump connections shall be mounted on all fire department connections serving automatic sprinklers, standpipes or fire pump connections. Such signs shall read: AUTOMATIC SPRINKLERS or STANDPIPES or TEST CONNECTION or a combination thereof as applicable. Where the fire department connection does not serve the entire building, a sign shall be provided on the fire department connection indicating the portions of the building served or as required by the fire code official.

### Section 913.4 Valve Supervision.

Where provided, the fire pump suction, discharge and bypass valves, and the isolation valves on the backflow prevention device or assembly shall be supervised open by one of the following methods.

1. Central-station, proprietary or remote-station signaling service.
2. Local signaling service that will cause the sounding of an audible signal at a constantly attended location.

#### **915.1.1 Where required.**

Carbon monoxide detection shall be provided in Group I-1, I-2, I-4 and R, including, without limitation, Residential Group R-3 occupancies used for transient occupancy of less than 30 days, and in classrooms in Group E occupancies in the locations specified in Section 915.2 where any of the conditions in Sections 915.1.2 through 915.1.6 exist.

#### **1010.1.10 Panic and fire exit hardware**

Swinging doors serving a Group H occupancy and swinging doors serving rooms or spaces with an *occupant load* of 50 or more in a Group A or E occupancy shall not be provided with a latch or lock other than *panic hardware* or *fire exit hardware*.

Exceptions:

1. A main *exit* of a Group A occupancy shall be permitted to have locking devices in accordance with Section 1010.1.9.4, Item 2.
2. Doors provided with *panic hardware* or *fire exit hardware* and serving a Group A or E occupancy shall be permitted to be electrically locked in accordance with Section 1010.1.9.9 or 1010.1.9.10.

Exit or exit access doors serving transformer vaults, rooms designated for batteries or energy storage systems, or modular data centers shall be equipped with panic hardware or fire exit hardware. Rooms containing electrical equipment rated 800 amperes or more that contain overcurrent devices, switching devices or control devices and where the exit or exit access door is less than 25 feet (7620 mm) from the equipment working space as required by NFPA 70, such doors shall not be provided with a latch or lock other than panic hardware or fire exit hardware. The doors shall swing in the direction of egress travel.

#### **Section 1023.9.1 Signage requirements.**

Stairway identification signs shall comply with all of the following requirements:

1. The signs shall be a minimum size of 18 inches (457 mm) by 12 inches (305 mm).
2. The letters designating the identification of the interior exit stairway and ramp shall be not less than 1 ½ inches (38 mm) in height.
3. The number designating the floor level shall be not less than 5 inches (127 mm) in height and located in the center of the sign.
4. Other lettering and numbers shall be not less than 1 inch (25 mm) in height.
5. Characters and their background shall have a non-glare finish. Characters shall contrast with their background, with either light characters on a dark background or dark characters on a light background.
6. Where signs required by Section 1023.9 are installed in the interior exit stairways and ramps of buildings subject to Section 1025, the signs shall be made of the same materials as required by Section 1025.4.
7. The background color of the sign shall be green if roof access is available from

the signed stairway. The background color of the signs shall be red if roof access is not available from the signed stairway.

#### **1204.2.1 Solar photovoltaic systems for Group R-3 buildings.**

Solar photovoltaic systems

for Group R-3 buildings shall comply with Sections 1204.2.1.1 through 1204.2.1.3. A construction permit shall be obtained in accordance with IFC Section 102.5 and Section 105.

*Exceptions:*

These requirements shall not apply to roofs with slopes of 2 units vertical in 12 units horizontal or less.

#### **Section 2809.1 General (Exterior Storage).**

Exterior storage of finished lumber products, fire wood, chips, hogged material and associated raw products shall comply with Sections 2809.1 through 2809.5.

#### **3104.3 Label.**

Membrane structures or tents shall have a permanently affixed label bearing the following information:

1. The identification of size and fabric or material type.
2. The names and addresses of the manufacturers of the tent or air-supported structure.
3. A statement that the fabric or material meets the requirements of Section 3104.2.
4. If treated, the date the fabric or material was last treated with flame-retardant solution, the trade name or kind of chemical used in treatment, name of person or firm treating the fabric or material, and name of testing agency and test standard by which the fabric or material was tested.
5. If untreated, a statement that no treatment was applied when the fabric or material met the requirements of Section 3104.2.

#### **3209.4 Automated rack storage.**

High-piled storage areas with automated rack storage shall be provided with a manually activated emergency shutdown switch. High-piled storage areas with automated rack storage shall be provided with a manually activated emergency shutdown switch and automatic shutdown in accordance with Sections 3209.4.1 and 3209.4.2.

##### **3209.4.1 Manual activated shutdown.**

A manually activated switch shall be provided to initiate the approved automatic shutdown process. The switch shall be clearly identified and shall be in a location approved by the fire code official.

##### **3209.4.2 Automatic shutdown.**

Automatic shutdown shall be required for high-piled combustible storage areas greater than 500 square feet (46 m<sup>2</sup>). The approved automatic shutdown process shall commence upon any of the following events:

1. Water flow is detected in the automatic sprinkler system, if present.
2. Activation of the fire detection system, if present.

### **Section 3903.3 Location.**

The extraction equipment and extraction processes utilizing hydrocarbon solvents shall be located in a room or area dedicated to extraction. For other than CO<sub>2</sub> and nonhazardous extraction process, the extraction equipment and process shall be located in a room of noncombustible construction dedicated to the extraction process and the room shall not be used for any other purpose.

### **Section 3903.5 Use of flammable and combustible liquids.**

Extraction and post oil processing operations, including dispensing of flammable liquids between containers, shall be performed in one of the following locations:

1. A chemical fume hood in accordance with Chapter of NFPA 45.
2. A room with an approved exhaust system installed in accordance with the *International Mechanical Code* or *Uniform Mechanical Code*.

Electrical equipment used within the hazardous exhaust fume hood shall be rated for use in flammable atmospheres. Heating of flammable or combustible liquids over an open flame is prohibited.

*Exception 1:* The use of a heating element not rated for flammable atmospheres, where documentation from the manufacture, or approved testing laboratory indicates the element is rated for heating of flammable liquids.

*Exception 2:* Unheated processes at atmospheric pressure using less than 16 oz. (473 ml) of flammable liquids shall not be required to comply with 3903.5(1) or 3903.5(2).

### **Section 3903.5.1 Electrical components.**

All electrical components within the chemical fume hood or exhausted enclosure shall be approved permanent wiring, interlocked such that the exhaust system shall be in operation for lighting and components to be used.

### **Section 3903.6 Liquefied petroleum gas.**

Liquefied petroleum gases (LPG) shall not be released to the atmosphere except where released in accordance with Section 7.3 of NFPA 58. LPG liquid piping systems shall be in compliance with NFPA 58.

#### **Section 3903.6.1 Exhaust.**

An approved exhaust system shall be provided for LPG extractions.

##### **Section 3903.6.1.1 Installation.**

The exhaust systems shall be installed and maintained in accordance with the Uniform Mechanical Code as adopted by the Authority Having Jurisdiction.

##### **Section 3903.6.1.2 Processes.**

All LPG extraction operations, including processes for off-gassing spent plant material and oil retrieval, shall be conducted within a chemical fume hood, enclosure, or room in compliance with the International or Uniform Mechanical Code as adopted by the Authority Having Jurisdiction and the Board for the Regulation of the Liquefied Petroleum Gas.



**Section 3903.6.2 Electrical bonding and grounding.**

All conductive equipment and conductive objects within the exhaust room shall be bonded and grounded with a resistance of less than  $1.0 \times 10^6$  ohms in accordance with NFPA 70.

**Section 3903.6.2.1 Classified areas.**

The area within a hood or enclosure used of LPG extractions shall be classified as a Class 1, Division 1 hazardous location in accordance with NFPA 70. Areas adjacent to Class 1, Division 1 locations shall be classified in accordance with NFPA 70.

**Section 3903.6.2.2 Interlocks.**

All electrical components within the extraction room shall be interlocked with the hazardous exhaust system such that room lighting and other extraction room electrical equipment will only operate when the exhaust system is in operation.

**Section 3903.6.2.3 Emergency power.**

An automatic emergency power system shall be provided for the following items, when installed:

1. Extraction room lighting
2. Extraction room ventilation system
3. Solvent gas detection system

**Section 3903.6.2.4 Gas detection systems.**

Gas detection systems shall be provided with constant non-interlocked power.

**Section 3903.7 Carbon dioxide extraction.**

Carbon Dioxide extraction shall comply with sections 3903.7.1, 3903.7.2, and 3903.7.3.

**Section 3903.7.1 Storage and handling.**

All CO<sub>2</sub> compressed gas cylinders shall be secured in approved method to prevent falling.

**Section 3903.7.2 CO<sub>2</sub> gas detection.**

An approved, listed CO<sub>2</sub> detection system complying with 5307.4.3 shall be installed in the CO<sub>2</sub> extraction room. Auto-calibrating and self-zeroing devices or detectors shall be prohibited.

**Section 3903.7.3 CO<sub>2</sub> discharge.**

The extraction equipment pressure relief devices and blow-off valves shall be piped to the exterior of the building.

**Section 3903.8 Means of egress.**

For extraction rooms using hazardous materials, each room shall be provided with at least one exit access door complying with the following:

1. The door shall swing in the direction of egress travel.
2. The door shall be provided with a self-closing or automatic closing device.
3. The door shall be equipped with panic or fire exit hardware.
4. The exit access travel distance cannot be increased as allowed in Section 1017.2.2 for extraction/cultivation facilities.

**Section 3903.9 Signage.**

The NFPA 704 hazard rating diamond sign, minimum 10” in size, and no smoking signs shall be posted on the exterior of the extraction room door.

**Section 3903.9.1 Safety data sheets.**

All applicable safety data sheets (SDS) shall be posted in the approved location.

**Section 3903.9.2 Warning signage.**

Applicable hazard warning signage shall be posted throughout the facility as applicable for emergency equipment.

**Section 3904.4 Site inspection.**

Prior to the operation of the extraction equipment, the engineer of record or approved professional, as approved in Section 3904.2, shall inspect the site of the extraction process once equipment has been installed for compliance with the technical report and the building analysis. The engineer of record or approved professional shall provide a report of findings and observations of the site inspection to the fire code official prior to the approval of the extraction process. The field inspection report authored by the engineer of record shall include the serial number of the equipment used in the process and shall confirm that the equipment installed is the same model and type of equipment identified in the technical report.

**Section 3904.5 Change of extraction medium.**

Where the medium of extraction or solvent is changed from the material indicated in the technical report or as required by the manufacturer, the technical report shall be revised at the cost of the facility owner and submitted for review and approval by the fire code official prior to the use of the equipment with the new medium or solvent.

**Section 5601.1.3 Fireworks.**

Except as otherwise provided in this section, the possession, manufacture, storage, sale, use and handling of Class 1.3 and Class 1.4 pyrotechnics are only allowed in jurisdictions where specifically approved by local ordinance.

Exceptions:

1. Storage and handling of fireworks as allowed in Section 5604.
2. Manufacture, assembly and testing of fireworks as allowed in Section 5605.
3. The use of fireworks for fireworks displays as allowed in Section 5608.
4. The possession, storage, sale, handling and use of specific types of Division 1.4G fireworks where allowed by applicable laws, ordinances and regulations, provided that such fireworks and facilities comply with NFPA 1124, CPSC 16 CFR Parts 1500 and 1507, and DOTn 49 CFR Parts 100-185, as applicable for consumer fireworks.

### Section 5601.1.6 Exploding Targets.

The possession, manufacture, sale, and use of exploding targets, including binary exploding targets, are prohibited.

### Section 6101.1 Scope.

Section 6101.1 of the IFC is deleted and amended substituting the following language:

6101.1 Scope. Storage, handling and transportation of liquefied petroleum gas (LP-gas) and the installation of LP-gas equipment pertinent to systems for such uses shall comply with this chapter and NFPA 58. Properties of LP-gases shall be determined in accordance with Appendix B of NFPA 58. In the event of a conflict between any provision in this chapter and the regulations of the Board for the Regulation of Liquefied Petroleum Gas, the regulations of the Board take precedence.

### Chapter 80 – Referenced Standards

Add language to include NFPA 855 Standard for the Installation of Stationary Energy Storage Systems as a referenced standard.

Add language to include NFPA 1225 Standard for Emergency Services Communications as a referenced standard.

## APPENDIX B FIRE-FLOW REQUIREMENTS FOR BUILDINGS

Appendix B is adopted in whole in accordance with 2018 Edition of the *International Fire Code* Section 101.2.

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### Section B102 Definitions.

**Special Fire Protection Problem Facilities.** Special Fire Protection Problem Facilities are those facilities that consist of uses similar to fires that may result in large size fires or fires with high heat release such as bulk flammable liquid storage, bulk flammable gas storage, large varnish and paint factories, some plastics manufacturing and storage, aircraft hangars, distilleries, refineries, lumberyards, grain elevators, chemical plants, coal mines, tunnels, subterranean structures, storage facilities, and warehouses using high rack/piled storage for flammables or pressurized aerosols.

### Section B103.3 Areas without water supply systems.

For information regarding water supplies for fire-fighting purposes in rural and suburban areas in which adequate and reliable water supply systems do not exist, the fire code official is authorized to utilize the *International Wildland-Urban Interface Code* or NFPA 1142 where the site is not considered as a “special fire protection problem” as defined in Section B102.

### Table B105.2 Required Fire Flow for Buildings Other Than One- and Two-Family Dwellings, Group R-3 and R-4 Buildings and Townhouses

Table B105.2 of Appendix B Fire-Flow Requirements for Buildings is amended to read as follows:

**TABLE B105.2  
REQUIRED FIRE FLOW FOR BUILDINGS OTHER THAN ONE- AND TWO-FAMILY  
DWELLINGS, GROUP R-3 AND R-4 BUILDINGS AND TOWNHOUSES**

<b>AUTOMATIC SPRINKLER SYSTEM (DESIGN STANDARD)</b>	<b>MINIMUM FIRE FLOW (gallons per minute)</b>	<b>FLOW DURATION (hours)</b>
No automatic sprinkler system	Value in Table B105.1(2)	Duration in Table B105.1(2)
Section 903.3.1.1 of the International Fire Code	50 % of the value in Table B105.1(2)	Duration in Table B105.1(2) at the reduced flow rate
Section 903.3.1.2 of the International Fire Code	50 % of the value in Table B105.1(2) <sup>a</sup>	Duration in Table B105.1(2) at the reduced flow rate

For SI: 1 gallon per minute = 3.785 L/m.

a. The reduced flow rate shall be not less than 1,500 gallons per minute.

**APPENDIX C FIRE HYDRANT LOCATIONS AND DISTRIBUTION**

Appendix C is adopted in whole in accordance with 2018 Edition of the *International Fire Code* Section 101.2.1.

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**Section C102.2 Distance to a Fire Department Connection (FDC).**

The maximum distance from a fire hydrant to a fire department connection (FDC) supplying fire sprinklers and/or standpipes shall not exceed 100 feet, or as determined by the fire code official.

**APPENDIX D FIRE APPARATUS ROADS**

Appendix D is adopted in whole in accordance with 2018 Edition of the *International Fire Code* Section 101.2.1.

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**Section D106.1 Projects having more than 100 dwelling units.** Multiple-family residential projects having more than 100 *dwelling units* shall be equipped throughout with two separate and approved fire apparatus access roads.

~~**Exception:** Projects having up to 200 dwelling units shall have not fewer than one approved fire apparatus access road where all buildings, including nonresidential occupancies, are equipped throughout with approved automatic sprinkler systems installed in accordance with Section 903.3.1.1 or 903.3.1.2.~~

~~**D106.2 Projects having more than 200 dwelling units.** Multiple family residential projects having more than 200 dwelling units shall be provided with two separate and approved fire apparatus access roads regardless of whether they are equipped with an approved automatic sprinkler system.~~

**Section D107.1 One- or two-family dwelling residential developments.** Developments of one- or two-family *dwelling*s where the number of *dwelling*s *units* exceed ~~30-20~~, shall be provided with two separate and approved fire apparatus access roads.

**Exceptions:**

1. Where there are more than ~~30~~ 20 dwellings units on a single public or private fire apparatus access road and all dwellings units are equipped throughout with an approved automatic sprinkler system in accordance with Section 903.3.1.1, 903.3.1.2 903.3.1.3 Two separate and approved fire apparatus access roads shall be required when the number of dwellings reach more than 40, or as determined by the fire code official.

**APPENDIX F REQUIREMENTS FOR HAZARD RANKING**

Appendix F is adopted in whole in accordance with 2018 Edition of the *International Fire Code* Section 101.2.1.

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**APPENDIX H REQUIREMENTS FOR HAZARD RANKING**

Appendix H is adopted in whole in accordance with 2018 Edition of the *International Fire Code* Section 101.2.1.

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**APPENDIX L REQUIREMENTS FOR FIRE FIGHTER AIR REPLENISHMENT SYSTEMS**

Appendix L is adopted in whole in accordance with 2018 Edition of the *International Fire Code* Section 101.2.1.

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The following changes are made to the 2018 edition of the *International Building Code* as adopted by reference in NAC 477.281:

*“International Fuel Gas Code”* is deleted and replaced with “N.F.P.A. Standard 54, 2018 edition, or the most current version adopted by the Board for the Regulation of Liquefied Petroleum Gas in NAC 590.610.”

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*“International Mechanical Code”* is deleted and replaced with “2018 *Uniform Mechanical Code.*”

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*“International Plumbing Code”* is deleted and replaced with “2018 *Uniform Plumbing Code.*”

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**113.1 Appeals.**

In order to determine the suitability of alternate materials or other means of construction an appeal may be made to the East Fork Fire Board of Directors, who shall be the final authority on such appeal.

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**Section 202 General Definitions.**

The following definitions are amended or added to Section 202 General Definitions to read:

**Lithium metal polymer battery.** A storage battery that is similar to the lithium-ion battery except that it has a lithium metal anode in the place of the traditional carbon or graphite anode.

**Nickel-metal hydride (Ni-MH).** An alkaline storage battery in which the positive active material is nickel oxide, the negative electrode is an intermetallic compound and the electrolyte is usually potassium hydroxide.

**High rise building.** A building with an occupied floor located more than 55 feet above the lowest level of fire department vehicle access.

**306.2 Moderate-hazard factory industrial, Group F-1.**

Factory industrial uses that are not classified as Factory Industrial F-2 Low Hazard shall be classified as F-1 Moderate Hazard and shall include, but not be limited to, the following:  
Energy storage systems (ESS) in dedicated-use buildings

**308.3 Institutional Group I-2.**

Institutional Group I-2 occupancy shall include buildings and structures used for medical care on a 24-hour basis for more than five persons who are not capable of self-preservation. All portions of a care facility which houses patients or residents which are classified by the State Board of Health as a 'Category 2 resident' and which has an occupant load of more than 10 residents, is classified as an 'I-1' occupancy classification.

This group shall include, but not be limited to, the following:

- Foster care facilities
- Detoxification facilities
- Hospitals
- Nursing homes
- Psychiatric hospitals

**308.5 Institutional Group I-4, day care facilities.**

Institutional Group I-4 occupancy shall include buildings and structures occupied by more than three persons of any age who receive *custodial care* for fewer than 24 hours per day by persons other than parents or guardians, relatives by blood, marriage or adoption, and in a place other than the home of the person cared for. This group shall include, but not be limited to, the following:

- Adult day care
- Child day care

**308.5.1 Classification as Group E.**

A child day care facility that provides care for more than six but no more than 100 children 2 1/2 years or less of age, where the rooms in which the children are cared for are located on a level of exit discharge serving such rooms and each of these child care rooms has an exit door directly to the exterior, shall be classified as Group E.

**Within a place of religious worship.** Rooms and spaces within places of religious worship providing such care during religious functions shall be classified as part of the primary occupancy.

**Six or fewer occupants receiving care.** A facility having six or fewer persons receiving custodial care shall be classified as part of the primary occupancy.

**Six or fewer occupants receiving care in a dwelling unit.** A facility such as the above within a dwelling unit and having six or fewer persons receiving custodial care shall be

classified as a Group R-3 occupancy or shall comply with the International Residential Code.

**310.2 Residential Group R-1.**

Residential Group R-1 occupancies containing sleeping units where the occupants are primarily transient in nature, including:

- Boarding houses (transient) with more than 10 occupants
- Brothels
- Congregate living facilities (transient) with more than 10 occupants
- Hotels (transient)
- Motels (transient)

**Residential Group R-2.** Residential Group R-2 occupancies containing *sleeping units* or more than two *dwelling units* where the occupants are primarily permanent in nature, including:

- Apartment houses
- Congregate living facilities* (nontransient) with more than 16 occupants
- Boarding houses (nontransient)
- Convents
- Dormitories*
- Fraternities and sororities
- Monasteries
- Hotels (nontransient)
- Live/work units*
- Motels (nontransient)
- Vacation timeshare properties

**310.4 Residential Group R-3.**

Residential occupancies where the occupants are primarily permanent in nature and not classified as Group R-1, R-2, R-4 or I, including:

- Boarding houses (nontransient)
- Boarding houses (transient)
- Buildings that do not contain more than two dwelling units
- Care facilities that provide accommodations for three or more persons receiving care
- Congregate living facilities (nontransient) with 16 or fewer occupants
- Congregate living facilities (transient) with 10 or fewer occupants
- Convents
- Dormitories
- Fraternities and sororities
- Monasteries
- Lodging houses (transient) with five or fewer guest rooms and 10 or fewer occupants

**310.5 Residential Group R-4.**

Residential Group R-4 shall include buildings, structures or portions thereof for more than five but not more than 16 persons, excluding staff, who reside on a 24-hour basis in a supervised residential environment and receive custodial care. Buildings of Group R-4 shall be

classified as one of the occupancy conditions indicated below. This group shall include, but not be limited to, the following:

- Alcohol and drug centers
  - Assisted living facilities
  - Congregate care facilities
  - Group homes
  - Halfway houses
  - Residential board and care facilities
  - Reintegration facilities
  - Social rehabilitation facilities
  - Transient living facilities
- Group R-4 occupancies shall meet the requirements for construction as defined for Group R-3, except as otherwise provided for in the *International Building Code*.

**Condition 1.** This occupancy condition shall include buildings in which all persons receiving custodial care, without any assistance, are capable of responding to an emergency situation to complete building evacuation.

**Condition 2.** This occupancy condition shall include buildings in which there are any persons receiving custodial care who require limited verbal or physical assistance while responding to an emergency situation to complete building evacuation.

Group R-4 occupancies shall meet the requirements for construction as defined for Group R-3, except as otherwise provided for in this code.

~~**SPECIAL FIRE PROTECTION PROBLEM FACILITIES.** Special Fire Protection Problem Facilities are those facilities that consist of uses similar to fires that may result in large size fires or fires with high heat release such as bulk flammable liquid storage, bulk flammable gas storage, large varnish and paint factories, some plastics manufacturing and storage, aircraft hangars, distilleries, refineries, lumberyards, grain elevators, chemical plants, coal mines, tunnels, subterranean structures, storage facilities, and warehouses using high rack/piled storage for flammables or pressurized aerosols.~~

~~**UNWANTED ALARM.** Any alarm that occurs that is not the result of a potentially hazardous condition.~~

~~**TOWNHOUSE.** Per NRS 278.586 (6) b.: a unit that shares a common wall with two or more units. Therefore, a townhouse is not a "Residential dwelling unit". All townhouses shall be constructed under the International Building Code. See Douglas County Code Title 20, Appendix B, Section R313.1.~~

#### 403.5.3 Stairway door operation.



Stairway doors other than the *exit discharge* doors shall be permitted to be locked from the *stairway* side. Stairway doors that are locked from the *stairway* side shall be capable of being unlocked simultaneously without unlatching upon a signal from the *fire command center* or an activation of any fire alarm initiating device within the building or a failure of both the primary and backup power supplies.

**403.5.4 Smokeproof enclosures.**

Every required *interior exit stairway* serving floors more than 55 feet (16 764 mm) above the lowest level of fire department vehicle access shall be a *smokeproof enclosure* in accordance with Sections 909.20 and 1023.11.

**901.8. Automatic fire extinguishing systems—Special provisions.**

All buildings or structures outside the jurisdiction of the Tahoe-Douglas Fire Protection District having a total building area of 5,000 square feet or more, and all buildings or structures greater than two stories or in excess of 45 feet in height, whichever is less, must be provided with automatic fire sprinkler protection, except as provided for in this section.

Exceptions. New buildings or structures designated as R-3, Group U occupancies are exempted from the sprinkler system requirements.

**406.3.2.1 Dwelling unit separation.** The private garage shall be separated from the dwelling unit and its attic area by means of gypsum board, not less than 1/2 inch (12.7 mm) in thickness, applied to the garage side. Garages beneath habitable rooms shall be separated from all habitable rooms above by not less than a 5/8 inch (15.9 mm) Type X gypsum board or equivalent from all habitable rooms above by not less than a 1/2 inch (12.7 mm) gypsum board applied to structures supporting the separation from habitable rooms above the garage. Door openings between a private garage and the dwelling unit shall be equipped with either solid wood doors or solid or honeycomb core steel doors not less than 1 3/8 inches (34.9 mm) in thickness, or doors in compliance with Section 716.2.2.4 with a fire protection rating of not less than 20 minutes. Doors shall be self-closing and self-latching.

**406.3.2.1 Dwelling-garage fire separation.** The garage shall be separated as required by Table R302.6. Openings in garage walls shall comply with section R302.5. Attachment of gypsum board shall comply with table R702.3.5. The wall separation provisions of Table R302.6 shall not apply to garage walls that are perpendicular to the adjacent dwelling unit wall. See Douglas County Code Title 20, Appendix B, Section R302.6.

<b>SEPARATION</b>	<b>MATERIAL</b>
<u>From the residence and attics</u>	<u>Not less than a 1-Hour listed assembly applied to the garage side wall from garage slab to bottom of roof decking.</u>
<u>From habitable rooms above the garage</u>	<u>Not less than a 1-hour listed assembly applied to the garage interior</u>
<u>Structure(s) supporting floor/ceiling assemblies used for separation required by this section</u>	<u>Not less than 1/2-inch gypsum board or equivalent</u>
<u>Garages located less than 3 feet from a dwelling unit</u>	<u>Not less than 1/2-inch gypsum board or equivalent</u>

<u>on the same lot</u>	<u>applied to the interior side of exterior walls that are within this area</u>
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For SI: 1 inch = 25.4 mm, 1 foot = 304.8 mm.

**Exception:** When automatic fire sprinklers are installed within the living space and the garage of any single or multi-family residence in accordance with Section P2904 of this code or NFPA 13D, then a ½ hour listed assembly may be substituted for a 1-hour listed assembly.

**903.2.1.2 Group A-2.**

An *automatic sprinkler system* shall be provided throughout stories containing Group A-2 occupancies and throughout all stories from the Group A-2 occupancy to and including the levels of exit discharge serving that occupancy where one of the following conditions exists:

1. The *fire area* exceeds 5,000 square feet
2. The *fire area* has an *occupant load* of 100 or more.
3. The *fire area* is located on a floor other than a *level of exit discharge* serving such occupancies.

Occupancies containing a casino, regardless of occupancy classification, must be designed and built with a sprinkler system classified as an ordinary Hazard Group 2.

**903.2.3 Group E.**

An *automatic sprinkler system* shall be provided for Group E occupancies as follows:

1. Throughout all Group E *fire areas* greater than 5,000 square feet in area.
2. The Group E fire area is located on a floor other than a level of exit discharge serving such occupancies.

*Exception:* In buildings where every classroom has not fewer than one exterior exit door at ground level, an *automatic sprinkler system* is not required in any area below the lowest level of exit discharge serving that area.

3. The Group E fire area has an occupant load of 300 or more.

In high schools where automatic sprinkler systems are provided, the automatic sprinkler systems for the automotive and woodworking shops must be designed to meet ordinary hazard group 1 criteria.

**Section 903.2 Where Required.**

Approved automatic sprinkler systems in new buildings and structures shall be provided in the locations described in Sections 903.2.1 through 903.2.12.

In all occupancies except group R-3 and U occupancies, a building that is more than two stories in height, including any height added by usable floor space, must have an automatic sprinkler system throughout. Any open parking garage and any airport control tower is exempt from this requirement to install an automatic sprinkler system.

Exception: Spaces or areas in telecommunications buildings used exclusively for

telecommunications equipment, associated electrical power distribution equipment, batteries and standby engines, provided those spaces or areas are equipped throughout with an automatic smoke detection system in accordance with Section 907.2 and are separated from the remainder of the building by not less than 1-hour fire barriers constructed in accordance with Section 707 of the International Building Code or not less than 2-hour horizontal assemblies constructed in accordance with Section 711 of the *International Building Code*, or both.

**907.5.2.1.1 System initiation in Group A occupancies with an occupant load of 1,000 or more.**

Activation of the fire alarm in Group A occupancies with an *occupant load* of 1,000 or more shall initiate a signal using an emergency voice/alarm communications system in accordance with Section 907.5.2.2. The minimum sound pressure level of audible alarm notification appliances shall be 90 dBA in mechanical equipment rooms and 80 dBA in all other occupancies.

Exception: Where *approved*, the prerecorded announcement is allowed to be manually deactivated for a period of time, not to exceed 3 minutes, for the sole purpose of allowing a live voice announcement from an *approved, constantly attended location*.

**907.5.2.3 Visible alarms.**

Visible alarm notification appliances shall be provided in accordance with Sections 907.5.2.3.1 through 907.5.2.3.3.

Exceptions:

1. Visible alarm notification appliances are not required in *alterations*, except where an existing fire alarm system is upgraded or replaced, or a new fire alarm system is installed.
2. Visible alarm notification appliances shall not be required in *exits* as defined in Chapter 2.
3. Visible alarm notification appliances shall not be required in elevator cars.
4. Visual alarm notification appliances are not required in critical care areas of Group I-2, Condition 2 occupancies that are in compliance with Section 907.2.6, Exception 2.
5. Visible alarm notification appliances are not required in storage rooms, electrical rooms and mechanical rooms that are not normally occupied and are less than 400 square feet.
6. Visible alarm notification appliances are not required in janitor closets

**~~910.2 Where required.~~**

~~Smoke and heat vents or a mechanical smoke removal system shall be installed as required by Sections 910.2.1 and 910.2.2.~~

~~Exceptions:~~

- ~~1. Frozen food warehouses used solely for storage of Class I and II commodities where protected by an approved automatic sprinkler system.~~
- ~~2. Smoke and heat removal shall not be required in areas of buildings equipped with early suppression fast response (ESFR) sprinklers unless the area of Group F-1 or S-1 occupancy protected with ESFR sprinklers has an exit access travel distance of more than 250 feet (76.200mm).~~
- ~~3. Smoke and heat removal shall not be required in areas of buildings equipped with control mode special application sprinklers with a response time index of 50 (m - s)<sup>1/2</sup> or less that are listed to control a fire in stored commodities with 12 or fewer sprinklers.~~

#### **1010.1.9.12 Stairway doors.**

Interior *stairway means of egress* doors shall be openable from both sides without the use of a key or special knowledge or effort.

Exceptions:

1. *Stairway* discharge doors shall be openable from the egress side and shall only be locked from the opposite side.
2. This section shall not apply to doors arranged in accordance with Section 403.5.3.
3. In stairways serving buildings other than high-rise buildings, doors are permitted to be locked on the side opposite the egress side, provided that the doors can be opened from the egress side. Doors must automatically unlock upon the activation of a fire alarm system or a fire sprinkler waterflow alarm, or for a power failure. Exit discharge doors must remain unlocked.
4. *Stairway exit* doors shall be openable from the egress side and shall only be locked from the opposite side in Group B, F, M and S occupancies where the only interior access to the tenant space is from a single *exit stairway* where permitted in Section 1006.3.3.
5. *Stairway exit* doors shall be openable from the egress side and shall only be locked from the opposite side in Group R-2 occupancies where the only interior access to the *dwelling unit* is from a single *exit stairway* where permitted in Section 1006.3.3.

#### **1010.1.10 Panic and fire exit hardware**

~~Panic and fire exit hardware. Swinging doors serving a Group H occupancy and swinging doors serving rooms or spaces with an occupant load of 50 or more in a Group A or E occupancy shall not be provided with a latch or lock other than panic hardware or fire exit hardware.~~

~~Exceptions:~~

- ~~1. A main *exit* of a Group A occupancy shall be permitted to have locking devices in accordance with Section 1010.1.9.4, Item 2.~~
- ~~2. Doors provided with *panic hardware* or *fire exit hardware* and serving a Group A or E occupancy~~

~~shall be permitted to be electrically locked in accordance with Section 1010.1.9.9 or 1010.1.9.10.~~

~~Exit or exit access doors serving transformer vaults, rooms designated for batteries or energy storage systems, or modular data centers shall be equipped with panic hardware or fire exit hardware. Rooms containing electrical equipment rated 800 amperes or more that contain overcurrent devices, switching devices or control devices and where the exit or exit access door is less than 25 feet (7620 mm) from the equipment working space as required by NFPA 70, such doors shall not be provided with a latch or lock other than panic hardware or fire exit hardware. The doors shall swing in the direction of egress travel.~~

**~~Section 1023.9.1 Signage requirements.~~**

- ~~Stairway identification signs shall comply with all of the following requirements:~~
- ~~1. The signs shall be a minimum size of 18 inches (457 mm) by 12 inches (305 mm).~~
- ~~2. The letters designating the identification of the interior exit stairway and ramp shall be not less than 1 ½ inches (38 mm) in height.~~
- ~~3. The number designating the floor level shall be not less than 5 inches (127 mm) in height and located in the center of the sign.~~
- ~~4. Other lettering and numbers shall be not less than 1 inch (25 mm) in height.~~
- ~~5. Characters and their background shall have a non-glare finish. Characters shall contrast with their background, with either light characters on a dark background or dark characters on a light background.~~
- ~~6. Where signs required by Section 1023.9 are installed in the interior exit stairways and ramps of buildings subject to Section 1025, the signs shall be made of the same materials as required by Section 1025.4.~~
- ~~7. The background color of the sign shall be green if roof access is available from the signed stairway. The background color of the signs shall be red if roof access is not available from the signed stairway.~~

**~~Add a new Section to Chapter 27 General:~~**

~~2701.2 Service disconnect location. The service disconnecting means shall be installed at a readily accessible location outside of a building or structure inside nearest the point of entrance of the service conductors. The disconnecting means may be located independent of the building or structure served, in direct line of sight, but not to exceed thirty (30) feet.~~

~~Exception: The service disconnecting means may be installed within a building when an external remote shunt trip switch is provided. All shunt trip switches shall be located at seven feet (7') above finish grade at a location approved by the fire department. All shunt trip switches shall be located within twelve inches (12") equilateral triangle, red in color.~~

The following changes are made to the 2018 edition of the *International Existing Building Code* as adopted by reference in NAC 477.281:

~~“International Fuel Gas Code”~~ is deleted and replaced with “N.F.P.A. Standard 54, 2018 edition, or the most current version adopted by the Board for the Regulation of Liquefied Petroleum Gas in NAC 590.610.

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~~“International Mechanical Code”~~ is deleted and replaced with “2018 ~~Uniform Mechanical Code.~~

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~~“International Plumbing Code”~~ is deleted and replaced with “2018 ~~Uniform Plumbing Code.~~

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**Section 902.2** High-rise buildings. Any building having occupied floors more than 55 feet (16,764 mm) above the lowest level of fire department vehicle access shall comply with the requirements of Sections 902.1.1 and 902.1.2.

The following changes are made to the 2018 edition of the *International Wildland-Urban Interface Code* as adopted by reference in NAC 477.281:

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#### **105.3 Alternative materials, design and methods.**

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

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

Section 106 is deleted.

#### **108.4 Vegetation management plans.**

~~Where utilized by the permit applicant, vegetation management plans shall be prepared and shall be submitted to the code official for review and approval as part of the plans required for a permit.~~

#### **Section 302.3 Review of Wildland-Urban Interface Areas.**

~~— The code official shall reevaluate and recommend modification to the wildland urban interface areas in accordance with Section 302.1 as deemed necessary by the code official.~~

#### **Section 404.1 General.**

~~— Where required for new subdivisions in accordance with Section 402.1.2, an approved water source shall have an adequate water supply for the use of the fire protection service to protect buildings and structures from exterior fire sources or to suppress structure fires within the wildland urban interface area of the jurisdiction in accordance with this section.~~

~~Exception: Buildings containing only private garages, carports, sheds and agricultural buildings with a floor area of not more than 600 square feet (56 m<sup>2</sup>)~~

#### **404.5 Adequate water supply.**

— Adequate water supply shall be determined for purposes of initial attack and flame front control as follows:

1. ~~One and two family dwellings. The required water supply for one and two family dwellings having a fire flow calculation area that does not exceed 3,600 square feet (334 m<sup>2</sup>) shall be 1,000 gallons per minute (63.1 L/s) for a minimum duration of 30 minutes. The required water supply for one and two family dwellings having a fire flow calculation area in excess of 3,600 square feet (334 m<sup>2</sup>) shall be 1,500 gallons per minute (95 L/s) for a minimum duration of 30 minutes.~~

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

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

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

Section 602.1 is deleted.

#### **603.2 Fuel modification.**

For all other purposes the *fuel modification* distance shall be not less than 30 feet (9144 mm) or to the lot line, whichever is less. Distances specified in Table 603.2 shall be measured on a horizontal plane from the perimeter or projection of the building or structure as shown in Figure 603.2. Distances specified in Table 603.2 are allowed to be increased by the code official because of a site specific analysis based on local conditions and the fire protection plan.

##### **603.2.1 Responsible party.**

— Persons owning, leasing, controlling, operating or maintaining buildings or structures requiring defensible spaces are responsible for modifying or removing nonfire resistive vegetation on the property owned, leased or controlled by said person.

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

##### **603.2.2 Trees.**

— Trees are allowed within the *defensible space*, provided that the horizontal distance between crowns of adjacent trees and crowns of trees and structures, overhead electrical facilities

~~or unmodified fuel is not less than 10 feet (3048 mm) or an acceptable distance as determined by the code official.~~

**~~604.4 Trees.~~**

~~Tree crowns extending to within 10 feet (3048 mm) of any structure shall be pruned to maintain a minimum clearance of 10 feet (3048 mm) or an acceptable distance as determined by the code official. Tree crowns within the defensible space shall be pruned to remove limbs located less than 10 feet (3048 mm) above the ground surface adjacent to the trees; or an acceptable distance as determined by the code official.~~

**~~604.5 Non-combustible area~~**

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

**~~APPENDIX GENERAL REQUIRMENTS~~**

~~Appendix A is adopted in whole in accordance with 2018 Edition of *the International Fire Code* Section 101.2.1.~~

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**~~APPENDIX B VEGETATION MANAGEMENT PLAN~~**

~~Appendix B is adopted in whole in accordance with 2018 Edition of the *International Fire Code* Section 101.2.1.~~

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**~~B101.1 Scope.~~**

~~Where required, vegetation management plans must be submitted to the code official and the State Forester Firewarden for review and approval as part of the plans required for a permit.~~

The following changes are made to the 2018 edition of the *Uniform Mechanical Code* as adopted by reference in NAC 477.281:

~~“*International Fuel Gas Code*” is deleted and replaced with “N.F.P.A. Standard 54, 2018 edition, or the most current version adopted by the Board for the Regulation of Liquefied Petroleum Gas in NAC 590.610.~~

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~~“*International Plumbing Code*” is deleted and replaced with “2018 *Uniform Plumbing Code.*”~~

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The following sections are amended to read:

~~505.10 Makeup Air. Makeup air shall be provided to replenish air exhausted by the ventilator system. Exhaust hood systems capable of exhausting in excess of 600 cfm (0.28 m<sup>3</sup>/s) shall be provided with makeup air at a rate approximately equal to the exhaust air rate. Such makeup air systems shall be equipped with a means of closure and shall be automatically controlled to start and operate simultaneously with the exhaust system. Makeup air intakes shall be located so as to avoid recirculation of contaminated air within enclosures.~~



~~508.3.5.4.1 Evaporative cooling systems. Evaporative cooling systems will comply with this chapter. Evaporative coolers shall not be used for makeup air units on commercial kitchen hoods and kitchen ventilation systems. Exception: Evaporative cooling systems that are part of a listed heating air system for kitchen make-up air systems. The temperature differential between the makeup air and the air in the conditioned space shall not exceed 10°F (6°C) except where the added heating and cooling load of makeup air do not exceed the capacity of the HVAC system.~~

~~511.2.2.2 Capture and Containment Test. The permit holder shall verify the capture and containment performance of Type I hoods. A field test shall be conducted with all appliances under the hood at operating temperatures, all the hoods operating at design airflows, and with all sources of replacement air operating at design airflows for the restaurant. Capture and containment shall be verified by observing smoke or steam produced by actual cooking operation or by simulating cooking using devices such as smoke candles or smoke puffers. Smoke bombs shall not be used. Exception: Capture and containment test not required if hood is UL and NFPA listed and manufacturer data lists the individual equipment below hood.~~

~~604.1 General. Supply air ducts, return air ducts, and plenum of a heating or cooling system shall be insulated to achieve the minimum thermal (R) value in accordance with the 2018 International Energy Conservation Code Section 403.2.1 for residential and 503.2.7 for commercial.~~

~~608.1 Air moving systems and smoke detectors. Air moving systems supplying air in excess of 2000 cubic feet per minute (ft. 3 /min) (0.9439 m 3/s) to enclosed spaces within buildings shall be equipped with an automatic shutoff. Automatic shutoff shall be accomplished by interrupting the power source of the air moving equipment upon detection of smoke in the main return air duct or plenum upstream of any filters, exhaust air connections, outdoor air connections, or decontamination equipment and appliances served by such equipment. Duct smoke detectors shall comply with UL 268A and shall be installed in accordance with the manufacturer's installation instructions. Such devices shall be compatible with the operating velocities, pressures, temperatures, and humidities of the system. Where fire detection or alarm systems are provided for the building, the smoke detectors shall be supervised by such systems in an approved manner.~~

~~Exceptions:~~

~~1. Where the space supplied by the air moving equipment is served by a total coverage smoke detection system in accordance with the fire code, interconnection to such system shall be permitted to be used to accomplish the required shutoff.~~

~~2. Automatic shutoff is not required where occupied rooms served by the air handling equipment have direct exit to the exterior and the travel distance does not exceed 100 feet (30 480 mm).~~

~~3. Automatic shutoff is not required for Group R, Division 3 and Group U Occupancies.~~

~~4. Automatic shutoff is not required for approved smoke control systems or where analysis demonstrates shutoff would create a greater hazard, such as shall be permitted to be encountered in air moving equipment supplying specialized portions of Group H Occupancies. Such equipment shall be required to have smoke detection with remote indication and manual shutoff capability at an approved location.~~

~~5. Smoke detectors that are factory installed in listed air moving equipment shall be permitted to be used in lieu of smoke detectors installed in the main supply air duct served by such equipment.~~

~~609.0 Performance test for automatic shut-offs. Upon completion and before final approval of the air moving system, provide with the required smoke detectors, a performance test shall be performed to verify compliance of detector installation to manufacturer's instructions and system compatibility as specified in this chapter. The permittee shall furnish the necessary test equipment and devices required to perform the tests and shall provide the jurisdiction with an accurate, completed, and signed test report. The report shall provide the jurisdiction a form containing equivalent information. At the discretion of the Authority Having Jurisdiction, the performance test may be required to be witnessed by the Authority Having Jurisdiction or performed by an approved third party testing agency.~~

The following changes are made to the 2018 edition of the *Uniform Plumbing Code* as adopted by reference in NAC 477.281:

~~“*International Fuel Gas Code*” is deleted and replaced with “N.F.P.A. Standard 54, 2018 edition, or the most current version adopted by the Board for the Regulation of Liquefied Petroleum Gas in NAC 590.610.”~~

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~~“*International Plumbing Code*” is deleted and replaced with “2018 *Uniform Plumbing Code*.”~~

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Section 312.7 Fire-Resistant Construction. Fire-Resistant Construction. Piping penetrations of fire-resistance-rated walls, partitions, floors, floor/ceiling assemblies, roof/ceiling assemblies, or shaft enclosures shall be protected in accordance with the requirements of the building code.

NAC 477.283

6. As used in this section, “casino” means any room in which gaming is conducted, including, without limitation, any bar, cocktail lounge or other facility housed therein as well as the area occupied by the games. The term does not include any establishment that is operated pursuant to a restricted license as defined in NRS 463.0189.

## EAST FORK FIRE PROTECTION DISTRICT FEE SCHEDULE

Description of Fees				<i>Minimum Admin Fee</i>	<i>Minimum Plan Review Fee</i>	<i>Minimum Inspection Hours</i>	<i>Minimum Inspection Fee w/ technology fee</i>
<b>Miscellaneous Fee Schedule</b>							
Inspection Items				<del>\$ 35.00</del> <u>36.50</u>	<del>\$ 170.00</del> <u>178.50</u>	1.00	<del>\$ 205.00</del> <u>223.86</u>
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 hours of Requested Inspection		Hourly rate based on fully-burdened rate of involved staff.					
Inspection for which no fee is specifically indicated		Hourly rate based on fully-burdened rate of involved staff.					
Technology Fee		4% of combined Fees charged for the permit					
<b>Plan Review Items</b>							
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*					
		Expedited plan acceptance is at the discretion of the Fire Marshal dependent upon workload.					
Third review of plans		25% of original application fee, but not less than the hourly rate spent on the review					
High-Piled Storage Review		Based on valuation fees as adopted					
		Required <del>Amount</del> <u>Water Supply</u>					Fee Amount
Water Supply Initiative		0-5,000 gallons					\$5,000
		5,001-7,500 gallons					\$7,500
		7,501-10,000 gallons					\$10,000
		10,001-15,000 gallons					\$15,000

**East Fork Fire Protection District**

**AGENDA ACTION SHEET**

1. **Title: 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. (IWUIC)* – “First Reading”. (Amy Ray, Deputy Fire Chief/Fire Marshal) 20 minutes.
  
2. **Recommended Motion:** Presentation only.
  
3. **Funds Available:** NA **Amount:** NA  
**Fund Name:** NA **Account Number:** NA
  
4. **Prepared by:** Amy Ray, Deputy Fire Chief/Fire Marshal
  
5. **Meeting Date:** December 19, 2023 **Time Required:** 20 minutes
  
6. **Agenda:** Administrative Agenda
  
7. **Background Information:** In January 2023, based on Board direction at the board meeting, the Administration was directed to draft District regulations to address the adoption of the *2018 International Wildland-Urban Interface Code*, specifically related to Chapter 5, as this chapter is not adopted by the State Fire Marshal and must be adopted independently.

Resolution 2023R-001, amendments to the *2018 Wildland Urban Interface Code (IWUIC)*, to include Chapter 5 was adopted in July 2023 and have been in place for approximately four months. The administration is requesting minor administrative changes to benefit both the community and the District. The goal in July 2023 was to adopt fire code regulations which recognize and encourage the benefit of special building construction that addresses the survivability of the structure and property vegetation in a wildland fire. This was completed in July 2023 with an effective date of September 2023. The original adoption of the *IWUIC*, with both State and District amendments, was introduced at the adoption of Resolution 2022R-007, was included with the adoption of Regulations related to the *2018 International Fire Code* and the model codes as adopted by the Nevada State Fire Marshal’s Office. In this adoption, amendments to the *IWUIC* were included. The Administration is looking to put all the amendments to the *IWUIC* into one document, removing them from the Regulations of Resolution 2022R-007 and placing them into the new document, Resolution 2023R-012.

The District will continue to enforce the current requirements that have been adopted by the State Fire Marshal Division regarding the *IWUIC*, moving them to Resolution 2023R-012.

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

**RESOLUTION NO. 2023R-012**  
RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
EAST FORK FIRE PROTECTION DISTRICT  
TO ESTABLISH REGULATIONS ADOPTING THE 2018 INTERNATIONAL WILDLAND  
URBAN INTERFACE CODE AS ADOPTED BY THE NEVADA STATE FIRE MARSHAL'S  
DIVISION THROUGH NAC 477 AND AS AMENDED BY THE DISTRICT

*WHEREAS*, the East Fork Fire Protection District is governed by NRS 474.010 through NRS 474.450; and,

*WHEREAS*, NRS 474.007 provides that the activities of a County Fire Protection District are separate from county activities and any other political subdivision in this State; and,

*WHEREAS*, NRS 474.160 general powers and duties, states that the Board of Directors shall manage and conduct the business and affairs of the County Fire Protection District, adopt and enforce all rules and regulations necessary for the administration of the District and for the furnishing of fire protection, thereto, which may include regulations relating to fire prevention; and,

*WHEREAS*, the Nevada State Fire Marshal's Division has delegated fire and life safety functions to the District through an Interlocal Agreement; and,

*WHEREAS*, the Interlocal Agreement allows the District to adopt regulations that meet or are more stringent than those model codes adopted under NAC 477, with amendments; and,

*WHEREAS*, the District has a legal and binding obligation to carry out the delegated authorities granted by the Nevada State Fire Marshal's Division within the boundaries of the District; and,

*WHEREAS*, the Board desires to adopt the regulations identified as Exhibit A attached hereto, including all amendments thereto; and,

*NOW, THEREFORE BE IT RESOLVED*, that the Board of Directors of the East Fork Fire Protection District hereby adopts regulations adopting the 2018 International Wildland Urban Interface Code as adopted by the Nevada State Fire Marshal Division and Nevada Administrative Code 477 including those approved amendments by the District, effective upon passage.

ADOPTED this

VOTE:

Ayes \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Nays \_\_\_\_\_

\_\_\_\_\_

Absent \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Jacques Etchegoyhen, President  
Board of Directors  
East Fork Fire Protection District

Attest:

\_\_\_\_\_

Holly Megee, Board Clerk

**Resolution 2023R-012**  
**East Fork Fire Protection District Regulations - Amendments to the 2018 *International Wildland-Urban Interface Code***

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## **East Fork Fire Protection District Amendments to the 2018 *International Wildland-Urban Interface Code Regulations***

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

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

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

### **104.1.1 General.**

The department of fire prevention is established within the jurisdiction under the direction of the fire code official. The function of the department shall be the implementation, administration and enforcement of the provisions of this code.

A. Except as otherwise provided the IFC shall be enforced by the department of fire prevention of the fire district having jurisdiction in the county, which is established and operated under the supervision of the chief of each fire district.

B. In all portions or sections within the boundaries of Douglas County where local fire protection districts have been formed for the purpose of fire protection, enforcement of the chapter shall be affected by the fire chief of the local district.

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

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

Alternative means and methods for Sections 504.7 and 505.7:

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

1. Minimum 6" x 6" columns
2. 4" x 8" floor joists
3. 4" x 10" or 6" x 8" beams
4. 3" x n" ledgers
5. 2" x n" decking

This shall be allowed when the 5' non-combustible criteria are met per Section 604.5. Areas under decks shall be kept free of combustibles as amended.

**106.1 General.** To determine the suitability of alternative materials and methods and to provide for reasonable interpretations of the provisions of this code see *International Fire Code* Section 109 as adopted by the District.

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

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

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

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

~~15. Residential generator~~

**Fire hazard severity in accordance with Section 503.1: moderate.** The fire hazard rating of moderate (Number 5) shall include moderate ratings according to the wildfire ~~risk threat~~ assessment map as designated by the Nevada Division of Forestry

<https://nevadaresourcesandwildfireinfo.com/Map/Pro/#map-themes>

**Fire hazard severity in accordance with Section 503.1: high.** The fire hazard rating of high shall

include moderate -high and high (Numbers 6 and 7) ratings according to the wildfire **risk threat** assessment map as designated by the Nevada Division of Forestry  
<https://nevadaresourcesandwildfireinfo.com/Map/Pro/#map-themes>

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

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

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

**302.3 Review of wildland-urban interface areas.** The **fire** code official shall reevaluate and recommend modification to the *wildland-urban interface areas* in accordance with Section 302.1 as deemed necessary by the **fire** code official.

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

**Exceptions:**

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

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

**Exception:** Buildings containing only private garages, carports, sheds and agricultural buildings with a floor area of not more than 600 square feet (56 m<sup>2</sup>), and agricultural buildings constructed for the storage of harvested crops or agricultural commodities without electrical or fuel gas services.

**404.2 Water sources.** The point at which a water source is available for use shall be located not more than 1,000 feet (305 m) from the building and be *approved* by the **fire** code official. The distance

shall be measured along an unobstructed line of travel. Water sources shall comply with the following:

1. Water tanks shall have a minimum usable water volume as determined by the adequate water supply needs in accordance with Section 404.5. Water tanks shall be equipped with an *approved* hydrant. The water level of the water tanks shall be maintained full by, water pumped from a well or water hauled by a tanker to maintain the required water supply. The design, construction, location, water level maintenance, access and access maintenance of water tanks shall be *approved* by the **fire** code official. The water tank shall have a dedicated supply for fire suppression. If the tank is to be used for domestic purposes, the domestic average daily use shall be in addition to the fire suppression gallonage required.

**404.3 Draft sites.** *Approved* draft sites shall be equipped with an *approved* hydrant. The use, design, construction, location, access and access maintenance of draft sites shall be *approved* by the code official.

**404.5 Adequate water supply.** Adequate water supply shall be determined for purposes of initial attack and flame front control as follows:

1. One- and two-family dwellings. The required water supply for one- and two-family dwellings having a fire flow calculation area that does not exceed 3,600 square feet (334 m<sup>2</sup>) shall be 1,000 gallons per minute (63.1 L/s) for a minimum duration of 30 minutes. The required water supply for one- and two-family dwellings having a fire flow calculation area in excess of 3,600 square feet (334 m<sup>2</sup>) shall be 1,500 gallons per minute (95 L/s) for a minimum duration of 30 minutes.

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

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

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

In areas without water supply, NFPA 1142 may be used to determine adequate water supply. Adequate water supply shall be calculated as required in the most current Edition of NFPA 1142 as adopted by the Nevada State Fire Marshal. Prior to calculating the minimum water supply for any structure, the structure shall be surveyed to obtain the following information:

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

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

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

To meet adequate water supply, one of the following options shall be chosen:

1. Fire sprinklers shall be installed in accordance with NFPA 13D. A separate plan submittal and permit shall be required.
2. Installation of an approved water tank and draft site appurtenances that are in compliance with NFPA 1142 and include a dedicated access and a water use agreement. Smoke alarms installed in the home are required to be monitored by a licensed monitoring company for the life of the home. Activation of smoke alarms shall transmit a signal to provide early notification of any fire. A copy of the monitoring agreement shall be required at final inspection for C of O.
3. A one-time fee paid to the EFFPD water supply initiative based on the required fire flow. This amount shall be paid in full prior to approval of the residential WUI plan review. Smoke alarms installed in the home are required to be monitored by a licensed monitoring company for the life of the home. Activation of smoke alarms shall transmit a signal to provide early notification of any fire. A copy of the monitoring agreement shall be required at final inspection for C of O.

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

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

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

**Table 503.1 Ignition-Resistant Construction**

**Table 503.1**

**IGNITION-RESISTANT CONSTRUCTION <sup>a,g</sup>**

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

- a. Access shall be in accordance with Section 403.
- b. Subdivisions shall have a conforming water supply in accordance with Section 402.1. IR 1= Ignition-resistant construction in accordance with Section 504. IR 2= Ignition-resistant construction in accordance with Section 505. IR 3= Ignition-resistant construction in accordance with Section 506. N.C.= Exterior walls shall have a fire-resistance rating of not less than 1 hour and the exterior surfaces of such walls shall be noncombustible. Usage of log wall construction is allowed.
- c. Conformance based on Section 603.
- d. Conformance based on Section 404 and EFPD regulations.
- e. A nonconforming water supply is any water system or source that does not comply with Section 404 and EFPD regulations, including situations where there is not water supply for structure protection or fire suppression.
- f. A fire protection plan in accordance with the requirements specified in Section 405 shall be submitted for approval by the fire code official.
- g. If required, the fire sprinkler system shall be installed throughout the ~~fire area structure, in accordance with NFPA 13D, to include~~ing the ~~garages~~.

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

**Exceptions:**

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

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

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

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

**Exceptions:**

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

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

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

**Exceptions:**

1. Listed vents complying with ASTM E2886.

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

**~~Table 602.1.1 Required Automatic Sprinklers IBC Structures.~~**

**Table 602.1<sup>(a)</sup>  
(Commercial Structures)**

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

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

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

- ~~a. This table is in addition to any other automatic sprinkler requirements in this code.~~
- ~~b. Fire areas may be separated according to IBC 707.3.10.~~
- ~~c. Airport towers and open parking garages complying with IBC 406.5 are exempt from this table.~~
- ~~d. Fire area as defined in the IFC and IBC~~

**602.1 Required automatic fire sprinkler systems in IBC structures.**

~~—All new structures built under the requirements of the *International Building Code* and greater than or equal to 5,000 square feet and greater than 2 stories in height, shall be required to install an automatic fire sprinkler system in accordance with NFPA 13 or NFPA 13R. This requirement applies to all A, B, E, F, H, I, M, R, S and U Occupancies. This requirement shall be in addition to any other requirements as listed in NRS 278.586 Section 6(6), IFC Section 102.5, NFPA 1142, or as per this Code. The system shall be installed by a contractor licensed in the State of Nevada. This requirement shall apply to any addition or remodel that increases the square footage to greater than or equal to 5,000 square feet, in accordance with NRS 278.586. Fire areas may be separated in accordance with IBC 707.3.10, or as required. Pursuant to NRS 278.586 Section 6(6).~~

As used in this section:

- (a) “Automatic fire sprinkler system” has the meaning ascribed to it in NRS 202.580.
- (b) “Residential dwelling unit” does not include a condominium unit, an apartment unit or a townhouse unit that shares a common wall with more than one other such unit.

Exception:

Airport towers and open parking garages complying with IBC 406.5 are exempt from this table.

**~~Table 602.1.1 Required Automatic Sprinklers IRC Structures.~~**



**Table 602.1.1<sup>(a,b,c,d,e,f)</sup>**  
**(Residential Structures)**

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

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

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

**602.1.1 Required automatic fire sprinkler systems in IRC structures.**

All new structures built under the requirements of the *International Residential Code* and greater than or equal to 5,000 square feet of living space, shall be required to install a residential automatic fire sprinkler system in accordance with NFPA 13D. This system shall be extended to and include protection in the garage. This requirement shall be in addition to any other requirements as listed in NRS 278.586 Section 6(6), IFC Section 102.5, NFPA 1142, IWUIC or as per this Code. The system shall be installed by a contractor licensed in the State of Nevada. This requirement shall apply to any addition that increases the living space to greater than or equal to 5,000 square feet, in accordance with NRS 278.586. Fire walls and fire barriers shall not be used to separate fire areas within the living space. This shall include accessory dwellings. Pursuant to NRS 278.586 Section 6(6) 6. As used in this section:

(a) “Automatic fire sprinkler system” has the meaning ascribed to it in NRS 202.580.

(b) “Residential dwelling unit” does not include a condominium unit, an apartment unit or a townhouse unit that shares a common wall with more than one other such unit.

Exception:

Accessory structures are exempt from the requirement for installation of residential fire sprinklers, but are not exempted from the requirements for fire flow in accordance with Sections 507.3 and 507.3.1 of these Regulations.

**603.2.1 Responsible party.** Persons owning, leasing, controlling, operating or maintaining buildings or structures requiring defensible spaces are responsible for modifying or removing non-fire-resistive vegetation on the property owned, leased or controlled by said person.

**603.2.1.1 Adjacent land.** Property owners of land that is directly adjacent to property containing buildings or structures requiring defensible space are responsible for modifying or

removing non-fire- resistive vegetation on their own property. Nothing in this provision shall be deemed to require an owner of real property to perform any work on land that he or she does not own.

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

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

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

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

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

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

## APPENDIX A GENERAL REQUIRMENTS

Appendix A of the 2018 Edition of the *International Wildland-Urban Interface Code* is adopted in its entirety.

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

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

## APPENDIX B VEGETATION MANAGEMENT PLAN

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

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

**B101.2 Plan content.** Vegetation management plans shall describe all actions that will be taken to prevent a fire from being carried toward or away from the building. A vegetation management plan shall include at least the following information:

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

## **B102 Defensible Space Plans.**

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

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

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

## EAST FORK FIRE PROTECTION DISTRICT FEE SCHEDULE

Description of Fees				<i>Minimum Admin Fee</i>	<i>Minimum Plan Review Fee</i>	<i>Minimum Inspection Hours</i>	<i>Minimum Inspection Fee w/ technology fee</i>
<b>Miscellaneous Fee Schedule</b>							
Inspection Items				<del>\$ 35.00</del> <u>36.50</u>	<del>\$ 170.00</del> <u>178.50</u>	1.00	<del>\$ 205.00</del> <u>223.86</u>
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 hours of Requested Inspection		Hourly rate based on fully-burdened rate of involved staff.					
Inspection for which no fee is specifically indicated		Hourly rate based on fully-burdened rate of involved staff.					
Technology Fee		4% of combined Fees charged for the permit					
<b>Plan Review Items</b>							
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*					
		Expedited plan acceptance is at the discretion of the Fire Marshal dependent upon workload.					
Third review of plans		25% of original application fee, but not less than the hourly rate spent on the review					
High-Piled Storage Review		Based on valuation fees as adopted					
		Required <del>Amount-</del> <u>Water Supply</u>					Fee Amount
Water Supply Initiative		0-5,000 gallons					\$5,000
		5,001-7,500 gallons					\$7,500

		7,501-10,000 gallons					\$10,000
		10,001-15,000 gallons					\$15,000

DRAFT

# East Fork Fire Protection District

## AGENDA ACTION SHEET

1. **Title: 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.
2. **Recommended Motion:** Motion to adopt 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.
3. **Funds Available:** Yes **Amount:** \$4,420,585  
**Fund Name:** General and Emergency Funds **Account Number:** Various
4. **Prepared by:** Kathy Lewis, CPA, CFO/Director of Finance
5. **Meeting Date:** December 19, 2023 **Time Required:** 30 minutes
6. **Agenda:** Administrative
7. **Background Information:** Nevada Revised Statutes (NRS) 354.598005 allows for and provides guidelines for local governments to augment their budgets if anticipated resources actually available during the budget period exceed those estimated. Typically, staff brings augmentations before the Board two or three times a year for such things as bringing forward a budget for already approved purchase orders and projects from the prior fiscal year, amending the opening fund balance based on prior year audit results and to augment additional revenue and deferred funds.

This is the first augmentation for the 2023-2024 fiscal year. This augmentation is to amend the budget and opening fund balance based on the prior year's audit results and to augment additional revenues received. This augment is also for the recent Bond issuance by the District.

8. **Reviewed by:**  

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

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

**RESOLUTION NUMBER 2023R-010**

**RESOLUTION AUGMENTING THE 2023-24 FISCAL YEAR BUDGET  
FOR THE EAST FORK FIRE PROTECTION DISTRICT**

WHEREAS, there is a need to augment the East Fork Fire Protection District's budget to reflect the results of operations for Fiscal Year 2023-2024, and

WHEREAS, there is a need to augment the East Fork Fire Protection District's General Fund budget to reflect additional unbudgeted revenue received during the first part of Fiscal Year 2023-24, and

WHEREAS, there is a need to augment the East Fork Fire Protection District's General Fund budget to reflect the expenditures relating to personnel costs to assist with wildland fires, costs committed in FY22/23 but completed in FY23/24, actual costs for certain services are higher than initially budgeted and

WHEREAS, there is a desire for the District to prepare for loss of Emergency Management Contract with Douglas County, and

WHEREAS, there is a need to augmentation for the recently issued Bond by the District, and

WHEREAS, there is a need to revise the following:

GENERAL FUND

Revenue

Opening Fund Balance	\$	483,513
Intergovernmental	\$	(200,000)
Charges For Service	\$	1,013,029
Miscellaneous Revenue	\$	115,000
Other Financing Sources	\$	3,000,000
Total	\$	<u>4,411,542</u>

Expenditures

Dept. 231 - Administration		
Salary and Wages	\$	541,788
Employee Benefits	\$	23,153
Services and Supplies	\$	85,194
Dept. 235 - Training		
Services and Supplies		
Dept. 251 - Fire Suppression		
Services and Supplies	\$	661,260
Capital Outlay	\$	3,142,754
Dept. 263 - Fuels Reduction Program		
Salary and Wages	\$	34,243
Employee Benefits	\$	(115,000)
Dept. 297 - Debt Service		
Debt Service	\$	38,150
Contingency		-
Total	\$	<u>4,411,542</u>

EMERGENCY FUND

Revenue

Opening Fund Balance

\$ 9,043  
Total \$ 9,043

Expenditures

Dept. 293 - Emergency Operations  
Emergency Operations

\$ 9,043  
Total \$ 9,043

NOW, THEREFORE, BE IT RESOLVED, that the 2023-24 Fiscal Year budget is herein approved.

ADOPTED, this 19th day of December, 2023

VOTE:

Ayes Directors:

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

Nays Directors:

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

Absent Directors:

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

\_\_\_\_\_  
PRESIDENT  
Jacques Etchegoyhen, Board of Directors  
East Fork Fire Protection District

ATTEST:

\_\_\_\_\_  
HOLLY MEGEE  
Clerk



East Fork Fire Protection District

FY 23-24 Final Budget

Final Budget

With August Transfer & December Augment

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East Fork Fire  
**Budget Summary**  
 FY 2023-24

	Final Adopted Budget	Transfer/ Augments		Amedned Budget	Change	
		Transfers	December Augment			
<b>FUND 650 - EAST FORK FIRE GENERAL OPERATIONS</b>						
Operating Revenues						
Ad Valorem Taxes	11,820,391	-	-	11,820,391	-	0.0%
Intergovernmental	4,059,978	-	(200,000)	3,859,978	(200,000)	-4.9%
Charges For Service	6,405,620	-	1,013,029	7,418,649	1,013,029	15.8%
Miscellaneous Revenue	113,564	-	115,000	228,564	115,000	101.3%
<b>Total Operating Revenues</b>	<b>22,399,553</b>	<b>-</b>	<b>928,029</b>	<b>23,327,582</b>	<b>928,029</b>	<b>4.1%</b>
Other Financing Sources	10,000	-	3,000,000	3,010,000	3,000,000	#####
<b>Total Revenues/Other Sources</b>	<b>22,409,553</b>	<b>-</b>	<b>3,928,029</b>	<b>26,337,582</b>	<b>3,928,029</b>	<b>17.5%</b>
Opening Fund Balance/Reserves	3,975,603	-	483,513	4,459,116	483,513	12.2%
<b>Total Resources</b>	<b>26,385,156</b>	<b>-</b>	<b>4,411,542</b>	<b>30,796,698</b>	<b>4,411,542</b>	<b>16.7%</b>
Operating Expenditures						
Salaries & Wages	11,240,798	-	576,031	11,816,829	576,031	5.1%
Employee Benefits	7,921,352	(434,374)	(91,847)	7,395,131	(526,221)	-6.6%
Service & Supplies	2,319,478	-	746,454	3,065,932	746,454	32.2%
<b>Total Operating Expenditures</b>	<b>21,481,628</b>	<b>(434,374)</b>	<b>1,230,638</b>	<b>22,277,892</b>	<b>796,264</b>	<b>3.7%</b>
Other						
Debt Service	296,100	-	38,150	334,250	38,150	12.9%
Capital Projects and Outlay	1,550,000	112,150	3,142,754	4,804,904	3,254,904	210.0%
Transfer out to Emergency Fund	-	-	-	-	-	0.0%
Contingency	322,224	322,224		644,448	322,224	100.0%
<b>Total Other</b>	<b>2,168,324</b>	<b>434,374</b>	<b>3,180,904</b>	<b>5,783,602</b>	<b>3,615,278</b>	<b>166.7%</b>
rHRA Reserve	50,000			50,000	-	0.0%
Ending Fund Balance	2,685,204			2,685,204	-	0.0%
<b>Total Requirements</b>	<b>26,385,156</b>	<b>-</b>	<b>4,411,542</b>	<b>30,796,698</b>	<b>4,411,542</b>	<b>16.72%</b>
Contingency %	1.50%			1.50%		
Ending Fund Balance %	12.50%			12.50%		
<b>FUND 651 - EMERGENCY FUND</b>	<b>326,431</b>	<b>-</b>	<b>-</b>	<b>326,431</b>	<b>-</b>	<b>0.0%</b>
<b>TOTAL ALL FUNDS</b>	<b>26,711,587</b>	<b>-</b>	<b>4,411,542</b>	<b>31,123,129</b>	<b>4,411,542</b>	<b>16.5%</b>
Total Expenditures By Department						
Administration (Dept. 231)	17,916,605	(434,374)	650,135	18,132,366	215,761	1.2%
Prevention (Dept. 232)	18,547	-	-	18,547	-	0.0%
Training (Dept. 235)	118,885	-	-	118,885	-	0.0%
Suppression (Dept. 251)	3,457,543	112,150	3,804,014	7,373,707	3,916,164	113.3%
NVE Fuels Mgmt. Program	1,520,048	-	(80,757)	1,439,291	(80,757)	-5.3%
Emergency (Dept. 293)	326,431	-	-	326,431	-	0.0%
Debt Service (Dept. 297)	296,100	-	38,150	334,250	38,150	12.9%

East Fork Fire  
**Fund 650 - Revenue Detail**  
 FY 2023-24

		Final Adopted Budget	Transfer/ Augments		Amedned Budget	Change	
			Transfers	December Augment			
<b>TAXES</b>							
311-100	Ad Valorem - Current	11,337,136			11,337,136	-	-
311-120	Ad Valorem - Delinquent	-			-	-	-
311-200	Centrally Assessed Prop Tax	157,259			157,259	-	-
311-700	Personal Property Current	325,995			325,995	-	-
311-800	Personal Property Delinquent	-			-	-	-
	<b>Total Taxes</b>	<b>11,820,391</b>	<b>-</b>	<b>-</b>	<b>11,820,391</b>	<b>-</b>	<b>-</b>
<b>INTERGOVERNMENTAL</b>							
331-282	Grant - EMPG	42,708			42,708	-	-
332-313	Grant - SAFER	-			-	-	-
332-327	Grant - ARPA	250,000			250,000	-	-
333-209	GEMT (Medicaid)(Fed Rev)	1,100,000		(200,000)	900,000	(200,000.00)	(0)
334-802	Grant - SERC (LEPC \$4K)	-			-	-	-
334-804	Grant - CERT SHSP	-			-	-	-
334-815	Grant - UWS (NV)	-			-	-	-
335-001	State Consolidated Tax Distribution	2,559,770			2,559,770	-	-
337-001	Alpine Contract	107,500			107,500	-	-
337-005	Emergency Mgmt. Contract	-			-	-	-
337-011	Local Got Rev	-			-	-	-
	<b>Total Intergovernmental</b>	<b>4,059,978</b>	<b>-</b>	<b>(200,000)</b>	<b>3,859,978</b>	<b>(200,000.00)</b>	<b>(0)</b>
<b>CHARGES FOR SERVICE</b>							
341-509	Fire Plan Check & Permit Fees	406,400			406,400	-	-
341-515	Inspection Fee	3,900			3,900	-	-
341-528	Technology Fee	10,800			10,800	-	-
341-531	Expedite Fee	3,900			3,900	-	-
	Water Initiative Fee	100,000			100,000	-	-
342-500	Ambulance Fees	10,068,072		(240,000)	9,828,072	(240,000.00)	(0)
342-501	Collection Loss	(652,720)		6,500	(646,220)	6,500.00	(0)
342-502	Govt & Contractual/Mandatory Write-offs	(5,386,910)		133,500	(5,253,410)	133,500.00	(0)
342-510	Sierra Saver Fees	50,000			50,000	-	-
342-521	Standby Revenue	12,500			12,500	-	-
343-001	Outside District Assistance For Hire	-		1,113,029	1,113,029	1,113,029.00	100
343-002	NVE Reimbursement	1,789,678			1,789,678	-	-
	<b>Total Charges For Service</b>	<b>6,405,620</b>	<b>-</b>	<b>1,013,029</b>	<b>7,418,649</b>	<b>1,013,029.00</b>	<b>0</b>
<b>MISCELLANEOUS REVENUES</b>							
360-800	Miscellaneous Rev	7,500			7,500	-	-
361-200	Interest on Investment	4,000			4,000	-	-
361-211	Investment Earnings-LGIP	85,000		115,000	200,000	115,000.00	1
362-100	Rents/Leases (USFS)	15,064			15,064	-	-
367-102	Donations	2,000			2,000	-	-
	<b>Total Miscellaneous Revenues</b>	<b>113,564</b>	<b>-</b>	<b>115,000</b>	<b>228,564</b>	<b>115,000.00</b>	<b>1</b>
<b>TOTAL OPERATING REVENUES</b>		<b>22,399,553</b>	<b>-</b>	<b>928,029</b>	<b>23,327,582</b>	<b>928,029.00</b>	<b>0</b>

East Fork Fire  
**Fund 650 - Revenue Detail**  
 FY 2023-24

		Final Adopted Budget	Transfer/ Augments		Amedned Budget	Change	
			Transfers	December Augment			
<b>OTHER FINANCING SOURCES</b>							
391-100	Sale of Property	10,000			10,000	-	-
391-501	Bond Proceeds	-		3,000,000	3,000,000	3,000,000.00	#DIV/0!
391-505	Loan Proceeds	-			-	-	-
	Total Other Financing Sources	10,000	-	3,000,000	3,010,000	3,000,000.00	300
		-					
<b>TOTAL REV/OTHER FINANCING SOURCES</b>		22,409,553	-	3,928,029	26,337,582	3,928,029.00	0

East Fork Fire  
**Fund 650, Dept 231 (Administration)**  
 FY 2023-24

		Transfer/ Augments		Change		
		Final Adopted Budget	Transfers	December Augment	Amedned Budget	
<b>SALARIES &amp; WAGES</b>						
510-000	Regular - Salaries & Wages	7,770,186		(29,431)	7,740,755	(29,431) -0.4%
510-125	WC - Salaries & Wages	-			-	- 0.0%
510-126	Retro-Salaries	-			-	- 0.0%
510-145	Reg Incentive Pay	298,844			298,844	- 0.0%
510-146	Return to Work (RTW)(2X)	-			-	- 0.0%
510-170	FLSA	167,406			167,406	- 0.0%
511-163	Overtime - Reimbursable (Off District Fires)	-		568,097	568,097	568,097 #DIV/0!
511-164	Holiday Special Pay (HSP)	312,488			312,488	- 0.0%
511-166	Sick Buyback - Non-rep	10,000		3,122	13,122	3,122 31.2%
511-167	Vacation Payout	100,000			100,000	- 0.0%
511-168	Vacation Buyback - Non-rep	15,000			15,000	- 0.0%
511-170	Overtime	1,414,558			1,414,558	- 0.0%
511-171	Holiday	-			-	- 0.0%
511-172	Comp Paid	10,000			10,000	- 0.0%
511-173	Vacation	-			-	- 0.0%
511-174	Sick	-			-	- 0.0%
511-176	Call Back (2X)	54,251			54,251	- 0.0%
511-178	Sick Leave Payout	100,000			100,000	- 0.0%
511-187	Uniform Allowance	106,400			106,400	- 0.0%
511-189	Cell Phone Stipend	5,342			5,342	- 0.0%
512-120	Contract Wages (temp employee's)	90,000			90,000	- 0.0%
	<b>Total Salaries and Wages</b>	<b>10,454,475</b>	<b>-</b>	<b>541,788</b>	<b>10,996,263</b>	<b>541,788 5.2%</b>
<b>EMPLOYEE BENEFITS</b>						
515-180	Benefits - EE, HAS, COBRA Acct Fee	5,000			5,000	- 0.0%
515-181	Retirement	3,743,689		1,107	3,744,796	1,107 0.0%
515-182	WC - PACT (Workers Comp)	1,162,270	(434,374)	75,605	727,896	(434,374) -37.4%
515-183	Group Insurance	1,721,916		(62,000)	1,659,916	(62,000) -3.6%
515-184	Unemployment	5,000			5,000	- 0.0%
515-186	Medicare	146,877		8,441	155,318	8,441 5.7%
515-196	HSA ER Contribution	187,500			187,500	- 0.0%
515-197	HRA - non-contract	40,400			40,400	- 0.0%
515-198	HRA - contract	198,000			198,000	- 0.0%
515-201	PEBS	5,625			5,625	- 0.0%
	<b>Total Employee Benefits</b>	<b>7,216,277</b>	<b>(434,374)</b>	<b>23,153</b>	<b>6,805,056</b>	<b>(411,221) -5.7%</b>
	<b>Total Salary, Wages &amp; Benefits</b>	<b>17,670,752</b>	<b>(434,374)</b>	<b>564,941</b>	<b>17,801,319</b>	<b>130,567 0.7%</b>
<b>SERVICES &amp; SUPPLIES</b>						
520-060	Postage	3,500			3,500	- 0.0%
520-075	Background Checks	3,000			3,000	- 0.0%
520-077	Recruiting Expense	10,000		10,000	20,000	10,000 100.0%
520-078	Printing & Binding	2,000			2,000	- 0.0%
520-098	Maint. Janitorial	6,300			6,300	- 0.0%
520-108	Maint. Office Equip.	5,448			5,448	- 0.0%
520-136 *	Rents & Leases Equipment	5,155			5,155	- 0.0%
520-170	Mem, Subs, Books, etc (EMRB Assessment)	1,700			1,700	- 0.0%
520-415	PACT Agent Fees	5,000		(5,000)	-	(5,000) 0.0%

East Fork Fire  
**Fund 650, Dept 231 (Administration)**  
 FY 2023-24

		Final Adopted Budget	Transfer/ Augments		Amedned Budget	Change	
			Transfers	December Augment			
520-425	Collection Commission Expense	15,000		(3,000)	12,000	(3,000)	-20.0%
521-100 *	Professional Services	122,550		24,600	147,150	24,600	20.1%
521-105	Board of Directors Comp	18,000			18,000	-	0.0%
521-162	Contract Services	-			-	-	0.0%
521-505	Voter Reg Maint Fee	5,500			5,500	-	0.0%
532-028	Uniforms	500			500	-	0.0%
533-800	Office Supplies	15,000		1,438	16,438	1,438	9.6%
533-802	Small Equipment	-		1,440	1,440	1,440	#DIV/0!
540-009	NVE Administration	-			-	-	0.0%
550-100	Bank Fees-Credit Card Processing	20,000			20,000	-	0.0%
550-102	Bank Fees-Checking	7,200			7,200	-	0.0%
550-105	Issuance Costs - Bonds			55,716	55,716	55,716	
	<b>Total Services &amp; Supplies</b>	<b>245,853</b>	<b>-</b>	<b>85,194</b>	<b>331,047</b>	<b>85,194</b>	<b>34.7%</b>
<b>DEPARTMENT 231 TOTAL</b>		<b>17,916,605</b>	<b>(434,374)</b>	<b>650,135</b>	<b>18,132,366</b>	<b>215,761</b>	<b>1.2%</b>
Notes:							
515-182	<u>WC - PACT (Workers Comp)</u>						
	Employees	1,144,270	(434,374)		709,896		
	Volunteers/ Board	18,000			18,000		
		<b>1,162,270</b>	<b>(434,374)</b>		<b>727,896</b>		
520-136	<u>Rents and Leases</u>						
	Postage machine lease	2,055			2,055		
	Xerox copier lease	3,100			3,100		
		<b>5,155</b>	<b>-</b>		<b>5,155</b>		
521-100	<u>Professional Services</u>						
	Professional attorney fees for General Counsel	30,000			30,000		
	Professional attorney fees for contract negotiation, arbitration, grievances.	10,000			10,000		
	Insurance broker fees.	22,500			22,500		
	Annual Financial Statement Audit Fee	30,000			30,000		
	OPEB Report - Bickmore	2,550			2,550		
	Website Maintenance Contract	5,000		2,500	7,500		
	GEMT Prep Fee (Creative Consulting)	8,500			8,500		
	GEMT Audit Fee	8,000			8,000		
	Ground Transport Data Project	6,000			6,000		
	Ready Rebound			16,600			
	EAP Servces			3,500			
	Firefighters			2,000			
	Single Audit Fee				-		
		<b>\$122,550</b>	<b>-</b>	<b>24,600</b>	<b>\$147,150</b>		

East Fork Fire  
**Fund 650, Dept 232 (Fire Prevention)**  
 FY 2023-24

		Final Adopted Budget	Transfer/ Augments		Amedned Budget	Change	
			Transfers	December Augment			
<b>SERVICES AND SUPPLIES</b>							
520-170	Mem, Subs, Books, etc	2,000			2,000	-	0.0%
521-100 *	Professional Services	5,000			5,000	-	0.0%
532-038	Investigation Supplies	-			-	-	0.0%
532-046	Public Education Supplies	2,000			2,000	-	0.0%
532-055	Books & Periodicals	750			750	-	0.0%
533-802 *	Small Equipment	-			-	-	0.0%
533-806	Software	8,797			8,797	-	0.0%
	<b>Total Services &amp; Supplies</b>	<b>18,547</b>	<b>-</b>		<b>18,547</b>	<b>-</b>	<b>0.0%</b>
<b>DEPARTMENT 232 TOTAL</b>		<b>18,547</b>	<b>-</b>		<b>18,547</b>	<b>-</b>	<b>0.0%</b>
Notes							
521-100	Outside Plan Review	5,000			5,000		
533-806	Software - Digiplans - Idt	8,797			8,797		



East Fork Fire  
**Fund 650, Dept 235 (Training)**  
 FY 2023-24

	Final Adopted Budget	Transfer/ Augments		Amedned Budget	Change	
		Transfers	December Augment			
<b>SERVICES &amp; SUPPLIES</b>						
520-064 * Travel	15,000			15,000	-	0.0%
520-160 Support & Care	-			-	-	0.0%
520-200 * Training & Education	45,000			45,000	-	0.0%
520-205 * Paramedic Education Reimb	33,885			33,885	-	0.0%
521-100 Professional Services	-			-	-	0.0%
521-162 Contract Services	3,000			3,000	-	0.0%
532-106 Academy Costs	7,500			7,500	-	0.0%
532-108 * Training Supplies	13,000			13,000	-	0.0%
533-802 Small Equipment	1,500			1,500	-	0.0%
533-817 Small Projects	-			-	-	0.0%
Total Services & Supplies	118,885	\$0	\$0	118,885	-	0.0%
<b>DEPARTMENT 235 TOTAL</b>	<b>\$118,885</b>	<b>\$0</b>	<b>\$0</b>	<b>\$118,885</b>	<b>-</b>	<b>0.0%</b>
NOTES:						
520-064	Travel to conferences (tuition paid by employee; travel, lodging, per diem paid by Districts)	15,000		15,000		
				0		
520-200	Training and Education			-		
	District offered training courses, off-district class tuition	32,000		32,000		
	ABC ambulance billing and coding conference	5,000		5,000		
	Carson City Fire Dept - Fire Training Facility Usage - Annual Fee	5,000		5,000		
	Preceptor Pay	3,000		3,000		
		45,000	-	45,000		
				-		
520-205	Paramedic Education Reimb			-		
	Paramedic Program Reimbursement (1 @ \$2,000)			-		
	Paramedic Program (Upfront) @ 11,295 each	33,885		33,885		
		33,885	-	33,885		
				-		
532-108	Training Supplies			-		
	Misc Training Supplies	10,000		10,000		
	Contract to create video trainings	3,000		3,000		
		13,000	-	13,000		
533-802	Small Equipment			-		
	Small Equipment	1,500		1,500		
	EMS Mannequins	-		-		
		1,500	-	1,500		

East Fork Fire  
**Fund 650, Dept 251 (Fire Suppression)**  
 FY 2023-24

	Final Adopted Budget	Transfer/ Augments		Amedned Budget	Change	
		Transfers	December Augment			
<b>SERVICES AND SUPPLIES</b>						
520-055 * Telephone Expense	27,180		32,445	59,625	(32,445)	-119.4%
520-064 Travel - Off District Response			60,748	60,748	(60,748)	#DIV/0!
520-079 Insurance - Property & Liability	194,475			194,475	-	0.0%
520-081 State Fire Program (WFPP)	94,382			94,382	-	0.0%
520-089 Power	50,000			50,000	-	0.0%
520-090 Water	18,500			18,500	-	0.0%
520-091 Trash	18,500			18,500	-	0.0%
520-092 Heating	58,000			58,000	-	0.0%
520-093 Sewer	15,000			15,000	-	0.0%
520-094 Cable Service	9,000			9,000	-	0.0%
520-097 * Maint B&G	125,000			125,000	-	0.0%
520-099 Maint Cleaning / Supplies	20,000			20,000	-	0.0%
520-104 Maint SCBA	5,000			5,000	-	0.0%
520-107 * Maint Equipment	54,375		2,747	57,122	(2,747)	-5.1%
520-110 Maint Vehicle-Parts	65,000		20,000	85,000	(20,000)	-30.8%
520-111 Maint Radio	5,500		4,000	9,500	(4,000)	-72.7%
520-118 Maint Vehicle-Outside Repairs	75,000			75,000	-	0.0%
520-120 Vehicle - Upfitting	-			-	-	0.0%
520-130 * Rents & Leases Land/Bldgs	227			227	-	0.0%
520-136 * Rents & Leases Equipment (Computers a	-			-	-	0.0%
520-137 Rents & Leases Vehicles	-		10,621	10,621	(10,621)	#DIV/0!
520-160 Support & Care	1,500			1,500	-	0.0%
520-170 * Mem, Subs, Books, etc	3,000			3,000	-	0.0%
520-187 Internet Expense	3,000			3,000	-	0.0%
521-020 Radio User Fees - DC Allocation	75,000			75,000	-	0.0%
521-100 * Professional Fees	200,200		10,699	210,899	(10,699)	-5.3%
521-140 Physical Exams	65,000		67,000	132,000	(67,000)	-103.1%
521-162 Contract Services	-			-	-	0.0%
521-240 Dispatch Fees	76,055			76,055	-	0.0%
521-250 Fingerprinting	-			-	-	0.0%
532-003 Gas - Fuel Vehicles and Apparatus	150,000		40,000	190,000	(40,000)	-26.7%
532-028 * Uniforms	6,000			6,000	-	0.0%
532-031 Medical Supplies	140,000		5,940	145,940	(5,940)	-4.2%
532-032 PPE (Non-Uniform)	40,000			40,000	-	0.0%
532-034 * Fire Protection Supplies	82,000			82,000	-	0.0%
532-036 Badges & Insignia	1,000			1,000	-	0.0%
532-049 Emergency Operations	-			-	-	0.0%
533-802 * Small Equipment	30,000		62,217	92,217	(62,217)	-207.4%
533-803 Computers	15,000		6,900	21,900	(6,900)	-46.0%
533-806 * Software	149,330		14,295	163,625	(14,295)	-9.6%
533-817 Small Projects	-		290,880	290,880	(290,880)	100.0%
540-010 * Grants - Service and Supplies	6,819		32,768	39,587	(32,768)	-480.5%
550-218 Volunteer Incentives	28,500			28,500	-	0.0%
<b>Total Services &amp; Supplies</b>	<b>1,907,543</b>	<b>-</b>	<b>661,260</b>	<b>2,568,803</b>	<b>(661,260)</b>	<b>-34.67%</b>

East Fork Fire  
**Fund 650, Dept 251 (Fire Suppression)**  
 FY 2023-24

		Final Adopted Budget	Transfer/ Augments		Amedned Budget	Change	
			Transfers	December Augment			
<b>CAPITAL OUTLAY AND PROJECTS</b>							
562-200*	Buildings	725,000	112,150	948,470	1,785,620	(1,060,620)	-146.3%
564-500*	Machinery & Equipment	-			-	-	0.0%
564-700*	Motor Vehicles	825,000		2,194,284	3,019,284	(2,194,284)	-266.0%
<b>TOTAL</b>	<b>Capital projects and Outlay</b>	<b>1,550,000</b>	<b>112,150</b>	<b>3,142,754</b>	<b>4,804,904</b>	<b>(3,254,904)</b>	<b>-210.0%</b>
<b>DEPARTMENT 251 TOTAL</b>		<b>3,457,543</b>	<b>112,150</b>	<b>3,804,014</b>	<b>7,373,707</b>	<b>(3,916,164)</b>	<b>-113.3%</b>
<b>Notes:</b>							
520-055	<u>Telephone</u>						
	Frontier Phone Monthly Fee	4,200			4,200		
	First Net Cell Phone	22,980			22,980		
		27,180	-		27,180		
520-097	<u>Maintenance Building and Grounds</u>						
	General station maintenance	106,500			106,500		
	Asphalt crack sealing, all stations	18,500			18,500		
		125,000	-		125,000		
520-107	<u>Maintenance Equipment</u>						
	Miscellaneous small engine repair	3,000			3,000		
	Maintenance of HazMat Equipment	5,000			5,000		
	Annual ladder testing	2,500			2,500		
	EMSAR (Gurney) Maintenance	-			-		
	Annual fire extinguisher maintenance	4,000			4,000		
	Annual hydraulic lift inspection and Genesis diagnostic tool upgrade	1,000			1,000		
	Holmatro equipment maintenance	6,000			6,000		
	Fire panel/alarm testing	1,200			1,200		
	Pump Testing	8,075			8,075		
	Hose Testing	4,200			4,200		
	5 Year Prev. Maint - Gurneys			7,747	7,747		
	Zoll Monitor Maint Agreement	15,000		(5,000)	10,000		
	Annual Maintenance Overhead Door	4,400			4,400		
		54,375	-	2,747	57,122		
520-130	<u>Rents and Leases/ Bldgs and Land</u>						
	Annual lease, BLM (Station 12 land)	25			25		
	Annual lease, Gardnerville Water Co (portion of land for Station 2)	200			200		
	Assessment	2			2		
		227	-		227		
520-170	<u>Mem, Subs, Books, etc</u>						
	Sierra Front Wildfire Cooperators	720			720		
	NV Fire Chief's Association Membership	1,000			1,000		

East Fork Fire  
**Fund 650, Dept 251 (Fire Suppression)**  
 FY 2023-24

		Final Adopted Budget	Transfer/ Augments		Amedned Budget	Change	
			Transfers	December Augment			
	Lake Tahoe Regional Chiefs	100			100		
	NV Emergency Medical Services	300			300		
	Memberships (Some Lic & Certs here but should be in Dept 235) - Other	880			880		
		3,000	-		3,000		
521-100	<u>Professional Services</u>						
	IT Services - Conway	173,700			173,700		
	SHI			5,899	5,899		
	BLD Consulting	-		4,800	4,800		
	BlackPoint LLC (PM Radios)	4,500			4,500		
	Medical Director Fee	15,000			15,000		
	Workforce Improvements	7,000			7,000		
	Assistance in developing a Facilities Habitability and Modification Plan				-		
		200,200	-	10,699	210,899		
532-032	<u>Uniforms</u>						
	2 new hires @3,000	6,000			6,000		
		6,000			6,000		
532-034	<u>Fire Protection Supplies</u>						
	Equipment and Misc	65,000			65,000		
	Wildland Hose Pack Upgrades				-		
	Volunteer PPE	12,000			12,000		
	Fire Hose and Nozzles	5,000			5,000		
		82,000	-		82,000		
533-802	<u>Small Equipment</u>						
	Small Equipment	10,000			10,000		
	Volunteer Pagers	20,000			20,000		
	Hose Replacement			15,282	15,282		
	Video Larnoscopes			7,435	7,435		
	Zoll Monitor			30,000	30,000		
	E-Bike Program			3,750	3,750		
	Gym Equipment			5,750	5,750		
					-		
		30,000	-	62,217	92,217		
533-806	<u>Software</u>						
	Zoll hosted - RescueNet, FireRMS, EPCR	42,547			42,547		
	Kronos - Workforce Telestaff (24 hours of support service)	5,700			5,700		
	Kronos - Telestaff, Annual cloud hosting fee & license	23,500			23,500		

East Fork Fire  
**Fund 650, Dept 251 (Fire Suppression)**  
 FY 2023-24

		Final Adopted Budget	Transfer/ Augments		Amedned Budget	Change	
			Transfers	December Augment			
	Kronos - Workforce Payroll / HR	18,000			18,000		
	Kronos - Payroll Processing - Other	2,000			2,000		
	Intacct - Accounting Software	18,671			18,671		
	Waystar (Trizetto replacement)	9,650			9,650		
	All Data - Vehicle Maintenance Reference Program	1,500			1,500		
	Software for Inspections/Workorders	22,662			22,662		
	Microsoft and Adobe Pro				-		
	Avenza Enterprise	2,000			2,000		
	Target Vector Solutions			14,295	14,295		
	Docusign	3,100			3,100		
		149,330	-	14,295	163,625		
533-817	<u>Small Projects</u>						
	Insurance covered damage to buildings			287,880	287,880		
	Hydro Squad 8 & 9			3,000	3,000		
					-		
		-	-	290,880	290,880		
540-010	<u>Grants Services and Supplies</u>						
	NVE Donation - CERT			30,000	30,000		
	AFG Grant Match	6,819		(6,819)	-		
	SCBA Grant			9,587	9,587		
		6,819	-	32,768	39,587		
564-200	<u>Buildings</u>						
	Soft Tone Alert System	175,000			175,000		
	Facility Upgrades	250,000			250,000		
	Bond Funded Capital Projects			750,000			
	Training Center	300,000	112,150	198,470	610,620		
		725,000	112,150	948,470	1,785,620		
564-700	<u>Motor Vehicles</u>						
	Ambulance Remount	140,000			140,000		
	Purchase of New Ambulance				-		
	Water Tender	335,000			335,000		
	Bond Funded Capital Projects			2,194,284	2,194,284		
	Wildland Engine Retorfit	350,000			350,000		
		825,000	-	2,194,284	3,019,284		

East Fork Fire  
**Fund 650, Dept. 263 (NVE Fuels Mgmt.)**  
 FY 2023-24

		Final Adopted Budget	Transfer/ Augments		Amedned Budget	Change	
			Transfers	December Augment			
<b>SALARIES &amp; WAGES</b>							
510-000	Regular - Salaries & Wages	757,942		34,243	792,185	34,243.00	4.5%
511-163	Overtime - Reimbursable (Off District Fires)				-	-	0.0%
511-170 *	Overtime				-	-	0.0%
510-145	Reg Incentive Pay	6,906			6,906	-	0.0%
511-171	Holiday				-	-	0.0%
511-172	Comp Paid				-	-	0.0%
511-173	Vacation				-	-	0.0%
511-174	Sick				-	-	0.0%
511-176	Call Back (2X)	6,647			6,647	-	0.0%
511-187	Uniform Allowance	14,000			14,000	-	0.0%
511-189	Cell Phone Stipend	828			828	-	0.0%
	<b>Total Salaries and Wages</b>	<b>786,323</b>	<b>-</b>	<b>34,243</b>	<b>820,566</b>	<b>34,243.00</b>	<b>4.4%</b>
<b>EMPLOYEE BENEFITS</b>							
515-180	Benefits - Sierra Saver - EE, HSA Acct Fee	540			540	-	0%
515-181	Retirement	297,680			297,680	-	0%
515-182	WC - PACT (Workers Comp)	212,132		(110,000)	102,132	(110,000)	-52%
515-183	Group Insurance	154,222		(5,000)	149,222	(5,000)	-3%
515-184	Unemployment	1,000			1,000	-	0%
515-186	Medicare	11,401			11,401	-	0%
515-196	HSA ER Contribution	17,500			17,500	-	0%
	rHRA Contract	10,600			10,600	-	0%
515-201	PEBS				-	-	0%
	<b>Total Employee Benefits</b>	<b>705,075</b>	<b>-</b>	<b>(115,000)</b>	<b>590,075</b>	<b>(115,000)</b>	<b>-16%</b>
	<b>Total Salary, Wages &amp; Benefits</b>	<b>1,491,398</b>	<b>-</b>	<b>(80,757)</b>	<b>1,410,641</b>	<b>(80,757)</b>	<b>-5%</b>
<b>SERVICES &amp; SUPPLIES</b>							
520-079	Insurance - Property & Liability	7,650			7,650	-	0.0%
532-028	Uniforms	15,000			15,000	-	0.0%
532-032	PPE (Non-Uniform)	6,000			6,000	-	0.0%
532-802	Small Equipment				-	-	0.0%
	<b>Total Services &amp; Supplies</b>	<b>28,650</b>	<b>-</b>		<b>28,650</b>	<b>-</b>	<b>0.0%</b>
<b>CAPITAL OUTLAY AND PROJECTS</b>							
562-200	Buidling						
564-500*	Machinery & Equipment				-	-	0.0%
564-700*	Motor Vehicles	-			-	-	0.0%
TOTAL	Capital projects and Outlay	-	-		-	-	0%
<b>DEPARTMENT 263 TOTAL</b>		<b>1,520,048</b>	<b>-</b>	<b>(80,757)</b>	<b>1,439,291</b>	<b>(80,757)</b>	<b>-5%</b>
Notes:							
5 - Seasonal Firefighters							
	Wage	152,440.00			152,440.00		
	PACT	59,680			59,680		
	Medicare	2,210			2,210		
		<b>214,330.00</b>	<b>-</b>		<b>214,330.00</b>		

East Fork Fire  
**Fund 650, Dept 297 (Debt Service)**  
 FY 2023-24

		Final Adopted Budget	Transfer/ Augments		Amedned Budget	Change	
			Transfers	December Augment			
<b>Debt Service</b>							
550-003	Bond Principal	284,000			284,000	-	0.0%
550-004	Bond Interest	12,100		38,150	50,250	38,150.00	315.29%
	Total Debt Service	296,100	-	38,150	334,250	38,150	12.88%
<b>DEPARTMENT 297 TOTAL</b>		<b>296,100</b>	<b>-</b>	<b>38,150</b>	<b>334,250</b>	<b>38,150</b>	<b>12.88%</b>

East Fork Fire  
**Fund 651, Dept 293 Emergency Fund**  
 FY 2023-24

		Final Adopted Budget	Transfer/ Augments		Final Adopted Budget	Change	
			Transfers	December Augment			
<b>REVENUE</b>							
301-100	Opening Fund Balance Reserves	326,431		9,043	335,474	9,043.00	2.8%
361-200	Interest	-			-	-	0.0%
392-000	Transfer In	-			-	-	0.0%
	Total Revenues	326,431	-		326,431	-	0.0%
<b>EXPENDITURES</b>							
520-081	State Fire Program (WFPP)	-	-		-	-	0.0%
532-049	Emergency Operations	326,431	-	9,043	335,474	9,043.00	2.8%
	Total Expenditures	326,431	-		326,431	-	0.0%
<b>699-000</b>	Ending Fund Balance	-	-	-	-	-	0.0%

NOTES:

532-049 Restricted funds for emergency event expenditures.



# East Fork Fire Protection District

## AGENDA ACTION SHEET

1. **Title: 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.
2. **Recommended Motion:** Motion 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.
3. **Funds Available:** FY23/24 **Amount:** \$83,439 (Six Months)  
\$13,907 (Per Month)  
  
**Fund Name:** General Fund **Account Number:** 512-120
4. **Prepared by:** Tod F. Carlini, District Fire Chief
5. **Meeting Date:** December 19, 2023 **Time Required:** 15 minutes
6. **Agenda:** Administrative Agenda
7. **Background Information:** The East Fork Fire Protection District supports three Deputy Fire Chief positions, each assigned to a specific divisional responsibility and under the authority of the District Fire Chief. The Deputy Fire Chief of Operations is one of the most important positions within the administrative structure of the organization and oversees, without a doubt, the largest division with the most critical services being emergency all-risk response and advanced life support transport ambulance service. The position oversees the three Battalion Chiefs. Over the past two years, SMG Fire Consulting Group of Carson City has provided the personnel to fill this critical position. Mr. Scott Gorgon has served the District well for the last two years. One of the most significant contributions made was the successful negotiation of multi-year labor contracts and complete revamping of the contracts themselves. Mr. Gorgon has also provided a restructuring of the Operations Division via a high degree of delegation and accountability. Due to its critical need, the Administration is recommending and requesting approval to extend SMG Fire Consulting Group's contract for an additional six-month term, effective January 11, 2024 and on an as needed month-by-month basis thereafter. The intent is to fill the position or a similar position during the six-month period with a full-time equivalent employee. The firm has been in business since January 3, 2020. The time would be limited to six months with a cost not to exceed \$83,439 and on a month-by-month basis at a cost of \$ 13,907 per month. Funding is available via the existing position's budget allocation for wages and benefits within the current fiscal year.

Funding will be provided in the FY24/25 budget to cover the potential of a month-by-month contract service during a transition period for a future FTE Chief Officer position.

Mr. Scott Gorgon, retired Deputy Chief of Operations for the Truckee Meadows Fire Protection District, would fill the position under contract with SMG Fire Consulting Group. Mr. Gorgon is held in high regard within the State of Nevada and the region due to his 36-plus year career in Nevada's fire service. Mr. Gorgon is a 2008 Graduate of the Executive Fire Officer Program and has a master's degree in executive Fire Service Leadership. He has a strong operations background, having spent most of his fire service career with the North Las Vegas Fire Rescue, leaving that agency at the rank of Battalion Chief. He is highly regarded in labor/management relations, relationship building, staff development, and general fire service administration. In addition, Mr. Gorgon has extensive legislative experience with the Nevada State Legislature, set to open in early 2024.

Mr. Gorgon would continue to provide all the associated services as defined in the recently revised position description and would be afforded similar employment opportunities afforded to other Chief Executive Officers, such as a cell phone stipend, take-home vehicle, uniform allowances, communications devices, laptop, etc. The District would agree to include the individual on the District liability insurance as an additionally insured and per our insurance carrier's continued approval.

Extending the contract to an additional six months provides necessary organizational stability in a critical position within the organization and will allow for a transition to a full-time equivalent position within the organization. The contract does allow for termination by either party with 30 days' notice.

If approved, the District Administration would enter into a contract based on the time and cost parameters of the agenda item with an expected start date immediately after the end of the current contract. Mr. Gorgon is a Minden resident.

**8. Reviewed by:**

_____	District Fire Chief	_____	Board President
_____	Legal Counsel	_____	Other

**9. Board Action:**

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

**Agenda Item # 8**

**CONTRACT FOR PROFESSIONAL SERVICES**

**BETWEEN**

**EAST FORK FIRE PROTECTION DISTRICT**

**AND**

**SMG FIRE CONSULTING GROUP, LLC**

**1185 PEONY DRIVE**

**MINDEN, NEVADA 89423**

**FOR**

**CONTRACT STAFFING PURPOSES FOR THE POSITION  
OF  
DEPUTY FIRE CHIEF OF OPERATIONS**

THIS CONTRACT FOR PROFESSIONAL SERVICES (THE “AGREEMENT” IS ENTERED INTO THIS 10TH DAY OF JANUARY, 2024 BETWEEN SMG FIRE CONSULTING GROUP LLC (HEREINAFTER THE “CONTRACTOR”), AND THE EAST FORK FIRE PROTECTION DISTRICT (“EAST FORK” OR “DISTRICT”), A POLITICAL SUBDIVISION OF THE STATE OF NEVADA.

WHEREAS, East Fork is a political subdivision of the State of Nevada, and requires the services of contractors (hereinafter Contractor); and

WHEREAS, East Fork desires to contract for temporary staffing of the position of Deputy Fire Chief of Operations; and,

WHEREAS, it is deemed that the services of Contractor herein specified are both necessary and desirable and in the best interests of East Fork; and

WHEREAS, Contractor represents that it can provide a duly qualified and experienced individual who is ready, willing and able to perform and render the services hereinafter described;

NOW, THEREFORE, in consideration of the agreements herein made, the parties mutually agree as follows:

- 1. Effective Date and Term of Contract.** The effective date of this agreement (“Agreement”) is January 11, 2024 “the “Effective Date”); the term of the Agreement (the “Term”) shall be from the effective date until and including July 10, 2024. The District Chief may extend the Term beyond July 10, 2024 in monthly increments but may not extend the Term beyond December 31, 2024. Contractor agrees that it will accept such monthly extensions and continue to perform as set forth in the Agreement during any such extension. The Term of this Agreement may be otherwise extended at the request of the District and upon the approval of the District Board if deemed in the best interest of the District and upon agreement with the Contractor.
- 2. Independent Contractor Status and Provision of Workers Compensation Coverage.** The parties agree that Contractor shall have the status of and shall perform all work under this Agreement as an independent contractor. The parties also agree that Contractor is not an employee of East Fork and that there shall be no:

- (1) Withholding of income taxes by East Fork;
- (2) Industrial insurance coverage provided by East Fork;
- (3) Participation in group insurance plans which may be available to employees of the East Fork;
- (4) Participation or contributions by either the Contractor or East Fork to the public employee's retirement system;
- (5) Accumulation of vacation leave or sick leave provided by the East Fork;
- (6) Unemployment compensation coverage provided by East Fork.

**3. Insurance.** Contractor further agrees, as a precondition to the performance of any work under this Agreement and as a precondition to any obligation of East Fork to make any payment under this Agreement, to provide East Fork with an affidavit of sole proprietor or a certificate issued by a qualified insurer in accordance with NRS 616B.627. Contractor also agrees, prior to commencing any work under the Agreement, to complete and to provide the following written request to the insurer:

SMG Fire Consulting Group, LLC, representing Mr. Scott Gorgon, has entered into a contract with East Fork to perform work from January 10, 2024 to June 30, 2024, with possible extension to the Term, and requests that the insurer provide to East Fork 1) a certificate of coverage issued pursuant to NRS § 616.280 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  
Attn: Lisa Owen  
1694 County Road  
Minden, Nevada 89423

Contractor agrees to maintain required workers compensation coverage throughout the entire term of the Agreement. If Contractor does not maintain coverage throughout the entire term of the Agreement, Contractor agrees that East Fork may, at any time the coverage is not maintained by Contractor, immediately order the Contractor to stop work, suspend the Agreement or terminate the Agreement. For each six-month period this Agreement is in effect, Contractor agrees, prior to the expiration of the six-month period, to provide another written request to the insurer for the provision of a certificate and notice of lapse in or nonpayment of coverage. If Contractor does not make the request or does not provide the certificate before the expiration of the six-month period, Contractor agrees that East Fork may order the Contractor to immediately stop work and may immediately suspend or terminate the Agreement.

Contractor may, in lieu of furnishing a certificate of an insurer, provide an affidavit indicating that SMG Fire Consulting Group is managed as a sole proprietor and that:

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  
Is otherwise in compliance with those terms, conditions and provisions

East Fork will provide general liability insurance by including Contractor as an additionally insured participant with all associated responsibilities.

4. **Work to Be Performed.** Contractor promises and agrees to perform all services under the Contract exclusively through Scott M. Gorgon and for those tasks associated with the Deputy Chief of Operations Position Description as set forth in the Statement of Work (See Attachment A) The parties agree that additional services related to staff development, leadership, mentoring, and relationship building will be provided per the Supplemental Statement of Work. (See Attachment B)
5. **Payment for Services.** Contractor agrees to provide a qualified individual, exclusively Scott M. Gorgon, to perform the services set forth in Section 4 at a fixed cost of Twelve Thousand Four Hundred and Forty-Four Dollars (\$13,907) per month for the term of this contract. Contractor shall submit requests for payment for services performed under this contract on a monthly basis. Requests for payment shall be based on the monthly fee set forth above and not on an hourly basis nor include overtime compensation. The District shall make a payment to the Contractor on the first day of each month for services provided during the prior month provided, however, the Contractor provides an invoice by the 10<sup>th</sup> day of each month. In the event that services are rendered for a portion of one month either at the beginning of the contract or at the term of the contract a prorated billing will be submitted based on a divisional factor of 30 days regardless of the number of actual days in the month being compensated.
6. **Amenities Provide by The District.** In order to carry out the responsibilities of the position being filled by the Contractor, the District agrees to provide the equipment and materials necessary to perform in the position and as if the Contractor's individual was a full time equivalent (FTE) employee of the District in the capacity of the Deputy Fire Chief of Operations and as defined in the Amenities List. (See Attachment C)
7. **Termination of Contract.** Either party may revoke this Agreement without cause, provided that a revocation shall not be effective until 30 days after the revoking party has provided written notice to the other party as set forth in Section 18 below. All monies due and owing to the Contractor up to the effective date of the termination shall be paid by East Fork.
8. **Construction of contract.** This Agreement shall be construed and interpreted according to the laws of the State of Nevada. Any dispute regarding this Agreement shall be resolved by binding arbitration, with an arbitrator selected from a list maintained by the Nevada Supreme Court of senior/retired judges, with both parties to pay their own attorney fees. There shall be no presumption for or against the drafter in interpreting or enforcing this Contract.
9. **Compliance with 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 Agreement, 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 Agreement.

- 11. Inspection.** The books, records, documents and accounting procedures and practices of Contractor related to this Agreement shall be subject to inspection, examination and audit by the East Fork, including, but not limited to, the contracting agency, East Fork's counsel, or any authorized representative of those entities.
- 12. Disposition of Contract Materials.** Any books, reports, studies, photographs, negatives or other documents, data, drawings, intellectual property, or other materials prepared by or supplied to Contractor in the performance of Contractor's obligations under this Agreement shall be the exclusive property of East Fork and all such materials shall be remitted and delivered, at Contractor's expense, by Contractor to East Fork upon completion, termination or cancellation of this Agreement. If at any time during the Term, East Fork, in writing, requests any or all of the materials, then Contractor shall promptly remit and deliver the materials, at Contractor's expense, to East Fork. 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 Agreement 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, 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 239.030, or any governmental entity. Contractor expressly and unconditionally waives all of its rights to bring, including but not limited to, by way of complaint, interpleader, intervention, or any third party practice, any claims, demands, suits, actions, judgments, or executions, for damages or any other relief, in any administrative or judicial forum, against East Fork or any of its officers or employees, in either their official or individual capacity, for violations of or infringement of the copyright laws of the United States or of any other nation.
- 14. Indemnification.** Contractor agrees to indemnify and save and hold East Fork, its agents and employees harmless from any and all claims, causes of action or liability arising from the performance of this Agreement by Contractor or Contractor's agents or employees.
- 15. Health Information Portability and Accountability Act.** The Contractor agrees to follow the requirements of the Health Information Portability and Accountability Act, more fully outlined in Attachment D.
- 16. Modification of Contract.** This Agreement constitutes the entire contract between the parties and may only be modified by a written amendment signed by the parties.
- 17. No Appropriation of Funds.** All payments and services provided under this Agreement are contingent upon the availability of the necessary public funding. In the event that East Fork does not receive the funding necessary to perform in accord with the terms of this Agreement, this Agreement shall automatically terminate and all fees due and owing shall be paid.
- 18. Notices.** Any and all notices, demands, or other communication required or desired to be given hereunder by any party shall be in writing and shall be validly given or made to the other Party if personally served, or if deposited in the United States mail, certified or registered, postage pre-paid, return receipt requested. If such notice of demand is served personally, notice shall be deemed constructively made at the time of such personal service. If such notice, demand, or other communication is given by mail, such notice shall be

conclusively deemed given five (5) days after deposit thereof in the United States mail addressed to the Party to whom such notice, demand, or other communication is to be given. Any notice given to either Party shall be addressed to the address appearing above.

**19. Insurance.** The District agrees to add SMG Fire Consulting Group, LLC and expressly Scott M. Gorgon as an additionally insured representative of the East Fork Fire Protection District and under its general liability coverage while under contract with the District.

**20. Indemnity.** No Waiver of Statutory Immunity by East Fork. It is understood and agreed that each party to this Agreement shall fully indemnify, defend, and hold harmless the other party from any damage or liability occurring by reason of anything done or omitted to be done by each party or its respective officers or employees, under or in connection with any work, authority, or jurisdiction delegated to another Party under this Agreement. Said indemnity shall include, but is not limited to, all reasonable costs and attorneys' fees incurred in defense of any and all claims covered by this provision. East Fork does not, under any circumstance, waive its governmental immunity as provided by NRS Chapter 41.

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

\_\_\_\_\_  
SMG Fire Consulting Group, LLC (date)

\_\_\_\_\_  
Tod Carlini, District Chief (date)

\_\_\_\_\_  
Scott M. Gorgon (date)

## **Attachment A**

### **STATEMENT OF WORK**

#### **ESSENTIAL FUNCTIONS**

The Deputy Chief of Operations is responsible for the following essential functions as they relate to the coordination, planning and direction of all the District's all-hazard field operations:

- Develops and implements goals, objectives, policies, procedures and work standards for assigned areas/programs; assists in coordinating the preparation and administration of the annual budget in assigned areas of responsibility; plans, organizes, administers, reviews and evaluates the activities of staff directly and through subordinate managers and supervisors.
- Manages staff and activities of Operations Division.
- Human Resource Management: Provides/approves discipline, hiring, promotion, evaluation, pay increases, payroll, for all staff and volunteers.
- Directs the conduct of and conducts analytical studies and programs; develops and reviews reports of findings, alternatives and recommendations; directs the maintenance of accurate records and files.
- Acts as front-line responder and manager of large-scale and complex incidents; acts as interim District Chief as required or assigned.
- Serves as a Deputy Director of Emergency Management for Douglas County via Interlocal Agreement.
- Coordinates emergency response efforts with other jurisdictions and agencies.
- Contributes to the overall quality of the district service provision by developing and coordinating work teams and by reviewing and recommending improved policies and procedures.
- Participates as a member of the Administration Labor Relations and Negotiations team as necessary or assigned.
- Represents the District with dignity, integrity, and a spirit of cooperation in all relationships with town, community and professional organizations, other fire agencies, districts, departments, county, city and state agencies and offices, federal agencies, and other service organizations.

#### **PHYSICAL DEMANDS & WORKING ENVIRONMENT**

- The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Mobility to inspect various residential, commercial or industrial properties or other facilities which may include standing for extended periods of time, stooping, kneeling and walking on uneven terrain at construction sites, climbing ladders, scaffolding and stairs; stamina to serve as emergency incident commander; vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone; hear fire alarms, speakers, horns, and bells being tested; regularly lift up to 50 pounds.
- Work is subject to performance under adverse environmental conditions in life threatening environments; exposure to bodily fluids, solvents, chemicals, fumes, smoke, electrical current and other hazardous substances.
- Will comply with the requirements of (Physical Exam)



## AREAS OF RESPONSIBILITY

The Deputy Chief of Operations is responsible for and assumes authority over the following functions and items:

- Operations (General)
- Volunteer Coordination (Operational)
- Medical Facility Relations (Operational)
- EMS Permitting
- Annual Operating Plans
- Promotional Testing
- Operational Policies/Procedures
- Dispatch Policy Group
- Radio Users Group (RUG)
- Association Contracts/Negotiations
- EMS Committee/Q and A
- Mutual Aid Agreement (Operating Plans)
- OES Rates/Liaison
- Firefighter Recruitment/Testing
- Engineer Work Group
- Other responsibilities as assigned

### AGREEMENT

Your signature below indicates acceptance and authorization for work to begin.

East Fork Fire Protection District

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Scott M. Gorgon

\_\_\_\_\_  
Date

**Attachment B**

**SUPPLEMENTAL STATEMENT OF WORK**

**ESSENTIAL FUNCTIONS**

The Deputy Chief of Operations as exclusively filled by Scott M. Gorgon will provide supplemental service which will include:

- Mentoring of Fire Officers as appropriate and in coordination with existing programs and opportunities
- Fire Officer Development as appropriate and in coordination with existing programs and opportunities
- Relationship building, both internal and external
- Assist with Labor Relations and Contract Negotiations as directed

**DRAFT**

**AGREEMENT**

Your signature below indicates acceptance and authorization for work to begin.

East Fork Fire Protection District

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Scott M. Gorgon

\_\_\_\_\_  
Date

**Attachment C**

**AMENITIES PROVIDE BY THE DISTRICT**

The East Fork Fire Protection District will provide the following list of amenities and job necessary equipment and materials:

- District owned and identified Deputy Fire Chief SUV (East Fork 103) for use as a staff and emergency response vehicle and incident command unit. The unit is available for use at the discretion of the assigned individual and within District policy guidelines.
- One (1) complete set of structural firefighter gear, to include helmet, (white), with helmet shield of the appropriate rank and style, pants, coat, boots, suspenders, gloves, a protective hood, and associated minor equipment
- One (1) complete set of wildland firefighter gear, to include helmet, (white) pants, coat, web gear, fire shelter, gloves, canteen, and associated minor equipment
- One (1) Motorola handheld radio with remote microphone
- One (1) Bendix King handheld radio with remote microphone
- A District issued cell phone or a cell phone stipend not to exceed \$115.00 per month and per existing District Policy
- A \$1,400.00 uniform allowance used specifically to meet the uniform specification procedure.
- One (1) Dell Laptop
- One (1) Device for vehicle
- Two (2) Clutch Pin type District Badges of the appropriate rank and design
- One (1) Wallet type District Badge of the appropriate rank and design
- Four (4) collar rank insignia pins
- One (1) brass name tag with engraved name
- One (1) brass “*servicing since*” name tag rocker (total years of service)

**AGREEMENT**

Your signature below indicates acceptance and authorization for work to begin.

East Fork Fire Protection District

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Scott M. Gorgon

\_\_\_\_\_  
Date

## Attachment D

### HEALTH INFORMATION PORTABILITY AND ACCOUNTABILITY ACT

This "Attachment D - 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 Protection District 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 SMG Fire Consulting Group, LLC, expressly Scott M. Gorgon.
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

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 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 District's 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 District's 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 District's obligations under 45 CFR §164.528;
8. To the extent that Contractor is to carry out any of East Fork Fire Protection District's obligations under the HIPAA Privacy Rule, Contractor shall comply with the requirements of the Privacy Rule that apply to East Fork Fire 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. 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 Protection District 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. Access to any patient information will be related to IT services, including system upgrades/updates, system modifications, system fixes when issues arise, software issues, contacting vendors, etc.

**D. Termination**

1. East Fork Fire Protection District may terminate this Agreement if East Fork Fire 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 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.*

\_\_\_\_\_  
Scott M. Gorgon

\_\_\_\_\_  
Date

**AFFIDAVIT**

I, Scott M. Gorgon, being duly sworn, depose and declare:

- 1) I am a Sole Proprietor;
- 2) I will not use the services of any employees in the performance of this Agreement;
- 3) I have elected to not be included in the terms, conditions, and provisions of NRS Chapters 616A- 616D, inclusive; and
- 4) I am otherwise in compliance with the terms, conditions and provisions of NRS Chapters 616A- 616D.

I release East Fork Fire Protection District from all liability associated with claims made against me and my company (if any), in the performance of this contract, that relate to compliance with NRS Chapters 616A- 616D, inclusive.

Signed this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature

On this \_\_\_\_ day \_\_\_\_\_, \_\_\_\_\_ before the undersigned Notary Public, personally appeared \_\_\_\_\_ having proved on a satisfactory basis to be the person whose name is subscribed to this instrument and acknowledge that \_\_\_\_\_ executed it.

Witness my hand and official seal.

\_\_\_\_\_  
Notary's Signature

**East Fork Fire Protection District**

**AGENDA ACTION SHEET**

1. **Title: 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.
  
2. **Recommended Motion:** 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).
  
3. **Funds Available:** Yes **Amount:** \$20,866.52  
  
**Fund Name:** 650 (General Fund) **Account Number:** Various
  
4. **Prepared by:** Kathy Lewis, CPA, CFO/Director of Finance
  
5. **Meeting Date:** December 19, 2023 **Time Required:** 10 minutes
  
6. **Agenda:** Administrative
  
7. **Background Information:** Per Policy 605.16, (Reimbursement Compensation for FLSA Exempt Employees), salaried personnel may receive straight time compensation for extraordinary time spent on emergencies, which are reimbursable under agreements and/or regulations. Prior to providing compensation to an exempt employee, reimbursement for covered time must be received and approval must be obtained from the Board of Directors. Deputy Chief Larry Goss performed the duties of Safety Officer at the Cottonwood Ridge Fire and worked extraordinary time during this off-district assignment in the Summer of 2023. We have sought and received payment for the time through our WFPP agreement with the State of Nevada. We are seeking approval to pass these funds to the executive staff listed per Policy 605.16.
  
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	





## COMPENSATION PLAN

### 605.16 – REIMBURSEMENT COMPENSATION FOR FLSA EXEMPT EMPLOYEES

**Policy Purpose:** To establish a policy that allows FLSA exempt/non-represented salaried personnel to receive straight time compensation for extraordinary time spent on emergencies, which are reimbursable under agreements and/or regulations as allowed by the Fair Labor Standard Act – Section 541.604.

**Policy Coverage:** This policy is applicable to all FLSA exempt/non-represented salaried employees of the East Fork Fire Protection District.

**Adopted Date:** 12/15/2020

**Revised Date:** N/A

**Policy #:** 605.16

#### 1. Background:

Periodically, FLSA exempt/non-represented salaried employees are required to work and respond to emergencies/incidents either within the jurisdiction or outside the jurisdiction of the Fire District. Such responses or incident management may be for extended periods of time, often extending work hours beyond the traditional forty-hour (40) work week and requiring personnel to remain at the emergency incident, within the Emergency Operation Center, etc. with no time off. Historically, affected employees were afforded the opportunity for additional compensation beyond their regular salary, providing that the additional compensation was reimbursable by the host or requesting agency. While these reimbursements were previously addressed under a Memorandum of Understanding (MOU), it is more appropriate they be managed by established policy.

#### 2. Policy:

Non-represented, salaried/FLSA exempt personnel are eligible for additional compensation related specifically to off-district responses in other jurisdictions, or extraordinary time spent on any other reimbursable incident/event, providing that the costs are reimbursable by the host or requesting agency and/or fall under the terms in the provisions of Emergency Management services as defined under the current Douglas County/East Fork Fire Protection District Agreement for Emergency Management Services.

## **A. Terms of Compensation**

1. Non-represented, salaried/FLSA Exempt employees will be eligible for reimbursement by the outside agency for all hours worked during emergency operations, except those hours falling between 0800 and 1700, Monday through Friday, excluding holidays.
2. The hourly rate paid shall be paid based on the employee's annual base salary, divided by 2080 hours, which amount is in conformance with the requirement set forth in 29 CFR § 541.604 that the extra compensation be reasonably related to the employee's regular salary and therefore does not impair the employee's exempt status under the FLSA.
3. Compensation earned is considered "additional compensation" and not reportable to the Public Employees' Retirement System (PERS).
4. It is the responsibility of the employee to submit a claim for any additional hours worked under this policy.
5. Allowed additional compensation of exempt salaried personnel will be calculated as straight time compensation for incidents, which exceed an initial twenty-four (24) hours of operation and/or where services are billable under existing agreements and/or regulations and as allowed by the Fair Labor Standards Act (FLSA). The additional compensation time is retroactive to the employee's start time on the incident or event once the initial 24-hour period has been exceeded.
6. Prior to providing compensation to an exempt employee, approval must first be obtained from the Board of Directors.

RESPONSIBILITY FOR REVIEW: The District Fire Chief, or his designee and/or the Executive Office Manager, or his/her designee will review this policy every 3 years or sooner as necessary.



**East Fork Fire Protection District**

**AGENDA ACTION SHEET**

1. **Title: For Presentation Only.** Reports/updates from East Fork Volunteer Firefighters Association concerning the various assignments and committees they may be a member of, liaison to, or meetings/functions they have attended. No action will be taken on these reports/updates. (Jacques Etchegoyhen, President) 5 minutes.
  
2. **Recommended Motion:** For Presentation Only. No motion or action is necessary.
  
3. **Funds Available:** NA **Amount:** NA  
**Fund Name:** NA **Account Number:** NA
  
4. **Prepared by:** Tod F. Carlini, District Fire Chief
  
5. **Meeting Date:** December 19, 2023 **Time Required:** 5 minutes
  
6. **Agenda:** Administrative Agenda
  
7. **Background Information:** This portion of the meeting will allow for reports and updates from East Fork Volunteer Firefighters Association including, but not limited to, the various assignments and committees they may be a member of, liaison to, or meetings/functions they have attended. No action taken on these reports/updates.
  
8. **Reviewed by:**  

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

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

**Agenda Item # 11**



