

EAST FORK FIRE PROTECTION DISTRICT



**District Board Meeting
Agenda and Supporting Information For
The Meeting of February 20, 2024**

EAST FORK FIRE PROTECTION DISTRICT

1694 County Road
Minden, Nevada 89423

Meeting Agenda

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

Tod F. Carlini, District Fire Chief

Holly Megee, Board Clerk

Tuesday, February 20, 2024

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 for details on how to log into the meeting.

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

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

Members of the public may call Holly Megee at 775-782-9040 to obtain help making public comments using the public comment methods.

Copies of the finalized agenda are posted at the following locations prior to meeting day: East Fork Protection District Administrative Office, Gardnerville Post Office, Minden Post Office, Minden Library, and Douglas County Administration Building. Members of the public may request an electronic copy of the

agenda or supporting materials by contacting Holly Megee at hmegee@eastforkfire.org. An electronic copy of the agenda and supporting materials are available at the following website:

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

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

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

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

**EAST FORK FIRE PROTECTION DISTRICT
1694 COUNTY ROAD
MINDEN, NEVADA
FINAL AGENDA
February 20, 2024**

BOARD MEETING

1:00 PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE – Barbara Griffin

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. (John Bellona, President) 5 minutes.

APPROVAL OF PREVIOUS MINUTES

- 2. For Possible Action.** Discussion and possible action to approve the draft meeting minutes of the January 16, 2024, meeting of the East Fork Fire Protection District Board of Directors. (John Bellona, President) 5 minutes.

AWARDS, RECOGNITIONS, PROCLAMATIONS & DONATIONS

- 3. For Possible Action.** Discussion and possible action to accept the donation of \$500 from Richard Starrett, to dedicate the funds to paramedic education costs, and to authorize a letter of appreciation from the Board President. (Tod F. Carlini, District Fire Chief) 5 minutes.
- 4. For Possible Action.** Discussion and possible action regarding Proclamation 2024P-01 recognizing Micah Triplett on his retirement after 11 years of service with the East Fork Fire Protection District. (John Bellona, President) 5 minutes.

CONSENT CALENDAR

- 5. 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 January 31, 2024. (Tod F. Carlini, District Fire Chief)
- 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 January 2024 per NRS 474.210. (Tod F. Carlini, District Fire Chief)
- C. For Possible Action.** Discussion and possible action to approve payroll expenses paid in January 2024 per NRS 474.210. (Tod F. Carlini, District Fire Chief)
- D. For Possible Action.** Discussion and possible action to approve the Procurement Card Transactions paid in January 2024 per NRS 474.210. (Tod F. Carlini, District Fire Chief)
- 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 December 2023 in the amount of \$83,197.88. (Lisa Owen, Director of Administrative Services)
- F. For Possible Action.** Discussion and possible action to accept the report on state consolidated taxes collection and distribution as of November 2023. (Tod F. Carlini, District Fire Chief)

CONSENT CALENDAR ITEMS PULLED FOR FURTHER DISCUSSION IF ANY

- 6. For Possible Action.** Discussion and possible action to authorize the District Fire Chief to accept the Firehouse Subs Public Safety Foundation Grant in the amount of \$36,926.25 with the sole intention of purchasing a rescue UTV. (Aaron Leising, Captain) 15 minutes.
- 7. For Possible Action.** Discussion and possible action to engage the services of Jack Clancy Associates of Sacramento, California, to provide professional services in the recruitment of a Deputy Fire Chief of Operations for the East Fork Fire Protection District at a cost not to exceed \$23,500. (Tod F. Carlini, District Fire Chief) 15 minutes.

- 8. For Possible Action.** Discussion and possible action to apply for Assistance To Firefighters 2024 Grant (AFG) in the amount of \$700,000 with a required 10% match for the purpose of acquiring a Type II Urban Interface Fire Apparatus, and to authorize the District Fire Chief to sign and execute all necessary application documents. (Tod F. Carlini, District Fire Chief) 10 minutes.
- 9. For Possible Action.** Discussion and possible action regarding the proposed tax rate for the fiscal year 2024-2025. (Tod F. Carlini, District Fire Chief) 20 minutes.
- 10. For Possible Action.** Discussion and possible action to award a contract to Siddons Martin of Sparks, Nevada for the purchase of one (1) Pierce Enforcer PUC Type I Fire Apparatus at a total cost not to exceed \$981,320, and to authorize the District Fire Chief to execute all necessary documents. (Tod F. Carlini, District Fire Chief) 15 minutes.
- 11. For Possible Action.** Discussion and possible action to award a contract to Fire Vent LLC of Carson City, Nevada, for the purchase of one (1) Fire Vent Stationary Unit, Standard Model (24ft x 12ft platform) at a total cost not to exceed \$67,770, and to authorize the District Fire Chief to execute all necessary documents. (Tod F. Carlini, District Fire Chief) 15 minutes.
- 12. For Possible Action.** Discussion and possible action to award a contract to Hi Tech Fire Equipment of Oakdale, California, for the refurbishing of one (1) 2022 Type 3 M-34 Engine Body onto an existing 2006 International 4x4 heavy truck diesel chassis owned by the District at a total cost not to exceed \$388,500, under the provisions of NRS 332.115, and to authorize the District Fire Chief to execute all necessary documents. (Tod F. Carlini, District Fire Chief) 15 minutes.
- 13. For Possible Action.** Discussion and possible action to amend individual employment contracts as to format and content for the Director and Executive Program Manager positions within the East Fork Fire Protection District. (Lisa Owen, Director of Administration) 10 minutes.
- 14. For Possible Action.** Discussion and possible action to amend individual employment contracts as to format and content for the Deputy Fire Chief position within the East Fork Fire Protection District. (Lisa Owen, Director of Administration) 10 minutes.
- 15. For Possible Action.** Discussion and possible action to become the Subgrantee of the Town of Genoa Hazardous Tree and Vegetation Management Grant in the amount of \$215,000 and as part of a transfer of subgrantee responsibilities and pending approvals from the Town of Genoa and Douglas County. (Tod F. Carlini, District Fire Chief) 15 minutes.
- 16. For Possible Action.** Discussion and possible action/direction regarding the disposition of the relationship between NV Energy and the East Fork Fire Protection District. (Tod F. Carlini, District Fire Chief) 30 minutes.

17. For Possible Action. 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. (John Bellona, President) 5 minutes.

18. 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. (John Bellona, President) 5 minutes.

19. 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. (John Bellona, 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. (John Bellona, President)

20. For Possible Action. Discussion and possible action to adjourn the East Fork Fire Protection District Board Meeting. (John Bellona, President) 5 minutes.

ADJOURNMENT

THE TIMING FOR AGENDA ITEMS IS APPROXIMATE UNLESS OTHERWISE INDICATED AS A TIME SPECIFIC ITEM. ITEMS MAY BE CONSIDERED AHEAD OF OR AFTER THE SCHEDULE INDICATED BY THIS AGENDA.

DRAFT

The Board Meeting of the East Fork Fire Protection District Board was held on Tuesday, January 16, 2024, in-person and virtually, beginning at 1:00 PM.

East Fork Fire Protection District Board Present:

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

Staff present:

Tod F. Carlini, District Fire Chief
Larry Goss, Deputy Chief of/Training and Safety
Amy Ray, Deputy Chief/Fire Marshal
Scott Gorgon, Deputy Chief/Operations
Mark Forsberg, District Legal Counsel
Lisa Owen, Director of Administrative Services
Tom Hein, Executive Program Manager
Holly Megee, Clerk to the Board

Additional attendees that addressed the Board:

Aaron Leising, East Fork Fire Captain
Tyler Saylor, Conway Communications
Chris Hitch, Epic Wireless
Casey Rodgers, Douglas County Citizen
Susan Roaldson, Douglas County Citizen
Kevin May, President for East Fork Fire Professional Firefighters
Chris Lang, President for East Fork Fire Volunteer Firefighters' Association
Adam Wennhold, East Fork Fire Engineer
Elaine Pace, Volunteer Liaison

CALL TO ORDER

President Jacques Etchegoyhen

INITIAL MEETING BUSINESS

PLEDGE OF ALLEGIANCE

Secretary John Bellona led the Pledge of Allegiance

PUBLIC COMMENT (No Action)

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Public Comment may be limited to three minutes per speaker, which will be decided by the Board President or other presiding officer in his/her

**EAST FORK FIRE PROTECTION DISTRICT BOARD
MEETING OF JANUARY 16, 2024**

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.

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.

East Fork Fire Protection District Captain Aaron Leising provided an update on the District's need for an off-road vehicle. An off-road vehicle is a large financial cost, so the District has been pursuing grants to fulfill this need. The District applied for a grant with Firehouse Subs in October 2023 and was awarded the grant late last week in the amount of \$37,000 for the purchase of a Polaris Ranger. Approval for the grant will be brought before the Board at the next meeting.

Tyler Saylor, Conway Communications thanked the District for their participation in the security awareness training. He congratulated staff on being aware of the phishing emails that are sent out. He thanked the staff for establishing two-factor authentication for all employees.

There was no further public comment.

Public comment closed.

ADMINISTRATIVE AGENDA

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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

**EAST FORK FIRE PROTECTION DISTRICT BOARD
MEETING OF JANUARY 16, 2024**

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

President Jacques Etchegoyhen opened public comment.

There was no public comment.

Public comment closed.

MOTION to approve the meeting agenda for January 16, 2024.

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

2. For Possible Action. Discussion and possible action on the election of the East Fork Fire Protection District Board President. (Jacques Etchegoyhen, President) 5 minutes.

President Jacques Etchegoyhen thanked the Board for their support while he held the position as Board President.

President Etchegoyhen nominated John Bellona as the 2024 East Fork Fire Protection District Board President.

President Etchegoyhen opened public comment.

There was no public comment.

Public comment closed.

MOTION to elect John Bellona as the East Fork Fire Protection District Board President.

**EAST FORK FIRE PROTECTION DISTRICT BOARD
MEETING OF JANUARY 16, 2024**

| | |
|-------------------|--|
| RESULT: | APPROVED [UNANIMOUS] |
| MOTION BY: | Jacques Etchegoyhen |
| SECOND BY: | Bernad Curtis |
| AYES: | Bellona, Griffin, Curtis, Etchegoyhen, Sommers |
| NAYS: | |
| ABSENT: | |

Director Etchegoyhen turned the meeting over to President Bellona.

3. For Possible Action. Discussion and possible action on the appointment/election of the East Fork Fire Protection District Board Secretary. (John Bellona, President) 5 minutes.

Director Barbara Griffin nominated Mike Sommers as the 2024 East Fork Fire Protection District Board Secretary.

President John Bellona opened public comment.

There was no public comment.

Public comment closed.

MOTION to elect Mike Sommers as the East Fork Fire Protection District Board Secretary.

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

President Bellona congratulated Director Sommers on his appointment as Secretary.

APPROVAL OF PREVIOUS MINUTES

4. For Possible Action. Discussion and possible action to approve the draft meeting minutes of the December 19, 2023, meeting of the East Fork Fire Protection District Board of Directors. (John Bellona, President) 5 minutes.

President John Bellona opened public comment.

There was no public comment.

**EAST FORK FIRE PROTECTION DISTRICT BOARD
MEETING OF JANUARY 16, 2024**

Public comment closed.

MOTION to approve the minutes of the December 19, 2023 Board meeting.

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

CONSENT CALENDAR

5. CONSENT CALENDAR

Items appearing on the Consent Calendar are items that can be adopted with one motion unless an item is pulled by a District Director or a member of the public. Members of the public who wish to have a consent item placed on the Administrative Agenda shall make that request during the public comment section at the beginning of the meeting and specifically state why they are making the request. When items are pulled for discussion, they will automatically be placed at the beginning of the Administrative Agenda or may be continued until another meeting. (John Bellona, President) 5 minutes.

President John Bellona 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 December 31, 2023. (Tod F. Carlini, District Fire Chief)
- 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 December 2023 per NRS 474.210. (Tod F. Carlini, District Fire Chief)
- c. For Possible Action.** Discussion to approve payroll expense paid in December 2023 per NRS 474.210. (Tod F. Carlini, District Fire Chief)
- d. For Possible Action.** Discussion to approve the Procurement Card Transactions paid in December 2023 per NRS 474.210. (Tod F. Carlini, District Fire Chief)
- e. For Possible Action.** Discussion to approve the East Fork Fire Protection District’s ambulance billing bad debt write-offs for the

**EAST FORK FIRE PROTECTION DISTRICT BOARD
MEETING OF JANUARY 16, 2024**

period of November 2023 in the amount of \$23,768.63. (Tod F. Carlini, District Fire Chief)

- f. For Possible Action.** Discussion and possible action to accept the report on state consolidated taxes collection and distribution as of October 2023. (Tod F. Carlini, District Fire Chief)

President John Bellona opened public comment.

There was no public comment.

Public comment closed.

MOTION to approve Consent Calendar items 5 a, b, c, d, e & f.

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

6. For Possible Action. Discussion and possible action on the second reading of 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. This is the second reading. (Amy Ray, Deputy Fire Chief/Fire Marshal) 20 minutes.

Deputy Chief Amy Ray stated this is the second reading outlining the administrative changes to Resolution 2023R-011 for the 2018 International Wildland Urban Interface Code and all other model codes. This was discussed and presented at last month’s Board meeting.

Secretary Mike Sommers asked Deputy Chief Ray if there have been any public comments since the first reading.

Deputy Chief Ray stated she has not received any comments since the first reading.

Secretary Sommers made the motion to adopt Resolution 2023R-001 as read at this meeting and last month’s Board meeting. This will not cause any financial hardship under the guidelines.

**EAST FORK FIRE PROTECTION DISTRICT BOARD
MEETING OF JANUARY 16, 2024**

President John Bellona opened public comment.

There was no public comment.

Public comment closed.

MOTION to approve 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, as read at this meeting and last month's Board meeting. This will not cause any financial hardship under the guidelines.

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

Board Clerk Holly Megee stated the correct Resolution is 2023R-011 not 2023R-001 as stated in the motion Secretary Sommers made.

Secretary Sommers corrected the Resolution number.

7. For Possible Action. Discussion and possible action on the second reading of the administrative modifications to Resolution 2023R-001, creating Resolution 2023R-012, amendments to the 2018 International Wildland Urban Interface Code. (IWUIC). This is the second reading. (Amy Ray, Deputy Fire Chief/Fire Marshal) 20 minutes.

Deputy Chief Amy Ray stated this is the second reading of adoption for Resolution 2023R-012, the 2018 International Wildland Interface Code with amendments. The Wildland Interface Code requirements were removed from the previous document and put into this document for consistency.

President John Bellona opened public comment.

There was no public comment.

Public comment closed.

Secretary Mike Sommers asked Deputy Chief Ray if she has been contacted or if comments have been brought forward since the first reading.

Deputy Chief Ray stated no.

**EAST FORK FIRE PROTECTION DISTRICT BOARD
MEETING OF JANUARY 16, 2024**

MOTION to approve Resolution 2023R-012, amendments to the 2018 *International Wildland Urban Interface Code (IWUIC)*.

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

8. For Possible Action. Discussion and possible action to approve a five-year contract with Verizon Wireless to place a cellular phone tower and associated equipment building located at Fire Station 6 on Stephanie Way, for a one-time payment of \$65,000, pending Verizon’s required permitting and approvals by Douglas County. (Larry Goss, Deputy Chief/Training and Safety) 15 minutes.

Deputy Chief/Training and Safety Larry Goss stated the District was contacted by Epic who is contracted with Verizon Wireless, to research potential cellular tower sites within the District. The 2 locations being discussed today are Stations 6 (Stephanie Way) and 14 (County Road). Chris Hitch from Epic Wireless is present to answer questions.

Deputy Chief Goss presented a PowerPoint presentation highlighting the cellular phone tower details.

Verizon Wireless Cell Tower:

- 5-year contract to lease space at Station 6 (Johnson Lane) and Station 14 (County Road)

Beneficiaries of Enhanced Connectivity:

- Citizens of Douglas County
 - Increases access to 911
 - Increases probability of notification during an emergency
 - Wireless Emergency Alert (WEA)
 - Threat notifications
 - Amber Alerts
 - Other emergency notifications
 - 11,588 cellphones registered at DC Emergency 911
- Public Safety Agencies
 - East Fork Fire Protection District
 - Douglas County Sheriff’s Office
 - Mutual Aid responders

Background on Cellular Use at East Fork Fire:

**EAST FORK FIRE PROTECTION DISTRICT BOARD
MEETING OF JANUARY 16, 2024**

- Automatic Vehicle Locating:
 - Closest Unit
 - Quickest Route
- Push Button Communications with Dispatch
 - More accurate reporting and data collection
 - Relieves radio traffic on a taxed system
- In vehicle reporting
- Programs
 - Pre-planning
 - Charting

Emergency Radio Communications:

- Current radio system needs upgrade
- Sites are hard to come by
 - Backhaul of information to dispatch limitations
- East Fork Fire will be given the top of the tower for Emergency Radio Communications
 - Backhaul of information to dispatch

Safety:

- Several meetings with Verizon
 - Education regarding Electromagnetic Frequencies (EMF) (Non-Ionizing Radiation)
 - How the antennas work
 - How the frequencies dissipate
 - How 5G works
- Each site has an EMF study

Deputy Chief Goss introduced Chris Hitch, Site Development Coordinator from Epic Wireless.

Chris Hitch thanked East Fork Fire and the Board. East Fork Fire has been great with the support of emergency services and data connectivity in the County. Verizon has and will continue to provide data regarding safety concerns. He displayed on the screen and available on the East Fork Fire website was an EME document that was discussed in detail.

Secretary Mike Sommers asked who the EME document was prepared by and are they independent from Epic Wireless and Verizon.

Chris Hitch stated the document was prepared by Waterford Associates, an independent company, and a secondary was prepared by Hamett and Edison. Both entities came to the same conclusion for both projects.

Deputy Chief Goss asked Mr. Hitch to discuss Station 14.

**EAST FORK FIRE PROTECTION DISTRICT BOARD
MEETING OF JANUARY 16, 2024**

Chris Hitch stated Station 14 is the same type of project as Johnson Lane. He stated Douglas County Sheriff's department is interested in putting some of their equipment at the top of the tower. The tower is giving the exact same levels of non-ionizing radiation and wireless signals.

The training tower at Station 14 was not built when the initial studies were done. That has been updated in the reports to reflect what is taking place and the report came back clean.

Deputy Chief Goss continued with the PowerPoint.

Safety:

- IAFF-Study performed in 2005

Emergency Management:

- Douglas County subscribes to Verizon Wireless
 - East Fork Fire left Verizon due to coverage gaps in key areas
- During the Flood event of February/March 2023, county members working in the EOC were not able to effectively communicate in or out of the EOC until specialized equipment could be ordered and delivered by Verizon Wireless
- This contract would fix that issue

Recommendation:

- It is recommended to enter a 5-year contract with Verizon Wireless to lease an area for a Cellular Tower and associated Equipment Building pending all required permitting:
 - Fire Station 6 (Johnson Ln) for the total of \$65,000
 - Fire Station 14 (County Rd) for the total of \$80,000

Secretary Sommers asked if there are any additional costs the District would be responsible for.

Deputy Chief Goss stated there should be no additional costs.

Secretary Sommers asked how many users would benefit from the towers.

Mr. Hatch stated all 11,000 customers would benefit. 911 frequencies operate on all wireless sites which is part of the minimum standard for operating emergency services wireless coverage. As far as individuals are concerned, individuals aren't Verizon customers because they are underserved but this is expected to change in the future. Mr. Hatch said he is here to support emergency services.

**EAST FORK FIRE PROTECTION DISTRICT BOARD
MEETING OF JANUARY 16, 2024**

Director Barbara Griffin provided a statement she received from Sheriff Dan Coverly. The Sheriff's office is 100% in support of this.

Director Jacques Etchegoyhen read into record a letter sent in by Brent Finster, Douglas County Emergency Communications Manager. The letter is available for review on the East Fork Fire Protection District website.

President John Bellona opened public comment.

Casey Rodgers, a Douglas County resident, is opposed to a cell tower installation. She is a resident of Stephanie Way and does not want a cell tower anywhere near her family, children at the school across from the proposed cell tower location, or the park. She voiced her apprehensions about the plans for a cell tower because of health and other concerns. She asked that a cell tower be kept out of her neighborhood.

Susan Roaldson, Douglas County resident and registered nurse, said she is opposed to a cell tower being installed in her neighborhood. She has lived here for 33 years and since she moved here a fire department, roundabout, and Maverick was added to the neighborhood, resulting in increased fumes, traffic, and noise. She was a previous Verizon customer and because of the lack of service in her area, she switched to AT&T, which offers service in the area. She voiced her opinion about the plans for a cell tower because of health and other concerns. She provided examples of studies.

Board Clerk Holly Megee informed the speaker she reached the 3-minute allotted time.

President Bellona thanked Ms. Roaldson for her comments.

Kevin May, President of East Fork Fire Professional Firefighters, stated the knowledge of the safety concerns comes from the outside contractors that provided a presentation, research conducted and attending the "Q and A". It was shown that cell towers were safe. He went on to provide examples. Local 3726 supports this because life, calls and responses are dictated by CAD, which relies on cell service. This is a struggle in certain areas.

President Bellona informed Firefighter May he has reached the 3-minute allotted time.

Chris Lang, East Fork Fire Volunteer stated he has been involved in some of the meetings Verizon has held. He recently reached out to the other volunteer stations for opinions and at this time they are cautiously in approval but would like to see more information. For the most part, the Volunteer Association is in favor. It will be a topic at the next volunteer meeting. He stated on a personal note, he has been a Verizon customer and has noticed a decline in service. He would love to see a better cell service.

**EAST FORK FIRE PROTECTION DISTRICT BOARD
MEETING OF JANUARY 16, 2024**

Adam Wennhold, East Fork Fire Engineer detailed other reasons for the need of better cellular service including, access to building preplans, hydrant, FDC and Knox box locations, etc. Community safety and efficiency are two of many reasons the Association is in support of this item. Engineer Wennhold stated he personally is excited for improved cell service.

There was no further public comment.

Public comment closed.

Director Griffin asked if this is not approved, it doesn't mean it will go away, research for a new location would occur.

Deputy Chief Goss stated he assumes Verizon would research another site.

Chris Hitch explained that near Station 6 there is a Heybourne ring, 1 mile in circumference around the area and it is his job to assure a tower is placed in a location following all the guidelines. They attempt to locate an existing tower in the locations cell towers are needed. There is an existing Clearwire tower near Station 6, but it is unable to support the equipment. That tower will be removed, and a new cell tower is proposed to go near that location. Douglas County favors public facilities over residences. He explained one of the reasons to place a tower at Station 14 was because of FCC complaints from Douglas High School. If this doesn't go through Verizon will continue to try to support 911 services.

President Bellona asked if the towers are installed, can they be leased to other cellular companies, which would improve everyone's service in the County.

Chris Hitch stated Douglas County is well known as an underserved community for most wireless services. Towers are built in areas that have high user rates.

President Bellona asked if the towers would lease space to other carriers.

Chris Hitch stated yes, the lease does allow Verizon to sub-lease the tower to additional wireless carriers. He explained in detail the requirements and guidelines of the lease. There is a section of the towers that are dedicated to the fire department, and it can be used for emergency services. Additional revenue for the fire department can be made in a couple different ways, for example, ground equipment that may need to be developed to add pieces of equipment near the tower.

President Bellona asked Board Clerk Megee if there was anyone attending virtually that is requesting to make public comment.

**EAST FORK FIRE PROTECTION DISTRICT BOARD
MEETING OF JANUARY 16, 2024**

Board Clerk Megee stated no public comment virtually.

President John Bellona again opened public comment.

There was no further public comment.

Public comment closed.

Director Etchegoyhen stated the people saving lives are in favor of this. If there is new science that changes things, he would be willing to look at it but for now, he supports this.

Director Bernard Curtis stated he has been in Douglas County since 1972 and he remembers the communications for emergency services were poor and underfunded then. He is in support of this because it serves the people who respond first and enhances communications.

Secretary Sommers stated one of the towers will be situated in his District. The first responsibility is life safety and property protection. He stated the reports that have been prepared as to the potential issue of a tower compared to the emergency instances that occur, outweigh the potential of a medical issue that could be created by a tower. If a tower is going in, from a business standpoint, he would rather have the tower in the control of the District and on District property.

Director Griffin stated the other tower is in her District. She did inquire about the height of the tower. She appreciates and understands the concerns the residents have expressed but after reviewing the research provided, it comes down to, a cell tower will be put somewhere and she agrees, she would rather have the tower in the control of the District and on District property. She will support this because she believes it is best for the District, first responders and Sheriff's office and hopes down the road there won't be regrets.

Secretary Sommers stated he doesn't believe there will be regrets. He stated there may not be a lot of Verizon users locally compared to other providers but if there is a major incident within the District and the support of multi-agencies is needed, many of those agencies may be Verizon users. The goal is to be able to provide service for those agencies supporting the incident.

Deputy Chief Goss stated he isn't sure if a majority are Verizon users but many of them may be Verizon users.

Director Griffin stated she understands there are pockets in the Valley that have no service. The Fire District works in pairs compared to the Sheriff's office who often works alone with spotty service and no means of contact in the case of an emergency.

**EAST FORK FIRE PROTECTION DISTRICT BOARD
MEETING OF JANUARY 16, 2024**

President Bellona stated landlines are becoming non-existent. If there is a hole in service and a landline is not an option, people could face major issues. He stated this is a good project for everyone involved.

Director Etchegoyhen made the motion for approval. He stated the Board would be negligent if they didn't support the first responders with the tools that can be provided. Cell communication is a large tool. The better the coverage, the better for everyone. If things change, they can be addressed in the future.

Secretary Sommers asked Legal Counsel Mark Forsberg if the Board can make a motion on agenda items 8 and 9 together since it's the same subject.

Legal Counsel Forsberg stated he prefers the motions to be made separately. It's okay to consider them all together then make separate motions.

MOTION to approve a five-year contract with Verizon Wireless to place a cellular phone tower and associated equipment building located at Fire Station 6 on Stephanie Way, for a one-time payment of \$65,000, pending Verizon's required permitting and approvals by Douglas County.

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

9. For Possible Action. Discussion and possible action to approve a five-year contract with Verizon Wireless to place a cellular phone tower and associated equipment building located at Fire Station 14 on County Road in Minden, for a one-time payment of \$80,000, pending Verizon's required permitting and approvals by Douglas County and/or the Town of Minden. (Larry Goss, Deputy Chief/Training and Safety) 15 minutes.

President John Bellona stated this item has been discussed under Agenda Item #8; therefore, there will be no further discussion.

President Bellona opened public comment.

There was no public comment.

Public comment closed.

MOTION to approve a five-year contract with Verizon Wireless to place a cellular phone tower and associated equipment building located at Fire Station 14 on County Road in Minden, for a one-time payment of \$80,000, pending

**EAST FORK FIRE PROTECTION DISTRICT BOARD
MEETING OF JANUARY 16, 2024**

Verizon’s required permitting and approvals by Douglas County and/or the Town of Minden.

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

10. For Presentation Only. Presentation and demonstration of the First Due software program. (Troy Valenzuela, Battalion Chief) 20 minutes.

Battalion Chief Troy Valenzuela outlined a new software platform that will soon be going live. This has been in the works for 2 years.

In December 2020, the District experienced an outage with Telestaff, which is the staffing software program. The entire staffing software was compromised in a matter of minutes. The issue resulted in the District looking into a backup plan and other options. A manual process was established while the system was down for approximately 2 months and when the issue was fixed, all the District’s information was restored. First Due offers staffing on their platform. After further looking into what First Due offers, it was clear there were many benefits to this program.

The program covers:

- Staffing
- Response
- Pre-Planning
- Inspection platform
- Asset Management
- EPCR
- NFIRS/RMS

The District will roll out modules for response, pre-planning, asset management and inspections.

Battalion Chief Valenzuela outlined in detail the “Response” portion of First Due.

Secretary Mike Sommers stated he noticed a fire hydrant on the map. If you click on the picture of the hydrant, will it provide detailed information such as the volume of the hydrant?

**EAST FORK FIRE PROTECTION DISTRICT BOARD
MEETING OF JANUARY 16, 2024**

Battalion Chief Valenzuela stated yes, if it's in a system that is currently feeding the information to the program. The District does not perform hydrant flow testing.

President John Bellona asked if this would replace Kronos.

Battalion Chief Valenzuela stated not for staffing because the program cannot provide the services Telestaff provides.

President Bellona asked if this would work well with ambulance billing.

Battalion Chief Valenzuela said at this time, the District will not be using the EPCR portion of First Due.

Secretary Sommers asked if the program gives an indication of the number of alarms that have been there over time.

Battalion Chief Valenzuela stated it does provide a call history for each address.

Battalion Chief Valenzuela continued outlining, in detail, the "Pre-Planning" and "Inspection" portion of First Due.

Deputy Chief/Fire Marshal Amy Ray discussed key points related to the inspection portion of the module.

Secretary Sommers asked if a due date for inspection will be populated into the system.

Deputy Chief/Fire Marshal Ray stated yes.

Battalion Chief Valenzuela continued outlining, in detail, the "Assets" portion of First Due.

Secretary Sommers asked if outstanding work orders are aged with a notification.

Battalion Chief Valenzuela stated yes.

Battalion Chief Valenzuela continued outlining, in detail, the "Vendor Directory", "Reports" and "Personnel" portion of the First Due.

In the future, the District may add the Community Connect portion of First Due. An additional fee would apply to gain access. It would allow members of the community access to update information pertaining to their address (gate codes, storage of items in garage, animals in house, etc.). All information is confidential.

**EAST FORK FIRE PROTECTION DISTRICT BOARD
MEETING OF JANUARY 16, 2024**

President Bellona asked what the annual cost is for the program.

Battalion Chief Valenzuela believes it is roughly \$25,000 a year.

President Bellona asked if the District would terminate other programs (RMS, Kronos, etc.).

Battalion Chief Valenzuela explained the District has a current contract with Manager Plus for fleet but will not renew once that contract expires.

Secretary Sommers asked if the District currently has a contract with First Due.

Battalion Chief Valenzuela stated yes. He believes the contract was signed April 2023 with annual renewals. There were some upfront costs but those are only a one-time cost. He thanked the Board for their support.

Secretary Sommers asked if there are many lock boxes within the District.

Battalion Chief Valenzuela stated there are more gate codes compared to lock boxes.

President Bellona opened public comment.

There was no public comment.

Public comment closed.

11. For Presentation Only. Presentation on the 2024/2025 Budget Schedule. (Tod F. Carlini, District Fire Chief) 15 minutes.

District Fire Chief Tod Carlini stated prior to the departure of Kathy Lewis, the budget schedule was prepared. Many of the dates are established by the State and NRS.

District Fire Chief Carlini outlined the 2024/2025 budget schedule which was included in the Board packet:

- January 16, 2024: Presentation of FY 24/25 Budget Preparation Calendar
- February 1, 2024: Budget preparation kick off. Initial wage and benefit calculations prepared, and Divisional budget proposals solicited
- February 15, 2024: Tentative State Revenue Projections released and analyzed

**EAST FORK FIRE PROTECTION DISTRICT BOARD
MEETING OF JANUARY 16, 2024**

- February 20, 2024: District Board Meeting. Budget preparation update and review with Board direction and position on District Tax Rate
- February 20, 2024: Notify Taxation of Proposed District Tax Rate
- March 15, 2024: Final State Revenue Projections released excluding property taxes
- March 19, 2024: District Board Meeting. Tentative Budget presented
- March 25, 2024: Final Property Tax Projections
- April 15, 2024: Tentative Budget submitted to the Department of Taxation
- April 16, 2024: District Board Meeting. CIP Approval
- May 21, 2024: District Board Meeting. Budget Public Hearing. FY 24/25 Final Budget approval including CIP. FY 23/24 Year End Augmentation
- June 1, 2024: Final Budget submitted to the Department of Taxation
- July 1, 2024: Start of the New Fiscal Year

District Fire Chief Carlini stated any challenges throughout the year would require a special meeting.

He explained there is a labor contract in effect. A majority of the budget is wages and benefits.

Secretary Mike Sommers asked how the process will look for the individual replacing Kathy Lewis.

District Fire Chief Carlini stated Kathy Lewis has refined the process in place and Ms. Lewis will provide some guidance along the way.

Secretary Sommers confirmed there is already a format in place including the last two years of history.

District Fire Chief Carlini stated that is correct and there should be no differences in how the budget is presented this year.

President Bellona opened public comment.

Elaine Pace stated the Board of Equalization meets on February 21, 2024.

Secretary Sommers asked if the meeting is held annually.

Ms. Pace confirmed the meeting is held annually.

There was no further public comment.

Public comment closed.

**EAST FORK FIRE PROTECTION DISTRICT BOARD
MEETING OF JANUARY 16, 2024**

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

Association President Kevin May noted:

- The Association election closed today. Three E-Board positions opened due to Matt Hill, Alex Callahan and Aaron Leising termed out and did not run. Patrick Mooneyhan, Tracy Connelly, and Justin Tenney were elected. They will be sworn-in on Saturday, January 20, 2024.

President John Bellona reminded everyone that the Association banquet will take place at the CVI on Saturday, January 20, 2024.

The other Board members stated they were not aware of the upcoming banquet.

Association President May stated he will have the Association secretary send the banquet information to the Board members.

President Bellona apologized for that information not being sent to the other Board members.

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

Volunteer Liaison Elaine Pace noted:

- Food Drive took place in December
- Took the volunteer rigs in for ladder testing
- Assisted with the 74 SCBA and 150 new bottles set up and delivery to stations
- Will start training in January for the new SCBA bottle changing and refill

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

Legal Counsel Mark Forsberg noted:

- No report

**EAST FORK FIRE PROTECTION DISTRICT BOARD
MEETING OF JANUARY 16, 2024**

Deputy Chief of Operations Scott Gorgon noted:

- The Engineer group started working on the District needs to present to District Fire Chief Tod Carlini
- Working on end-of-year reporting
- Working on firefighter recruitment
- The 3 laterals hired will start February 12, 2024
- Negotiations will start in the beginning of February for the 4 reopeners (Paramedic certification incentive, employee life and health insurance, Association business and station habitability)

Director Barbara Griffin asked what agencies the 3 laterals are coming from.

Deputy Chief Gorgon stated the laterals are coming from Tahoe Douglas, Carson City, and Central Lyon. Two medics and 1 advanced EMT.

Secretary Mike Sommers asked if the laterals are residents of Douglas County.

Deputy Chief Gorgon stated yes. It's a highlight for East Fork Fire that individuals want to transfer to our District.

Secretary Bernard Curtis stated he is in support of lateral transfers.

Deputy Chief/Fire Marshal Amy Ray noted:

- No report

Director of Administrative Services Lisa Owen noted:

- Working on recruitments
- Hired 3 laterals and 1 employee from the fuels department will go through the Academy
- Firefighter's interviews scheduled for January 25 and 26
- Finance Director has been rescheduled for January 29 and 30
- Busy with year-end process and open enrollment

Deputy Chief Larry Goss noted:

- IT continues to go well
- Resilience program being offered to line staff
- Starting the wildland qualification training
- Captain Tracy Connelly will be teaching internal classes, and many will be attending trainings offsite
- Fire prevention and investigation classes will be offered. Terry Taylor and Patrick Mooneyhan will be teaching the classes
- Finishing the SCBA training and hope to go live the first week of February
- Getting prepared for a fire academy. Kevin May will be the RTO

Director Barbara Griffin asked how many we are sending to the academy.

**EAST FORK FIRE PROTECTION DISTRICT BOARD
MEETING OF JANUARY 16, 2024**

Director of Administrative Services Owen stated one for now. It will depend on upcoming possible departures.

Director Griffin asked how many individuals will be attending the National Academy.

Deputy Chief Goss stated 3, as of now.

Executive Manager Tom Hein noted:

- Losing 3 Fuels Crew members. One will be going to the line and 2 accepted an offer with Reno Fire
- Crews currently working in Topaz
- Working on the NV Energy contract
- Truck 12 is still in the shop
- Still working on facility repairs from last year's storm

Secretary Mike Sommers noted:

- No report

Director Bernard Curtis noted:

- No report

Director Jacques Etchegoyhen noted:

- No report

President John Bellona thanked Director Etchegoyhen for a job well done and for all he taught him over the past year.

Director Barbara Griffin noted:

- Congratulated John Bellona for being elected president and Mike Sommers Secretary
- Looking forward to the year ahead

Secretary John Bellona noted:

- Requested an agenda item added to the February agenda, outlining the criteria to select the next Fire Chief

District Fire Chief Tod Carlini noted:

- Working on the NV Energy contract has been taking up a lot of time. The rates needed to be modified to bring things within a budget that NV can support.
- Training structure is moving along
- Still working on the CFO recruitment
- The First Due software is a complete package for the District

**EAST FORK FIRE PROTECTION DISTRICT BOARD
MEETING OF JANUARY 16, 2024**

- Hoping to bring forward apparatus order requests at the February Board meeting
- The District took delivery for the retrofit Model 34 engine
- Received ARPA funding from Douglas County
- See if the District can get some of the fire billings paid. The District is owed over \$900,000.

Secretary Sommers asked if the CFO candidates are still available.

District Fire Chief Carlini stated all 4 candidates are still available to go through the interview/assessment process.

CLOSING PUBLIC COMMENT (No Action)

President John Bellona opened public comment.

Casey Rodgers, Douglas County Citizen voiced her disappointment in the lack of discussion regarding the safety/health concerns in connection with the cell towers.

There was no further closing public comment.

Public comment closed.

ADJOURNMENT

15. For Possible Action. Discussion and possible action to adjourn the East Fork Fire Protection District Board Meeting. (John Bellona, President) 5 minutes.

MOTION to adjourn; carried.

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

There being no further business to come before the Board, at 3:08 PM the meeting was adjourned.

Respectfully submitted:

John Bellona, President

**EAST FORK FIRE PROTECTION DISTRICT BOARD
MEETING OF JANUARY 16, 2024**

East Fork Fire Protection District

ATTEST:

Holly Megee, Board Clerk
East Fork Fire Protection District

DRAFT



EAST FORK FIRE PROTECTION DISTRICT

1694 County Road
Minden, NV 89423
775-782-9040
775-782-9043 (fax)
www.eastforkfire.org

Tod F. Carlini, District Fire Chief
Amy Ray, Deputy Fire Chief/Fire Marshal
Scott Gorgon, Deputy Chief/Operations
Larry Goss, Deputy Fire Chief/Training
Lisa Owen, Director of Administrative Services

February 20, 2024



Dear Richard,

The East Fork Fire Protection District would like to thank you for the very generous donation of \$500.00.

The donation has been placed, at your request, in our District account for our paramedics. This will help our staff continue their training and education.

Richard, thank you for your generosity and thoughtfulness. It is truly appreciated and will always be remembered by the East Fork Fire Protection District staff and me.

Sincerely,

District Fire Board President
East Fork Fire Protection District

cc: file

"Serving the fire and life safety needs of our community"

RECEIVED

JAN 08 2024

EAST FORK FIRE

January 4, 2024

EMS Services
East Fork Fire District
1694 County Road
Minden, NV 89423

Dear Sirs:

I recently was discharged from a hospital, non-weight bearing after a fracture. How to get from our car and up two steps into the house. Thank goodness for your very helpful staff, arrived in minutes, cheerful, helpful. They got my fat butt into the house in no time and my wife and I are extremely grateful. What a wonderful and much needed service!

Please accept this small donation, perhaps to use for EMS training or personal equipment.

Sincerely,

A handwritten signature in black ink that reads "Richard". The signature is written in a cursive, slightly slanted style.

Richard Starrett

East Fork Fire Protection District

AGENDA ACTION SHEET

1. **Title: For Possible Action.** Discussion and possible action regarding Proclamation 2024P-01 recognizing Micah Triplett on his retirement after 11 years of service with the East Fork Fire Protection District. (John Bellona, President) 5 minutes.

2. **Recommended Motion:** Motion to approve Proclamation 2024P-01 recognizing Micah Triplett on his retirement after 11 years of service with the East Fork Fire Protection District

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

4. **Prepared by:** Tod F. Carlini, District Fire Chief

5. **Meeting Date:** February 20, 2024 **Time Required:** 5 minutes

6. **Agenda:** Administrative Agenda

7. **Background Information:** Engineer Micah Triplett started his fire service career with the East Fork Fire Protection District on January 05, 2013. He retired from service on December 22, 2023. The District would like to wish Engineer Micah Triplett a very happy retirement.

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

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

Agenda Item # 4

PROCLAMATION NO. 2024P-01



A PROCLAMATION RECOGNIZING MICAH TRIPLETT FOR ELEVEN YEARS OF DEDICATED CAREER SERVICE TO THE EAST FORK FIRE PROTECTION DISTRICT

WHEREAS, Micah Triplett became an employee with the East Fork Fire and Paramedic Districts on January 5, 2013 as an Firefighter/EMT; and,

WHEREAS, Micah Triplett was promoted to the position of Engineer on August 15, 2019; and,

WHEREAS, Micah Triplett has achieved several levels of certification, including all Entry Level Firefighter Certifications, Firefighter I and II Certifications, AEMT, Fire Inspector I, several NWCG qualifications and numerous other specialized training qualifications in both fire and EMS; and,

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

WHEREAS, Micah Triplett has served well on several major fire and emergency medical incidents within the District as well as off-district assignments; and,

WHEREAS, Micah Triplett has served as a positive example of public service dedication at the highest level; and,

WHEREAS, Micah Triplett has been a knowledgeable and loyal employee of the District throughout his entire eleven-year career;

NOW, THEREFORE, BE IT PROCLAIMED by the East Fork Fire Protection District Board of Directors that they wish to extend to Micah Triplett their deep appreciation for his eleven years of dedicated employment and wish him a happy and healthy retirement.

Adopted this 20th Day of February 2024

EAST FORK FIRE PROTECTION DISTRICT BOARD OF DIRECTORS

John Bellona, President

Barbara Griffin, Director

Bernard Curtis, Director

Jacques Etchegoyhen, Director

Mike Sommers, Secretary

East Fork Fire Protection District

AGENDA ACTION SHEET

1. **Title: For Possible Action.** Approval of Consent Calendar Items A-F. (Tod F. Carlini, District Fire Chief) 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:** February 20, 2024 **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:**

| | |
|--|--|
| <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 # 5

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 January 31, 2024. (Tod F. Carlini, District Fire Chief)

2. **Recommended Motion:** Motion to accept the report on general ledger cash balances as of January 31, 2024.

3. **Funds Available:** NA **Amount:** \$6,581,165.10

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

4. **Prepared by:** Tod F. Carlini, District Fire Chief

5. **Meeting Date:** February 20, 2024 **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 # 5A

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

**As of:
January-24**

| Fund # | Fund Name | Account # | Account Description | Beginning of Month Balance | Changes | Ending of Month Balance |
|-----------------------------|------------------|------------------|-----------------------------------|---------------------------------------|---------------------|------------------------------------|
| 650 | General Fund | 101.650 | Cash in Bank - EFFPD | 660,732.31 | (98,510.89) | 562,221.42 |
| 650 | General Fund | 101.701 | LGIP - Local Govt Investment Pool | 6,108,178.30 | (435,000.00) | 5,673,178.30 |
| 650 | General Fund | 101.703 | Reserve Account - Pitney Bowes | 2,944.00 | (200.00) | 2,744.00 |
| 650 | General Fund | 102.000 | Petty Cash | 100.00 | - | 100.00 |
| Fund Total | | | | 6,771,954.61 | (533,710.89) | 6,238,243.72 |
| 651 | Emergency Fund | 101.650 | Cash in Bank - EFFPD | - | - | - |
| 651 | Emergency Fund | 101.701 | LGIP | 342,921.38 | - | 342,921.38 |
| Fund Total | | | | 342,921.38 | - | 342,921.38 |
| Grand Total: 2 Funds | | | | 7,114,875.99 | (533,710.89) | 6,581,165.10 |

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 January 2024 per NRS 474.210. (Tod F. Carlini, District Fire Chief)

2. **Recommended Motion:** Motion to approve the receipt and filing of the list of accounts payable checks issued and cash disbursements/automatic withdrawals in January 2024 per NRS 474.210.

3. **Funds Available:** Yes **Amount:** \$2,287,289.36

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

4. **Prepared by:** Julie Andress, Accounting Specialist

5. **Meeting Date:** February 20, 2024 **Time Required:** NA

6. **Agenda:** Consent

7. **Background Information:** Attached is a list of checks issued for accounts payable, cash disbursements/automatic withdrawals and transfers for the dates noted above.

8. **Reviewed by:**

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

9. **Board Action:**

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

Agenda Item # 5B

Company name: District
Report name: Payables for Prior Month
Created on: 2/2/2024
Fund: All Funds--All Funds

| Type | Date | Check No. | Payee Name | Transaction Amount |
|-----------------|----------|-----------|--|--------------------|
| Record Transfer | 1/2/2024 | | Waystar | 1,901.72 |
| Record Transfer | 1/2/2024 | | Cybersource | 8.41 |
| Record Transfer | 1/2/2024 | | AuthorizeNet | 30.93 |
| Record Transfer | 1/3/2024 | | NV Energy | 4,131.31 |
| Record Transfer | 1/3/2024 | | 7710 Insurance | 72,745.00 |
| Record Transfer | 1/4/2024 | | Aflac | 1,169.60 |
| Check | 1/5/2024 | 12048 | A Sign Shop | 570.00 |
| Check | 1/5/2024 | 12049 | A&D Electrical Contractors LLC | 7,920.00 |
| Check | 1/5/2024 | 12050 | ABE Printing | 219.95 |
| Check | 1/5/2024 | 12051 | Accolades Trophies, Engraving & Gifts | 20.00 |
| Check | 1/5/2024 | 12052 | Ace Hardware | 71.12 |
| Check | 1/5/2024 | 12053 | Airtec Gases | 115.22 |
| Check | 1/5/2024 | 12054 | Alexander Zink | 732.87 |
| Check | 1/5/2024 | 12055 | Allstar Fire Equipment | 4,238.50 |
| Check | 1/5/2024 | 12056 | ARC Health and Wellness Centers, LLC | 56,802.00 |
| Check | 1/5/2024 | 12057 | AT&T Mobility | 1,977.35 |
| Check | 1/5/2024 | 12058 | Bound Tree Medical, LLC | 1,048.14 |
| Check | 1/5/2024 | 12059 | Building Services of CA & NV, LLC | 525.00 |
| Check | 1/5/2024 | 12060 | Campora Propane | 2,492.64 |
| Check | 1/5/2024 | 12061 | Carson Dodge Chrysler | 890.10 |
| Check | 1/5/2024 | 12062 | CDW Government | 107.32 |
| Check | 1/5/2024 | 12063 | Cintas | 265.52 |
| Check | 1/5/2024 | 12064 | Conway Communications | 14,225.00 |
| Check | 1/5/2024 | 12065 | Elaine Pace | 2,500.00 |
| Check | 1/5/2024 | 12066 | Flyers Energy LLC | 3,093.93 |
| Check | 1/5/2024 | 12067 | Frontier Communications | 2,987.28 |
| Check | 1/5/2024 | 12068 | Guided Truck & Equipment | 5,710.25 |
| Check | 1/5/2024 | 12069 | Hi-Tech EVS, Inc | 7,396.37 |
| Check | 1/5/2024 | 12070 | Les Schwab Tire Centers of Nevada | 350.18 |
| Check | 1/5/2024 | 12071 | Life-Assist, Inc | 199.75 |
| Check | 1/5/2024 | 12072 | Minden Gardnerville Sanitation District | 1,000.69 |
| Check | 1/5/2024 | 12073 | Nevada News Group | 116.00 |
| Check | 1/5/2024 | 12074 | Pacific Shredding | 57.78 |
| Check | 1/5/2024 | 12075 | Reno Drain Oil Service | 25.00 |
| Check | 1/5/2024 | 12076 | RO Anderson | 675.00 |
| Check | 1/5/2024 | 12077 | Sciarani & Co. | 30,000.00 |
| Check | 1/5/2024 | 12078 | Silver State Towing | 450.00 |
| # Check | 1/5/2024 | 12079 | Simerson Construction LLC | 65,883.22 |
| Check | 1/5/2024 | 12080 | Southwest Gas Corporation | 7,677.01 |
| Check | 1/5/2024 | 12081 | Tahoe Supply Company LLC | 584.53 |
| Check | 1/5/2024 | 12082 | Topaz Ranch Estates GID & Water Co. | 60.75 |
| Check | 1/5/2024 | 12083 | Town of Minden | 532.40 |
| Check | 1/5/2024 | 12084 | ubeo Business Services | 29.95 |
| Check | 1/5/2024 | 12085 | Wharton Concrete | 74.97 |
| | | | TASC Total Administrative Services Corporation | 185,000.00 |
| Record Transfer | 1/5/2024 | | | |
| Record Transfer | 1/8/2024 | | Standard Insurance Company | 3,477.43 |

Company name: District
Report name: Payables for Prior Month
Created on: 2/2/2024
Fund: All Funds--All Funds

| Type | Date | Check No. | Payee Name | Transaction Amount |
|-----------------|-----------|-----------|---|--------------------|
| Record Transfer | 1/9/2024 | | VOYA Benefit Strategies TASC Total Administrative Services | 45.60 |
| Record Transfer | 1/10/2024 | | Corporation | 54,000.00 |
| Record Transfer | 1/10/2024 | | Cybersource | 544.92 |
| Check | 1/11/2024 | 12114 | SMG Fire Consulting Group LLC | 13,906.50 |
| Check | 1/12/2024 | 12086 | Ace Hardware | 125.66 |
| Check | 1/12/2024 | 12087 | Aetna | 801.26 |
| Check | 1/12/2024 | 12088 | Amazon Business | 2,252.80 |
| Check | 1/12/2024 | 12089 | Black Point LLC | 45.00 |
| Check | 1/12/2024 | 12090 | Bound Tree Medical, LLC | 1,249.82 |
| Check | 1/12/2024 | 12091 | Campora Propane | 3,615.21 |
| Check | 1/12/2024 | 12092 | Carson Valley Chamber of Commerce | 140.00 |
| Check | 1/12/2024 | 12093 | Cintas | 269.55 |
| Check | 1/12/2024 | 12094 | Flyers Energy LLC | 4,486.04 |
| Check | 1/12/2024 | 12095 | Gardnerville Water Company | 127.16 |
| Check | 1/12/2024 | 12096 | Hoffman Plumbing | 682.50 |
| Check | 1/12/2024 | 12097 | Hunt & Sons, Inc | 126.85 |
| Check | 1/12/2024 | 12098 | Les Schwab Tire Centers of Nevada | 138.59 |
| Check | 1/12/2024 | 12099 | Life-Assist, Inc | 56.20 |
| Check | 1/12/2024 | 12100 | O'Reilly Auto Parts | 212.94 |
| Check | 1/12/2024 | 12101 | Pacific Shredding | 57.78 |
| Check | 1/12/2024 | 12102 | Parts House | 2,279.53 |
| Check | 1/12/2024 | 12103 | REMSA | 6.00 |
| Check | 1/12/2024 | 12104 | Siddons-Martin Emergency Group | 3,914.11 |
| Check | 1/12/2024 | 12105 | Silver State International | 1,090.20 |
| Check | 1/12/2024 | 12106 | Silver State Towing | 450.00 |
| Check | 1/12/2024 | 12107 | Sinnett Consulting Services | 215.00 |
| Check | 1/12/2024 | 12108 | TASC Client Services | 190.00 |
| Check | 1/12/2024 | 12109 | Town of Gardnerville | 60.93 |
| Check | 1/12/2024 | 12110 | ubeo Business Services | 17.68 |
| Check | 1/12/2024 | 12111 | UKG Kronos Systems, LLC | 53.27 |
| Check | 1/12/2024 | 12112 | Waystar | 994.33 |
| Check | 1/12/2024 | 12113 | Zoll Data Systems, Inc | 4,668.72 |
| Check | 1/12/2024 | 12115 | NV St Dept of Conservation (Forestry) | 23,595.50 |
| Check | 1/12/2024 | 12116 | Oshinski & Forsberg, Ltd. | 1,885.00 |
| Check | 1/12/2024 | 12117 | RO Anderson | 1,125.00 |
| Record Transfer | 1/12/2024 | | VOYA Benefit Strategies | 15,208.73 |
| Record Transfer | 1/12/2024 | | VOYA Benefit Strategies | 92,500.00 |
| Record Transfer | 1/12/2024 | | Optum Financial | 61.57 |
| Record Transfer | 1/12/2024 | | State of NV - DCP Public Employees' Retirement System of | 30,629.05 |
| Record Transfer | 1/16/2024 | | Nevada | 464,604.10 |
| Record Transfer | 1/16/2024 | | Bank of America- Checking | 133.19 |
| Record Transfer | 1/16/2024 | | VSP | 1,171.48 |
| Record Transfer | 1/18/2024 | | Standard Insurance Company | 273.59 |
| Check | 1/19/2024 | 12118 | A Sign Shop | 54.00 |
| Check | 1/19/2024 | 12119 | Ace Hardware | 70.41 |

Company name: District
Report name: Payables for Prior Month
Created on: 2/2/2024
Fund: All Funds--All Funds

| Type | Date | Check No. | Payee Name | Transaction Amount |
|-----------------|-----------|-----------|-----------------------------------|--------------------|
| Check | 1/19/2024 | 12120 | Adrian Marquez | 241.50 |
| Check | 1/19/2024 | 12121 | Airtec Gases | 59.80 |
| Check | 1/19/2024 | 12122 | Alex Callahan | 241.50 |
| Check | 1/19/2024 | 12123 | Bound Tree Medical, LLC | 4,076.42 |
| Check | 1/19/2024 | 12124 | Cameron Farmer | 241.50 |
| Check | 1/19/2024 | 12125 | Campora Propane | 698.08 |
| Check | 1/19/2024 | 12126 | Carelon Sumbrogation | 133.48 |
| Check | 1/19/2024 | 12127 | Carson Dodge Chrysler | 166.90 |
| Check | 1/19/2024 | 12128 | CDW Government | 41.92 |
| Check | 1/19/2024 | 12129 | Cintas | 46.97 |
| Check | 1/19/2024 | 12130 | Clint Loudenburg | 241.50 |
| Check | 1/19/2024 | 12131 | CRBR Property Damage Services | 7,000.00 |
| Check | 1/19/2024 | 12132 | CRBR Property Damage Services | 14,000.00 |
| Check | 1/19/2024 | 12133 | Daniel Shocket | 12,000.00 |
| Check | 1/19/2024 | 12134 | David Magee | 454.47 |
| Check | 1/19/2024 | 12135 | Douglas County Utilities | 1,463.40 |
| Check | 1/19/2024 | 12136 | Douglas Disposal | 800.73 |
| Check | 1/19/2024 | 12137 | Elinor Lindberg | 122.67 |
| Check | 1/19/2024 | 12138 | Flyers Energy LLC | 2,037.15 |
| Check | 1/19/2024 | 12139 | Frontier Communications | 64.99 |
| Check | 1/19/2024 | 12140 | Gardnerville Ranchos GID | 206.30 |
| Check | 1/19/2024 | 12141 | Henry Schein, Inc | 1,776.36 |
| Check | 1/19/2024 | 12142 | Hi-Tech EVS, Inc | 45.59 |
| Check | 1/19/2024 | 12143 | Jason Blackmore | 95.01 |
| Check | 1/19/2024 | 12144 | Jean Rex | 1,908.47 |
| Check | 1/19/2024 | 12145 | Johnson & Roundtree Premium | 1,289.61 |
| Check | 1/19/2024 | 12146 | Joy Jacobs | 131.08 |
| Check | 1/19/2024 | 12147 | Justin Grimm | 241.50 |
| Check | 1/19/2024 | 12148 | Laurie Bauer | 984.81 |
| Check | 1/19/2024 | 12149 | Life-Assist, Inc | 844.84 |
| Check | 1/19/2024 | 12150 | LN Curtis | 3,664.25 |
| Check | 1/19/2024 | 12151 | Matthew Galas | 241.50 |
| Check | 1/19/2024 | 12152 | Pestmaster Services | 160.00 |
| Check | 1/19/2024 | 12153 | Randy Davis | 384.06 |
| Check | 1/19/2024 | 12154 | REMSA | 96.00 |
| Check | 1/19/2024 | 12155 | Rylan McDougal | 241.50 |
| Check | 1/19/2024 | 12156 | Sky Dwinell | 352.00 |
| Check | 1/19/2024 | 12157 | ubeo Business Services | 179.57 |
| Check | 1/19/2024 | 12158 | Warren Reed Insurance | 1,238.00 |
| Check | 1/19/2024 | 12159 | West Coast Code Consultants | 125.00 |
| Check | 1/19/2024 | 12160 | Wharton Concrete | 900.00 |
| Check | 1/19/2024 | 12161 | Xerox Corporation | 458.23 |
| Record Transfer | 1/19/2024 | | VOYA Benefit Strategies | 70.50 |
| Record Transfer | 1/22/2024 | | Principal Life Insurance Co. | 16,603.40 |
| Record Transfer | 1/22/2024 | | VOYA Benefit Strategies | 110.40 |
| Record Transfer | 1/22/2024 | | LGIP (Local Govt Investment Pool) | 900,000.00 |
| Record Transfer | 1/22/2024 | | TriZetto | 50.00 |

Company name: District
Report name: Payables for Prior Month
Created on: 2/2/2024
Fund: All Funds--All Funds

| Type | Date | Check No. | Payee Name | Transaction Amount |
|-----------------|-----------|-----------|-------------------------------------|--------------------|
| Record Transfer | 1/22/2024 | | Principal Life Insurance Co. | 1,300.58 |
| Record Transfer | 1/22/2024 | | VOYA Benefit Strategies | 7,500.00 |
| Record Transfer | 1/23/2024 | | Pitney Bowes Lease | 513.39 |
| Record Transfer | 1/23/2024 | | Standard Insurance Company | 3,477.43 |
| Record Transfer | 1/23/2024 | | Standard Insurance Company | 110.69 |
| Record Transfer | 1/24/2024 | | Bank of America CC - Visa | 384.26 |
| Record Transfer | 1/24/2024 | | Bank of America CC - EF | 10,826.90 |
| Record Transfer | 1/25/2024 | | State of NV - DCP | 29,963.44 |
| Check | 1/26/2024 | 12162 | AT&T Mobility | 1,962.94 |
| Check | 1/26/2024 | 12163 | Campora Propane | 734.70 |
| Check | 1/26/2024 | 12164 | Carson Dodge Chrysler | 4,962.25 |
| Check | 1/26/2024 | 12165 | Cintas | 83.65 |
| Check | 1/26/2024 | 12166 | Dennis Cote | 2,449.00 |
| Check | 1/26/2024 | 12167 | Entenmann-Rovin Co | 1,160.40 |
| Check | 1/26/2024 | 12168 | Flag Store | 650.00 |
| Check | 1/26/2024 | 12169 | Flyers Energy LLC | 2,411.31 |
| Check | 1/26/2024 | 12170 | Frontier Communications | 1,746.14 |
| Check | 1/26/2024 | 12171 | John Brawley | 460.97 |
| Check | 1/26/2024 | 12172 | Les Schwab Tire Centers of Nevada | 1,054.54 |
| Check | 1/26/2024 | 12173 | Life-Assist, Inc | 430.70 |
| Check | 1/26/2024 | 12174 | LN Curtis | 1,740.00 |
| Check | 1/26/2024 | 12175 | O'Reilly Auto Parts | 984.34 |
| Check | 1/26/2024 | 12176 | Pestmaster Services | 99.00 |
| Check | 1/26/2024 | 12177 | Tahoe Supply Company LLC | 315.36 |
| Check | 1/26/2024 | 12178 | Topaz Ranch Estates GID & Water Co. | 190.00 |
| Check | 1/26/2024 | 12179 | Western Nevada Supply | 1,099.97 |
| Record Transfer | 1/26/2024 | | VOYA Benefit Strategies | 15,088.72 |
| Record Transfer | 1/30/2024 | | Pay Plus | 831.76 |

Total 166 records

Sum Total

2,287,289.36

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 January 2024 per NRS 474.210. (Kathy Lewis, CPA, CFO/Director of Finance)

2. **Recommended Motion:** Motion to approve payroll expenses paid in January 2024 per NRS 474.210.

3. **Funds Available:** Yes **Amount:** \$1,338,049.84
Fund Name: General **Account Number:** Various

4. **Prepared by:** Jamie Zess/Payroll Specialist I

5. **Meeting Date:** February 20, 2024 **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 # 5C



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

Payroll Register (By Account)
Board Report - Payroll Summary

Pay Dates: 01/01/2024-01/31/2024

Report Total

of EE's - 99 / # of Statements - 193

| Pay Type | Hrs | Amt | Deduction | EE Amt | ER Amt | Taxes | Amt | Net Pay | Amt |
|--------------|----------|------------|-----------------|-----------|------------|--------------------|------------|----------------|------------|
| NVE-Reg | 896.00 | 25,915.32 | NVPERS Fire | - | 286,098.58 | FIT | 82,131.42 | Direct Deposit | 552,138.06 |
| Regular | 17164.50 | 559,843.83 | NVPERS Reg | - | 27,695.06 | MEDI | 10,641.56 | Check | 12,162.99 |
| WC | 90.61 | 3,830.74 | Dist Paid Dent | - | 7,117.61 | SIT:CA | 473.32 | Totals: | 564,301.05 |
| Act-REG | 24.00 | - | Dist Paid Life | - | 544.11 | Totals: | 93,246.30 | | |
| NVE Act-REG | 60.00 | - | Dist Paid Vis | - | 1,067.27 | MEDI | 10,641.56 | | |
| FLSA | 402.00 | 12,381.38 | Dist Pd Med | - | 138,877.97 | SUTA:NV | - | | |
| HIW | - | 1,800.00 | Donate | 300.00 | - | ER Totals: | 10,641.56 | | |
| OT | 1593.50 | 74,030.52 | HSA Acct Fee | - | 200.25 | All Totals: | 103,887.86 | | |
| NVEOT | 10.50 | 473.25 | HSA Fam 55 | 716.64 | 2,500.00 | | | | |
| Act-OT | 80.00 | 3,183.44 | HSA Ind 55 | 804.10 | 2,250.00 | | | | |
| MSC OT | 01.00 | 70.76 | HSA Pre Fam | 26,348.31 | 80,000.00 | | | | |
| C1 | 36.50 | 2,344.63 | HSA Pre Ind | 2,088.80 | 12,750.00 | | | | |
| RTW | 24.00 | 1,467.29 | HSA Special | 450.00 | 2,500.00 | | | | |
| ActInc-OT | 80.00 | 318.34 | 457 Roth post t | 13,863.11 | - | | | | |
| ActInc-Reg | 24.00 | 73.36 | 457-% | 36,325.97 | - | | | | |
| NVActInc-REG | 60.00 | 168.08 | 457-CU | 8,891.65 | - | | | | |
| PRInc-Reg | 160.00 | 321.32 | 457Roth-CU | 1,511.76 | - | | | | |
| PrmInc-Reg | 5984.00 | 9,826.48 | EFC | 1,763.06 | - | | | | |
| PrmInc-FLSA | 156.00 | 253.80 | EFC2 | 1,015.38 | - | | | | |
| PrmInc-OT | 668.50 | 1,672.53 | WANV | 8.00 | - | | | | |
| PrmInc-CB | 36.50 | 117.23 | ERSF | 9.00 | - | | | | |
| HazInc-Reg | 2464.00 | 2,574.16 | ERSF2 | 6.00 | - | | | | |
| HazInc-FLSA | 66.00 | 69.04 | Union Dues | 9,519.00 | - | | | | |
| HazInc-OT | 274.00 | 427.69 | Vol EE Life | 1,134.80 | - | | | | |
| HazInc-RTW | 24.00 | 44.02 | Vol EE AD&D | 219.10 | - | | | | |
| TSInc-Reg | 672.00 | 2,829.96 | Vol Life Spouse | 117.88 | - | | | | |
| TSInc-FLSA | 18.00 | 75.84 | Vol Spouse AD& | 31.88 | - | | | | |
| TSInc-OT | 183.50 | 1,159.13 | Vol Child Life | 10.00 | - | | | | |
| AsInc-Reg | 2016.00 | 2,692.24 | Vol Child AD&D | 2.00 | - | | | | |
| AsInc-FLSA | 54.00 | 72.16 | Vol Acc | 892.08 | - | | | | |
| AsInc-OT | 253.00 | 710.05 | Vol LTD | 1,236.70 | - | | | | |
| WldInc-Reg | 448.00 | 422.64 | Vol-A-ACC | 102.58 | - | | | | |
| WldInc-FLSA | 12.00 | 11.36 | Vol-A-CanPro | 177.82 | - | | | | |
| WldInc-OT | 45.50 | 64.39 | Vol-A-Crit | 41.22 | - | | | | |
| AV | 251.50 | 8,034.59 | Vol-A-HOSP | 106.74 | - | | | | |
| ALU | 41.00 | 2,858.33 | Vol-A-STD | 297.70 | - | | | | |

--More--





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

Payroll Register (By Account)
Board Report - Payroll Summary

Pay Dates: 01/01/2024-01/31/2024

Report Total

of EE's - 99 / # of Statements - 193

| Pay Type | Hrs | Amt | Deduction | EE Amt | ER Amt | Taxes | Amt | Net Pay | Amt |
|----------------|----------|------------|-----------|------------|------------|-------|-----|---------|-----|
| AS | 180.39 | 6,073.65 | Vol-A-TL | 268.80 | - | | | | |
| CU | 96.00 | 3,510.16 | | | | | | | |
| Totals: | | | | 108,260.08 | 561,600.85 | | | | |
| PDU | 214.00 | - | | | | | | | |
| CLE | 19.00 | - | | | | | | | |
| CLE-CPT | 136.00 | - | | | | | | | |
| CLE-ENG | 60.00 | - | | | | | | | |
| CLE-FF | 98.50 | - | | | | | | | |
| CLE-Force | 40.00 | - | | | | | | | |
| MSC COMP | 46.00 | - | | | | | | | |
| Holiday | 528.00 | 22,832.11 | | | | | | | |
| Sick Used | 641.00 | - | | | | | | | |
| VU | 595.25 | - | | | | | | | |
| CLU-56+30 | 340.75 | - | | | | | | | |
| CLU-56-30 | 96.50 | - | | | | | | | |
| CLU-56-SI | 48.00 | - | | | | | | | |
| VS | 161.60 | 11,243.61 | | | | | | | |
| CPS | - | 510.00 | | | | | | | |
| Board PERS | - | 600.00 | | | | | | | |
| Board Non | - | 900.00 | | | | | | | |
| PERS Wages | - | 655,768.83 | | | | | | | |
| PERS Cont | - | 313,793.64 | | | | | | | |
| Totals: | 35256.10 | 765,807.43 | | | | | | | |

Total District Liability for Payroll:
 Earnings: \$765,807.43
 Employer Deductions: \$561,600.85
 Employer Taxes: \$ 10,641.56
TOTAL: \$1,338,049.84



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 January 2024 per NRS 474.210. (Tod F. Carlini, District Fire Chief)

2. **Recommended Motion:** Motion to approve the Procurement Card Transactions paid in January 2024 per NRS 474.210.

3. **Funds Available:** Yes **Amount:** \$10,749.97

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

4. **Prepared by:** Julie Andress, Accounting Specialist

5. **Meeting Date:** February 20, 2024 **Time Required:** NA

6. **Agenda:** Consent

7. **Background Information:** Attached is the Report of Procurement Card Transactions for the period noted above.

8. **Reviewed by:**

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

9. **Board Action:**

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

Agenda Item # 5D

East Fork Fire Protection District
 Procurement Card Transactions charged in January 2024

| | | | | |
|--------------|------------|-------------------|-------------------------|---------|
| BofA CC - EF | 12/31/2023 | ACCOUNTS PAYABLE | FEDEX51105259 | 27.59 |
| BofA CC - EF | 12/29/2023 | PATRICK MOONEYHAN | SIERRA CARWASH | 18 |
| BofA CC - EF | 1/2/2024 | ACCOUNTS PAYABLE | Spectrum | 307.45 |
| BofA CC - EF | 1/3/2024 | ERICA AMATORE | TRAINFIREFIGHTERS.COM | 895 |
| BofA CC - EF | 1/3/2024 | ERICA AMATORE | TRAINFIREFIGHTERS.COM | 895 |
| BofA CC - EF | 1/3/2024 | ERICA AMATORE | NAACINC | 495 |
| BofA CC - EF | 1/3/2024 | ACCOUNTS PAYABLE | IONOS INC. | 20 |
| BofA CC - EF | 1/6/2024 | ERICA AMATORE | TMCC | -275 |
| BofA CC - EF | 1/6/2024 | ERICA AMATORE | TMCC | -300 |
| BofA CC - EF | 1/5/2024 | ACCOUNTS PAYABLE | Spectrum | 983.72 |
| BofA CC - EF | 1/7/2024 | ACCOUNTS PAYABLE | FEDEX51140834 | 10.99 |
| BofA CC - EF | 1/6/2024 | STEPHEN KOONTZ | AUTOZONE 4158 | 10.39 |
| BofA CC - EF | 1/7/2024 | TROY VALENZUELA | TRACTOR SUPPLY CO #182 | 24.99 |
| BofA CC - EF | 1/8/2024 | VINCE WEAVER | THE PUBLIC SAFETY STOR | 1312.6 |
| BofA CC - EF | 1/9/2024 | JAMES T CONNELLY | SP IDENTIFIRE | 1454.28 |
| BofA CC - EF | 1/9/2024 | SKY DWINELL | THE HOME DEPOT #3312 | 36.63 |
| BofA CC - EF | 1/11/2024 | ACCOUNTS PAYABLE | EFILEMYFORMS.COM | 96.58 |
| BofA CC - EF | 1/12/2024 | JEFF JAMES | AMAZON.COM*RT34I5N41 | 7.95 |
| BofA CC - EF | 1/14/2024 | ZACHARY PEDERSEN | WAL-MART #5864 | 31.92 |
| BofA CC - EF | 1/16/2024 | SKY DWINELL | EXPEDIA 72738245741894 | 187.45 |
| BofA CC - EF | 1/17/2024 | HOLLY MEGEE | AMZN MKTP US*RT6DE0921 | 83.9 |
| BofA CC - EF | 1/17/2024 | JESSE FRY | MAVERIK #460 | 39 |
| BofA CC - EF | 1/18/2024 | VINCE WEAVER | THE HOME DEPOT #3312 | 143.82 |
| BofA CC - EF | 1/19/2024 | VINCE WEAVER | NAMIFY LLC | 45.51 |
| BofA CC - EF | 1/19/2024 | DUSTIN WEISZ | AMAZON RETAIL* R107 | 42.65 |
| BofA CC - EF | 1/22/2024 | ACCOUNTS PAYABLE | FEDEX51240716 | 11.81 |
| BofA CC - EF | 1/22/2024 | ACCOUNTS PAYABLE | WASTE MGMT WM EZPAY | 189.96 |
| BofA CC - EF | 1/23/2024 | LARRY GOSS | NV EMERGENCY MED SVC | 34 |
| BofA CC - EF | 1/22/2024 | HOLLY MEGEE | DOUGLAS COUNTY RECORDER | 40 |
| BofA CC - EF | 1/22/2024 | HOLLY MEGEE | DOUGLAS COUNTY RECORDER | 40 |
| BofA CC - EF | 1/22/2024 | HOLLY MEGEE | GOVOLUTION * SERVICE F | 2 |
| BofA CC - EF | 1/22/2024 | HOLLY MEGEE | GOVOLUTION * SERVICE F | 2 |
| BofA CC - EF | 1/23/2024 | NICK SUMMERS | THE HOME DEPOT #3312 | 472.81 |
| BofA CC - EF | 1/24/2024 | TROY VALENZUELA | TWILIO INC | 40.03 |
| BofA CC - EF | 1/24/2024 | ERICA AMATORE | SOUTHWES 5262249123504 | 281.95 |
| BofA CC - EF | 1/24/2024 | ERICA AMATORE | SOUTHWES 5262249249147 | 281.95 |
| BofA CC - EF | 1/25/2024 | PATRICK MOONEYHAN | SIERRA CARWASH | 12 |
| BofA CC - EF | 1/24/2024 | JESSE TSCHETTER | THE HOME DEPOT #3312 | 53.89 |
| BofA CC - EF | 1/28/2024 | SKY DWINELL | DELTA 00642079671601 | 30 |
| BofA CC - EF | 1/27/2024 | LARRY GOSS | NV EMERGENCY MED SVC | 34 |
| BofA CC - EF | 1/25/2024 | ERICA AMATORE | MINDEN MEAT AND DELI | 90.24 |
| BofA CC - EF | 1/26/2024 | ERICA AMATORE | LOUIE S MANDARIN GOURM | 61.52 |
| BofA CC - EF | 1/27/2024 | AMY RAY | INT'L CODE COUNCIL | 600 |
| BofA CC - EF | 1/27/2024 | ACCOUNTS PAYABLE | DTV*DIRECTV SERVICE | 125.41 |
| BofA CC - EF | 1/28/2024 | ACCOUNTS PAYABLE | FEDEX51291241 | 11.3 |
| BofA CC - EF | 1/25/2024 | HOLLY MEGEE | DOUGLAS COUNTY RECORDER | 80 |
| BofA CC - EF | 1/25/2024 | HOLLY MEGEE | GOVOLUTION * SERVICE F | 2 |
| BofA CC - EF | 1/30/2024 | KEVIN REPAN | WM SUPERCENTER #5864 | 96.41 |
| BofA CC - EF | 1/30/2024 | VINCE WEAVER | WAL-MART #5864 | 22.96 |
| BofA CC - EF | 1/29/2024 | JAMES T CONNELLY | THE HOME DEPOT #3312 | 163.92 |

East Fork Fire Protection District
 Procurement Card Transactions charged in January 2024

| | | | |
|----------------|----------------------------|---------------------------|--------------|
| BofA CC - EF | 1/30/2024 ACCOUNTS PAYABLE | Spectrum | 307.45 |
| BofA CC - EF | 1/30/2024 STEPHEN KOONTZ | WAL-MART #5864 | 38.46 |
| | | | \$ 9,721.49 |
| | | | |
| BofA CC - VISA | 1/8/2024 TONI BRAGA | PIZZA FACTORY - 97 - MIND | 301.45 |
| BofA CC - VISA | 1/9/2024 EFFPD 5 | COSTCO BY INSTACART | 281.11 |
| BofA CC - VISA | 1/23/2024 EFFPD 5 | COSTCO BY INSTACART | 210.45 |
| BofA CC - VISA | 1/28/2024 TONI BRAGA | COSTCO WHSE #0127 | 235.47 |
| | | | \$ 1,028.48 |
| | | GRAND TOTAL | \$ 10,749.97 |

* 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 December 2023 in the amount of \$83,197.88. (Lisa Owen, Director of Administrative Services)

2. **Recommended Motion:** Motion to approve the East Fork Fire Protection District's ambulance billing bad debt write-offs for the period of December 2023 in the amount of \$83,197.88.

3. **Financial Impact:** NA **Amount:** \$83,197.88
Fund Name: NA **Account Number:** NA

4. **Prepared by:** Katie Dorsey, Medical Billing Specialist II

5. **Meeting Date:** February 20, 2024 **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 December 2023 in the amount of \$83,197.88 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 # 5E

Credit As Type Summary Report (Deposit Date)

Deposit Date IS BETWEEN 12/01/2023 AND 12/31/2023; 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> |
|--------------------------------|--------------|---------------------|
| Writeoffs | | |
| W/OFF BAD DEBT - DECEASED | 14 | 5,510.18 |
| W/OFF REDUCTION/DISCOUNT | 1 | 42.57 |
| W/OFF SIERRA SAVER MBRSHIP | 11 | 7,580.68 |
| W/OFF SENT TO COLLECTIONS | 75 | 70,064.45 |
| Totals For Type | 101 | \$ 83,197.88 |

| | | |
|-----------------------|------------|---------------------|
| Company Totals | 101 | \$ 83,197.88 |
|-----------------------|------------|---------------------|

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

| | Oct | Nov | Dec | YTD |
|--|------------|------------|------------|--------------|
| Total Billed | 813,515.95 | 815,312.23 | 817,033.76 | 4,997,701.47 |
| Credit Type/Credit Code | | | | |
| W/OFF Bad Debt | 0.63 | 10.00 | - | (289.98) |
| W/OFF Bad Debt Deceased | - | 693.45 | 5,510.18 | 13,752.49 |
| W/OFF Bankruptcy | 3,669.24 | - | - | 481.59 |
| W/OFF Reduction Discount | 2,268.39 | 1,064.07 | 42.57 | 7,747.14 |
| W/OFF Carson City SS Membership | - | - | - | 3,161.04 |
| W/OFF Lyon County SS Membership | - | - | - | - |
| W/OFF Sierra Saver Membership | 7,171.20 | 3,018.21 | 7,580.68 | 32,412.20 |
| W/OFF SS Volunteer Membership | - | - | - | - |
| W/OFF SS Employee Membership | 1,879.40 | - | - | 7,523.31 |
| W/OFF Hardship | 464.85 | - | - | 3,107.69 |
| W/OFF Sent to Collections | 25,779.59 | 18,982.90 | 70,064.45 | 227,153.74 |
| Total | 41,233.30 | 23,768.63 | 83,197.88 | 295,049.22 |
| Percentage of W/OFF to Billings | 5.07% | 2.92% | 10.18% | 5.90% |
| Total Billed Calls | 341 | 344 | 352 | 2125 |

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 November 2023. (Tod F. Carlini, District Fire Chief)

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

3. **Funds Available:** NA **Amount:** \$178,380.62

Fund Name: General **Account Number:** 335.001

4. **Prepared by:** Julie Andress, Accounting Specialist

5. **Meeting Date:** February 20, 2024 **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:**

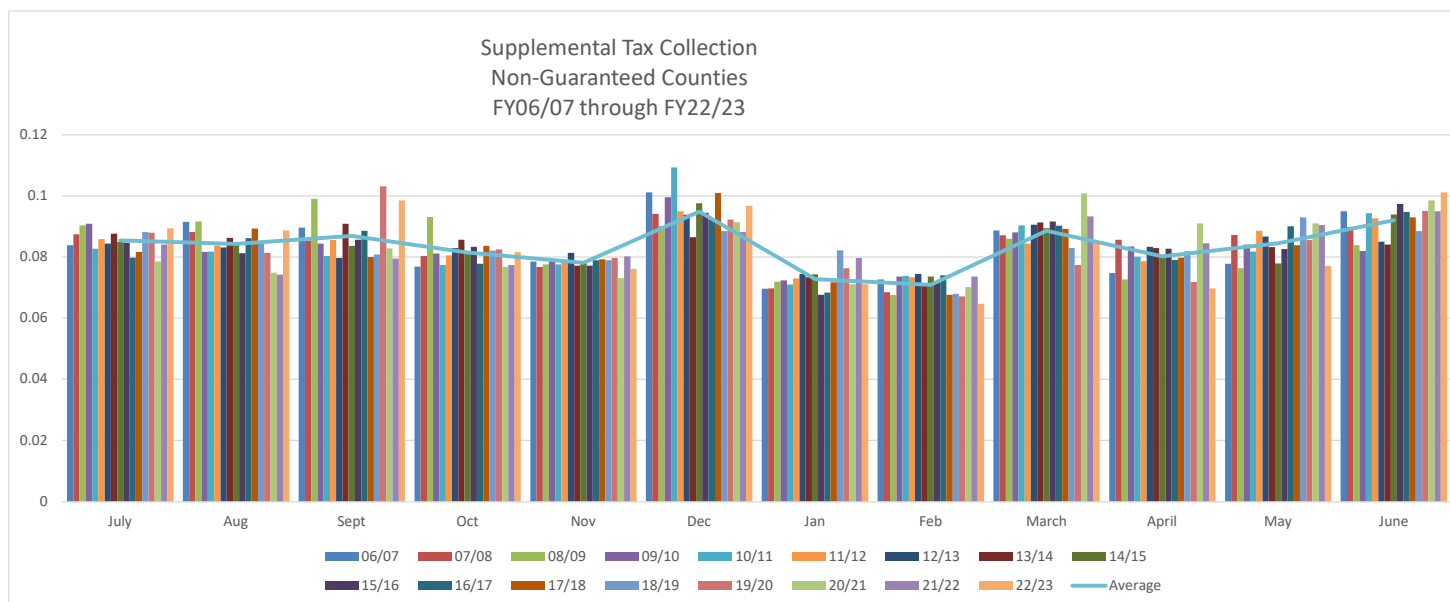
| | |
|----------------------------|---|
| <u> </u> Approved | <u> </u> Approved with Modifications |
| <u> </u> Denied | <u> </u> Deferred |
| <u> </u> Other | |

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

% of year: 42.00%

| Actual | | | | | | | | | | | | | | % |
|----------------------------------|-------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------|----------|-------|-------|-----|------|----------------------|---------------|
| 2023-24 | July | August | September | October | November | December | January | February | March | April | May | June | Total | |
| BCCRT | 5,742,627 | 511,947.27 | 499,133.51 | 519,054.57 | 453,522.05 | 437,691.08 | | | | | | | 2,421,348.48 | 42.16% |
| SCCRT | 20,248,274 | 1,744,533.99 | 1,693,161.47 | 1,768,776.52 | 1,505,182.05 | 1,413,549.37 | | | | | | | 8,125,203.40 | 40.13% |
| CIGARETTE | 133,389 | 12,523.66 | 9,667.87 | 10,555.85 | 8,981.60 | 9,268.16 | | | | | | | 50,997.14 | 38.23% |
| LIQUOR | 76,583 | 8,434.64 | 6,237.61 | 5,270.22 | 6,909.13 | 3,641.80 | | | | | | | 30,493.40 | 39.82% |
| 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 | 326,701.00 | 313,026.91 | | | | | | | 1,571,640.75 | 43.12% |
| TOTAL | 31,089,165 | 2,578,396.68 | 2,526,285.28 | 3,011,225.11 | 2,301,295.83 | 2,177,177.32 | - | - | - | - | - | - | 12,594,380.22 | 40.51% |
| EFFPD Share | 2,559,771 | | | | | | | | | | | | | |
| Avg Monthly Payment | 213,314 | | | | | | | | | | | | | |
| Actual Payment | | 212,287.35 | 207,864.41 | 249,023.53 | 188,837.12 | 178,380.62 | | | | | | | 1,036,393.03 | 40.49% |
| EFFPD Share of Total Collections | | 8.23% | 8.23% | 8.27% | 8.21% | 8.19% | | | | | | | 8.23% | |
| Over/(Under) Average | | (1,026.89) | (5,449.83) | 35,709.29 | (24,477.12) | (34,933.62) | | | | | | | (30,178.17) | |

** RPTT collected and remitted quarterly



| | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | March | April | May | June |
|--------------------|-------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------|
| 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

1. **Title: For Possible Action.** Discussion and possible action to authorize the District Fire Chief to accept the Firehouse Subs Public Safety Foundation Grant in the amount of \$36,926.25 with the sole intention of purchasing a rescue UTV. (Aaron Leising, Fire Captain) 15 minutes.

2. **Recommended Motion:** Motion to authorize the District Fire Chief to accept the Firehouse Subs Public Safety Foundation Grant in the amount of \$36,926.25 with the sole intention of purchasing a rescue UTV.

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

4. **Prepared by:** Aaron Leising, Fire Captain

5. **Meeting Date:** February 20, 2024 **Time Required:** 15 minutes

6. **Agenda:** Administrative Agenda

7. **Background Information:** The East Fork Fire Protection District has been awarded the Firehouse Subs Public Safety Foundation Grant. Fire Captain Aaron Leising worked with the District Administration in applying for this grant. The funding awarded is in the amount of \$36,926.25 and will be used to purchase a Polaris Ranger Crew NorthStar Ultimate (Including Installation up to \$849 and Freight up to \$600) valued at up to \$36,926.25. The grant is a 100% funded grant, however, there are additional items and outfitting that will be required to make the unit operational. Other funding solicitations are underway. Some district funding will need to be allocated. The unit will be deployed to rescue people in the wilderness areas of the district. Douglas County offers countless recreational opportunities for outdoor enthusiasts almost on a year around basis. This unit will have the potential of truly saving lives and will support a safer response for our personnel. The District was the beneficiary of a similar grant from Fire House Subs Public Safety Foundation in 2017. Fire House Subs will be opening a new location within the East Fork Fire Protection District jurisdiction sometime in 2024. Work is currently under way. The administration recommends approval and appreciates the effort of Captain Leising to secure alternate funding for projects such as this.

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

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

Ridezilla Carson City
 2680 South Carson Street
 Carson City NV 89701
 775 883-6111

EAST FORK FIRE PROTECTION DISTRICT **Buyer's Order**

Date 01/04/2024
 Deal No.
 Salesperson Kevin Furlong
 Lienholder NONE
 Email ALEISING@EASTFORKFIRE.ORG

1694 COUNTY RD
 MINDEN, NV 89423
 H 775-313-8761 W

C 775-313-8761

I hereby agree to purchase the following unit(s) from you under the terms and conditions specified. Delivery is to be made as soon as possible. It is agreed, however, that neither you nor the manufacturer will be liable for failure to make delivery.

Unit Information

| N/U | Year | Make | Model | | VIN | Stock # | Price |
|-----|------|---------|------------|---------------------------|-------------------|---------|-------------|
| New | 2024 | POLARIS | R24RSY99BK | RANGER CREW NORTHSTAR ULT | 4XARSY998R8092658 | 092658 | \$35,399.00 |

| | | | | | |
|------------------|-------|-----|-----------|---------------------|-----------------------|
| Parts and Labor: | Price | Qty | Ext Price | Dealer Unit Price | \$35,399.00 |
| | | | | Parts & Accessories | \$0.00 |
| | | | | Labor | \$0.00 |
| | | | | Freight | \$1,300.00 |
| | | | | Dealer Prep | \$330.00 |

| | |
|----------------------|---------|
| OHV Registration Fee | \$20.00 |
| Title Fee | \$28.25 |

| | | |
|--------|-------------------|-------------|
| Labor: | Cash Price | \$37,077.25 |
| | Trade Allowance | \$0.00 |
| | Payoff | \$0.00 |

| | | |
|--------|--|-------------|
| Notes: | Grant award includes Freight up to \$600. Excluding Installation. | |
| | Total funding: 36,576.25 | |
| | Net Trade | \$0.00 |
| | Net Sale (Cash Price - Net Trade) | \$37,077.25 |
| | Sales Tax | \$0.00 |
| | Title/License/Registration Fees | \$0.00 |
| | Document or Administration Fees | \$199.00 |
| | Credit Life Insurance | \$0.00 |
| | Accident & Disability | \$0.00 |

| | | |
|-------------------|---|------------------------|
| Trade Information | Total Other Charges | \$199.00 |
| | Sub Total (Net Sale + Other Charges) | \$37,276.25 |
| | Cash Down Payment | \$0.00 |
| | Amount to Pay/Finance | \$37,276.25 |

Monthly Payment of \$6,046.04 For 0 Months at 0.00% Interest

NOTICE TO BUYER: (1) Do not sign this agreement before you read it or if it contains any blank spaces to be filled in. (2) You are entitled to a completely filled in copy of this agreement. (3) If you default in the performance of your obligations under this agreement, the vehicle may be repossessed and you may be subject to suit and liability for the unpaid indebtedness evidenced by this agreement.

TRADE-IN NOTICE: Customer represents that all trade in units described above are free of all liens and encumbrances except as noted.

*With Approved Credit. Interest rates and monthly payment are approximate and may vary from those determined by the lender.

Customer Signature _____ Dealer Signature _____

Thank You for Your Business!



Firehouse Subs Public Safety Foundation, Inc.

12735 Gran Bay Pkwy., Suite 150, Jacksonville, Florida 32258

**MEMO OF UNDERSTANDING- FUNDING AGREEMENT
January 30, 2023**

Failure to adhere to the requirements of this Funding Agreement will jeopardize your grant award.
All purchases must match the quantities and equipment approved in the original grant request and approved quote.

Firehouse Subs Public Safety Foundation Responsibilities

- Firehouse Subs Public Safety Foundation will award funding to **East Fork Fire Protection District, Minden, NV** for **\$36,576.25** to be used toward the direct purchase of **Polaris Ranger Crew NorthStar Ultimate (Freight up to \$600, Excluding Installation).**

East Fork Fire Protection District Responsibilities

1. An ACH transfer will be remitted to the organization name as stated in this memo of understanding and **must** match the EIN number submitted on the grant request and bank account information listed on the ACH Authorization. If there is a change in either information, you must submit a W-9.
2. **Purchase** the equipment on Approved Quote from Ridezilla Carson City, dated 01/04/24.
 - a. **NOTE: DO NOT PREPAY** for the equipment order at the time of purchase
3. **Confirm Receipt of ACH Transfer** by emailing procurementfoundation@firehousesubs.com
4. **Verify Purchase and Delivery** by providing Firehouse Subs Public Safety Foundation with the following:
 - a. All signed and dated packing slips
 - b. Copies of paid invoices, verifying your organization's name as the customer and matching the vendor quote(s)
 - c. A copy of the cleared check(s), verifying the payee and payment amount matches the vendor quote(s)
5. In the event that the purchased equipment costs less than the dollar amount awarded, all excess funds must be returned to Firehouse Subs Public Safety Foundation.
 - a. Email procurementfoundation@firehousesubs.com with notification of excess funds within 30 days of purchase
 - b. Return Excess Funds within 30 days of receipt of excess funds invoice to Firehouse Subs Public Safety Foundation, Attention: Gina Brown, 12735 Gran Bay Parkway, Suite 150, Jacksonville, FL 32258
6. If purchases exceed funding, **East Fork Fire Protection District** is responsible for the additional amount.

VERY IMPORTANT: Deadline for submitted documentation is June 30, 2024.

Firehouse Subs Public Safety Foundation

Date

East Fork Fire Protection District Representative (Signature)

Date

East Fork Fire Protection District Representative Name (Print)

East Fork Fire Protection District

AGENDA ACTION SHEET

1. **Title: For Possible Action.** Discussion and possible action to engage the services of Jack Clancy Associates of Sacramento, California, to provide professional services in the recruitment of a Deputy Fire Chief of Operations for the East Fork Fire Protection District at a cost not to exceed \$23,500. (Tod F. Carlini, District Fire Chief) 15 minutes
2. **Recommended Motion:** Motion to engage the services of Jack Clancy Associates of Sacramento, California, to provide professional services in the recruitment of a Deputy Fire Chief of Operations for the East Fork Fire Protection District at a cost not to exceed \$23,500.
3. **Funds Available:** Yes **Amount:** \$23,500

Fund Name: **Account Number:**
4. **Prepared by:** Tod F. Carlini, District Fire Chief and Lisa Owen, Director of Administrative Services
5. **Meeting Date:** February 20, 2024 **Time Required:** 15 minutes
6. **Agenda:** Administrative Agenda
7. **Background Information:** For the past two years, the District has had Mr. Scott Gorgon serving in the capacity of Deputy Chief of Operations under a contract with SMG Consulting, LLC. The relationship with Mr. Gorgon and SMG has been extremely successful and continues to offer positive opportunities for the organization. The intent from the start of that contract-based service was to work towards a full-time replacement. The administration would now like to move forward with recruitment. While the District has conducted such recruitments in the past and with mixed results, the administration is seeking approval to secure the professional recruitment services of Jack Clancy Associates (JCA). Our desire to seek outside services has been discussed with the Board President, Mr. John Bellona. JCA is the premier provider of promotional assessment and selection processes in the public sector. According to their literature, their knowledge, expertise, and customer service are unparalleled as they have been the industry leader in helping to build successful organizations since 1980. Their services include the design and development of assessment centers and performance examinations for recruitment, selection, and/or promotion, and they specialize in the assessment and evaluation of public safety command personnel. They are thoroughly familiar with professional and regulatory standards in the testing area, and their associates possess significant knowledge and experience in fair employment, the Uniform Guidelines on Employee Selection Procedures, and the Guidelines and Ethical Considerations for Assessment Center Operations. The anticipated timeline would include a pre-recruitment consultation period with the recruitment consultant,

followed by a recruitment period in March 2024 and into April 2024. The screening of applicants and assessment center-based process would take place in May 2024, with a successful appointment coming in June 2024. We have reached out to the JCA to ensure that they can meet these timelines. Under this schedule, Mr. Gorgon would continue to work on a month-by-month basis with the successful applicant to provide a comprehensive orientation. The District Fire Chief would also participate in this orientation as well as other key staff members.

The administration is recommending moving forward with this process and request, which is critical to our projected timeline.

A complete packet of services and process, as proposed by JCA, is attached. Funding for this effort may require budget augmentation in May.

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

9. **Board Action:**
- | | |
|-----------------------------------|--|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Approved with Modifications |
| <input type="checkbox"/> Denied | <input type="checkbox"/> Deferred |
| <input type="checkbox"/> Other | |

Agenda Item # 7

JCA PROJECT TEAM

Jack Clancy Associates is the premier provider of promotional assessment and selection processes in the public sector. Our knowledge, expertise and customer service are unparalleled as we have been the industry leader in helping to build successful organizations since 1980.

Headquartered in Sacramento, our services include the design and development of assessment centers and performance examinations for recruitment, selection, and promotion, and we specialize in the assessment and evaluation of public safety command personnel. We are thoroughly familiar with professional and regulatory standards in the testing area, and our associates possess significant knowledge and experience in fair employment, the *Uniform Guidelines on Employee Selection Procedures*, and the *Guidelines and Ethical Considerations for Assessment Center Operations*. For the protection of itself and its clients, JCA carries insurance in the following amounts:

- General Liability - \$2,000,000/\$4,000,000
- Professional Liability - \$2,000,000/\$4,000,000

Experience of Key Personnel

Matt Gruver Principal

Matt Gruver specializes in the development and administration of public sector selection and leadership development programs. Over the past 30 years, Mr. Gruver has designed and developed performance tests and assessment centers for the full range of supervisory and management positions within the fire service. He is considered an expert in the field of public safety assessment and selection and was heavily involved in the Transportation Security Administration's (TSA) efforts to federalize and staff the nation's airports following 9/11.

Mr. Gruver is a frequent presenter on issues related to selection and assessment and is active in numerous professional organizations focused on the evaluation of public safety command personnel. He holds a Master of Arts degree in Industrial/Organizational Psychology from California State University, Sacramento.

David Yamahata Senior Associate

Before joining Jack Clancy Associates, Deputy Chief Yamahata spent 36 ½ years in the California fire service. He began his career in the early 1970's as a firefighter with the Los Angeles City Fire Department, promoting through the ranks and retiring in 2013 as LA City Fire's Chief Deputy of Emergency Operations. Over his long and decorated career Deputy Chief Yamahata held numerous assignments in both fire operations and administration and trained many of the personnel who currently lead the LAFD today.

Since his retirement, he has spent a considerable amount of time working with Mr. Gruver to refine JCA's approach to assessing leadership potential in the fire service.

Edward Gonzales
Senior Associate

Before joining Jack Clancy Associates, Assistant Chief Gonzales spent 29 years in the California fire service. He began his career as a firefighter in the early 1990s and then promoted up through the ranks with Contra Costa County Fire, retiring in 2018 as the district's Operations Chief. Over his long and decorated career, Assistant Chief Gonzales held numerous assignments throughout ConFire and trained many of the command personnel who currently lead the organization today.

Since his retirement from active service, he has spent a considerable amount of time working with Mr. Gruver to refine JCA's approach to evaluating fire tactics and strategy in line with the constantly evolving nature of the fire service.

Client Engagement Philosophy

In addition to our extensive testing and assessment experience, JCA also incorporates its client engagement philosophy into each project. The philosophy relies upon three basic principles that we use to develop long-term client relationships that last beyond a project cycle.

- **Commitment to Quality**

JCA ensures that each client engagement meets all legal and professional guidelines and the scientific rigors of testing, but, most importantly, exceeds the quality expected from our clients. JCA ensures that all services are customized to the client and align with the mission and core values of the organization.

- **Consistency in Communication**

JCA provides a dedicated team for each project to maintain consistent communication and to avoid a "relearning" of information. From project inception through conclusion, the Department can expect to be able to reach the assigned project manager at any point during the process and through multiple means of communication.

- **Dedication to Stakeholders**

While we aim to exceed the quality expectations of Department stakeholders, we want candidates to believe they have been treated fairly and provided with a process that closely resembles the experiences they may encounter upon promotion. Alongside that, when we leave a client engagement, we want to feel confident that taxpayer dollars were used to leave a community in a better state than they were before.

JCA FIRE ASSESSMENTS:

I. Administrative Set-up & Job Analysis Review:

The first activity of each JCA assessment or selection process is the job analysis. We have extensive experience designing and administering job analyses in the fire service and are experts at identifying and collecting the information necessary to validate promotional assessment processes at the officer level. Our job analysis methodology typically involves working directly with an agency's administration and other internal subject matter experts (SMEs) to review the critical job functions; the overall criticality of the knowledge, abilities, skills, and other characteristics (KASOs) required to perform those identified job functions; and a determination of where and when the KASOs are acquired and how important they are to job success.

II. Assessment Process Design, Development & Administration:

Following the job analysis review phase of each project, JCA identifies and documents the dimensions to be measured and discusses with the agency its recommended approach to measure each of the critical characteristics in a manner that best represents their role within the organization. Based on our previous experience in this area, we recommend that any assessments be comprised of 3 – 4 interactive components. Typical assessments include in-baskets, role plays, presentations, fire simulations, etc. and if looking to bring someone into your organization from the outside, JCA can also build a *Management Style Profile* of any potential candidates based on the constructs presented in two widely accepted standardized instruments, the 16PF and the Watson-Glaeser Test of Critical Thinking.

Assessor Recruitment and Training.

The assessor team recruited to evaluate each candidate group will include experienced fire officers at or above the target rank. While experience is the prime criterion, JCA also spends significant time ensuring that each member of the assessment team understands and can apply the concepts associated with behavioral observation, classification, and evaluation. In addition, just prior to the administration of any assessments, JCA provides the candidate group with an interactive orientation session that emphasizes the assessment methodologies to be used and how best to present oneself in the assessment environment to ensure that the agency does not “miss out” on identifying and selecting the *best* candidate for the job.

Assessment Process Administration.

Throughout each assessment and/or selection engagement, JCA works closely with an agency's stakeholders to ensure that all assessment activities conform to current organizational administrative standards and the best practices in the field. JCA provides all necessary materials and will facilitate the administration of all assessments to ensure uniform and comparable ratings among assessors. Lastly, at the conclusion of each assessment, JCA supplies the agency with a ranked list of scores and assists the administration and/or Human Resource Department in responding to any questions and/or inquiries regarding the methods used to evaluate each candidate group.

III. Professional References:

As stated previously, Jack Clancy Associates specializes in the development and administration of small and large-scale public safety assessments. We provide a variety of testing instruments ranging from assessment centers and performance exams to management style evaluations. We provide testing and assessment services to hundreds of agencies around the country, and are currently work with numerous agencies in the State of Nevada Reno Fire, Truckee Meadows Fire & Rescue, Carson City Fire, Henderson Fire, and the No. Las Vegas Fire Department.

IV. Project Costs:

As an active supporter of the fire service, we are very aware of the financial pressures facing public agencies and will cooperate with the East Fork Fire Protection District to ensure that any assessments are conducted in the most efficient and cost-effective manner possible. All cost estimates are developed based on the individual needs of the target agency and are built upon the following assumptions:

- The EEFPD would provide guidance to JCA during both the job analysis review and exam development phases of any projects and provide the site and any specialized equipment needed for the administration of project activities.
- JCA would provide all assessment materials and provide four hours of consulting time without charge in defense of each assessment process if it is legally challenged and/or litigated (any additional consulting services would be invoiced at the rate of \$250.00 per hour, plus expenses).

Project costs for agencies the size of EEFPD typically range from \$17,500.00 - \$23,500.00

East Fork Fire Protection District

AGENDA ACTION SHEET

1. **Title: For Possible Action.** Discussion and possible action to apply for Assistance to Firefighters 2024 Grant (AFG) in the amount of \$700,000 with a required 10% match for the purpose of acquiring a Type II Urban Interface Fire Apparatus, and to authorize the District Fire Chief to sign and execute all necessary application documents. (Tod F. Carlini, District Fire Chief) 10 minutes.

2. **Recommended Motion:** Move to apply for Assistance to Firefighters 2024 Grant (AFG) in the amount of \$700,000 with a required 10% match for the purpose of acquiring a Type II Urban Interface Fire Apparatus, and to authorize the District Fire Chief to sign and execute all necessary application documents.

3. **Funds Available:** Yes **Amount:** 10% Match
Fund Name: Operations **Account Number:** Bond Funding

4. **Prepared by:** Tod F. Carlini, District Fire Chief

5. **Meeting Date:** February 20, 2024 **Time Required:** 10 minutes

6. **Agenda:** Administrative

7. **Background Information:** The East Fork Fire Protection District Administration, upon a recommendation from the District’s Apparatus Specification Committee, is requesting permission to apply for an Assistance to Firefighters Grant (AFG). The committee is recommending that the District consider the purchase of a Type II Fire Apparatus. The estimated cost of an apparatus of this type is \$700,000. The District must provide a 10% match. The new unit will be a factory-built unit. The grant will require that the acquisition comply with all applicable public bidding law and practice, or sole source consideration as allowed by under NRS 332.115, based on the final design and features of the unit. The District successfully was awarded a similar grant in 2017.

8. **Reviewed by:**

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

9. **Board Action:**

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

East Fork Fire Protection District

AGENDA ACTION SHEET

1. **Title: For Possible Action.** Discussion and possible action regarding the proposed tax rate for the fiscal year 2024-2025. (Tod F. Carlini, District Fire Chief) 20 minutes.

2. **Recommended Motion:** Motion to select East Fork Fire Protection District property tax rate options for fiscal year 2024-2025 as allowed by the Nevada Department of Taxation and to authorize the District Fire Chief to proceed accordingly.

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

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

4. **Prepared by:** Tod F. Carlini, District Fire Chief

5. **Meeting Date:** February 20, 2024 **Time Required:** 20 minutes

6. **Agenda:** Administrative Agenda

7. **Background Information:** As an independent District, the District has the ability to increase the tax rate to the maximum allowed by law, maintain the current rate, or reduce the rate. After the final budgets, including the tax rate, are approved by the various local governments, Nevada Tax Commission shall certify to the Board of County Commissioners the combined overlapping rates. The Board of County Commissioners will then pass a resolution to levy those approved tax rates. The District's current rate is 0.4874. The District's rate is part of the total rate cap of \$3.66, which includes the rates from other entities. If the District were to seek an increase, the rate would have to be adjusted from one or more of the other entities. The Board also has the option to maintain the current rate. Several years ago, the District relinquished approximately one-half cent of the rate to Douglas County. Once a rate is selected, the Department of Taxation will then compile and disseminate the information to the County Treasurers and Centrally Assessed section for the Division of Local Government Services for use in preparation of the property tax proforma revenue report. If the Department of Taxation does not receive a response for the District, the FY 2024/25 rate (.4874) will be applied for projection purposes only.

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

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



STATE OF NEVADA
DEPARTMENT OF TAXATION

Web Site: <https://tax.nv.gov>

Call Center: (866) 962-3707

LAS VEGAS OFFICE
700 E. Warm Springs Rd, Suite 200
Las Vegas, Nevada 89119
Phone (702) 486-2300
Fax (702) 486-2373

JOE LOMBARDO
Governor
GEORGE KELESIS
Chair, Nevada Tax Commission
SHELLIE HUGHES
Executive Director

CARSON CITY OFFICE
3850 Arrowhead Drive 2nd Floor
Carson City, Nevada 89706
Phone: (775) 684-2000
Fax: (775) 684-2020

RENO OFFICE
4600 Kietzke Lane, Suite L235
Reno, NV 89502
Phone: (775) 687-9999
Fax: (775) 688-1303

MEMORANDUM

Date: January 24, 2024
To: All Local Government Finance Officers
From: Local Government Finance
Subject: Tax Rate Changes for FY 2024-25

The Preliminary Revenue Projections publication, which establishes the preliminary maximum allowed operating property tax rate for all local governments, will be distributed on February 15, 2024. Please review and **notify your analyst in writing by February 21, 2024** regarding the property tax rate your governing body proposes to levy in FY 2024-25. This office will compile and disseminate the information to the County Treasurers and the Centrally Assessed section of the Excise and Local Government Services Division (ELGS) for use in the preparation of the property tax proforma revenue report. If we do not receive a response from you, the FY 2023-24 tax rates will be applied. Please contact the analyst assigned to your entity if you have any questions.

Kelly Langley, Tax Manager
(775) 684-2073
klangley@tax.state.nv.us

Kellie Grahmann, Budget Analyst II
(775) 684-2065
kgrahmann@tax.state.nv.us

Keri Gransbery, Budget Analyst II
775) 684-2077
kgransbery@tax.state.nv.us

Evelyn Barragan, Budget Analyst II
(775) 684-2027
barragan@tax.state.nv.us

Ande Thorpe, Budget Analyst II
(775) 684-2092
tthorpe@tax.state.nv.us

Churchill
Clark
Washoe

Elko
Esmeralda
Humboldt
Lander
Mineral

Lyon
Nye
Storey
White Pine
Multi-County Districts

Carson City
Douglas
Eureka
Lincoln
Pershing

East Fork Fire Protection District

AGENDA ACTION SHEET

1. **Title: For Possible Action.** Discussion and possible action to award a contract to Siddons Martin of Sparks, Nevada for the purchase of one (1) Pierce Enforcer PUC Type I Fire Apparatus at a total cost not to exceed \$981,320, and to authorize the District Fire Chief to execute all necessary documents. (Tod F. Carlini, District Fire Chief) 15 minutes.
2. **Recommended Motion:** Motion to award a contract to Siddons Martin of Sparks, Nevada for the purchase of one (1) Pierce Enforcer PUC Type I Fire Apparatus at a total cost not to exceed \$981,320, and to authorize the District Fire Chief to execute all necessary documents.
3. **Funds Available:** Yes **Amount:** \$981,320
Fund Name: General Fund **Account Number:** 650-251-564-700
4. **Prepared by:** Tod F. Carlini, District Fire Chief and Battalion Chief Troy Valenzuela
5. **Meeting Date:** February 20, 2024 **Time Required:** 15 minutes
6. **Agenda:** Administrative Agenda
7. **Background Information:** The East Fork Fire Protection District administration is recommending the purchase of one (1) Pierce Enforcer PUC Type I Fire Engine. The administration and the District's Apparatus Specification Committee recently spent an entire day considering all our future apparatus needs. The District has taken delivery of three of these units over the last four years. The District is proposing the purchase of a fourth unit of this type. The units were selected for their functionality, ergonomics, integrated pump design, compartmentation, and maintenance accessibility. The PUC configuration is a one-of-a-kind design and only available through Pierce. The unit may take up to 46 to 47 months to construct from the date of contract award. The current state of fire apparatus manufacturing is facing extended delays in delivery times due to large numbers of orders, skilled workforce shortages, and supply chain constraints. Funding will be provided via the recently approved medium-term-bond program. The cost of the new unit is \$981,320.00. The unit was identified in the FY 23/24 Board approved Capital Improvement Plan (CIP). The work is being solicited and awarded under NRS 332.115. Under this provision, the District is not required to solicit competitive bids based on Section 332.115 1(a) which states, "*Contracts which by their nature are not adapted to award by a competitive solicitation, including contracts for: (a) Items which may only be contracted from a sole source.*" Furthermore, Section 332.125 (d) states "*Contracts which by their nature are not adapted to award by a competitive solicitation, including contracts for: That equipment which, by reason of the training of the personnel or of an inventory of replacement parts maintained by the local government is compatible with existing equipment.*" The district administration would like to thank those members who participated in the process of developing specification which have led to this recommendation. The administration highly recommends approval of this item.

8. **Reviewed by:**

_____ District Fire Chief
_____ Legal Counsel

_____ Board President
_____ Other

9. **Board Action:**

_____ Approved
_____ Denied
_____ Other

_____ Approved with Modifications
_____ Deferred

Agenda Item # 10

Siddons Martin Emergency Group, LLC
 3033 Waltham Way
 Sparks, NV 89434
 DLR000050870



February 1, 2024

Tod Carlini, District Fire Chief
EAST FORK FIRE PROTECTION DISTRICT
1694 COUNTY RD
MINDEN, NV 89423

Proposal For: 2024 East Fork Pumper

Siddons-Martin Emergency Group, LLC is pleased to provide the following proposal to EAST FORK FIRE PROTECTION DISTRICT. Unit will comply with all specifications attached and made a part of this proposal. Total price includes delivery FOB EAST FORK FIRE PROTECTION DISTRICT and training on operation and use of the apparatus.

| Description | Amount |
|---|---------------------|
| <hr/> | |
| Qty. 1 - 1119 - Pierce-Custom Enforcer Pumper, PUC (Unit Price - \$981,320.00) | |
| Delivery within 46-47 months of order date | |
| QUOTE # - SMEG-0007049-2 | |
| Vehicle Price | \$981,320.00 |
| 1119 - UNIT TOTAL | \$981,320.00 |
| <hr/> | |
| SUB TOTAL | \$981,320.00 |
| Straight Purchase | \$0.00 |
| <hr/> | |
| TOTAL | \$981,320.00 |

Price guaranteed until 2/21/2024

Additional: 'Due to global supply chain constraints, any delivery date contained herein is a good faith estimate as of the date of this order/contract, and merely an approximation based on current information. Delivery updates will be made available, and a final firm delivery date will be provided as soon as possible.
 Persistent Inflationary Environment Notification: If the Producer Price Index of Components for Manufacturing [www.bls.gov Series ID: WPUID6112] (the "PPI") has increased at a compounded annual growth rate greater than 5.0% from the date of acceptance of this proposal letter (the "Order Month") and 14 months prior to the anticipated Ready for Pickup Date (the "Evaluation Month"), then the proposal price may be increased by an amount equal to any increase exceeding 5.0% for the time period between the Order Month and the Evaluation Month. Siddons Martin and Pierce will provide documentation of such increase and the updated price for the customer's approval before proceeding with completion of the order along with an option to cancel the order.'

Taxes: Tax is not included in this proposal. In the event that the purchasing organization is not exempt from sales tax or any other applicable taxes and/or the proposed apparatus does not qualify for exempt status, it is the duty of the purchasing organization to pay any and all taxes due. Balance of sale price is due upon acceptance of the apparatus at the factory.

Late Fee: A late fee of .033% of the sale price will be charged per day for overdue payments beginning ten (10) days after the payment is due for the first 30 days. The late fee increases to .044% per day until the payment is received. In the event a prepayment is received after the due date, the discount will be reduced by the same percentages above increasing the cost of the apparatus.

Cancellation: In the event this proposal is accepted and a purchase order is issued then cancelled or terminated by Customer before completion, Siddons-Martin Emergency Group may charge a cancellation fee. The following charge schedule based on costs incurred may be applied:

- (A) 10% of the Purchase Price after order is accepted and entered by Manufacturer;
- (B) 20% of the Purchase Price after completion of the approval drawings;
- (C) 30% of the Purchase Price upon any material requisition.

The cancellation fee will increase accordingly as costs are incurred as the order progresses through engineering and into manufacturing. Siddons-Martin Emergency Group endeavors to mitigate any such costs through the sale of such product to another purchaser; however, the customer shall remain liable for the difference between the purchase price and, if applicable, the sale price obtained by Siddons-Martin Emergency Group upon sale of the product to another purchaser, plus any costs incurred by Siddons-Martin to conduct such sale.

Acceptance: In an effort to ensure the above stated terms and conditions are understood and adhered to, Siddons-Martin Emergency Group, LLC requires an authorized individual from the purchasing organization sign and date this proposal and include it with any purchase order. Upon signing of this proposal, the terms and conditions stated herein will be considered binding and accepted by the Customer. The terms and acceptance of this proposal will be governed by the laws of the state of Nevada. No additional terms or conditions will be binding upon Siddons-Martin Emergency Group, LLC unless agreed to in writing and signed by a duly authorized officer of Siddons-Martin Emergency Group, LLC.

Sincerely,

Thom Kowatch

Thom Kowatch

I, _____, the authorized representative of EAST FORK FIRE PROTECTION DISTRICT, agree to purchase the proposed and agree to the terms of this proposal and the specifications attached hereto.

Signature & Date

East Fork Fire Protection District

AGENDA ACTION SHEET

1. **Title: For Possible Action.** Discussion and possible action to award a contract to Fire Vent LLC of Carson City, Nevada, for the purchase of one (1) Fire Vent Stationary Unit, Standard Model (24ft x 12ft platform) at a total cost not to exceed \$67,770, and to authorize the District Fire Chief to execute all necessary documents. (Tod F. Carlini, District Fire Chief) 15 minutes.

2. **Recommended Motion:** Motion to award a contract to Fire Vent LLC of Carson City, Nevada, for the purchase of one (1) Fire Vent Stationary Unit, Standard Model (24ft x 12ft platform) at a total cost not to exceed \$67,770, and to authorize the District Fire Chief to execute all necessary documents.

3. **Funds Available:** Yes **Amount:** \$67,770

Fund Name: General Fund **Account Number:** 650-251-564-700

4. **Prepared by:** Tod F. Carlini, District Fire Chief and Captain Tracy Connelly

5. **Meeting Date:** February 20, 2024 **Time Required:** 15 minutes

6. **Agenda:** Administrative Agenda

7. **Background Information:** The East Fork Fire Protection District administration is recommending the purchase of one (1) Fire Vent Stationary Unit, Standard Model (24ft x 12ft platform). The District is in the final stages of the construction of a four-story training prop at Fire Station 14. The item being requested is an essential component designed to provide firefighter training with vertical roof ventilation and other roof top operations. The unit is fully described in the attached literature. Following the possible award of this work, the device would not be received and installed until August 2024. The work is being solicited and awarded under NRS 332.115. Under this provision, the District is not required to solicit competitive bids based on Section 332.115 1(a) which states, *“Contracts which by their nature are not adapted to award by a competitive solicitation, including contracts for: (a) Items which may only be contracted from a sole source.”* Fire Vent LLC is in fact the only provider of this product and is a local business in Carson City, Nevada. The administration highly recommends approval of this item.

8. **Reviewed by:**

| | |
|---------------------------|-----------------------|
| _____ District Fire Chief | _____ Board President |
| _____ Legal Counsel | _____ Other |

9. **Board Action:**

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

FireVent®

FireFighter Training Equipment



US PATENTS # 8.360.782, # 9.646.515, # 10.242.594

The Hands-On Training You Need...Where You Need It.



www.FireVent.us

The Hands-On Training You Need...Where You Need It.

Extremely mobile, versatile and affordable. Designed to give firefighters valuable hands on training while remaining in service at their station. Numerous single engine or truck company evolutions. This heavy duty, rugged and self-contained unit is ideal for individual departments or to be shared by multiple agencies.



- Variable Pitch, Vertical Ventilation,
- Gable End Ventilation (Elevated Vertical Wall).
- Forcible Entry
- Overhead Door Forcible Entry/Cutting,
- Confined Space Entry.
- Activated Sprinkler Heads With Fire Department Connection.
- Salvage & Overhaul.
- Haz-Mat Dome Leak Simulator.
- Through The Floor / Basement Rescue.
- Ceiling (Sheet Rock) Pulling / Breaching.
- Second Story Window Rescue and Ladder Evolutions.
- Firefighter Bailout Window.
- Many Other Possible Training Evolutions



Mobile • Versatile • Affordable



Portable Units

FireVent's Portable Units are designed to be easy to set up and take down and move from location to location. These units are able to go from a flat position to a 12/12 pitch. There are currently two sizes available; 8ft x 12ft and 10ft x 16ft.



- **Completely Portable, Easy To Set Up And Take Down.**
- **Use Outside Or Inside, At Individual Stations Or The Training Center.**
- **Two Sizes Currently Available: 8ft x 12ft & 10ft x 16ft.**
- **Able To Go From Flat To 12/12 pitch.**
- **All Tubular Steel Construction.**
- **All Components Are Powder Coated.**
- **Able To Mount On Shipping Container.**
- **Patent Pending**





5998 MORGAN MILL RD CARSON CITY, NV 89701

P: 775.230.9953 F: 775.883.2387

info@FireVent.us

PRODUCT INFORMATION



Mobile Units

Our mobile units have a very unique, innovative and fully patented design that allows the props to open and close, from the traveling position to the training position, with the use of two heavy-duty hydraulic cylinders. Mobile FireVent units are much more than just ventilation props; they are multi-discipline training units. There are three base model units that can be customized and configured with numerous options to meet your department's needs



Stationary Units

Our stationary units are an excellent addition to a planned or established training center. Each stationary unit is extremely heavy duty and well made. They are custom-built at the time of order with the same high-quality materials and craftsmanship as the mobile units. The stationary units are designed and engineered in a modular fashion to enable ease of shipping and erecting on site. Stationary units can be placed and secured on a slab or footing style foundation



Auto-X Simulator

The Auto-X Simulator is excellent for entry-level learning (academy setting) or first-time exposure to the extrication tools (hydraulic spreaders, cutters, ram and sawzall, rotary saw, and rescue strut). The Auto-X allows for the safe use and operation of the tools in a controlled environment, with predictable results, and enables high repetition (lots of tool time) for students to gain confidence and understanding of the tools, making time spent with acquired vehicles far more productive.



www.FireVent.us



Price Quote For:
 East Fork FPD
 (Stationary Unit)

Date: 01 / 24 / 24

FireVent, LLC.
 5998 Morgan Mill Rd.
 Carson City, NV 89701
 Phone: 775-230-9953 Fax: 775-883-2387

| Billing Information | | Shipping Address | |
|---------------------|-------------------|------------------|--|
| Agency: | East Fork FPD | Agency: | |
| Contact: | Tracy Connelly | Contact: | |
| Address: | 1694 County Rd. | Address: | |
| City/state/zip: | Minden, NV. 89423 | City/State/Zip: | |
| Phone: | 775-790-3700 | Phone: | |

Email: tconnelly@eastforkfire.org

Shipping Method:

Order Information:

| Qty | Product Description | Amount Each | Amount |
|-----|---|---------------|--------------------|
| 1 | FireVent Stationary Unit , Standard Model (24ft x 12ft platform) | | \$73,100.00 |
| 1 | Equipment orientation / training on location | | Included |
| 1 | Installation | | Included |
| 1 | Low/Steep Angle Rope Rescue | | \$2,200.00 |
| 1 | Discount | | -\$7,530.00 |
| | Footings or slab required for installation – not included in pricing | | |
| | *See second page of quote for available options* | | |
| | | Subtotal: | \$67,770.00 |
| | | Tax: | See note below |
| | | Shipping: | \$N/A |
| | | Total: | \$67,770.00 |

Notes:

- 1) FireVent, LLC will not charge or collect any out of state sales tax. Sales and/or Use tax must be settled by the buyer with their state. (If not tax exempt)
- 2) Shipping and delivery cost is approximate and is based on \$2.00 per mile from Carson City, NV. Shipping cost at time of delivery will be applied.
- 3) Due to fluctuating steel prices, quote is valid for 3 months.



Price List For:
**Stationary Unit and
 Available Options**

FireVent, LLC.
 5998 Morgan Mill Rd.
 Carson City, NV 89701
 Phone: (775) 230-9953 Fax:(775) 883-2387

Date: **2024**

| Qty | Product Description | Amount Each | Amount |
|--------------------------|---|---------------|-------------|
| STATIONARY UNIT | | | |
| 1 | Stationary Unit 24ft x 12ft x 9ft high – flat position | | \$73,100.00 |
| AVAILABLE OPTIONS | | | |
| 1 | Bailout – Second Story Window | | \$2,900.00 |
| 1 | Overhead door cutting station | | \$3,200.00 |
| 1 | Low/Steep Angle Rope Rescue | | \$2,200.00 |
| 1 | Rebar Cutting station | | \$500.00 |
| 1 | Haz-Mat Dome Leak Simulator | | \$5,400.00 |
| 1 | Fire Service Ladder Package | | \$2,850.00 |
| 1 | Stainless Steel Perimeter Safety Chains (comes standard w/zinc) | | \$1,200.00 |
| 1 | Construction Tool Package | | \$1,250.00 |
| 1 | Lumber Package – set of rafters, ceiling joists and sheeting | | \$800.00 |
| 1 | Stihl Saw Package (Rescue Chainsaw & Quick Cut Rotary Saw) | | \$4,200.00 |
| 1 | Ventilation Training Class | | TBD |
| | | Total: | |

East Fork Fire Protection District

AGENDA ACTION SHEET

1. **Title: For Possible Action.** Discussion and possible action to award a contract to Hi Tech Fire Equipment of Oakdale, California, for the refurbishing of one (1) 2022 Type 3 M-34 Engine Body onto an existing 2006 International 4x4 heavy truck diesel chassis owned by the District at a total cost not to exceed \$388,500, under the provisions of NRS 332.115, and to authorize the District Fire Chief to execute all necessary documents. (Tod F. Carlini, District Fire Chief) 15 minutes.

2. **Recommended Motion:** Motion to award a contract to Hi Tech Fire Equipment of Oakdale, California, for the refurbishing of one (1) 2022 Type 3 M-34 Engine Body onto an existing 2006 International 4x4 heavy truck diesel chassis owned by the District at a total cost not to exceed \$388,500, under the provisions of NRS 332.115, and to authorize the District Fire Chief to execute all necessary documents.

3. **Funds Available:** Yes **Amount:** \$388,500 (Bond Proceeds and General Fund)

Fund Name: General Fund **Account Number:** 650-251-564-700

4. **Prepared by:** Tod F. Carlini, District Fire Chief

5. **Meeting Date:** February 20, 2024 **Time Required:** 15 minutes

6. **Agenda:** Administrative

7. **Background Information:** The East Fork Fire Protection District recently took delivery of retrofit and chassis repurposing Model 34 Type III Wildland Urban Interface Engine. The District currently owns a second “like new” 2006 International 4x4 Heavy Duty truck chassis with a District built utility/pump/tank body. The utility/pump/tank body no longer meets the requirement for engine typing as established by the National Wildfire Coordinating Group; however, the chassis has less than 8,000 miles and is in very good condition. The current standard and specifications being used today is designated as a Model 34 Type III Engine. The specifications being used are designed to fight wildland fire in both the urban and non-urban interface areas.

The work is being solicited and awarded under NRS 332.115. Under this provision, the District is not required to solicit competitive bids based on Section 332.115 1 (d), which states that equipment which, by reason of the training of the personnel or of an inventory of replacement parts maintained by the local government is compatible with existing equipment.

Further, with the initial unit commissioned under the first contract, the District did solicit competitive proposals and found only one vender (Hi Tech) who would perform the work.

The work, if approved, will commence as soon as possible. The existing apparatus will be sent to the facilities at High-Tech with completion of the project expected by the end of 2024. Some existing components will be used in the refurbishment. All other items not used will be returned to the District for disposal or reuse elsewhere. The proposal from Hi Tech is attached.

8. **Reviewed by:**

_____ District Fire Chief
_____ Legal Counsel

_____ Board President
_____ Other

9. **Board Action:**

_____ Approved
_____ Denied
_____ Other

_____ Approved with Modifications
_____ Deferred

Agenda Item # 12

HI-TECH EMERGENCY VEHICLE SERVICE, INC.



444 W. GREGER ST. • OAKDALE, CA 95361 • (209) 847-3042 • FAX (209) 847-2110
www.hitechevs.com www.spartanmotors.com www.toyne.com www.evi-fl.com

February 12, 2024

Proposal to Furnish Type-3 build on Department Supplied Chassis

East Fork Fire Protection District
Attn: Tod Carlini
Tcarlini@eastforkfire.org

1. Provide and install Type-3 body on Department Supplied Chassis Per approved print and build specifications.
2. 600/20 Gal. Poly Water / Foam Tank.
3. Provide Darley JMP 500 Pump & driveline / PTO .
4. Mount and plumb departments existing auxiliary pump on new build-up.
5. Provide Whelen Duo LED Warning light / scene package.
6. Upgrade Cab seating to Non SCBA air ride seating.
7. Delivery to East Fork Fire Protection District Nevada

Total.....\$388,500.00

If you have any questions please call Brian Ruthman at (209) 847-3042

Brian Ruthman
Brian Ruthman

2-12-24
Date

Authorization Signature

Date

East Fork Fire Protection District

AGENDA ACTION SHEET

1. **Title: For Possible Action.** Discussion and possible action to amend individual employment contracts as to format and content for the Director and Executive Program Manager positions within the East Fork Fire Protection District. (Lisa Owen, Director of Administrative Services) 10 minutes.

2. **Recommended Motion:** Motion to approve the amended individual employment contracts as to format and content for the Director and Executive Program Manager positions within the East Fork Fire Protection District.

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

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

5. **Meeting Date:** February 20, 2024 **Time Required:** 10 minutes

6. **Agenda:** Administrative

7. **Background Information:** The District Fire Chief and the Director of Administrative Services, in conjunction with legal counsel, have prepared amended employment contracts for the positions of Director and Program Manager within the East Fork Fire Protection District's approved position and job description listings. Specifically, the proposed amendments address what may be considered an oversight in the current contracts related to employee dismissal without cause. The amendments propose to eliminate without cause dismissal once an employee has passed their initial probationary period. The amendments also provide further clarification for dismissal for cause with an appeal option if applicable. Under the contract, the Board delegates the contractual authority to the District Fire Chief, in as much as the positions are selected by the District Fire Chief and are immediately subordinate to the District Fire Chief. The Board does, however, approve as to contents, terms, and conditions of the contract. The proposed contract, as amended, would be applied to the Director and Program Manager positions.

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

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

**EMPLOYMENT AGREEMENT
BETWEEN
EAST FORK FIRE PROTECTION DISTRICT
AND**

-----, **DIRECTOR/PROGRAM MANAGER OF _____ (EMPLOYEE)**

Note: The Agreement is applicable to the following positions within the District:

Director of Administrative Services

Director of Financial Services

Program Manager

WHEREAS, the East Fork Fire Protection District is a political subdivision of the State of Nevada and, pursuant to Nevada Revised Statutes 474.010 – 474.450, has delegated the power to hire and fix the terms of employment of a Director/Program Manager of _____ to its **District Fire Chief, (CHIEF)** and as adopted by the Board of Directors; and,

WHEREAS, EMPLOYEE has the experience, education, training, ethics and desire to serve as the Director/Program Manager _____ for the District; and

WHEREAS, it is the desire of the CHIEF to retain the services of EMPLOYEE as the Director/Program Manager of _____ and to provide the proper and legal inducement for him/her to remain in such employment and provide, if necessary, a just means of terminating EMPLOYEE 's services.

NOW, THEREFORE, in consideration of the mutual covenants contained herein and other good and valuable consideration, set forth herein, the parties agree as follows:

1. **Duties:** The CHIEF agrees to employ EMPLOYEE to serve as the Director/Program Manager of _____ and to perform the functions and duties of the Director/Program Manager of _____ for the District as set forth by law and policy and as further specified in the Director/Program Manager of _____ Job Description, as is more fully set forth in Exhibit A, attached hereto and incorporated herein by reference, and to perform all other legally permissible and properly assigned duties and functions as determined by the CHIEF. EMPLOYEE accepts same and agrees that he/she shall be an exempt employee within the meaning of the Fair Labor Standards Act (FLSA)

2. **Term:** This Contract is effective on _____, and shall continue until terminated by either EMPLOYEE or CHIEF pursuant to the provisions of section 4 herein, with payment as set out in the wage scale document attached hereto and incorporated herein by reference as Exhibit B. This Contract supersedes and replaces all previous agreements with EMPLOYEE. Upon mutual agreement, this Contract may be extended or modified. Any such extension or modification shall be in writing and signed by both parties hereto.

3. **Conditions of Employment:**

A. EMPLOYEE agrees to remain in the exclusive full-time employ of the District during the term of this Contract and will not accept other employment by any other entity until said termination date, unless said termination date is affected as hereinafter provided. Any part-time employment by EMPLOYEE shall be pre-approved in advance by the CHIEF and as outlined in District Policy 602.17 Outside Employment.

B. The term “employment” as used in subsection 3(A) shall not be construed to include occasional teaching, writing, or consulting performed on EMPLOYEE’s time off.

C. Nothing in this Contract shall prevent, limit or otherwise interfere with the right of the CHIEF to terminate services of EMPLOYEE at any time, subject only to the provisions set forth in section 4 of this Contract.

D. Nothing in this Contract shall prevent, limit or otherwise interfere with the right of EMPLOYEE to resign at any time from his or her position with the District, subject only to the provision set forth in section 4 (C) of this Contract.

E. The CHIEF may suspend EMPLOYEE with full pay and benefits at any time during the term of this Contract pending investigation or other proceedings pursuant to disciplinary action or cause (as described in section 4 (F) of this Contract.

4. Termination and Severance Pay:

A. Upon initial appointment to the District, Employee shall serve a probationary period equal to twenty-six (26) bi-weekly payroll periods of full-time service. During this probationary period, Employee may be dismissed without cause and shall be considered "at will".

B. After successfully completing the initial probationary period as identified in 4(A), at any time during the term of this Contract, the District Chief may, with just cause, terminate the Contract by providing sixty (60) days written notice to Employee. Notice shall be given in accordance with Section 5 below.

B.C. At any time during the term of this Contract, EMPLOYEE may terminate this Contract by providing sixty (60) days written notice to the District. Notice shall be in accordance with section 5 below.

C.D. Unless terminated for cause as described in paragraph 4(F) below, if Employee is terminated by the Chief during the term of this Contract and at least twelve (12) months after the Effective Date, after the Chief has given notice in accordance with paragraph 4(B) above, and if at the time notice is given Employee is willing and able to perform his/her duties under this Contract, the District agrees to pay Employee a lump-sum, cash severance payment equal to three (3) months of salary of the then-current annual base salary of Employee. If Employee is terminated while on probation in accordance with section 4 (A), Employee is ineligible and shall not receive a severance payment.

D.E. Severance pay as set forth in section 4(D) shall be in addition to payments for accrued, unused annual leave or sick leave and other benefits that may be payable to other unrepresented management employees of the District with service credit equal to that of Employee. The Director position is an unrepresented management employee.

E.F. For purposes of this ~~C~~Agreement~~contract~~, ~~for the term "just termination for cause" means is defined as~~ conduct which constitutes a crime, except for misdemeanor traffic citations, or conduct which constitutes a knowing and willful violation of a law governing the conduct of public officers or employees or for any gross misdemeanor or felony. In a misdemeanor criminal case, cause shall be established upon a conviction. In the event ~~In a more serious case in which the~~ employee has been arrested or summoned into court, cause shall be established once the employee either waives his preliminary hearing or a preliminary hearing is held and the employee is bound over for trial; is indicted by a grand jury or makes their first appearance in district court. Just ~~c~~Cause may also arise from a willful and continuous failure by EMPLOYEE to comply with the District policies and procedures; perform the tasks identified in the current job description for the employee; or; follow the explicit direction of the CHIEF; ~~or any other act which by its nature brings discredit to the District.~~ In such event, the CHIEF shall give written notice of his/her desire to terminate EMPLOYEE for cause and the effective date of the

termination shall be at the discretion of the CHIEF and in accordance with section 5 below. If ~~-employee~~ ~~EMPLOYEE~~ is terminated for cause, they shall not be entitled to severance pay.

G. Employee may request a hearing before the District Board at which Employee may appeal a decision by the Chief to terminate this Agreement for just cause. Employee shall give notice of his of his or her intent to appeal within five business days of the date of the decision being appealed in the manner set forth in section 5. The appeal shall be placed on the next agenda of the Board after Employee gives notice of his or her intent to appeal. The Board may hear the appeal in closed session in accordance with NRS 241.030(1). At the hearing, Employee and the Chief may present evidence supporting their respective positions. Upon hearing the evidence, the Board may, in its absolute discretion, uphold, reverse or modify the decision of the Chief. The decision the Board shall be final and Employee and the District shall be bound by the decision.

~~F.H.~~ ~~F.~~ In the event EMPLOYEE voluntarily resigns his or her position with the District, then EMPLOYEE shall give the CHIEF notice in accordance with section 4(C). The parties may subsequently agree to a different notice period. If Employee voluntarily resigns, EMPLOYEE shall receive his or her current salary during the notice period and the District is not obligated to pay severance pay to EMPLOYEE.

5. **Notices:** When required by this Contract, notice shall be in writing and shall be by personal service to the CHIEF, or to EMPLOYEE, or via mail at the addresses set forth below.

DISTRICT: East Fork Fire Protection District – District Fire Chief
1694 County Road
Minden, Nevada 89434

EMPLOYEE: Name
Address
City, State, Zip Code

6. **Compensation, Benefits and Awards:**

A. The District agrees to pay EMPLOYEE for his services rendered pursuant hereto an annual salary as set out in Exhibit B, hereto for the applicable period plus any adjustments as provided for in paragraph B below or as may be determined by the CHIEF and within his/her limits of authority as set by the Board of Directors and the annual budget. The annual salary is payable in installments in the same manner as other exempt employees of District and in accordance with District Policy 605.2.

B. The annual salary of EMPLOYEE shall be provided as set forth in the District’s Non-Represented Pay Plan, Exhibit B, at a Step _____, for the position of Director/Program Director of _____.

C. Employee will receive Health Insurance Benefits as defined in District Policy 607.1 Employee Life and Health Insurance.

D. Employee will receive Retirement Health Reimbursement Arrangement (RHRA) contributions as defined in District Policy 607.7.

E. EMPLOYEE will accrue and maintain vacation time in accordance with District Policy 606.2 Annual Leave, and will be eligible, upon annual approval, to participate in the District’s Annual Leave Buy Back Program as defined in District Policy 606.3.

F. EMPLOYEE will accrue and maintain sick time in accordance with District Policy 606.4 Sick Leave and will be eligible, upon annual approval, to participate in the District's Annual Sick Leave Buy Back Program as defined in District Policy 606.5.

G. The District agrees that EMPLOYEE shall participate in the Public Employees Retirement System of the State of Nevada within the rules of that system and Nevada Revised Statutes. It is further agreed that DISTRICT will pay 100% of the contribution. Contribution changes will be addressed according to District Policy 605.4

H. EMPLOYEE will be eligible for additional compensation under certain conditions that are defined in District Policy 605.16, Reimbursement for Exempt Employees.

I. Employee shall be entitled to eleven (12) paid eight (8) hour Holidays per year pursuant to NRS 236.015, and will follow NRS 236.015 should additional days be deemed as a holiday.

J. Employee will be granted five (5) administrative leave days on an annual basis for use at the employee's discretion. Administrative leave days are not eligible for rollover and are forfeited upon Employee separation.

K. Employee will have the annually declared option of receiving a District owned cell phone at no expense or elect to receive a monthly Cell Phone/Data stipend of \$115.

L. Employee will be eligible for consideration for achievement awards in accordance with the Employee Achievement Award policy 605.17.

7. Performance Evaluation and Goal Setting

A. The CHIEF, with input from EMPLOYEE, shall establish priorities and expectations for EMPLOYEE in each year of this Contract. The CHIEF's acceptance of priorities and expectations for EMPLOYEE shall coincide with EMPLOYEE's annual evaluation as provided in paragraph 7(B). The priorities and expectations shall be in writing and may be added to or deleted as the CHIEF may determine, after consultation with EMPLOYEE. Unless the priorities and expectations are both objective and explicit, the failure to meet such priorities and expectations shall not be considered in establishing just cause for termination.

B. Each year prior to or as near as possible to the anniversary date of EMPLOYEE's hiring, the CHIEF will review and evaluate EMPLOYEE's performance. The EMPLOYEE shall be duly notice at least thirty (30) days prior to his/her anniversary date of the scheduled EMPLOYEE's annual evaluation. The evaluation shall be based on the goals and expectations developed as provided in section 7 (A), as well as EMPLOYEE's overall performance over the course of the evaluation period.

8. Professional Development:

A. The District agrees to budget and pay for travel and subsistence expenses of EMPLOYEE for travel to meetings and conferences, that will assist EMPLOYEE to continue his professional development and to adequately pursue other functions of the District, including, but not limited to, any national, regional, state and local government groups and committees thereof which EMPLOYEE serves as a member, not to exceed the amount budgeted each year in the appropriate District accounts.

B. The District agrees to budget and pay for the travel and subsistence expense of EMPLOYEE for courses, institutes and seminars that are necessary for his professional development and for the good of

DISTRICT. The approval of the President of the Board of Directors is required for any course or seminar that is longer than five (5) working days and/or costs in excess of \$2,500.00

C. The District agrees to budget and pay for the professional dues and subscriptions of EMPLOYEE necessary for his continuation and full participation in national, regional, state, and local associations and organizations necessary and desirable for his continued professional and community participation, growth, and advancement, and for the good of the District.

9. General Provisions:

A. This Contract constitutes the entire agreement between the parties and may only be modified by a written amendment signed by both parties.

B. If any provision of this Contract is held to be illegal, invalid, or unenforceable by a court of competent jurisdiction, the Parties shall, if possible, agree on a legal, valid, and enforceable substitute provision that is as similar as possible and in effect to the deleted provision as possible. The remaining portion of the Contract not declared illegal, invalid, or unenforceable shall, in any event, remain valid and effective for the term remaining unless the provision found illegal, invalid, or unenforceable goes to the essence of this Contract.

C. Waiver of any provision herein shall not be deemed a waiver of any other provision herein, nor shall waiver of any breach of this Contract be construed as a continuing waiver of other breaches of the same or other provisions of this Contract .

D. If employee dies while owed compensation by the District, the employer agrees that such compensation, to include wages, payment for accrued vacation leave, payment for sick leave cash out shall be distributed in an expedient and legal fashion pursuant to NRS 281.155.

E. This Agreement shall become effective on _____.

IN WITNESS THEREOF, the EAST FORK FIRE PROTECTION DISTRICT has caused this Employment Contract for EMPLOYEE to be signed and executed.

EMPLOYEE: **EAST FORK FIRE PROTECTION DISTRICT:**

Employee Name

Board President

ATTEST:

Holly Megee, Clerk to the Board

ATTACHED:

EXHIBIT A – Director Job Description
| [Program Manager Job Description](#)

EXHIBIT B - Non-Represented Employee Pay Plan

**EMPLOYMENT CONTRACT
BETWEEN**

EAST FORK FIRE PROTECTION DISTRICT

AND

_____, **DEPUTY FIRE CHIEF OF** _____ **(EMPLOYEE)**

Note: The Contract is applicable to the following positions within the District:

- Deputy Fire Chief or Operations
- Deputy Fire Chief of Prevention/Fire Marshal
- Deputy Fire Chief of Training and Safety

WHEREAS, the East Fork Fire Protection District (“District”) is a political subdivision of the State of Nevada and, pursuant to Nevada Revised Statutes 474.010 – 474.450, has delegated to its District Fire Chief (“Chief”) the power to hire and fix the terms of employment of a Deputy Fire Chief of _____; and,

WHEREAS, Employee has the experience, education, training, ethics and desire to serve the Deputy Fire Chief of _____ for the District; and

WHEREAS, it is the desire of the Chief to retain the services of Employee as the Deputy Fire Chief of _____ and provide the proper and legal inducement for him/her to remain in such employment and provide, if necessary, a just means of terminating Employee 's services.

NOW, THEREFORE, in consideration of the mutual covenants contained herein and other good and valuable consideration, set forth herein, the parties agree as follows:

1. **Duties:** The Chief agrees to employ Employee to serve as the Deputy Fire Chief of _____ and to perform the functions and duties of the Deputy Fire Chief of _____ for the District as set forth by law and District policy and as further specified in the Deputy Fire Chief of _____ Job Description, as is more fully set forth in Exhibit A, attached hereto and incorporated herein by reference, and to perform all other legally permissible and properly assigned duties and functions as determined by the Chief. Employee accepts same and agrees that he/she shall be an exempt employee within the meaning of the Fair Labor Standards Act (FLSA)

2. **Term:** This Contract is effective on _____ (the “Effective Date”), and shall continue until terminated by either Employee or the District in accordance with the provisions of section 4 herein, with payment as set out in the wage scale document attached hereto and incorporated herein by reference as Exhibit B. This Contract supersedes and replaces all previous agreements with Employee. Upon mutual agreement, this Contract may be extended or modified. Any such extension or modification shall be in writing and signed by both parties hereto.

3. **Conditions of Employment:**

A. Employee agrees to remain in the exclusive full-time employ of the District during the term of this Contract and will not accept other employment by any other entity until the date upon which this Contract is terminated, unless said termination date is changed as hereinafter provided. Any part-time employment of by Employee other than by the District shall be approved in advance by the Chief and as outlined in District Policy 602.17, Outside Employment.

B. The term “employment” as used in subsection 3(A) shall not be construed to include occasional teaching, writing, or consulting performed on Employee’s time off.

C. Nothing in this Contract shall prevent, limit or otherwise interfere with the right of the Chief to terminate services of Employee at any time, subject only to the provisions set forth in section 4 of this Contract.

D. Nothing in this Contract shall prevent, limit or otherwise interfere with the right of Employee to resign at any time from his/her position with the District, subject only to the provision set forth in section 4 (C) of this Contract.

E. The Chief may suspend Employee with full pay and benefits at any time during the term of this Contract pending investigation or other proceedings pursuant to disciplinary action or cause (as described in section 4 (F) of this Contract.

4. **Termination and Severance Pay:**

A. Upon initial appointment to the District, Employee shall serve a probationary period equal to twenty-six (26) bi-weekly payroll periods of full-time service. During this probationary period, Employee may be dismissed without cause and shall be considered “at will”.

B. After successfully completing the initial probationary period as identified in 4(A), at any time during the term of this Contract, the District Chief may, with just cause, terminate the Contract by providing sixty (60) days written notice to Employee. Notice shall be given in accordance with Section 5 below.

C. A any time during the term of this Contract, Employee may terminate this Contract by providing sixty (60) days written notice to the District. Notice shall be given in accordance with section 5 below.

D. Unless terminated for cause as described in paragraph 4(F) below, if Employee is terminated by the Chief during the term of this Contract and at least twelve (12) months after the Effective Date, after the Chief has given notice in accordance with paragraph 4(B) above, and if at the time notice is given Employee is willing and able to perform his/her duties under this Contract, the District agrees to pay Employee a lump-sum, cash severance payment equal to three (3) months of salary of the then-current annual base salary of Employee. If Employee is terminated while on probation in accordance with section 4 (A), Employee is ineligible and shall not receive a severance payment.

E. Severance pay as set forth in section 4(D) shall be in addition to payments for accrued, unused annual leave or sick leave and other benefits that may be payable to other unrepresented management employees of the District with service credit equal to that of Employee. The deputy chief is an unrepresented management employee.

F. For purposes of this Contract, for the term “just cause” means conduct which constitutes a crime, except for misdemeanor traffic citations, or conduct which constitutes a knowing and willful violation of a law governing the conduct of public officers or employees or constitutes a gross misdemeanor or felony. In a misdemeanor criminal case, cause shall be established upon a conviction. In the event Employee has been arrested or summoned into court, cause shall be established once the employee either waives his or her preliminary hearing or a preliminary hearing is held and the employee is bound over for trial; is indicted by a grand jury or makes his or her first appearance in district court. CauseJust cause also arises from a willful and repeated failure by Employee to comply with the District policies and procedures; perform the tasks identified in the current job description for the employee; or follow the explicit direction of the Chief; ~~or any other act which by its nature~~

~~brings discredit to the District.~~ In such event, the Chief shall give written notice to Employee of his or her decision to terminate Employee for cause and the effective date of the termination shall be at the discretion of the Chief and in accordance with section 5 below. If Employee is terminated for cause, he or she shall not be entitled to severance pay.

G. Employee may request a hearing before the District Board at which Employee may appeal a decision by the Chief to terminate this Agreement for just cause. Employee shall give notice of his of his or her intent to appeal within five business days of the date of the decision being appealed in the manner set forth in section 5. The appeal shall be placed on the next agenda of the Board after Employee gives notice of his or her intent to appeal. The Board may hear the appeal in closed session in accordance with NRS 241.030(1). At the hearing, Employee and the Chief may present evidence supporting their respective positions. Upon hearing the evidence, the Board may, in its absolute discretion, -uphold, reverse or modify the decision of the Chief. The decision the Board shall be final and Employee and the District shall be bound by the decision.

G.H. In the event Employee voluntarily resigns his or her position with the District, then Employee shall give the Chief notice in accordance with section 4(C). The parties may subsequently agree to a different notice period. If Employee voluntarily resigns, Employee shall receive his or her current salary during the notice period and the District is not obligated to pay severance pay to Employee.

5. **Notices:** When required by this Contract, notice shall be in writing and shall be by personal service to the Chief, or to Employee, or via mail at the addresses set forth below.

District: East Fork Fire Protection District – Board President
1694 County Road
Minden, Nevada 89434

Employee: Name
Address
City, State, Zip Code

6. **Compensation, Benefits and Awards:**

A. The District agrees to pay Employee for his or her services rendered pursuant hereto an annual salary as set out in Exhibit B, hereto for the applicable period plus any adjustments as provided for in paragraph 6(B) below or as may be determined by the Chief and within his or her limits of authority as set by the Board of Directors and the annual budget. The annual salary is payable in installments in the same manner as other exempt employees of the District and in accordance with District Policy 605.2.

B. The annual salary of Employee shall be that set forth in the District’s Non-Represented Pay Plan, Exhibit B, at a Step _____, for the position of Deputy Fire Chief of _____.

C. Employee will receive Health Insurance Benefits as defined in District Policy 607.1 Employee Life and Health Insurance.

D. Employee will receive Retirement Health Reimbursement Arrangement (RHRA) contributions as defined in District Policy 607.7.

E. Employee will accrue and maintain vacation time in accordance with District Policy 606.2, Annual Leave, and will be eligible, upon annual approval, to participate in the District's Annual Leave Buy Back Program as defined in District Policy 606.3.

F. Employee will accrue and maintain sick time in accordance with District Policy 606.4 Sick Leave and will be eligible, upon annual approval, to participate in the District's Annual Sick Leave Buy Back Program as defined in District Policy 606.5.

G. Employee shall participate in the Public Employees Retirement System (PERS) of the State of Nevada within the rules of that system and Nevada Revised Statutes. The District shall pay 100% of the PERS contribution. Contribution changes will be addressed according to District Policy 605.4

H. Employee will be eligible for additional compensation under conditions that are defined in District Policy 605.16, Reimbursement for Exempt Employees.

I. Employee shall be entitled to eleven (12) paid eight (8) hour Holidays per year pursuant to NRS 236.015, and any additional holidays created by amendment to NRS 236.015.

J. The District will provide a vehicle and any related expenses for use by Employee for travel related to his/her job duties, on-call rotations and emergency response. The vehicle shall be used in accordance with District policies and special directives as may be applicable.

K. Employee will be granted five (5) administrative leave days annually for use at the employee's discretion. Administrative leave days are not eligible for rollover and are forfeited upon Employee separation.

L. Employee will have the option of receiving a District owned cell phone at no expense or elect to receive a monthly Cell Phone/Data stipend of \$115.

M. Employee will be eligible for consideration for achievement awards in accordance with the Employee Achievement Award policy 605.17.

N. The District shall provide an annual uniform allowance of \$1,400 towards the purchase of all uniforms necessary, to include at a minimum Class A and Class B uniforms as specified by the District.

7. Performance Evaluation and Goal Setting

A. The Chief, with input from Employee, shall establish priorities and expectations for Employee in each year of this Contract. The Chief's establishment of priorities and expectations for Employee shall coincide with Employee's annual evaluation as provided in paragraph 7B). The priorities and expectations shall be in writing and may be added to or subtracted from at the discretion of the Chief, after consultation with Employee. Unless the priorities and expectations are both objective and explicit, the failure to meet such priorities and expectations shall not be considered in establishing just cause for termination.

B. Each year prior to or as close as possible to the anniversary of the Effective Date, the Chief will review and evaluate Employee's performance. The Employee shall be given notice as set forth in section 5 at least thirty (30) days prior to the date of his or her annual evaluation. The evaluation shall be based on the goals and expectations developed as provided in section 7(A), as well as Employee's overall performance over the course of the evaluation period.

8. Professional Development:

A. The District shall budget and pay for reasonable travel and subsistence expenses of Employee for travel to meetings and conferences that will assist Employee to continue his or her professional development and to adequately pursue other functions of the District, including, but not limited to, meetings of any national, regional, state and local government groups and committees thereof on which Employee serves as a member, not to exceed the amount budgeted each year in the appropriate District accounts.

B. The District shall budget and pay for the travel and subsistence expenses of Employee for courses, seminars and training that are necessary for his or her professional development and for the good of District. The approval in advance of the President of the Board of Directors is required for any course or seminar that is longer than five (5) working days and/or costs in excess of \$2,500.00.

C. The District shall budget and pay for the professional dues and subscriptions of Employee necessary for his continuation and full participation in national, regional, state, and local associations and organizations necessary and desirable for his continued professional development, community participation, growth, and advancement, and for the good of the District.

9. General Provisions:

A. This Contract constitutes the entire agreement between the parties and may only be modified by a written amendment signed by both parties.

B. If any provision of this Contract is held to be illegal, invalid, or unenforceable by a court of competent jurisdiction, the Parties shall, if possible, agree on a legal, valid, and enforceable substitute provision that is as similar as possible and in effect as the invalidated or unenforceable provision. The remaining portion of the Contract not declared illegal, invalid, or unenforceable shall, in any event, remain valid and effective for the term remaining unless the provision found illegal, invalid, or unenforceable goes to the essence of this Contract.

C. Waiver of any provision herein shall not be deemed a waiver of any other provision herein, nor shall waiver of any breach of this Contract be construed as a continuing waiver of other breaches of the same or other provisions of this Contract.

D. If Employee dies while owed compensation by the District, the District agrees that such compensation, to include wages, payment for accrued vacation leave, and payment for sick leave cash out shall be distributed in an expedient and legal fashion pursuant to NRS 281.155.

E. This Agreement shall become effective on _____.

IN WITNESS WHEREOF, the East Fork Fire Protection District has caused this Employment Contract for Employee to be signed and executed.

EMPLOYEE: **EAST FORK FIRE PROTECTION DISTRICT:**

Employee Name

Board President

ATTEST:

Holly Megee, Clerk to the Board

ATTACHED:

EXHIBIT A – Deputy Fire Chief Job Description

EXHIBIT B - Non-Represented Employee Pay Plan

East Fork Fire Protection District

AGENDA ACTION SHEET

1. **Title: For Possible Action.** Discussion and possible action to become the Subgrantee of the Town of Genoa Hazardous Tree and Vegetation Management Grant in the amount of \$215,000 and as part of a transfer of subgrantee responsibilities and pending approvals from the Town of Genoa and Douglas County. (Tod F. Carlini, District Fire Chief) 15 minutes

2. **Recommended Motion:** Motion to become the Subgrantee of the Town of Genoa Hazardous Tree and Vegetation Management Grant in the amount of \$215,000 and as part of a transfer of subgrantee responsibilities and pending approvals from the Town of Genoa and Douglas County.

3. **Funds Available:** Grant Funds **Amount:** \$215,000 Reimbursable

Fund Name: **Account Number:**

4. **Prepared by:** Tod F. Carlini, District Fire Chief and Tom Hein, Executive Program Manager

5. **Meeting Date:** February 20, 2024 **Time Required:** 15 minutes

6. **Agenda:** Administrative Agenda

7. **Background Information:** The East Fork Fire Protection District administration is recommending the acceptance of Subgrantee designation from the Town of Genoa and Douglas County. The Genoa Town Board has approved the transfer. Douglas County will also need to approve the transfer and they are moving in that direction. The Town of Genoa was awarded a Hazardous Trees and Fuels Management Grant by the Nevada Division of Forestry. The grant will be managed by Douglas County. The project will focus on at least 208 acres in Genoa and the Genoa Recreational path. Defensible space inspections and mitigation prescriptions will be conducted on 200 private lots. The Nevada Division of Forestry will provide the necessary prescription oversight and recommendations. Douglas County, if approved at all levels, will manage the grant. The East Fork Fire Protection District Fire and Fuels crew is well suited to conduct the actual vegetation management, while our volunteer forces are trained and able to conduct the required defensible space inspections.

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

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



NEVADA DIVISION OF FORESTRY

NOTICE OF SUBGRANT AWARD

| | |
|---|---|
| <p>Subgrantee's Name and Payment Address (Must match UEI registered name and address):</p> <p>Fed. Tax ID or ETIN: 88-6000031</p> <p>Vendor: Douglas County P.O. Box 218 1594 Esmeralda Ave. Minden, NV 89423 775-782-9022</p> <p>Vendor #: T40174400 SAM Expiration: 04/03/2024 UEI: KE5GF37F6F95</p> <p>NOTE: All subgrantees must establish a vendor number before payment can be made.</p> | <p>Subgrant Number: HF23 24-001 Subgrant Project Title: <u>Town of Genoa, Hazardous Tree Removal</u> Federal funds obligated by this action: <u>\$237,988.00</u></p> <p>Total amount of Federal Funds Obligated to Sub-recipient: <u>\$215,000.00</u></p> <p>Subaward Period of Performance: Effective Date: <u>Date of last signature (State Forester)</u> Expiration Date: December 31, 2025</p> <p>Final report & reimbursement request: Due no later than 30 days after project completion or date of expiration, whichever occurs first.</p> |
| <p>Sub-Grantee Primary Contact:</p> <p>Town of Genoa Gordon Pasley, B.S. PO box 14 Genoa, Nevada 89411 775-782-8696 coachgordy@hotmail.com</p> | <p><i>This Sub-award is granted pursuant to the following Federal Award:</i> Federal Award ID name: Hazardous Fuels Reduction Federal Award ID #(FAIN): 23-DG-11046013-614 Federal Award Date: 06/09/2023 Total Amount of Federal Award: \$610,000 Federal Award Project Description per FFATA: Town of Genoa, Hazardous Tree Removal CFDA#: 10.697 CFDA Name: State & Private Forestry Hazardous Fuels Reduction</p> |
| <p>Is this award for Research & Development? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Federally Negotiated Indirect Cost rate: _____ (copy of NICRA must be provided to NDF)</p> <p><input checked="" type="checkbox"/> No negotiated Indirect Cost Rate</p> | <p>Pass through entity and awarding official:</p> <p>Nevada Division of Forestry Barry Stone 901 S. Stewart Street, Suite 1001 Carson City, NV 89701 Office Phone: 775-684-2511 E-mail: bstone@forestry.nv.gov; NDFGrants@forestry.nv.gov</p> |
| <p>Description of Project: This project will focus on at least 208 acres in Genoa and the Genoa recreational path. Defensible space inspections and mitigation prescriptions will be conducted on 200+ private lots. Site specific prescriptions will be developed for each landowner in defensible space zones 1-3. Most of these properties are overgrown with native and non-native vegetation, dead/dying black locust trees that create "wicks" for any fire. Mitigation will include a combination of mechanical and hand operations to thin, prune and dispose of and reduce overgrown hazard fuels and trees by at least 50%. Zone 1 includes the area under and around all attached decks and requires the most stringent wildfire fuel reduction. This zone is designed to keep fire or embers from igniting materials that can spread the fire to homes. These zones will achieve 100% fuel reduction. Zone 2 extends 30 feet from Zone 1 and all dead plants, dry leaves, pine needles, tree trimming, and dead trees will be removed. Separation of a minimum of 18 feet between trees, and 3 feet between shrubs will be created according to defensible space guidelines. Zone 3 extends 30-100 feet from zone 1 and this will focus on invasive grasses, creating a minimum of 12 feet of space between trees and vertical space between grass, shrubs and trees creating at least a 3-foot mosaic between vegetation. All dead/dying vegetation and trees will be removed. These zones will see at least a 30-50% fuel reduction as each acre presents.</p> <p>A 7-acre fuel break will be developed by extending the width on the town walking path. The path is a 2-mile long, 5-foot-wide paved walking path that fronts the corridor on the south side of Genoa. Thinning of thick, overgrown rabbit brush, sage brush, and grasses</p> | |



NEVADA DIVISION OF FORESTRY

will be cut back on each side of the path, extending the fire break to 20-30'. Vegetation will be removed at 80% to reduce fuels but maintain soil stability.

Dead/dying trees will be removed, which is essential to improve Genoa's chance of surviving a wildfire. Defensible space will create a buffer for the community and the wild-land areas that surround it. This effort will slow or stop the spread of wildfire and protect the historic homes from catching fire either from embers, direct flame contact or radiant heat. This work compliments the previous fuels reduction project done in 2021 by NV Energy; a new pilot program that aims to prevent equipment from catching on fire. Crews installed a fire mesh product to 170 utility poles in Genoa where there's an ample amount of wild-land fuel and the USFS completed the Early Action Wildfire Resilience Project in 2021 near the town.

Deliverables, reporting requirements and due dates:

Fall October/November 2023: Home risk assessments and initial landowner contacts and educational events begin.

Spring April/May 2024: Engage with pre-identified landowners from spring to complete landowner agreements; develop prescriptions for defensible space on 208 acres and begin fuel break fuel reduction along 7 acres of the town recreational path. Project 25% Complete

Summer-June/July/August 2024: Contractors initiate work on identified acres as fire restrictions permit; conduct inspections as work completed; Slash to be piled mulched and/or chipped. All hazard trees will be removed. Project 50%

The end of November 2024, crews will have 100% of the fuel reduction project complete.

Fall/Winter (September-December) 2024: Ongoing maintenance of Firewise Community.

Spring April/May 2025: Begin to monitor compliance and maintenance requirements.

The work outlined above will be completed over a two-year period beginning October 1, 2023 and ending December 31, 2025. The Town of Genoa will provide to NDF quarterly performance reports for the previous quarter beginning in January 2024 and continuing through the life of the sub-award. The quarterly performance reports will include:

- Status Summary
- What was accomplished with the funds expended for the reporting period
- A comparison of actual accomplishments with goals and objectives
- Reasons why established goals were not met (if applicable)
- Any changes UNR plans to propose (if applicable)
- Other pertinent information such as an analysis of cost overruns or high unit costs

The Town of Genoa will provide a final project report and RFR to NDF no later than January 31, 2026.

Measurements of project success: Commitment/future funding: Private property owner who participate in the program sign a contract obligating them to maintaining the project work for a period of 10 years. Additionally, the Nevada Division of Forestry through Firewise, will continue education and fire mitigation actions throughout the communities. 208 acres of fuels treatments, 200+ defensible space inspections and mitigation prescriptions will be completed.

Match: Landowners will attend community educational events and work to reduce vegetation on their properties including firewood pickup and defensible space work around their homes.

Education: Landowners are provided training via Firewise materials (handouts/pamphlets), Fire Department outreach, and /or contractors. This outreach includes education regarding their commitments to maintenance and how to carry them out post project. To that end, each property owner is provided with a copy of the prescription used to treat their individual property which also provides clarification on maintenance requirements.

Monitoring: Nevada Division of Forestry will monitor compliance through a sampling of past project and current endeavors. Additionally, compliance will be monitored by East Fork Fire Protection District (EFFPD) staff at least annually. If problems arise, EFFPD will contact landowners and remind them of their obligations via written or verbal communications. At a period of 5 years following treatment, a written or verbal reminder of maintenance responsibilities will also be provided to landowners.



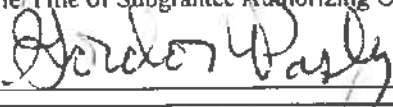
NEVADA DIVISION OF FORESTRY

ASSURANCES

BY ACCEPTING THESE SUB-GRANT FUNDS, SUB-GRANTEE AGREES TO:

- Provide the above referenced deliverables to subgrantee by the due date specified.
- Understand and comply with all local, state, and federal statutes, regulations, and requirements, including OMB and 2 CFR 200 guidance regarding federal awards and sub-awards.
- Provide proof of an active SAM.gov registration for each year of the sub-award on or before the current expiration.
- Understand and comply with the terms and conditions of the Federal award to ensure proper planning, management and completion of the project described in the original application and *Notice of Sub-Grant Award*. The grant application is hereby incorporated as an appendix to this Notice of Sub-Grant Award.
- Comply with the attached Financial and Program Assurances and Certification Regarding Debarment and Suspension, and the Approved Budget.
- Ensure expenditures are in accordance with the specific categories as they appear in the Approved Budget.
- Ensure expenditures are in accordance with the State of Nevada Administrative Manual (S.A.M), Nevada Division of Forestry Administrative Manual (D.A.M), and 2 CFR 200 guidelines and rules. Sub-Grantees are considered independent contractors of the State of Nevada and therefore are only allowed reimbursement of allowed expenses and rates allowed for State officers and employees.
- Permit NDF and auditors to have access to records and financial statements as necessary to ascertain compliance with this agreement and federal regulations regarding awards.
- Comply with the State of Nevada ethical standards, including but not limited to NRS 281A and Executive Order 2011-02.
- Comply with all applicable State of Nevada, Federal, and NDF policies and procedures as outlined in 2 CFR 200, NRS, S.A.M, and D.A.M. It is the policy of the Board of Examiners and NDF to restrict contractors to the same rates and procedures allowed by State employees with regard to reimbursable expenses.

The signature below indicates acceptance of this sub-grant award and all terms and conditions stated herein inclusive of attachments A through G and exhibits incorporated herein.

| | |
|--|--|
| Typed Name/Title of Subgrantee Authorizing Official: <u>Gordon Pasley, Genoa Town Board Chair</u> | |
| Signature: <u></u> | Date: <u>11-20-23</u> |
| Name/Title, Nevada Division of Forestry Program Authorization: <u>Barry Stone, Conservation Staff Specialist II</u> | |
| Signature: _____ | Date: _____ |
| Name/Title, Nevada Division of Forestry Fiscal Authorization: <u>Stephanic Weston, Management Analyst III</u> | |
| Signature: _____ | Date: _____ |
| Name/Title, Nevada Division of Forestry Administrator: <u>Kacey KC, State Forester/Firewarden</u> | |
| Signature: _____ | Date: _____ (Grant Period Start Date) |
| Federal Grant Title: B/A: <u>4195</u> Cat: <u>39</u> Org: <u>3900</u> Sub-Org: <u>GE</u> CFDA: <u>10.697</u> Job #: <u>1069723A</u> | |



Nevada Division of Forestry
Approved Subgrant Budget

Subgrant #: **HF23 24-001**

Subgrant Project Title: **Town of Genoa, Hazardous Tree Removal**

| Category | Subgrant Award | + | Subgrantee Match | = | Total |
|---|------------------|---|------------------|---|------------------|
| Personnel/Labor | \$ | | \$ | | \$ |
| Travel* | \$ | | \$ | | \$ |
| Equipment | \$ | | \$ | | \$ |
| Operating/Supplies | \$ | | \$ | | \$ |
| Contractual (Subcontractor) Grantee must supply NDF Grant/ Business Manager with one copy of each contract. | \$215,000 | | \$ | | \$215,000 |
| Other (including training) | \$ | | \$24,000 | | \$24,000 |
| Indirect Charges | \$ | | \$ | | \$ |
| TOTAL | \$215,000 | | \$24,000 | | \$239,000 |

- * Any approved travel will be reimbursed at the current State of Nevada rates and will comply with all State of Nevada travel policies and procedures.
- * Any program income earned from activities supported by this award shall be reported and subject to 2 CFR 200.80
- * The Sub-Grantee shall obtain prior approval to transfer funds between budget categories if the funds to be transferred are greater than ten percent (10%) cumulative of the total Sub-Grant amount.
- * The equipment category is reserved for the purchase of equipment and prior approval must be obtained for any equipment purchase. Equipment is defined as tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost of more than \$5,000 per unit.



NEVADA DIVISION OF FORESTRY FINANCIAL TERMS AND CONDITIONS

Subgrant Project Title: Town of Genoa, Hazardous Tree Removal

Subgrant #: HF23 24-001

1. **Federal Requirements**

Sub-grantees must comply with the following: (Available online at: [eCFR — Code of Federal Regulations](#))

Nonprofit Organizations 2 CFR 200.70, 2 CFR 200.104

State and Local Governments, Indian Tribes 2 CFR 200.54, 2 CFR 200.64, 2 CFR 200.90, 2 CFR 200.104

Educational Institutions 2 CFR 200.55, 2 CFR 200.104

2. **Procurement**

All sub-grantees must comply with state purchasing policies and procedures. Sub-grantee must obtain bids for all applicable services in the Approved Sub-grant Budget. Sub-grantee must make all bids and selection of vendors and sub-contractors available to NDF upon request for the effective period of the grant as well as the six year storage period.

3. **Equipment Purchases**

For the purposes of this sub-grant, equipment per the federal rule means tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost of more than \$5,000 per unit. Equipment purchases may not be allowable in all programs and must be pre-approved by the NDF grant program administrator. Sub-grantees awarded equipment must follow all rules regarding use, management, and disposal as stated in the Code of Federal Regulations (2 CFR 200.33, 200.313 Equipment).

4. **Payment Methods**

All sub-grantees must establish a vendor number with the State of Nevada's Controller's Office before payment can be made. All Requests for Reimbursement or Advance Forms must be submitted with an original signature, preferably in colored ink other than black, and on the approved form sent by the NDF grant program administrator. All project expenditures (grant share and matching share) must be in accordance with items 1 through 3, as identified above, and within the approved sub-grant budget categories as they appear on page 2 of this document. Grantee may expect payment within thirty (30) days after sufficient documentation is submitted to NDF. Payment is in the form of:

a. **Reimbursement Requests**

Reimbursement requests must be accompanied by documentation showing proof of payment (copy of invoice and check paying the invoice, voucher, or other proof of payment). Expenditures must be described in enough detail to determine allowability and reasonableness in accordance with the purpose of this sub-award. Please note on each document whether it applies to the sub-grant share or the matching share, and percentage of each allocation, if necessary. Final reimbursement request must be submitted to NDF no later than 45 days after expiration of the sub-grant.

b. **Advance Payments**

Advance payments are not allowable in all programs and must be pre-approved by the awarding NDF grant program administrator. Advance payments are based on estimated costs and cannot exceed the maximum amount needed for a 30-day period. Sub-grantee must supply NDF with proof of purchase for any funds advanced within 30 days of receipt of advance, and any unexpended funds must be immediately refunded to the Nevada Division of Forestry. Sub-grantee will then have an additional 30 days to supply NDF with proof of payment to the vendor/sub-contractor, for a total of 60 days from the receipt of advance to reconcile.

5. **Matching Share**

Documentation of matching share must be included with each advance reconciliation or reimbursement request. All items applied to matching share must be eligible, as identified in the Approved Sub-grant Budget and the applicable items 1 through 3, as listed above. Requirements for documentation of matching share are the same as the grant share, listed above.

a. **Volunteer labor rates** may be valued at the current rate on http://www.independentsector.org/programs/research/volunteer_time.html for skilled labor if there is no other justifiable rate to base pay on.

b. **Volunteer equipment hours** may be valued at the fair market value for the sub-grantees local area or at the current NRCS rates available at http://efotg.nrcs.usda.gov/efotg_locator.aspx?map=NV (click on your county, then on the + next to the sub-file labeled Section I, then on the + next to the cost data, and open the excel spreadsheet called LRF Practice Components Year).

6. **Audits**

Sub-grantees who expend over \$750,000 in federal funds in a year are required to comply with the Single Audit Act. Sub-grantees must send NDF a copy of any audit conducted in compliance with OMB Circular A-133 ([Circulars | The White House](#)) within 60 days of receipt of the audit report. NDF will respond to the audit within 90 days. If applicable, it is the sub-grantees responsibility to ensure that NDF is a recipient of a copy of the audit findings.

7. **Records Retention**

Sub-grantee must maintain records which adequately identify grant receipts and expenditures. All records must be kept by sub-grantee for six years after the expiration of the sub-grant or pending matters are closed, whichever is later. The books, records, documents and accounting procedures and practices of the sub-grantee relevant to this award shall be subject to inspection, examination and audit by the Grant Awarding Agency, the State of Nevada, the Nevada Division of Forestry, the Attorney General of Nevada, the State Legislative Auditor or any other designated agent.



NEVADA DIVISION OF FORESTRY PROGRAM TERMS AND CONDITIONS

Subgrant Project Title: **Town of Genoa, Hazardous Tree Removal**

Subgrant #: **HF23 24-001**

This sub-grant is awarded under the terms of Public Law 95-313, Cooperative Forestry Assistance Act of 1978, as amended, Section 9, and accepted for the purpose described in the enclosed narratives. This sub-grant agreement shall become effective when the "Notice of Sub-grant Award" is approved by the Nevada Division of Forestry (NDF) and signed by the Nevada State Forester. NDF retains the right to terminate this sub-grant at any time before completion of the program.

Sub-grantee certifies that grant funds for this project shall not be used to substitute for existing state, Tribal, or local government budgets.

1. **Sub-grant associated changes requiring prior approval from NDF**

The sub-grantee shall neither assign, transfer, nor delegate any rights, obligations or duties under this "Notice of Sub-grant Award" without the prior written consent from the Nevada Division of Forestry. Sub-grantee must notify NDF program administrator in ample time to give proper approval or complete any necessary paperwork well before the grant expires or the change is set to occur. **If any of the conditions listed occur or are imminent, sub-grantee shall notify the NDF grant administrator immediately:**

- Change to scope of work
- Change to budget
- Change in key personnel
- Change in completion date of project (must be requested 30 days prior to current expiration)
- Change or substantially new systems
- Audit findings that result in enforcement action by a governmental entity
- Substantive change in financial condition
- Disengagement from the project for more than 3 months (unless contemplated in the grant application)

2. **Printed Material**

All printed material shall contain an Equal Opportunity Statement in compliance with Title IV of the Civil Rights Act of 1964 (P.L. 88-352). All printed material shall also contain a declaration of Federal and Nevada Division of Forestry assistance. Printed materials include but are not limited to: brochures, booklets, television segments, billboards, signs, videos, professional reports, and maps. Sub-grantee must supply NDF with two copies of all printed materials developed with funding in this sub-grant upon completion, termination or cancellation of this sub-grant. *(See Attachment A, Section F for additional information.)*

3. **Clearances and Permits**

The sub-grantee is responsible for obtaining all necessary permits and clearances, and for completing all plans associated with this project. This includes but is not limited to archaeological reports and clearances, timber harvest permits, landowner permission, stream environment zone clearances, threatened and endangered species clearances. In applicable projects, it is also the sub-grantees responsibility to ensure property boundaries are clearly marked and all affected property owners have signed an agreement prior to the onset of work.

4. **Project Maintenance**

Sub-grantees agree to provide required maintenance as specified in the scope of work on page 1 of this document to sub-grant funded projects and equipment.

5. **Cultural & Historic Properties**

Per the Code of Federal Regulations- 36 CFR 800.13(b)(3) (<http://www.achp.gov/regs-rev04.pdf>): if buried or previously unidentified historic, pre-historic or Native American artifacts are discovered during project activities, the sub-grantee shall cease all work immediately and notify the Nevada Division of Forestry within 48 hours of discovery.

6. **Reports Required**

Required reports will be specified in the scope of work on page 1 of this document. All sub-grantees shall submit a final report within 45 days of expiration of this sub-grant outlining financial status and project accomplishments and milestones. **Sub-grantees who have not submitted a final reimbursement request and final project report within the 30 day period or have not requested an extension to the expiration date at least 30 days prior to the original expiration may forfeit their sub-grant award and the ability to seek reimbursement from the Nevada Division of Forestry.** Sub-grantees shall have no claim to unexpended funds after completion, termination or cancellation of this Subgrant.

7. **Public Relations**

Sub-grantees agree to connect with DCNR's Public Information Officer (PIO) or NDF's Education Information Officer (EIO) with updates on project implementation to share on social media, the NDF website, and with stakeholders.

8. **NDF Logo**

Sub-grantees agree to include the Nevada Division of Forestry logo on any printed materials as a result of work produced during the sub-award as requested.



9. Indemnification

To the fullest extent permitted by the law, the sub-grantee shall indemnify, hold harmless and defend, not excluding the State's right to participate, the State from and against all liability, claims, actions, damages, losses, and expenses, including, without limitation, reasonable attorney's fees and costs, arising out of any alleged negligent or willful acts or omissions of Sub-grantee, its officers employees and agents.

10. Trafficking in Persons

- a. Provisions applicable to a Recipient that is a private entity.
 1. You as the Recipient, your employees, contractors under this award, and contractors' employees may not—
 - i. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
 - ii. Procure a commercial sex act during the period of time that the award is in effect; or
 - iii. Use forced labor in the performance of the award or contracts under the award.
 2. We as the State awarding agency may unilaterally terminate this award, without penalty, if you or a contractor that is a private entity—
 - i. Is determined to have violated a prohibition in paragraph a.1 of this award term; or
 - ii. Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a.1 of this award term through conduct that is either—
 - A. Associated with performance under this award; or
 - B. Imputed to you or the contractor using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Non-procurement)," as implemented by our agency at 7 CFR 3017.
- b. Provision applicable to a Recipient other than a private entity. We as the State awarding agency may unilaterally terminate this award, without penalty, if a contractor that is a private entity—
 1. Is determined to have violated an applicable prohibition in paragraph a.1 of this award term; or
 2. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph a.1 of this award term through conduct that is either—
 - i. Associated with performance under this award; or
 - ii. Imputed to the contractor using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Non-procurement)," as implemented by our agency at 7 CFR 3017.
- c. Provisions applicable to any recipient.
 1. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph a.1 of this award term.
 2. Our right to terminate unilaterally that is described in paragraph a.2 or b of this section:
 - i. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), and
 - ii. Is in addition to all other remedies for noncompliance that are available to us under this award.
 3. You must include the requirements of paragraph a.1 of this award term in any contract you make to a private entity.
- d. Definitions. For purposes of this award term:
 1. "Employee" means either:
 - i. An individual employed by you or a contractor who is engaged in the performance of the project or program under this award; or
 - ii. Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.
 2. "Forced labor" means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.
 3. "Private entity":
 - i. Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR 175.25.
 - ii. Includes:
 - A. A nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 CFR 175.25(b).
 - B. A for-profit organization.
 4. "Severe forms of trafficking in persons," "commercial sex act," and "coercion" have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. 7102).



U.S. DEPARTMENT OF AGRICULTURE

Certification Regarding Debarment, Suspension, Ineligibility And Voluntary Exclusion - Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Nevada Division of Forestry.

Instructions for Certification

- 1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the next page in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms 'covered transaction,' 'debarred,' 'suspended,' 'ineligible,' 'lower tier covered transaction,' 'participant,' 'person,' 'primary covered transaction,' 'principal,' 'proposal,' and 'voluntarily excluded,' as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled 'Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction,' without modification, in all lower tier covered transaction and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause.

Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Form fields for Organization Name (Town of Genoa-Douglas County, NV), Sub-grant Project Title or Number (Hazardous Tree Removal - HF23 24-001), Name(s) and Title(s) of Subgrantee Authorizing Official(s) (Gordon Pasley, Genoa Town Board Chairman), Signature(s) (Handwritten signature), and Date (11-20-23).



Nevada Division of Forestry
Certification of Subgrantee Authorizing Official(s)

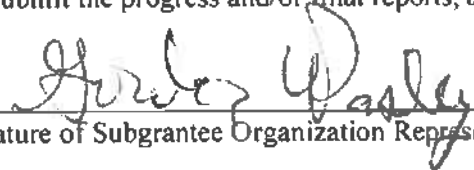
Subgrant Project Title: Town of Genoa, Hazardous Tree Removal

Subgrant #: HF23 24-001

OTHER PERSONNEL AUTHORIZED WITH SIGNATURE AUTHORITY:

(Completion of this section is optional. This section is to be used if someone other than the Authorizing Official is authorized to make changes to the subgrant or complete any grant functions as mentioned below.)

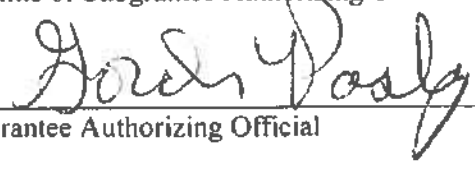
I, Gordon Pasley (name of Authorizing Subgrantee Official) certify that in addition to myself, the following are representatives of my organization authorized to sign the Request For Reimbursement or Advance Form, to submit the progress and/or final reports, and to request a change to the scope of work or approved budget.

(a)  Gordon Pasley, Genoa Town Board Chairman
 (Signature of Subgrantee Organization Representative) (Typed/Printed Name& Title)

(b) _____
 (Signature of Subgrantee Organization Representative) (Typed/Printed Name& Title)

(c) _____
 (Signature of Subgrantee Organization Representative) (Typed/Printed Name& Title)

AUTHORIZED SIGNATURE: (a)
Gordon Pasley, Genoa Town Board Chairman
 Typed Name and title of Subgrantee Authorizing Official

(b) 
 Signature of Subgrantee Authorizing Official



Nevada Division of Forestry Acknowledgement of Receipt

Subgrant Project Title: Town of Genoa, Hazardous Tree Removal

Subgrant #: HF23 24-001

By signing below, I hereby acknowledge that I have received a copy of the following:

- OMB Circular Uniform Grants Guidance, 2 CFR Part 200
- OMB Frequently Asked Questions for 2 CFR Part 200
- United States Department of Agriculture Forest Service Circular FS-850 "Complying with Civil Rights Requirements"
- State of Nevada Administrative Manual (S.A.M)
- Nevada Division of Forestry Administrative Manual (D.A.M)

A handwritten signature in black ink, appearing to read "Gordon Pasley", written over a horizontal line.

(Signature of Subgrantee Organization Representative)

Gordon Pasley, Genoa Town Board Chairman

(Typed/Printed Name & Title)

East Fork Fire Protection District

AGENDA ACTION SHEET

1. **Title: For Possible Action.** Discussion and possible action/direction regarding the disposition of the relationship between NV Energy and the East Fork Fire Protection District. (Tod F. Carlini, District Fire Chief) 30 minutes.
2. **Recommended Motion:** Motion to not enter into a contract with NV Energy and rescind the District signed contract dated November 29, 2023, that was sent to NV Energy.
3. **Funds Available:** NA **Amount:** NA
Fund Name: NA **Account Number:** NA
4. **Prepared by:** Tod F. Carlini, District Fire Chief and Tom Hein, Program Manager
5. **Meeting Date:** February 20, 2024 **Time Required:** 30 minutes
6. **Agenda:** Administrative Agenda
7. **Background Information:** The East Fork Fire Protection District approved and signed a contract to provide fuels management services and related services associated with the NV Energy Natural Disaster Protection Plan in December of 2023. The contract was forwarded to NV Energy for their review and acceptance. NV Energy provided the District with an opportunity to submit work proposals on specific projects both in and outside of the Fire District’s jurisdiction. On Friday, January 25, 2024, the District was informed by Danyale Howard, Director of Natural Disaster Protection Plan, that we would not be awarded any guaranteed work in the future. East Fork was one of three agencies which did not receive guaranteed work, piloted work, or ad hoc work as described by NV Energy. It appears that NV Energy would still like to engage in a contract agreement but would only provide a very limited opportunity for work, if any. Funding for this program is essential based on guaranteed project work. The ancillary services of Public Safety Outage Management (PSOM) support, Red Flag Staffing, fire response, and other disaster support functions included in the contract are secondary to the project work and an added benefit to NV Energy. The District administration participated in over three months-worth of contract negotiations with other participating agencies. NV Energy provided direction to those agencies as to how we were to develop and submit our costs, under a “fully loaded rate.” We complied with those directions. CFO, Kathy Lewis prepared the rate schedule prior to her departure. Following NV Energy’s fire review, all agencies were advised that the combined costs exceeded the available funding. Each agency was allowed to modify its rates. The District modified the equipment charges and submitted them for reconsideration. Over the course of this program and even prior to our participation, NV Energy’s management of the program has come under sharp scrutiny and review by the Public Utility Commission of Nevada (PUC). The PUC has issued several orders and findings which have not been favorable for NV Energy or how they have managed and directed the program. As a result, NV Energy is attempting to “reinvent” the program and its management of the program. On February 2, 2024, NV Energy held a meeting with all fire service stakeholders to discuss how the program would be managed in the future. The only reason provided by NV

Energy personnel as to why the district was not awarded work was being under bid by private contractors. At this point the administration is looking for Board direction as how to proceed. The district, in good faith, has signed a contract offer which has not yet been accepted by NV Energy. Additionally, at the February 2, 2024, meeting and via email from Fuels Management Office, Kevin Lawson, NV Energy is requesting modification in the contract, which would have to be reviewed and considered by the Board if the desire would be to move forward with the contractual relationship. The charges mostly involve the inclusion of modified rate schedules. It was pointed out to NV Energy officials that without guaranteed project work, it would be impossible for the district to meet the obligations of the contract. Over the past contract period, a significant amount of very positive fuels management work has taken place and our past relationship with NV Energy overall has been a very positive experience. At this point the administration is recommending that we do not enter into a contract with NV Energy and the District should also rescind the approval and execution of the contract that was sent to NV Energy.

8. Reviewed by:

| | | | |
|-------|---------------------|-------|-----------------|
| _____ | District Fire Chief | _____ | Board President |
| _____ | Legal Counsel | _____ | Other |

9. Board Action:

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

Agenda Item # 16

East Fork Fire Protection District

AGENDA ACTION SHEET

1. **Title: For Presentation Only.** Reports/updates from East Fork Professional Firefighters Association concerning the various assignments and committees they may be a member of, liaison to, or meetings/functions they have attended. No action will be taken on these reports/updates. (John Bellona, 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:** February 20, 2024 **Time Required:** 5 minutes

6. **Agenda:** Administrative Agenda

7. **Background Information:** This portion of the meeting will allow for reports and updates from East Fork Professional Firefighters Association including, but not limited to, the various assignments and committees they may be a member of, liaison to, or meetings/functions they have attended. No action taken on these reports/updates.

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 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. (John Bellona, 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:** February 20, 2024 **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 | |

East Fork Fire Protection District

AGENDA ACTION SHEET

1. **Title: For Presentation Only.** Reports/updates from District Board Members and Administration concerning the various assignments and committees they may be a member of, liaison to, or meetings/functions they have attended. No action will be taken on these reports/updates. (John Bellona, President) 10 minutes.
2. **Recommended Motion:** For Presentation Only. No motion or action is necessary.
3. **Funds Available:** NA **Amount:** NA
Fund Name: NA **Account Number:** NA
4. **Prepared by:** Tod F. Carlini, District Fire Chief
5. **Meeting Date:** February 20, 2024 **Time Required:** 10 minutes
6. **Agenda:** Administrative Agenda
7. **Background Information:** This portion of the meeting will allow for reports and updates from District Board Members and Administration including, but not limited to, the various assignments and committees they may be a member of, 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 | |

East Fork Fire Protection District

AGENDA ACTION SHEET

1. **Title: For Possible Action.** Discussion and possible action to adjourn the East Fork Fire Protection District Board Meeting. (John Bellona, President) 5 minutes.
2. **Recommended Motion:** Motion to adjourn the East Fork Fire Protection District Board 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:** February 20, 2024 **Time Required:** 5 minutes
6. **Agenda:** Administrative Agenda
7. **Background Information:** Motion to adjourn the East Fork Fire Protection District Board Meeting.
8. **Reviewed by:**
_____ District Fire Chief _____ Board President
_____ Legal Counsel _____ Other
9. **Board Action:**
_____ Approved _____ Approved with Modifications
_____ Denied _____ Deferred
_____ Other

Agenda Item # 20