

## **APPROVED**

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)**

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

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

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**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**

The Administrative Calendar handled as follows:

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

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

**APPROVAL OF AGENDA**

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**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.

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

**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.

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

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.

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

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.

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Public comment closed.

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

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

**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

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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.

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

**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.

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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.

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

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.

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

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

**8. For Possible Action. Discussion and possible action to 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:



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- 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.

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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.

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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.

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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.

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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.

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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.

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

**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

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

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

**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?

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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.



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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

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- 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.

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**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

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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.

Director 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  
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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  
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- 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**

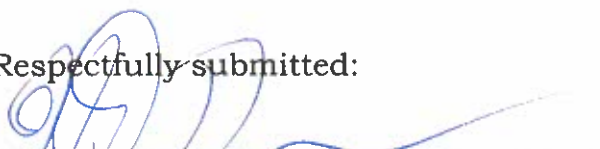
**15. For Possible Action. Discussion and possible action to adjourn the East Fork Fire Protection District Board Meeting. (John Bellona, President) 5 minutes.**

MOTION to adjourn; carried.

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

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

Respectfully submitted:



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John Bellona, President

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
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East Fork Fire Protection District

ATTEST:

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

APPROVED