

## **APPROVED**

The Board Meeting of the East Fork Fire Protection District Board was held on Tuesday, January 17, 2023, in-person and virtually, beginning at 1:00 PM.

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

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

### **Staff present:**

Tod F. Carlini, District Fire Chief  
Larry Goss, Deputy Chief of Training and Safety  
Amy Ray, Deputy Chief/Fire Marshal, via virtual  
Scott Gorgon, Deputy Chief of Operations  
Mark Forsberg, District Legal Counsel  
Lisa Owen, Director of Administrative Services  
Kathy Lewis, CPA, CFO/Director of Finance  
Holly Megee, Clerk to the Board

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

Ron Sagen, Emergency Communications Director  
Bob Spellberg, East Fork Professional Firefighters Volunteer  
Gary Powers, East Fork Professional Firefighters Volunteer  
Kevin May, President of the East Fork Fire Professional Firefighters  
Danial Johnson, Douglas County Chief Technology Officer Daniel Johnson  
Adam Conway, Conway Communications  
Tyler Saylor, Conway Communications

## **CALL TO ORDER**

Bernard Curtis, Secretary

## **INITIAL MEETING BUSINESS**

### **PLEDGE OF ALLEGIANCE**

John Bellona, Director led the Pledge of Allegiance

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

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

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

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF JANUARY 17, 2023**

**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.**

Secretary Bernard Curtis opened up public comment.

There was no public comment.

Public comment closed.

**ADMINISTRATIVE AGENDA**

The Administrative Calendar handled as follows:

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

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

**APPROVAL OF AGENDA**

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

Secretary Bernard Curtis opened up public comment.

There was no public comment.

Public comment closed.

MOTION to approve the meeting agenda for January 17, 2023.

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF JANUARY 17, 2023**

**RESULT:** APPROVED [UNANIMOUS]  
**MOTION BY:** Barbara Griffin  
**SECOND BY:** John Bellona  
**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. (Bernard Curtis, Secretary) 5 minutes.**

Secretary Bernard Curtis nominated Jacques Etchegoyhen as the 2023 East Fork Fire Protection District Board President.

Secretary Curtis opened up public comment.

There was no public comment.

Public comment closed.

MOTION to elect Jacques Etchegoyhen as the 2023 East Fork Fire Protection District Board President.

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

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

Director Barbara Griffin nominated John Bellona as the 2023 East Fork Fire Protection District Board Secretary.

Secretary Bernard Curtis opened up public comment.

There was no public comment.

Public comment closed.

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF JANUARY 17, 2023**

MOTION to elect John Bellona as the 2023 East Fork Fire Protection District Board Secretary.

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

Director Bernard Curtis turned the meeting over to Secretary John Bellona.

**APPROVAL OF PREVIOUS MINUTES**

**4. For Possible Action. Discussion to approve the draft meeting minutes of the December 20, 2022, regular meeting of the East Fork Fire Protection District Board of Directors. (John Bellona, Secretary) 5 minutes.**

Secretary John Bellona opened up public comment.

There was no public comment.

Public comment closed.

MOTION to approve the minutes of the December 20, 2022 meeting as presented.

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

**AWARDS, RECOGNITIONS, PROCLAMATIONS & DONATIONS**

**5. For Possible Action. Discussion and possible action regarding Proclamation 2023P-01 recognizing Ron Sagen on his retirement from Douglas County. (Tod F. Carlini, District Fire Chief) 5 minutes.**

Secretary John Bellona opened up public comment.

There was no public comment.

Public comment closed.



**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF JANUARY 17, 2023**

District Fire Chief Tod Carlini felt it was very important for the Fire District to recognize Ron Sagen for his 30 years of service to Douglas County. He stated Mr. Sagen has held almost every position within Douglas County 911 and most recently Director of 911. The fire agency is one of the larger consumers for Douglas County 911. He thanked Mr. Sagen for his 30 years of incredible service. He shared a few short stories of when he first met Mr. Sagen.

He thanked Mr. Sagen for the amazing job with his directorship, leadership, cooperation and the ability to be a team player. He feels no one will be able to fill his shoes as Mr. Sagen has the history, which is necessary to lead. He is aware the department has challenges with staffing but Mr. Sagen handles it very well. Dispatch is the true first responder and works well as a team with all involved. He values the relationship he has had over the years with Mr. Sagen.

Director Barbara Griffin stated it is an honor to read the proclamation and thanked him for all his hard work in representing the County. She read Proclamation 2023P-01 recognizing Ron Sagen on his retirement from Douglas County.

Secretary Bellona opened up public comment.

Secretary Bellona thanked Mr. Sagen for being professional over the years.

Ron Sagen stated he is profoundly proud of the work and all his accomplishments were a team effort. He is proud that Douglas County has the only all-hazard center in the State of Nevada. He thanked the District for the proclamation.

Deputy Chief of Training and Safety Larry Goss thanked Mr. Sagen for all the hard work and support over the years.

There was no further public comment.

Public comment closed.

MOTION to accept Proclamation 2023P-01 recognizing Ron Sagen on his retirement from Douglas County.

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

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF JANUARY 17, 2023**

**6. For Possible Action. Discussion and possible action regarding Proclamation 2023P-02 recognizing Robert Spellberg on his 35 years of volunteer service and participation with the East Fork Fire Protection District and the Ranchos Volunteer Fire/Rescue. (Tod F. Carlini, District Fire Chief) 5 minutes.**

District Fire Chief Tod Carlini stated Bob Spellberg is a volunteer's volunteer. He shared a story regarding the first time he met Mr. Spellberg. District Fire Chief Carlini stated he has always been impressed with Mr. Spellberg keeping up on the EMS piece of being a volunteer and always being involved. He described Mr. Spellberg as a go-to person and congratulated him for his 35 years of volunteer service.

Secretary John Bellona shared a story about the first time he showed up to a volunteer meeting. He stated Mr. Spellberg has been very involved with the volunteers and congratulated him on 35 years.

Secretary Bellona read Proclamation 2023P-02 recognizing Robert Spellberg on his 35 years of volunteer service and participation with the East Fork Fire Protection District and the Ranchos Volunteer Fire/Rescue.

Bob Spellberg shared some stories regarding his time as a volunteer. He stated the District has grown a lot in the 35 years. He thanked the District and stated he is honored.

Secretary Bellona opened up public comment.

Director Barbara Griffin thanked Mr. Spellberg for all he has done and will always have a special place in her heart. She stated he did a lot to help her dad Bob.

Mr. Spellberg stated her brother Bob was his best friend and always made sure he was well taken care of.

Director Bernard Curtis stated he is honored with Mr. Spellberg's service to the community.

Deputy Chief of Training and Safety Larry Goss shared a couple stories from the past and congratulated him on his 35 years.

Station 7 Volunteer Gary Powers thanked Mr. Spellberg for all his hard work and mentorship.

There was no further public comment.

Public comment closed.

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF JANUARY 17, 2023**

MOTION to accept Proclamation 2023P-02 recognizing Robert Spellberg on his 35 years of volunteer service and participation with the East Fork Fire Protection District and the Ranchos Volunteer Fire/Rescue.

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

**CONSENT CALENDAR**

**7. 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, Secretary) 5 Minutes.**

Secretary 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, 2022. (Kathy Lewis, CPA, CFO/Director of Finance)
- b. For Possible Action.** Discussion to approve the receipt and filing of the list of accounts payable checks issued and cash disbursements/automatic withdrawals in December 2022 per NRS 474.210. (Kathy Lewis, CPA, CFO/Director of Finance)
- c. For Possible Action.** Discussion to approve payroll expense paid in December 2022 per NRS 474.210. (Kathy Lewis, CPA, CFO/Director of Finance)
- d. For Possible Action.** Discussion to approve the Procurement Card Transactions paid in December 2022 per NRS 474.210. (Kathy Lewis, CPA, CFO/Director of Finance)

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF JANUARY 17, 2023**

- e. For Possible Action.** Discussion to approve the East Fork Fire Protection District’s ambulance billing bad debt write-offs for the period of November 2022 in the amount of \$49,685.26. (Kathy Lewis, CPA, CFO/Director of Finance)
  
- f. For Possible Action.** Discussion and possible action to accept the report on state consolidated taxes collection and distribution as of October 2022. (Kathy Lewis, CPA, CFO/Director of Finance)

Secretary John Bellona opened up public comment.

There was no public comment.

Public comment closed.

MOTION to approve the Consent Calendar items 7 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>	

**8. For Presentation Only. Presentation on the 2023/2024 Budget Schedule. (Kathy Lewis, CPA, CFO/Director of Finance) 15 minutes.**

Director of Finance Kathy Lewis outlined the 2023/2024 budget schedule which was included in the board packet.

- January 17, 2023: Presentation of FY 23/24 Budget Preparation Calendar
- February 1, 2023: Budget preparation kick off. Initial wage and benefit calculations prepared and Divisional budget proposals solicited
- February 15, 2023: Tentative State Revenue Projections released and analyzed
- February 21, 2023: District Board Meeting. Budget preparation update and review with Board direction and position on District Tax Rate
- February 21, 2023: Notify Taxation of Proposed District Tax Rate
- March 15, 2023: Final State Revenue Projections released excluding property taxes
- March 21, 2023: District Board Meeting. Tentative Budget presented
- March 27, 2023: Final Property Tax Projections
- April 17, 2023: Tentative Budget submitted to the Department of Taxation

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF JANUARY 17, 2023**

- April 18, 2023: District Board Meeting. CIP Approval
- May 16, 2023: District Board Meeting. Budget Public Hearing. FY 23/24 Final Budget approval including CIP. FY 22/23 Year End Augmentation
- June 1, 2023: Final Budget submitted to the Department of Taxation
- July 1, 2023: New Fiscal Year Begins!

Secretary John Bellona opened up public comment.

There was no public comment.

Public comment closed.

Director Mike Sommers requested a budget session to take place before the next Board meeting.

Secretary Bellona asked if Director Sommers would like a special meeting on another day or hold a budget session the same day as the Board meeting.

Director Sommers stated whatever the Board prefers.

Secretary Bellona recommended to schedule the budget session ahead of the February 21<sup>st</sup> Board meeting.

Secretary Bellona asked Legal Counsel Mark Forsberg whether a motion is needed.

Legal Counsel Forsberg stated a motion is not needed.

**9. For Possible Action. Discussion and possible action to approve the interlocal agreement with Mono County for mutual aid emergency medical services and allow the District Fire Chief to sign the Annual Operating Agreement for the five-year life of the agreement. (Tod F. Carlini, District Fire Chief) 10 minutes.**

District Fire Chief Tod Carlini stated he will have Deputy Chief of Operations Scott Gorgon discuss this item because he worked with Mono County on this agreement. The District has had an agreement in the past with Mono County.

Deputy Chief Gorgon stated the District has had an agreement with Mono County the last five years. The agreement is due to expire so another five-year agreement is being presented to the Board for discussion and possible action. The District provides service to Mono County and they provide service to the District.

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF JANUARY 17, 2023**

Director Bernard Curtis asked if this agreement has been beneficial for the District.

Deputy Chief Gorgon stated the agreement has been very valuable to the citizens of Douglas County. Based on the data, the District receives more service from them, than they do from us.

Secretary John Bellona asked if there are many differences between this agreement and the last five-year agreement.

Deputy Chief Gorgon explained the changes are updates to the agreement dates and that both agencies are happy with the service from one another.

Secretary Bellona opened up public comment.

There was no public comment.

Public comment closed.

MOTION to approve the interlocal agreement with Mono County for mutual aid emergency medical services and allow the District Fire Chief to sign the Annual Operating Agreement for the five-year life of the agreement.

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

**10. For Possible Action. Presentation, discussion, direction and possible action regarding the District's Information Technology Services including contract solicitation proposals, costs, and options. (Larry Goss, Deputy Chief of Training and Safety) 30 minutes.**

Deputy Chief of Training and Safety Larry Goss acknowledged and thanked Douglas County Chief Technology Officer Daniel Johnson and three representatives from Conway Communications, Adam Conway, Tyler Saylor and Eric Harrison, for attending today's meeting.

Below is the outline of the PowerPoint presentation regarding IT Services for East Fork Fire Protection District presented by Deputy Chief of Training and Safety Larry Goss:

Background:

- Douglas County IT



**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF JANUARY 17, 2023**

- Douglas County has provided IT services under
  - Direct Cost Allocation (Under County Commission)
  - Service Contract (Following establishment of BOD)
- Challenges for IT service
  - Geography of District (There are 7 sites)
  - 24 Hour public safety entity
  - Number of necessary applications or enterprise software
  - Number of users/volumes of use
  - Revenue generation need (ePCR/Billing)
- Successes via Douglas County IT
  - Inventory of all assets
  - System mapping of assets
  - Transition from device lease to purchase (the District owns all their devices)
- Maintaining continuity while providing Emergency Management-(Contract ending June 30 2023)
- IT Contract ending June 30 2023

Background:

- Since the formation of the District and application of Information Technology in our business, the District has always received services from Douglas County
- The District has made numerous attempts to assist and enhance the service levels with Douglas County over the years
  - Shared positions
  - Provided vehicle for assigned County personnel
  - Individual contract positions
  - Segregation of assignments
  - Assigning special assignment IT incentives
  - Funded training for County IT staff outside of cost allocations

Background:

The District has considered third party IT services several times in the past

- Challenge with Infrastructure
- Third party costs
- Lack of full-time oversight

What has changed:

- Technology advances
- Cloud based hosting
- Ownership of devices including a replacement schedule
- Increase in internet service providers in the area
- Increase in third-party providers in the area

Two tentative proposals under review:

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF JANUARY 17, 2023**

- Douglas County IT:
  - Agreement and documents in draft format
  - 5-year proposal
  - Services provision clause
    - Service desk support
    - Network services
    - Enterprise application
    - Associated support services
    - Infrastructure and security
  - 30-day termination clause- pending negotiation
  - Phone service not included
  - Discussions continuing
  
- Conway Communications:
  - Agreement and documents in draft format
  - 5-year proposal
  - Guaranteed statement of work
    - Help desk support
    - Prioritization of trouble tickets
    - Enterprise application
    - Infrastructure and security
    - Virtual Chief Information Officer (vCIO)
      - Strategic planning, policy/procedure
  - 180-day termination clause
  - Phone service included
  - Discussions continuing

Expected challenges pending final selection of IT services:

- Need for a transition plan (thanked Daniel Johnson for working with the District in regards to the IT future for the District)
  - 30, 60, 90 day with benchmarks
- VPN to Spillman
  - Agreement with Douglas County (Currently Tahoe-Douglas has an agreement in place)
- Infrastructure
  - One-time cost

Initial cost comparison:

- Douglas County IT
  - 5-year contract starting at \$160,000 base fee
    - Year 1: \$160,000
    - Year 2: \$168,000
    - Year 3: \$176,400
    - Year 4: \$185,220

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF JANUARY 17, 2023**

- Year 5: \$194,481
- Total: \$884,101
- 5% increase per year
  
- Conway Communications
  - 5-year contract starting at \$222,100 base fee and one-time setup fee of \$65,550
    - Year 1: \$222,150
    - Year 2: \$156,600
    - Year 3: \$156,600
    - Year 4: \$156,600
    - Year 5: \$156,600
    - Total: \$848,550
  - No annual increase after base year
  - Difference: \$35,551.00

Director Barbara Griffin asked if the phone services were calculated.

Deputy Chief of Training and Safety Goss stated the phone service is the next item to be discussed.

Phone service:

- Included in Conway Communication proposal
  - 50 new Voice Over Internet Protocol handsets
  - 50 extensions
  - Cloud hosted service package including support
  - Douglas County was not solicited for phone services

Deputy Chief of Training and Safety Goss explained Frontier stopped supporting the Mitel phone system without notice to the District and recommended using Conway Communications to support the phone system. Conway Communications has been a huge help with the District phone system.

Phone service costs comparison:

- Frontier phone lines
  - \$26,829.36 annually
- Conway Proposal
  - \$17,100 annually
- Savings of \$9,792.20 per year
- Savings over 5 years \$48,961
- Set-up fee of \$3,870 waived

Current status and summary:

- Both agreements are pending further legal review
- Statement of Work has been requested for Douglas County IT proposal

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF JANUARY 17, 2023**

- Support Desk Service Prioritization requested for Douglas County IT proposal
- Conway Communications assessing confidentiality and warranty provisions with their legal council
- District Counsel has reviewed, amended, and commented on both proposals
- Additional financial analysis has been conducted

Direction:

- The District has presented information regarding the District's IT needs and services available
  - Contract options
  - Fiscal impacts
  - Seeking input from the Board and official direction based on the proposals
  - Possible final action and decision at the February Board meeting

Director Bernard Curtis asked about the 180-day termination clause with Conway Communications. He feels the longer termination is a disadvantage to the District.

Deputy Chief of Training and Safety Goss stated the District requested a longer termination clause and feels the longer termination is a benefit to the District because if something were to happen it would give the District enough time to get everything together. He stated Legal Counsel Mark Forsberg recommended the 120-day termination clause but after discussion 180-day termination clause was what everyone agreed on.

Director Mike Sommers agrees with the longer termination clause but would like to know, within the 180-day transition, if there is an ability to have a non-performance clause within the termination clause.

Legal Counsel Forsberg stated there is. He explained "for cause" terminations are different than just the change of one's mind.

Director Griffin confirmed the savings for the phone would be added to the Conway Communications agreement.

Deputy Chief Goss stated that is correct.

Director Griffin asked where Conway Communications is located.

Deputy Chief Goss stated Conway Communications is located in Carson City.

Director Griffin asked if Conway has other IT projects for similar agencies.

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF JANUARY 17, 2023**

Deputy Chief of Training and Safety Goss stated Tyler has a background in public safety and has the phone contract with the State of Nevada and does some work for Douglas County.

District Fire Chief Tod Carlini stated in regards to the phone system, when the District separated from the County, the District was one of the few agencies that migrated to a voiceover internet and Douglas County had not made the transition with all their departments. At the time Douglas County requested the District get their own phone system. The District reached out to Frontier and made an agreement with the County to give them our phones, which were paid through cost allocation and in return was able to keep all the District's existing phone numbers. The District did not solicit the County in regards to phone service.

District Fire Chief Carlini explained how the District came in contact with Conway Communications. It started because Frontier informed the District they will no longer support the Mitel phone system and they recommended the District to reach out to Conway Communications. Conway Communications was able to service the phone system and resolve some security issues.

He stated efforts have been made in the past to look at third party IT services but the cost was a deciding factor to stay with the County. At that time the system was all server based, which meant there was a need for someone to maintain the servers. Currently, a majority of what the District utilizes is cloud hosted systems which brought down the costs. The District had 3-4 servers and when one went down it was a mess.

He explained the District needed an IT service when the District transitioned away from the County. It could not be a cost allocation program and required a separate service contract which was negotiated with the IT Service Director at that time and included a 5-year program with a catalog of services. It has been a challenge through the 5-year period mostly with the expansion of the District, the introduction of EPCR, moving information around, etc. Douglas County has done the best they can do supporting the District needs.

District Fire Chief Carlini stated it was presented today to discuss the different options. The District is not looking for the Board to decide today. The District still needs to meet again with the involved parties. This item will be brought back next month for the Board's recommendation. He thanked Daniel Johnson and his staff for all their hard work. He stated if there is a transition that takes place, it will be a huge project.

He stated Mr. Johnson and Conway Communications representatives are available if there are any questions.

Secretary John Bellona opened up public comment.

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF JANUARY 17, 2023**

Douglas County Chief Technology Officer Daniel Johnson stated he is available if there are any questions and will work with the District and if the District decides to continue on with Douglas County, service will continue with the contract that is in draft status. The catalog portion of the contract is no longer available. He stated if the District would like to move forward with a third party, the County will assist with that transition. He stated the District needs to do what's best for them and what makes the most efficient and effective sense. If it's with the County great and if it's with Conway Communications, they are a great company.

Adam Conway with Conway Communications thanked Mr. Johnson for the nice comments. He stated Conway Communications has had a long-standing relationship with the County, and carry state and government contracts. He thanked the District for considering Conway Communications and would like to help the District in any way they can.

Secretary Bellona asked Adam with Conway Communications if they have a good understanding of the District's enterprise and cloud-based software and how it all works.

Mr. Conway stated Conway Communications has completed a full evaluation and looked at all the District's sites.

Director Sommers asked Legal Counsel Forsberg if it would benefit the District to add a section in the master service agreement on transferability of the contract with only District consent.

Legal Counsel Forsberg stated it would fine to add that to the agreement.

Director Sommers asked Conway Communications to define prioritization of trouble tickets.

Tyler Slayor from Conway Communications recognizes that East Fork Fire is 24/7 agency. Conway works with many agencies that have the same needs. There is an on-call program set up so if East Fork Fire requires immediate attention, there is a way to notify someone right away. Mr. Slayor did ask that day-to-day business or things that can wait, be done through a service ticket or workorder. That helps to prioritize things.

Director Sommers asked how Conway internally prioritize tickets?

Mr. Slayor explained tickets are usually prioritized based on the impact to the customer's business. Conway worked with Deputy Chief Goss to run through different issues. He outlined the different levels.



**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF JANUARY 17, 2023**

Director Sommers asked if the help desk is communicated through the internet or phone.

Mr. Slayor stated primarily phone, email and internet based.

Deputy Chief Goss stated a matrix was built based on priorities (the number of users effected, program effected, anything related to emergency response, billing, finance, etc.).

Director Sommers stated a big concern is cyber security. He asked if two-part authentication is available.

Mr. Slayor stated some programs within the District already have that built into the system. It is a recommendation to have a two-part factor.

Director Sommers asked if there can be a breakdown of the setup fee and is there a performance level in the setup.

There was no further public comment.

Public comment closed.

MOTION to direct staff to proceed and determine what the final numbers are.

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

**11. For Possible Action. Discussion and possible action to allow the District Administration to exceed the maximum approved position roster for Firefighter/EMT, Firefighter/EMT Advanced, and/or Firefighter/Paramedic by one qualified full-time equivalent (FTE) position not to exceed 60 shifts from time of appointment and at a total cost allocation not to exceed \$80,000. (Tod F. Carlini, District Fire Chief) 10 minutes.**

District Fire Chief Tod Carlini stated this request has been brought forward several times in the past. This has been 100% successful in terms of having an additional person that is trained and prepared to fill a vacancy. Vacancies cost overtime especially if a vacancy occurs in between or during an academy. This request is for individuals coming from the Fire/Fuels crew. The plan of using Fire/Fuels crew members for future all-risk positions has been working out well. Two past Fire/Fuels crew individuals filled all-risk positions and are

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF JANUARY 17, 2023**

currently in their probationary status. Academies are expensive and the cost per student is broken down when there are more individuals attending the Academy. He stated he believes the cost will be less than \$80,000 because of a salary savings with the suitcase position. If there is a vacancy at the time of graduation then the individual would be able to fill the vacancy and if not, then the individual would continue their position with the Fuels/Fire crew. Another cost savings would be because the employee is already on the District's health insurance and PERS that would not be an additional cost. The Academy starts in the next couple of weeks. The recommendation is for the Board to approve the request.

Secretary John Bellona asked Deputy Chief of Training and Safety Larry Goss how many people on average fail an academy.

Deputy Chief Goss stated he doesn't know the exact number but it's a fair amount.

Secretary Bellona stated putting an extra person in the Academy makes a lot of sense because one of the individuals put in the Academy may fail. Academies haven't got easier, they have gotten a lot tougher.

District Fire Chief Carlini stated it's not only failure, it can be an injury. That has happened in the past. He stated Secretary Bellona brought up a good point. He explained the many benefits to having over-hires. The District is nowhere near 2017/2018 forces, but there are forces and this helps to minimize that.

Director Barbara Griffin asked what happens with the Fuels Crew.

District Fire Chief Carlini stated there is currently an open recruitment for the Fuels Crew.

Director of Administrative Services Lisa Owen stated there is currently an open recruitment for the Fuels Crew and already received several applications. The District is utilizing a national company, Deputy Chief Gorgon recommended, which is helping to get the word out. The recruitment is to fill the vacancies that are created by the internal transfers.

Director Griffin asked if the District will be under filling in case all three going to the Academy are successfully.

District Fire Chief Carlini stated the District would hold one position open.

Director Sommers asked if the District needs to inform NV Energy of the changes.

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF JANUARY 17, 2023**

District Fire Chief Carlini stated no.

Director Sommers asked how many days is 60 shifts.

District Fire Chief Carlini explained it is roughly 5-6 months and the Academy is about 4 months.

Secretary Bellona opened up public comment.

President of the East Fork Fire Professional Firefighters, Kevin May added more clarification to Secretary Bellona's question in regards to failure rate. He stated it is not only failure of the Academy but also probation after the Academy. It was in the 40 percentiles for a long time but recently has dropped to 0%. He stated 100% of over-hires have been absorbed into vacancies. He stated the fuels crew and seasonal positions give the District the ability to get to know individuals and see who they are before they apply for vacant positions and the over-hire is an essential part and benefits the organization. The Association supports this.

There was no further public comment.

Public comment closed.

MOTION to allow the District Administration to exceed the maximum approved position roster for Firefighter/EMT, Firefighter/EMT Advanced, and/or Firefighter/Paramedic by one qualified full-time equivalent (FTE) position not to exceed 60 shifts from time of appointment and at a total cost allocation not to exceed \$80,000.

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

**12. For Possible Action. Discussion and possible action to authorize the District Administration to consider applying for a 2023 Assistance to Firefighters Grant (AFG) for the acquisition of a mobile Roof Ventilation Prop at a grant request not to exceed \$80,000. (Tod F. Carlini, District Fire Chief) 10 minutes.**

District Fire Chief Tod Carlini stated the 2023 Assistance to Firefighters Grant (AFG) is now open. This is an individual grant. The District was fortunate last year to be part of a regional grant prepared by North Lake Tahoe Fire Protection District for SCBAs. This request is an independent grant for a

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF JANUARY 17, 2023**

mobile roof ventilation prop that will go with the training center. The District applied for this grant two years ago but was not successful. This is necessary to train and continue to keep personnel current on their skills. There is a short timeline to prepare the grant and application. 10% of the \$80,000 would be the District's responsibility.

Director Mike Sommers asked if there is a reason why the District was denied the grant in the past.

District Fire Chief Carlini stated he thinks it was denied because of the connection made to the training facility and not as a portable device. The device is manufactured in Carson City, Nevada. Many other agencies have this device. If awarded the grant, the District can use this at the Academy.

Secretary John Bellona stated the training prop then becomes a little more regional which needs to be mentioned in the application for the grant.

Director Bernard Curtis asked for explanation on what the prop does.

District Fire Chief Carlini explained it is a trailer that has a hinged piece that hydraulically elevates at different angles, then lumber is inserted, covered with plywood and it is used to practice cutting ventilation holes. It has many other features available.

Director Sommers asked if it has its own flatbed trailer.

District Fire Chief Carlini stated it does come with a trailer.

Deputy Chief Scott Gorgon stated there is safety built into the prop which helps to reduce claims.

Secretary Bellona opened up public comment.

There was no public comment.

Public comment closed.

MOTION to authorize the District Administration to consider applying for a 2023 Assistance to Firefighters Grant (AFG) for the acquisition of a mobile Roof Ventilation Prop at a grant request not to exceed \$80,000.

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF JANUARY 17, 2023**

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

**13. 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, Secretary) 5 minutes.**

President, East Fork Fire Professional Firefighters Association, Kevin May noted:

- Labor management meetings continue on and communication is going well

**14. 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, Secretary) 5 minutes.**

- There was no one in attendance representing the Volunteer Firefighters Association, so there was no report or update

Director Barbara Griffin asked if the election of officers has taken place.

Kevin May stated the results are in but have not yet been posted. He is happy to announce there are no changes at the E Board level.

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

Legal Counsel Mark Forsberg noted:

- No report

CPA, CFO/Director of Finance Kathy Lewis noted:

- No report

District Fire Chief Tod Carlini noted:



**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF JANUARY 17, 2023**

- Weather, flood management and storm management has been the focus. The District has continued to fill the responsibility of the Emergency Management role. Many resources have been working on managing weather issues
- Station 15 project is underway
- The training prop has been put off due to weather
- Continuing to work on the Standard of Cover document
- The weather has caused issues at the stations, District Office and the warehouse (roof leaks, fence loss, generator issues, etc.) which will result in claims
- There have been emergency purchases necessary due to the weather
- Thanked Tom Hein for all the work he did on an existing vehicle, making it available to assist in snow removal

President Jacques Etchegoyhen noted:

- Apologized for not making the meeting in person and would have much rather been in person than virtual

Deputy Chief/Fire Marshal Amy Ray noted:

- Agrees with President Etchegoyhen and would have much rather attended the meeting in person
- Construction continues to move forward
- Several facility issues due to weather
- Station 9 will be converted from a wet sprinkler system to an antifreeze system
- WUI code update: requested a meeting with the Building Department to determine agency responsibilities and what the agencies can work together on (plan review, inspections, etc.)

Secretary John Bellona asked if the District can train the Engine Companies to perform the vegetation inspections.

Deputy Chief Ray stated the District could train the Engine Companies but not sure how that would work due to call volume because she would like to get them also involved with business inspections for preplanning. She could see the Engine Companies being involved with the ongoing vegetation management inspections.

Director Mike Sommers asked if the NV Energy crew could assist with inspections.

Deputy Chief Ray stated the District is trying to move forward with grant funding so the District can hire their own fuels management team. She explained currently there would need to be approval from NV Energy to do that work and she is not sure that could be accomplished.



**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF JANUARY 17, 2023**

District Fire Chief Carlini stated that a District fuels management team is the long-term goal.

Director Sommers asked if there has been any feedback since the adoption of the regulations.

Deputy Chief Ray stated there have been several sets of plans submitted and there has been no negative comments or questions regarding the regulations.

Director Sommers asked if there have been any issues with buried fire hydrants from the snow.

Deputy Chief Ray stated she is not aware of any issues but assumes there are buried hydrants. It has not impacted operations.

Director Sommers asked if the District would consider asking HOA's to participate in an adopt-a-hydrant program.

Deputy Chief Ray stated the District has had discussions about implementing an adopt-a-hydrant program.

Secretary Bellona stated he was in the Jobs Peak area and there was not a visible hydrant.

Director Sommers stated where he lives the hydrants aren't pole marked so it is difficult to find a hydrant.

Deputy Chief of Operations Scott Gorgon noted:

- Working on SOG's, hiring, labor management
- Getting ready for negotiations
- Recognized all the great employees that work hard in the District. Thanked the light duty employees for their assistance on projects
- Working on updating EMS protocols
- Thanked Roy Minor and the committee working on quality assurance issues
- Medical billing is now electronic
- Working with Director of Administrative Services Owen with new hires
- Working on updating policies

Director of Administrative Services Lisa Owen noted:

- Busy with year-end and new-year processes (benefit enrollment changes, tax required forms, etc.)
- Working on upcoming recruitments

Deputy Chief Training and Safety Larry Goss noted:

- 2023 training calendar sent out

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF JANUARY 17, 2023**

- Training is going well and includes new classes

Director Mike Sommers noted:

- No report

Director Bernard Curtis noted:

- Thanked Board Clerk Holly Megee for swearing him in before the meeting and it is an honor to serve the District
- Thanked East Fork Fire for their assistance with the family in need due to the storm
- Thanked Tom Hein for all his help

District Fire Chief Carlini stated it was a group effort assisting the family in need (Sheriff's Department, Fire District and Douglas County)

Director Barbara Griffin noted:

- Thanked Board Clerk Holly Megee for swearing him in before the meeting and it is an honor to serve the District
- Congratulated President Etchegoyhen and Secretary Bellona on being elected as President and Secretary

Secretary John Bellona noted:

- Would like to add an item on the agenda before June to discuss putting together an agreement with Douglas County for the Emergency Management services the District may need to provide to the County after June 30<sup>th</sup> (Mutual Aid Agreement, Cost Allocation, etc.) because the District has been providing that service at no charge. He stated it's the same as the agreements the District has in place with other agencies.

**CLOSING PUBLIC COMMENT** (No Action)

Secretary John Bellona opened up closing public comment.

Conway Communications thanked the Board and District for giving them the time today and look forward to whatever the future brings.

There was no further closing public comment.

Public comment closed.

**ADJOURNMENT**

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

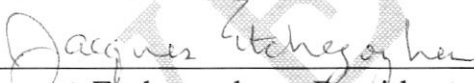
**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF JANUARY 17, 2023**

MOTION to adjourn; carried.

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

There being no further business to come before the Board, the meeting adjourned at 3:05 pm.

Respectfully submitted:

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

ATTEST:

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