

APPROVED

The Board Meeting of the East Fork Fire Protection District Board was held on Tuesday, July 18, 2023, in-person and virtually, beginning at 1:00 PM.

East Fork Fire Protection District Board Present:

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

Staff present:

Tod F. Carlini, District Fire Chief
Larry Goss, Deputy Chief of/Training and Safety
Amy Ray, Deputy Chief/Fire Marshal
Scott Gorgon, Deputy Chief/Operations
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:

Alan Reed, Warren Reed Insurance
Adam Wennhold, East Fork Fire Engineer
Elaine Pace, East Fork Fire Volunteer Liaison

CALL TO ORDER

Board President Jacques Etchegoyhen

INITIAL MEETING BUSINESS

PLEDGE OF ALLEGIANCE

Bernard Curtis, 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, please make your comments when the item is considered and is opened for public comment.

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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.

Deputy Chief of Training and Safety Larry Goss thanked Tyler Saylor and Chris Ide from Conway Communications for all their hard work on the IT transition. As large as this project is, this is one of the smoothest transitions he has experienced.

President Etchegoyhen thanked Deputy Chief Goss for the amazing accomplishment with the IT transition.

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 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. (Jacques Etchegoyhen, President) 5 Minutes.

President Jacques Etchegoyhen opened public comment.

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There was no public comment.

Public comment closed.

MOTION to approve the meeting agenda for July 18, 2023.

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

APPROVAL OF PREVIOUS MINUTES

2. For Possible Action. Discussion and possible action to approve the draft meeting minutes of the June 20, 2023 meeting of the East Fork Fire Protection District Board of Directors. (Jacques Etchegoyhen, President) 5 minutes.

President Jacques Etchegoyhen opened public comment.

There was no public comment.

Public comment closed.

MOTION to approve the minutes of the June 20, 2023 meeting as presented.

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

CONSENT CALENDAR

3. CONSENT CALENDAR

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

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**Administrative Agenda or may be continued until another meeting.
(Jacques Etchegoyhen, President) 5 Minutes.**

President Jacques Etchegoyhen explained these items can be adopted with one motion, unless an item is pulled by a District Director, staff, or a member of the public.

- a. For Possible Action.** Discussion to accept the report on general ledger cash balances as of June 30, 2023. (Kathy Lewis, CPA, CFO/Director of Finance)
- b. For Possible Action.** Discussion to approve the receipt and filing of the list of accounts payable checks issued and cash disbursements/automatic withdrawals in June 2023 per NRS 474.210. (Kathy Lewis, CPA, CFO/Director of Finance)
- c. For Possible Action.** Discussion to approve payroll expense paid in June 2023 per NRS 474.210. (Kathy Lewis, CPA, CFO/Director of Finance)
- d. For Possible Action.** Discussion to approve the Procurement Card Transactions paid in June 2023 per NRS 474.210. (Kathy Lewis, CPA, CFO/Director of Finance)
- e. For Possible Action.** Discussion to approve the East Fork Fire Protection District's ambulance billing bad debt write-offs for the period of May 2023 in the amount of \$77,115.52. (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 April 2023. (Kathy Lewis, CPA, CFO/Director of Finance)

President Etchegoyhen opened public comment.

There was no public comment.

Public comment closed.

MOTION to approve Consent Calendar items 3 a, b, c, d, e, & f.

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

District Fire Chief Tod Carlini stated Alan Reed should be in attendance to discuss agenda item #4 but has not yet arrived. He asked the Board if agenda item #4 could be moved and discussed when Mr. Reed is in attendance.

Item #5 was moved ahead of agenda item #4. Item #4 will be heard when Mr. Reed arrives to the meeting.

5. For Possible Action. Discussion and possible action to approve the first Memorandum of Understanding (MOU) between the East Fork Fire Protection District and the East Fork Professional Firefighters' Association-General Membership, which revises the contract in effect to reflect changes in Article 68 (Lateral Transfers) to expand the District's ability to recruit positions laterally. (Lisa Owen, Director of Administrative Services) 10 minutes.

Director of Administrative Services Lisa Owen stated memorandum of understandings (MOU's) are utilized when there is a need to modify something in the collective bargaining agreement (CBA). This is the first MOU for the current CBA. The proposal is an amendment to article 68 which addresses lateral transfers for firefighter/paramedic positions. Currently in the CBA it allows for lateral transfers but only for firefighters/paramedics, which is very limiting. The last time the District utilized later transfer recruitment, it wasn't successful. The MOU includes expanding lateral transfers to also include Firefighter/AEMT and Firefighter/EMT positions. There are many benefits to obtaining lateral transfers, including obtaining experienced personnel, familiar with the area, already attended the fire academy, and a desire to work for East Fork Fire, etc. Lateral candidates would need to pass a skills test and background check.

Director Bernard Curtis stated he believes this is a useful tool to fill vacancies if properly utilized. He thanked Director of Administrative Services Owen for answering his questions regarding backgrounds.

Director Mike Sommers stated he believes the MOU is limited. He suggested adding language to the MOU directing positions to be identified in an appendix within the contract. He stated this would allow laterals for all positions and would allow administration to do lateral transfers for all identified positions within the contract.

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Director of Administrative Services Owen stated that has been brought up to the Association and may be something to discuss at the next negotiations. There are many different positions with different requirements, so it would result in a lengthy MOU. She cited a few examples. She stated because the job requirements are not all the same, there would be positions excluded from lateral transfers.

Director Sommers stated this MOU is referring to one specific classification within appendix "A", but that classification is not in the MOU, it's only a reference to that classification of a position. Appendix "A" is only a classification position it is not naming positions. He asked why this MOU can't be amended to read "in accordance with the definitions as identified in appendix "A"".

Director of Administrative Services Owen stated she is not sure the Association would be comfortable changing the language in the MOU. The Association and District worked together on this MOU. She stated if the MOU is changed it might delay the approval process. She suggested moving forward with the MOU as it is presented and having discussions with the Association regarding changes to the MOU, if agreed.

Director Sommers asked if there is a need for this position.

Director of Administrative Services Owen stated there is a need to recruit and establish a list because the current list is exhausted.

Legal Counsel Mark Forsberg stated historically when the lateral concept was discussed it was because of the difficulty of obtaining paramedics. Lateral transfers are another way of advancing.

Legal Counsel Forsberg stated if changes were made to the MOU, the changes would need to be negotiated.

Director Sommers stated he understands the Association needs to agree or the MOU won't get signed. The position being discussed is a non-paramedic position. He believes by limiting the position in the MOU, it limits the District when there are other position needs.

Legal Counsel Forsberg stated he believes it is intentional in the contract and designed to promote the internal career path.

Director Sommers stated promoting within is a policy within the District itself. First decide to establish if the District will promote within, then lateral and lastly open recruitment. This allows the District to utilize the tools to fill a position.

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Legal Counsel Forsberg stated he does not disagree. He stated that change will need to be negotiated into the contract.

Director of Administrative Services Owen stated she believes the Association is only interested in laterals for the few positions discussed.

Secretary John Bellona stated it is uncommon for lateral transfers above a paramedic level. He stated the testing may be open regionally for positions above paramedic but not laterals. He stated it is how “they” work.

Director Sommers asked Secretary Bellona to define “they”.

Secretary Bellona stated Clark County, Reno Fire, etc.

Director Sommers stated other organizations.

Secretary Bellona stated yes, 90% of other organizations.

Director Sommers stated he doesn’t have a problem with that. If there is a MOU, why not encompass all positions that the CBA has identified as a position for lateralization should there be a need rather than it having to come before the Board each time with a different MOU.

Secretary Bellona stated he believes the goal is to add this MOU to the contract the next time the article is open.

Director Sommers stated it should be put in as its entirety.

Secretary Bellona stated the article can be written however is agreed upon instead of rewriting the MOU. He feels this MOU should be accepted and if there is a need before the next contract, another MOU can be written. It makes sense for the “lowest common denominator” in the organization.

Director Sommers stated the “lowest common denominator” is not in this MOU.

Secretary Bellona stated it is firefighter/EMT.

Director Sommers stated there is a level below a firefighter/EMT and it’s in appendix “A”. To this point only one position is being discussed.

Director of Administrative Services Owen stated the way the MOU is written by including appendix “A”, if that is the Board’s decision today, the requirements wouldn’t match the other positions. They are only written for the firefighter position. The fuels crew position requirements for employment are different than what is in the MOU.

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Director Sommers stated he is misunderstanding the MOU and apologized. He doesn't see any clarification as to requirements or descriptions in the MOU.

Deputy Chief Scott Gorgon stated the appendix is the recognized positions in the organization to fall under a CBA. The MOU addresses previous articles that talk only about lateral firefighter/paramedic. The District and Association agreed that opportunities need to be opened to reach firefighters on a lateral basis which gives the District another access to recruit. Currently, the District recruits for firefighters. The reason the District offers firefighter/paramedic lateral transfers is because the District needed paramedics. The Association asked during negotiations to add laterals for the firefighter position. The Association doesn't have interest in lateral transfers for other positions because it lessens the process for internal transfers. He stated the Association is not interested in lateral transfers for Engineers, Captains, or Battalion Chiefs. There are times when an agency doesn't have anyone within their organization for one of those positions and will open a recruitment, which would result in a separate MOU.

Director Sommers stated so this is asking for permission rather than adjusting a legal agreement.

Director Barbara Griffin asked if the lateral process is new.

Director of Administrative Services Owen stated it was in the previous CBA for firefighter/paramedic, but yes.

Director Griffin stated she believes it's a testing ground to see if the District and Association would want to explore further than what is being proposed today.

Director of Administrative Services Owen stated she believes that is fair to say. Lateral transfer has only been utilized one time for the paramedic position.

Director Curtis stated he believes this is a starting point and it will be helpful.

Director Griffin stated she agrees with starting off this way and seeing how it goes.

District Fire Chief Tod Carlini stated currently for the position of firefighter/paramedic under the existing CBA there are two avenues which include lateral transfer or open recruitment. For the firefighter position/non-paramedic there are two opportunities, which are advancement from the fuels crew or open recruitment. Lateral transfer is not an option. This MOU expands the opportunity for the District in the paramedic and non-paramedic firefighters to have three avenues for recruitment. The three avenues would be

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fuels crew, open recruitment and lateral. The District has been committed to promoting within for the ranks above. If there is no one to promote within, the District does have the opportunity for outside recruitment.

He stated the District does have a pending SAFER grant for a possibility of six positions. The District will know more towards September but there is a time consideration to move this MOU forward so the District will have the lateral option as well as the existing two other options.

He stated this MOU was the Association's desire than the Administration's, but the Administration is in full support because it expands the opportunity to bring people into the District.

Director Sommers asked if there is open recruitment on every position.

District Fire Chief Carlini stated not every position. Just the firefighter/paramedic and non-paramedic that are covered under the CBA.

Director Sommers confirmed there is not the ability for open recruitment for Captain and Engineer.

District Fire Chief Carlini stated there is that option if the need arises.

Director Sommers stated he understands this MOU will be adopted but he feels the structure of the organization is if there are open opportunities in these positions, why not utilize the tool of laterals for all positions. He feels it would benefit the District because a lateral is better than an open recruitment.

Director Griffin stated she doesn't disagree with Director Sommers, but she understands the Association isn't interested in the idea at this time.

Director Sommers stated he doesn't think the Association was asked to expand this MOU to include all of appendix "A".

Director of Administrative Services Owen stated she was interested in expanding the opportunity to the fuels crew, but the Association was not interested at that time. She also explained in this MOU it discusses the applicant having to attend the Carson City Regional Fire Academy which doesn't apply to fuels crew personnel. This MOU is specific to the firefighter position.

President Jacques Etchegoyhen opened public comment.

East Fork Fire Engineer Adam Wennhold stated the Executive Board and the Negotiating Team looked at this MOU thoroughly and it was sent out to the membership for approval. It was approved by the members. If the District

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desires, there can be further discussions but at this point this is where the members stand. He believes Deputy Chief Gorgon did a great job expressing the member's position.

There was no further public comment.

Public comment closed.

President Etchegoyhen stated he believes it will be good for the staff to discuss this with the Association and bring it back to the Board if necessary.

MOTION to approve the first Memorandum of Understanding (MOU) between the East Fork Fire Protection District and the East Fork Professional Firefighters' Association-General Membership, which revises the contract in effect to reflect changes in Article 68 (Lateral Transfers) to expand the District's ability to recruit positions laterally.

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

4. For Possible Action. Discussion and possible action to approve the District's annual property and liability insurance package as provided by Warren Reed Insurance representing Volunteer Fireman's Insurance Services at an annual cost of \$213,785. (Tod F. Carlini, District Fire Chief) 15 minutes.

District Fire Chief Tod Carlini stated Alan Reed is present representing Warren Reed Insurance, a broker for property and liability insurance secured through Volunteer Firemen's Insurance Services (VFIS). Mr. Reed will explain the policy and answer any questions.

Alan Reed gave a presentation on the insurance. Below are important points from his presentation:

- 16 total locations insured at a total of roughly \$28,800,000 worth of property insurance. This is an increase of \$1,109,000 over last year. Property insurance went up about 4%. The coverage is guaranteed replacement cost.
- Eighty-three vehicles are insured.
- General liability, which is \$1,000,000 per occurrence.
- Management liability, which is \$1,000,000 per occurrence.
- Cyber liability, which is \$1,000,000 limit.
- Excess liability at an additional \$10,000,000 per occurrence.

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- The renewal premium for 2023/2024 is \$213,785. Last year was \$194,902. 9.6% increase over last year.
- The only exposure that has really changed is the increase of property limits have increased roughly 4%.
- 9.6% increase but if you take away the property that increased over last year it is an 8.8% increase.
- Property insurance is primarily the biggest challenge.
- Wildland fires and cyber-attacks are two big areas of concern for insurance companies. Cyber-attacks are increasing at a rate of 100% per year. The average cyber case costs over \$9,000,000 in 2021.
- Property, liability, and cyber insurance are affecting the insurance industry.
- VFIS in Nevada, rate structure is a lot more desirable to the customers opposed to other states.
- In Utah, rates are raising a minimum of 15% up to 18%. In California, VFIS is not writing insurance for all new businesses and not rewriting some on all existing business.
- Pool Pact carrier that writes insurance for a lot of fire Districts in Nevada went up an average of 22%. There are 45,000 Fire Districts in America.
- Lyon is another carrier in Nevada and increasing their accounts between 30% to 35% on average.

Director Mike Sommers stated he did not receive some of the information Mr. Reed addressed.

Board Clerk Holly Megee stated the information packet Mr. Reed was referring to was not given to her to distribute prior to the meeting. She will make copies for the Board and post it on the website.

Director Sommers asked Mr. Reed if there were any other secondary bids other than from VFIS.

Mr. Reed stated there were no other bids.

Director Sommers asked why not.

Mr. Reed stated there were 4 carriers but now only 3 carriers. Travelers Insurance pulled out of fire, Alliant went up 30% to 35%, Pool Pact went up 22%.

Director Sommers stated the District hasn't had any claims for losses. He asked if VFIS is basically underwritten with AIG.

Mr. Reed stated National Union.

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Director Sommers asked if an analyze was done because of the number of non-claims or non-losses, look at possibly increasing deductibles which might result in a change in the premiums.

Mr. Reed stated that is an option, but it was not looked at. The deductibles were raised a few years ago.

Director Sommers suggested the District look into that.

Mr. Reed stated he can investigate that and come up with an approximate savings.

Director Sommers stated the policy in the packet indicates a coverage period of July 1 to June 30. It is now July 18, so is there a lapse or was the District given an extension.

Mr. Reed stated there was not a lapse.

Director Sommers stated so the District already bound coverage.

Mr. Reed stated yes.

Director Sommers stated if coverage is already bound, isn't there a 3-month minimum premium before anything can be changed.

Mr. Reed stated the District would not lose any premium.

Director Sommers stated since the District has changed the IT operations and is no longer with the County, is there a need for the District to have business interruption.

Mr. Reed stated he is not qualified to answer that without doing some research.

President Etchegoyhen opened public comment.

There was no public comment.

Public comment closed.

Director Sommers stated he requests staff next year to add this item on an agenda before June 30, 2023, so it can be discussed before renewal.

MOTION to approve the District's annual property and liability insurance package as provided by Warren Reed Insurance representing Volunteer Fireman's Insurance Services at an annual cost of \$213,785.

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

6. For Possible Action. Discussion and possible action to adopt revisions to Policy #606.2 (Annual Leave) for full time non-represented employees, specific to annual leave accrual rates and maximums, to align with full-time represented employees. (Lisa Owen, Director of Administrative Services) 10 minutes.

Director of Administrative Services Lisa Owen stated policy #606.2 (Annual Leave) applies to full time non-represented employees and was approved by the Board at the May 2019 meeting for the represented employees. There have been no changes. The District makes every effort to align the benefits as closely possible to the CBA but realizes it's not possible for all benefits. Aligning this policy with the CBA makes it easier when administering the benefits. This policy applies only to the 40-hour non-represented employees.

Director of Administrative Services Owen highlighted the requested changes to Policy #606.2:

- Accrual from hourly to by pay-period.
- Increase the max allowed to be carried over from 280 to 360.
- No increase to employees with 0-4 years
- Increases 5-9 years by 12 hours annually.
- Increases 10-14 years by 23 hours annually.
- Increases 15-19 years by 37 hours annually.
- Increases 20 years+ by 40 hours annually.

She explained any hours over the 360 at the end of the year, roll over to the non-represented employee's sick leave. She stated most employees use their time.

President Jacques Etchegoyhen opened public comment.

There was no public comment.

Public comment closed.

MOTION to adopt revisions to Policy #606.2 (Annual Leave) for full time non-represented employees, specific to annual leave accrual rates and maximums, to align with full-time represented employees.

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

7. For Possible Action. Discussion and possible action to adopt revisions to Policy #606.4 (Sick Leave) for full time non-represented employees, specific to sick leave accrual rates and maximums, to align with full-time represented employees. (Lisa Owen, Director of Administrative Services) 10 minutes.

Director of Administrative Services Lisa Owen stated policy 606.4 (Sick Leave) applies to full-time non-represented employees and is like the annual leave policy. It was previously approved by the Board at the May 2019 meeting for the represented employees. The request is for this policy to align with the current CBA.

Director of Administrative Services Owen highlighted the requested changes to Policy #606.4:

- Accrual from hourly to by pay-period.
- Increase annual accrual from 88 to 130 hours per year.

Director of Administrative Services Owen stated a correction needs to be made. In the agenda action sheet, there is mention of a change to the max. There is no change to the max, it stays at 800. The change is an increase to the accruals so an individual will reach their max sooner.

She explained an employee must be employed with the District 10 years before they are eligible for a sick leave payout and it's a percentage paid depending on the years of service.

Director Mike Sommers stated it was indicated that if a non-represented employee reached their annual leave max, any hours over the max would be rolled into their sick leave, does that add to the balance.

Director of Administrative Services Owen stated it adds to the balance at the time of rollover but only up to a max of 800 hours.

Director Sommers asked for clarification on employees donating their sick leave.

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Director of Administrative Services Owen stated there is a separate catastrophic leave policy which allows employees to donate annual and/or sick leave, but it is a separate policy.

President Jacques Etchegoyhen opened public comment.

There was no public comment.

Public comment closed.

MOTION to adopt revisions to Policy #606.4 (Sick Leave) for full time non-represented employees, specific to sick leave accrual rates and maximums, to align with full-time represented employees.

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

8. For Possible Action. Discussion and possible action to authorize the transfer of \$322,224 into the contingency line item for FY23/24 and take the contingency amount to the maximum of 3%. (Kathy Lewis, CPA, CFO/Director of Finance) 10 minutes.

Director of Finance Kathy Lewis stated per state law this request requires approval from the Board to move funds into contingency. The Board approval to make the change from Pool Pact to 7710 resulted in a significant savings versus what was budgeted. There were discussions to place the funds in contingency for unexpected things that may arise with the economy and makes it transparent if there are needs for the funds. It will come back to the Board for approval to move the funds out of contingency. State law only allows a maximum of 3% of the operating budget.

Sommers asked what percentage of the \$322,224 is a result from making the move to 7710.

Director of Finance Lewis stated all of it.

Director Sommers asked how much savings is remaining?

Director of Finance Lewis stated approximately \$100,000.

President Jacques Etchegoyhen opened public comment.

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There was no public comment.

Public comment closed.

President Etchegoyhen stated he does not recall if the District has ever had 3% contingency but believes it's a great decision.

Director of Finance Lewis stated per state law, if funds are needed from the ending fund balance or reserves in the current year budgeted, it would result in a budget violation at the end of the year as opposed to no violation if funds are taken from contingency.

MOTION to authorize the transfer of \$322,224 into the contingency line item for FY23/24 and take the contingency amount to the maximum of 3%.

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

9. For Possible Action. Discussion and possible action to approve the East Fork Fire Protection District, Fire Prevention Division schedule for Development Review Fees in accordance with the requirements of NAC 477 and the 2018 International Fire Code, September 1, 2023. First reading. (Amy Ray, Deputy Chief/Fire Marshal) 10 minutes.

Deputy Chief Amy Ray stated the last fee increases for the various fee schedules were last done in 2020. The proposal being brought forward is for a 5% increase to the fee schedules. A business impact statement was not done because the increase is less than the established construction cost index average.

Director Mike Sommers stated it indicates in the agenda item this is the first reading, and the increase would be effective September 1, 2023.

Deputy Chief Ray stated that is correct. This agenda item will come back again next month for a second reading.

Director Sommers clarified this would need two approvals so today is the first approval, next month would be the second approval and fees would be in effect after two readings.

Deputy Chief Ray stated yes.

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Legal Counsel Mark Forsberg stated the business impact statement is under NRS 237, it requires an assessment and analysis to be made whether an increase in the fees imposes a direct or significant economic burden on a business. That determination can be made first at the staff level that the fee increase will not impose an impact. He stated staff has determined the increase is not a significant burden on a business.

He asked the motion include a reference that the increase does not impose a direct and significant economic burden on a business.

Director Sommers asked if this applies to each category of fees, business, and non-business.

Legal Counsel Forsberg stated he did not analyze whether each increase effects a business. He stated he believes in general the fees are paid by a business but understands the individual will ultimately bear the cost. It's the impact on the business that the District looks at. He explained if it's primarily paid by individuals then it falls outside the business impact statement statute. In this case a determination has been made each item does not impose a burden on a business.

President Jacques Etchegoyhen opened public comment.

There was no public comment.

Public comment closed.

Secretary John Bellona attempted to make the motion.

There was discussion on how the motion should read.

Legal Counsel Forsberg stated the motion should include "it has been determined the increase will not impose a direct burden on a business".

MOTION to approve for first reading, the East Fork Fire Protection District, Fire Prevention Division schedule for Development Review Fees increase of 5%, in accordance with the requirements of NAC 477 and the 2018 International Fire Code; the District has determined that the fee increase will not impose a direct and significant economic burden upon a business or directly restrict the formation, operation or expansion of a business.

**EAST FORK FIRE PROTECTION DISTRICT BOARD
MEETING OF JULY 18, 2023**

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

10. For Possible Action. Discussion and possible action to approve the East Fork Fire Protection District, Fire Prevention Division schedule for Fire and Life Safety Plan Review Fees in accordance with the requirements of NAC 477 and the 2018 *International Fire Code*, effective September 1, 2023. First reading. (Amy Ray, Deputy Chief/Fire Marshal) 10 minutes.

Deputy Chief Amy Ray stated this agenda item refers to the fee schedule for fire and life safety plan reviews. The proposal as presented is for a 5% increase to the fee schedule. A business impact statement was not done because the increase is less than the established construction cost index average. She pointed out the addition on the bottom of the fee schedule which refers to a fee for inspection and plan review for the recent adoption of Wildland Urban Interface (WUI). She explained when homes are built the valuation of homes can be high, so the decision was made to go off a set fee instead of the valuation.

Director Mike Sommers asked Deputy Chief Ray if the fee is set on a valuation or valuation of time.

Deputy Chief Ray stated it is set on valuation of time.

President Jacques Etchegoyhen opened public comment.

There was no public comment.

Public comment closed.

MOTION to approve the first read for the East Fork Fire Protection District, Fire Prevention Division schedule for Fire and Life Safety Plan Review Fees in accordance with the requirements of NAC 477 and the 2018 International Fire Code; the District has determined that the fee increase will not impose a direct and significant economic burden upon a business or directly restrict the formation, operation or expansion of a business, effective September 1, 2023 after the second reading.

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

11. For Possible Action. Discussion and possible action to approve the East Fork Fire Protection District, Fire Prevention Division schedule for Miscellaneous fees for service, in accordance with the requirements of NAC 477 and the 2018 *International Fire Code* effective September 1, 2023. First reading. (Amy Ray, Deputy Chief/Fire Marshal) 10 minutes.

Deputy Chief Amy Ray stated this fee schedule is utilized often with re-inspections, after hour inspections, technology fees and multiple reviews on plan reviews.

Director Mike Sommers asked if this would require a public posting along with the two previous agenda items.

Legal Counsel Mark Forsberg stated a legal notice is not required. The agenda is sufficient.

President Jacques Etchegoyhen opened public comment.

There was no public comment.

Public comment closed.

Legal Counsel Forsberg repeated the language that should be included in the motion: "Upon determination that the increase will not impose a direct and significant burden on a business."

MOTION to approve the first reading for the East Fork Fire Protection District, Fire Prevention Division schedule for Miscellaneous fees for service, in accordance with the requirements of NAC 477 and 2018 *International Fire Code* and the District has determined that the fee increase will not impose a direct and significant economic burden upon a business or directly restrict the formation, operation or expansion of a business.

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MEETING OF JULY 18, 2023**

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

12. For Possible Action. Discussion and possible action to approve the East Fork Fire Protection District, Fire Prevention Division schedule for Required Operational Permits and Inspection Fees in accordance with the requirements of NAC 477 and the 2018 *International Fire Code* effective September 1, 2023. First reading. (Amy Ray, Deputy Chief/Fire Marshal) 10 minutes.

Deputy Chief Amy Ray stated this is a schedule for required operational permits and inspection fees. This is for a special permit placed on some businesses and the permit is an annual permit.

President Jacques Etchegoyhen opened public comment.

There was no public comment.

Public comment closed.

Legal Counsel Forsberg repeated the language that should be included in the motion. The motion is based on the determination that the fee increase will not impose a direct and significant burden on a business. He stated the language he provided is from the statute.

MOTION to approve the East Fork Fire Protection District, Fire Prevention Division schedule for Required Operational Permits and Inspection Fees in accordance with the requirements of NAC 477 and the 2018 *International Fire Code* for the first reading and the District has determined that the fee increase will not impose a direct and significant economic burden upon a business or directly restrict the formation, operation, or expansion of a business.

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

13. For Presentation Only. Reports/updates from East Fork Professional Firefighters Association concerning the various assignments and

**EAST FORK FIRE PROTECTION DISTRICT BOARD
MEETING OF JULY 18, 2023**

committees they may be a member of, a liaison to, and meetings/functions they have attended. No action will be taken on these reports/updates. (Jacques Etchegoyhen, President) 5 minutes.

Adam Wennhold noted:

- No report.

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

Volunteer Liaison, Elaine Pace noted:

- The volunteers will be attending 3 upcoming community events.
- Showed the Board the new pagers that were given to 6 volunteers.

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. (Jacques Etchegoyhen, President) 10 Minutes.

Legal Counsel Mark Forsberg noted:

- No report.

CPA, CFO/Director of Finance Kathy Lewis noted:

- No report.

Deputy Chief Scott Gorgon noted:

- Thanked Deputy Chief Larry Goss for all his hard work with the IT transition.

Director of Administrative Services Lisa Owen noted:

- Assessment center for the Executive Program Manager will take place July 20 and 21.
- Will be contacting the applicants chosen to interview for the payroll position expected to take place the third week in August.

Director Bernard Curtis asked how many applications were received for the open positions.

Director of Administrative Services Owen stated about 23 applications were received for both positions. The payroll position received a lot fewer applications than expected.

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Director Mike Sommers asked if any of the payroll applicants have Kronos experience.

Director of Administrative Services Owen stated there was only 1 applicant with Kronos's experience. She anticipates 6 or 7 applicants will be given the opportunity to interview.

Deputy Chief/Fire Marshal Amy Ray noted:

- Continue to be busy with plan submittals.
- Fuels Crew have been set-up at a spike camp on Sunrise Pass and return to the valley tomorrow. They will be working in the valley for the next few weeks.

Director Barbara Griffin asked Deputy Chief Ray if the plan submittals have slowed down.

Deputy Chief Ray stated no.

Director Griffin asked Deputy Chief Ray if there are any new larger projects coming to the area.

Deputy Chief Ray stated there is a HazMat and UPS facility in progress. There are additional large projects that have gone through a major project review but have not been submitted through the formal review.

There was discussion on the details of the UPS facility being built.

Deputy Chief Training and Safety Larry Goss noted:

- Thanked Deputy Chief Gorgon for the kind words.
- He thanked Conway for their amazing work with the IT transition.

Director Sommers asked how Douglas County has been in the transition.

Deputy Chief Goss stated the Conway team has been awesome. There were some third-party challenges, but Conway was able to work with them and keep the transition moving forward in the right direction.

Director Mike Sommers noted:

- No report.

Director Bernard Curtis noted:

- No report.

President Jacques Etchegoyhen noted:

- No report.

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Director Barbara Griffin noted:

- No report.

Secretary John Bellona noted:

- No report.

District Fire Chief Tod Carlini noted:

- The success with the IT transition was due to Deputy Chief Goss and Conway's hard work. It was one of the largest accomplishments since the establishment of the Fire Board.
- Station 15 is 95% complete. There will be a rededication and open house along with a Clear Creek tour held on an upcoming Wednesday in August.
- The bid process for the Training Center will start next week and will come before the Board in August for award. The District will probably need to apply some of the savings that did not go into contingency to this due to the increase in materials.
- Working with Douglas County 911 on a combined dispatch and communication one-year agreement.
- Follow-up meeting next week with Cal Fire on the RFP.
- Pump testing scheduled for the end of September.
- Hope to have the Executive Program Manager position filled by the end of the month.
- Ambulance going out for a remount in August.
- Working with NV Energy on a three-year contract. The current contract has been extended as well as several other agency contracts until the end of December.
- Standard of Cover will be presented at the August Board meeting.
- Emergency Management transition is almost complete. There are a few outstanding items. Will investigate MOU's or agreements on a few things that need to have agreements (sandbag sites, facility, etc.).
- Model 34 rehab is underway and hope to have it back mid-September.

Director Griffin asked if the call volume is up.

Deputy Chief Gorgon believes it is up a little but will get Director Griffin an exact number.

Secretary Bellona asked for a status on the engine sent to an off-district fire in Southern California

District Fire Chief Carlini stated it was released and is on its way back.

ADJOURNMENT

**EAST FORK FIRE PROTECTION DISTRICT BOARD
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16. For Possible Action. Discussion and possible action to adjourn the East Fork Fire Protection District Board Meeting. (Jacques Etchegoyhen, President) 5 Minutes.

MOTION to adjourn; carried.

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

There being no further business to come before the Board, the meeting adjourned at 2:36 pm.

Respectfully submitted:



Jacques Etchegoyhen, President
East Fork Fire Protection District

ATTEST:



Holly Megee, Board Clerk
East Fork Fire Protection District