

# **EAST FORK FIRE PROTECTION DISTRICT**



**District Board Meeting  
Agenda and Supporting Information For  
The Meeting of March 19, 2024**

# EAST FORK FIRE PROTECTION DISTRICT

1694 County Road  
Minden, Nevada 89423

## Meeting Agenda

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

Tod F. Carlini, District Fire Chief

Holly Megee, Board Clerk

Tuesday, March 19, 2024

1:00 PM Board Meeting

To attend virtually-Contact Holly Megee  
In person-1694 County Road, Minden

### MISSION STATEMENT

*“Serving the Fire and Life Safety Needs of Our Community”*

East Fork Fire Protection District will be conducting its meeting in person and electronically. The public is welcome to attend the meeting virtually or in person at the East Fork Fire Protection District Office located at 1694 County Road, Minden, NV. If you would like to view the East Fork Fire Protection District Board meeting, please contact Holly Megee prior to the day of the meeting at 775-782-9040 or [hmegee@eastforkfire.org](mailto:hmegee@eastforkfire.org) for details on how to log into the meeting.

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

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

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

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

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

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

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

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

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

**EAST FORK FIRE PROTECTION DISTRICT**  
**1694 COUNTY ROAD**  
**MINDEN, NEVADA**  
**FINAL AGENDA**  
**March 19, 2024**

**BOARD MEETING**

**1:00 PM**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE – Bernard Curtis**

**PUBLIC COMMENT (No Action)**

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

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

For members of the public not able to be present when an item on the agenda is heard, Speaker/Comment Cards are available in the Lobby at the entrance to the

meeting room. These cards should be completed and given to the District Fire Chief or designee.

### **ADMINISTRATIVE AGENDA**

The Administrative Calendar will be handled as follows:

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

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

### **APPROVAL OF AGENDA**

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

### **APPROVAL OF PREVIOUS MINUTES**

- 2. For Possible Action.** Discussion and possible action to approve the draft meeting minutes of the February 20, 2024, meeting of the East Fork Fire Protection District Board of Directors. (John Bellona, President) 5 minutes.

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

- 3. For Possible Action.** Discussion and possible action to accept the following donations from the Volunteer Firefighters’ Association to be used to get the Utility Terrain Vehicle (UTV) operational: \$7,500 from the Volunteer Firefighters’ Association, \$1,000 from Volunteer Station 2/9, \$1,000 from Volunteer Station 8, up to \$5,000 from Volunteer Station 3, and to authorize a letter of appreciation from the Board President. (Tod F. Carlini, District Fire Chief) 5 minutes.

### **CONSENT CALENDAR**

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

Items appearing on the Consent Calendar are items that can be adopted with one motion unless separate consideration is requested by a District Director or a

member of the public. Members of the public who wish to have a consent item placed on the Administrative Agenda shall make that request during the public comment section at the beginning of the meeting and specifically state why they are making the request. When items are pulled for discussion, they will automatically be placed at the beginning of the Administrative Agenda or may be continued until another meeting.

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

**FINANCE**

**A. For Possible Action.** Discussion and possible action to accept the report on general ledger cash balances as of February 29, 2024. (Julie Andress, Director of Finance/CFO)

**B. For Possible Action.** Discussion and possible action to approve the receipt and filing of the list of accounts payable checks issued and cash disbursements/automatic withdrawals in February 2024 per NRS 474.210. (Julie Andress, Director of Finance/CFO)

**C. For Possible Action.** Discussion and possible action to approve payroll expenses paid in February 2024 per NRS 474.210. (Julie Andress, Director of Finance/CFO)

**D. For Possible Action.** Discussion and possible action to approve the Procurement Card Transactions paid in February 2024 per NRS 474.210. (Julie Andress, Director of Finance/CFO)

**E. For Possible Action.** Discussion and possible action to approve the East Fork Fire Protection District's ambulance billing bad debt write-offs for the period of January 2024 in the amount of \$55,639.28. (Lisa Owen, Director of Administrative Services)

**F. For Possible Action.** Discussion and possible action to accept the report on state consolidated taxes collection and distribution as of December 2023. (Julie Andress, Director of Finance/CFO)

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

**5. For Presentation Only.** Presentation of the e-bikes purchased in part by donations received from Bruce Cable CPA and matching funds from the District for backcountry access to various trails in the District for emergency responses. (Troy Valenzuela, Battalion Chief and Justin Tenney, Firefighter/Paramedic) 15 minutes.

**6. For Presentation Only.** Presentation on the new Scott Self-Contained Breathing Apparatus (SCBA's) purchased through a Regional Assistance to Firefighters Grant (AFG) offered through FEMA. (Troy Valenzuela, Battalion Chief) 15 minutes.

- 7. For Possible Action.** Discussion and possible action to authorize the District Fire Chief to fill the vacant position of Fire Investigator/Captain for the balance of the current fiscal year with an internal promotion of Fire Inspector, Patrick Mooneyhan at a cost not to exceed \$4,000 and to include funding for the position in the FY 24/25 Budget. (Tod F. Carlini, District Fire Chief) 15 minutes.
- 8. For Possible Action.** Discussion and possible action to authorize the formal solicitation of bids for the re-roofing of Volunteer Fire Station 2 located at 1255 Douglas Avenue, and partial roofing of Fire Station 7 located at 940 Mitch Drive, Gardnerville, Nevada. (Sky Dwinell, Fire Captain) 10 minutes.
- 9. For Presentation Only.** Initial presentation of the FY 24/25 Tentative Budget for the East Fork Fire Protection District in the amount of \$28,486,894. (Tod F. Carlini, District Fire Chief and Julie Andress, Director of Finance/CFO) 60 minutes.
- 10. For Presentation Only.** Reports/updates from East Fork Professional Firefighters Association concerning the various assignments and committees they may be a member of, liaison to, or meetings/functions they have attended. No action will be taken on these reports/updates. (John Bellona, President) 5 minutes.
- 11. For Presentation Only.** Reports/updates from East Fork Volunteer Firefighters Association concerning the various assignments and committees they may be a member of, liaison to, or meetings/functions they have attended. No action will be taken on these reports/updates. (John Bellona, President) 5 minutes.
- 12. For Presentation Only.** Reports/updates from District Board Members and Administration concerning the various assignments and committees they may be a member of, liaison to, or meetings/functions they have attended. No action will be taken on these reports/updates. (John Bellona, President) 10 minutes.

**CLOSING PUBLIC COMMENT** (No Action)

At this time, public comment will be taken on those items that are within the jurisdiction and control of the East Fork Fire Protection District Board of Directors or those agenda items where public comment has not already been taken. (John Bellona, President)

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

**ADJOURNMENT**

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

## **East Fork Fire Protection District**

### **AGENDA ACTION SHEET**

1. **Title: For Possible Action.** Approval of proposed agenda. The East Fork Fire Protection District Board of Directors reserves the right to take items in a different order to accomplish business in the most efficient manner, to combine two or more agenda items for consideration, and to remove items from the agenda or delay discussion relating to items on the agenda. (John Bellona, President) 5 minutes.
  
2. **Recommended Motion:** Motion to approve the meeting agenda for March 19, 2024.
  
3. **Funds Available:** NA                                 **Amount:** NA  
  
     **Fund Name:** NA                                       **Account Number:** NA
  
4. **Prepared by:** Tod F. Carlini, District Fire Chief
  
5. **Meeting Date:** March 19, 2024               **Time Required:** 5 minutes
  
6. **Agenda:** Initial Meeting Business
  
7. **Background Information:** The Board of Directors is required to approve the meeting agenda prior to the commencement of business. The East Fork Fire Protection District Board of Directors reserves the right to take items in a different order to accomplish business in the most efficient manner, to combine two or more agenda items for consideration, and to remove items from the agenda or delay discussion relating to items on the agenda.
  
8. **Reviewed by:**  
     \_\_\_\_\_ District Fire Chief                                 \_\_\_\_\_ Board President  
     \_\_\_\_\_ Legal Counsel   \_\_\_\_\_ Other
  
9. **Board Action:**  
     \_\_\_\_\_ Approved   \_\_\_\_\_ Approved with Modifications  
     \_\_\_\_\_ Denied    \_\_\_\_\_ Deferred  
     \_\_\_\_\_ Other

**Agenda Item # 1**



## East Fork Fire Protection District

### AGENDA ACTION SHEET

1. **Title: For Possible Action.** Discussion and possible action to approve the draft meeting minutes of the February 20, 2024, meeting of the East Fork Fire Protection District Board of Directors. (John Bellona, President) 5 minutes.
2. **Recommended Motion:** Motion to approve the minutes of the February 20, 2024, meeting.
3. **Funds Available:** NA **Amount:** NA  
**Fund Name:** NA **Account Number:** NA
4. **Prepared by:** Tod F. Carlini, District Fire Chief
5. **Meeting Date:** March 19, 2024 **Time Required:** 5 minutes
6. **Agenda:** Initial Meeting Business
7. **Background Information:** The Board of Directors is required to approve the minutes of the previous meeting. The previous meeting was held on February 20, 2024. Attached are the draft minutes.
8. **Reviewed by:**  
 District Fire Chief  Board President  
 Legal Counsel  Other
9. **Board Action:**  
 Approved  Approved with Modifications  
 Denied  Deferred  
 Other

**Agenda Item # 2**

## **DRAFT**

The Board Meeting of the East Fork Fire Protection District Board was held on Tuesday, February 20, 2024, in-person and virtually, beginning at 1:00 PM.

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

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

### **Staff present:**

Tod F. Carlini, District Fire Chief  
Larry Goss, Deputy Chief of/Training and Safety  
Scott Gorgon, Deputy Chief/Operations, Attended the meeting virtual  
Lisa Owen, Director of Administrative Services  
Julie Andress, CFO/Director of Finance  
Tom Hein, Executive Program Manager  
Mark Forsberg, District Legal Counsel  
Holly Megee, Clerk to the Board  
Patrick Mooneyhan, Fire Inspector

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

Aaron Leising, East Fork Fire Captain  
Kevin May, President for East Fork Fire Professional Firefighters  
Adam Wennhold, East Fork Fire Engineer  
Elaine Pace, Volunteer Liaison

## **CALL TO ORDER**

President John Bellona

## **INITIAL MEETING BUSINESS**

### **PLEDGE OF ALLEGIANCE**

Director Barbara Griffin led the Pledge of Allegiance

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

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**Public Comment may be limited to three minutes per speaker, which will be decided by the Board President or other presiding officer in his/her absence. If you are going to comment on a specific agenda item that the East Fork Fire Protection District Board of Directors will act on, please make your comments when the item is considered and is opened for public comment.**

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF FEBRUARY 20, 2024**

**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 John Bellona opened public comment.

Adam Wennhold, East Fork Fire Engineer thanked administration and the Board for approving the change to 7710 and Ready Rebound, the current Workers' Compensation carrier. He was able to return to work within 5 months after a significant injury and doesn't believe that would have been possible under the previous Workers' Compensation carrier.

There was no further public comment.

Public comment closed.

**ADMINISTRATIVE AGENDA**

The Administrative Calendar handled as follows:

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

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

**APPROVAL OF AGENDA**

**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 John Bellona opened public comment.

There was no public comment.

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF FEBRUARY 20, 2024**

Public comment closed.

MOTION to approve the meeting agenda for February 20, 2024.

<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>	

**APPROVAL OF PREVIOUS MINUTES**

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

President John Bellona opened public comment.

There was no public comment.

Public comment closed.

MOTION to approve the minutes of the January 16, 2024, Board meeting.

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

**AWARDS, RECOGNITIONS, PROCLAMATIONS & DONATIONS**

**3. For Possible Action. Discussion and possible action to accept the donation of \$500 from Richard Starrett, to dedicate the funds to paramedic education costs, and to authorize a letter of appreciation from the Board President. (Tod F. Carlini, District Fire Chief) 5 minutes.**

District Fire Chief Tod Carlini stated the District received a \$500 donation from Richard Starrett, requesting to apply the funds to paramedic education. He recommended approval.

President John Bellona opened public comment.

There was no public comment.

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF FEBRUARY 20, 2024**

Public comment closed.

MOTION to accept the donation of \$500 from Richard Starrett, to dedicate the funds to paramedic education costs, and to authorize a letter of appreciation from the Board President.

<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>	

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

President John Bellona opened public comment.

Captain Aaron Leising stated Battalion Chief Matt Kruse was unable to attend the meeting so on behalf of B-shift he expressed to Micah that he will be missed. Captain Leising stated on a personal note, he and Micah spent many hours together working on a rescue sharing both amazing and hard times. He thanked Micah for his support, friendship, and being a great partner. He is sad to see him leave but excited for his future.

Engineer Rylan McDougal described Micah as a “one-of-a-kind guy”. He has enjoyed the countless hours spent together working on a rescue. He wished him luck and stated he would be missed.

President John Bellona read Proclamation 2024P-01 recognizing Micah Triplett on his retirement after 11 years of service with the East Fork Fire Protection District.

Micah Triplett stated he spoke at the last Board meeting but would like to thank everyone again and expressed his love for the District.

There was no further public comment.

Public comment closed.

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

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF FEBRUARY 20, 2024**

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

**CONSENT CALENDAR**

**5. CONSENT CALENDAR**

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

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

- a. For Possible Action.** Discussion to accept the report on general ledger cash balances as of January 31, 2024. (Tod F. Carlini, District Fire Chief)
- b. For Possible Action.** Discussion to approve the receipt and filing of the list of accounts payable checks issued and cash disbursements/automatic withdrawals in January 2024 per NRS 474.210. (Tod F. Carlini, District Fire Chief)
- c. For Possible Action.** Discussion to approve payroll expense paid in January 2024 per NRS 474.210. (Tod F. Carlini, District Fire Chief)
- d. For Possible Action.** Discussion to approve the Procurement Card Transactions paid in January 2024 per NRS 474.210. (Tod F. Carlini, District Fire Chief)
- e. For Possible Action.** Discussion to approve the East Fork Fire Protection District's ambulance billing bad debt write-offs for the period of December 2023 in the amount of \$83,197.88. (Lisa Owen, Director of Administrative Services)

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF FEBRUARY 20, 2024**

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

President John Bellona opened public comment.

There was no public comment.

Public comment closed.

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

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

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

East Fork Fire Protection District Captain Aaron Leising stated he attended the last Board meeting with the exciting news the District received the grant to purchase a rescue UTV. Paperwork for the grant has been received. He stated it has been a longtime vision to purchase a UTV. There has been a lot of damage to the District's equipment when responding to off-road incidents. The District responds to many calls in remote off-road areas. Funding for a UTV has been a challenge for the District. He thanked Firehouse Subs and the owner of Firehouse Subs, Dameon. The grant is in the amount of \$36,926.25, which will allow for the purchase of a Polaris Ranger, NorthStar edition. There will be additional costs needed to complete the project (radio installed in UTV, trailer, emergency lighting, etc.). The recommendation is to approve the grant.

Director Bernard Curtis requested a picture of the UTV to be shared with the Board after the purchase is made.

Secretary Mike Sommers asked when the UTV will be delivered.

Captain Leising stated if approved, all paperwork will then be sent to Firehouse Subs and roughly 3 weeks for funds to be deposited in the account to purchase the UTV.

Secretary Sommers asked if the UTV is on hold at the dealership.

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF FEBRUARY 20, 2024**

Captain Leising stated no. The dealership receives deliveries every week so as soon as the funds are received, the District can place an order and it should only take a couple of weeks. The hope is to have the UTV operational by summer.

Secretary Sommers asked if the UTV can be used for events and not just off-road use.

Captain Leising stated yes, especially the larger events (Candy Dance, Carson Valley Days, Parade of Lights, etc.). If there is staff coverage, it can be utilized.

Secretary Sommers stated he attended the volunteer meeting and there was discussion that took place regarding assisting with the funding of the additional items needed for the UTV.

Captain Leising stated he reached out to the Volunteer Association, and they generously offered some donations which is greatly appreciated. When the Board approves the grant, he will start working with the Volunteer Association.

Secretary Sommers stated he would like to see something placed on the UTV or trailer thanking the agencies that donated.

Captain Leising stated the District will hold the official press release when Firehouse Subs has their grand opening.

President John Bellona opened public comment.

Volunteer Liaison Elaine Pace stated the VFD Association will be donating \$7,500; Station 2/9 will donate \$1,000; Station 8 will donate \$1,000 and Station 3 will purchase the trailer up to \$5,000. The only request is the UTV be available for Volunteer benefits.

There was no further public comment.

Public comment closed.

District Fire Chief Tod Carlini stated Captain Leising gave a formal presentation a few years ago pursuing the purchase of an UTV. This is the second time the District will receive a Firehouse Subs grant. The first grant was prepared by Battalion Chief Scott Fraser (ret.) for hydraulic extrication equipment. Captain Leising did an amazing job gathering all the information which is a testament to the quality of employees working for the District. The donation offered by the volunteers is an example of the working relationships within the District. One of the pieces that is still in need is the dedicated transport unit that goes along with the UTV, which is important to have for the safety of the patient. He thanked Captain Leising, Firehouse Subs, and the volunteers.



**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF FEBRUARY 20, 2024**

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

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

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

District Fire Chief Tod Carlini stated the Board made a recommendation at the last meeting to discuss engaging in services for the recruitment of a Deputy Fire Chief of Operations. President John Bellona, Director of Administrative Services Lisa Owen and District Fire Chief Carlini had a meeting discussing this item regarding the recruitment, screening and testing for the Deputy Chief of Operations not to exceed \$23,500. District Fire Chief Carlini and Administrative Services Owen met virtually with Jack Clancy Associates to discuss the level of service they provide. They don't provide the actual recruitment, instead they focus their efforts on the evaluation testing, assessment center, notice management profiling and contacts to inquiry about pushing out the recruitment. They offer a separate headhunter at an additional cost. They do a lot of this work for other agencies and are a reliable company. District Fire Chief Carlini recommended moving forward. This is a time sensitive objective, and the desire is to fill the Deputy Chief of Operations position by June. The District has cycles of testing for various positions, and this agency may be able to assist with the upcoming Captain Testing. The low end of the range was \$17,500 up to \$23,500.

President John Bellona opened public comment.

There was no public comment.

Public comment closed.

Secretary Mike Sommers asked if Jack Clancy Associates would assist with developing the qualifications.

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
MEETING OF FEBRUARY 20, 2024**

District Fire Chief Carlini stated they do not. They evaluate the job requirements in the existing application and build a test around those requirements.

Secretary Sommers confirmed they don't get involved in the actual recruitment but have the resources if assistance is needed.

District Fire Chief Carlini stated they offer their network. They don't do formal notifications and mailings.

Secretary Sommers asked if they have any responsibility to find an individual and if that individual is not successful, find another at no charge.

Director of Administrative Services Lisa Owen stated they are not responsible if the chosen candidate is not successful.

Secretary Sommers asked if they are responsible for recruiting, he would like language added to the contract that they are responsible for up to 90 days for free replacement.

District Fire Chief Carlini stated he will have that discussion with them. He believes the District can customize the exam with their assistance, but they would run the process.

Secretary Sommers asked what is included in their agreement.

Director of Administrative Services Owen stated she believes they build the assessment and provide the raters to participate. The first step is to have a meeting to set goals and timelines.

District Fire Chief Carlini stated they have an extensive pool of available raters.

Secretary Sommers asked if this process is something the District can utilize for other recruitments.

Director of Administrative Services Owen stated yes.

President Bellona stated the qualifications need to be a lot stronger than what the Deputy Chief qualifications are now because there is a high probability this Board may choose this Deputy Chief as the next Fire Chief.

Secretary Sommers stated the District is the one setting the qualifications.

President Bellona stated it needs to be kept in mind that while the District is hiring a Deputy Chief, the Deputy Chief may end up becoming the future Fire Chief.

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Secretary Sommers stated that is something the Board needs to follow.

Secretary Sommers confirmed if there is an internal interest that meets the qualifications, they will be able to be included in the assessment.

Director of Administrative Services Owen stated absolutely.

Director Barbara Griffin stated she has concerns about this process. She is fine with using the company but feels the District is putting the wrong advertisement out. If the District advertises for a Deputy Chief and the individual comes on in June and then immediately the District advertises for the District Fire Chief position, she doesn't understand how the District can evaluate a Deputy Chief arriving sometime in June and advertising for the District Fire Chief position during that same time with the thought the new Deputy Chief might be moved up into the Chief position. The Fire Chief will need to evaluate and train a Deputy Chief and then the process of selecting the District Fire Chief will also be taking place. She would like at least 2 months of an overlap with District Fire Chief Carlini and the selected District Fire Chief. The two individuals hired will need to give notice to their previous employers, so there will be two key top positions on probation at the same time. She would like to start with the District Fire Chief position and let the selected Fire Chief be involved in selecting the Deputy Chief. She expressed her concerns regarding the order of who to advertise and hire first.

President Bellona described it as a house of cards. The job description should mirror what the Board is looking for in a Fire Chief. He doesn't disagree with Director Griffin. He hopes a list is created (like a captain, firefighter, etc. list) and knows who the next candidate will be. Go into it looking at it as hiring a Fire Chief for the Deputy Chief position. He asked Director Griffin if that makes sense.

Director Griffin stated it does not make sense. She stated it bothers her even more because she feels the Board is micromanaging. The Board's role is not to hire the Deputy Chiefs. It is the District Fire Chief that hires the Deputy Chiefs. She feels it is camouflaging the Deputy Chief recruitment but really looking for the District Fire Chief. She is concerned about micromanaging. There may be qualified individuals that won't apply because they don't want to go backward in their career, applying for a Deputy Chief position hoping to move into a Fire Chief position. She feels the wrong position is being put forward first.

President Bellona asked District Fire Chief Carlini how long he would like to work with his replacement.

District Fire Chief Carlini stated anywhere from 60-90 days. He stated there will be a financial implication that needs to be kept in mind. The most important position is the Deputy Chief of Operations, not the Fire Chief. He

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thinks Deputy Chief Scott Gorgon would be a good mentor and tutor for this position to work under for a period. He appreciates Director Griffin's concerns. He looks at it as an opportunity to have time to work with the individual. He feels the Operations Division is very important and it's important to not have a lapse of a Deputy Chief of Operations. The District has many good people and needs to keep the organization moving forward. Having someone in the Operations Division is the most important piece.

Director Griffin stated she feels this sends a message to the current staff that the District is not considering them for the position. She feels the District should start with the recruitment of the District Fire Chief. She believes Deputy Chief Gorgon is willing to stay and help with the transition. If the District is looking for a Fire Chief, then they should do that, and if it is for a Deputy Chief then that's what it should be but not the way this is being perceived.

Secretary Sommers stated it depends on how it is advertised. The District may be looking for someone that may potentially be the District Fire Chief but that individual may not apply for this position if he/she thinks applying for the Deputy Chief versus someone who would only apply for the District Fire Chief position. He respects District Fire Chief Carlini for wanting to keep the Operational Division intact. A decision needs to be made but whatever way the Board decides to go, there will be a shortfall.

Director Griffin doesn't feel the Deputy Chief of Operations will be employed long enough to determine whether the Board will want to move that individual into a District Fire Chief position. The District will need to advertise the District Fire Chief position in June or July.

Secretary Sommers stated he would not look at filling the Deputy Chief position as a step to the District Fire Chief. He would look at it as only filling the Deputy Chief position.

Director Griffin stated President Bellona is requesting to work on a recruitment geared to both positions.

President Bellona stated following the fire service pyramids, normally it is a Deputy Chief that moves into a District Fire Chief position. Normally, the Deputy Chief becomes Fire Chief if there is a Deputy Chief qualified to perform that position.

Secretary Sommers clarified what he believes is being said which is, the District looks for a Deputy Chief, but when hiring at that level, is also looking at whether there is potential for that individual to move into the District Fire Chief position.

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Director Griffin stated she agrees, but a Deputy Chief can't be hired in June and then in July determine whether they will be moved to the District Fire Chief position.

President Bellona stated that is not what is being done. They would be hired as a Deputy Chief.

Director Griffin stated but then the District will need to recruit a District Fire Chief.

President Bellona stated yes, and that individual may apply for it.

Secretary Sommers stated the individual should not be disqualified from applying for the District Fire Chief position because they accepted the Deputy Chief position. But that doesn't mean the District is looking for a District Fire Chief in the Deputy Chief position.

Director Griffin asked if the thought is that someone would apply for the Deputy Chief position and then turn around a month later and apply for the District Fire Chief position.

Secretary Sommers stated personally, if he thought he was qualified, he would.

President Bellona stated especially with the rumors out that the District Fire Chief is retiring, people look at it as a safe steppingstone. If the individual fails as District Fire Chief, they can always go backwards.

Director Bernard Curtis stated fire responders are an uncomfortable business. They bring order in a situation and eventually get worked out. The Board will adapt and overcome during the process and there will be similar discussion later.

Director Griffin stated the District Fire Chief hires the Deputy Chief.

Secretary Sommers stated District Fire Chief Carlini has come to the Board with this process of hiring a Deputy Chief.

President Bellona stated the Board would need to go through the same process to hire a District Fire Chief.

Director Jacques Etchegoyhen stated these are two different processes. The first one is the Deputy Chief, which is what this is for.

Secretary Sommers stated the Board needs to get this process done right before moving on to the process for the District Fire Chief.

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President Bellona stated he agrees with Secretary Sommers. He feels this is a test process for the District Fire Chief. The process for both Deputy and District Chief will be taking place before wildland season is over. Fortunately, a lot of the process will be addressed by a company that doesn't worry about fire season. He has been involved one time in using an outside company and it worked well.

Director Griffin asked Director of Administrative Services Lisa Owen if she will be doing the recruitment.

Director of Administrative Services Owen stated she will be doing the recruitment for Deputy Chief.

Director Griffin asked if Director of Administrative Services Owen will put together the qualifications and requirements.

Director of Administrative Services Owen stated the qualifications were already established in the job description which was approved by the Board.

Director Griffin confirmed with District Fire Chief Carlini that the best-case scenario, the position would be filled by June.

District Fire Chief Carini stated that would be the objective.

Secretary Sommers confirmed the Deputy Chief of Operations has a one-year probationary period.

District Fire Chief Carlini stated yes.

Director Curtis stated he feels the Board should move ahead.

Director Griffin asked if the District has in place a policy that if on probation, you can't apply for another position.

Director of Administrative Services Owen stated that does not apply to the District.

President John Bellona opened public comment.

There was no public comment.

Public comment closed.

MOTION to approve to engage the services of Jack Clancy Associates of Sacramento, California, in assisting the District in establishing an assessment lab for the position of Deputy Fire Chief of Operations.

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

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

District Fire Chief Tod Carlini stated it's that time of the year again for the Assistance to Firefighter Grant (AFG) application. The request is to give permission to the District to apply for the AFG. If the District is successful in obtaining the grant, there will be a \$70,000 match, which will be placed in next year's budget. The requested piece of equipment is generated from the recommendation of the Internal Committee that has been reviewing the District apparatus needs. Fire apparatus equipment is one of the more difficult grants to obtain but the District has been successful in the past. In 2016 Deputy Chief Steve Eisele (ret.) was successful in obtaining a Model 34 Type 3 interface engine. This request is similar, and the District is designating it as a Type 2 for various reasons. He thanked Engineer Adam Wennhold and Firefighter/Paramedic Justin Grimm for their hard work and assistance. This grant is typically awarded in the fall. The recommendation is for the Board to approve the District to apply for this grant.

President John Bellona opened public comment.

Engineer Wennhold thanked District Fire Chief Carlini for allowing the Association to use the IFF grant writing office to help work on the narratives for this grant.

Secretary Mike Sommers asked if the IFF guarantees a grant.

Engineer Wennhold stated no, but the assistance helps everyone.

Secretary Sommers asked when the application is due.

District Fire Chief Carlini stated it is due March 17, 2024.

MOTION to approve to apply for Assistance To Firefighters 2024 Grant (AFG) in the amount of \$700,000 with a required 10% match for the purpose of

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acquiring a Type II Urban Interface Fire Apparatus, and to authorize the District Fire Chief to sign and execute all necessary application documents.

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

Following item #8, Holly Megee, Board Clerk asked if agenda item #15 could be heard next.

Legal Counsel Mark Forsberg explained there is someone in the audience who would like to comment on agenda item #15 but needs to leave the meeting before that item is heard. He stated it is the discretion of the Board.

President John Bellona stated agenda item #15 will be moved to be heard next.

Legal Counsel Forsberg requested President Bellona not move agenda item #15, in the case an individual is expecting that item will be heard later in the meeting.

Secretary Mike Sommers suggested opening the item to allow Genoa Town Manager Jody Brunz to speak and then continue the meeting in the already established order.

Legal Counsel Forsberg stated it is at the Board's discretion. He does not encourage the Board to do this on a regular basis, but if the Board wanted to allow someone to speak at this point, then take the item in the normal agenda order it would be acceptable.

President John Bellona asked Genoa Town Manager Jody Brunz if she wanted to comment on item #15 since she was not going to be able to stay to comment when the item is heard.

Genoa Town Manager Jody Brunz stated she is available to answer any questions the Board may have regarding the Town of Genoa Hazardous Tree and Vegetation Management Grant in the amount of \$215,000, as part of a transfer of subgrantee responsibilities and pending approvals from the Town of Genoa and Douglas County. This is a grant the Town of Genoa was awarded by the Nevada Division of Forestry. The Town of Genoa planned on seeking competitive bids when they learned about the Fuels Crew situation. Ms. Brunz and District Fire Chief Tod Carlini spoke about switching the subgrantee award from the Town of Genoa to East Fork Fire Protection District. East Fork Fire would administer the grant and follow the grant as written.



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Secretary Mike Sommers asked why the background information indicates the grant will be managed by Douglas County.

Genoa Town Manager Jody Brunz stated the Town of Genoa falls under Douglas County and they manage all the grants.

Secretary Sommers asked if Douglas County needs to approve this.

Genoa Town Manager Brunz stated after the approval of the East Fork Fire Board, the next step is going before the Internal Review Committee (IRC) and then possibly the Douglas County Board of Commission.

President John Bellona asked if there were any additional questions.

President Bellona asked if the Town of Genoa is happy with this decision.

Genoa Town Manager Brunz stated the Town, and the Town of Genoa Board are very happy. It was approved unanimously at the last Town of Genoa Board meeting to make this change. She stated it is a “win-win” for all involved.

The meeting continued in the posted agenda order.

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

District Fire Chief Tod Carlini stated this item requires Board action and a requirement under taxation to establish or declare the tax rate. There are three options per Nevada Statute:

The Board has three (3) options to consider:

- Lower the property tax rate (not recommended)
- Maintain the current property tax rate (the option the Board has gone with over the past eight years)
- Propose an increase in the property tax rate (this requires a process. The Chairman of the County Commission would be required to meet with all effected governing bodies and try to determine a tax rate that can be assessed that would not be more than allowed by law (\$3.66). In other words, one or more of the other governing bodies would have to give up a portion of their tax rate)
- If a unanimous decision can't be reached, the Nevada Tax Commission will determine the individual tax rates for the fiscal year. The Nevada Tax Commission will make the final determination. This is truly a “roll the dice” moment

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District Fire Chief Carlini stated the recommendation is to maintain the current tax rate. The decision regarding the tax rate will need to be sent to the Department of Taxation by tomorrow, Wednesday, February 21, 2024.

President John Bellona opened public comment.

There was no public comment.

Public comment closed.

Secretary Mike Sommers stated last year Kathy Lewis presented this to the Board and she provided a schedule that included all the agencies and their tax rates. He believes one of the agencies was the Topaz (Ranch Estates) GID which petitioned the County for the Topaz (Ranch Estates) GID to be dissolved into the County. He asked if the District could go after their tax rate instead of the County assuming their tax rate.

District Fire Chief Carlini stated that is a very good question. He believes if that were to happen, it would allow for some juggling of rates. He is not familiar with how that process takes place when there is a dissolution of a District and what happens with that rate. He explained when the District dissolved the Paramedic District, the rate was absorbed into the Fire District. He believes there would be some absorption of that rate mixed into the general operations for Douglas County to allow the County to maintain what is needed to be maintained. The Topaz (Ranch Estates) GID also runs a utility so the water utility may run into Douglas County utilities. The roads are most challenging in TRE. Not sure if there would be any tax rate available but it is something to be monitored.

Secretary Sommers stated if the District doesn't act on it this year, it would be lost in next year's rates.

Legal Counsel Mark Forsberg stated the District would still have the same opportunity next year to seek an adjustment of the District's part of the tax rate.

Secretary Sommers believes it is easier to find it in the first year than the second year.

Legal Counsel Mark Forsberg stated from his observations, TRE is badly underfunded. If the County decides to take them in, it will be a greater expense for the County.

Secretary Sommers confirmed that TRE has not dissolved as of now.

Legal Counsel Forsberg stated that is correct.

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Secretary Sommers stated the District should wait until next year to see if TRE dissolves.

President Bellona stated he believes eventually the District needs to go to the County and ask for the tax rate back that was taken from the District years ago. Other districts got their tax rate back, but East Fork Fire Protection District never got their rate back. He believes it to be very unethical and believes it needs to be taken to the tax authority.

Director Bernard Curtis stated on record that the rate is .4874.

MOTION to set the tax rate this year as the same as last year and reinvestigate the ability to raise the tax rate next year.

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

**10. For Possible Action. Discussion and possible action to award a contract to Siddons Martin of Sparks, Nevada for the purchase of one (1) Pierce Enforcer PUC Type I Fire Apparatus at a total cost not to exceed \$981,320, and to authorize the District Fire Chief to execute all necessary documents. (Tod F. Carlini, District Fire Chief) 15 minutes.**

District Fire Chief Tod Carlini stated the requested purchase is the type of unit the District has purchased in the past and has proven to be a good piece of equipment. If approved to move forward, this purchase would result in a total of four Pierce Enforcer PUC Type I Fire Apparatus the District would own. This request is a recommendation from the Internal Committee. The total cost of the apparatus has gone up. The total combined cost for the three previous Pierce Enforcer PUC Type I Fire Apparatus is close to the cost for one in today's market. The estimated timeframe to receive the apparatus is four years. Siddons Martin is selling the apparatus to the District at 2% less. The District will still have an opportunity to purchase something off the line if it is close to what the District is looking to purchase, and Siddons Martin would then purchase the item the District ordered. The demand is outpacing the supply that is one of the reasons it is taking so long to receive this piece of equipment. The recommendation is to award a contract to move ahead with the purchase.

Secretary Mike Sommers asked what the specifications are and if it is a diesel.

District Fire Chief Carlini stated the specifications are as close to the existing units with some modifications being recommended by staff.

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Secretary Sommers asked if this order will be a specific request or a floor model.

District Fire Chief Carlini stated this will be a specific customized request.

Director Bernard Curtis stated the apparatus is expensive.

Director Jacques Etchegoyhen stated with the four-year time frame to receive the apparatus, he feels the District should move ahead with the order. He does not feel the supply chain issues will be over anytime soon and may get worse.

Secretary Sommers asked how much money the District needs to provide as a down payment.

District Fire Chief Carlini stated no down payment is required. There are a couple prepayment options.

Secretary Sommers confirmed the District will not need to use any capital layout. He stated hopefully the cost of the increase in the next four years will be what the amortized value of what the investment will be.

District Fire Chief Carlini stated he did talk to Marty Johnson about the expectation of the bond funds. He explained the expectancy is that the agency will use the funds within 36 months. The District has other items funds will be spent on within the 36 months. He verified the District will not be out of compliance that would impact the issuance of the bond.

Secretary Sommers asked if this requires an open bid process.

District Fire Chief Carlini stated no, under sole source provisions. This apparatus is like an existing piece of apparatus and an emergency piece of equipment.

President John Bellona opened public comment.

Executive Program Manager Tom Hein stated the current Pierce apparatus will be at over 100,000 miles in the next 4 years. 15,000 miles a year are put on those pieces of apparatus.

There was no further public comment.

Public comment closed.

MOTION to award a contract to Siddons Martin of Sparks, Nevada for the purchase of one (1) Pierce Enforcer PUC Type I Fire Apparatus at a total cost not exceeding \$981,320, and to authorize the District Fire Chief to execute all necessary documents.

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

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

District Fire Chief Tod Carlini stated this item is a necessary feature that will be needed for the training prop. There is an 8–9-month timeframe to receive the item. This item will be covered in next year’s budget. Because of the timeframe to receive the item, it’s important to place an order. This company is the true sole source provider for this device. The District applied for a grant for a mobile unit but was unsuccessful. A stationary unit is less expensive and will work for the training facility. The manufacturer provided a local discount on the unit. The recommendation is to approve the request.

Secretary Mike Sommers asked if this unit is permanently attached.

District Fire Chief Carlini stated it is permanently attached to the ground.

Secretary Sommers asked if this was part of the overall budget for the project.

District Fire Chief Carlini stated it was budgeted in phase three of the project.

President John Bellona opened public comment.

There was no further public comment.

Public comment closed.

Secretary Sommers asked if the training prop will be available to the volunteers.

District Fire Chief Carlini stated currently the volunteers are not assisting with structural firefighting.

Secretary Sommers stated he understands the volunteers do not assist with structural firefighting currently, but it could be something they could train on.

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President Bellona stated the training prop will be available for law enforcement to train.

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

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

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

District Fire Chief Tod Carlini stated this item is for a second retrofit Model 34 engine to an existing chassis. The District will soon be getting back the first one that was funded in part from ARPA funds. The cost for that one was \$350,000 and with prices rising, the cost now is \$388,500. Hi Tech Fire Equipment did an amazing job. The unit is designated for Station 4. There are about 20,000 miles on the chassis. A new unit would be \$654,000. Hi Tech Fire, is sole source. The recommendation is for approval. The time frame is 9-10 months.

President John Bellona opened public comment.

There was no further public comment.

Public comment closed.

Secretary Mike Sommers asked what types of calls this apparatus will respond to.

District Fire Chief Carlini stated primary for wildland interface.

MOTION to award a contract to Hi Tech Fire Equipment of Oakdale, California, for the refurbishing of one (1) 2022 Type 3 M-34 Engine Body onto an existing 2006 International 4x4 heavy truck diesel chassis owned by the District at a

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total cost not to exceed \$388,500, under the provisions of NRS 332.115, and to authorize the District Fire Chief to execute all necessary documents.

<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>	

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

President John Bellona asked Legal Counsel Mark Forsberg if the next two items can be discussed and voted on together because they are similar in nature.

Legal Counsel Forsberg stated the items can be discussed together but they need to be voted on separately.

President Bellona read into record agenda item #14.

Director of Administrative Services Lisa Owen stated she will discuss both contracts. All the changes and comments will apply to both contracts being discussed. The contracts were originally approved by the Board in August 2022. With new positions, new employees, and department changes, it was important to review the contracts. A redline of the changes was included as backup.

Director of Administrative Services Owen highlighted the changes to Director, Executive Program Manager and Deputy Fire Chief positions:

- Updated the holidays from 11 to 12, to include the Juneteenth holiday
- Modified to eliminate “without cause dismissals”
- “Without cause” will remain in the contract for probationary period
- Removed the language giving the ability to receive severance pay while on probation

President John Bellona opened public comment.

There was no public comment.

Public comment closed.

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Secretary Mike Sommers asked why violation of District policies and procedures is not included in item F (Termination and Severance).

Director of Administrative Services Owen stated it is included further down in F.

Legal Counsel Mark Forsberg stated it is four lines up from the bottom of the page.

Secretary Sommers confirmed it is necessary to have “willful” included.

Legal Counsel Forsberg stated it wouldn’t allow to terminate someone if they accidentally did something one time that violated the policy.

Secretary Sommers stated the violation is at the discretion of the Chief. He was asking why it had to be “willful and continuous”.

Director of Administrative Services Owen stated she added the ability for the employee to appeal when they believe there is a wrongful termination. If an employee was terminated because they accidentally violated a policy, they could make a request to the Board and explain why they feel they were wrongly terminated.

MOTION to amend individual employment contracts as to format and content for the Director and Executive Program Manager positions within the East Fork Fire Protection District.

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

**14. For Possible Action: Discussion and possible action to amend individual employment contracts as to format and content for the Deputy Fire Chief position within the East Fork Fire Protection District. (Lisa Owen, Director of Administration) 10 minutes.**

MOTION to amend individual employment contracts as to format and content for the Deputy Fire Chief position within the East Fork Fire Protection District.



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<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>	

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

District Fire Chief Tod Carlini stated Executive Program Manager Tom Hein has been working on this grant so he will be discussing this agenda item.

Executive Program Manager Hein read the following:

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

Executive Program Manager Hein explained this grant came about at the right time for the District. This is a “win-win” for the District and Town of Genoa. The District has been researching work for the fuels crew and the Town of Genoa has the work. Initially, the District would need to go through a bid process if the Town of Genoa/Douglas County managed the grant, but during meetings it was determined the District would act as the subgrantee. The District is currently a subgrantee for the Nevada Division of Forestry (NDF) Sheridan project. It is unknown if Douglas County acts as the middleman or if the District would work directly with NDF. There is enough work to keep the fuels crew busy for three months. The desire is for the Board to approve. This would benefit the District and the Town of Genoa. He stated a key part is the volunteers can perform the defensible space inspections. Twenty volunteers were trained last year to do the Sheridan defensible space inspections.

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President John Bellona opened public comment.

Volunteer Liaison Elaine Pace stated this was discussed at the last Volunteer Association meeting. The volunteers are ready to assist with defensible space inspections. She stated there are roughly 200 inspections that need to be completed. The desire is to hold another defensible space training.

There was no further public comment.

Public comment closed.

Director Jacques Etchegoyhen stated it is excellent for the District to work with the Town of Genoa and Douglas County. This kind of work ahead of time is critical and effective.

Director Bernard Curtis stated he agrees with Director Etchegoyhen. He is in favor of a working relationship with the Town of Genoa.

President Bellona asked how many months this project will take.

Executive Program Manager Hein stated this is a 3-year grant in the amount of \$215,000. After calculating the cost of personnel and use of equipment it was determined the project would last roughly three months. The cost was based on a 6-person crew. The fuels crew has gone down from a 6-person crew to a 4-person crew.

Secretary Mike Sommers asked if this project requires a Fire Management Officer (FMO) for sign offs.

Executive Program Manager Hein stated no. He explained this is a Forest Service grant passed through the Nevada Division of Forestry, and East Fork Fire would be the subgrantee.

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

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

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**16. For Possible Action. Discussion and possible action/direction regarding the disposition of the relationship between NV Energy and the East Fork Fire Protection District. (Tod F. Carlini, District Fire Chief) 30 minutes.**

District Fire Chief Tod Carlini stated he, and Executive Program Manager Tom Hein will be discussing this item.

District Fire Chief Carlini stated included in the packet is detailed information about where the District stands today. The District is at a crossroads with NV Energy. There has been a high level of scrutiny from the Public Utilities Commission over the entire program that the District has been involved in over the past 2 ½ years. The situation today is that there is still a NV Energy desire to enter into a contract with the District. If the District enters into a contract with NV Energy, the District will not have the means to meet the obligations of the contract because without project work, the District is not able to fund the Fuels Crew. There are still things within the contract that do require labor. The District operated under two extensions of the original contract. The last extended contract expired in January. The desire of NV Energy was to develop one standardized contract. Legal Counsel Mark Forsberg reviewed the contract a few times and the result included a standardized contract for all the entities. The Board approved that contract only to encounter additional delays by NV Energy, in terms of entering into a contract, additional changes they wanted to make, and they wanted the District to bid on specific work they gave the District which ended up in a competitive environment for the work. The District had a week to send in estimates for the work and after several delays on NV Energy's part, the District was notified by email the District would not be offered project work or be offered a pilot program. The explanation received from a secondhand person at NV Energy was the District was underbid by private contractors. Some agencies received contracts and others received pilot projects.

There is a Public Utilities Commission meeting taking place in March, where NV Energy is attempting to recover \$25,000,000. The future of the program will be vested if NV Energy can recover some of those costs, which is through a recovery process meaning money is spent first and then collected. There has been concern about the amount funded from the casino industry in Las Vegas. He feels this has been a good program and certainly a need for the program. There is still a lot of work that needs to be done.

District Fire Chief Carlini stated he will turn the discussion over to Executive Program Manager Hein to give additional insight on what projects the District has been bidding on. He thanked the Fuels Crew for all their hard work, involvement in two large wildland fires and their noticeable high transmission line work in the Pinenuts. There have been five individuals who have made or are making their way into the career ranks which was a District goal and objective of the program. One objective in the balance is for the District to have

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a Fire and Fuels Crew that is funded through grants and the Fire District. The District continues to look for work for four dedicated individuals wanting to stay with the District and still see a future at East Fork Fire. There will be costs that will be incurred and the District will try to find money in the budget and Deputy Chief Amy Ray will be applying for a few grants. The recommendation is to dissolve the relationship with NV Energy.

Executive Program Manager Hein stated the first three years of the program were successful. It's hard for him to understand the new contract offer. There are only four fuel crew members still employed by the District. He and District Fire Chief Carlini continue to try to find fuels crew work to keep the four individuals working. He feels the District should not sign the contract. There were certain things the District was willing to compromise on, but he does not see the benefit in the contract.

President John Bellona opened public comment.

There was no public comment.

Public comment closed.

Director Jacques Etchegoyhen appreciates the effort of staff and creativity in trying to keep a program that was successful. He hopes there will be more grants. The District can't operate without knowing if there will be work. He stated the District is not in the greatest place but in a better place because of the staff's hard work. The work done before a fire is critical.

Director Bernard Curtis is ashamed of the way the relationship with NV Energy has changed. He feels this is not a personal decision but a business decision. He asked if there has been a thought of contacting other counties to see if they're interested in utilizing the District's Fuels Crew.

Executive Program Manager Hein stated the District has not reached out to other Counties. But most counties have their own Fuels Crew.

Secretary Mike Sommers stated he would like to keep the NV Energy relationship open. Things can change and it's important to keep open communication. He asked District Fire Chief Carlini if NV Energy has come back requesting changes to the contract.

District Fire Chief Carlini stated yes.

Secretary Sommers asked Legal Counsel Mark Forsberg if the District can go back to NV Energy and suggest the District's recommendations and changes, they would like made to the contract. He would like to know if there is a provision in the contract for bidding projects if/when personnel are available, allowing the contract to stay open. If the District doesn't have the personnel,

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then the District does not bid on the job. This would keep the contract and communications with NV Energy open.

Legal Counsel Forsberg stated his understanding of the contract status is, the District sent NV Energy a contract that was signed by the District, but NV Energy did not sign the contract. Therefore, there is not a contract.

Secretary Sommers suggested providing provisions within the contract and resubmitting. NV Energy came back to the District and asked for changes to be made in relationship to rates.

Legal Counsel Forsberg explained the District worked hard to remove things from the contract that were unnecessary and for the most part NV Energy rejected the removal requests. He feels the District has done everything to present NV Energy with a contract. The District can ask for changes, but he doesn't feel it will be acceptable to NV Energy.

Secretary Sommers asked if something could be added stating that the District will accept large projects, if personnel are available.

Legal Counsel Forsberg stated a message can be sent but it would no longer be a contract.

Secretary Sommers stated then maybe at the end of the day, there is not a contract but if the District does want to keep a relationship is this a negotiable item that can be asked for.

Legal Counsel Forsberg stated the District hasn't burnt any bridges. The District can move forward with NV Energy if funding becomes available.

Secretary Sommers stated if work is coming into the District and personnel available then the District can accept the work if NV Energy approaches the District with work. Does the District have standards if subs come into the District's jurisdiction?

President Bellona stated if there is a fire incident, the District needs to bill the responsible party. The bigger concern is the State of Nevada no longer uses inmate crews. Douglas County does not have inmate crew resources available. Eventually the fuels program needs to support itself.

There was further discussion.

President Bellona stated it was NV Energy decision to make the changes and not fund the program.

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Secretary Sommers stated he doesn't feel Kevin Lawson knows how to manage a project and the liability if the subs don't have an FMO. The District is here for NV Energy and here to protect the District.

Executive Program Manager Hein stated Carson City Fire tried to make changes to their contract and NV Energy would not change their contract.

Secretary Sommers stated he believes Carson City is requiring the subs that work in their area to have business licenses, be qualified and if there is an incident they will bill NV Energy.

President Bellona stated the smart way to respond to this is to follow Elko and Carson City.

District Fire Chief Carlini stated he spent hours to come up with the best standardized contract. He does not feel NV Energy is interested in making changes to the contract, other than lower rates.

District Fire Chief Carlini pointed out the added value all the crews provided, including but not limited to; shovel snow, warming centers, PSOMS, supported red flag days, etc. He doubts NV Energy will make any changes to the contract. He believes NV Energy is trying to demonstrate to the Public Utilities Commission they are making all efforts to control costs and manage the program as it should be managed.

Director Curtis stated he believes Storey and Lyon Fire will end up in the position as East Fork Fire.

Executive Program Manager Hein stated they are having issues with losing some of their Fuels Crew members. It's hard to keep crew members. The District let their Fuels Crew drop because of the uncertainty.

Kevin May, East Fork Professional Firefighters President stated one of the reasons the District has retained some of the Fuels Crew members is because they are union members. The issue is the District will soon not have a qualified Engine Boss. The District needs to tread lightly on contracts until someone is in that position. It is a NWCG position. The relationship with NV Energy started out great but ended up being a hassle. He does not believe it is worth it if NV Energy is not willing to bend on the District's contractual needs. He thinks what District Fire Chief Carlini and Executive Program Manager Hein are doing in pursuing grants is the way to go. He feels if the District can cut ties with NV Energy, he would do so immediately.

President John Bellona opened public comment.

There was no further public comment.

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Public comment closed.

President Bellona stated the Board needs to give District Fire Chief Carlini direction. He feels NV Energy will need the District more than the District needs them.

Secretary Sommers asked President Bellona what the District should do about the contract.

President Bellona stated the District should send NV Energy a letter stating the District will not sign the contract and these are the requirements for your crews to operate in the District's jurisdiction. They need to meet NWCG, State of Nevada and any other Federal standards, as well as labor laws.

Director Griffin suggested that information be included in the letter sent to NV Energy. She feels NV Energy will be back. She would like the letter sent to be a positive letter.

President Bellona agrees. He believes there are casino executives in Las Vegas that would be happy to cut some ties with Northern Nevada.

Legal Counsel Forsberg stated the motion needs to include direction.

There was discussion on what to include in the motion.

Director Griffin confirmed there is a contract out there with NV Energy.

Legal Counsel Forsberg stated that is a concern of his because if it's out there, they can sign it.

Secretary Sommers stated he would like to start the letter off with "in response to your request for returning the contract, to amend the contract as previously submitted, would be available to provide that with the understanding and adoption of our amendments requesting"

Legal Counsel Forsberg stated to clarify, the District is willing to provide you with the information you requested as part of a negotiation in terms of agreement.

Secretary Sommers stated, and if not, NV Energy will need to meet the standards as stated.

Director Griffin stated she feels the contract out there needs to be cleaned up.

Secretary Sommers stated it is more than likely NV Energy will say no, which will allow the District to notice the requirements when work is done within the District.

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President Bellona stated NV Energy would need someone to write a script under our requirements.

District Fire Chief Carlini stated he understands the direction is to send a letter that rescinds the original offering with the contract, keep the door open for the future, if interested in renegotiating a contract, and in the meantime if work is performed NV Energy will need to meet the criteria.

MOTION to send NV Energy a letter that rescinds the original offering with the contract, keep the door open for the future, if interested in renegotiating a contract, and in the meantime, if work is performed NV Energy will need to meet the criteria.

<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>	

District Fire Chief Tod Carlini asked Legal Counsel Forsberg if he can send the draft letter, he prepares for NV Energy, to the Board to solicit their input.

Legal Counsel Forsberg stated yes. This would not be to change the terms of what the motion is, but would be to ensure the letter was executed as to what the motion was. The motion was important because the recommendation is to withdraw the contract between East Fork Fire Protection District and NV Energy.

President Bellona stated the agenda shows item #17 for possible action, but it is for presentation only, no motion will be taken.

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

Association President Kevin May noted:

- There are a few changes on E Board. Labor management has not met since the changes to the E Board.
- A few new hires recently started
- Academy will soon be starting
- A couple of Fuels Crew members transitioned to the line and will be attending the Academy



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- Noted a few changes/additions to the Fire Academy. The Fire Academy has been extended to 16 weeks.
- Honored to be selected Regional Training Officer (RTO)

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

Volunteer Liaison Elaine Pace noted:

- 7 volunteers reached their 5-year anniversary.
- Election held last Monday. Officers stayed the same
- The Elks donated 35 padded chairs to Station 2
- Invited the Board to the Volunteer annual dinner meeting

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

Legal Counsel Mark Forsberg noted:

- No report

Executive Manager Tom Hein noted:

- Working on Fuels Crew projects
- Roofers will be out to evaluate roof leaks
- Working on vehicle fleet

CFO/Director of Finance Julie Andress noted:

- Thanked the Board for the opportunity
- Will be a fun and exciting challenge

Director of Administrative Services Lisa Owen noted:

- Prepping for the Captain's test taking place in May
- Congratulated Julie Andress
- Participated in the Acting Engineer assessment
- Went over the benefits with the new three laterals and four firefighters

Director Barbara Griffin stated she understands two of the four firefighters came over from the Fuels Crew. She asked if the other two firefighters were hired from the established list.

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Director of Administrative Services Owen stated yes. She will be sending out a biograph on Dylan Van Dyk and Jace Keema. The two Fuels Crew individuals moving to the line are Jesse Fry and Logan Smith.

Secretary Mike Sommers asked if all four firefighters will be going through the Academy.

Director of Administrative Services Owen stated yes. The three laterals (Joe Almeida, Paul Tschirhart and Ty Tremaine) all started on February 10<sup>th</sup>.

Deputy Chief Larry Goss stated Justin Tenney, Cameron Van Ness, Steven Milich and Gerald Campbell all successfully completed their Acting Engineer assessment.

Inspector Patrick Mooneyhan on behalf of Deputy Chief Amy Ray noted:

- The County had their first reading on Title 20. The second reading will take place on March 21<sup>st</sup>.
- Gave an update on the following projects (UPS warehouse, Valage Senior Living, Carson Valley Medical Center expansion, Vet Hospital, Firehouse Sub Center, and Great Basin Brewery)
- Staying busy with plan reviews

Director Griffin asked how big the center is where Firehouse Subs is going.

Inspector Mooneyhan stated there are three buildings, all less than 5,000 square feet, like a strip mall.

Director Griffin asked if Greg Lynn is still a contractor.

President John Bellona stated he still does small jobs and builds cabinets.

Deputy Chief Larry Goss noted:

- The 3 laterals are on their final week of training
- The 4 new hires started today and will be starting the academy next Monday
- Just finished the Acting Engineer assessment center

Deputy Chief Scott Gorgon noted:

- No report

Secretary Mike Sommers noted:

- No report

Director Bernard Curtis noted:

- He has received many complaints about the location of the sand for sandbags. He refers them to Douglas County

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Elaine Pace stated she has recently sent Kara Easton, Douglas County Emergency Manager an email but has not received a reply.

Secretary Sommers suggested placing a sign including the contact information for the individual who can provide information regarding sandbag locations.

Elaine Pace stated she has a LEPC meeting next week and will ask Kara Easton when she sees her.

President John Bellona noted:

- Firefighter Appreciation dinner will take place in April
- Will be having surgery but should be able to attend the next meeting

Director Barbara Griffin noted:

- Congratulated Julie Andress
- There are 3 Board seats opening. Filing period starts March 4, 2024, through March 15, 2024
- Wished President John Bellona a happy birthday
- Invited everyone to stay for cake

Director Griffin asked Board Clerk Holly Megee if new district maps with detailed street names were made.

Board Clerk Megee stated she did have maps made and will send them to each Board member.

Director Jacques Etchegoyhen noted:

- No report

District Fire Chief Tod Carlini noted:

- Congratulated Julie Andress
- Preparing the budget is the focus
- Received the preliminary estimates on revenue from the Department of Taxation. Waiting to get the final revenue
- Proud of Kevin May for all his hard work and selection of RTO at the upcoming Academy
- Training prop is moving along. The company has been an exceptional company to work with
- Thanked Inspector Patrick Mooneyhan for his hard work and stepping up
- Town of Genoa will honor Bill Brooks on March 2, 2024, at 2:00 PM at the Genoa Town Office
- Wished President John Bellona a happy birthday

**CLOSING PUBLIC COMMENT** (No Action)

**EAST FORK FIRE PROTECTION DISTRICT BOARD  
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President John Bellona opened public comment.

There was no closing public comment.

Public comment closed.

**ADJOURNMENT**

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

MOTION to adjourn; carried.

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

There being no further business to come before the Board, at 4:08 PM the meeting was adjourned.

Respectfully submitted:

\_\_\_\_\_  
John Bellona, President  
East Fork Fire Protection District

ATTEST:

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

**East Fork Fire Protection District**

**AGENDA ACTION SHEET**

1. **Title: For Possible Action.** Discussion and possible action to accept the following donations from the Volunteer Firefighters’ Association to be used to get the Utility Terrain Vehicle (UTV) operational: \$7,500 from the Volunteer Firefighters’ Association, \$1,000 from Volunteer Station 2/9, \$1,000 from Volunteer Station 8, up to \$5,000 from Volunteer Station 3, and to authorize a letter of appreciation from the Board President. (Tod F. Carlini, District Fire Chief) 5 minutes.

2. **Recommended Motion:** Motion to accept the following donations to be used to get the UTV operational: \$7,500 from the Volunteer Firefighters’ Association, \$1,000 from Volunteer Station 2/9, \$1,000 from Volunteer Station 8, up to \$5,000 from Volunteer Station 3, and to authorize a letter of appreciation from the Board President.

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

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

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

5. **Meeting Date:** March 19, 2024 **Time Required:** 5 minutes

6. **Agenda:** Administrative Agenda

7. **Background Information:** On March 13, 2024, the District received a letter from the East Fork Volunteer Firefighters’ Association expressing the desire to donate the following to be used to get the UTV operational.

The donation includes: \$7,500 from the Volunteer Firefighters’ Association, \$1,000 from Volunteer Station 2/9, \$1,000 from Volunteer Station 8 and Volunteer Station 3 would like to donate up to \$5,000 for the purchase of the UTV trailer.

The East Fork Volunteer Firefighters’ Association requests that a plaque be put on the trailer and UTV acknowledging the donation and the UTV be available at Volunteer fundraisers and PR events if available.

The District is most grateful for this donation.

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

9.

**Board Action:**

\_\_\_\_\_ Approved  
\_\_\_\_\_ Denied  
\_\_\_\_\_ Other

\_\_\_\_\_ Approved with Modifications  
\_\_\_\_\_ Deferred

**Agenda Item # 3**



East Fork Volunteer Firefighters' Association  
P.O Box 1386  
Gardnerville, NV 89410

3/12/2024

East Fork Fire Protection District:

The volunteer firefighters of East Fork Fire consider the UTV project as being essential to upgrade our responses in the areas where rescues and engines have difficulty accessing. It will provide much faster EMS response in the backcountry areas of Douglas County.

We support the outfitting of the UTV that is being provided by Firehouse Subs by making the following donations:

**From the Volunteer Firefighters' Association:** \$7500 to be used where needed to get the UTV operational

**From Station 2- Gardnerville VFD/Station 9 Fish Springs VFD -** \$1000 to be used where needed to get the UTV operational

**From Station 8 Sheridan VFD -** \$1000 to be used where needed to get the UTV operational

**From Station 3 Genoa VFD –** Purchase the trailer up to \$5000

We hold benefits each year and all agree this is a great way to show the public that we use the proceeds to enhance the District's response capabilities.

We request that a plaque be put on the trailer and UTV acknowledging our donations. We also request that the UTV be available at our fundraisers and PR events if not on a call.

*Elaine A.B. Pace*

Elaine A. B. Pace

Volunteer Liaison

**East Fork Fire Protection District**

**AGENDA ACTION SHEET**

1. **Title: For Possible Action.** Approval of Consent Calendar Items A-F. (Julie Andress, Director of Finance/CFO) 5 minutes.

2. **Recommended Motion:** Motion to approve the Consent Calendar Items A-F.

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

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

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

5. **Meeting Date:** March 19, 2024 **Time Required:** 5 minutes

6. **Agenda:** Consent Calendar

7. **Background Information:** Items appearing on the Consent Calendar are items that can be adopted with one motion unless an item is pulled by a District Director, the administration, or a member of the public. Members of the public who wish to have a consent item placed on the Administrative agenda shall make that request during the public comment section at the beginning of the meeting and specifically state why they are making the request. When items are pulled for discussion, they will automatically be placed at the beginning of the Administrative Agenda or may be continued until another meeting. The Consent Calendar includes six items A-F, which is attached.

8. **Reviewed by:**

\_\_\_\_\_ District Fire Chief                      \_\_\_\_\_ Board President  
\_\_\_\_\_ Legal Counsel                              \_\_\_\_\_ Other

9. **Board Action:**

\_\_\_\_\_ Approved                                      \_\_\_\_\_ Approved with Modifications  
\_\_\_\_\_ Denied    \_\_\_\_\_ Deferred  
\_\_\_\_\_ Other



**East Fork Fire Protection District**

**AGENDA ACTION SHEET**

1. **Title: For Possible Action.** Discussion and possible action to accept the report on general ledger cash balances as of February 29, 2024. (Julie Andress, Director of Finance/CFO)
  
2. **Recommended Motion:** Motion to accept the report on general ledger cash balances as of February 29, 2024.
  
3. **Funds Available:** NA **Amount:** \$7,129,467.50  
  
**Fund Name:** General, Emergency **Account Number:** Various
  
4. **Prepared by:** Julie Andress, Director of Finance/CFO
  
5. **Meeting Date:** March 19, 2024 **Time Required:** NA
  
6. **Agenda:** Consent
  
7. **Background Information:** The attached “Cash Cross Fund” report reflects the cash balances currently recorded in the District's general ledger or official accounting record. General ledger cash balances may differ from cash balances reported in the treasury.
  
8. **Reviewed by:**  

<input type="checkbox"/> District Fire Chief	<input type="checkbox"/> Board President
<input type="checkbox"/> Legal Counsel	<input type="checkbox"/> Other
  
9. **Board Action:**  

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

**East Fork Fire Protection District**

**Cash Cross Fund Report**

**As of:**

**February-24**

<b>Fund #</b>	<b>Fund Name</b>	<b>Account #</b>	<b>Account Description</b>	<b>Beginning of Month Balance</b>	<b>Changes</b>	<b>Ending of Month Balance</b>
650	General Fund	101.650	Cash in Bank - EFFPD	564,957.03	(654,233.21)	(89,276.18)
650	General Fund	101.701	LGIP - Local Govt Investment Pool	5,673,178.30	1,200,000.00	6,873,178.30
650	General Fund	101.703	Reserve Account - Pitney Bowes	2,744.00	(200.00)	2,544.00
650	General Fund	102.000	Petty Cash	100.00	-	100.00
Fund Total				6,240,979.33	545,566.79	6,786,546.12
651	Emergency Fund	101.650	Cash in Bank - EFFPD	-	-	-
651	Emergency Fund	101.701	LGIP	342,921.38	-	342,921.38
Fund Total				342,921.38	-	342,921.38
<b>Grand Total: 2 Funds</b>				<b>6,583,900.71</b>	<b>545,566.79</b>	<b>7,129,467.50</b>

**East Fork Fire Protection District**

**AGENDA ACTION SHEET**

1. **Title: For Possible Action.** Discussion and possible action to approve the receipt and filing of the list of accounts payable checks issued and cash disbursements/automatic withdrawals in February 2024 per NRS 474.210. (Julie Andress, Director of Finance/CFO)
  
2. **Recommended Motion:** Motion to approve the receipt and filing of the list of accounts payable checks issued and cash disbursements/automatic withdrawals in February 2024 per NRS 474.210.
  
3. **Funds Available:** Yes **Amount:** \$3,272,960.71  
  
**Fund Name:** General **Account Number:** Various
  
4. **Prepared by:** Julie Andress, Director of Finance/CFO
  
5. **Meeting Date:** March 19, 2024 **Time Required:** NA
  
6. **Agenda:** Consent
  
7. **Background Information:** Attached is a list of checks issued for accounts payable, cash disbursements/automatic withdrawals and transfers for the dates noted above.
  
8. **Reviewed by:**  

<input type="checkbox"/> District Fire Chief	<input type="checkbox"/> Board President
<input type="checkbox"/> Legal Counsel	<input type="checkbox"/> Other
  
9. **Board Action:**  

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

**Agenda Item # 4B**

**Company name:** East Fork Fire Protection District

**Report name:** Payables for Prior Month

**Created on:** 3/4/2024

**Fund:** All Funds--All Funds

	Type	Date	Check No.	Payee Name	Transaction Amount
	Record Transfer	2/1/2024		7710 Insurance	72,745.00
	Record Transfer	2/1/2024		LGIP (Local Govt Investment Pool)	250,000.00
	Check	2/2/2024	12180	Ace Hardware	79.97
	Check	2/2/2024	12181	Airtec Gases	104.30
	Check	2/2/2024	12182	AT&T Mobility	392.02
	Check	2/2/2024	12183	Campora Propane	1,796.42
	Check	2/2/2024	12184	Capital Ford	193.67
	Check	2/2/2024	12185	Charter Communications	119.54
	Check	2/2/2024	12186	Cintas	46.97
	Check	2/2/2024	12187	CMC Tire Inc	5,154.96
	Check	2/2/2024	12188	Conway Communications	14,225.00
#	Check	2/2/2024	12189	CRBR Property Damage Services	50,000.00
	Check	2/2/2024	12190	Enerspect Medical Solutions, LLC	5,374.36
	Check	2/2/2024	12191	Fire Catt, LLC	2,021.25
	Check	2/2/2024	12192	Flyers Energy LLC	3,042.70
	Check	2/2/2024	12193	Frontier Communications	664.11
	Check	2/2/2024	12194	James Lawrence	45.70
	Check	2/2/2024	12195	Jeff James	50.25
	Check	2/2/2024	12196	Life-Assist, Inc	1,318.50
	Check	2/2/2024	12197	LN Curtis	1,032.90
	Check	2/2/2024	12198	LP Insurance	11,250.00
	Check	2/2/2024	12199	Marty's Appliance Inc	1,137.42
	Check	2/2/2024	12200	Nu-Systems, Inc	117.00
	Check	2/2/2024	12201	O'Reilly Auto Parts	565.80
	Check	2/2/2024	12202	Pacific Shredding	28.89
	Check	2/2/2024	12203	Raphael Rayford	80.00
	Check	2/2/2024	12204	REMSA	32.00
	Check	2/2/2024	12205	Tahoe Supply Company LLC	343.18
	Check	2/2/2024	12206	TASC Client Services	194.00
	Check	2/2/2024	12207	UKG Kronos Systems, LLC	10.09
	Check	2/2/2024	12208	Western Extrication Specialists	595.48
	Record Transfer	2/2/2024		NV Energy	4,600.52
	Record Transfer	2/2/2024		VOYA Benefit Strategies	750.00
	Record Transfer	2/2/2024		AuthorizeNet	30.00
	Record Transfer	2/2/2024		Waystar	1,560.72
	Record Transfer	2/2/2024		Cybersource	5.99
	Record Transfer	2/5/2024		Aflac	1,384.76
	Record Transfer	2/8/2024		State of NV - DCP	32,105.75
	Record Transfer	2/8/2024		VOYA Benefit Strategies	41.80
	Record Transfer	2/8/2024		LGIP (Local Govt Investment Pool)	200,000.00
	Record Transfer	2/9/2024		VOYA Benefit Strategies	12,138.72
	Check	2/12/2024	12209	Ace Hardware	56.54
	Check	2/12/2024	12210	Airtec Gases	22.32
	Check	2/12/2024	12211	Amazon Business	1,680.90
	Check	2/12/2024	12212	ARC Health and Wellness Centers, LLC	1,880.00
	Check	2/12/2024	12213	BLD Consulting	2,000.00
	Check	2/12/2024	12214	Bound Tree Medical, LLC	3,599.34
	Check	2/12/2024	12215	Braun NW, Inc	365.55
	Check	2/12/2024	12216	Building Services of CA & NV, LLC	525.00

**Company name:** East Fork Fire Protection District

**Report name:** Payables for Prior Month

**Created on:** 3/4/2024

**Fund:** All Funds--All Funds

Type	Date	Check No.	Payee Name	Transaction Amount
Check	2/12/2024	12217	Campora Propane	795.74
Check	2/12/2024	12218	Charter Communications	526.88
Check	2/12/2024	12219	Cintas	269.55
Check	2/12/2024	12220	Flyers Energy LLC	827.20
Check	2/12/2024	12221	Henry Schein, Inc	127.98
Check	2/12/2024	12222	Justin Grimm	504.77
Check	2/12/2024	12223	Les Schwab Tire Centers of Nevada	120.69
Check	2/12/2024	12224	Life-Assist, Inc	2,657.76
Check	2/12/2024	12225	LN Curtis	89.70
Check	2/12/2024	12226	NV Consulting LLC	137.50
Check	2/12/2024	12227	O'Reilly Auto Parts	130.73
Check	2/12/2024	12228	Oshinski & Forsberg, Ltd.	2,320.00
Check	2/12/2024	12229	Pacific Shredding	57.78
Check	2/12/2024	12230	Parts House	946.12
Check	2/12/2024	12231	Pestmaster Services	139.00
Check	2/12/2024	12232	SMG Fire Consulting Group LLC	15,422.00
Check	2/12/2024	12233	Southwest Gas Corporation	11,341.13
Check	2/12/2024	12234	Town of Minden	491.55
Check	2/12/2024	12235	Uniformity of Nevada LLC	4,374.61
Check	2/12/2024	12236	Zoll Data Systems, Inc	4,668.72
Record Transfer	2/14/2024		Optum Financial	94.48
Record Transfer	2/14/2024		LGIP (Local Govt Investment Pool)	1,000,000.00
Record Transfer	2/15/2024		Bank of America- Checking	152.43
Record Transfer	2/15/2024		LGIP (Local Govt Investment Pool)	750,000.00
Record Transfer	2/15/2024		Public Employees' Retirement System of Nevada	313,793.64
Check	2/16/2024	12237	Ace Hardware	16.77
Check	2/16/2024	12238	Airtec Gases	143.70
Check	2/16/2024	12239	Anita Collins	50.00
Check	2/16/2024	12240	Anthem BC/BS - 5747	651.57
Check	2/16/2024	12241	ARC Health and Wellness Centers, LLC	54,302.00
Check	2/16/2024	12242	Barbara Radke	300.00
Check	2/16/2024	12243	Bound Tree Medical, LLC	276.16
Check	2/16/2024	12244	Campora Propane	729.70
Check	2/16/2024	12245	Charles Murray	193.69
Check	2/16/2024	12246	Cintas	46.97
Check	2/16/2024	12247	Coastal Aire & Sheet Metal Inc	856.57
Check	2/16/2024	12248	Conway Communications	8,108.00
Check	2/16/2024	12249	Douglas County Utilities	1,527.45
Check	2/16/2024	12250	Douglas Disposal	768.61
Check	2/16/2024	12251	Flyers Energy LLC	4,063.17
Check	2/16/2024	12252	Frontier Communications	66.29
Check	2/16/2024	12253	Gardnerville Ranchos GID	203.60
Check	2/16/2024	12254	Garett Alvey	379.50
Check	2/16/2024	12255	Henry Schein, Inc	292.82
Check	2/16/2024	12256	Hunt & Sons, Inc	134.00
Check	2/16/2024	12257	Katherine Larrance	1,226.86
Check	2/16/2024	12258	LN Curtis	879.00
Check	2/16/2024	12259	Medicare Part B	1,755.05
Check	2/16/2024	12260	National Business Factors	5,540.22

**Company name:** East Fork Fire Protection District

**Report name:** Payables for Prior Month

**Created on:** 3/4/2024

**Fund:** All Funds--All Funds

Type	Date	Check No.	Payee Name	Transaction Amount
Check	2/16/2024	12261	Nevada Medicaid 847157	119.22
Check	2/16/2024	12262	Nu-Systems, Inc	79.00
Check	2/16/2024	12263	O'Reilly Auto Parts	118.56
Check	2/16/2024	12264	Paula Donnatin	83.72
Check	2/16/2024	12265	Public Employee's Benefits Program	793.82
Check	2/16/2024	12266	Reno Jacobs	131.08
Check	2/16/2024	12267	ubeo Business Services	345.03
Check	2/16/2024	12268	UKG Kronos Systems, LLC	106.96
Check	2/16/2024	12269	Waystar	928.87
Check	2/16/2024	12270	Weston Park	379.50
Check	2/16/2024	12271	Wharton Concrete	900.00
Check	2/16/2024	12272	Xerox Corporation	470.34
Record Transfer	2/20/2024		TriZetto	50.00
Record Transfer	2/21/2024		Cigna	152,475.14
Record Transfer	2/22/2024		State of NV - DCP	31,464.69
Record Transfer	2/22/2024		Standard Insurance Company	1,892.99
Record Transfer	2/22/2024		Standard Insurance Company	3,477.43
Record Transfer	2/26/2024		Bank of America CC - Visa	1,028.48
Record Transfer	2/26/2024		Bank of America CC - EF	9,721.49
Check	2/28/2024	12273	Accolades Trophies, Engraving & Gifts	37.00
Check	2/28/2024	12274	Airtec Gases	106.85
Check	2/28/2024	12275	AT&T Mobility	1,951.78
Check	2/28/2024	12276	Bound Tree Medical, LLC	254.50
Check	2/28/2024	12277	Campora Propane	2,991.65
Check	2/28/2024	12278	CDW Government	2,766.76
Check	2/28/2024	12279	Charter Communications	119.59
Check	2/28/2024	12280	Chase	38,150.00
Check	2/28/2024	12281	Chem-Dry of Douglas County	283.00
Check	2/28/2024	12282	Cintas	134.78
Check	2/28/2024	12283	Conway Communications	14,759.71
Check	2/28/2024	12284	DocuSign	3,187.80
Check	2/28/2024	12285	Douglas County Clerk-Treasurer	5,555.40
Check	2/28/2024	12286	First Due	19,162.50
Check	2/28/2024	12287	Flyers Energy LLC	2,925.15
Check	2/28/2024	12288	Frontier Communications	2,346.20
Check	2/28/2024	12289	Gear Wash	510.37
Check	2/28/2024	12290	Howell's Lock and Safe	1,121.40
Check	2/28/2024	12291	InSource Inc	8,799.00
Check	2/28/2024	12292	ITLS of Nevada	130.00
Check	2/28/2024	12293	ITLS of Nevada	150.00
Check	2/28/2024	12294	James Lawrence	160.00
Check	2/28/2024	12295	Jesse A. Tschetter	1,363.05
Check	2/28/2024	12296	Kevin May	161.00
Check	2/28/2024	12297	LN Curtis	1,587.25
Check	2/28/2024	12298	REMSA	40.00
Check	2/28/2024	12299	Silver State International	5,763.16
# Check	2/28/2024	12300	Simerson Construction LLC	72,131.83
Check	2/28/2024	12301	Tahoe Supply Company LLC	608.65
Check	2/28/2024	12302	Teleflex	2,215.50

**Company name:** East Fork Fire Protection District

**Report name:** Payables for Prior Month

**Created on:** 3/4/2024

**Fund:** All Funds--All Funds

Type	Date	Check No.	Payee Name	Transaction Amount
Check	2/28/2024	12303	Topaz Ranch Estates GID & Water Co.	140.50
Check	2/28/2024	12304	ubeo Business Services	14.98
Check	2/28/2024	12305	Uniformity of Nevada LLC	405.34
Check	2/28/2024	12306	William Wall	348.64

Total 219 records

**Sum Total** **3,272,960.71**

# Purchases this month relating to the CIP

**East Fork Fire Protection District**

**AGENDA ACTION SHEET**

1. **Title: For Possible Action.** Discussion and possible action to approve payroll expenses paid in February 2024 per NRS 474.210. (Julie Andress, Director of Finance/CFO)
  
2. **Recommended Motion:** Motion to approve payroll expenses paid in February 2024 per NRS 474.210.
  
3. **Funds Available:** Yes **Amount:** \$1,272,566.75  
**Fund Name:** General **Account Number:** Various
  
4. **Prepared by:** Jamie Zess/Payroll Specialist I
  
5. **Meeting Date:** March 19, 2024 **Time Required:** NA
  
6. **Agenda:** Consent
  
7. **Background Information:** Attached are the summarized payroll registers for the month. Please note, total costs reported are gross earnings, East Fork Fire Protection District paid deduction and taxes (employer).
  
8. **Reviewed by:**  
\_\_\_\_\_ District Fire Chief \_\_\_\_\_ Board President  
\_\_\_\_\_ Legal Counsel \_\_\_\_\_ Other
  
9. **Board Action:**  
\_\_\_\_\_ Approved \_\_\_\_\_ Approved with Modifications  
\_\_\_\_\_ Denied \_\_\_\_\_ Deferred  
\_\_\_\_\_ Other

**Agenda Item # 4C**





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

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

Pay Dates: 02/01/2024-02/29/2024

**Report Total**

# of EE's - 101 / # of Statements - 195

Pay Type	Hrs	Amt	Deduction	EE Amt	ER Amt	Taxes	Amt	Net Pay	Amt
FC-REG	463.00	13,857.71	NVPERS Fire	-	289,999.07	FIT	90,407.91	Direct Deposit	579,652.79
NVE-Reg	574.00	16,487.33	NVPERS Reg	-	25,830.37	MEDI	11,213.14	Check	12,162.98
Regular	17354.00	566,652.11	Dist Paid Dent	-	7,006.82	SIT:CA	229.30	<b>Totals:</b>	591,815.77
WC	292.66	10,195.05	Dist Paid Life	-	533.16	<b>Totals:</b>	101,850.35		
Act-REG	-	-	Dist Paid Vis	-	1,051.25	MEDI	11,213.14		
FC-PROJ	160.00	4,352.92	Dist Pd Med	-	136,886.62	SUTA:NV	-		
NVE Act-REG	-	-	Donate	300.00	-	<b>ER Totals:</b>	11,213.14		
Prec-REG	192.00	-	HSA Acct Fee	-	198.00	<b>All Totals:</b>	113,063.49		
FLSA	408.00	12,554.71	HSA Fam 55	716.64	-				
HIW	-	1,800.00	HSA Ind 55	804.10	-				
OT	2135.00	101,253.19	HSA Pre Fam	20,287.90	-				
NVEOT	-	-	HSA Pre Ind	2,118.80	750.00				
Act-OT	165.50	7,576.06	HSA Special	350.00	-				
Prec-OT	24.00	1,100.47	457 Roth post t	15,024.07	-				
MSC OT	-	-	457-%	39,697.97	-				
C1	90.00	6,316.81	457-CU	7,741.06	-				
RTW	20.50	1,253.31	457Roth-CU	1,107.34	-				
ActInc-OT	165.50	865.53	EFC	1,763.06	-				
ActInc-Reg	-	-	EFC2	1,015.38	-				
NVActInc-REG	-	-	WANV	8.00	-				
PrecInc-OT	24.00	110.05	ERSF	9.00	-				
PrecInc-Reg	192.00	586.91	ERSF2	6.00	-				
PRInc-Reg	160.00	321.32	Union Dues	9,455.54	-				
PrmInc-Reg	5904.00	9,655.30	Vol EE Life	1,191.88	-				
PrmInc-FLSA	156.00	253.81	Vol EE AD&D	231.35	-				
PrmInc-OT	888.50	2,191.68	Vol Life Spouse	122.47	-				
PrmInc-CB	90.00	315.83	Vol Spouse AD&	31.88	-				
HazInc-Reg	2464.00	2,574.16	Vol Child Life	13.00	-				
HazInc-FLSA	66.00	69.04	Vol Child AD&D	2.00	-				
HazInc-OT	488.50	767.75	Vol Acc	892.08	-				
HazInc-CB	18.50	38.95	Vol LTD	1,236.70	-				
HazInc-RTW	-	-	Vol-A-ACC	102.58	-				
TSInc-Reg	672.00	2,829.96	Vol-A-CanPro	177.82	-				
TSInc-FLSA	18.00	75.84	Vol-A-Crit	41.22	-				
TSInc-OT	117.50	742.23	Vol-A-HOSP	106.74	-				
TSInc-CB	71.50	602.20	Vol-A-STD	728.02	-				

--More--





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

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

Pay Dates: 02/01/2024-02/29/2024

**Report Total**

# of EE's - 101 / # of Statements - 195

Pay Type	Hrs	Amt	Deduction	EE Amt	ER Amt	Taxes	Amt	Net Pay	Amt
AsInc-Reg	2056.00	2,840.80	Vol-A-TL	149.60	-				
AsInc-FLSA	54.00	72.16							
AsInc-OT	360.50	1,165.65							
AsInc-CB	90.00	157.92							
WldInc-Reg	448.00	422.64							
WldInc-FLSA	12.00	11.36							
WldInc-OT	89.00	125.95							
AV	84.49	4,056.07							
ALU	77.00	4,897.61							
AS	242.37	8,302.96							
CU	24.48	1,039.10							
PDU	336.50	-							
CLE	19.00	-							
CLE-CPT	61.00	-							
CLE-ENG	17.00	-							
CLE-FF	111.50	-							
CLE-Force	16.00	-							
MSC COMP	44.50	-							
Holiday	-	-							
Sick Used	974.50	-							
VU	434.00	-							
CLU-56+30	240.00	-							
CLU-56-30	214.00	-							
CLU-56-SI	115.50	-							
UN	34.00	-							
Comp Pay	-	3,286.14							
VS	-	2,499.70							
VacBB	-	2,747.82							
CS	-	177.21							
CPS	-	395.00							
Board PERS	-	600.00							
Board Non	-	900.00							
PERS Wages	-	658,003.66							
PERS Cont	-	315,215.25							
<b>Totals:</b>	<b>36720.50</b>	<b>799,098.32</b>							

**Total District Liability for Payroll**

Earnings: \$799,098.32  
 Employer Deductions: \$462,255.29  
 Employer Taxes: \$ 11,213.14

**TOTAL \$1,272,566.75**



**East Fork Fire Protection District**

**AGENDA ACTION SHEET**

1. **Title: For Possible Action.** Discussion and possible action to approve the Procurement Card Transactions paid in February 2024 per NRS 474.210. (Julie Andress, Director of Finance/CFO)
  
2. **Recommended Motion:** Motion to approve the Procurement Card Transactions paid in February 2024 per NRS 474.210.
  
3. **Funds Available:** Yes **Amount:** \$11,721.98  
  
**Fund Name:** General **Account Number:** Various
  
4. **Prepared by:** Julie Andress, Director of Finance/CFO
  
5. **Meeting Date:** March 19, 2024 **Time Required:** NA
  
6. **Agenda:** Consent
  
7. **Background Information:** Attached is the Report of Procurement Card Transactions for the period noted above.
  
8. **Reviewed by:**  

<input type="checkbox"/> District Fire Chief	<input type="checkbox"/> Board President
<input type="checkbox"/> Legal Counsel	<input type="checkbox"/> Other
  
9. **Board Action:**  

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

**Agenda Item # 4D**

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

BofA CC - EF	1/31/2024	ACCOUNTS PAYABLE	GOVERNMENT FINANCE OFF	199
BofA CC - EF	2/1/2024	VINCE WEAVER	NAMIFY LLC	44.35
BofA CC - EF	2/1/2024	VINCE WEAVER	NAMIFY LLC	80.29
BofA CC - EF	2/1/2024	ACCOUNTS PAYABLE	EFILEMYFORMS.COM	4.59
BofA CC - EF	2/2/2024	SKY DWINELL	DELTA 00642084379672	30
BofA CC - EF	2/2/2024	SKY DWINELL	FOXRENTACAR 5397770666	76.95
BofA CC - EF	2/2/2024	SKY DWINELL	RENO-TAHOE AIRPORT AUT	18
BofA CC - EF	2/2/2024	ERICA AMATORE	WILD HORSE BAR & GRILL	85.88
BofA CC - EF	2/2/2024	HOLLY MEGEE	GoToCom*GoToMeeting	576
BofA CC - EF	2/3/2024	ACCOUNTS PAYABLE	IONOS INC.	20
BofA CC - EF	2/3/2024	THOMAS HEIN	TRACTOR SUPPLY CO #182	89.98
BofA CC - EF	2/4/2024	ACCOUNTS PAYABLE	FEDEX51342657	28.14
BofA CC - EF	2/5/2024	LARRY GOSS	NV EMERGENCY MED SVC	74.25
BofA CC - EF	2/5/2024	ACCOUNTS PAYABLE	Spectrum	390.68
BofA CC - EF	2/5/2024	JESSE FRY	THE HOME DEPOT #3312	115.48
BofA CC - EF	2/6/2024	VINCE WEAVER	SP 911 ERP	334.99
BofA CC - EF	2/6/2024	NICK SUMMERS	THE HOME DEPOT #3312	36.95
BofA CC - EF	2/7/2024	KEVIN MAY	IN *LOST ART GRAPHICS,	1500
BofA CC - EF	2/7/2024	VINCE WEAVER	THE PUBLIC SAFETY STOR	275.96
BofA CC - EF	2/8/2024	DUSTIN WEISZ	UNIFORMITY OF NEVADA L	169.96
BofA CC - EF	2/8/2024	KEVIN MAY	IN *LOST ART GRAPHICS,	1965.82
BofA CC - EF	2/8/2024	JESSE TSCHETTER	HARBOR FREIGHT TOOLS35	43.87
BofA CC - EF	2/9/2024	ERICA AMATORE	PAYPAL *JCATLAW JCATLA	150
BofA CC - EF	2/9/2024	ERICA AMATORE	TMCC	-300
BofA CC - EF	2/9/2024	ERICA AMATORE	TMCC	-275
BofA CC - EF	2/11/2024	ACCOUNTS PAYABLE	FEDEX51404354	6.97
BofA CC - EF	2/12/2024	HOLLY MEGEE	AMZN MKTP US*RB1632RQ2	384.65
BofA CC - EF	2/12/2024	JAMES T CONNELLY	AMZN MKTP US*RI1D60110	231.97
BofA CC - EF	2/12/2024	HOLLY MEGEE	SUPER BURRITO MINDEN	79.03
BofA CC - EF	2/14/2024	SCOTT GORGON	SQ *DANA BORDA'S AUTOM	269.45
BofA CC - EF	2/15/2024	KEVIN MAY	DIAMOND GAS FOOD MART	60.01
BofA CC - EF	2/15/2024	KEVIN MAY	DOUBLETREE BY HILTON M	559.3
BofA CC - EF	2/15/2024	KEVIN MAY	DOUBLETREE BY HILTON M	4
BofA CC - EF	2/16/2024	LISA OWEN	BVD*BEENVERIFIED.COM	44.58
BofA CC - EF	2/16/2024	NICK SUMMERS	THE HOME DEPOT #3312	-24.27
BofA CC - EF	2/18/2024	SKY DWINELL	AMERICAN HEART SHOPCPR	36
BofA CC - EF	2/18/2024	ACCOUNTS PAYABLE	FEDEX51453552	11.81
BofA CC - EF	2/19/2024	ERICA AMATORE	MOTEL 6	762.75
BofA CC - EF	2/19/2024	ERICA AMATORE	MOTEL 6	762.75
BofA CC - EF	2/19/2024	ALEX CALLAHAN	WAL-MART #4239	80.49
BofA CC - EF	2/19/2024	TROY VALENZUELA	TWILIO INC	40.03
BofA CC - EF	2/20/2024	LARRY GOSS	NV EMERGENCY MED SVC	34
BofA CC - EF	2/20/2024	THOMAS HEIN	THE HOME DEPOT #3312	216.88
BofA CC - EF	2/21/2024	ACCOUNTS PAYABLE	WASTE MGMT WM EZPAY	182.7
BofA CC - EF	2/22/2024	JEFF JAMES	AMAZON.COM*RW7GO31O2	7.95
BofA CC - EF	2/22/2024	THOMAS HEIN	THE HOME DEPOT #3312	309.89
BofA CC - EF	2/23/2024	KEVIN MAY	CURTIS	743.9
BofA CC - EF	2/26/2024	LARRY GOSS	NV EMERGENCY MED SVC	49
BofA CC - EF	2/27/2024	AMY RAY	INT'L CODE COUNCIL INC	397
BofA CC - EF	2/27/2024	DUSTIN WEISZ	HARBOR FREIGHT TOOLS35	160.64

East Fork Fire Protection District

Procurement Card Transactions charged in February 2024

BofA CC - EF	2/27/2024	ERICA AMATORE	TMCC	-300
BofA CC - EF	2/27/2024	ERICA AMATORE	TMCC	-275
BofA CC - EF	2/27/2024	ERICA AMATORE	TMCC	-125
BofA CC - EF	2/27/2024	ACCOUNTS PAYABLE	DTV*DIRECTV SERVICE	125.14
BofA CC - EF	2/27/2024	KEVIN MAY	THE HOME DEPOT #3309	133.48
BofA CC - EF	2/27/2024	THOMAS HEIN	TRACTOR SUPPLY CO #182	139.99
BofA CC - EF	2/28/2024	HOLLY MEGEE	SMITHS FOOD #4389	67.29
				\$ 10,913.52
BofA CC - VISA	1/30/2024	TONI BRAGA	MINDEN MEAT AND DELI	56.77
BofA CC - VISA	2/6/2024	VINCE WEAVER	COSTCO WHSE #0127	266.52
BofA CC - VISA	2/16/2024	VINCE WEAVER	COSTCO WHSE #0127	206.38
BofA CC - VISA	2/21/2024	EFFPD 5	WM SUPERCENTER #1648	11.56
BofA CC - VISA	2/21/2024	EFFPD 5	COSTCO WHSE #0127	19.98
BofA CC - VISA	2/21/2024	EFFPD 5	COSTCO WHSE #0127	93.08
BofA CC - VISA	2/26/2024	EFFPD 5	COSTCO BY INSTACART	154.17
				\$ 808.46
			GRAND TOTAL	\$ 11,721.98

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

# No purchases this month relating to the CIP

## East Fork Fire Protection District

### AGENDA ACTION SHEET

1. **Title: For Possible Action.** Discussion and possible action to approve the East Fork Fire Protection District's ambulance billing bad debt write-offs for the period of January 2024 in the amount of \$55,639.28. (Lisa Owen, Director of Administrative Services)
  
2. **Recommended Motion:** Motion to approve the East Fork Fire Protection District's ambulance billing bad debt write-offs for the period of January 2024 in the amount of \$55,639.28.
  
3. **Financial Impact:** NA **Amount:** \$55,639.28  
**Fund Name:** NA **Account Number:** NA
  
4. **Prepared by:** Katie Dorsey, Medical Billing Specialist II
  
5. **Meeting Date:** March 19, 2024 **Time Required:** NA
  
6. **Agenda:** Consent
  
7. **Background Information:** The East Fork Fire Protection District is requesting approval from the Board on ambulance billing bad debt write-offs for the period of January 2024 in the amount of \$55,639.28 and include accounts forwarded to a collection agency after all attempts to collect the debt were exhausted, Sierra Saver Membership write-offs, Reduction/Discounts, deceased write-offs, hardship and bankruptcy.
  
8. **Reviewed by:**  

<input type="checkbox"/> District Fire Chief	<input type="checkbox"/> Board President
<input type="checkbox"/> Legal Counsel	<input type="checkbox"/> Other
  
9. **Board Action:**  

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

**Agenda Item # 4E**

# Credit As Type Summary Report (Deposit Date)

Deposit Date IS BETWEEN 01/01/2024 AND 01/31/2024; AND Credits IS W/OFF BAD DEBT OR W/OFF BAD DEBT - DECEASED OR W/OFF BANKRUPTCY OR W/OFF CARSON CITY CC+ MBR OR W/OFF HARDSHIP OR W/OFF LYON COUNTY SS + MBR OR W/OFF REDUCTION/DISCOUNT OR W/OFF SENT TO COLLECTIONS OR W/OFF SIERRA SAVER

---

## EAST FORK FIRE PROTECTION DISTRICT

<u>Credit Type/Credit Code</u>	<u>Count</u>	<u>Dollars</u>
<b>Writeoffs</b>		
W/OFF BAD DEBT	1	0.53
W/OFF BAD DEBT - DECEASED	1	121.86
W/OFF REDUCTION/DISCOUNT	3	1,949.70
W/OFF SIERRA SAVER MBRSHIP	12	14,329.70
W/OFF SENT TO COLLECTIONS	54	36,592.01
W/OFF SIERRA SAVER EMPLOYEE	1	2,645.48
<b>Totals For Type</b>	<b>72</b>	<b>\$ 55,639.28</b>

---

## Company Totals

72

\$ 55,639.28

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

	Nov	Dec	Jan	YTD
<b>Total Billed</b>	<u>815,312.23</u>	<u>817,033.76</u>	<u>797,895.19</u>	<u>5,795,596.66</u>
<b>Credit Type/Credit Code</b>				
W/OFF Bad Debt	10.00	-	0.53	(289.45)
W/OFF Bad Debt Deceased	693.45	5,510.18	121.86	13,874.35
W/OFF Bankruptcy	-	-	-	481.59
W/OFF Reduction Discount	1,064.07	42.57	1,949.70	9,696.84
W/OFF Carson City SS Membership	-	-	-	3,161.04
W/OFF Lyon County SS Membership	-	-	-	-
W/OFF Sierra Saver Membership	3,018.21	7,580.68	14,329.70	46,741.90
W/OFF SS Volunteer Membership	-	-	-	-
W/OFF SS Employee Membership	-	-	2,645.48	10,168.79
W/OFF Hardship	-	-	-	3,107.69
W/OFF Sent to Collections	18,982.90	70,064.45	36,592.01	263,745.75
<b>Total</b>	<u>23,768.63</u>	<u>83,197.88</u>	<u>55,639.28</u>	<u>350,688.50</u>
<b>Percentage of W/OFF to Billings</b>	<u>2.92%</u>	<u>10.18%</u>	<u>6.97%</u>	<u>6.05%</u>
 Total Billed Calls	 344	 352	 335	 2460



**East Fork Fire Protection District**

**AGENDA ACTION SHEET**

1. **Title: For Possible Action.** Discussion and possible action to accept the report on state consolidated taxes collection and distribution as of December 2023. (Julie Andress, Director of Finance/CFO)
  
2. **Recommended Motion:** Motion to accept the report on state consolidated taxes collection and distribution as of December 2023.
  
3. **Funds Available:** NA **Amount:** \$239,042.21  
  
**Fund Name:** General **Account Number:** 335.001
  
4. **Prepared by:** Julie Andress, Director of Finance/CFO
  
5. **Meeting Date:** March 19, 2024 **Time Required:** NA
  
6. **Agenda:** Consent
  
7. **Background Information:** The attached report reflects the state consolidated taxes collected for Douglas County and the distributed share to the District. Monthly, the state collects, consolidates and distributes 6 different taxes to each county and each appropriate district within that county. In FY 22/23, Douglas became a non-guaranteed county. This means the Supplemental City-County Relief Tax (SCCRT) distributed to Douglas County entities will be based on actual collections and not a guaranteed amount. A chart has been included showing the historical fluctuations of the SCCRT for non-guaranteed counties.

The six consolidated taxes are as follows:

- **BCCRT** – Basic City County Relief Tax, 1/2% of statewide sales/use tax. Distributed to the county where the sale was made. For out-of-state companies, BCCRT is distributed based on population.
- **SCCRT** – Supplemental City-County Relief Tax, 1.75% of statewide sales/use tax. Total distribution is proportionate to the amount of in-state collections as a whole, after guaranteed counties have received their allocation.
- **Cigarette** – Collected statewide and distributed to counties based on population.
- **Liquor** – Collected statewide and distributed to counties based on population.
- **RPTT** – Real Property Transfer Tax, tax based on value of real property transfers and distributed to county of origin.
- **GST** – Government Services Tax, tax based on value of motor vehicle and distributed to county of origin.

8. **Reviewed by:**

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

9. **Board Action:**

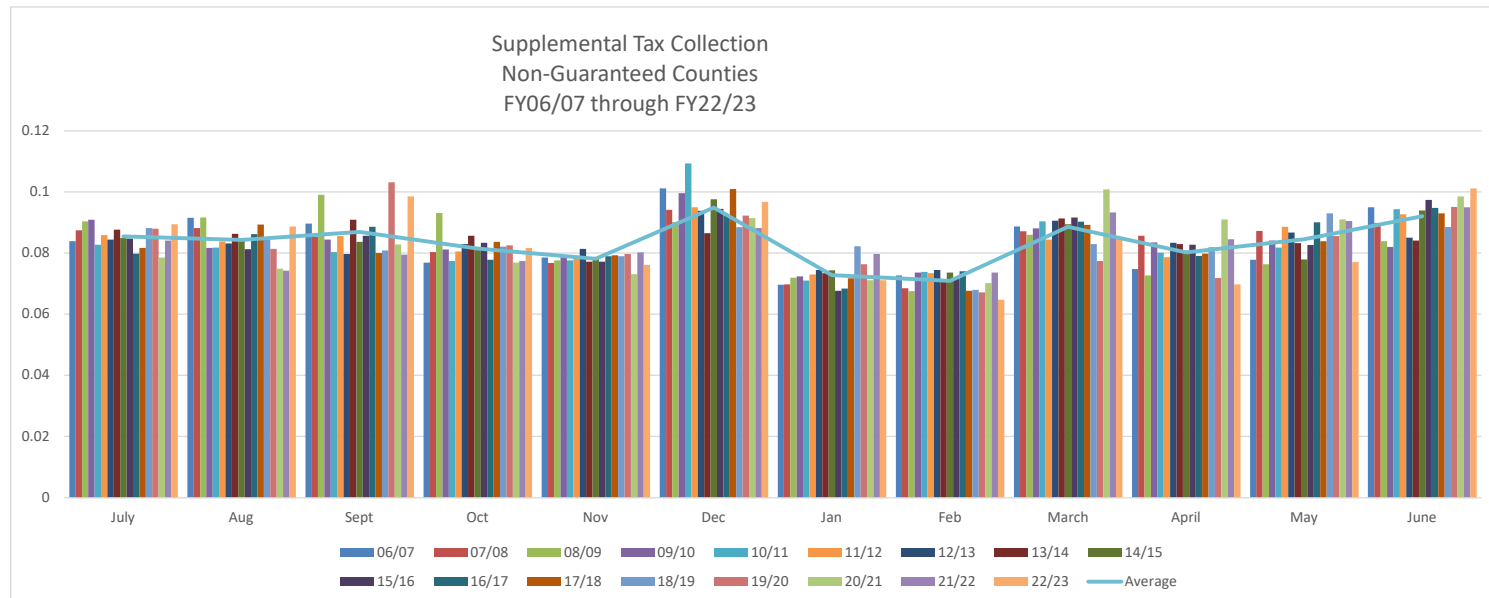
<u>          </u> Approved	<u>          </u> Approved with Modifications
<u>          </u> Denied	<u>          </u> Deferred
<u>          </u> Other	

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

% of year: 50.00%

		Actual												
2023-24	July	August	September	October	November	December	January	February	March	April	May	June	Total	% Collected
BCCRT	5,742,627	511,947.27	499,133.51	519,054.57	453,522.05	437,691.08	538,399.13						2,959,747.61	51.54%
SCCRT	20,248,274	1,744,533.99	1,693,161.47	1,768,776.52	1,505,182.05	1,413,549.37	1,783,507.79						9,908,711.19	48.94%
CIGARETTE	133,389	12,523.66	9,667.87	10,555.85	8,981.60	9,268.16	12,662.64						63,659.78	47.72%
LIQUOR	76,583	8,434.64	6,237.61	5,270.22	6,909.13	3,641.80	8,218.24						38,711.64	50.55%
RPTT **	1,243,174	-	-	394,697.05	-	-	270,388.25						665,085.30	53.50%
GST	3,645,118	300,957.12	318,084.82	312,870.90	326,701.00	313,026.91	282,984.38						1,854,625.13	50.88%
<b>TOTAL</b>	<b>31,089,165</b>	<b>2,578,396.68</b>	<b>2,526,285.28</b>	<b>3,011,225.11</b>	<b>2,301,295.83</b>	<b>2,177,177.32</b>	<b>2,896,160.43</b>	-	-	-	-	-	<b>15,490,540.65</b>	<b>49.83%</b>
EFFPD Share	2,559,771													
Avg Monthly Payment	213,314													
Actual Payment		212,287.35	207,864.41	249,023.53	188,837.12	178,380.62	239,042.21						1,275,435.24	49.83%
EFFPD Share of Total Collections		8.23%	8.23%	8.27%	8.21%	8.19%	8.25%						8.23%	
Over/(Under) Average		(1,026.89)	(5,449.83)	35,709.29	(24,477.12)	(34,933.62)	25,727.97						(4,450.20)	

\*\* RPTT collected and remitted quarterly



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
Average Monthly	8.54%	8.43%	8.69%	8.15%	7.81%	9.48%	7.28%	7.09%	8.86%	8.02%	8.45%	9.20%
Average Cumulative	8.54%	16.97%	25.66%	33.81%	41.62%	51.10%	58.38%	65.47%	74.33%	82.35%	90.80%	100.00%

# East Fork Fire Protection District

## AGENDA ACTION SHEET

1. **Title: For Presentation Only.** Presentation of the e-bikes purchased in part by donations received from Bruce Cable CPA and matching funds from the District for backcountry access to various trails in the District for emergency responses. (Troy Valenzuela, Battalion Chief and Justin Tenney, Firefighter/Paramedic) 15 minutes.
2. **Recommended Motion:** Presentation only.
3. **Funds Available:** NA **Amount:** NA  
**Fund Name:** NA **Account Number:** NA
4. **Prepared by:** Troy Valenzuela, Battalion Chief and Justin Tenney, Firefighter/Paramedic
5. **Meeting Date:** March 19, 2024 **Time Required:** 15 minutes
6. **Agenda:** Administrative Agenda
7. **Background Information:** On March 17, 2023, the District received a \$6,000 donation from Bruce Cable CPA requesting the donation be dedicated towards the purchase of e-bikes. This project was under discussion at that time. With this donation and District funds, the District was able to purchase two e-bikes. Training programs are underway and the e-bikes will be ready for service in the spring.
8. **Reviewed by:**  
\_\_\_\_\_ District Fire Chief                      \_\_\_\_\_ Board President  
\_\_\_\_\_ Legal Counsel                              \_\_\_\_\_ Other
9. **Board Action:**  
\_\_\_\_\_ Approved                                      \_\_\_\_\_ Approved with Modifications  
\_\_\_\_\_ Denied    \_\_\_\_\_ Deferred  
\_\_\_\_\_ Other



**East Fork Fire Protection District**

**AGENDA ACTION SHEET**

1. **Title: For Possible Action.** Discussion and possible action to authorize the District Fire Chief to fill the vacant position of Fire Investigator/Captain for the balance of the current fiscal year with an internal promotion of Fire Inspector, Patrick Mooneyhan at a cost not to exceed \$4,000 and to include funding for the position in the FY 24/25 Budget. (Tod F. Carlini, District Fire Chief) 15 minutes.

2. **Recommended Motion:** Motion to authorize the District Fire Chief to fill the vacant position of Fire Investigator/Captain for the balance of the current fiscal year with an internal promotion of Fire Inspector, Patrick Mooneyhan at a cost not to exceed \$4,000 and to include funding for the position in the FY 24/25 Budget.

3. **Funds Available:** Yes **Amount:** Not to exceed \$4,000

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

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

5. **Meeting Date:** March 19, 2024 **Time Required:** 15 minutes

6. **Agenda:** Administrative Agenda

7. **Background Information:** The East Fork Fire Protection District created the position of Fire Investigator/Captain in 1997. The position was originally held by Captain Terry Taylor (ret.) for over twenty years. The position has been vacant since Captain Taylor’s retirement in May of 2018. The District opted not to fill the position due to budgetary shortfalls, the COVID 19 Pandemic, and a lack of qualified personnel. Over the last year, Fire Inspector, Patrick Mooneyhan, has filled several of the roles and responsibilities of this position. He currently meets the requirements of the position. The estimated cost to fund the position for the balance of the current fiscal year will not exceed \$4,000. The administration has provided additional funding for the position in the Tentative Budget. Filling this position also allows for some elevated effort of succession planning in the Fire Prevention Division. The administration recommends approval with the effective date being the first pay date in April 2024.

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

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

# NOTICE

The following Agenda Item is being prepared and presented by Captain Sky Dwinell as part of his Fire Officer Training Task Book. Each participant in this program is required to administer a significant project from start to finish. Captain Dwinell has been assigned to the project under the guidance of District Fire Chief Tod Carlini and Executive Program Manager Tom Hein.

**East Fork Fire Protection District**

**AGENDA ACTION SHEET**

1. **Title: For Possible Action.** Discussion and possible action to authorize the formal solicitation of bids for the re-roofing of Volunteer Fire Station 2 located at 1255 Douglas Avenue, and partial roofing of Fire Station 7 located at 940 Mitch Drive, Gardnerville, Nevada. (Sky Dwinell, Fire Captain) 10 minutes.
  
2. **Recommended Motion:** Motion to authorize the formal solicitation of bids for the re-roofing of Volunteer Fire Station 2 located at 1255 Douglas Avenue, and partial roofing of Fire Station 7 located at 940 Mitch Drive, Gardnerville, Nevada.
  
3. **Funds Available:** Yes **Amount:** \$207,403.19  
  
**Fund Name:** General Fund **Account Number:**
  
4. **Prepared by:** Sky Dwinell, Fire Captain
  
5. **Meeting Date:** March 19, 2024 **Time Required:** 10 minutes
  
6. **Agenda:** Administrative Agenda
  
7. **Background Information:** The roof at Fire Station 7, located at 940 Mitch Drive Gardnerville, NV is over 22 years old and the roof at Volunteer Fire Station 2, located at 1255 Douglas Avenue, is even older. Each roof has reached its life expectancy. The condition of both roofs deteriorated significantly due to the 2022/2023 heavy winter which included heavy snow loads that were in place longer than normal. Additional damage occurred with the thawing and freezing of snow on the roofs. This resulted in super saturation of the substrate at Volunteer Fire Station 2.

An insurance claim was filed and approved for a total of \$207,403.19 (\$64,883.49 for Station 7 and \$142,519.70 for Station 2). The objective is to bid on both roofs as a single project with a single company performing the work. Pending cost, some District funding may be required. The goal will be to put the project to bid in April 2024 with an anticipated bid award in May or June of 2024.

8. **Reviewed by:**  

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

9. **Board Action:**  

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

**East Fork Fire Protection District**

**AGENDA ACTION SHEET**

1. **Title: For Presentation Only.** Initial presentation of the FY 24/25 Tentative Budget for the East Fork Fire Protection District in the amount of \$28,486,894. (Tod F. Carlini, District Fire Chief and Julie Andress, Director of Finance/CFO) 60 minutes.
2. **Recommended Motion:** For Presentation Only. No motion or action is necessary.
3. **Financial Impact:** Varies **Amount:** \$28,486,894  
**Fund Name:** NA **Account Number:**
4. **Prepared by:** Tod F. Carlini, District Fire Chief and Julie Andress, Director of Finance/CFO
5. **Meeting Date:** March 19, 2024 **Time Required:** 60 minutes
6. **Agenda:** Administrative Agenda
7. **Background Information:** This is the first public presentation on the FY 24/25 Tentative Budget for the East Fork Fire Protection District. No action is required; however, the Board may provide direction to staff regarding the presentation. This meeting will contain an overview of the budget-development process and may include specific discussions on any of the following funds:

General Operations Fund - 650  
Emergency Fund - 651

The tentative budget number is subject to change pending final revenue calculations from the State of Nevada and Douglas County.

8. **Reviewed by:**  

<input type="checkbox"/> District Fire Chief	<input type="checkbox"/> Board President
<input type="checkbox"/> Legal Counsel	<input type="checkbox"/> Other
9. **Board Action:**  

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

**Agenda Item # 9**





# **East Fork Fire Protection District**

## **FY 24-25 Tentative Budget**

March 19, 2024

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East Fork Fire  
**Budget Summary**  
 FY 2024-25

	2023/24		2024/25	Change	
	Adopted Budget	Amended Budget (12/19/23)	Tentative Budget	PY Adopted Vs. Tentative	
<b>FUND 650 - EAST FORK FIRE GENERAL OPERATIONS</b>					
Operating Revenues					
Ad Valorem Taxes	11,820,391	11,820,391	12,706,920	886,529	7.5%
Intergovernmental	4,059,978	3,859,978	3,503,935	(556,043)	-13.7%
Charges For Service	6,405,620	7,418,649	5,087,335	(1,318,286)	-20.6%
Miscellaneous Revenue	113,564	228,564	584,564	471,000	414.7%
<b>Total Operating Revenues</b>	<b>22,399,553</b>	<b>23,327,582</b>	<b>21,882,754</b>	<b>(516,799)</b>	<b>-2.3%</b>
Other Financing Sources	10,000	3,010,000	2,951,784	2,941,784	29417.8%
<b>Total Revenues/Other Sources</b>	<b>22,409,553</b>	<b>26,337,582</b>	<b>24,834,538</b>	<b>2,424,985</b>	<b>10.8%</b>
Opening Fund Balance/Reserves	3,975,603	4,459,116	3,316,882	(658,721)	-16.6%
<b>Total Resources</b>	<b>26,385,156</b>	<b>30,796,698</b>	<b>28,151,420</b>	<b>1,766,264</b>	<b>6.7%</b>
Operating Expenditures					
Salaries & Wages	11,240,798	11,816,829	11,448,931	208,133	1.9%
Employee Benefits	7,921,352	7,395,131	7,435,668	(485,684)	-6.1%
Service & Supplies	2,319,478	3,065,932	2,622,309	302,831	13.1%
<b>Total Operating Expenditures</b>	<b>21,481,628</b>	<b>22,277,892</b>	<b>21,506,908</b>	<b>25,280</b>	<b>0.1%</b>
Other					
Debt Service	296,100	334,250	425,692	129,592	43.8%
Capital Projects and Outlay	1,550,000	4,804,904	3,315,387	1,765,387	113.9%
Transfer out to Emergency Fund			-	-	0.0%
Contingency	322,224	644,448	322,604	380	0.1%
<b>Total Other</b>	<b>2,168,324</b>	<b>5,783,602</b>	<b>4,063,683</b>	<b>1,895,359</b>	<b>87.4%</b>
rHRA Reserve	50,000	50,000		(50,000)	-100.0%
Ending Fund Balance	2,685,204	2,685,204	2,580,829	(104,375)	-3.9%
<b>Total Requirements</b>	<b>26,385,156</b>	<b>30,796,698</b>	<b>28,151,420</b>	<b>1,766,264</b>	<b>6.69%</b>
Contingency %	1.50%	2.89%	1.50%		
Ending Fund Balance %	12.50%	12.05%	12.00%		
<b>FUND 651 - EMERGENCY FUND</b>	<b>326,431</b>	<b>335,474</b>	<b>335,474</b>	<b>9,043</b>	<b>2.8%</b>

East Fork Fire  
**Budget Summary**  
 FY 2024-25

	2023/24		2024/25	Change	
	Adopted Budget	Amended Budget (12/19/23)	Tentative Budget	PY Adopted Vs. Tentative	
<b>TOTAL ALL FUNDS</b>	<b>26,711,587</b>	<b>31,132,172</b>	<b>28,486,894</b>	<b>1,775,307</b>	6.6%
<b>Total Expenditures By Department</b>					
Administration (Dept. 231)	17,916,605	18,132,366	19,154,242	1,237,637	6.9%
Prevention (Dept. 232)	18,547	18,547	19,250	703	3.8%
Training (Dept. 235)	118,885	118,885	125,000	6,115	5.1%
Suppression (Dept. 251)	3,457,543	7,373,707	5,523,803	2,066,260	59.8%
NVE Fuels Mgmt. Program	1,520,048	1,439,291	-	(1,520,048)	-100.0%
Emergency (Dept. 293)	326,431	335,474	335,474	9,043	2.8%
Debt Service (Dept. 297)	296,100	334,250	425,692	129,592	43.8%

East Fork Fire  
**Fund 650 - Revenue Detail**  
 FY 2024-25

		2023/24		2024/25	Change	
		Adopted Budget	Amended Budget (12/19/23)	Tentative Budget	PY Adopted Vs. Tentative	
<b>TAXES</b>						
311-100	Ad Valorem - Current	11,337,136	11,337,136	12,187,422	850,285	7.50%
311-200	Centrally Assessed Prop Tax	157,259	157,259	169,053	11,794	7.5%
311-700	Personal Property Current	325,995	325,995	350,445	24,450	7.5%
	<b>Total Taxes</b>	<b>11,820,391</b>	<b>11,820,391</b>	<b>12,706,920</b>	<b>886,529</b>	<b>7.5%</b>
<b>INTERGOVERNMENTAL</b>						
331-282	Grant - EMPG	42,708	42,708	-	(42,708)	-100.0%
332-311	Grant - AFG (Fed)	-	-	68,800	68,800	100.0%
332-327	Grant - ARPA	250,000	250,000	-	(250,000)	-100.0%
333-209	GEMT (Medicaid)(Fed Rev)	1,100,000	900,000	850,000	(250,000)	-22.7%
335-001	State Consolidated Tax Distribution	2,559,770	2,559,770	2,471,185	(88,585)	-3.5%
337-001	Alpine Contract	107,500	107,500	113,950	6,450	6.0%
337-005	Emergency Mgmt. Contract	-	-	-	-	0.0%
337-011	Local Got Rev	-	-	-	-	0.0%
	<b>Total Intergovernmental</b>	<b>4,059,978</b>	<b>3,859,978</b>	<b>3,503,935</b>	<b>(556,043)</b>	<b>-13.7%</b>
<b>CHARGES FOR SERVICE</b>						
341-509	Fire Plan Check & Permit Fees	406,400	406,400	420,624	14,224	3.5%
341-515	Inspection Fee	3,900	3,900	3,900	-	0.0%
341-528	Technology Fee	10,800	10,800	10,800	-	0.0%
341-531	Expedite Fee	3,900	3,900	-	(3,900)	-100.0%
341-535	Water Initiative Fee	100,000	100,000	182,500	82,500	82.5%
342-500	Ambulance Fees	10,068,072	9,828,072	9,924,633	(143,439)	-1.4%
342-501	Collection Loss	(652,720)	(646,220)	(659,144)	(6,425)	1.0%
342-502	Govt & Contractual/Mandatory Write-offs	(5,386,910)	(5,253,410)	(5,358,478)	28,432	-0.5%
342-510	Sierra Saver Fees	50,000	50,000	50,000	-	0.0%
342-521	Standby Revenue	12,500	12,500	12,500	-	0.0%
343-001	Outside District Assistance For Hire	-	1,113,029	-	-	0.0%
343-002	Fuels Management	1,789,678	1,789,678	500,000	(1,289,678)	-72.1%
	<b>Total Charges For Service</b>	<b>6,405,620</b>	<b>7,418,649</b>	<b>5,087,335</b>	<b>(1,318,286)</b>	<b>-20.6%</b>
<b>MISCELLANEOUS REVENUES</b>						
360-800	Miscellaneous Rev	7,500	7,500	7,500	-	0.0%
361-200	Interest on Investment	4,000	4,000	4,000	-	0.0%
361-211	Investment Earnings-LGIP	85,000	200,000	312,000	227,000	267.1%
362-100	Rents/Leases (USFS)	15,064	15,064	259,064	244,000	1619.8%
367-102	Donations	2,000	2,000	2,000	-	0.0%
	<b>Total Miscellaneous Revenues</b>	<b>113,564</b>	<b>228,564</b>	<b>584,564</b>	<b>471,000</b>	<b>414.7%</b>

East Fork Fire  
**Fund 650 - Revenue Detail**  
 FY 2024-25

		2023/24		2024/25 Budget	Change	
		Adopted Budget	Amended Budget (12/19/23)	Tentative Budget	PY Adopted Vs. Tentative	
<b>TOTAL OPERATING REVENUES</b>		22,399,553	23,327,582	21,882,754	(516,799)	-2.3%
<b>OTHER FINANCING SOURCES</b>						
391-100	Sale of Property	10,000	10,000	7,500	(2,500)	-25.0%
391-501	Bond Proceeds	-	3,000,000	2,944,284	2,944,284	100.0%
	Total Other Financing Sources	10,000	3,010,000	2,951,784	2,941,784	29417.8%
		-				
<b>TOTAL REV/OTHER FINANCING SOURCES</b>		22,409,553	26,337,582	24,834,538	2,424,985	10.8%

East Fork Fire  
**Fund 650, Dept 231 (Administration)**  
 FY 2024-25

		2023/24		2024/25 Budget	Change	
		Adopted Budget	Amended Budget (12/19/23)	Tentative Budget	PY Adopted Vs. Tentative	
<b>SALARIES &amp; WAGES</b>						
510-000	Regular - Salaries & Wages	7,770,186	7,740,755	8,593,493	823,307	10.6%
510-145	Reg Incentive Pay	298,844	298,844	247,335	(51,509)	-17.2%
510-170	FLSA	167,406	167,406	181,241	13,835	8.3%
511-163	Overtime - Reimbursable (Off District Fires)	-	568,097	-	0	0.0%
511-164	Holiday Special Pay (HSP)	312,488	312,488	334,600	22,112	7.1%
511-166	Sick Buyback - Non-rep	10,000	13,122	15,000	5,000	50.0%
511-167	Vacation Payout	100,000	100,000	125,000	25,000	25.0%
511-168	Vacation Buyback - Non-rep	15,000	15,000	15,000	0	0.0%
511-170	Overtime	1,414,558	1,414,558	1,572,576	158,018	11.2%
511-172	Comp Paid	10,000	10,000	10,000	0	0.0%
511-176	Call Back (2X)	54,251	54,251	60,936	6,685	12.3%
511-178	Sick Leave Payout	100,000	100,000	125,000	25,000	25.0%
511-187	Uniform Allowance	106,400	106,400	116,200	9,800	9.2%
511-189	Cell Phone Stipend	5,342	5,342	7,550	2,208	41.3%
512-120	Contract Wages (temp employee's)	90,000	90,000	45,000	(45,000)	-50.0%
	<b>Total Salaries and Wages</b>	<b>10,454,475</b>	<b>10,996,263</b>	<b>11,448,931</b>	<b>994,456</b>	<b>9.5%</b>
<b>EMPLOYEE BENEFITS</b>						
515-180	Benefits - EE, HAS, COBRA Acct Fee	5,000	5,000	5,000	-	0.0%
515-181	Retirement	3,743,689	3,744,796	4,234,467	490,778	13.1%
515-182	WC - (Workers Comp)	1,162,270	803,501	833,804	(328,466)	-28.3%
515-183	Group Insurance	1,721,916	1,659,916	1,754,601	32,685	1.9%
515-184	Unemployment	5,000	5,000	5,000	-	0.0%
515-186	Medicare	146,877	155,318	160,421	13,544	9.2%
515-196	HSA ER Contribution	187,500	187,500	195,750	8,250	4.4%
515-197	HRA - non-contract	40,400	40,400	45,000	4,600	11.4%
515-198	HRA - contract	198,000	198,000	196,000	(2,000)	-1.0%
515-201	PEBS	5,625	5,625	5,625	-	0.0%
	<b>Total Employee Benefits</b>	<b>7,216,277</b>	<b>6,805,056</b>	<b>7,435,668</b>	<b>219,391</b>	<b>3.0%</b>
	<b>Total Salary, Wages &amp; Benefits</b>	<b>17,670,752</b>	<b>17,801,319</b>	<b>18,884,599</b>	<b>1,213,847</b>	<b>6.9%</b>

East Fork Fire  
**Fund 650, Dept 231 (Administration)**  
 FY 2024-25

		2023/24		2024/25 Budget	Change	
		Adopted Budget	Amended Budget (12/19/23)	Tentative Budget	PY Adopted Vs. Tentative	
<b>SERVICES &amp; SUPPLIES</b>						
520-060	Postage	3,500	3,500	3,500	0	0.0%
520-075	Background Checks	3,000	3,000	3,000	0	0.0%
520-077	Recruiting Expense	10,000	20,000	20,000	10,000	100.0%
520-078	Printing & Binding	2,000	2,000	2,000	0	0.0%
520-098	Maint. Janitorial	6,300	6,300	6,300	0	0.0%
520-108	Maint. Office Equip.	5,448	5,448	5,448	0	0.0%
520-136 *	Rents & Leases Equipment	5,155	5,155	5,155	0	0.0%
520-170	Mem, Subs, Books, etc (EMRB Assessment)	1,700	1,700	1,700	0	0.0%
520-415	PACT Agent Fees	5,000	-	-	(5,000)	-100.0%
520-425	Collection Commission Expense	15,000	12,000	12,000	(3,000)	-20.0%
521-100 *	Professional Services	122,550	147,150	133,340	10,790	8.8%
521-105	Board of Directors Comp	18,000	18,000	18,000	0	0.0%
521-505	Voter Reg Maint Fee	5,500	5,500	5,500	0	0.0%
532-028	Uniforms	500	500	500	0	0.0%
533-800	Office Supplies	15,000	16,438	20,000	5,000	33.3%
533-802	Small Equipment	-	1,440	6,000	6,000	100.0%
550-100	Bank Fees-Credit Card Processing	20,000	20,000	20,000	0	0.0%
550-102	Bank Fees-Checking		7,200	7,200	7,200	100.0%
550-105	Issuance Costs - Bonds		55,716	-	0	0.0%
	<b>Total Services &amp; Supplies</b>	<b>245,853</b>	<b>331,047</b>	<b>269,643</b>	<b>30,990</b>	<b>12.6%</b>
<b>DEPARTMENT 231 TOTAL</b>						
		<b>17,916,605</b>	<b>18,132,366</b>	<b>19,154,242</b>	<b>1,244,837</b>	<b>6.9%</b>



East Fork Fire  
**Fund 650, Dept 231 (Administration)**  
 FY 2024-25

		2023/24		2024/25 Budget	Change	
		Adopted Budget	Amended Budget (12/19/23)	Tentative Budget	PY Adopted Vs. Tentative	
Notes:						
515-182	<u>WC - (Workers Comp)</u>					
	Employees	1,144,270	1,144,270	815,804		
	Volunteers/ Board	18,000	18,000	18,000		
		1,162,270	1,162,270	833,804		
520-136	<u>Rents and Leases</u>					
	Postage machine lease	2,055	2,055	2,055		
	Xerox copier lease	3,100	3,100	3,100		
		5,155	5,155	5,155		
521-100	<u>Professional Services</u>					
	Professional attorney fees for General Counsel	30,000	30,000	25,000		
	Professional attorney fees for contract negotiation, arbitration, grievances	10,000	10,000	5,000		
	Insurance broker fees	22,500	22,500	22,500		
	Annual Financial Statement Audit Fee	30,000	30,000	31,000		
	OPEB Report - Bickmore	2,550	2,550	7,500		
	Website Maintenance Contract	5,000	7,500	5,000		
	GEMT Prep Fee (Creative Consulting)	8,500	8,500	8,500		
	GEMT Audit Fee	8,000	8,000	8,000		
	Ground Transport Data Project	6,000	6,000	-		
	Ready Rebound		16,600	16,600		
	EAP Services		3,500	3,500		
	Paper Tiger			200		
	Been Verified			540		
	Firefighter Recruiting		2,000	-		
		\$122,550	\$147,150	133,340		

East Fork Fire  
**Fund 650, Dept 232 (Fire Prevention)**  
 FY 2024-25

		2023/24		2024/25 Budget	Change	
		Adopted Budget	Amended Budget (12/19/23)	Tentative Budget	PY Adopted Vs. Tentative	
<b>SERVICES AND SUPPLIES</b>						
520-170	Mem, Subs, Books, etc	2,000	2,000	2,000	0	0.0%
521-100 *	Professional Services	5,000	5,000	5,000	0	0.0%
532-046	Public Education Supplies	2,000	2,000	2,000	0	0.0%
532-055	Books & Periodicals	750	750	750	0	0.0%
533-806	Software	8,797	8,797	9,500	703	8.0%
	<b>Total Services &amp; Supplies</b>	<b>18,547</b>	<b>18,547</b>	<b>19,250</b>	<b>703</b>	<b>3.8%</b>
<b>DEPARTMENT 232 TOTAL</b>		<b>18,547</b>	<b>18,547</b>	<b>19,250</b>	<b>703</b>	<b>3.8%</b>
Notes						
521-100	Outside Plan Review	5,000	5,000	5,000		
533-806	Software			703		
533-806	Software - Digiplans - Idt	8,797	8,797	8,797		

East Fork Fire  
**Fund 650, Dept 235 (Training)**  
 FY 2024-25

	2023/24		2024/25	Change	
	Adopted Budget	Amended Budget (12/19/23)	Tentative Budget	PY Adopted Vs. Tentative	
<b>SERVICES &amp; SUPPLIES</b>					
520-064 * Travel	15,000	15,000	15,000	-	0.0%
520-200 * Training & Education	45,000	45,000	55,000	10,000	22.2%
520-205 * Paramedic Education Reimb	33,885	33,885	30,000	(3,885)	-11.5%
521-162 Contract Services	3,000	3,000	3,000	-	0.0%
532-106 Academy Costs	7,500	7,500	7,500	-	0.0%
532-108 * Training Supplies	13,000	13,000	13,000	-	0.0%
533-802 Small Equipment	1,500	1,500	1,500	-	0.0%
Total Services & Supplies	118,885	118,885	\$125,000	6,115	5.1%
<b>DEPARTMENT 235 TOTAL</b>	<b>118,885</b>	<b>\$118,885</b>	<b>\$125,000</b>	<b>6,115</b>	<b>5.1%</b>
<b>NOTES:</b>					
520-064	Travel to conferences (tuition paid by employee; travel, lodging, per diem paid by Districts)		15,000	15,000	15,000
520-200	Training and Education				
	District offered training courses, off-district class tuition		32,000	32,000	32,000
	Valor - MH Program				10,000
	ABC ambulance billing and coding conference		5,000	5,000	5,000
	Carson City Fire Dept - Fire Training Facility Usage - Annual Fee		5,000	5,000	5,000
	Preceptor Pay		3,000	3,000	3,000
			45,000	45,000	55,000
520-205	<u>Paramedic Education Reimb</u>				
	Paramedic Program (Upfront) @ 10,000 each		33,885	33,885	30,000
			33,885	33,885	30,000
532-108	<u>Training Supplies</u>				
	Misc Training Supplies		10,000	10,000	10,000
	Contract to create video trainings		3,000	3,000	3,000
			13,000	13,000	13,000
533-802	<u>Small Equipment</u>				
	Small Equipment		1,500	1,500	1,500
			1,500	1,500	1,500

East Fork Fire  
**Fund 650, Dept 251 (Fire Suppression)**  
 FY 2024-25

	2023/24		2024/25	Change	
	Adopted Budget	Amended Budget (12/19/23)	Tentative Budget	PY Adopted Vs. Tentative	
<b>SERVICES AND SUPPLIES</b>					
520-055 *	27,180	59,625	60,480	33,300	122.5%
520-064		60,748	-	0	0.0%
520-079	194,475	194,475	212,231	17,756	9.1%
520-081	94,382	94,382	95,000	618	0.7%
520-089	50,000	50,000	60,000	10,000	20.0%
520-090	18,500	18,500	18,500	0	0.0%
520-091	18,500	18,500	18,500	0	0.0%
520-092	58,000	58,000	58,000	0	0.0%
520-093	15,000	15,000	15,000	0	0.0%
520-094	9,000	9,000	10,000	1,000	11.1%
520-097 *	125,000	125,000	125,000	0	0.0%
520-099	20,000	20,000	20,000	0	0.0%
520-104	5,000	5,000	5,000	0	0.0%
520-107 *	54,375	57,122	52,675	(1,700)	-3.1%
520-110	65,000	85,000	85,000	20,000	30.8%
520-111	5,500	9,500	7,500	2,000	36.4%
520-118	75,000	75,000	80,000	5,000	6.7%
520-130 *	227	227	227	0	0.0%
520-137	-	10,621	10,000	10,000	100.0%
520-160	1,500	1,500	1,500	0	0.0%
520-170 *	3,000	3,000	3,000	0	0.0%
520-187	3,000	3,000	8,000	5,000	166.7%
521-020	75,000	75,000	75,000	0	0.0%
521-100 *	200,200	210,899	183,100	(17,100)	-8.5%
521-140	65,000	132,000	130,000	65,000	100.0%
521-240	76,055	76,055	83,661	7,606	10.0%
532-003	150,000	190,000	150,000	0	0.0%
532-028 *	6,000	6,000	6,000	0	0.0%
532-031	140,000	145,940	140,000	0	0.0%
532-032	40,000	40,000	50,000	10,000	25.0%
532-034 *	82,000	82,000	87,000	5,000	6.1%
532-036	1,000	1,000	1,000	0	0.0%

East Fork Fire  
**Fund 650, Dept 251 (Fire Suppression)**  
 FY 2024-25

		2023/24		2024/25 Budget	Change	
		Adopted Budget	Amended Budget (12/19/23)	Tentative Budget	PY Adopted Vs. Tentative	
533-802 *	Small Equipment	30,000	92,217	10,000	(20,000)	-66.7%
533-803	Computers	15,000	21,900	64,600	49,600	330.7%
533-806 *	Software	149,330	163,625	158,642	9,312	6.2%
533-817	Small Projects	-	290,880	-	0	0.0%
540-010 *	Grants - Service and Supplies	6,819	39,587	98,800	91,981	1348.9%
550-218	Volunteer Incentives	28,500	28,500	25,000	(3,500)	-12.3%
	<b>Total Services &amp; Supplies</b>	<b>1,907,543</b>	<b>2,568,803</b>	<b>2,208,416</b>	<b>300,873</b>	<b>15.77%</b>
<b>CAPITAL OUTLAY AND PROJECTS</b>						
562-200*	Buildings	725,000	1,785,620	1,443,067	718,067	99.0%
564-500*	Machinery & Equipment	-	-	50,000	50,000	100.0%
564-600	Water Delivery Fund			182,500	182,500	100.0%
564-700*	Motor Vehicles	825,000	3,019,284	1,639,820	814,820	98.8%
<b>TOTAL</b>	<b>Capital projects and Outlay</b>	<b>1,550,000</b>	<b>4,804,904</b>	<b>3,315,387</b>	<b>1,765,387</b>	<b>113.9%</b>
<b>DEPARTMENT 251 TOTAL</b>		<b>3,457,543</b>	<b>7,373,707</b>	<b>5,523,803</b>	<b>2,066,260</b>	<b>59.8%</b>

East Fork Fire  
**Fund 650, Dept 251 (Fire Suppression)**  
 FY 2024-25

		2023/24		2024/25 Budget	Change	
		Adopted Budget	Amended Budget (12/19/23)	Tentative Budget	PY Adopted Vs. Tentative	
Notes:						
520-055	<u>Telephone</u>					
	Frontier Phone Monthly Fee	4,200	4,200	20,400		
	First Net Cell Phone	22,980	22,980	22,980		
	Conway		-	17,100		
		27,180	27,180	60,480		
520-097	<u>Maintenance Building and Grounds</u>					
	General station maintenance	106,500	106,500	120,000		
	Move ST 4 Compressor Relocation			4,000		
	Asphalt crack sealing, all stations	18,500	18,500	18,500		
		125,000	125,000	142,500		
520-107	<u>Maintenance Equipment</u>					
	Miscellaneous small engine repair	3,000	3,000	3,000		
	Maintenance of HazMat Equipment	5,000	5,000	3,600		
	Annual ladder testing	2,500	2,500	4,000		
	Annual fire extinguisher maintenance	4,000	4,000	4,000		
	Annual hydraulic lift inspection and Genesis diagnostic tool upgrade	1,000	1,000	1,000		
	Holmatro equipment maintenance	6,000	6,000	6,000		
	Fire panel/alarm testing	1,200	1,200	1,200		
	Pump Testing	8,075	8,075	8,075		
	Hose Testing	4,200	4,200	4,200		
	Maint Agreement on CPR Thumpers			3,200		
	5 Year Prev. Maint - Gurneys		7,747			
	Zoll Monitor Maint Agreement	15,000	10,000	10,000		
	Annual Maintenance Overhead Door	4,400	4,400	4,400		
		54,375	57,122	52,675		

East Fork Fire  
**Fund 650, Dept 251 (Fire Suppression)**  
 FY 2024-25

		2023/24		2024/25 Budget	Change	
		Adopted Budget	Amended Budget (12/19/23)	Tentative Budget	PY Adopted Vs. Tentative	
520-120	<u>Vehicle Upfitting</u>					
	Vehicle Router/Modem	-		-		
	Upfitting Maintenance	-		-		
		-	-	-		
520-130	<u>Rents and Leases/ Bldgs and Land</u>					
	Annual lease, BLM (Station 12 land)	25	25	25		
	Annual lease, Gardnerville Water Co (portion of land for Station 2)	200	200	200		
	Assessment	2	2	2		
		227	227	227		
520-170	<u>Mem, Subs, Books, etc</u>					
	Sierra Front Wildfire Cooperators	720	720	720		
	NV Fire Chief's Association Membership	1,000	1,000	1,000		
	Lake Tahoe Regional Chiefs	100	100	100		
	NV Emergency Medical Services	300	300	300		
	Memberships (Some Lic & Certs here but should be in Dept 235) - Other	880	880	880		
		3,000	3,000	3,000		
521-100	<u>Professional Services</u>					
	IT Services - Conway	173,700	173,700	156,600		
	SHI	-	5,899	-		
	BLD Consulting	-	4,800	-		
	BlackPoint LLC (PM Radios)	4,500	4,500	4,500		
	Medical Director Fee	15,000	15,000	15,000		
	Workforce Improvements	7,000	7,000	7,000		
		200,200	210,899	183,100		

East Fork Fire  
**Fund 650, Dept 251 (Fire Suppression)**  
 FY 2024-25

		2023/24		2024/25 Budget	Change	
		Adopted Budget	Amended Budget (12/19/23)	Tentative Budget	PY Adopted Vs. Tentative	
532-032	<u>Uniforms</u>					
	2 new hires @3,000	6,000	6,000	6,000		
		6,000	6,000	6,000		
532-034	<u>Fire Protection Supplies</u>					
	Equipment and Misc	65,000	65,000	65,000		
	Volunteer PPE	12,000	12,000	12,000		
	Fire Hose and Nozzles	5,000	5,000	10,000		
		82,000	82,000	87,000		
533-802	<u>Small Equipment</u>					
	Small Equipment	10,000	10,000	10,000		
	Volunteer Pagers	20,000	20,000			
	Hose Replacement		15,282			
	Video Larngoscopes		7,435			
	Zoll Monitor		30,000			
	E-Bike Program	-	3,750			
	Gym Equipment		5,750			
		30,000	92,217	10,000		
533-803	<u>Computer</u>					
	Computers - General			15,000		
	3 Laptop Replacement			4,800		
	4 rescue DMC			14,800		
	Misc Hardware replacement			4,400		
	MDC Mounts			5,600		
	Cradle point			15,000		
	ipad for Model 34 type 3 (4)			5,000		
				64,600		



East Fork Fire  
**Fund 650, Dept 251 (Fire Suppression)**  
 FY 2024-25

		2023/24		2024/25 Budget	Change	
		Adopted Budget	Amended Budget (12/19/23)	Tentative Budget	PY Adopted Vs. Tentative	
533-806	<u>Software</u>					
	Zoll hosted - RescueNet, FireRMS, EPCR	42,547	42,547	42,547		
	Kronos - Workforce Telestaff (24 hours of support service)	5,700	5,700	5,700		
	Kronos - Telestaff, Annual cloud hosting fee & license	23,500	23,500	21,000		
	Kronos - Workforce Payroll / HR software	18,000	18,000	18,000		
	Kronos - Payroll Processing - Other	2,000	2,000	2,000		
	Intacct - Accounting Software	18,671	18,671	18,550		
	Waystar (Trizetto replacement)	9,650	9,650	9,650		
	Mitchell 1 - Vehicle Maintenance Reference Program	1,500	1,500	1,800		
	First Due Software for Inspections/Workorders	22,662	22,662	20,000		
	Avenza Enterprise	2,000	2,000	2,000		
	Vector Solutions- paid by Pool/Pact		14,295	14,295		
	DocuSign	3,100	3,100	3,100		
		149,330	163,625	158,642		
533-817	<u>Small Projects</u>					
	Insurance covered damage to buildings		287,880	-		
	Hydro Squad 8 & 9		3,000	-		
			290,880			
540-010	<u>Grants Services and Supplies</u>					
	NVE Donation - CERT		30,000	30,000		
	AFG Grant Match	6,819		68,800		
	AFG Grant Match - PPE		9,587			
		6,819	39,587	98,800		

East Fork Fire  
**Fund 650, Dept 251 (Fire Suppression)**  
 FY 2024-25

		2023/24		2024/25 Budget	Change	
		Adopted Budget	Amended Budget (12/19/23)	Tentative Budget	PY Adopted Vs. Tentative	
564-200	<u>Buildings</u>					
	Soft Tone Alert System	175,000	175,000	175,000		
	Bond Funding - Facility Upgrades	250,000	250,000	500,000		
	St 2 Roof Replacement			142,520		
	St 7 Roof Replacement			64,883		
	Bond Funded Capital Projects		750,000	417,894		
	Training Center-Vent Prop			67,770		
	Training Center	300,000	610,620	75,000		
		<b>725,000</b>	<b>1,785,620</b>	<b>1,443,067</b>		
564-500	<u>Machinery &amp; Equipment</u>					
	800Mgh Radio Rescues (Mandate by St)			50,000		
564-700	<u>Motor Vehicles</u>					
	Ambulance Remount	140,000	140,000	175,000		
	Purchase of New Ambulance		-	-		
	Water Tender	335,000	335,000	-		
	Training Captain Vehicle/Upfitting			95,000		
	Bond Funded CIP-Committed Type1		2,194,284	981,320		
	Wildland Engine Retorfit	350,000	350,000	388,500		
		<b>825,000</b>	<b>3,019,284</b>	<b>1,639,820</b>		

East Fork Fire  
**Fund 650, Dept 297 (Debt Service)**  
 FY 2024-25

		2023/24		2024/25	Change	
		Adopted Budget	Amended Budget (12/19/23)	Tentative Budget	PY Adopted Vs. Tentative	
<b>Debt Service</b>						
550-003 *	Bond Principal	284,000	284,000	299,542	15,542	5.5%
550-004 *	Bond Interest	12,100	50,250	126,150	114,050	942.56%
	<b>Total Debt Service</b>	<b>296,100</b>	<b>334,250</b>	<b>425,692</b>	<b>129,592</b>	<b>43.77%</b>
<b>DEPARTMENT 297 TOTAL</b>		<b>296,100</b>	<b>334,250</b>	<b>425,692</b>	<b>129,592</b>	<b>43.77%</b>

	Principal	Interest	Total
2019 Bond Payment	290,000	9,542	299,542
2023 Bond Payment	25,000	101,150	126,150
<b>Total</b>	<b>315,000</b>	<b>110,692</b>	<b>425,692</b>

East Fork Fire  
**Fund 651, Dept 293 Emergency Fund**  
 FY 2024-25

		2023/24		2024/25 Budget	Change	
		Adopted Budget	Amended Budget (12/19/23)	Tentative Budget	PY Adopted Vs. Tentative	
<b>REVENUE</b>						
301-100	Opening Fund Balance Reserves	326,431	335,474	335,474	9,043	2.8%
	Total Revenues	326,431	335,474	335,474	9,043	2.8%
<b>EXPENDITURES</b>						
532-049	Emergency Operations	326,431	335,474	335,474	9,043	2.8%
	Total Expenditures	326,431	335,474	335,474	9,043	2.8%
<b>699-000</b>	Ending Fund Balance	-	-	-	-	

NOTES:  
 532-049 Restricted funds for emergency event expenditures.

# EAST FORK FIRE PROTECTION DISTRICT

TENTATIVE BUDGET  
FISCAL YEAR 2024/25



# Prepared and Presented By

Tod F. Carlini, District Fire Chief  
Julie Andress, Director of Finance/CFO

## Acknowledgements

East Fork Fire Protection District Executive Staff  
East Fork Fire Protection District Battalion Chiefs and Operations Staff  
East Fork Fire Protection District Volunteers

# District Board of Directors

John Bellona, President

Mike Sommers, Secretary

Barbara Griffin, Director

Bernard Curtis, Director

Jacques Etchegoyhen, Director

# East Fork Fire Protection District Executive Staff

Tod F. Carlini, District Fire Chief

Scott Gorgon, Deputy Fire Chief/Operations

Larry Goss, Deputy Fire Chief/Training and Safety

Amy Ray, Deputy Fire Chief/Fire Marshal

Tom Hein, Executive Program Manager

Lisa Owen, Director of Administrative Services

Julie Andress, Director of Finance/CFO



# East Fork Fire Battalion Chiefs

Troy Valenzuela

Matt Kruse

John Brawley

# East Fork Professional Firefighters Association, IAFF Local 3726

Kevin May, President

Justin Grimm, Vice President

Sky Dwinell, Secretary Treasurer

Matt Kruse, Executive Board Member

Tracy Connelly, Executive Board Member

Justin Tenney, Executive Board Member

Patrick Mooneyhan, Executive Board Member

Roy Minor, Employee Relations Liaison



# East Fork Volunteer Firefighters Association

Chris Lang-President

Paul Pettersen-Vice President

Laura Thompson-Secretary/Treasurer

Elaine Pace-Volunteer Liaison

# District Demographics

- 675 square miles protected or 96% of Douglas County, including lands within the Tahoe Basin
- 49,343 estimated resident population
- 15,000 seasonal/migratory population swings
- 6,847 calls for service last year (2023)
  - “A decrease of 5.18% over prior year calls”
- 2024 calls for service are currently trending downward by 9.8%

# Our Usual Disclaimer

Remember, this is a **TENTATIVE BUDGET** that will serve as a foundation for the final budget.

Over the next couple months, we will update the budget based on Board and staff discussions, contractual adjustments and final projected numbers being released from the State and County.



# Budget Package

- Budget Summary, Expenditures by Fund and Departments
- Budget Revenue
- Department (Divisional) Budgets
  - Administration
  - Prevention
  - Training
  - Suppression
- Fire Emergency Fund

# Making Comparisons

- Comparisons are made between the 2023/24 adopted and the 2024/25 Tentative budget and throughout the process.
  - Usually amended budgets include augments for one time funding for expenditures and expenses making it difficult for a fair comparison.
    - The comparison between FY23/24 Amended Budget and FY24/25 Tentative budget is shown in the Board Packet.

# Variable Impacts

- Contract Negotiations – 4 Articles in progress (5-year agreement)
- Failure to receive GEMT in a timely manner
- **Changes in Taxes and Fees**
- Plan review fees
- **Increase/decrease in ambulance collectibles**
- **Loss of service contract(s)**
- **Increases in interest on investments**
- Failure to receive fire response payments in a timely manner
- Failure to receive NV Energy payments in a timely manner
- Board direction



# Primary Budget Objectives

- ✓ Provide a balanced budget tentative in scope
- ✓ Prepare a budget which attempts to meet public expectations and our standards
- ✓ Find a balance between sustainability and moving forward
- ✓ Consider conservative revenue estimates
- ✓ Make data driven decisions
- ✓ Maximize all revenue potentials (Taxes and Fees, GEMT, and Grants)
- ✓ Meter the use of reserve funds to enhance service levels and offset revenue expectations(*Big Challenge*)
- ✓ Bring Bond funds forward for potential use
- ✓ Keeping an “eye” on Ending Fund Balance or “reserves” with sustainability in mind and economic impacts

# Additional Budget Objectives

- ✓ Fund wages/benefits, reflecting regional marketability, internal equity, future negotiated contracts, and attempt to continue to be an employer of choice
- ✓ Continue to enter into long term “*fixed costs*” service agreements where appropriate
- ✓ Inform the public how services are truly delivered through the budget process
- ✓ Continue to fund capital equipment needs as appropriate and for the safety of our staff
- ✓ Recognize possibility awarding of AFG Grant in the Fall of 2024
- ✓ Provide necessary funding to service debt
- ✓ Maintain a positive Ending Fund Balance for sustainability

# Two Primary Funds For FY 24/25

✓ General Operations Fund	\$28,151,420
✓ Emergency Fund	<u>\$ 335,474</u>
	\$28,486,894

- Per NRS 474, the district is allowed two funds. One fund is for operations, and one is considered a restricted Emergency Fund.

**GENERAL FUND  
REVENUE  
TENTATIVE BUDGET  
2024/25**



# Three Primary Revenue Sources

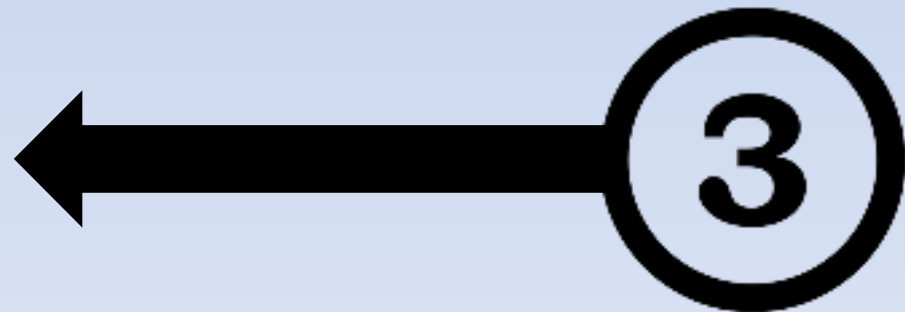
- ✓ Ad Valorem
- ✓ State Consolidated Tax
- ✓ Ambulance User Fees



- ✓ Fire and Life Safety Plan Review Fees
- ✓ GEMT
- ✓ Grants
- ✓ Fuels Management Grants
- ✓ Fire Reimbursements
  - ✓ Based on fire activity, not budgeted
- ✓ Alpine County Contract



- ✓ Interest on Investments
- ✓ Rents and Leases
- ✓ Donations
- ✓ Sale of Excess Property



# Revenue - Taxes

		2023/24		2024/25 Budget	Change	
		Adopted Budget	Amended Budget (12/19/23)	Tentative Budget	PY Adopted Vs. Tentative	
<b>TAXES</b>						
311-100	Ad Valorem - Current	11,337,136	11,337,136	12,187,422	850,285	7.50%
311-200	Centrally Assessed Prop Tax	157,259	157,259	169,053	11,794	7.5%
311-700	Personal Property Current	325,995	325,995	350,445	24,450	7.5%
311-800	Personal Property Delinquent	-	-	-	-	0.0%
Total Taxes		11,820,391	11,820,391	12,706,920	886,529	7.5%

- For 2022/23, we budgeted an 8.64% increase
- For 2023/24, we budgeted an 8.59% increase
- **For 2024/25, we are budgeting a 7.50% increase**
- Final projected numbers will be released on March 25<sup>th</sup>
  - Projecting a 7.50% increase on existing assessed value:
    - Residential cap - 3%
    - General Abatement Cap - 8%

# Revenue - Intergovernmental

		2023/24		2024/25	Change	
		Adopted Budget	Amended Budget (12/19/23)	Tentative Budget	PY Adopted Vs. Tentative	
<b>INTERGOVERNMENTAL</b>						
331-282	Grant - EMPG	42,708	42,708	-	(42,708)	-100.0%
332-311	Grant - AFG (Fed)	-	-	68,800	68,800	100.0%
332-327	Grant - ARPA	250,000	250,000	-	(250,000)	-100.0%
333-209	GEMT (Medicaid)(Fed Rev)	1,100,000	900,000	850,000	(250,000)	-22.7%
335-001	State Consolidated Tax Distribution	2,559,770	2,559,770	2,471,185	(88,585)	-3.5%
337-001	Alpine Contract	107,500	107,500	113,950	6,450	6.0%
Total Intergovernmental		4,059,978	3,859,978	3,503,935	(556,043)	-13.7%

- State Consolidated Taxes. ***We are no longer considered a guaranteed county***
  - **Estimate Projection from the state is a 3.5% decrease**
- Current Emergency Management Contract expired 6/30/23 – Net revenue loss of \$250,000 +
- Alpine Contract contractually will increase 6% per year under a five (5) year agreement
- GEMT projecting \$(250,000) decrease based on past performance

# Inter-County CTAX Comparison

THE COUNTY OF DOUGLAS	CONSOLIDATED REVENUE PROJECTION	FY 24-25 BASE DISTRIBUTION	% OF FY 25 BASE ALLOCATION	MODIFIED FY 24-25 DISTRIBUTION	EXCESS DISTRIBUTION OR SHORTFALL
TOTAL REVENUE AVAILABLE TO DISTRIBUTE	30,048,825.01				
<b>ENTERPRISE DISTRICTS</b>					
DOUGLAS COUNTY SEWER IMPROVEMENT GID		137,984.42		137,984.42	
ELK POINT SANITATION GID		7,310.98		7,310.98	
MINDEN/GARDNERVILLE SANITATION GID		134,659.41		134,659.41	
TAHOE DOUGLAS SEWER IMPROVEMENT GID		437,670.34		437,670.34	
<b>LOCAL GOVERNMENTS</b>					
DOUGLAS COUNTY		16,359,045.40	0.5534	16,233,191.00	(125,854.40)
GARDNERVILLE		393,521.83	0.0133	390,494.36	(3,027.47)
GENOA		16,081.71	0.0005	15,957.99	(123.72)
MINDEN		522,340.34	0.0177	518,321.83	(4,018.50)
<b>SPECIAL DISTRICTS</b>					
CARSON-TRUCKEE WATER CONSERVANCY		35,648.75	0.0012	35,374.49	(274.26)
CAVE ROCK GID		26,768.27	0.0009	26,562.33	(205.94)
DOUGLAS MOSQUITO PROTECTION GID		196,524.31	0.0066	195,012.40	(1,511.91)
<b>EAST FORK FIRE PROTECTION</b>		2,490,344.03	0.0843	2,471,185.17	(19,158.87)
GARDNERVILLE RANCHOS GID		1,149,594.08	0.0389	1,140,749.95	(8,844.13)
INDIAN HILLS GID		394,019.58	0.0133	390,988.28	(3,031.30)
KINGSBURY GID		787,126.16	0.0266	781,070.60	(6,055.57)
LAKERIDGE GID		25,363.57	0.0009	25,168.44	(195.13)
LOGAN CREEK GID		10,875.67	0.0004	10,792.00	(83.67)
MARLA BAY GID		78,945.53	0.0027	78,338.18	(607.35)
OLIVER PARK GID		30,556.39	0.0010	30,321.31	(235.08)
ROUND HILL GID		581,896.13	0.0197	577,419.45	(4,476.68)
SKYLAND GID		111,604.31	0.0038	110,745.71	(858.60)
TAHOE DOUGLAS FIRE PROTECTION		6,073,975.61	0.2055	6,027,246.93	(46,728.68)
TOPAZ RANCH GID		97,891.37	0.0033	97,138.26	(753.10)
ZEPHYR COVE GID		41,729.03	0.0014	41,408.00	(321.03)
ZEPHYR HEIGHTS GID		129,989.71	0.0044	128,989.67	(1,000.04)
ZEPHYR KNOLLS GID		4,760.13	0.0002	4,723.51	(36.62)
<b>TOTAL DOUGLAS COUNTY</b>		30,276,227.04	1.0000	30,048,825.01	(227,402.03)



# GEMT

- In Nevada, Medicaid is paid 65% by federal and 35% by state funds
- East Fork's actual costs to Medicaid patients for transport can be used as the state share of Medicaid costs
  - This is the same for any local government ambulance provider where you have local tax dollars are subsidizing the state/federal Medicaid program
- A state plan amendment was approved to allow local tax dollars to be counted as the state's share, opening the door for federal reimbursement of that share
- East Fork has entered into an agreement with the State
- East Fork conducted a cost analysis to determine transport costs as part of the qualifying requirements
- ***We are budgeting \$850,000 for FY24/25 – This may be optimistic***

# Revenue –Charges for Service

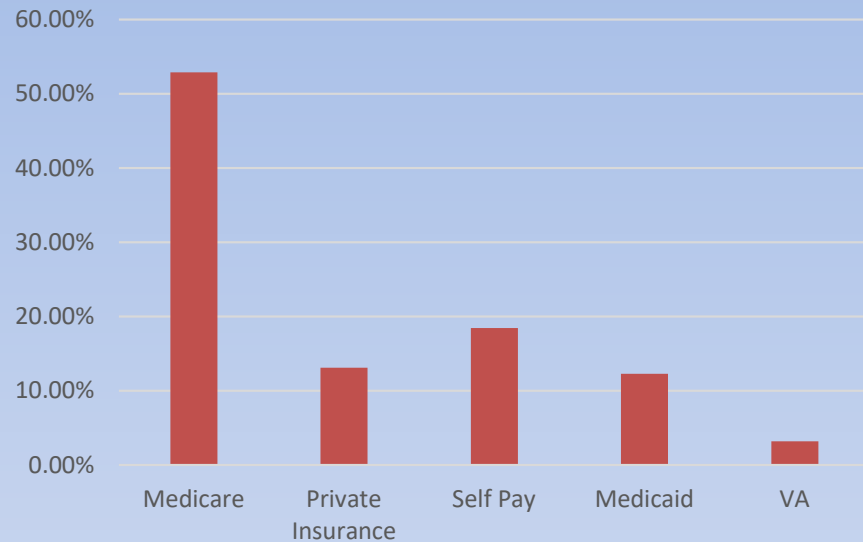
		2023/24		2024/25	Change	
		Adopted Budget	Amended Budget (12/19/23)	Tentative Budget	PY Adopted Vs. Tentative	
<b>CHARGES FOR SERVICE</b>						
341-509	Fire Plan Check & Permit Fees	406,400	406,400	420,624	14,224	3.5%
341-515	Inspection Fee	3,900	3,900	3,900	-	0.0%
341-528	Technology Fee	10,800	10,800	10,800	-	0.0%
341-531	Expedite Fee	3,900	3,900	-	(3,900)	-100.0%
341-535	Water Initiative Fee	100,000	100,000	182,500	82,500	82.5%
342-500	Ambulance Fees	10,068,072	9,828,072	9,924,633	(143,439)	-1.4%
342-501	Collection Loss	(652,720)	(646,220)	(659,144)	(6,425)	1.0%
342-502	Govt & Contractual/Mandatory Write-offs	(5,386,910)	(5,253,410)	(5,358,478)	28,432	-0.5%
342-510	Sierra Saver Fees	50,000	50,000	50,000	-	0.0%
342-521	Standby Revenue	12,500	12,500	12,500	-	0.0%
343-001	Outside District Assistance For Hire	-	1,113,029	-	-	0.0%
343-002	Fuels Management	1,789,678	1,789,678	500,000	(1,289,678)	-72.1%
Total Charges For Service		6,405,620	7,418,649	5,087,335	(1,318,286)	-20.6%

- Fire Plan Check, Permit – projected at 3.5% increase
- Water Initiative Fee – projecting a significant increase due to residential growth in the urban interface
- Ambulance Fees (net write-offs) \$3,907,011 – We have seen ambulance billing show a dramatic decrease. Budget based on actual revenue for FY22/23 and current trends FY23/24

• Fuels Management grants funds of \$500k are anticipated

# EMS Patient Demographics

✓ Medicare	52.90%
✓ Private Insurance	13.12%
✓ Self Pay	18.48%
✓ Medicaid	12.29%
✓ VA	3.21%



Approximately 68.4% of billable services are Federally supported.

We are estimating **\$3,907,011** in actual EMS revenue.

FY 24/25 reflects only a 1 % increase of \$96,561 which is in relation to the projected impact of scheduled fee increases effective July 1, 2024

# Sierra Saver Program

- ✓ Under the new Board adopted subscription fees, two (2) subscription plans are now provided:

Subscription with proof of Health Insurance	\$ 65.00
Subscription without Health Insurance	\$130.00

- ✓ *Public awareness of the program still presents a challenge*
- ✓ *Generates approximately \$50,000 per year*
- ✓ *Mutually accepted program within the region*
- ✓ *Provided to all personnel as a taxable benefit, either by contract, policy, or incentive program for volunteers*

# Revenue –Miscellaneous and Other Financing Sources

		2023/24		2024/25 Budget	Change	
		Adopted Budget	Amended Budget (12/19/23)	Tentative Budget	PY Adopted Vs. Tentative	
<b>MISCELLANEOUS REVENUES</b>						
360-800	Miscellaneous Rev	7,500	7,500	7,500	-	0.0%
361-200	Interest on Investment	4,000	4,000	4,000	-	0.0%
361-211	Investment Earnings-LGIP	85,000	200,000	312,000	227,000	267.1%
362-100	Rents/Leases	15,064	15,064	259,064	244,000	1619.8%
367-102	Donations	2,000	2,000	2,000	-	0.0%
Total Miscellaneous Revenues		113,564	228,564	584,564	471,000	414.7%

- Interest on investment – increase in interest rates, and larger cash balance due to bond funds, we are projecting an increase in interest revenue from LGIP.
- Rents/Leases – Increase due to agreements with Verizon for cellular towers on district property.

# GENERAL FUND EXPENDITURES TENTATIVE BUDGET 2024/25



# Summary - General Fund Operating Expenditures

	2023/24		2024/25	Change	
	Adopted Budget	Amended Budget (12/19/23)	Tentative Budget	PY Adopted Vs. Tentative	
Operating Expenditures					
Salaries & Wages	11,240,798	11,816,829	11,448,931	208,133	1.9%
Employee Benefits	7,921,352	7,395,131	7,435,668	(485,684)	-6.1%
Service & Supplies	2,319,478	3,065,932	2,622,309	302,831	13.1%
Total Operating Expenditures	21,481,628	22,277,892	21,506,908	25,280	0.1%
Other					
Debt Service	296,100	334,250	425,692	129,592	43.8%
Capital Projects and Outlay	1,550,000	4,804,904	3,315,387	1,765,387	113.9%
Contingency	322,224	644,448	322,604	380	0.1%
Total Other	2,168,324	5,783,602	4,063,683	1,895,359	87.4%

- Personnel and Capital Projects/Outlay will be disused later in the presentation
- Services and Supplies:
  - Overall increase of \$302,381 or 13.1%
  - Accounts for increases in physical exams, computers, maintenance and repairs of vehicles

# Expenditures by Department

	2023/24		2024/25	Change	
	Adopted Budget	Amended Budget (12/19/23)	Tentative Budget	PY Adopted Vs. Tentative	
Total Expenditures By Department					
Administration (Dept. 231)	17,916,605	18,132,366	19,154,242	1,237,637	6.9%
Prevention (Dept. 232)	18,547	18,547	19,250	703	3.8%
Training (Dept. 235)	118,885	118,885	125,000	6,115	5.1%
Suppression (Dept. 251)	3,457,543	7,373,707	5,523,803	2,066,260	59.8%
NVE Fuels Mgmt. Program	1,520,048	1,439,291	-	(1,520,048)	-100.0%
Emergency (Dept. 293)	326,431	335,474	335,474	9,043	2.8%
Debt Service (Dept. 297)	296,100	334,250	425,692	129,592	43.8%

## Expenditures changes:

- Administration up 6.9% do to increases related to salary and benefits.
  - Includes projected retirement payouts
  - 1 additional over hire for pending retirements
- Prevention budget increase was in software for plan review
- Training budget increase is to allow for (3) Firefighters to attend Paramedic School
- Suppression increase of 59.8% due to bringing bond funds in for capital expenditures



# PERSONNEL (GENERAL FUND) TENTATIVE BUDGET 2024/25



# Career Line Staff Distribution FY 24/25

## Daily Staffing – 24/7

Location	FY22/23	FY23/24	FY24/25
✓ Minden/Gardnerville	7	7	7
✓ Gardnerville Ranchos	7	7	7
✓ North Douglas County	5	5	5
✓ South Douglas County	3	3	3
✓ Suitcase Position	1	1	1
Total	23	23	23

- ✓ District-wide 1 Duty Chief is assigned 24Hours/7 Days a week
- ✓ Fuels Staff

# Personnel Costs FY 24/25

- ✓ Largest district expense
- ✓ Pending open articles for negotiation
- ✓ Distribution between wages and benefits for FY 24/25:

Salaries and Wages	\$11,448,931 (60.62%)
Benefits	\$ 7,435,668 (39.37%)

*Represents about 87.81% of Operating Budget*

## *CURRENT ASSUMPTIONS*

- ✓ Wage adjustments are included for represented personnel based on existing contracts which include step movement
- ✓ Wage adjustments are included for non-represented personnel wages which mirror contracted employee compensation increases
- ✓ Health Insurance increases are projected to be 6%
- ✓ Worker's Compensation increase estimated at 4%
- ✓ Filling Inspector/Captain position for FY24/25 is included

# Personnel Costs



Personnel costs are a function of not only increases in compensation and benefit costs but also the addition of personnel over the years.

# Overtime Costs

- Overtime is a large expense
- FY 24/25- budgeted \$1,572,300 which is the equivalent of 18 shifts per line staff employee
- Overtime Costs are driven by several factors
  - Geographic challenges as they relate to staffing needs
  - Academy costs
  - Contract requirements (Pending Negotiations)
  - Long-term workers compensation injuries
  - Long-term personal medical issues
  - Major incident staffing and call back
  - Suitcase Position is reducing some overtime costs
  - This item will see adjustments throughout the year

# OTHER EXPENDITURES AND DEBT TENTATIVE BUDGET 2024/25



# Contract Fees Owed To Douglas County

- 911 User Fees Estimate \$ 83,661
- Radio User Fees Estimate \$ 75,000
  - Budgeting a decrease and anticipating the District will be responsible for preventative maintenance of radios
  - \$ 4,500 is budgeted for outsourcing P and M on radios/pagers

911 Fees and Radio User Fees are calculated annually

Meeting with 911 Director to discuss costs and service contracts

# Our Debt

Annual Debt Service Total \$ 425,692

- ✓ Medium Term Bond/Loan Interest Rate is 1.86% on reissued bonds
- ✓ Medium Term Bond/Loan Interest Rate is 4.2% on 2<sup>nd</sup> issued bond
- ✓ Combined annual debt service is \$425,692

	Principal	Interest	Total
2019 Bond Payment	290,000	9,542	299,542
2023 Bond Payment	25,000	101,150	126,150
<b>Total</b>	<b>315,000</b>	<b>110,692</b>	<b>425,692</b>



# Debt Considerations

- Debt service payments are considered part of our Capital Expenditures
- This proposed budget includes bond funding of \$2,944,284
  - \$1,437,590 has been committed contractually for apparatus purchases/modifications
    - Type 1 Engine, Type 3 Conversion, Training Prop Vent
  - \$1,088,800 has been budgeted for purchases including
    - Facility upgrades, Soft Tones Alerting System, Training Captain vehicle, Ambulance remount, Training Center Phase 3
  - \$417,894 has been appropriated, available if needed, earmarked for future use in future years



**CAPITAL EXPENDITURES  
TENTATIVE BUDGET 2024/25**

# Capital Outlay Funding

- ✓ \$3,315,387 has been tentatively been set aside to fund capital improvements (Includes Bond Revenue)
- ✓ The formal 2024-2029 CIP will be presented in April
- ✓ Some proposed uses include and commitments:
  - ✓ Soft Tones Alert System (Bringing budget forward from FY23/24)
  - ✓ Training Center (Bringing budget forward from FY23/24)
  - ✓ Type 1 Ambulance Remount
  - ✓ Wildland Engine Retrofit (under contract)
  - ✓ Training Captain Vehicle
  - ✓ Type 1 Engine under contract
  - ✓ Facility Maintenance and Improvements
  - ✓ Other Miscellaneous Improvements

# Training Ground Improvements Phase 3

- The District is continuing the development of the training site.
- \$142,770 is budgeted in FY24/25 for board approved vent prop and additional site improvements.





*Emergency*

**EMERGENCY FUND  
TENTATIVE BUDGET 2024/25**

3/19/24

# Emergency Fund

		2023/24		2024/25 Budget		Change	
		Adopted Budget	Amended Budget (12/19/23)	Tentative Budget	Final Adopted Budget	PY Adopted Vs. Tentative	
<b>REVENUE</b>							
301-100	Opening Fund Balance Reserves	326,431	335,474	335,474		9,043	2.8%
	Total Revenues	326,431	335,474	335,474	-	9,043	2.8%
<b>EXPENDITURES</b>							
532-049	Emergency Operations	326,431	335,474	335,474		9,043	2.8%
	Total Expenditures	326,431	335,474	335,474	-	9,043	2.8%
<b>699-000</b>	Ending Fund Balance	-	-	-	-	-	

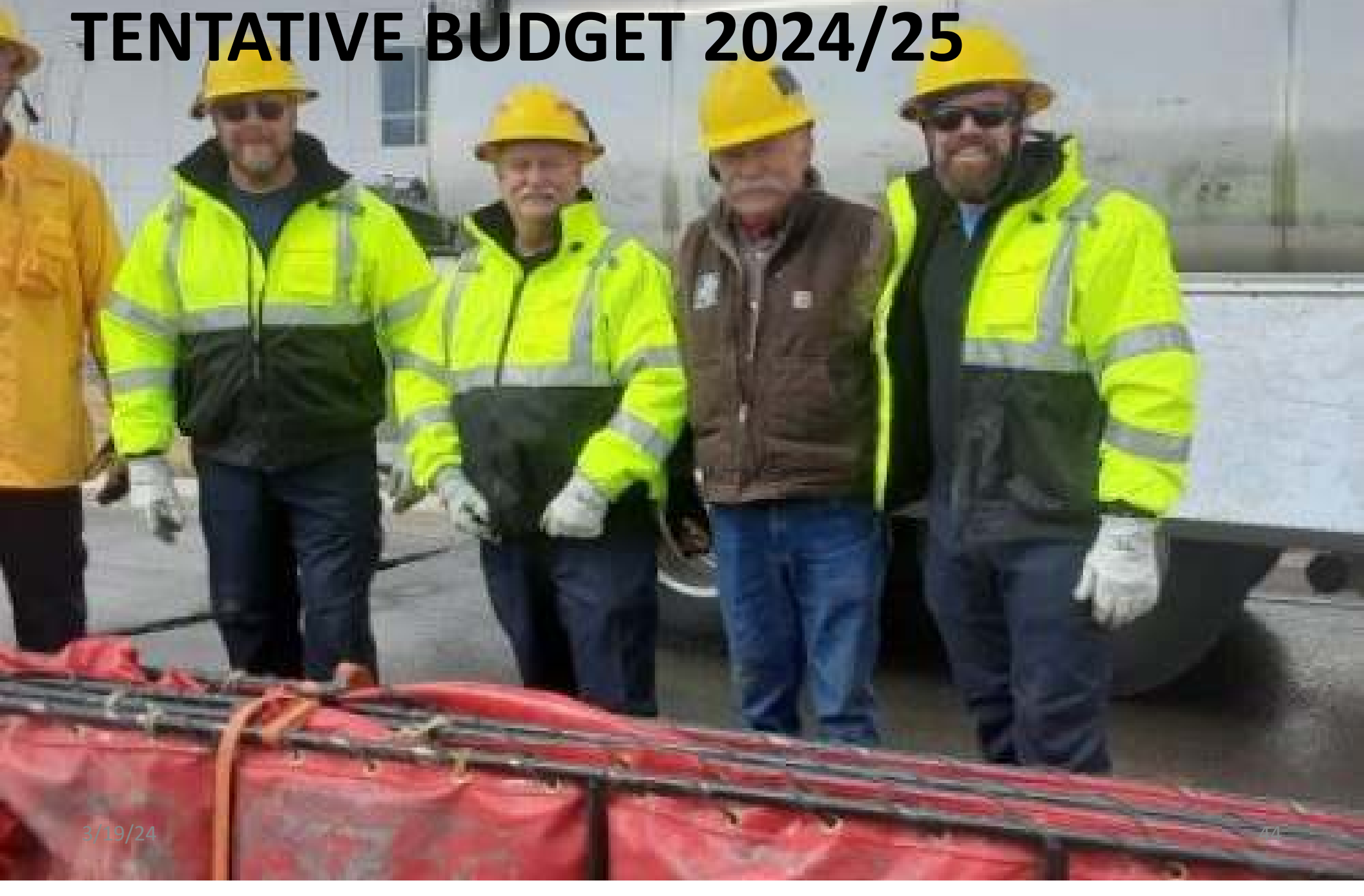
- ✓ Restricted Use Fund
  - ✓ NRS Mandate
  - ✓ \$1,000,000 Maximum Balance
- ✓ \$335,474 available for Emergency Operations

# Wild Fire Protection Plan

- Our participation in the plan essentially serves as our insurance policy for wildland fire suppression costs. We have been a participant for the past six years.
- I served on the original committee tasked with establishing the plan, so I have a sincere vested interest in this plan and program.
- Over time and with the intervention of the Legislative Council Bureau and an audit of the plan and the Nevada Division of Forestry, the initial cost allocation plan has now transformed itself into an actual formula.
- The new formula's main consideration is vested with fire cost history. We have one of the higher fire cost histories of those participating.
- Tentative cost to participate is \$95,000.

# ROLL OF VOLUNTEERS

## TENTATIVE BUDGET 2024/25





# Volunteer Capacity

- ✓ Volunteers now provide more critical **logistical support** at major incidents, rather than initial fire attack
- ✓ This budget includes funding for Volunteer Incentive Program
- ✓ Volunteer Incentive Program has been revised in order to comply with DOL requirements
- ✓ Volunteer response to medical emergencies is restricted to only the very critical emergencies, i.e. cardiac arrest
- ✓ Demographics, housing costs, lack of jobs, lack of an opportunity to participate, competing interests and family responsibilities, and training requirements are all responsible for a “*re-tooling*”
- ✓ Today we support approximately 64 volunteers

# Volunteer Incentive Program

- \$25,000 has been allocated towards volunteer incentives
- Incentives comply with DOL requirements and regulations
  - Volunteers to receive Annual Certification Incentive and Response And Readiness stipend not to exceed \$600 for Logistical Volunteer and \$800 for Attack Firefighter
  - An extended large incident Volunteer Incentive is being considered
  - Volunteers receive Sierra Saver Ambulance Subscription
  - Volunteers receive time in service gift cards
  - Volunteers receive time in service recognition awards
  - Volunteers receive shirts and hats
  - Volunteers listed as “Support” do not receive monetary incentives

**Monthly or Annual Stipend** – DOL has stated that the payment of a nominal monthly or **annual** stipend to an individual who volunteers on a year-round basis is allowed.

# CONTINGENCY AND ENDING FUND BALANCE TENTATIVE BUDGET 2024/25

CONTINGENCY FUND



# Ending Fund Balance

- For the purpose of this budget, we have allocated the balance of funding for the time being to our ending fund balance.
- The final budget will project a different value as we progress to that end with labor negotiations, some additional budget needs and reinforcements, and simply some of the “*unknowns*” that always seem to pop up during this process.
- Hopefully, we can find that “*happy place*” with respect to our ending fund balance.
  - A spot that considers sustainability, promotes fair and reasonable compensation, supports our operations, and meets our capital needs.

# Contingency and Ending Fund Balances

Total Contingency Funding (1.50%)

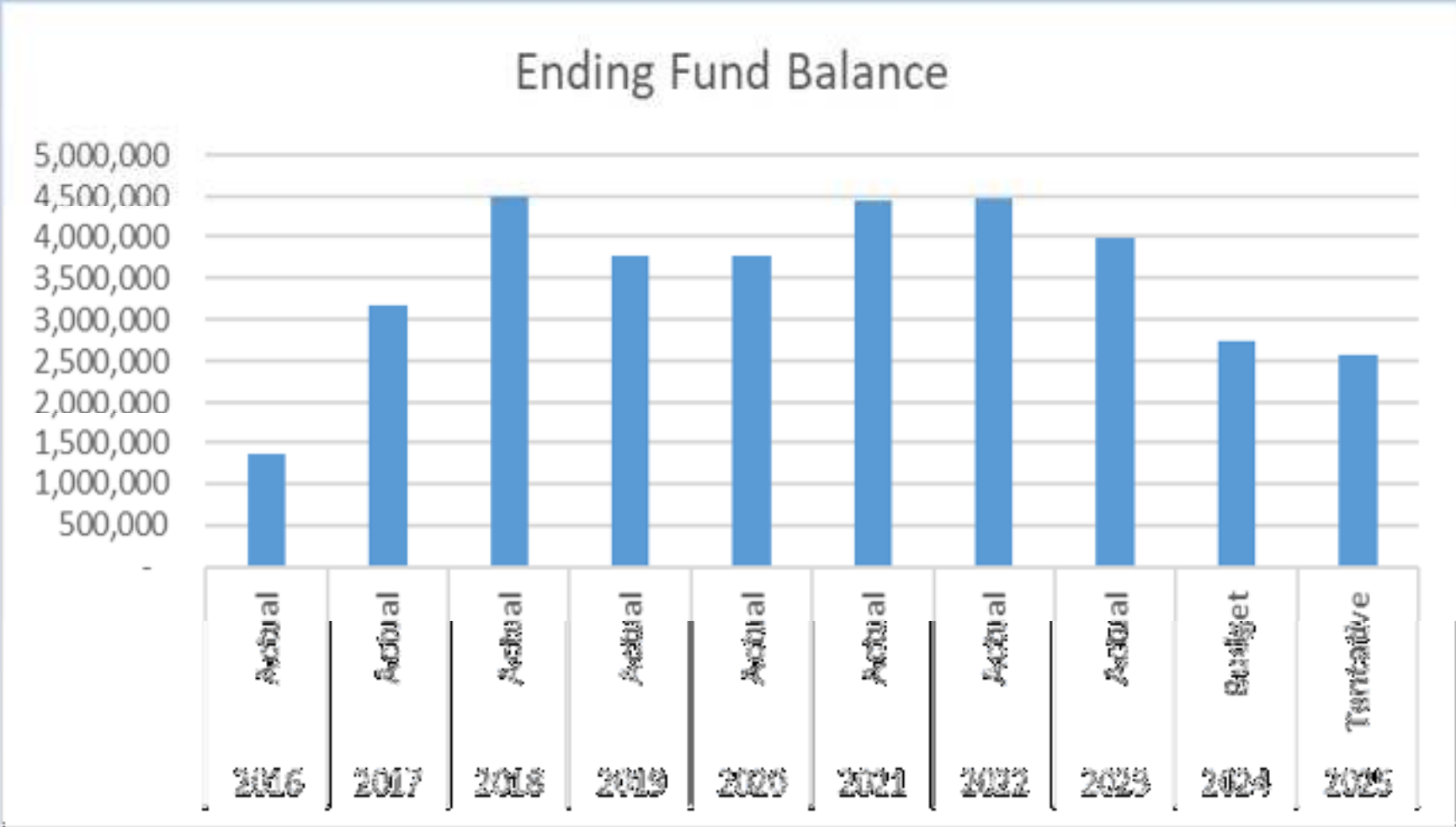
**\$322,604**

Ending Fund Balance

**FY 23/24 Budgeted \$2,685,204 (12.05%)**

**FY 24/25 Tentative \$2,580,829 (12.00%)**

# Ending Fund Balance



Total Tentative Budget FY 24/25  
\$28,486,894

Subject to Change



# Next Steps

- March 25<sup>th</sup> – Final Property Tax Projections to be released
- April 15<sup>th</sup> – Tentative Budget Submitted to State
- April 16<sup>th</sup> – Presentation and approval of CIP, review of any budget changes
- May 21<sup>st</sup> – Presentation and approval of Final Budget
- June 3<sup>rd</sup> – Final Budget submitted to State
- July 1<sup>st</sup> – New Fiscal Year Begins



# Questions



**East Fork Fire Protection District**

**AGENDA ACTION SHEET**

1. **Title: For Presentation Only.** Reports/updates from East Fork Professional Firefighters Association concerning the various assignments and committees they may be a member of, liaison to, or meetings/functions they have attended. No action will be taken on these reports/updates. (John Bellona, President) 5 minutes.
  
2. **Recommended Motion:** For Presentation Only. No motion or action is necessary.
  
3. **Funds Available:** NA **Amount:** NA  
  
**Fund Name:** NA **Account Number:** NA
  
4. **Prepared by:** Tod F. Carlini, District Fire Chief
  
5. **Meeting Date:** March 19, 2024 **Time Required:** 5 minutes
  
6. **Agenda:** Administrative Agenda
  
7. **Background Information:** This portion of the meeting will allow for reports and updates from East Fork Professional Firefighters Association including, but not limited to, the various assignments and committees they may be a member of, liaison to, or meetings/functions they have attended. No action taken on these reports/updates.
  
8. **Reviewed by:**  

<input type="checkbox"/> District Fire Chief	<input type="checkbox"/> Board President
<input type="checkbox"/> Legal Counsel	<input type="checkbox"/> Other
  
9. **Board Action:**  

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

**Agenda Item # 10**

**East Fork Fire Protection District**

**AGENDA ACTION SHEET**

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

2. **Recommended Motion:** For Presentation Only. No motion or action is necessary.

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

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

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

5. **Meeting Date:** March 19, 2024 **Time Required:** 5 minutes

6. **Agenda:** Administrative Agenda

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

8. **Reviewed by:**

\_\_\_\_\_ District Fire Chief                      \_\_\_\_\_ Board President  
\_\_\_\_\_ Legal Counsel                              \_\_\_\_\_ Other

9. **Board Action:**

\_\_\_\_\_ Approved                                      \_\_\_\_\_ Approved with Modifications  
\_\_\_\_\_ Denied    \_\_\_\_\_ Deferred  
\_\_\_\_\_ Other

**Agenda Item # 11**

## **East Fork Fire Protection District**

### **AGENDA ACTION SHEET**

1. **Title: For Presentation Only.** Reports/updates from District Board Members and Administration concerning the various assignments and committees they may be a member of, liaison to, or meetings/functions they have attended. No action will be taken on these reports/updates. (John Bellona, President) 10 minutes.
  
2. **Recommended Motion:** For Presentation Only. No motion or action is necessary.
  
3. **Funds Available:** NA **Amount:** NA  
**Fund Name:** NA **Account Number:** NA
  
4. **Prepared by:** Tod F. Carlini, District Fire Chief
  
5. **Meeting Date:** March 19, 2024 **Time Required:** 10 minutes
  
6. **Agenda:** Administrative Agenda
  
7. **Background Information:** This portion of the meeting will allow for reports and updates from District Board Members and Administration including, but not limited to, the various assignments and committees they may be a member of, liaison to, or meetings/functions they have attended. No action taken on these reports/updates.
  
8. **Reviewed by:**  

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

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

**Agenda Item # 12**

