

EAST FORK FIRE PROTECTION DISTRICT



**District Board Meeting
Agenda and Supporting Information For
The Meeting of March 28, 2023**

EAST FORK FIRE PROTECTION DISTRICT

1694 County Road
Minden, Nevada 89423

Meeting Agenda

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

Tod F. Carlini, District Fire Chief

Holly Megee, Board Clerk

Tuesday, March 28, 2023

12:00 PM Closed Session
1:00 PM Board Meeting

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

MISSION STATEMENT

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

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

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

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

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

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

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

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

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

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

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

EAST FORK FIRE PROTECTION DISTRICT
1694 COUNTY ROAD
MINDEN, NEVADA
FINAL AGENDA
March 28, 2023

CLOSED SESSION

12:00 PM

Closed Session. Closed Session to meet with management representatives pursuant to NRS 288.220. 60 minutes.

Note: The East Fork Fire Protection District may from time to time convene a closed session in accordance with NRS 288.220 to discuss matters related to labor negotiations. These sessions will be held in advance of the public portion of the meetings and in the interest of the general public and final call for public comment.

BOARD MEETING

1:00 PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE – Jacques Etchegoyhen

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. (Jacques Etchegoyhen, President) 5 minutes.

APPROVAL OF PREVIOUS MINUTES

- 2. For Possible Action.** Discussion and possible action to approve the draft meeting minutes of the February 21, 2023 workshop meeting of the East Fork Fire Protection District Board of Directors. (Jacques Etchegoyhen, President) 5 minutes.
- 3. For Possible Action.** Discussion and possible action to approve the draft meeting minutes of the February 21, 2023 meeting of the East Fork Fire

Protection District Board of Directors. (Jacques Etchegoyhen, President) 5 minutes.

AWARDS, RECOGNITIONS, PROCLAMATIONS & DONATIONS

- 4. For Presentation Only.** A badge pinning presentation by District Fire Chief Tod Carlini, recognizing Clint Loudenburg's promotion from Firefighter/Paramedic to Engineer with the East Fork Fire Protection District. (Scott Gorgon, Deputy Fire Chief of Operations) 5 minutes.
- 5. For Possible Action.** Discussion and possible action to accept the donation of \$6,000 from Bruce Cable, to dedicate the funds to purchase an e-bike, and to authorize a letter of appreciation from the Board President. (Troy Valenzuela, Battalion Chief) 5 minutes.

CONSENT CALENDAR

6. 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 28, 2023. (Kathy Lewis, CPA, CFO/Director of Finance)
- 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 2023 per NRS 474.210. (Kathy Lewis, CPA, CFO/Director of Finance)
- C. For Possible Action.** Discussion and possible action to approve payroll expenses paid in February 2023 per NRS 474.210. (Kathy Lewis, CPA, CFO/Director of Finance)
- D. For Possible Action.** Discussion and possible action to approve the Procurement Card Transactions paid in February 2023 per NRS 474.210. (Kathy Lewis, CPA, CFO/Director of Finance)
- 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 2023 in the amount of \$59,360.75. (Kathy Lewis, CPA, CFO/Director of Finance)

- F. For Possible Action.** Discussion and possible action to accept the report on state consolidated taxes collection and distribution as of December 2022. (Kathy Lewis, CPA, CFO/Director of Finance)

CONSENT CALENDAR ITEMS PULLED FOR FURTHER DISCUSSION IF ANY

- 7. For Presentation Only.** Initial presentation of the FY 2023-2024 Tentative Budget for the East Fork Fire Protection District in the amount of \$26,821,776. (Tod F. Carlini, District Fire Chief and Kathy Lewis, CPA, CFO/Director of Finance) 60 minutes.
- 8. For Possible Action.** Discussion and possible action to adopt Finance Policy #510.3-Travel Policy which updates the general financial policies regarding the Travel Policy. (Kathy Lewis, CPA, CFO/Director of Finance) 15 minutes.
- 9. For Presentation Only.** Initial presentation on the upcoming Wildland Urban Interface (WUI) code adoption. (Amy Ray, Deputy Fire Chief/Fire Marshal and Patrick Mooneyhan, Fire Inspector) 20 minutes.
- 10. For Possible Action.** Discussion and direction to staff regarding legislation or legislative issues proposed by legislators or by other entities permitted by the Nevada State Legislature to submit bill draft requests, or such legislative issues that may impact the East Fork Fire Protection District as may be deemed appropriate by the Board of Directors. (Tod F. Carlini, District Fire Chief) 10 minutes.
- 11. 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. (Jacques Etchegoyhen, President) 5 minutes.
- 12. For Presentation Only.** Reports/updates from East Fork Volunteer Firefighters Association concerning the various assignments and committees they may be a member of, a liaison to, and meetings/functions they have attended. No action will be taken on these reports/updates. (Jacques Etchegoyhen, President) 5 minutes.
- 13. For Presentation Only.** Reports/updates from District Board Members and Administration concerning the various assignments and committees they may be a member of, a liaison to, and meetings/functions they have attended. No action will be taken on these reports/updates. (Jacques Etchegoyhen, President) 10 minutes.

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.
(Jacques Etchegoyhen, President)

14. For Possible Action. Discussion and possible action to adjourn the East Fork Fire Protection District Board Meeting. (Jacques Etchegoyhen, 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: Closed Session.** Closed Session to meet with management representatives pursuant to NRS 288.220. (Mark Forsberg, District Legal Counsel) 60 minutes.

2. **Closed Session:** Closed session to meet with management representatives to discuss labor negotiations regarding the East Fork Professional Firefighters.

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

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

4. **Prepared by:** Mark Forsberg, District Legal Counsel

5. **Meeting Date:** March 28, 2023 **Time Required:** 60 minutes

6. **Agenda:** Closed session to meet with management representatives to discuss labor negotiations.

7. **Background Information:** NRS 288.220 permits the board of a local governing body to meet with management representatives in a meeting that is not open to the public to discuss labor negotiations. This closed session is for the purpose of discussing ongoing negotiations with management regarding the East Fork Professional Firefighters.

8. **Reviewed by:**

District Fire Chief
 Legal Counsel

Board President
 Other

9. **Board Action:**

Approved
 Denied
 Other

Approved with Modifications
 Deferred

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. (Jacques Etchegoyhen, President) 5 minutes.

2. **Recommended Motion:** Motion to approve the meeting agenda for March 28, 2023.

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 28, 2023 **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 21, 2023 workshop meeting of the East Fork Fire Protection District Board of Directors. (Jacques Etchegoyhen, President) 5 minutes.

2. **Recommended Motion:** Motion to approve the workshop minutes of the February 21, 2023 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 28, 2023 **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 workshop meeting. The previous meeting was held on February 21, 2023. Attached are the draft workshop minutes.

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

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

DRAFT

The Workshop Meeting of the East Fork Fire Protection District Board was held on Tuesday, February 21, 2023, in-person and virtually, beginning at 10:30 AM.

East Fork Fire Protection District Board Present:

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

Staff present:

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

Additional attendees that addressed the Board:

Adam Wennhold, East Fork Fire Professional Firefighters
Elaine Pace, Volunteer Liaison

CALL TO ORDER

Board President Jacques Etchegoyhen

PLEDGE OF ALLEGIANCE

Director Bernard Curtis led the Pledge of Allegiance

PUBLIC COMMENT (No Action)

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WORKSHOP MEETING OF FEBRUARY 21, 2023**

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

President Jacques Etchegoyhen opened up public comment.

There was no public comment.

Public comment closed.

ADMINISTRATIVE AGENDA

The Administrative Calendar handled as follows:

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

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

APPROVAL OF AGENDA

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

President Jacques Etchegoyhen opened public comment.

There was no public comment.

Public comment closed.

MOTION to approve the workshop meeting agenda for February 21, 2023.

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

2. For Presentation Only. A workshop including a presentation to allow the Board of Directors to discuss the 2023/2024 budget. (Kathy Lewis, CPA, CFO/Director of Finance) 90 minutes.

President Jacques Etchegoyhen thanked Director of Finance Lewis for a very thorough budget workshop.

Below is the outline of the PowerPoint presentation regarding the budget workshop for East Fork Fire Protection District presented by District Fire Chief Tod Carlini and Director of Finance Kathy Lewis:

Budget Workshop: What will be covered:

- Current year revenue performance with some early projections
 - Property Taxes
 - State Consolidated Taxes
 - Ambulance Fees
 - Fire Plan and Life Safety Fees
 - GEMT
 - Service Contracts
 - NV Energy
 - Alpine County
 - Douglas County
 - Investments
 - Other Revenue
- Budgeted Expenditures:
 - Personnel
 - Services and Supplies
 - CIP Performance
 - Status of Current Debt
 - AFG Grant for SCBA
- 2022/23 Budget Performance/Status
- FY 23/24 Budget Discussion

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District Fire Chief Carlini stated a lot of what's being discussed, in some cases, are best guesses and predictions, opposed to hard numbers. There are some hard numbers but what is received from the State is always subject to change.

Revenue was discussed first.

Property Tax:

- Projected 8.6% increase in Property Taxes for FY2022/23
- Property tax collections through 12/31/22 is \$7,876,731
- Collected 72.03% of Budget
- Trending on budget

Director Mike Sommers asked how soon after the County collects the property tax installments are they distributed to the various districts.

Director of Finance Lewis stated it's received the second or third week of the month after it's collected.

Director Sommers asked if the amount distributed is what's actually collected or the third installment.

Director of Finance Lewis stated only what's collected is distributed.

Director Sommers asked if the District is given the interest on the money that is held onto.

Director of Finance Lewis stated no. But, Nevada law does not allow the County to charge the District a collection fee. At the end of the year, Douglas County has traditionally collected about 98%-99% of the assessment, there are not a significant number of delinquent taxes.

Director Sommers asked how the collection rate for the District in the revenue, correlated to the increased assessed valuation.

Director of Finance Lewis stated that is a difficult question which will be seen as property tax rate increases are discussed because of the cap. Nevada taxes are capped. She further explained the process.

Director Sommers asked about tax rate on resale versus new construction.

Director of Finance Lewis stated the tax rate does not change on resale, only new construction.

District Fire Chief Carlini stated the only other condition is annexation.

Continued on with the PowerPoint (Property Tax).

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- For FY2023/24 an increase between 5% and 7% is expected
- Final Property Tax projections will be released on March 27, 2023
- Impacts to Property Tax Revenue:
 - New Construction
 - Tax Cap Percentages
 - Legislative Action
 - Modification in Tax Rate

Property Tax Rate Considerations:

- In Nevada, there are two property tax caps to consider when setting the District's property tax rate:
 - State department of taxation, through state law and regulations, sets the maximum tax rate an entity can assess
 - The preliminary tax cap rate for FY2023/24 is \$0.7664
 - Current Rate for the District: \$0.4874
 - The State also caps the property tax rate a property owner can be assessed. They cannot, by state law, be assessed more than \$3.66

Director Sommers asked if the \$3.66 tax rate is primarily raw land.

Director of Finance Lewis stated it is on every parcel.

Director Sommers asked what areas are at the \$3.66.

Director of Finance Lewis stated that will be covered on the next slide.

History of East Fork Fire Protection District Property Tax Rate (A chart was provided):

- In 2006/07, after the tax cap in 2005/06, all Douglas County Entities increased their tax rate to capture taxes on new construction
- In 2008/09, EFF annexed Sierra Forrest Fire Protection District, which amended the rate for residents of the SFFPD
- In 2011/12, the County Commission reduced the District's tax rate to help Douglas County with shortfalls they were facing with the "Great Recession"
- In 2015/16, the District annexed the Paramedic District to create a single all-risk Fire Protection District and pave the way to an independent Board of Directors

District Fire Chief Carlini stated there has been discussions in the past regarding the tax rate and thought it was important to show property tax rate comparisons.

Property Tax Rate Comparison:

- East Fork Fire Protection District-\$0.4874
- Truckee Meadows Fire Protection District-\$0.5400
- Storey County Fire Protection District-\$0.5446

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- Tahoe Douglas Fire District-\$0.6381
- North Lake Tahoe Fire Protection District-\$0.6480
- Central Lyon County Fire District-\$0.7011

Property Tax Rate for Property Owners in East Fork Fire Protection District: (A chart was provided showing valley overlapping tax rates for FY2022-23):

- There are 4 taxing areas where the property owners are at the cap of \$3.66 within East Fork Fire Protection District (Towns of Gardnerville and Minden, Indian Hills GID and Topaz Ranch Estates GID)

Director Sommers confirmed the District hasn't lost any on their tax rate.

Tax Rate Options:

- The Board has three (3) options to consider:
 1. Lower the property tax rate
 2. Maintain the current property tax rate
 3. Propose an increase in the property tax rate
 - Under the third option, an increase in rate would increase the overlapping rate for property taxes in Gardnerville, Minden, Indian Hills GID and Topaz Ranch Estates GID.
 - If that were to happen, under NRS 361.455, the Chairman of the County Commission would be required to meet with all effected governing bodies and to try and determined an overlapping 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 some 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" process.

Director Bernard Curtis asked if it has been outlined of how many decisions have been made that jumped the tax rate in other counties.

Director of Finance Lewis stated a hospital district in Nye County had proposed the same thing and when it went to the Taxation Commission, they sided for the County, not the hospital district.

District Fire Chief Carlini stated he understands it has only been exercised a few times.

Director Sommers confirmed with Secretary Bellona that last year there was discussion regarding the 2011/12 tax rate that was given to the County but the District never asked for it back.

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District Fire Chief Carlini clarified that the District has asked for it back.

Secretary Bellona stated if the Board considers asking for it back he thinks the Board should consider using the third option. He asked, what's the worst thing that can happen if the District goes to the State and asks for the tax rate back. He understands it may upset towns/GID's or the County may do what's right and give the tax back to the District that they took 25 years ago.

Director Sommers stated looking at the County's last year budget, the County had 17% increase in the overall improvement. That 17% represented 90% of the District's total budget. The District needs more manpower, equipment and another station. The District needs to start thinking about growth.

Tax Rate Revenue Increase Examples: (A chart was provided)

- We are in a period of rising assessed values, where the effect of a property tax rate increase does not have a proportionate effect on tax collection since most of the rate increase will be abated.

Director of Finance Lewis stated if the District increased the tax rate, the District would see an increase down the road but not a significant dollar amount from what is shown on the chart.

District Fire Chief Carlini stated that is primarily due to the abatement factor. The same numbers ran three years and the same \$.05, generated roughly \$120,000 because there wasn't as much abatement because the assessed values were lower.

Director Sommers stated to approach this the District will need to decide what is the need in revenue to complete the plan the District wants to operate under. Then once the need is determined, the increases to support that need will have to be determined. And then deal with abatement in certain areas.

Director of Finance Lewis stated it is very complicated.

District Fire Chief Carlini stated there are a few factors coming together all at the same time, the Standard of Cover will be completed in March at the same time the budget is being built. He believes things will be a lot clearer in March.

Director Sommers stated the Standard of Cover will also give a picture of where the District will be 5 years from now.

District Fire Chief Carlini stated it is more like a three-year program because things change so quickly.

District Fire Chief Carlini stated when agencies talk about a tax override, they are not overriding a \$3.66 cap, they are overriding what the allowed rate is, which is

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\$.78. The District has room to do that and wouldn't need to do an override, if there was room in the \$3.66.

District Fire Chief Carlini believes the District has a defensible position but potentially any of the entities, the following year could challenge. Then it starts a cycle.

District Fire Chief Carlini explained the Nevada tax law does not allow to make deals such as trading off funds but can trade services. It was discussed in 2011 when they were attempting to offset some of the town services they were taking rates from the town (street sweeping, etc.). In legal terms, the illegal part of that is called supplanting.

District Fire Chief Carlini stated the District needs to think about the consequences. It would be nice if all the tax entities could come together every year, discuss the tax rate and come to a reasonable conclusion. The capital needs would be addressed but at this time, the law does not provide that.

Director Sommers stated it gets to a point where the District needs to determine their needs, how soon and for how long. The District is being outgrown.

President Etchegoyhen stated the District needs to find what was said to the District when the County Commission adopted the budget after East Fork Fire agreed to reduce their tax rate. If it's not in the minutes, it's hearsay.

Secretary Bellona stated he thinks the towns got their money back, it was only East Fork Fire that didn't.

District Fire Chief Carlini stated that is not true. In fact, the towns gave up larger amounts of their rate.

President Etchegoyhen stated things have gone up and the taxes don't reflect that. He feels looking at the process, the District will end up with many enemies and not being successful at getting the rate back.

Secretary Bellona asked if there is another option to go to the voters.

Director of Finance Lewis stated no because of the \$3.66 cap.

Director Sommers stated if it wasn't for the District's ambulance billing increases and finding other funding, the District would go broke.

President Etchegoyhen stated he feels if the District looked into the County's ending fund balance, it will be seen that it's not current money, long lasting, yearly money, etc.

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Director Sommers stated the District needs to start looking for other sources of revenue.

President Etchegoyhen stated he agrees but so does the Sheriff's department and then everyone will be going after the same pot. He wishes the associations around Nevada, Clark County and Washoe would get together and look at what's going on. Places like Las Vegas, Washoe County and Fernley, can grow out of it because they have a lot of new growth, but Douglas County can't because the County limits the new growth of building per year. Douglas County has a fundamental tax issue that is unfair.

Tax Rate Effect on Property Owners in the East Fork Fire Protection District:

- Existing Assessed Value - With the Property Tax Cap, in times of rising assessed values or property tax rates, the rate has little effect on the taxes collected for that parcel on existing assessed value.
 - Reason – The taxes are capped in Nevada, while the assessed value is not.
- New Assessed Value – The Property Tax Cap does not apply to new assessed value. In the first year, the taxes are assessed at the actual tax rate. After the first year and beyond, they fall under the cap.

State Consolidated Tax:

- The District projected 13.8% increase in State Consolidated Taxes for FY2022/23
- This is the first year in non-guaranteed status
- State Consolidated tax collections through 11/30/22 total \$996,409.99
- The District has collected 41% of Budget
- Trending on budget
- For FY2023/24, the tentative projection indicates a 4.17% increase or \$100,894
- Final State Consolidated Tax projections will be released on March 15, 2023

Director Sommers stated there will be one more month of heavy spending of sales tax (December), then the normal turndown and an increase again near the spring. It wouldn't be surprising if the District dropped below the run rate for a couple of months.

District Fire Chief Carlini stated it would depend on what happens with the construction period.

Director of Finance Lewis stated it is important to remember state consolidated taxes are not just sales tax.

State Consolidated Tax Composition

- The six consolidated taxes include:

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- 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.

State Consolidated Tax Projection: (A chart was provided)

Director of Finance Lewis stated the District is right on budget.

Director of Finance Lewis stated the County gets about 50% of the state consolidated taxes and the District gets about 8.1%.

Distribution of State Consolidated Taxes:

- After the taxes for each county are determined, it is further allocated among the Local Governments and Special Districts in each county according to the Base and Excess Distribution formulas
- Each entity (local government) has a base allocation that was determined when CTX was established in 1997
 - Base allocations are recalculated annually. The actual allocation multiplied by the Consumer Price Index (CPI) determines the next year's base allocation. NRS 360.680
 - Beginning July 1, 2014, the annual base allocation is the prior year's distribution multiplied by the 5-year average of CPI
- The Excess Distribution is the amount of revenue available to distribute after the Base Distribution has been made
 - Excess is distributed based on a formula combining the 5-year moving average of the changes in population and assessed valuation for each local government. Special Districts have no associated population, so only the change in assessed valuation is used in calculating their excess distribution. NRS 360.690

Event Center Impact (From 2/16/23 BOCC meeting): (A chart was provided)

- Forecast 2023 is \$33,000,000 annual sales tax revenue
- Douglas County's Sales Tax is 7.10%, distributed as part of State Consolidated Taxes are:

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- BCCRT – 0.50%
- SCCRT - 1.75%
- Of which the District distribution is 8.15%

Director Sommers asked when the event center is scheduled to open.

District Fire Chief Carlini stated July (this fiscal year) which would be a significant increase for the District if the projected numbers are accurate.

Director Sommers asked if the County gets any of the room tax.

Director of Finance Lewis stated yes. She thinks half comes back but she would need to research that.

Ambulance Fees:

- Projected 23% increase in Collected Ambulance Fees for FY2022/23
- Fees collected through 1/31/23 total \$2,330,978
- Currently collected 63.64% of the budgeted amount
- Trending on budget

Ambulance Fee History: (A chart was provided)

- What the District is seeing for 2023/24:
 - Medical Calls are projected to keep increasing (6% increase last year)
 - The District's senior population is the largest population in Douglas County, making up 26.4% of our population
 - The District's senior population is expected to increase in their proportionate share of the population
 - Medicare increased their 2023 rates by 8.7%
 - December Medical Services CPI was 2.1%
 - Scheduled a rate increase on 7/1/23 will be based on May 2023 Medical CPI
 - Increased effort in Patient Charting has had a direct effect on billings/collections

District Fire Chief Carlini recognized Deputy Chief Gorgon and the staff for the effort put in on patient charting. This helps to give medical billing more information, so billing is becoming more detailed.

Director Sommers asked if the District will see any reduction in transfer time, which would be transfer cost, once the Carson Valley hospital is complete and be able to drop off there. If there is a need for a transfer, the transfer would be from there to Carson on an interagency transfer.

District Fire Chief Carlini stated he would hope there would be some reduction, but as the population increases, there becomes a balance point. It will depend on the services the hospital will provide. He hopes to see some benefit.

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Director Sommers asked if the increases seen with ambulance billing is becoming more self-sustained for the priority EMS operations so this would help prevent the District from dipping into the ad valorem tax amount for additional support.

District Fire Chief Carlini stated in his opinion no. The District has an \$.08 tax on EMS. The \$.08 was a voter approved rate that must be applied to EMS.

Director of Administrative Services Lisa Owen stated there are a lot of unknowns. Example...The District received notification yesterday the VA will change their practice of paying ambulance bills in-full and will start using the Medicare reimbursement rates. This will cause an increase in write-offs for VA payments.

Director Sommers asked if they have the law behind them to do that.

Director of Administrative Services Owen stated they do. More governmental entities are following the practice of utilizing the Medicare standard reimbursement rates.

Fire and Life Safety Plan Review Fee: (A graph was provided)

- The District projected 21.4% increase in Fire and Life Safety Plan Review Fees for FY2022/23
- Fire and Life Safety Plan Review Fees collected through 1/31/23 total \$384,768
- The District has collected 90.5% of Budget
- Trending ahead of budget
- Plan review fees are directly connected to economic conditions
- “*Boom or Bust*” situation
- Impacts to Fire and Life Safety Plan Review Fees:
 - Construction Activity
 - Economic Considerations
 - Increase in Rates
 - New fees associated with adoption of District regulations
 - Future adoption of the Wildland Urban Interface (WUI) and associated fees

Fire and Life Safety Fee History: (A graph showing actual collections was provided)

Director Sommers asked if the District has noticed a change with the recent adoption of the new regulations.

Deputy Chief Amy Ray stated the District has not noticed any changes.

Ground Emergency Medical Transport (GEMT)

- In Nevada, Medicaid is paid 65% by federal funds and 35% by state funds

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- East Fork’s actual costs to Medicaid patients for transport is used as the state’s share of Medicaid costs
 - This is the same for any local government ambulance provider where you have local tax dollars subsidizing the state/federal Medicaid program
- A state plan amendment, led by East Fork Fire Protection District, was approved to allow local tax dollars to be counted as the state’s share which opened the door for federal reimbursement of that share
- East Fork has entered into an agreement with the State
- East Fork conducts a cost analysis each year to determine transport costs as part of the qualifying requirements
- Cost reports are prepared by a contracted consultant
- For this fiscal year the District anticipates receiving \$1,171,890

District Fire Chief Carlini stated he is proud to say the regulation change that allows for GEMT was vested with East Fork Fire.

Director Sommers asked where the funds come from.

District Fire Chief Carlini stated the funds are passed through from the federal government to the state then to the local jurisdictions.

Director Sommers asked if it is known the percentage of participation the District is within the state.

Director of Administrative Services Owen stated she does not know.

District Fire Chief Carlini stated regionally most entities participate in the GEMT program. At this point, private ambulance services can’t participate.

GEMT History: (A graph showing actual fees collected was provided)

Service Contracts:

- For FY22/23, the District has three contracts:
 - Alpine County – current contract through 7/1/25
 - Douglas County – current contract will end on 6/30/23
 - NV Energy – current contract will end on 6/30/23

Service Contract with NV Energy:

- Current Status of Contract with NV Energy
 - Current Contract will end this fiscal year on 6/30/23
 - This contract started on January 1, 2021
 - The total contract amount is \$4,142,963.60
 - We are currently in negotiations for another three-year contract, which will go into effect on July 1, 2023

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- The Contract will be presented to the Board in April of this year

Investments: (A graph was provided)

- The District projected a decrease of 75% in interest earnings based on economic conditions a year ago
- Interest Earning as of 1/31/23 total \$48,921
- Interest on Investments under LGIP are performing beyond Budget Expectations at current time
- Trending ahead of budget

About Local Government Investment Pool (LGIP): (A graph was provided)

- Most of the interest earned on our funds is in the Local Government Investment Pool (LGIP)
- This pool is managed by the State and pools funds from local governments and special districts throughout the state and actively invests these funds

Grants: (A graph was provided)

- For FY22/23, the District budgeted Grants for:
 - Emergency Management – these Grants will be managed by Douglas County next fiscal year and were considered “*pass through grants.*”
 - SAFER Grant – Accounts for last quarter of staffing under this grant.
 - ARPA – Funds distributed through Douglas County for an ambulance, gurneys and to retrofit a wildland engine.

2022/23 Budgeted Revenues: (A graph was provided)

Budgeted Expenditures:

Personnel:

- District has 101 full time positions, 60 volunteer positions and up to 5 seasonal fuels management:
 - 82 Employees Represented by Contract:
 - All-Risk:
 - 3 Battalion Chiefs (1 per shift)
 - 15 Captains (5 per shift)
 - 3 of these are Training Captains
 - 12 Engineers (4 Per Shift)
 - 39 Firefighters (13 Per Shift)
 - Fuels Management
 - 2 Crew Bosses
 - 8 Crew Members
 - Other
 - 2 Inspectors
 - 1 Mechanic
 - Employees Not Represented by Contract:

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- 5 Executive Staff
- 8 Support Staff
- 60 Volunteer Positions
- Up to 5 Seasonal Fuels Crew Members
- 5 Elected Board of Directors

Employee Benefits:

- District Benefits – what does the District provide (what does the District budget)
- 100% District paid health insurance for employee and family
 - Includes contribution to employee’s HSA account
- Required contribution to PERS retirement
- Worker’s Comp (for all employees, volunteers and Board members)
- Uniform allowance
- Contribution to employee’s rHRA account
- Volunteer incentive

Personnel Cost History: (A graph was provided)

- 2018 staffing increased by 10 personnel (the biggest increase) which including SAFER grant positions

Contract Negotiations:

- The District will be entering its third year of a five-year contract with our associations.
- For next fiscal year, the following articles are subject to negotiations:
 - Article 8 – Nevada Public Employees Retirement System
 - Article 9 – Corrective and Disciplinary Action
 - Article 20 – Wages
 - Article 36 – Annual Leave
 - Article 37 – Sick Leave
 - Article 49 – Retiree Health Reimbursement Arrangement
 - Article 67 – Station Habitability Committee
- First negotiations session is set for the end of February

Services and Supplies: (A graph was provided showing the average growth in service and supplies is less than 5% per year)

Wild Fire Protection Plan (WFPP):

- The District participation in the plan essentially serves as our insurance policy for wildland fire suppression costs. The District has been a participant for the past six years.
- 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.

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- The fee is set for the state's biennium. For the last two years our fee has been \$91,052 annually.
- The Formula's main consideration is vested with fire cost history. The District has one of the higher fire cost histories of those participating.
- The second consideration in the formula is the budgetary allocation that the Division of Forestry is attempting to reach.
- The District's fees for this upcoming biennium will most likely increase due to the Tamarack Fire. Without this plan and District participation, the District would have easily incurred fire costs totaling over \$5,000,000 in the past six years.
- The District's participation also provides for one Model 34 Engine, one 3000 Gallon Water Tender, and the seasonal staffing of Station 8.

Director Sommers asked if the helicopter includes air tankers.

District Fire Chief Carlini stated it does not. There was a year when the State contracted with a scooper.

Current Services Provided by Douglas County: (A graph was provided)

- Radio User and Dispatch fees are expected to see significant increases.
- At the present time, there is NO service contract for Radio and Dispatch services and fees. A contract defining service levels and how costs are derived and distributed is essential.

CIP Performance:

- The use of a Capital Improvement Plan (CIP) is an invaluable planning tool for our District.
- Five-year planning tool
- The District constantly accomplishes over 85% of the planned expenditures for the first year of each CIP that has been approved
- The District has shown a commitment to the replacement and/or purchase of major capital expenditures:
 - Examples:
 - Fire Apparatus/ Support Vehicles
 - Ambulances
 - Protective Gear (PPE)
 - Communication Devices
 - Computers/IT
 - Miscellaneous Equipment (hoses, extraction equipment, cardiac monitors, etc.)
 - Limited station improvements

Status of Current Debt:

- Bond Issued in 2019 for \$1,966,000, with last payment on 4/1/27

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- In FY21/22, at Board direction, District made two extra semi-annual principal payments, saving the District \$19,623 in interest and projecting last payment on 4/1/26
- In FY22/23, at Board direction, District will make one extra semi-annual principal payment, saving the district \$8,258 in interest and projecting last payment on 10/1/25
- Something to consider – It may not be in the best interest of the District to make this payment based on current investment interest rates vs. benefit of paying down on the existing obligation

Director Sommers asked if the District received their rating.

District Fire Chief Carlini stated the District has not but will request a rating.

Borrowing Money and/or Leasing:

- Currently, not a lot of borrowing happening at this time because of high interest rates
- Current borrowing rate is running around 4.25% to 4.50%
- Leasing rates could be higher still

AFG Grant For SCBA Replacement:

- Grant Awarded in September 2022
- Regional Grant
- Administrated by North Lake Tahoe Fire Protection District
- Currently in process of selecting vendors
- District's award was for \$630,000 with District's 10% match \$63,000, the total replacement cost will be nearly \$700,000
- The SCBA has a life span of 15 years, the current District units are 13 years old and reaching "end of life."
- Grant award allows the District to expanding opportunities for reinvestment of the debt, pending lending rates at time

Director Sommers asked if it will be within the 15-year span to get it complete.

District Fire Chief Carlini stated it will be close. He is not sure what the delivery time is on the SCBAs.

Secretary Bellona stated the last SCBAs that were received on a grant it took about 7 months to be awarded.

2022/23 Budgeted Expenditures: (A graph was provided)

2022/23 Budget Performance:

Budget Performance:

- At this point in time, the FY2022/23 expenditures are trending to be within budget and the budget looks healthy.

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- Please note, with a single purpose district, whose purpose is fire and life safety, any unforeseen emergency could change the outlook of the budget.

Emergency Fund: (A graph was provided showing the balances from 2017-to projected 2023)

- Fund allowed by NRS 474.510(6)
 - Limited to \$1,000,000 Balance
 - Must be used for unforeseen emergencies
 - Cannot be used for regular operating expenditures

Future Budget Considerations:

Future Staffing Needs and New Positions:

- Additional Firefighter/Medic Positions
 - 6 Positions
 - Initial Funding (SAFER 2022)
 - Timing: October 2023 (Pending SAFER Grant)
- Executive Program Administrator would oversee:
 - NV Energy Fuels and Fire Program
 - Vehicle Maintenance Program
 - Facilities Maintenance and Construction Programs
 - Warehouse and Supply Program
 - Apparatus Procurement Program
 - Special Projects
 - Initial Funding: 60% NVE + 40% District – Regular PERS
 - Timing: July 1, 2023
- Entry Level Office Assistant
 - Initial Funding: 20% NVE + 80% District – Regular PERS
 - Timing: January 1, 2024 (Mid-Year)
- Fire Inspector
 - Initial Funding: 100% District (WUI Fees)– Regular PERS
 - Timing: July 1, 2024

Administrative and Support Staff Ratio History: (A graph was provided)

Increase in Service Capacity:

- The District will soon have to consider increasing its service capacity based on increased service requests.
- Response time goals will become more difficult to reach as service demand increases.
- By way of example, staffing and housing an additional ALS Engine Company will be expensive.
 - Staffing Costs \$ 1,900,000 per year for a 3-person crew
 - Apparatus \$ 800,000 to \$1,400,000

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- Station Modifications \$ 400,000 to \$1,000,000 (Pending Station)
- Annual Operation \$ 36,000

Apparatus:

- The purchase of a “Quint” is becoming an appropriate consideration in the very near future. The “Quint” concept has been embraced by many fire agencies across the country due to its five functional capacities:
 - Pumping
 - Water Hauling
 - Hose
 - Ladders
 - Elevated Master Stream

Director Sommers asked how the “Quint” would get incorporated into the District’s operations.

District Fire Chief Carlini stated it gives the District a diverse piece of apparatus.

Director Sommers asked if the District has a sufficient number of calls for the need of this type of apparatus.

District Fire Chief Carlini stated what needs to be looked at is if the District has a sufficient risk and the District does have a sufficient risk. There are more mid-rise constructions with higher risk opportunity, more long-term care facilities that are 2-3 stories, so he believes there is sufficient risk.

Secretary Bellona stated there is a lot of need for elevated master streams for large footprint buildings.

District Fire Chief Carlini stated this would be something included in the CIP because it would take 26 months to receive one.

Apparatus:

- The purchase of a water tender must also be a consideration.
- The District’s fleet of water tenders will need to be reinforced to meet the need to transport water within several areas of the District where homes are being built within the interface areas.
- With continued volunteer growth and a water supply mission centric focus, investing in at least one new water tender would be appropriate.
- The timeframe is 16 months build time to delivery

Apparatus:

- Over the past two years, the District has been able to establish a good replacement plan for its most used apparatus, ambulances.
- The remounting program works well with the integration of total builds included from time to time.

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Facilities:

- Over time, the age and condition of the stations and other facilities have fallen into varying states of disrepair.
- Funding has been limited
- The Station Habitability Study, currently entering a final draft stage, will ultimately identify areas of deferred maintenance that must be addressed.
- Funding will need to be dedicated toward this maintenance as a priority over several future budgets
- While some work has been done over the years, a significant amount of work exists. Some examples include:
 - Roof repairs
 - Generator replacements
 - Drainage issue
 - Cosmetic issues, such as painting and flooring
 - Parking area resurfacing
 - HVAC upgrades and filtration
 - Station security
 - Appliance upgrades
 - Soft Tone alerting systems
 - Bathroom/locker room upgrades

President Etchegoyhen thanked staff for all the detailed work put into the budget presentation. There will be tough decisions to be made but having detailed information helps.

Elaine Pace stated the Board of Equalization met and heard one case (Baker Hughes) and it was turned down.

Adam Wennhold asked if there was a reason the Station 10 Forest Service lease was not included in the budget.

District Fire Chief Carlini stated that is a good point. The Forest Service is leasing Station 10 and there are discussions about entering into a long-term lease. They enjoy being there and the community likes having them there.

Adam Wennhold asked if there is any BLM stuff in the works.

District Fire Chief Carlini stated no.

Director Sommers thanked the staff for the detailed information. He feels the District needs to start identifying new sources of revenue and where to get them. He suggested the District start looking into more fuels crew management programs outside of NV Energy. The District is going to need more resources.

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Director Curtis said he appreciates all the hard work and time put into the budget presentation.

President Etchegoyhen opened public comment.

There was no further public comment.

Public comment closed.

Director Sommers asked what the next step is.

District Fire Chief Carlini stated next month a tentative budget will be on the Board agenda.

Director Sommers asked when the District starts looking for more revenue.

District Fire Chief Carlini stated, right away. The District needs to start looking into the ambulance fees and plan review fees.

President Etchegoyhen stated there are difficult decisions ahead that need to be made.

Director Sommers asked if it is a motion to adjourn or recess into closed session.

Legal Counsel Mark Forsberg stated it would be to recess into closed session.

3. For Possible Action. Discussion and possible action to adjourn the 2023/2024 budget workshop. (Jacques Etchegoyhen, President) 5 minutes.

MOTION to recess into closed session.

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

There being no further business to come before the Board, the meeting recessed at 12:06 pm.

Respectfully submitted:

Jacques Etchegoyhen, President
East Fork Fire Protection District

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ATTEST:

Holly Megee, Board Clerk
East Fork Fire Protection District

DRAFT

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 21, 2023 meeting of the East Fork Fire Protection District Board of Directors. (Jacques Etchegoyhen, President) 5 minutes.

2. **Recommended Motion:** Motion to approve the minutes of the February 21, 2023 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 28, 2023 **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 21, 2023. Attached are the draft minutes.

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 # 3

DRAFT

The Board Meeting of the East Fork Fire Protection District Board was held on Tuesday, February 21, 2023, in-person and virtually, beginning at 1:05 PM.

East Fork Fire Protection District Board Present:

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

Staff present:

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

Additional attendees that addressed the Board:

Sky Dwinell, Secretary/Treasurer for East Fork Fire Professional Firefighters
Adam Wennhold, East Fork Fire Professional Firefighters
Tom Hein, President of the East Fork Volunteer Firefighters
Elaine Pace, Volunteer Liaison
Tyler Saylor, Conway Communications
Daniel Johnson, Douglas County Chief Technology Officer
Dave Ruben, Resident

CALL TO ORDER

Board President Jacques Etchegoyhen

PUBLIC COMMENT (No Action)

President Jacques Etchegoyhen opened public comment at the beginning of the workshop session held at 10:30am.

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.

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- 5. Public comment will be allowed and is limited to three minutes per speaker.
- 6. Once public comment is completed, the Board will then ask any follow-up questions and take action.

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

APPROVAL OF PREVIOUS MINUTES

4. For Possible Action. Discussion to approve the draft meeting minutes of the January 17, 2023, regular meeting of the East Fork Fire Protection District Board of Directors. (Jacques Etchegoyhen, President) 5 minutes.

President Jacques Etchegoyhen opened public comment.

There was no public comment.

Public comment closed.

MOTION to approve the minutes of the January 17, 2023 meeting as presented.

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

AWARDS, RECOGNITIONS, PROCLAMATIONS & DONATIONS

5. For Possible Action. Discussion and possible action regarding Proclamation 2023P-03 recognizing Michael Randall on his 25 years of volunteer service and participation with the East Fork Fire Protection District and the Johnson Lane Volunteer Department. (Tod F. Carlini, District Fire Chief) 5 minutes.

President Jacques Etchegoyhen stated Michael Randall was not available to attend the meeting

President Jacques Etchegoyhen read Proclamation 2023P-03 recognizing Michael Randall on his 25 years of volunteer service and participation with the East Fork Fire Protection District and the Johnson Lane Volunteer Department.

President Jacques Etchegoyhen opened public comment.

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There was no public comment.

Public comment closed.

MOTION to accept Proclamation 2023P-03 recognizing Michael Randall on his 25 years of volunteer service and participation with the East Fork Fire Protection District and the Johnson Lane Volunteer Department.

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

6. For Possible Action. Discussion and possible action to accept the donation of \$1,000 from Gerry Myers, dedicate the funds to paramedic education costs, and authorize a letter of appreciation from the Board President. (Tod F. Carlini, District Fire Chief) 5 minutes.

District Fire Chief Tod Carlini stated a donation from Gerry Myers was received and the request was to use the funds for paramedic education

President Jacques Etchegoyhen opened public comment.

There was no public comment.

Public comment closed.

MOTION to accept the donation of \$1,000 from Gerry Myers, dedicate the funds to paramedic education costs, and authorize a letter of appreciation from the Board President.

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

CONSENT CALENDAR

7. CONSENT CALENDAR

Items appearing on the Consent Calendar are items that can be adopted with one motion unless an item is pulled by a District Director or a

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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. (Jacques Etchegoyhen, President) 5 Minutes.

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

- a. For Possible Action.** Discussion to accept the report on general ledger cash balances as of January 31, 2023. (Kathy Lewis, CPA, CFO/Director of Finance)
- b. For Possible Action.** Discussion to approve the receipt and filing of the list of accounts payable checks issued and cash disbursements/automatic withdrawals in January 2023 per NRS 474.210. (Kathy Lewis, CPA, CFO/Director of Finance)
- c. For Possible Action.** Discussion to approve payroll expense paid in January 2023 per NRS 474.210. (Kathy Lewis, CPA, CFO/Director of Finance)
- d. For Possible Action.** Discussion to approve the Procurement Card Transactions paid in January 2023 per NRS 474.210. (Kathy Lewis, CPA, CFO/Director of Finance)
- e. For Possible Action.** Discussion to approve the East Fork Fire Protection District's ambulance billing bad debt write-offs for the period of December 2022 in the amount of \$42,394.43. (Kathy Lewis, CPA, CFO/Director of Finance)
- f. For Possible Action.** Discussion and possible action to accept the report on state consolidated taxes collection and distribution as of November 2022. (Kathy Lewis, CPA, CFO/Director of Finance)

President Jacques Etchegoyhen opened public comment.

There was no public comment.

Public comment closed.

MOTION to approve the Consent Calendar items 7 a, b, c, d, e, & f.

**EAST FORK FIRE PROTECTION DISTRICT BOARD
MEETING OF FEBRUARY 21, 2023**

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

8. For Possible Action. Discussion and possible action regarding awarding a five (5) year contract for managed Information Technology services, to include telephone service, with Conway Communications for a total five (5) year cost of \$934,050. (Larry Goss, Deputy Chief of Training and Safety) 20 minutes.

Deputy Chief of Training and Safety Larry Goss introduced and thanked Douglas County Chief Technology Officer Daniel Johnson. He stated Mr. Johnson has been helpful and supportive regardless of what direction the District chose. Deputy Chief Goss also introduced and thanked three representatives from Conway Communications, Adam Conway, Tyler Saylor and Eric Harrison, for attending the meeting.

Deputy Chief Goss discussed the key points:

- Last month the District asked the Board for direction regarding the future of IT services with the expiration of the current IT contract with Douglas County approaching.
- The history of the IT service discussed at a previous Board meeting included challenges that exist and will always exist, successes and changes while contracted with Douglas County IT.
- Changes in technology which has allowed the District to research outside IT providers
- Importance of maintaining continuity and communications while under the Emergency Management Contract, which is soon to expire
- Decision point because the current IT contract will expire at the end of the fiscal year
- The Direction of the Board was to continue to investigate solutions
- The District has done extensive cost comparisons and the total cost saved over the five-year period would be \$84,512
- The recommendation is to enter into a five-year contract with Conway Communications at a cost of \$934,050 and not to exceed \$1,027,455
- If the Board approves to enter into a contract with Conway Communications, Douglas County IT supports the move and has assured their support in the transfer of services

Director Mike Sommers asked why the contract is for the \$934,050 instead of the \$1,027,455 and if there are additional costs accrued, the vendor come back with the additional costs on a separate statement of work to be approved?

**EAST FORK FIRE PROTECTION DISTRICT BOARD
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Deputy Chief Goss explained with the recommendation from Legal Counsel Mark Forsberg, the District chose to add the language, “do not exceed”. The District anticipates the organization will continue to grow. So, instead of bringing those types of issues back to the Board, the language, 10% “do not exceed”, was added, similar to a construction contract.

Director Sommers asked Deputy Chief Goss if he thinks Conway’s bid price of \$173,700 incorporates potential growth.

Deputy Chief Goss stated it could incorporate potential growth, so that is why the ‘do not exceed’ language was added. He stated the contract could be changed to read both the contract price and “do not exceed”.

Legal Counsel Forsberg stated at one point there was discussion about having a larger number in the contract. Conway has agreed to a \$934,050 contract. There are provisions in the contract for change orders or adjustments. A contract can be renegotiated at any time if the parties agree. If something comes along, that would be the time to rely on the provisions of the contract, which at that time would be negotiated rather than a contract having a built in 10% that is entitled.

Secretary John Bellona stated the way he reads the contract is it was built around 110 users. If the District hires 5 additional personnel there will be an additional cost for each person.

Director Sommers stated he doesn’t disagree if the number of users is increased, the user fee may need to be increased. He explained the contract reads it’s “not to exceed”, so that means the excess could be met in the first year and the rest is a constant flow afterwards. He doesn’t understand why the contract doesn’t read, a specific amount with additional fees as needed.

Legal Counsel Forsberg explained the two parties agreed to provide services at a set fee for five (5) years. He stated Deputy Chief Goss is suggesting, over the five (5) year period, there could be additional costs and wants the Board to understand it could increase by 10%.

Director Sommers stated the contract is not written that way. The contract should read a fee plus an additional 10%, if needed, over the five (5) year period.

Director Bernard Curtis agrees with Director Sommers that there needs to be a more defined outline.

**EAST FORK FIRE PROTECTION DISTRICT BOARD
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Director Sommers said at the last Board meeting he asked for a breakout of the initial setup fee for the first year. Is there any non-performance of KPI's in the contract?

Legal Counsel Forsberg stated if Conway Communications is not performing the contract, it's a breach of contract.

Director Sommers asked if there were any discussions of non-performance during the setup phase.

Tyler Saylor, Conway Communications stated Conway Communications did include in the contract requirements that Conway must meet, but regarding impacts to Conway not performing in certain situations, there is nothing specific in the contract. It is something that can be explored and changes can be made if necessary. The total contract amount was done knowing the future of East Fork Fire.

Legal Counsel Forsberg reminded everyone that, "not to exceed" means "not to exceed". This is a contract for a fixed amount. The only thing that could happen is the amount could be less. If there is a need for more services or a price increase, all parties need to come together for a change order process or a renegotiation of the contract.

Director Sommers stated he understands the process, he was curious how everything is built in. If a critical issue occurs, it's not the District's fault, and if it's not corrected in a certain period of time, does the District get to be held whole, should it effect the District.

Deputy Chief Goss stated the District can work on a process.

Director Sommers stated he would like a cost breakout.

Deputy Chief Goss stated some of it is first month's payment, infrastructure, equipment, switches, etc.

Director Sommers asked if training is included in the startup cost.

Deputy Chief Goss stated training is built into the contract but it is not part of the startup costs.

Mr. Saylor explained the startup cost includes the first month, which mostly goes towards Conway staff's time over the three-month transition period, equipment, licensing necessary to support the equipment, etc. Minor training will be done under the terms of the agreement but most of the tools being used are already used by staff so there should not be a lot of necessary training.

**EAST FORK FIRE PROTECTION DISTRICT BOARD
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Director Sommers asked if the equipment is fixed equipment.

Mr. Saylor stated it is fixed equipment.

President Jacques Etchegoyhen opened public comment.

Adam Wennhold, East Fork Fire Professional Firefighters stated the Association is 100% in support of this item.

Director Sommers asked Legal Counsel Forsberg if section 17.7, in the contract, is good for the assignability protection.

Legal Counsel Forsberg stated he has changed that to make it non-assignable for both sides without consent from the other party. Additional changes that were made include, indemnification provisions and reciprocal insurance requirements are the same for both parties.

Director Sommers asked Conway Communications if section 4.5, in the contract, is referring to the provider.

Mr. Saylor stated that is correct.

President Jacques Etchegoyhen opened public comment.

There was no further public comment.

Public comment closed.

MOTION to award a five (5) year contract for managed Information Technology services, to include telephone service, with Conway Communications for a total five (5) year cost of \$934,050.

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

President Etchegoyhen thanked Conway Communications for attending the meeting.

President Etchegoyhen called a short recess.

President Etchegoyhen called the meeting back in session.

**EAST FORK FIRE PROTECTION DISTRICT BOARD
MEETING OF FEBRUARY 21, 2023**

9. For Possible Action. Discussion and possible action to recognize the Community Wildfire Protection Plan for the East Fork Fire Protection District. (Amy Ray, Deputy Fire Chief/Fire Marshal) 20 minutes.

President Jacques Etchegoyhen thanked Deputy Chief Ray for all her hard work on the Community Wildfire Protection Plan (CWPP).

Below is the outline of the PowerPoint presentation regarding the Community Wildfire Protection Plan for the East Fork Fire Protection District presented by Deputy Chief Amy Ray:

Background:

- The Healthy Forests Initiative was enacted into law by the Healthy Forests Restoration Act of 2003 (Public Law 108-408). The Act addresses the need for thinning over-stocked woodland and rangeland fuels on federal, state, local, and private land to help protect communities from intense wildfires, improve fire suppression capabilities, and increase forest and rangeland resistance to destructive insects and disease. The Act encourages communities to create a CWPP to collaboratively designate areas in the Wildland-Urban Interface (WUI) that are the most in need of vegetation mitigation and management.

Components of a CWPP:

- **COLLABORATION:** Local and state government representatives, in consultation with federal agencies and other interested parties, must collaboratively develop a CWPP.
- **PRIORITIZED FUEL REDUCTION:** A CWPP must identify and prioritize areas for hazardous fuel reduction treatments and recommend the types and methods of treatment that will protect one or more at-risk communities and essential infrastructure.
- **TREATMENT OF STRUCTURAL IGNITABILITY:** A CWPP must recommend measures that homeowners and communities can use to reduce the ignitability of structures throughout the area addressed by the plan.

2005 Community Wildfire Protection Plan:

- In 2005 the Douglas County Risk/Hazard Assessment (RCI 2005) was completed for sixteen communities within Douglas County (excluding the Tahoe Basin). Five primary factors that affect potential fire hazards were evaluated in order to develop a community hazard assessment score:
 - Community design
 - Construction materials
 - Defensible space
 - Availability and capability of fire suppression resources
 - Physical conditions such as the vegetative fuel load and topography

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2023 Update:

- The hazards and risks that were evaluated and reported in the 2005 CWPP for EFFPD are accurate. Current conditions differ in some areas due to mitigation activities, growth and maturity of vegetative fuels, development, or changed as a result of wildfires that have occurred over the past decade or more and warrant updated review and recommendations
- EFFPD started an update to the 2005 plan in 2020
- Nevada Division of Forestry (NDF) developed and implemented the CAT tool (Community Assessment Tool) in 2022
- NDF performed assessments of communities in six zones within the District, as identified in the 2020 proposed update. The communities in these zones were then inspected and evaluated on the following criteria:
 - Suppression hazard rating
 - Ingress/egress
 - Secondary access
 - Geographic features
 - Evaluation criteria continued:
 - Surrounding environment assessment
 - Defensible space
 - Structure to structure ignition
 - Vegetation
 - Structures assessment
 - Roofing materials
 - Siding
 - Debris on roof and/or gutters

Total Assessed Rating:

- The Total Assessed Rating is based on the three criteria and given a number and hazard rating
- Within the Community Wildfire Assessments are mitigation strategies that can lower the hazard risk rating within that community and increase the structure survivability in the event of a wildfire

The Total Assessed Rating is not a designation used in the Wildland Urban Interface Code (WUI) for determining the requirement for ignition-resistant construction materials and defensible space. The Total Assessed Rating is based on the three criteria of the community, not the individual property. The WUI designation is based on individual property assessment within a community.

Zone Characteristics:

- Each zone narrative within the CWPP provides information on the following items:
 - Geographic location
 - Fuel types and risks

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- Priorities for vegetation management

Nevada Energy Fuels Management Program:

- The CWPP plan area has a strong cadre of fire management agencies that have a long history of cooperation and partnerships in wildfire suppression and prevention.
- The Nevada Energy Fuels Management Program is helping to mitigate vegetation in the utility rights-of-way, which help provide fuel breaks within communities and additional staffing of equipment and personnel in the event of a wildland fire in the District. In addition, they are able to assist with match funding of grants to increase these fuel breaks and work with the communities to add protection from wildfires.

Next Steps:

- East Fork Fire Board acceptance
- Nevada Division of Forestry Fire Warden approval
- Grant application: Completion allows the District and the communities to apply for grants for vegetation mitigation, management and education to help protect homes from wildfires.

FirewiseUSA® communities in Douglas County

- Douglas County is currently working with the Nevada Division of Forestry's Fire Adapted Nevada to continue to develop the Fire Adapted Communities approach in the County. Currently, there are 9 FirewiseUSA® communities in Douglas County. The goal is to have all communities registered as FirewiseUSA® communities and then utilizing the CWPP and associated grants to provide further assistance. These are:
 - Upper Montgomery Estates
 - Lake Village HOA
 - Alpine View
 - North Fork Trails
 - Saratoga Springs
 - Sunridge
 - Genoa
 - Indian Hills
 - Clear Creek Tahoe (also has their own CWPP)

Director Bernard Curtis stated this is quite the document.

Deputy Chief Ray stated the difficulty was, in order to provide the assessments, the reports needed to be included for each of the communities in the zone.

Director Mike Sommers stated Saratoga Springs provided information which showed the deficiencies in structure protection and wildland ignition areas. He

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stated a fuels management program would be great for grants and to put together a team outside of NV Energy.

Deputy Chief Ray stated the goal is to complete a CWPP so the District can apply for available grants and put together a fuel's management team.

Director Sommers stated the District is moving in the right direction.

President Jacques Etchegoyhen opened public comment.

Dave Ruben, Douglas County resident thanked the Board and the staff for all their hard work and is excited to see the District adopt this. This will open up a lot of grant opportunities. He is a resident of Saratoga Springs and is the Firewise coordinator and this will help his community as well.

District Fire Chief Carlini thanked Deputy Chief Ray and her staff for all their hard work in putting together the CWPP. This has been a working project for the last 3 to 5 years. Some of the requirements changed which resulted in taking more time to complete the CWPP. He thanked Nevada Division of Forestry (NDF) for their assistance and their continued work to do the property assessments. Another goal is to increase the Firewise communities. Having an approved CWPP, helps move things along. The key is to get to a point where the District can start to apply for grants. The District has never been able to do that and this is critical for the District. There are a lot of funds available in fuels management. He thanked Dave Ruben for all his assistance and input. He sees a bright future for fuels management.

Deputy Chief Ray stated another key component is educating the public.

Director Sommers asked how an area is defined within the District.

Deputy Chief Ray explained in 2019 groups were put together and those groups assessed areas based on geographic zones and also looked at where the communities are located.

Director Sommers asked if areas can be reduced into smaller groups within a region. Example, Topaz.

Deputy Chief Ray stated the document allows the individual communities to apply for their individual grants and the District has the ability to apply for a grant that covers the entire District.

Director Sommers made a motion to adopt the CWPP.

President Etchegoyhen thanked all those involved in putting together the CWPP for all their hard work.

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Director Curtis stated he would like to second the motion, but the request is not for adoption, it is to accept the CWPP.

Director Sommers changed his motion to accept the CWPP.

President Etchegoyhen again opened public comment.

There was no further public comment.

Public comment closed.

MOTION to accept the Community Wildfire Protection Plan for the East Fork Fire Protection District.

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

Secretary Bellona thanked Deputy Chief Ray for the great job she’s done on the CWPP.

10. For Possible Action. Discussion and possible action to employ up to three (3) additional Seasonal Fuels/Fire Crew members under the current Nevada Energy Fuels Mitigation Contract with an anticipated start date of Spring 2023, at an estimated cost of \$61,516.49. (Tod F. Carlini, District Fire Chief) 10 minutes.

District Fire Chief Tod Carlini stated this request is on behalf of NV Energy as well as the District. It is to expand the seasonal personnel from five to eight. The funding is available through NV Energy and their program. The same limitations would apply to these positions as they do for the current fuels crew fulltime and seasonal personnel.

Director Mike Sommers stated the District only has three months left until the end of the NV Energy contract.

District Fire Chief Carlini stated the hope is to have a continued contract.

President Jacques Etchegoyhen stated he supports this and hopes NV Energy continues this program.

Director Sommers stated NV Energy can’t afford not to continue this program.

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President Etchegoyhen said he hopes the state legislature does not change things. He feels this is money exceptionally well spent by the government.

Director Sommers asked what the training consists of for the fuel crew positions.

Deputy Chief Larry Goss stated all fuels positions will go through basic wildland training plus NV Energy has additional training. No structural training is required.

District Fire Chief Carlini stated they will get the basic wildland fire training.

President Etchegoyhen opened public comment.

Sky Dwinell, Secretary/Treasurer for East Fork Fire Professional Firefighters stated the Association supports the hiring of additional Seasonal Fuels/Fire Crew members. He stated there are many benefits to the District.

Dave Ruben, Douglas County resident thanked the Board for considering this and hopes they will accept the proposal. As a taxpayer, he appreciates it. He stated a lot of the work NV Energy has the fuels crews doing helps to free up grant money for other projects, which benefits the communities. NV Energy fuels program is a great program.

Tom Hein, President of the East Fork Volunteer Firefighters stated the Volunteer Association supports this.

There was no further public comment.

Public comment closed.

MOTION to employ up to three (3) additional Seasonal Fuels/Fire Crew members under the current Nevada Energy Fuels Mitigation Contract with an anticipated start date of Spring 2023, at an estimated cost of \$61,516.49.

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

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11. For Possible Action. Discussion and possible action to authorize the District Administration to consider applying for a 2022 Staffing for Adequate Fire and Emergency Response (SAFER) grant for six (6) Firefighter positions. (Tod F. Carlini, District Fire Chief) 30 minutes.

District Fire Chief Tod Carlini stated the District had applied for this grant over 3 years ago and was successful in obtaining 4 positions. The grant period is currently open and will close on March 17th. He explained applying for the grant is step 1. Step 2 is if the District is awarded the grant and step 3 is for the District to accept the grant. The rules for the SAFER grant have changed. The current SAFER criteria provide 3 years without cost to the agency. Then on year 4, the agency must assume the full cost of the positions. It becomes a challenge for some agencies. The previous SAFER positions were absorbed into the District's operating costs. The estimated FY 27/28 costs are \$1,200,000. The request is for 6 positions. The District chose 6 positions to have staff for an additional ambulance. The award date is generally early September, and the individuals would need to be ready to go into the academy in October. These positions wouldn't start until October and maybe even January 2024. The grants are much more competitive because they are now 100% fully paid for the first 3 years. The focus of SAFER is not about EMS, the focus is in accordance with NAPA 1710 and placing the appropriate number of firefighters on the fireground. The District's Standard of Cover addresses 1710, which will be made clear when applying for the SAFER grant. The District has many great resources and support, including the labor association, IFF and proof of experience being successful.

Director Mike Sommers asked if the District has the ability to state the District is undermanned by 6 individuals when applying for the grant.

District Fire Chief Carlini stated the District has the ability to compare staffing to NAPA 1710.

Secretary John Bellona asked why the District isn't asking for more positions so the District can staff an engine.

District Fire Chief Carlini explained the District's thought was the need to cover, all costs in year 4. A fallback plan would be to convert the current "suitcase" position into a third person for an engine. The District may also be in a position to add 3 more people by then. The cost for an engine crew would be a tiered cost that would average \$211,000 a person.

Director Sommers asked if this is a federal grant.

District Fire Chief Carlini confirmed it is a federal grant.

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Director Bernard Curtis asked if there are thousands of applications submitted for a grant like this.

District Fire Chief Carlini stated this is a popular grant because how it is funded. There is an estimate of 300 awards nationally. The grants are simply awarded based on the application.

Director Somers asked if an award is considered by loss of fire area.

District Fire Chief Carlini stated that is included in the District application.

President Jacques Etchegoyhen opened public comment.

Sky Dwinell, Secretary/Treasurer for East Fork Fire Professional Firefighters stated the Association supports the request for 6 positions. It was discussed in labor management about the number of positions being requested, but after much discussion, it was understood that the overall cost to the District would be high so everyone agreed on 6 positions. Captain Dwinell discussed the current situation and stated the request for additional staffing is much needed.

Tom Hein, President of the East Fork Volunteer Firefighters stated the Volunteer Association supports this. This is thinking ahead and moving in the right direction.

There was no further public comment.

Public comment closed.

MOTION to authorize the District Administration to consider applying for a 2022 Staffing for Adequate Fire and Emergency Response (SAFER) grant for six (6) Firefighter positions.

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

12. For Possible Action. Discussion and direction to staff regarding legislation or legislative issues proposed by legislators or by other entities permitted by the Nevada State Legislature to submit bill draft requests, or such legislative issues that may impact the East Fork Fire Protection District as may be deemed appropriate by the Board of Directors. (Tod F. Carlini, District Fire Chief) 10 minutes.

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District Fire Chief Tod Carlini stated it is that time again when the legislature is in session. The District has started receiving bill drafts but none have been considered detrimental to the District.

District Fire Chief Carlini stated a few bills that are on the radar include:

- EMS licensing
- Emergency Management (won't be the District's concern in a few months)
- Open Meeting Law
- Conservation

There are over 1,000 potential BDR's that are placeholders. The closer to the end, the faster the bills start coming out. The District needs to continue to pay close attention. Attachments to bills are always a concern. Once there are specific bills to discuss, they will be brought back to the Board to talk about. The District is still seeing requests or comments on fire service related bills.

Director Mike Sommers asked if the District has any boots on the ground.

District Fire Chief Carlini stated the District does through Mike Brown, through Nevada Fire Chiefs' Association. He's a valuable resource and generous with sharing information. The Nevada Firefighters Association use to hire lobbyist but now everyone sticks together and shares information with each other.

Sky Dwinell, Secretary/Treasurer for East Fork Fire Professional Firefighters stated Adam Wennhold is a valuable source. Mr. Wennhold reads every bill that is submitted.

President Jacques Etchegoyhen opened public comment.

Adam Wennhold stated he would like to bring attention to SB76 (Establishes provisions governing certain products that contain intentionally added perfluoroalkyl and polyfluoroalkyl substances). Currently, it only addresses cookware. Depending on how this bill develops it could impact the turnout gear which contains these chemicals. The hearing date is March 30th.

There was no further public comment.

Public comment closed.

There was no motion.

13. For Presentation Only. Reports/updates from East Fork Professional Firefighters Association concerning the various assignments and committees they may be a member of, a liaison to, and

**EAST FORK FIRE PROTECTION DISTRICT BOARD
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meetings/functions they have attended. No action will be taken on these reports/updates. (Jacques Etchegoyhen, President) 5 minutes.

Secretary, East Fork Fire Professional Firefighters Association, Sky Dwinell noted:

- Fundraising produced a net of \$20,000, which allowed them to make donations to Moxy Up, food drive and many Northern Nevada families. This was the most successful fundraising year
- Association annual dinner took place last month (swore-in new members, recognized retirements, etc.)
- East Fork Fire employees involved in many District committees (Operations, safety, EMS, Station Habitability, etc.)
- Labor management over the last year has been extremely productive. He thanked everyone involved
- Looking forward to negotiations

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

Volunteer Liaison, Elaine Pace noted:

- New Volunteer orientation class took place in January
- 7 new Volunteers working through the process
- Wildland class is scheduled for the first week of May, which should result in a significant increase of wildland certified volunteers
- The Volunteer Association finally received their tax-exempt number
- The Volunteer Association received a grant from Douglas County to supply an AED in every volunteer station

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

Legal Counsel Mark Forsberg noted:

- Spent time working on the Conway contract

CPA, CFO/Director of Finance Kathy Lewis noted:

- Working on budget
- Appreciates the great discussion at the budget workshop

Deputy Chief of Operations Scott Gorgon noted:

- No report

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Director of Administrative Services Lisa Owen noted:

- Many applications were submitted for the Fuels Crew recruitment
- Fuels Crew interviews conducted last week
- There are 3 individuals in the academy (moved Fuels Crew personnel to the all-risk side)

Deputy Chief/Fire Marshal Amy Ray noted:

- Assisted living facilities -2 proposed (100,000 sq. ft. each), 1 permitted (88 units, 32 memory and 56 assisted living)
- New sub-division, phase 1 (28 buildings, 84 units with 174 Single Family units)
- Will be starting grants once CWPP is approved by the Nevada Division of Forestry Fire Warden
- Yesterday was the anniversary of the Station Nightclub Fire, Rhode Island
- Plan to bring forward the WUI document next month

Deputy Chief Training and Safety Larry Goss noted:

- Have been busy working on the IT contract. Thanked Legal Counsel Forsberg for all his help
- 2 personnel completed Ice Rescue train the trainer. The District now has 4 Ice Rescue trainers
- Close to completing the Acting Engineer qualifications procedure

Director Mike Sommers noted:

- No report

Director Bernard Curtis noted:

- No report

President Jacques Etchegoyhen noted:

- No report

Secretary John Bellona noted:

- Did not see the moving of dispatch to a separate contract in the budget (This is very important because it is an uncontrolled cost)

District Fire Chief Tod Carlini noted:

- The District has a draft service contract that was attempted to be implemented several years ago. It will be sent to the County for their review. Dispatch is challenged with staffing
- Station 15 remodel is underway
- Working on budgets
- Training prop is taking time

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- Dealing with District storm damage issues, in terms of insurance
- Emergency generators are a concern (Station 9 needs a new setup, Station 14 lost a transfer switch (possibly from a result of a NV Energy failure) and Station 8 needs a new transfer switch). Station 14 is a priority. Tom Hein and Chris Lang have been helpful
- Process of gathering information for GEMT
- March Board agenda will be full (including Standard of Cover, tentative budget, CIP in April and final budget by May)
- The academy starts soon. The Fire/Fuels program has been an incubator for people moving into the fire service. The seasonal program can serve as an incubator for moving into Fire/Fuels
- Thanked the Board for supporting the program
- Thanked NV Energy for their participation

Director Sommers asked if the Board meeting for March needs start earlier than the normal meeting time.

District Fire Chief Carlini replied the meeting might need to start early but will be decided as it gets closer to the meeting date.

Secretary Bellona confirmed he heard correctly that a Communications Manager may have been hired but East Fork Fire was not part of the process.

District Fire Chief Carlini stated East Fork Fire did have someone on the panel and was included in the process. He is not aware if someone has been hired.

Director Sommers asked if a response was received from the County in regards to the Emergency Management report that was submitted.

District Fire Chief Carlini stated he has not received a response from the County.

CLOSING PUBLIC COMMENT (No Action)

President Jacques Etchegoyhen opened closing public comment.

There was no further closing public comment.

Public comment closed.

ADJOURNMENT

16. For Possible Action. Discussion and possible action to adjourn the East Fork Fire Protection District Board Meeting. (Jacques Etchegoyhen, President) 5 Minutes.

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MOTION to adjourn; carried.

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

There being no further business to come before the Board, the meeting adjourned at 2:43 pm.

Respectfully submitted:

Jacques Etchegoyhen, 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 Presentation Only.** A badge pinning presentation by District Fire Chief Tod Carlini, recognizing Clint Loudenburg's promotion from Firefighter/Paramedic to Engineer with the East Fork Fire Protection District. (Scott Gorgon, Deputy Fire Chief of Operations) 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:** Scott Gorgon, Deputy Fire Chief of Operations

5. **Meeting Date:** March 28,2023 **Time Required:** 5 minutes

6. **Agenda:** Administrative Agenda

7. **Background Information:** Engineer Clint Loudenburg started working for East Fork Fire Protection District on August 31, 2015. The East Fork Fire Protection District Board of Directors wish to extend to Engineer Clint Loudenburg their deep appreciation for his commitment and dedication to the East Fork Fire Protection District as an employee and want to congratulate him on his promotion.

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

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



EAST FORK FIRE PROTECTION DISTRICT

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

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

March 20, 2023

East Fork Fire Protection District (EFFPD) is pleased to announce Clint Loudenburg will be promoted to Engineer effective April 1, 2023. Clint has been with the Fire District since 2015 in the positions of Firefighter/EMT and Firefighter/Paramedic.

Please join together and congratulate Engineer Clint Loudenburg and offer your support to him on this milestone event in his life and career.

We wish Clint all the happiness with his new promotion and continued growth in the organization.

A handwritten signature in blue ink, appearing to read "Tod Carlini", written over a horizontal line.

Tod Carlini

District Fire Chief

East Fork Fire Protection District

AGENDA ACTION SHEET

1. **Title: For Possible Action.** Discussion and possible action to accept the donation of \$6,000 from Bruce Cable, to dedicate the funds to purchase an e-bike, and to authorize a letter of appreciation from the Board President. (Troy Valenzuela, Battalion Chief) 5 minutes.

2. **Recommended Motion:** Motion to accept the donation of \$6,000 from Bruce Cable, to dedicate the funds to purchase an e-bike 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:** Troy Valenzuela, Battalion Chief

5. **Meeting Date:** March 28, 2023 **Time Required:** 5 minutes

6. **Agenda:** Administrative Agenda

7. **Background Information:** On March 17, 2023, the District received a \$6,000 donation from Bruce Cable. Bruce Cable requested the donation be dedicated to purchase an e-bike. The District is most grateful for this donation.

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

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Larry Goss, Deputy Fire Chief/Training
Lisa Owen, Director of Administrative Services
Kathy Lewis, CPA, Director of Financial Services

March 28, 2023

Dear Bruce Cable,

The East Fork Fire Protection District would like to thank you for the very generous donation of \$6,000.00.

The donation will be used at your request to purchase an e-bike. This will be an incredible resource to assist emergency personnel while responding to patients in distress in remote areas.

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

Sincerely,

*Jacques Etchegoyhen, District Fire Board President
East Fork Fire Protection District*

cc: file

East Fork Fire Protection District

AGENDA ACTION SHEET

1. **Title: For Possible Action.** Approval of Consent Calendar Items A-F. (President, Jacques Etchegoyhen) 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 28, 2023 **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 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 28, 2023. (Kathy Lewis, CPA, CFO/Director of Finance)

2. **Recommended Motion:** Motion to accept the report on general ledger cash balances as of February 28, 2023.

3. **Funds Available:** NA **Amount:** \$5,352,426.10
Fund Name: General, Emergency **Account Number:** Various

4. **Prepared by:** Kathy Lewis, CPA, CFO/Director of Finance

5. **Meeting Date:** March 28, 2023 **Time Required:** NA

6. **Agenda:** Consent

7. **Background Information:** The attached “Cash Cross Fund” report reflects the cash balances currently recorded in the District's general ledger or official accounting record. General ledger cash balances may differ from cash balances reported in the treasury.

8. **Reviewed by:**

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

9. **Board Action:**

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

Agenda Item # 6A

East Fork Fire Protection District

Cash Cross Fund Report

As of:

February-23

Fund #	Fund Name	Account #	Account Description	Beginning of Month Balance	Changes	Ending of Month Balance
650	General Fund	101.650	Cash in Bank - EFFPD	785,491.73	(177,161.59)	608,330.14
650	General Fund	101.701	LGIP - Local Govt Investment Pool	4,497,975.81	(87,230.28)	4,410,745.53
650	General Fund	101.703	Reserve Account - Pitney Bowes	2,344.00	(250.00)	2,094.00
650	General Fund	102.000	Petty Cash	100.00	-	100.00
			Fund Total	5,285,911.54	(264,641.87)	5,021,269.67
651	Emergency Fund	101.650	Cash in Bank - EFFPD	-	-	-
651	Emergency Fund	101.701	LGIP	330,218.94	937.49	331,156.43
			Fund Total	330,218.94	937.49	331,156.43
Grand Total: 2 Funds				5,616,130.48	(263,704.38)	5,352,426.10

East Fork Fire Protection District

AGENDA ACTION SHEET

1. **Title: For Possible Action.** Discussion and possible action to approve the receipt and filing of the list of accounts payable checks issued and cash disbursements/automatic withdrawals in February 2023 per NRS 474.210. (Kathy Lewis, CPA, CFO/Director of Finance)

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 2023 per NRS 474.210.

3. **Funds Available:** Yes **Amount:** \$1,137,461.26

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

4. **Prepared by:** Kathy Lewis, CPA, CFO/Director of Finance

5. **Meeting Date:** March 28, 2023 **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	

Company name: East Fork Fire Protection District
Report name: Payables for Prior Month
Created on: 3/1/2023
Fund: All Funds--All Funds

Type	Date	Check No.	Payee Name	Transaction Amount
Check	2/1/2023	10650	Aaron Ghysels	74.00
Check	2/1/2023	10651	ABE Printing	175.96
Check	2/1/2023	10652	Ace Hardware	16.99
Check	2/1/2023	10653	Airtec Gases	232.54
Check	2/1/2023	10654	Altitude Fire Protection	1,900.00
Check	2/1/2023	10656	Bound Tree Medical, LLC	1,548.93
Check	2/1/2023	10657	Braun NW, Inc	764.10
Check	2/1/2023	10658	Campora Propane	4,246.40
Check	2/1/2023	10659	Carson Dodge Chrysler	6,289.89
Check	2/1/2023	10660	Cintas	83.93
Check	2/1/2023	10661	Conway Communications	810.00
Check	2/1/2023	10662	Douglas County Treasurer	844.47
Check	2/1/2023	10663	Flyers Energy LLC	2,041.35
Check	2/1/2023	10665	Henry Schein, Inc	7,913.08
Check	2/1/2023	10666	Hydraulic Industrial Services	35.32
Check	2/1/2023	10667	Kronos Incorporated	45.00
Check	2/1/2023	10668	Life-Assist, Inc	1,938.00
Check	2/1/2023	10669	LN Curtis	65.20
Check	2/1/2023	10670	Marty's Appliance Inc	939.00
Check	2/1/2023	10671	Nu-Systems, Inc	117.00
Check	2/1/2023	10672	Silver State International	1,800.98
Check	2/1/2023	10673	Southwest Gas Corporation	10,168.19
Check	2/1/2023	10674	Summit Plumbing LLC	4,970.00
Check	2/1/2023	10675	Zoll Data Systems, Inc	4,489.15
Record Transfer	2/2/2023		Waystar	1,475.25
Record Transfer	2/2/2023		Aetna Life Insurance	162,317.40
Record Transfer	2/2/2023		Cybersource	5.40
Record Transfer	2/2/2023		AuthorizeNet	25.00
Record Transfer	2/2/2023		NV Energy	5,337.95
Check	2/3/2023	10655	Amazon Business	2,726.77
Record Transfer	2/3/2023		Aflac	911.42
Record Transfer	2/8/2023		VOYA Benefit Strategies	45.60
Check	2/10/2023	10676	Ace Hardware	196.65
Check	2/10/2023	10677	BLD Consulting	1,500.00
Check	2/10/2023	10678	Building Services of CA & NV, LLC	525.00
Check	2/10/2023	10679	Campora Propane	992.45
Check	2/10/2023	10680	Cintas	326.31
Check	2/10/2023	10681	Flyers Energy LLC	5,132.68
Check	2/10/2023	10682	Fredrick Wolin	108.01
Check	2/10/2023	10683	Frontier Communications	54.99
Check	2/10/2023	10684	Gardnerville Ranchos GID	203.60
Check	2/10/2023	10685	Garett Alvey	224.92
Check	2/10/2023	10686	Gear Wash	496.91
Check	2/10/2023	10687	Guided Truck & Equipment	205.52
Check	2/10/2023	10688	Hi-Tech EVS, Inc	746.34
Check	2/10/2023	10689	Hunt & Sons, Inc	215.00
Check	2/10/2023	10690	Jerry Starr	160.48
Check	2/10/2023	10691	Kronos Incorporated	5.36
Check	2/10/2023	10692	LN Curtis	1,233.49
Check	2/10/2023	10693	Matt Hill	12.75
Check	2/10/2023	10694	Motorola Solutions, Inc	9,320.80
Check	2/10/2023	10695	Nevada RAC-DHCFP 847157	65.83
Check	2/10/2023	10696	Ophelia Matthew	87.57
Check	2/10/2023	10697	Oshinski & Forsberg, Ltd.	2,362.50

Company name: East Fork Fire Protection District
Report name: Payables for Prior Month
Created on: 3/1/2023
Fund: All Funds--All Funds

Type	Date	Check No.	Payee Name	Transaction Amount
Check	2/10/2023	10698	Overhead Door	2,465.00
Check	2/10/2023	10699	Pacific Shredding	86.67
Check	2/10/2023	10700	Parts House	316.38
Check	2/10/2023	10701	Patrick Mooneyhan	34.95
Check	2/10/2023	10702	Public Employee's Benefits Program	399.14
Check	2/10/2023	10703	Ray Morgan	919.47
Check	2/10/2023	10704	REMSA	130.00
Check	2/10/2023	10705	Reno Drain Oil Service	100.00
Check	2/10/2023	10706	Sage Intacct	16,974.00
Check	2/10/2023	10707	Siddons-Martin Emergency Group	246.97
Check	2/10/2023	10708	Silver State International	498.21
Check	2/10/2023	10709	SMG Fire Consulting Group LLC	15,306.50
Check	2/10/2023	10710	Summit Plumbing LLC	430.52
Check	2/10/2023	10712	TASC Client Services	186.00
Check	2/10/2023	10713	Thomas Nemanic	50.00
Check	2/10/2023	10714	Town of Minden	463.15
Check	2/10/2023	10715	ZOLL Medical Corporation	252.00
Record Transfer	2/10/2023		State of NV - DCP	35,130.56
Record Transfer	2/10/2023		VOYA Benefit Strategies	11,408.57
Record Transfer	2/15/2023		Optum Financial	79.00
Record Transfer	2/15/2023		Public Employees' Retirement System of Nevada	276,335.97
Record Transfer	2/16/2023		VSP	1,172.28
Check	2/17/2023	10716	Ace Hardware	4.59
Check	2/17/2023	10717	Airtec Gases	99.25
Check	2/17/2023	10718	Anderson Heating & Air Conditioning	185.00
Check	2/17/2023	10719	Black Point LLC	18,236.53
Check	2/17/2023	10720	Campora Propane	4,227.89
Check	2/17/2023	10721	Central Sierra Construction, Inc.	50,829.27
Check	2/17/2023	10722	Cintas	83.93
Check	2/17/2023	10723	Dale Carrison	3,000.00
Check	2/17/2023	10724	Department of The Interior Bureau of Land Management	50.00
Check	2/17/2023	10725	Douglas County Utilities	1,552.23
Check	2/17/2023	10726	Douglas Disposal	849.20
Check	2/17/2023	10727	Elaine Pace	600.00
Check	2/17/2023	10728	Entenmann-Rovin Co	2,464.20
Check	2/17/2023	10729	Fire Extinguisher Service Center	495.00
Check	2/17/2023	10730	Flyers Energy LLC	3,198.04
Check	2/17/2023	10731	Guided Truck & Equipment	30.86
Check	2/17/2023	10732	Henry Schein, Inc	575.71
Check	2/17/2023	10733	Jeffrey See	770.74
Check	2/17/2023	10734	Jesse Fry	839.56
Check	2/17/2023	10735	Les Schwab Tire Centers of Nevada	1,271.44
Check	2/17/2023	10736	LN Curtis	2,263.41
Check	2/17/2023	10737	National Business Factors	723.14
Check	2/17/2023	10738	Nevada RAC-DHCFP 847157	65.19
Check	2/17/2023	10739	NV Consulting LLC	550.00
Check	2/17/2023	10740	Pestmaster Services	299.00
Check	2/17/2023	10741	Ray Morgan	392.68
Check	2/17/2023	10742	Reno Gazette-Journal	1,812.50
Check	2/17/2023	10743	Temi Tremel	100.00
Check	2/17/2023	10744	Theodore Neal	896.00
Check	2/17/2023	10745	Uniformity of Nevada LLC	304.39

Company name: East Fork Fire Protection District
Report name: Payables for Prior Month
Created on: 3/1/2023
Fund: All Funds--All Funds

Type	Date	Check No.	Payee Name	Transaction Amount
Check	2/17/2023	10746	Waystar	924.33
Check	2/17/2023	10747	West Coast Code Consultants	780.00
Check	2/17/2023	10748	Wharton Concrete	3,199.98
Check	2/17/2023	10749	Xerox Corporation	596.36
Record Transfer	2/17/2023		VOYA Benefit Strategies	71.25
Record Transfer	2/21/2023		State of NV - DCP	299.58
Record Transfer	2/21/2023		Standard Insurance Company	959.88
Record Transfer	2/21/2023		TriZetto	50.00
Record Transfer	2/21/2023		Standard Insurance Company	2,889.99
Check	2/23/2023	10002	Rylan McDougal	138.67
Record Transfer	2/23/2023		State of NV - DCP	31,725.50
Check	2/24/2023	10750	A Sign Shop	21.00
Check	2/24/2023	10751	Carson Valley Medical Center	1,544.00
Check	2/24/2023	10752	Cintas	335.01
Check	2/24/2023	10753	DocuSign	3,036.00
Check	2/24/2023	10754	Douglas County Clerk-Treasurer	5,425.35
Check	2/24/2023	10755	Douglas County Technology Services	34,470.23
Check	2/24/2023	10756	Eastern Sierra Fence & Bobcat Service	435.00
Check	2/24/2023	10757	Flyers Energy LLC	979.38
Check	2/24/2023	10758	Frontier Communications	3,070.11
Check	2/24/2023	10759	Garett Alvey	311.42
Check	2/24/2023	10760	Guided Truck & Equipment	291.24
Check	2/24/2023	10761	Henry Schein, Inc	1,155.72
Check	2/24/2023	10762	Hunt & Sons, Inc	1,676.95
Check	2/24/2023	10763	Life-Assist, Inc	150.68
Check	2/24/2023	10764	LN Curtis	7,364.98
Check	2/24/2023	10765	Med-Tech Resources Inc	656.19
Check	2/24/2023	10766	Meeks Lumber	21.84
Check	2/24/2023	10767	NV Consulting LLC	550.00
Check	2/24/2023	10768	O'Reilly Auto Parts	172.33
Check	2/24/2023	10769	Pestmaster Services	99.00
Check	2/24/2023	10770	REMSA	42.00
Check	2/24/2023	10771	Sierra Electronics	1,995.00
Check	2/24/2023	10772	Summit Plumbing LLC	382.00
Check	2/24/2023	10773	Topaz Ranch Estates GID & Water Co.	143.25
Check	2/24/2023	10774	Uniformity of Nevada LLC	66.00
Record Transfer	2/24/2023		LGIP (Local Govt Investment Pool)	300,000.00
Record Transfer	2/24/2023		VOYA Benefit Strategies	11,428.57
Record Transfer	2/27/2023		Bank of America CC - EF	11,001.17
Charge Card	2/27/2023		Bank of America CC - Visa	714.78

Total 146 records

Sum Total

1,137,461.26

East Fork Fire Protection District

AGENDA ACTION SHEET

1. **Title: For Possible Action.** Discussion and possible action to approve payroll expenses paid in February 2023 per NRS 474.210. (Kathy Lewis, CPA, CFO/Director of Finance)

2. **Recommended Motion:** Motion to approve payroll expenses paid in February 2023 per NRS 474.210.

3. **Funds Available:** Yes **Amount:** \$1,222,618.20

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

4. **Prepared by:** Kathy Lewis, CPA, CFO/Director of Finance

5. **Meeting Date:** March 28, 2023 **Time Required:** NA

6. **Agenda:** Consent

7. **Background Information:** Attached is 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:**

<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 # 6C



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

Payroll Register (By Account)
Board Report - Payroll Summary

Pay Dates: 02/01/2023-02/28/2023

Report Total

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

Pay Type	Hrs	Amt	Deduction	EE Amt	ER Amt	Taxes	Amt	Net Pay	Amt
NVE-Reg	1052.50	27,834.24	NVPERS Fire	-	247,286.76	FIT	92,890.77	Direct Deposit	567,507.17
Regular	17300.83	568,910.77	NVPERS Reg	-	23,922.99	MEDI	11,140.55	Check	11,913.05
WC	144.00	6,077.03	Dist Paid Dent	-	7,965.00	SIT:CA	342.61	Totals:	579,420.22
Act-REG	237.50	-	Dist Paid Life	-	538.64	Totals:	104,373.93		
NVE Act-REG	20.00	-	Dist Paid Vis	-	1,073.15	MEDI	11,140.55		
Prec-REG	146.50	-	Dist Pd Med	-	138,376.13	SUTA:NV	-		
FLSA	390.00	11,789.32	Donate	300.00	-	ER Totals:	11,140.55		
HIW	-	1,350.00	HSA Acct Fee	-	202.50	All Totals:	115,514.48		
OT	2310.50	110,279.34	HSA Fam 55	670.80	-				
NVEOT	02.50	98.48	HSA Ind 55	691.64	-				
Act-OT	168.50	7,429.59	HSA Pre Fam	18,173.16	-				
C1	57.00	4,302.72	HSA Pre Ind	2,766.54	-				
RTW	-	-	HSA Special	535.00	-				
ActInc-OT	168.50	774.11	457 Roth post t	14,704.44	-				
ActInc-Reg	237.50	716.38	457-%	44,050.88	-				
NVActInc-REG	20.00	52.52	457-CU	6,548.10	-				
PrecInc-Reg	146.50	398.54	457Roth-CU	1,852.22	-				
PRInc-Reg	160.00	300.84	EFC	1,763.06	-				
PrmInc-Reg	5312.00	8,677.40	EFC2	923.08	-				
PrmInc-FLSA	138.00	223.56	SP SPRT	1,912.00	-				
PrmInc-OT	991.00	2,387.61	WANV	8.00	-				
PrmInc-CB	33.00	98.14	ERSF	9.00	-				
HazInc-Reg	2560.00	2,730.68	ERSF2	6.00	-				
HazInc-FLSA	60.00	62.36	Union Dues	8,869.50	-				
HazInc-OT	515.00	804.94	NPT	-	-				
HazInc-CB	09.00	18.69	Vol EE Life	1,149.60	-				
HazInc-RTW	-	-	Vol EE AD&D	237.99	-				
TSInc-Reg	672.00	2,790.60	Vol Life Spouse	98.16	-				
TSInc-FLSA	18.00	74.76	Vol Spouse AD&	32.58	-				
TSInc-OT	182.00	1,133.71	Vol Child Life	15.00	-				
TSInc-CB	09.00	74.75	Vol Child AD&D	2.80	-				
AsInc-Reg	1792.00	2,317.28	Vol Acc	698.86	-				
AsInc-FLSA	48.00	62.08	Vol LTD	1,388.50	-				
AsInc-OT	425.50	1,134.25	Vol-A-ACC	102.58	-				
AsInc-CB	-	-	Vol-A-CanPro	216.92	-				
WldInc-Reg	448.00	416.80	Vol-A-Crit	41.22	-				

--More--





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

Payroll Register (By Account)
Board Report - Payroll Summary

Pay Dates: 02/01/2023-02/28/2023

Report Total

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

Pay Type	Hrs	Amt	Deduction	EE Amt	ER Amt	Taxes	Amt	Net Pay	Amt
WdInc-FLSA	12.00	11.20	Vol-A-HOSP	106.74	-				
WdInc-OT	99.50	138.86	Vol-A-STD	443.96	-				
WdInc-CB	-	-	Totals:	108,318.33	419,365.17				
AV	132.75	3,740.12							
ALU	23.42	835.59							
AS	375.50	11,105.41							
CU	05.00	145.85							
PDU	112.50	-							
CLE	277.00	-							
H-Work	-	-							
H-Work-Inc	-	-							
Holiday	-	-							
Sick Used	674.34	-							
VU	637.16	-							
CLU-56	339.00	-							
UN	234.00	-							
Comp Pay	60.75	1,583.33							
VS	274.24	7,905.33							
VacBB	-	-							
CS-DNU	-	1,145.40							
CPS	-	395.00							
Board PERS	-	600.00							
Board Non	-	900.00							
Admin Used	06.00	154.32							
MIS INC	-	-							
RET-NON-PERS	-	-							
RET-PERS	-	130.58							
PERS Wages	-	643,329.25							
PERS Cont	-	271,209.75							
Totals:	36359.99	792,112.48							

Total District Liability for Payroll:
 Earnings \$ 792,112.48
 Employer Deductions: \$ 419,365.17
 Employer Taxes: \$ 11,140.55
Total \$1,222,618.20



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 2023 per NRS 474.210. (Kathy Lewis, CPA, CFO/Director of Finance)

2. **Recommended Motion:** Motion to approve the Procurement Card Transactions paid in February 2023 per NRS 474.210.

3. **Funds Available:** Yes **Amount:** \$19,915.49

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

4. **Prepared by:** Kathy Lewis, CPA, CFO/Director of Finance

5. **Meeting Date:** March 28, 2023 **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 # 6D

East Fork Fire Protection District
 Procurement Card Transactions charged in February 2023

BofA CC - EF	1/30/2023	DENNIS COTE	THE HOME DEPOT #3312	\$	50.96
BofA CC - EF	1/31/2023	ERICA AMATORE	NAAC	\$	715.00
BofA CC - EF	1/31/2023	HOLLY MEGEE	AMZN MKTP US*8G3BB14M3	\$	380.70
BofA CC - EF	2/1/2023	EFFPD 1	BEST BUY MHT 00008508	\$	413.40
BofA CC - EF	2/2/2023	HOLLY MEGEE	GoToCom*GoToMeeting	\$	576.00
BofA CC - EF	2/3/2023	VINCE WEAVER	WAL-MART #5864	\$	10.80
BofA CC - EF	2/5/2023	JEFF JAMES	WM SUPERCENTER #5864	\$	26.72
BofA CC - EF	2/4/2023	ACCOUNTS PAYABLE	WWW.1AND1.COM	\$	14.00
BofA CC - EF	2/5/2023	ACCOUNTS PAYABLE	FEDEX 68637666	\$	10.99
BofA CC - EF	2/2/2023	SCOTT GORGON	THE HOME DEPOT #3312	\$	27.96
BofA CC - EF	2/4/2023	SCOTT GORGON	THE HOME DEPOT #3309	\$	34.06
BofA CC - EF	2/6/2023	LARRY GOSS	DOD FED MALL	\$	2,319.94
BofA CC - EF	2/6/2023	LARRY GOSS	DOD FED MALL	\$	2,900.72
BofA CC - EF	2/6/2023	ERICA AMATORE	FSP BOOKS, INC	\$	413.39
BofA CC - EF	2/6/2023	ERICA AMATORE	AMZN MKTP US AMZN.COM/	\$	(36.42)
BofA CC - EF	2/7/2023	TOD CARLINI	NV EMERGENCY PREP	\$	180.00
BofA CC - EF	2/7/2023	DUSTIN WEISZ	AMZN MKTP US*H91NQ7I80	\$	119.99
BofA CC - EF	2/8/2023	ACCOUNTS PAYABLE	Spectrum	\$	608.10
BofA CC - EF	2/8/2023	JAMES T CONNELLY	MYSTERY RANCH LTD	\$	4,447.80
BofA CC - EF	2/8/2023	ACCOUNTS PAYABLE	DTV*DIRECTV SERVICE	\$	162.98
BofA CC - EF	2/8/2023	JAMES T CONNELLY	NARGEAR	\$	2,081.46
BofA CC - EF	2/10/2023	SCOTT GORGON	DMI* DELL SM BUS	\$	1,344.16
BofA CC - EF	2/12/2023	SKY DWINELL	WM SUPERCENTER #1648	\$	25.58
BofA CC - EF	2/13/2023	DUSTIN WEISZ	AMZN Mktp US*HE6XJ0ST0	\$	369.99
BofA CC - EF	2/13/2023	DUSTIN WEISZ	AMZN MKTP US*HE14R4OH2	\$	689.98
BofA CC - EF	2/13/2023	ERICA AMATORE	FSP BOOKS, INC	\$	444.50
BofA CC - EF	2/14/2023	HOLLY MEGEE	THE CHICKEN SHANTY	\$	82.46
BofA CC - EF	2/14/2023	PATRICK MOONEYHAN	EVOLUTION CAR WASH	\$	12.00
BofA CC - EF	2/15/2023	DUSTIN WEISZ	AMZN Mktp US	\$	(672.40)
BofA CC - EF	2/15/2023	BROOK ENOS	EVOLUTION CAR WASH	\$	16.00
BofA CC - EF	2/15/2023	HOLLY MEGEE	COWBOY'S CAFE	\$	169.42
BofA CC - EF	2/16/2023	LISA OWEN	BVD*BEENVERIFIED.COM	\$	44.58
BofA CC - EF	2/19/2023	ACCOUNTS PAYABLE	FEDEX 68740477	\$	10.99
BofA CC - EF	2/21/2023	TONI BRAGA	Subway 22011	\$	61.35
BofA CC - EF	2/21/2023	ACCOUNTS PAYABLE	WASTE MGMT WM EZPAY	\$	189.96
BofA CC - EF	2/20/2023	HOLLY MEGEE	SMITHS FOOD #4389	\$	19.48
BofA CC - EF	2/22/2023	ROY MINOR	SOUTHWES 5262423326447	\$	492.96
BofA CC - EF	2/23/2023	HOLLY MEGEE	SUPER BURRITO MINDEN	\$	142.52
BofA CC - EF	2/27/2023	ACCOUNTS PAYABLE	DTV*DIRECTV SERVICE	\$	110.12
BofA CC - EF	2/27/2023	KATHY LEWIS	GOVERNMENT FINANCE OFF	\$	150.00
				\$	19,162.20
BofA CC - VISA	2/6/2023	TONI BRAGA	RALEY'S ONLINE #905	\$	62.98
BofA CC - VISA	2/7/2023	VINCE WEAVER	COSTCO WHSE #0127	\$	204.84
BofA CC - VISA	2/12/2023	TONI BRAGA	COSTCO WHSE #0127	\$	228.65
BofA CC - VISA	2/21/2023	VINCE WEAVER	COSTCO WHSE #0127	\$	256.82
				\$	753.29
			GRAND TOTAL	\$	19,915.49

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 2023 in the amount of \$59,360.75. (Kathy Lewis, CPA, CFO/Director of Finance)

2. **Recommended Motion:** Motion to approve the East Fork Fire Protection District’s ambulance billing bad debt write-offs for the period of January 2023 in the amount of \$59,360.75.

3. **Financial Impact:** NA **Amount:** \$59,360.75
Fund Name: NA **Account Number:** NA

4. **Prepared by:** Kathy Lewis, CPA, CFO/Director of Finance

5. **Meeting Date:** March 28, 2023 **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 2023. These write-offs total \$59,360.75 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 # 6E

**East Fork Fire Protection District
Ambulance Billings and Write Summary
Billing Analysis
FY22/23**

	July	Aug	Sept	Oct	Nov	Dec	Jan	YTD
Total Billed	886,422.91	798,637.72	785,151.75	757,399.34	794,665.18	961,650.91	942,451.69	5,926,379.50
Credit Type/Credit Code								
W/OFF Bad Debt	0.01	0.08	300.00		7.00	1.44	6.56	315.09
W/OFF Bad Debt Deceased	20,455.90	10,607.31	7,960.84	1,912.30	594.43	2,931.65	4,258.09	48,720.52
W/OFF Bankruptcy					135.00			135.00
W/OFF Reduction Discount	394.97	530.47	582.12	252.22	1,048.29	595.19	1,006.69	4,409.95
W/OFF Carson City SS Membership	418.28	578.88					470.81	1,467.97
W/OFF Lyon County SS Membership		905.81					1,167.90	2,073.71
W/OFF Sierra Saver Membership	1,022.67	2,430.77	1,212.83	7,429.91	3,458.28	6,442.13	5,653.58	27,650.17
W/OFF SS Volunteer Membership					325.00			325.00
W/OFF SS Employee Membership		326.13	4,200.29		1,505.19		4,398.57	10,430.18
W/OFF Hardship		3,643.45		477.23			451.33	4,572.01
W/OFF Collection Comm Exp		4,195.77			3,156.55			7,352.32
W/OFF Collection Payment		6,293.67			4,734.83			11,028.50
W/OFF Collections Reversed		(10,489.44)			(7,891.38)			(18,380.82)
W/OFF Sent to Collections	18,100.66	40,073.22	17,020.79	26,476.97	42,612.07	32,424.02	41,947.22	218,654.95
Total	40,392.49	59,096.12	31,276.87	36,548.63	49,685.26	42,394.43	59,360.75	318,754.55
Percentage of W/OFF to Billings	4.56%	7.40%	3.98%	4.83%	6.25%	4.41%	6.30%	5.38%

Credit As Type Summary Report (Deposit Date)

Deposit Date IS BETWEEN 01/01/2023 AND 01/31/2023; AND Credits IS W/OFF BAD DEBT OR W/OFF BAD DEBT - DECEASED OR W/OFF BANKRUPTCY OR W/OFF CARSON CITY CC+ MBR OR W/OFF COLLECTION COMM EXP OR W/OFF COLLECTION PAYMENT OR W/OFF COLLECTIONS REVERSED OR W/OFF HARDSHIP OR W/OFF LYON

EAST FORK FIRE PROTECTION DISTRICT

<u>Credit Type/Credit Code</u>	<u>Count</u>	<u>Dollars</u>
Writeoffs		
W/OFF BAD DEBT	1	6.56
W/OFF BAD DEBT - DECEASED	7	4,258.09
W/OFF BANKRUPTCY	2	0.00
W/OFF CARSON CITY CC+ MBR	2	470.81
W/OFF HARDSHIP	1	451.33
W/OFF LYON COUNTY SS + MBR	1	1,167.90
W/OFF REDUCTION/DISCOUNT	7	1,006.69
W/OFF SIERRA SAVER MBRSHIP	22	5,653.58
W/OFF SENT TO COLLECTIONS	90	41,947.22
W/OFF SIERRA SAVER EMPLOYEE	2	4,398.57
Totals For Type	135	\$ 59,360.75

Company Totals

135

\$ 59,360.75

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 2022. (Kathy Lewis, CPA, CFO/Director of Finance)

2. **Recommended Motion:** Motion to accept the report on state consolidated taxes collection and distribution as of December 2022.

3. **Funds Available:** NA **Amount:** \$221,935.20
Fund Name: General **Account Number:** 335.001

4. **Prepared by:** Kathy Lewis, CPA, CFO/Director of Finance

5. **Meeting Date:** March 28, 2023 **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:**
_____ District Fire Chief _____ Board President
_____ Legal Counsel _____ Other

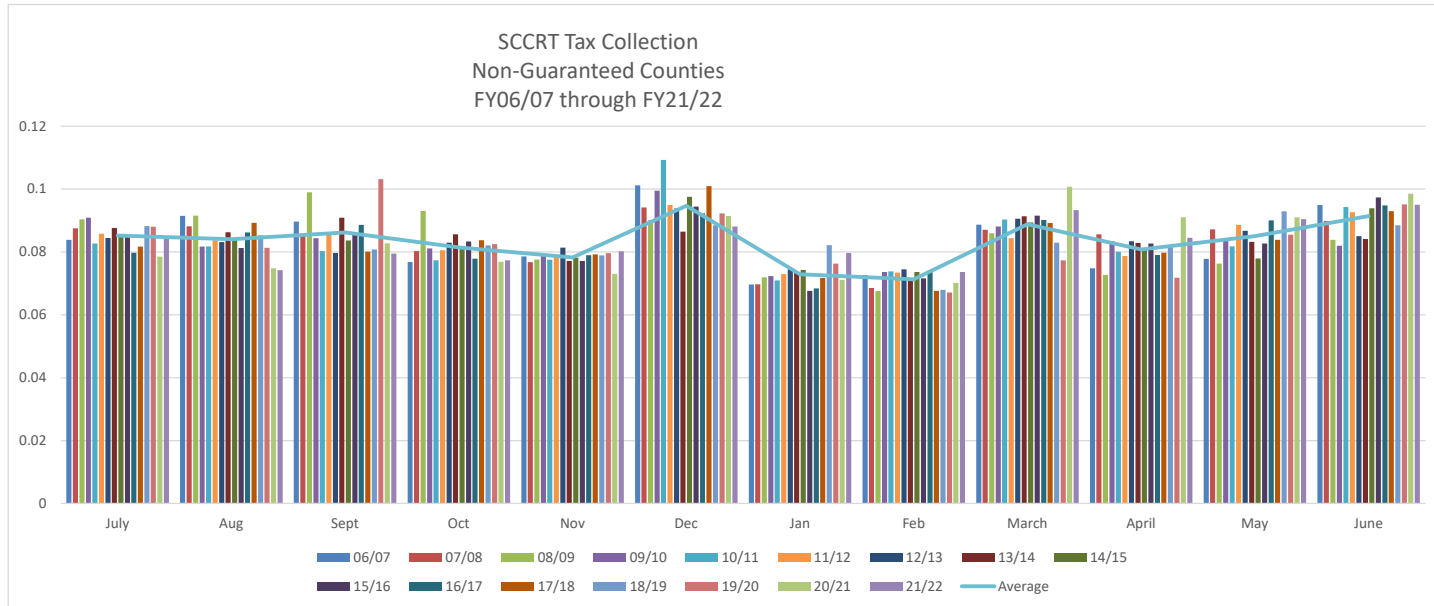
9. **Board Action:**
_____ Approved _____ Approved with Modifications
_____ Denied _____ Deferred
_____ Other

East Fork Fire Protection District
Report of Consolidated Taxes Collected
FY22-23

% of year: 50.00%

		Actual													
2022-23 Budget	July	August	September	October	November	December	January	February	March	April	May	June	Total	% Collected	
BCCRT	5,082,982	489,103.56	481,020.18	479,179.88	451,626.44	419,590.90	495,128.36						2,815,649.32	55.39%	
SCCRT	18,362,200	1,691,902.76	1,652,387.40	1,641,816.84	1,502,992.15	1,384,770.50	1,638,624.26	-	-	-	-	-	9,512,493.91	51.80%	
CIGARETTE	133,568	10,118.49	13,467.30	9,224.42	9,365.71	11,726.44	10,118.49	-	-	-	-	-	64,020.85	47.93%	
LIQUOR	65,373	6,016.31	6,593.63	6,021.48	5,926.52	4,771.21	6,429.35	-	-	-	-	-	35,758.50	54.70%	
RPTT **	1,895,800	-	-	302,128.76	-	-	261,936.95	-	-	-	-	-	564,065.71	29.75%	
GST	3,867,793	295,674.80	319,583.96	301,881.69	313,377.70	313,184.64	280,393.61	-	-	-	-	-	1,824,096.40	47.16%	
TOTAL	29,407,716	2,492,815.92	2,473,052.47	2,740,253.07	2,283,288.52	2,134,043.69	2,692,631.02	-	-	-	-	-	14,816,084.69	50.38%	
EFFPD Share	2,417,640														
Avg Monthly Payment	201,470														
Actual Payment		205,046.59	203,371.55	226,017.99	187,288.21	174,685.65	221,935.20						1,218,345.19	50.39%	
EFFPD Share of Total Collections		8.23%	8.22%	8.25%	8.20%	8.19%	8.24%						8.22%		
Over/(Under) Average		3,576.60	1,901.56	24,548.00	(14,181.78)	(26,784.34)	20,465.21						9,525.25		

** RPTT collected and remitted quarterly



Average Monthly	July	August	September	October	November	December	January	February	March	April	May	June
Average Monthly	8.52%	8.40%	8.62%	8.14%	7.82%	9.47%	7.29%	7.13%	8.88%	8.08%	8.50%	9.14%
Average Cumulative	8.52%	16.92%	25.54%	33.68%	41.51%	50.98%	58.27%	65.40%	74.28%	82.36%	90.86%	100.00%

East Fork Fire Protection District

AGENDA ACTION SHEET

1. **Title: For Presentation Only.** Initial presentation of the FY 2023-2024 Tentative Budget for the East Fork Fire Protection District in the amount of \$26,821,776. (Tod F. Carlini, District Fire Chief and Kathy Lewis, CPA, CFO/Director of Finance) 60 minutes.

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

3. **Financial Impact:** Varies **Amount:** \$26,821,776

Fund Name: NA **Account Number:**

4. **Prepared by:** Tod F. Carlini, District Fire Chief and Kathy Lewis, CPA, CFO/Director of Finance

5. **Meeting Date:** March 28, 2023 **Time Required:** 60 minutes

6. **Agenda:** Administrative Agenda

7. **Background Information:** This is the first public presentation on the FY 2023-2024 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	



EAST FORK FIRE PROTECTION DISTRICT

TENTATIVE BUDGET
FISCAL YEAR 2023/24

Prepared and Presented By

Tod F. Carlini, District Fire Chief

Kathy M. Lewis, CPA, CFO/Director of Finance

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

Jacques Etchegoyhen, President

John Bellona, Secretary

Bernard Curtis, Director

Barbara Griffin, Director

Michael Sommers, 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

Lisa Owen, Director of Administrative Services

Kathy M. Lewis, CPA, CFO/Director of Finance

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

Alex Callahan, Executive Board Member

Matt Hill, Executive Board Member

Aaron Leising, Executive Board Member

Roy Minor, Employee Relations Liaison

East Fork Volunteer Firefighters Association

Thomas Hein-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
- 44,895 estimated resident population
- 15,000 seasonal/migratory population swings
- 7,243 calls for service last year (2022)

“An increase of 5.5%”

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
 - NV Energy
- Fire Emergency Fund

Making Comparisons

- Comparisons are made between the 2022/23 adopted and the 2023/24 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 FY22/23 Amended Budget and FY23/24 Tentative budget is shown in the Board Packet.

Variable Impacts

- Contract Negotiations – In progress
- 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)
- Lower cash balances available for investment
- 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*)
- ✓ 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 and SAFER grant in the Fall of 2023
- ✓ Provide necessary funding to service debt
- ✓ Maintain a positive Ending Fund Balance for sustainability

Two Primary Funds For FY 23/24

✓ General Operations Fund	\$26,495,345
✓ Emergency Fund	<u>\$ 326,431</u>
	\$26,821,776

- 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 2023/24



Three Primary Revenue Sources

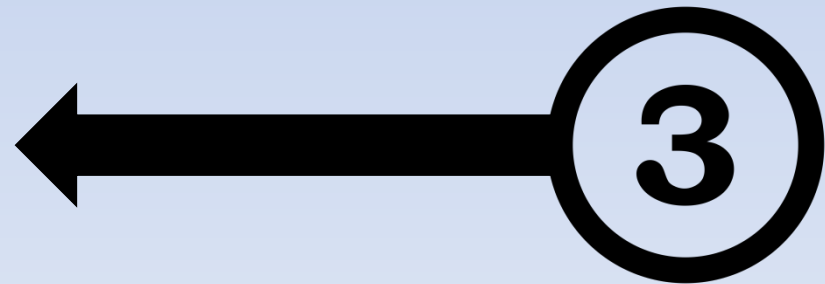
- ✓ Ad Valorem
- ✓ State Consolidated Tax
- ✓ Ambulance User Fees



- ✓ Fire and Life Safety Plan Review Fees
- ✓ GEMT
- ✓ Grants
- ✓ Fire Reimbursements
 - ✓ Based on fire activity and not budgeted
- ✓ NV Energy Fuels/Fire Program
 - ✓ Based on Administrative Fee
- ✓ Alpine County Contract



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



Revenue - Taxes

		2022/23 Budget		2023/24 Budget	Change	
		Adopted Budget	Amended Budget (12/20/22)	Tentative Budget	PY Adopted Vs. Tentative	
TAXES						
311-100	Ad Valorem - Current	10,278,194	10,278,194	11,161,602	883,408	8.59%
311-120	Ad Valorem - Delinquent		-	-	-	0.0%
311-200	Centrally Assessed Prop Tax	154,256	154,256	167,514	13,258	8.6%
311-700	Personal Property Current	504,989	504,989	504,989	-	0.0%
311-800	Personal Property Delinquent	-	-	-	-	0.0%
Total Taxes		10,937,439	10,937,439	11,834,105	896,666	8.2%

- For 2021/22, we budgeted a 7.5% increase
- For 2022/23, we budgeted a 8.64% increase
- **For 2023/24, we are budgeting a 8.59% increase**
- Final projected numbers will be released on March 25th
 - Projecting a 5.75% increase on existing assessed value:
 - Residential cap - 3%
 - General Abatement Cap – 8%
 - Unknown total new construction (AV) to be added and billed for FY23/24 – projecting \$60,000,000

Revenue -Intergovernmental

		2022/23 Budget		2023/24 Budget	Change	
		Adopted Budget	Amended Budget (12/20/22)	Tentative Budget	PY Adopted Vs. Tentative	
INTERGOVERNMENTAL						
331-140	Grant In Aid Other (PACT)	-	-	-	-	0.0%
331-280	Grant - FEMA	-	-	-	-	0.0%
331-282	Grant - EMPG	56,000	68,000	-	(56,000)	-100.0%
332-313	Grant - SAFER	30,000	42,000	-	(30,000)	-100.0%
332-327	Grant - ARPA	476,570	513,286	250,000	(226,570)	-47.5%
333-209	GEMT (Medicaid)(Fed Rev)	900,000	1,171,890	1,100,000	200,000	22.2%
334-802	Grant - SERC (LEPC \$4K)	29,000	29,000	-	(29,000)	-100.0%
334-804	Grant - CERT SHSP	21,000	21,000	-	(21,000)	-100.0%
335-001	State Consolidated Tax Distribution	2,417,640	2,417,640	2,559,770	142,130	5.9%
337-001	Alpine Contract	101,450	101,450	107,500	6,050	6.0%
337-005	Emergency Mgmt. Contract	195,000	195,000	-	(195,000)	-100.0%
337-011	Local Got Rev	-	-	-	-	0.0%
Total Intergovernmental		4,251,660	4,584,266	4,017,270	(234,390)	-5.5%

- State Consolidated Taxes. ***We are no longer considered a guaranteed county***
 - **Final Projection from the state is a 5.9% increase**
- Current Emergency Management Contract expires 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 \$200,000 increase based on past performance
- “Re-budgeting” for ARPA funds for Wildland vehicle retrofit – vehicle will be completed in FY23/24

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 \$1,100,000 for FY23/24 – This may be optimistic***

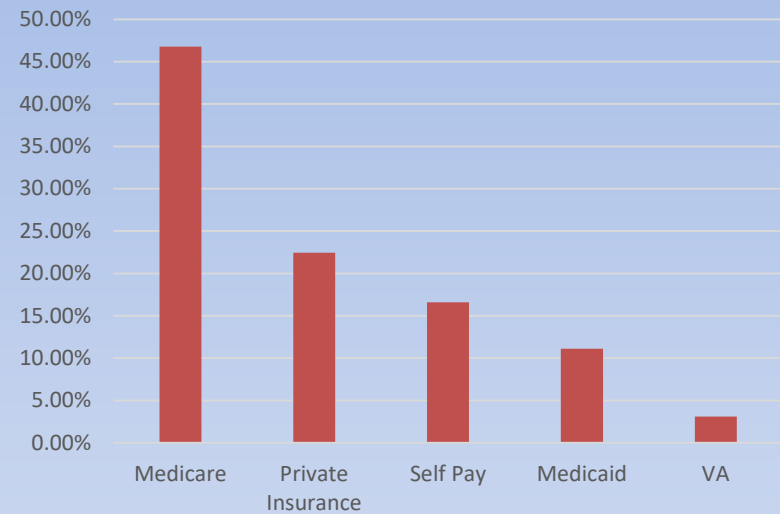
Revenue –Charges for Service

		Adopted Budget	Amended Budget (12/20/22)	Tentative Budget	PY Adopted Vs. Tentative	
CHARGES FOR SERVICE						
341-509	Fire Plan Check & Permit Fees	406,400	406,400	406,400	-	0.0%
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	-	0.0%
342-500	Ambulance Fees	9,152,793	9,152,793	10,068,072	915,279	10.0%
342-501	Collection Loss	(593,382)	(593,382)	(652,720)	(59,338)	10.0%
342-502	Govt & Contractual/Mandatory Write-offs	(4,897,191)	(4,897,191)	(5,386,910)	(489,719)	10.0%
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	-	784,889	-	-	0.0%
343-002	NVE Reimbursement	1,765,188	1,765,188	2,070,264	305,076	17.3%
Total Charges For Service		5,914,908	6,699,797	6,586,206	671,298	11.3%

- Fire Plan Check, Permit, Inspection, Technology and Expedite Fee – projected \$406,400 (in total), same as amended budget for FY22/23
- Ambulance Fees (net write-offs) - \$4,028,442 – We have seen ambulance billing rebound to a steady increase. Budget based on actual revenue for FY21/22 and current trends FY22/23
- NVE Reimbursement, which includes \$230,029 in administrative fees

EMS Patient Demographics

✓ Medicare	46.78%
✓ Private Insurance	22.44%
✓ Self Pay	16.58%
✓ Medicaid	11.11%
✓ VA	3.09%



Approximately 60% of billable services are Federally supported

We are estimating **\$4,028,442** in actual EMS revenue in FY 23/24

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

		Adopted Budget	Amended Budget (12/20/22)	Tentative Budget	PY Adopted Vs. Tentative	
MISCELLANEOUS REVENUES						
360-800	Miscellaneous Rev	7,500	7,500	7,500	-	0.0%
361-200	Interest on Investment	1,000	1,000	4,000	3,000	300.0%
361-211	Investment Earnings-LGIP	5,000	5,000	85,000	80,000	1600.0%
362-100	Rents/Leases (USFS)	10,867	10,867	15,064	4,197	38.6%
367-102	Donations	2,000	2,000	2,000	-	0.0%
	Total Miscellaneous Revenues	26,367	26,367	113,564	87,197	330.7%
TOTAL OPERATING REVENUES		21,130,374	22,247,869	22,551,145	1,420,771	6.7%

- Interest on investment – with rising interest rates, projected an increase in interest revenue from LGIP

GENERAL FUND EXPENDITURES TENTATIVE BUDGET 2023/24



Summary - General Fund Operating Expenditures

	2022/23 Budget		2023/24 Budget	Change	
	Adopted Budget	Amended Budget (12/20/22)	Tentative Budget	PY Adopted Vs. Tentative	
Operating Expenditures					
Salaries & Wages	10,800,004	11,338,618	11,092,642	292,638	2.7%
Employee Benefits	7,185,601	7,194,001	8,156,417	970,816	13.5%
Service & Supplies	2,437,809	2,822,193	2,341,232	(96,577)	-4.0%
Total Operating Expenditures	20,423,414	21,354,812	21,590,291	1,166,877	5.7%
Other					
Debt Service	301,314	449,314	296,100	(5,214)	-1.7%
Capital Projects and Outlay	1,461,750	1,593,709	990,000	(471,750)	-32.3%
Transfer out to Emergency Fund		25,000	-	-	0.0%
Contingency	306,351	425,898	323,854	17,503	5.7%
Total Other	2,069,415	2,493,921	1,609,954	(459,461)	-22.2%

- Personnel and Capital Projects/Outlay will be discussed later in the presentation
- Services and Supplies:
 - Overall decrease of 96,577 or 4%
 - Accounts for increases in utilities, gas and building maintenance
 - Decrease mainly attributed to not budgeting grant expenditures related to Emergency Management and change in provides for services such as Technology Services and Phones

Expenditures by Department

	2022/23 Budget		2023/24 Budget	Change	
	Adopted Budget	Amended Budget (12/20/22)	Tentative Budget	PY Adopted Vs. Tentative	
Total Expenditures By Department					
Administration (Dept. 231)	16,994,204	17,456,060	17,683,327	689,123	4.1%
Prevention (Dept. 232)	28,128	28,128	18,547	(9,581)	-34.1%
Training (Dept. 235)	97,200	103,988	107,590	10,390	10.7%
Suppression (Dept. 251)	3,196,576	3,688,631	2,930,592	(265,984)	-8.3%
NVE Fuels Mgmt. Program	1,569,056	1,671,714	1,840,235	271,179	17.3%
Emergency (Dept. 293)	300,843	326,431	326,431	25,588	8.5%
Debt Service (Dept. 297)	301,314	449,314	296,100	(5,214)	-1.7%

Expenditures changes:

- Administration up 4.1% do to increases related to PERS Contribution increase and new proposed positions
- Prevention budget decrease was in professional services for plan review
- Training budget increase is to allow for Firefighters to attend Paramedic School
- Suppression decrease of 8.3% due to decrease in budgeted capital expenditures and staff efforts on making efficiency in program costs such as Technology Services and reduction in grant expenditures relating to Emergency Management
- Emergency Fund increase includes transfer from General Fund approved December 2022

PERSONNEL (GENERAL FUND) TENTATIVE BUDGET 2023/24



Career Line Staff Distribution FY 23/24

Daily Staffing – 24/7

Location		FY 21/22	FY22/23	FY23/24
✓	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
- ✓ SAFER Grant Application submitted for 6 additional positions

Personnel Costs FY 23/24

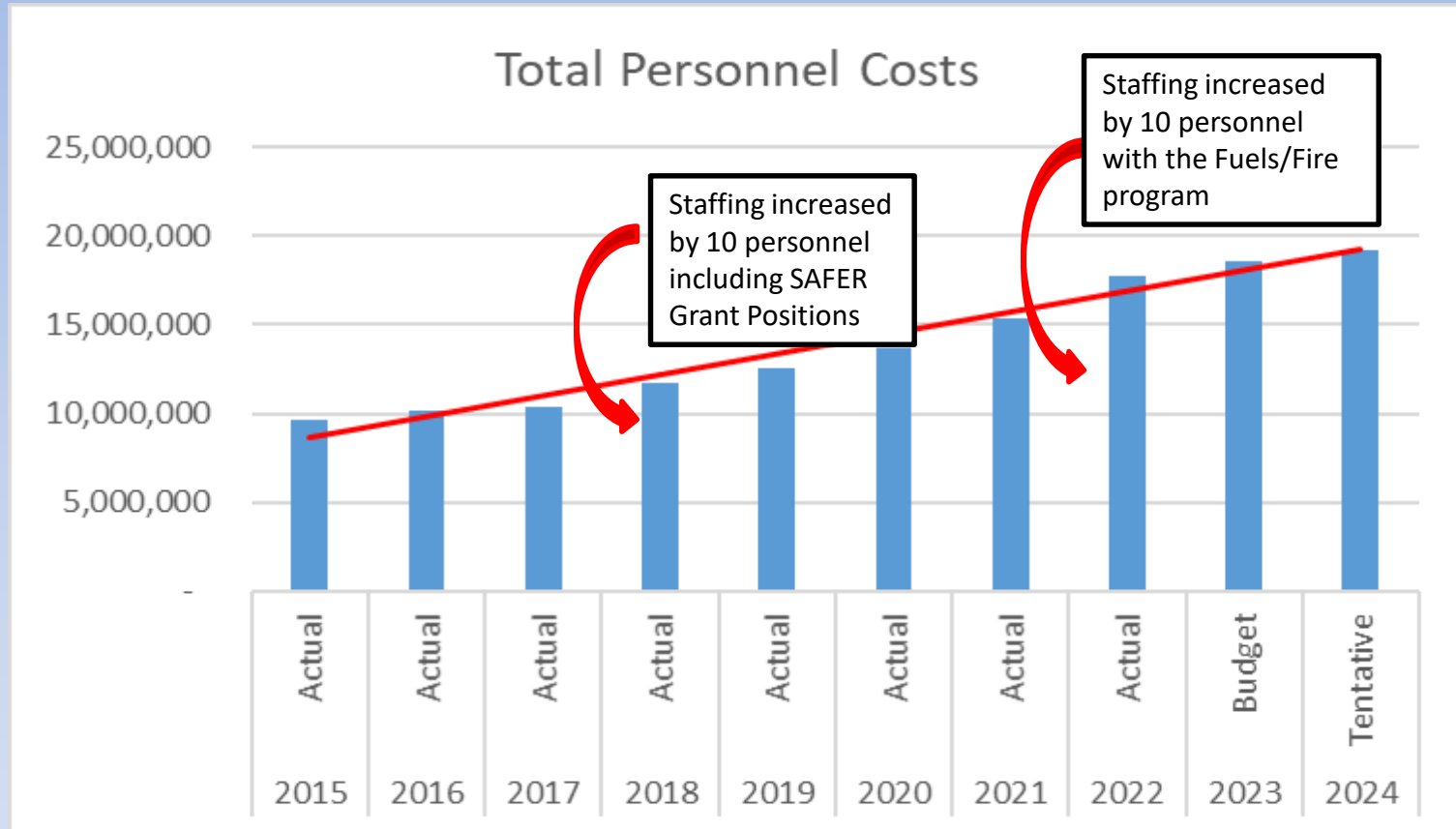
- ✓ Obviously the largest expense
 - ✓ Distribution between wages and benefits for FY 23/24:

Salaries and Wages	\$11,092,642 (57.63%)
Benefits	\$ 8,156,417 (42.37%)
- Represents about 82.97% of Operating Budget*

CURRENT ASSUMPTIONS

- ✓ Includes accounting for increase in PERS contribution per Contract and State Law
- ✓ No wage adjustments are included for represented personnel wages other than Step Movement (*Pending contract negotiations*)
- ✓ No wage adjustments are included for non-represented personnel wages other than Step Movement
- ✓ Health Insurance increases are projected to be 7.5% for the period of January – June, 2023. Actual increase last year was 3.0%
- ✓ Worker's Compensation increase estimated a 10.0%
- ✓ Added proposed new positions for FY23/24 include:
 - ✓ Executive Program Administrative Position, Funded 60% NVE/40% EFFPD
 - ✓ Entry Level Office Assistant, start mid-year, Funded 20% NVE/80% EFFPD
 - ✓ 2 Additional Fuels Crew Members , Funded 100% NVE

Personnel Costs



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

Overtime Costs

- Overtime is a large expense
- FY 23/24- budgeted \$1,377,590 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 2023/24



Contract Fees Owed To Douglas County

- 911 User Fees \$ 99,286
 - Budgeting a 10% increase from FY22/23
- Radio User Fees \$ 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.

Douglas County has not notified us of the FY23/24 fees, but for the tentative budget, we built in an increase.

Meeting with new 911 Director to discuss costs and Service Contract

Our Debt

Annual Debt Service Total \$ 296,100

- ✓ Medium Term Bond/Loan Interest Rate is 1.86%
- ✓ Refinanced original bond proceeds in FY 19/20 to maximized \$2,000,000 approved limit and to take advantage of reduced interest rates at that time.
 - ✓ With December, 2021 augment, we paid down our debt by one year
 - ✓ While interest rates are higher than 1.86%, recommending not making any early or extra payments. Interest earned will be more than interest saved
 - ✓ By the end of FY23/24, we will have reduced our debt to \$585,000

Future Debt Considerations

- We do consider debt service payments to be a part of our Capital Expenditures specifically related to what is being funded.
- The District will have reduced its debt to \$585,000 with this proposed budget, potentially around \$1.5 Million available for funding.
- District may want to consider the same or similar refinancing option that it exercised a year ago, which allowed the District to purchase a third Type I Engine (\$507,000) and replace radios. (\$350,000).
- The District's debt limit was established at \$2,000,000.
- Our point in presenting this consideration would be to allow the District to pursue higher cost projects or work sooner, rather than later, hence a recycling of available debt capacity.
- This of course would depend on several factors:
 - Interest rates at the time being one
 - The structure of the lending agreements without prepay penalty clauses

Borrowing Money

- As is common with most small districts, The District currently does not have a credit rating
- Currently, our debt was placed directly with a bank and a credit rating was not needed
- A credit rating would be required if we were to look at financing 20 million or 20 or more years for repayment
- When the district needs to issue debt in the future, and it is still considered a small issue, we would seek a direct placement with the going interest rates at that time



CAPITAL EXPENDITURES TENTATIVE BUDGET 2023/24

Capital Outlay Funding

- ✓ Funds in the amount of \$1,286,100 have been tentatively set aside to fund additional capital improvements.
- ✓ The formal CIP will be presented in April
- ✓ Some proposed uses include and commitments:
 - ✓ Soft Tone Alert System (Bringing budget forward from FY22/23)
 - ✓ Training Center (Bringing budget forward from FY22/23)
 - ✓ Type 1 Ambulance Remount (already Board Approved because of known delays with chassis procurement)
 - ✓ Wildland Engine Retrofit (Brining budget forward from FY22/23) (ARPA)

Training Ground Improvements

- The District has a “shovel ready” design package to construct a Training Structure.
- The need is well identified.
- \$300,000 is budgeted in FY23/24 for this much needed improvement.
- Scheduled for bid in April 2023.





EMERGENCY FUND TENTATIVE BUDGET 2023/24

3/28/23

Emergency Fund

		2022/23 Budget		2023/24 Budget	Change	
		Adopted Budget	Amended Budget (12/20/22)	Tentative Budget	PY Adopted Vs. Tentative	
REVENUE						
301-100	Opening Fund Balance Reserves	300,843	301,431	326,431	25,588	8.5%
361-200	Interest			-	0	0.0%
392-000	Transfer In	-	25,000	-	0	0.0%
	Total Revenues	300,843	326,431	326,431	25,588	8.5%
EXPENDITURES						
520-081	State Fire Program (WFPP)	-	-	-	0	0.0%
532-049	Emergency Operations	300,843	326,431	326,431	25,588	8.5%
	Total Expenditures	300,843	326,431	326,431	25,588	8.5%
699-000	Ending Fund Balance	-	-	-	-	

- ✓ Restricted Use Fund
 - ✓ NRS Mandate
 - ✓ \$1,000,000 Maximum Balance
- ✓ Balance of \$326,431 available for Emergency Operations
- ✓ Pending Greater than Anticipated revenues resulting from FY22/23 audit, an additional allocation should be considered

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.
- Our last cost to participate, based on the formula, was \$163,000. This was an increase of \$73,000 above our initial 4-year history of an annual allocation of \$90,000.
- The new formula's main consideration is vested with fire cost history. We have one of the higher fire cost histories of those participating.
- The second consideration in the formula is the budgetary allocation that the Division of Forestry is attempting reach. For the last period that value was \$1,850,000.
- We have increase our participation costs to \$95,000.

ROLL OF VOLUNTEERS TENTATIVE BUDGET 2023/24



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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
- ✓ Recruitment efforts have yielded 19 new volunteers in three years
- ✓ Under COVID-19 our Volunteers served as a valuable resource for testing, vaccination, and field hospital deployment

Volunteer Incentive Program

- \$28,500 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 2023/24



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%)

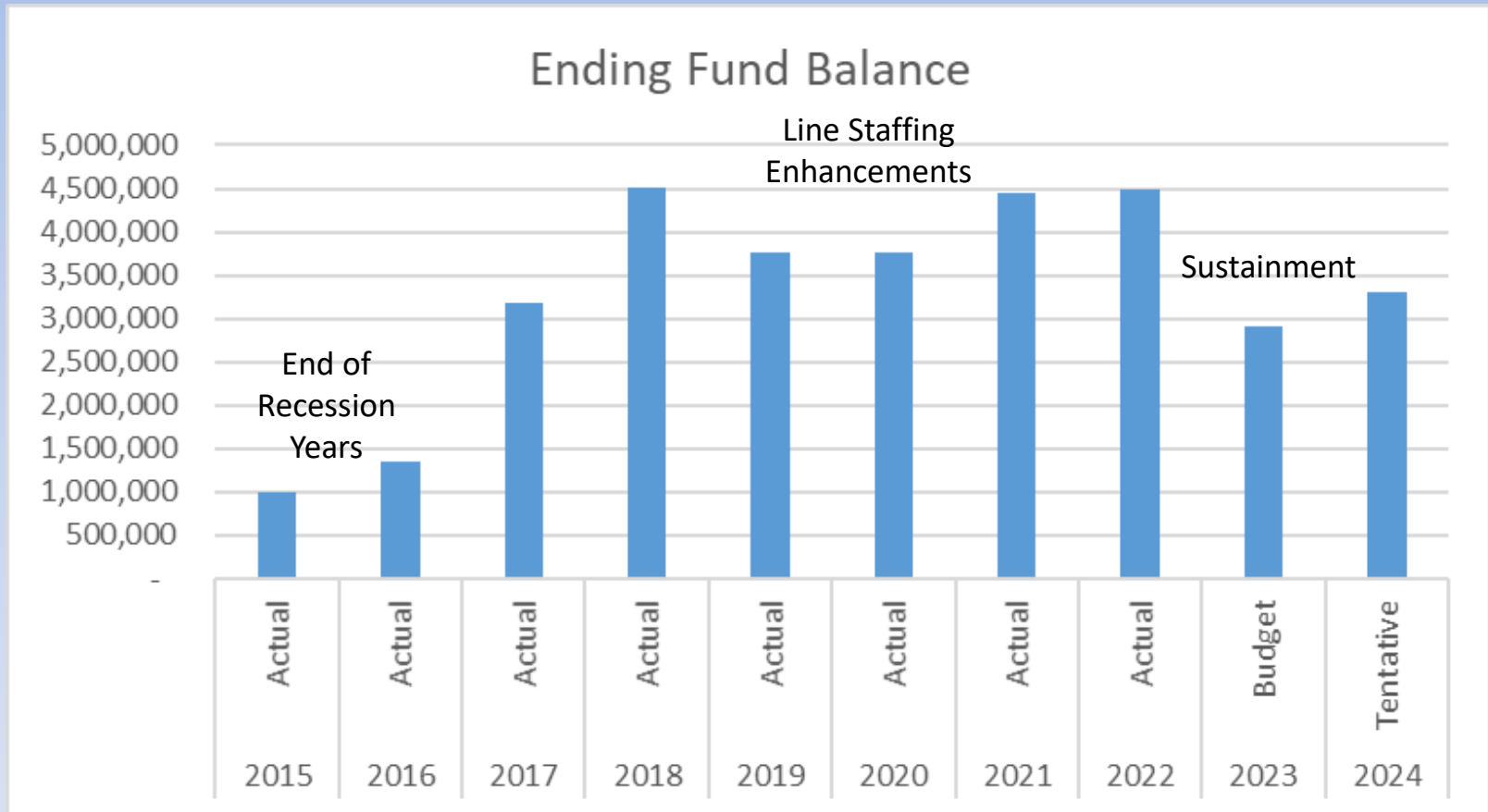
\$323,854

Ending Fund Balance

FY 22/23 Budgeted \$2,902,849 (13.59%)

FY 23/24 Tentative \$3,295,100 (15.26%)

Ending Fund Balance



Total Tentative Budget FY 23/24
\$26,821,776

Subject to Change

Next Steps

- March 27th – Final Property Tax Projections to be released
- April 17th – Tentative Budget Submitted to State
- April 18th – Presentation and approval of CIP, review of any budget changes, and approval of new three (3) NV Energy Contract
- May 16th – Presentation and approval of Final Budget
- June 1st – Final Budget submitted to State
- July 1st – New Fiscal Year Begins

Questions



East Fork Fire Protection District

FY 23-24 Final Budget

Tentative Budget

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East Fork Fire
Budget Summary
 FY 2023-24

	2022/23 Budget		2023/24 Budget		Change			
	Adopted Budget	Amended Budget (12/20/22)	Tentative Budget	Final Adopted Budget	PY Adopted Vs. Tentative		PY Adopted Vs. Tentative	
FUND 650 - EAST FORK FIRE GENERAL OPERATIONS								
Operating Revenues								
Ad Valorem Taxes	10,937,439	10,937,439	11,834,105	-	896,666	8.2%	896,666	8.2%
Intergovernmental	4,251,660	4,584,266	4,017,270	-	(234,390)	-5.5%	(566,996)	-12.4%
Charges For Service	5,914,908	6,699,797	6,586,206	-	671,298	11.3%	(113,591)	-1.7%
Miscellaneous Revenue	26,367	26,367	113,564	-	87,197	330.7%	87,197	330.7%
Total Operating Revenues	21,130,374	22,247,869	22,551,145	-	1,420,771	6.7%	303,276	1.4%
Other Financing Sources								
	20,000	20,000	10,000	-	(10,000)	-50.0%	(10,000)	-50.0%
Total Revenues/Other Sources	21,150,374	22,267,869	22,561,145	-	1,410,771	6.7%	293,276	1.3%
Opening Fund Balance/Reserves								
	3,895,304	4,483,713	3,934,200		38,896	1.0%	(549,513)	-12.3%
Total Resources	25,045,678	26,751,582	26,495,345	-	1,449,667	5.8%	(256,237)	-1.0%
Operating Expenditures								
Salaries & Wages	10,800,004	11,338,618	11,092,642	-	292,638	2.7%	(245,976)	-2.2%
Employee Benefits	7,185,601	7,194,001	8,156,417	-	970,816	13.5%	962,416	13.4%
Service & Supplies	2,437,809	2,822,193	2,341,232	-	(96,577)	-4.0%	(480,961)	-17.0%
Total Operating Expenditures	20,423,414	21,354,812	21,590,291	-	1,166,877	5.7%	235,479	1.1%
Other								
Debt Service	301,314	449,314	296,100	-	(5,214)	-1.7%	(153,214)	-34.1%
Capital Projects and Outlay	1,461,750	1,593,709	990,000	-	(471,750)	-32.3%	(603,709)	-37.9%
Transfer out to Emergency Fund		25,000	-	-	-	0.0%	(25,000)	-100.0%
Contingency	306,351	425,898	323,854	-	17,503	5.7%	(102,044)	-24.0%
Total Other	2,069,415	2,493,921	1,609,954	-	(459,461)	-22.2%	(883,967)	-35.4%
Ending Fund Balance/Reserves								
rHRA Reserve	2,502,846	2,852,849	3,245,100		742,254	29.7%	392,251	13.7%
	50,000	50,000	50,000		-	0.0%	-	0.0%
Total Requirements	24,995,675	26,751,582	26,495,345	-	1,499,670	6.00%	(256,237)	-0.96%
Contingency %	1.50%	1.99%	1.50%					
Ending Fund Balance %	12.50%	13.59%	15.26%					
FUND 651 - EMERGENCY FUND								
	300,843	326,431	326,431	-	25,588	8.5%	-	0.0%
TOTAL ALL FUNDS	25,296,518	27,078,013	26,821,776	-	1,525,258	6.0%	(256,237)	-0.9%
Total Expenditures By Department								
Administration (Dept. 231)	16,994,204	17,456,060	17,683,327	-	689,123	4.1%	227,267	1.3%
Prevention (Dept. 232)	28,128	28,128	18,547	-	(9,581)	-34.1%	(9,581)	-34.1%
Training (Dept. 235)	97,200	103,988	107,590	-	10,390	10.7%	3,602	3.5%
Suppression (Dept. 251)	3,196,576	3,688,631	2,930,592	-	(265,984)	-8.3%	(758,039)	-20.6%
NVE Fuels Mgmt. Program	1,569,056	1,671,714	1,840,235	-	271,179	17.3%	168,521	10.1%
Emergency (Dept. 293)	300,843	326,431	326,431	-	25,588	8.5%	-	0.0%
Debt Service (Dept. 297)	301,314	449,314	296,100	-	(5,214)	-1.7%	(153,214)	-34.1%

East Fork Fire
Fund 650 - Revenue Detail
 FY 2023-24

		2022/23 Budget		2023/24 Budget		Change			
		Adopted Budget	Amended Budget (12/20/22)	Tentative Budget	Final Adopted Budget	PY Adopted Vs. Tentative		PY Amended vs. Tentative	
TAXES									
311-100	Ad Valorem - Current	10,278,194	10,278,194	11,161,602		883,408	8.59%	883,408	8.59%
311-120	Ad Valorem - Delinquent		-	-		-	0.0%	-	0.0%
311-200	Centrally Assessed Prop Tax	154,256	154,256	167,514		13,258	8.6%	13,258	8.6%
311-700	Personal Property Current	504,989	504,989	504,989		-	0.0%	-	0.0%
311-800	Personal Property Delinquent	-	-	-		-	0.0%	-	0.0%
	Total Taxes	10,937,439	10,937,439	11,834,105	-	896,666	8.2%	896,666	8.2%
INTERGOVERNMENTAL									
331-282	Grant - EMPG	56,000	68,000	-		(56,000)	-100.0%	(68,000)	-100.0%
332-313	Grant - SAFER	30,000	42,000	-		(30,000)	-100.0%	(42,000)	-100.0%
332-327	Grant - ARPA	476,570	513,286	250,000		(226,570)	-47.5%	(263,286)	-51.3%
333-209	GEMT (Medicaid)(Fed Rev)	900,000	1,171,890	1,100,000		200,000	22.2%	(71,890)	-6.1%
334-802	Grant - SERC (LEPC \$4K)	29,000	29,000	-		(29,000)	-100.0%	(29,000)	-100.0%
334-804	Grant - CERT SHSP	21,000	21,000	-		(21,000)	-100.0%	(21,000)	-100.0%
334-815	Grant - UWS (NV)	25,000	25,000	-		(25,000)	-100.0%	(25,000)	-100.0%
335-001	State Consolidated Tax Distribution	2,417,640	2,417,640	2,559,770		142,130	5.9%	142,130	5.9%
337-001	Alpine Contract	101,450	101,450	107,500		6,050	6.0%	6,050	6.0%
337-005	Emergency Mgmt. Contract	195,000	195,000	-		(195,000)	-100.0%	(195,000)	-100.0%
337-011	Local Got Rev	-	-	-		-	0.0%	-	0.0%
	Total Intergovernmental	4,251,660	4,584,266	4,017,270	-	(234,390)	-5.5%	(566,996)	-12.4%
CHARGES FOR SERVICE									
341-509	Fire Plan Check & Permit Fees	406,400	406,400	406,400		-	0.0%	-	0.0%
341-515	Inspection Fee	3,900	3,900	3,900		-	0.0%	-	0.0%
341-528	Technology Fee	10,800	10,800	10,800		-	0.0%	-	0.0%
341-531	Expedite Fee	3,900	3,900	3,900		-	0.0%	-	0.0%
342-500	Ambulance Fees	9,152,793	9,152,793	10,068,072		915,279	10.0%	915,279	10.0%
342-501	Collection Loss	(593,382)	(593,382)	(652,720)		(59,338)	10.0%	(59,338)	10.0%
342-502	Govt & Contractual/Mandatory Write-offs	(4,897,191)	(4,897,191)	(5,386,910)		(489,719)	10.0%	(489,719)	10.0%
342-510	Sierra Saver Fees	50,000	50,000	50,000		-	0.0%	-	0.0%
342-521	Standby Revenue	12,500	12,500	12,500		-	0.0%	-	0.0%
343-001	Outside District Assistance For Hire	-	784,889	-		-	0.0%	(784,889)	-100.0%
343-002	NVE Reimbursement	1,765,188	1,765,188	2,070,264		305,076	17.3%	305,076	17.3%
	Total Charges For Service	5,914,908	6,699,797	6,586,206	-	671,298	11.3%	(113,591)	-1.7%
MISCELLANEOUS REVENUES									
360-800	Miscellaneous Rev	7,500	7,500	7,500		-	0.0%	-	0.0%
361-200	Interest on Investment	1,000	1,000	4,000		3,000	300.0%	3,000	300.0%
361-211	Investment Earnings-LGIP	5,000	5,000	85,000		80,000	1600.0%	80,000	1600.0%
362-100	Rents/Leases (USFS)	10,867	10,867	15,064		4,197	38.6%	4,197	38.6%
367-102	Donations	2,000	2,000	2,000		-	0.0%	-	0.0%
	Total Miscellaneous Revenues	26,367	26,367	113,564	-	87,197	330.7%	87,197	330.7%
	TOTAL OPERATING REVENUES	21,130,374	22,247,869	22,551,145	-	1,420,771	6.7%	303,276	1.4%
OTHER FINANCING SOURCES									
391-100	Sale of Property	20,000	20,000	10,000		(10,000)	-50.0%	(10,000)	-50.0%
391-501	Bond Proceeds			-		-	0.0%	-	0.0%
391-505	Loan Proceeds			-		-	0.0%	-	0.0%
	Total Other Financing Sources	20,000	20,000	10,000	-	(10,000)	-50.0%	(10,000)	-50.0%
	TOTAL REV/OTHER FINANCING SOURCES	21,150,374	22,267,869	22,561,145	-	1,410,771	6.7%	293,276	1.3%

East Fork Fire
Fund 650, Dept 231 (Administration)
 FY 2023-24

		2022/23 Budget		2023/24 Budget		Change			
		Adopted Budget	Amended Budget (12/20/22)	Tentative Budget	Final Adopted Budget	PY Adopted Vs. Tentative		PY Amended vs. Tentative	
SALARIES & WAGES									
510-000	Regular - Salaries & Wages	7,575,258	7,575,258	7,570,737		(4,521)	-0.1%	(4,521)	-0.1%
510-125	WC - Salaries & Wages	-	-	-		0	0.0%	0	0.0%
510-126	Retro-Salaries	-	-	-		0	0.0%	0	0.0%
510-145	Reg Incentive Pay	274,029	274,029	286,590		12,561	4.6%	12,561	4.6%
510-146	Return to Work (RTW)(2X)	-	-	-		0	0.0%	0	0.0%
510-170	FLSA	165,829	165,829	163,028		(2,801)	-1.7%	(2,801)	-1.7%
511-163	Overtime - Reimbursable (Off District Fires)		435,956				0.0%	(435,956)	-100.0%
511-164	Holiday Special Pay (HSP)	306,145	306,145	304,323		(1,822)	-0.6%	(1,822)	-0.6%
511-166	Sick Buyback - Non-rep	10,000	10,000	10,000			0.0%	0	0.0%
511-167	Vacation Payout	75,000	75,000	100,000		25,000	33.3%	25,000	33.3%
511-168	Vacation Buyback - Non-rep	15,000	15,000	15,000		0	0.0%	0	0.0%
511-170	Overtime	1,385,447	1,385,447	1,377,590		(7,857)	-0.6%	(7,857)	-0.6%
511-171	Holiday	-	-	-		0	0.0%	0	0.0%
511-172	Comp Paid	15,000	15,000	10,000		(5,000)	-33.3%	(5,000)	-33.3%
511-173	Vacation	-	-	-		0	0.0%	0	0.0%
511-174	Sick	-	-	-		0	0.0%	0	0.0%
511-176	Call Back (2X)	53,150	53,150	52,834		(316)	-0.6%	(316)	-0.6%
511-178	Sick Leave Payout	100,000	100,000	100,000		0	0.0%	0	0.0%
511-187	Uniform Allowance	106,400	106,400	106,400		0	0.0%	0	0.0%
511-189	Cell Phone Stipend	4,790	4,790	5,342		552	11.5%	552	11.5%
512-120	Contract Wages (temp employee's)	90,000	90,000	90,000		0	0.0%	(90,000)	-100.0%
	Total Salaries and Wages	10,176,048	10,612,004	10,191,844	-	15,796	0.2%	(510,160)	-4.8%
EMPLOYEE BENEFITS									
515-180	Benefits - EE, HAS, COBRA Acct Fee	5,000	5,000	5,000		-	0.0%	-	0.0%
515-181	Retirement	3,218,810	3,220,270	3,647,727		428,917	13.3%	427,457	13.3%
515-182	WC - PACT (Workers Comp)	1,209,317	1,209,317	1,332,881		123,564	10.2%	123,564	10.2%
515-183	Group Insurance	1,618,619	1,618,619	1,712,678		94,059	5.8%	94,059	5.8%
515-184	Unemployment	5,000	5,000	5,000		-	0.0%	-	0.0%
515-186	Medicare	143,130	150,070	143,069		(61)	0.0%	(7,001)	-4.7%
515-196	HSA ER Contribution	182,500	182,500	186,750		4,250	2.3%	4,250	2.3%
515-197	HRA - non-contract	20,500	20,500	31,900		11,400	55.6%	11,400	55.6%
515-198	HRA - contract	158,000	158,000	175,000		17,000	10.8%	17,000	10.8%
515-201	PEBS	5,625	5,625	5,625		-	0.0%	-	0.0%
	Total Employee Benefits	6,566,501	6,574,901	7,245,630	-	679,129	10.3%	670,729	10.2%
	Total Salary, Wages & Benefits	16,742,549	17,186,905	17,437,474	-	694,925	4.2%	160,569	0.9%
SERVICES & SUPPLIES									
520-060	Postage	3,500	3,500	3,500		0	0.0%	0	0.0%
520-075	Background Checks	3,000	3,000	3,000		0	0.0%	0	0.0%
520-077	Recruiting Expense	1,000	13,500	10,000		9,000	900.0%	(3,500)	-25.9%
520-078	Printing & Binding	2,000	2,000	2,000		0	0.0%	0	0.0%
520-098	Maint. Janitorial	6,300	6,300	6,300		0	0.0%	0	0.0%
520-108	Maint. Office Equip.	4,300	4,300	5,448		1,148	26.7%	1,148	26.7%
520-136 *	Rents & Leases Equipment	4,655	4,655	5,155		500	10.7%	500	10.7%
520-170	Mem, Subs, Books, etc (EMRB Assessment)	1,700	1,700	1,700		0	0.0%	0	0.0%
520-415	PACT Agent Fees	5,000	5,000	5,000		0	0.0%	0	0.0%
520-425	Collection Commission Expense	28,000	28,000	15,000		(13,000)	-46.4%	(13,000)	-46.4%
521-100 *	Professional Services	139,500	144,500	122,550		(16,950)	-12.2%	(21,950)	-15.2%
521-105	Board of Directors Comp	18,000	18,000	18,000		0	0.0%	0	0.0%
521-162	Contract Services	-	-	-		0	0.0%	0	0.0%
521-505	Voter Reg Maint Fee	5,500	5,500	5,500		0	0.0%	0	0.0%
532-028	Uniforms	500	500	500		0	0.0%	0	0.0%
533-800	Office Supplies	10,000	10,000	15,000		5,000	50.0%	5,000	50.0%
533-802	Small Equipment	-	-	-		0	0.0%	0	0.0%

East Fork Fire
Fund 650, Dept 231 (Administration)
 FY 2023-24

		2022/23 Budget		2023/24 Budget		Change				
		Adopted Budget	Amended Budget (12/20/22)	Tentative Budget	Final Adopted Budget	PY Adopted Vs. Tentative		PY Amended vs. Tentative		
540-009	NVE Administration		-			0	0.0%	0	0.0%	
550-100	Bank Fees-Credit Card Processing	11,500	11,500	20,000		8,500	73.9%	8,500	73.9%	
550-102	Bank Fees-Checking	7,200	7,200	7,200		0	0.0%	0	0.0%	
	Total Services & Supplies	251,655	269,155	245,853	-	(5,802)	-2.3%	(23,302)	-8.7%	
DEPARTMENT 231 TOTAL		16,994,204	17,456,060	17,683,327	-	689,123	4.1%	137,267	0.8%	
Notes:										
515-182	<u>WC - PACT (Workers Comp)</u>									
	Employees	1,193,317	1,193,317	1,314,881						
	Volunteers/ Board	16,000	16,000	18,000						
		1,209,317	1,209,317	1,332,881	-					
520-136	<u>Rents and Leases</u>									
	Postage machine lease	2,055	2,055	2,055						
	Xerox copier lease	2,600	2,600	3,100						
		4,655	4,655	5,155	-					
521-100	<u>Professional Services</u>									
	Professional attorney fees for General Counsel	30,000	30,000	30,000						
	Professional attorney fees for contract negotiation, arbitration, grievances.	30,000	30,000	10,000						
	Insurance broker fees.	22,500	22,500	22,500						
	Annual Financial Statement Audit Fee	28,500	28,500	30,000						
	OPEB Report - Bickmore	7,000	7,000	2,550						
	Website Maintenance Contract	5,000	5,000	5,000						
	GEMT Prep Fee (Creative Consulting)	8,500	8,500	8,500						
	GEMT Audit Fee	8,000	8,000	8,000						
	EAS Study - Station 12		5,000							
	Ground Transport Data Project			6,000						
	Single Audit Fee	-	-							
		\$139,500	\$144,500	122,550	-					

East Fork Fire
Fund 650, Dept 232 (Fire Prevention)
 FY 2023-24

		2022/23 Budget		2023/24 Budget		Change			
		Adopted Budget	Amended Budget (12/20/22)	Tentative Budget	Final Adopted Budget	PY Adopted Vs. Tentative		PY Amended vs. Tentative	
SERVICES AND SUPPLIES									
520-170	Mem, Subs, Books, etc	2,000	2,000	2,000		0	0.0%	0	0.0%
521-100 *	Professional Services	14,883	14,883	5,000		(9,883)	-66.4%	(9,883)	-66.4%
532-038	Investigation Supplies	-	-	-		0	0.0%	0	0.0%
532-046	Public Education Supplies	2,000	2,000	2,000		0	0.0%	0	0.0%
532-055	Books & Periodicals	750	750	750		0	0.0%	0	0.0%
533-802 *	Small Equipment	-	-	-		0	0.0%	0	0.0%
533-806	Software	8,495	8,495	8,797		302	3.6%	302	3.6%
	Total Services & Supplies	28,128	28,128	18,547	-	(9,581)	-34.1%	(9,581)	-34.1%
DEPARTMENT 232 TOTAL									
		28,128	28,128	18,547	-	(9,581)	-34.1%	(9,581)	-34.1%
Notes									
521-100	Outside Plan Review	14,883	14,883	5,000					
533-806	Software - Digiplans - Idt	8,495	8,495	8,797					

East Fork Fire
Fund 650, Dept 235 (Training)
 FY 2023-24

	2022/23 Budget		2023/24 Budget		Change			
	Adopted Budget	Amended Budget (12/20/22)	Tentative Budget	Final Adopted Budget	PY Adopted Vs. Tentative		PY Amended vs. Tentative	
SERVICES & SUPPLIES								
520-064 * Travel	15,000	15,000	15,000		-	0.0%	-	0.0%
520-160 Support & Care	-	-	-		-	0.0%	-	0.0%
520-200 * Training & Education	45,000	45,000	45,000		-	0.0%	-	0.0%
520-205 * Paramedic Education Reimb	12,200	13,295	22,590		10,390	85.2%	9,295	69.9%
521-100 Professional Services	-	-	-		-	0.0%	-	0.0%
521-162 Contract Services	3,000	3,000	3,000		-	0.0%	-	0.0%
532-106 Academy Costs	7,500	7,500	7,500		-	0.0%	-	0.0%
532-108 * Training Supplies	13,000	13,000	13,000		-	0.0%	-	0.0%
533-802 Small Equipment	1,500	7,193	1,500		-	0.0%	(5,693)	-79.1%
533-817 Small Projects	-	-	-		-	0.0%	-	0.0%
Total Services & Supplies	97,200	103,988	\$107,590	\$0	10,390	10.7%	3,602	3.5%
DEPARTMENT 235 TOTAL	97,200	\$103,988	\$107,590	\$0	10,390	10.7%	3,602	3.5%
NOTES:								
520-064	Travel to conferences (tuition paid by employee; travel, lodging, per diem paid by Districts)		15,000	15,000	15,000			
520-200	<u>Training and Education</u>							
	District offered training courses, off-district class tuition		32,000	32,000	32,000			
	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	45,000	-		
520-205	<u>Paramedic Education Reimb</u>							
	Paramedic Program Reimbursement (1 @ \$2,000)		2,000	2,000				
	Paramedic Program (Upfront) @ 11,295 each		10,200	11,295	22,590			
			12,200	13,295	22,590	-		
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			
	EMS Mannequins		20,000	20,000	-			
			21,500	21,500	1,500	-		

East Fork Fire
Fund 650, Dept 251 (Fire Suppression)
 FY 2023-24

	2022/23 Budget		2023/24 Budget		Change			
	Adopted Budget	Amended Budget (12/20/22)	Tentative Budget	Final Adopted Budget	PY Adopted Vs. Tentative		PY Amended vs. Tentative	
SERVICES AND SUPPLIES								
520-055 * Telephone Expense	46,850	48,850	40,080		(6,770)	-14.5%	(8,770)	-18.0%
520-064 Travel - Off District Response	-	23,878	-		0	0.0%	(23,878)	-100.0%
520-079 Insurance - Property & Liability	182,500	192,500	194,475		11,975	6.6%	1,975	1.0%
520-081 State Fire Program (WFPP)	91,052	91,052	95,000		3,948	4.3%	3,948	4.3%
520-089 Power	45,000	45,000	50,000		5,000	11.1%	5,000	11.1%
520-090 Water	16,500	16,500	18,500		2,000	12.1%	2,000	12.1%
520-091 Trash	17,500	17,500	18,500		1,000	5.7%	1,000	5.7%
520-092 Heating	52,000	52,000	58,000		6,000	11.5%	6,000	11.5%
520-093 Sewer	15,000	15,000	15,000		0	0.0%	0	0.0%
520-094 Cable Service	8,000	8,000	9,000		1,000	12.5%	1,000	12.5%
520-097 * Maint B&G	118,772	145,902	125,000		6,228	5.2%	(20,902)	-14.3%
520-099 Maint Cleaning / Supplies	20,000	20,000	20,000		0	0.0%	0	0.0%
520-104 Maint SCBA	19,000	19,000	5,000		(14,000)	-73.7%	(14,000)	-73.7%
520-107 * Maint Equipment	41,400	71,348	50,275		8,875	21.4%	(21,073)	-29.5%
520-110 Maint Vehicle-Parts	65,000	85,000	65,000		0	0.0%	(20,000)	-23.5%
520-111 Maint Radio	5,500	14,396	5,500		0	0.0%	(8,896)	-61.8%
520-118 Maint Vehicle-Outside Repairs	75,000	100,000	75,000		0	0.0%	(25,000)	-25.0%
520-120 Vehicle - Upfitting		-			0	0.0%	0	0.0%
520-130 * Rents & Leases Land/Bldgs	227	227	227		0	0.0%	0	0.0%
520-136 * Rents & Leases Equipment (Computers	-	-	-		0	0.0%	0	0.0%
520-137 Rents & Leases Vehicles		11,864			0	0.0%	(11,864)	-100.0%
520-160 Support & Care	1,500	1,500	1,500		0	0.0%	0	0.0%
520-170 * Mem, Subs, Books, etc	3,000	3,000	3,000		0	0.0%	0	0.0%
520-187 Internet Expense			3,000					
521-020 Radio User Fees - DC Allocation	99,376	99,376	75,000		(24,376)	-24.5%	(24,376)	-24.5%
521-100 * Professional Fees	168,381	196,581	183,100		14,719	8.7%	(13,481)	-6.9%
521-140 Physical Exams	65,000	65,000	65,000		0	0.0%	0	0.0%
521-162 Contract Services		-			0	0.0%	0	0.0%
521-240 Dispatch Fees	90,260	90,260	99,286		9,026	10.0%	9,026	10.0%
521-250 Fingerprinting		-			0	0.0%	0	0.0%
532-003 Gas - Fuel Vehicles and Apparatus	150,000	180,000	150,000		0	0.0%	(30,000)	-16.7%
532-028 * Uniforms	3,000	3,000	6,000		3,000	100.0%	3,000	100.0%
532-031 Medical Supplies	140,000	140,000	140,000		0	0.0%	0	0.0%
532-032 PPE (Non-Uniform)	50,000	50,000	50,000		0	0.0%	0	0.0%
532-034 * Fire Protection Supplies	85,000	89,486	87,000		2,000	2.4%	(2,486)	-2.8%
532-036 Badges & Insignia	500	500	1,000		500	100.0%	500	100.0%
532-049 Emergency Operations		-			0	0.0%	0	0.0%
533-802 * Small Equipment	37,647	64,441	35,000		(2,647)	-7.0%	(29,441)	-45.7%
533-803 Computers	15,587	16,987	15,000		(587)	-3.8%	(1,987)	-11.7%
533-806 * Software	162,774	162,774	146,830		(15,944)	-9.8%	(15,944)	-9.8%
533-817 Small Projects		22,500			0	0.0%	(22,500)	-100.0%
540-010 * Grants - Service and Supplies	135,000	223,000	6,819		(128,181)	-94.9%	(216,181)	-96.9%
550-218 Volunteer Incentives	28,500	28,500	28,500		0	0.0%	0	0.0%
Total Services & Supplies	2,054,826	2,414,922	1,940,592	-	(114,234)	-5.56%	(474,330)	-19.64%

East Fork Fire
Fund 650, Dept 251 (Fire Suppression)
 FY 2023-24

		2022/23 Budget		2023/24 Budget		Change			
		Adopted Budget	Amended Budget (12/20/22)	Tentative Budget	Final Adopted Budget	PY Adopted Vs. Tentative		PY Amended vs. Tentative	
CAPITAL OUTLAY AND PROJECTS									
562-200*	Buildings	450,000	550,000	500,000		50,000	11.1%	(50,000)	-9.1%
564-500*	Machinery & Equipment	-	23,959	-		0	0.0%	(23,959)	-100.0%
564-700*	Motor Vehicles	691,750	699,750	490,000		(201,750)	-29.2%	(209,750)	-30.0%
TOTAL	Capital projects and Outlay	1,141,750	1,273,709	990,000	-	(151,750)	-13.3%	(283,709)	-22.3%
DEPARTMENT 251 TOTAL		3,196,576	3,688,631	2,930,592	-	(265,984)	-8.3%	(758,039)	-20.6%
Notes:									
520-055	<u>Telephone</u>								
	Frontier Phone Monthly Fee	32,500	32,550						
	First Net Cell Phone			22,980					
	Conway			17,100					
	DC - Verizon - Cellphones and Wi-Fi fees for apparatus	14,300	14,300						
		46,800	46,850	40,080	-				
520-097	<u>Maintenance Building and Grounds</u>								
	General station maintenance	100,272	100,272	106,500					
	Asphalt crack sealing, all stations	18,500	18,500	18,500					
	Station 3 Decking		7,130						
	Charter Cable - Station 12		9,000						
	Replace Heating and Air - Station 1	-	11,000	-	-				
		118,772	145,902	125,000	-				
520-107	<u>Maintenance Equipment</u>								
	Miscellaneous small engine repair	3,000	3,000	3,000					
	Annual ladder testing	2,600	2,600	4,000					
	EMSAR (Gurney) Maintenance	8,400	8,400	-					
	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	7,200	8,075	8,075					
	Hose Testing	3,600	3,600	3,600					
	5 Year Prev. Maint - Gurneys		21,573						
	Zoll Monitor Maint Agreement		7,500	15,000					
	Annual Maintenance Overhead Door	4,400	4,400	4,400					
		41,400	71,348	50,275	-				
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	-				

East Fork Fire
Fund 650, Dept 251 (Fire Suppression)
 FY 2023-24

		2022/23 Budget		2023/24 Budget		Change			
		Adopted Budget	Amended Budget (12/20/22)	Tentative Budget	Final Adopted Budget	PY Adopted Vs. Tentative		PY Amended vs. Tentative	
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 - DC	137,881	137,881	-					
	IT Services - Conway			156,600					
	IT Services - Contract	8,500	8,500	-					
	BLD Consulting			-					
	BlackPoint LLC (PM Radios)			4,500					
	Medical Director Fee	15,000	24,000	15,000					
	John Mohler & Co (Chart review)			-					
	Workforce Improvements	7,000	7,000	7,000					
	UKG Services								
	Assistance in developing a Facilities Habitability and Modification Plan	-	10,000						
		168,381	187,381	183,100	-				
532-032	<u>Uniforms</u>								
	2 new hires @3,000	3,000	3,000	6,000					
		3,000	3,000	6,000	-				
532-034	<u>Fire Protection Supplies</u>								
	Equipment and Misc	65,000	65,000	65,000					
	Wildland Hose Pack Upgrades			-					
	Volunteer PPE		4,486	12,000					
	Fire Hose and Nozzles	20,000	20,000	10,000					
		85,000	89,486	87,000	-				
533-802	<u>Small Equipment</u>								
	Small Equipment	10,000	10,000	10,000					
	Volunteer Pagers			20,000					
	Radios	-	22,619						
	Hazmat Suit	-	-						
	Stair Chair	-	4,175						
	Gym Equipment	5,000	5,000	5,000					
	Rope Resuce	7,500	7,500						
	Holmatro Tool Replacement	15,147	15,147						
	Gas Detectors	-	-						
		37,647	64,441	35,000	-				

East Fork Fire
Fund 650, Dept 251 (Fire Suppression)
FY 2023-24

		2022/23 Budget		2023/24 Budget		Change			
		Adopted Budget	Amended Budget (12/20/22)	Tentative Budget	Final Adopted Budget	PY Adopted Vs. Tentative		PY Amended vs. Tentative	
533-806	<u>Software</u>								
	Zoll hosted - RescueNet, FireRMS, EPCR	52,500	52,500	42,547					
	Kronos - Workforce Telestaff (24 hours of support service)	5,600	5,600	5,700					
	Kronos - Telestaff, Annual cloud hosting fee & license	21,500	21,500	21,000					
	Kronos - Workforce Payroll / HR software	18,000	18,000	18,000					
	Kronos - Payroll Processing - Other	5,000	5,000	2,000					
	Intacct - Accounting Software	15,627	15,627	18,671					
	Waystar (Trizetto replacement)	9,650	9,650	9,650					
	All Data - Vehicle Maintenance Reference Program	1,500	1,500	1,500					
	Software for Inspections/Workorders	22,662	22,662	22,662					
	Microsoft and Adobe Pro	500	500						
	Avenza Enterprise	2,000	2,000	2,000					
	Vector Solutions- paid by Pool/Pact	5,735	5,735						
	Docusign	2,500	2,500	3,100					
		162,774	162,774	146,830	-				
533-817	<u>Small Projects</u>								
	Computers for Ambulances		10,000						
	Fire Shelters		12,500						
		-	22,500						
540-010	<u>Grants Services and Supplies</u>								
	CERT Grant	21,000	21,000						
	SERC Grant	29,000	29,000						
	United We Stand Grant	25,000	25,000						
	NVE Donation - CERT		30,000						
	AFG Grant Match			6,819					
	AFG Grant Match - PPE	60,000	118,000						
		135,000	223,000	6,819	-				
564-200	<u>Buildings</u>								
	Soft Tone Alert System	250,000	250,000	200,000					
	Training Center	200,000	300,000	300,000					
		450,000	550,000	500,000	-				
564-500	<u>Machinery and Equipment</u>								
	Ambulance Gurney Lift System		23,959						
	Replacement of Ropes								
		-	23,959	-	-				
564-700	<u>Motor Vehicles</u>								
	Ambulance Remount	115,000	115,000	140,000					
	Purchase of New Ambulance	226,750	234,750						
	Wildland Engine Retrofit	350,000	350,000	350,000					
		691,750	699,750	490,000	-				

East Fork Fire
Fund 650, Dept. 263 (NVE Fuels Mgmt.)
 FY 2023-24

		2022/23 Budget		2023/24 Budget		Change			
		Adopted Budget	Amended Budget (12/20/22)	Tentative Budget	Final Adopted Budget	PY Adopted Vs. Tentative		PY Amended vs. Tentative	
SALARIES & WAGES									
510-000	Regular - Salaries & Wages	603,163	629,999	866,867		263,704	43.7%	236,868	37.6%
511-163	Overtime - Reimbursable (Off District Fires)		75,822						
511-170 *	Overtime	-	-	-		0	0.0%	0	0.0%
510-145	Reg Incentive Pay	-	-	8,392		8,392	100.0%	8,392	100.0%
511-171	Holiday	-	-	-		0	0.0%	0	0.0%
511-172	Comp Paid	-	-	-		0	0.0%	0	0.0%
511-173	Vacation	-	-	-		0	0.0%	0	0.0%
511-174	Sick	-	-	-		0	0.0%	0	0.0%
511-176	Call Back (2X)	6,793	6,793	7,911		1,118	16.5%	1,118	16.5%
511-187	Uniform Allowance	14,000	14,000	16,800		2,800	20.0%	2,800	20.0%
511-189	Cell Phone Stipend			828		828	100.0%	828	100.0%
	Total Salaries and Wages	623,956	726,614	900,798	-	276,842	44.4%	250,006	34.4%
EMPLOYEE BENEFITS									
515-180	Benefits - Sierra Saver - EE, HSA Acct Fee	540	540	540		-	0%	-	0%
515-181	Retirement	251,677	251,677	352,285		100,608	40%	100,608	40%
515-182	WC - PACT (Workers Comp)	165,896	165,896	271,699		105,803	64%	105,803	64%
515-183	Group Insurance	163,095	163,095	236,851		73,756	45%	73,756	45%
515-184	Unemployment	1,000	1,000	1,000		-	0%	-	0%
515-186	Medicare	8,892	8,892	13,062		4,170	47%	4,170	47%
515-196	HSA ER Contribution	18,000	18,000	25,250		7,250	40%	7,250	40%
	rHRA Contract	10,000	10,000	10,100					
515-201	PEBS	-	-	-		-	0%	-	0%
	Total Employee Benefits	619,100	619,100	910,787	-	291,687	47%	291,687	47%
	Total Salary, Wages & Benefits	1,243,056	1,345,714	1,811,585	-	568,529	46%	465,871	35%
SERVICES & SUPPLIES									
520-079	Insurance - Property & Liability	-	-	7,650		7,650	100.0%	7,650	100.0%
532-028	Uniforms	-	-	15,000	-	15,000	100.0%	15,000	100.0%
532-032	PPE (Non-Uniform)	6,000	6,000	6,000		0	0.0%	0	0.0%
532-802	Small Equipment	-	-	-		0	0.0%	0	0.0%
	Total Services & Supplies	6,000	6,000	28,650	-	22,650	377.5%	22,650	377.5%
CAPITAL OUTLAY AND PROJECTS									
562-200	Building	170,000	170,000						
564-500*	Machinery & Equipment	-	-	-					
564-700*	Motor Vehicles	150,000	150,000	-		(150,000)	-100.0%	(150,000)	-100.0%
TOTAL	Capital projects and Outlay	320,000	320,000	-	-	(320,000)	-100%	(320,000)	-100%
DEPARTMENT 263 TOTAL		1,569,056	1,671,714	1,840,235	-	271,179	17%	168,521	10%
Notes:									
5 - Seasonal Firefighters									
	Wage	31,442.40	31,442.40	152,440					
	PACT	8,124.60	8,124.60	59,680					
	Medicare	300.96	300.96	2,210					
		39,867.96	39,867.96	214,330	-				
564-700	Motor Vehicles								
	Water Tender-Cost shared between NVE&NDF	150,000	150,000						
	Type V Engine			-	-				
	Light Utility Vehicle								
		150,000	150,000	-	-				

East Fork Fire
Fund 650, Dept 297 (Debt Service)
 FY 2023-24

		2022/23 Budget		2023/24 Budget		Change			
		Adopted Budget	Amended Budget (12/20/22)	Tentative Budget	Final Adopted Budget	PY Adopted Vs. Tentative		PY Amended vs. Tentative	
Debt Service									
550-003 *	Bond Principal	272,000	420,000	284,000		12,000	4.4%	(136,000)	-32.4%
550-004 *	Bond Interest	29,314	29,314	12,100		(17,214)	-58.72%	(17,214)	-58.72%
	Total Debt Service	301,314	449,314	296,100	-	(5,214)	-1.73%	(153,214)	-34.10%
DEPARTMENT 297 TOTAL		301,314	449,314	296,100	-	(5,214)	-1.73%	(153,214)	-34.10%

East Fork Fire
Fund 651, Dept 293 Emergency Fund
 FY 2023-24

		2022/23 Budget		2023/24 Budget		Change			
		Adopted Budget	Amended Budget (12/20/22)	Tentative Budget	Final Adopted Budget	PY Adopted Vs. Tentative		PY Amended vs. Tentative	
REVENUE									
301-100	Opening Fund Balance Reserves	300,843	301,431	326,431		25,588	8.5%	25,000	8.3%
361-200	Interest			-		0	0.0%	0	0.0%
392-000	Transfer In	-	25,000	-		0	0.0%	(25,000)	-100.0%
	Total Revenues	300,843	326,431	326,431	-	25,588	8.5%	-	0.0%
EXPENDITURES									
520-081	State Fire Program (WFPP)	-	-	-	-	0	0.0%	0	0.0%
532-049	Emergency Operations	300,843	326,431	326,431		25,588	8.5%	0	0.0%
	Total Expenditures	300,843	326,431	326,431	-	25,588	8.5%	-	0.0%
699-000	Ending Fund Balance	-	-	-	-	-		-	

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

East Fork Fire Protection District

AGENDA ACTION SHEET

1. **Title: For Possible Action.** Discussion and possible action to adopt Finance Policy #510.3-Travel Policy which updates the general financial policies regarding the Travel Policy. (Kathy Lewis, CPA, CFO/Director of Finance) 15 minutes.
2. **Recommended Motion:** Motion to adopt Finance Policy #510.3-Travel Policy as presented.
3. **Funds Available:** NA **Amount:** Varies
Fund Name: NA **Account Number:** NA
4. **Prepared by:** Kathy Lewis, CPA, CFO/Director of Finance
5. **Meeting Date:** March 28, 2023 **Time Required:** 15 minutes
6. **Agenda:** Administrative Agenda
7. **Background Information:** Governmental entities are required to develop and adopt Financial Policies to ensure fiscal stability and to guide in the development of the annual budgets. They also provide sound principles to guide the important fiscal decisions of the Board and management.

The purpose of Finance Policy #510.3-Travel Policy, is to establish a policy and standard for payment of travel related expenditures by the District to its members, both career and volunteer, and contractors of the East Fork Fire Protection District.

8. **Reviewed by:**
 District Fire Chief Board President
 Legal Counsel Other
9. **Board Action:**
 Approved Approved with Modifications
 Denied Deferred
 Other

Agenda Item # 8



FINANCE

510.3 – TRAVEL POLICY

Policy Purpose: This policy establishes procedures, for payment of, and/or reimbursement for District-related travel expenses.

Adopted Date:

Revised Date: N/A

Policy #: 510.3

A. Background:

The District recognizes that certain travel and related expenses incurred on behalf of the District by its members are to the benefit of the District. The District will pay for members' reasonable and customary expenses associated with such travel.

B. Policy:

1. Application

- a. This policy shall apply to members of the District to include District employees, volunteers, Board members, and contractors.
- b. This policy shall not replace the training policy or the purchasing policy but provide a guide for travel related expenditures.
- c. When travel will be reimbursed by federal funding or contract funds, travel shall be conducted in accordance with any applicable mandatory federal law and regulation or contract that is not reflected in this policy.

- d. The District will pay for the lowest cost of transportation method unless it is in the best interest of the District to use a different method as approved by a member of the Executive Staff.
 - i. If an employee chooses to use an alternative form of transportation that is not in the best interest of the District, they must reimburse the District the additional cost based on the difference.

2. Registration - Refer to the Training Policy

3. Lodging

- a. Overnight lodging may be approved for events that are 50 or more miles from the District Office or the employee's home, whichever is less.
 - i. The District will pay GSA lodging rates for the area of travel (www.gsa.gov/travel/plan-book/per-diem-rates). However if the District determines that it is in the best interest for a member to stay at a conference hosted hotel, the District shall authorize the higher lodging rate.
 - ii. Under special circumstances, the Fire Chief or their designee may approve lodging reimbursement when the travel designation is less than 50 miles.
 - iii. Movies and other incidentals, such as in-room food or drink purchases, shall be the employee's responsibility.

4. Transportation

- a. The approved mode of transportation shall be the most efficient and/or least costly for the situation, based on the needs of the District
- b. Travel outside the continental United States requires Board of Director's approval.
- c. Travel by Air
 - i. All air travel shall be by coach or economy class.

- ii. Efforts should be made to book air travel in advance to take advantage of lower rates.
 - iii. Airline incentives such as Frequent Flyer mileage or any cash and/or tickets given in exchange for allowing to be “bumped” from a flight will be considered a personal benefit, which be retained by the traveling member.
 - iv. Any grants or other forms of payments that are made to the member for reimbursement for travel expenses that were paid for by the District, must be returned to the District within 14 days of receipt.
- d. Travel by Vehicle
 - i. Whenever practicable, the District will provide the traveling member with a District vehicle. If the member does not have a District procurement card to pay for gas, the traveling member may check-out a card from the Finance Division for their temporary use.
 - ii. If a District vehicle is not available, or if the member is seeking special permission to use their private vehicle for travel, the District will reimburse the traveling member for use of their personal vehicle in the form of a per-mile payment based on current IRS Standard Mileage Rates (based on government-estimated costs of fuel, depreciation, lease payments, maintenance, repairs, gasoline taxes, oil, insurance, and vehicle registration fees). Mileage must be documented to be reimbursed.
 - iii. Employees are required to promptly report to the District Office any motor vehicle accident, injury, emergency aid, or other significant incident occurring during District-related travel. Any vehicle accident involving anyone with injury or complaint of pain shall be immediately reported to the local law enforcement agency with jurisdiction.
 - iv. In the event of an accident while using an employee’s private vehicle while on District business, the employee’s insurance is the primary insurance. The District will reimburse the employee for the insurance deductible paid by the employee.
- e. The District will not reimburse for: fines/penalties/tickets/court costs, accident-related costs, and repairs to personal vehicles.

5. Meals and Incidentals

- a. Meal and incidental costs may be approved for events that are 50 or more miles from the District Office or the employee's home, whichever is less.
 - i. Travelers will use the GSA per-diem rates for the travel area for meal costs.
 - ii. If travel includes one or more days at different locations, location used for per diem rates will be determined by the location of lodging for the day.
 - iii. Alcoholic beverages are not reimbursable.
- b. The amount granted to cover meals will be adjusted to take into account any meals included in the meeting/ conference's registration fee or continental breakfasts offered by the hotel at no cost.
- c. The incidental allowance included in the GSA daily per diem rate can be claimed on days in which at least one meal is covered by the per diem rate.
- d. Per diem for first and last day of travel will be reimbursed at 75% of the GSA rate as outlined by GSA.

6. Receipts

- a. Within five **(5) business days** of return from travel, itemized receipts for support of all charges shall be submitted. The Finance Email is an acceptable method of delivery (effpd_finance@eastforkfire.org).
- b. Documentation shall be provided for each charge. In the rare event that original documentation is lost or irretrievable, the card holder shall complete the Unavailable Back-up form. See Appendix A for sample of form.
- c. Documentation for Lodging - Traveler must obtain an itemized receipt for lodging.
- d. When Per Diem is claimed, itemized receipts are not required.

7. Travel Cancellation

- a. Members shall notify the authorizing supervisor as soon as reasonably practicable after becoming aware that they will not be able to complete the

travel for which they have already requested District approval, so that the District may make operational adjustments, cancel travel and/or training reservations, and seek available refunds.

- b. Members may be required to reimburse the District for any non-refundable costs of the travel and/or training, unless the Fire Chief or designee determines that the cancellation and assumption of related costs by the District are reasonably justifiable. Examples of justifiable cancellations may include, but are not limited to:
 - i. Cancellation of the training or other event that was the reason for the travel
 - ii. Cancellation or interruption of the approved mode of travel (e.g., unresolvable flight cancellations, highway closures)
 - iii. Unexpected serious illness, injury, or death of the traveler or of a family member
 - iv. Emergency needs of the District
- c. If the District cancels the member's travel and/or attendance at training, the member shall not be responsible for personally reimbursing the District for any costs. In such situations, if the member has assumed responsibility for any non-refundable costs, the District shall reimburse the member for those costs.
- d. If a member has received a travel advance, they shall be responsible for refunding the District for all advanced funds except any non-refundable costs for which District payment has been specifically authorized.

8. Use of Procurement Cards

- a. Employees should use their District Procurement Card for travel expenses. The District does have procurement cards available for check-out from the Finance Division.

9. Travel Advances

- a. Employees may seek a travel advance for Meals and Incidentals if they choose. The District's preferred method of payment for all other charges would be through a procurement card. Procurement cards are available for check-out from the Finance Division.

Appendix A
Unable to obtain back up Form



EAST FORK FIRE PROTECTION DISTRICT

1694 County Road
Minden, NV 89423
(775) 782-9040 (775) 782-9043

Tod F. Carlini, District Fire Chief
Amy Ray, Deputy Fire Chief/Fire Marshal
Scott Gorgan, Deputy Chief/Operations
Larry Goss, Deputy Fire Chief/Training
Lisa Owen, Executive Office Manager
Kathy Lewis, CPA, District Accountant

Unavailable Backup Documentation

Employee Name: _____

Date: _____

Vendor Name: _____

Dollar Amount: _____

Please list individual items purchased here:

Employee Signature

Date

Department Head Signature

Date

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

East Fork Fire Protection District

AGENDA ACTION SHEET

1. **Title: For Presentation Only.** Initial presentation on the upcoming Wildland Urban Interface (WUI) code adoption. (Amy Ray, Deputy Fire Chief/Fire Marshal and Patrick Mooneyhan, Fire Inspector) 20 minutes.
2. **Recommended Motion:** Presentation only. No motion or action is necessary.
3. **Funds Available:** NA **Amount:** NA
Fund Name: NA **Account Number:** NA
4. **Prepared by:** Amy Ray, Deputy Fire Chief/Fire Marshal and Patrick Mooneyhan, Fire Inspector
5. **Meeting Date:** March 28, 2023 **Time Required:** 20 minutes
6. **Agenda:** Administrative Agenda
7. **Background Information:** With the repeal of the Residential Fire Sprinkler requirement by the Douglas County Commission and based on Board Direction from the January District Board Meeting, the Administration was directed to draft District regulations to address the adoption of the International Wildland-Urban Interface Code (WUI), specifically related to Chapter 5, as this chapter is not adopted by the State Fire Marshal and has to be adopted independently. Based on the District's Legal Counsel opinion and finding in Nevada Law, the District has the authority and is actually required to adopt regulations related to fire prevention. The relevant language in the statute presently existed in almost identical form in 1989. The change to the statute in 1989 simply added the provisions of NRS 474.160(a) and (b). The statute already gave the power to Districts to adopt regulations for the furnishing of fire protection, the subsections simply added examples of what "may" be included in them, without limiting the scope of what could be regulated. Thus, the District is mandated to adopt regulations for furnishing fire protection to the District. Today's agenda item includes a presentation of the draft proposed.

The administration has spent over two months considering the proposed regulations. In order to bring forward a comprehensive regulation, other code considerations are necessary. Additionally, the Districts' regulations must align with those of the Nevada State Fire Marshal.

The goal is to adopt fire code regulations which recognize and encourage the benefit of special building construction that addresses the survivability of the structure and property vegetation in a wildland fire.

The regulations, to the highest degree possible, mirror the regulations being proposed for adoption by the Tahoe Douglas Fire Protection District and those already adopted by Douglas County. This effort is designed to provide consistency for the building community, where possible, to facilitate project work and consistent code application and compliance.

The District will continue to enforce the current requirements that have been adopted by the State Fire Marshal Division and Douglas County Code, Title 20.

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

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

Agenda Item # 9

Notes: Deleted language in the base code has been ~~stricken through~~.
Added language to the code section has been underlined.
The entire section amended has been shown for context.

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East Fork Fire 2018 International Wildland-Urban Interface Code Regulations

Section 101.2 Scope

Section 101.2 is amended to read:

101.2 Scope. The provisions of this code the International Wildland-Urban Interface Code shall apply to the construction, alteration, movement, repair, maintenance and use of any building, structure or premises and to the management of fuels on undeveloped lots and on unmodified portions of large lots within the wildland-urban interface areas in this jurisdiction.

Buildings or conditions in existence at the time of the adoption of this code are allowed to have their use or occupancy continued, if such condition, use or occupancy was legal at the time of the adoption of this code, provided such continued use does not constitute a distinct danger to life or property.

Buildings or structures moved into or within the jurisdiction shall comply with the provisions of this code for new buildings or structures.

Section 105.3 Alternative materials, design, and methods

Section 105.3 is amended to read:

105.3 Alternative materials, design, and methods. The provisions of this code are not intended to prevent the installation of any material or to prohibit any design or method not specifically prescribed by this code, provided that any such alternative has been approved. An alternative material, design or method shall be approved where ~~the building official in concurrence with~~ the fire chief or their designee finds that the proposed design is satisfactory and complies with the intent of the provisions of this code, and that the material, method or work offered is, for the purpose intended, not less than the equivalent of that prescribed in this code in quality, strength, effectiveness, fire resistance, durability and safety.

Where the alternative material, design or method is not approved, the ~~building official~~ fire chief or their designee shall respond in writing, stating the reasons why the alternative was not approved.

Alternative means and methods for Sections 504.7 and 505.7:

As an alternative means and methods, we will allow the following to be used in lieu of “heavy timber” as prescribed:

Minimum 6” x 6” columns, 4” x 8” floor joists, 4” z 10” or 6” x 8” beams, 3” x n” ledgers, and 2” x n” decking.

This shall be allowed when the 5’ non-combustible criteria is met. Areas under decks shall be kept free of combustibles as amended.

Section 106.1 General

Section 106.1 is amended to read:

106.1 General. To determine the suitability of alternative materials and methods and to provide for reasonable interpretations of the provisions of this code see *International Fire Code Section 109 as adopted by the Authority Having Jurisdiction*, ~~there shall be and hereby is created a board of appeals consisting of five members who are qualified by experience and training to pass judgment on pertinent matters. The code official, building official and fire chief shall be ex officio members, and the code official shall act as secretary of the board. The board of appeals shall be appointed by the legislative body and shall hold office at their discretion. The board shall adopt reasonable rules and regulations for conducting its investigations and shall render decisions and findings in writing to the code official, with a duplicate copy to the applicant.~~

Section 106.2 Limitations of Authority

Section 106.2 is deleted and substituted with the following language:

106.2 Limitations of authority. The East Fork Fire Board of Directors shall ~~not~~ have authority relative to interpretation of the administrative provisions of this code ~~and~~ but shall not have authority to waive requirements of this code. ~~The Agency~~ **East Fork Fire Board of Directors** is prohibited from granting waivers, variances, or approvals of alternate methods, or materials differing from the regulations or adopted codes and standards of the State Fire Marshal. All requests for variances must be reviewed and approved by the State Fire Marshal through the use of the State Fire Marshal's Variance Request procedure in accordance with NAC 477.287. Variances shall be approved only if the State Fire Marshal concurs that the request provides an acceptable alternate means to achieve a comparable level of safety. The State Fire Marshal may, within its discretion, seek input from East Fork Fire in the review of variance requests related, but not limited to, fire apparatus access and water supply, however, the final decision to approve, approve with conditions or reject the variance request remains solely with the State Fire Marshal.

Section 107 has been amended to read:

107.2 Permits required. Unless otherwise exempted, buildings or structures regulated by this code shall not be erected, constructed, altered, repaired, moved, removed, converted, demolished or changed in use or occupancy unless a separate permit for each building or structure has first been obtained from the code official.

For buildings or structures erected for temporary uses, see Appendix A, Section A108.3, of this code.

Where required by the code official, a permit shall be obtained for the following activities, operations, practices or functions within a *wildland-urban interface area* **within the East Fork Fire Protection District:**

15. Residential generator

Section 202 Definitions is amended to read:

Fire hazard severity in accordance with Section 503.1: moderate. The fire hazard rating of moderate (Number 5) shall include moderate ratings according to the wildfire risk assessment map as designated by the Nevada Division of Forestry <https://nevadaresourcesandwildfireinfo.com/Map/Pro/#whats-your-risk> .

Fire hazard severity in accordance with Section 503.1: high. The fire hazard rating of high shall include moderate -high and high (Numbers 6 and 7) ratings according to the wildfire risk assessment map as designated by the Nevada Division of Forestry <https://nevadaresourcesandwildfireinfo.com/Map/Pro/#whats-your-risk> .

Fire hazard severity in accordance with Section 503.1: extreme. The fire hazard rating of extreme shall include very high and extreme (Numbers 8 and 9) ratings according to the wildfire risk assessment map as designated by the Nevada Division of Forestry <https://nevadaresourcesandwildfireinfo.com/Map/Pro/#whats-your-risk> .

Modification. The addition to a structure of greater than or equal to 25% of the existing square footage in accordance with Section 503.1 and Table 503.1. If the existing structure is located in the high, very high or extreme hazard zone in accordance with the Nevada Division of Forestry wildfire risk assessment map <https://nevadaresourcesandwildfireinfo.com/Map/Pro/#whats-your-risk> .

Wildland-Urban Interface Area. That geographical area where structures and other human development meets or intermingles with wildland or vegetative fuels. Within the East Fork Fire Protection District, the Wildland-Urban Interface area is defined as all areas not within the boundaries of the Minden, Gardnerville and Genoa townships.

Section 302.3 Review of wildland-urban interface areas.

Section 302.3 is amended to read:

Section 302.3 Review of Wildland-Urban Interface Areas.

Section 302.3 of the WUI is deleted and amended substituting the following language:

302.3 Review of wildland-urban interface areas. The code official shall reevaluate and recommend modification to the *wildland-urban interface areas* in accordance with Section 302.1 ~~on a 3-year basis or more frequently as deemed necessary by the legislative body.~~ as deemed necessary by the code official.

Section 402.2.2 Water supply

Section 402.2.2 is amended to read:

Section 402.2.2 Water Supply. Individual structures hereinafter constructed or relocated into or within wildland-urban interface areas shall be provided with a conforming water supply in accordance with Section 404.

Exceptions:

1. Structures constructed to meet the requirements for the class of ignition-resistant construction specified in Table 503.1 for a nonconforming water supply.
2. Buildings containing only private garages, carports, sheds and agricultural buildings with a floor area of not more than 600 square feet (56 m²).
3. Agricultural buildings constructed for the storage limited to harvested commodities, without electrical or fuel gas services.

Section 404.1 General

Section 404.1 is amended to read:

404.1 General. Where ~~provided in order to qualify as a conforming water supply for the purpose of Table 503.1~~ provided in order to qualify as a conforming water supply for the purpose of Table 503.1 or as required for new subdivisions in accordance with Section 402.1.2, an *approved* water source shall have an adequate water supply for the use of the fire protection service to protect buildings and structures from exterior fire sources or to suppress structure fires within the *wildland-urban interface area* of the jurisdiction in accordance with this section.

Exception: Buildings containing only private garages, carports, sheds and agricultural buildings with a floor area of not more than 600 square feet (56 m²), and agricultural buildings constructed for the storage of harvested crops or agricultural commodities without electrical or fuel gas services.

Section 404.2 Water Sources.

Section 404.2 is amended to read:

404.2 Water sources. The point at which a water source is available for use shall be located not more than 1,000 feet (305 m) from the building and be *approved* by the code official. The distance shall be measured along an unobstructed line of travel. Water sources shall comply with the following:

1. ~~Man-made~~ Water sources tanks shall have a minimum usable water volume as determined by the adequate water supply needs in accordance with Section 404.5. ~~This~~ Water source tanks shall be equipped with an *approved* hydrant. The water level of the water source tanks shall be maintained full by ~~rainfall,~~ water pumped from a well or water hauled by a tanker to maintain the required water supply or by seasonal high-water of a stream or river. The design, construction, location, water level maintenance, access and access maintenance of ~~man-made~~ water sources tanks shall be *approved* by the code official. The water tank shall have a dedicated supply for fire suppression. If the tank is to be used for domestic purposes, the domestic average daily use shall be in addition to the fire suppression gallonage required.
2. ~~Natural water sources shall have a minimum annual water level or flow sufficient to meet the adequate water supply needs in accordance with Section 404.5. This water level or flow shall not be rendered unusable because of freezing. This water source~~

~~shall have an approved draft site with an approved hydrant. Adequate water flow and rights for access to the water source shall be ensured in a form acceptable to the code official.~~

Section 404.3 Draft Sites.

Section 404.3 shall be amended to read:

404.3 Draft sites. *Approved* draft sites shall be equipped with an *approved* hydrant. ~~shall be provided at natural water sources intended for use as fire protection for compliance with this code.~~ The use, design, construction, location, access and access maintenance of draft sites shall be approved by the code official.

Section 404.5 Adequate water supply

Section 404.5 is amended to read:

404.5 Adequate water supply. Adequate water supply shall be calculated as required in NFPA 1142. Prior to calculating the minimum water supply for any structure, the structure shall be surveyed to obtain the following information:

- (1) Occupancy hazard
- (2) Type of construction
- (3) Structure dimensions (length, width, and height)
- (4) Exposures, if any

For new construction, plans shall be submitted to the fire department or the AHJ for determination of the minimum water supply required before construction is started. See NFPA 1142 Sections 4.2.2 and 4.3.2 for minimum water supply requirements.

1. One- and two-family dwellings.

Exception: A reduction in required flow rate of ~~75~~ 50 percent, as approved by the fire code official, is allowed where the building is provided with an approved automatic sprinkler system.

2. Buildings other than one- and two-family dwellings. The water supply required for buildings other than one- and two-family dwellings shall be as approved by the fire code official but shall not be less than 1,500 gallons per minute (95 L/s) for a duration of 2 hours.

Exception: A reduction in required flow rate of up to ~~75~~ 50 percent, as approved by the fire code official, is allowed where the building is provided with an approved automatic sprinkler system. The resulting water supply shall not be less than 1,500 gallons per minute (94.6 L/s).

Section 501.2 Objective

Section 501.2 is amended to read:

501.2 Objective. The objective of this chapter is to establish minimum standards to locate, design and construct buildings and structures or portions thereof for the protection of life and property, to resist damage from wildfires, and to mitigate building and structure fires from spreading to wildland fuels.

The minimum standards set forth in this chapter vary with the critical *fire weather*, slope and fuel type to provide increased protection, above the requirements set forth in the *International Building Code* and the *International Residential Code*, from the various levels of hazards.

Section 502.1 General

Section 502.1 is amended to read:

502.1 General. The fire hazard severity of building sites for all buildings hereafter constructed, modified or relocated into *wildland-urban interface areas* shall be established in accordance with ~~Table 502.4~~ 503.1 and the wildfire risk assessment map <https://nevadaresourcesandwildfireinfo.com/Map/Pro/#whats-your-risk> ~~See also Appendix C.~~

Table 503.1 Ignition-Resistant Construction

Table 503.1 is amended to read as follows:

Table 503.1

IGNITION-RESISTANT CONSTRUCTION ^a

DEFENSIBLE SPACE ^c	FIRE HAZARD SEVERITY					
	Moderate Hazard		High Hazard		Extreme Hazard	
	Water supply ^d		Water supply ^b		Water supply ^b	
	Conforming ^d	Nonconforming ^e	Conforming ^d	Nonconforming ^e	Conforming ^d	Nonconforming ^e
Nonconforming	IR 2	IR 1	IR 1	IR 1 N.C.	IR 1 N.C.	Not Permitted
Conforming	IR 3	IR 2	IR 2	IR 1	IR 1	IR 1 N.C.
1.5 x Conforming ^f	Not Required	IR 3	IR 3	IR 2	IR 2	IR 1

- a. Access shall be in accordance with Section 403.
- b. Subdivisions shall have a conforming water supply in accordance with Section 402.1. IR 1= Ignition-resistant construction in accordance with Section 504.
IR 2= Ignition-resistant construction in accordance with Section 505. IR 3= Ignition-resistant construction in accordance with Section 506.
N.C.= Exterior walls shall have a fire-resistance rating of not less than 1 hour and the exterior surfaces of such walls shall be noncombustible. Usage of log wall construction is allowed.
- c. Conformance based on Section 603.
- d. Conformance based on Section 404 and EFFPD regulations.
- e. A nonconforming water supply is any water system or source that does not comply with Section 404 and EFFPD regulations, including situations where there is not water supply for structure protection or fire suppression.
- f. A fire protection plan in accordance with the requirements specified in Section 405 shall be submitted for approval by the fire code official.
- g. If required, the fire sprinkler system shall be installed throughout the fire area, including garages.

Section 504.2 Roof covering

Section 504.2 is amended to read:

504.2 Roof covering. Roofs shall have a roof assembly that complies with a Class A rating when tested in accordance with ASTM E108 or UL 790. For roof coverings where the profile allows a space between the roof covering and roof decking, the space at the eave ends and ridge line shall be firestopped to preclude entry of flames or embers, or have one layer of 72- pound (32.4 kg) mineral-surfaced, nonperforated cap sheet complying with ASTM D3909 installed over the combustible decking. Roof coverings consisting of shakes or shingles made of wood are not approved as part of any Class A roof assembly.

Exceptions:

1. Class A roof assemblies include those with coverings of brick, masonry or an exposed concrete roof deck.
2. Class A roof assemblies also include ferrous or copper shingles or sheets, metal sheets and shingles, clay or concrete roof tile or slate installed on noncombustible decks or ferrous, copper or metal sheets installed without a roof deck on noncombustible framing.
3. Class A roof assemblies include minimum 16 oz/sq. ft. (0.0416 kg/m²) copper sheets installed over combustible decks.

Section 504.7.1 Underfloor areas

Section 504.7.1 is amended to read:

504.7.1 Underfloor areas. When the attached structure is located and constructed so that the structure or any portion thereof projects over a descending slope surface greater than 10 percent, the area below the structure shall have all underfloor areas enclosed to within 6 inches (152 mm) of the ground, with exterior wall construction in accordance with Section 504.5.

Exception: When approved by the code official, unenclosed underfloor areas are allowed and are to be kept free of all combustible materials.

Section 504.10.1 Vent locations

Section 504.10.1 is amended to read:

504.10.1 Vent locations. Attic ventilation openings shall not be located in soffits, in eave overhangs, between rafters at eaves, or in other overhang areas. Ember-resistant gable end and dormer vents shall be located not less than 10 feet (3048 mm) from lot lines. Underfloor ventilation openings shall be located as close to grade as practical.

Exceptions:

1. Listed vents complying with ASTM E2886.
 - 1.1 The Ember Intrusion Test shall have no flaming ignition of the cotton material.
 - 1.2 There shall be no flaming ignition during the Integrity Test portion of the Flame Intrusion Test. The maximum temperature of the unexposed side of the vent shall not exceed 662 degrees Fahrenheit (350 degrees Celsius).
2. The fire code official may accept or approve special eave and cornice vents that resist the intrusion of flame and burning embers.

Section 505.2 Roof covering

Section 505.2 is amended to read:

505.2 Roof Covering. Roofs shall have a roof assembly that complies with not less than a Class ~~B~~ A rating when tested in accordance with ASTM E108 or UL 790, ~~or an approved nonecombustible roof covering.~~ For roof coverings where the profile allows a space between the roof covering and roof decking, the space at the eave ends and ridge line shall be fire stopped to preclude entry of flames or embers, or have one layer of 72-pound mineral-surfaced, nonperforated cap sheet complying with ASTM D3909 installed over the combustible decking

Section 505.10.1 Vent locations

Section 505.10.1 is amended to read:

505.10.1 Vent locations. Attic ventilation openings shall not be located in soffits, in eave overhangs, between rafters at eaves, or in other overhang areas. Ember-resistant gable end and dormer vents shall be located not less than 10 feet (3048 mm) from lot lines. Underfloor ventilation openings shall be located as close to grade as practical.

Exceptions:

1. Listed vents complying with ASTM E2886.
 - 1.1 The Ember Intrusion Test shall have no flaming ignition of the cotton material.
 - 1.2 There shall be no flaming ignition during the Integrity Test portion of the Flame Intrusion Test. The maximum temperature of the unexposed side of the vent shall not exceed 662 degrees Fahrenheit (350 degrees Celsius).
2. The fire code official may accept or approve special eave and cornice vents that resist the intrusion of flame and burning embers.

Table 602.1^(a)

(Commercial Structures)

Required Automatic Sprinklers by Fire Area and Height For A, B, E, F, H, I, M, S and U Occupancies

Sprinklers are required when any one of the listed conditions is met, or when otherwise required by this Code.

<u>Fire Jurisdiction</u>	<u>Fire Area</u> ^(a,b,d,e)	<u>Height</u> ^(c)
<u>East Fork Fire Protection District</u>	<u>>5000 square feet</u>	<u>> 2 stories</u>

- a. This table is in addition to any other automatic sprinkler requirements in this code.
- b. Fire areas may be separated according to IBC 707.3.10.
- c. Airport towers and open parking garages complying with IBC 406.5 are exempt from this table.
- d. Any addition or remodel that increases the fire area to > 5,000 square feet.
- e. Fire area as defined in the IFC and IBC

Table 602.1.1 Required Automatic Sprinklers IRC Structures.

Table 602.1.1^(a,b,c,d,e,f)

(Residential Structures)

Required Automatic Sprinklers by Fire Area and Response Location for Structures Designed and Constructed with the International Residential Code. Sprinklers are required when any one of the listed conditions is met, or when otherwise required by this Code.

<u>Fire Jurisdiction</u>	<u>Fire Flow/Water Source Availability</u>	<u>Type of structure</u> ^(c,d)	<u>Fire Area In square feet</u> ^(e,f)	<u>High Wildland Fire Hazard Classification Area</u> ^e	<u>Building Height</u>
<u>East Fork Fire Protection District</u>	<u>—</u>	<u>New Existing</u>	<u>≥5,000</u>	<u>All</u>	<u>—</u>

- a. This table is in addition to any other automatic sprinkler requirements in this code. The use of firewalls and fire barriers shall not be allowed to be used to reduce the size of fire areas.
- b. See section 907.2.10.2.1 for alarm requirements for existing structures.
- c. Accessory structures are exempt from this table for fire sprinklers, but not the IWUIC requirements for construction. Accessory dwellings are not exempt from this table.
- d. Any addition or remodel that increases the fire area to > 5,000 square feet.
- e. See definitions in the IFC, IBC and IWUIC.
- f. Attached garages within the fire area are required to have fire sprinklers installed.

Section 603.2.1.1 Adjacent land

Section 603.2.1.1 is added to Section 603.2.1 Responsible party to read:

603.2.1 Responsible party. Persons owning, leasing, controlling, operating or maintaining buildings or structures requiring defensible spaces are responsible for modifying or removing non-fire-resistive

vegetation on the property owned, leased or controlled by said person.

603.2.1.1 Adjacent land. Property owners of land that is directly adjacent to property containing buildings or structures requiring defensible space are responsible for modifying or removing non-fire- resistive vegetation on their own property. Nothing in this provision shall be deemed to require an owner of real property to perform any work on land that he or she does not own.

604.4 Trees (Maintenance of Defensible Space)

Section 604.4 is amended to read:

604.4 Trees. Tree crowns extending to within 10 feet (3048 mm) of any structure shall be pruned to maintain a minimum horizontal clearance of 10 feet (3048 mm). Tree crowns within the *defensible space* shall be pruned to remove limbs located less than ~~6 10~~ feet (~~1829 3048~~ mm) above the ground surface adjacent to the trees.

Section 604.4.1 Chimney clearance

Section 604.4.1 is amended to read:

604.4.1 Chimney clearance. Portions of tree crowns that extend to within 10 feet (3048 mm) of the outlet of a chimney shall be pruned to maintain a minimum horizontal clearance of 10 feet (3048 mm).

604.5 Non-combustible area

Section 604.5 is added to Section 604 Maintenance of Defensible Space to read:

604.5 Non-combustible area. The area extending from the base of any structure to 5 feet beyond the base of such structure shall be composed entirely of non-combustible material or fire resistive vegetation.

Section 607.1 General

Section 607.1 is amended to read:

607.1 General. Firewood and combustible material shall not be stored in unenclosed spaces beneath buildings or structures, or on decks or under eaves, canopies or other projections or overhangs. Where required by the code official, storage of firewood and combustible material stored in the *defensible space* shall be located ~~not less than a minimum of 20-30~~ feet (~~6096 9144~~ mm) from structures and separated from the crown of trees by ~~not less than a minimum~~ horizontal distance of 15 feet (4572 mm).

Exception. Approved fire-resistance-rated coverings used in accordance with their listing and as approved and allowed by the Fire Code Official.

Section 608 Residential Generator Installation

Section 608 is added to Chapter 6 to read:

Section 608.1 General. Stationary emergency and standby power generators required by this code shall be listed in accordance with UL 2200. A permit in accordance with Section 107 shall be required. Plans shall be submitted for review and approval. Plan content shall include:

1. Site plan showing access and proposed location
2. Specification sheets
3. Shut-off location

APPENDIX A GENERAL REQUIRMENTS

Appendix A is adopted in whole in accordance with 2018 Edition of the International Wildland-Urban Interface Code Section 101.2.1.

A102.3.1 Support clearance. Persons owning, controlling, operating or maintaining electrical transmission or distribution lines shall have an *approved* program in place that identifies poles or towers with equipment and hardware types that have a history of becoming an ignition source, and provides a combustible free space consisting of a clearing of not less than ~~10~~ 20 feet (3048 mm) in each direction from the outer circumference of such pole tower during such periods of time as designated by the code official.

Exception: Lines used exclusively as telephone, telegraph, messenger call, alarm transmission or other lines classed as communication circuits by a public utility.

APPENDIX B VEGETATION MANAGEMENT PLAN

Appendix B is adopted in whole in accordance with 2018 Edition of the International Wildland-Urban Interface Code Section 101.2.1.

Appendix Section B101.1 Scope

Section B101.1 is amended to read:

B101.1 Scope. Where required, vegetation management plans must be submitted to the code official and the State Forester Fire Warden for review and approval as part of the plans required for a permit.

Appendix Section B101.2 Plan content

Section B101.2 is amended to read:

B101.2 Plan content. Vegetation management plans shall describe all actions that will be taken to prevent a fire from being carried toward or away from the building. A vegetation management

plan shall include at least the following information:

1. A copy of the site plan showing the defensible space requirements.
2. Methods and timetables for controlling, changing or modifying areas on the property. Elements of the plan shall include removal of slash, snags, vegetation that may grow into overhead electrical lines, other ground fuels, ladder fuels and dead trees, and the thinning of live trees.
3. A plan for maintaining the proposed fuel-reduction measures.

Appendix Section B102 Defensible Space Plans

Sections B102, B102.1, and B102.2 are added to Appendix B Vegetation Management Plan:

B102 Defensible Space Plans.

B102.1 General. Where required, defensible space plans must be submitted to the code official for review and approval as part of the plans required for a permit.

B102.2 Plan content. A defensible space plan shall include at least the following information:

1. Property boundaries.
2. Current and proposed structures on the property.
3. Location of trees and vegetation taller than 3 feet in height.
4. Individual plant or brush fields 20 square feet or larger in area.
5. Tree drip lines.
6. Roads and driveways accessing the property.

LEGISLATIVE UPDATE

The District has been tracking several legislative proposals. Thanks to the efforts of Engineer Adam Wennhold and Deputy Chief Ray, below is the following summary of proposed legislation. These are bill drafts of equal concern for both the District and the Labor Association as of March 16, 2023.

AB158: <https://www.leg.state.nv.us/App/NELIS/REL/82nd2023/Bill/9824/Text>

This bill proposes to include the State of Nevada in the EMS Personnel Licensure Interstate Compact. This bill could smooth the process for out of state hiring. We support this.

AB172: <https://www.leg.state.nv.us/App/NELIS/REL/82nd2023/Bill/9856/Text>

This bill proposes to require the sharing of contact info of eligible members of a bargaining unit to the labor group from administration. This is a non-issue for us as this is current practice in the District,

AB178: <https://www.leg.state.nv.us/App/NELIS/REL/82nd2023/Bill/9869/Text>

This bill proposes to change the time period for an agency EMS license renewal from one year to five years. On the surface, this seems like a good way to decrease the State EMS office workload and take one more thing off the plate of administration. We support this.

AB211: <https://www.leg.state.nv.us/App/NELIS/REL/82nd2023/Bill/9936/Text>

This bill proposes to include "Law Enforcement Dispatchers" in Police/Fire PERS. I hope that an amendment will be introduced to clarify that Fire and EMS (or at least All Risk) Dispatchers would be included. We support this especially in light of the Douglas County 911 recruitment and retention crisis. However, there is a clear fiscal impact for Douglas County that would certainly be passed through to the District if adopted.

NV International Association of Arson Investigators would like to see fire investigators added to that list as well related to police and fire retirement fund. Not all investigators are POST certified, therefore though they go into hazardous atmospheres, they do not get the service or performance credit that the firefighters do.

SB76: <https://www.leg.state.nv.us/App/NELIS/REL/82nd2023/Bill/9656/Text>

This bill as currently written is intended to regulate or ban PFAS Chemicals in various commercial products. This has the potential to widen the scope to include other PFAS containing items such as structural firefighting clothing. The IAFF is already pursuing a law suit against NFPA on this matter, related to structural firefighting gear. The matter revolves around the testing of the gear and ultraviolet light degradation on the materials. Also, a connection

could be made to the Workers Compensation Cancer Presumptions. We will have to see what pending amendments.

SB261: <https://www.leg.state.nv.us/App/NELIS/REL/82nd2023/Bill/10095/Text>

This bill revises the process by which a local board adopts regulations that have the potential to impact businesses. Though the current legislation does not explicitly include a "NRS474 Fire Protection District" a case can be made that the intent would be to include any and all local government bodies. Our reading of the draft is that the recent process to adopt fire prevention regulations would have been in compliance with the intent of the bill. This may be something for District Counsel to review.

SB264: <https://www.leg.state.nv.us/App/NELIS/REL/82nd2023/Bill/10101/Text>

This bill proposes to include "a civilian who provides support services to a law enforcement agency" in a law enforcement collective bargaining unit. This has potential implications to the District and Association if the logic of the bill is applied to fire and EMS.

SB283: <https://www.leg.state.nv.us/App/NELIS/REL/82nd2023/Bill/10138/Text>

This bill has something to do with a person being able to request their medical information from an ambulance service. We won't pretend to be able to intelligently comment further but it is clear the District is "the custodian of healthcare records or a person who owns or operates an Ambulance in this State." This would be another bill for counsel to clarify any implications for the District.

SB289: <https://www.leg.state.nv.us/App/NELIS/REL/82nd2023/Bill/10145/Text>

This bill expands the applicability of enhanced penalties for assault or battery against a provider of health care. Since the majority of District Employees are covered under this provision, it warrants tracking and support.

SB 304 <https://www.leg.state.nv.us/App/NELIS/REL//82nd2023/Bill/10181/Text>

This bill appears to only impact chartered Cities that organize "Fire Departments" under their various City Charters. Though not apparently relevant at first reading to the District, we should follow this one.

As Fire Marshal's in the area, we oppose this Bill. Currently all of Nevada utilizes the International Fire Code as the standard which references only portions of NFPA standards. The way this bill is written is vague in the sense that we must adopt all current NFPA standards (huge documents). That wording would require us to adopt NFPA 101 over the International Code Council Codes which would contradict the ICC building codes adopted by all Nevada jurisdictions and the State Fire Marshal's Office. The adoption of the State Fire Marshal's Office

references specific NFPA standards and allows an AHJ to utilize additional standards for reference, but does not require it. In addition, this is an unfunded mandate. The cost to switch codes in regards to training and re-educating the public and builders would be significant and confusing. If it is the intent to adopt only specific portions of NFPA, then those specific sections need to be listed as to not confuse building codes from other NFPA standards.

SB268 <https://www.leg.state.nv.us/App/NELIS/REL/82nd2023/Bill/10108/Text>

Requires the Secretary of State to submit an advisory question to voters concerning the regulation of the sale and use of fireworks in all counties of the State of Nevada. As NV International Association of Arson Investigators and NV Fire Marshal's, we are concerned that the legalization of fireworks would not only endanger the community, but create additional work for both law enforcement and fire agencies.

AB 213 <https://www.leg.state.nv.us/App/NELIS/REL/82nd2023/Bill/9940/Text>

Existing law provides that any regulations of the State Fire Marshal concerning matters relating to building codes do not apply in a county whose population is 700,000 or more (currently only Clark County) which has adopted a code at least as stringent as International Fire Code, the International Building Code and the International Wildland-Urban Interface Code, published by the International Code Council. (NRS 477.030) Section 11 of this bill provides instead that such regulations of the State Fire Marshal do not apply in a county whose population is 700,000 or more (currently only Clark County), and in any city within such a county whose population is 220,000 or more (currently the Cities of Henderson and Las Vegas) and in a county whose population is 100,000 or more and less than 700,000 (currently only Washoe County), which has adopted a code at least as stringent as the International Fire Code, the International Building Code and the International Wildland-Urban Interface Code, published by the International Code Council.

As NVIAAI and the north NV Fire Marshal's, we oppose this Bill as a whole, but more specifically, Section 11 of this Bill which is the third legislative attempt to remove the minimum State requirements for high-rise buildings and now seeks to include Washoe County and further diminish the State Fire Marshal's role in setting the minimum code for the entire State. We also request the legislature consider eliminating Section 12 (a) of NRS 477.030.

Except as otherwise provided in this subsection, any regulations of the State Fire Marshal concerning matters relating to building codes, including, without limitation, matters relating to the construction, maintenance or safety of buildings, structures and property in this State: (a) Do not apply in a county whose population is 700,000 or more which has adopted a code at least as stringent as the International Fire Code, the International Building Code and the International Wildland-Urban Interface Code, published by the International Code Council. To maintain the exemption from the applicability of the regulations of the State Fire Marshal pursuant to this subsection, the code of the county must be at least as stringent as the most recently published edition of the International Fire Code, the International Building Code and

the International Wildland-Urban Interface Code within 2 years after publication of such an edition.

By eliminating this Section, the State of Nevada will once again be unified, and the State Fire Marshal will set the minimum Fire and Building Codes for the entire State. State-wide minimum codes benefit all NV communities.

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, a liaison to, and meetings/functions they have attended. No action will be taken on these reports/updates. (Jacques Etchegoyhen, 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 28, 2023 **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, a liaison to, and 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 # 11

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, a liaison to, and meetings/functions they have attended. No action will be taken on these reports/updates. (Jacques Etchegoyhen, 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 28, 2023 **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, a liaison to, and 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

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, a liaison to, and meetings/functions they have attended. No action will be taken on these reports/updates. (Jacques Etchegoyhen, 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 28, 2023 **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, a liaison to, and 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 # 13

East Fork Fire Protection District

AGENDA ACTION SHEET

- 1. **Title: For Possible Action.** Discussion and possible action to adjourn the East Fork Fire Protection District Board Meeting. (Jacques Etchegoyhen, President) 5 minutes.

- 2. **Recommended Motion:** Motion to adjourn the East Fork Fire Protection District Board Meeting.

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

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

- 4. **Prepared by:** Mark Forsberg, District Legal Counsel

- 5. **Meeting Date:** March 28, 2023 **Time Required:** 5 minutes

- 6. **Agenda:** Administrative Agenda

- 7. **Background Information:** Motion to adjourn the East Fork Fire Protection District Board Meeting.

- 8. **Reviewed by:**

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

- 9. **Board Action:**

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