

# EAST FORK FIRE PROTECTION DISTRICT

1694 County Road  
Minden, Nevada 89423

## Meeting Agenda

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

Tod F. Carlini, District Fire Chief

Holly Megee, Board Clerk

Tuesday, May 21, 2024

12:30 PM Closed Session

To attend virtually-Contact Holly Megee

1:00 PM Board Meeting

In person-1694 County Road, Minden

### MISSION STATEMENT

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

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

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

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

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

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

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

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

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

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

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

**EAST FORK FIRE PROTECTION DISTRICT**  
**1694 COUNTY ROAD**  
**MINDEN, NEVADA**  
**FINAL AGENDA**  
**May 21, 2024**

**CLOSED SESSION**

**12:30 PM**

**Closed Session.** Closed Session to meet with management representatives pursuant to NRS 288.220. 30 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 – Mike Sommers**

**PUBLIC COMMENT (No Action)**

At this time, public comment will be taken on those matters that are within the jurisdiction and control of the East Fork Fire Protection District Board of Directors

but are not on the agenda for this meeting or those agenda items where public comment will not be taken as a public hearing is not legally required as where an item is for presentation only.

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

For members of the public not able to be present when an item on the agenda is heard, Speaker/Comment Cards are available in the Lobby at the entrance to the meeting room. These cards should be completed and given to the District Fire Chief or designee.

### **ADMINISTRATIVE AGENDA**

The Administrative Calendar will be handled as follows:

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

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

### **APPROVAL OF AGENDA**

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

### **APPROVAL OF PREVIOUS MINUTES**

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

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

- 3. For Possible Action.** Discussion and possible action to accept the donation of \$7,000 from Bruce Cable, C.P.A., A.P.C., to dedicate the funds to water rescue gear and training, and to authorize a letter of appreciation from the Board President. (Tod F. Carlini, District Fire Chief) 5 minutes.
- 4. For Possible Action.** Discussion and possible action regarding Proclamation 2024P-03 recognizing Jeff James on his retirement after over 20 years of service with the East Fork Fire Protection District. (John Bellona, President) 5 minutes.
- 5. For Possible Action.** Discussion and possible action regarding Proclamation 2024P-04 recognizing Battalion Chief Troy Valenzuela on his retirement after 26 years of service with the East Fork Fire Protection District. (John Bellona, President) 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 April 30, 2024. (Julie Andress, Director of Finance/CFO)
- B. For Possible Action.** Discussion and possible action to approve the receipt and filing of the list of accounts payable checks issued and cash disbursements/automatic withdrawals in April 2024 per NRS 474.210. (Julie Andress, Director of Finance/CFO)
- C. For Possible Action.** Discussion and possible action to approve payroll expenses paid in April 2024 per NRS 474.210. (Julie Andress, Director of Finance/CFO)
- D. For Possible Action.** Discussion and possible action to approve the Procurement Card Transactions paid in April 2024 per NRS 474.210. (Julie Andress, Director of Finance/CFO)
- E. For Possible Action.** Discussion and possible action to approve the East Fork Fire Protection District's ambulance billing bad debt write-offs for the period of

March 2024 in the amount of \$28,866.94. (Lisa Owen, Director of Administrative Services)

**F. For Possible Action.** Discussion and possible action to accept the report on state consolidated taxes collection and distribution as of February 2024. (Julie Andress, Director of Finance/CFO)

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

**7. For Possible Action.** Discussion and possible action to adopt revisions to Policy #605.16 (Reimbursement Compensation for FLSA Exempt Employees) which allows for compensation of non-represented salaried/exempt personnel to receive straight time compensation for emergencies, which exceed an initial twenty-four (24) hours of operation or where services are billable under existing agreements and/or regulations as allowed by the Fair Labor Standards Act (FLSA). (Lisa Owen, Director of Administrative Services) 10 minutes.

**8. For Possible Action.** Discussion and possible action to become the Subgrantee of the Jobs Peak Fuels Reduction/Slash and Pile Chipping Removal project in the amount of \$80,606 and provide on-call conservation crews as part of the Nevada Shared Good Neighbor agreement between the USFS and NDF-EFFPD. (Tod F. Carlini, District Fire Chief and Tom Hein, Executive Program Manager) 10 minutes.

**9. For Possible Action.** Discussion and possible action to become the Subgrantee of the Autumn Hills Fuels Reduction/Management Project in the amount of \$204,616 and provide on-call conservation crews as part of the Nevada Shared Good Neighbor agreement between the USFS and NDF-EFFPD. (Tod F. Carlini, District Fire Chief and Tom Hein, Executive Program Manager) 10 minutes.

**10. For Possible Action.** Discussion and possible action to employ two Seasonal Fuels/Fire Crew members with an anticipated start date of July 1, 2024, and an end date in and around October 1, 2024, and at an estimated cost of \$40,363. (Tom Hein, Executive Program Manager) 10 minutes.

**11. For Possible Action.** Discussion and possible action to approve proposed agreements on Articles 28, 48, 51 and 67 between the East Fork Fire Protection District (“East Fork”) and the East Fork Professional Firefighters Association (“Supervisory”) and as part of the existing five-year contract. The total estimated fiscal impact for the remaining two years of the original five-year labor contract is approximately \$2,042,529. (Tod F. Carlini, District Fire Chief) 20 minutes.

**12. For Possible Action.** Discussion to approve proposed agreements on Articles 28, 48, 51 and 67 between the East Fork Fire Protection District (“East Fork”) and the East Fork Professional Firefighters Association (“Non-Supervisory”) and as part of the existing five-year contract. The total estimated fiscal impact for the remaining two years of the original five-year labor contract is approximately \$28,956,959. (Tod F. Carlini, District Fire Chief) 20 minutes.

- 13. For Possible Action.** Discussion and possible action on the adoption of Resolution 2024R-001, which establishes an incident reimbursement rate schedule for the East Fork Fire Protection District effective May 21, 2024. (Julie Andress, Director of Finance/CFO) 10 minutes.
- 14. For Possible Action.** Discussion and possible action on the adoption of Resolution 2024R-002, which establishes a restitution rate schedule for the East Fork Fire Protection District effective May 21, 2024. (Julie Andress, Director of Finance/CFO) 10 minutes.
- 15. For Presentation Only.** Discussion and presentation of the proposed changes to The East Fork Fire Protection District, Fire Prevention Division schedule for Fire and Life Safety Plan Review Fees in accordance with the requirements of NAC 477 and the 2018 *International Fire Code*, effective July 1, 2024. First reading. (Amy Ray, Deputy Fire Chief/Fire Marshal) 20 minutes.
- 16. For Possible Action.** Discussion and possible action on the adoption of Resolution 2024R-003, which augments the fiscal year 2023-2024 budget for \$311,687 to the General Fund in order to appropriate and amend previously unbudgeted resources and use of contingency funds in the amount of \$75,000 for loss in ambulance billables revenue. (Tod F. Carlini, District Fire Chief and Julie Andress, Director of Finance/CFO) 30 minutes.
- 17. For Possible Action.** Public Hearing, discussion and possible action to adopt and approve the District's Final Budget for Fiscal Year 2024-2025 in the amount of \$27,967,747, which includes all funds and reserves, and all matters related thereto. (Tod F. Carlini, District Fire Chief and Julie Andress, Director of Finance/CFO) 30 minutes.
- 18. For Presentation Only.** Reports/updates from East Fork Professional Firefighters Association concerning the various assignments and committees they may be a member of, liaison to, or meetings/functions they have attended. No action will be taken on these reports/updates. (John Bellona, President) 5 minutes.
- 19. For Presentation Only.** Reports/updates from East Fork Volunteer Firefighters Association concerning the various assignments and committees they may be a member of, liaison to, or meetings/functions they have attended. No action will be taken on these reports/updates. (John Bellona, President) 5 minutes.
- 20. For Presentation Only.** Reports/updates from District Board Members and Administration concerning the various assignments and committees they may be a member of, liaison to, or meetings/functions they have attended. No action will be taken on these reports/updates. (John Bellona, President) 10 minutes.

**CLOSING PUBLIC COMMENT** (No Action)

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

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

**ADJOURNMENT**

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