

EAST FORK FIRE PROTECTION DISTRICT



District Board Meeting Agenda and Supporting Information For The Meeting of October 17, 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, October 17, 2023

1:00 PM Board Meeting

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

MISSION STATEMENT

"Serving the Fire and Life Safety Needs of Our Community"

East Fork Fire Protection District will be conducting its meeting in person and electronically. The public is welcome to attend the meeting virtually or in person at the East Fork Fire Protection District Office located at 1694 County Road, Minden, NV. If you would like to view the East Fork Fire Protection District Board meeting, please contact Holly Megee prior to the day of the meeting at 775-782-9040 or hmegee@eastforkfire.org 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
October 17, 2023

BOARD MEETING

1:00 PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE – Bernard Curtis

PUBLIC COMMENT (No Action)

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

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

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

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

ADMINISTRATIVE AGENDA

The Administrative Calendar will be handled as follows:

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

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

APPROVAL OF AGENDA

- 1. For Possible Action.** Approval of proposed agenda. The East Fork Fire Protection District Board of Directors reserves the right to take items in a different order to accomplish business in the most efficient manner, to combine two or more agenda items for consideration, and to remove items from the agenda or delay discussion relating to items on the agenda. (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 September 19, 2023, meeting of the East Fork Fire Protection District Board of Directors. (Jacques Etchegoyhen, President) 5 minutes.

CONSENT CALENDAR

3. 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 September 30, 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 September 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 September 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 September 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 August 2023 in the amount of \$60,630.79. (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 July 2023. (Kathy Lewis, CPA, CFO/Director of Finance)

CONSENT CALENDAR ITEMS PULLED FOR FURTHER DISCUSSION IF ANY

- 4. For Public Hearing.** Public hearing on the intention of East Fork Fire Protection District to act upon a resolution authorizing the issuance of medium-term obligations, in one series or more, in the aggregate principal amount not to exceed \$3,000,000 for the purpose of financing the cost of purchasing fire-fighting equipment, including fire engines and other vehicles, and improving District owned property. (Tod F. Carlini, District Fire Chief) 15 minutes.
- 5. For Possible Action.** Discussion and possible action on Resolution 2023R-008 authorizing the issuance of medium-term obligations, in one series or more, in the aggregate principal amount not to exceed \$3,000,000 for the purpose of financing the cost of purchasing fire-fighting equipment, including fire engines and other vehicles, and improving District-owned property; directing the District's Fire Chief to forward materials to the Department of Taxation of the State of Nevada; authorizing the District's Fire Chief and officers of the District to arrange for the sale of medium-term obligations; and providing the effective date. (Tod F. Carlini, District Fire Chief) 15 minutes.
- 6. For Possible Action.** Discussion and possible action to allow the Board President to sign a letter to the Public Utilities Commission of Nevada in

support of the NV Energy Disaster Protection Plan. (Tod F. Carlini, District Fire Chief) 10 minutes.

- 7. For Possible Action.** Discussion and possible action to conduct the annual performance evaluation of District Fire Chief Tod Carlini and take possible action based on the evaluation at the discretion of the Board. This evaluation process does not include any additional compensation offer other than the compensation previously approved by the Board of Directors which follows the Board approved pay plan. (Tod F. Carlini, District Fire Chief) 30 minutes.
- 8. 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. (Jacques Etchegoyhen, President) 5 minutes.
- 9. 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. (Jacques Etchegoyhen, President) 5 minutes.
- 10. 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. (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)

- 11. 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: For Possible Action.** Discussion and possible action to approve the draft meeting minutes of the September 19, 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 September 19, 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:** October 17, 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 September 19, 2023. Attached are the draft minutes.

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

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

Agenda Item # 2

DRAFT

The Board Meeting of the East Fork Fire Protection District Board was held on Tuesday, September 19, 2023, in-person and virtually, beginning at 1:00 PM.

East Fork Fire Protection District Board Present:

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

Staff present:

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

Additional attendees that addressed the Board:

Elaine Pace, East Fork Fire Volunteer Liaison
Adam Wennhold, East Fork Fire Engineer
Kevin May, President for East Fork Fire Professional Firefighters
Jamie Zess, Payroll Specialist

CALL TO ORDER

Secretary John Bellona

INITIAL MEETING BUSINESS

PLEDGE OF ALLEGIANCE

Director Barbara Griffin led the Pledge of Allegiance

PUBLIC COMMENT (No Action)

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

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

**EAST FORK FIRE PROTECTION DISTRICT BOARD
MEETING OF SEPTEMBER 19, 2023**

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

Secretary John Bellona opened public comment.

Adam Wennhold, East Fork Fire Engineer commented on his experience with 7710 and Ready Rebound. He was recently injured and was impressed with the new Workers Compensation process. He thanked the Board for approving the change to 7710. He stated with the previous Workers' Compensation company it would have been impossible to be treated in such a short amount of time. The service 7710 provided was fast and efficient.

Director of Finance Kathy Lewis introduced the new Payroll Specialist Jamie Zess.

Jamie Zess provided a brief background to her experience and past employment.

There was no further public comment.

Public comment closed.

ADMINISTRATIVE AGENDA

The Administrative Calendar handled as follows:

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

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

APPROVAL OF AGENDA

1. For Possible Action. Approval of proposed agenda. The East Fork Fire Protection District Board of Directors reserves the right to take items in a different order to accomplish business in the most efficient manner, to

**EAST FORK FIRE PROTECTION DISTRICT BOARD
MEETING OF SEPTEMBER 19, 2023**

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, Secretary) 5 Minutes.

Director Mike Sommers stated agenda items 5, 6 and 7 are of similar nature and requested combining all 3 items to be heard and voted on together.

Secretary John Bellona opened public comment.

There was no public comment.

Public comment closed.

MOTION to approve the meeting agenda for September 19, 2023, with the change of combining agenda items 5, 6 and 7 to be heard and voted on together.

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

APPROVAL OF PREVIOUS MINUTES

2. For Possible Action. Discussion and possible action to approve the draft meeting minutes of the August 15, 2023, meeting of the East Fork Fire Protection District Board of Directors. (John Bellona, Secretary) 5 minutes.

Secretary John Bellona opened public comment.

There was no public comment.

Public comment closed.

MOTION to approve the minutes of the August 15, 2023, meeting.

**EAST FORK FIRE PROTECTION DISTRICT BOARD
MEETING OF SEPTEMBER 19, 2023**

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

AWARDS, RECOGNITIONS, PROCLAMATIONS & DONATIONS

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

District Fire Chief Tod Carlini stated the District received a \$1,000 donation from Melinda Wright. The recommendation is to dedicate the funds to the paramedic education program.

Director Mike Sommers asked if the donor's request was for the funds to be applied to the paramedic education program.

Board Clerk Holly Megee stated it was noted on the bottom of the check for the funds to be applied to education.

Secretary John Bellona opened public comment.

There was no public comment.

Public comment closed.

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

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

The meeting was paused for a couple of minutes due to online attendees having technical difficulties.

**EAST FORK FIRE PROTECTION DISTRICT BOARD
MEETING OF SEPTEMBER 19, 2023**

CONSENT CALENDAR

4. CONSENT CALENDAR

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

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

- a. For Possible Action.** Discussion to accept the report on general ledger cash balances as of August 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 August 2023 per NRS 474.210. (Kathy Lewis, CPA, CFO/Director of Finance)
- c. For Possible Action.** Discussion to approve payroll expense paid in August 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 August 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 July 2023 in the amount of \$37,973.08. (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 June 2023. (Kathy Lewis, CPA, CFO/Director of Finance)

Secretary John Bellona opened public comment.

There was no public comment.

**EAST FORK FIRE PROTECTION DISTRICT BOARD
MEETING OF SEPTEMBER 19, 2023**

Public comment closed.

Director Mike Sommers thanked Director of Finance Kathy Lewis for adding the indication next to what was billed.

Director Barbara Griffin thanked Director of Finance Lewis for the chart added to item f.

MOTION to approve Consent Calendar items 4 a, b, c, d, e & f.

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

Secretary John Bellona stated agenda items 5, 6 and 7 will all be heard together per Director Mike Sommers request.

Legal Counsel Mark Forsberg stated agenda items 5, 6 and 7 can be discussed together but need to be voted on individually in the event an individual would like to vote on one or two items but not all three.

5. For Possible Action. Discussion and possible action to allow the District Administration to apply for a 2023 Community Wildfire Defense Grant (CWDG) for an amount not to exceed \$2,150,000 with a 25% in-kind or direct funding match to cover the Autumn Hills/Kingsbury Grade Corridor and North Genoa/Eagle Ridge/Washoe Tribe Corridor along Jacks Valley Road over a five (5) year period. The application is due October 31, 2023. (Tod F. Carlini, District Fire Chief) 15 minutes.

6. For Possible Action. Discussion and possible action to allow the District Administration to apply for a 2023 Community Wildfire Defense Grant (CWDG) for an amount not to exceed \$300,000 with a 10% in-kind or direct funding match to cover Alpine View area along Jacks Valley Road over a three (3) year period. The application is due in December 2023. (Tod F. Carlini, District Fire Chief) 15 minutes.

7. For Possible Action. Discussion and possible action to allow the District Administration to apply for a 2023 Community Wildfire Defense Grant for an amount not to exceed \$300,000 with a 10% in-kind or direct funding match to cover the Autumn Hills/Kingsbury Grade Corridor along Foothill Road over a three (3) year period. The application is due in December 2023. (Tod F. Carlini, District Fire Chief) 15 minutes.

**EAST FORK FIRE PROTECTION DISTRICT BOARD
MEETING OF SEPTEMBER 19, 2023**

Secretary John Bellona read agenda items 5, 6 and 7 into the record.

District Fire Chief Tod Carlini stated he will have Deputy Chief Amy Ray formally present these items. He appreciates the Board for allowing all 3 items to be heard together because they all are connected. There has been a considerable amount of challenge with fuels management in the areas described. These grants will give the District the opportunity to start addressing fuels and vegetation management on private properties and help the residents living within the District work towards defensible space in terms of wildland fire protection. A lot of the work is confined to the Sierra Front within the District. He thanked Kelli Nevills from the Division of Forestry for her help with the grants and preparing the maps.

Deputy Chief Ray stated the District has been working with Ms. Nevills from the Division of Forestry. The goal is to begin a District Fuels Management Program so the District can help the community with fuels mitigation and management. This would also allow the District to partner with the Forest Service as they have projects that would border District projects from Job's Peak to Alpine View, along the western corridor.

Secretary John Bellona asked Deputy Chief Ray if she wanted to show the maps.

Deputy Chief Ray stated maps were provided as backup in the meeting Board packets, showing the project area locations.

District Fire Chief Carlini stated it encompasses 2,300 acres over a 3-to-5-year period depending on which grant is applied.

Deputy Chief Ray stated the desire is to apply for additional grants. She outlined the grant process, in-kind match process and the different opportunities.

Secretary Bellona stated he noticed the Jobs Peak Ranch area and the area towards Motts Canyon to Stateline off Foothill is left off the maps. Will grants be available for those areas in the future.

Deputy Chief Ray stated Jobs Peak is currently under another grant managed by Division of Forestry. The District's goal is to address the entire strip as indicated on the maps provided.

District Fire Chief Carlini stated some of these areas the Forest Service is responsible for and the District has been working with them. There has been very little, or no fuels management in the District's area.

**EAST FORK FIRE PROTECTION DISTRICT BOARD
MEETING OF SEPTEMBER 19, 2023**

These grants exclude the Town of Genoa because they are operating on a separate grant.

District Fire Chief Carlini stated this is a big step forward for the District and provides opportunity for people to develop a crew and bring the NV Energy crew members over to the District. The goal was to use NV Energy as a springboard. Submitting the applications is a big step and something the District has never had before. The District hopes to obtain the grants and do what some of the other surrounding District's do.

Deputy Chief Ray stated it also completes the District's obligations under the Community Wildfire Protection Plan (CWPP). In addition, some of the funding may be used to update the CWPP.

Secretary Bellona asked if it's easier to obtain Sierra Front grants opposed to the Fish Springs/Sierra Spirit area, which would be tribal and BLM land.

Deputy Chief Ray replied, yes it does. She explained anytime there is a potential wildland fire risk towards Lake Tahoe, it becomes a priority.

Director Sommers asked when are grants awarded for the application that is due in October?

Deputy Chief Ray stated she is not sure how long it will take to award a grant after the application due date.

Director Sommers asked when the program would start, if awarded the grant.

Deputy Chief Ray stated as soon as staff, equipment and a plan could be put together. She explained the District would work with NDF to develop a plan to go along with each area.

Director Sommers asked if District owned equipment can be used toward the grants.

Deputy Chief Ray stated she believes it can be used for in-kind.

District Fire Chief Carlini stated as well as staff time dedicated to the projects.

Director Sommers asked if there are any other agencies applying for these grants.

Deputy Chief Ray stated yes many other agencies have applied.

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MEETING OF SEPTEMBER 19, 2023**

Director Sommers asked if there has been a discussion with NDF regarding awarding the grants per the geographical area closest to the service area and experience with current operations.

Deputy Chief Ray stated the District has been exploring that with NDF. She explained the District may not get the entire amount granted but can still get partial or none.

Director Sommers asked if there could be different agencies in the same geographical location of the maps, if the District were to receive 2/3 of the \$300,000 grant

Deputy Chief Ray stated she believes if 2 agencies were granted the same geographical area, they would border each other.

Director Sommers asked if the District knew how many agencies applied for these grants.

District Fire Chief Carlini stated he did not know. It is a competition. The two \$300,000 grants are administered through the Division of Forestry and the larger grant is through the US Forest Service program. He believes the larger grant will have more agencies applying for it because you can request up to \$10,000,000. The higher grant amount requires a 25% match so that is why the District applied for \$2,150,000. There was a financial consideration made when applying for the grant. He stated there may be some cash match required, but he feels most of the grants can be reached with in-kind match.

Director Sommers asked if the in-kind can rollover or duplicate the in-kind for "grant a" or "grant b" or do they have to be kept separate.

Deputy Chief Ray stated the grants are tracked separately. It is quite a process and may require a grants manager.

District Fire Chief Carlini stated where the programs overlap, there would need to be separate allocations. Where the funds do not overlap, the grants would be separate.

Director Sommers asked if the District is ready to take on the grants.

District Fire Chief Carlini stated there would be a mobilization period that would need to be put together. There will be potential budget impacts. This is the first step of a long process. He described the process.

Director Bernard Curtis asked how the Southern Nevada Public Lands Management Act relates to these grants.

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Deputy Chief Ray stated it relates specifically to the Sierra Front.

District Fire Chief Carlini stated the District is attempting to gain eligibility to the agreement. The District was not a signatory of the 2018 agreement.

Director Sommers stated he feels this is a good beginner step to keep a program running for fuels management.

There was discussion on moving forward and the possibilities.

Secretary Bellona opened public comment.

Volunteer Liaison Elaine Pace stated on September 12, 2023, seventeen East Fork Fire Volunteers went to Sheridan Acres and performed forty-five property assessments. She stated she believes the time spent on the assessments goes toward the in-kind. She said it was interesting performing the property assessments.

Secretary Bellona asked Elaine how many of the forty-five residents needed work.

Volunteer Liaison Pace stated thirty-five need work and there are more that are in bad shape. She explained the process.

There was no further public comment.

Public comment closed.

MOTION to allow the District Administration to apply for a 2023 Community Wildfire Defense Grant (CWDG) for an amount not to exceed \$2,150,000 with a 25% in-kind or direct funding match to cover the Autumn Hills/Kingsbury Grade Corridor and North Genoa/Eagle Ridge/Washoe Tribe Corridor along Jacks Valley Road over a five (5) year period. The application is due October 31, 2023.

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

6. For Possible Action. Discussion and possible action to allow the District Administration to apply for a 2023 Community Wildfire Defense Grant (CWDG) for an amount not to exceed \$300,000 with a 10% in-kind or direct funding match to cover Alpine View area along Jacks Valley

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Road over a three (3) year period. The application is due in December 2023. (Tod F. Carlini, District Fire Chief) 15 minutes.

MOTION to allow the District Administration to apply for a 2023 Community Wildfire Defense Grant (CWDG) for an amount not to exceed \$300,000 with a 10% in-kind or direct funding match to cover Alpine View area along Jacks Valley Road over a three (3) year period. The application is due in December 2023.

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

7. For Possible Action. Discussion and possible action to allow the District Administration to apply for a 2023 Community Wildfire Defense Grant for an amount not to exceed \$300,000 with a 10% in-kind or direct funding match to cover the Autum Hills/Kingsbury Grade Corridor along Foothill Road over a three (3) year period. The application is due in December 2023. (Tod F. Carlini, District Fire Chief) 15 minutes.

MOTION to allow the District Administration to apply for a 2023 Community Wildfire Defense Grant for an amount not to exceed \$300,000 with a 10% in-kind or direct funding match to cover the Autum Hills/Kingsbury Grade Corridor along Foothill Road over a three (3) year period. The application is due in December 2023.

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

Director Griffin asked Secretary Bellona to repeat who made the motion after each motion, so it is clear and on record.

8. For Possible Action. Discussion and possible action to provide direction to the administration regarding financing options available to the District to purchase needed fire apparatus and capital improvement work, as well as specific direction from the Board to pursue an aggregate principal amount not to exceed \$3,000,000 (or lesser amount as determined by the Board), which in turn will guide future actions that will come before the Board. (Tod F. Carlini, District Fire Chief) 30 minutes.

**EAST FORK FIRE PROTECTION DISTRICT BOARD
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District Fire Chief Tod Carlini stated this item has been placed on the agenda so the Board can give direction on whether to move the process forward for the opportunity to fund some capital improvement items.

The District has taken advantage of financing in the past and has a couple years left on a current note in the amount of \$2,000,000 that was used to purchase three Type 1 engines and radios.

He stated he feels this is the best option to purchase additional District needs. He and Director of Finance Kathy Lewis met with Marty Johnson, JNA Consulting to go over options. There was discussion on borrowing more but did not think it's in the District's best interest. Mr. Johnson did not recommend paying off the current note because of the low rate.

Director of Finance Lewis stated different amounts to borrow were discussed and \$3,000,000 was decided on. This amount would allow the structure of the 10-year note, so the first couple years of the note will be at a lower payment since there is an existing note to pay off. It is about \$160,000 more than what was budgeted per year.

Director of Finance Lewis stated the process is straight forward. She outlined the process:

- At the October Board meeting, the proposal and resolution will come before the Board for discussion and approval
- Then the request is sent to the Department of Taxation for approval
- After approval from the Department of Taxation, the District has 18 months to issue a bond.
- Final approval then comes back to the Board

Director Mike Sommers asked who established the limit.

Director of Finance Lewis stated she and District Fire Chief Carlini looked at the needs of the District and what was comfortable for the District to afford.

Director Sommers asked if the \$3,000,000 includes the \$728,000 outstanding balance.

Director of Finance Lewis stated no.

Director of Finance Lewis explained the external limit is high and nothing the District would recommend.

Director Sommers stated it has been referenced as both notes and bonds, which is it?

**EAST FORK FIRE PROTECTION DISTRICT BOARD
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Director of Finance Lewis stated it is a loan but at a lower interest rate.

District Fire Chief Carlini stated these are medium term bonds which will require bond counsel.

Director of Finance Lewis stated these will be privately placed.

Director of Finance Lewis explained because the amount is under \$5,000,000, the money can be put into the bank and there are no restrictions the money needs to be spent right away. Therefore, interest can be made.

Director Sommers asked if JNA Consulting determined the beneficial rates between institutional and private party rates? Not just the ability to purchase the bond but which one would have a better rate.

Director of Finance Lewis stated she did not ask that question but there will be someone at the next Board meeting to answer questions.

Director Sommers stated that once direction from the Board is given and the bond goes out for purchase and funding comes back to the District, the money can't be used to pay off the existing bond.

Director of Finance Lewis stated she believes that is correct.

Secretary John Bellona opened public comment.

President for East Fork Fire Professional Firefighters Kevin May stated he has discussed this with District Fire Chief Carlini a few times. The Association is in support of this and believes this gives the District flexibility.

There was no further public comment.

Public comment closed.

Director Bernad Curtis stated he feels this is appropriate and the Board should move ahead.

MOTION to provide direction to the administration regarding financing options available to the District to purchase needed fire apparatus and capital improvement work, as well as specific direction from the Board to pursue an aggregate principal amount not to exceed \$3,000,000 (or lesser amount as determined by the Board), which in turn will guide future actions that will come before the Board.

**EAST FORK FIRE PROTECTION DISTRICT BOARD
MEETING OF SEPTEMBER 19, 2023**

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

9. For Presentation Only. Presentation on the East Fork Fire Protection District website. (Tod F. Carlini, District Fire Chief/Elaine Pace) 15 minutes.

District Fire Chief Tod Carlini stated this is long overdue. He understands there has been a lot of concern over the former website, and he takes responsibility for why it has taken so long to bring this forward. It has taken time to get Elaine the information she has requested.

East Fork Fire Volunteer Liaison Elaine Pace provided a detailed overview of the new website. Below are some of the website's key points:

- ADA Compliant
- Ability to view in black and white
- Ability to read aloud
- Top red banner links directly to job openings or other critical information
- Pointed out key tabs throughout the website
- Works on a cellphone
- The website is a Word Press

East Fork Fire Volunteer Liaison Pace stated there is still work she needs to do but it should be ready to go live mid-October.

Secretary John Bellona stated the website is a living project. He asked how fast the red banner on the top could be updated. He is referring to open burn season when the status changes daily.

East Fork Fire Volunteer Liaison Pace stated access would need to be provided to update it daily and that would be hard to undertake.

Secretary Bellona stated he feels updating it daily would be a great way to get more people to visit the website.

East Fork Fire Volunteer Liaison Pace stated if she is here, she can update it; otherwise, she can show someone how to update.

Director Mike Sommers stated he feels there should be someone who can update the website daily. He asked if there is a way to know how many people have visited the website.

**EAST FORK FIRE PROTECTION DISTRICT BOARD
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East Fork Fire Volunteer Liaison Pace stated she can add a counter to the website.

Secretary Bellona stated he feels the more the website is made interactive with the public, the more people will visit the website.

East Fork Fire Volunteer Liaison Pace stated when the burn season starts, the permit will be located on the main page. She stated she could teach Board Clerk Holly Megee to update the website.

Director of Administrative Services Lisa Owen stated Board Clerk Megee couldn't update the website on weekends, as she works Monday through Friday.

All Directors agreed it's important to move the website forward.

Secretary Bellona opened public comment.

President for East Fork Fire Professional Firefighters Kevin May stated over five months ago at a labor management meeting, he was told the Association would be able to provide input on the new website. To this day, no one has been asked to provide any input. There are two East Fork Fire employees who are web developers. It's frustrating the career staff runs 99.9% of the calls and only represented roughly 2% on the website. In the three years he has been president, not once has anyone reached out to him for photos, input, etc. Some received the link to the new website. It is a huge improvement, but it is still hard to navigate through the website. Times are different and more digital. People that are recruiting are from a digital world. He doesn't understand why the District is not seeking input from someone on the line that has built websites as a career prior to firefighting. He stated it is frustrating. He isn't trying to be offensive because it is an improvement, but it would be nice to find a balance and be able to provide input. The Collective Bargaining Agreement (CBA) dictates all standard operating policies, guidelines and policies and procedures be available on the website. He stated keeping those updated has been a constant battle, so he hopes there is a way to keep those better updated to fulfill the CBA's needs.

There was no further public comment.

Public comment closed.

**EAST FORK FIRE PROTECTION DISTRICT BOARD
MEETING OF SEPTEMBER 19, 2023**

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

- Recently sent a few Association members to Redmond Health and Safety in New York. It was a great conference with a lot of excellent information to bring back to the members.
- Welcomed Tom Hein
- A good turnout at the IAFF BBQ. Thanked the Board members that attended
- IT transition is going well. Thanked Conway for being quick to respond
- Thanked District Fire Chief Carlini, the Board, Director of Administrative Services Lisa Owen and all others involved in the new Workers Compensation. It's been incredible.

Secretary John Bellona stated he noticed the attendance at the BBQ were more people from outside the organization than East Fork Fire personnel. There was a tremendous number of retirees from all over the country.

President for East Fork Fire Professional Firefighters May stated it's growing every year and means a lot to the retirees. He does get the same questions every year at the BBQ, "Is District Fire Chief Carlini going to be here"?

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

Volunteer Liaison, Elaine Pace noted:

- The spaghetti dinner was a great success
- The new pagers have been programmed and are being distributed to all volunteers

Director Sommers thanked Elaine Pace and the volunteers for their involvement in the inspections on individual private property.

Volunteer Liaison, Pace stated there are 20 volunteers trained to perform these inspections and hopes to get more people trained.

**EAST FORK FIRE PROTECTION DISTRICT BOARD
MEETING OF SEPTEMBER 19, 2023**

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

Director of Administrative Services Lisa Owen noted:

- Started the lateral firefighter process. There has been a lot of interest. The District has received 9 applications to date, and it closes on September 25, 2023.
- Working on the move to the new company 1582 who will be doing all the District's physicals. It is a mobile business.
- Working on getting all employees who get physicals caught up on their physical for this year.
- Working on getting things in place for the new Workers Compensation 7710. Very pleased with the service they provided to Mr. Wennhold. She is also very impressed with Ready Rebound. She went into detail about the services Ready Rebound provides.

Deputy Chief Training and Safety Larry Goss noted:

- Thanked Tyler from Conway and all the Conway staff for all their hard work.

Deputy Chief/Fire Marshal Amy Ray noted:

- Working on plan review and inspections.
- Working on grants.
- Working with Tom Hein on the transition.
- Will be attending the Tahoe Douglas Fire Board meeting tomorrow. They will have the first reading for their ordinance.

Executive Manager Tom Hein noted:

- Getting established with NV Energy.
- Fuels Crew is still working off Highway 88.
- Thanked Deputy Chief Ray and others for all their help.
- Walk through with CRBR (company doing all the station repairs from the weather event) will take place September 25, 2023. They will start on the repairs October 9, 2023.
- Pump testing will take place next week.

Legal Counsel Mark Forsberg noted:

- No report.

CPA, CFO/Director of Finance Kathy Lewis noted:

- Welcomed Jamie Zess to her department.

**EAST FORK FIRE PROTECTION DISTRICT BOARD
MEETING OF SEPTEMBER 19, 2023**

- Completed her part of the audit. Now turned over to Sciarani & Co for their review.

District Fire Chief Tod Carlini noted:

- Thanked Tom Hein for all his efforts in his new position.
- Waiting to hear back from SAFER and AFG grants.
- There were a couple of structure fires over the last month. He continues to be impressed with the responders. The squad was included in the first alarm assignment.
- October 16, 2023, begins the training prop project.
- Executing a change order which will reduce the cost by \$40,000 for the training prop project.
- Spending a lot of time on the NV Energy program and issues with Public Utilities Commission's rulings and findings regarding NV Energy's NDPP. He drafted correspondence to be entered into the docket. Thanked Legal Counsel Forsberg for his efforts in reviewing the proposed 67-page contract with NV Energy.
- Taking a vacation from September 19, 2023-October 1, 2023.

Director Sommers asked how many personnel are away on off-district fires/assignments.

District Fire Chief Carlini stated there is a crew of four in Mammoth and 1 individual on a team assignment. The District has been active with off-district fires/assignments.

Director Mike Sommers noted:

- No report.

Director Bernard Curtis noted:

- Thanked everyone at Station 9 for all their hard work on the spaghetti feed.

Director Barbara Griffin noted:

- No report.

Secretary John Bellona noted:

- Elks Firefighter appreciation dinner April 13, 2024.

CLOSING PUBLIC COMMENT (No Action)

Secretary John Bellona opened public comment.

There was no closing public comment.

**EAST FORK FIRE PROTECTION DISTRICT BOARD
MEETING OF SEPTEMBER 19, 2023**

Public comment closed.

ADJOURNMENT

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

MOTION to adjourn; carried.

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

There being no further business to come before the Board, the meeting was adjourned at 2:52pm.

Respectfully submitted:

John Bellona, Secretary
East Fork Fire Protection District

ATTEST:

Holly Megee, Board Clerk
East Fork Fire Protection District

East Fork Fire Protection District

AGENDA ACTION SHEET

1. **Title: For Possible Action.** Discussion and possible action to accept the report on general ledger cash balances as of September 30, 2023. (Kathy Lewis, CPA, CFO/Director of Finance)

2. **Recommended Motion:** Motion to accept the report on general ledger cash balances as of September 30, 2023.

3. **Funds Available:** NA **Amount:** \$5,163,459.57
Fund Name: General, Emergency **Account Number:** Various

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

5. **Meeting Date:** October 17, 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 # 3A

**East Fork Fire Protection District
Cash Cross Fund Report**

As of:
September-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 | 382,678.67 | 542,358.42 | 925,037.09 |
| 650 | General Fund | 101.701 | LGIP - Local Govt Investment Pool | 1,589,992.42 | 2,305,646.20 | 3,895,638.62 |
| 650 | General Fund | 101.703 | Reserve Account - Pitney Bowes | 2,344.00 | 800.00 | 3,144.00 |
| 650 | General Fund | 102.000 | Petty Cash | 100.00 | - | 100.00 |
| | | | Fund Total | 1,975,115.09 | 2,848,804.62 | 4,823,919.71 |
| 651 | Emergency Fund | 101.650 | Cash in Bank - EFFPD | - | - | - |
| 651 | Emergency Fund | 101.701 | LGIP | 338,374.90 | 1,164.96 | 339,539.86 |
| | | | Fund Total | 338,374.90 | 1,164.96 | 339,539.86 |
| Grand Total: 2 Funds | | | | 2,313,489.99 | 2,849,969.58 | 5,163,459.57 |

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 September 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 September 2023 per NRS 474.210.

3. **Funds Available:** Yes **Amount:** \$4,704,873.58

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

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

5. **Meeting Date:** October 17, 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 | |

Agenda Item # 3B

Company name: East Fork Fire Protection District
Report name: Payables for Prior Month
Created on: 10/2/2023
Fund: All Funds--All Funds

| Type | Date | Check No. | Payee Name | Transaction Amount |
|-----------------|-----------|-----------|-----------------------------------|--------------------|
| Record Transfer | 9/5/2023 | | 7710 Insurance | 72,763.00 |
| Record Transfer | 9/5/2023 | | AuthorizeNet | 30.00 |
| Record Transfer | 9/5/2023 | | Aetna Life Insurance | 159,209.29 |
| Record Transfer | 9/5/2023 | | Waystar | 1,436.18 |
| Record Transfer | 9/5/2023 | | Cybersource | 7.49 |
| Record Transfer | 9/6/2023 | | Aflac | 1,220.96 |
| Record Transfer | 9/7/2023 | | State of NV - DCP | 31,579.25 |
| Record Transfer | 9/7/2023 | | State of NV - DCP | 770.57 |
| Check | 9/8/2023 | 11581 | A&D Electrical Contractors LLC | 13,666.44 |
| Check | 9/8/2023 | 11582 | Aaron Ghysels | 178.50 |
| Check | 9/8/2023 | 11583 | Ace Hardware | 315.81 |
| Check | 9/8/2023 | 11584 | Bound Tree Medical, LLC | 208.00 |
| Check | 9/8/2023 | 11585 | Brian Nelson | 375.50 |
| Check | 9/8/2023 | 11586 | Building Services of CA & NV, LLC | 525.00 |
| Check | 9/8/2023 | 11587 | Chad Sheldrew | 216.15 |
| Check | 9/8/2023 | 11588 | Charter Communications | 614.60 |
| Check | 9/8/2023 | 11589 | Cintas | 204.44 |
| Check | 9/8/2023 | 11590 | Conway Communications | 90.00 |
| Check | 9/8/2023 | 11591 | Flex Fleet Rental, LLC | 2,696.85 |
| Check | 9/8/2023 | 11592 | Flyers Energy LLC | 630.27 |
| Check | 9/8/2023 | 11593 | Gardnerville Water Company | 127.00 |
| Check | 9/8/2023 | 11594 | Hi Tech EVS, Inc | 695.65 |
| Check | 9/8/2023 | 11595 | Holland & Hart | 378.00 |
| Check | 9/8/2023 | 11596 | Hunt & Sons, Inc | 220.32 |
| Check | 9/8/2023 | 11597 | Jesse Fry | 53.53 |
| Check | 9/8/2023 | 11598 | John Brawley | 375.50 |
| Check | 9/8/2023 | 11599 | Life-Assist, Inc | 1,060.45 |
| Check | 9/8/2023 | 11600 | LP Insurance | 11,250.00 |
| Check | 9/8/2023 | 11601 | Michael Hohl Motor Company | 75.78 |
| Check | 9/8/2023 | 11602 | NV St Dept of Public Safety | 393.00 |
| Check | 9/8/2023 | 11603 | O'Reilly Auto Parts | 96.62 |
| Check | 9/8/2023 | 11604 | Paul Azevedo | 211.50 |
| Check | 9/8/2023 | 11605 | Sky Dwinell | 569.50 |
| Check | 9/8/2023 | 11606 | SMG Fire Consulting Group LLC | 13,906.50 |
| Check | 9/8/2023 | 11607 | Town of Minden | 585.00 |
| Check | 9/8/2023 | 11608 | Uniformity of Nevada LLC | 314.97 |
| Check | 9/8/2023 | 11609 | Warren Reed Insurance | 1,833.00 |
| Check | 9/8/2023 | 11610 | Zoll Data Systems, Inc | 4,668.72 |
| Record Transfer | 9/8/2023 | | VOYA Benefit Strategies | 10,061.70 |
| Record Transfer | 9/8/2023 | | VOYA Benefit Strategies | 44.65 |
| Record Transfer | 9/13/2023 | | Optum Financial | 111.36 |
| Check | 9/15/2023 | 11611 | Ace Hardware | 54.54 |
| Check | 9/15/2023 | 11612 | Airtec Gases | 105.65 |
| Check | 9/15/2023 | 11613 | Amazon Business | 2,016.03 |
| Check | 9/15/2023 | 11614 | Bruce Kocka | 1,377.98 |
| Check | 9/15/2023 | 11615 | Cintas | 53.55 |
| Check | 9/15/2023 | 11616 | CMC Tire Inc | 2,248.64 |
| Check | 9/15/2023 | 11617 | Cole Jackson | 439.11 |
| Check | 9/15/2023 | 11618 | Colleen Carlton | 50.00 |
| Check | 9/15/2023 | 11619 | Dominic Merlino | 1,224.50 |
| Check | 9/15/2023 | 11620 | Douglas County Utilities | 2,165.69 |
| Check | 9/15/2023 | 11621 | Douglas Disposal | 947.59 |
| Check | 9/15/2023 | 11622 | Flyers Energy LLC | 2,646.99 |
| Check | 9/15/2023 | 11623 | Frontier Communications | 64.99 |

Company name: East Fork Fire Protection District
Report name: Payables for Prior Month
Created on: 10/2/2023
Fund: All Funds--All Funds

| Type | Date | Check No. | Payee Name | Transaction Amount |
|-----------------|-----------|----------------|---|--------------------|
| Check | 9/15/2023 | 11624 | Gardnerville Ranchos GID | 383.60 |
| Check | 9/15/2023 | 11625 | George Galligan | 26.62 |
| Check | 9/15/2023 | 11626 | Guided Truck & Equipment | 11.30 |
| Check | 9/15/2023 | 11627 | Hi-Tech EVS, Inc | 481.82 |
| Check | 9/15/2023 | 11628 | Joel Parker | 148.99 |
| Check | 9/15/2023 | 11629 | Kathleen Gruen | 327.58 |
| Check | 9/15/2023 | 11630 | Kristin Karmann | 1,203.55 |
| Check | 9/15/2023 | 11631 | UKG Kronos Systems, LLC | 239.85 |
| Check | 9/15/2023 | 11632 | Laura Wegner | 9.77 |
| Check | 9/15/2023 | 11633 | Laurel Knee | 800.00 |
| Check | 9/15/2023 | 11634 | Les Schwab Tire Centers of Nevada | 1,709.12 |
| Check | 9/15/2023 | 11635 | Life-Assist, Inc | 1,227.70 |
| Check | 9/15/2023 | 11636 | LN Curtis | 1,290.37 |
| Check | 9/15/2023 | 11637 | Marty's Appliance Inc | 899.00 |
| Check | 9/15/2023 | 11638 | Matt Hill | 1,224.50 |
| Check | 9/15/2023 | 11639 | Medicare Part B | 1,172.94 |
| Check | 9/15/2023 | 11640 | National Business Factors | 8,517.44 |
| Check | 9/15/2023 | 11641 | Nevada RAC-DHCFP 847157 | 126.92 |
| Check | 9/15/2023 | 11642 | Nolan Brockhage | 1,224.50 |
| Check | 9/15/2023 | 11643 | O'Reilly Auto Parts | 55.48 |
| Check | 9/15/2023 | 11644 | Oshinski & Forsberg, Ltd. | 2,587.50 |
| Check | 9/15/2023 | 11645 | Overpayment Recovery | 779.40 |
| Check | 9/15/2023 | 11646 | Pacific Shredding | 28.89 |
| Check | 9/15/2023 | 11647 | Parts House | 1,767.58 |
| Check | 9/15/2023 | 11648 | Prominence Medicare | 1,538.17 |
| Check | 9/15/2023 | 11649 | Public Employee's Benefits Program | 396.91 |
| Check | 9/15/2023 | 11650 | Ready Rebound, Inc. | 16,600.00 |
| Check | 9/15/2023 | 11651 | Sherman Davis | 215.69 |
| Check | 9/15/2023 | 11652 | Steven Hara | 1,224.50 |
| Check | 9/15/2023 | 11653 | Thomas Hein | 249.96 |
| Check | 9/15/2023 | 11654 | Tracy Brose | 707.95 |
| Check | 9/15/2023 | 11655 | Transamerica Life Insurance | 115.95 |
| Check | 9/15/2023 | 11656 | ubeo Business Services | 17.68 |
| Check | 9/15/2023 | 11657 | United Healthcare - 2521 | 104.90 |
| Check | 9/15/2023 | 11658 | Warren Reed Insurance | 53,446.00 |
| Check | 9/15/2023 | 11659 | Wharton Concrete | 246.28 |
| Check | 9/15/2023 | 11660 | Wharton Concrete | 1,104.99 |
| Check | 9/15/2023 | Voided - 11640 | National Business Factors | -8,517.44 |
| Record Transfer | 9/15/2023 | | Bank of America- Checking | 148.16 |
| Record Transfer | 9/15/2023 | | VOYA Benefit Strategies | 70.50 |
| Check | 9/18/2023 | 11661 | Chad Sheldrew | 147.50 |
| Check | 9/18/2023 | 11662 | Mason Jackson | 147.50 |
| Record Transfer | 9/18/2023 | | VSP | 1,178.19 |
| Record Transfer | 9/18/2023 | | Public Employees' Retirement System of Nevada | 301,804.76 |
| Record Transfer | 9/20/2023 | | TriZetto | 50.00 |
| Record Transfer | 9/21/2023 | | State of NV - DCP | 32,766.89 |
| Record Transfer | 9/21/2023 | | State of NV - DCP | 745.21 |
| Check | 9/22/2023 | 11663 | Black Point LLC | 331.20 |
| Check | 9/22/2023 | 11664 | Bound Tree Medical, LLC | 606.03 |
| Check | 9/22/2023 | 11665 | Charter Communications | 342.48 |
| Check | 9/22/2023 | 11666 | Cintas | 225.13 |
| Check | 9/22/2023 | 11667 | CRBR Property Damage Services | 19,000.00 |
| Check | 9/22/2023 | 11668 | Fast Glass | 155.00 |

Company name: East Fork Fire Protection District
Report name: Payables for Prior Month
Created on: 10/2/2023
Fund: All Funds--All Funds

| Type | Date | Check No. | Payee Name | Transaction Amount |
|-----------------|-----------|-----------|-------------------------------------|--------------------|
| Check | 9/22/2023 | 11669 | Flyers Energy LLC | 3,567.08 |
| Check | 9/22/2023 | 11670 | GORA Dagenhart Diesel LLC | 300.00 |
| Check | 9/22/2023 | 11671 | Key Government Finance, Inc. | 149,081.70 |
| Check | 9/22/2023 | 11672 | UKG Kronos Systems, LLC | 25.01 |
| Check | 9/22/2023 | 11673 | National Business Factors | 8,317.44 |
| Check | 9/22/2023 | 11674 | Nick Thun | 406.00 |
| Check | 9/22/2023 | 11675 | O'Reilly Auto Parts | 428.26 |
| Check | 9/22/2023 | 11676 | Pacific Shredding | 57.78 |
| Check | 9/22/2023 | 11677 | Pestmaster Services | 358.00 |
| Check | 9/22/2023 | 11678 | Silver State International | 1,064.94 |
| Check | 9/22/2023 | 11679 | Tahoe Supply Company LLC | 231.90 |
| Check | 9/22/2023 | 11680 | Topaz Ranch Estates GID & Water Co. | 166.38 |
| Check | 9/22/2023 | 11681 | Truckim, Inc. | 5,600.00 |
| Check | 9/22/2023 | 11682 | ubeo Business Services | 375.00 |
| Check | 9/22/2023 | 11683 | Waystar | 877.34 |
| Check | 9/22/2023 | 11684 | Wharton Concrete | 900.00 |
| Check | 9/22/2023 | 11685 | Xerox Corporation | 572.40 |
| Record Transfer | 9/22/2023 | | VOYA Benefit Strategies | 9,944.82 |
| Record Transfer | 9/25/2023 | | Standard Insurance Company | 997.23 |
| Record Transfer | 9/25/2023 | | Standard Insurance Company | 3,290.38 |
| Record Transfer | 9/26/2023 | | Pitney Bowes Inc, Reserve Account | 1,000.00 |
| Record Transfer | 9/26/2023 | | LGIP (Local Govt Investment Pool) | 3,600,000.00 |
| Record Transfer | 9/26/2023 | | Bank of America CC - EF | 46,099.05 |
| Record Transfer | 9/26/2023 | | Bank of America CC - Visa | 1,095.29 |
| Record Transfer | 9/28/2023 | | Pay Plus | 415.67 |
| Check | 9/29/2023 | 11686 | Ace Hardware | 97.49 |
| Check | 9/29/2023 | 11687 | Airtec Gases | 78.90 |
| Check | 9/29/2023 | 11688 | Alexander Zink | 100.00 |
| Check | 9/29/2023 | 11689 | AT&T Mobility | 2,034.58 |
| Check | 9/29/2023 | 11690 | Bound Tree Medical, LLC | 2,804.64 |
| Check | 9/29/2023 | 11691 | Brian Nelson | 298.50 |
| Check | 9/29/2023 | 11692 | Campora Propane | 234.15 |
| Check | 9/29/2023 | 11693 | Charter Communications | 204.99 |
| Check | 9/29/2023 | 11694 | Cintas | 53.55 |
| Check | 9/29/2023 | 11695 | CMC Tire Inc | 1,493.37 |
| Check | 9/29/2023 | 11696 | Conway Communications | 14,225.00 |
| Check | 9/29/2023 | 11697 | Enerspect Medical Solutions, LLC | 3,133.36 |
| Check | 9/29/2023 | 11698 | Flyers Energy LLC | 9,401.13 |
| Check | 9/29/2023 | 11699 | Frontier Communications | 2,955.67 |
| Check | 9/29/2023 | 11700 | Gear Wash | 228.40 |
| Check | 9/29/2023 | 11701 | Life-Assist, Inc | 1,247.57 |
| Check | 9/29/2023 | 11702 | LN Curtis | 11,302.66 |
| Check | 9/29/2023 | 11703 | Marty's Appliance Inc | 103.37 |
| Check | 9/29/2023 | 11704 | O'Reilly Auto Parts | 859.80 |
| Check | 9/29/2023 | 11705 | SHI International Corp | 11,797.50 |
| Check | 9/29/2023 | 11706 | Siddons-Martin Emergency Group | 1,399.79 |
| Check | 9/29/2023 | 11707 | Sky Dwinell | 298.50 |
| Check | 9/29/2023 | 11708 | Southwest Gas Corporation | 807.15 |
| Check | 9/29/2023 | 11709 | Tahoe Supply Company LLC | 261.66 |
| Record Transfer | 9/29/2023 | | NV Energy | 5,699.36 |

Total 157 records

Sum Total

4,704,873.58

No purchases this month relating to the CIP

East Fork Fire Protection District

AGENDA ACTION SHEET

1. **Title: For Possible Action.** Discussion and possible action to approve payroll expenses paid in September 2023 per NRS 474.210. (Kathy Lewis, CPA, CFO/Director of Finance)
2. **Recommended Motion:** Motion to approve payroll expenses paid in September 2023 per NRS 474.210.
3. **Funds Available:** Yes **Amount:** \$1,477,461.70
Fund Name: General **Account Number:** Various
4. **Prepared by:** Kathy Lewis, CPA, CFO/Director of Finance
5. **Meeting Date:** October 17, 2023 **Time Required:** NA
6. **Agenda:** Consent
7. **Background Information:** Attached are the summarized payroll registers for the month. Please note, total costs reported are gross earnings, East Fork Fire Protection District paid deduction and taxes (employer).
8. **Reviewed by:**
 District Fire Chief Board President
 Legal Counsel Other
9. **Board Action:**
 Approved Approved with Modifications
 Denied Deferred
 Other

Agenda Item # 3C



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

Payroll Regis (By Account)
Board Report - Payroll Summary

Report Total

of EE's - 106 / # of Statements - 207

| Pay Type | Hrs | Amt | Deduction | EE Amt | ER Amt | Taxes | Amt | Net Pay | Amt |
|--------------|----------|------------|-----------------|-----------|------------|---------|------------|----------------|------------|
| NVE-Reg | 2188.50 | 48,850.38 | NVPERS Fire | - | 275,637.66 | FTT | 144,195.37 | Direct Deposit | 740,741.81 |
| Regular | 17636.00 | 557,657.30 | NVPERS Reg | - | 26,950.49 | MEDI | 14,406.07 | Check | 11,607.68 |
| WC | 45.50 | 1,330.41 | Dist Paid Dent | - | 7,880.38 | SIT:CA | 263.31 | | |
| Act-REG | 114.50 | - | Dist Paid Life | - | 533.16 | | 158,864.75 | | 752,349.49 |
| FTO-REG | - | - | Dist Paid Vis | - | 1,050.05 | MEDI | 14,406.07 | | |
| NVE Act-REG | 40.00 | - | Dist Pd Med | - | 135,780.68 | SUTA:NV | - | | |
| NVE-ActREG | - | - | Donate | 300.00 | - | | 14,406.07 | | |
| Prec-REG | 300.00 | - | HSA Acct Fee | - | 198.00 | | 173,270.82 | | |
| FLSA | 408.00 | 11,915.52 | HSA Fam 55 | 670.80 | - | | | | |
| HIW | - | 1,800.00 | HSA Ind 55 | 691.64 | - | | | | |
| OT | 6656.50 | 308,091.41 | HSA Pre Fam | 16,111.48 | - | | | | |
| OT-ADM | - | - | HSA Pre Ind | 1,862.60 | - | | | | |
| NVEOT | 94.50 | 3,534.64 | HSA Special | 670.00 | - | | | | |
| Act-OT | 298.00 | 12,805.33 | 457 Roth post t | 16,738.87 | - | | | | |
| FTO-OT | - | - | 457-% | 38,811.32 | - | | | | |
| NVE-ActOT | - | - | 457-CU | 7,405.17 | - | | | | |
| Prec-OT | 12.00 | 500.00 | 457Roth-CU | 1,390.78 | - | | | | |
| C1 | 17.50 | 1,174.87 | EFC | 1,763.06 | - | | | | |
| Act-C1 | 18.50 | 1,081.87 | EFC2 | 507.69 | - | | | | |
| RTW | 23.00 | 1,053.46 | FICA Alt | 1,515.78 | - | | | | |
| ActInc-CB | 18.50 | 216.38 | SP SPRT | 1,912.00 | - | | | | |
| ActInc-OT | 298.00 | 1,461.79 | WANV | 8.00 | - | | | | |
| ActInc-RTW | - | - | ERSF | 9.00 | - | | | | |
| ActInc-Reg | 114.50 | 313.74 | ERSF2 | 3.00 | - | | | | |
| FTOInc Reg | - | - | Union Dues | 8,869.50 | - | | | | |
| FTOInc-OT | - | - | NPT | - | - | | | | |
| NVActInc-REG | 40.00 | 107.18 | Vol EE Life | 1,112.70 | - | | | | |
| PrecInc-OT | 12.00 | 50.00 | Vol EE AD&D | 226.10 | - | | | | |
| PrecInc-Reg | 300.00 | 842.98 | Vol Life Spouse | 108.58 | - | | | | |
| PRInc-Reg | 160.00 | 310.76 | Vol Spouse AD& | 31.98 | - | | | | |
| PmInc-Reg | 5824.00 | 9,072.00 | Vol Child Life | 14.00 | - | | | | |
| PmInc-FLSA | 156.00 | 243.00 | Vol Child AD&D | 2.54 | - | | | | |
| PmInc-OT | 3550.50 | 8,522.67 | Vol Acc | 636.94 | - | | | | |
| PmInc-CB | 17.50 | 58.74 | Vol LTD | 1,216.08 | - | | | | |
| PmInc-RTW | - | - | Vol-A-ACC | 102.58 | - | | | | |
| HazInc-Reg | 2624.00 | 2,648.72 | Vol-A-CanPro | 274.56 | - | | | | |

--More--





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

Payroll Regis (By Account)
Board Report - Payroll Summary

Pay [10/1/2023-09/30/2023

Report Total

of EE's - 106 / # of Statements - 207

| Pay Type | Hrs | Amt | Deduction | EE Amt | ER Amt | Taxes | Net Pay | Amt |
|-------------|---------|----------|------------|------------|------------|-------|---------|-----|
| HazInc-FLSA | 66.00 | 65.76 | Vol-A-Crit | 41.22 | - | - | | |
| HazInc-OT | 1773.00 | 2,640.98 | Vol-A-HOSP | 106.74 | - | - | | |
| HazInc-CB | 17.50 | 35.25 | Vol-A-STD | 427.06 | - | - | | |
| HazInc-RTW | - | - | Vol-A-TL | 268.80 | - | - | | |
| TSInc-Reg | 672.00 | 2,706.96 | | 103,810.57 | 448,030.42 | | | |
| TSInc-FLSA | 18.00 | 72.48 | | | | | | |
| TSInc-OT | 1021.50 | 6,172.10 | | | | | | |
| TSInc-CB | 17.50 | 140.98 | | | | | | |
| AsInc-Reg | 2016.00 | 2,575.16 | | | | | | |
| AsInc-FLSA | 54.00 | 69.00 | | | | | | |
| AsInc-OT | 965.50 | 2,409.14 | | | | | | |
| AsInc-CB | - | - | | | | | | |
| WidInc-Reg | 448.00 | 404.32 | | | | | | |
| WidInc-FLSA | 12.00 | 10.80 | | | | | | |
| WidInc-OT | 337.00 | 456.20 | | | | | | |
| WidInc-CB | - | - | | | | | | |
| AV | 169.41 | 6,193.22 | | | | | | |
| ALU | 16.00 | 466.88 | | | | | | |
| AS | 149.40 | 5,364.70 | | | | | | |
| CU | 57.00 | 1,544.11 | | | | | | |
| PDU | 96.00 | - | | | | | | |
| PDU 40 | - | - | | | | | | |
| CLE | 01.00 | - | | | | | | |
| CLE-6C | - | - | | | | | | |
| CLE-CPT | 116.00 | - | | | | | | |
| CLE-ENG | 37.00 | - | | | | | | |
| CLE-FF | 83.00 | - | | | | | | |
| CLE-Force | 204.00 | - | | | | | | |
| MSC COMP | 04.00 | - | | | | | | |
| NVE-CLE | 06.00 | - | | | | | | |
| H-Work | 40.00 | 2,630.66 | | | | | | |
| HSP | - | - | | | | | | |
| Holiday | 144.00 | 6,572.52 | | | | | | |
| AsInc-HSP | - | - | | | | | | |
| HazInc-HSP | - | - | | | | | | |
| PmInc-HSP | - | - | | | | | | |

--More--





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

Payroll Regis (By Account)
 Board Report - Payroll Summary

Pay (10/1/2023-09/30/2023

Report Total

of EE's - 106 / # of Statements - 207

| Pay Type | Hrs | Amt | Deduction | EE Amt | ER Amt | Taxes | Net Pay | Amt |
|----------------|-----------------|------------|---------------------|--------|--------|-------|---------|-----|
| TSInc-HSP | - | - | - | - | - | - | - | - |
| WidInc-HSP | - | - | - | - | - | - | - | - |
| LWOP | 05.69 | - | - | - | - | - | - | - |
| Sick Used | 547.00 | - | - | - | - | - | - | - |
| VU | 1143.00 | - | - | - | - | - | - | - |
| CLU-56 | - | - | - | - | - | - | - | - |
| CLU-56+30 | 311.50 | - | - | - | - | - | - | - |
| CLU-56-30 | 84.00 | - | - | - | - | - | - | - |
| CLU-56-SI | 28.00 | - | - | - | - | - | - | - |
| UBFO | 168.00 | - | - | - | - | - | - | - |
| UN | 24.00 | - | - | - | - | - | - | - |
| Comp Pay | - | - | - | - | - | - | - | - |
| VacBB | - | - | - | - | - | - | - | - |
| CPS | - | 510.00 | - | - | - | - | - | - |
| UP | - | - | - | - | - | - | - | - |
| Board PERS | - | 600.00 | - | - | - | - | - | - |
| Board Non | - | 900.00 | - | - | - | - | - | - |
| Admin Used | - | - | - | - | - | - | - | - |
| MIS INC | - | - | - | - | - | - | - | - |
| RET-NON-PERS | - | 105.26 | - | - | - | - | - | - |
| RET-PERS | - | -1,264.82 | - | - | - | - | - | - |
| PERS Wages | - | 652,535.27 | - | - | - | - | - | - |
| PERS Cont | - | 302,588.15 | - | - | - | - | - | - |
| Totals: | 48506.81 | | 1,015,024.81 | | | | | |

Total District Liability for Payroll:
 Earnings \$1,015,024.81
 Employer Deductions: \$ 448,030.42
 Employer Taxes: \$ 14,406.47
Total \$1,477,461.70



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

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

3. **Funds Available:** Yes **Amount:** \$17,919.51

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

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

5. **Meeting Date:** October 17, 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 # 3D

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

| | | | | | |
|----------------|-----------|-------------------|------------------------|----|----------|
| * BofA CC - EF | 8/30/2023 | AARON GHYSELS | SPRINGHILL SUITES BOIS | \$ | 166.11 |
| * BofA CC - EF | 8/31/2023 | AARON GHYSELS | MAVERIK #615 | \$ | 57.78 |
| BofA CC - EF | 8/31/2023 | DUSTIN WEISZ | FIND IT PARTS | \$ | (291.15) |
| * BofA CC - EF | 8/31/2023 | AARON GHYSELS | MAVERIK #610 | \$ | 64.90 |
| BofA CC - EF | 8/31/2023 | DUSTIN WEISZ | TRACTOR SUPPLY CO #182 | \$ | 68.30 |
| * BofA CC - EF | 8/31/2023 | MATT HILL | SHELL OIL 504506000QPS | \$ | 200.00 |
| * BofA CC - EF | 9/1/2023 | PAUL AZEVEDO | RED LION INN& SUITES B | \$ | 85.53 |
| BofA CC - EF | 9/1/2023 | AMY RAY | MINDEN MEAT AND DELI | \$ | 67.56 |
| * BofA CC - EF | 9/2/2023 | PAUL AZEVEDO | CHEVRON 0202156 | \$ | 93.29 |
| * BofA CC - EF | 9/2/2023 | PAUL AZEVEDO | SHELL OIL10005370019 | \$ | 124.63 |
| BofA CC - EF | 9/3/2023 | ACCOUNTS PAYABLE | FEDEX50224439 | \$ | 18.12 |
| BofA CC - EF | 9/3/2023 | PAUL AZEVEDO | HOLIDAY INN EXPRESS | \$ | 129.00 |
| * BofA CC - EF | 9/3/2023 | BRIAN NELSON | REDWOOD OIL INC | \$ | 43.71 |
| * BofA CC - EF | 9/3/2023 | BRIAN NELSON | REDWOOD OIL INC | \$ | 100.00 |
| BofA CC - EF | 9/3/2023 | DENNIS COTE | THE HOME DEPOT #3312 | \$ | 8.48 |
| * BofA CC - EF | 9/4/2023 | MATT HILL | SHELL OIL 504506000QPS | \$ | 200.00 |
| * BofA CC - EF | 9/4/2023 | MATT HILL | SHELL OIL 504506000QPS | \$ | 20.74 |
| BofA CC - EF | 9/5/2023 | HOLLY MEGEE | AMZN DIGITAL*TL7705KV2 | \$ | 199.98 |
| BofA CC - EF | 9/5/2023 | JESSE TSCHETTER | BAILEYS INC | \$ | 456.17 |
| BofA CC - EF | 9/6/2023 | ACCOUNTS PAYABLE | Spectrum | \$ | 201.68 |
| BofA CC - EF | 9/6/2023 | PATRICK MOONEYHAN | SIERRA CARWASH | \$ | 12.00 |
| * BofA CC - EF | 9/7/2023 | DENNIS COTE | YPS*MAMMOTH RESERVA | \$ | 615.88 |
| * BofA CC - EF | 9/7/2023 | DENNIS COTE | YPS*MAMMOTH RESERVA | \$ | 1,000.00 |
| BofA CC - EF | 9/7/2023 | THOMAS HEIN | CUSTOM TRUCK ACCESSORI | \$ | 1,590.00 |
| * BofA CC - EF | 9/7/2023 | MATT HILL | SHELL OIL 504506000QPS | \$ | 20.74 |
| * BofA CC - EF | 9/7/2023 | MATT HILL | SHELL OIL 504506000QPS | \$ | 115.44 |
| BofA CC - EF | 9/9/2023 | TONI BRAGA | PAPER TIGER | \$ | 190.00 |
| BofA CC - EF | 9/9/2023 | TROY VALENZUELA | TWILIO INC | \$ | 40.25 |
| * BofA CC - EF | 9/11/2023 | DENNIS COTE | HIGH COUNTRY LUMBER | \$ | 9.04 |
| BofA CC - EF | 9/11/2023 | ACCOUNTS PAYABLE | IONOS INC. | \$ | 14.00 |
| * BofA CC - EF | 9/11/2023 | DENNIS COTE | SHELL OIL 504506000QPS | \$ | 200.00 |
| * BofA CC - EF | 9/12/2023 | JOHN BRAWLEY | AL'S GOT GAS | \$ | 99.99 |
| * BofA CC - EF | 9/12/2023 | JAMES T CONNELLY | MOTEL 101 | \$ | 198.90 |
| * BofA CC - EF | 9/13/2023 | SKY DWINELL | CHEVRON 0091790 | \$ | 149.06 |
| BofA CC - EF | 9/13/2023 | ERICA AMATORE | FSP*REMSA | \$ | 150.00 |
| BofA CC - EF | 9/13/2023 | ERICA AMATORE | FSP*REMSA | \$ | 150.00 |
| * BofA CC - EF | 9/13/2023 | JAMES T CONNELLY | 76 - CENTRAL CURRY | \$ | 171.13 |
| * BofA CC - EF | 9/13/2023 | SKY DWINELL | HOLIDAY INN REDDING | \$ | 98.00 |
| * BofA CC - EF | 9/13/2023 | BRIAN NELSON | SHELL OIL 646112201QPS | \$ | 100.00 |
| * BofA CC - EF | 9/13/2023 | DENNIS COTE | SHELL OIL 504506000QPS | \$ | 200.00 |
| BofA CC - EF | 9/14/2023 | CHAD SHELDREW | THE UPS STORE 4959 | \$ | 181.50 |
| * BofA CC - EF | 9/14/2023 | DENNIS COTE | YPS*MAMMOTH RESERVA | \$ | 1,500.00 |
| * BofA CC - EF | 9/14/2023 | DENNIS COTE | YPS*MAMMOTH RESERVA | \$ | 719.78 |
| BofA CC - EF | 9/14/2023 | KATHY LEWIS | HC *BRAND SUPPORTCENTR | \$ | 501.90 |
| BofA CC - EF | 9/15/2023 | JEFF JAMES | TRACTOR SUPPLY CO #182 | \$ | 17.11 |
| BofA CC - EF | 9/15/2023 | TROY VALENZUELA | SOUTHWES 5262202158300 | \$ | 423.96 |
| BofA CC - EF | 9/15/2023 | TROY VALENZUELA | SOUTHWES 5262202152173 | \$ | 499.96 |
| * BofA CC - EF | 9/16/2023 | JAMES T CONNELLY | SHELL OIL 574425322QPS | \$ | 117.63 |
| BofA CC - EF | 9/17/2023 | ACCOUNTS PAYABLE | FEDEX50331563 | \$ | 10.99 |
| BofA CC - EF | 9/17/2023 | TROY VALENZUELA | MANDALAY - ADV DEP | \$ | 274.38 |

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

| | | | | | |
|----------------|-----------|------------------|------------------------|----|-----------|
| BofA CC - EF | 9/18/2023 | DUSTIN WEISZ | IN *MICHAEL LEWALLEN | \$ | 900.00 |
| BofA CC - EF | 9/18/2023 | ERICA AMATORE | FSP BOOKS, INC | \$ | 617.50 |
| BofA CC - EF | 9/19/2023 | KEVIN MAY | AMZN MKTP US*TX4848BD0 | \$ | 32.43 |
| BofA CC - EF | 9/19/2023 | CHAD SHELDREW | THE HOME DEPOT #3312 | \$ | 29.96 |
| BofA CC - EF | 9/19/2023 | THOMAS HEIN | THE HOME DEPOT #3312 | \$ | 251.32 |
| BofA CC - EF | 9/20/2023 | CHAD SHELDREW | LOVE'S #0823 OUTSIDE | \$ | 157.00 |
| BofA CC - EF | 9/20/2023 | CHAD SHELDREW | EXXON A & M | \$ | 40.00 |
| BofA CC - EF | 9/20/2023 | KEVIN MAY | AMZN MKTP US*TX0S200B1 | \$ | 46.27 |
| * BofA CC - EF | 9/20/2023 | DENNIS COTE | SHELL OIL 504506000QPS | \$ | 200.00 |
| BofA CC - EF | 9/21/2023 | CHAD SHELDREW | LOVE'S #0795 OUTSIDE | \$ | 92.00 |
| BofA CC - EF | 9/21/2023 | DUSTIN WEISZ | EVT CERTIFICATION | \$ | (120.00) |
| BofA CC - EF | 9/21/2023 | ALEX CALLAHAN | WAL-MART #1648 | \$ | 21.39 |
| * BofA CC - EF | 9/21/2023 | JAMES T CONNELLY | PRECISION PERFORMANCE | \$ | 129.75 |
| BofA CC - EF | 9/21/2023 | ACCOUNTS PAYABLE | WASTE MGMT WM EZPAY | \$ | 94.98 |
| BofA CC - EF | 9/21/2023 | TROY VALENZUELA | TWILIO INC | \$ | 43.94 |
| BofA CC - EF | 9/21/2023 | CHAD SHELDREW | RED LION INN & SUITES- | \$ | 223.82 |
| BofA CC - EF | 9/21/2023 | VINCE WEAVER | TRACTOR SUPPLY CO #182 | \$ | 19.24 |
| * BofA CC - EF | 9/21/2023 | JAMES T CONNELLY | CONOCO - RONS OIL CO 8 | \$ | 147.56 |
| BofA CC - EF | 9/21/2023 | THOMAS HEIN | THE HOME DEPOT #3312 | \$ | 51.96 |
| BofA CC - EF | 9/22/2023 | CHAD SHELDREW | RENO-TAHOE AIRPORT AUT | \$ | 36.00 |
| * BofA CC - EF | 9/22/2023 | DENNIS COTE | SHELL OIL 504506000QPS | \$ | 188.35 |
| BofA CC - EF | 9/22/2023 | TROY VALENZUELA | TWILIO INC | \$ | 43.59 |
| BofA CC - EF | 9/26/2023 | AMY RAY | INT'L CODE COUNCIL INC | \$ | 414.50 |
| BofA CC - EF | 9/26/2023 | PAUL AZEVEDO | WM SUPERCENTER #1648 | \$ | 83.23 |
| BofA CC - EF | 9/26/2023 | DUSTIN WEISZ | AMZN MKTP US*T95X36O02 | \$ | 70.73 |
| BofA CC - EF | 9/26/2023 | PAUL AZEVEDO | THE HOME DEPOT #3312 | \$ | 16.98 |
| * BofA CC - EF | 9/26/2023 | JAMES T CONNELLY | SHELL OIL 574425322QPS | \$ | 99.17 |
| * BofA CC - EF | 9/26/2023 | JAMES T CONNELLY | JOT'S RESORT | \$ | 1,891.22 |
| BofA CC - EF | 9/26/2023 | JESSE TSCHETTER | THE HOME DEPOT #3312 | \$ | 55.63 |
| BofA CC - EF | 9/27/2023 | KEVIN REPAN | WM SUPERCENTER #5864 | \$ | 34.24 |
| BofA CC - EF | 9/27/2023 | CHAD SHELDREW | LIND ELECTRONICS LLC | \$ | 52.17 |
| BofA CC - EF | 9/27/2023 | ACCOUNTS PAYABLE | DTV*DIRECTV SERVICE | \$ | 118.12 |
| BofA CC - EF | 9/27/2023 | PAUL AZEVEDO | ROUND TABLE PIZZA 1193 | \$ | 292.88 |
| * BofA CC - EF | 9/27/2023 | EFFPD 1 | 76 - TRACK TOWN 76 | \$ | 157.11 |
| | | | | \$ | 17,919.51 |
| BofA CC - VISA | | | | \$ | - |
| | | | | \$ | - |
| | | | GRAND TOTAL | \$ | 17,919.51 |

* Indicates charges for employees being deployed as a fire resource and will be reimbursed.
 # No purchases this month relating to the CIP

East Fork Fire Protection District

AGENDA ACTION SHEET

1. **Title: For Possible Action.** Discussion and possible action to approve the East Fork Fire Protection District's ambulance billing bad debt write-offs for the period of August 2023 in the amount of \$60,630.79. (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 August 2023 in the amount of \$60,630.79.

3. **Financial Impact:** NA **Amount:** \$60,630.79
Fund Name: NA **Account Number:** NA

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

5. **Meeting Date:** October 17, 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 August 2023. These write-offs total \$60,630.79 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 | |

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

| | July | Aug | YTD |
|--|-------------------|-------------------|---------------------|
| Total Billed | <u>799,654.50</u> | <u>891,122.76</u> | <u>1,690,777.26</u> |
| Credit Type/Credit Code | | | |
| W/OFF Bad Debt | | (300.61) | (300.61) |
| W/OFF Bad Debt Deceased | 5,407.17 | 612.13 | 6,019.30 |
| W/OFF Bankruptcy | (3,187.65) | | (3,187.65) |
| W/OFF Reduction Discount | 2,875.94 | 33.93 | 2,909.87 |
| W/OFF Carson City SS Membership | 300.00 | | 300.00 |
| W/OFF Lyon County SS Membership | | | - |
| W/OFF Sierra Saver Membership | 2,912.45 | 4,491.44 | 7,403.89 |
| W/OFF SS Volunteer Membership | | | - |
| W/OFF SS Employee Membership | | | - |
| W/OFF Hardship | 2,042.84 | | 2,042.84 |
| W/OFF Sent to Collections | 27,622.33 | 55,793.90 | 83,416.23 |
| Total | <u>37,973.08</u> | <u>60,630.79</u> | <u>98,603.87</u> |
| Percentage of W/OFF to Billings | <u>4.75%</u> | <u>6.80%</u> | <u>5.83%</u> |
| Total Billed Calls | 344 | 379 | 723 |

Credit As Type Summary Report (Deposit Date)

Deposit Date IS BETWEEN 08/01/2023 AND 08/31/2023; 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 | 5 | -300.61 |
| W/OFF BAD DEBT - DECEASED | 3 | 612.13 |
| W/OFF REDUCTION/DISCOUNT | 5 | 33.93 |
| W/OFF SIERRA SAVER MBRSHIP | 10 | 4,491.44 |
| W/OFF SENT TO COLLECTIONS | 82 | 55,793.90 |
| Totals For Type | 105 | \$ 60,630.79 |

Company Totals

105

\$ 60,630.79

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 July 2023. (Kathy Lewis, CPA, CFO/Director of Finance)
2. **Recommended Motion:** Motion to accept the report on state consolidated taxes collection and distribution as of July 2023.
3. **Funds Available:** NA **Amount:** \$212,287.35
Fund Name: General **Account Number:** 335.001
4. **Prepared by:** Kathy Lewis, CPA, CFO/Director of Finance
5. **Meeting Date:** October 17, 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

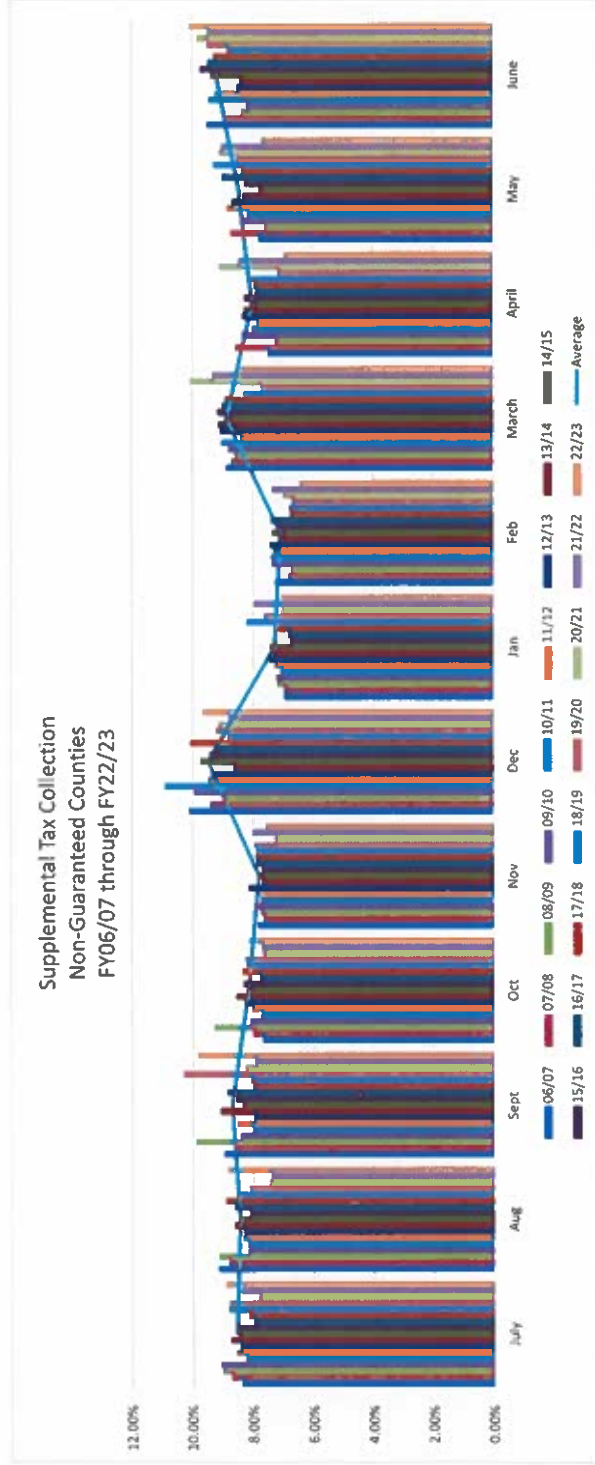
9. **Board Action:**
_____ Approved _____ Approved with Modifications
_____ Denied _____ Deferred
_____ Other

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

% of year: 8.33%

| | | Actual | | | | | | | | | | | | % Collected | |
|----------------------------------|------------|--------------|--------|-----------|---------|----------|----------|---------|----------|-------|-------|-----|------|--------------|--------|
| 2022-23 Budget | | July | August | September | October | November | December | January | February | March | April | May | June | Total | |
| BCCRT | 5,082,982 | 511,947.27 | | | | | | | | | | | | 511,947.27 | 10.07% |
| SCCRT | 18,362,200 | 1,744,533.99 | | | | | | | | | | | | 1,744,533.99 | 9.50% |
| CIGARETTE | 133,568 | 12,523.66 | | | | | | | | | | | | 12,523.66 | 9.38% |
| LIQUOR | 65,373 | 8,434.64 | | | | | | | | | | | | 8,434.64 | 12.90% |
| RPTT ** | 1,895,800 | 300,957.12 | | | | | | | | | | | | 300,957.12 | 0.00% |
| GST | 3,867,793 | 2,578,396.68 | | | | | | | | | | | | 2,578,396.68 | 7.78% |
| TOTAL | 29,407,716 | | | | | | | | | | | | | | 8.77% |
| EFFPD Share | | 2,417,640 | | | | | | | | | | | | | |
| Avg Monthly Payment | | 201,470 | | | | | | | | | | | | | |
| Actual Payment | | 212,287.35 | | | | | | | | | | | | 212,287.35 | 8.78% |
| EFFPD Share of Total Collections | | 8.23% | | | | | | | | | | | | 8.23% | |
| Over/(Under) Average | | 10,817.36 | | | | | | | | | | | | 10,817.36 | |

** RPTT collected and remitted quarterly



Average Monthly 8.54%
Average Cumulative 8.54%

**legals-
douglas co.**

**legals-
douglas co.**

**NOTICE OF HEARING AND OF INTENTION
TO AUTHORIZE MEDIUM-TERM
OBLIGATIONS BY THE EAST FORK FIRE
PROTECTION DISTRICT, NEVADA**

NOTICE is hereby given that the Board of Directors of the East Fork Fire Protection District, Nevada (the "Board" and "District", respectively) will hold a public hearing at a meeting to be held on Tuesday, October 17, 2023 at 1:00 p.m. in the District Administrative Offices, 1694 County Road, Minden, Nevada to act upon a resolution authorizing medium-term obligations of the District, to be issued in one series or more, in the maximum aggregate principal amount of \$3,000,000 to enable the Board to finance the cost of purchasing fire-fighting equipment, including fire engines and other vehicles, and improving District-owned property.

The medium-term obligations are not proposed to be repaid in whole or in part by the levy of a tax which is exempt from the limitations on taxes ad valorem. The medium-term obligations are to be repaid within 10 years from legally available funds of the District, including, but not limited to, the District's General Fund in the maximum annual estimated amount of \$458,863.

The form of the resolution authorizing such medium-term obligations, to be considered by the Board after such hearing and other information concerning such medium-term obligations and the purpose for which it is proposed to be used, may be examined in the office of the District's Director of Finance/CFO, 1694 County Road, Minden, Nevada. All persons are invited to attend and to be heard regarding the proposed action. Prior to the hearing, written comments may be filed with the District's Director of Finance/CFO at the aforementioned address.

**EAST FORK FIRE PROTECTION DISTRICT,
NEVADA**

/s/ Tod F. Carlini
District Fire Chief

Pub Date: October 4, 2023

Ad # 37455

East Fork Fire Protection District

AGENDA ACTION SHEET

1. **Title: For Possible Action.** Discussion and possible action on Resolution 2023R-008 authorizing the issuance of medium-term obligations, in one series or more, in the aggregate principal amount not to exceed \$3,000,000 for the purpose of financing the cost of purchasing fire-fighting equipment, including fire engines and other vehicles, and improving District-owned property; directing the District's Fire Chief to forward materials to the Department of Taxation of the State of Nevada; authorizing the District's Fire Chief and officers of the District to arrange for the sale of medium-term obligations; and providing the effective date. (Tod F. Carlini, District Fire Chief) 15 minutes.
2. **Recommended Motion:** To adopt Resolution 2023R-008 authorizing the issuance of medium-term obligations, in one series or more, in the aggregate principal amount not to exceed \$3,000,000 for the purpose of financing the cost of purchasing fire-fighting equipment, including fire engines and other vehicles, and improving District-owned property; directing the District's Fire Chief to forward materials to the Department of Taxation of the State of Nevada; authorizing the District's Fire Chief and officers of the District to arrange for the sale of medium-term obligations; and providing the effective date.
3. **Funds Available:** NA **Amount:** NA
Fund Name: NA **Account Number:** NA
4. **Prepared by:** Tod F. Carlini, District Fire Chief, and Kathy Lewis, Director of Finance
5. **Meeting Date:** October 17, 2023 **Time Required:** 15 minutes
6. **Agenda:** Administrative Agenda
7. **Background Information:** On September 19, 2023, the Board of Directors (the "Board") of the East Fork Fire Protection District (the "District") determined that issuing medium-term obligations, in one series or more (in an aggregate principal amount not to exceed \$3,000,000), for the purpose of financing the cost of purchasing fire-fighting equipment, including fire engines and other vehicles, and improving District owned property was in the best interest of the District and would serve the public interest. Pursuant to Nevada Revised Statutes ("NRS") 350.087(3), a public hearing was held on the date hereof, and notice of such public hearing was published in The Record Courier on October 4, 2023.

The District proposes to issue medium-term obligations, in one series or more (in an aggregate principal amount not to exceed \$3,000,000), for the purpose of financing the cost of purchasing fire-fighting equipment, including fire engines and other vehicles, and improving District owned property (in accordance with NRS Chapter 474). This resolution authorizes the District's Fire Chief to take all action necessary to effectuate the provisions of the resolution, including, without limitation, (a) forwarding all necessary documents to the Executive Director, Department of Taxation,, (b) assembling of financial and other information concerning the District, the project and the medium-term obligations, (c) providing financial information regarding the District to banks and other

sophisticated investors, (d) preparing and circulating a request for proposals for each series of the medium-term obligations, in the form specified by the District's Fire Chief, and (e) executing any agreements for professional services concerning the medium-term obligations with the District's bond counsel, municipal advisor, and, if appropriate, the purchasers of the medium-term obligations. The medium-term obligations are expected to be repaid from monies in the District's General Fund estimated to range from approximately \$55,000 per year to \$458,863 per year for a period not to exceed 10 years.

Pursuant to NRS 350.087(1), the resolution must be adopted by at least a two-thirds vote of the Board.

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 # 5

Summary - a resolution authorizing medium-term obligations, the forwarding of materials to the State Department of Taxation, the sale of such medium-term obligations and other related matters.

RESOLUTION NO. 2023R-008

A RESOLUTION AUTHORIZING THE ISSUANCE OF MEDIUM-TERM OBLIGATIONS FOR THE PURPOSE OF FINANCING THE COST OF PURCHASING FIRE-FIGHTING EQUIPMENT, INCLUDING FIRE ENGINES AND OTHER VEHICLES, AND IMPROVING DISTRICT-OWNED PROPERTY; DIRECTING THE DISTRICT'S FIRE CHIEF TO FORWARD MATERIALS TO THE DEPARTMENT OF TAXATION OF THE STATE OF NEVADA; AUTHORIZING THE DISTRICT'S FIRE CHIEF AND OFFICERS OF THE DISTRICT TO ARRANGE FOR THE SALE OF MEDIUM-TERM OBLIGATIONS; PROVIDING CERTAIN DETAILS IN CONNECTION THEREWITH; AND PROVIDING THE EFFECTIVE DATE HEREOF.

WHEREAS, the Board of Directors of the East Fork Fire Protection District, Nevada (the "Board," "District," and "State," respectively) proposes to incur up to \$3,000,000 in medium-term obligations of the District under Nevada Revised Statutes ("NRS") 350.087 to 350.095, inclusive (the "Project Act"), and NRS 350.500 to 350.720, inclusive (the "Bond Act"), in order to finance all or a portion of the cost of purchasing fire-fighting equipment, including fire engines and other vehicles, and improving District-owned property (the "Project"), bearing interest at a rate or rates which do not exceed by more than 3% the "Index of Twenty Bonds" most recently published in The Bond Buyer before bids are received for such medium-term obligations or a negotiated offer is accepted, and maturing within 10 years of the date of issuance thereof, in order to pay the costs of the Project; and

WHEREAS, the Board has determined that legally available funds of the District will at least equal the amount required in each year for the payment of principal and interest on such medium-term obligations; and

WHEREAS, NRS 350.087 requires that a notice of intention to authorize medium-term obligations be published not less than 10 days prior to the consideration of a resolution authorizing medium-term obligations; and

WHEREAS, a notice of intention to act upon the resolution authorizing such medium-term obligations has been duly published in a newspaper of general circulation in the District not less than 10 days prior to the date hereof and evidence of such publication is attached as Exhibit “B” to this resolution; and

WHEREAS, all comments made at the public hearing held on this date on the adoption of this resolution have been duly considered by the Board and the minutes of such public hearing are attached as Exhibit “C” to this resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD DIRECTORS OF THE EAST FORK FIRE PROTECTION DISTRICT, NEVADA:

Section 1. This resolution is hereby designated by the short title the “2023 Medium-Term Authorization and Sale Resolution” (the “Resolution”).

Section 2. The Board hereby finds and determines that the public interest requires the issuance of medium-term obligations for the Project in an aggregate principal amount not exceeding \$3,000,000.

Section 3. The facts upon which the finding stated in Section 2 above is based are:

- (a) There is a need for fire-fighting equipment, including fire engines and other vehicles, and the improvement of District-owned property, and the Project will benefit the health, safety and welfare of the District and its inhabitants;
- (b) It is in the best interests of the District and its inhabitants and would best serve the public interest thereof, if the Project is now accomplished, thereby assisting in alleviating the need mentioned in (a) above; and
- (c) It is not feasible to finance the Project from other funds of the District, among other reasons because of restraints on the District's budget for the current fiscal year and other demands on and needs for existing funds of the District.

Section 4. The District proposes to borrow a sum not to exceed \$3,000,000 at an annual interest rate estimated to be 5.50% to be repaid over a period of not more than 10 years. Such medium-term obligations shall be evidenced by the District’s issuance of medium-term negotiable notes or bonds in one series or more (the “Bonds”), and the Bonds shall mature not later

than 10 years after the date of issuance, and the interest rates on the Bonds shall in no event exceed by more than 3% the "Index of Twenty Bonds" which is most recently published in The Bond Buyer before bids are received or a negotiated offer is accepted for the Bonds. Such Bonds shall be issued on such other terms and conditions as the Board determines, all as provided in the Project Act, and as specified by one or more resolutions to be hereafter adopted by the Board at the time of sale of the Bonds (the "Bond Resolution").

Section 5. The Bonds shall not be paid in whole, or in part from a levy of a special tax which is exempt from the limitations on the levy of ad valorem tax but shall be paid from legally available funds of the District, including, but not limited to, the District's General Fund, expected to be available for the repayment of debt service on the Bonds in the maximum annual estimated amount of \$458,863. The weighted average term of the Bonds shall not exceed the estimated weighted average useful life of the assets being financed with the Bonds.

Section 6. The District's Fire Chief, as the District's chief administrative officer (the "Fire Chief"), or in his absence, the District's Director of Finance/CFO, as the District's chief financial officer (the "Chief Financial Officer") is hereby authorized to arrange for the issuance and sale of the Bonds in an aggregate principal amount not to exceed \$3,000,000 to finance the cost of the Project, in accordance with the Project Act and the Bond Act.

Section 7. The Fire Chief is authorized to specify the terms of the Bonds, the number of series of the Bonds, the methods of their sale, the final principal amount of the Bonds (in an aggregate principal amount not to exceed \$3,000,000), the terms of their repayment and security therefor, and other details of the Bonds, including, without limitation, the maturity date or dates, the interest rate or rates, the redemption features, if any, and the terms and conditions thereof, and if deemed appropriate by the Fire Chief or the Chief Financial Officer, to advertise the Bonds for sale, all subject to the Project Act, the Bond Act, approval of this financing by the Executive Director of the Department of Taxation of the State of Nevada, and ratification by the Board by adoption of the Bond Resolution.

Section 8. The officers of the District are hereby authorized and directed to take all action necessary to effectuate the provisions of this Resolution, including, without limitation, (a) forwarding all necessary documents to the Executive Director, Department of Taxation, Carson City, Nevada, (b) assembling of financial and other information concerning the District, the Project and the Bonds, (c) providing financial information regarding the District to

banks and other sophisticated investors, (d) preparing and circulating a request for proposals for each series of the Bonds, in the form specified by the Fire Chief, and (e) executing any agreements for professional services concerning the Bonds with the District's bond counsel, municipal advisor, and, if appropriate, the purchasers of the Bonds. The Fire Chief is authorized to amend the District's plan for capital improvement, the debt management policy, and the statements of current and contemplated debt consistent with the provisions of this Resolution.

Section 9. The Board hereby determines and declares that:

(a) The District intends to incur expenditures with respect to the Project prior to the issuance of the Bonds and to reimburse those expenditures from the issuance of the Bonds; and

(b) The Board hereby declares its intent to reimburse the costs of the District for the Project out of the proceeds of the Bonds. This is a declaration of official intent under Section 1.150-2 of the Treasury Regulations promulgated under the Internal Revenue Code of 1986, as amended; and

(c) The payment of costs related to the Project and the reimbursement of such costs from the proceeds of the Bonds is consistent with the District's budgetary and financial circumstances as of the date of this Resolution. The District does not currently have moneys which are, nor does the District reasonably expect moneys to be, allocated on a long-term basis, reserved or otherwise available pursuant to the District's budget to pay the expenditures which the District intends to reimburse; and

(d) The maximum principal amount of the Bonds expected to be issued for the Project is \$3,000,000.

Section 10. The Fire Chief, or in his absence, the Chief Financial Officer, shall, after arranging for the sale of the Bonds and after approval of the Bonds by the Executive Director of the Department of Taxation of the State of Nevada, present the proposed final terms of the Bonds to the Board for its approval by adoption of the Bond Resolution.

Section 11. All resolutions, or parts thereof, in conflict with the provisions of this Resolution, are hereby repealed to the extent only of such inconsistency. This repealer shall not be constructed to revive any resolution, or part thereof, heretofore repealed.

Section 12. If any section, paragraph, clause or other provision of this Resolution shall for any reason be held to be invalid or unenforceable, the invalidity or

unenforceability of such section, paragraph, clause or other provision shall not affect any of the remaining provisions of this Resolution.

Section 13. The District represents that it is in compliance with the applicable provisions of law, including, without limitation, the provisions of NRS Chapter 354.

Section 14. Section 10 of this Resolution shall become effective upon the approval hereof by the Executive Director of the Department of Taxation of the State of Nevada as provided in NRS 350.089, and the remainder of this Resolution is effective upon passage and adoption.

PASSED AND ADOPTED BY AN AFFIRMATIVE VOTE OF AT LEAST TWO-THIRDS OF THE MEMBERS OF THE BOARD OF DIRECTORS OF THE EAST FORK FIRE PROTECTION DISTRICT, NEVADA, THIS OCTOBER 17, 2023.

President

Attest:

Secretary

STATE OF NEVADA)
) **ss.**
EAST FORK)
FIRE PROTECTION DISTRICT)

I am the duly chosen and qualified Secretary of the East Fork Fire Protection District (the "District"), Nevada, and in the performance of my duties as Secretary do hereby certify:

1. The foregoing pages constitute a true, correct, complete, and compared copy of the resolution designated in Section 1 thereof by the short title "2023 Medium-Term Authorization and Sale Resolution," adopted at a meeting of the Board of Directors of the District (the "Board") held on October 17, 2023.

2. All members of the Board were given due and proper notice of the meeting.

3. The meeting was held and conducted in full compliance with the provisions of NRS Chapter 241, the members of the Board were present at the meeting and voted on the passage of the resolution, as follows:

Those Voting Aye:

John Bellona
Bernard Curtis
Jacques Etchegoyhen
Barbara Griffin
Mike Sommers

Those Voting Nay:

Those Absent:

4. Public notice of such meeting was given and such meeting was held and conducted in full compliance with the provisions of NRS 241.020. A copy of the notice of meeting is attached as Exhibit A.

5. At least 3 working days before such meeting, such notice was given to each member of the Board and to each person, if any, who has requested notice of meetings of the Board in accordance with the provisions of Chapter 241 of NRS.

IN WITNESS WHEREOF, I have hereunto set my hand on this October 17, 2023.

Secretary

**NOTICE OF HEARING AND OF INTENTION TO
AUTHORIZE MEDIUM-TERM OBLIGATIONS BY THE
EAST FORK FIRE PROTECTION DISTRICT, NEVADA**

NOTICE is hereby given that the Board of Directors of the East Fork Fire Protection District, Nevada (the "Board" and "District", respectively) will hold a public hearing at a meeting to be held on Tuesday, October 17, 2023 at 1:00 p.m. in the District Administrative Offices, 1694 County Road, Minden, Nevada to act upon a resolution authorizing medium-term obligations of the District, to be issued in one series or more, in the maximum aggregate principal amount of \$3,000,000 to enable the Board to finance the cost of purchasing fire-fighting equipment, including fire engines and other vehicles, and improving District-owned property.

The medium-term obligations are not proposed to be repaid in whole or in part by the levy of a tax which is exempt from the limitations on taxes ad valorem. The medium-term obligations are to be repaid within 10 years from legally available funds of the District, including, but not limited to, the District's General Fund in the maximum annual estimated amount of \$458,863.

The form of the resolution authorizing such medium-term obligations, to be considered by the Board after such hearing and other information concerning such medium-term obligations and the purpose for which it is proposed to be used, may be examined in the office of the District's Director of Finance/CFO, 1694 County Road, Minden, Nevada. All persons are invited to attend and to be heard regarding the proposed action. Prior to the hearing, written comments may be filed with the District's Director of Finance/CFO at the aforementioned address.

Publication Date: October 4, 2023.

**EAST FORK FIRE PROTECTION DISTRICT,
NEVADA**

/s/ Tod F. Carlini
District Fire Chief

East Fork Fire Protection District

AGENDA ACTION SHEET

1. **Title: For Possible Action.** Discussion and possible action to allow the Board President to sign a letter to the Public Utilities Commission of Nevada in support of the NV Energy Disaster Protection Plan. (Tod F. Carlini, District Fire Chief) 10 minutes

2. **Recommended Motion:** Motion to approve the Board President to sign a letter to the Public Utilities Commission (PUC) of Nevada in support of the NV Energy Disaster Protection Plan.

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

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

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

5. **Meeting Date:** October 17, 2023 **Time Required:** 10 minutes

6. **Agenda:** Administrative

7. **Background Information:** The East Fork Fire Protection District has been under contract with NV Energy for the past three years and provides fuels reduction services in and around NV Energy infrastructure. The work is part of the overall NV Energy in its execution of the Natural Disaster Protection Plan (NDPP), codified by the State Legislature under SB-329. The East Fork Fire Protection District’s jurisdiction over the years has been the site of several disastrous wildland urban interface fires. The most recent being the Tamarack Fire, where 15 homes were lost. East Fork Fire Protection District is a strong supporter of the NDPP and is proud to work with NV Energy. The letter of support being considered under this agenda item reinforces that support and encourages the Public Utilities Commission of Nevada to recognize the importance of the program and the various contracts with fire protection agencies across Nevada. NV Energy is currently appealing a ruling from the PUC regarding cost reimbursements. This letter supports NV Energy’s appeal to the PUC.

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

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

Tod F. Carlini, District Fire Chief
Scott Gorgon, Deputy Fire Chief - Operations
Amy Ray, Deputy Chief/Fire Marshal
Larry Goss, Deputy Chief/Training & Safety
Kathy Lewis, CPA, District Accountant
Lisa Owen, Executive Office Manager
Tom Hein, Executive Program Manager

October 10, 2023

Public Utilities Commission
1150 East William Street
Carson City, NV 89701

RE: DOCKET NO. 23-03004

Dear Members of the Commission,

I serve as President of the East Fork Fire Protection District Board of Directors in Douglas County, Nevada. The East Fork Fire Protection District provides all risk emergency services to 96% of Douglas County, including some areas within the Lake Tahoe Basin. I am writing to express my strong support for the proactive measures NV Energy has taken in its execution of the Natural Disaster Protection Plan (NDPP), codified by the State Legislature under SB-329. This legislation aims to mitigate the risk of wildfires through various proactive measures.

The East Fork Fire Protection District's jurisdiction has over the years been the site of several disastrous wildland urban interface fires; the most recent being the Tamarack Fire, where 15 homes were lost. We continue to see the disastrous results of wildfires, especially those related to utility company infrastructure. The 2018 Camp Fire in Paradise, California, and the recent fire in Maui, Hawaii, claimed nearly 200 lives and burned hundreds of thousands of acres. In both cases, overgrown, dry vegetation near power lines played a significant factor in the size and scope of the disaster. The Nevada State Legislature took appropriate action requiring NV Energy to develop and execute the disaster planning and mitigation of hazardous fuels in and around their infrastructure and under the Natural Disaster Protection Plan (NNDP). Contracting with various fire protection agencies across the State of Nevada is working to help minimize the risk of something similar happening in our great state. Preemptive efforts to reduce these risks are effective, save lives, and should be fully utilized. We consider our relationship with NV Energy to be one of the best examples of a public/private partnership.

The Board of Directors of the East Fork Fire Protection District supports the appeal filed by NV Energy and its effort to recover costs under the NDPP.

We understand that consistency between contracts and invoicing is a concern. Our District Fire Chief and CFO have been working with all nineteen (19) cooperative agencies that work for NV Energy under the NDPP and are committed to addressing this concern.

More importantly, we want to emphasize that your decision on this appeal will have a statewide impact on protecting residents, communities, and the electrical distribution system.

The East Fork Fire Protection District urges you to consider that impact carefully. Your decision to support NV Energy's appeal will continue to benefit a reliable electrical grid, the communities that rely on it, and the scenic beauty of our entire state.

I realize that some interests in Southern Nevada may not support these initiatives, and I recognize that wildfire may not be considered a major threat to areas in other parts of the state, however, wildfire adversely affects the watershed and electrical infrastructure statewide, and the threat and impact of wildfire should concern all Nevadans. The proactive measures undertaken by NV Energy through the NDPP are effective and have prevented the high potential for wildland fire.

Thank you for considering our advocacy of the NDPP and the use of cooperators to mitigate the fire risk. We urge you to support the continuity of these efforts going forward.

Sincerely,

Jacques Etchegoyhen, President
East Fork Fire Protection District

Cc: Tod F. Carlini, District Chief
Board of Directors, Truckee Meadows Fire Protection District
Jesse Murray, NV Energy

East Fork Fire Protection District

AGENDA ACTION SHEET

1. **Title: For Possible Action.** Discussion and possible action to conduct the annual performance evaluation of District Fire Chief Tod Carlini and take possible action based on the evaluation at the discretion of the Board. This evaluation process does not include any additional compensation offer other than the compensation previously approved by the Board of Directors which follows the Board approved pay plan. (Jacques Etchegoyhen, President) 30 minutes.

2. **Recommended Motion:** Motion to approve District Fire Chief Tod Carlini’s annual performance evaluation.

3. **Funds Available:** NA **Amount:** NA
Fund Name: NA **Account Number:** NA

4. **Prepared by:** Lisa Owen, Director of Administrative Services

5. **Meeting Date:** October 17, 2023 **Time Required:** 30 minutes

6. **Agenda:** Administrative

7. **Background Information:** Pursuant to NRS 241.031(1), the District Board is permitted to conduct a public hearing to review District Fire Chief Tod F. Carlini’s performance as the East Fork Fire Protection District Fire Chief for the previous performance period. Written notice has been provided to District Fire Chief Carlini who is the subject of a review during an open meeting in accordance with NRS 241.031(1). This evaluation process does not include any additional compensation offer other than the compensation previously approved by the Board of Directors which follows the Board approved pay plan. Correspondence to the Board for District Fire Chief Carlini is attached and has been made a part of the public record.

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

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

Tod F. Carlini, District Fire Chief
Scott Gorgon, Deputy Fire Chief - Operations
Amy Ray, Deputy Chief/Fire Marshal
Larry Goss, Deputy Chief/Training & Safety
Kathy Lewis, CPA, District Accountant
Lisa Owen, Executive Office Manager
Tom Hein, Executive Program Manager

October 10, 2023

Annual Performance Evaluation
District Fire Chief Tod Carlini

Dear Honorable Board of Directors:

With this performance evaluation, I will have completed my twenty-third (23) year as the District Fire Chief of the East Fork Fire Protection District and sixteenth (16) and final year as the Douglas County Emergency Management Director for Douglas County, via the District's Interlocal Service Contract with the County, which ended on June 30, 2023.

I would like to start with some very short "lead-in" statements about each Division I am charged to oversee, our Labor Association, Volunteer Program, and our Fuels and Fire Program. I usually close my evaluations by stating that leadership is often defined by those being led, or certainly those supporting the actions of a leader by what they do and how they do it. This past performance period has been a "mixed bag" of accomplishments and some unfinished or continuing work effort on my part. It also represents a somewhat bittersweet end to our providing Emergency Management Services to Douglas County, an action which we did not initiate. As with last year's evaluation, I would like to highlight the efforts of each division to provide some general perspective too all that has been accomplished this past year and to add my commentary as appropriate. This will be followed by a general list of accomplishments, some goals and objectives for the future, and a closing statement with one final consideration.

While we have seen numerous promotions over the past several years, this past year saw some degree of stabilization within the ranks. This has afforded the opportunity for the organization to redirect some focus operationally. Deputy Chief Gorgon, serving under a professional services contract, continues to advance the Operations Division in a positive and self-sustaining trajectory, in my opinion. I feel we are providing a means for engagement at all levels of the organization. Deputy Chief Gorgon has brought a new perspective to the organization and has empowered and challenged our personnel to make a difference each day. At some point soon, however, the position will need to be filled with a full-time equivalent hiring. All three shifts have seemed to settle in with mid-level supervision, both old and new. At a tactical level, we have elevated our services to a very high level and disciplined response.

We have seen significant improvements within the Fire Prevention Division and continued the challenge with the enactment of District-adopted fire and life safety regulations. With the addition of a second Fire Inspector two years ago and the ability to provide additional support in the area Fire and Life Safety Plan Reviews, we have reduced our review time to less than 20 days. A great deal of time and effort has been focused on fire regulations and most recently the Board's adoption of the Urban Interface Code and regulations. Some positive progress at the administrative level between the District and Douglas County towards the end of this year is allowing us to be hopeful that a complete resolution to both building and fire code issues between the District and the County is forthcoming. Deputy Chief Amy Ray, who serves as our Fire Marshal, heads the Prevention Division.

The District's Training and Safety Division, headed by Deputy Chief Larry Goss, was able to successfully transition the District's entire IT Program from Douglas County to a third-party vendor, Conway Communications. The transition to our own IT is perhaps the single most significant accomplishment this past performance period. The transition also included a completely new phone system. The Training and Safety Division continues to move forward with a continuation of succession planning programs that are allowing the District to expand its lists of acting Fire Captains and Battalion Chiefs. We are also meeting the needs of our volunteer personnel in logistical training. Most of the volunteer training is provided in-house with volunteers providing the instruction.

Administrative Services works hard daily in general office administration, and most importantly Human Resources. Our single biggest liability is related to human resource management. This last performance period has seen the full implementation of a line staff evaluation program and a new approach to how we discipline personnel, when necessary. We were also able to successfully transition our Worker's Compensation Program to a new company and the transition of our firefighter physical program as well, which now will include cancer screening. All of these are significant accomplishments. Lisa Owen provides the leadership in this Division and does not shy away from responsibility nor the sometimes difficult actions that must be taken with human resource management.

Financially, the District had another positive year. We received a clean audit and several positive audit reviews of our grant management, both from FEMA and from the Nevada Division of Emergency Management. Kathy Lewis, CPA, is a competent and dedicated professional. We saw a long-time District employee in Finance leave to pursue a family goal of living in Florida. We have been able to successfully recruit her replacement.

The East Fork Professional Fire Firefighter's Association, IAFF 3726, is being led by Mr. Kevin May. I feel that labor/management relations here have been positive, and we continue to work towards increased communications with monthly labor management meetings and an "open door" philosophy. Having a multiyear contract has also been key to maintaining positive relationships. When we do have those sometimes-unavoidable challenges with the relationship, we are able to meet and come to a resolution.

Our volunteer program continued to see improvement during this last evaluation period. While it is difficult to target improvement solely based on numbers, we have seen positive recruitment efforts. The "retooling" of the program, with a well-defined mission for our volunteer personnel, has allowed the District to continue offering volunteer opportunity, focus on specific training, and place high value on the services that volunteers do provide, specifically in water supply, incident logistics, and wildland firefighting. We were also able to move forward with mission specific tasks for our Support Volunteers, namely defensible space evaluations.

The Fuels and Fire Program, as funded by Nevada Energy, remains a bright spot for the District. While the program is under a very high level of oversight by the Public Utilities Commission, the intent of the program is making a significant difference. We have been able to assemble an incredible team of individuals who have exceptionally high work ethics and standards. The last performance period saw three members of the crew complete the Capital City Academy and migrate to the ranks of shift firefighters. We are currently in contract negotiations with NV Energy for an additional three (3) year contract.

One of the most significant accomplishments that I have been party to last year, was the District's establishment and adoption of Fire Prevention Regulations in compliance with NRS 474. The adoption of regulations, including the Wildland Urban Interface Regulations, are central to the District's statutory responsibilities and overall mission in fire prevention. This is most important with respect to the urban interface regulations. Data supports that fire prevention within the urban interface saves both lives and costs when compared to suppression actions. The Board has taken these actions very seriously and supported the adoption to a very high degree. I also want to thank our legal counsel, Mr. Mark Forsberg, for his legal guidance in this effort.

Financially, the District is in a stable condition. We may still see some uncertain times financially with the national economy and world conflict. I have always taken great interest in governmental finance and my fiduciary responsibility with public funds. It is a sincere pleasure working with Kathy Lewis. I believe that we have made good financial decisions and continue to position ourselves towards a stronger position. We have fully absorbed the costs of the four SAFER positions. This is a commitment that was made as part of the grant award. I consistently discuss and advocate the concept of "sustainability" with the preparation of every budget and with the negotiation of every labor contract.

Part and parcel to sustainability is our need to build reserve capacity and to meter the use of reserves. I feel we will continue to be successful in that regard. This was especially true with the labor contracts and balancing funding for capital improvements.

Last year was the fifth year we presented, and the Board adopted, a Capital Improvement Plan (CIP). We have done a better than average job with capital improvements, mostly apparatus. Funding for facility upgrades must start to rise to the top and the consideration of bonding future capital expenditures is currently underway.

The funding we receive under the Nevada Energy contract is being put to good use. We are meeting our obligations under that contract and are consistently praised for the management of the program, the billings, and funding that is provided. The District must seek out and secure fuels management grant funding to transition and expand fuels management capacity districtwide. We continue to aggressively work towards that objective.

The District will need to continue to look for other funding opportunities. I feel that I have aggressively pursued other funding opportunities as they have presented. Within the performance period being evaluated, I was able to secure \$760,000 in ARPA funding from Douglas County. The future of a non-guaranteed sales tax allocation will require constant monitoring. We were able to recover \$988,404 in GEMT funding during the last performance period. GEMT Funding has provided over 5.7 million dollars to the District since it first became available in 2017.

The financial health of the District remains one of my main priorities.

Evaluation Period Significant Accomplishments

- ✓ Successfully prepared the FY 2023/24 Budget.
- ✓ Successfully completed our last year of Emergency Management for Douglas County, including the successful management of one nationally declared emergency.
- ✓ Successfully transitioned Emergency Management responsibilities back to Douglas County.
- ✓ Successfully saw to the District's adoption of fire/life safety and prevention regulations, including the Wildland Urban Interface Regulations.
- ✓ Successfully saw the transition of the District's IT Services from Douglas County to a third-party vendor, Conway Communications.
- ✓ Successfully saw to the transition from PACT Worker's Compensation to 7710 Workers Compensation with an overall annual cost savings of just over \$500,000.
- ✓ Successfully saw to the transition of employee physicals to 1582, which now includes several cancer screenings.
- ✓ Continue to fill the Deputy Fire Chief of Operations position with a contracted employee.
- ✓ Successfully saw to the promotion of one Captain and one Engineer, all through internal promotions.

- ✓ Filled three positions to fill vacancies due to promotion, retirements, or resignations and from the Fuels Management Crew.
- ✓ Successfully filled the new position of Executive Program Manager with Mr. Tom Hein.
- ✓ Continue to oversee and directly support changes in State Medicaid Regulation to allow for GEMT reimbursements. Reimbursements totaling \$5,604,570 over the past six years including the allocation in FY 2022/23 of \$988,404 have been received.
- ✓ Successfully saw to the completion of a 1-year revision to the Standard of Cover.
- ✓ Prepared a fifth comprehensive 5-Year Capital Improvement Plan (CIP) for the District and adopted by the Board with 100% being funded as capital purchase, through the general budget or debt management in the current year.
- ✓ Secured over \$800,000 in Federal Grants over the last performance period, including the ARPA allocation.
- ✓ Successfully executed a contract for the construction of a training prop at Fire Station 14
- ✓ Successfully executed the third year in a contract with NV Energy to support a fuels/fire management crew including apparatus and equipment.
- ✓ Successfully completed the remodel of Station 15 and relocated the Fuels and Fire Program.
- ✓ Recommended continued participation in the State Wildland Fire Suppression Plan which ultimately has saved the District over \$8,000,000 in fire suppression costs since its inception in 2017.
- ✓ Continued to participate in Nevada Fire Chiefs Association, Northern Nevada Fire Chiefs Association, Lake Tahoe Regional Fire Chiefs Association, Sierra Front Wildland Fire Cooperators, and several other professional organizations and committees and as the "senior" most Fire Chief in Nevada's Fire Service
- ✓ Successfully continued the "*Boundary Drop Zone*" with Carson City Fire Department.
- ✓ Successfully continued the "*Boundary Drop Zone*" with Tahoe Douglas Fire Protection District which encourages the use of the "closest forces concept" of dispatching and provides a staffed engine for inclusion with our ISO evaluations due to a common dispatch center.
- ✓ Successfully maintained annual agreements and operating plans with Nevada Division of Forestry, BLM, and the United States Forest Service in both the Valley and Lake Tahoe Basin.
- ✓ Continued to support and encourage the Fire Adaptive Community Program.
- ✓ Successfully secured for a third year the housing of seasonal wildland forces at Station 8 through the State of Nevada-Division of Forestry
- ✓ Maintained mutual assistance agreements with Alpine County, Mono County, and Antelope Valley Fire Protection District.
- ✓ Completed second year of a two-year term on the State's Intrastate Mutual Aid Committee (IMAC)
- ✓ Working with Human Resource personnel, both in house and under contract, prepared and pursued Board adopted Human Resource related policies.
- ✓ Saw through to completion the liquidation of several decommissioned apparatus.

- ✓ Working with our Health Insurance Committee and Insurance Broker have managed to maintain a single digit increase in health insurance over the past seven years. Our seven-year average increase is 5.23%.
- ✓ Strong supporter and advocate for the Regional Fire Academy.
- ✓ Received our FY22/23 independent audit without any significant findings or audit violations.
- ✓ Named Citizen of the Year by the Tahoe Douglas Elks Club. I consider this to be one of the highest honors I have ever received.

While the preceding is not a complete list of accomplishments, both direct and indirect, it does define a certain high level of performance which I have established for myself and for the organization. I take great pride in each of these personal and organizational accomplishments and credit the management team and organization with much of the success.

Moving Forward

Over the course of the next evaluation period, the following broad-based objectives should be considered and established and in no order. Some objectives represent current or ongoing objectives and are also noted as what I would consider priorities. I would encourage the Board to offer comment and additional objectives that they would like to see pursued in the future or discussed.

- ✓ Continue to manage the current budget for the FY 2023/24 fiscal year in a responsible manner.
- ✓ Prepare the FY2024/25 annual budget with a focus on financial stability, sustainability, debt management, and capital projects.
- ✓ Continue to evaluate and develop revenue strategies to support future staffing, capital needs, debt service, and reserves. This is a priority.
- ✓ Enter a new three-year (3) service contract with NV Energy
- ✓ Complete the Station Habitability Study
- ✓ Assemble and finalize the basic framework of a Three to Five -Year Strategic Plan for Board consideration.
- ✓ Working with Human Resource personnel, continue to prepare and pursue Board adoption of Human Resource related policies.
- ✓ Complete implementation of a non-disciplinary type of employee evaluation program designed to enhance employee performance and success.
- ✓ Prepare a more comprehensive Standard of Cover update with the benefit of having one full year of data which considers call saturation mapping, response times, area growth patterns, facility upgrades and modifications, and future facility locations.
- ✓ Continue to refine the executive staff areas of responsibilities to better maximize personal and group skill sets and consider additional administrative needs and/or modifications in responsibilities.
- ✓ Pursue the acquisition of a apparatus as necessary or planned.
- ✓ Complete the refurbishment of one Type III Engine and consider a second refurbishment with an existing chassis.
- ✓ Evaluate the need and funding options to replace volunteer water tenders in some stations.

- ✓ Working with developers, attempt to pursue land/site opportunities east of US 395 and in conjunction with Douglas County's Master Plan and future development in the Minden and Gardnerville area and within the Clear Creek Development.
- ✓ See through to completion the acquisition of one new Type I Ambulance and/or re-mounting of an existing patient module.
- ✓ See the completion of the training prop at Station 14 and named in memory of retired Battalion Chief Scott Fraser. This is a priority objective.
- ✓ Continue to participate in the Fire Adaptive Community Program.
- ✓ Apply for any available fuels management grants and facilitate the development of a districtwide fuels management program including standing up a District Fuels Crew. This is a priority objective.
- ✓ Successfully develop a promotional eligibility list for Battalion Chiefs.
- ✓ Working with the District's Health Benefit Committee and Insurance Broker work towards a positive Health Insurance renewal or plan for CY 24.
- ✓ Continue to pursue all available grant funds in a responsible manner.
- ✓ Continue efforts to reinforce the volunteer program.
- ✓ Continue to aggressively mentor personnel to better prepare them for future leadership opportunities. This is a priority objective.
- ✓ Continue to pursue all opportunities to study and present leadership training of all types.
- ✓ Maintain the District's current ISO Fire Protection Grade of 3/10.
- ✓ Work to continue positive relationships with both Carson Valley Medical Center and Carson Tahoe Regional Medical Center. We must look for solutions regarding return transfers of patients.
- ✓ See through the implementation of the First Due software, which will provide for the management and record keeping for vehicle maintenance, incident response preplans, and much more.
- ✓ Continue to take a lead role at the highest levels within Nevada's Fire Service.

Compensation Component

Under our 5 Step Compensation Plan, I am at the top step. No additional compensation is necessary.

Closing Statement and Final Considerations

The East Fork Fire Protection District has become an incredible organization over the years. I have been proud to lead and be a part of its evolution for 26 of the 41 years it has existed. I have always tried to put the organization on the front page of positive opinion within the political and public eyes of Douglas County and the State of Nevada and certainly with our constituents. We have achieved several successes over the years and during my tenure as the District Fire Chief, culminating with the establishment of our own independent Board of Directors almost seven years ago now; a task which for many years was thought to be unachievable. We have worked our way through both good and bad times, economic highs and lows, and the transition of a once all-volunteer force to one which is now firmly established with career employees. We continue to be tested with response challenges to major incidents within our jurisdiction and have set the standard for our "off district" responses to some of the largest and most devastating wildland fires in the nation. We continue to see mid-level employees begin to step forward and start

making their own mark of excellence on the organization. We are also going to see quite a few new faces embarking on one of the best careers in the world.

I consider our continued public/private partnership with Nevada Energy to be a signature accomplishment during this past performance period. We have been able to build a program that reflects how we approach every new program. We established the program and the people associated with the program with success in mind from the start. I have high expectations that the program will excel under the management of Mr. Tom Hein.

We have some long-time volunteers who continue to volunteer because that is simply who they are. With our transition in our volunteer program, some progress is being made with recruitment. We are attempting to put our support volunteers to work with defensible space inspections and hopefully fire hydrant maintenance and other prevention related tasks. Our volunteer program will always be a work in progress.

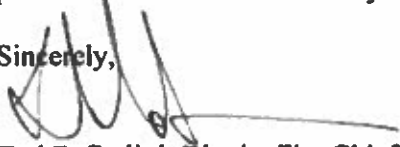
The Executive Staff members all do an incredible job. Our Battalion Chiefs continue to function at some very high levels and our "unofficial" Volunteer Coordinator, Elaine Pace, makes significant contributions almost daily and has been doing so for over 30 years here. From our newest captains to our more senior captains, the day-to-day operations are truly in their hands. These individuals and many more have made it a habit of making this organization and my position and performance look good every single day.

Leaders are going to make mistakes along the way and not always get it right. Every decision has consequence, and every action is subject to opinion. Not everyone will agree with administrative decisions. However, we have gotten a lot right and there is a lot to be thankful for. We have become an employer of choice across the board and demonstrate a very high level of proficiency. We continue to see mid-level employees begin to step forward and start making their own mark of excellence on the organization.

Lastly, it is time for me to seriously consider retirement. While I have not specifically selected a date and I have not set a countdown clock on my cell phone, the reality is that 2024 will be my last year. I have given this possibility great consideration over the last year. With this in mind, I will be meeting with the executive staff, union leadership and the volunteer association to develop a succession plan that will include a timeline for recruitments, and some potential reorganization and transitions. The plan will include some recommended modifications in the command structure. Ultimately, I will bring this all to the Board for your consideration sometime in March as there will also be budget implications along the way. I have listed several objectives which I do want to see through to completion, so if you are looking for a general time of my departure, it will be in late 2024.

I am blessed to serve this Board and have always appreciated the support you have provided and continue to provide. Our successes are truly successes that are fostered by a team and "family" environment.

Sincerely,



Tod F. Carlini, District Fire Chief

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 Gorgon, Deputy Chief/Operations
Larry Goss, Deputy Fire Chief/Training
Kathy Lewis, CPA, Director of Finance
Lisa Owen, Director of Admin Services

July 27, 2023

COPY

Tod Carlini, District Fire Chief/CFO
1694 County Road
Minden, NV 89423

Dear Chief Carlini,

NRS 241.030 (1) permits the East Fork Fire Protection District Board of Directors and East Fork Fire Protection District to conduct an open meeting to consider the character, alleged misconduct, professional, competence, or physical or mental health of a person. Written notice must be given to the person who is the subject of the open meeting in accordance with NRS 241.033(1).

You are hereby notified that on September 19, 2023, the East Fork Fire Protection District Board of Directors and the East Fork Fire Protection District will conduct an open meeting to consider your character, professional competence or physical or mental health in accordance with NRS 241.030(1). This open meeting will take place at 1:00 p.m. at the location listed below:

East Fork Fire Protection District Office
1694 County Road
Minden, NV 89423

A copy of this letter and proof of personal service will be provided to the East Fork Fire Protection District Board of Directors before the meeting is held.

You may request a copy of the record of the meeting in accordance with NRS 241.033(3) and 241.035(2), (4) and (5).

Sincerely,

Toni Braga
Management Specialist II

Cc: East Fork Fire Protection District Board of Directors

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

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 Gorgon, Deputy Chief/Operations
Larry Goss, Deputy Fire Chief/Training
Kathy Lewis, CPA, Director of Finance
Lisa Owen, Director of Admin Services

I hereby declare under the penalty of perjury of the State of Nevada the following is true and correct:

That on August 29, 2023, service of performance evaluation rescheduling was made to District Fire Chief Tod Carlini.

Executed on the 29th day of August, 2023.



Signature

TONI BRASE
Printed Name

COPY

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

