

EAST FORK FIRE PROTECTION DISTRICT



**District Board Meeting
Agenda and Supporting Information For
The Meeting of September 19, 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, September 19, 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
September 19, 2023

BOARD MEETING

1:00 PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE – Barbara Griffin

PUBLIC COMMENT (No Action)

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

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

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

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

ADMINISTRATIVE AGENDA

The Administrative Calendar will be handled as follows:

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

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

APPROVAL OF AGENDA

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

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.

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.

CONSENT CALENDAR

4. CONSENT CALENDAR

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

are making the request. When items are pulled for discussion, they will automatically be placed at the beginning of the Administrative Agenda or may be continued until another meeting.

Motion to approve the Consent Calendar Items A-F

FINANCE

- A. For Possible Action.** Discussion and possible action to accept the report on general ledger cash balances as of August 31, 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 August 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 August 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 August 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 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)

CONSENT CALENDAR ITEMS PULLED FOR FURTHER DISCUSSION IF ANY

- 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 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.
- 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.
- 9. For Presentation Only.** Presentation on the East Fork Fire Protection District website. (Tod F. Carlini, District Fire Chief/Elaine Pace) 15 minutes.
- 10. For Presentation Only.** Reports/updates from East Fork Professional Firefighters Association concerning the various assignments and committees they may be a member of, liaison to, or meetings/functions they have attended. No action will be taken on these reports/updates. (John Bellona, Secretary) 5 minutes.
- 11. For Presentation Only.** Reports/updates from East Fork Volunteer Firefighters Association concerning the various assignments and committees they may be a member of, liaison to, or meetings/functions they have attended. No action will be taken on these reports/updates. (John Bellona, Secretary) 5 minutes.
- 12. For Presentation Only.** Reports/updates from District Board Members and Administration concerning the various assignments and committees they may be a member of, liaison to, or meetings/functions they have attended. No action will be taken on these reports/updates. (John Bellona, Secretary) 10 minutes.

CLOSING PUBLIC COMMENT (No Action)

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

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

ADJOURNMENT

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

East Fork Fire Protection District

AGENDA ACTION SHEET

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

2. **Recommended Motion:** Motion to approve the meeting agenda for September 19, 2023.

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

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

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

5. **Meeting Date:** September 19, 2023 **Time Required:** 5 minutes

6. **Agenda:** Initial Meeting Business

7. **Background Information:** The Board of Directors is required to approve the meeting agenda prior to the commencement of business. The East Fork Fire Protection District Board of Directors reserves the right to take items in a different order to accomplish business in the most efficient manner, to combine two or more agenda items for consideration, and to remove items from the agenda or delay discussion relating to items on the agenda.

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

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

Agenda Item # 1

East Fork Fire Protection District

AGENDA ACTION SHEET

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

2. **Recommended Motion:** Motion to approve the minutes of the August 15, 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:** September 19, 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 August 15, 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, August 15, 2023, in-person and virtually, beginning at 1:00 PM.

East Fork Fire Protection District Board Present:

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

Staff present:

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

Additional attendees that addressed the Board:

Martin Manning, Genoa resident
Lacey Ludwig, Genoa resident
Chad Smittkamp, Genoa resident
Michelle Mayne, Genoa resident
Tyler Saylor, Conway Communications
Jake Ferriera, East Fork Fire Engineer
Elaine Pace, East Fork Fire Volunteer Liaison

CALL TO ORDER

Board President Jacques Etchegoyhen

INITIAL MEETING BUSINESS

PLEDGE OF ALLEGIANCE

Mike Sommers, Director led the Pledge of Allegiance

PUBLIC COMMENT (No Action)

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

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

**EAST FORK FIRE PROTECTION DISTRICT BOARD
MEETING OF AUGUST 15, 2023**

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.

President Jacques Etchegoyhen opened public comment.

It was asked if there would be public comment available during the cell tower discussion.

It was stated there is no agenda item to discuss a cell tower.

Martin Manning, a Genoa resident, and East Fork Fire volunteer stated a letter was sent in and attached to it was a pilot study. Since sending that in he discovered an amendment dated July 2, 2023, with further information. He expressed his concerns about plans for a cell tower to be installed in Genoa and the health risks associated with them.

Lacey Ludwig, a Genoa resident, voiced her concerns about plans for a cell tower to be installed in Genoa and the health concerns, decreased property values due to the design, and harm to animals, etc.

Chad Smittkamp, a Genoa resident, voiced his concerns about the plans for a cell tower being installed because of health concerns and decrease in property values. He shared his opinions of where the cell tower could be installed.

Michelle Mayne, a Genoa resident, voiced her concerns about the plans for a cell tower being installed and cited health concerns and accountability.

Tyler Saylor, from Conway Communications thanked the Board and East Fork Fire Protection District for being a customer and the great response from everyone.

District Fire Chief Tod Carlini introduced Tom Hein, the new East Fork Fire Executive Project Manager.

President Etchegoyhen read into record three letters he received to read into public comment. The letters were from Ty Garrison, Steve Yochum and Molly Dahl. All letters were opposed to a cell tower. The letters are available to view on the East Fork Fire Protection District webpage.

There was no further public comment.

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MEETING OF AUGUST 15, 2023**

Public comment closed.

ADMINISTRATIVE AGENDA

The Administrative Calendar handled as follows:

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

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

APPROVAL OF AGENDA

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

President Jacques Etchegoyhen opened public comment.

There was no public comment.

Public comment closed.

MOTION to approve the meeting agenda for August 15, 2023.

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

APPROVAL OF PREVIOUS MINUTES

2. For Possible Action. Discussion and possible action to approve the draft meeting minutes of the July 18, 2023, meeting of the East Fork Fire

**EAST FORK FIRE PROTECTION DISTRICT BOARD
MEETING OF AUGUST 15, 2023**

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

Director Mike Sommers stated there is a correction on page 11 of the minutes. He made a comment and referred to AIT, it needs to be corrected to read AIG.

President Jacques Etchegoyhen opened public comment.

There was no public comment.

Public comment closed.

MOTION to approve the minutes of the July 18, 2023, meeting with the one noted correction.

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

CONSENT CALENDAR

3. CONSENT CALENDAR

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

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

a. For Possible Action. Discussion to accept the report on general ledger cash balances as of July 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

**EAST FORK FIRE PROTECTION DISTRICT BOARD
MEETING OF AUGUST 15, 2023**

disbursements/automatic withdrawals in July 2023 per NRS 474.210. (Kathy Lewis, CPA, CFO/Director of Finance)

- c. For Possible Action.** Discussion to approve payroll expense paid in July 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 July 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 June 2023 in the amount of \$138,887.94. (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 May 2023. (Kathy Lewis, CPA, CFO/Director of Finance)

Director Mike Sommers requested to pull items 3b and 3f off the consent calendar for further discussion.

President Etchegoyhen opened public comment.

There was no public comment.

Public comment closed.

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

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

Director Sommers requested to discuss consent item 3 b further. He recommended an asterisk be added next to the payables that are going to the Capital Fund opposed to the Operating Fund.

Director of Finance Kathy Lewis stated she added asterisks for reimbursable payables, but it is outside the print area. She will make sure to correct that moving forward. She confirmed with Director Sommers that he is requesting an asterisk next to items that will be capitalized.

**EAST FORK FIRE PROTECTION DISTRICT BOARD
MEETING OF AUGUST 15, 2023**

Director Sommers stated yes and moving forward also add an asterisk to the additional purchasing that will go in the Capital Fund. He anticipates larger expenditures and would like to know capital versus operating.

MOTION to approve the Consent Calendar item 3 b with the noted additional asterisks to be included in the future reports.

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

Director Sommers requested to discuss consent item 3 f further. He asked for clarification because it appears the consolidated tax collected will be under budget for the 12 months anticipated in September.

Director of Finance Lewis stated the District should receive the consolidated tax payment at the end of August. The expected amount is \$130,000 less than anticipated.

Director Sommers asked if that would create requirements at the end of the fiscal year in terms of an augmentation.

Director of Finance Lewis explained it will reduce the amount of a possible augmentation because the District didn't receive the revenues expected for the prior year.

MOTION to approve the Consent Calendar item 3 f.

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

4. For Possible Action. Discussion and possible action to award a contract to Simerson Construction in the amount of \$601,800, with a contingency allocation for contract changes not to exceed 10%, for the renovation and erection of a training prop at 1699 County Road, Minden, Nevada, and to authorize the District Fire Chief to execute all necessary documents. (Tod F. Carlini, District Fire Chief) 10 minutes.

**EAST FORK FIRE PROTECTION DISTRICT BOARD
MEETING OF AUGUST 15, 2023**

District Fire Chief Tod Carlini stated the training prop has been a project in the works for over four years. The project was put on hold during the Covid pandemic. The District followed NRS for this project. Bids were solicited during the month of July and a formal bid opening was conducted in accordance with the invitation to bid. There were five contractors that bid on the project. This is much higher than the last project where only one contractor bid on the job. This is a project that requires special skills with a background in jobs like the training prop. The most responsive bid and in accordance with the NRS requirements, the lowest bid was Simerson Construction with a base bid amount of \$601,800. Because of the method being used on this project, there is a certain amount of module capacity on how this is built. The only alternate is a top section that requires sophisticated construction and welding. The recommendation is not to proceed with the alternate at this time, but it can be addressed later. The recommendation is to proceed with Simerson Construction in the amount of \$601,800. There is \$412,000 in the budget for this project. There is a shortfall of funds for the job but there are billable charges coming in (off district response billings and a FEMA reimbursement) that can be applied to it. After talking to the contractor, they recommended looking into possible engineering changes that may reduce the cost. The recommendation is to move forward with the project using Simerson Construction, a sole source service. They have a facility for off-site fabrication.

Director Barbara Griffin stated she has been in support of the training center since the beginning. She would like any changes or modifications made in terms of the engineering and possible potential savings to come back to the Board.

President Jacques Etchegoyhen believes it would be a good idea to have discussions with the contractor to identify any potential savings. He supports the training center.

Secretary John Bellona asked District Fire Chief Carlini if he had any idea of a percentage of the possible savings.

District Fire Chief Carlini stated the contractor didn't indicate the amount of potential savings, they just wanted to discuss the project and some different ideas.

Director Mike Sommers stated it is interesting to see the alternate bid being the highest of all the bids but the lowest on the primary bid. He asked about the cost from off-district fires that will help to cover some of the costs of the project.

**EAST FORK FIRE PROTECTION DISTRICT BOARD
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District Fire Chief Carlini stated there is \$412,000 in the existing approved budget for this project. The additional funds are related to the off-district responses.

Director Sommers asked if it is clear revenue.

District Fire Chief Carlini stated no.

Director Bellona explained out of the \$400,000 in billable revenue, \$249,000 is available, the other \$150,000 is going to pay for the expenses related to the off-district responses. He explained \$400,000 was billed for off-district responses, of those billable grant reimbursement funds \$249,000 are available. The parts that are missing are what is paying for the expenses of the off-district responses.

Director Sommers stated which is \$151,000. He asked concerning this, if the District is looking at \$250,000 in additional available revenue net for this project and is that part of the \$400,000 that was originally budgeted for?

Director Bellona stated no, it is more than. The District has an extra \$249,000 that can be put towards the project that has not been earmarked for any other expenses.

District Fire Chief Carlini stated the District needs \$190,000.

Director Curtis stated essentially it is paid for once the District receives the reimbursements.

Director Sommers stated he feels priorities and other needs of the District need to be looked at sooner than later.

Director Griffin agrees with Director Sommers and believes priorities and needs will be addressed with the Standards of Cover.

Director Sommers stated Standards of Cover is just one item on the agenda. He is referring to overall priorities for the District because the needs of the District are not being kept up on.

President Etchegoyhen opened public comment.

There was no further public comment.

Public comment closed.

Director Sommers asked if the bid includes a completion date.

**EAST FORK FIRE PROTECTION DISTRICT BOARD
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District Fire Chief Carlini stated yes.

MOTION to award a contract to Simerson Construction in the amount of \$601,800, with a contingency allocation for contract changes not to exceed 10%, for the renovation and erection of a training prop at 1699 County Road, Minden, Nevada, and to authorize the District Fire Chief to execute all necessary documents.

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

5. For Possible Action. Discussion and possible action to allow the District Fire Chief the authority to exceed the maximum approved position roster for Firefighter/EMT, Firefighter/EMT Advanced, and/or Firefighter/Paramedic with full-time equivalent (FTE) position(s) not to exceed sixty (60) shifts from time of appointment, and not to exceed three (3) full-time equivalent (FTE) positions at one time. (Tod F. Carlini, District Fire Chief) 15 minutes.

District Fire Chief Tod Carlini stated at a previous Board meeting when requesting to exceed the minimum roster, Director Mike Sommers recommended the authority be given to the District Fire Chief and not necessarily go before the Board every time the need arises. There is a limitation of 60 shifts from time of appointment and not to exceed three full-time equivalent positions built into the request.

Secretary John Bellona asked if this will be put into District policy so when there is another Fire Chief, they will know what's taking place instead of it just being agreed upon at a Board meeting that will get lost years from now.

District Fire Chief Carlini stated there is an employee approaching their 90-day approval. With Board action there would be the ability to exceed that due to a possible retirement.

Secretary Bellona stated he agrees this request is important to move forward but would like to see a policy detailing the process.

District Fire Chief Carlini agreed to have a policy put in place.

Director Barbara Griffin would like the policy to also include the Board be notified when this takes place.

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President Etchegoyhen opened public comment.

There was no public comment.

Public comment closed.

MOTION to approve the District Fire Chief the authority to exceed the maximum approved position roster for Firefighter/EMT, Firefighter/EMT Advanced, and/or Firefighter/Paramedic with full-time equivalent (FTE) position(s) not to exceed sixty (60) shifts from time of appointment, and not to exceed three (3) full-time equivalent (FTE) positions at one time, including that a policy will come forward in the next few months.

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

6. For Possible Action. Discussion and possible action to approve a contract for service with ARC Health and Wellness at an estimated cost of \$65,000 per fiscal year, and to authorize the District Fire Chief to sign all related documents. (Tod F. Carlini, District Fire Chief) 15 minutes.

District Fire Chief Tod Carlini stated the District solicited requests for proposals (RFP) for physicals from Carson Valley Health and ARC Health and Wellness. The most responsive proposal came from ARC Health and Wellness. They are a mobile service used by other agencies in the area. There are a couple requirements in NRS 617 and PA 1582 they conform with. Cancer screening and a thyroid lab test have been added to the physical process. There is a fee for the extra screenings, which is included in the estimated cost.

This has been discussed in labor management and has received a positive reaction.

Secretary John Bellona asked if the Hazmat physical is part of the cost.

District Fire Chief Carlini stated the Hazmat physical is an additional cost and not everyone gets a Hazmat physical.

Secretary Bellona stated the District has never required a pre-cancer screening before hiring an individual. If it is not done before hiring, an individual can come in with cancer, get hired and under NRS it becomes the District's responsibility even though the individual had cancer before they were hired. Also, if someone retires today, there is no cancer screening at the time of

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retirement and an individual has 5 years to file a claim. The cancer screening is very important and 1582 physical. He stated Carson Valley Health never came close to the 1582 physical.

Director Mike Sommers confirmed with District Fire Chief Carlini this is a fiscal year contract.

District Fire Chief Carlini explained it is a contract that spans two fiscal years. Half of the department gets a physical in one fiscal year and the other half of the department gets a physical the second fiscal year.

Director Sommers confirmed that every person will not get two physicals by the end of the contract year.

District Fire Chief Carlini stated that is correct and it is not required by law.

Director Sommers confirmed each employee will have one physical over the next 2 fiscal years.

District Fire Chief Carlini stated yes, that is correct.

President Jacques Etchegoyhen opened public comment.

East Fork Fire Volunteer Liaison Elaine Pace stated the Volunteers are in favor of this. The process has not been easy over the years. Physicals are a benefit for volunteers.

There was no further public comment.

Public comment closed.

MOTION to approve a contract for service with ARC Health and Wellness at an estimated cost of \$65,000 per fiscal year, and to authorize the District Fire Chief to sign all related documents.

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

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7. For Possible Action. Discussion and possible action to adopt the 2023-2024 East Fork Fire Protection District Standards of Cover to serve as the District's guidelines for establishing desired incident staffing, response time objectives and apparatus/station deployment, all in consideration of the District's fiscal capacity. This document is subject to annual review. (Scott Gorgon, Deputy Chief) 45 minutes.

Deputy Chief Scott Gorgon, District Fire Chief Tod Carlini and Engineer Jake Ferriera presented a PowerPoint presentation highlighting the Standards of Cover.

District Fire Chief Carlini stated this document has been a long time coming and thanked Deputy Chief Gorgon and Engineer Ferriera for all their hard work.

Acknowledgments:

- Deputy Chief Scott Gorgon
- Engineer Jake Ferriera
- Firefighter/Paramedic Aaron Ghysels
- BLD Consulting
- Dispatch Supervisor Cirra Woods
- GIS Supervisor David Alexander
- GIS Leah Montoya
- Administrative Specialist II Holly Megee
- Director of Administrative Services Lisa Owen

History of Standards of Cover:

- Initial Standard adopted in 2012 by Douglas County Commission serving as Board of Directors (BOD).
- Updated in 2015 by Douglas County Commission serving as BOD.
- Adopted in 2017 by the Board of Directors as an independent body.
- 2020 COVID-19 pandemic delayed update
- Here in August 2023 with new presentation

What are Standards of Cover?

- Consists of decisions made regarding the placement of field resources in relation to the potential demand placed on them by the type of risk and historical needs of the community.

Why does the District need Standards of Cover?

- To attempt to identify the hazards and risks within the community.
- To establish the Fire District's current capabilities and limitations against recognized consensus standards.

Objectives and outcomes:

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- Establishes standards for:
 - Response times
 - Incident scene staffing levels.
- Measures against selected or created standards.
- Becomes a study in operational efficiency and cost effectiveness.
- Allows for data-driven modifications in service delivery.
- Risk management tool.
- “Essentially a performance audit and operational deployment plan”

Relationship to other documents and processes:

- Dispatch interface and agreements
- Douglas County Master Plan
- East Fork Fire Capital Improvement Plan
- East Fork Fire budget
- Guides East Fork Fire Policies and Standard Operating Guidelines

Reasons:

- Attempt to establish data-driven standards.
- Analytical response to needs.
- Eliminate emotional response to needs.
- Attempt to look towards future needs.
- Attempt to enhance community safety.
- Attempt to enhance firefighter safety.
- Ensure the appropriate deployment of available resources.

Existing station locations and response districts:

- 5 Staffed All-Risk Stations
- 1 Fuels/Wildland Fire Station
- 7 Logistical Volunteer Stations
- 11 Response Districts

Current standards advance life support response:

- 8-minute response time 90 percent of the time to Priority 1 (P1) Advanced Life Support (ALS) (This is strokes, heart attacks, codes, etc.)
- 12-minute response time 90 percent of the time to Priority 1 ALS with a transport ambulance

Current standards structure fire response:

- 8-minute response time 90 percent of the time to Priority 1 Structure Fires with the first capable pumping apparatus and personnel
- 20-minute response time for the balance of the first alarm assignment and personnel

8-minute response time map: (A map was provided)

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- Shows the normal drive time to go 8 minutes from any of the Stations created by Geographic Information System (GIS)
- (Applies to all career staff resources transport)

12-minute response time map: (A map was provided)

- Shows the normal drive time to go 12 minutes from any of the Stations created by GIS
- (Applies to transport ambulance only)

20-minute response time map: (A map was provided)

- Shows the normal drive time to go 20 minutes from any of the Stations created by GIS
- (Applies to balance of the first alarm only)

Current performance graph: (A graph was provided)

- The graph shows the actual response times for priority 1 calls. The number reflects priority 1 echo and priority 1 fire calls.

Call volume notations:

- Call volume growth as a percentage since 2012 has increased 26.77%.
- Call volume since the last Standards of Cover has grown 13.78%.
- Call volume increase of 6.02% from 2020 to 2021 and an increase of 6.18% from 2021 to 2022. This compounding increase in call volume has challenged the District in many aspects.
- One of the significant points of interest is where and how the District can improve response time objectives in the future.
- Currently, data collection and evaluation are a top priority, allowing the District to make informed decisions on future staffing and response models for the District.

Call volume increases: (A graph was provided)

- The graph shows the volume increase since 2012.
- There was a decrease in call volume related to the pandemic.

Current performance results:

- A review of P1 call data over the past three years was evaluated and graphed as noted above. In the previous version of Standards of Cover, the District met response time objectives for P1 ALS 89% of the time.
- Data collected for the Standards of Cover shows a significant decrease in the District's ability to reach this objective.
- The District has been able to service 94% of P1 ALS calls under the 12-minute mark.
- Due to a significant increase in call volume and no major addition to ALS staffing, the ability to meet the standard 90% of the time has been decreased.

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Director Barbara Griffin asked if the decrease is contributed to the increase of volume and traffic.

Deputy Chief Gorgon stated GIS is specific to existing streets. The issue is that calls increase and when the calls increase at the same time, it slows things down. Once there is a year's worth of data, suggestions will be brought back to the Board to start to bring the number back up.

Director Mike Sommers asked if the time of response begins, out the door, or, at the time the call comes in.

Engineer Ferriera stated the time starts when the crew is in route.

Director Sommers asked if there is information showing the length of time that the incidences occur before the first engine is back in service, then compare that to having a backup engine needed to service the second area within that region or district.

Engineer Ferriera stated unit hour's utilization is tracked, which is the amount of time a unit spends assigned to an incident in a 24-hour period. There is not a way to track the number of times an engine is needed when the other engines are on a call. There is a count for mutual aid calls received.

Secretary John Bellona asked Deputy Chief Larry Goss if some of the current data issues will be fixed by switching over to Conway.

Deputy Chief Goss stated it is something that is currently being worked on.

Secretary Bellona stated that is part of the problem.

Deputy Chief Goss stated some of the rules have changed.

Deputy Chief Gorgon stated Engineer Ferriera is working with BDL Consulting to fix some of the data issues and then it will go back to Deputy Chief Goss and training will be part of the process.

Director Griffin asked if population increase surrounding the stations can be determined.

Engineer Ferriera stated not by District, but census data is reviewed. The number of calls by District is available and can be compared to previous years.

Secretary Bellona asked if GIS has that capability?

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Deputy Chief Gorgon stated the census was used to see how much the population increased. The District is looking at population density and run volume. As people move into rural areas, calls will increase in those areas.

Director Griffin asked how many square miles are per station surrounding each station.

District Fire Chief Carlini stated that can be generated. He stated there were response districts in the past, but they have been removed. He would like to bring this back, looking in more detail as to what's taking place in a particular response district. It might be worth looking into going back to using MBC. Maybe the department that handles re-districting can create a map using the response districts that would generate the number of people currently living in each district. The population piece is hard to chase because of the inflow and outflow of people.

Director Sommers stated he feels the information (response time, type of response, equipment, and manpower) needs to be overlaid on a map to see how it falls within the areas. He believes there will be longer response times on commercial incidents than EMS incidents, medium time on residential between commercial and EMS. Then do a weighted average on wildland. Then once the information is gathered it can be laid over a map and the decision may be to change the Standards of Cover.

District Fire Chief Carlini stated that is very reasonable. Having data from different aspects will allow the District to make better decisions. There needs to be better control over the data system (RMS) that the District has complete control over. The District has 0% control over the other data system (Spillman). There are holes in the data, and it is shown in the GEMT calculations, which are being worked on by Deputy Chief Gorgon and Engineer Ferriera.

Director Sommers asked if the District is prioritizing what data goes in and comes out.

Engineer Ferriera explained the process. He stated that every call generated is entered into RMS, then broken down to the type of call. Once the data is entered in appropriately, it's a click of a button to get the data needed. NFIRS requires certain information to be entered in, but it needs to be entered in correctly. That is not happening across the board, which is being worked on with BLD Consulting.

Director Sommers asked if the District has prioritized the data used for the Standards of Cover.

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Engineer Ferriera stated the Standards of Cover will be the District's base time data.

District Fire Chief Carlini stated the hope is that the software the District will be using from BLD Consulting will allow the District to obtain more detailed information in other areas. This is only being looked at a year out. This is the best the District can do today with the current system and challenges with generating reports.

Director Sommers confirmed this is with what is available today and 12 more months of study on data.

District Fire Chief Carlini stated yes.

Director Sommers stated even if it's a trial basis, it allows a redesign of the District responses based on the manpower and ability to do that with the current equipment and resources, if necessary. At this point the District will evaluate the information gathered, which will determine what's needed.

District Fire Chief Carlini stated for clarification, NFPA 1710 looks at the responses for when advanced life support is needed and the time factor for different types of structural fire response. That is what is looked at, as well as the balance of the first alarm.

Secretary Bellona stated back in service times will change in the next few years if Carson Valley Health does what they say they plan on doing, a 12-bed emergency room and Cath lab. This would result in a rescue going back in service sooner. This may not happen for another year or two, but it will change the response times.

Incident staffing:

- NFPA 1710 is a consensus standard defining four levels of incident staffing:
 - Single family dwelling
 - Strip Mall
 - Apartment
 - High Rise
- The objectives in this area will remain focused on the recommended criteria as outlined in NFPA 1710

NFPA 1710 key requirements: (A graph was provided)

Current response staffing:

- Structure fire:
 - First alarm

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- 4 Type 1 engine, 2 rescues, 1 Training and Safety Officer, 1 Battalion Chief.
- Second alarm structure fire:
 - 4 Type 1 engine (Mutual Aid) 1 rescue, 1 squad, 2 utilities, Duty Chief, East Fork All Call
- The first alarm staffing provides for 18 personnel, which complies with NFPA 1710 for a single-family residential structure fire.

There was discussion on different types and names of housing.

Unit Hour Utilization:

- Resource usage is evaluated by unit hour utilization.
- Dispatch data attempts to show the percentage of time a resource is assigned to an incident on a per day basis.
- Private, for profit, ambulance companies strive for a 50% maximum utilization.
- Fire based ambulances strive for a maximum utilization of 32% due to multiple all-risk responsibilities, i.e., fire response, technical rescue, prevention duties, station maintenance, training, etc.

Unit hour utilization comparison: (A graph was provided)

- In 2019 the District was able to add Rescue 12, which had a positive impact by reducing ambulance unit hour utilization (UTH) based on available data.

A dynamic work in progress:

- Evaluation of performance standards, time standards, staffing, services, and overall Fire District performance will always be a work in progress.
- As with any organization that strives to provide the best service possible, continual growth and improvement remains a top priority.

Recommendations:

- Continue working towards meeting the staffing and response time objectives set forth in NFPA 1710.

District Fire Chief Carlini stated most fire agencies don't really adopt NFPA, but it is one the District should strive towards.

Secretary Bellona stated the District may not adopt it, but Nevada Business Industry does because it is a conscience standard. Every time a new standard comes out it's automatically adopted either through EPA or OSHA.

Director Sommers asked Secretary Bellona if he feels regardless of the decisions the District makes, will the District need to be at a minimum to that standard.

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Secretary Bellona stated no, he's saying the District needs to be aware of it in litigation.

Recommendations:

- Continue to support the recruitment and retention of volunteers to perform the necessary logistical needs of incidents and wildland fire response. (primary to that is water supply)
- Re-evaluation of response times after one full year of newly instituted data acquisition procedures.
- Re-evaluation of UHU's as call volume increases.
- Prepare to evaluate the effects of new Assisted Living Facilities within the District.
- Prepare to evaluate the effects of Carson Valley Medical Center's (CVMC) facility and service level expansion. (Expressed with the market study done by CVMC)
- Continue to evaluate and update the Capital Improvement Plan. (This is done annually)
- Evaluate and coordinate with Douglas County Geographic information System (GIS) to ensure all new construction and road design projects work to improve response times in the District. (Traffic is a concern).
- Work to expand the Fuels Management program to include accessing the Community Wildfire Protection Plan (CWPP) and seeking possible grant and contract funding to sustain a program during and beyond the NV Energy contract.
- Include Squad response with the first alarm structure fires.
- Purchase of Motorola Minitor VI VHF 1 Channel Pagers.
- Continue the use of our accepted response time standards.
- Purchase Cradlepoint access points for our MDC equipped apparatus.
- Enter into a 1-year fee agreement with Douglas County 911 Communications to provide dispatch services, provided the 911 Center supports and recognizes NFPA 1225 (standard for call taking process) and its implications in the Insurance Services Office (ISO) Fire Protection Class Grading.

District Fire Chief Carlini stated this is the list of recommendations. No recommendations were made in terms of where additional resources are needed or the moving of existing resources. A couple of areas were looked at (Johnson Lane, Buckeye & Gilman). There is not a lot of data indicating necessary change in District 4, short of additional staffing or 4-person engine. Not a lot is going on along the Foothill/Jacks Valley area. There are holes in the Clear Creek area, which is going to be a challenge because the District doesn't have the call volume. It will be well over 1 million dollars to build a fire station and labor costs of 1.5 million for a 3-person engine company. Those will be challenges.

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Director Griffin asked how many homes were approved in the Corley Ranch area. She remembers it being many homes and it is far from a station.

Director Sommers stated if that happens there will need to be discussion on the needs in that area as well as other developments.

Director Sommers stated he understands the recommendation is to continue to analyze. He would like something to come back to the Board in 8-9 months with raw data.

District Fire Chief Carlini stated that can be done.

Deputy Chief Gorgon stated the MDC's do work. The issues are refining the data in Fire RMS and assuring information coming from Spillman is accurate. He stated he can provide a sampling.

Director Sommers stated he understands it won't include all four seasons of the year, but it will help the Board to establish budgetary processes.

Director Sommers requested termination of contract terminology be added to the year agreement with Douglas County 911.

District Fire Chief Carlini stated there are termination clauses in the contract.

Director Sommers thanked the staff for the great report.

Director Curtis stated if there is additional availability in medical services locally which may free up rescue time, it may wash out due to the increase in traffic and road conditions.

President Jacques Etchegoyhen opened public comment.

East Fork Fire Volunteer Liaison Elaine Pace stated the Volunteers are in favor of the recommendation of a squad response with the first alarm and the new pagers. She would like the Volunteers to be added to Fire RMS.

There was no further public comment.

Public comment closed.

MOTION to adopt the 2023-2024 East Fork Fire Protection District Standards of Cover to serve as the District's guidelines for establishing desired incident staffing, response time objectives and apparatus/station deployment, all in consideration of the District's fiscal capacity. This document will come back to the Board in 9 months instead of a year.

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

8. For Possible Action. Discussion and possible action to approve Resolution 2023R-004, which establishes the East Fork Fire Protection District, Fire Prevention Division schedule for Development Review Fees, in accordance with the requirements of NAC 477 and the 2018 International Fire Code, effective September 1, 2023. This is the second reading. (Amy Ray, Deputy Chief/Fire Marshal) 10 minutes.

Deputy Chief Amy Ray stated this Resolution is the proposed schedule being brought back for a 5% increase to the fee schedules. This was presented at the August Board meeting for the first reading. This would be the first increase since 2020. This is the second reading.

Legal Counsel Mark Forsberg stated this is compliant with the business impact statement. An evaluation has been done and determined for all four resolutions that the fee increase does not have a direct and significant burden on a business or the formation of a business. This applies to all four motions.

Director Mike Sommers asked if that language needs to be included in all the resolutions.

Legal Counsel Forsberg stated it doesn't need to be in the resolutions, it needs to be in the record.

Director Barbara Griffin stated the Resolution numbers in the packet are not correct. The first Resolution should start with 2023R-004.

Board Clerk Holly Megee confirmed the Resolutions adopted today should be 2023R-004, 2023R-005, 2023R-006 and 2023R-007.

President Jacques Etchegoyhen opened public comment.

There was no public comment.

Public comment closed.

MOTION to approve Resolution 2023R-004, which establishes the East Fork Fire Protection District, Fire Prevention Division schedule for Development Review Fees, in accordance with the requirements of NAC 477 and the 2018 International Fire Code, effective September 1, 2023. This is the second reading.

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

Director Sommers asked if separate motions are required for all Resolutions.

Legal Counsel Forsberg stated that is the way the agenda was written, but the Open Meeting Law does allow the Board to consolidate items.

Director Sommers would like to consolidate the next three items into one.

9. For Possible Action. Discussion and possible action to approve Resolution 2023R-005, which establishes the East Fork Fire Protection District, Fire Prevention Division schedule for required Operational Permits and Inspection Fees, in accordance with the requirements of NAC 477 and the 2018 *International Fire Code* effective September 1, 2023. This is the second reading. (Amy Ray, Deputy Chief/Fire Marshal) 10 minutes.

10. For Possible Action. Discussion and possible action to adopt Resolution 2023R-006 establishing the East Fork Fire Protection District, Fire Prevention Division schedule for Miscellaneous Fees for Service, in accordance with the requirements of NAC 477 and the 2018 *International Fire Code* effective September 1, 2023. This is the second reading. (Amy Ray, Deputy Chief/Fire Marshal) 10 minutes.

11. For Possible Action. Discussion and possible action to adopt Resolution 2023R-007 establishing the East Fork Fire Protection District, Fire Prevention Division schedule for Fire and Life Safety Plan Review Fees in accordance with the requirements of NAC 477 and the 2018 *International Fire Code*, effective September 1, 2023. This is the second reading. (Amy Ray, Deputy Chief/Fire Marshal) 10 minutes.

Deputy Chief Amy Ray stated if approved it would apply to the Operational Permits and Inspection Fees, Miscellaneous fees, and Fire and Life Safety Plan Review Fees to include the charge for wildland urban interface plan review and inspection fees.

President Jacques Etchegoyhen opened public comment.

There was no public comment.

Public comment closed.

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MOTION to approve Resolution 2023R-005, 2023R-006 and 2023R-007 as presented, in accordance with the requirements of NAC 477 and the 2018 *International Fire Code*, effective September 1, 2023. This is the second reading.

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

Director Curtis confirmed on record that the motion is for Resolutions 2023R-005, 2023R-006 and 2023R-007.

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

- No report.

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

Volunteer Liaison, Elaine Pace noted:

- Sheridan Volunteer Station had a benefit event last Saturday. They expected 150 people and ended up with 300 people.
- September 9, 2023, Fish Springs spaghetti dinner
- 13 new volunteer applicants. 10 responders and 3 support.
- Defensible space assessments training will take place on Tuesday, August 22, taught by Kelli from NDF
- A Genoa resident donated \$75,000 to the VFD Association and \$25,000 to the Genoa VFD

Director Barbara Griffin stated the event at Sheridan was a great event.

Director Griffin thanked Tom Hein for all he did for the volunteers.

15. For Presentation Only. Reports/updates from District Board Members and Administration concerning the various assignments and committees they may be a member of a liaison to, and meetings/functions they have

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attended. No action will be taken on these reports/updates. (Jacques Etchegohen, President) 10 Minutes.

Legal Counsel Mark Forsberg noted:

- The District had a meeting last week with Douglas County regarding codes. It was a great conversation. A few weeks ago, the building official issued an interpretation of an ordinance that conflicted with the way it had been interpreted before, without changing the codes or ordinances. It caused issues for the District. The County agreed, for now, the ordinance will continue to be interpreted the way it has been in the past.

CPA, CFO/Director of Finance Kathy Lewis noted:

- The audit is moving along
- Interviews for the Payroll Specialist takes place on Thursday, August 17, 2023

Deputy Chief Scott Gorgon noted:

- The last couple of weeks many East Fork Fire personnel were assigned to off-district response

Director Sommers asked what the crews are doing in the Mammoth area.

Deputy Chief Gorgon stated they are doing prescribed work, daily assignments, patrol, etc.

Director Barbara Griffin asked if the fire on Sunrise Pass was caused by lightning.

Deputy Chief Gorgon stated it appeared to be a truck fire that extended to brush. There was a lightning strike in BLM land east of Topaz. The fuel moisture is going down.

Director of Administrative Services Lisa Owen noted:

- No report

Deputy Chief/Fire Marshal Amy Ray noted:

- A grant was awarded. NDF oversees the grant. They will offer defensible space training to the volunteers that are interested in participating. The desire is to expand the program and have volunteers go out into the community and provide defensible space assessment.
- Looking into other grants in other areas.
- The district had a good meeting with Douglas County. Another meeting scheduled for Friday to work on code changes.
- Attended a meeting to begin the process of the adoption of the 2024 Fire Code and Wildland Urban Interface Code.

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Deputy Chief Training and Safety Larry Goss noted:

- The IT transition is near completion and going well.

Legal Counsel Mark Forsberg noted:

- Reminded the staff and Board that it's very important to keep good records and all meetings are required to be recorded. It's very important for all to try not to speak when someone else is speaking, not converse amongst yourselves, and speak loud and clear. There will be times when it will be looked at. He congratulated the Board and staff for having a clean record of no open meeting law violations.

Director Mike Sommers noted:

- No report.

Director Bernard Curtis noted:

- No report.

President Jacques Etchegoyhen noted:

- The medium home price in Carson Valley is \$760,000. He understands there is nothing the Board can do. He feels there is something that will need to be done in the future.

Director Barbara Griffin noted:

- She signed up for the defensible space exercise
- The Fuels Crew on 88 is doing a great job
- Wished Mike Sommers a happy birthday

Volunteer Liaison, Pace stated before the Sheridan event there were 34 homeowners signed up for the defensible space exercise.

Secretary John Bellona noted:

- Congratulations to Tom Hein.
- He would like an inventory completed on the vehicles and get rid of ones the District is no longer using
- Asked Volunteer Liaison Pace for the status of the website

Volunteer Liaison, Pace stated she is waiting to receive additional information.

District Fire Chief Tod Carlini noted:

- He'll take responsibility for the webpage not being complete. It was pulled back with the transfer of IT
- Working with BLM and Forest Service to get the District in an eligible position. Not sure if we'll be able to get an application in this year
- Looking into a few grants
- Working on another 3-year contract with NV Energy
- Hope to hold the Station 15 ceremony on Wednesday, August 30th

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ADJOURNMENT

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

MOTION to adjourn; carried.

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

There being no further business to come before the Board, the meeting was adjourned at 3:27pm.

Respectfully submitted:

Jacques Etchegoyhen, President
East Fork Fire Protection District

ATTEST:

Holly Megee, Board Clerk
East Fork Fire Protection District

East Fork Fire Protection District

AGENDA ACTION SHEET

- 1. **Title: For 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.

- 2. **Recommended Motion:** 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.

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

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

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

- 5. **Meeting Date:** September 19, 2023 **Time Required:** 5 minutes

- 6. **Agenda:** Administrative Agenda

- 7. **Background Information:** On August 18, 2023, the District received a \$1,000 donation from Melinda Wright. The administration recommends that the donation be dedicated to paramedic education costs. The District is most grateful for this donation.

- 8. **Reviewed by:**

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

- 9. **Board Action:**

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



EAST FORK FIRE PROTECTION DISTRICT

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

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

August 23, 2023

*Melinda Wright
751 Lassen Way
Gardnerville, NV 89460*

Dear Melinda,

The East Fork Fire Protection District would like to thank you for the very generous donation of \$1,000.00.

The donation, has been placed, at your request, in our District account for our paramedics. This will help our staff continue their training and education.

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

Sincerely,

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

cc: file

East Fork Fire Protection District

AGENDA ACTION SHEET

1. **Title: For Possible Action.** Approval of Consent Calendar Items A-F. (John Bellona, Secretary) 5 minutes.

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

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

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

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

5. **Meeting Date:** September 19, 2023 **Time Required:** 5 minutes

6. **Agenda:** Consent Calendar

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

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

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

East Fork Fire Protection District

AGENDA ACTION SHEET

1. **Title: For Possible Action.** Discussion and possible action to accept the report on general ledger cash balances as of August 31, 2023. (Kathy Lewis, CPA, CFO/Director of Finance)

2. **Recommended Motion:** Motion to accept the report on general ledger cash balances as of August 31, 2023.

3. **Funds Available:** NA **Amount:** \$2,313,489.99

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

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

5. **Meeting Date:** September 19, 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 # 4A

East Fork Fire Protection District

Cash Cross Fund Report

As of:

August-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	569,279.94	(186,601.27)	382,678.67
650	General Fund	101.701	LGIP - Local Govt Investment Pool	1,631,304.26	(41,311.84)	1,589,992.42
650	General Fund	101.703	Reserve Account - Pitney Bowes	2,344.00	-	2,344.00
650	General Fund	102.000	Petty Cash	100.00	-	100.00
Fund Total				2,203,028.20	(227,913.11)	1,975,115.09
651	Emergency Fund	101.650	Cash in Bank - EFFPD	-	-	-
651	Emergency Fund	101.701	LGIP	336,582.30	1,792.60	338,374.90
Fund Total				336,582.30	1,792.60	338,374.90
Grand Total: 2 Funds				2,539,610.50	(226,120.51)	2,313,489.99

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 August 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 August 2023 per NRS 474.210.

3. **Funds Available:** Yes **Amount:** \$1,289,848.07

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

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

5. **Meeting Date:** September 19, 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 # 4B

Company name: East Fork Fire Protection District
Report name: Payables for Prior Month
Created on: 9/6/2023
Fund: All Funds--All Funds

Type	Date	Check No.	Payee Name	Transaction Amount
Record Transfer	8/2/2023		Waystar	1,316.36
Record Transfer	8/2/2023		Cybersource	9.00
Record Transfer	8/2/2023		AuthorizeNet	30.00
Record Transfer	8/2/2023		Aetna Life Insurance	156,598.44
Record Transfer	8/3/2023		Aflac	1,220.96
Check	8/4/2023	11439	Airtec Gases	297.61
Check	8/4/2023	11440	Anderson Heating & Air Conditioning	140.00
Check	8/4/2023	11441	Bound Tree Medical, LLC	1,329.77
Check	8/4/2023	11442	Building Services of CA & NV, LLC	525.00
Check	8/4/2023	11443	Cintas	94.49
Check	8/4/2023	11444	Flyers Energy LLC	2,656.07
Check	8/4/2023	11445	Hunt & Sons, Inc	170.64
Check	8/4/2023	11446	Life-Assist, Inc	1,743.53
Check	8/4/2023	11447	Minden Electric, LLC	3,100.00
Check	8/4/2023	11448	Nevada Landart	7,540.00
Check	8/4/2023	11449	NV Consulting LLC	912.50
Check	8/4/2023	11450	Overhead Door	2,500.00
Check	8/4/2023	11451	Pacific Shredding	28.89
Check	8/4/2023	11452	Southwest Gas Corporation	960.10
Check	8/4/2023	11453	Tahoe Supply Company LLC	2,430.44
Check	8/4/2023	11454	TASC Client Services	382.00
Check	8/4/2023	11455	Town of Minden	634.05
Check	8/4/2023	11456	Aaron Ghysels	333.00
Check	8/4/2023	11457	Ace Hardware	182.96
Check	8/4/2023	11458	BLD Consulting	4,800.00
Check	8/4/2023	11459	Braun NW, Inc	180.59
Check	8/4/2023	11460	Firetrucks Unlimited	1,050.00
Check	8/4/2023	11461	Flex Fleet Rental, LLC	2,696.85
Check	8/4/2023	11462	Guided Truck & Equipment	4,074.30
Check	8/4/2023	11463	Kronos Incorporated	34.52
Check	8/4/2023	11464	Parts House	3,079.81
Check	8/4/2023	11465	Zoll Data Systems, Inc	4,668.72
Record Transfer	8/4/2023		VOYA Benefit Strategies	70.50
Record Transfer	8/8/2023		VOYA Benefit Strategies	44.65
Check	8/10/2023	11466	ABE Printing	175.96
Check	8/10/2023	11467	Black Point LLC	3,588.00
Check	8/10/2023	11468	Bound Tree Medical, LLC	1,300.06
Check	8/10/2023	11469	Carson Dodge Chrysler	127.50
Check	8/10/2023	11470	CMC Tire Inc	330.45
Check	8/10/2023	11471	Conway Communications	135.00
Check	8/10/2023	11472	Flyers Energy LLC	5,483.34
Check	8/10/2023	11473	Henry Schein, Inc	608.50
Check	8/10/2023	11474	Kronos Incorporated	6,111.48
Check	8/10/2023	11475	Les Schwab Tire Centers of Nevada	125.96
Check	8/10/2023	11476	Life-Assist, Inc	1,158.40
Check	8/10/2023	11477	NV Consulting LLC	1,414.20
Check	8/10/2023	11478	NV St Dept of Conservation (Forestry)	23,595.50
Check	8/10/2023	11479	NV St Dept of Public Safety	80.50
Check	8/10/2023	11480	Oshinski & Forsberg, Ltd.	2,925.00
Check	8/10/2023	11481	SMG Fire Consulting Group LLC	13,906.50
Check	8/10/2023	11482	Warren Reed Insurance	2,427.00
Check	8/10/2023	11483	Xerox Corporation	480.51
Check	8/10/2023	11484	A Sign Shop	75.00
Check	8/10/2023	11485	Ace Hardware	356.70

Company name: East Fork Fire Protection District
Report name: Payables for Prior Month
Created on: 9/6/2023
Fund: All Funds--All Funds

Type	Date	Check No.	Payee Name	Transaction Amount
Check	8/10/2023	11493	Carson Valley Heating Inc.	310.44
Check	8/10/2023	11495	Charter Communications	987.59
Check	8/10/2023	11497	Cintas	264.54
Check	8/10/2023	11500	Douglas Disposal	790.41
Check	8/10/2023	11503	Frontier Communications	64.99
Check	8/10/2023	11512	Matthew Galas	350.00
Check	8/10/2023	11514	Overhead Door	3,130.00
Check	8/10/2023	11518	Tahoe Supply Company LLC	152.64
Check	8/10/2023	11521	Wharton Concrete	2,716.23
Check	8/10/2023	11564	Stryker Medical Corp	7,746.95
Record Transfer	8/10/2023		State of NV - DCP	938.41
Record Transfer	8/10/2023		State of NV - DCP	29,539.85
Record Transfer	8/11/2023		VOYA Benefit Strategies	1,026.64
Record Transfer	8/11/2023		State of NV - DCP	4,359.92
Record Transfer	8/15/2023		Bank of America- Checking	117.81
Record Transfer	8/15/2023		Public Employees' Retirement System of Nevada	278,750.00
Record Transfer	8/15/2023		Optum Financial	85.97
Record Transfer	8/16/2023		VOYA Benefit Strategies	9,039.01
Record Transfer	8/16/2023		VSP	1,151.60
Check	8/17/2023	Voided - 11412	Teleflex	-2,975.00
Check	8/18/2023	11486	Air Exchange	11,259.76
Check	8/18/2023	11487	Airtec Gases	75.10
Check	8/18/2023	11488	Alex Callahan	1,224.50
Check	8/18/2023	11489	Amazon Business	2,517.33
Check	8/18/2023	11490	Big Daddy's Bicycles & Fitness	9,599.98
Check	8/18/2023	11491	Bound Tree Medical, LLC	833.29
Check	8/18/2023	11492	Bound Tree Medical, LLC	150.50
Check	8/18/2023	11494	Charter Communications	304.04
Check	8/18/2023	11496	Cintas	322.99
Check	8/18/2023	11498	Conway Communications	2,436.90
Check	8/18/2023	11499	Douglas County Utilities	2,106.66
Check	8/18/2023	11501	Fire Service Center	75.00
Check	8/18/2023	11502	Flyers Energy LLC	4,107.39
Check	8/18/2023	11504	Gardnerville Ranchos GID	364.70
Check	8/18/2023	11505	Henry Schein, Inc	180.22
Check	8/18/2023	11506	Howell's Lock and Safe	42.00
Check	8/18/2023	11507	James Lawrence	1,224.50
Check	8/18/2023	11508	Justin Grimm	1,224.50
Check	8/18/2023	11509	Kevin May	1,224.50
Check	8/18/2023	11510	Larry Goss	252.25
Check	8/18/2023	11511	Life-Assist, Inc	51.50
Check	8/18/2023	11513	O'Reilly Auto Parts	637.81
Check	8/18/2023	11515	Pacific Shredding	28.89
Check	8/18/2023	11516	Silver State International	1,875.98
Check	8/18/2023	11517	Tahoe Supply Company LLC	553.50
Check	8/18/2023	11519	ubeo Business Services	418.97
Check	8/18/2023	11520	Waystar	898.82
Check	8/18/2023	11522	William Megee	3,750.00
Record Transfer	8/18/2023		VOYA Benefit Strategies	70.50
Check	8/21/2023	Voided - 11514	Overhead Door	-3,130.00
Record Transfer	8/21/2023		TriZetto	50.00
Record Transfer	8/23/2023		State of NV - DCP	12.90
Record Transfer	8/23/2023		Standard Insurance Company	2,296.23

Company name: East Fork Fire Protection District
Report name: Payables for Prior Month
Created on: 9/6/2023
Fund: All Funds--All Funds

Type	Date	Check No.	Payee Name	Transaction Amount
Record Transfer	8/24/2023		State of NV - DCP	34,573.48
Record Transfer	8/24/2023		State of NV - DCP	795.12
Check	8/25/2023	11523	A Sign Shop	675.00
Check	8/25/2023	11524	Ace Hardware	59.94
Check	8/25/2023	11525	Air Exchange	4,195.92
Check	8/25/2023	11526	Allstar Fire Equipment	42,501.40
Check	8/25/2023	11527	ASJ Small Engines, Etc	477.13
Check	8/25/2023	11528	AT&T Mobility	2,034.58
Check	8/25/2023	11529	Bound Tree Medical, LLC	1,919.40
Check	8/25/2023	11530	Central Sierra Construction, Inc.	31,413.65
Check	8/25/2023	11531	Cintas	1,632.30
Check	8/25/2023	11532	Employee Services LLC	3,500.00
Check	8/25/2023	11533	Fire Service Center	740.00
Check	8/25/2023	11534	Flyers Energy LLC	2,994.92
Check	8/25/2023	11535	Frontier Communications	2,950.47
Check	8/25/2023	11536	Henry Schein, Inc	654.82
Check	8/25/2023	11537	Kronos Incorporated	165.79
Check	8/25/2023	11538	LN Curtis	438.00
Check	8/25/2023	11539	O'Reilly Auto Parts	555.58
Check	8/25/2023	11540	Overhead Door	630.00
Check	8/25/2023	11541	Pacific Shredding	57.78
Check	8/25/2023	11542	Siddons-Martin Emergency Group	5,324.56
Check	8/25/2023	11543	Tahoe Supply Company LLC	1,791.99
Check	8/25/2023	11544	Teleflex	2,975.00
Check	8/25/2023	11545	Topaz Ranch Estates GID & Water Co.	121.25
Check	8/25/2023	11546	Tracy Connelly	180.50
Check	8/25/2023	11547	Wharton Concrete	1,104.18
Check	8/25/2023	11548	Carson Valley Medical Center	1,319.00
Check	8/25/2023	11549	West Coast Code Consultants	437.50
Record Transfer	8/25/2023		VOYA Benefit Strategies	9,984.39
Record Transfer	8/25/2023		State of NV - DCP	150.00
Record Transfer	8/28/2023		Bank of America CC - Visa	2,913.51
Record Transfer	8/28/2023		Bank of America CC - EF	23,726.89
Check	8/29/2023	Voided - 11521	Wharton Concrete	-2,716.23
Record Transfer	8/30/2023		NV Energy	6,548.43
Check	8/31/2023	11550	ABE Printing	399.00
Check	8/31/2023	11551	Adam Brewer	1,224.50
Check	8/31/2023	11552	Airtec Gases	84.00
Check	8/31/2023	11553	Bound Tree Medical, LLC	1,683.99
Check	8/31/2023	11554	Charter Communications	267.02
Check	8/31/2023	11555	Conway Communications	14,225.00
Check	8/31/2023	11556	Dennis Cote	1,224.50
Check	8/31/2023	11557	Henry Schein, Inc	324.90
Check	8/31/2023	11558	Jeremy Chandler	1,224.50
Check	8/31/2023	11559	Life-Assist, Inc	239.00
Check	8/31/2023	11560	MacLeod Watts, Inc.	2,550.00
Check	8/31/2023	11561	Matthew Galas	1,224.50
Check	8/31/2023	11562	Motorola Solutions, Inc	665.00
Check	8/31/2023	11563	Public Employee's Benefits Program	396.91
Check	8/31/2023	11565	TASC Client Services	190.00
Check	8/31/2023	11566	Ace Hardware	334.69
Check	8/31/2023	11567	Air Exchange	1,168.00
Check	8/31/2023	11568	Campora Propane	450.60
Check	8/31/2023	11569	Carson Dodge Chrysler	266.51

Company name: East Fork Fire Protection District
Report name: Payables for Prior Month
Created on: 9/6/2023
Fund: All Funds--All Funds

Type	Date	Check No.	Payee Name	Transaction Amount
Check	8/31/2023	11570	Cintas	950.72
Check	8/31/2023	11571	Dave Taylor Appliance Service	120.00
Check	8/31/2023	11572	Flyers Energy LLC	7,461.75
Check	8/31/2023	11573	Hi-Tech EVS, Inc	102.36
Check	8/31/2023	11574	LN Curtis	7,243.77
Check	8/31/2023	11575	O'Reilly Auto Parts	544.00
Check	8/31/2023	11576	Overhead Fire Protection	540.00
Check	8/31/2023	11577	Sierra Nevada Woodworks	373.48
Check	8/31/2023	11578	Southwest Gas Corporation	808.73
Check	8/31/2023	11579	Tahoe Supply Company LLC	532.01
Check	8/31/2023	11580	Wharton Concrete	371.86
Record Transfer	8/31/2023		LGIP (Local Govt Investment Pool)	400,000.00

Total 173 records

Sum Total **1,289,848.07**

East Fork Fire Protection District

AGENDA ACTION SHEET

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

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

3. **Funds Available:** Yes **Amount:** \$1,460,205.45
Fund Name: General **Account Number:** Various

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

5. **Meeting Date:** September 19, 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 # 4C



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

Payroll Register (By Account)
Board Report - Payroll Summary

Pay Dates: 08/01/2023-08/31/2023

Report Total

of EE's - 109 / # of Statements - 211

Pay Type	Hrs	Amt	Deduction	EE Amt	ER Amt	Taxes	Amt	Net Pay	Amt
NVE-Reg	2434.50	54,374.49	NVPERS Fire	-	277,200.36	FIT	137,698.74	Direct Deposit	725,732.29
Regular	17593.00	556,230.43	NVPERS Reg	-	25,426.81	MEDI	14,154.17	Check	11,607.68
WC	76.00	4,201.38	Dist Paid Dent	-	7,859.88	SIT:CA	665.75	Totals:	737,339.97
Act-REG	226.50	-	Dist Paid Life	-	544.12	Totals:	152,518.66		
FTO-REG	48.00	-	Dist Paid Vis	-	1,043.75	MEDI	14,154.17		
NVE Act-REG	10.00	-	Dist Pd Med	-	136,079.22	SUTA:NV	-		
NVE-ActREG	-	-	Donate	300.00	-	ER Totals:	14,154.17		
Prec-REG	96.00	-	HSA Acct Fee	-	200.25	All Totals:	166,672.83		
FLSA	409.50	11,953.58	HSA Fam 55	670.80	-				
HIW	-	1,800.00	HSA Ind 55	691.64	-				
OT	6343.00	296,125.04	HSA Pre Fam	16,142.74	-				
OT-ADM	-	-	HSA Pre Ind	2,024.86	-				
NVEOT	67.50	2,268.52	HSA Special	520.00	-				
Act-OT	323.50	12,875.67	457 Roth post t	16,802.13	-				
FTO-OT	-	-	457-%	38,013.23	-				
NVE-ActOT	-	-	457-CU	12,572.54	-				
C1	24.00	1,611.25	457Roth-CU	1,235.35	-				
Act-C1	-	-	EFC	1,763.06	-				
RTW	-	-	EFC2	-	-				
ActInc-CB	-	-	FICA Alt	1,733.53	-				
ActInc-OT	323.50	1,287.56	SP SPRT	1,912.00	-				
ActInc-RTW	-	-	WANV	8.00	-				
ActInc-Reg	226.50	654.40	ERSF	9.00	-				
FTOInc Reg	48.00	126.67	ERSF2	-	-				
FTOInc-OT	-	-	Union Dues	8,869.50	-				
NVActInc-REG	10.00	26.80	NPT	-	-				
PrecInc-Reg	96.00	280.70	Vol EE Life	1,112.70	-				
PRInc-Reg	160.00	310.76	Vol EE AD&D	226.10	-				
PrmInc-Reg	5824.00	9,072.00	Vol Life Spouse	108.58	-				
PrmInc-FLSA	156.00	243.00	Vol Spouse AD&	31.98	-				
PrmInc-OT	3216.50	7,552.94	Vol Child Life	14.00	-				
PrmInc-CB	24.00	80.56	Vol Child AD&D	2.54	-				
PrmInc-RTW	-	-	Vol Acc	636.94	-				
HazInc-Reg	2624.00	2,648.72	Vol LTD	1,216.08	-				
HazInc-FLSA	66.00	65.76	Vol-A-ACC	102.58	-				
HazInc-OT	1203.00	1,880.83	Vol-A-CanPro	274.56	-				

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

Payroll Register (By Account)
Board Report - Payroll Summary

Pay Dates: 08/01/2023-08/31/2023

Report Total

of EE's - 109 / # of Statements - 211

Pay Type	Hrs	Amt	Deduction	EE Amt	ER Amt	Taxes	Amt	Net Pay	Amt
HazInc-CB	-	-	Vol-A-Crit	41.22	-				
HazInc-RTW	-	-	Vol-A-HOSP	106.74	-				
TSInc-Reg	672.00	2,706.96	Vol-A-STD	427.06	-				
TSInc-FLSA	18.00	72.48	Vol-A-TL	268.80	-				
TSInc-OT	557.50	3,368.53	Totals:	107,838.26	448,354.39				
TSInc-CB	-	-							
AsInc-Reg	2016.00	2,575.16							
AsInc-FLSA	54.00	69.00							
AsInc-OT	624.50	1,596.42							
AsInc-CB	24.00	40.28							
WldInc-Reg	448.00	404.32							
WldInc-FLSA	12.00	10.80							
WldInc-OT	398.50	539.44							
WldInc-CB	-	-							
AV	153.00	5,381.60							
ALU	27.50	1,142.64							
AS	150.00	5,395.67							
CU	155.00	4,466.32							
PDU	-	-							
PDU 40	-	-							
CLE	04.00	-							
CLE-BC	30.50	-							
CLE-CPT	252.50	-							
CLE-ENG	99.00	-							
CLE-FF	196.00	-							
CLE-Force	64.00	-							
MSC COMP	13.00	-							
NVE-CLE	-	-							
H-Work	-	-							
HSP	-	-							
Holiday	-	-							
AsInc-HSP	-	-							
HazInc-HSP	-	-							
PrmInc-HSP	-	-							
TSInc-HSP	-	-							
WldInc-HSP	-	-							

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

Payroll Register (By Account)
Board Report - Payroll Summary

Pay Dates: 08/01/2023-08/31/2023

Report Total

of EE's - 109 / # of Statements - 211

Pay Type	Hrs	Amt	Deduction	EE Amt	ER Amt	Taxes	Amt	Net Pay	Amt
LWOP	-	-							
Sick Used	936.00	-							
VU	1349.50	-							
CLU-56	-	-							
CLU-56+30	696.00	-							
CLU-56-30	108.00	-							
CLU-56-SI	144.00	-							
UBFO	-	-							
UN	07.50	-							
Comp Pay	72.00	1,900.00							
VacBB	-	-							
CS	13.25	320.86							
CPS	-	395.00							
UP	-	-							
Board PERS	-	600.00							
Board Non	-	900.00							
Admin Used	-	-							
MIS INC	-	-							
RET-NON-PERS	-	-							
RET-PERS	-	140.35							
PERS Wages	-	653,371.46							
PERS Cont	-	302,627.17							
Totals:	46643.75	997,696.89							

Total District Liability for Payroll:
 Earnings \$ 997,696.89
 Employer Deductions: \$ 448,354.39
 Employer Taxes: \$ 14,154.17
Total \$1,460,205.45



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

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

3. **Funds Available:** Yes **Amount:** \$47,194.34

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

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

5. **Meeting Date:** September 19, 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 # 4D

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

BofA CC - EF	6/21/2023	JEFF JAMES	CLAIM ADJ/ IN N OUT BURGE	\$	(16.13)
BofA CC - EF	6/22/2023	JEFF JAMES	CLAIM ADJ/ PNT*RED CUP YO	\$	(22.02)
* BofA CC - EF	7/30/2023	EFFPD 1	SHELL OIL 504506000QPS	\$	189.17
BofA CC - EF	7/30/2023	JESSE TSCHETTER	THE HOME DEPOT #3312	\$	12.73
BofA CC - EF	7/31/2023	LARRY GOSS	SQ *MACRO COMPANIES /	\$	68.14
BofA CC - EF	7/31/2023	CHAD SHELDREW	THE HOME DEPOT #3312	\$	72.83
BofA CC - EF	7/31/2023	ERICA AMATORE	FSP*REMSA	\$	(292.00)
BofA CC - EF	7/31/2023	ERICA AMATORE	FSP*REMSA	\$	(283.00)
BofA CC - EF	7/31/2023	JESSE TSCHETTER	THE HOME DEPOT #3312	\$	127.28
BofA CC - EF	7/31/2023	JESSE TSCHETTER	THE HOME DEPOT #3312	\$	87.87
BofA CC - EF	8/1/2023	AMY RAY	INT'L CODE COUNCIL INC	\$	138.00
BofA CC - EF	8/1/2023	DUSTIN WEISZ	ED VOYLES C	\$	172.84
BofA CC - EF	8/1/2023	DUSTIN WEISZ	ED VOYLES C	\$	(18.69)
* BofA CC - EF	8/1/2023	JAMES T CONNELLY	LOVE'S #365	\$	102.70
* BofA CC - EF	8/1/2023	KEVIN MAY	EXXON TIOGA PASS GAS M	\$	13.66
* BofA CC - EF	8/1/2023	EFFPD 1	EXXON TIOGA PASS GAS M	\$	70.95
* BofA CC - EF	8/1/2023	EFFPD 1	EXXON TIOGA PASS GAS M	\$	175.00
BofA CC - EF	8/1/2023	HOLLY MEGEE	DOUGLAS COUNTY RECORDE	\$	40.00
BofA CC - EF	8/1/2023	HOLLY MEGEE	GOVOLUTION * SERVICE F	\$	2.00
BofA CC - EF	8/1/2023	JESSE TSCHETTER	THE HOME DEPOT #3312	\$	5.47
* BofA CC - EF	8/1/2023	JAMES T CONNELLY	MARRIOTT TOWNPLACE SUI	\$	191.86
BofA CC - EF	8/2/2023	ERICA AMATORE	DMV-02	\$	6.00
BofA CC - EF	8/2/2023	KATHY LEWIS	GOVERNMENT FINANCE OFF	\$	160.00
* BofA CC - EF	8/2/2023	KEVIN MAY	EXXON TIOGA PASS GAS M	\$	4.00
* BofA CC - EF	8/2/2023	EFFPD 1	EXXON TIOGA PASS GAS M	\$	175.00
BofA CC - EF	8/2/2023	JESSE TSCHETTER	HLSUPPLY LL	\$	17.93
BofA CC - EF	8/2/2023	JESSE TSCHETTER	THE HOME DEPOT #3312	\$	128.94
* BofA CC - EF	8/2/2023	JEREMY CHANDLER	THE HOME DEPOT #3312	\$	29.70
BofA CC - EF	8/3/2023	DUSTIN WEISZ	AMZN MKTP US*TA25Q4L72	\$	318.97
BofA CC - EF	8/3/2023	DUSTIN WEISZ	AMZN MKTP US*TH7EU5Y40	\$	86.68
* BofA CC - EF	8/3/2023	JAMES T CONNELLY	STAGESTOP JUNCTION	\$	75.00
* BofA CC - EF	8/3/2023	SKY DWINELL	SPEEDWAY 5315	\$	45.20
BofA CC - EF	8/3/2023	AMY RAY	JIFFY LUBE #2234	\$	142.13
BofA CC - EF	8/3/2023	PATRICK MOONEYHAN	JIFFY LUBE #2234	\$	64.11
BofA CC - EF	8/4/2023	ACCOUNTS PAYABLE	WWW.1AND1.COM	\$	14.00
* BofA CC - EF	8/4/2023	EFFPD 1	SHELL OIL 504506000QPS	\$	200.00
BofA CC - EF	8/4/2023	JESSE TSCHETTER	BUY PLASTIC .COM	\$	190.97
* BofA CC - EF	8/5/2023	KEVIN MAY	EXXON TIOGA PASS GAS M	\$	4.00
* BofA CC - EF	8/5/2023	EFFPD 1	EXXON TIOGA PASS GAS M	\$	175.00
BofA CC - EF	8/6/2023	ACCOUNTS PAYABLE	FEDEX50025395	\$	10.99
BofA CC - EF	8/6/2023	TROY VALENZUELA	TWILIO INC	\$	40.06
BofA CC - EF	8/6/2023	JESSE TSCHETTER	TRACTOR SUPPLY CO #182	\$	89.97
* BofA CC - EF	8/7/2023	PAUL AZEVEDO	NEWEGG MARKETPLACE	\$	87.78
* BofA CC - EF	8/7/2023	JAMES T CONNELLY	STAGESTOP JUNCTION	\$	75.00
* BofA CC - EF	8/7/2023	KEVIN MAY	EXXON TIOGA PASS GAS M	\$	4.00
* BofA CC - EF	8/7/2023	EFFPD 1	EXXON TIOGA PASS GAS M	\$	175.00
BofA CC - EF	8/7/2023	JESSE TSCHETTER	TARGET 00012393	\$	32.12
* BofA CC - EF	8/7/2023	LARRY GOSS	SAFEWAY FUEL1733	\$	77.36
BofA CC - EF	8/7/2023	MATT HILL	THE HOME DEPOT #3312	\$	74.90
BofA CC - EF	8/8/2023	ACCOUNTS PAYABLE	DTV*DIRECTV SERVICE	\$	162.98

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

BofA CC - EF	8/8/2023	ACCOUNTS PAYABLE	Spectrum	\$	303.07
* BofA CC - EF	8/8/2023	KEVIN MAY	EXXON TIOGA PASS GAS M	\$	4.00
* BofA CC - EF	8/8/2023	EFFPD 1	EXXON TIOGA PASS GAS M	\$	160.11
BofA CC - EF	8/8/2023	TROY VALENZUELA	PLAY IT AGAIN SPORTS	\$	179.99
BofA CC - EF	8/8/2023	JESSE TSCHETTER	THE HOME DEPOT #3312	\$	225.56
BofA CC - EF	8/8/2023	JESSE TSCHETTER	THE HOME DEPOT #3312	\$	38.78
BofA CC - EF	8/8/2023	JESSE TSCHETTER	THE HOME DEPOT #3312	\$	25.06
BofA CC - EF	8/8/2023	JESSE TSCHETTER	THE HOME DEPOT #3312	\$	25.00
BofA CC - EF	8/8/2023	JESSE TSCHETTER	THE HOME DEPOT #3312	\$	6.97
* BofA CC - EF	8/9/2023	LARRY GOSS	APACHE MINUTE MART	\$	72.42
BofA CC - EF	8/9/2023	ERICA AMATORE	IN *HORTONS AND HUNT L	\$	250.00
BofA CC - EF	8/9/2023	AMY RAY	EP* FIRESHOWSWEST 2023	\$	450.00
BofA CC - EF	8/9/2023	ANDREW CHRZANOWSKI	TRACTOR SUPPLY CO #182	\$	101.35
* BofA CC - EF	8/9/2023	BRIAN NELSON	ALASKA A 0272343629103	\$	596.51
BofA CC - EF	8/9/2023	JESSE TSCHETTER	THE HOME DEPOT #3312	\$	142.19
BofA CC - EF	8/9/2023	JESSE TSCHETTER	THE HOME DEPOT #3312	\$	35.17
BofA CC - EF	8/9/2023	JESSE TSCHETTER	THE HOME DEPOT #3312	\$	5.69
BofA CC - EF	8/9/2023	JESSE TSCHETTER	THE HOME DEPOT #3312	\$	(36.42)
* BofA CC - EF	8/10/2023	DENNIS COTE	AIRBNB HMD84EPBSW	\$	1,255.29
* BofA CC - EF	8/10/2023	LARRY GOSS	PETRO #315 KINGMAN	\$	56.00
* BofA CC - EF	8/10/2023	LARRY GOSS	HATCHS CORNER GAS LLC	\$	50.00
* BofA CC - EF	8/10/2023	SKY DWINELL	ALASKA A 0272343795517	\$	596.51
* BofA CC - EF	8/10/2023	LARRY GOSS	DAYS INN	\$	402.00
* BofA CC - EF	8/10/2023	LARRY GOSS	FAIRFIELD INN & SUITES	\$	135.60
* BofA CC - EF	8/10/2023	EFFPD 1	SHELL OIL 504506000QPS	\$	41.49
* BofA CC - EF	8/10/2023	EFFPD 1	SHELL OIL 504506000QPS	\$	191.99
BofA CC - EF	8/10/2023	JESSE TSCHETTER	THE HOME DEPOT #3309	\$	(35.17)
* BofA CC - EF	8/11/2023	KEVIN MAY	AIRBNB HMEDYFSQBS	\$	(200.00)
* BofA CC - EF	8/11/2023	JOHN BRAWLEY	ALASKA A 0272343861452	\$	714.48
* BofA CC - EF	8/11/2023	LARRY GOSS	DEATH VALLEY NUT & CAN	\$	66.05
BofA CC - EF	8/11/2023	JESSE FRY	OUTDOOR POWER NV	\$	758.99
BofA CC - EF	8/11/2023	JESSE FRY	OUTDOOR POWER NV	\$	98.23
BofA CC - EF	8/12/2023	LARRY GOSS	MELVINS CARWASH DETAIL	\$	29.99
* BofA CC - EF	8/13/2023	JAMES T CONNELLY	PHILLIPS 66 - VALLEY C	\$	120.31
* BofA CC - EF	8/13/2023	EFFPD 2	AVIS ALASKA - 6450 AIR	\$	1,359.63
BofA CC - EF	8/13/2023	MATT HILL	THE HOME DEPOT #3312	\$	14.98
BofA CC - EF	8/13/2023	JESSE TSCHETTER	THE HOME DEPOT #3312	\$	58.84
* BofA CC - EF	8/13/2023	JEREMY CHANDLER	SHELL OIL 504385400QPS	\$	176.05
BofA CC - EF	8/14/2023	PATRICK MOONEYHAN	EP* FIRESHOWSWEST 2023	\$	199.00
BofA CC - EF	8/14/2023	JESSE FRY	BAILEYS INC	\$	611.37
BofA CC - EF	8/14/2023	JESSE TSCHETTER	THE HOME DEPOT #3312	\$	291.58
* BofA CC - EF	8/14/2023	JEREMY CHANDLER	SHELL OIL 504506000QPS	\$	138.00
# BofA CC - EF	8/15/2023	LARRY GOSS	SP RADIODEPOT.COM	\$	17,979.00
* BofA CC - EF	8/15/2023	DENNIS COTE	AIRBNB HMD84EPBSW	\$	1,118.36
BofA CC - EF	8/15/2023	TROY VALENZUELA	TWILIO INC	\$	40.11
* BofA CC - EF	8/15/2023	JOHN BRAWLEY	ALASKA A 0272344210086	\$	70.00
* BofA CC - EF	8/15/2023	SKY DWINELL	ALASKA A 0272344311298	\$	165.97
BofA CC - EF	8/16/2023	LISA OWEN	BVD*BEENVERIFIED.COM	\$	44.58
* BofA CC - EF	8/16/2023	JOHN BRAWLEY	RENO-TAHOE AIRPORT AUT	\$	228.00
* BofA CC - EF	8/16/2023	JOHN BRAWLEY	RIVERS EDGE RESORT	\$	236.52

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

* BofA CC - EF	8/16/2023 DENNIS COTE	M & N BODWELL LLC	\$	15.18
BofA CC - EF	8/16/2023 JESSE TSCHETTER	1000BULBS.COM	\$	23.72
BofA CC - EF	8/16/2023 JESSE FRY	THE HOME DEPOT #3312	\$	85.10
* BofA CC - EF	8/17/2023 PAUL AZEVEDO	GOOGLE *Play	\$	39.99
* BofA CC - EF	8/17/2023 JEREMY CHANDLER	HIGH COUNTRY LUMBER	\$	99.67
BofA CC - EF	8/17/2023 ERICA AMATORE	MINDEN MEAT AND DELI	\$	94.93
* BofA CC - EF	8/17/2023 JEREMY CHANDLER	SHELL OIL 504506000QPS	\$	149.90
* BofA CC - EF	8/18/2023 PAUL AZEVEDO	EXXON RED LION STATION	\$	122.67
* BofA CC - EF	8/18/2023 AARON GHYSELS	MAVERIK #610	\$	57.04
* BofA CC - EF	8/18/2023 AARON GHYSELS	SPRINGHILL SUITES BOIS	\$	166.11
BofA CC - EF	8/18/2023 VINCE WEAVER	THE HOME DEPOT #3312	\$	246.27
* BofA CC - EF	8/18/2023 JEREMY CHANDLER	SHELL OIL 504506000QPS	\$	150.02
* BofA CC - EF	8/19/2023 PAUL AZEVEDO	SHELL OIL10004615018	\$	67.37
* BofA CC - EF	8/19/2023 PAUL AZEVEDO	HOLIDAY INN EXPRESS	\$	169.00
* BofA CC - EF	8/19/2023 AARON GHYSELS	CHEVRON 0207403	\$	71.87
* BofA CC - EF	8/20/2023 AARON GHYSELS	ELEVATE CASCADE, LLC	\$	119.00
BofA CC - EF	8/20/2023 ACCOUNTS PAYABLE	FEDEX50130017	\$	19.83
* BofA CC - EF	8/20/2023 TROY VALENZUELA	FRONTIER FUEL & PROPAN	\$	36.10
* BofA CC - EF	8/20/2023 BRIAN NELSON	ALASKA A 0272344769018	\$	70.00
* BofA CC - EF	8/20/2023 TROY VALENZUELA	SHELL OIL 57445238108	\$	82.41
BofA CC - EF	8/20/2023 JESSE TSCHETTER	THE HOME DEPOT #3312	\$	266.87
BofA CC - EF	8/20/2023 JESSE TSCHETTER	THE HOME DEPOT #3312	\$	33.65
BofA CC - EF	8/20/2023 JESSE TSCHETTER	THE HOME DEPOT #3312	\$	(36.11)
BofA CC - EF	8/20/2023 JESSE TSCHETTER	THE HOME DEPOT #3312	\$	(29.73)
* BofA CC - EF	8/21/2023 BRIAN NELSON	RENO-TAHOE AIRPORT AUT	\$	288.00
* BofA CC - EF	8/21/2023 BRIAN NELSON	RIVERS EDGE RESORT	\$	214.92
BofA CC - EF	8/21/2023 ACCOUNTS PAYABLE	WASTE MGMT WM EZPAY	\$	94.98
* BofA CC - EF	8/21/2023 SKY DWINELL	CANDLEWOOD SUITES FAIR	\$	220.32
* BofA CC - EF	8/21/2023 SKY DWINELL	ALASKA A 0272344801931	\$	270.00
* BofA CC - EF	8/21/2023 DENNIS COTE	VONS #2400	\$	34.31
* BofA CC - EF	8/21/2023 EFFPD 2	AVIS ALASKA - 6450 AIR	\$	(135.79)
* BofA CC - EF	8/22/2023 EFFPD 2	AVIS ALASKA - 6450 AIR	\$	52.10
* BofA CC - EF	8/22/2023 DENNIS COTE	AIRBNB HMXBHAECN5	\$	495.48
BofA CC - EF	8/23/2023 SKY DWINELL	RENO CART/CHARGER/STRO	\$	6.00
* BofA CC - EF	8/23/2023 MATT HILL	KURT SUZUKI	\$	1,470.05
BofA CC - EF	8/23/2023 KATHY LEWIS	DOUGLAS COUNTY	\$	2,724.98
BofA CC - EF	8/23/2023 KATHY LEWIS	CMS MEDICARE APPLIC FE	\$	688.00
BofA CC - EF	8/23/2023 VINCE WEAVER	THE HOME DEPOT #3312	\$	114.00
BofA CC - EF	8/23/2023 JESSE TSCHETTER	THE HOME DEPOT #3312	\$	209.91
* BofA CC - EF	8/23/2023 JEREMY CHANDLER	SHELL OIL 504506000QPS	\$	200.00
BofA CC - EF	8/24/2023 DUSTIN WEISZ	AMZN MKTP US*TQ4IO3K21	\$	39.99
* BofA CC - EF	8/24/2023 JEREMY CHANDLER	CHEVRON 0091861	\$	32.76
* BofA CC - EF	8/24/2023 JEREMY CHANDLER	CHEVRON 0091861	\$	100.00
BofA CC - EF	8/24/2023 JESSE FRY	THE HOME DEPOT #3312	\$	21.39
* BofA CC - EF	8/26/2023 MATT HILL	M & N BODWELL LLC	\$	3.26
* BofA CC - EF	8/26/2023 MATT HILL	FOOTLOOSE SPORTS	\$	6.54
BofA CC - EF	8/26/2023 TROY VALENZUELA	TWILIO INC	\$	40.06
BofA CC - EF	8/27/2023 ACCOUNTS PAYABLE	DTV*DIRECTV SERVICE	\$	118.12
* BofA CC - EF	8/27/2023 MATT HILL	SHELL OIL 504506000QPS	\$	200.00
BofA CC - EF	8/27/2023 JAMES T CONNELLY	THE HOME DEPOT #3312	\$	139.79

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

* BofA CC - EF	8/28/2023	SKY DWINELL	SPEEDWAY 01484 1008 PL	\$	115.38
* BofA CC - EF	8/28/2023	BRIAN NELSON	CHEVRON 0372801	\$	166.02
BofA CC - EF	8/28/2023	DUSTIN WEISZ	FIND IT PARTS	\$	291.15
BofA CC - EF	8/28/2023	JESSE TSCHETTER	DYNAMIC UTV & OFF ROAD	\$	107.13
BofA CC - EF	8/28/2023	ANDREW CHRZANOWSKI	TRACTOR SUPPLY CO #182	\$	44.10
* BofA CC - EF	8/29/2023	MATT HILL	YPS*MAMMOTH RESERVA	\$	997.02
* BofA CC - EF	8/29/2023	SKY DWINELL	SURESTAY PLUS HOTEL	\$	123.19
* BofA CC - EF	8/29/2023	BRIAN NELSON	SURESTAY PLUS HOTEL	\$	123.19
BofA CC - EF	8/29/2023	JESSE TSCHETTER	QDOBA 2366	\$	134.20
* BofA CC - EF	8/30/2023	PAUL AZEVEDO	DARBY AUTO PARTS	\$	4.97
BofA CC - EF	8/30/2023	DUSTIN WEISZ	EVT CERTIFICATION	\$	120.00
* BofA CC - EF	8/30/2023	MATT HILL	YPS*MAMMOTH RESERVA	\$	997.02
				\$	<u>46,099.05</u>
BofA CC - VISA	8/1/2023	TONI BRAGA	COSTCO BY INSTACART	\$	111.40
BofA CC - VISA	8/2/2023	VINCE WEAVER	COSTCO WHSE #0127	\$	533.04
BofA CC - VISA	8/2/2023	EFFPD 5	COSTCO WHSE #0127	\$	107.59
BofA CC - VISA	8/25/2023	VINCE WEAVER	COSTCO WHSE #0127	\$	273.79
BofA CC - VISA	8/29/2023	TONI BRAGA	COSTCO BY INSTACART	\$	69.47
				\$	<u>1,095.29</u>
			GRAND TOTAL	\$	47,194.34

- * Indicates charges for employees being deployed as a fire resource and will be reimbursed.
- # Pagers purchase for volunteers, part of 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 July 2023 in the amount of \$37,973.08. (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 July 2023 in the amount of \$37,973.08.

3. **Financial Impact:** NA **Amount:** \$37,973.08
Fund Name: NA **Account Number:** NA

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

5. **Meeting Date:** September 19, 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 July 2023. These write-offs total \$37,973.08 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:**
_____ District Fire Chief _____ Board President
_____ Legal Counsel _____ Other

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

Agenda Item # 4E

Credit As Type Summary Report (Deposit Date)

Deposit Date IS BETWEEN 07/01/2023 AND 07/31/2023; 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 - DECEASED	4	5,407.17
W/OFF BANKRUPTCY	1	-3,187.65
W/OFF CARSON CITY CC+ MBR	1	300.00
W/OFF HARDSHIP	1	2,042.84
W/OFF REDUCTION/DISCOUNT	11	2,875.94
W/OFF SIERRA SAVER MBRSHIP	6	2,912.45
W/OFF COLLECTIONS REVERSED	15	-1,126.62
W/OFF SENT TO COLLECTIONS	37	28,748.95
Totals For Type	76	\$ 37,973.08

Company Totals

76

\$ 37,973.08

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

	July	YTD
Total Billed	<u>799,654.50</u>	<u>799,654.50</u>
Credit Type/Credit Code		
W/OFF Bad Debt		-
W/OFF Bad Debt Deceased	5,407.17	5,407.17
W/OFF Bankruptcy	(3,187.65)	(3,187.65)
W/OFF Reduction Discount	2,875.94	2,875.94
W/OFF Carson City SS Membership	300.00	300.00
W/OFF Lyon County SS Membership		-
W/OFF Sierra Saver Membership	2,912.45	2,912.45
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	27,622.33
Total	<u>37,973.08</u>	<u>37,973.08</u>
Percentage of W/OFF to Billings	<u>4.75%</u>	<u>4.75%</u>
 Total Billed Calls	 344	 344

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 June 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 June 2023.

3. **Funds Available:** NA **Amount:** \$231,892.56

Fund Name: General **Account Number:** 335.001

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

5. **Meeting Date:** September 19, 2023 **Time Required:** NA

6. **Agenda:** Consent

7. **Background Information:** The attached report reflects the state consolidated taxes collected for Douglas County and the distributed share to the District. Monthly, the state collects, consolidates and distributes 6 different taxes to each county and each appropriate district within that county. In FY 22/23, Douglas became a non-guaranteed county. This means the Supplemental City-County Relief Tax (SCCRT) distributed to Douglas County entities will be based on actual collections and not a guaranteed amount. A chart has been included showing the historical fluctuations of the SCCRT for non-guaranteed counties.

The six consolidated taxes are as follows:

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

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

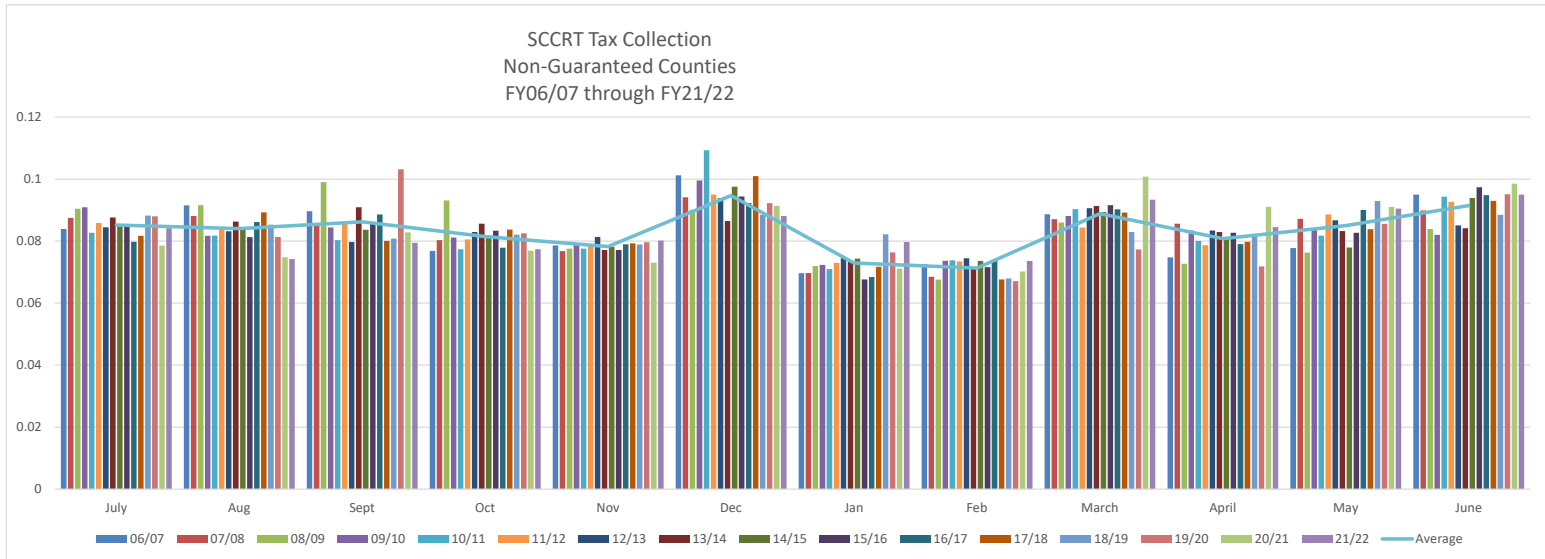
9. **Board Action:**
_____ Approved _____ Approved with Modifications
_____ Denied _____ Deferred
_____ Other

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

% of year: 100.00%

		Actual													
2022-23 Budget		July	August	September	October	November	December	January	February	March	April	May	June	Total	% Collected
BCCRT	5,082,982	489,103.56	481,020.18	479,179.88	451,626.44	419,590.90	495,128.36	391,665.17	366,366.26	437,217.19	391,738.43	428,043.98	491,239.76	5,321,920.11	104.70%
SCCRT	18,362,200	1,691,902.76	1,652,387.40	1,641,816.84	1,502,992.15	1,384,770.50	1,638,624.26	1,294,874.45	1,198,880.21	1,431,117.74	1,279,184.22	1,414,083.10	1,657,219.16	17,787,852.79	96.87%
CIGARETTE	133,568	10,118.49	13,467.30	9,224.42	9,365.71	11,726.44	10,118.49	7,921.24	7,671.87	11,632.34	10,118.49	12,322.74	11,424.25	125,111.78	93.67%
LIQUOR	65,373	6,016.31	6,593.63	6,021.48	5,926.52	4,771.21	6,429.35	4,996.49	4,790.27	6,312.35	4,709.38	6,364.27	3,164.06	66,095.32	101.10%
RPTT **	1,895,800	-	-	302,128.76	-	-	261,936.95	-	-	175,926.85	-	-	325,157.25	1,065,149.81	56.18%
GST	3,867,793	295,674.80	319,583.96	301,881.69	313,377.70	313,184.64	280,393.61	296,640.54	244,825.21	315,112.45	274,405.59	298,893.88	325,121.96	3,579,096.03	92.54%
TOTAL	29,407,716	2,492,815.92	2,473,052.47	2,740,253.07	2,283,288.52	2,134,043.69	2,692,631.02	1,996,097.89	1,822,533.82	2,377,318.92	1,960,156.11	2,159,707.97	2,813,326.44	27,945,225.84	95.03%
EFFPD Share	2,417,640														
Avg Monthly Payment	201,470														
Actual Payment		205,046.59	203,371.55	226,017.99	187,288.21	174,685.65	221,935.20	163,068.32	148,451.34	195,173.47	160,041.42	176,847.01	231,892.56	2,293,819.31	94.88%
EFFPD Share of Total Collections		8.23%	8.22%	8.25%	8.20%	8.19%	8.24%	8.17%	8.15%	8.21%	8.16%	8.19%	8.24%	8.21%	
Over/(Under) Average		3,576.60	1,901.56	24,548.00	(14,181.78)	(26,784.34)	20,465.21	(38,401.67)	(53,018.65)	(6,296.52)	(41,428.57)	(24,622.98)	30,422.57	(123,820.57)	

** RPTT collected and remitted quarterly



Average Monthly	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
Average Monthly	8.52%	8.40%	8.62%	8.14%	7.82%	9.47%	7.29%	7.13%	8.88%	8.08%	8.50%	9.14%
Average Cumulative	8.52%	16.92%	25.54%	33.68%	41.51%	50.98%	58.27%	65.40%	74.28%	82.36%	90.86%	100.00%

East Fork Fire Protection District

AGENDA ACTION SHEET

1. **Title: For 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.
2. **Recommended Motion:** Motion to allow the District Administration to apply for a 2023 Community Wildfire Defense Grant 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.
3. **Funds Available:** Yes/In-Kind **Amount:** \$537,500 / In-Kind Match Total
\$107,500 / In-Kind Match/Year

Fund Name: Fire Prevention **Account Number:** NA
4. **Prepared by:** Tod F. Carlini, District Fire Chief / Deputy Chief Amy Ray
5. **Meeting Date:** September 19, 2023 **Time Required:** 15 minutes
6. **Agenda:** Administrative Agenda
7. **Background Information:** The East Fork Fire Protection District has an opportunity to apply for a Community Wildland Fire Defense (CWFD) Grant through the USFS. If awarded, the District would be able to assist with and coordinate fuels management and mitigation within the area identified as the Autumn Hills/Kingsbury Grade Corridor and North Genoa/Eagle Ridge/Washoe Tribe Corridor along Jacks Valley Road as identified on the attached map. This area includes the scene of the 1996 Autumn Hills Fire where four homes were destroyed. Hazardous fuels in and around developed land are of a high hazard condition that rivals the pre-Autumn Hill Fire conditions. If funded, this grant would allow the District to provide fuels management work in and around structures and public infrastructure. The area is of great concern based on past fire history, lightning susceptibility, vegetation overgrowth, a lack of defensible space best practices, economic challenges, and human factors. The proposed area borders USFS lands to the west and covers approximately 2,221 acres. Treatments would be prescribed by a licensed forester and conducted in phases over a five-year period. Funds would be used to support positions necessary for both project administration and prescribed work, contracted work, timber removal, defensibility assessments, equipment acquisition and rental, messaging, and public information, CWPP updates and assessment, and other associated services necessary to carry out the grant objectives. The purpose of the Community Wildland Fire Defense Grant is to assist at-risk local communities and Indian Tribes with planning for and mitigating against the risk created by wildfire. The program is authorized in Public Law 117-58. The CWDG helps communities in the wildland urban interface (WUI) implement the three goals of the National Cohesive Wildland Fire Management Strategy which includes:
 - Resilient Landscapes
 - Fire Adapted Communities
 - Safe, Effective, Risk-based Wildland Fire Response

8.

Reviewed by:

_____ District Fire Chief
_____ Legal Counsel

_____ Board President
_____ Other

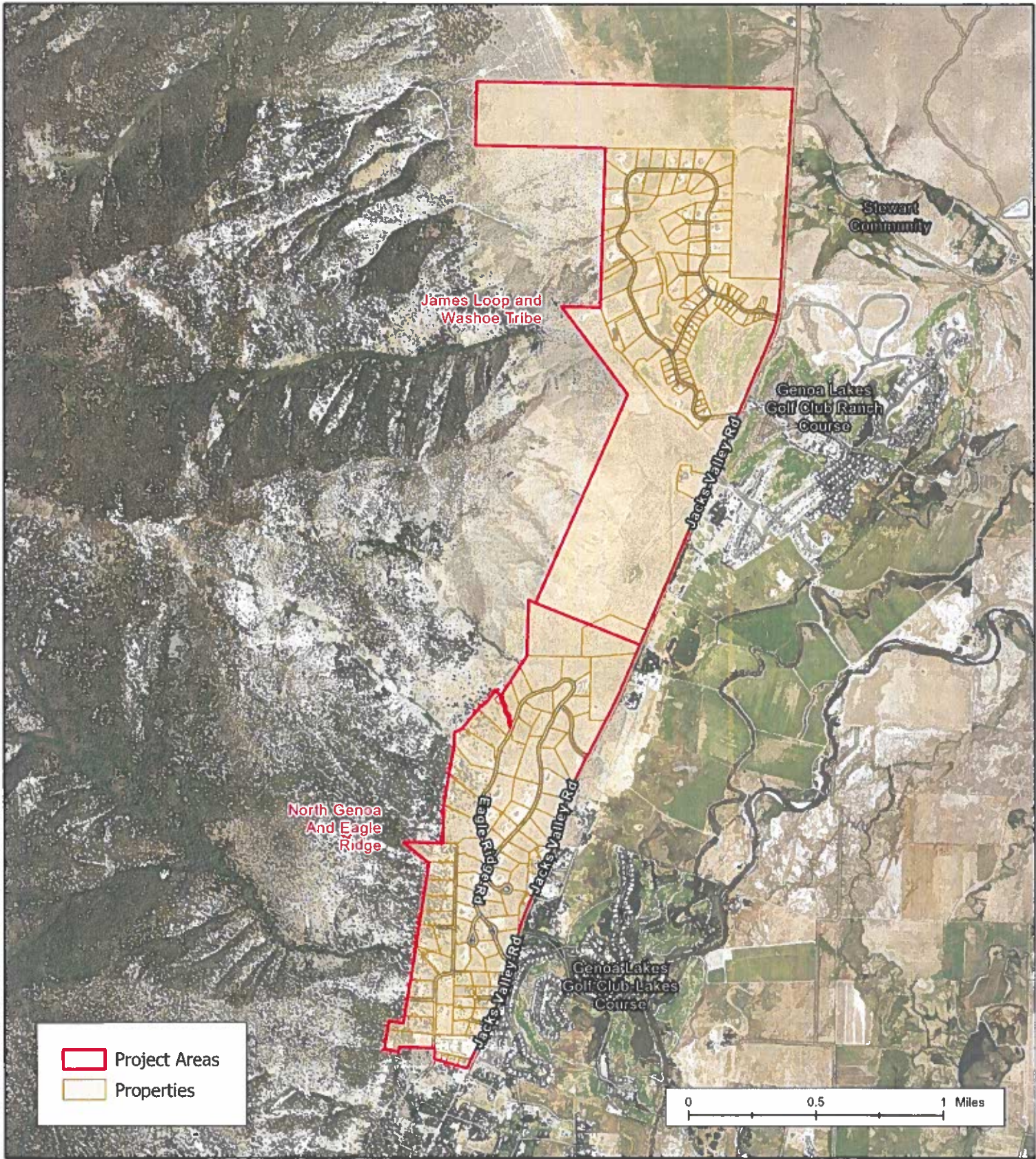
9.



Board Action:

_____ Approved
_____ Denied
_____ Other

_____ Approved with Modifications
_____ Deferred

Agenda Item # 5



	James Loop and Washoe Tribe Project, North Genoa and Eagle Ridge Project			Disclaimer: The Nevada Division of Forestry makes no claims, representations, or warranties, express or implied, concerning the validity, the reliability or the accuracy of the GIS data and GIS data products furnished by the Division, including the implied validity of any uses of such data.	Notes:
	Parcel Data, 2022, Douglas County Assessor.				

East Fork Fire Protection District

AGENDA ACTION SHEET

1. **Title: 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.

2. **Recommended Motion:** 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.

3. **Funds Available:** Yes/In-Kind **Amount:** \$30,000 / In-Kind Match Total \$10,000 / In-Kind Match/Year

Fund Name: Fire Prevention **Account Number:** NA

4. **Prepared by:** Tod F. Carlini, District Fire Chief / Deputy Chief Amy Ray

5. **Meeting Date:** September 19, 2023 **Time Required:** 15 minutes

6. **Agenda:** Administrative Agenda

7. **Background Information:** The East Fork Fire Protection District has an opportunity to apply for a national Fire Plan-Wildland Urban Interface Community Fire Assistance Grant. If awarded, the District will be able to assist with and coordinate fuels management and mitigation within the area identified as the Alpine View Corridor as identified on the attached map. This area includes the scene of the 2020 Jacks Valley Road Fire, in which 200 homes were immediately threatened. Hazardous fuels in and around developed land are of a high hazard condition. If funded, this grant will allow the District to provide fuels management work in and around structures and public infrastructure. The area is of great concern, based on past fire history, lightning susceptibility, vegetation overgrowth, a lack of defensible space best practices, economic challenges, and human factors. The proposed area borders USFS land and Washoe Tribal lands and covers approximately 532 acres. Treatments would be prescribed by a licensed forester and conducted in phases over a three-year period. Funds would be used to support positions necessary for both project administration and prescribed work, contracted work, timber removal, defensibility assessments, equipment acquisition and rentals, messaging, public information, CWPP updates and assessments, and other associated services necessary to carry out grant objectives. The purpose of this grant is to assist with the implementation of the National Cohesive Wildland Fire Management Strategy and assist communities at risk for catastrophic wildland fires. Projects that include a cost-sharing or in-kind service contributions will have priority for selection.

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

9. **Board Action:**
_____ Approved
_____ Denied
_____ Other

_____ Approved with Modifications
_____ Deferred

Agenda Item # 6

East Fork Fire Protection District

AGENDA ACTION SHEET

1. **Title: 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.

2. **Recommended Motion:** 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 Autumn Hills/Kingsbury Grade Corridor along Foothill Road over a three (3) year period. The application is due in December 2023.

3. **Funds Available:** Yes/In-Kind **Amount:** \$30,000 / In-Kind Match Total
\$10,000 / In-Kind Match/Year

Fund Name: Fire Prevention **Account Number:** NA

4. **Prepared by:** Tod F. Carlini, District Fire Chief / Deputy Chief Amy Ray

5. **Meeting Date:** September 19, 2023 **Time Required:** 15 minutes

6. **Agenda:** Administrative Agenda

7. **Background Information:** The East Fork Fire Protection District has an opportunity to apply for a national Fire Plan-Wildland Urban Interface Community Fire Assistance Grant. If awarded, the District will be able to assist with and coordinate fuels management and mitigation within the area identified as the Autumn Hills/Kingsbury Grade Corridor as identified on the attached map. This area includes the scene of the 1996 Autumn Hills Fire, in which four homes were destroyed. Hazardous fuels in and around developed land are of a high hazard condition that rivals the pre-Autumn Hills Fire conditions. If funded, this grant will allow the District to provide fuels management work in and around structures and public infrastructure. The area is of great concern based on past fire history, lightning susceptibility, vegetation overgrowth, a lack of defensible space best practices, economic challenges, and human factors. The proposed area borders USFS lands to the west and covers approximately 532 acres. Treatments would be prescribed by a licensed forester and conducted in phases over a three-year period. Funds would be used to support positions necessary for both project administration and prescribed work, contracted work, timber removal, defensibility assessments, equipment acquisition and rentals, messaging, public information, CWPP updates and assessments, and other associated services necessary to carry out grant objectives. The purpose of this grant is to assist with the implementation of the National Cohesive Wildland Fire Management Strategy and assist communities at risk for catastrophic wildland fires. Projects that include a cost-sharing or in-kind service contributions will have priority for selection.

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

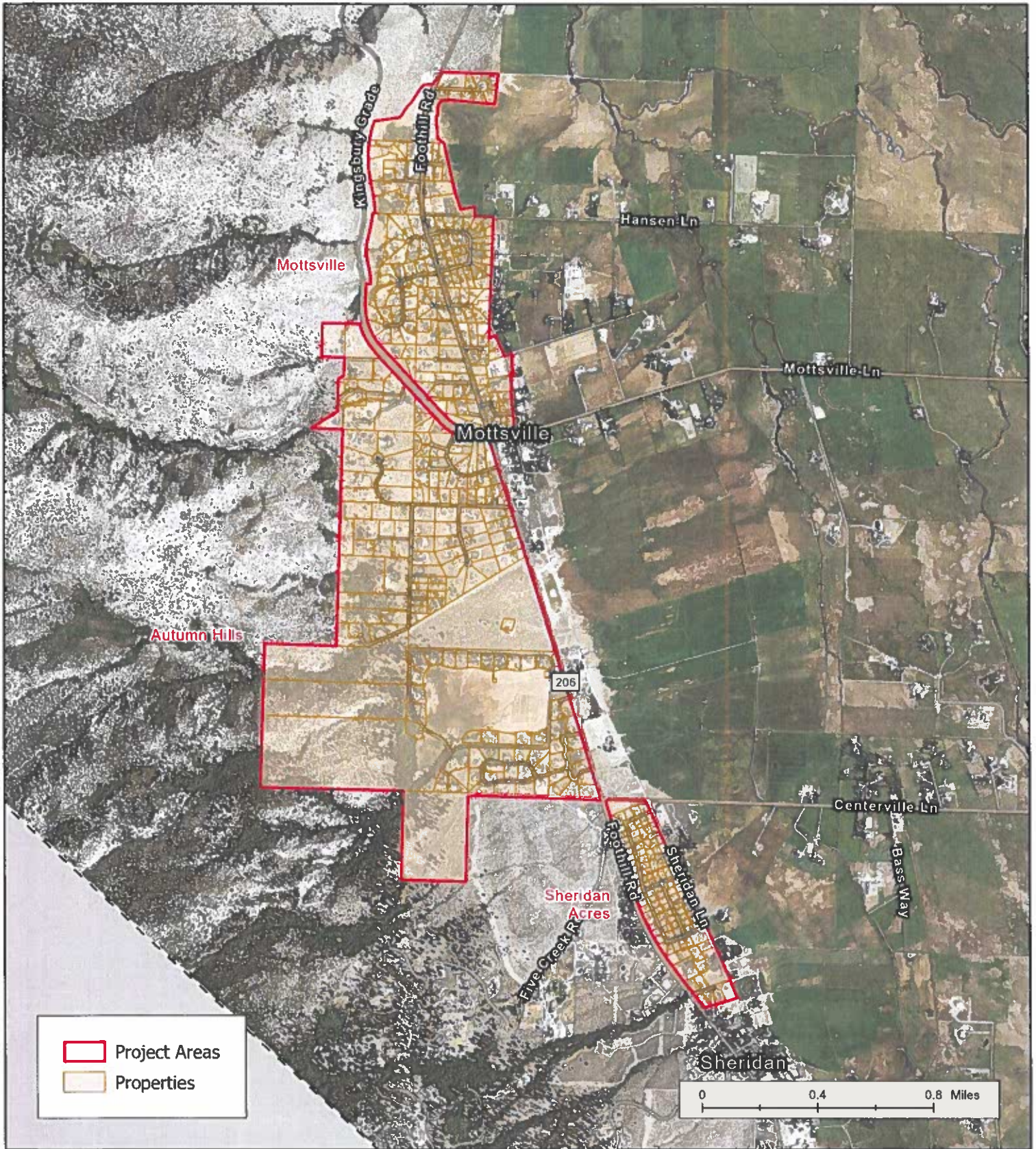
9.

Board Action:

_____ Approved
_____ Denied
_____ Other

_____ Approved with Modifications
_____ Deferred

Agenda Item # 7



**Mottville Project, Autumn Hills Project,
Sheridan Acres Project**

Parcel Data, 2022, Douglas County Assessor.



Disclaimer: The Nevada Division of Forestry makes no claims, representations, or warranties, express or implied, concerning the validity, the reliability or the accuracy of the GIS data and GIS data products furnished by the Division, including the implied validity of any uses of such data.

Date: 9/13/2023
Projection: NAD83 UTM Zone 11 North

Notes:

East Fork Fire Protection District

AGENDA ACTION SHEET

1. **Title: 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.
2. **Recommended Motion:** 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.
3. **Funds Available:** Yes **Amount:** TBD by the Board
Fund Name: General Fund **Account Number:** NA
4. **Prepared by:** Tod F. Carlini, District Fire Chief
5. **Meeting Date:** September 19, 2023 **Time Required:** 30 minutes
6. **Agenda:** Administrative Agenda
7. **Background Information:** The District currently finances the purchase of three Type I Engines, Communications equipment, and other items of a capital nature and in accordance with the District's currently adopted Capital Improvement Plan. The current balance due, following the October 2023 payment, will be \$728,000.

The District needs an additional Type I pumping apparatus. The current Capital Improvement Plan identifies the purchase of a Type I pumping apparatus with elevated master stream capability, i.e., Type I Quint. The Capital Improvement Plan also identifies several other types of apparatus and support vehicles that will be necessary purchases in the near future. While some capital acquisitions may be possible with existing funding, larger acquisitions of a capital nature will require the borrowing of funds as is our current practice.

In addition to capital apparatus and equipment needs, we have several facility upgrades that are being identified in a near completed Facility and Habitability Study. Some projects and improvements being identified will be costly. As is the case with apparatus purchases, some work can be covered with general budget funds. This current year we have allocated \$500,000 towards facility improvements and deferred maintenance.

Due to the legal complexity of the financing process and based upon past practice, the administration engaged the services of JNA Consulting Group, LLC and Mr. Marty Johnson, a leading advisor in governmental finance. Under NRS Chapter 350, the District has two primary options with respect to financing the acquisitions without voter approval. The options that exist include entering into an Installment-Purchase Agreement or issuing a Medium-Term Obligation. The District Administration highly recommends pursuing a Medium-Term Obligation Financing Program, not to exceed \$3,000,000 (or lesser amount

as the Board may determine), which in turn will guide future actions to come before the Board. Authorizing up to \$3,000,000 of bonds does not commit the District to issuing bonds in that amount but solely provides authorization to do so if the Board provides further approvals. This financing requires the approval from the Department of Taxation, which is good for 18 months and provides some flexibility in the timing of the financing of the various acquisitions. The District is currently servicing the debt in the amount of \$728,000 (after the October 2023 payment) thus leaving \$2, 272,000 that would be available under the recommended maximum allowance of \$3,000,000.

The administration is recommending that the District pursue this financing approach for the acquisition of capital assets and improvement in an expedient manner to avoid anticipated increases in product cost and increases in interest rates. Additionally, the time to build apparatus of this type can take as long as two years from the date of order. A review of the current District debt will be presented and discussed regarding the refinancing of such debt with this potential new financing plan.

The capital needs identified in the current CIP are applicable and current.

8. Reviewed by:

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

9. Board Action:

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

Agenda Item # 8

East Fork Fire Protection District

AGENDA ACTION SHEET

- 1. **Title: For Presentation Only.** Presentation on the East Fork Fire Protection District website. (Tod F. Carlini, District Fire Chief and Elaine Pace) 15 minutes.

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

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

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

- 4. **Prepared by:** Tod F. Carlini, District Fire Chief and Elaine Pace

- 5. **Meeting Date:** September 19, 2023 **Time Required:** 15 minutes

- 6. **Agenda:** Administrative Agenda

- 7. **Background Information:** The District is undertaking a redesign effort of its official webpage. Elaine Pace has designed and maintained the District webpage since its inception. The new design layout and concept will be presented for review by 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 # 9

East Fork Fire Protection District

AGENDA ACTION SHEET

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

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

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

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

5. **Meeting Date:** September 19, 2023 **Time Required:** 5 minutes

6. **Agenda:** Administrative Agenda

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

8. **Reviewed by:**

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

9. **Board Action:**

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

Agenda Item # 10

East Fork Fire Protection District

AGENDA ACTION SHEET

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

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

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

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

5. **Meeting Date:** September 19, 2023 **Time Required:** 5 minutes

6. **Agenda:** Administrative Agenda

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

8. **Reviewed by:**

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

9. **Board Action:**

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

Agenda Item # 11

East Fork Fire Protection District

AGENDA ACTION SHEET

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

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

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

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

5. **Meeting Date:** September 19, 2023 **Time Required:** 10 minutes

6. **Agenda:** Administrative Agenda

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

8. **Reviewed by:**

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

9. **Board Action:**

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

Agenda Item # 12

East Fork Fire Protection District

AGENDA ACTION SHEET

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

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

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

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

- 5. **Meeting Date:** September 19, 2023 **Time Required:** 5 minutes

- 6. **Agenda:** Administrative Agenda

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

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

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