

EAST FORK FIRE PROTECTION DISTRICT

1694 County Road
Minden, Nevada 89423

Meeting Agenda

John Bellona, Director, District 1
Barbara Griffin, Director, District 2
Bernard Curtis, Director, District 3
Nathan Leising, Secretary, District 4
Michael Sommers, President, District 5

Alan Ernst, District Fire Chief

Jolene Polish, Board Clerk

Tuesday, July 21, 2026

1:00 PM Board Meeting

To attend virtually-Contact Jolene Polish
In person-1694 County Road, Minden

MISSION STATEMENT

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

Meeting Notice and Access

The East Fork Fire Protection District Board meeting will be conducted in person and electronically. The public may attend in person at the East Fork Fire Protection District Administrative Office, 1694 County Road, Minden, Nevada, or participate electronically. To receive electronic meeting access information, please contact Jolene Polish prior to the day of the meeting at 775-782-9040 or jpolish@eastforkfire.org.

Public Comment

Public comment may be submitted in advance by email and will be accepted through the day before the meeting. Written public comment should be emailed to Jolene Polish at jpolish@eastforkfire.org prior to the meeting date to be included in the official meeting record. Members of the public who require assistance submitting public comment may contact Jolene Polish at 775-782-9040.

Agenda Availability

The finalized agenda will be posted at the East Fork Fire Protection District Administrative Office. The agenda and supporting materials are also available electronically at:

<https://eastforkfire.org>
<https://notice.nv.gov>

Electronic copies may be requested by contacting jpolish@eastforkfire.org.

Agenda Items

Agenda items may be taken out of order, combined, or removed at the discretion of the Board. Items designated "for possible action" may be discussed and acted upon, including approval, modification, denial, no action, or continuance.

Public Participation

The Board is committed to conducting meetings in a professional and respectful manner and encourages public participation in accordance with Nevada Open Meeting Law.

Accommodation Notice

Pursuant to NRS 241, persons with disabilities who require special accommodations are requested to contact Jolene Polish at 775-782-9040 or in writing at 1694 County Road, Minden, Nevada 89423, at least 20 hours prior to the meeting.

**EAST FORK FIRE PROTECTION DISTRICT
1694 COUNTY ROAD
MINDEN, NEVADA
FINAL AGENDA
July 21, 2026**

BOARD MEETING

1:00 PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE – Director Barbara Griffin

OPENING 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 “for presentation only” with no action listed, public comment is not legally required and must be made at the beginning of the meeting.

- 1. For Possible Action.** Discussion and possible action to approve the 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. (Michael Sommers, President) 5 Minutes.
- 2. For Possible Action.** Discussion and possible action to approve the draft meeting minutes for the June 16, 2026, meeting of the East Fork Fire Protection District Board of Directors. (Michael Sommers, President) 5 Minutes.
- 3. For Possible Action.** Discussion and possible action to approve the draft meeting minutes for the June 30, 2026, special meeting of the East Fork Fire Protection District Board of Directors. (Michael Sommers, President) 5 Minutes.

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.

- 4. For Possible Action.** Approval of Consent Calendar Items A-F. (Alan Ernst, District Fire Chief) 5 Minutes.
 - A. For Possible Action.** Discussion and possible action to accept the report on general ledger cash balances as of June 30, 2026. (Julie Andress, Director of Finance/CFO)
 - B. For Possible Action.** Discussion and possible action to approve the receipt and filing of the list of accounts payable checks issued and cash disbursements/automatic withdrawals in June 2026 per NRS 474.210. (Julie Andress, Director of Finance/CFO)
 - C. For Possible Action.** Discussion and possible action to approve payroll expenses paid in June 2026 per NRS 474.210. (Julie Andress, Director of Finance/CFO)
 - D. For Possible Action.** Discussion and possible action to approve the Procurement Card Transactions paid for in June 2026 per NRS 474.210. (Julie Andress, Director of Finance/CFO)
 - E. For Possible Action.** Discussion and possible action to approve the East Fork Fire Protection District's ambulance billing bad debt write-offs for the

period of May 2026 in the amount of \$21,849.45. (Julie Andress, Director of Finance/CFO)

- F. For Possible Action.** Discussion and possible action to accept the report on state consolidated taxes collection and distribution as of April 2026. (Julie Andress, Director of Finance/CFO)

NEW BUSINESS

- 5. For Possible Action.** Discussion and possible action to approve Policy 602.4 – Pets in District Facilities, establishing clear expectations and requirements regarding pets, service animals, and authorized working dogs within East Fork Fire Protection District facilities. (Alan Ernst, District Fire Chief) 15 Minutes.
- 6. For Possible Action.** Discussion and possible action to approve revisions to Policy 605.16 – Additional Compensation for FLSA Exempt/Non-Represented Employees During Reimbursable Emergency Responses and authorize the Fire Chief to implement the revised policy. (Alan Ernst, District Fire Chief) 10 Minutes.
- 7. For Possible Action.** Discussion and possible action to approve Policy 608.1 – Progressive Discipline for Volunteer Personnel. This policy establishes a consistent framework for addressing volunteer disciplinary matters by aligning volunteer discipline with the District's Employee Development and Performance Program (EDPP). (Alan Ernst, District Fire Chief) 15 Minutes.
- 8. For Possible Action.** Discussion and possible action to authorize the District Fire Chief to implement a Resident/Sleeper Volunteer Firefighter position to enhance volunteer staffing, improve emergency response capabilities, and support operational readiness throughout the District. (Alan Ernst, District Fire Chief) 10 Minutes.
- 9. For Possible Action.** Discussion and possible action to give the District Fire Chief approval to fill the vacant full-time Office Specialist I position with a non-PERS eligible Hourly Office Specialist I (Part Time) position, not to exceed 1,039 hours and \$31,531 annually. This action does not increase the District's authorized staffing levels. Approval is expected to result in an estimated annual personnel cost savings of approximately \$56,969 while maintaining the position within the budget at the full-time funding level. Maintaining the full-time funding provides the District with flexibility to evaluate future operational needs and, if warranted, return the position to full-time status without requiring an additional budget appropriation. (Holly Megee, Director of Administrative Services) 15 Minutes.
- 10. For Possible Action.** Discussion and possible action to approve the job description for an Hourly Office Specialist I (Part-Time) position. (Holly Megee, Director of Administrative Services) 10 Minutes
- 11. For Possible Action.** Discussion and possible action to approve the renewal of a five-year agreement with Ready Rebound for injury recovery and healthcare

navigation services. The agreement will remain at an annual cost of \$17,430.10 during Years 1 through 3, with increases in Years 4 and 5 as provided in the agreement. The total cost over the five-year term, October 1, 2026, through September 30, 2031, shall not exceed \$89,809.30 and authorize the Fire Chief to execute the agreement and any related documents. (Brad Driscoll, Division Chief) 15 Minutes

12. For Possible Action. Discussion and possible action to approve an amendment to the Fee and Rate Schedule adopted by Resolution No. 2026R-003R presented at the June 16, 2026, Board meeting. The amendment is to establish the FY 2026/2027 mileage reimbursement rate from \$37.52 to \$39.29. This amendment is administrative in nature and does not modify any other provisions of the adopted Fee and Rate Schedule. (Julie Andress, Director of Finance/CFO) 10 Minutes.

13. For Possible Action. Discussion and possible action to authorize the purchase of a demo model Arctic 2500 trailer mounted breathing air compressor for the price of \$134,995 which supports the approved 5-year Capital Improvement Plan (CIP). (Alan Ernst, District Fire Chief) 10 Minutes.

REPORTS AND PRESENTATIONS

14. For Presentation Only. Budget Summary for month ending June 2026. (Julie Andress, Director of Finance/CFO) 5 Minutes.

15. 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. (Michael Sommers, President) 5 Minutes.

16. 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. (Michael Sommers, President) 5 Minutes.

17. For Presentation Only. Reports/updates from District Board Members and the Fire Chief 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. (Michael Sommers, President) 10 Minutes.

CLOSING PUBLIC COMMENT (No Action)

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

ADJOURNMENT

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

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.