

APPROVED

The Board Meeting of the East Fork Fire Protection District Board was held on Tuesday, September 16, 2025, in-person and virtually, beginning at 1:00 PM.

East Fork Fire Protection District Board Present:

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

Staff:

Alan Ernst, District Fire Chief
Larry Goss, Deputy Chief of Business Management
Amy Ray, Deputy Chief/Fire Marshal
Michael Shockey, Deputy Chief of Emergency Operations
Brad Driscoll, Division Chief/Risk Management
Holly Megee, Director of Administrative Services
Julie Andress, Director of Finance/CFO
Mark Forsberg, District Legal Counsel
Erica Amatore, Clerk to the Board

Additional attendees that addressed the Board:

Chris Lang, EFFPD Volunteer Liaison
Kevin May, IAFF Local 3726 Union President

CALL TO ORDER

Board President John Bellona

INITIAL MEETING BUSINESS

PLEDGE OF ALLEGIANCE

Director Barbara Griffin led the Pledge of Allegiance

PUBLIC COMMENT (No Action)

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

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

District Fire Chief Ernst recognized EFFPD Captain Dennis Cote on his retirement. Captain Cote served the District for over 18 years. District Fire Chief Ernst read a memo into record about Captain Cote's employment and dedication to the District. A copy is located on the EFFPD website under the Board Meeting documents for September.

Captain Dennis Cote noted he has seen a lot of change since he started with the District in 2007 and he is proud to see East Fork Fire where it is today. He stated the positive changes are a testament to the Chief and the Board's vision and commitment. Captain Cote thanked Fire Chief Ernst and all the staff for being so gracious to him and his family during his recent, difficult diagnosis.

Director Nathan Leising stated he admires Captain Dennis Cote for his mentorship to all the younger firefighters coming onboard. Director Leising noted Captain Cote demonstrated good work ethics and leadership, and the District has benefited from this and will be a better organization because of his hard work.

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. (John Bellona, President) 5 minutes.

President John Bellona opened public comment.

There was no public comment.

Public comment closed.

MOTION to approve the meeting agenda for September 16, 2025.

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

APPROVAL OF PREVIOUS MINUTES

2. For Possible Action. Discussion and possible action to approve the draft meeting minutes of the August 19, 2025, meeting of the East Fork Fire Protection District Board of Directors. (John Bellona, President) 5 minutes.

President John Bellona opened public comment.

Secretary Mike Sommers noted on page 15 in the second paragraph of the August draft minutes, there was an error. He asked if the mechanics were A and P licensed, not just licensed.

Public comment closed.

MOTION to approve the draft meeting minutes of the August 19, 2025, meeting of the East Fork Fire Protection District Board of Directors with the correction to A and P licensed mechanics in the second paragraph on page 15.

RESULT:	APPROVED [UNANIMOUS]
MOTION BY:	Mike Sommers
SECOND BY:	Bernard Curtis
AYES:	Bellona, Curtis, Griffin, Leising, Sommers
NAYS:	
ABSTAIN:	
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. (John Bellona, President) 5 minutes.

Motion to approve the Consent Calendar Items A-G

FINANCE

- A. For Possible Action.** Discussion and possible action to accept the report on general ledger cash balances as of August 30, 2025. (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 August 2025 per NRS 474.210. (Julie Andress, Director of Finance/CFO)
- C. For Possible Action.** Discussion and possible action to approve payroll expenses paid in August 2025 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 August 2025 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 July 2025 in the amount of \$5,110.05. (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 June 2025. (Julie Andress, Director of Finance/CFO)
- G. For Possible Action.** Discussion and possible action to enter into a Memorandum of Understanding (MOU) with the Nevada Division of Forestry (NDF) for the transfer of one East Fork Fire Protection District Type 3 Fire Apparatus that is no longer required for public use by the District. This transfer to the Nevada Division of Forestry RFP program is authorized by NRS 332.185(1)(b). (Larry Goss, Deputy Fire Chief, Business Operations)

President John Bellona opened public comment.

There was no public comment.

Public comment closed.

MOTION to approve Consent Calendar items 3 a, b, c, d, e, f, g.

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

4. For Presentation Only. Budget Summary for month ending August 2025. (Julie Andress, Director of Finance/CFO) 5 minutes.

Director of Finance/CFO Julie Andress stated:

- Report reflects 16% of the budget elapsed for the current fiscal year
- Revenue is slightly behind schedule, but this is normal for the budget at this time in the fiscal year
- 451% reflecting on other financing sources is due to some action sales from July
- Department 232: Prevention is at 46% for the year due to an annual bill that is paid at the beginning of each year

Secretary Mike Sommers asked if the \$559,000 in governmental revenues includes the first check from Douglas County on ad valorem collections.

Director of Finance/CFO Julie Andress noted the District hasn't received consolidated tax yet but thinks the ad valorem will be reflected in September's report.

Secretary Mike Sommers asked if the first installment that was paid for in August doesn't reflect until October.

Director of Finance/CFO Julie Andress stated it should be reflected in September.

Director Barbara Griffin stated the first installment was due August 17 and there is a 10-day grace period, which, in her past experience, was used often.

President John Bellona thanked Chief Larry Goss for selling all the old apparatus in the District.

5. For Presentation Only. Presentation on the first reading of a resolution to adopt the 2024 International Wildland Urban Interface Code, as adopted by the Nevada State Fire Marshal's Division through its enactment of NAC 477.283, and as amended by the District. (Amy Ray, Deputy Fire Chief/Fire Marshal) 15 minutes.

Deputy Fire Chief/Fire Marshal Amy Ray noted:

- The International Code Council comes out with a new code every 3 years
- The State Fire Marshal's Office adopts codes every 6 years and has adopted the 2024 International Wildland Urban Interface (WUI) Code, and it will be enforced November 1, 2025
- EFFPD is under the State Fire Marshal with an inter-local agreement and under their supervision, EFFPD is required to adopt their code
- The amendments for the WUI code were minimal and the document itself stayed similar to the previous document
- Some amendments were:
 - Requiring Knox switches on all gates
 - Width requirement at least 2 feet on each side or wider
 - Clarification on non-conforming defensible space; the previous code language was a bit confusing, so it is clarified more precisely for development communities to understand
 - Adopting Appendix C for subdivisions, which will allow a different form of establishing the WUI Code specifically for new subdivision developments

Secretary Mike Sommers asked when the anticipated date is for this to become effective.

Deputy Chief/Fire Marshal Amy Ray stated January 1, 2026.

Secretary Mike Sommers asked if there will be notifications sent out to the building industry on this code adoption and the changes.

Deputy Chief/Fire Marshal Amy Ray stated yes, and one of the reasons East Fork Fire is on a timeframe for adoption of the WUI and International Fire Code (IFC) is because once the adoption is in place, then it can be inserted into Title 20. Once that is complete, then Douglas County can adopt East Fork Fire's regulations into Title 20, but East Fork Fire must adopt them first.

Secretary Mike Sommers asked once Douglas County adopts it, how long will it take for them to get it incorporated into their system for the joint review process with East Fork Fire.

Deputy Chief/Fire Marshal Amy Ray stated January 1, 2026. She noted one of the other things that happened in both the building community, and the fire community were meetings conducted to discuss the code adoption. There were 12 individuals who attended. The meetings conducted provided the opportunity for outside industries to attend, comment and discuss the code. Chief Ray concluded there is a fee schedule workshop scheduled for September 8 where outside industries have been invited to attend, discuss and ask any questions they may have.

Director Nathan Leising asked if the defensible space changes will deem outside areas other than Minden, Gardnerville and Genoa to be considered a high fire hazard.

Deputy Chief/Fire Marshal Amy Ray stated no, East Fork Fire uses the mapping system through the Division of Forestry which identifies the level of fire hazard or the WUI risk. The maps reflect all areas in the District.

Director Nathan Leising asked if the mapping system has been updated because when he last read it there was an issue with the Johnson Lane area and one lot was determined differently than the next lot. He asked if there is a way to get the mapping more uniform.

Deputy Chief/Fire Marshal Amy Ray stated the District can ask the State to update their maps because they are old or the District can hire someone to map the East Fork District itself. This map is available to the public so all the developers can review it, and no one is biased on any portion.

Director Nathan Leising asked if someone doesn't agree with the mapping system for any reason, does the landowner have any recourse to show it's not accurate.

Deputy Chief/Fire Marshal Amy Ray stated there are tables that can be used in the WUI code however, she has found when those tables are used for private property, the risk rating is higher. For this reason, she tends to stay away from using the tables.

District Fire Chief Alan Ernst stated the ability to use Appendix C, which is an individual rating for subdivisions, has caused the District to experience some questioning and issues for the overall Johnson Lane area subdivisions. The mapping system allows one thing and Appendix C allows for something different. Chief Ernst noted by adopting Appendix C for subdivisions, but not private property parcels outside of a subdivision will make it more accurate.

Deputy Chief/Fire Marshal Amy Ray stated one of the tables the District doesn't use, and one of the reasons the District uses Appendix C, is because it's based on, in the code, number of red flag days. Some of the District's topography would fall into extreme fire zones and residential fire sprinklers and upgrades to exterior construction elements would be required.

Secretary Mike Sommers asked if there is a tutorial for private lot owners providing requirements for what is required prior to complaints happening when they are unhappy.

Deputy Chief/Fire Marshal Amy Ray stated she normally deals with the designers/engineers, who are very familiar with the code and what the requirements are. If they have issues, they can come and schedule a meeting with her to discuss their concerns. Chief Ray said she tries to work with the designers and address their issues as best she can.

6. For Presentation Only. Presentation on the first reading of a resolution to adopt the 2024 International Fire Code and all model codes, with the exception of the 2024 International Wildland Urban Interface Code, as adopted by the Nevada State Fire Marshal's Division through its enactment of NAC 477.283, and as amended by the District. (Amy Ray, Deputy Fire Chief/Fire Marshal) 15 minutes.

Deputy Fire Chief/Fire Marshal Amy Ray noted:

- The International Fire Code amendments aren't being called the Northern Nevada International Fire Codes any longer because there has been discrepancies in different jurisdictions
- Some highlights for the IFC amendments are chapter 3 section 325:
 - Storage indoor and outdoor fire protection
 - Gate requirements
 - Douglas County Building Department and East Fork Fire went through chapter 9 and changed the sprinkler requirement from 12,000sf to 5,000sf to be consistent throughout the county
 - Included the State Fire Marshal's amendments

Secretary Mike Sommers asked Chief Ray to define the language “connected” on a structure or facility to deem it connected to another building if there is an improvement or remodel.

Deputy Fire Chief/Fire Marshal Amy Ray stated anything structural that connects 2 buildings.

Secretary Mike Sommers asked if a pass-through or a common ceiling would be considered connected and have a firewall.

Deputy Fire Chief/Fire Marshal Amy Ray stated yes, because it's the thought of fire propagating from one structure to the other through that connected structural element.

President John Bellona asked if a breeze way would be a connection.

Deputy Fire Chief/Fire Marshal Amy Ray stated yes.

7. For Presentation Only. Presentation on the first reading of a resolution to adopt the East Fork Fire Protection District, Fire Prevention Division schedule for Required Operational Permits and associated fees in accordance with the requirements of NAC 477 and the 2024 International Fire Code, effective upon passage on October 21, 2025. (Amy Ray, Deputy Fire Chief/Fire Marshal) 15 minutes.

Deputy Fire Chief/Fire Marshal Amy Ray noted:

- East Fork Fire can issue operational permits to businesses
- 14 types of operational permits were originally approved
- There are 55 types of operational permits in the Fire Code
- Adopting this amendment allows East Fork Fire to issue to all 55 types of operational business permits that are listed in the Fire Code
- If a business has more than 1 operational business permit, they are only charged the fee one time, not for each individual permit
- The business permits are helpful for EFFPD to identify hazardous materials within the building, tents or structures

Secretary Mike Sommers asked if this was one of the provisions that must be met to meet the business impact statement requirements before it's adopted next month as a non-economic effect?

Deputy Fire Chief/Fire Marshal Amy Ray stated for all four of the amendments, she prepared business impact statements. She noted EFFPD has notified the building community, public community and the Chamber of Commerce. Through the business impact statement, state law requires two of those organizations to request a workshop to have a workshop scheduled; however, EFFPD scheduled one anyway, though the District did not receive any requests.

Secretary Mike Sommers requested staff, when it comes to the Board for approval, the approval will state the language needed for the non-economic effect of the adoption.

Deputy Fire Chief/Fire Marshal Amy Ray stated yes, she is working with Legal Counsel Forsberg on the business impact statements.

8. For Presentation Only. Presentation on the first reading of a resolution to adopt the East Fork Fire Protection District, Fire Prevention Division schedule for Fire and Life Safety Plan Review, and associated fees in accordance with the requirements of NAC 477 and the 2024 International Fire Code, effective upon passage October 21, 2025. (Amy Ray, Deputy Fire Chief/Fire Marshal) 15 minutes.

Deputy Fire Chief/Fire Marshal Amy Ray noted:

- EFFPD's plan review fee schedule has historically been deemed higher than other jurisdictions
- Previously, plan review fees were based on and determined for the life of the building, therefore annual inspections were not charged
- Based on the community and public comments, EFFPD researched other jurisdictions' plan fee review schedules and found other jurisdictions also have tiered schedules, and use the International Code of Council (ICC) building valuation data to determine value
- The plan fee review schedule will now be tiered to mirror the same as Douglas County Building Department's fee schedule

President John Bellona asked if there are going to be some properties and businesses that will be grandfathered and not receive charges for inspections.

Deputy Fire Chief/Fire Marshal Amy Ray stated yes, this has been the discussion for future fee schedules, including annual permit inspection fees to cover from the inception of this adoption as well as additional inspections required over the normal inspections for the building.

Deputy Fire Chief/Fire Marshal Amy Ray noted operational permits will still apply throughout the entire county because they are more specific and needed for pre-planning and knowledge to determine the contents inside a building.

Secretary Mike Sommers asked if annual inspections will be required for buildings grandfathered into the system and if there is a fee assessed.

Deputy Fire Chief/Fire Marshal Amy Ray stated yes, annual inspections will still be conducted on buildings grandfathered into the system, but they won't be subject to an additional inspection fee.

Secretary Mike Sommers stated he really likes this system and would like to see an engine company present with the prevention staff when annual inspections are conducted to become familiar with the building and structure prior to an incident occurring.

Deputy Fire Chief/Fire Marshal Amy Ray stated the prevention staff invites the engine companies to attend the more complicated inspections, so they are aware of the building layout and contents inside. She also noted with the new response modules and pre-planning inspection modules that have been purchased through First Due, it allows for notification of hazards or blocked exits that have occurred at the time of inspection, and it is very helpful.

Director Nathan Leising asked Chief Ray if she had received input from local contractors and engineers.

Deputy Fire Chief/Fire Marshal Amy Ray stated not yet because the plan fee review workshop has not yet been conducted.

Director Nathan Leising asked if there have been meetings where contractors or engineers have met with her individually on plan review fees or the new structure of code amendments.

Deputy Fire Chief/Fire Marshal Amy Ray stated she has met with a couple designers/engineers who have scheduled private meetings with her. She has advised the public, local contractors, and designers/engineers of the upcoming plan fee review workshop and to attend with questions or concerns they may have.

Fire Chief Ernst noted he was in the meetings with Chief Ray, and they have taken the contractor's, engineer's, and designer's input regarding their questions and concerns. Using their input has helped shape the new plan fee review schedule and the transition to using the same system as Douglas County which allows for more of a uniform, seamless process.

Director Barbara Griffin asked Chief Ernst if he foresees this new process, creating change to the revenue.

District Fire Chief Ernst stated that is a great question and himself, Deputy Fire Chief Ray, and Director of Finance/CFO Andress have all met to discuss what the potential impact of the budget would be in revenue. The current way the fee structure is handled is very difficult to budget because it is a one-time fee at the time of the application and through the completion of a project with no additional fees with the theory being the life of the building.

District Fire Chief Ernst noted if there is a strong economy and a lot of building, we can see a higher return of revenue, but if the economy turns, we could receive little to no revenue based on projects. With using this new formula, it is anticipated to have a 20% to 40% initial reduction upfront, but with the District being able to charge for annual inspections, it will help in preparing the budget better. He noted with the increase in Operational Permit fees the District will see an increase in revenue. District Fire Chief Ernst concluded it is hard to fully answer the question about revenue impact right now. Preliminary estimates are anywhere from a 20% to 40% initial reduction, but a more stable platform moving forward for the District to budget.

Director Barbara Griffin noted this would be more consistent as the District gets through this new transition.

District Fire Chief Ernst noted with the new formula, some projects depend on the size and scope. Comparing the new formula with the current formula may have a decrease in initial revenue, while other smaller projects will have an increase, which balances out.

Secretary Mike Sommers asked if the follow-up inspections for years 2, 3 and so on have a minimum of two hours, how is it anticipated for the time it will take for follow-up inspections to have a good idea of time versus value?

Deputy Chief/Fire Marshal Amy Ray stated one of the things that Director of Finance/CFO Julie Andress and herself worked diligently on was going through

and reviewing what could be used with the Ground Emergency Medical Transportation (GEMT) program funds and calculating hours, fully burden rate and including cost for fuel, mileage and wear on vehicles. A fully burdened rate is used because some inspections take longer than 2 hours, for example, the projects located in Topaz Ranch Estates (TRE) or areas located farther outside the District require more time, whereas other inspections will take less time to complete.

Secretary Mike Sommers asked if the minimum inspection is 2 hours.

Deputy Chief/Fire Marshal Amy Ray stated yes.

Director Barbara Griffin thanked Chief Ray and stated this seems very positive.

9. For Presentation Only. Presentation on the first reading of a resolution to adopt the East Fork Fire Protection District, Fire Prevention Division schedule for Development Review fees in accordance with the requirements of NAC 477 and the 2024 International Fire Code, effective upon passage on October 21, 2025. (Amy Ray, Deputy Fire Chief/Fire Marshal) 15 minutes.

Deputy Fire Chief/Fire Marshal Amy Ray noted:

- Most of this fee schedule is already in place and being used by the District
- This fee schedule mirrors Douglas County's fee schedule for pre-application meetings, development review and variance permits

Chief Ray stated she meets with the applicants prior to submission to Douglas County, which allows her to capture the time spent reviewing the permit. The application is then received by East Fork Fire ahead of time and allows her to be familiar with the project. The applicant can then obtain the information before submitting their building permit. This process allows East Fork Fire and the Building Department to be on the same page for review.

10. For Presentation Only. Presentation on the first reading of resolution to adopt 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 2024 International Fire Code, effective upon passage October 21, 2025. (Amy Ray, Deputy Fire Chief/Fire Marshal) 15 minutes.

Deputy Fire Chief/Fire Marshal Amy Ray noted this fee schedule is already in place, but there are a few changes. One change specifically is to the Fire Hazard Severity Rating Appendix C Inspections. These inspections take a lot of time to complete with the inspection itself and the time to apply the information to the plan review. The biggest change she is requesting is an increase of from 25% to 50% of the original plan review fee for a third review and all subsequent plan review submissions.

Deputy Fire Chief/Fire Marshal Amy Ray stated some plans come in for review 3, 4 and sometimes 5 additional times because her noted comments aren't reflected in the plan re-submittal. If the project plans aren't submitted correctly the first time, she provides comments on what needs to be changed. This additional fee is anticipated to encourage the applicant to make the noted changes and provide corrected plans the first time and not require multiple reviews and unnecessary time wasted.

Deputy Fire Chief/Fire Marshal Amy Ray stated because of how the restructuring is being done to the fee schedule, Douglas County has a Change of Occupancy fee for review. This fee can be removed from East Fork Fire's fee schedule because it can be incorporated in Douglas County's project consultation meeting fee, instead of being included with the plan review.

Deputy Fire Chief/Fire Marshal Amy Ray noted she moved the water supply initiative fees from the Wildland Urban Interface Code package adopted previously into this fee schedule making it easier to locate.

Secretary Mike Sommers asked for clarification on the additional fees assessed for multiple reviews of the same project and if a fee is assessed each time it is re-submitted.

Deputy Fire Chief/Fire Marshal Amy Ray stated the additional fee is initiated on the third review of plans including third party reviews at 50% of the original application fee.

Deputy Fire Chief/Fire Marshal Amy Ray concluded there are no changes to the residential plan, fire sprinkler or fire Ansul alarm system fees to cover plan review and inspections; they are remaining the same.

Secretary Mike Sommers asked Legal Counsel Mark Forsberg if all 6 items can be approved at the next Board Meeting under consent or does each item have to be individually approved.

Legal Counsel Mark Forsberg stated these items need to be approved individually because philosophically, consent is for items that virtually have no expectation that it could possibly not pass. In his opinion, these fee schedule items do not fall under the definition for consent.

Director Barbara Griffin stated she understands Secretary Sommer's reasoning but believes these items should be brought back to the Board for final approval allowing the public to be completely aware of all the changes. She concluded not wanting to send out the perception that this is a done deal without a second presentation to the public.

11. For Possible Action. Discussion and possible action to approve a Memorandum of Understanding (MOU) with the Nevada Division of Forestry (NDF) regarding the use of East Fork Fire Protection District Fire Station 15 to house an NDF fire crew. (Alan Ernst, District Fire Chief) 15 minutes.

District Fire Chief Alan Ernst noted:

- His passion is to find ways to be more efficient in partnerships and regional-type efforts
- This MOU is a partnership with Nevada Division of Forestry (NDF) to co-staff equipment and staff Station 15 with some NDF personnel
- NDF currently has a 10-person hand crew, and the goal of the partnership is to grow their hand crew and co-staff with East Fork Fire to become a Type 2 attack hand crew
- Type 2 hand crew would be staffed and stationed in the East Fork Fire District
- A part of the MOU will require NDF crews to monitor East Fork Fire's radio channels while in the District and respond to incidents as appropriate
- The partnership will allow NDF and East Fork Fire Fuels Crew's to work together on fuels management projects within and beyond the District
- When the crew goes outside of the District on state land, there will be the opportunity to charge for personnel time and the District will recover the costs
- NDF and East Fork Fire are both excited about this opportunity to work together

Secretary Mike Sommers, Director Nathan Leising and President John Bellona all agreed this is a great opportunity for both agencies.

President John Bellona stated there was a lot of flak about Station 15 not being utilized as a volunteer station or a seasonal station for NDF. President Bellona

noted the public wasn't too happy about it being a closed station. He concluded the public will be happy about this and glad to see the station being used.

Secretary Mike Sommers stated, as the Chief indicated earlier, this MOU will open a world of opportunities to continue with more programs.

Director Nathan Leising asked Fire Chief Ernst if he would be sending out a press release about the MOU and use of Station 15.

District Fire Chief Ernst stated, yes, he will be preparing a press release for the community.

President John Bellona opened public comment.

There was no public comment.

Public comment closed.

MOTION to approve a Memorandum of Understanding (MOU) with the Nevada Division of Forestry (NDF) regarding the use of East Fork Fire Protection District Fire Station 15 to house an NDF fire crew.

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

12. For Possible Action. Discussion and possible action to approve the job description for the position of Apparatus Operator Volunteer. (Michael Shockey, Deputy Fire Chief, Emergency Operations) 15 minutes.

Deputy Fire Chief, Emergency Operations Mike Shockey stated:

- This job description will be in addition to the 2 volunteer job descriptions available: logistical and support volunteer
- With the 2 current positions, both omit the language to become or want to become a driver
- The District currently has 57 volunteers and only 17 hold an F endorsement license to drive
- The intent of this job description is to make this position a priority and recruit for personnel to drive and obtain their F endorsement within 1 year of employment
- Another intent is to train personnel to perform defensible space inspections within 1 year of employment

Director Barbara Griffin asked if the current volunteer drivers will have the opportunity to transfer into this new position.

Deputy Chief Shockey stated his intent is not to force current volunteers to obtain their F endorsement and drive, but if they want the opportunity, the District has task books available for them to complete and become drivers. Chief Shockey concluded the idea was to create a new job description and be hyper focused on getting new people who are capable and have the desire to drive.

Director Barbara Griffin asked if the current logistical volunteers would need to apply for this position if they wanted to drive.

Deputy Chief Shockey stated the current logistical volunteers can remain a logistical volunteer but would need to complete the task book and work with a current driver trainer to become a driver.

Secretary Mike Sommers stated there are currently two tiers under the volunteer section of the organizational chart: logistical and support. Secretary Sommers asked if this job description will become the third tier.

Deputy Chief Shockey stated, yes, this will be a third job description and tier for the volunteers. He felt this was the best way to go about this because altering the current logistical job description would allow all logistical volunteers to drive and there are some who are not capable. He concluded this would allow everyone to remain a logistical volunteer and those who want to drive can complete the task book and training to do so.

Director Barbara Griffin wanted clarification that current logistical volunteers can apply for this position and obtain the F endorsement to drive.

Deputy Chief Shockey stated, yes, the current logistical volunteer who wants to drive needs to reach out and obtain the task book in order to do so.

Secretary Mike Sommers asked if this new position would alter the dispatch for logistical volunteers and this new position.

District Fire Chief Ernst stated no, they are not dispatched by category. The volunteers are dispatched to bring a water tender.

Deputy Fire Chief Shockey stated the idea behind this job description is a tool to recruit young firefighters who are looking to make firefighting a career.

President John Bellona opened public comment.

Chris Lang, EFFPD Volunteer Liaison noted:

- The volunteer association is in favor of this new job description and agrees there needs to be emphasis on recruitment for drivers
- The last couple of months have been tough due to recent retirements and the need to build this rank is essential
- The need for logistical volunteers is needed even if the desire is not to drive because it is just as important to be a passenger in a water tender and lend a hand to the driver on an incident

Public comment closed.

MOTION to approve the job description for the position of Apparatus Operator Volunteer.

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

13. For Possible Action. Discussion and possible action on the 180-day performance evaluation of District Fire Chief Alan Ernst. (John Bellona, Board President) 15 minutes.

President John Bellona stated:

- Happy to report District Fire Chief Alan Ernst has successfully completed his 180-day performance evaluation
- The comments from the Board of Directors are available for Chief Ernst to review
- Chief Ernst meets the contract obligation for an increase in pay

President Bellona asked Legal Counsel Forsberg if this was done correctly.

Legal Counsel Forsberg stated yes, the process must be done in a public meeting and it's permissible under the open meeting law for each Board Member to fill out an evaluation form on their own.

President John Bellona opened public comment.

There was no public comment.

Public comment closed.

MOTION to approve the 180-day performance evaluation of District Fire Chief Alan Ernst.

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

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

Kevin May, IAFF Local 3726 Union President noted:

- A fundraising booth was set up at the Douglas County Rodeo and The Union pledged \$10,000 to the Northern Nevada Children's Cancer Foundation
- The reason they chose the Northern Nevada Children's Cancer Foundation this year was because one of our EFFPD employees is currently in the situation battling cancer of his 3-year-old son and this foundation has helped his family tremendously
- Currently working with Tahoe Douglas Fire to help with fundraiser for one of their employees who is currently battling stage 4 Lymphoma
- Candy Dance is approaching and this is where the majority of the funds will be raised to donate to Tahoe Douglas Fire
- The lease has been signed, and the Union Hall will be moving to Station 1 upstairs
- Union members are getting involved in various committees to help the District, for example, the Apparatus Committee
- New rescue in-service at Station 7 and another rescue on its way
- New academy is starting soon
- Nominations for future e-board members are opening up

President Bellona thanked President May for the hard work put into the fundraiser at the Douglas County Rodeo. He noted it was neat to see all the people in line and knowing the money raised was going to the Children's Cancer Foundation.

President May stated the employees worked hard and volunteered their time to run the booth. He noted Chief Ernst, Chief Shockey and Chief Driscoll also offered to work at the booth. President May stated the 4 new lateral hires were also helping in the booth and they all said several times this is why they wanted to work for East Fork Fire seeing how the District is a family and does things outside of work to help others.

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

Chris Lang, President of the East Fork Volunteer Association noted:

- Last month the volunteers set up a booth at the Minden Tahoe Airport for "Airport Discovery Day". One volunteer application was turned in
- A couple of weeks ago the volunteers completed 14 defensible space inspections in Genoa
- The volunteers will be attending the annual health fair at Baker Hughes on October 1
- New water tender is completed and in-service
- Thanked EFFPD volunteer Ketih Fuggles for all his work on outfitting and equipping the new water tender
- The volunteers will start training soon, so all the personnel are familiar with the new water tender
- EFFPD Volunteers Chris Lang, Keith Fuggles and Tom Hein all had the opportunity to meet with a representative from Siddons Martin and receive factory training for the new water tender

16. 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. (John Bellona, President) 10 minutes.

Mark Forsberg, District Legal Counsel noted:

- No report

Julie Andress, Director of Finance/CFO noted:

- Annual audit for FY 24/25 is going smoothly with the auditor and the necessary documents are being submitted.

Secretary Mike Sommers asked if the audit will be virtual.

Director of Finance/CFO Julie Andress noted she has an appointment with the auditor in October, and they will talk about the best way to perform the audit whether virtually or in-person.

Brad Driscoll, Division Chief/Risk Management noted:

- 2 work related injuries in August that did not require treatment
- 2 work related injuries in August requiring medical treatment
- EFFPD attended a 5-day live burn training with Carson City Fire, Tahoe Douglas Fire and South Lake Tahoe Fire in Carson City to learn more about defense operations and fire behavior

- The live burn training allowed staff to practice running as incident command as well as current EFFPD Captains time to practice and act as Battalion Chief on the incident

Director Curtis asked Chief Driscoll if the 2 employees who required medical attention for their work-related injuries were able to go back to work.

Chief Driscoll stated yes, both employees are back at work.

Director Nathan Leising noted:

- No report

Director Barbara Griffin noted:

- Cake will be provided to celebrate:
 - Director Leising's retirement of over 50 years in the fire service
 - District Fire Chief Ernst's successful 180-day evaluation
 - Secretary Sommers Birthday

Director Bernard Curtis noted:

- No report

Secretary Mike Sommers noted:

- No report

Larry Goss, Deputy Chief of Business Operations noted:

- Water Tender 2 was purchased with the Water Initiative Fees and is outside to look at
- September 26th at 10:30 is a push-in ceremony for the new Water Tender at Station 2
- Last night (September 15th) was the first Fire Explorers meeting for the youth and parents in the community interested in the program; 9 youth members showed up

Secretary Mike Sommers asked what the age range was of the youth who showed up.

Deputy Chief Goss noted 14 to 18 years of age. He thanked Captain Kevin May for his presentation at the meeting.

Secretary Sommers asked if the Explorers will be able to participate in District and Union functions.

Deputy Chief Goss stated yes, they will be able to do ride-a-longs and participate in District and union functions.

Amy Ray, Deputy Chief/Fire Marshal noted:

- Numerous plan reviews are being reviewed as well as inspections being completed in the District
- A meeting is being conducted tomorrow (September 17th) to discuss a 4,000 square foot hangar at Minden Airport

Secretary Sommers asked if the hangar is county or private property.

Chief Ray stated it is being leased by the applicant, but it is on county property.

- Candy Dance is coming up, and the prevention department will be performing inspections and attending pre-meetings prior to the event opening up

President Bellona asked where Spring Hill Suites is going.

Deputy Chief Ray stated Spring Hill Suites is going next to the Carson Valley Inn (CVI) RV Park. This building will be 4 stories tall and 51,000 square feet.

Holly Megee, Director of Administrative Services noted:

- Firefighter interviews were conducted last week, and 4 positions were offered and accepted
- New hires will start the week of September 29 for District orientation and will start the Fire Academy on October 6

Secretary Sommers asked if one of the new hires was a current volunteer with East Fork Fire.

Director of Administrative Services Holly Megee stated yes, one of the new hires was a volunteer with East Fork Fire.

Michael Shockey, Deputy Chief of Emergency Operations noted:

- 690 calls last month
- 2 fires in the District, both of which he attended and cannot say it enough that our staff is amazing and he is very impressed with all personnel
- Both fires were structure fires that ended up spreading to wildland incidents and the crews were successful in knocking them both down efficiently

President Bellona asked Director of Finance/CFO Julie Andress if EMS transport call revenue was starting to come back up from a while back when the calls were not as high.

Director of Finance/CFO Julie Andress noted she would need to pull a report to show the exact statistics, but she is assuming the call revenue is back up as the revenue is reflecting more.

Secretary Mike Sommers asked Chief Ernst at the November meeting if the Board could get a report or update on the seasonal staff and what the District has received in grants. He would also like to be updated on the plans for the winter with defensible space inspections by the EFFPD Fuels Hand Crew program.

District Fire Chief Ernst stated, yes, he will put that together and have it to present at the November Board meeting.

President John Bellona noted:

- He will be logging in online for the October meeting as he will be out of town

Director Barbara Griffin stated she will also be logging in online for the October meeting as she will be out of town.

District Fire Chief Ernst noted:

- There was an issue with the State of Nevada's cyber security. The District keeps funds in the local investment pool that is maintained by the State; the money is kept there to gain interest and is pulled out for transfers and payroll
- The cyber security issue was stressful because no one could get ahold of anyone at the State by email or phone so going forward, the District will probably not keep as much money in the pool
- Not having as much money in the pool will affect the interest earned, but there will always be enough in the account to process at least 1 payroll cycle

Secretary Mike Sommers asked Chief Ernst if the funds are kept in a separate account under East Fork Fire's EIN ID.

Director of Finance/CFO Julie Andress stated yes, the funds are in a separate account.

Secretary Mike Sommers asked if the District could request a transfer without going through a live person.

Director of Finance/CFO Julie Andress stated yes, if the system is up and running.

District Fire Chief Ernst stated the system the District uses to transfer funds was completely unavailable because the website was down and non-accessible.

Secretary Sommers asked where the funds will be kept that are reserves.

Director of Finance/CFO Address and District Fire Chief Ernst both noted they are going to discuss the options and come up with a plan. Chief Ernst stated he wants to always make sure there are enough funds to cover a payroll cycle.

- Battleborn Agreement is going very well
- Battleborn is averaging 4–6-minute lift times, which is amazing and is already saving lives
- Comments in the community have come up about the water storage tanks being out of service in the District; each tank is being inspected for safety and maintenance and will be evaluated on the condition of the tanks
- The concerns from the water storage tanks are currently being operationally addressed and there are other water sources nearby that the District can draft from
- The District can also request additional water tenders from other agencies if needed based on the size and scope of the incident

Secretary Sommers asked Chief Shockey what additional training the 3 employees selected to staff the Battleborn Helicopter needed other than their EMS training.

Deputy Chief Shockey stated there are 3 months of training with a preceptor and then they will go to an academy for additional training. Firefighter Marquez will be the first firefighter assigned to the helicopter, 30 days later the second firefighter will be assigned and then 30 days after that, the 3rd firefighter will be assigned.

Secretary Sommers asked where the training will be held.

Deputy Chief Shockey noted the training will take place at Station 12 where they will be trained on the use of a ventilator, medication administration and other items that are currently beyond their scope of practice. These employees will become critical care paramedics.

CLOSING PUBLIC COMMENT (No Action)

President John Bellona opened public comment.

Keith Fuggles, EFFPD volunteer, thanked the Board of Directors and Chief Ernst and his administration for getting the new water tender. He really appreciates having a nice, new tender for the volunteer staff to use on incidents.

Public comment closed.

ADJOURNMENT

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

MOTION to adjourn; carried.

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

There being no further business to come before the Board, at 2:35 PM the meeting was adjourned.

Respectfully submitted:

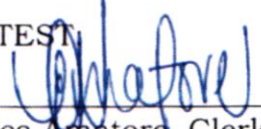
DocuSigned by:

John Bellona

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John Bellona, President
East Fork Fire Protection District

ATTEST


Erica Amatore, Clerk to the Board
East Fork Fire Protection District