

APPROVED

The Board Meeting of the East Fork Fire Protection District Board was held on Tuesday, December 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 Fire Chief/Business Operations
Amy Ray, Deputy Fire Chief/Fire Marshal
Michael Shockey, Deputy Fire Chief/Emergency Operations
Brad Driscoll, Division Chief/Risk Management/Safety
Anthony Seghieri, Executive Program Manager
Holly Megee, Director of Administrative Services
Julie Andress, Director of Finance/CFO
Mark Forsberg, District Legal Counsel
Jolene Polish, Board Clerk

Additional attendees that addressed the Board:

Chris Lang. East Fork Fire Volunteer Association President

CALL TO ORDER

President John Bellona

INITIAL MEETING BUSINESS

PLEDGE OF ALLEGIANCE

President John Bellona 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.

There was no public comment.

Public comment closed.

ADMINISTRATIVE AGENDA

The Administrative Calendar handled as follows:

1. The Secretary 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 December 16, 2025.

RESULT:	APPROVED [UNANIMOUS]
MOTION BY:	Barbara Griffin
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 November 18, 2025, meeting of the East Fork Fire Protection District Board of Directors. (John Bellona, President) 5 minutes.

President John Bellona opened public comment.

There was no public comment.

Public comment closed.

MOTION to approve the draft meeting minutes of the November 18, 2025, meeting of the East Fork Fire Protection District Board of Directors.

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

AWARDS, RECOGNITIONS, PROCLAMATIONS & DONATIONS

3. For Possible Action. Discussion and possible action to accept the donation of \$75,000 from The Wray Family Foundation to be used in supporting the mission of the District and authorize a letter of appreciation from the Board President. (Alan Ernst, District Fire Chief) 5 minutes.

District Fire Chief Alan Ernst stated the District is blessed to receive this very gracious donation from the Wray Family Foundation. He has asked the Emergency Operations Committee, led by Deputy Fire Chief Michael Shockey, to provide recommendations for the use of these funds. He said he will update the Board via email once those decisions have been made.

Secretary Michael Sommers asked if along with a letter of appreciation the District could provide a letter to the Wray Family Foundation regarding how the funds will be used.

District Fire Chief Ernst replied yes.

President John Bellona opened public comment.

There was no public comment.

Public comment closed.

MOTION to accept the donation of \$75,000 from The Wray Family Foundation to be used in supporting the mission of the District and authorize a letter of appreciation from the Board President.

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

CONSENT CALENDAR

4. CONSENT CALENDAR

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

FINANCE

- A. For Possible Action.** Discussion and possible action to accept the report on general ledger cash balances as of November 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 November 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 November 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 November 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 October 2025 in the amount of \$15,301.23. (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 September 2025. (Julie Andress, Director of Finance/CFO)

President John Bellona opened public comment.

There was no public comment.

Public comment closed.

MOTION to approve the Consent Calendar Items A-F

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

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

Director of Finance/CFO Julie Andress stated:

- The budget performance report is at 41% of the year.
- Total revenues are at 41%
- Expenditures are at 39%

Director John Bellona asked if the District has received all the wildland fire reimbursements?

Director of Finance/CFO Andress replied no. She stated with the next item the District is augmenting a small amount of those fire reimbursements and in May she will bring forward the remainder of those funds which will include all the fires for the year.

District Fire Chief Ernst stated an update on the wildland billing and response with the state and the Wildfire Protection Program (WFPP) has authorized billing of administrative costs. Director of Finance/CFO Andress has worked hard on developing the rates, which could be anywhere from ten to twenty percent in additional billings.

Secretary Michael Sommers asked if the District has the right to charge interest when payments are so late?

Director of Finance/CFO Andress stated the District is not waiting for payments this year, as in years past. There are currently four more bills to submit.

Secretary Sommers asked if the funds are reflected as receivable and revenue at the time the bills are submitted or when the funds are received.

Director of Finance/CFO Andress stated the funds are reflected as receivables and revenue at the time the funds are received.

Secretary Sommers asked why the funds cannot be entered at the time the bills are submitted? Because the District has already experienced the cost of 80% of that revenue. If the District doesn't have the revenue to offset the cost in the same reporting cycle, it doesn't present an accurate picture of the program.

Director of Finance/CFO Andress acknowledged Secretary Sommers' question and stated moving forward in the 2026-27 budget the District will be pre-budgeting an estimated amount for those revenues, as well as expenditures including off district overtime and apparatus cost as well.

Additional discussion was held regarding the procedure for reflecting revenues and expenses within the same reporting cycle, no direction given.

6. For Possible Action. Discussion and possible action on the adoption of Resolution 2025R-009, which augments the fiscal year 2025-2026 budget for \$954,765 to the General Fund in order to appropriate and amend the opening fund balance based on prior year audit results and previously unbudgeted resources. (Julie Andress, Director of Finance/CFO) 10 minutes.

Director of Finance/CFO Julie Andress detailed the following revenues and allocations for the augment:

- Additional revenues from:
 - Fiscal Year 2024-25 audit to adjust Fiscal Year 2025-26 opening fund balance in the amount of \$788,002
 - Off district reimbursement appropriations in the amount of \$158,263

- Miscellaneous revenue from renting out Station 1 in the amount of \$8500
- The funds are being allocated to:
 - Department 231, Administration, for contract wages in the amount of \$158,263
 - Benefits, for the premium increase of \$122,332
 - Training Department, for contract services in the amount of \$8900
 - Fire suppression, services and supplies for fire protection supplies and computers in the amount of \$96,792
 - Capitol Outlay, buildings, vehicles and apparatus in the amount of \$568,478

Secretary Michael Sommers stated the charges for services and salaries and wages are the same number. He asked if that meant the revenues for off district billings were not being paid on time?

Director of Finance/CFO Andress stated it appears that way, however, it is not one for one, there are multiple line items within contract wages and salaries and benefits. She gave additional details on the breakdown of the line items.

Secretary Sommers confirmed it was a coincidence then that the numbers matched.

Director of Finance/CFO Andress agreed.

Secretary Sommers asked why the augment was being brought forward now rather than waiting until we've had some experiences, including recognizing the \$75,000 donation and making an augmentation closer to the June 30th year end when we have more definitive information.

Director of Finance/CFO Andress asked if Secretary Sommers was referring to the entire December augment.

Secretary Sommers confirmed.

Director of Finance/CFO Andress explained the District can do as many augments as deemed necessary however, typically the District has two augments per year.

Additional discussion was held regarding timing of budget augments moving forward, no direction given.

President John Bellona opened public comment.

There was no public comment.

Public comment closed.

MOTION to approve the adoption of Resolution 2025R-009, which augments the fiscal year 2025-2026 budget for \$954,765 to the General Fund in order to appropriate and amend the opening fund balance based on prior year audit results and previously unbudgeted resources.

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

7. 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.

President John Bellona reported:

- Retirement dinner will be in January

8. 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.

East Fork Fire Volunteer Association President Chris Lang noted:

- East Fork was represented by the new Tender 2 and Engine 14 at the annual Parade of Lights
- East Fork Volunteers sponsored the \$100 entry fee for the Parade of Lights
- Six volunteers manned Squad 9 at the food drive from 0500 to 1900 to provide lights in the morning and evening.
- Merry Christmas and Happy New Year.

Director Barbara Griffin asked how the food drive went.

East Fork Fire Volunteer Association President Lang stated Marsh Wilkinson was one of the volunteers there and Wilkinson doesn't want to see another tin can for a while. Overall, it was very successful.

9. 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.

District Fire Chief Ernst noted:

- Thanked staff for the update to the boardroom
- Wished everyone a Happy Holiday

Mark Forsberg, District Legal Counsel noted:

- All work he was asked to do this last month is complete
- Wished everyone a Happy Holiday
- Appreciates being the District's lawyer

Julie Andress, Director of Finance/CFO noted:

- The District received the State of Nevada Department of Taxation compliance letter for Fiscal year 2024-25
- Preparing for a Fiscal year 2026-27 budget workshop

Brad Driscoll, Division Chief/Risk Management/Safety noted:

- No injuries reported in November
- The District had a successful joint training at Bally's Lake Tahoe with Carson City Fire, Tahoe Douglas, South Lake Tahoe Fire and Lake Valley Fire on standpipes for large buildings which is a step toward a larger training coming this spring for high rise firefighting

Michael Shockey, Deputy Chief of Emergency Operations noted:

- Enjoyed watching the joint training last week
- Working with Executive Program Manager Anthony Seghieri on getting ready for fire season
- Merry Christmas

Director Barbara Griffin asked how the District's Firefighter Trainees were doing at the Regional Fire Academy, and when it would conclude

Deputy Fire Chief Shockey stated the Regional Fire Academy is set to conclude on January 23, 2026. He has heard nothing but good things from Division Chief Driscoll and Fire Captain Kevin May.

Division Chief Driscoll added the Regional Fire Academy is going very well, the trainees have transitioned from the classroom into more hands-on training. More details will go out to everyone regarding the graduation. He can coordinate a visit to the Regional Fire Academy if desired.

Holly Megee, Director of Administrative Services noted:

- Thanked the seasonal fire crews who off boarded the end of November.
- Three of the seasonal fire crew members have been hired full time.

Anthony Seghieri, Executive Program Manager noted:

- Still moving forward with Station 15 and the merger with Nevada Division of Forestry (NDF)
- NDF is still doing their hiring
- The District has completed their portion of the annual operating plan
- Applied for Supplemental Disaster Funds specifically for executing our Community Wildfire Protection Plan (CWPP) in the amount of \$30,000 and 10% for administrative fees
- BLM has identified a lot of fuels reduction projects in the pinenuts on the east side of the valley they need the District's help with. There is probably 10 years' worth of work to be done. He is currently working on the funding mechanism for that within the Shared Stewardship program.

Secretary Michael Sommers stated it is very nice to see something moving on the east side of the valley.

Amy Ray, Deputy Chief/Fire Marshal noted:

- Douglas County Commissioners will have their second reading of the new fire code for adoption on December 18, 2025. The first reading went very smoothly so she doesn't anticipate anything different this time.
- The new fire codes should go into effect January 5, 2026
- Met with the Assistant State Fire Marshall to discuss some of the new requirements and amendments with the code moving forward which went really well.

Larry Goss, Deputy Fire Chief/Business Operations noted:

- Coordinating the preventative maintenance program for the HVAC systems throughout the District. Several units are out of service. Staff is working on getting those all up and running before the cold sets in.

Director Bernard Curtis noted:

- Wished everyone a Merry Christmas
- Thanked Chris Lang for a short report
- Received a Christmas card from Michelle Hamilton which included a thank you for helping her father. He would like to pass on the information to the staff involved.

Director of Administrative Services Holly Megee stated the district office receives several of these kinds of notes and the office staff forwards the information on to executive staff as well as adding it to the employees' files.

Secretary Michael Sommers asked Deputy Fire Chief Shockey how the new helicopter crew was doing since it has been permanently staffed.

Deputy Fire Chief Michael Shockey stated the transition has been smooth and things are proceeding nicely. There have been no shortcomings.

Director Barbara Griffin noted:

- Wished everyone a Merry Christmas
- Brought cake to celebrate the end of the year, Executive Program Manager Anthony Seghieri joining the District, and a successful audit for Director of Finance/CFO Julie Andress.
- Asked District Fire Chief Ernst to give a recap of his first year with the District and if he likes his job.

District Fire Chief Ernst gave the following update:

It has been an exceptionally productive and meaningful year for the District. Through focused strategic planning, we established two clear thematic goals, Organizational Alignment and Regionalization. He is proud of the progress the District has made together in advancing both.

Under the first thematic goal, Organizational Alignment, we concentrated our efforts on four key tactical areas: reorganization, branding, communication, and relationships.

Through reorganization, we made several important structural improvements designed to enhance efficiency and long-term sustainability. We created the Business Operations position, now filled by Deputy Chief Larry Goss, to ensure our fleet and facility needs are strategically managed. We transitioned the former 56-hour Training Captain positions into three 40-hour positions overseeing the EMS, Wildland/Fuels, and Training Divisions, and we established the Risk Manager/Training Division Chief position. These changes have already resulted in measurable benefits and operational efficiencies across the organization.

In the area of branding, we took a collaborative approach by soliciting input from across the organization. Together, we selected new graphic and paint schemes for our apparatus, issued updated PPE including new structure helmets for all employees, and began the process of updating our logo, mission statement, and value statements, work that will continue into the coming year.

Significant strides were made in communication, both internally and externally. Internally, we launched a monthly newsletter highlighting accomplishments from every division, initiated Coffee with the Chief to provide crews direct access and open dialogue with leadership, and held our first all-hands Captains meeting, where divisional updates and meaningful feedback were shared. Additionally, we established the practice of having leadership and staff attend monthly volunteer meetings to ensure consistent communication throughout the organization. Externally, we hired a social media and marketing consultant who has done an outstanding job expanding our public outreach and notifications. We also increased our presence at community meetings, events, and gatherings to better represent the District and support the communities we serve.

The final component of Organizational Alignment was relationships, where we strengthened partnerships with Douglas County, including the Sheriff's Office, Emergency Management, Dispatch, and the County Commissioners. These relationships are critical to our success and continue to grow stronger. We have also built strong relationships with the business council and many community organizations.

The second thematic goal, Regionalization, focused on strengthening partnerships and agreements to enhance our ability to provide the highest level of public service possible. Highlights include entering into an automatic aid agreement with Tahoe Douglas Fire Protection District, ensuring the closest unit responds to emergencies regardless of jurisdiction and allowing for shared critical resources such as wildland crews and fleet mechanics.

A unique public/private partnership was also formed with Rural Medivac (Battle Born Helicopter) to co-staff a medical helicopter out of Station 12. This partnership has already saved lives by reducing response times and increasing the level of care available to our community.

Additionally, the District is finalizing a partnership with Nevada Division of Forestry to co-staff a Type 2 Initial Attack hand crew out of Station 15, serving as a force multiplier for emergency response and critical fuels reduction work.

Participation in the Regional Operations Group and Regional Training Group has further enhanced interoperability, training opportunities, and operational effectiveness with our partner agencies, ultimately providing a safer fireground for our members and a higher level of service to the public. We also expanded our partnership with the Sheriff's Office through joint training and programs.

Beyond our two thematic goals, the organization achieved numerous additional accomplishments this year, including:

- Adoption of a new Fire Code and fee structure
- Addition of two new rescues to our fleet
- Purchase of a new water tender using the Water Initiative fee
- Opening of the new training tower behind Station 14
- Acquisition of a skid steer with masticator for the fuels crew
- Expansion of the Wildland/Fuels Division and securing funding for the next five years
- Establishment of a preventative maintenance program
- Paving and sealing improvements at several facilities
- Successful completion of labor negotiations for contract openers

In addition to these achievements, our members responded to and mitigated several large-scale and complex incidents, including;

- The Conner Wildland Fire
- Genoa Structure Fire

- Foothill Structure Fire
- Ruhenstroth flash flood event
- The Sagebrook Village Apartment Fire.

These responses reflect the professionalism, dedication, and resilience of this organization.

District Fire Chief Ernst said he wished to sincerely thank every member of this organization for their hard work, adaptability, and commitment to excellence. He is extremely grateful to be part of the East Fork Fire family and thankful for the trust in him and the warm welcome he has received this year. This has been an incredible year, and he is confident the future will be even brighter.

Director Nathan Leising noted:

- No Report

President John Bellona noted:

- April 11, 2026 is the Firefighters Appreciation Dinner at the Elks Lodge. All active line firefighters are free. He and Scott Gorgon will be working in the kitchen for the event.

Director Barbara Griffin reminded the board members to file their Financial Disclosure Statement with the Secretary of State at the beginning of the year to avoid fines.

CLOSING PUBLIC COMMENT (No Action)

President John Bellona opened public comment.

No Public Comment

Public comment closed.

ADJOURNMENT

10. 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: Bernard Curtis
SECOND BY: Nathan Leising
AYES: Bellona, Curtis, Griffin, Leising, Sommers
NAYS:
ABSENT:

There being no further business to come before the Board, 1:59 PM the meeting was adjourned.

Respectfully submitted:



Michael Sommers, President
East Fork Fire Protection District

ATTEST:



Jolene Polish, Clerk to the Board
East Fork Fire Protection District