EAST FORK FIRE PROTECTION DISTRICT
1694 County Road
Minden, Nevada 89423

Meeting Agenda

Terry Faff, Director, District 1
Barbara Griffin, President, District 2
Bernard Curtis, Director, District 3
Jacques Etchegoyhen, Secretary, District 4
Steven Mihelic, Director, District 5

Tod F. Carlini, District Fire Chief  Holly Megee, Board Clerk

Tuesday, October 20, 2020  11:00 AM Closed Session  GoToMeeting
1:00 PM Open Session  Contact Holly Megee For Details

MISSION STATEMENT
“Serving the Fire and Life Safety Needs of Our Community”

East Fork Fire Protection District is actively monitoring and managing the COVID-19 level of risk in our community by closing public offices to minimize contact among individuals and to slow the spread of COVID-19. In adherence to Governor Sisolak’s Declaration of Emergency and Directive 006 on public meetings, the East Fork Fire Protection District Board of Directors will be conducting its meeting electronically to reduce social gatherings and interpersonal contact. There will be no physical location designated for this 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 in the black box located outside the East Fork Fire Protection District Office (1694 County Road, Minden, Nevada) and completed forms may also be left at the drop box 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.

Pursuant to Governor Sisolak’s Declaration of Emergency, copies of the agenda will not be posted at any physical location. Moreover, copies of supporting material may no longer be requested or obtained in person. However, 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 is available at the following websites:

- State of Nevada Public Notices website: https://notice.nv.gov/
- East Fork Fire website: http://eastforkfire.org/

Supporting materials are available at the following website:
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, “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 East Fork Fire Protection District Board’s wish 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.

If you would like to view the East Fork Fire Protection District Board meeting, please contact Holly Megee at 775-783-6408 or hmegee@eastforkfire.org for details on how to log into the meeting.

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 775-783-6408 at least 20 hours in advance.

EAST FORK FIRE PROTECTION DISTRICT
1694 COUNTY ROAD
MINDEN, NEVADA
FINAL AGENDA
October 20, 2020

11:00 AM

Call to Order

1. For Possible Action. Closed Session to meet with management representatives pursuant to NRS 288.220. (Mark Forsberg, District Legal Counsel) 90 Minutes.

Note: The East Fork Fire Protection District may from time to time convene a closed session in accordance with NRS 288.220 to discuss matters related to labor negotiations. These sessions will be held in advance of the public portion of the meetings and in the interest of the general public and final call for public comment.

2. For Possible Action. Recess closed session and reconvene in public meeting. (Barbara Griffin, President) 5 Minutes.

1:00 PM

PLEDGE OF ALLEGIANCE – Terry Faff, Director

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 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.

**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**

3. **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. (Barbara Griffin, President) 5 Minutes.

**APPROVAL OF PREVIOUS MINUTES**

4. **For Possible Action.** Approval of previous meeting minutes.

District Board of Directors – Meeting – September 15, 2020

**AWARDS, RECOGNITIONS, PROCLAMATIONS & DONATIONS**
5. For Possible Action. Discussion and possible action regarding Proclamation 2020 P-03 recognizing the retirement of Deputy Fire Chief David Wm. Fogerson after 18 years of service with the East Fork Fire Protection District. (Barbara Griffin, President) 10 Minutes.

6. For Possible Action. Discussion and possible action regarding Proclamation 2020 P-04 recognizing the retirement of Fire Captain Nick Agorastos after 25 years of service with the East Fork Fire Protection District. (Barbara Griffin, President) 10 Minutes.

CONSENT CALENDAR

7. 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 to accept the report on general ledger cash balances from August 1, 2020 through August 31, 2020. (Joseph A. Langkilde, CPA, District Accountant)

B. For Possible Action. Discussion to approve the August 1, 2020 through August 31, 2020, Report of Revenue and Fees. (Joseph A. Langkilde, CPA, District Accountant)

C. For Possible Action. Discussion to approve the receipt and filing of the list of direct deposits and checks issued for payroll on 08/14/2020 and 08/28/2020. (Joseph A. Langkilde, CPA, District Accountant)

D. For Possible Action. Discussion to approve the receipt and filing of the list of accounts payable checks issued and cash disbursements/automatic withdrawals from August 1, 2020 through August 31, 2020. (Joseph A. Langkilde, CPA, District Accountant)

E. For Possible Action. Discussion to approve the August 1, 2020 through August 31, 2020 Procurement Card Transactions. (Joseph A. Langkilde, CPA, District Accountant)

F. For Possible Action. Discussion to approve the East Fork Fire Protection District’s ambulance billing bad debt write-offs for the period of August 1, 2020
through August 31, 2020 in the amount of $77,573.56. (Lisa Owen, Executive Office Manager)

CONSENT CALENDAR ITEMS PULLED FOR FURTHER DISCUSSION IF ANY

8. For Presentation Only. Discussion and review of the District’s annual property and liability insurance package as provided by Warren Reed Insurance representing Volunteer Fireman’s Insurance Services. (Tod F. Carlini, District Fire Chief) 15 Minutes.

9. For Possible Action. Discussion and possible action to adopt Policy #602.12 (Employee Dating) which establishes boundaries between personal and workplace interactions and prohibits employee/supervisor romantic relationships and/or the scheduling of common shifts. (Lisa Owen, Executive Office Manager) 10 Minutes.

10. For Possible Action. Discussion and possible action to approve the Health Insurance contract with Aetna Health Insurance, Aetna Dental, Standard Life, and VSP Vision plans for the East Fork Fire Protection District employees for CY 2021 at an annual cost of approximately $1,576,424. (Tod F. Carlini, District Fire Chief) 30 Minutes.

11. For Possible Action. Discussion and possible action to approve an updated Memorandum Of Understanding (MOU) allowing for the compensation of non-represented salaried exempt personnel to receive straight time compensation for emergencies which exceed an initial twenty-four (24) hours of operation or where services are billable under existing agreements and/or regulations and as allowed by the Fair Labor Standards Act (FLSA) and allow the Board President to sign the MOU. (Tod F. Carlini, District Fire Chief) 15 Minutes.

12. For Possible Action. Discussion and possible action on the adoption of Resolution 2020R-009, which augments the fiscal year 2020-2021 budget for $387,155. (Joseph A. Langkilde, CPA, District Accountant) 10 Minutes.

13. For Possible Action. Discussion and possible action on the budget transfer, which adjusts the fiscal year 2020-2021 budget for $147,017. (Joseph A. Langkilde, CPA, District Accountant) 5 Minutes.

14. For Presentation Only. Reports/updates from District Board Members and the Administration concerning the various assignments/committees that they may be a member of, a liaison to, or meetings/functions they have attended. There will be no discussion or action taken on these reports/updates. (Barbara Griffin, President) 15 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. (Barbara Griffin, President)
15. For Possible Action. Discussion and possible action to approve the adjournment of the East Fork Fire Protection District Board Meeting. (Barbara Griffin, President) 5 Minutes.

ADJOURNMENT

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