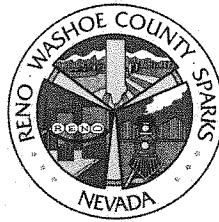


Washoe County



MATT SMITH, Chairman
 KITTY JUNG, Vice Chairman
 GEORGE FURMAN, MD
 SHARON ZADRA

GEORGE HESS, MD
 DENIS HUMPHREYS, OD
 JULIA RATTI
 JOSEPH P. ISER, MD, DrPH, MSc
 District Health Officer

Health District

WASHOE COUNTY HEALTH DISTRICT
 1001 East Ninth Street / P.O. Box 11130
 Reno, Nevada 89520
 Telephone 775.328-2400 • Fax 775.328.2279
 www.washoecounty.us/health

MEETING NOTICE AND AGENDA

Washoe County District Board of Health

Date and Time of Meeting: Thursday, December 20, 2012, 1:00 p.m.

Place of Meeting: Washoe County Health District
 1001 East Ninth Street, Building B
 South Auditorium
 Reno, Nevada 89520

District Board of Health Meeting Agenda

Time	Agenda Item No.	Agenda Item	Presenter
1:00 PM	1.	Call to Order, Pledge of Allegiance Led by Invitation	Mr. Smith
	2.	Roll Call	Ms. O'Neill
Public Comment	3.	Public Comment (limited to three (3) minutes per person)	Mr. Smith
For Possible Action	4.	Approval/Deletions to Agenda for the December 20, 2012 Meeting	Mr. Smith
For Possible Action	5.	Approval/Additions/Deletions to the Minutes of the November 15, 2012 Regular Meeting	Mr. Smith
	6.	Recognitions A. Introduction of new employee(s) – David Gamble – MRC Program Coordinator – EPHP – 12/3/2012 B. Promotions – James English – Environmental Health Specialist Supervisor – 12/3/2012	Mr. Smith and Dr. Iser

Time	Agenda Item No.	Agenda Item	Presenter
		C. Years of Service – Angela Tibaduiza – WIC – 20 Years D. Recognitions – 1. Presentation of plaque of appreciation to Mr. Michael Ford in recognition of his years of service on the Air Pollution Control Hearing Board, from 2009 to 2012; and 2. Graciela Flores – Essentials of Personal Effectiveness Certification E. Retirements – 1. Sally Fry-Woyciehowsky – CCHS - 23.25 Years of Service 2. William James Mullen – CCHS - 25.75 Years of Service 3. Ricardo P. Cruz – EHS – 12.25 Years of Service	
For Possible Action	7.	Proclamations – None.	
For Possible Action	8.	<p><u>Consent Agenda: Matters which the District Board of Health may consider in one motion. Any exceptions to the Consent Agenda must be stated prior to approval.</u></p> <p><u>A. Air Quality Management Cases:</u></p> <p>1. Recommendation to Uphold Unappealed Citations to the Air Pollution Control Hearing Board:</p> <p style="padding-left: 40px;">a. McClelland Laboratories – Case 1098, NOV 5309 1016 Greg Street, Sparks NV 89431</p> <p style="padding-left: 40px;">b. Seven Eleven Inc. Store #16235 – Case 1100, NOV 5311 PO Box 711, Dallas TX 75221</p> <p style="padding-left: 40px;">c. Maverik Inc. Store # 443 – Case 1102, NOV 5314 880 West Center Street, N Salt Lake City, UT 84054</p> <p style="padding-left: 40px;">d. Quik Stop Market #160 – Case 1103, NOV 5313 4567 Enterprise Street, Fremont, CA 94538</p>	

Time	Agenda Item No.	Agenda Item	Presenter
		<p>e. Guardian Environmental Inc. – Case 1104, NOV 5261 1320 Freeport Boulevard, Suite 111 Sparks NV 89431</p> <p>2. Recommendation of Cases Appealed to the Air Pollution Control Hearing Board. None.</p> <p>3. Recommendation for Variance: None.</p> <p>B. <u>Sewage, Wastewater & Sanitation Cases:</u> Recommendation to Approve Variance Case(s) Presented to the Sewage, Wastewater & Sanitation Hearing Board. None.</p> <p>C. <u>Budget Amendments / Interlocal Agreements:</u></p> <p>1. Approval of Amendment #1 to Agreement between the Washoe County Health District and Nevada Public Health Foundation in the total amount of \$70,020 for the period June 13, 2012 through June 30, 2013 for the District Board of Health and District Health Officer support services; and if approved, authorize the Chairman to execute.</p> <p>2. Ratification of Cooperative Agreement for Services to the Kid’s to Senior’s Korner Programs in the total amount of \$50,000 (\$0 for Washoe County Health District). The Cooperative Agreement for Services to the Kid’s to Senior’s Korner Program is a multi-agency agreement between the City of Reno Police Department, Catholic Charities of Northern Nevada, Washoe County Sheriff’s Office, Washoe County Department of Senior Services, for the period upon approval with automatic annual renewal unless terminated or changed in accordance with the terms of the agreement, and, if approved, authorize the Chairman to execute the Cooperative Agreement.</p> <p>3. Approval of amendments totaling an increase of \$29,752 in both revenue and expense to the FY13 Centers for Disease Control and</p>	

Time	Agenda Item No.	Agenda Item	Presenter
		<p>Prevention (CDC) Public Health Preparedness (2011 Carry forward) Grant Program, IO 11072.</p> <p>4. Approval of amendments totaling an increase in \$11,501 in both revenue and expense to the FY13 Assistant Secretary for Preparedness and Response (ASPR) (2011 Carry forward) Grant Program, IO 11071.</p> <p>5. Ratification of Interlocal Agreement between the Washoe County Health District (WCHD) and the Board of Regents of the Nevada System of Higher Education on Behalf of the University of Nevada Cooperative Extension to utilize WCHD facilities for the “All 4 Kids©: Resiliency in the Obesogenic Environment” research project for the period upon approval by all parties through June 30, 2013; and, if approved, authorize the Chairman to execute.</p> <p>D. <u>Indirect Cost Policy</u>: Approval of the Washoe County Health District Indirect Cost Policy.</p> <p>E. <u>Board Correspondence</u>: Approval of Letter from Chairman Smith to REMSA regarding Franchise Agreement Renegotiations.</p>	
For Possible Action	9.	<p><u>Air Pollution Control Hearing Board Cases appealed to the District Board of Health.</u></p> <p>Reno Rock Transport - Case No. 1092, Citation No. 5255 7770 Security Circle, Reno, NV 89506</p>	Ms. Albee
For Possible Action	10.	<p><u>PUBLIC HEARING</u>: Presentation and possible adoption of an amendment to the Washoe County District Board of Health Regulations Governing Air Quality Management for an exemption from the Phase II vapor recovery requirements for gasoline dispensing facilities that can demonstrate at least 95% of the fleet vehicles serviced are equipped with Onboard Refueling Vapor Recovery (ORVR).</p>	Ms. Albee

Time	Agenda Item No.	Agenda Item	Presenter
For Possible Action	11.	<u>Regional Emergency Medical Services Authority:</u> A. Review and Acceptance of the Operations and Financial Report for October, 2012; and B. Update of REMSA's Community Activities Since October, 2012	Mr. Gubbels
For Possible Action	12.	Discussion and Possible Direction to Staff regarding Emergency Medical Services ("EMS"), Including Recommendations Contained in the TriData Report and Various Other EMS Studies	Mr. Smith and Dr. Iser
For Possible Action	13.	Presentation, Discussion, and Possible Direction to Staff Regarding Health in All Policies ("HiAP")	Dr. Iser
For Possible Action	14.	Discussion and Possible Appointment of a Legislative Subcommittee to Meet as Needed During the 2013 Nevada Legislative to Provide Direction to Staff on Pending Legislative Matters Related to Public Health	Mr. Smith
For Possible Action	15.	Presentation, Discussion, and Possible Direction to Staff Regarding Acceptance and Implementation of the Washoe County Health District Strategic Plan	Dr. Iser and Division Directors
For Possible Action	16.	Review and Acceptance of the Monthly Public Health Fund Revenue and Expenditure Report for November, 2012	Ms. Stickney
For Possible Action	17.	Presentation, Discussion, and Possible Direction to Staff Regarding FY14 Health Fund Budget	Dr. Iser and Ms. Stickney
	18.	Election of District Board of Health Chairman for 2013 - 2014	Mr. Smith
	19.	Election of District Board of Health Vice Chairman for 2013-2014	Mr. Smith
	20.	<u>Staff Reports and Program Updates</u> A. Director, Epidemiology and Public Health Preparedness - Communicable Disease; Public Health Preparedness; Emergency Medical Services; and Vital Statistics	Dr. Todd

Time	Agenda Item No.	Agenda Item	Presenter
		B. Director, Community and Clinical Health Services – Clinical Programs and Non-Communicable Disease Updates	Mr. Kutz
		C. Director, Environmental Health Services Food Program; Land Development; Solid Waste/Special Events; and Vector-Borne Disease Program	Mr. Sack
		D. Director, Air Quality Management – Air Quality; Planning and Monitoring Activity; Permitting Activity; Compliance & Inspection Activity; and Permitting & Enforcement Activity	Mr. Dick
		E. Administrative Health Services Officer – AHSO agenda items are included in other agenda items.	Ms. Stickney
		F. District Health Officer – 2013 Legislative Session; Budget; Human Resources; Communication; Accreditation; Washoe County and Community Activities; Health District Media Contacts and Outreach; Statewide (and Beyond) Organizational Efforts; RWJF Shared Services Learning Community Grant Update; and District Board of Health Information and Resources	Dr. Iser
Board Comment	21.	Limited to Announcements or Issues for Future Agendas	Mr. Smith
Public Comment	22.	Public Comment (limited to three (3) minutes per person). No action may be taken.	Mr. Smith
For Possible Action	23.	Adjournment	Mr. Smith

The District Board of Health may take action on the items denoted as "For Possible Action."

Business Impact Statement: A Business Impact Statement is available at the Washoe County Health District for those items denoted with a "\$."

Items on the agenda may be taken out of order, combined with other items, withdrawn from the agenda, moved to the agenda of another later meeting; moved to or from the Consent section, or they may be voted on in a block. Items with a specific time designation will not be heard prior to the stated time, but may be heard later. Items listed in the Consent section of the agenda are voted on as a block and will not be read or considered separately unless withdrawn from the Consent.

The District Board of Health Meetings are accessible to the disabled. Disabled members of the public who require special accommodations or assistance at the meeting are requested to notify Administrative Health Services in writing at the Washoe County Health District, PO Box 1130, Reno, NV 89520-0027, or by calling 775.328.2416, 24 hours prior to the meeting.

Time Limits: Public comments are welcomed during the Public Comment periods for all matters whether listed on the agenda or not. All comments are limited to three (3) minutes per person. Additionally, public comment of three (3) minutes per person may be heard during individual action items on the agenda. Persons are invited to submit comments in writing on the agenda items and/or attend and make comment on that item at the Board meeting. Persons may not allocate unused time to other speakers.

Response to Public Comments: The Board of Health can deliberate or take action only if a matter has been listed on an agenda properly posted prior to the meeting. During the public comment period, speakers may address matters listed or not listed on the published agenda. The *Open Meeting Law* does not expressly prohibit responses to public comments by the Board of Health. However, responses from the Board members to unlisted public comment topics could become deliberation on a matter without notice to the public. On the advice of legal counsel and to ensure the public has notice of all matters the Board of Health will consider, Board members may choose not to respond to public comments, except to correct factual inaccuracies, ask for Health District Staff action or to ask that a matter be listed on a future agenda. The Board of Health may do this either during the public comment item or during the following item: "Board Comments – Limited to Announcement or Issues for future Agendas."

Pursuant to NRS 241.020, Notice of this meeting was posted at the following locations:

Washoe County Health District, 1001 E. 9th St., Reno, NV

Reno City Hall, 1 E. 1st St., Reno, NV

Sparks City Hall, 431 Prater Way, Sparks, NV

Washoe County Administration Building, 1001 E. 9th St, Reno, NV

Washoe County Health District Website www.washoecounty.us/health

Washoe County



Health District

Washoe County District Board of Health Meeting Minutes November 15, 2012

PRESENT: Mr. Matt Smith, Chairman, George Furman, MD, Councilwoman Ratti, Councilwoman Zadra, Dr. Denis Humphreys, and Dr. George Hess

ABSENT: Commission Jung, Vice Chair

STAFF:

Joseph P. Iser, District Health Officer
 Eileen Stickney, Administrative Health Services Officer, Administrative Health Services
 Robert Sack, Division Director, Environmental Health Services
 Charlene Albee, Branch Enforcement Chief, AQM
 Yann Ling-Barnes, Environmental Engineer II, AQM
 Brenden Schnieder, Air Quality Specialist II, AQM
 Lori Cooke, Fiscal Compliance Officer, AHS
 Phil Uilbarri, Public Information Officer, AHS
 Stacey Akurosawa, EMS Coordinator, EPHP
 Kelli Seals, Health Educator II, CCHS
 Leslie Admirand, Deputy District Attorney

Kevin Dick, Division Director, Air Quality Management
 Steve Kutz, Division Director, Community and Clinical Health Services
 Randall Todd, DrPH, Division Director, Epidemiology and Public Health Preparedness
 Daniel Inouye, Air Quality Supervisor, AQM
 Craig Petersen, Senior Air Quality Specialist, AQM
 Patsy Buxton, Fiscal Compliance Officer, AHS
 Steve Fisher, Department Computer Application Specialist, AQM
 Peg Caldwell, Registered Nurse I, EPHP
 Bev Bayan, WIC Program Manager, AHS
 Emily Barnes, Advanced Practitioner of Nursing, CCHS
 Peggy F. O'Neill, Recording Secretary

TIME / ITEM	SUBJECT / AGENDA	DISCUSSION	ACTION
1:05 pm 1, 2	Meeting Called to Order, Pledge of Allegiance and Roll Call	Chairman Smith called the meeting to order, followed by the Pledge of Allegiance led by Councilwoman Ratti. Roll call was taken and a quorum noted.	
3.	Public Comment	No public comment was presented. Chairman Smith, Dr. Iser, and the entire District Board of Health recognized Councilman Dan Gustin for his dedication to the improvement of Public Health for the Cities of Reno, Sparks, and Washoe County, serving as a member of the District Board of Health from January 2005 to December 2012. Chairman Smith introduced Councilwoman Zadra, as the newest appointment from the City of Reno to the District Board of Health.	

TIME / ITEM	SUBJECT / AGENDA	DISCUSSION	ACTION
4.	Approval/Deletions – Agenda – November 15, 2012	Chairman Smith called for any deletions to the Agenda of the November 15, 2012 DBOH Meeting.	Councilwoman Ratti moved, seconded by Dr. Humphreys, that the November 15, 2012 Agenda be approved as submitted. MOTION CARRIED
5.	Approval/Deletions – Minutes –Special Meeting of October 18, 2012 Approval/Deletions – Minutes - Regular Meeting of October 25, 2012	Chairman Smith called for any additions or corrections to the minutes of the October 18 2012 Special Meeting and October 25, 2012 Regular Meeting. Dr. Hess stated that he was not marked as present on either set of minutes and he was present. Dr. Hess requested that the minutes of both minutes be corrected to reflect is attendance.	Councilwoman Ratti moved, seconded by Dr. Humphreys, that the minutes of the October 18, 2012 Special Meeting be approved as amended. MOTION PASSED; with Councilwoman Zadra abstaining. Councilwoman Ratti moved, seconded by Dr. Humphreys, that the minutes of the October 25, 2012 Regular meeting be approved as amended. MOTION PASSED; with Councilwoman Zadra and Dr. Furman abstaining.
6.	Recognitions	Dr. Iser and Chairman Smith recognized Kelli Seals for 10 years of service and Emily Barnes for 30 years of service.	
7.	Proclamations	The Proclamation announcing the Great American Smokeout - November 15, 2012, was read into the record.	Dr. Humphreys moved, seconded by Councilwoman Zadra, that the Proclamation be approved as presented. MOTION CARRIED

TIME / ITEM	SUBJECT / AGENDA	DISCUSSION	ACTION
8.	Consent Agenda	<p>Dr. Hess and Dr. Humphries requested that Agenda Item Nos. C.3. and 8.A.1.a. be pulled from the Consent Agenda for discussion.</p> <p>A. Air Quality Management Cases:</p> <ol style="list-style-type: none"> 1. Unappealed Citations to the Air Pollution Control Hearing Board: <ol style="list-style-type: none"> a. Jerry Enwald - Case No. 1095, Unappealed Citation No. 5228 – Staff reported Citation No. 5228, was issued to Jerry Enwald on September 4, 2012, for failure to have an asbestos survey performed by a qualified person and submitted to Air Quality for the issuance of a permit prior to a major renovation project which is a major project in Washoe County. Citation No. 5228 is being pulled from Consent Agenda by Dr. Humphries. b. Reno Sun LLC - Case No. 1097, Unappealed Citation No. 5308 – Staff reported Citation No. 5308, was issued to Reno Sun LLC/Florsheim Homes on October 4, 2012, for operating a ten acre construction site without a valid dust control permit, which is a major violation of Section 030.000 of the Washoe County DBOH Regulations Governing Air Quality Management. Staff recommends the citation be upheld and a fine in the amount of \$5,000.00 be levied as a negotiated fine. c. Western Pavement Solutions - Case No. 1099, Unappealed Citation No. 4615 – Staff reported Citation No. 4615, was issued to Western Pavement Solutions on October 8, 2012, for operating a portable asphalt recycling circuit without a permit to operate, which is a major violation of Section 030.105(B)(10) of the Washoe County DBOH Regulations Governing Air Quality Management. Staff recommends the citation be upheld and a fine in the amount of \$2,500.00 be levied as a negotiated fine. d. Golden Gate Petroleum - Case No. 1101, Unappealed Citation No. 5310 – Staff reported Citation No. 5310, was issued to Golden Gate Petroleum on October 9, 2012, for violation of Permit to Operate No. K0102GS, Condition 4, which requires states with a Balance Phase II Recovery System to conduct a Static Pressure Decay Test once every three years. In this case, 	

TIME / ITEM	SUBJECT / AGENDA	DISCUSSION	ACTION
		<p>the last time the testing was conducted was in August, 2009. Failure to conduct the required testing is a major violation of Section 030.2175 of the Washoe County DBOH Regulations Governing Air Quality Management. Staff recommends the citation be upheld and a fine in the amount of \$1,250.00 be levied as a negotiated fine.</p> <ol style="list-style-type: none"> 2. Recommendation to Uphold Citation Appealed to the Air Pollution Control Hearing Board: None. 3. Recommendation for Variance: None. <p>A. <u>Sewage, Wastewater & Sanitation Cases</u>: None.</p> <p>B. <u>Budget Amendments / Interlocal Agreements</u>:</p> <ol style="list-style-type: none"> 1. The Board was advised Staff recommends approval of Subgrant Amendment #1 Scope of Work for the Assistant Secretary for Preparedness and Response – Hospital Preparedness program for the period July 1, 2012 to June 30, 2013; and, if approved, authorize the Chairman to execute. 2. The Board was advised Staff recommends approval of 2012-2013 Memorandum of Legislative Cooperation By and Among the City of Reno, City of Sparks, Regional Planning Governing Board, Regional Transportation Commission, Truckee Meadows Water Authority, Regional Sparks Convention and Visitors Authority, Western Regional Water Commission, Sun Valley General Improvement District, Washoe County, Washoe County Health District, Washoe County School District, South Truckee Meadows General Improvement District; and Incline Village General Improvement District; and, if approved, authorize the Chairman to execute. 3. The Board was advised Staff recommends Ratification of Interlocal Contract between the Washoe County Health District (VMCHD) and the Washoe County School program. Pulled from Consent Agenda by Dr. Hess. School for the period of approval through June 12, 2013; and, if approved, authorize the Chairman to execute the Interlocal Contract. 	<p>ACTION ITEMS: (1) Agenda Item Nos. C.3. and 8.A.1.a. were pulled from the Consent Agenda for discussion;</p> <p>(2) Letters to Jerry Enwald, Reno Sun, LLC, Western Pavement Solutions, and Golden Gate Petroleum regarding fines and due dates; and (3) Re-appointment letters to APCHB members Richard W. Harris and Joseph M. Serpa.</p>

TIME / ITEM	SUBJECT / AGENDA	DISCUSSION	ACTION
		<p>C. <u>Staff recommends re-appointment to the Air Pollution Control Hearing Board - Richard W. Harris</u></p> <p>D. <u>Staff recommends re-appointment to the Air Pollution Control Hearing Board - Joseph M. Serpa</u></p> <p><u>Discussion on Agenda Item No. 8.C.3:</u></p> <p>Dr. Hess questioned the appropriateness of the expenditures in light of the Projected FY 14 Health Fund Budget shortfall.</p> <p>Ms. Lori Cooke, FCO, reported to Dr. Hess that this agreement is a formalization of a process already in place, the appropriations for the services have been budgeted, including the provision of vaccine to the WCSD that are state-supplied (i.e., zero cost to the WCHD).</p> <p><u>Discussion on Agenda Item No. 8.A.1.a:</u></p> <p>Dr. Humphreys questioned the process in reducing the fine amount from the Recommended Amount of \$35,000 down to the Negotiated Fine of \$5,000.</p> <p>Ms. Charlene Albee, Enforcement Branch Chief, reported to Dr. Humphreys that this was the most intensive investigative case that AQM has conducted. The fine was based on the fact that there were three (3) confirmed days of continued work against a "Stop Work Order." Section 030.0140 of the DBOH Regulations allows for up to a \$10,000 per day fine for every day of violation. The additional \$5,000 recommended amount was for conducting demo/renovation activities without qualified asbestos testing and an Acknowledgement of Asbestos Assessment. Mr. Enwald stated that he was unaware that the Stop Order meant he could do no work. He was under the impression he could at least clean up the mess, but could do no additional demolition. He is a small businessman, and AQM took into consideration that a \$35,000 fine would be unrecoverable. Mr. Enwald will be making payments on the \$5,000 negotiated fine. That was the reason for the reduction.</p>	<p>Dr. Humphreys moved, seconded by Dr. Hess, that the Consent Agenda be approved as modified in a single motion.</p> <p><u>MOTION CARRIED</u></p> <p>Dr. Hess moved, seconded by Councilwoman Ratti, that Agenda Item No. 8.C.3. be approved as presented.</p> <p><u>MOTION CARRIED</u></p> <p>Dr. Humphreys moved, seconded by Dr. Hess, that Agenda Item No. 8.A.1.a. be approved as presented..</p> <p><u>MOTION CARRIED</u></p>
9.	Air Pollution Control Hearing Board Cases	None.	

TIME / ITEM	SUBJECT / AGENDA	DISCUSSION	ACTION
10.	<p>Regional Emergency Medical Services Authority</p> <p>A. <u>Review and Acceptance of the Operations and Financial Report – October, 2012</u></p> <p>B. <u>Update of REMSA's Community Activities Since October, 2012</u></p>	<p>Continued Until December</p>	
11.	<p>Discussion of and Potential Direction to Staff Regarding Emergency Medical Systems</p> <p>Board Comment</p>	<p>Dr. Iser reported that since last month's DBOH meeting, the Reno City Council met. At that meeting, Mr. Gustin asked Dr. Iser to present, and Dr. Iser presented some background on what has transpired regarding EMS during the last 18 months. Dr. Iser reported to the Reno City Council that the DBOH had discussed its willingness to take on the EMS oversight function, stated its willingness to participate, and directed Staff to participate in any further discussions regarding EMS. The Reno City Council reaffirmed the motion that they made at the October 18 concurrent meeting.</p> <p>Dr. Iser reported that there was also a BCC meeting this week. Chairman Smith, Dr. Hess, and Dr. Iser were present, along with Dr. Todd. There was discussion about the BCC motion that was made. Chairman Larkin asked that there be co-leads for ongoing discussions. Dr. Iser has sent out a proposed agenda for the first meeting and has heard back from Ms. Simon, but not Mr. Carey or Mr. Clinger.</p> <p>Councilwoman Ratti stated that she wants to be clear that the motions were for EMS "oversight" not EMS "Authority." Councilwoman Ratti wants to clearly reflect that no additional "Agency" is envisioned by this process.</p> <p>Dr. Hess stated that he is concerned about not having a structured timeline for review and negotiations. Dr. Hess believes the Health District is in danger and the DBOH needs to have those items addressed in a very timely manner.</p> <p>Dr. Humphreys stated that EMS function is critical to the health and welfare of our community and that is part of the DBOH's oversight function, and while he believes time is of the essence, it is not a matter he believes should be rushed. These are critical decisions and need to go through the proper planning process.</p>	

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		<p>Dr. Iser stated that it will be a complex negotiation, that the decision for oversight of Fire, REMSA, and Medical Dispatch will be an emotional process. Chairman Smith stated we simply need to keep moving forward.</p> <p>Councilwoman Ratti stated that EMS is agendized for the November 26, 2012, Sparks City Council meeting, which will allow the City Manager to meet with the Fire Chief and have a thoughtful conversation about items on which the City of Sparks needs to focus, and will also allow time for Councilwoman Ratti to meet with Mayor Martini.</p> <p>Councilwoman Ratti stated that she believes that some of the anxiety that is coming to the front already is due to a lack of process. The best way to keep this process on track is for the DBOH to do our best, and to ask our managers to do their best, to keep the proper roles for staff at the staff level and the proper rolls for governance at the governance level. Councilwoman Ratti believes that where we have the potential to get off track is when governing body members, whether individually or as a whole, try to direct operational decisions. There will be tough decisions. There is no one right answer. But the process needs to move along with staff providing operational advice and governance providing governing advice. If we council and commission members can refrain from hanging big regional items on the back of this issue, we will be more successful. If this gets hung on regional fire, we're done.</p> <p>Dr. Furman asked that an EMS Update be agendized for the Dec. 6 Strategic Retreat.</p> <p>Councilwoman Zadra stated that she concurs with Councilwoman Ratti's statements. Chairman Smith stated he thinks it is imperative that we focus on the issues that improve the system.</p> <p>Councilwoman Ratti stated that she is concerned about having an EMS agenda item being a significant portion of the Strategic Retreat. She believes it is premature and distracts from the strategic planning process. Dr. Iser assured Councilwoman Ratti that it will only be as significant a portion as needed. If little has happened, very little time will be taken on that item.</p>	

TIME / ITEM	SUBJECT / AGENDA	DISCUSSION	ACTION
12.	<p><u>PUBLIC HEARING:</u> Presentation and Possible Adoption of the 2011 Washoe County Emissions Inventory for Carbon Monoxide, Ozone Precursors, and Particulate Matter as a revision to the Washoe County portion of the Nevada State Implementation Plan.</p>	<p>Mr. Inouye presented to the DBOH on the Washoe County, Nevada 2011 Periodic Emissions Inventory, copies of both the Inventory and Mr. Inouye's presentation are on file for the record.</p> <p>Mr. Inouye reported that the EPA has established health based national ambient air quality standards (NAAQS) for six criteria pollutants. Areas that have violated these NAAQS are designed as "non-attainment" areas." All areas of Washoe County currently attain these NAAQS; however, portions of the county have previously violated the 24-hour PM10, 8-hour carbon monoxide, and 1-hour ozone.</p> <p>The 1990 Clean Air Act Amendments require Washoe County to prepare and periodically update an emissions inventory for each non-attainment pollutant or precursor. Emission inventories are a comprehensive account of all sources of air pollutant emissions. Emission inventories are the foundation for developing control strategies in order to maintain attainment of the NAAQS. They are also used to measure the progress of existing programs, such as the motor vehicle inspection/maintenance and residential wood burning programs.</p> <p>The 2011 Emissions Inventory is the report that addresses these issues, and is available at the "News & Events" section of the Air Quality Management Division website, www.washoecounty.us/health/aqm/home.html, or by contacting Mr. Daniel Inouye of AQM at (775)784-7214 or dinouye@washoecounty.us.</p> <p>Mr. Inouye introduced the team who crafted the report; Ms. Yann Ling-Barnes, Mr. Craig Petersen, and Mr. Brenden Schnieder.</p> <p>Dr. Hess stated that an Executive Summary directed toward lay people would have been helpful to him in his review. Dr. Hess questioned how frequently the inventory is performed, and Mr. Inouye reported that it is a periodic update, and the EPA requires that it be completed every three years; however, if AQM had reason to believe an interim update was necessary, they would update it at that time. Mr. Inouye further reported that the initial inventory was conducted in 1990 after the requirement in the 1990 Clean Air Act Amendments. Dr. Hess requested periodic graphical updates of the indicators.</p> <p>Chairman Smith questioned if our air quality is better now than in 1990, and Mr. Inouye reported that since 1990 we have shown significant improvements in our air quality.</p> <p>Dr. Iser asked Mr. Inouye to elaborate on the NAAQS and specifically the PM 2.5 and Ozone and the health consequences of elevated levels PM 2.5 and</p>	

TIME / ITEM	SUBJECT / AGENDA	DISCUSSION	ACTION
		<p>Ozone. Mr. Inouye reported that NAAQS have two primary standards. Primary standards set limits to protect public health, including the health of "sensitive" populations such as asthmatics, children, and the elderly. Secondary standards set limits to protect public welfare, including protection against visibility impairment, damage to animals, crops, vegetation, and buildings. Elevated levels of Ozone do exacerbate many health problems.</p> <p>Dr. Iser stated that the PM 2.5 are the very small particulates that are able to go all way to the bottom of the lungs and then can be absorbed into the blood stream and exacerbate heart disease and lung disease. All of the items the division monitors do have significant health implications.</p> <p>Dr. Humphreys thanked the team for the effort and the great work that AQM does to maintain our air quality.</p> <p>CHAIRMAN SMITH OPENED THE PUBLIC HEARING AND ASKED FOR ANY PUBLIC COMMENT. THERE BEING NONE, CHAIRMAN SMITH CLOSED THE PUBLIC HEARING.</p>	<p>Dr. Hess moved, seconded by Dr. Humphreys, to adopt the 2011 Washoe County Emissions Inventory for Carbon Monoxide, Ozone Precursors, and Particulate Matter as a revision to the Washoe County portion of the Nevada State Implementation Plan, as presented.</p> <p><u>MOTION CARRIED</u></p>
13.	<p>Review and Acceptance of the Monthly Public Health Fund Revenue and Expenditure Report for October 2012</p>	<p>Eileen Stickney, Administrative Health Services Officer, presented the Monthly Public Health Fund Revenue and Expenditure Report for October 2012 of FY13, a copy of which was placed on file for the record.</p> <p>Ms. Stickney reported that the Environmental Oversight Account for October was not available at the time of this report, but it is now available and the balance is \$108,296.18.</p> <p>Ms. Stickney directed the Board members to the Expense Report for Air Quality Management, page 8, the "Advertising" line item, and reported that 1,229% variance is simply a function of how the original item was budgeted versus how the expense item was captured. The appropriation was budgeted under "Professional Services," but the expense was captured under "Advertising." The variance is also compounded by the ending dates of the grant cycle.</p> <p>Ms. Stickney stated that Ms. Buxton will present to the Board a Medicaid Billing Update. Ms. Buxton reported that she recently submitted our first claim to Medicaid in the approximate amount of \$2,800 for the period of May, June, and July. August, September, and October will be submitted by the end of November. This represents our Medicaid Fee for Service claim. We are going through each of the managed care organizations and looking at our contracts to determine how to best submit the claims, whether paper or electronic. There are two options. We can use a clearing house to do the electronic upload, or we</p>	

TIME / ITEM	SUBJECT / AGENDA	DISCUSSION	ACTION
	<p align="center">Board Comment</p>	<p>can submit paper claims. There is a cost associated with the clearing house, and Staff is analyzing the cost effectiveness of submitting paper claims. Claims are now being submitted on an ongoing basis, so progress has certainly been made.</p> <p>Dr. Hess questioned what caused the stop in our Medicaid billing. Ms. Buxton reported that in August of 2011, there was an Account Clerk II in AHS who processed the billing, and that individual retired. At that time, a fundamental review of the CPT codes used in the clinic was conducted. We had a consultant come in and review what we could do to optimize and maximize reimbursement. That process was finalized, and we prepared our first billings and sent off client statements and found out that we had a breach in confidentiality. One client received a bill that should not have. So before we submitted any claims or sent out client statements, that process needed to be reviewed. Staff then had to complete the re-enrollment process for Nevada Medicaid, which providers are now required to do every 36 months. We then completed the Payerpath registration to facilitate electronic billing submission, which now brings us up to date.</p>	<p>Dr. Humphreys moved, seconded by Dr. Hess, to approve the Monthly Health Fund Revenue and Expenditure Report, as presented.</p> <p align="center"><u>MOTION CARRIED</u></p>
<p>14.</p>	<p>FY14 Budget Update and Possible Direction to Staff</p>	<p>Dr. Iser, District Health Officer, reported that last month Staff provided the Board with a preliminary overview of the FY 14 Health Fund Budget which projected a shortfall of \$1.7 Million by the end of FY14. This amount does not include any Ending Fund Balance requirement that the DBOH directs. In addition to that, if we look out to the subsequent fiscal year, FY 15, we project a \$2.5 Million shortfall. These deficits are in direct correlation to the County's implementation of a \$2.5 Million COWCAP to the Health Fund, which is to be implemented as follows: \$550,000 in the current budget year, FY 13; \$1.5 Million in FY 14; with full implementation of \$2.55 Million in FY 15.</p> <p>Dr. Iser has sent an email to all staff which was copied to the DBOH members in order to prepare them for the discussion today in this open meeting. Dr. Iser stated that he asked each Division Director to present to him a 50% General Fund allocation reduction scenario. We will not have to go to 50%; certainly not by 2014; closer to 50% for 2015, but Dr. Iser felt that it was important to begin the projection process to look at what those outcomes might be. This will mean significantly downsizing many of our current programs.</p> <p>Dr. Iser reported that each Division Director came back with recommendations on how to make the transition easiest by looking at what we are required to do. For example, in Immunizations, we are required to hold one clinic per year related to the schools. That is significantly less than what we do now, but if we met that we could save \$100,000. Dr. Iser gave other specific examples of</p>	

TIME / ITEM	SUBJECT / AGENDA	DISCUSSION	ACTION
	<p>Board Comment</p>	<p>mandates and various examples of reduction scenarios. Dr. Iser reported that more details will be given at the Strategic Retreat, and turned the presentation over to Ms. Stickney.</p> <p>Eileen Stickney, Administrative Health Services Officer, reported that Staff reviewed the 3-Year Department Business Planning project requests for the "Innovative Dollars" for large expenditure items as requested by the County. Staff identified four projects for consideration: (1) Automated Appointment System for Immunizations, estimated at approximately \$62,000; (2) Electronic Medical Record System Modules for Family Planning, estimates are to be prepared by the vendor; (3) Integration of Family Planning and Sexually Transmitted Disease/HIV Programs; and (4) Service Delivery Improvement in Immunizations and Vital Statistics by Lobby Remodel, estimated at approximately \$150,000.</p> <p>Staff will also submit these requests through the County CIP process which is the normal process for capital improvements projects. The CIP request is due December 14. Another request that will be submitted through the CIP process is the EHS request for updated field Tablets. Staff will continue to update the Board as the process continues.</p> <p>Dr. Hess asked where the dollars come from to fund these type requests, and Ms. Stickney reported that any CIP request that are granted would be funded with a budget augmentation from the County (above the base) to cover those costs. Dr. Hess stated that it is disturbing to him to discuss 50% reductions in General Fund services and staff in one agenda item and then turn and discuss large ticket capital improvements in the next. Dr. Iser stated that he shares Dr. Hess's frustration, but these dollars come from two different budget items and processes. The CIP dollars from the County budget that are dedicated to Capital Improvements. Investments in capital improvement projects help the Health District in the long run.</p> <p>Councilwoman Ratti asked for clarification that there is "innovation money" for the Capital Improvement Process and then the standard budget process. Councilwoman Ratti questioned who makes the decision on the "innovation money," and Ms. Stickney reported that the County makes that decision, and Dr. Iser clarified that there is a committee that reviews the requests and makes recommendations, but Ms. Simon makes the final decision, with BCC ratification.</p> <p>Dr. Iser stated that no one who works in public health feels comfortable with these recommendations. Whenever the County has asked the Health District,</p>	

TIME / ITEM	SUBJECT / AGENDA	DISCUSSION	ACTION
		<p>along with the other departments, to cut its budget, the Health District has complied. The COWCAP is different, and we are struggling to develop scenarios to meet that obligation. Our effective net GF transfer after COWCAP for FY 13 will be \$6.1 Million, about \$5.1 Million the next year (FY14), and \$4.1 Million for the subsequent year (FY 15). We have to find ways to save in General Fund. We will not be filling General Fund supported positions.</p> <p>Chairman Smith stated that as long as we are treated the same as other County departments, then there is nothing to be done, but if the Health Fund is being singled out, then it needs to be addressed. Unless the public shows outrage, Chairman Smith does not know what can be done about it. Chairman Smith will continue to pursue a reduced COWCAP allocation on behalf of the Health District.</p> <p>Councilwoman Ratti questioned Staff about what will be brought to the Strategic Retreat to allow the DBOH to make these decisions and stated that what needs to be brought is for Staff to clearly designate what is off the table because it is grant funded or does not help the General Fund. The dollars are interesting, but the DBOH needs the story about what the impacts will be in order to make those decisions. Councilwoman Ratti is hopeful that the DBOH will have the story that goes with each one of those numbers. Dr. Iser assured Councilwoman Ratti that is the plan moving forward. Dr. Iser stated that the County has not authorized furloughs, but if the Board would like him to explore that option, he will. Councilwoman Ratti stated that it is her belief all options should be brought to the table for thoughtful consideration.</p> <p>Dr. Furman stated that we need to focus on our priorities and what mandates the Health District is required to fulfill. Councilwoman Ratti stated that she is aware that early in the economic downturn crisis, the Board was presented with the list of mandates, but what it lacked in depth was a discussion of "is it required that we do it to a certain level." Dr. Iser stated that he understands the request and that is why the Immunization example was given, but further stated that the requested detail will be given to the Board at the Strategic Retreat.</p> <p>Ms. Stickney reported that Staff has developed a report which reflects the exact mandate and will have that for you at the Strategic Retreat. Councilwoman Zadra requested that information be presented regarding the equity in funding regarding cuts and also implementation of the COWCAP. Chairman Smith and Dr. Iser suggested a presentation on the COWCAP by Alan Rosen. Ms. Stickney reported that Ms. Buxton will present on the Indirect Cost rates for the grants at the Retreat. Dr. Iser reported that the delta on the recovery in fees for the implementation of indirect costs in our fee schedules is estimated to be</p>	<p>Councilwoman Ratti moved, seconded by Chairman Smith that the items that were discussed be brought back to the DBOH at the next meeting.</p> <p><u>MOTION CARRIED</u></p>

TIME / ITEM	SUBJECT / AGENDA	DISCUSSION	ACTION
15.	<p>Presentation and Possible Acceptance of 2013 Washoe County District Board of Health Meetings and Deadline Calendar</p>	<p>\$374,000. That also will be income to help offset the shortfall, if the DBOH approves the fees that will be brought to the Board in spring.</p> <p>Dr. Iser, District Health Officer, directed the DBOH to the Calendar enclosed in the packed and noted important dates to the Board.</p>	<p>Dr. Hess moved, seconded by Dr. Humphreys, that 2013 Calendar be approved as presented.</p> <p><u>MOTION CARRIED</u></p>
16.	<p><u>Staff Reports and Program Updates</u></p> <p>A. <u>Director – Epidemiology and Public Health Preparedness</u></p>	<p>Dr. Randall Todd, Director, Epidemiology and Public Health Preparedness, presented his monthly Division Director's Report, a copy of which was placed on file for the record.</p> <p>Dr. Todd reported that MRC Coordinator who was reported as hired has decided not to take the position, and Staff will be offering the position to one of the other well-qualified applicants.</p> <p>Dr. Todd reported that the gastroenteritis case count reflected in his report has now risen to 986 in just this short time. This has been a very large, unprecedented outbreak, but Staff does believe that with consistent application of our recommended enhanced exclusion policy and PVI cleaning recommendations, the outbreak will return to baseline within relatively short order.</p> <p>Dr. Humphreys asked if the rate is increasing, and Dr. Todd responded that he believes it is being driven by increasing number of schools reporting incidents, but he would have to drill down on the data to be certain. Dr. Humphreys asked if the outbreak has crossed over into middle and high schools also, and Dr. Todd reported that it has not been a problem in the other schools but mostly the elementary schools. Dr. Iser reported this type of outbreak could be devastating in an elder care facility.</p> <p>Dr. Todd reported that the outbreak workload is putting a strain on both EPHP and EHS Staff.</p>	
	<p>B. <u>Director – Community and Clinical Health Services</u></p>	<p>Mr. Steve Kutz, Director, Community and Clinical Health Services, presented his monthly Division Director's Report, a copy of which was placed on file for the record.</p>	

TIME / ITEM	SUBJECT / AGENDA	DISCUSSION	ACTION
C.	<p><u>Director – Environmental Health Services</u></p> <p><u>Board Comment</u></p>	<p>Mr. Robert Sack, Director, Environmental Health Services, presented his monthly Division Director's Report, a copy of which was placed on file for the record.</p> <p>Mr. Sack reported that since the writing of his report, the City of Reno did pass an ordinance regarding recycling, and there will be pressure on the County and Sparks to pass something similar.</p> <p>Councilwoman Zadra reported that the discussion on the City of Reno's agenda yesterday was simply to discuss allocation of the dollars which will be generated from the new ordinance.</p> <p>Dr. Furman had a question concerning financing of the garbage service and questioned if the Cities have agreed to supply some money for the garbage pickup. Mr. Sack reported that issue is covered under the franchise agreement, and the Health District is not a party to that agreement. What was proposed is a change in how your garbage service occurs and its frequency, and you would build a higher rate for recycling. Along with that, the ordinance requires that commercial trash and recycling be franchised. Rate payers are paying for the enhancements.</p>	
D.	<p><u>Director – Air Quality Management</u></p>	<p>Mr. Kevin Dick, Division Director, Air Quality Management, presented the monthly Division Director's Report, a copy of which was placed on file for the record.</p> <p>Mr. Dick reported that placed at the Board table are additional materials which reflect our recent outreach, marketing, and educational activities. This campaign is being paid for by salary savings which resulted from vacancies that occurred over the past year. Those salary savings were higher than anticipated because of the process imposed upon us by the County. The dollars were attributable to an EPA grant, so we had to either utilize them or return those dollars to the EPA. Outreach and education for air quality is a very important element to our program, and Staff used this opportunity to kick off our "Keep it Clean" branding and new Burn Code branding with the October press conference. A representative of Senator Heller's staff attended the press conference and presented AQM with a Certificate of Senatorial Recognition from Senator Heller. The plan for the future is to roll out additional campaigns under the "Keep it Clean" branding.</p> <p>Mr. Dick reported that during the month of October the Cities of Reno and Sparks, and Washoe County, proclaimed October 23 to be EnergyFit Nevada Day. Mr. Dick was involved because he is the President of Home Free Nevada</p>	

TIME / ITEM	SUBJECT / AGENDA	DISCUSSION	ACTION
	<p align="center">Board Comment</p>	<p>which is the State of Nevada sponsor for home performance with EnergyStar which is the EPA/DOE approach for linking home energy retrofits. The program is offering reduced rates on home energy inspections which will allow home owners to qualify for rebates for energy saving retrofits. Mr. Dick stated that he is involved in this program because of its positive effects air quality, both outdoors and inside the home.</p> <p>Dr. Humphreys questioned Mr. Dick about the increase in the number of dust complaints and enforcement activity. Mr. Dick reported that we are having more responses to general dust complaints and fewer responses to construction dust and dust control permit complaints. We are responding to complaints that deal with neighbor complaints and horse properties, so it is less of a development type issue and more of smaller complaints where homeowners believe they are being impacted. These complaints are difficult to resolve because we live in a dusty state. You are seeing more citations being issued because we are trying to be more consistent in the issuance of citations. We do not want to be repeatedly warning violators, so we are issuing citations if we have been to the site and issued warnings and those warnings are not headed, or when we encounter situations that are clearly more serious violations of AQM regulations.</p> <p>Dr. Furman asked how much the wind contributes to the complaints and monitoring, and Mr. Dick confirmed that AQM generally has more dust complaints on windy days.</p>	
	<p><u>E. Administrative Health Services Officer</u></p>	<p>There was no Administrative Health Services Officer's Report for this month.</p>	
	<p><u>F. District Health Officer</u></p>	<p>Dr. Iser, District Health Officer, presented the monthly District Health Officer Report, a copy of which was placed on file for the record.</p> <p>Dr. Iser reported that any of the major advancements Staff had hoped to achieve toward accreditation have been placed on hold since we were unsuccessful in the NACCHO Accreditation grant and facing budget shortfalls. Staff will continue to proceed with the internal incremental steps that can be taken at this time.</p> <p>Dr. Iser presented the final version of the WCHD Health Status Report to the DBOH.</p>	

TIME / ITEM	SUBJECT / AGENDA	DISCUSSION	ACTION
		<p>Dr. Iser reported that the Health District has been awarded the RWJF Shared Services grant that is to explore cross jurisdictional sharing opportunities in northern Nevada. The grant is for \$125,000 over a 2-year period. Staff will be finalizing revisions that the Foundation has requested over the next two weeks. The grant will fund on January 15, 2013. All seven of the northern Nevada counties have agreed to participate. It is simply a planning grant, so there are no plans for implementation at this point. AHS will help us with costing out services for ours and our partners' review to determine the path forward.</p> <p>Dr. Iser reported on items that will be addressed at the Dec. 6 Strategic Retreat which will begin at 9:00 am. The Board discussed the potluck versus bringing in lunch, which would be paid for by each individual participating. The consensus was to bring in sandwiches.</p>	
17.	Board Comment	No Board Comment was presented.	
18.	Public Comment	No public comment was presented.	
19.	Motion to Adjourn	There being no further business to come before the Board, the meeting was adjourned.	<p>Dr. Humphreys, moved, seconded by Councilwoman Zadra, that the meeting be adjourned.</p> <p>MOTION CARRIED The meeting was adjourned at 3:05 p.m.</p>

Joseph P. Iser MD, DPH, MSc
 JOSEPH P. ISER, MD, DPH, MSc
 DISTRICT HEALTH OFFICER

Peggy F. O'Neill
 PEGGY F. O'NEILL,
 RECORDING SECRETARY



WASHOE COUNTY HEALTH DISTRICT

AIR QUALITY MANAGEMENT DIVISION



Public Health
Prevent. Promote. Protect.

DATE: December 20, 2012

TO: District Board of Health

FROM: Kevin Dick, Director, Air Quality Management

SUBJECT: McClelland Laboratories – Case No. 1098
Unappealed Citation No. 5309
Agenda Item: 8. A. 1. a.

Recommendation

Air Quality Management Division Staff recommends that Citation No. 5309 be upheld and a fine of \$5,000 be levied against McClelland Laboratories for operating a sample preparation facility without a permit to operate. Operating without a permit constitutes a major violation of the District Board of Health Regulations Governing Air Quality Management, specifically Section 030.000, Source Permitting and Operation. This is a negotiated settlement.

Recommended Fine: \$10,000.00

Negotiated Fine: \$5,000.00

Background

On October 8, 2012, Air Quality Specialist II Michael Osborn and Environmental Engineer II Mike Wolf conducted an inspection of McClelland Laboratories (McClelland), located at 1016 Greg Street in Sparks, as a follow up to the review of an application submitted for a building permit. The inspectors were introduced to Mr. Brett Doyle who provided them with access to the facility. The McClelland facility occupies several different units, each with individual addresses, within one large building.

Upon entering the 952 Greg Street address, Specialist Osborn noted that there were 16 different pieces of rock crushing, screening, and pulverizing equipment within the unit. The equipment in operation at the time was not connected to a dust collection system which resulted in a fugitive dust condition within the unit. Upon review of Permit to Operate #A10-0035, issued to McClelland Laboratories, the determination was made that the equipment previously located at 994 Greg Street was not included in the equipment description. Mr. Doyle explained that the 16 pieces of equipment were relocated to the 952 Greg Street address and had been in operation since 2011. A review of the McClelland file found the last inspection conducted by Air Quality staff was completed on February 22, 2012, and only involved the equipment located at 994 Greg Street. During that inspection, there was no mention of the additional equipment operating at 952 Greg Street.

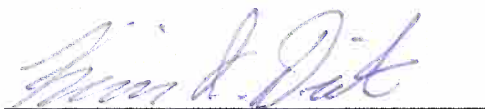
Settlement

On November 1, 2012, Senior Air Quality Specialist Dennis Cerfoglio conducted a negotiated settlement meeting attended by AQ Specialist Osborn, Environmental Engineer Mike Wolf, Ms. Julie Straw and Mr. Jack McPartland, representatives of McClelland Laboratories. After consideration of all the facts of this case, including McClelland's existing permit to operate, Specialist Cerfoglio proposed that Citation No. 5309 be upheld with a fine of \$5,000. A Memorandum of Understanding was signed by all parties.

Alternatives

1. The District Board of Health may determine that no violation of the Regulations has taken place and dismiss Citation No. 5309.
2. The Board may determine to uphold Citation No. 5309 but levy any fine in the range of \$0 to \$10,000 per day.

In the event the Board determines to change the proposed penalty, the matter should be continued so that representatives of McClelland Laboratories may be properly noticed.



Kevin Dick, Division Director
Air Quality Management

KD/DC: ma



DISTRICT HEALTH DEPARTMENT AIR QUALITY MANAGEMENT DIVISION

MEMORANDUM OF UNDERSTANDING

WASHOE COUNTY HEALTH DISTRICT
AIR QUALITY MANAGEMENT DIVISION

Date: November 9, 2012
Company Name: McClelland Labs
Address: 1516 Hwy 54, Sparks, NV
Notice of Violation No.: 5309 Case No.: 1098

The staff of the Air Quality Management Division of the Washoe County District Health Department issued the above referenced citation for the violation of Regulation: 030.000; OPERATING WITH OUT A PERMIT

A settlement of this matter has been negotiated between the undersigned parties resulting in a penalty amount of \$ 5,000.00. This settlement will be submitted to the District Board of Health for review at the regularly scheduled meeting on December 20, 2012.

[Signature]
Signature of Company Representative

JACK McPARTLAND
Print Name

OWNER
Title

[Signature]
Witness

Witness

[Signature]
Signature of District Representative

DENNIS A. CERFOGLIO
Print Name

Sr. Air Quality Specialist
Title

[Signature]
Witness

Witness

RECOMMENDED FINE WORKSHEET

DATE: 10-23-2012 CASE NO.: 1098 NOV NO.: 5309

COMPANY NAME: MCCLELLAND LABORATORIES

CONTACT NAME: BRETT DOYLE

VIOLATION OF SECTION(S): 030.000 OPERATING WITHOUT A PERMIT (MAJOR / MINOR)

X 1ST VIOLATION _____ 2ND VIOLATION _____ 3RD VIOLATION

NO HAZARDOUS AIR POLLUTANT YES / NO

PM TYPE OF AIR CONTAMINANT
(CO, NOX, SOX, PM, VOC'S, HAP'S)

NO LEGALLY PERMITTED SOURCE YES / NO

YES PUBLIC HEALTH EXPOSURE YES / NO

647 NUMBER OF DAYS IN VIOLATION YES / NO

NO PUBLIC COMPLAINTS YES / NO

1. **DEGREE OF VIOLATION:** MINOR MODERATE MAJOR
(The degree to which the person/company has deviated from the regulatory requirements)

Operating a Sample Preparation Facility since January 2011 with approximately 16 pieces of equipment with no controls.

2. **ECONOMIC BENEFIT COMPONENT:** (OPTIONAL): MINOR MODERATE MAJOR
ESTIMATED COST \$ UNKNOWN

(Economic effect to the person/company for NOT complying with the Regulations including avoided costs and delayed costs)

3. **DEGREE OF COOPERATION:** MINOR MODERATE MAJOR
(The person/company's efforts to immediately cease the violation and come into compliance)

Cooperation was excellent.

4. **ADDITIONAL COMMENTS:**

RECOMMENDED FINE: \$ 10,000.00

AQ SPECIALIST'S SIGNATURE

NOTE: "Minor Violations", per District Regulations, cannot exceed \$1000 for the first and second violations.
Third minor violations, plus "major violations" cannot exceed \$10,000 per day.



WASHOE COUNTY HEALTH DISTRICT
 AIR QUALITY MANAGEMENT DIVISION
 1001 EAST NINTH ST. • SUITE B171 • RENO NV 89512
 (775) 784-7200



NOTICE OF VIOLATION

NOV 5309

DATE ISSUED: 10/8/12

ISSUED TO: McLelland Hub PHONE #: 356-1300 EXT 149

MAILING ADDRESS: 1016 Hwy St CITY/ST: Sparks, NV ZIP: 89431

NAME/OPERATOR: Ruth Doyle PHONE #: Same

PERMIT NO. _____ COMPLAINT NO. 00712-0171

YOU ARE HEREBY OFFICIALLY NOTIFIED THAT ON 10/08/12 (DATE) AT 11:00 (TIME), YOU ARE IN VIOLATION OF THE FOLLOWING SECTION(S) OF THE WASHOE COUNTY DISTRICT BOARD OF HEALTH REGULATIONS GOVERNING AIR QUALITY MANAGEMENT:

- | | |
|--|--|
| <input type="checkbox"/> MINOR VIOLATION OF SECTION: | <input checked="" type="checkbox"/> MAJOR VIOLATION OF SECTION: |
| <input type="checkbox"/> 040.030 __ DUST CONTROL | <input checked="" type="checkbox"/> 030.000 OPERATING W/O PERMIT |
| <input type="checkbox"/> 040.055 __ ODOR/NUISANCE | <input type="checkbox"/> 030.2175 VIOLATION OF PERMIT CONDITION |
| <input type="checkbox"/> 040.200 __ DIESEL IDLING | <input type="checkbox"/> 030.105 ASBESTOS/NESHAP |
| <input type="checkbox"/> OTHER _____ | <input type="checkbox"/> OTHER _____ |

VIOLATION DESCRIPTION: Failure to submit proper authority to construct paper and operating a sample prep facility, with-out a permit to operate

LOCATION OF VIOLATION: 957 Hwy St. Sparks, NV 89431

POINT OF OBSERVATION: on site (see photos)

Weather: cool/breezy Wind Direction From: N E S W

Emissions Observed: Up to 30-35 percent opacity inside of facility
 (If Visual Emissions Performed - See attached Plume Evaluation Record)

WARNING ONLY: Effective _____ a.m./p.m. _____ (date) you are hereby ordered to abate the above violation within _____ hours/days. I hereby acknowledge receipt of this warning on the date indicated.

Signature _____

CITATION: You are hereby notified that effective on 10/5/12 (date) you are in violation of the section(s) cited above. You are hereby ordered to abate the above violation within _____ hours/days. You may contact the Air Quality Management Division to request a negotiated settlement meeting by calling (775) 784-7200. You are further advised that within 10 working days of the date of this Notice of Violation, you may submit a written petition for appeal to the Washoe County Health District, Air Quality Management Division, P.O. Box 11130, Reno, Nevada 89520-0027. Failure to submit a petition within the specified time will result in the submission of this Notice of Violation to the District Board of Health with a recommendation for the assessment of an administrative fine.

SIGNING THIS FORM IS NOT AN ADMISSION OF GUILT

Signature: [Signature] Date: 10/8/12

Issued by: [Signature] Title: 49511

PETITION FOR APPEAL FORM PROVIDED

AIR QUALITY MANAGEMENT
PERMIT TO OPERATE # A10-0035
ISSUED TO MCCLELLAND LABORATORIES INC.
LOCATED AT 994 GREG STREET, SPARKS, NEVADA



PERMIT TO OPERATE

An Air Pollution Emission Source

No. A10-0035

Issued By Air Quality Management Division, Washoe County Health District

P.O. Box 11130, Reno, Nevada 89520-0027 • Phone (775) 784-7200

MCCLELLAND LABORATORIES, INC. Gen Air - Assay Lab

ISSUED TO: _____

ADDRESS: 1016 GREG STREET, SPARKS NV, 89431

LOCATION: 994 GREG STREET, SPARKS, NV 89431

EQUIPMENT COVERED UNDER THIS PERMIT ANALYTICAL LABORATORY INCLUDING SAMPLE PREPARATION WITH BAGHOUSE, FIRE ASSAY LABE WITH HEPA FILTER BAGHOUSE, AND GEOCHEMICAL LAB WITH WET SCRUBBER CONTROL

THE CONDITIONS OF OPERATION LISTED ON THIS PERMIT SUPERCEDE ALL PREVIOUS PERMIT CONDITIONS

CONDITIONS OF OPERATION LISTED ON THIS PERMIT:

- A. **ALTERATIONS:** This permit becomes void upon any change of ownership or address or any alteration of permitted equipment.
- B. **POSTING:** This permit shall be posted on or near the equipment listed above. This permit shall be made readily available at all times while the equipment is operating.
- C. **MODIFICATION OF EQUIPMENT:** Any modification of the equipment other than normal repair and maintenance will require a new permit.
- D. **RECORDS:** Any records of operation which effect the potential of the source to emit air pollutants, such as fuel or products consumed, products produced, hours of operation, chemicals or supplies used in source operation, must be maintained for a period of at least 5 years and made available to the Control Officer upon request.
- E. **EQUIPMENT FAILURE:** All upset or breakdown conditions resulting in increased emissions or air pollutants shall be reported in compliance with District regulations, Section 020.075 and 020.076.
- F. **ACCESS:** The Control Officer will be provided access to the facility to inspect operations and equipment covered under this permit whenever necessary to determine compliance with this permit and any other air pollution limitatons specified in District regulations.

ADDITIONAL CONDITIONS:

- 1: The annual throughput/consumption figures must be submitted in writing to the A.Q.M.D. no later than the 20th of the month, approximately 6 weeks prior to the expiration date of the permit.
- 2: The sample prep and fire assay baghouse(s) must be properly affixed and maintained at all times when the lab(s) are in operation. The bag and HEPA filters must be checked regularly for leaks and cleaned or replaced as needed.
- 3: Extra new fabric filters or cartridges amounting to 20 percent of the number normally in use will be kept on site for repair and replacement.
- 4: Emissions from the process stack(s) must not exceed 20% opacity or Ringelmann number 1 for more than 3 minutes per hour -- Section 040.005.A.
- 5: The wet scrubber must be properly affixed and maintained as per manufacturer's specifications. The unit must be operated such that the pressure drop across the wet scrubber is within the range recommended by the manufacturer for optimum efficiency.
- 6: The fluid used in the wet scrubber(s) must be maintained at proper levels, and must be replaced as needed.
- 7: Chemicals must be handled/stored in a manner that prevents evaporative loss, i.e. containers must be tightly sealed, etc.
- 8: The operator will not discharge or cause the discharge of odorous emissions which result in confirmed violations of District Regulations Governing Air Quality Management, specifically Section 040.055. Upon confirmation of a violation of the odor regulation, the operator must submit a plan to reduce the odorous emissions within 30 days of Notice by the Control Officer.

Joseph P. Iser MD, DrPH, MS

CONTROL OFFICER

04/30/2013

EXPIRATION DATE

\$80.00

ANNUAL RENEWAL FEE

A10-0035

PERMIT NO.

FAILURE TO COMPLY WITH THE CONDITIONS OF THIS PERMIT MAY RESULT IN CITATIONS OR PERMIT REVOCATION

COMPLAINT INVESTIGATION REPORT

Washoe County Air Quality Management Division

Complaint Number: **CMP12-0171**

Complaint Status: NOV

Source of Complaint: INVESTIGATOR

Complaint Type: PERMIT

Date Received: 10/08/2012

Time: 11:00 A.M.

Inspector: MOSBORN

Inspector Area: 4

Complaint Description: NOV 5309 CASE 1098 - VIOLATION OF 030.000 OPERATING W/O PERMIT

Address: 952 GREG ST SPKS

Location:

Parcel Number:

Related Permit Number:

Complainant:

Responsible Party:

MCCLELLAND LABS
BRETT DOYLE
1016 GREG STREET
SPARKS NV 89431
356-1300 ext 149

Investigation:

INVESTIGATION:

On October 8th, 2012 at approximately 9:54 a.m. Specialist Osborn and Permitting Engineer Mike Wolfe entered the front office of McClelland labs. After identifying themselves to the receptionist and requesting to speak to the person in charge of sample preps at McClelland Labs we were met by Brett Doyle.

The purpose of this Specialist's visit was explained and Mr. Wolfe, Doyle and myself began a tour of the facility.

McClelland Labs is a large facility covering several addresses in one large building on Greg Street. The address in reference to this report will be 952 Greg Street. 952 (McClelland Labs) is separated from the rest of McClelland Lab area by the Women's call crisis center.

On entering the 952 Greg St. facility with Mr. doyle the following pieces of equipment were observed and listed. See attached photographs. Mr Doyle reports that this noted equipment has been in place and operating since approximately January 2011. All items are unpermitted.

Observed was:

Two (2) Badger crushers 5x7 in.
 One (1) Homemade Crusher 3 inch
 One (1) Rotary Splitter 24 bin; up to 25 kilos per hour
 One (1) Gyrotary screening device
 Four (4) ripple splitters (manual Devices)
 One (1) Crusher; up to 3/4" material
 One (1) Rotary splitter; Up to 25 kilos per hour
 One (1) vibratory pulverizer
 one (1) Denver Crusher 5x6
 One (1) Tan Crusher; up to 2" material
 One (1) Rolls crusher
 One (1) New Holland front loader (small skidster)

Photographs were taken inside the facility portraying the non-permitted equipment along with the opacity in the area where the inspection took place.

McClelland Labs currently holds one permit to operate #A10-0035 for analytical laboratory with sample prep and baghouse, fire assay lab with hepa filter baghouse and geochemical lab with wet scrubber control. These items according to the permit are located at 994 Greg Street.

All the above listed items are located at 952 Greg Steet in an open building with no control equipment observed.

At the completion of the walkthrough Mr. Brett Doyle was issued Notice of Violation #5309 for operating with out a permit or 030.000. Mr Doyle was further given and appeal form and an authority to construct form for getting the permit for his equipment.

McClelland labs has no prior offenses.

Michael R. Osborn
 Washoe County Air Quality Management
 Washoe County Heal th District

Enforcement Activities

Warning Citation..:	Citation Number: 0
NOV.....: 10/08/2012	NOV Number....: 5309
	Case Number.....: 1098
Settlement.....: 11/09/2012	Amount.....: \$5,000.00
Appealed.....:	
Upheld.....:	Amount.....: \$0.00

Status Information

Initialized By.....: TBURTON
Date Assigned.....: 10/08/2012

Completed Date...:
Completed By.....:

PHOTOS TAKEN BY AQ SPECIALIST II, MICHAEL OSBORN
OF THE MCCLELLAND LABORATOIRES PROPERTY LOCATED AT
952 GREG STREET, SPARKS, NEVADA

952 Greg Street, Sparks,
Nevada. McClelland Labs.



10/08/2012 10:18:25 AM



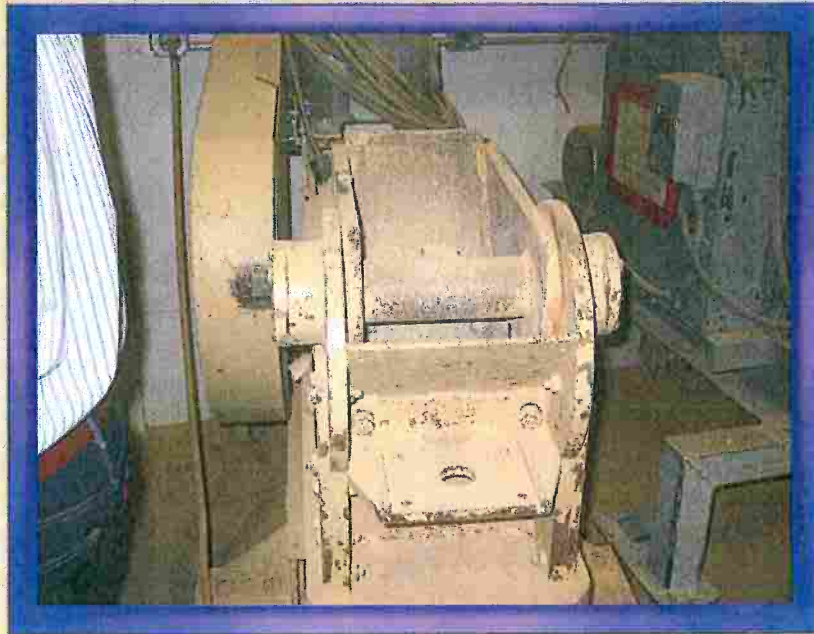
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10/08/2012 10:21:00 AM



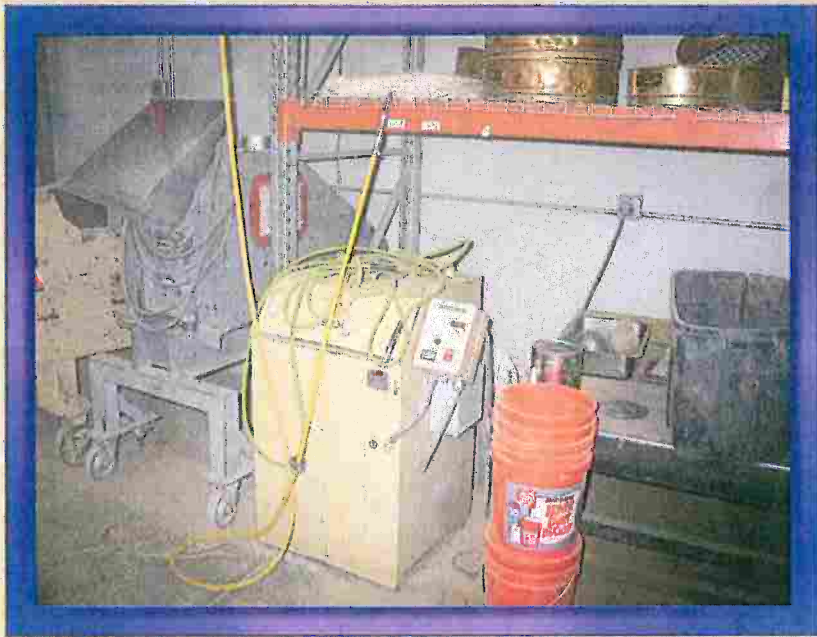
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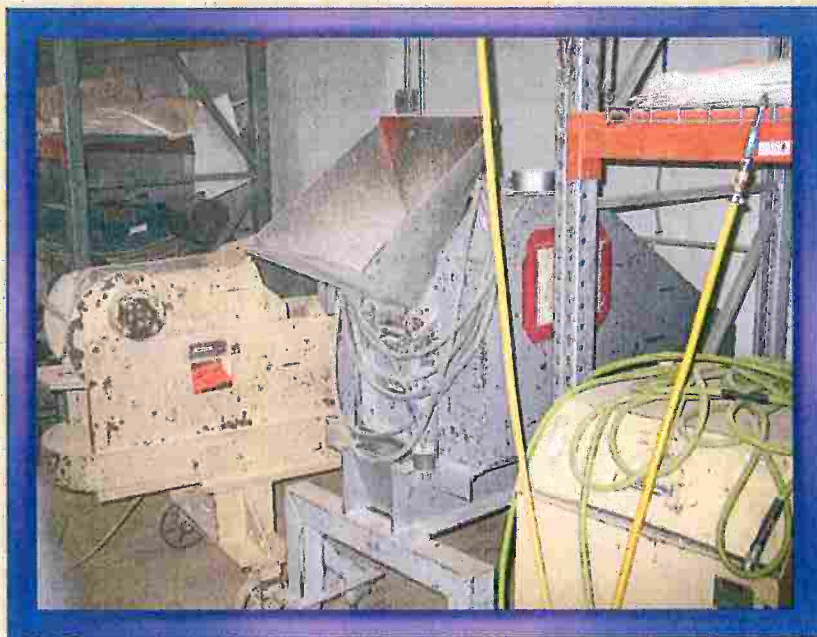
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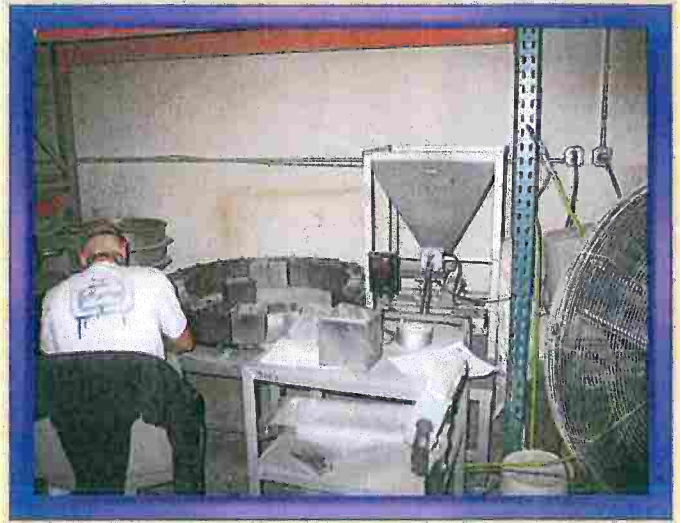
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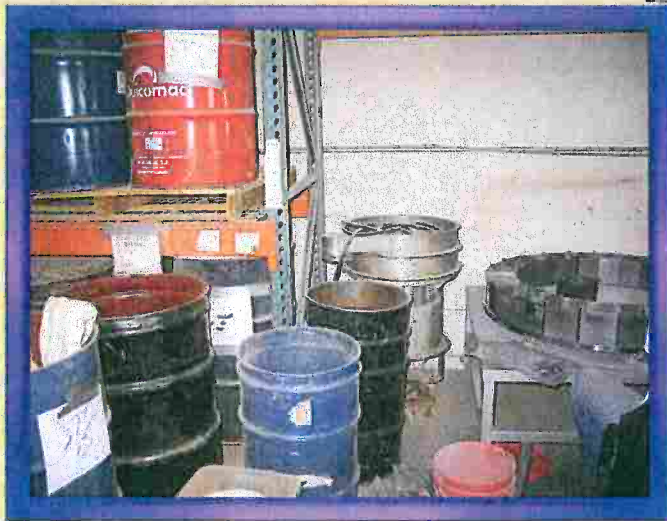
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10/08/2012 10:11:04 AM



10/08/2012 10:12:31 AM



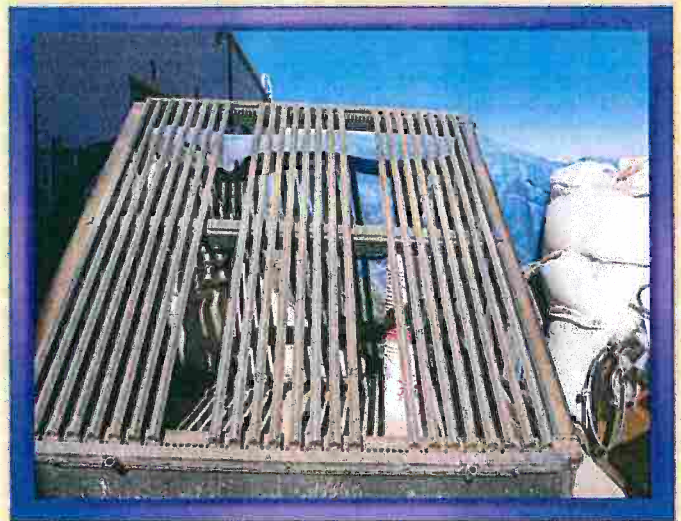
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10/08/2012 10:10:05 AM



10/08/2012 10:06:26 AM



10/08/2012 10:06:04 AM



WASHOE COUNTY HEALTH DISTRICT

AIR QUALITY MANAGEMENT DIVISION



Public Health
Prevent. Promote. Protect.

DATE: December 20, 2012

TO: District Board of Health

FROM: Kevin Dick, Director, Air Quality Management

SUBJECT: Seven Eleven Inc. Store #16235 – Case No. 1100
Unappealed Citation No. 5311
Agenda Item: **8. A. 1. b.**

Recommendation

Air Quality Management Staff recommends that Citation No. 5311 be upheld and a fine of \$500 be levied against Seven Eleven Inc. Store #16235 for failure to maintain gasoline dispensing equipment in good working condition in compliance with Permit to Operate No. G01-0013, Conditions (3) and (6). Failure to maintain the gasoline dispensing equipment constitutes a major violation of the District Board of Health Regulations Governing Air Quality Management, specifically Section 030.2175, Operations Contrary to Permit. This is a negotiated settlement.

Recommended Fine: \$750.00

Negotiated Fine: \$500.00

Background

On October 9, 2012, Air Quality Specialist II Michael Osborn conducted a routine gas station inspection at Seven Eleven Inc. Store #16235 located at 5700 Sun Valley Blvd. in Sun Valley. During the inspection, Specialist Osborn discovered that the spouts on pump numbers 1, 2, and 3 were out of round and therefore not in compliance with Condition No. 3 of the permit to operate. Condition No. 3 states "To reduce evaporative loss all components of the Phase I and Phase II vapor recovery systems shall be installed and maintained in accordance with California Air Resources Board (CARB) Executive Orders, or New York State Department of Environmental Conservation approvals."

AQ Specialist Osborn observed 3 out of the 4 nozzles, or 75% of the facilities nozzles, were out of round which affects the integrity of the Phase II vapor recovery system. AQ Specialist Osborn made contact with the store operator to make her aware of the nozzles being out of compliance. Based on the failure to maintain the gasoline dispensing equipment, AQ Specialist Osborn issued Notice of Violation Citation No. 5311 for a major violation of Section 030.2175, Operations Contrary to Permit.

On October 22, 2012, Branch Chief Charlene Albee and Senior Air Quality Specialist Dennis Cerfoglio contacted Mr. Marc Westfall, Region Environmental Compliance Manager, via phone to discuss the issuance of Citation No. 5311. Mr. Westfall was concerned about the fact that he had received a Citation for the bent and out of round nozzles without prior warning. Branch Chief Albee noted that the three (3) previous inspections had all noted repairs and were given corrective action orders. Mr. Westfall stated that he was unaware of the results of the previous inspections. Branch Chief Albee faxed copies of the previous inspection sheets documenting the noted infractions for his review.

P.O. BOX 11130 Reno, NV 89520-0027 • (775) 784-7200 • FAX (775) 784-7225

www.washoecounty.us/health

WASHOE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER HIRING EMPLOYMENT ELIGIBLE APPLICANTS

Printed on Recycled Paper

DBOH AGENDA ITEM NO. 8. A. 1. b.

December 20, 2012

DBOH / Seven-Eleven Inc. Store #16235 / Case No. 1100

Page 2

On October 29, 2012, Mr. Westfall contacted Branch Chief Albee again stating that he was concerned about how he was going to approach the problem with the maintenance to our satisfaction in an attempt to avoid any future citations. Branch Chief Albee provided guidance and direction on in the establishment of a daily self-inspection program.

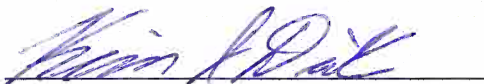
Settlement

On October 30, 2012, Senior Air Quality Specialist Dennis Cerfoglio contacted Mr. Westfall regarding the implementation of a regular daily maintenance schedule for all of the Seven Eleven Inc. stores in Washoe County. After a discussion between both parties it was agreed upon that Mr. Westfall would institute daily maintenance logs at all of the stores he managed in Washoe County. After consideration of all of the facts of this case, AQ Specialist Cerfoglio proposed that Citation No. 5313 be upheld with a fine of \$500. A Memorandum of Understanding was signed by both parties.

Alternatives

1. The District Board of Health may determine that no violation of the Regulations has taken place and dismiss Citation No. 5311.
2. The Board may determine to uphold Citation No. 5311 and levy any fine in the range of \$0 to \$10,000 per day.

In the event the Board determines to change the penalty, the matter should be continued so that Seven- Eleven Inc. #16235 may be properly noticed.



Kevin Dick, Division Director
Air Quality Management

KD/DC: ma



**DISTRICT HEALTH DEPARTMENT
AIR QUALITY MANAGEMENT DIVISION**

MEMORANDUM OF UNDERSTANDING

**WASHOE COUNTY HEALTH DISTRICT
AIR QUALITY MANAGEMENT DIVISION**

Date: October 30, 2012
Company Name: Seven Eleven Store # 16735
Address: 5700 Sun Valley Drive
Notice of Violation No.: 5311 Case No.: 1100

The staff of the Air Quality Management Division of the Washoe County District Health Department issued the above referenced citation for the violation of Regulation: 030.2175 75% of gas nozzles out of round rendering vapor recovery system inoperable

A settlement of this matter has been negotiated between the undersigned parties resulting in a penalty amount of \$ 500⁰⁰. This settlement will be submitted to the District Board of Health for review at the regularly scheduled meeting on December 20, 2012.

Marc Westfall
Signature of Company Representative

Dennis A. Cerfoglio
Signature of District Representative

Marc Westfall
Print Name
Region Environmental Compliance Mgr
Title

DENNIS A. CERFOGLIO
Print Name
Sr. Air Quality Specialist
Title

Charlene Worley
Witness

Charlene Reese
Witness

Witness

Witness

RECOMMENDED FINE WORKSHEET

DATE: 10-9-2012 CASE NO.: 1100 NOV NO.: 5311

COMPANY NAME: SEVEN ELEVEN #16235

CONTACT NAME: DEBBIE WALLACE, MANAGER

(MAJOR / MINOR)

VIOLATION OF SECTION(S): 030.2175 VIOLATION OF PERMIT CONDITION

X 1ST VIOLATION _____ 2ND VIOLATION _____ 3RD VIOLATION

<u>YES</u>	HAZARDOUS AIR POLLUTANT	YES / NO	<u>VOC'S & HAP'S</u>	TYPE OF AIR CONTAMINANT (CO, NOX, SOX, PM, VOC'S, HAP'S)
<u>YES</u>	LEGALLY PERMITTED SOURCE	YES / NO	<u>YES</u>	PUBLIC HEALTH EXPOSURE YES / NO
_____	NUMBER OF DAYS IN VIOLATION		<u>NO</u>	PUBLIC COMPLAINTS YES / NO

1. **DEGREE OF VIOLATION:** MINOR MODERATE MAJOR
(The degree to which the person/company has deviated from the regulatory requirements)

75% of the nozzles need to be replaced (3 of 4).

2. **ECONOMIC BENEFIT COMPONENT:** (OPTIONAL): MINOR MODERATE MAJOR

ESTIMATED COST \$ UNKNOWN

(Economic effect to the person/company for NOT complying with the Regulations including avoided costs and delayed costs)

Cost of nozzles.

3. **DEGREE OF COOPERATION:** MINOR MODERATE MAJOR
(The person/company's efforts to immediately cease the violation and come into compliance)

Cooperation was good.

4. **ADDITIONAL COMMENTS:**

RECOMMENDED FINE: \$ 750.00

AQ SPECIALIST'S SIGNATURE

NOTE: "Minor Violations", per District Regulations, cannot exceed \$1000 for the first and second violations.
Third minor violations, plus "major violations" cannot exceed \$10,000 per day.



WASHOE COUNTY HEALTH DISTRICT
 AIR QUALITY MANAGEMENT DIVISION
 1001 EAST NINTH ST. • SUITE B171 • RENO NV 89512
 (775) 784-7200



NOTICE OF VIOLATION

NOV 5311

DATE ISSUED: Oct 9, 2012

ISSUED TO: Gwen Elson #16235 PHONE #: 673-1711

MAILING ADDRESS: P.O. Box 711, New House, NV CITY/ST: Dallas Tx ZIP: 75021

NAME/OPERATOR: Dalton Walker mgr PHONE #: Same

PERMIT NO. 401-0013 COMPLAINT NO. Comp12-0173

YOU ARE HEREBY OFFICIALLY NOTIFIED THAT ON 10-09-12 (DATE) AT 11:0 (TIME), YOU ARE IN VIOLATION OF THE FOLLOWING SECTION(S) OF THE WASHOE COUNTY DISTRICT BOARD OF HEALTH REGULATIONS GOVERNING AIR QUALITY MANAGEMENT:

- | | |
|--|--|
| <input type="checkbox"/> MINOR VIOLATION OF SECTION: | <input type="checkbox"/> MAJOR VIOLATION OF SECTION: |
| <input type="checkbox"/> 040.030 DUST CONTROL | <input type="checkbox"/> 030.000 OPERATING W/O PERMIT |
| <input type="checkbox"/> 040.055 ODOR/NUISANCE | <input checked="" type="checkbox"/> 030.2175 VIOLATION OF PERMIT CONDITION |
| <input type="checkbox"/> 040.200 DIESEL IDLING | <input type="checkbox"/> 030.105 ASBESTOS/NESHAP |
| <input type="checkbox"/> OTHER _____ | <input type="checkbox"/> OTHER _____ |

VIOLATION DESCRIPTION: Violation of Permit to Operate # 401-0013 Condition #6, Maintenance required, 75% or 3 of 4 nozzles are out of round.

LOCATION OF VIOLATION: 5700 Sun Valley Blvd, Sun Valley

POINT OF OBSERVATION: On site (See Photo)

Weather: partly light breeze Wind Direction From: N E S W

Emissions Observed: None
 (If Visual Emissions Performed - See attached Plume Evaluation Record)

WARNING ONLY: Effective _____ a.m./p.m. _____ (date) you are hereby ordered to abate the above violation within _____ hours/days. I hereby acknowledge receipt of this warning on the date indicated.

Signature _____

CITATION: You are hereby notified that effective on 10-9-12 (date) you are in violation of the section(s) cited above. You are hereby ordered to abate the above violation within 7 hours/days. You may contact the Air Quality Management Division to request a negotiated settlement meeting by calling (775) 784-7200. You are further advised that within 10 working days of the date of this Notice of Violation, you may submit a written petition for appeal to the Washoe County Health District, Air Quality Management Division, P.O. Box 11130, Reno, Nevada 89520-0027. Failure to submit a petition within the specified time will result in the submission of this Notice of Violation to the District Board of Health with a recommendation for the assessment of an administrative fine.

SIGNING THIS FORM IS NOT AN ADMISSION OF GUILT

Signature: Dalton Walker Date: Oct 8 2012

Issued by: _____ Title: 42511

PETITION FOR APPEAL FORM PROVIDED

AIR QUALITY MANAGEMENT
PERMIT # 601-0013
ISSUED TO SEVEN ELEVEN #16235
LOCATED AT 5700 SUN VALLEY BOULEVARD, SUN VALLEY, NEVADA



PERMIT TO OPERATE

An Air Pollution Emission Source

No. G01-0013

Issued By Air Quality Management Division, Washoe County Health District

P.O. Box 11130, Reno, Nevada 89520-0027 • Phone (775) 784-7200

ISSUED TO: 7-ELEVEN INC. #16235 Gen Air - Gasoline

ADDRESS: ATT: GASOLINE ACCOUNTING P.O. BOX 711, DALLAS, TX, 75221

LOCATION: 5700 SUN VALLEY BL, SUN VALLEY, NV 89433

EQUIPMENT COVERED UNDER THIS PERMIT GASOLINE DISPENSING FACILITY WITH VACUUM ASSIST PHASE II VAPOR RECOVERY, CARB EXECUTIVE ORDERS #G70-2G, G70-97A & G70-150AE, 4 GASOLINE DISPENSING NOZZLES

THE CONDITIONS OF OPERATION LISTED ON THIS PERMIT SUPERCEDE ALL PREVIOUS PERMIT CONDITIONS

CONDITIONS OF OPERATION LISTED ON THIS PERMIT:

- A. **ALTERATIONS:** This permit becomes void upon any change of ownership or address or any alteration of permitted equipment.
- B. **POSTING:** This permit shall be posted on or near the equipment listed above. This permit shall be made readily available at all times while the equipment is operating.
- C. **MODIFICATION OF EQUIPMENT:** Any modification of the equipment other than normal repair and maintenance will require a new permit.
- D. **RECORDS:** Any records of operation which effect the potential of the source to emit air pollutants, such as fuel or products consumed, products produced, hours of operation, chemicals or supplies used in source operation, must be maintained for a period of at least 5 years and made available to the Control Officer upon request.
- E. **EQUIPMENT FAILURE:** All upset or breakdown conditions resulting in increased emissions or air pollutants shall be reported in compliance with District regulations, Section 020.075 and 020.076.
- F. **ACCESS:** The Control Officer will be provided access to the facility to inspect operations and equipment covered under this permit whenever necessary to determine compliance with this permit and any other air pollution limitations specified in District regulations.

ADDITIONAL CONDITIONS:

- 1: The annual throughput/consumption figures must be submitted in writing to the A.Q.M.D. no later than the 20th of the month, approximately 6 weeks prior to the expiration date of the permit.
- 2: All gasoline transfer and dispensing facilities must operate in accordance with Section 040.080 of the Washoe County District Board of Health Regulations governing Air Quality Management.
- 3: To reduce evaporative loss all components of the Phase I and Phase II vapor recovery systems shall be installed and maintained in accordance with California Air Resources Board (CARB) Executive Orders, or New York State Department of Environmental Conservation approvals.
- 4: An annual A/L (Air to Liquid) Test and Static Pressure Decay Test will be required to demonstrate compliance with the CARB Executive Orders for vacuum assist phase II vapor recovery systems. The AQMD must be notified at least 72 hours prior to the test. The testing must be completed 90 days from the expiration date of this permit and the results submitted within 30 days of the test.
- 5: A flow limiter is required on dispensers that have a maximum flow rate in excess of 10 gallons/minute.
- 6: All hoses, boots, faceplates/flexible cones, nozzle shut off mechanisms, check valves, swivels, tanks, tank fill tubes, and fill tube cap seals must be maintained in good working order with regular maintenance to prevent leakage and excess escape of vapors (i.e. no tears, slits, holes, leaks, or malfunctions -- Section 040.080.)
- 7: In accordance with Section 040.095 of the Washoe County Air Quality Regulations and 40 CFR, Part 80, all gasoline dispensed to motor vehicles between October 1 and January 31 must contain the proper amount of oxygenate and each dispenser must be properly labeled with the following statement: The gasoline dispensed from this pump is oxygenated and will reduce carbon monoxide pollution from motor vehicles. The label must be clearly visible to the public on the upper two-thirds of the pump on the vertical surface near the gallonage and price meters.
- 8: Fuel spills or leaks must be cleaned up or corrected immediately using proper waste disposal methods. (Including accumulations of fuel in spill containers, condensation pots, and liquid collectors).

Joseph P. Iser M.D.P.H., M.S.E.
CONTROL OFFICER

02/28/2013
EXPIRATION DATE

\$195.00
ANNUAL RENEWAL FEE

G01-0013
PERMIT NO.

FAILURE TO COMPLY WITH THE CONDITIONS OF THIS PERMIT MAY RESULT IN CITATIONS OR PERMIT REVOCATION

WASHOE COUNTY



HEALTH DISTRICT

PERMIT TO OPERATE

An Air Pollution Emission Source

No. G01-0013

Issued By Air Quality Management Division, Washoe County Health District

P.O. Box 11130, Reno, Nevada 89520-0027 • Phone (775) 784-7200

7-ELEVEN INC. #16235 Gen Air - Gasoline

ISSUED TO: _____

ADDRESS: ATT: GASOLINE ACCOUNTING P.O. BOX 711, DALLAS, TX, 75221

LOCATION: 5700 SUN VALLEY BL, SUN VALLEY, NV 89433

EQUIPMENT COVERED UNDER THIS PERMIT GASOLINE DISPENSING FACILITY WITH VACUUM ASSIST PHASE II VAPOR RECOVERY, CARB EXECUTIVE ORDERS #G70-2G, G70-97A & G70-150AE, 4 GASOLINE DISPENSING NOZZLES

9: "Instructions for operating the phase II vapor recovery equipment must be posted for the customers, and must stress that "Topping Off" is prohibited --Section 040.080.C. The Air Quality Management Division's answer line phone number must be posted for customers with comments/problems regarding the nozzles - (775) 784-7200."

10: VACUUM/ASPIRATOR ASSIST SYSTEMS: The assist system must be operating at all times when the facility is open for business.

11: All operations must comply with 40 CFR Part 63, Subpart CCCCC - National Emission Standards for Hazardous Air Pollutants (NESHAP) for Source Category: Gasoline Dispensing Facilities.

Joseph P. Isen MDDrPH, MS
CONTROL OFFICER

02/28/2013
EXPIRATION DATE

\$195.00
ANNUAL RENEWAL FEE

G01-0013
PERMIT NO.

FAILURE TO COMPLY WITH THE CONDITIONS OF THIS PERMIT MAY RESULT IN CITATIONS OR PERMIT REVOCATION

COMPLAINT INVESTIGATION REPORT
Washoe County Air Quality Management Division

Complaint Number: **CMP12-0173**

Complaint Status: NOV

Source of Complaint: INVESTIGATOR

Complaint Type: PERMIT

Date Received: 10/09/2012

Time: 11:10:00 AM

Inspector: MOSBORN

Inspector Area: 1

Complaint Description: NOV CITATION 5311, CASE 1100 - 030.2175 VIOLATION OF PERMIT
CONDITION #6

Address: 5700 SUN VALLEY BLVD WCTY

Location:

Parcel Number: 08547214

Related Permit Number: G01-0013

Complainant:

MICHAEL OSBORN, AQ SPECIALIST
AIR QUALITY MANAGEMENT
1001 E 9TH ST STE B171
RENO NV 89512
775-784-7217

Responsible Party:

SEVEN ELEVEN #16235
DEBBIE WALLACE, MANAGER
5700 SUN VALLEY BLVD
SUN VALLEY NV 89433
775-673-1711

Investigation:

BACKGROUND:

Seven Eleven #16235 is a small convenience store/gas station located at the above address. It holds Air Quality Permit #G01-0013 and is permitted for a gasoline dispensing facility with vacuum assist phase II Vapor Recovery systems. There are four nozzles and three product grades at this facility.

INSPECTION:

On October 9th, 2012 at approximately 1047 a.m., Specialist Osborn conducted a permitting inspection at the above list station. During the inspection of the hoses, nozzles etc, there was observed be three nozzles not in compliance with Permit to Operate G01-0013.

Contact was made with Debbie Wallace inside the convenience store. It Ms. Wallace that 75% of her nozzles were out of round in violation of their permit to operate. Ms. Wallace was advised that perhaps some type of maintenance program could be instituted.

Ms. Wallace was issued Notice of Violation #5311 for violation of permit to operate, condition #6, Ms Wallace was issued the pink copy of NOV and also presented with an appeal form after being

explained the appeal process.

Michael Osborn, AQSII
Washoe County Air Quality Management
Washoe County Health

Enforcement Activities

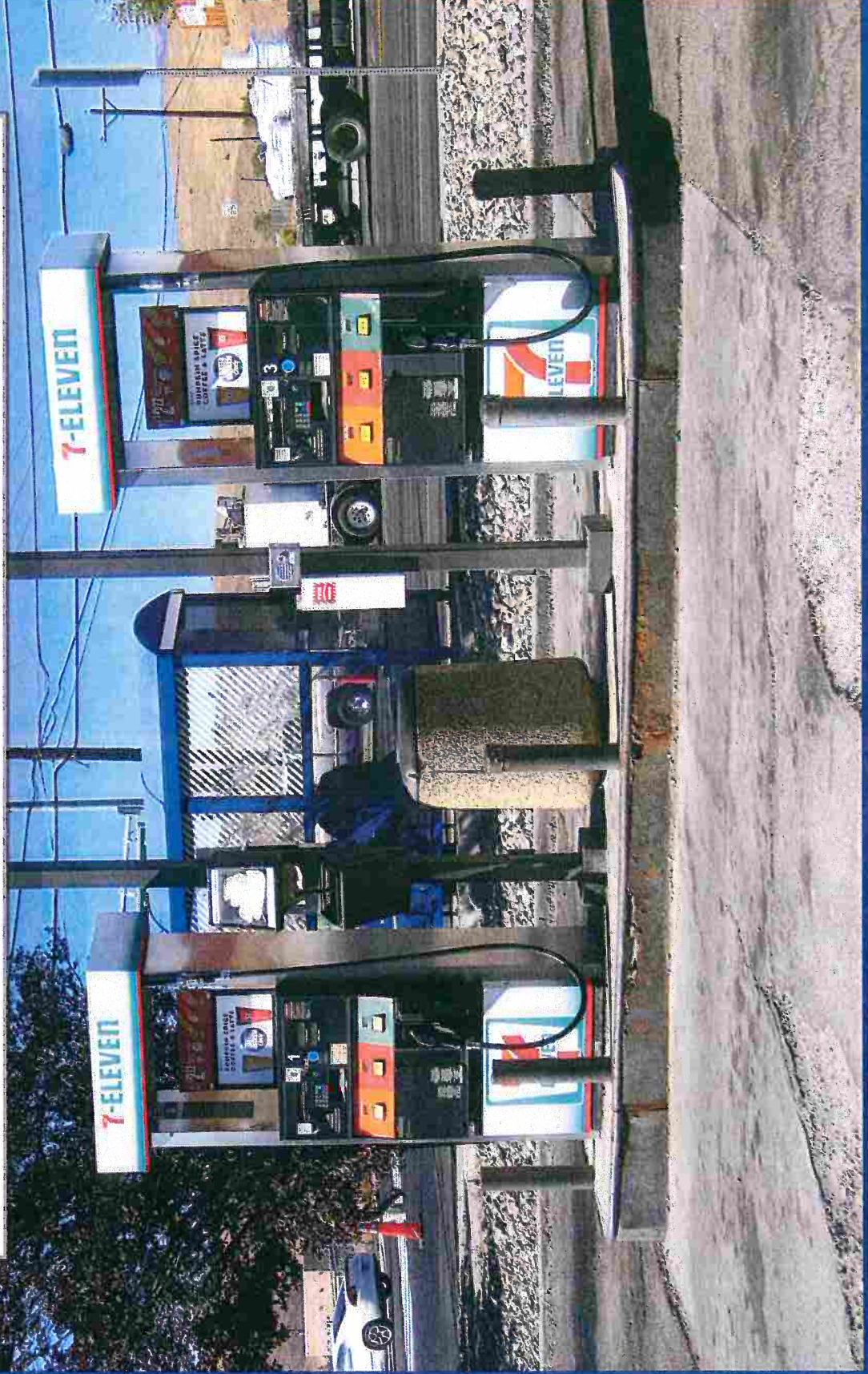
Warning Citation..:	Citation Number: 5311
NOV.....: 10/09/2012	NOV Number....: 0
	Case Number.....: 1100
Settlement.....: 10/30/2012	Amount.....: \$500.00
Appealed.....:	
Upheld.....:	Amount.....: \$0.00

Status Information

Initialized By.....: TBURTON	Completed Date...:
Date Assigned.....: 10/09/2012	Completed By.....:

PHOTOS TAKEN BY AQ SPECIALIST II, MICHAEL OSBORN
OF SEVEN ELEVEN #16235 LOCATED AT
5700 SUN VALLEY BOULEVARD, SUN VALLEY, NEVADA

75% or three of four nozzles in violation of CARB Executive orders and Sec. 040.080.





10/09/2012 10:47:10 AM



10/09/2012 10:49:12 AM



10/09/2012 10:48:11 AM

AIR QUALITY MANAGEMENT
VAPOR RECOVERY INSPECTION SHEET
ISSUED TO SEVEN ELEVEN #16235
LOCATED AT 5700 SUN VALLEY BOULEVARD, SUN VALLEY NV 89433
DATED OCTOBER 9, 2012



WASHOE COUNTY HEALTH DISTRICT
 AIR QUALITY MANAGEMENT DIVISION
VAPOR RECOVERY INSPECTION SHEET

STATION Lemon Plenum #16235 ADDRESS 5700 Sun Valley Rd
 CITY Sun Valley ZIP 89433 CONTACT _____
 OWNER/OPERATOR South Land Corp. PHONE (775) 673-1711
 NUMBER OF DISPENSERS (GASOLINE) 2 NUMBER OF NOZZLES (GASOLINE) 4
 NUMBER OF PRODUCT GRADES (GASOLINE) 3 NUMBER OF NOZZLES (DIESEL) 0
 FOR EACH DISPENSER

Date Oct 9, 2012
 Permit # 401-0013
 INSP OSBORN
 VN# _____

DEFECTIVE OR NON-OPERABLE EQUIPMENT

NOZZLE NUMBER	1	2	3																
GAS GRADE	3 grades																		

PUMPS	1. VACUUM PUMP																			
	2. LEAKS FTGS/SWIVELS																			
	3. USE INSTRUCTIONS																			
	4. WINTER FUEL ADVISEMENT ..																			
HOSE	1. CUT/PUNCTURED																			
	2. FLATTENED/KINKED																			
	3. LENGTH																			
	4. SWIVEL																			
NOZZLE	5. RETRACTORS																			
	1. NOZZLE/SPOUT	X	X	X	7 Days															
	2. SWIVEL JOINTS																			
	3. FACE SEAL																			
	4. BELLOWS																			
VENT PIPES	5. VAPOR CHECK VALVE																			
	1. 2" DIA. X 12 HGT.-MIN.																			
OTHER	1. VACUUM/ASSIST EQUIP																			
	2. AFTERBURNER																			

PHASE I System Type: Two-Point Coaxial _____ Other _____ PHASE II INSTALLED YES NO _____ BALANCE ASSIST

	TANK #1	TANK #2	TANK #3	TANK #4		TANK #1	TANK #2	TANK #3	TANK #4
1. PRODUCT GRADE (UR, U+, UP)					8. DEFECTIVE VAPOR POPPET				
2. TANK CAPACITY, GALLONS					9. MISSING FILL CAP				
3. MISSING VAPOR CAP					10. DEFECTIVE FILL CAP				
4. DEFECTIVE VAPOR CAP					11. FILL CAP GASKET				
5. VAPOR CAP NOT ENGAGED					12. FUEL/DEBRIS IN VAULT				
6. VAPOR CAP GASKET					13. VAULT DRAIN VALVE				
7. DEFECTIVE COAXIAL					14. FILL-VAP-STEM LOOSE				

REMARKS: 3 out of 4 or 75% of nozzles are out of round and need replaced. 7 Days to correct
Maintenance program required. All other equip
ment o.k. on this inspection.
WDOU # 5311 for condition #6 of ATO.
 OPERATOR (X) [Signature]

Unless otherwise noted all equipment must be repaired or replaced within 7 working days of the inspection date. Failure to repair or replace equipment may result in a Notice of Violation for permit conditions (Section 030.2175 - Operations Contrary to Permit. Washoe County District Board of Health Regulations Governing Air Quality Management).

AIR QUALITY MANAGEMENT
MACT INSPECTION FORM FOR GASOLINE DISPENSING FACILITIES
ISSUED TO SEVEN ELEVEN #16235
LOCATED AT 5700 SUN VALLEY BOULEVARD, SUN VALLEY NV 89433
DATED OCTOBER 9, 2012

MACT INSPECTION FORM FOR GASOLINE DISPENSING FACILITIES
(NESHAP, 40 CFR PART 63, SUBPART CCCCC)

Name of Facility 7-Eleven Inc. 16235
Facility Address 5700 Sun Valley Blvd, Warsaw Co,
Permit Number MAI-0013

EQUIPMENT

Storage Tank(s) Above Ground Below Ground
Phase I Vapor Control 2-Point Coaxial
Phase II Vapor Control Balance Vacuum Assist
Average Monthly Throughput 21,528 gallons

COMPLIANCE REQUIREMENTS

- Monthly Throughput < 10,000 gallons Y/N
- 1. Minimize Spills Y
 - 2. Clean Up Spills Exeditiously Y
 - 3. Cover Gasoline Containers/Fill Pipes with Gasketed Seal Y
 - 4. Minimize Gasoline Sent to Open Collection Systems Y
- Monthly Throughput ≥ 10,000 gallons (All of the above, plus)
- 5. Load Storage tank using submerged fill Y
- Monthly Throughput ≥ 100,000 gallons (All of the above, plus)
- 6. Use Vapor Tight Caps for Liquid Fill & Vapor Connections
 - 7. Install Pressure/Vacuum Vent Valves on Vent Pipes

COMPLIANCE TESTING

For Facility with Vacuum Assist Phase II Vapor Recovery – Static Pressure Decay and A/L Tests must be completed annually (Permit Condition)

Date of Last Test 1/1

For Facilities with Balance Phase II Vapor Recovery - Static Pressure Decay and Pressure/Vacuum Vent Valve Tests must be completed every 3 years

Date of Last Test 04/07/12

Comments: Issued NOV 5311 Violation of Permit
condition #6.

INSPECTOR: [Signature] DATE: 10/09/12

AQMD "PREVIOUS INSPECTIONS CHRONOLOGY"
FOR SEVEN ELEVEN STORE #16235 LOCATED AT
5700 SUN VALLEY BOULEVARD, SUN VALLEY NV 89433



WASHOE COUNTY HEALTH DISTRICT
 AIR QUALITY MANAGEMENT DIVISION
VAPOR RECOVERY INSPECTION SHEET

STATION 7/11 Store # 16235 ADDRESS 5700 Sun Valley Blvd
 CITY Sun Valley ZIP 89433 CONTACT _____
 OWNER/OPERATOR Southland Corp. PHONE (775) 673-1711
 NUMBER OF DISPENSERS (GASOLINE) 2 NUMBER OF NOZZLES (GASOLINE) 4
 NUMBER OF PRODUCT GRADES (GASOLINE) 3 NUMBER OF NOZZLES (DIESEL) 0
 FOR EACH DISPENSER

Date 4/26/2011
 Permit # G01-0013
 INSP Prichard
 VN# _____

DEFECTIVE OR NON-OPERABLE EQUIPMENT

NOZZLE NUMBER	#2	#3												
GAS GRADE	All	All												

- PUMPS
- VACUUM PUMP
 - LEAKS FTGS/SWIVELS
 - USE INSTRUCTIONS
 - WINTER FUEL ADVISEMENT ..
- HOSE
- CUT/PUNCTURED
 - FLATTENED/KINKED
 - LENGTH
 - SWIVEL
 - RETRACTORS
- NOZZLE
- NOZZLE/SPOUT
 - SWIVEL JOINTS
 - FACE SEAL
 - BELLOWS
 - VAPOR CHECK VALVE
- VENT PIPES
- 2" DIA. X 12 HGT.-MIN.
- OTHER
- VACUUM/ASSIST EQUIP
 - AFTERBURNER

<p><i>Check ring will not pass over recovery holes.</i></p>														
---	--	--	--	--	--	--	--	--	--	--	--	--	--	--

PHASE I

System Type: Two-Point Coaxial _____ Other _____ PHASE II INSTALLED YES NO _____ BALANCE ASSIST

	TANK #1	TANK #2	TANK #3	TANK #4		TANK #1	TANK #2	TANK #3	TANK #4
1. PRODUCT GRADE (UR, U+, UP)	---	---	---	---	8. DEFECTIVE VAPOR POPPET	---	---	---	---
2. TANK CAPACITY, GALLONS	---	---	---	---	9. MISSING FILL CAP	---	---	---	---
3. MISSING VAPOR CAP	---	---	---	---	10. DEFECTIVE FILL CAP	---	---	---	---
4. DEFECTIVE VAPOR CAP	---	OK	---	---	11. FILL CAP GASKET	---	OK	---	---
5. VAPOR CAP NOT ENGAGED	---	---	---	---	12. FUEL/DEBRIS IN VAULT	---	---	---	---
6. VAPOR CAP GASKET	---	---	---	---	13. VAULT DRAIN VALVE	---	---	---	---
7. DEFECTIVE COAXIAL	---	---	---	---	14. FILL-VAP-STEM LOOSE	---	---	---	---

REMARKS: Replace nozzles on pump numbers 2 & 3. These nozzle spouts will not pass inspection. Repair within 5 business days.

OPERATOR (X) [Signature]

Unless otherwise noted all equipment must be repaired or replaced within 7 working days of the inspection date. Failure to repair or replace equipment may result in a Notice of Violation for permit conditions (Section 030.2175 - Operations Contrary to Permit, Washoe County District Board of Health Regulations Governing Air Quality Management).



WASHOE COUNTY HEALTH DISTRICT
 AIR QUALITY MANAGEMENT DIVISION
VAPOR RECOVERY INSPECTION SHEET

Date 04-12-2012
 Permit # 601-0013
 INSR JERRY GAIGE
 VN# _____

STATION SEVEN ELEVEN # 16235 ADDRESS 5700 SUN VALLEY BLVD
 CITY SUN VALLEY ZIP 89433 CONTACT Genny Mick
 OWNER/OPERATOR SOUTHLAND CORPORATION PHONE (775) 673-1711
 NUMBER OF DISPENSERS (GASOLINE) 2 NUMBER OF NOZZLES (GASOLINE) 4
 NUMBER OF PRODUCT GRADES (GASOLINE) 3 NUMBER OF NOZZLES (DIESEL) 0
 FOR EACH DISPENSER

DEFECTIVE OR NON-OPERABLE EQUIPMENT

NOZZLE NUMBER	<u>3</u>																		
GAS GRADE	<u>All</u>																		

PUMPS	1. VACUUM PUMP																		
	2. LEAKS FTGS/SWIVELS																		
	3. USE INSTRUCTIONS																		
	4. WINTER FUEL ADVISEMENT ..																		
HOSE	1. CUT/PUNCTURED																		
	2. FLATTENED/KINKED																		
	3. LENGTH																		
	4. SWIVEL																		
NOZZLE	5. RETRACTORS																		
	1. NOZZLE/SPOUT	<u>X</u>	<u>Spout out of Round - Pump #3</u>																
	2. SWIVEL JOINTS		<u>REPLACE WITH IN 7 days</u>																
	3. FACE SEAL																		
	4. BELLOWS																		
VENT PIPES	5. VAPOR CHECK VALVE																		
	1. 2" DIA. X 12 HGT.-MIN.																		
OTHER	1. VACUUM/ASSIST EQUIP																		
	2. AFTERBURNER																		

PHASE I System Type: Two-Point Coaxial _____ Other _____ PHASE II INSTALLED YES NO _____ BALANCE ASSIST

	TANK #1	TANK #2	TANK #3	TANK #4		TANK #1	TANK #2	TANK #3	TANK #4
1. PRODUCT GRADE (UR, U+, UP)					8. DEFECTIVE VAPOR POPPET				
2. TANK CAPACITY, GALLONS					9. MISSING FILL CAP				
3. MISSING VAPOR CAP					10. DEFECTIVE FILL CAP				
4. DEFECTIVE VAPOR CAP					11. FILL CAP GASKET				
5. VAPOR CAP NOT ENGAGED					12. FUEL/DEBRIS IN VAULT				
6. VAPOR CAP GASKET					13. VAULT DRAIN VALVE				
7. DEFECTIVE COAXIAL					14. FILL-VAP-STEM LOOSE				

REMARKS: REPLACE Spout on Pump #3 WITH IN 7 days
No PERMIT CONDITION DISCREPANCIES OBSERVED ON OTHER EQUIPMENT AT THIS TIME
CALL JERRY @ 772-8881
 OPERATOR (X) Genny Mick

Unless otherwise noted all equipment must be repaired or replaced within 7 working days of the inspection date. Failure to repair or replace equipment may result in a Notice of Violation for permit conditions (Section 030.2175 - Operations Contrary to Permit. Washoe County District Board of Health Regulations Governing Air Quality Management).



WASHOE COUNTY HEALTH DISTRICT
 AIR QUALITY MANAGEMENT DIVISION
VAPOR RECOVERY INSPECTION SHEET

STATION 7-11 ADDRESS 5700 S.V. BLVD
 CITY SUNVALLEY ZIP 89433 CONTACT CAPRICE GARCIA
 OWNER/OPERATOR SOUTHLAND CORP PHONE (775) 673-1711
 NUMBER OF DISPENSERS (GASOLINE) 2 NUMBER OF NOZZLES (GASOLINE) 4
 NUMBER OF PRODUCT GRADES (GASOLINE) 3 NUMBER OF NOZZLES (DIESEL) _____
 FOR EACH DISPENSER

Date 10-12-2011
 Permit # 601-0013
 INSP S. DUGGER
 VN# _____

DEFECTIVE OR NON-OPERABLE EQUIPMENT

NOZZLE NUMBER	<u>2</u>																			
GAS GRADE	<u>ALL</u>																			

- PUMPS
 1. VACUUMPUMP
 2. LEAKS FTGS/SWIVELS
 3. USE INSTRUCTIONS
 4. WINTER FUEL ADVISEMENT ..
- HOSE
 1. CUT/PUNCTURED
 2. FLATTENED/KINKED
 3. LENGTH
 4. SWIVEL
 5. RETRACTORS
- NOZZLE
 1. NOZZLE/SPOUT
 2. SWIVEL JOINTS
 3. FACE SEAL
 4. BELLOWS
 5. VAPOR CHECK VALVE
- VENT PIPES
 1. 2" DIA. X 12 HGT.-MIN.
- OTHER
 1. VACUUM/ASSIST EQUIP
 2. AFTERBURNER

<p><i>PLEASE REPAIR HOSE ON PUMP #2 W/IN 7 DAYS</i></p>																			
--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

PHASE I System Type: Two-Point Coaxial _____ Other _____ PHASE II INSTALLED YES NO _____ BALANCE ASSIST

	TANK #1	TANK #2	TANK #3	TANK #4		TANK #1	TANK #2	TANK #3	TANK #4
1. PRODUCT GRADE (UR, U+, UP)	---	---	---	---	8. DEFECTIVE VAPOR POPPET	---	---	---	---
2. TANK CAPACITY, GALLONS	---	---	---	---	9. MISSING FILL CAP	---	---	---	---
3. MISSING VAPOR CAP	---	---	---	---	10. DEFECTIVE FILL CAP	---	---	---	---
4. DEFECTIVE VAPOR CAP	---	---	---	---	11. FILL CAP GASKET	---	---	---	---
5. VAPOR CAP NOT ENGAGED	---	---	---	---	12. FUEL/DEBRIS IN VAULT	---	---	---	---
6. VAPOR CAP GASKET	---	---	---	---	13. VAULT DRAIN VALVE	---	---	---	---
7. DEFECTIVE COAXIAL	---	---	---	---	14. FILL-VAP-STEM LOOSE	---	---	---	---

REMARKS: _____

PLEASE RETAIN HOSE ON PUMP #2 ALL W/IN 7 DAYS. ALL OTHER PERMITTED EQUIPMENT IS IN COMPLIANCE @ THIS TIME!
CALL SUZY @ 772-7924

OPERATOR (X) C Garcia

Unless otherwise noted all equipment must be repaired or replaced within 7 working days of the inspection date. Failure to repair or replace equipment may result in a Notice of Violation for permit conditions (Section 030.2175 - Operations Contrary to Permit. Washoe County District Board of Health Regulations Governing Air Quality Management).

SUNDANCE SERVICE - REPAIR ORDER
ISSUED TO SEVEN ELEVEN #16235
LOCATED AT 5700 SUN VALLEY BOULEVARD, SUN VALLEY, NEVADA
DATED OCTOBER 10, 2012

SUNDANCE SERVICE

301 Hot Springs Rd., # 9

Carson City, Nv. 89706

775-883-4357

REPAIR ORDER

Job Complete ?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Cert. Forms Attached ?	<input type="radio"/> Yes	<input type="radio"/> No
tracking#	72500406	
DATE	10-10-12	
SR#	C#	

Gilbarco

CUSTOMER NAME	CUSTOMER ADDRESS	CITY
7-11	Spa Valley	Spa Valley
PROBLEM DISCRPTION	CRIME/CASUALTY?	
Pumps 1, 2 and 3 nozzles out of pland		
WORK PERFORMED		
Tested. AVR damaged spouts. Tested. All OK.		

PHONE #	STATION #
	16235
MATERIAL DISCRPTION	QTY.
WITH PART NUMBERS	
spat Kit	3

LABOR CHARGE/MAN

INIT.	Hrs.	Min.
WW	30	

10-10-12 DATE
Dew
store stamp
De 1-5-11-11-11 STORE
2008-10000

Work needed @ site

Parts required to complete	Ordered ?

Travel time

ARRIVE SITE 11:30 DEPART SITE 12:00

Total Hrs/min @ site

GILBARCO INFO

DISP# & SERIAL #	CAUSE	REMEDY

ANY OSHA CONFINED SPACE WORK REQUIRES TWO MEN PER OSHA CER 1910-146

NOV @ SITE ?	YES	NO
INCL W/ PAPERWORK?	YES	NO

TECH NAME

Wright Wright

CUSTOMER SIGNATURE

Dealer - please read before signing. This is to certify that the work done was completed in the time indicated.

MILEAGE



WASHOE COUNTY HEALTH DISTRICT

AIR QUALITY MANAGEMENT DIVISION



Public Health
Prevent. Promote. Protect.

DATE: December 20, 2012

TO: District Board of Health

FROM: Kevin Dick, Director, Air Quality Management

SUBJECT: Maverick Inc. – Case No. 1102
Unappealed Citation No. 5314
Agenda Item: 8. A. 1. c.

Recommendation

Air Quality Staff recommends that Citation No. 5314 be upheld and a fine of \$500 be levied against Maverick Inc. for failure to conduct the required performance testing within 30 days of the opening of a gasoline dispensing facility in accordance with the conditions of the Authority to Construct. Failure to comply with the conditions of the Authority to Construct is a major violation of the District Board of Health Regulations Governing Air Quality Management, specifically Section 030.2175, Operations Contrary to Permit. This is a negotiated settlement.

Recommended Fine: \$750.00

Negotiated Fine: \$500.00

Background

On October 23, 2012, AQ Specialist Michael Osborn conducted a routine gasoline dispensing facility inspection at the Maverick Store #443 located at 15 Panther Drive in Reno, Nevada. During his inspection, it was noted that the station was in operation under an Authority to Construct that was issued on May 5, 2011. The Authority to Construct requires performance testing, including a static pressure decay, dynamic back-pressure, and air to liquid, be completed within 30 days of the opening of the facility to demonstrate compliance prior to the issuance of a permit to operate. After completing a review of the source file, AQ Specialist Osborn was unable to locate the results of the required testing.

Upon further investigation of the file, AQ Specialist Osborn found that on September 11, 2012, AQ Specialist II Laurie Mendoza had made contact with Mr. Kelley Irons of Maverick Inc. to request a copy of the required testing. In an email from Mr. Irons, he acknowledged the test results needed to be submitted to the Air Quality Management office and directed his staff to submit the results to AQ Specialist Mendoza as soon as possible.

AQ Specialist Osborn made contact with Mr. Matt Mortenson, the station manager, to make him aware of the failure to complete the required testing within the specified time frame. Mr. Mortenson stated that the station had been under his management since January of 2012, and that he was unaware of the testing requirements. Based on the failure to complete the required testing, AQ Specialist Osborn issued Notice of Violation Citation No. 5314 for a major violation of Section 030.02175, Operations Contrary to Permit.

P.O. BOX 11130 Reno, NV 89520-0027 • (775) 784-7200 • FAX (775) 784-7225

www.washoecounty.us/health

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Printed on Recycled Paper

DBOH AGENDA ITEM NO. 8. A. 1. c.

December 20, 2012

DBOH/Maverik, Inc. / Case 1102

Page 2

Settlement

On October 30, 2012, Senior Air Quality Specialist Dennis Cerfoglio received a phone call from a Mr. Dennis Riding, Environmental Director for Maverick Inc., to discuss the testing requirements and the issuance of Citation No. 5314. AQ Specialist Cerfoglio explained in detail to Mr. Riding the testing would be required prior to the issuance of the permit to operate. Mr. Riding was instructed to have the testing completed immediately and submit the test results to AQ Specialist Cerfoglio as soon as they were available. After consideration of all of the facts of this case and taking into account that there were no excess emissions resulting from the operation of the gasoline dispensing equipment, AQ Specialist Cerfoglio proposed that Citation No. 5314 be upheld with a fine of \$500. A Memorandum of Understanding was signed by both parties.

As a follow up, the required testing was completed on November 13, 2012, and the results submitted to the Air Quality Management office on November 14, 2012.

Alternatives

1. The District Board of Health may determine that no violation of the Regulations has taken place and dismiss Citation No. 5314.
2. The Board may determine to uphold Citation No. 5314 and levy any fine in the range of \$0 to \$10,000 per day.

In the event the Board determines to change the penalty, the matter should be continued so that representatives of Maverik Inc. may be properly noticed.



Kevin Dick, Division Director
Air Quality Management

KD/DC: ma



DISTRICT HEALTH DEPARTMENT AIR QUALITY MANAGEMENT DIVISION

MEMORANDUM OF UNDERSTANDING

WASHOE COUNTY HEALTH DISTRICT
AIR QUALITY MANAGEMENT DIVISION

Date: October 30, 2012

Company Name: Maverik Inc.

Address: 15 Panther Drive Reno, Nevada

Notice of Violation No.: 5314 Case No.: 1102

The staff of the Air Quality Management Division of the Washoe County District Health Department issued the above referenced citation for the violation of Regulation: 030.2175 Failure to perform Static Pressure Decay Test on underground storage tanks.

A settlement of this matter has been negotiated between the undersigned parties resulting in a penalty amount of \$ 500⁰⁰. This settlement will be submitted to the District Board of Health for review at the regularly scheduled meeting on December 30, 2012.

[Signature]
Signature of Company Representative

Dennis A. Cerfoglio
Signature of District Representative

Dennis Riding
Print Name

DENNIS A. CERFOGLIO
Print Name

Env. Director
Title

Sr. Air Quality Specialist
Title

[Signature]
Witness

Witness

Witness

P.O. BOX 11130 Reno, NV 89520-0027

Date 11-06-12		# of pages 1
To Dennis Cerfoglio	From Dennis Riding	
Co./Dept. Washoe Co.	Co. Maverik, Inc.	
Phone # 775-784-7200	Phone # 801-335-3860	
Fax # 775-784-7225	Fax # 801-936-1165	

RECOMMENDED FINE WORKSHEET

DATE: 10-23-2012 CASE NO.: 1102 NOV NO.: 5314

COMPANY NAME: MAVERIK INC – STORE #443

CONTACT NAME: MATT MARTINSON

VIOLATION OF SECTION(S): 030.2175 VIOLATION OF PERMIT CONDITION (MAJOR / MINOR)

X 1ST VIOLATION _____ 2ND VIOLATION _____ 3RD VIOLATION

<u>NO</u>	HAZARDOUS AIR POLLUTANT	YES / NO	<u>N/A</u>	TYPE OF AIR CONTAMINANT (CO, NOX, SOX, PM, VOC'S, HAP'S)	
<u>YES</u>	LEGALLY PERMITTED SOURCE	YES / NO	<u>NO</u>	PUBLIC HEALTH EXPOSURE	YES / NO
<u>N/A</u>	NUMBER OF DAYS IN VIOLATION	YES / NO	<u>NO</u>	PUBLIC COMPLAINTS	YES / NO

1. **DEGREE OF VIOLATION:** MINOR MODERATE MAJOR
(The degree to which the person/company has deviated from the regulatory requirements)

(A testing of vapor recovery): leak test vapor tightness, Dynamic back pressure test, air/liquid test.

2. **ECONOMIC BENEFIT COMPONENT:** (OPTIONAL): MINOR MODERATE MAJOR
ESTIMATED COST \$ 750.00
(Economic effect to the person/company for NOT complying with the Regulations including avoided costs and delayed costs)

3. **DEGREE OF COOPERATION:** MINOR MODERATE MAJOR
(The person/company's efforts to immediately cease the violation and come into compliance)

Unknown; no contact as of yet, managers cooperation was major.

4. **ADDITIONAL COMMENTS:**

RECOMMENDED FINE: \$ 750.00

AQ SPECIALIST'S SIGNATURE

NOTE: "Minor Violations", per District Regulations, cannot exceed \$1000 for the first and second violations.
Third minor violations, plus "major violations" cannot exceed \$10,000 per day.



WASHOE COUNTY HEALTH DISTRICT
 AIR QUALITY MANAGEMENT DIVISION
 1001 EAST NINTH ST. • SUITE B171 • RENO NV 89512
 (775) 784-7200



NOTICE OF VIOLATION

NOV 5314

DATE ISSUED: 10/23/2012

ISSUED TO: Mansnick Inc. Store #443 PHONE #: 775-322-2295

MAILING ADDRESS: 15 Panther Drive CITY/ST: Reno, NV ZIP: 89506

NAME/OPERATOR: Matt Mortensen PHONE #: _____

PERMIT NO. 411-0002 COMPLAINT NO. cmp12-0182

YOU ARE HEREBY OFFICIALLY NOTIFIED THAT ON 10-23-12 (DATE) AT 2:16pm (TIME), YOU ARE IN VIOLATION OF THE FOLLOWING SECTION(S) OF THE WASHOE COUNTY DISTRICT BOARD OF HEALTH REGULATIONS GOVERNING AIR QUALITY MANAGEMENT:

- | | |
|--|--|
| <input type="checkbox"/> MINOR VIOLATION OF SECTION: | <input type="checkbox"/> MAJOR VIOLATION OF SECTION: |
| <input type="checkbox"/> 040.030 __ DUST CONTROL | <input type="checkbox"/> 030.000 OPERATING W/O PERMIT |
| <input type="checkbox"/> 040.055 __ ODOR/NUISANCE | <input checked="" type="checkbox"/> 030.2175 VIOLATION OF PERMIT CONDITION |
| <input type="checkbox"/> 040.200 __ DIESEL IDLING | <input type="checkbox"/> 030.105 ASBESTOS/NESHAP |
| <input type="checkbox"/> OTHER _____ | <input checked="" type="checkbox"/> OTHER <u>Required testing</u> |

VIOLATION DESCRIPTION: Violation of Permit to Operate 411-0002, Temporary ATO pursuant to new Source Authority, to construct dated 05-2011; Paragraphs Page 3, Required testing

LOCATION OF VIOLATION: 15 Panther Dr, Reno, NV 89506

POINT OF OBSERVATION: AQMB Field site

Weather: N/A Wind Direction From: N E S W

Emissions Observed: N/A
 (If Visual Emissions Performed - See attached Plume Evaluation Record)

WARNING ONLY: Effective _____ a.m./p.m. _____ (date) you are hereby ordered to abate the above violation within _____ hours/days. I hereby acknowledge receipt of this warning on the date indicated.

Signature _____

CITATION: You are hereby notified that effective on 10-23-12 (date) you are in violation of the section(s) cited above. You are hereby ordered to abate the above violation within 0 hours/days. You may contact the Air Quality Management Division to request a negotiated settlement meeting by calling (775) 784-7200. You are further advised that within 10 working days of the date of this Notice of Violation, you may submit a written petition for appeal to the Washoe County Health District, Air Quality Management Division, P.O. Box 11130, Reno, Nevada 89520-0027. Failure to submit a petition within the specified time will result in the submission of this Notice of Violation to the District Board of Health with a recommendation for the assessment of an administrative fine.

SIGNING THIS FORM IS NOT AN ADMISSION OF GUILT

Signature: _____ Date: 10-23-2012

Issued by: [Signature] Title: ADST

PETITION FOR APPEAL FORM PROVIDED

COMPLAINT INVESTIGATION REPORT
Washoe County Air Quality Management Division

Complaint Number: **CMP12-0182**

Complaint Status: NOV

Source of Complaint: INVESTIGATOR

Complaint Type: PERMIT

Date Received: 10/23/2012

Time: 2:16 P.M.

Inspector: MOSBORN

Inspector Area: 1

Complaint Description: NOV CITATION 5314, CASE 1102 - VIOLATION OF PERMIT CONDITION 030.2175

Address: 15 PANTHER DR RENO

Location:

Parcel Number:

Related Permit Number: G11-0002

Complainant:

MIKE OSBORN, AQ SPECIALIST II
AIR QUALITY MANAGEMENT
1001 E 9TH ST STE B171
RENO NV 89512
775-784-7231

Responsible Party:

MAVERICK INC
MATT MORTENSON, MANAGER
15 PANTHER DRIVE
RENO, NEVADA 89506
775-322-2295

Investigation:

At approximately 2:00 p.m. on October 23, 2012, Specialist Osborn conducted a gas facilities inspection at 15 Panther Drive, Reno, Nv. A temporary permit was issued after an authority to construct was submitted for a new gas facility.

On the preliminary inspection there was observed a two point, phase II Vapor Assist system in place. There are five dispensers with 10 gasoline nozzles and four diesel. This facility has four grades of fuel with two underground unleaded 12k gallon, and one 12k gallon premium fuel tank.

The Manager was identified as Matt Mortenson. Mr. Mortenson further related that the station has been open since November and that he had been the Manager since January of 2012. He was not aware of any system testing during his tenure.

The testing requirements were explained to Mr. Mortenson and he was allowed to photocopy the temporary permit from the AQMD file. (It was further noted that there was no air quality permit displayed in the office or station. Mr. Mortenson was issued notice of violation #5314 for violation of 030.2175 for failure to do required system testing as explained on page three of the temporary permit to operate.

It was further learned that in Sept 2012, the permitting office of AQMD was in contact with Mr.

Kelley Irons of Maverick Inc. Laurie Mendoza of Permitting had requested the results and nothing received as of this date.

Included in this report are emails from Kelly Irons of Maverick Inc. and Laurie Mendoza of AQMD Permitting. Also attached is the temporary permit to operate pending receipt of the actual permit to operate.

Michael R Osborn, AQSII
Air Quality Management Division
Washoe County Health Division

Enforcement Activities

Warning Citation..:	Citation Number: 5314
NOV.....: 10/23/2012	NOV Number.....: 0
	Case Number.....: 1102
Settlement.....: 10/30/2012	Amount.....: \$500.00
Appealed.....:	
Upheld.....:	Amount.....: \$0.00

Status Information

Initialized By.....: TBURTON	Completed Date...:
Date Assigned.....: 10/23/2012	Completed By.....:

AIR QUALITY MANAGEMENT
VAPOR RECOVERY INSPECTION SHEET
FOR MAVERIK INC #443
LOCATED AT 15 PANTHER DRIVE, RENO NV 89506
DATED OCTOBER 23, 2012



**WASHOE COUNTY HEALTH DISTRICT
AIR QUALITY MANAGEMENT DIVISION
VAPOR RECOVERY INSPECTION SHEET**

Date 10-23-2012
 Permit # 11-0002
 INSP OSBORN
 VN# _____

STATION Maverick Inn ADDRESS 15 Auther Drive
 CITY Reno ZIP 89501 CONTACT Matt Mackensen
 OWNER/OPERATOR Mike Cull/Maverick PHONE (#) 322-2295
 NUMBER OF DISPENSERS (GASOLINE) 5 NUMBER OF NOZZLES (GASOLINE) 10
 NUMBER OF PRODUCT GRADES (GASOLINE) 4 (gas) NUMBER OF NOZZLES (DIESEL) 4
 FOR EACH DISPENSER

DEFECTIVE OR NON-OPERABLE EQUIPMENT

NOZZLE NUMBER	1	2	3	4	5	6	7	8	9	10						
GAS GRADE	4 grades of gasoline															

PUMPS	1. VACUUM PUMP															
	2. LEAKS FTGS/SWIVELS	OK														
	3. USE INSTRUCTIONS															
	4. WINTER FUEL ADVISEMENT ..															
HOSE	1. CUT/PUNCTURED															
	2. FLATTENED/KINKED															
	3. LENGTH															
	4. SWIVEL															
NOZZLE	5. RETRACTORS															
	1. NOZZLE/SPOUT															
	2. SWIVEL JOINTS															
	3. FACE SEAL															
	4. BELLOWS															
	5. VAPOR CHECK VALVE															
VENT PIPES	1. 2" DIA. X 12 HGT.-MIN.															
	OTHER	1. VACUUM/ASSIST EQUIP														
	2. AFTERBURNER															

PHASE I System Type: Two-Point Coaxial _____ Other _____ PHASE II INSTALLED YES NO _____ BALANCE ASSIST

	TANK #1	TANK #2	TANK #3	TANK #4		TANK #1	TANK #2	TANK #3	TANK #4
1. PRODUCT GRADE (UR, U+, UP)	U	U	U	D	8. DEFECTIVE VAPOR POPPET				
2. TANK CAPACITY, GALLONS	12K	12K	12K		9. MISSING FILL CAP				
3. MISSING VAPOR CAP					10. DEFECTIVE FILL CAP				
4. DEFECTIVE VAPOR CAP					11. FILL CAP GASKET				
5. VAPOR CAP NOT ENGAGED					12. FUEL/DEBRIS IN VAULT				
6. VAPOR CAP GASKET					13. VAULT DRAIN VALVE				
7. DEFECTIVE COAXIAL					14. FILL-VAP-STEM LOOSE				

REMARKS: Maverick opened NOV 2011; vents located on canopy; O.K.
All equipment in compliance on this date.

No testing as required per Auth Court/Temp permit to operate. NOV 5314 issued per 030.2175 violation of permit condition as outlined in TAG.

OPERATOR (X) [Signature]

Unless otherwise noted all equipment must be repaired or replaced within 7 working days of the inspection date. Failure to repair or replace equipment may result in a Notice of Violation for permit conditions (Section 030.2175 - Operations Contrary to Permit. Washoe County District Board of Health Regulations Governing Air Quality Management).

SUMMARY OF SOURCE TEST RESULTS PERFORMED BY
L.A. PERKS PLUMBING AND HEATING INC.
FOR MAVERIK INC - STORE # 443
LOCATED AT 15 PANTHER DRIVE, RENO NV 89506
DATED: NOVEMBER 13, 2012



L.A.PERKS PLUMBING & HEATING INC.
 765 EAST GREG STREET SUITE 103
 SPARKS, NV 89431
 PH: 775-358-4403
 FX: 775-358-4411

FACSIMILE TRANSMITTAL SHEET

To: Charleen Albee From: Ron Wood
 FAX NUMBER: 784-7225 Date: 11-14-12
 COMPANY: TOTAL NO. OF PAGES INCLUDING COVER: 5
 PHONE NUMBER: SENDER'S REFERENCE NUMBER:
 Re: Test Results YOUR REFERENCE NUMBER:

- URGENT
- FOR REVIEW
- PLEASE COMMENT
- PLEASE REPLY
- PLEASE RECYCLE

NOTES/COMMENTS:

Air Quality Test Results
 Maverick # 443
 Panther Dr.

SUMMARY OF SOURCE TEST RESULTS

Test Type: 5" DECAY

Test Date: 11-13-12

Test Times: _____

Source Name and Address:
MARK 443
15 PANTHER RD
RENO 89506
Ph: _____

Testing Company Name and Address
L.A.Perks Plumbing & Heating Inc.
765 East Greg Street Suite 103
Sparks, NV 89431
Ph: 775-358-4403 FX: 775-358-4411

Facility Parameters

Operational Parameters

Phase II System Type
(check one)

Tank# #of Nozzles served by tank

Gilbarco Vac Wayne Vac _____
Balance _____
Hirt _____
Red Jacket _____
Hasstech _____
Healy _____

1. 10
2. 10
3. 10

Total # of Gas Nozzles 10

Manifolded Yes _____ No _____

Source Test Results and Comments:

Tank #	1	2	3
Product Grade:	<u>87</u>	<u>87</u>	<u>91</u>
Actual tank Capacity, Gallons	_____	_____	_____
Gasoline Volume, Gallons	<u>5475</u>	<u>5455</u>	<u>5675</u>
Ullage, Gallons (#2 - #3)	<u>6133</u>	<u>6153</u>	<u>5933</u>
Initial Pressure, inches h2o	_____	_____	<u>5.0</u>
Pressure After 1 min. inches h2o	_____	_____	<u>4.99</u>
Pressure After 2 min. inches h2o	_____	_____	<u>4.98</u>
Pressure After 3 min. inches h2o	_____	_____	<u>4.97</u>
Pressure After 4 min. inches h2o	_____	_____	<u>4.96</u>
Final Pressure After 5 min. inches h2o	_____	_____	<u>4.95</u>
Allowable Final Pressure from (table 1)	<u>1.821</u>	<u>@ 492</u>	_____
Test Status (Pass or Fail)	<u>PASS</u>	_____	_____

Test Conducted By: KON WOOD

Date: 11/13/12

District Witness: _____

Date: _____

SUMMARY OF SOURCE TEST RESULTS

Firm Name and Address

MAURIK
15 PANTHER RD
Reno NV. 89506

Testing Company and Address

L.A.Perks Plumbing & Heating Inc.
765 East Greg Street Suite 103
Sparks, NV 89431
Ph: 775-358-4403 FX: 358-4411

Pump No.	Gasoline Grade	Nozzle MFG. & Model Number	DYNAMIC BACK PRESSURE, INS.W.C.			COMMENTS
			40 CFH	60 CFH	80 CFH	
1-2	1961				.04	PASS
3-4					.04	
5-6					.04	
7-8					.04	
9-10					.04	

Tested Conducted By: [Signature]

Date: 11/13/12

District Supervisor _____

Date: _____

1 of 2

GDF Name and Address MAURIK 443 15 PANTHER RD 89506		A/L Field Data Sheet	Testing Firm Name and Address: L.A.Perks Plumbing & Heating Inc. 765 East Greg Street Suite 103 Sparks, NV 89431	
Test Date/Time: 11-13-12			Phone No. (775) 358-4403 Test Performed by: Andrew Jones	

Disp #	Grade	Nozzle Model #	A/L	GPM	Pass/Fail	COMMENTS
1	87	OPW 12" V	1.01	9.32	PASS	
1	89		1.03	9.14	P	
1	91		1.02	9.41	P	
2	87		1.05	8.42	P	
2	89		1.03	9.60	P	
2	91		1.03	9.41	P	
3	87		1.08	8.72	P	
3	89		1.03	8.97	P	
3	91		1.00	8.88	P	
4	87		.93	9.23	P	
4	89		.94	8.97	P	
4	91		.97	8.49	P	
5	87		1.01	9.52	P	
5	89		1.03	9.05	P	
5	91		.98	8.97	P	
6	87		.95	9.32	P	
6	89		.98	9.05	P	
6	91		.95	9.32	P	
7	87		1.04	9.41	P	
7	89		1.09	9.32	P	
7	91		.97	9.41	P	
8	87		.99	9.05	P	
8	89		1.01	9.14	P	
8	91					

GDF Name and Address <hr/> <p style="font-size: 1.5em; font-family: cursive;">MAURIK</p> <hr/>	<h2 style="margin: 0;">A/L</h2> <h1 style="margin: 0;">Field Data Sheet</h1>	Testing Firm Name and Address: L.A.Perks Plumbing & Heating Inc. 765 East Greg Street Suite 103 Sparks, NV 89431 <hr/> Phone No. (775) 358-4403 <hr/> Test Performed by:
Test Date/Time:		

Disp #	Grade	Nozzle Model #	A/L	GPM	Pass/Fail	COMMENTS
1	9	080 120	1.05	932	P P P P P P	
1	9		1.11	905		
1	9		1.02	969		
2	10		1.03	921		
2	10		1.02	941		
2	10		1.01	939		
3	87					
3	89					
3	91					
4	87					
4	89					
4	91					
5	87					
5	89					
5	91					
6	87					
6	89					
6	91					
7	87					
7	89					
7	91					
8	87					
8	89					
8	91					

EMAIL CORRESPONDENCE BETWEEN
AIR QUALITY MANAGEMENT, LAURI MENDOZA & MAVERIK INC, KELLY IRONS
DATED: TUESDAY, SEPTEMBER 11, 2012

Mendoza, Lauri

From: Kelly Irons [Kelly.Irons@maverik.com]
Sent: Tuesday, September 11, 2012 12:17 PM
To: Mendoza, Lauri; Taylor, Dennis; tbkcdyckman@comcast.net; Jack Hardman (rpi-1@comcast.net); Chris Watts (casavista1@gmail.com)
Subject: RE: Copy of Authority to Construct Letter for Permit# G11-0002

Hey guys,
Lauri Mendoza from Air Quality called me this morning about the final fuel line testing on Reno Panther.

I will follow up with the attached letter in a minute.

Jack and Tom,
Lauri needs a copy of the test report for RENO PANTHER.
Please contact Lauri and get her what she needs ASAP.

Thanks.
KI

From: Mendoza, Lauri [mailto:LMendoza@washoecounty.us]
Sent: Tuesday, September 11, 2012 10:09 AM
To: Kelly Irons
Subject: Copy of Authority to Construct Letter for Permit# G11-0002

Kelly,

Attached is copy of the authority to construct listing the testing requirements(Page3). If you find that the testing was already completed which I assume it has been. You can email or fax me the results at 775-784-7225. Thank you for your help.

Have a nice day,

Lauri Mendoza
Air Quality Specialist II
Washoe County Health District
Air Quality Management Division
(775) 784-7209



WASHOE COUNTY HEALTH DISTRICT

AIR QUALITY MANAGEMENT DIVISION



Public Health
Prevent. Promote. Protect.

May 5, 2011

Mr. Kelly Irons
Maverik, Inc.
880 West Center Street
N. Salt Lake City, UT 84054

Re: Installation of a Gasoline Dispensing Facility

Dear Mr. Irons:

The Washoe County Air Quality Management Division has reviewed your application for an Authority to Construct a new gasoline dispensing facility to be located at 15 Panther Drive in Reno, NV. The equipment, as proposed in your application received April 26, 2011, has been approved for installation and operation with the conditions listed below. You may consider this letter as your official authority to construct pending receipt of the actual permit to operate.

CONDITIONS OF OPERATION LISTED ON THIS PERMIT

- A. **ALTERATIONS:** This permit becomes void upon any change of ownership, address or alteration of permitted operations. The present operator agrees to notify any new operator of the existence and conditions of this permit upon sale of this equipment or operation.
- B. **POSTING:** The permit shall be posted on or near the equipment listed above. This permit shall be readily available for inspection at all times while the equipment is operating.
- C. **MODIFICATION OF EQUIPMENT:** Any modification of the equipment listed in the application other than normal repair and maintenance may require an Authority To Construct and a new Permit To Operate.
- D. **RECORDS:** Any records of operation which will effect the potential of the source to emit air pollutants such as quantity of fuel dispensed must be maintained for a period of at least five (5) years and made available to the Control Officer upon request.
- E. **EQUIPMENT FAILURE:** All upset or breakdown conditions resulting in increased emissions or air pollutants shall be reported in compliance with District Regulations, Sections 020.075 and 020.076.
- F. **ACCESS:** The Control Officer will be provided access to the facility to inspect operations and equipment covered under this permit and any other air pollution limitations specified in District Regulations.

P.O. BOX 11130 Reno, NV 89520-0027 • (775) 784-7200 • FAX (775) 784-7225

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GASOLINE DISPENSING FACILITY

Additional Conditions:

1. The annual throughput/consumption figures must be submitted in writing to the A.Q.M.D. no later than the 20th of the month, approximately 6 weeks prior to the expiration date of the permit.
2. All gasoline transfer and dispensing facilities must operate in accordance with Section 040.080 of the Washoe County District Board of Health Regulations governing Air Quality Management.
3. To reduce evaporative loss all components of the Phase I and Phase II vapor recovery systems shall be installed and maintained in accordance with California Air Resources Board (CARB) Executive Orders, or New York State Department of Environmental Conservation approvals.
4. An annual A/L (Air to Liquid) and Static Decay Test will be required to demonstrate compliance with the CARB Executive Orders for vacuum assist phase II vapor recovery systems. The AQMD must be notified at least 72 hours prior to the test. The A/L Test must be completed within 180 days from the issuance date of this permit and the results submitted within 30 days of the test.
5. A flow limiter is required on dispensers that have a maximum flow rate in excess of 10 gallons/minute.
6. All hoses, boots, faceplates/flexible cones, nozzle shut off mechanisms, check valves, swivels, tanks, tank fill tubes, and fill tube cap seals must be maintained in good working order with regular maintenance to prevent leakage and excess escape of vapors (i.e.. no tears, slits, holes, leaks, or malfunctions -- Section 040.080.)
7. In accordance with Section 040.095 of the Washoe County Air Quality Regulations and 40 CFR, Part 80, all gasoline dispensed to motor vehicles between October 1 and January 31 must contain the proper amount of oxygenate and each dispenser must be properly labeled with the following statement: The gasoline dispensed from this pump is oxygenated and will reduce carbon monoxide pollution from motor vehicles. The label must be clearly visible to the public on the upper two-thirds of the pump on the vertical surface near the gallonage and price meters.
8. Fuel spills or leaks must be cleaned up or corrected immediately using proper waste disposal methods. (Including accumulations of fuel in spill containers, condensation pots, and liquid collectors).

Mr. Irons/Maverik, Inc.
May 5, 2011

Page 3

9. "Instructions for operating the phase II vapor recovery equipment must be posted for the customers, and must stress that ""Topping Off"" is prohibited --Section 040.080.C. The Air Quality Management Division's answer line phone number must be posted for customers with comments/problems regarding the nozzles - (775) 784-7200."
10. VACUUM/ASPIRATOR ASSIST SYSTEMS: The assist system must be operating at all times when the facility is open for business.
11. All operations must comply with 40 CFR Part 63, Subpart CCCCCC - National Emission Standards for Hazardous Air Pollutants (NESHAP) for Source Category: Gasoline Dispensing Facilities.

REQUIRED TESTING PRIOR TO ISSUANCE OF THE PERMIT TO OPERATE:

Prior to issuance of the Permit to Operate the following tests must be conducted and the results must be submitted to the Washoe County District Health Department, Air Quality Management Division (AQMD):

a) Leak Test for vapor tightness: Within thirty (30) days of the station opening for business a Leak Test shall be performed on the system in accordance with AQMD's Source Test Procedure GDF-2, equivalent to CARB Source Test Procedure ST-30. If the tank size is 500 gallons or less, the test shall be performed on an empty tank.

b) Dynamic Back Pressure Test: Within thirty (30) days of start-up, but after the station has been open a minimum of two (2) weeks, a Dynamic Back Pressure Test shall be performed on the system in accordance with AQMD's Source Test Procedure GDF-1, equivalent to CARB Source Test Procedure ST-27. The test shall be conducted in accordance with acceptable procedures.

c) A/L Test: Within thirty (30) days of the station opening for business, an A/L (Air to Liquid) Test will be required to demonstrate compliance with the CARB Executive Orders for vacuum assist phase II vapor recovery systems, specifically G70-150-AE.

For all tests, the AQMD must be contacted a minimum of four (4) days prior to the desired test date to establish a mutually agreeable test schedule. Tests shall be witnessed by a Division representative; however, AQMD may, under certain circumstances, authorize testing without a Division observer being present. If the Division is not notified of these tests, then the tests may be declared invalid.

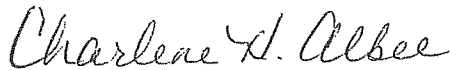
Mr. Irons/Maverik, Inc.
May 5, 2011

Page 4

Your contractor should have copies of our test procedures. The leak test requires that the station be completely shut down and the tanks be at least half full of product. The dynamic back pressure test needs to be performed after product has run through the system which is why we request the test to be performed at least two (2) weeks after initial start-up. It is possible to perform the required tests prior to the station opening for business if prior arrangements are made with the AQMD. Test results must be submitted to our office within twenty (20) days of the test date.

If you have any questions, please feel free to contact me at (775) 784-7211.

Sincerely,



Charlene H. Albee
Environmental Engineer II



WASHOE COUNTY HEALTH DISTRICT

AIR QUALITY MANAGEMENT DIVISION



Public Health
Prevent. Promote. Protect.

DATE: December 20, 2012

TO: District Board of Health

FROM: Kevin Dick, Director, Air Quality Management

SUBJECT: Quik Stop Market #160 – Case No. 1103
Unappealed Citation No. 5313
Agenda Item: 8. A. 1. d.

Recommendation

Air Quality Management Staff recommends that Citation No. 5313 be upheld and a fine of \$500 be levied against Quik Stop Market #160 for failure to maintain gasoline dispensing equipment in good working condition in compliance with Permit to Operate No. B0286GS, Conditions (3) and (6). Failure to maintain the gasoline dispensing equipment constitutes a major violation of the District Board of Health Regulations Governing Air Quality Management, specifically Section 030.2175, Operations Contrary to Permit. This is a negotiated settlement.

Recommended Fine: \$750.00

Negotiated Fine: \$500.00

Background

On October 23, 2012, Air Quality Specialist II Michael Osborn conducted a routine inspection of the gasoline dispensing equipment at the Quik Stop Market #160 located at 140 First Avenue in Sun Valley, Nevada. During the inspection, AQ Specialist Osborn discovered that the spouts on pump numbers 1,2,5,6,7,9,10,11 and 12 were out of round and therefore not in compliance with Condition No. 3 of the permit to operate. Condition No. 3 states "To reduce evaporative loss all components of the Phase I and Phase II vapor recovery systems shall be installed and maintained in accordance with California Air Resources Board (CARB) Executive Orders, or New York State Department of Environmental Conservation approvals."

Specialist Osborn observed that 9 of the 12 nozzles, or 75% of the facilities nozzles, were out of round which affects the integrity of the Phase II vapor recovery system. AQ Specialist Osborn contacted Ms. Camie Cristmann, the facility manager, to determine who was responsible for the maintenance of the equipment and when was the last time the facility had any maintenance performed. Ms. Cristmann stated that L.A. Perks was the facility maintenance company but they only performed checks and maintenance when called and not on a regular basis.

Based on the failure to maintain the gasoline dispensing equipment, AQ Specialist Osborn issued Notice of Violation Citation No. 5313 for a major violation of Section 030.2175, Operations Contrary to Permit.

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DBOH AGENDA ITEM NO. 8. A. 1. d.

December 20, 2012

DBOH/Quik Stop Market #160/Case No. 1103

Page 2

Settlement

On October 30, 2012, Senior Air Quality Specialist Dennis Cerfoglio received a phone call from Ms. Debbie Markovich, Director of Environmental Compliance for Quik Stop Markets, regarding the issuance of Citation No. 5313. AQ Specialist Cerfoglio explained to Ms. Markovich that the Citation had been issued due to a lack of maintenance. Ms. Markovich was informed that nine of the twelve nozzles were found to be out of round which compromises the effectiveness of the Phase II vapor recovery system. Ms. Markovich stated that the pumps were immediately repaired as soon as it was brought to her attention. After consideration of all of the facts of this case, AQ Specialist Cerfoglio proposed that Citation No. 5313 be upheld with a fine of \$500. A Memorandum of Understanding was signed by both parties.

Alternatives

1. The District Board of Health may determine that no violation of the Regulations has taken place and dismiss Citation No. 5313.
2. The Board may determine to uphold Citation No. 5313 and levy and fine in the range of \$0 to \$10,000 per day.

In the event the Board determines to change the penalty, the matter should be continued so that representatives of Quik Stop Market #160 may be properly noticed.



Kevin Dick, Division Director
Air Quality Management

KD/DC: ma

Nov. 2. 2012 7:52AM



DISTRICT HEALTH DEPARTMENT AIR QUALITY MANAGEMENT DIVISION

MEMORANDUM OF UNDERSTANDING

WASHOE COUNTY HEALTH DISTRICT
AIR QUALITY MANAGEMENT DIVISION

Date: October 30, 2012
Company Name: Quik Stop Market #160
Address: 140 First Avenue Sun Valley, Nevada
Notice of Violation No.: 5313 Case No.: 1103

The staff of the Air Quality Management Division of the Washoe County District Health Department issued the above referenced citation for the violation of Regulation: 030.2175 - 75% of gas nozzles out of round rendering vapor recovery system inoperable

A settlement of this matter has been negotiated between the undersigned parties resulting in a penalty amount of \$ 500. This settlement will be submitted to the District Board of Health for review at the regularly scheduled meeting on December 20, 2012.

Debbie Markovich
Signature of Company Representative

Dennis A. Cerfoglio
Signature of District Representative

Debbie Markovich
Print Name
Director of Petroleum
Title

DENNIS A. CERFOGLIO
Print Name
Sr. Air Quality Specialist
Title

Mark T. Kumbert
Witness

Charlene Albee
Witness

Witness

Witness

RECOMMENDED FINE WORKSHEET

DATE: 10-23-2012 CASE NO.: 1103 NOV NO.: 5313

COMPANY NAME: QUIK STOP MARKET #160

CONTACT NAME: DEBBIE MARKOVICH, DIRECTOR

VIOLATION OF SECTION(S): 030.2175 VIOLATION OF PERMIT CONDITION (MAJOR / MINOR)

X 1ST VIOLATION _____ 2ND VIOLATION _____ 3RD VIOLATION

<u>YES</u>	HAZARDOUS AIR POLLUTANT	YES / NO	<u>VOC'S & HAP'S</u>	TYPE OF AIR CONTAMINANT (CO, NOX, SOX, PM, VOC'S, HAP'S)
<u>YES</u>	LEGALLY PERMITTED SOURCE	YES / NO	<u>YES</u>	PUBLIC HEALTH EXPOSURE YES / NO
_____	NUMBER OF DAYS IN VIOLATION	YES / NO	<u>NO</u>	PUBLIC COMPLAINTS YES / NO

1. **DEGREE OF VIOLATION:** MINOR MODERATE MAJOR
(The degree to which the person/company has deviated from the regulatory requirements)

Nine of twelve spouts were out of round.

2. **ECONOMIC BENEFIT COMPONENT:** (OPTIONAL): MINOR MODERATE MAJOR

ESTIMATED COST \$ 2,000

(Economic effect to the person/company for NOT complying with the Regulations including avoided costs and delayed costs)

Estimated benefit based on replacement of nine spouts.

3. **DEGREE OF COOPERATION:** MINOR MODERATE MAJOR
(The person/company's efforts to immediately cease the violation and come into compliance)

OK

4. **ADDITIONAL COMMENTS:**

RECOMMENDED FINE: \$ 750.00

AQ SPECIALIST'S SIGNATURE

NOTE: "Minor Violations", per District Regulations, cannot exceed \$1000 for the first and second violations.
Third minor violations, plus "major violations" cannot exceed \$10,000 per day.



WASHOE COUNTY HEALTH DISTRICT
 AIR QUALITY MANAGEMENT DIVISION
 1001 EAST NINTH ST. • SUITE B171 • RENO NV 89512
 (775) 784-7200



NOTICE OF VIOLATION

NOV 5313

DATE ISSUED: 10-23-12

ISSUED TO: Quick-Stop Mkt. #160 PHONE #: 674-4690

MAILING ADDRESS: 140 1st AVE. CITY/ST: Sun Valley ZIP: 89433

NAME/OPERATOR: Camie Cristmann PHONE #: same

PERMIT NO. BO28695 COMPLAINT NO. cmp12-081

YOU ARE HEREBY OFFICIALLY NOTIFIED THAT ON 10-23-2012 (DATE) AT 0917 (TIME), YOU ARE IN VIOLATION OF THE FOLLOWING SECTION(S) OF THE WASHOE COUNTY DISTRICT BOARD OF HEALTH REGULATIONS GOVERNING AIR QUALITY MANAGEMENT:

- | | |
|--|--|
| <input type="checkbox"/> MINOR VIOLATION OF SECTION: | <input type="checkbox"/> MAJOR VIOLATION OF SECTION: |
| <input type="checkbox"/> 040.030 __ DUST CONTROL | <input type="checkbox"/> 030.000 OPERATING W/O PERMIT |
| <input type="checkbox"/> 040.055 __ ODOR/NUISANCE | <input checked="" type="checkbox"/> 030.2175 VIOLATION OF PERMIT CONDITION |
| <input type="checkbox"/> 040.200 __ DIESEL IDLING | <input type="checkbox"/> 030.105 ASBESTOS/NESHAP |
| <input type="checkbox"/> OTHER _____ | <input type="checkbox"/> OTHER _____ |

VIOLATION DESCRIPTION: nine of twelve Sports are out of round causing vapor recovery system maintenance issues. Violation of Condition # 3.

LOCATION OF VIOLATION: 140 1st St, Sun Valley, NV

POINT OF OBSERVATION: on site

Weather: cool breezy Wind Direction From: N E S W

Emissions Observed: N/A
 (If Visual Emissions Performed - See attached Plume Evaluation Record)

WARNING ONLY: Effective _____ a.m./p.m. _____ (date) you are hereby ordered to abate the above violation within _____ hours/days. I hereby acknowledge receipt of this warning on the date indicated.

Signature _____

CITATION: You are hereby notified that effective on 10-23-12 (date) you are in violation of the section(s) cited above. You are hereby ordered to abate the above violation within 5 hours/days. You may contact the Air Quality Management Division to request a negotiated settlement meeting by calling (775) 784-7200. You are further advised that within 10 working days of the date of this Notice of Violation, you may submit a written petition for appeal to the Washoe County Health District, Air Quality Management Division, P.O. Box 11130, Reno, Nevada 89520-0027. Failure to submit a petition within the specified time will result in the submission of this Notice of Violation to the District Board of Health with a recommendation for the assessment of an administrative fine.

SIGNING THIS FORM IS NOT AN ADMISSION OF GUILT

Signature: Cci Chmer Date: 10-23-12

Issued by: [Signature] Title: AQSTI

PETITION FOR APPEAL FORM PROVIDED

AIR QUALITY MANAGEMENT
PERMIT TO OPERATE # B02866S
ISSUED TO QUIK STOP MARKET #160
LOCATED AT 140 1ST AVENUE, SUN VALLEY NV 89433



PERMIT TO OPERATE

B0286GS

An Air Pollution Emission Source

No. _____

Issued By Air Quality Management Division, Washoe County Health District

P.O. Box 11130, Reno, Nevada 89520-0027 • Phone (775) 784-7200

QUIK STOP MARKET #160 Gen Air - Gasoline

ISSUED TO: _____

ADDRESS: 4567 ENTERPRISE ST, FREMONT CA, 94538

LOCATION: 140 1ST STREET, ^{157E} SUN VALLEY, NV 89433

EQUIPMENT COVERED UNDER THIS PERMIT GASOLINE DISPENSING FACILITY WITH VACUUM ASSIST PHASE II VAPOR RECOVERY, 12 GASOLINE NOZZLES

THE CONDITIONS OF OPERATION LISTED ON THIS PERMIT SUPERCEDE ALL PREVIOUS PERMIT CONDITIONS

CONDITIONS OF OPERATION LISTED ON THIS PERMIT:

- A. ALTERATIONS: This permit becomes void upon any change of ownership or address or any alteration of permitted equipment.
- B. POSTING: This permit shall be posted on or near the equipment listed above. This permit shall be made readily available at all times while the equipment is operating.
- C. MODIFICATION OF EQUIPMENT: Any modification of the equipment other than normal repair and maintenance will require a new permit.
- D. RECORDS: Any records of operation which effect the potential of the source to emit air pollutants, such as fuel or products consumed, products produced, hours of operation, chemicals or supplies used in source operation, must be maintained for a period of at least 5 years and made available to the Control Officer upon request.
- E. EQUIPMENT FAILURE: All upset or breakdown conditions resulting in increased emissions or air pollutants shall be reported in compliance with District regulations, Section 020.075 and 020.076.
- F. ACCESS: The Control Officer will be provided access to the facility to inspect operations and equipment covered under this permit whenever necessary to determine compliance with this permit and any other air pollution limitations specified in District regulations.

ADDITIONAL CONDITIONS:

- 1: The annual throughput/consumption figures must be submitted in writing to the A.Q.M.D. no later than the 20th of the month, approximately 6 weeks prior to the expiration date of the permit.
- 2: All gasoline transfer and dispensing facilities must operate in accordance with Section 040.080 of the Washoe County District Board of Health Regulations governing Air Quality Management.
- 3: To reduce evaporative loss all components of the Phase I and Phase II vapor recovery systems shall be installed and maintained in accordance with California Air Resources Board (CARB) Executive Orders, or New York State Department of Environmental Conservation approvals.
- 4: An annual A/L (Air to Liquid) Test and Static Pressure Decay Test will be required to demonstrate compliance with the CARB Executive Orders for vacuum assist phase II vapor recovery systems. The AQMD must be notified at least 72 hours prior to the test. The testing must be completed 90 days from the expiration date of this permit and the results submitted within 30 days of the test.
- 5: A flow limiter is required on dispensers that have a maximum flow rate in excess of 10 gallons/minute.
- 6: All hoses, boots, faceplates/flexible cones, nozzle shut off mechanisms, check valves, swivels, tanks, tank fill tubes, and fill tube cap seals must be maintained in good working order with regular maintenance to prevent leakage and excess escape of vapors (i.e., no tears, slits, holes, leaks, or malfunctions -- Section 040.080.)
- 7: In accordance with Section 040.095 of the Washoe County Air Quality Regulations and 40 CFR, Part 80, all gasoline dispensed to motor vehicles between October 1 and January 31 must contain the proper amount of oxygenate and each dispenser must be properly labeled with the following statement: The gasoline dispensed from this pump is oxygenated and will reduce carbon monoxide pollution from motor vehicles. The label must be clearly visible to the public on the upper two-thirds of the pump on the vertical surface near the gallonage and price meters.
- 8: Fuel spills or leaks must be cleaned up or corrected immediately using proper waste disposal methods. (Including accumulations of fuel in spill containers, condensation pots, and liquid collectors).

Joseph P. Iser, MDDrPH, MS
CONTROL OFFICER

01/31/2013
EXPIRATION DATE

\$491.00
ANNUAL RENEWAL FEE

B0286GS
PERMIT NO.

FAILURE TO COMPLY WITH THE CONDITIONS OF THIS PERMIT MAY RESULT IN CITATIONS OR PERMIT REVOCATION

WASHOE COUNTY



HEALTH DISTRICT

PERMIT TO OPERATE

An Air Pollution Emission Source

No. B0286GS

Issued By Air Quality Management Division, Washoe County Health District

P.O. Box 11130, Reno, Nevada 89520-0027 • Phone (775) 784-7200

ISSUED TO: QUIK STOP MARKET #160 Gen Air - Gasoline

ADDRESS: 4567 ENTERPRISE ST, FREMONT CA, 94538

LOCATION: 140 1ST STREET, SUN VALLEY, NV 89433

EQUIPMENT COVERED UNDER THIS PERMIT GASOLINE DISPENSING FACILITY WITH VACUUM ASSIST PHASE II VAPOR RECOVERY, 12 GASOLINE NOZZLES

9: "Instructions for operating the phase II vapor recovery equipment must be posted for the customers, and must stress that ""Topping Off"" is prohibited --Section 040.080.C. The Air Quality Management Division's answer line phone number must be posted for customers with comments/problems regarding the nozzles - (775) 784-7200."

10: VACUUM/ASPIRATOR ASSIST SYSTEMS: The assist system must be operating at all times when the facility is open for business.

11: All operations must comply with 40 CFR Part 63, Subpart CCCCCC - National Emission Standards for Hazardous Air Pollutants (NESHAP) for Source Category: Gasoline Dispensing Facilities.

Joseph P. Ison MDDrPH MS
CONTROL OFFICER

01/31/2013
EXPIRATION DATE

\$491.00
ANNUAL RENEWAL FEE

B0286GS
PERMIT NO.

FAILURE TO COMPLY WITH THE CONDITIONS OF THIS PERMIT MAY RESULT IN CITATIONS OR PERMIT REVOCATION

COMPLAINT INVESTIGATION REPORT
Washoe County Air Quality Management Division

Complaint Number: **CMP12-0181**

Complaint Status: NOV

Source of Complaint: INVESTIGATOR

Complaint Type: PERMIT

Date Received: 10/23/2012

Time: 9:17 A.M.

Inspector: MOSBORN

Inspector Area: 1

Complaint Description: NOV CITATION 5313, CASE 1103 - VIOLATION OF PERMIT CONDITION 030.2175 CONDITION #3

Address: 140 1ST AVE WCTY

Location:

Parcel Number: 03511314

Related Permit Number: B0286GS

Complainant:

MICHAEL OSBORN, AQ SPECIALIST II
AIR QUALITY MANAGEMENT DIVISION
1001 E 9TH ST STE B171
RENO NV 89512
775-784-7231

Responsible Party:

QUIK STOP MARKET #160
CAMIE CRISTMANN, MANAGER
140 1ST AVENUE
SUN VALLEY NV 89433
775-674-4690

Investigation:

On October 23rd, 2012, Specialist Osborn conducted a permit renewal inspection for the Quik Stop Market #160 located at the intersection of Sun Valley Blvd and 1st Ave. in Sun Valley, Nev.

Specialist Osborn introduced himself to the Manager on duty Cammie Cristmann, and explained the purpose of his visit.

This Fueling station/convenience store holds Air Quality Management permit to operate #B0286GS. The permit identifies this facility as having a vacuum assist phase II recovery system with 12 gasoline nozzles.

On conducting the inspection Specialist Osborn discovered that spout #'s 1,2,5,6,7,9,10,11 and 12 were out of round and not in compliance with the permit to operate condition #3. Condition #3 states that maintenance of systems is required. It was observed that 75% of the facilities nozzles were out of round.

During the course of the inspection of the spouts, the ring test was utilized. The ring test uses an industry standard round gauge to check the roundness of the spout. Federal law requires that the spouts remain within a certain tolerance to allow for proper insertion into the vehicle fill pipe. Out-of-round spouts may affect the integrity of the vapor recovery system.

The manager was asked who does the checks and maintenance on the system and Cammie replied L.A. Perks when called for maintenance. Camie was further asked if anyone regularly checks the system in house and she stated "No."

The Manager was walked outside to the pump area and shown why the spouts were not in compliance. Ms. Cristmann was presented with NOV # 5313 for Violation of 030.2175; condition #3. Ms. Cristmann was further advised on the appeal procedures and presented with an appeal form. She was presented with a copy of the citation, inspection results and appeal form. No prior violations noted.

During and prior to the issuance of Notice of Violation #5313, it was noticed that the address on the Permit to Operate B0286GS was incorrectly written as 140 1st Ave, Sun Valley Nv. The citation was written as addressed on the file. This clerical error has been brought to the attention of the permitting staff.

Michael R. Osborn, AQSII
Air Quality Management Division
Washoe County Health District

Enforcement Activities

Warning Citation..:	Citation Number: 5313
NOV.....: 10/23/2012	NOV Number....: 0
	Case Number.....: 1103
Settlement.....: 10/30/2012	Amount.....: \$500.00
Appealed.....:	
Upheld.....:	Amount.....: \$0.00

Status Information

Initialized By.....: TBURTON	Completed Date...:
Date Assigned.....: 10/23/2012	Completed By.....:

AIR QUALITY MANAGEMENT
VAPOR RECOVERY INSPECTION SHEET
FOR QUIK STOP MARKET #160
LOCATED AT 140 1ST AVENUE, SUN VALLEY NV
DATED OCTOBER 23, 2012



**WASHOE COUNTY HEALTH DISTRICT
AIR QUALITY MANAGEMENT DIVISION
VAPOR RECOVERY INSPECTION SHEET**

STATION Quick-Stop Mkt #160 ADDRESS 140 1st AVE. #160
 CITY Sun Valley ZIP 89433 CONTACT Carrie Cristmann
 OWNER/OPERATOR Quick-Stop/Kroger PHONE (475) 674-4690
 NUMBER OF DISPENSERS (GASOLINE) 6 NUMBER OF NOZZLES (GASOLINE) 12
 NUMBER OF PRODUCT GRADES (GASOLINE) 3 NUMBER OF NOZZLES (DIESEL) 0
 FOR EACH DISPENSER

Date 10-23-17
 Permit # B023695
 INSP OSBORN
 VN# _____

DEFECTIVE OR NON-OPERABLE EQUIPMENT

NOZZLE NUMBER	1	2	5	6	7	9	10	11	12						
GAS GRADE															

PUMPS	1. VACUUM PUMP															
	2. LEAKS FTGS/SWIVELS															
	3. USE INSTRUCTIONS															
	4. WINTER FUEL ADVISEMENT ..															
HOSE	1. CUT/PUNCTURED															
	2. FLATTENED/KINKED															
	3. LENGTH															
	4. SWIVEL															
NOZZLE	5. RETRACTORS															
	1. NOZZLE/SPOUT	X	X	X	X	X	X	X	X							
	2. SWIVEL JOINTS															
	3. FACE SEAL	Not in compliance; replace ASAP														
	4. BELLOWS															
VENT PIPES	5. VAPOR CHECK VALVE															
	1. 2" DIA. X 12 HGT. MIN.															
OTHER	1. VACUUM/ASSIST EQUIP															
	2. AFTERBURNER															

PHASE I System Type: Two-Point Coaxial _____ Other _____ PHASE II INSTALLED YES NO _____ BALANCE ASSIST

	TANK #1	TANK #2	TANK #3	TANK #4		TANK #1	TANK #2	TANK #3	TANK #4
1. PRODUCT GRADE (UR, U+, UP)					8. DEFECTIVE VAPOR POPPET				
2. TANK CAPACITY, GALLONS					9. MISSING FILL CAP				
3. MISSING VAPOR CAP					10. DEFECTIVE FILL CAP				
4. DEFECTIVE VAPOR CAP					11. FILL CAP GASKET				
5. VAPOR CAP NOT ENGAGED					12. FUEL/DEBRIS IN VAULT				
6. VAPOR CAP GASKET					13. VAULT DRAIN VALVE				
7. DEFECTIVE COAXIAL					14. FILL-VAP-STEM LOOSE				

REMARKS: Sprint #'s 1, 2, 5, 6, 7, 9, 10, 11, 12 are out of Round and need replaced ASAP. Call 472-7923 and leave message within 7 days for reinspection.
Violation of Permit to Operate Condition #3. RAV #5313 issued per 030.2175.

*All and Static Pressure decay required by Jan 10, 2013
 OPERATOR (X) Carrie Cristmann



Advisory

Gasoline Vapor Recovery Diagnostic Tools

Number 179

November 27, 2000

Air Resources Board Diagnostic Tools for Vapor Recovery

The Air Resources Board Compliance Division Staff recommends that, air district inspectors use the diagnostic tools listed below to evaluate the integrity of gasoline vapor recovery equipment. In the event equipment failures are identified by utilizing these tools, any enforcement action and assessment of penalties is at the discretion of the local air district. These diagnostic tools can also be used by gasoline facility operators to assist them in assessing the integrity of their vapor recovery equipment. If an operator chooses to use these diagnostic tools for compliance assurance purposes, it is the responsibility of the operator to correct any problems that are discovered. The gasoline facility operator is not required to report these corrective actions to the local air district unless otherwise specified by district rule and/or permit condition.

- The Ring Test
- The Bag Test for Multi-Nozzle Vacuum Assist Systems (Bay Area AQMD GDF-01)
- The Bag Test for Single-Nozzle Vacuum Assist Systems (Bay Area AQMD GDF-02)
- The Squeeze Bulb Test (Bay Area AQMD GDF-03)

Ring Test

The ring test uses an industry standard round gauge to check the roundness of the spout. Federal law requires that the spouts remain within a certain tolerance to allow for proper insertion into the vehicle fill pipe. Out-of-round spouts may affect the integrity of the vapor recovery system.

This simple procedure entails the passing of a metal ring from the tip of the spout to beyond the vapor recovery holes of the spout. A dent or bend will prevent the ring's passage over the entire spout.



WASHOE COUNTY HEALTH DISTRICT

AIR QUALITY MANAGEMENT DIVISION



Public Health
Prevent. Promote. Protect.

DATE: December 20, 2012

TO: District Board of Health

FROM: Kevin Dick, Director, Air Quality Management

SUBJECT: Guardian Environmental – Case No. 1104
Unappealed Citation No. 5261
Agenda Item: 8. A. 1. e.

Recommendation

Air Quality Management Staff recommends that Citation No. 5261 be upheld and a fine of \$2,500 be levied against Guardian Environmental for failure to maintain negative air in a containment area during an asbestos abatement project. Failure to maintain negative air in an asbestos abatement containment area is a major violation of the District Board of Health Regulations Governing Air Quality Management, specifically Section 030.105(B)(10) National Emission Standards for Hazardous Air Pollutants (NESHAP), Subpart M - Asbestos, which is implemented through Section 030.107(B), Hazardous Air Pollutants, Asbestos Control Work Practice. This is a negotiated settlement.

Recommended Fine: \$3,500.00

Negotiated Fine: \$2,500.00

Background

On November 7, 2012, Air Quality Specialist Suzanne Dugger performed a routine inspection of an asbestos abatement project at the Judge John E. Gavrielli building located at 650 Tahoe Street in Reno. Upon her arrival, AQ Specialist Dugger noted that no abatement personnel were on site and that the building was locked up. After surveying the exterior perimeter of the building, AQ Specialist Dugger could not find any indication a negative air machine was in operation. A negative air machine collects air from inside the containment area during the abatement process in order to remove any airborne asbestos fibers through filtration prior to exhausting outside of the containment area. The negative air machine is required by regulation to run 24 hours a day once containment has been established and until the abatement work has been completed and a final air clearance can demonstrate the area will no longer pose a threat to public health.

AQ Specialist Dugger contacted Mr. Roger Gadsby of Guardian Environmental to inquire about the status of the abatement project since the negative air machine was not in operation. Mr. Gadsby informed AQ Specialist Dugger that the abatement work had been completed around 9:30 p.m. the night before, and since there was not going to be any personnel on site to oversee the containment area; he had made the decision to turn off the electricity. In making this decision, Mr. Gadsby violated the asbestos work practice regulations which require a containment to be under negative air pressure until a final air clearance has been successfully completed. Based on the results of the inspection and the information received from Mr. Gadsby, AQ Specialist Dugger issued Notice of Violation Citation No. 5261 for a violation of Section 030.107 (B) for improper asbestos control work practices.

P.O. BOX 11130 Reno, NV 89520-0027 • (775) 784-7200 • FAX (775) 784-7225

www.washoecounty.us/health

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DBOH AGENDA ITEM NO. 8. A. 1. e.

December 20, 2012

DBOH/Guardian Environmental/Case No. 1104

Page 2

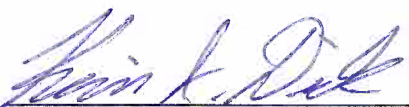
Settlement

On November 12, 2012, Senior AQ Specialist Dennis Cerfoglio conducted a negotiated settlement meeting attended by AQ Specialist Dugger and Mr. Roger Gadsby, Guardian Environmental. After consideration of all the facts in the case, AQ Specialist Cerfoglio recommended that Notice of Violation Citation No. 5261 be upheld with a fine of \$2,500. A Memorandum of Understanding was signed by all parties.

Alternatives

1. The District Board of Health may determine that no violation of the Regulations has taken place and dismiss Citation No 5261.
2. The Board may determine to uphold Citation No. 5261 and levy a fine in the range of \$0 to \$10,000 per day

In the event the Board determines to change the penalty, the matter should be continued so that Guardian Environmental may be properly noticed.



Kevin Dick, Division Director
Air Quality Management

KD/DC: ma



**DISTRICT HEALTH DEPARTMENT
AIR QUALITY MANAGEMENT DIVISION**

MEMORANDUM OF UNDERSTANDING

AIR QUALITY MANAGEMENT DIVISION
WASHOE COUNTY HEALTH DISTRICT

Date: November 13, 2012

Company Name: Guardian Environmental

Company Address: 1330 Freeway Blvd. Sparks, Nev. 89431
Suite 111

Notice of Violation No.: 5261

Case No.: 1104

Location of Violation: 650 Tahoe Street Reno, Nev. 89509

The staff of the Air Quality Management Division of the Washoe County Health District issued the above referenced Citation for the violation of Regulation:

030.107(B) Improper work practices during asbestos abatement. Not running Negative Air Machines.

A settlement of this matter has been negotiated between the undersigned parties resulting in a penalty amount of \$ 2,500⁰⁰. This settlement will be submitted to the District Board of Health for review at the regularly scheduled meeting on December 20, 2012.

Roger Gadsby
Signature of Company Representative

ROGER GADSBY
Print Name

Project Manager
Title

Witness

Witness

Dennis A. Cerfoglio
Signature of District Representative

DENNIS A. CERFOGLIO
Print Name

Sr. Air Quality Specialist
Title

Suzanne Dugger
Witness

SUZANNE DUGGER
Witness

RECOMMENDED FINE WORKSHEET

DATE: 10-7-2012 CASE NO.: 1104 NOV NO.: 5261

COMPANY NAME: GUARDIAN ENVIRONMENTAL INC

CONTACT NAME: ROGER GADSBY, PROJECT MANAGER

VIOLATION OF SECTION(S): 030.107 (B) ASBESTOS WORK PRACTICES (MAJOR / MINOR)

X 1ST VIOLATION _____ 2ND VIOLATION _____ 3RD VIOLATION

<u>YES</u> HAZARDOUS AIR POLLUTANT	YES / NO	<u>ASBESTOS</u> TYPE OF AIR CONTAMINANT (CO, NOX, SOX, PM, VOC'S, HAP'S)	
<u>YES</u> LEGALLY PERMITTED SOURCE	YES / NO	<u>NO</u> PUBLIC HEALTH EXPOSURE	YES / NO
<u>12 HRS</u> NUMBER OF DAYS IN VIOLATION	YES / NO	<u>NO</u> PUBLIC COMPLAINTS	YES / NO

1. **DEGREE OF VIOLATION:** MINOR MODERATE MAJOR
(The degree to which the person/company has deviated from the regulatory requirements)

Major violation of Washoe County Regulation 030.107 (B) – Asbestos Control Work Practice

2. **ECONOMIC BENEFIT COMPONENT:** (OPTIONAL): MINOR MODERATE MAJOR
ESTIMATED COST \$ 90.00

(Economic effect to the person/company for NOT complying with the Regulations including avoided costs and delayed costs)

Minimum Wage at \$7.50/hr X 12 hours = \$90.00 - (The time period the Negative Air Machine Systems were turned off)

3. **DEGREE OF COOPERATION:** MINOR MODERATE MAJOR
(The person/company's efforts to immediately cease the violation and come into compliance)

Guardian Environmental inc. responded immediately to AQ Specialist Duggers' A.M. phone call requesting the machines be turned back on.

4. **ADDITIONAL COMMENTS:**

Guardian Environmental Inc. knowingly turned off the Negative Air Machine Systems, even though it was a violation of Washoe County Regulations.

RECOMMENDED FINE: \$ 3,500.00

AQ SPECIALIST'S SIGNATURE

NOTE: "Minor Violations", per District Regulations, cannot exceed \$1000 for the first and second violations. Third minor violations, plus "major violations" cannot exceed \$10,000 per day.



WASHOE COUNTY HEALTH DISTRICT
 AIR QUALITY MANAGEMENT DIVISION
 1001 EAST NINTH ST. • SUITE B171 • RENO NV 89512
 (775) 784-7200



NOTICE OF VIOLATION

NOV 5261

DATE ISSUED: 11-7-2012

ISSUED TO: GUARDIAN ENVIRONMENTAL PHONE #: 775-219-6879

MAILING ADDRESS: 1320 FREEPORT BLVD INC. CITY/ST: SPARKS ZIP: 89431

NAME/OPERATOR: ROGER GADSBY PHONE #: 219-6879

PERMIT NO. ASB12-0992 COMPLAINT NO. CMP12-0197

YOU ARE HEREBY OFFICIALLY NOTIFIED THAT ON 11-7-2012 (DATE) AT 9:30 A.M. (TIME), YOU ARE IN VIOLATION OF THE FOLLOWING SECTION(S) OF THE WASHOE COUNTY DISTRICT BOARD OF HEALTH REGULATIONS GOVERNING AIR QUALITY MANAGEMENT:

- | | |
|--|---|
| <input type="checkbox"/> MINOR VIOLATION OF SECTION: | <input type="checkbox"/> MAJOR VIOLATION OF SECTION: |
| <input type="checkbox"/> 040.030 DUST CONTROL | <input type="checkbox"/> 030.000 OPERATING W/O PERMIT |
| <input type="checkbox"/> 040.055 ODOR/NUISANCE | <input type="checkbox"/> 030.2175 VIOLATION OF PERMIT CONDITION |
| <input type="checkbox"/> 040.200 DIESEL IDLING | <input checked="" type="checkbox"/> 030.105 ASBESTOS/NESHAP |
| <input type="checkbox"/> OTHER _____ | <input type="checkbox"/> OTHER <u>030.107(B)</u> |

VIOLATION DESCRIPTION: ASBESTOS CONTROL WORK PRACTICE
TURNED OFF NEGATIVE AIR MACHINES PRIOR TO
OBTAINING AIR CLEARANCE RESULTS.

LOCATION OF VIOLATION: 650 TAHOE STREET, RENO NV 89509

POINT OF OBSERVATION: 650 TAHOE STREET, RENO NV 89509

Weather: CLEAR Wind Direction From: N E S W

Emissions Observed: _____
 (If Visual Emissions Performed - See attached Plume Evaluation Record)

WARNING ONLY: Effective _____ a.m./p.m. _____ (date) you are hereby ordered to abate the above violation within _____ hours/days. I hereby acknowledge receipt of this warning on the date indicated.

Signature _____

CITATION: You are hereby notified that effective on 11-7-2012 (date) you are in violation of the section(s) cited above. You are hereby ordered to abate the above violation within IMMEDIATE hours/days. You may contact the Air Quality Management Division to request a negotiated settlement meeting by calling (775) 784-7200. You are further advised that within 10 working days of the date of this Notice of Violation, you may submit a written petition for appeal to the Washoe County Health District, Air Quality Management Division, P.O. Box 11130, Reno, Nevada 89520-0027. Failure to submit a petition within the specified time will result in the submission of this Notice of Violation to the District Board of Health with a recommendation for the assessment of an administrative fine.

SIGNING THIS FORM IS NOT AN ADMISSION OF GUILT

Signature: [Signature] Date: 11-7-2012
 Issued by: [Signature] Title: AQS II

PETITION FOR APPEAL FORM PROVIDED

H-AIR-09 (Rev. 04/12) APPEAL FORM GIVEN

COMPLAINT INVESTIGATION REPORT
Washoe County Air Quality Management Division

Complaint Number: **CMP12-0197**

Complaint Status: NOV

Source of Complaint: INVESTIGATOR

Complaint Type: PERMIT

Date Received: 11/07/2012

Time: 9:30:00 AM

Inspector: SDUGGER

Inspector Area: 3

Complaint Description: NOV CITATION 5261, CASE 1104 - ASBESTOS CONTROL WORK PRACTICE -
TURNED OFF NEG AIR MACHINES PRIOR TO OBTAINING AIR CLEARANCE

Address: 650 TAHOE ST RENO

Location:

Parcel Number: 01122618

Related Permit Number: ASB12-0992

Complainant:

SUZANNE DUGGER, AQ SPECIALIST II
AIR QUALITY MANAGEMENT
1001 E 9TH ST STE B171
RENO NV 89512
775-784-7217

Responsible Party:

GUARDIAN ENVIRONMENTAL
ROGER GADSBY
1320 FREEPORT BLVD STE III
SPARKS NV 89431
775-219-6879

Investigation:

11-7-2012 I arrived on site to perform a routine inspection of the asbestos abatement containment for the work being performed at 650 Tahoe St. At the time of my arrival 9:15 a.m. it was noted that the negative air machines had been turned of. This is a violation of Washoe County regulations 030.107 (B) Asbestos Control Work Practices. Nov. #5261 was issued.

Enforcement Activities

Warning Citation..:

NOV.....: 11/07/2012

Citation Number: 0

NOV Number....: 5261

Case Number.....: 0

Settlement.....: 11/12/2012

Amount.....: \$2,500.00

Appealed.....:

Upheld.....:

Amount.....: \$0.00

Status Information

Initialized By.....: MAMES
Date Assigned.....: 11/07/2012

Completed Date...:
Completed By.....:

VIOLATION: Major Violation of Section 030.107 (B)
Asbestos Control Work Practices
Notice of Violation #5261

ISSUED TO: Guardian Environmental Inc.
1320 Freeport Blvd.
Sparks, Nv. 89431

OPERATOR: Roger Gadsby

On November 7, 2012, Washoe County Health District, Air Quality Management Division Air (WCAQMD) Quality Specialist II (AQS) Suzanne Dugger performed a routine follow up inspection for the asbestos abatement project at the Judge John E. Gavrielli building located at 650 Tahoe Street in Reno, Nevada. During the inspection it was noted by AQS Dugger that no personal was on site, the building was locked and that the electric power to the negative air machines (NAMS) had been turned off. The NAMS are used to maintain negative air pressure inside the asbestos abatement containment to clean the asbestos fibers from the air inside the containment prior to obtaining air clearance samples. Per Washoe County Regulations the containment must be kept under negative air pressure until final air clearances can be obtained and demonstrate that no asbestos fibers remain in the air space of the asbestos abated area. According to Roger Gadsby the abatement work had been completed the previous evening (11-6-2012) at approximately 9:30 p.m. Mr. Gadsby further stated that since there was no personal on site to oversee the asbestos containment he made the decision to turn off the electricity to the NAMS, causing the asbestos abatement containment to lose negative air pressure. Not maintaining negative air pressure is a violation of Washoe County regulation 030.107 (B) Asbestos Control Work Practices.

Based on this information AQS Dugger issued #5261 for violation of 030.107 (B) Asbestos Control Work Practices. An appeal form was given with NOV. #5261.

Suzanne Dugger
Air Quality Specialist II
Air Quality Management Division
Washoe County Health District

AIR QUALITY MANAGEMENT - EPA/NESHAP FORM
ISSUED TO GUARDIAN ENVIRONMENTAL INC
DATED NOVEMBER 5, 2012

EPA/NESHAP FORM REVISION
DATED NOVEMBER 6, 2012

COPY

NOV 05 2012

WASHOE COUNTY HEALTH DIST.

EPA NESHAP

Notification OF DEMOLITION AND RENOVATION

FILL IN ALL NUMBERED BLANKS

0000.00

CHECK

1 1105'12 NO4829 TND

200

erator Project #	Postmark	Date Received 11/5/2012	Notification Permit # ASB12-0992
------------------	----------	----------------------------	-------------------------------------

TYPE OF NOTIFICATION (O=Original R= Revised C=Canceled) O

FACILITY INFORMATION (Identify Owner, Removal Contractor, and Other Operator)

VNER NAME: *Washoe Legal Services*

Address: *299 S. Arlington Avenue*

City: *RENO* State: *NV* Zip: *89501*

Contact Person: *TRISHA* Tel: *775-329-2727*

REMOVAL CONTRACTOR: *GUARDIAN ENVIRONMENTAL INC. THERESA 376-3642*

Address: *1320 Freeport Blvd.*

City: *Sparks* State: *NV* Zip: *89431*

Contact Person: *RUGEN GANSBY* Tel: *775-219-6879*

OTHER OPERATOR/CONSULTANT:

Address:

City: State: Zip:

Contact Person: Tel:

TYPE OF OPERATION (D=Demo O=Ordered Demo R=Renovation E=Emergency Renovation) **E**

IS ASBESTOS PRESENT? Yes No

Facility Description (Include Building Name, Number, and Floor or Room Number)

Building Name: *JUDGE JOHN E. GAURIELLI*

Address: *650 TATTOE STREET*

City: *RENO* State: *NV* County: *WASHOE* Zip Code: *89509*

On-Site Location: *BATHROOMS & HALLWAY & OFFICE*

Building Size: *3,954 SF* # of Floors: *DNE* Age in Years: *48*

Present Use: *OFFICE BUILDING* Prior Use: *N/A*

PROCEDURE INCLUDING ANALYTICAL METHOD, IF APPROPRIATE, USED TO DETECT THE PRESENCE OF ACM:
EPA600/M4-82-020

7. APPROXIMATE AMOUNT OF ASBESTOS, INCLUDING: 1. Regulated ACM to be removed. 2. Category I ACM Not Removed. 3. Category II ACM Not Removed.	Amount of RACM To Be Removed	Amount of Nonfriable ACM Not To Be Removed		Amount of Nonfriable ACM To Be Removed	
		Cat I	Cat II	Cat I	Cat II
*** Note material being removed to the right of measurement ***					
Pipes (Linear Ft.)					
Surface Area (Square Ft.) <i>FRIABLE WALL TEXTURE</i>	<i>305 SF</i>				
Vol RACM off facility Component (Cubic Ft.)					

8. SCHEDULED DATES ASBESTOS REMOVAL (MM/DD/YY) Start: *11-6-12* Completed: *11-7-12*

9. SCHEDULED DATES DEMO/RENOVATION (MM/DD/YY) Start: Completed:

11-6-2012 CONTAINMENT BEING SET-UP.

1. DESCRIPTION OF PLANNED DEMOLITION OR RENOVATION WORK, AND METHODS TO BE USED:
Post signs & notices. Dispose of waste at an appropriate landfill. Labels & manifest, third party clearance.

2. DESCRIPTION OF WORK PRACTICES AND ENGINEERING CONTROLS TO BE USED TO PREVENT EMISSIONS OF ASBESTOS FROM THE DEMOLITION AND RENOVATION SITE: Wet manual methods, PPE, negative pressure containment, 3-stage decons, Hepa filtered double bagged.

3. WASTE TRANSPORTER #1

Name: GUARDIAN ENVIRONMENTAL, INC.
Address: 1320 Freeport Blvd. Ste. #111
City: Sparks State: NV Zip: 89431
Contact Person: Roger Garsby Telephone: 775-219-6879

4. WASTE TRANSPORTER #2

Name:
Address:
City:
State:
Zip:
Contact Person:
Telephone:

5. WASTE DISPOSAL SITE

Name: Lockwood Regional Landfill
Location: 2401 Canyon Way
City: Sparks State: NV Zip: 89434
Telephone:

6. IF DEMOLITION ORDERED BY A GOVERNMENT AGENCY, PLEASE IDENTIFY THE AGENCY BELOW:

Name:
Title:
Authority:
Date of order (MM/DD/YY):
Date ordered to begin (MM/DD/YY):

7. FOR EMERGENCY RENOVATIONS:

Date and hour of emergency (MM/DD/YY - HH:MM): 10-31-12
Description of Sudden, Unexpected Event: Car 3 sewage back-up
Explanation of how the event caused unsafe conditions or would cause equipment damage or an unreasonable financial burden: Car 3 sewage (Bacteria) office workers displaced

8. DESCRIPTION OF PROCEDURES TO BE FOLLOWED IN THE EVENT THAT UNEXPECTED ASBESTOS IS FOUND OR PREVIOUSLY NONFRIABLE ASBESTOS MATERIAL BECOMES CRUMBLED, PULVERIZED, OR REDUCED TO POWDER:
PPE, Negative Air Machines, Full Containment, PPE

9. I CERTIFY THAT AN INDIVIDUAL TRAINED IN THE PROVISIONS OF THIS REGULATION (40 CFR PART 61, SUBPART M) WILL BE ON-SITE DURING THE DEMOLITION OR RENOVATION AND EVIDENCE THAT THE REQUIRED TRAINING HAS BEEN COMPLETED BY THIS PERSON WILL BE AVAILABLE FOR INSPECTION DURING NORMAL BUSINESS HOURS.

ROGER GARSBY (Print Name: Owner/Operator) Project Mgr. (Title) Roger Garsby (Signature of Owner/Operator) 10-5-12 (Date)

10. I CERTIFY THAT THE ABOVE INFORMATION IS CORRECT.

Roger Garsby (Print Name: Owner/Operator) Project Mgr. (Affiliation) 11186 (AHERA Certificate Number) 8-10-13 (Expiration Date)

11. I CERTIFY THAT THE ABOVE INFORMATION IS CORRECT.

Roger Garsby (Print Name: Owner/Operator) Project Mgr. (Title) Roger Garsby (Signature of Owner/Operator) 11-5-12 (Date)

NOV 06 2012

SUZY

NOV 05 2012

WASHOE COUNTY EPA NESHAP
Notification of DEMOLITION AND RENOVATION

WASHOE COUNTY HEALTH DIST.

FILL IN ALL NUMBERED BLANKS

Operator Project #	Postmark	Date Received 11/5/2012	Notification Permit # ASB12-0992		
TYPE OF NOTIFICATION (O=Original R= Revised C=Canceled) <u>R</u>					
FACILITY INFORMATION (Identify Owner, Removal Contractor, and Other Operator)					
OWNER NAME: <u>Washoe Legal Services</u>					
Address: <u>299 S. Arlington Avenue</u>					
City: <u>RENO</u>	State: <u>NV</u>	Zip: <u>89501</u>			
Contact Person: <u>TRISBA</u>		Tel: <u>775-329-2727</u>			
REMOVAL CONTRACTOR: <u>GUARDIAN ENVIRONMENTAL, INC.</u>					
Address: <u>1320 Freeport Blvd.</u>					
City: <u>Sparks</u>	State: <u>NV</u>	Zip: <u>89431</u>			
Contact Person: <u>RUGEN GANSBY</u>		Tel: <u>775-219-6879</u>			
OTHER OPERATOR/CONSULTANT:					
Address:					
City:	State:	Zip:			
Contact Person:		Tel:			
TYPE OF OPERATION (D=Demo O=Ordered Demo R=Renovation <u>E=Emergency Renovation</u>) <u>E</u>					
IS ASBESTOS PRESENT? (<u>Yes</u> /No)					
Facility Description (Include Building Name, Number, and Floor or Room Number)					
Building Name: <u>JUDGE JOHN E. GAURIELLI</u>					
Address: <u>650 TATTOE STREET</u>					
City: <u>RENO</u>	State: <u>NV</u>	County: <u>WASHOE</u>	Zip Code: <u>89509</u>		
On-Site Location: <u>BATHROOMS & HALLWAY OFFICE</u>					
Building Size: <u>3,954 SF</u>	# of Floors: <u>DUE</u>	Age in Years: <u>48</u>			
Present Use: <u>OFFICE BUILDING</u>	Prior Use: <u>N/A</u>				
PROCEDURE INCLUDING ANALYTICAL METHOD, IF APPROPRIATE, USED TO DETECT THE PRESENCE OF ACM: <u>EPA 600/M4-82-020</u>					
APPROXIMATE AMOUNT OF ASBESTOS, INCLUDING:					
1. Regulated ACM to be removed.	Amount of RACM To Be Removed	Amount of Nonfriable ACM Not To Be Removed		Amount of Nonfriable ACM To Be Removed	
2. Category I ACM Not Removed.		Cat I	Cat II	Cat I	Cat II
3. Category II ACM Not Removed.	*** Note material being removed to the right of measurement ***				
Pipes (Linear Ft.)					
Surface Area (Square Ft.) <u>FRIABLE WALL TEXTURE</u>	<u>305 SF</u>				
Vol RACM off facility Component (Cubic Ft.) <u>MASTIC</u>					<u>218 SF</u>
3. SCHEDULED DATES ASBESTOS REMOVAL (MM/DD/YY)	Start: <u>11-6-12</u>	Completed: <u>11-7-12</u>			
3. SCHEDULED DATES DEMO/RENOVATION (MM/DD/YY)	Start:	Completed:			

CHECK \$300.00 ✓
 CHECK \$362.00 ✓
 1 1105'12 N048829 TND
 1 1106'12 N048840 TND

U. DESCRIPTION OF PLANNED DEMOLITION OR RENOVATION WORK, AND METHODS TO BE USED:

Post signs & Notices. Dispose of waste at an appropriate landfill. Labels & manifest, Third Party clearance.

1. DESCRIPTION OF WORK PRACTICES AND ENGINEERING CONTROLS TO BE USED TO PREVENT EMISSIONS OF ASBESTOS AT THE DEMOLITION AND RENOVATION SITE: Wet manual methods, PPE, Negative pressure containment, 3-stage Papan, Hepa filtered double bagged.

2. WASTE TRANSPORTER #1
Name: GUARDIAN ENVIRONMENTAL, INC.
Address: 1320 Freeport Blvd. Ste. #111
City: Sparks State: NV Zip: 89431
Contact Person: Roger Garsby Telephone: 775-219-6879

WASTE TRANSPORTER #2
Name:
Address:
City:
State:
Zip:
Contact Person:
Telephone:

3. WASTE DISPOSAL SITE
Name: Lockwood Regional Landfill
Location: 2401 CANYON WAY
City: Sparks State: NV Zip: 89434
Telephone:

4. IF DEMOLITION ORDERED BY A GOVERNMENT AGENCY, PLEASE IDENTIFY THE AGENCY BELOW:
Name:
Authority: Title:
Date of order (MM/DD/YY): Date ordered to begin (MM/DD/YY):

5. FOR EMERGENCY RENOVATIONS:
Date and hour of emergency (MM/DD/YY - HH:MM): 10-31-12
Description of Sudden, Unexpected Event: CAR 3 sewage back-up
Explanation of how the event caused unsafe conditions or would cause equipment damage or an unreasonable financial burden: CAR 3 sewage (Bacteria) office workers displaced

6. DESCRIPTION OF PROCEDURES TO BE FOLLOWED IN THE EVENT THAT UNEXPECTED ASBESTOS IS FOUND OR PREVIOUSLY NONFRIABLE ASBESTOS MATERIAL BECOMES CRUMBLED, PULVERIZED, OR REDUCED TO POWDER:
PPE, Negative Air Machines, Full Containment, PPE

I CERTIFY THAT AN INDIVIDUAL TRAINED IN THE PROVISIONS OF THIS REGULATION (40 CFR PART 61, SUBPART M) WILL BE ON-SITE DURING THE DEMOLITION OR RENOVATION AND EVIDENCE THAT THE REQUIRED TRAINING HAS BEEN ACCOMPLISHED BY THIS PERSON WILL BE AVAILABLE FOR INSPECTION DURING NORMAL BUSINESS HOURS.

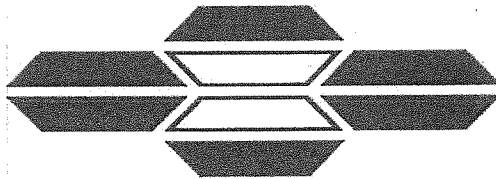
ROGER GAASBY (Print Name: Owner/Operator) Project Mgr. (Title) Roger Garsby (Signature of Owner/Operator) 10-5-12 (Date)

I CERTIFY THAT THE ABOVE INFORMATION IS CORRECT.
Roger GAASBY (Print Name: Owner/Operator) Project Mgr. (Affiliation) 11186 (AHERA Certificate Number) 8-10-13 (Expiration Date)

I CERTIFY THAT THE ABOVE INFORMATION IS CORRECT.
Roger GAASBY (Print Name: Owner/Operator) Project Mgr. (Title) Roger Garsby (Signature of Owner/Operator) 11-5-12 (Date)

Roger Garsby 11-6-12

ASBESTOS TEM LABORATORIES INC - AIR CLEARANCE RESULTS ISSUED TO FOR
THE PROPERTY LOCATED AT 650 TAHOE STREET, RENO NV 89509
DATED NOVEMBER 7, 2012



ASBESTOS TEM LABORATORIES, INC.

**NIOSH 7400 Method
Phase Contrast Microscopy
Analytical Report**

Report No.: 120710

1350 Freeport Blvd.
Sparks, NV 89431
(775) 3598-3377
FAX (775) 359-2798

With Main Office Located at:
630 Bancroft Way, Berkeley CA 94710
Ph. (510) 704-8930 Fax (510) 704-8929



ASBESTOS TEM LABORATORIES, INC

Nov/07/2012

Mr. Rob Augspurger
Adaptive Environmental
5515 Twin Creeks Drive
Reno, NV 89523

RE: LABORATORY REPORT # 120710
Phase contrast microscopy analytical results for 5 air sample(s).
Job Site: 650 Tahoe Street
Job No.:

Enclosed please find the analytical results for one or more air samples submitted for phase contrast microscopy (PCM) analysis. All analysts participate in the American Industrial Hygiene Association (AIHA) Asbestos Analyst Registry Registry proficiency testing program.

Prior to analysis, air sample cassettes are logged-in and all data pertinent to the sample is recorded into a computer based laboratory information management system. The samples are checked for damage or disruption of any chain-of-custody seals. A unique laboratory ID number is assigned to each sample. A hard copy log-in sheet containing all pertinent information concerning the sample is generated. This and all other relevant paper work are kept with the sample throughout the analytical procedures to assure proper sample tracking.

After sample login is complete, the air samples are analyzed as follows: Air filters are individually removed from the cassette holders, a quarter section is separated and placed onto a glass microscope slide. The filter section is collapsed using a "QuikFix" acetone vaporizer. A drop of Triacetin is added and a coverslip is emplaced over the filter. The slide is then placed under an Olympus CH-2 or Meiji ML-POL Phase Contrast Microscope. Fibers are counted until either 100 fibers are counted in a minimum of 20 fields or 100 fields total are observed. Analytical results are calculated according to NIOSH 7400 protocols. Data is then compiled into a standard report format and subjected to a quality assurance review before the information is released to the client.

Sincerely Yours,

Laboratory Analyst
ASBESTOS TEM LABORATORIES, INC.

PHASE CONTRAST MICROSCOPY ANALYTICAL REPORT

NIOSH 7400 Method

Page: 1 of 1

Contact: Mr. Rob Augspurger Address: Adaptive Environmental 5515 Twin Creeks Drive Reno, NV 89523	Samples Submitted: 5 Samples Processed: 5 Job Site / No. 650 Tahoe Street	Report No.: 120710 Date Submitted: Nov-07-12 Date Reported: Nov-07-12
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SAMPLE ID	FIBERS per CC	95% UCL	FIBERS per FIELDS	FIBERS per FILTER	LOCATION / DESCRIPTION
CC486908. Lab ID # 9026-00099-001	< 0.0022	< 0.0050	< $\frac{5.5}{100}$	< 981	Hall By Men's Bathroom Volume(L) Pump Time(Min) Flow Rate(LPM) 1200 120 10.00
CC486897. Lab ID # 9026-00099-002	< 0.0022	< 0.0045	< $\frac{5.5}{100}$	< 1471	South Storage Area Volume(L) Pump Time(Min) Flow Rate(LPM) 1200 120 10.00
CC486890. Lab ID # 9026-00099-003	< 0.0022	< 0.0045	< $\frac{5.5}{100}$	< 1471	Employee Bathroom Volume(L) Pump Time(Min) Flow Rate(LPM) 1200 120 10.00
CC486850. Lab ID # 9026-00099-004	< 0.0022	< 0.0060	< $\frac{5.5}{100}$	< 490	Center Office Volume(L) Pump Time(Min) Flow Rate(LPM) 1200 120 10.00
CC486878. Lab ID # 9026-00099-005	< 0.0022	< 0.0050	< $\frac{5.5}{100}$	< 981	Break Room Volume(L) Pump Time(Min) Flow Rate(LPM) 1200 120 10.00
Lab ID #					Volume(L) Pump Time(Min) Flow Rate(LPM)
Lab ID #					Volume(L) Pump Time(Min) Flow Rate(LPM)
Lab ID #					Volume(L) Pump Time(Min) Flow Rate(LPM)
Lab ID #					Volume(L) Pump Time(Min) Flow Rate(LPM)
Lab ID #					Volume(L) Pump Time(Min) Flow Rate(LPM)

Detection Limit = 7 Fibers/MM2

Laboratory Analyst

Greg Hanes

ASBESTOS TEM LABORATORIES, INC.

1350 Freeport Blvd., Sparks, NV 89431

(775) 359-3377

With Main Office in Berkeley, CA (510) 704-8930

EMAIL RESULTS TO:

Contact: Rob Augspurger
 Email: rob@adaptiveenv.com
 Phone: 775-913-4600
 EM Lab ID# 25333 - If Applicable

CHAIN OF CUSTODY

ADAPTIVE ENVIRONMENTAL CONSULTING OF RENO - AKA: AEC RENO
 ADDRESS: 5515 TWIN CREEKS DRIVE, RENO, NV 89523
 Corporate Office: 3990 Trapani Place, Las Vegas, NV 89141 - Contact: Chris Gursick - 702.987.3457

Project Name: 650 Tahoe St. Project Zip: 89509

Project Description: Commercial Sample Date & Time: 11/7/12 8:05 AM

Turnaround Time: 2 Hour () 4 Hour () 8 Hour () 24 Hour () Same Business Day () 2 Day () Weekend/Holiday () Other: _____

Special Instructions: _____

Sample ID	Description	Location	Type	Analysis	Volume	Hold
CC 496 908		Hall by mens both	G	PCM	1200	
CC 496 897		South storage area				
CC 496 890		Employee both				
CC 496 850		Center office				
CC 496 878		break room				
Note Samples run 8:05 AM - 10:05 AM @ 1200 Liters						

Sample Description Abbreviations: DWS - Drywall System VFS - Vinyl Floor System ACS - Acoustic Ceiling System PWS - Plaster Wall System Other: _____

Sample Type Codes: T - Tape SW - Swab B - Bulk D - Dust C - Clearance LD - Lead ST - Spore Trap (A - Air / WC - Wall Cavity)

Sample Analysis Codes: PLM - Polarized Light Microscopy PCM - Phase Contrast Microscopy FSTA - Fungi Spore Trap Analysis

Date: 11/7/12 Time: 10:46 Samples Relinquished By: Chris Gursick

Date & Time Received: 11/7/12 10:46 AM Samples Received By: Chris Gursick

POTENTIAL PROCESSING LABORATORIES

Asbestos TEM Laboratories - 1350 Freeport Blvd., #104, Sparks, NV 89431 - Lab Manager: Sue Ehrlich - PH: 775.359.3377
 EMLab P&K - 1501 West Knudsen Drive, Phoenix AZ 85027 - PH: 800.651.4802
 EMLab P&K - 5473 Kearney Villa Road, #130, San Diego CA 92123 - PH: 866.465.6653
 EMLab P&K - 6301 NW 5th Way, #2850, Ft Lauderdale, FL 33309 - PH: 877-711-8400
 EMLab P&K - Project Manager: Shannon Mast - PH: 623.298.1056



Washoe County Health District



Public Health
Prevent. Promote. Protect.

STAFF REPORT BOARD MEETING DATE: 12/20/12

DATE: November 26, 2012

TO: District Board of Health

FROM: Patsy Buxton, Fiscal Compliance Officer, Washoe County Health District *PB*
775-328-2418, pbuxton@washoecounty.us

THROUGH: Eileen Stickney, Administrative Health Services Officer, Washoe County *ES*
Health District, 775-328-2417, estickney@washoecounty.us

SUBJECT: Approval of Amendment #1 to Agreement between the Washoe County Health District and Nevada Public Health Foundation in the total amount of \$70,020 for the period June 13, 2012 through June 30, 2013 for District Board of Health and District Health Officer support services; and if approved authorize the Chairman to execute.

SUMMARY

The Washoe County District Board of Health must approve and execute, or direct the Health Officer to execute, contracts in excess of \$50,000, Interlocal Agreements and amendments to the adopted budget.

The current Agreement between the Washoe County Health District and Nevada Public Health Foundation provides support services in the amount of \$35,010 for the period June 13, 2012 through December 31, 2012. All provisions of the original contract remain in full force and effect with the exception of the following: amend the term of the contract to extend the effective date through June 30, 2013, and amend the fiscal year contract amount from \$35,010 to \$70,020.

District Board of Health strategic priority: Be assured that mandates are met and needed services are delivered.

BCC Strategic Objective supported by this item: Safe, Secure and Healthy Communities.
BCC Strategic Outcome supported by this item: Healthy communities.

AGENDA ITEM # _____

PREVIOUS ACTION

The Board has taken no previous action for this item.

BACKGROUND

The District Health Officer partnered with the Nevada Public Health Foundation (NPHF) to make available an NPHF employee who is knowledgeable with respect to the type of support services needed for the District Health Officer. In the Agreement, the Washoe County Health District agrees to pay \$35,010 in six monthly installments of \$5,835 each for services through December 31, 2012.

The District Health Officer would like to continue utilizing the NPHF employee through June 30, 2013. The provisions of the original contract will remain in full force and effect with the exception of the following: amend the term of the contract to extend effective date through June 30, 2013, and amend the fiscal year amount from \$35,010 to \$70,020.

FISCAL IMPACT

Should the Board approve this Amendment, there is no additional impact to the adopted FY13 budget, as this Agreement is funded primarily utilizing vacancy savings from the Administrative Secretary position-PC#70002151-\$61,533; the remaining \$8,487 is funded by the salary adjustment in 170200-701412.

RECOMMENDATION

Staff recommends that the Washoe County District Board of Health approve Amendment #1 to Agreement between the Washoe County Health District and Nevada Public Health Foundation in the total amount of \$70,020 for the period June 13, 2012 through June 30, 2013 for District Board of Health and District Health Officer support services; and if approved authorize the Chairman to execute.

POSSIBLE MOTION

Move to Amendment #1 to Agreement between the Washoe County Health District and Nevada Public Health Foundation in the total amount of \$70,020 for the period June 13, 2012 through June 30, 2013 for District Board of Health and District Health Officer support services; and if approved authorize the Chairman to execute.

AMENDMENT #1 TO
NEVADA PUBLIC HEALTH FOUNDATION
AGREEMENT
(Support Services – Admin Assist. DBOH-DHO- P. O’Neill)

AGREEMENT
BETWEEN

WASHOE COUNTY HEALTH DISTRICT

AND

NEVADA PUBLIC HEALTH FOUNDATION

1. Amendments. All provisions of the original contract for the term of June 13, 2012 through December 31, 2012, attached hereto as Exhibit A, remain in full force and effect with the exception of the following: amend the term of the contract to extend effective date through June 30, 2013, and amend the fiscal year amount from \$35,010 to \$70,020.
2. Incorporated Documents. Exhibit A (Original Contract is attached hereto, incorporated by reference herein, and made part of this amended contract.

IN WITNESS WHEREOF, the parties hereto have caused this amendment to the original contract to be signed and intend to be legally bound, thereby

Washoe County District Board of Health

A. M. Smith III, Chairman

Date

Nevada Public Health Foundation

Rota Rosaschi, MPA

Date

AGREEMENT

This Agreement contains the terms of the Contract between the Washoe County Health District, hereinafter called "Health District" and the Nevada Public Health Foundation, a non-profit organization, hereinafter called "Foundation"; and

The Health District is responsible for assuring that the District Health Officer has adequate support services.

The Foundation has an employee who is knowledgeable with respect to support services.

The Health District is in need of assistance with respect to support services; and the Foundation is willing to make the employee available to the Health District.

Now, therefore, in view of their complimentary goals, the parties wish to enter into this Agreement with the intention of establishing a partnership regarding the work location of the Foundation employee for the purpose of providing support services to the Health District for the District Health Officer.

Both parties agree that:

- a) The Foundation employee will remain an employee of the Foundation for purposes of compensation, health benefits, worker's benefits, and professional liability;
- b) Foundation employee is not an employee of District and thereby waives any and all claims to benefits otherwise provided to employees of the District, including, but not limited to: medical, dental, or other personal insurance, retirement benefits, unemployment benefits, and liability or worker's compensation insurance.
- c) They are subject to the provisions of the Health Insurance Portability and Accountability Act and the regulations promulgated there under (hereinafter "HIPAA"), pertaining to the maintenance, handling, retention, confidentiality and availability of records and data containing protected health information, as that term is defined by 45 C.F.R. §164.501. It is agreed that in addition to maintaining such records and data in accordance with HIPAA and any more restrictive provisions of state law, including but not limited to, chapters 441A of the Nevada Revised Statutes and the Nevada Administrative Code, the parties will require that all employees, contractors, and agents with whom they share the records and data provide comparable protections to those provided by the parties and
- d) Both parties enter into this agreement with the intent of carrying out their respective missions effectively and efficiently.

The Foundation agrees to:

- a. Respond promptly to questions and issues that the Health District may raise;
- b. Work with the Health District to make this arrangement beneficial to both agencies;
- c. Share information as appropriate and legal for the Health District to share;
- d. Require the Foundation employee adhere to Health District policies and procedures;
- e. Submit to a background investigation pursuant to NRS 179A.180 et seq., and authorize the Health District to receive the records. The discovery of (a) an undisclosed conviction for a sexual offense or a conviction based on an arrest or initial charge for a sexual offense, (b) an undisclosed pending arrest or initial charge for a sexual offense, or (c) two or more incidents resulting in arrest or initial charge of sexual offense which have not resulted in conviction and were not disclosed may be grounds for immediate termination of this Agreement without prior notice by the Health District, as may the arrest, initial charge or conviction of employee for a sexual offense during the term of this Agreement.

The Health District agrees to:

- a) Provide office space for the Foundation employee located within Building B of the Washoe County Complex on Ninth Street;
- b) Provide a computer work station, appropriate software, telephone, and other normal business services for the use of the Foundation employee;
- c) Provide the Foundation employee with an identification badge/key card;
- d) Provide the Foundation employee with new employee orientation and training equivalent to that received by Health District employees;
- e) Share information with the Foundation employee as appropriate and legal for the Health District to share; and
- f) Pay Foundation \$35,010 in six monthly installments of \$5,835 each for consultant services described herein;
- g) Pay Foundation any sums still owing should this Agreement be terminated as provided hereafter;
- h) Reserve the right to withhold payment if it is determined that the services described herein have not been provided; and
- i) Be responsible for maintaining all program records and reports pertaining to the activities set forth herein.

HIPAA: The parties acknowledge that they are subject to the provisions of the Health Insurance Portability and Accountability Act and the regulations promulgated there under (hereinafter "HIPAA"), pertaining to the maintenance, handling, retention, confidentiality and availability of records and data containing protected health information, as that term is defined by 45 C.F.R. § 164.501. It is agreed that in addition to maintaining such records and data in accordance with HIPAA and any more restrictive provision of state law, including but not limited to Chapters 441A of the Nevada Revised Statutes and the Nevada Administrative Code, the parties will require that any employee, contractor or agent who may have access to the records and data provide comparable protections to those provided by the parties.

Term: The term of this Agreement is from the date of execution by Both Parties through December 31, 2012.

Termination: This Agreement and any amendments may be terminated by either party at any time, without cause or penalty, upon thirty (30) days written notice to the other party.

Indemnification and Insurance: Washoe County has established specific indemnification and insurance requirements for contracts/agreements with non-profit organizations to help ensure that reasonable insurance coverage is maintained. Indemnification and hold harmless clauses are intended to ensure that organizations are aware of and accept the responsibility for losses or liabilities related to their activities. Exhibit A, Pages 1-4, is attached and included by reference. All conditions and requirements identified in this Exhibit shall be completed prior to the commencement of any work under this contract/agreement.

Severability: The provisions of this Agreement shall be deemed severable, and if any portion shall be held invalid, illegal, or unenforceable for any reason, the remainder of the Agreement shall be in effect and binding upon the parties.

Waiver of Provision: Any waiver of any terms or conditions hereof must be in writing and signed by the parties hereto. A waiver of any of the terms or conditions hereof shall not be construed as a waiver of any other terms or conditions hereof.

Amendments: This Agreement may be amended at any time by mutual agreement of the parties without additional consideration, provided that before any amendment shall be operative or valid, it shall be reduced to writing and signed by the parties.

Entire Agreement: This Agreement contains the entire agreement between the parties and shall be binding upon the parties, and no other agreements, oral or written, have been entered into with respect to the subject of this Agreement.

Notices: Official notices required under this Agreement shall be sent to the parties by certified or registered mail, return receipt requested, postage prepaid in the United States Postal Service to the addresses set forth below, or to such other addresses as the parties may designate in writing from time to time by notice given in accordance with the provisions of this section.

Notices to Foundation shall be addressed to:

Rota Rosaschi, MPA
Executive Director
Nevada Public Health Foundation
3579 U.S. Highway 50, Suite C
Carson City, NV 89701-2829
775-884-0392

Notices to the Health District shall be addressed to:

Joseph P. Iser, MD, DrPH, MSc
Washoe County Health District
PO Box 11130
Reno, NV 89520

In witness whereof, the parties hereto or a representative of either, have set their hands and subscribed their signatures as of the date and year indicated.

WASHOE COUNTY HEALTH DISTRICT

By: Joseph P. Iser
Joseph P. Iser, MD, DrPH, MSc.
District Health Officer

Date: 06/13/12

NEVADA PUBLIC HEALTH FOUNDATION

By: Rota Rosaschi
Rota Rosaschi, MPA
Executive Director

Date: 6/13/12

Exhibit A**NONPROFIT AGENCIES****INTRODUCTION**

Washoe County has established specific insurance and indemnification requirements for nonprofit organizations contracting with the County to provide services, use County facilities and property, or receive funding. Indemnification and hold harmless clauses and insurance requirements are intended to assure that a nonprofit organization accepts and is able to pay for a loss or liability related to its activities.

ATTENTION IS DIRECTED TO THE INSURANCE REQUIREMENTS BELOW. IT IS HIGHLY RECOMMENDED THAT ORGANIZATIONS CONFER WITH THEIR RESPECTIVE INSURANCE CARRIERS OR BROKERS TO DETERMINE THE AVAILABILITY OF INSURANCE CERTIFICATES AND ENDORSEMENTS AS PRESCRIBED AND PROVIDED HEREIN. IF THERE ARE ANY QUESTIONS REGARDING THESE INSURANCE REQUIREMENTS, IT IS RECOMMENDED THAT THE AGENT/BROKER CONTACT THE COUNTY RISK MANAGER DIRECTLY AT (775) 328-2071.

INDEMNIFICATION AGREEMENT

ORGANIZATION agrees to hold harmless, indemnify, and defend COUNTY, its officers, agents, employees, and volunteers from any loss or liability, financial or otherwise resulting from any claim, demand, suit, action, or cause of action based on bodily injury including death or property damage, including damage to ORGANIZATION'S property, caused by the omission, failure to act, or negligence on the part of ORGANIZATION, its employees, agents, representatives, or Subcontractors arising out of the performance of work under this Agreement by ORGANIZATION, or by others under the direction or supervision of ORGANIZATION.

In the event of a lawsuit against the COUNTY arising out of the activities of ORGANIZATION, should ORGANIZATION be unable to defend COUNTY due to the nature of the allegations involved, ORGANIZATION shall reimburse COUNTY, its officers, agents, and employees for cost of COUNTY personnel in defending such actions at its conclusion should it be determined that the basis for the action was in fact the negligent acts, errors or omissions of ORGANIZATION.

GENERAL REQUIREMENTS

ORGANIZATION shall purchase Industrial Insurance, General Liability, and Automobile Liability as described below. The cost of such insurance shall be borne by ORGANIZATION. ORGANIZATION may be required to purchase Professional Liability coverage based upon the nature of the service agreement.

INDUSTRIAL INSURANCE

It is understood and agreed that there shall be no Industrial Insurance coverage provided for ORGANIZATION or any Sub-consultant by COUNTY. ORGANIZATION agrees, as a precondition to the performance of any work under this Agreement and as a precondition to any obligation of the COUNTY to make any payment under this Agreement to provide COUNTY with a certificate issued by an insurer in accordance with NRS 616B.627 and with a certificate of an insurer showing coverage pursuant to NRS 617.210 for ORGANIZATION and any sub-consultants used pursuant to this Agreement.

Should ORGANIZATION be self-funded for Industrial Insurance, ORGANIZATION shall so notify COUNTY in writing prior to the signing of this Agreement. COUNTY reserves the right to approve said retentions and may request additional documentation financial or otherwise for review prior to the signing of this Agreement.

It is further understood and agreed by and between COUNTY and ORGANIZATION that ORGANIZATION shall procure, pay for, and maintain the above-mentioned industrial insurance coverage at ORGANIZATION'S sole cost and expense.

MINIMUM LIMITS OF INSURANCE

ORGANIZATION shall maintain limits no less than:

1. General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury, and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, the general aggregate limit shall be increased to equal twice the required occurrence limit or revised to apply separately to each project or location.
2. Automobile Liability: \$500,000 combined single limit per accident for bodily injury and property damage. No aggregate limits may apply.
3. Professional Liability: \$1,000,000 per claim and as an annual aggregate.

DEDUCTIBLES AND SELF-INSURED RETENTIONS

Any deductibles or self-insured retentions must be declared to and approved by the COUNTY Risk Management Division. COUNTY reserves the right to request additional documentation, financial or otherwise, prior to giving its approval of the deductibles and self-insured retention and prior to executing the underlying agreement. Any changes to the deductibles or self-insured retentions made during the term of this Agreement or during the term of any policy, must be approved by the COUNTY Risk Manager prior to the change taking effect.

OTHER INSURANCE PROVISIONS

The policies are to contain, or be endorsed to contain, the following provisions:

1. COUNTY, its officers, employees and volunteers are to be covered as insureds as respects: liability arising out of activities performed by or on behalf of ORGANIZATION, including COUNTY'S general supervision of ORGANIZATION; products and completed operations of ORGANIZATION; premises owned, occupied or used by ORGANIZATION; or automobiles owned, leased, hired, or borrowed by ORGANIZATION. The coverage shall contain no special limitations on the scope of protection afforded to COUNTY, its officers, employees or volunteers.
2. ORGANIZATION'S insurance coverage shall be primary insurance as respects COUNTY, its officers, employees and volunteers. Any insurance or self-insurance maintained by COUNTY, its officers, employees or volunteers shall be excess of ORGANIZATION'S insurance and shall not contribute with it in any way.
3. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to COUNTY, its officers, employees or volunteers.

4. ORGANIZATION'S insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
5. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled or non-renewed by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to COUNTY except for nonpayment of premium.

ACCEPTABILITY OF INSURERS

Insurance is to be placed with insurers with a Best's rating of no less than A-: VII. COUNTY, with the approval of the Risk Manager, may accept coverage with carriers having lower Best's Ratings upon review of financial information concerning ORGANIZATION and insurance carrier. COUNTY reserves the right to require that ORGANIZATION'S insurer be a licensed and admitted insurer in the State of Nevada, or on the Insurance Commissioner's approved but not admitted list.

VERIFICATION OF COVERAGE

ORGANIZATION shall furnish COUNTY with certificates of insurance and with original endorsements affecting coverage required by this exhibit. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. **All certificates and endorsements are to be addressed to the specific COUNTY contracting department and be received and approved by the COUNTY before work commences.** COUNTY reserves the right to require complete, certified copies of all required insurance policies, at any time.

SUBCONTRACTORS

ORGANIZATION shall include all Subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each Subcontractor. All coverages for Subcontractors shall be subject to all of the requirements stated herein.

MISCELLANEOUS CONDITIONS

1. ORGANIZATION shall be responsible for and remedy all damage or loss to any property, including property of COUNTY, caused in whole or in part by ORGANIZATION, any Subcontractor, or anyone employed, directed or supervised by ORGANIZATION.
2. Nothing herein contained shall be construed as limiting in any way the extent to which the ORGANIZATION may be held responsible for payment of damages to persons or property resulting from its operations or the operations of any Subcontractor under it.
3. In addition to any other remedies COUNTY may have if ORGANIZATION fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time herein required, COUNTY may, at its sole option:
 - a. Order ORGANIZATION to stop work under this Agreement and/or withhold any payments which become due ORGANIZATION hereunder until ORGANIZATION demonstrates compliance with the requirements hereof;

**Business Associate Agreement
Health Insurance Portability and Accountability Act (HIPAA)**

This Business Associate Agreement (the "Agreement") is made and entered into by and between WASHOE COUNTY (a Hybrid Entity) on behalf of the Washoe County Health District and Nevada Public Health Foundation with its principal place of business at 3579 U.S. Highway 50, Suite C Carson City, Nevada 89701 (the "Business Associate").

Recitals

WHEREAS, the Department of Health and Human Services ("HHS") has promulgated regulations at 45 C.F.R. Parts 160-164, implementing the privacy requirements set forth in the Administrative Simplification provisions of the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 ("Privacy Rules");

WHEREAS, the Privacy Rules provide, among other things, that a covered entity is permitted to disclose Protected Health Information (as defined below) to a business associate and allow the business associate to obtain and receive Protected Health Information, if the covered entity obtains satisfactory assurances in the form of a written contract that the business associate will appropriately safeguard the Protected Health Information;

WHEREAS, Business Associate will have access to, create and/or receive certain Protected Health Information in conjunction with the services being provided by Business Associate to Covered Entity, thus necessitating a written agreement that meets the applicable requirements of the Privacy Rules. Both parties have mutually agreed to satisfy the foregoing regulatory requirements through this Agreement.

NOW THEREFORE, Covered Entity and Business Associate agree as follows:

1. Definitions. The following terms shall have the meaning set forth below:
 - (a) C.F.R. "C.F.R." means the Code of Federal Regulations.
 - (b) Designated Record Set. "Designated Record Set" has the meaning assigned to such term in 45 C.F.R. 164.501.
 - (c) Individual. "Individual" shall have the same meaning as the term "individual" in 45 C.F.R. 164.501 and shall include a person who qualifies as the Individual's personal representative in accordance with 45 C.F.R. 164.502 (g).
 - (d) Protected Health Information "Protected Health Information" shall have the same meaning as the term "Protected Health Information", as defined by 45 C.F.R. 164.501, limited to the information created or received by Business Associate from or on behalf of Covered Entity.
 - (e) Required By Law. "Required By Law" shall have the same meaning as the term "required by law" in 45 C.F.R. 164.501
 - (f) Secretary. "Secretary" shall mean the Secretary of the Department of Health and Human Services or his designee.

2. Obligations and Activities of Business Associate

(a) Business Associate agrees to not use or further disclose Protected Health Information other than as permitted or required by this Agreement or as required by the law. Business Associate shall also comply with any further limitations on uses and disclosures agreed by Covered Entity in accordance with 45 C.F.R. 164.522 provided that such agreed upon limitations have been communicated to Business Associate according to Section 4.1(c) of this Agreement.

(b) Business associate agrees to use appropriate safeguards to prevent use or disclosure of the Protected Health Information other than as provided for by this Agreement.

(c) Business Associate agrees to mitigate, to the extent practicable, any harmful effect that is known to Business Associate of a use or disclosure of Protected Health Information by Business Associate in violation of the requirements of this Agreement.

(d) Business Associate agrees to report to Covered Entity any use or disclosure of the Protected Health Information not provided for by this Agreement.

(e) Business Associate agrees to ensure that any agent, including a subcontractor, to whom it provides Protected Health Information received from, or created or received by Business Associate on behalf of Covered Entity agrees to the same restrictions and conditions that apply through this Agreement to Business Associate with respect to such information.

(f) Business Associate agrees to provide access to Protected Health Information in a Designated Record Set, within twenty five (25) days of a written request from Covered Entity, to Covered Entity or, as directed by Covered Entity within thirty (30) days to an Individual, in order to meet the requirements under 45 C.F.R. 164.524. Covered Entity and Business Associate will jointly determine what constitutes "Protected Health Information" or a "Designated Record Set", and such determination shall be final and conclusive. If Business Associate provides copies or summaries of Protected Health Information to an Individual it may impose a reasonable, cost-based fee in accordance with 45 C.F.R. 164.524 (c)(4). If Business Associate is unable to provide the Covered Entity or the Individual with access within the required time frame, Business Associate will notify Covered Entity so Covered Entity may request, in writing, an extension from the Individual.

(g) Business Associate agrees to make any amendment(s) to Protected Health Information in a Designated Record Set, within forty five (45) days of a written request from Covered Entity pursuant to 45 C.F.R. 164.526, or at the request of Covered Entity, within sixty (60) days of a written request from an Individual. Business Associate shall not charge any fee for fulfilling requests for amendments. Covered Entity and Business Associate will jointly determine what constitutes Protected Health Information, and thus what information is subject to amendment pursuant to 45 C.F.R. 164.526. The determination shall be final and conclusive. If Business Associate is unable to amend the Protected Health Information within the required time frame, Business Associate will notify Covered Entity so Covered Entity may request, in writing, an extension from the Individual.

(h) Business Associate agrees to make internal practices, books, and records relating to the use and disclosure of Protected Health Information received from, or created or received by Business Associate on behalf of, Covered Entity available to the Secretary, for purposes of the Secretary determining Covered Entity's compliance with the Privacy Rule.

(i) Business Associate agrees to document such disclosures of Protected Health Information and information related to such disclosures as would be required for Covered Entity to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with 45 C.F.R. 164.528.

(j) Business Associate agrees to provide to Covered Entity, within forty five (45) days of a written request from the Covered Entity, an accounting of disclosures of an individual's Protected Health Information, collected in accordance with Section 2(i) of this Agreement, to permit Covered Entity to

respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with 45 C.F.R. 164.528. This Accounting will be provided on the form attached (see Exhibit A). If Covered Entity requests an accounting of an Individual's Protected Health Information more than once in any twelve (12) month period, Business Associate will impose a reasonable fee for such accounting in accordance with 45 C.F.R. 164.528(c). If Business Associate is unable to provide the Covered Entity with an accounting within the required time frame, Business Associate will notify Covered Entity so Covered Entity may request, in writing, an extension from the Individual.

(k) Business Associate acknowledges that it shall request from the Covered Entity and so disclose to its affiliates, subsidiaries, agents and subcontractors or other third parties, only the minimum Protected Health Information necessary to perform or fulfill a specific function required or permitted under this Agreement.

(l) Business Associate shall use commercially reasonable efforts to maintain the security of the Protected Health Information and to prevent unauthorized uses or disclosures of Protected Health Information.

(m) If Business Associate conducts any Standard Transactions on behalf of Covered Entity, Business Associate shall comply with the applicable requirements of 45 C.F.R. Part 162.

3. Permitted Uses and Disclosures by Business Associate

3.1 General Use and Disclosure

Except as otherwise limited in this Agreement, Business Associate may use or disclose Protected Health Information to perform its obligations and services to Covered Entity, provided that such use or disclosure would not violate the Privacy Rule if done by Covered Entity.

3.2 Specific Use and Disclosure Provisions

(a) Business Associate may use Protected Health Information to the extent necessary to determine whether stop-loss payments from the stop-loss carrier were accurately determined and if such payments appropriately reimburse Employer for amounts it paid on behalf of the Plan;

(b) Business Associate may use Protected Health Information to the extent necessary to help the Plan obtain reimbursement when appropriate;

(c) Business Associate may use Protected Health Information for activities related to ceding, securing, or placing a contract for reinsurance of risk relating to claims for health care (including stop-loss and excess of loss insurance).

(d) Business Associate may use Protected Health Information for activities related to the creation, renewal or replacement of a contract for health insurance or health benefits;

(e) Except as otherwise limited in this Agreement, Business Associate may use Protected Health Information for the proper management and administration of the Business Associate or to carry out the legal responsibilities of the Business Associate.

(f) Except as otherwise limited in this Agreement, Business Associate may disclose Protected Health Information for the proper management and administration of the Business Associate, provided that disclosures are required by law, or Business Associate obtains reasonable assurances from the person to whom the information is disclosed that it will be held confidential and used or further disclosed only as required by law or for the purpose for which it was disclosed to the person, and the person notifies the Business Associate of any instances of which it is aware in which the confidentiality of the information has been breached.

4. Obligations of Covered Entity.

4.1 Provisions for Covered Entity to Inform Business Associate of Privacy Practices and Restrictions

(a) Covered Entity shall provide Business Associate with the notice of privacy practices that Covered Entity produces in accordance with 45 C.F.R. § 164.520, as well as any changes to that notice.

(b) Covered Entity shall provide Business Associate with any changes in, or revocation of, permission by Individual to use or disclose Protected Health Information, if such changes affect Business Associate's permitted or required uses and disclosures.

(c) Covered Entity shall notify Business Associate, in writing, of any restriction to the use or disclosure of Protected Health Information that Covered Entity has agreed to in accordance with 45 C.F.R. § 164.522.

(d) Covered Entity acknowledges that it shall provide to, or request from, the Business Associate only the minimum Protected Health Information necessary for Business Associate to perform or fulfill a specific function required or permitted hereunder.

4.2 Permissible Requests by Covered Entity

Covered Entity represents and warrants that it has the right and authority to disclose Protected Health Information to Business Associate for Business Associate to perform its obligations and provide services to Covered Entity, and Business Associate's use of the Protected Health Information to perform its obligations and provide services to Covered Entity requested by Covered Entity does not violate the Privacy Rules, Covered Entity's privacy notice or any applicable law. Except as may be set forth in Section 3.2, Covered Entity shall not request Business Associate to use or disclose Protected Health Information in any manner that would not be permissible under the Privacy Rule if done by Covered Entity.

5. Term and Termination

(a) Term. The provisions of this Agreement shall take effect July 1, 2005, and shall terminate when all of the Protected Health Information provided by Covered Entity to Business Associate, or created or received by Business Associate on behalf of Covered Entity, is destroyed or returned to Covered Entity, or, if it is infeasible to return or destroy Protected Health Information, protections are extended to such information, in accordance with the provisions in this Section.

(b) Termination for Cause. Upon the parties' mutual agreement that there has been a material breach by Business Associate which does not arise from any breach by Covered Entity, Covered Entity shall provide an opportunity for Business Associate to cure the breach or end the violation, and terminate this Agreement if Business Associate does not cure the breach or end the violation within a mutually agreeable time, or immediately terminate this Agreement if cure of such breach is not possible.

(c) Effect of Termination.

(1) Except as provided in paragraph (2) of this section, upon termination of this Agreement, for any reason, Business Associate shall return or destroy all Protected Health Information received from Covered Entity, or created or received by Business Associate on behalf of Covered Entity. Business Associate shall request, in writing, Protected Health Information that is in the possession of subcontractors or agents of Business Associate. Business Associate shall retain no copies of the Protected Health Information.

(2) In the event the Business Associate determines that returning or destroying the Protected Health Information is infeasible, Business Associate shall provide to Covered Entity notification of the

conditions that make return or destruction infeasible. Business Associate shall extend the protection of this Agreement to such Protected Health Information, limited to those purposes that make the return or destruction infeasible, for so long as Business Associate maintains such Protected Health Information.

6. Indemnification.

Business Associate shall indemnify and hold harmless Covered Entity and any of Covered Entity's affiliates, directors, officers, employees and agents from and against any claim, cause of action, liability, damage, cost or expense (including reasonable attorneys' fees) arising out of or directly relating to any non-permitted use or disclosure of Protected Health Information or other breach of this Agreement by Business Associate or any affiliate, director, officer, employee, agent or subcontractor of Business Associate.

Covered Entity shall indemnify and hold harmless Business Associate and any of Business Associate's affiliates, directors, officers, employees and agents from and against any claim, cause of action, liability, damage, cost or expense (including reasonable attorneys' fees) arising out of or directly relating to any non-permitted use or disclosure of Protected Health Information, any breach or violation of a state privacy law or rule, or other breach of this Agreement by Covered Entity or any affiliate, director, officer, employee, agent or subcontractor of Covered Entity.

7. Notices.

Any notices or communications to be given hereunder this Agreement shall be made to the address and/or fax to the fax numbers given below:

If to Covered Entity, to: Washoe County
P.O. Box 11130
Reno, NV 89520-0027
Attention: Joseph P. Iser, MD, DrPH, MSc
Fax: 775-328-2279

If to Business Associate, to: Nevada Public Health Foundation
3579 U.S. Highway 50, Suite C
Carson City, NV 89701-2829
Attention: Rota Rosaschi, MPA
Fax: 775-884-0274

Each party named above may change its address upon thirty (30) days written notice to the other party.

8. Miscellaneous.

(a) Regulatory References. A reference in this Agreement to a section in the Privacy Rule means the section as in effect or as amended, and for which compliance is required.

(b) Amendment. Upon the enactment of any law or regulation affecting the use or disclosure of Protected Health Information, or the publication of any decision of a court of the United States or any state relating to any such law or the publication of any interpretive policy or opinion of any governmental agency charged with the enforcement of any such law or regulation, either party may, by written notice to the other party, and by mutual agreement, amend the Agreement in such manner as such party determines

necessary to comply with such law or regulation. If the other party disagrees with such amendment, it shall so notify the first party in writing within thirty (30) days of the notice. If the parties are unable to agree on an amendment within thirty (30) days thereafter, either of the parties may terminate the Agreement on thirty (30) days written notice to the other party.

(c) Survival. The respective rights and obligations of Business Associate and Covered Entity under section 5(c)(2) and 6 of this Agreement shall survive the termination of this Agreement.

(d) Interpretation. Any ambiguity in this Agreement shall be resolved in favor of a meaning that permits both parties to comply with the Privacy Rule. In the event of any inconsistency or conflict between this Agreement and any other agreement between the parties, the terms, provisions and conditions of this Agreement shall govern and control.

(e) No third party beneficiary. Nothing express or implied in this Agreement is intended to confer, nor shall anything herein confer, upon any person other than the parties and the respective successors or assigns of the parties, any rights, remedies, obligations, or liabilities whatsoever.

(f) Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Nevada.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

Covered Entity: **WASHOE COUNTY**

By: Joseph P. Iser
Name: Joseph P. Iser, MD, DrPH, MSc
Title: District Health Officer

Business Associate: **NEVADA PUBLIC HEALTH FOUNDATION**

By: Rota Rosaschi
Name: Rota Rosaschi, MPA
Title: Executive Director



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/13/2012

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Meridian Insurance Services - NV P.O. Box 633 Carson City NV 89702		CONTACT NAME: Carol Monda PHONE (A/C, No, Ext): (775) 883-8880 FAX (A/C, No): (775) 883-1929 E-MAIL ADDRESS: carol@misnv.com	
INSURED Nevada Public Health Foundation 3579 US Highway 50 E Ste C Carson City NV 89701-2829		INSURER(S) AFFORDING COVERAGE INSURER A: Philadelphia Indemnity Ins Co INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	NAIC #

COVERAGES CERTIFICATE NUMBER: CL1261303952 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						EACH OCCURRENCE	\$
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
							MED EXP (Any one person)	\$
							PERSONAL & ADV INJURY	\$
							GENERAL AGGREGATE	\$
							PRODUCTS - COM/POP AGG	\$
								\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input type="checkbox"/> N/A						WC STATUTORY LIMITS	OTHER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$
A	Directors & Officers Liability			PHSD669393	11/13/2011	11/13/2012	Limit \$1,000,000.00 Deductible \$ 1,000.00	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER

CANCELLATION

Washoe County Health District
P O Box 11130
Reno, NV 89520

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Carol Monda/CAROLM



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/5/2012

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Meridian Insurance Services - NV P.O. Box 633 Carson City NV 89702		CONTACT NAME: Carol Monda PHONE (A/C No. Ext.): (775) 883-8880 FAX (A/C No.): (775) 883-1929 E-MAIL ADDRESS: carol@misnv.com	
INSURED Nevada Public Health Foundation 3579 Highway 50 East, Suite C Carson City NV 89701		INSURER(S) AFFORDING COVERAGE INSURER A: Maryland Casualty Company NAIC # 19356 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** CL126503924 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	X	PPS0452032B	10/21/2011	10/21/2012	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS			PPS0452032B	10/21/2011	10/21/2012
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DEC <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			<input type="checkbox"/> V.C. STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Hired Auto Physical Damage		PPS0452032B	10/21/2011	10/21/2012	Limit \$ 75,000.00

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER Nevada State Welfare Division 1470 E. College Parkway Carson City, NV 89706-7924	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Carol Monda/CAROLM
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CERTIFICATE

Workers' Compensation Coverage Nevada Retail Network SIG

575 S. Saliman Road, Carson City, NV 89701-5000
Phone: (775) 887-2480 Fax: (775) 887-2481

ITEM 1: NAME AND ADDRESS OF MEMBER COMPANY

Nevada Public Health Foundation

Policy No: NRN12769-2012-01
Nevada Public Health Foundation

3579 Hwy 50 E #C
Carson City, NV 89701

ITEM 2: LIMITS OF SELF INSURED RESPONSIBILITY

WORKERS' COMPENSATION	STATUTORY
EMPLOYERS LIABILITY	\$1,000,000/\$1,000,000/\$1,000,000

ITEM 3: MEMBER PARTICIPATION INFORMATION

GROUP CERTIFICATION NUMBER: 5004

Pursuant to Nevada Revised Statutes 616.3791, 616.37915, and 616.3792 and the Nevada Administration Code. The Nevada Retail Network Self Insured Group has presented evidence they possess the financial and administrative resources to assume the responsibility for providing prompt payment of all compensation due under Chapters 616 and 617 of the Nevada Revised Statutes, and has been granted the above numbered Certificate, granting it authority to act as an Association of Self Insured Public Employers for Workers Compensation Purposes.

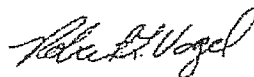
MEMBER NUMBER:	MEMBER'S ANNUAL TERM
NRN12769	12:01 AM on 01/01/2012 to 12:01 AM on 01/01/2013

The above member has presented evidence that it has the financial and administrative resources to participate as a member of the Nevada Retail Network Self Insured Group. The member has been authorized by the Trustees of that Association and the Nevada Insurance Division to participate in the Nevada Retail Network Self Insured Group, so long as it continues to abide by the Bylaws of the Association and the applicable provisions of Chapters 616 and 617 of the Nevada Revised Statutes.

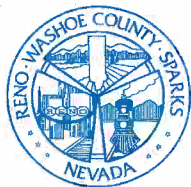
ITEM 4: PREMIUM ASSESSMENT INFORMATION

The premium assessment for this certificate will be determined by the rates, classifications, and rules utilized by the Nevada Retail Network Self Insured Group as revised from time to time and as filed with and approved by the Nevada Insurance Division.

Dated At: Carson City, Nevada
This Sunday, January 01, 2012



Authorized Representative
Nevada Retail Network Self Insured Group



Washoe County Health District



Public Health
Prevent. Promote. Protect.

STAFF REPORT

BOARD MEETING DATE: December 20, 2012

DATE: December 3, 2012

TO: District Board of Health

FROM: Lori Cooke, Fiscal Compliance Officer, Washoe County Health District
775-325-8068, lcooke@washoecounty.us *LC*

THROUGH: Eileen Stickney, Administrative Health Services Officer *ES*
775-328-2417, estickney@washoecounty.us

SUBJECT: Ratification of Cooperative Agreement for Services to the Kids' to Senior's Korner Programs in the total amount of \$50,000 (\$0 for Washoe County Health District). The Cooperative Agreement for Services to the Kid's to Senior's Korner Program is a multi-agency agreement between the City of Reno Police Department, Catholic Charities of Northern Nevada, Washoe County Sheriff's Office, Washoe County Department of Social Services, Washoe County Health District (District), and Washoe County Department of Senior Services, for the period upon approval with automatic annual renewal unless terminated or changed in accordance with the terms of the agreement, and, if approved, authorize the Chairman to execute the Cooperative Agreement.

SUMMARY

The Washoe County District Board of Health must approve and execute, or direct the Health Officer to execute, contracts in excess of \$50,000, Interlocal Agreements and amendments to the adopted budget.

The Health District Immunization Program intends to continue participation in the Kid's to Senior's Korner multi-agency program to provide services to the most disenfranchised of citizens. A copy of the Cooperative Agreement is attached. The terms of the Cooperative Agreement have been reviewed and approved by Washoe County Risk and Legal.

District Board of Health Strategic Priority: Protect population from health problems and health hazards.

BCC Strategic Objective supported by this item: Safe, Secure and Healthy Communities
BCC Strategic Outcome supported by this item: Healthy Communities

AGENDA ITEM # _____

PREVIOUS ACTION

The previous contract, for the period July 1, 2006 through June 30, 2007, with automatic annual renewals was approved by the District Board of Health on February 22, 2007.

BACKGROUND

The WCHD Immunization Program currently provides nursing staff, supplies, and clerical staff support for the Kid's to Senior's Korner Program. The Immunization Program used to provide \$10,000 towards the program coordinator's salary and up to 40 hours/week nursing time. The \$10,000 support was discontinued in 2011 and the new contract reduces nursing time to up to 20 hours/week. The vaccines utilized are provided to the District via the Nevada State Health Division at no cost to the District.

Other changes to the current contract include:

- Removal of the Sparks Police Department
- Update St. Mary's Health Network to Catholic Charities of Northern Nevada
- Social Services reduction of social work supervisor time from 12 hours to two hours per week
- Social services increased social worker time from eight hours to 12 hours per week

FISCAL IMPACT

Should the Board approve the Cooperative Agreement, there will be no fiscal impact as the activities are currently being performed and have been budgeted, including the provision of state-supplied vaccines.

RECOMMENDATION

Staff recommends that the District Board of Health ratify the Cooperative Agreement for Services to the Kids' to Senior's Korner Programs in the total amount of \$50,000 (\$0 for Washoe County Health District). The Cooperative Agreement for Services to the Kid's to Senior's Korner Program is a multi-agency agreement between the City of Reno Police Department, Catholic Charities of Northern Nevada, Washoe County Sheriff's Office, Washoe County Department of Social Services, Washoe County Health District (District), and Washoe County Department of Senior Services, for the period upon approval with automatic annual renewal unless terminated or changed in accordance with the terms of the agreement, and, if approved, authorize the Chairman to execute the Cooperative Agreement.

POSSIBLE MOTION

Move to ratify the Cooperative Agreement for Services to the Kids' to Senior's Korner Programs in the total amount of \$50,000 (\$0 for Washoe County Health District). The Cooperative Agreement for Services to the Kid's to Senior's Korner Program is a multi-agency agreement between the City of Reno Police Department, Catholic Charities of Northern Nevada, Washoe County Sheriff's Office, Washoe County Department of Social Services, Washoe County Health District (District), and Washoe County Department of Senior Services, for the period upon approval with automatic annual renewal unless terminated or changed in accordance with the terms of the agreement, and, if approved, authorize the Chairman to execute the Cooperative Agreement.

**COOPERATIVE AGREEMENT FOR SERVICES TO THE KIDS TO SENIORS
KORNER PROGRAMS BETWEEN THE CATHOLIC CHARITIES OF NORTHERN
NEVADA, THE CITY OF RENO POLICE DEPARTMENT, WASHOE COUNTY
SHERIFF'S OFFICE, WASHOE COUNTY DEPARTMENT OF SOCIAL SERVICES,
WASHOE COUNTY HEALTH DISTRICT, AND WASHOE COUNTY DEPARTMENT
OF SENIOR SERVICES**

THIS AGREEMENT is made and entered into this _____ day of _____, 2012, by and between the City of Reno Police Department (hereafter the "Reno Police Department"), Catholic Charities of Northern Nevada, the County of Washoe, a political subdivision of the State of Nevada, on behalf of the Washoe County Sheriff's Office (hereafter "Sheriff's Office"), the Washoe County Department of Social Services (hereafter "Social Services"), the Washoe County Health District (hereafter "Health District"), and the Washoe County Department of Senior Services (hereafter "Senior Services").

WITNESSETH:

WHEREAS the parties are either public agencies as described in NRS Chapter 277 and NRS 277.180, et. seq., or private non-profit organizations, and are empowered to enter into agreements of mutual advantage; and

WHEREAS, the Kid's Korner Program was instituted by the Reno Police Department in 1996 as a "knock and talk" program with a police officer visiting the weekly rental motels checking on the welfare of children from infant to six years old and providing access to community resources to deal with health and welfare issues; and

WHEREAS, thereafter the Reno Police Department was joined in the effort by the Health District, Social Services, the Sheriff's Office, Sparks Police Department and Saint Mary's; and

WHEREAS, the parties, thereafter established the Senior's Korner Program with the participation of Senior Services, which identifies and assists at-risk seniors by linking them to community services through a non-traditional delivery program of public and private partners; and

WHEREAS, the Kid's Korner and Senior's Korner were consolidated in 2002 into one program, the Kid's/Senior's Korner, thereby establishing an administrative structure for the purpose of seeking and managing grant and donor funding to the Program, continuing the participation of the parties in the activities of the Program; and

WHEREAS, since the Program was established, there have been some changes in the

contributions and commitments by the parties to this Agreement; and

WHEREAS, a new Agreement is needed to reflect the existing structure of the Kids to Seniors Korner Program.

NOW, THEREFORE, in consideration of the mutual covenants and conditions herein, the parties agree as follows:

1. This Agreement supercedes and renders void any existing agreements between two or more of the parties as they may relate to the operation, administration and/or the provision of services to the Kids to Seniors Korner Program.
2. The parties agree to continue the Advisory Board established under the 2002 Agreement to guide the philosophical, strategic and operational aspects of the Program, and to identify development opportunities. The Advisory Board consists of executive representatives from each of the seven parties and representatives from the community at large.
3. The parties agree to contribute funds as set forth below to be expended for the salary of a Program Supervisor, to be hired and supervised by Catholic Charities of Northern Nevada. The Program Supervisor is responsible for all operational administration and management, including fiscal management for the Kids to Seniors Korner Program. The Supervisor works in conjunction with Catholic Charities of Northern Nevada in writing and submitting grant proposals to fund the Program. In addition, the Supervisor is responsible for initiating a strategic planning process in conjunction with the Advisory Board, acting as liaison to the parties and community agencies, and is the chief spokesperson for the Program in the community.
4. The parties agree that, to the extent that funding is available through grants or other sources, Catholic Charities of Northern Nevada may hire an Administrative Assistant to assist the Supervisor in managing the day-to-day operation of the Kids to Seniors Korner Program.
5. To the extent permitted by Nevada Revised Statutes Chapter 41, any governmental party responsible for a negligent act committed by any of its officers, employees or agents under this Agreement agrees to indemnify and hold harmless all other parties from and against any and all claims, demands, or actions by any person which may arise or result from the negligent act.

As a non-governmental entity, Catholic Charities of Northern Nevada agrees to hold harmless and indemnify the other parties from and against any and all claims, demands, or actions by any person which may arise or result from any negligent act, error or omission by its employees, agents or servants. Further, to the extent permitted by Nevada

Revised Statutes Chapter 41, the governmental parties agree to hold Catholic Charities of Northern Nevada harmless and indemnify it from and against any and all claims, demands, or actions by any person which may arise or result from any negligent act, error or omission by their employees, agents or servants.

6. The parties each agree to purchase and maintain general, professional and automobile liability insurance for activities related to this Agreement or, as to the governmental parties, provide for their respective financial obligations through a program of self-insurance in compliance with Nevada Revised States Chapter 41.
7. Each party shall be responsible for providing complete workers' compensation coverage in accordance with the laws of the State of Nevada for each of its own employees. To the extent allowed by law, for the limited purpose of this Agreement, the parties shall be deemed joint employers for immunity from liability under Nevada workers' compensation laws.
8. Employees assigned to the Kids to Seniors Korner Program shall remain employees of their respective entities, each of which will be responsible for all salary and benefits, training, equipment, and supplies used by the employees in carrying out the functions of the Program. Parties' existing policies and procedures shall apply to employees assigned to the Kids to Seniors Korner.
9. The parties agree to uphold and abide by all laws, federal and state, related to equal access and employment opportunities. These include, but are not necessarily limited to, Titles VI and VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, the Age Discrimination in Employment Act of 1975, the Equal Pay Act of 1963, Sections 501 and 504 of the Rehabilitation Act of 1973, the Civil Rights Act of 1991, and the Americans with Disabilities Act of 1990.
10. The parties agree to ensure that staff maintain confidentiality of all information, including medical, concerning recipients of services, except to the extent necessary to perform their lawful duties, or as required by law. Each party will ensure that a background investigation has been completed pursuant to NRS 179A.180, et seq., for those staff members who have access to minors and/or seniors and/or information regarding minors and/or seniors.
11. The parties agree that each will have access to the clients' program records, as necessary. Each will retain and protect the confidentiality of records as is required by law.
12. The parties agree to ensure that all staff members assigned to the Program are evaluated for competency by program partners on an annual basis.
13. The parties agree to provide supervision and oversight for personnel assigned to the

Program, make reasonable efforts to provide vacation coverage, and ensure that personnel fulfill all duties.

14. The parties agree to document in-kind fees and provide data to the Program as needed to assist in fund development.
15. The parties agree to ensure that all employees assigned to the Program conduct themselves in a courteous manner and do not interfere with the orderly operation of the Program or any of the agencies.
16. The parties agree to work cooperatively to address any problems and resolve any disputes that may arise for the duration of this Agreement and any renewals thereof.
17. Each party to this Agreement will contribute funds, personnel, services, and/or supplies as follows:
 - (A) The Reno Police Department will:
 - (1) Provide one (1) officer for up to forty (40) hours per week for the Kids to Seniors Korner Program and for appropriate community follow-up. The officer assigned to the Program will be responsible for contacting potential clients using the "Knock and Talk" concept. The officer will be responsible for identifying and acting upon any criminal conduct, providing referrals for social services as necessary and coordinating services with the other parties to this Agreement.
 - (2) Participate in the assessment of clients referred to the Kids to Seniors Korner Program and make referrals, as appropriate.
 - (3) Contribute \$10,000 toward the Supervisor's salary. If this Agreement is renewed in accordance with Paragraph 18, the Reno Police Department agrees to contribute \$10,000 toward the Supervisor's salary for each year the Agreement is renewed. The payment shall be made either in full at the beginning of the Agreement year, or in four equal payments at the beginning of each quarter.
 - (B) The Washoe County Sheriff's Office will:
 - (1) Provide one (1) deputy for up to forty (40) hours per week for the Kids to Seniors Korner Program and for appropriate community follow-up. The deputy assigned to the Program will be responsible for contacting potential clients using the "Knock and Talk" concept. The deputy will be responsible for identifying and acting upon any criminal conduct,

providing referrals for social services as necessary and coordinating services with the other parties to this Agreement.

- (2) Participate in the assessment of clients referred to the Kids to Seniors Korner Program and make referrals as appropriate.
- (3) Contribute \$10,000 toward the Supervisor's salary. If this Agreement is renewed in accordance with Paragraph 18, the Reno Police Department agrees to contribute \$10,000 toward the Supervisor's salary for each year the Agreement is renewed. The payment shall be made either in full at the beginning of the Agreement year, or in four equal payments at the beginning of each quarter.

(C) Catholic Charities will:

- (1) Be the acting fiscal agent for the Kids to Seniors Korner Program. Catholic Charities of Northern Nevada (a 501(c)(3) corporation), will be the acting fiscal agent for the Kids to Seniors Korner Program. Catholic Charities of Northern Nevada will be responsible for receiving and disbursing funds designated for the Kids to Seniors Korner Program and for working with the Kids to Seniors Korner Program to track expenses. Required grant summaries and reports will be monitored and completed by the Program Supervisor with the assistance of Catholic Charities of Northern Nevada staff.
- (2) Report revenue and expenditures to the Advisory Board on a quarterly basis.
- (3) Assign and track all grant funds independently through an integrated financial software network in compliance with the Financial Accounting Standards Board.
- (4) Provide supervision and oversight for the Program Supervisor and any other grant/partner funded Catholic Charities of Northern Nevada employees.
- (5) Maintain medical records excluding immunizations, but including results of screenings. Follow appropriate procedures to ensure that patient confidentiality rights are protected in accordance with applicable state and federal laws.
- (6) Comply with all applicable laws, ordinances and regulations of governmental entities having jurisdiction over matters that are the subject of the Agreement, including but not limited to bloodborne pathogen

exposures, tuberculosis exposures, infection control, and background investigations for staff.

- (7) Contribute \$10,000 toward the Supervisor's salary. If this Agreement is renewed in accordance with Paragraph 18, Catholic Charities of Northern Nevada agrees to contribute \$10,000 toward the Supervisor's salary for each year the Agreement is renewed. The payment shall be made either in full at the beginning of the Agreement year, or in four equal payments at the beginning of each quarter.

(D) The Washoe County Health District will:

- (1) Provide a Public Health Nurse (PHN) for up to twenty (20) hours per week to provide public health nursing services for Kids to Seniors Korner.
- (2) Provide medical supplies, nursing staff as needed, and be responsible for the organization, administration, operation, and financing of immunization services incurred in the course of the Health District's participation in the Kids to Seniors Korner Program.
- (3) Be responsible for obtaining and retaining any and all immunization patient release and medical consent forms for the Kids to Seniors Korner Program.
- (4) Comply with all applicable laws, ordinances and regulations of governmental entities having jurisdiction over matters that are the subject of the Agreement, including but not limited to blood borne pathogen exposures, tuberculosis exposures, infection control, and background investigations for staff.

(E) The Washoe County Department of Social Services will:

- (1) Provide one (1) Social Services Supervisor for two (2) hours per week to provide social services assessment and coordination for the Kid's Korner Division of the Program.
- (2) Provide one (1) Senior Human Services Support Specialist for forty (40) hours per week to provide family support services for the Kid's Korner Division.
- (3) Provide an Adult Service's Social Worker a minimum of twelve (12) hours per month on a rotating basis to provide family assessment for the

seniors involved in the Kids to Seniors Korner Program.

- (4) Contribute \$10,000 toward the Supervisor's salary. If this Agreement is renewed in accordance with Paragraph 18, Social Services agrees to contribute \$10,000 toward the Supervisor's salary for each year the Agreement is renewed. The payment shall be made either in full at the beginning of the Agreement year, or in four equal payments at the beginning of each quarter.

(F) Washoe County Senior Services will:

- (1) Provide one (1) Social Worker for up to twenty (20) hours per week to provide social services assessment, coordination, on-going case management and advocacy services to seniors as needed and referred.
- (2) Contribute \$10,000 toward the Supervisor's salary. If this Agreement is renewed in accordance with Paragraph 17, Senior Services agrees to contribute \$10,000 toward the Supervisor's salary for each year the Agreement is renewed. The payment shall be made either in full at the beginning of the Agreement year, or in four equal payments at the beginning of each quarter.

18. This Agreement is effective from July 1, 2012 through June 30, 2013 and will renew automatically from year to year unless terminated in accordance with Paragraph 20 below.
19. As required by NRS 244.320 and NRS 354.626, the parties acknowledge that the participation of the public entities in this agreement is contingent upon the appropriation of public funds to support the activities described herein and that the agreement will terminate if the appropriation of funds does not occur. In this event, immediate written notice of termination will be given in accordance with Paragraphs 20 and 21.
20. Any party may terminate its participation in this Agreement by giving the other parties written notice of the intent to terminate no fewer than thirty (30) calendar days prior to the effective date of the termination.
21. All written notices required under this Agreement shall be mailed, postage prepaid, addressed to the designated representative of the respective parties:

Sheriff Michael Haley
Washoe County Sheriff's Office
911 Parr Boulevard
Reno, NV 89512

Grady Tarbutton, Director
Washoe County Senior Services
1155 East 9th Street
Reno, NV 89512

Joseph P. Iser, MD, DrPH, MSc
Washoe County Health District
P.O. Box 11130
Reno, NV 89520-0027

Kevin Schiller, Director
Washoe Co. Dept. of Social Services
P.O. Box 11130
Reno, NV 89520-0027

Lt. Shannon Wiecking
Reno Police Department
P.O. Box 1900
Reno, NV 89505-1900

Peter Vogel, Executive Director
Catholic Charities of Northern Nevada
P.O. Box 5099
Reno, Nevada 89513-5099

22. This Agreement contains all the commitments and agreements of the parties, and oral or written commitments not contained herein shall have no force or effect to alter any term or condition of this Agreement, unless modified in accordance with Paragraph 21.
23. This Agreement may be amended or modified only by the mutual agreement of the parties hereto in writing.
24. In case any one or more of the terms, sentences, paragraphs or provisions contained herein shall for any reason be held to be invalid, illegal, or non-enforceable, in any respect, such invalidity, illegality, or non-enforceability shall not affect any other terms, sentences, paragraphs, or provisions and this Agreement shall be construed as if such invalid, illegal, or non-enforceable provision had never been contained herein.
25. A waiver of any breach of any provision of this Agreement by any party shall not be construed to be a waiver of any preceding or succeeding breach.
26. This Agreement shall be governed, interpreted and construed in accordance with the laws of the State of Nevada.
27. This Agreement may not be assigned without the consent of the governing boards or each party of their authorized representatives.

CITY OF RENO

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

DEPUTY CITY ATTORNEY

**WASHOE COUNTY, ON BEHALF OF
WASHOE COUNTY SHERIFF'S OFFICE,
WASHOE COUNTY DEPT. OF SOCIAL
SERVICES & WASHOE COUNTY DEPT.
OF SENIOR SERVICES**

**WASHOE COUNTY HEALTH
DISTRICT**

CHAIRMAN, COUNTY COMMISSION

CHAIRMAN
WASHOE COUNTY DISTRICT BOARD
OF HEALTH

ATTEST:

COUNTY CLERK

CATHOLIC CHARITIES OF NORTHERN NEVADA

EXECUTIVE DIRECTOR



Washoe County Health District



Public Health
Prevent. Promote. Protect.

STAFF REPORT BOARD MEETING DATE: 12/20/12

DATE: December 3, 2012

TO: District Board of Health

FROM: Patsy Buxton, Fiscal Compliance Officer, Washoe County Health District
775-328-2418, pbuxton@washoecounty.us *PB*

THROUGH: Eileen Stickney, Administrative Health Services Officer, Washoe County
Health District, 775-328-2417, estickney@washoecounty.us *ES*

SUBJECT: Approval of amendments totaling an increase of \$29,752 in both revenue and expense to the FY13 Centers for Disease Control and Prevention (CDC) Public Health Preparedness (2011 Carry forward) Grant Program, IO 11072.

SUMMARY

The Washoe County District Board of Health must approve and execute, or direct the Health Officer to execute, contracts in excess of \$50,000, Interlocal Agreements and amendments to the adopted budget.

The District Health Officer accepted a Notice of Subgrant Award in the total amount of \$29,752 from the Nevada State Health Division. A copy of the Subgrant Award is attached.

District Board of Health strategic priority: Be assured that mandates are met and needed services are delivered.

BCC Strategic Objective supported by this item: Achieving long term financial sustainability (County budget, resources, etc.)

PREVIOUS ACTION

The Board approved a Notice of Subgrant Amendment #1 for the period August 10, 2011 to August 9, 2012 in the amount of \$585,697 on April 26, 2012.

BACKGROUND

The Washoe County Health District received this Notice of Subgrant Award to extend the Budget Year 2011 effort to facilitate the completion and closeout of all Public Health

AGENDA ITEM # _____

Emergency Preparedness activities originally stated in the detailed Scope of Work under CDC08-11 (HD# 12061).

At August 9, 2012, the end of the project period, there was \$29,752 remaining in available grant funds in various categories as reflected in the Notice of Subgrant Award. The program intends to use these funds to continue efforts in planning for private POD sites and establishing MOUs with partner agencies; continue efforts in developing the plans for Strategic National Stockpile and mass prophylaxis distribution. As such, a budget reallocation request will be submitted to the Nevada State Health Division. Should the Nevada State Health Division approve this reallocation, the Notice of Grant Award will not be revised.

FISCAL IMPACT

This award was not anticipated in the FY13 budget. A budget amendment in the total amount of \$29,752 is necessary to bring the Award into alignment with the program budget.

This budget amendment will also require Board of County Commissioners approval.

Should the Board approve these budget amendments, the total adopted FY13 budget will be **increased by \$29,752** by adjustments to the following accounts:

<u>Account Number</u>	<u>Description</u>	<u>Amount of Increase/(Decrease)</u>
2002-IO-11072-431100	Federal Grants	\$29,752
2002-IO-11072-701412	Salary Adjustment	9,744
2002-IO-11072-710100	Professional Services	8,839
2002-IO-11072-710300	Operating Supplies	1,012
2002-IO-11072-711504	Equipment nonCapital	10,157
	Total Expenditures	\$29,752

RECOMMENDATION

Staff recommends that the Washoe County District Board of Health approve amendments totaling an increase of \$29,752 in both revenue and expense to the FY13 Centers for Disease Control and Prevention (CDC) Public Health Preparedness (2011 Carry forward) Grant Program, IO 11072.

POSSIBLE MOTION

Move to approve amendments totaling an increase of \$29,752 in both revenue and expense to the FY13 Centers for Disease Control and Prevention (CDC) Public Health Preparedness (2011 Carry forward) Grant Program, IO 11072.

Department of Health and Human Services

HEALTH DIVISION

(hereinafter referred to as the DIVISION)

Health Division #: 13079
 Program #: CDC08-11A
 Budget Account #: 3218
 Category #: 22
 GL#: 8516

NOTICE OF SUBGRANT AWARD

Program Name: Public Health Preparedness Health Planning & Emergency Response Nevada State Health Division	Subgrantee Name: Washoe County Health District (WCHD) IO-11072
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Address: 4150 Technology Way, Suite #200 Carson City, NV 89706-2009	9306912	Address: 1001 East Ninth Street Reno, NV 89520
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Subgrant Period: Date of Execution through August 9, 2013	Subgrantees: EIN#: 88-6000138 Vendor#: T40283400Q Dun & Bradstreet #: 073786998
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Reason for Award: 2011 Centers for Disease Control (CDC) - Public Health Preparedness and Response for Bioterrorism – This award is to extend the Budget Year 11 effort to facilitate completion and closeout of all PHEP activities originally stated in the detailed Scope of Work under CDC08-11 (HD# 12061).

County(ies) to be served: () Statewide (X) Specific county or counties: Washoe County

Approved Budget Categories:

1. Personnel	\$	9,744
2. Contractual/Consultant	\$	8,839
3. Travel	\$	0
4. Supplies	\$	0
5. Equipment	\$	10,157
6. Other	\$	1,012
7. Indirect	\$	0
Total Cost	\$	29,752

Disbursement of funds will be as follows:
 Payment will be made upon receipt and acceptance of a reimbursement form / invoice and supporting documentation specifically requesting reimbursement for actual expenditures *specific to this subgrant*. Total reimbursement will not exceed \$ 29,752 during the subgrant period.

Source of Funds:	% of Funds:	CFDA#:	Federal Grant #:
1. Centers for Disease Control and Prevention	100%	93.069	2U90TP916964-11

Terms and Conditions
 In accepting these grant funds, it is understood that:
 1. Expenditures must comply with appropriate state and/or federal regulations.
 2. This award is subject to the availability of appropriate funds.
 3. Recipient of these funds agrees to stipulations listed in Sections A, B, C, D and E of this subgrant award.

Authorized Sub-grantee Official	Signature	Date
Washoe County Health District	<i>[Signature]</i> ACCOUNT MGR	11/22/12
Tami M. Chartraw, MPA: HA Health Program Manager I, PHP	<i>[Signature]</i>	10/24/12
Kyle Devine, MSW Health Program Manager II, PHP	<i>[Signature]</i>	10/29/12
Richard Whitley, MS Administrator, Health Division	<i>[Signature]</i> Halpern for	11.26.12

HEALTH DIVISION
NOTICE OF SUBGRANT AWARD
SECTION A
Assurances

1. Subgrantee agrees grant funds may not be used for other than the awarded purpose. In the event Subgrantee expenditures do not comply with this condition, that portion not in compliance must be refunded to the Health Division.
2. Subgrantee agrees to submit reimbursement requests for only expenditures approved in the spending plan. Any additional expenditures beyond what is allowable based on approved categorical budget amounts, without prior written approval by the Health Division, may result in denial of reimbursement.
3. Approval of subgrant budget by the Health Division constitutes prior approval for the expenditure of funds for specified purposes included in this budget. Unless otherwise stated in the Scope of Work the transfer of funds between budgeted categories without written prior approval from the Health Division is not allowed under the terms of this subgrant. Requests to revise approved budgeted amounts must be made in writing and provide sufficient narrative detail to determine justification.
4. Recipients of subgrants are required to maintain subgrant accounting records, identifiable by subgrant number. Such records shall be maintained in accordance with the following:
 - a. Records may be destroyed not less than three years (unless otherwise stipulated) after the final report has been submitted if written approval has been requested and received from the Administrative Services Officer of the Health Division. Records may be destroyed by the Subgrantee five (5) calendar years after the final financial and narrative reports have been submitted to the Health Division.
 - b. In all cases an overriding requirement exists to retain records until resolution of any audit questions relating to individual subgrants.

Subgrant accounting records are considered to be all records relating to the expenditure and reimbursement of funds awarded under this Subgrant Award. Records required for retention include all accounting records and related original and supporting documents that substantiate costs charged to the subgrant activity.

5. Subgrantee agrees to disclose any existing or potential conflicts of interest relative to the performance of services resulting from this subgrant award. The Health Division reserves the right to disqualify any grantee on the grounds of actual or apparent conflict of interest. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest will automatically result in the disqualification of funding.
6. Subgrantee agrees to comply with the requirements of the Civil Rights Act of 1964, as amended, and the Rehabilitation Act of 1973, P.L. 93-112, as amended, and any relevant program-specific regulations, and shall not discriminate against any employee or offeror for employment because of race, national origin, creed, color, sex, religion, age, disability or handicap condition (including AIDS and AIDS-related conditions).
7. Subgrantee agrees to comply with the Americans with Disabilities Act of 1990 (P.L. 101-136), 42 U.S.C. 12101, as amended, and regulations adopted thereunder contained in 28 CFR 26.101-36.999 inclusive, and any relevant program-specific regulations.
8. Subgrantee agrees to comply with the requirements of the Health Insurance Portability and Accountability Act of 1996, 45 C.F.R. 160, 162 and 164, as amended. If the subgrant award includes functions or activities that involve the use or disclosure of Protected Health Information, the Subgrantee agrees to enter into a Business Associate Agreement with the Health Division, as required by 45 C.F.R 164.504 (e).
9. Subgrantee certifies, by signing this subgrant, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. This certification is made pursuant to regulations implementing Executive Order 12549, Debarment and Suspension, 28 C.F.R. pt. 67 § 67.510, as published as pt. VII of May 26, 1988, Federal Register (pp.19150-19211). This provision shall be required of every Subgrantee receiving any payment in whole or in part from federal funds.
10. Subgrantee agrees, whether expressly prohibited by federal, state, or local law, or otherwise, that no funding associated with this subgrant will be used for any purpose associated with or related to lobbying or influencing or attempting to lobby or influence for any purpose the following:
 - a. any federal, state, county or local agency, legislature, commission, council, or board;

- b. any federal, state, county or local legislator, commission member, council member, board member, or other elected official; or
 - c. any officer or employee of any federal, state, county or local agency, legislature, commission, council, or board.
11. Health Division subgrants are subject to inspection and audit by representatives of the Health Division, Nevada Department of Health and Human Services, the State Department of Administration, the Audit Division of the Legislative Counsel Bureau or other appropriate state or federal agencies to
- a. verify financial transactions and determine whether funds were used in accordance with applicable laws, regulations and procedures;
 - b. ascertain whether policies, plans and procedures are being followed;
 - c. provide management with objective and systematic appraisals of financial and administrative controls, including information as to whether operations are carried out effectively, efficiently and economically; and
 - d. determine reliability of financial aspects of the conduct of the project.
12. Any audit of Subgrantee's expenditures will be performed in accordance with Generally Accepted Government Auditing Standards to determine there is proper accounting for and use of subgrant funds. It is the policy of the Health Division (as well as a federal requirement as specified in the Office of Management and Budget (OMB) Circular A-133 [Revised June 27th, 2003]) that each grantee annually expending \$500,000 or more in federal funds have an annual audit prepared by an independent auditor in accordance with the terms and requirements of the appropriate circular. **A COPY OF THE FINAL AUDIT REPORT MUST BE SENT TO THE NEVADA STATE HEALTH DIVISION, ATTN: ADMINISTRATIVE SERVICES OFFICER IV, 4150 TECHNOLOGY WAY, SUITE 300, CARSON CITY, NEVADA 89706-2009, within nine (9) months of the close of the Subgrantee's fiscal year. To ensure this requirement is met Section D of this subgrant must be filled out and signed.**
13. The Department of Health and Human Services, Committee on Privacy and Confidentiality, has revised and standardized the language used in the Business Associate and Confidentiality Addendums used for all department contracts and subgrants. In order to streamline the process and incorporate these revised documents an additional section has been added to both the subgrants and contracts. **Please note that Section E is required to be filled out and signed.**
14. Subgrantee agrees to cost share/match a nonfederal contribution in the amount of 10% (\$1 for each \$10 of federal funds provided in this subgrant). The Cost Sharing/Match for Budget Year 1 will be \$9. This match may be provided directly or through donations from public or private entities and may be in cash or in kind, fairly evaluated, including plant, equipment or services. Amounts provided by the federal government or services assisted or subsidized to any significant extent by the federal government may not be included in determining the amount of such nonfederal contributions. Documentation of match, including methods and sources must be available upon request of Health Division. Subgrantee will sign attached Match Certification (Attachment 1).

**HEALTH DIVISION
NOTICE OF SUBGRANT AWARD
SECTION B**

Description of services, scope of work, deliverables and reimbursement

The Washoe County Health District (WCHD), hereinafter referred to as Subgrantee, agrees to provide the following services and reports according to the identified timeframes:

- Scope of Work --- The purpose of this Subgrant award is to extend the Budget Year 11 to facilitate completion and closeout of all PHEP activities originally stated in the detailed Scope of Work under CDC08-11 (HD# 12061). This extension will reflect only remaining work to be performed and no new initiatives or project activities may be implemented during this subgrant period.
- Additional Reporting Requirements -- Submit written Progress Reports to the Health Division electronically on or before:
 - March 30, 2013 Mid Year Progress Report (For the period of date of execution-2/28/2013)
 - October 1, 2013 End of Year Progress Report (For the period of date of execution-8/9/2013)
- Additional information may be requested by the Health Division, as needed, due to evolving state and federal reporting requirements.
- Identify the source of funding on all printed documents purchased or produced within the scope of this subgrant, using a statement similar to: "This publication (journal, article, etc.) was supported by the Nevada State Health Division through Grant Number 2U90TP916964-11 Revised from Centers for Disease Control and Prevention. Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the Nevada State Health Division or Centers for Disease Control and Prevention (CDC)."
- Any activities performed under this subgrant shall acknowledge the funding was provided through the State Health Division by Grant Number 2U90TP916964-11 Revised from the Centers for Disease Control and Prevention.

(Continued on next page)

Subgrantee agrees to adhere to the following budget:

1. Personnel	\$	9,744
2. Contractual/Consultant	\$	8,839
3. Travel	\$	0
4. Supplies	\$	0
5. Equipment	\$	10,157
6. Other	\$	1,012
7. Indirect	\$	0
Total Cost	<u>\$</u>	<u>29,752</u>

- Health Division policy is to allow no more than 10% flexibility (no more than a cumulative amount of \$2,975), within approved Scope of Work, unless otherwise authorized. Upon reaching the 10% funding adjustment threshold, additional adjustments between categories cannot be made without prior written approval from the Health Division. Changes to the Scope of Work cannot be made without prior approval from the Health Division and the federal funding agency. ****Redirect requests can only be submitted up to 60 days before the close of the subgrant period.**
- Equipment purchased with these funds belongs to the federal program from which this funding was appropriated and shall be returned to the program upon termination of this agreement.
- Travel expenses, per diem, and other related expenses must conform to the procedures and rates allowed for State officers and employees. It is the Policy of the Board of Examiners to restrict contractors/subgrantees to the same rates and procedures allowed State Employees. The State of Nevada reimburses at rates comparable to the rates established by the US General Services Administration, with some exceptions (State Administrative Manual 0200.0 and 0320.0).

Subgrantee agrees to request reimbursement according to the schedule specified below for the actual expenses incurred related to the Scope of Work during the subgrant period.

- Requests for Reimbursement will be accompanied by supporting documentation, including a line item description of expenses incurred, summarizing the total amount and type of expenditures made during the reporting period.
- Requests for Reimbursements will be submitted monthly.
- Submit monthly Requests for Reimbursement no later than 15 days following the end of the month; submit a Request for Reimbursement for activities completed through the month of August no later than September 15, 2013.
- Additional expenditure detail will be provided upon request from the Division.
- The maximum amount of funding available through this subgrant is \$29,752.

Additionally, the subgrantee agrees to provide:

- Provide a copy of all plans developed and all After Action Reports (AAR) for exercises within 45 days of completion.

- Provide a complete financial accounting of all expenditures to the Health Division within 30 days of the CLOSE OF THE SUBGRANT PERIOD. Any un-obligated funds shall be returned to the Health Division at that time, or if not already requested, shall be deducted from the final award.

The Nevada State Health Division agrees:

- Review and approve activities through programmatic and fiscal reports and conduct site visits at the Subgrantee's physical site as necessary.
- Provide reimbursements, not to exceed a total of \$29,752 for the entire subgrant period.
- Provide technical assistance, upon request from the Subgrantee.
- Reserve the right to hold reimbursement under this subgrant until any delinquent forms and reports are submitted and accepted by the Health Division.

Both parties agree:

- Based on the bi-annual narrative progress and financial reporting forms, as well as site visit findings, if it appears to the Health Division that activities will not be completed in time specifically designated in the Scope of Work, or project objectives have been met at a lesser cost than originally budgeted, the Health Division may reduce the amount of this subgrant award and reallocate funding to other preparedness priorities within the state. This includes but is not limited to:
 - Reallocating funds between the subgrantee's categories, and
 - Reallocating funds to another subgrantee or funding recipient to address other identified PHP priorities, by removing it from this agreement through a subgrant amendment,

All reports of expenditures and requests for reimbursement processed by the Health Division are SUBJECT TO AUDIT.

This subgrant agreement may be TERMINATED by either party prior to the date set forth on the Notice of Subgrant Award, provided the termination shall be not be effective until 30 days after a party has served written notice upon the other party. This agreement may be terminated by mutual consent of both parties or unilaterally by either party without cause. The parties expressly agree that this Agreement shall be terminated immediately if for any reason the Health Division, state, and/or federal funding ability to satisfy this Agreement is withdrawn, limited, or impaired.

**HEALTH DIVISION
NOTICE OF SUBGRANT AWARD
SECTION C
Financial Reporting Requirements**

- ☞ A Request for Reimbursement is due on a **monthly** basis, based on the terms of the subgrant agreement, no later than the 15th of the month.
- ☞ Reimbursement is based on **actual** expenditures incurred during the period being reported.
- ☞ Payment will not be processed without all reporting being current.
- ☞ Reimbursement may only be claimed for expenditures approved within the Notice of Subgrant Award.
- ☞ **PLEASE REPORT IN DOLLARS and CENTS (No Rounding)**

Provide the following information on the top portion of the form: Subgrantee name and address where the check is to be sent, Health Division (subgrant) number, Bureau program number, draw number, employer I.D. number (EIN) and Vendor number.

An explanation of the form is provided below.

A. Approved Budget: List the approved budget amounts in this column by category.

B. Total Prior Requests: List the **total** expenditures for all previous reimbursement periods in this column, for each category, by entering the numbers found on Lines 1-8, Column D on the **previous** Request for Reimbursement/Advance Form. If this is the first request for the subgrant period, the amount in this column equals zero.

C. Current Request: List the **current** expenditures requested at this time for reimbursement in this column, for each category.

D. Year to Date Total: Add Column B and Column C for each category.

E. Budget Balance: Subtract Column D from Column A for each category.

F. Percent Expended: Divide Column D by Column A for each category and total. Monitor this column; it will help to determine if/when an amendment is necessary. Amendments **MUST** be completed (including all approving signatures) 30 days **prior** to the end of the subgrant period.

** An Expenditure Report/Backup that summarizes, by expenditure GL, the amounts being claimed in column 'C' is required.*

Justification Form

- ☞ Insert your total monthly expenditure amount from your attached reimbursement request in column a.
- ☞ Provide the percentage of the capabilities these funds are to be applied against in column b.
- ☞ If utilizing an electronic copy, this will auto-populate the dollar amount in column c.
- ☞ Return document along with the monthly reimbursement request.

**HEALTH DIVISION
NOTICE OF SUBGRANT AWARD
SECTION D**

**NEVADA STATE HEALTH DIVISION
AUDIT INFORMATION REQUEST**

1. Non-Federal entities that expend \$500,000.00 or more in total Federal Awards are required to have a single or program-specific audit conducted for that year, in accordance with *OMB Circular A-133*. A COPY OF THE FINAL AUDIT REPORT MUST BE SENT TO THE NEVADA STATE HEALTH DIVISION, ATTN: ADMINISTRATIVE SERVICES OFFICER IV, 4150 TECHNOLOGY WAY, SUITE 300, CARSON CITY, NEVADA 89706-2009, within nine (9) months of the close of your fiscal year.

2. Did your organization expend \$500,000.00 or more in all Federal Awards during your most recent fiscal year?

YES X NO

3. When does your fiscal year end? June 30, 2013
4. How often is your organization audited? Annually
5. When was your last audit performed? June 30, 2012 - pending BCC acceptance
 December 11, 2012
6. What time period did it cover? 7/1/11-6/30/12
7. Which accounting firm conducted the audit? Kafoury, Armstrong & Co.

Elmer Stucky
SIGNATURE

Administrative Health Services Officer 11/20/12
TITLE DATE

SECTION E

STATE OF NEVADA
DEPARTMENT OF HEALTH AND HUMAN SERVICES

NEVADA STATE HEALTH DIVISION

CONFIDENTIALITY ADDENDUM

BETWEEN
Nevada State Health Division

Public Health Preparedness (PHP)
Hereinafter referred to as "Division"
And

Washoe County Health District (WCHD)
Hereinafter referred to as "Contractor"

This CONFIDENTIALITY ADDENDUM (the Addendum) is hereby entered into between Division and Contractor.

WHEREAS, Contractor may have access, view or be provided information, in conjunction with goods or services provided by Contractor to Division that is confidential and must be treated and protected as such.

NOW, THEREFORE, Division and Contractor agree as follows:

I. DEFINITIONS

The following terms shall have the meaning ascribed to them in this Section. Other capitalized terms shall have the meaning ascribed to them in the context in which they first appear.

1. **Agreement** shall refer to this document and that particular inter-local or other agreement to which this addendum is made a part.
2. **Confidential Information** shall mean any individually identifiable information, health information or other information in any form or media.
3. **Contractor** shall mean the name of the organization described above.
4. **Required by Law** shall mean a mandate contained in law that compels a use or disclosure of information.

II. TERM

The term of this Addendum shall commence as of the effective date of the primary inter-local or other agreement and shall expire when all information provided by Division or created by Contractor from that confidential information is destroyed or returned, if feasible, to Division pursuant to Clause VI (4).

III. LIMITS ON USE AND DISCLOSURE ESTABLISHED BY TERMS OF CONTRACT OR LAW

Contractor hereby agrees it shall not use or disclose the confidential information provided, viewed or made available by Division for any purpose other than as permitted by Agreement or required by law.

IV. PERMITTED USES AND DISCLOSURES OF INFORMATION BY CONTRACTOR

Contractor shall be permitted to use and/or disclose information accessed, viewed or provided from Division for the purpose(s) required in fulfilling its responsibilities under the primary inter-local or other agreement.

V. USE OR DISCLOSURE OF INFORMATION

Contractor may use information as stipulated in the primary inter-local or other agreement if necessary for the proper management and administration of Contractor; to carry out legal responsibilities of Contractor; and to provide data aggregation services relating to the health care operations of Division. Contractor may disclose information if:

1. The disclosure is required by law; or
2. The disclosure is allowed by the inter-local or other agreement to which this Addendum is made a part; or
3. The Contractor has obtained written approval from the Division.

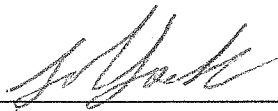
VI. OBLIGATIONS OF CONTRACTOR

1. **Agents and Subcontractors.** Contractor shall ensure by subcontract that any agents or subcontractors to whom it provides or makes available information, will be bound by the same restrictions and conditions on the access, view or use of confidential information that apply to Contractor and are contained in Agreement.
2. **Appropriate Safeguards.** Contractor will use appropriate safeguards to prevent use or disclosure of confidential information other than as provided for by Agreement.
3. **Reporting Improper Use or Disclosure.** Contractor will immediately report in writing to Division any use or disclosure of confidential information not provided for by Agreement of which it becomes aware.
4. **Return or Destruction of Confidential Information.** Upon termination of Agreement, Contractor will return or destroy all confidential information created or received by Contractor on behalf of Division. If returning or destroying confidential information at termination of Agreement is not feasible, Contractor will extend the protections of Agreement to that confidential information as long as the return or destruction is infeasible. All confidential information of which the Contractor maintains will not be used or disclosed.


IN WITNESS WHEREOF, Contractor and the Division have agreed to the terms of the above written Addendum as of the effective date of the inter-local or other agreement to which this Addendum is made a part.

CONTRACTOR/ORGANIZATION

DIVISION



 Signature



 Signature

BOB SACK

 Print Name

Richard Whitley

 Print Name

ACTING DHD

 Title

Administrator

 Title

Nevada Department of Health and Human Services

Health Division # 13079
 Bureau Program # CDC08-11A
 GL # 8516
 Draw #: _____

HEALTH DIVISION

REQUEST FOR REIMBURSEMENT

Program Name: Public Health Preparedness BIOT01 Health Planning & Emergency Response		Subgrantee Name: Washoe County Health District (WCHD)	
Address: 4150 Technology Way, Suite 200 9306912 Carson City, NV 89706		Address: 1001 East Ninth Street Reno, NV 89520	
Subgrant Period: Date of Execution through August 9, 2013		Subgrantee EIN #: 88-6000138 Subgrantee Vendor #: T40283400Q Dun & Bradstreet #: 73786998	

FINANCIAL REPORT AND REQUEST FOR FUNDS

(report in dollars and cents; must be accompanied by expenditure report/back-up)

Month(s): _____ **Calendar Year:** _____

Approved Budget Category		A	B	C	D	E	F
		Approved Budget	Total Prior Requests	Current Request	Year To Date Total	Budget Balance	Percent Expended
1	Personnel	\$ 9,744	\$ 0.00	\$ 0.00	\$ 0.00	\$ 9,744.00	0%
2	Contract/Consultant	\$ 8,839	\$ 0.00	\$ 0.00	\$ 0.00	\$ 8,839.00	0%
3	Travel	\$ 0	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0%
4	Supplies	\$ 0	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0%
5	Equipment	\$ 10,157	\$ 0.00	\$ 0.00	\$ 0.00	\$ 10,157.00	0%
6	Other	\$ 1,012	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,012.00	0%
7	Indirect	\$ 0	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0%
8	Total	\$ 29,752	\$ 0.00	\$ 0.00	\$ 0.00	\$ 29,752.00	0%

This report is true and correct to the best of my knowledge.

Authorized Signature _____ Title _____ Date _____

Reminder: Request for Reimbursement cannot be processed without an expenditure report/back-up. Reimbursement is only allowed for items contained within Subgrant Award documents. If applicable, travel claims must accompany report.

FOR HEALTH DIVISION USE ONLY

Program contact necessary? Yes No Contact Person: _____

Reason for contact: _____

Fiscal review/approval date: _____ Signed: _____

Scope of Work review/approval date: _____ Signed: _____

ASO or Bureau Chief (as required): _____ Date: _____

**Nevada State Health Division : Public Health Preparedness
Centers for Disease Control and Prevention (CDC)
Budget Request and Justification Form
Washoe County Health District (WCHD)
Date of Execution through August 9, 2013**

Contact Name: Jeff Whiteside
Phone Number: 775-328-6130
E-Mail Address: jwhitesides@washoecounty.us
Applicant/Agency Name: WCHD
Total Agency Request: \$29,752.00

** Insert your total monthly expenditure amount below from your attached reimbursement request in column a. Provide the percentage of the capabilities these funds are to be applied against in column b. If utilizing an electronic copy this will auto-populate the dollar amount in column c. Return this document along with your monthly reimbursement request. This will provide a tracking to expedite the mid- and end-of-year progress reporting.
 **Please contact us if you have any questions.

Budget Summary

	(a)	(b)	(c)
Monthly Expenditure:		Current % Utilized	Current \$ Utilized

CDC Capabilities:

Community Preparedness		\$	-
Community Recovery		\$	-
Emergency Operations Coordination		\$	-
Emergency Public Information and Warning		\$	-
Fatality Management		\$	-
Information Sharing		\$	-
Mass Care		\$	-
Medical Countermeasure Dispensing		\$	-
Medical Material Management and Distribution		\$	-
Medical Surge		\$	-
Non-pharmaceutical Interventions		\$	-
Public Health Laboratory Testing		\$	-
Public Health Surveillance & Epi Investigation		\$	-
Responder Safety and Health		\$	-
Volunteer Management		\$	-
		\$	-

Nevada State Health Division
Public Health Preparedness
Match Certification

CDC08-11A

Date: _____

External Funding Source: Centers for Disease Control (CDC)- Public Health Emergency Preparedness (PHEP)

A mandatory cost sharing/matching cost contribution is required for the following proposal:

Funding Recipient: Washoe County Health District (WCHD)

Project Title: 2011 CDC Public Health Preparedness and Response for Bioterrorism (PHEP)

Project Grant #: 2U90TP916964-11

Duration: From: Date of Execution To: August 9, 2013

Total cost sharing/matching cost contribution: \$2,975 / Percentage: 10%

Source of cost sharing/matching cost contribution:

Name: _____

Account # (if applicable): _____

Funding recipient hereby certifies that the identified cost sharing/matching cost contribution is not being used to match any other funding source.

Eileen Stickney
Administrative Health Services Officer
Washoe County Health District

Name and Title (Funding Recipient)

Eileen Stickney
Signature

11/20/12
Date



Washoe County Health District



Public Health
Prevent. Promote. Protect.

STAFF REPORT BOARD MEETING DATE: 12/20/12

DATE: December 3, 2012

TO: District Board of Health

FROM: Patsy Buxton, Fiscal Compliance Officer, Washoe County Health District
775-328-2418, pbuxton@washoecounty.us *PB*

THROUGH: Eileen Stickney, Administrative Health Services Officer, Washoe County
Health District, 775-328-2417, estickney@washoecounty.us *ES*

SUBJECT: Approval of amendments totaling an increase of \$11,501 in both revenue and expense to the FY13 Assistant Secretary for Preparedness and Response (ASPR) (2011 Carry forward) Grant Program, IO 11071.

SUMMARY

The Washoe County District Board of Health must approve and execute, or direct the Health Officer to execute, contracts in excess of \$50,000, Interlocal Agreements and amendments to the adopted budget.

The District Health Officer accepted a Notice of Subgrant Award in the total amount of \$11,501 from the Nevada State Health Division. A copy of the Subgrant Award is attached.

District Board of Health strategic priority: Be assured that mandates are met and needed services are delivered.

BCC Strategic Objective supported by this item: Achieving long term financial sustainability (County budget, resources, etc.)

PREVIOUS ACTION

The Board approved a Notice of Subgrant Amendment #1 for the period January 23, 2012 to June 30, 2012 in the amount of \$474,811 on March 22, 2012.

BACKGROUND

The Washoe County Health District received this Notice of Subgrant Award to extend the Budget Year 2011 effort to facilitate the completion and closeout of all ASPR Hospital Preparedness activities originally stated in the detailed Scope of Work under ASPR07-11 (HD# 12049).

AGENDA ITEM # _____

At June 30, 2012, the end of the project period, there was \$11,501 remaining in available grant funds in various categories as reflected in the Notice of Subgrant Award. The program intends to submit a budget reallocation request to the Nevada State Health Division requesting approval to utilize these funds for Advanced Crisis Response Training. The ASPR grant capabilities focus on community resiliency with emergency planning. This training provides an opportunity to learn more about helping a community after the public health emergency has been resolved and will be available for community partners that attended the Basic Crisis Response Training held at Lake Tahoe in December 2011.

A budget reallocation request will be submitted to the Nevada State Health Division, however, should the Nevada State Health Division approve this reallocation, the Notice of Subgrant Award will not be revised.

FISCAL IMPACT

This award was not anticipated in the FY13 budget. A budget amendment in the total amount of \$11,501 is necessary to bring the Award into alignment with the program budget.

This budget amendment will also require Board of County Commissioners approval.

Should the Board approve these budget amendments, the total adopted FY13 budget will be **increased by \$11,501** by adjustments to the following accounts:

<u>Account Number</u>	<u>Description</u>	<u>Amount of Increase/(Decrease)</u>
2002-IO-11071-431100	Federal Grants	\$10,725
2002-IO-11071-431105	Federal Grants - Indirect	\$776
2002-IO-11071-701412	Salary Adjustment	2,854
2002-IO-11071-710300	Operating Supplies	2,423
2002-IO-11071-710585	Undesignated Budget	776
2002-IO-11071-711210	Travel	5,448
	Total Expenditures	\$11,501

RECOMMENDATION

Staff recommends that the Washoe County District Board of Health approve amendments totaling an increase of \$11,501 in both revenue and expense to the FY13 Assistant Secretary for Preparedness and Response (ASPR) (2011 Carry forward) Grant Program, IO 11071.

POSSIBLE MOTION

Move to approve amendments totaling an increase of \$11,501 in both revenue and expense to the FY13 Assistant Secretary for Preparedness and Response (ASPR) (2011 Carry forward) Grant Program, IO 11071.

HEALTH DIVISION

(hereinafter referred to as the DIVISION)

NOTICE OF SUBGRANT AWARD

Program Name: Public Health Preparedness Health Planning and Emergency Response Nevada State Health Division	Subgrantee Name: Washoe County Health District (WCHD) <i>ID-11071</i>
Address: 4150 Technology Way, Suite #200 Carson City, NV 89706-2009	Address: 1001 East Ninth Street Reno, Nevada 89520
Subgrant Period: Date of Execution through June 30, 2013	Subgrantees: EIN#: 88-6000138 Vendor#: T40283400Q Dun & Bradstreet #: 073786998

Reason for Award: 2011 ASPR Hospital Preparedness Program (HPP) -- This award is to extend the Budget Year 11 effort to facilitate completion and closeout of all HPP activities originally stated in the detailed Scope of Work under ASPR07-11 (HD# 12049).

County to be served: () Statewide (X) Specific county or counties: Washoe County

Approved Budget Categories:

1. Personnel	\$	2,854
2. Contractual/Consultant	\$	0
3. Travel	\$	5,448
4. Supplies	\$	0
5. Equipment	\$	0
6. Other	\$	2,423
7. Indirect	\$	776
Total Cost	\$	11,501

Disbursement of funds will be as follows:

Payment will be made upon receipt and acceptance of a reimbursement request/ invoice and supporting documentation specifically requesting reimbursement for actual expenditures *specific to this subgrant*. Total reimbursement will not exceed \$11,501 during the subgrant period.

Source of Funds:	% of Funds:	CFDA#:	Federal Grant #:
1. ASPR Hospital Preparedness Program	100%	93.889	4 U3REP090220-03-04

Terms and Conditions

In accepting these grant funds, it is understood that:

1. Expenditures must comply with appropriate state and/or federal regulations.
2. This award is subject to the availability of appropriate funds.
3. Recipient of these funds agrees to stipulations listed in Sections A, B, C, D and E of this subgrant award.

Authorized Sub-grantee Official	Signature	Date
Washoe County Health District	<i>[Signature]</i>	11/20/12
Tami M. Chartraw, MPA:HA Health Program Manager I, PHP	<i>[Signature]</i>	10/22/12
Kyle Devine, MSW Health Program Manager II, PHP	<i>[Signature]</i>	10/30/12
Richard Whitley, MS Administrator, Health Division	<i>[Signature]</i>	11.26.12

**HEALTH DIVISION
NOTICE OF SUBGRANT AWARD
SECTION A
Assurances**

**HEALTH DIVISION
NOTICE OF SUBGRANT AWARD
SECTION A
Assurances**

As a condition of receiving subgranted funds from the Nevada State Health Division, the Subgrantee agrees to the following conditions:

1. Subgrantee agrees grant funds may not be used for other than the awarded purpose. In the event Subgrantee expenditures do not comply with this condition, that portion not in compliance must be refunded to the Health Division.
2. Subgrantee agrees to submit reimbursement requests for only expenditures approved in the spending plan. Any additional expenditures beyond what is allowable based on approved categorical budget amounts, without prior written approval by the Health Division, may result in denial of reimbursement.
3. Approval of subgrant budget by the Health Division constitutes prior approval for the expenditure of funds for specified purposes included in this budget. Unless otherwise stated in the Scope of Work the transfer of funds between budgeted categories without written prior approval from the Health Division is not allowed under the terms of this subgrant. Requests to revise approved budgeted amounts must be made in writing and provide sufficient narrative detail to determine justification.
4. Recipients of subgrants are required to maintain subgrant accounting records, identifiable by subgrant number. Such records shall be maintained in accordance with the following:
 - a. Records may be destroyed not less than three years (unless otherwise stipulated) after the final report has been submitted if written approval has been requested and received from the Administrative Services Officer of the Health Division. Records may be destroyed by the Subgrantee five (5) calendar years after the final financial and narrative reports have been submitted to the Health Division.
 - b. In all cases an overriding requirement exists to retain records until resolution of any audit questions relating to individual subgrants.

Subgrant accounting records are considered to be all records relating to the expenditure and reimbursement of funds awarded under this Subgrant Award. Records required for retention include all accounting records and related original and supporting documents that substantiate costs charged to the subgrant activity.

5. Subgrantee agrees to disclose any existing or potential conflicts of interest relative to the performance of services resulting from this subgrant award. The Health Division reserves the right to disqualify any grantee on the grounds of actual or apparent conflict of interest. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest will automatically result in the disqualification of funding.
6. Subgrantee agrees to comply with the requirements of the Civil Rights Act of 1964, as amended, and the Rehabilitation Act of 1973, P.L. 93-112, as amended, and any relevant program-specific regulations, and shall not discriminate against any employee or offeror for employment because of race, national origin, creed, color, sex, religion, age, disability or handicap condition (including AIDS and AIDS-related conditions).
7. Subgrantee agrees to comply with the Americans with Disabilities Act of 1990 (P.L. 101-136), 42 U.S.C. 12101, as amended, and regulations adopted thereunder contained in 28 CFR 26.101-36.999 inclusive, and any relevant program-specific regulations.
8. Subgrantee agrees to comply with the requirements of the Health Insurance Portability and Accountability Act of 1996, 45 C.F.R. 160, 162 and 164, as amended. If the subgrant award includes functions or activities that involve the use or disclosure of Protected Health Information, the Subgrantee agrees to enter into a Business Associate Agreement with the Health Division, as required by 45 C.F.R 164.504 (e).
9. Subgrantee certifies, by signing this subgrant, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. This certification is made pursuant to regulations implementing Executive Order 12549, Debarment and Suspension, 28 C.F.R. pt. 67 § 67.510, as published as pt. VII of May 26, 1988, Federal Register

(pp.19150-19211). This provision shall be required of every Subgrantee receiving any payment in whole or in part from federal funds.

10. Subgrantee agrees, whether expressly prohibited by federal, state, or local law, or otherwise, that no funding associated with this subgrant will be used for any purpose associated with or related to lobbying or influencing or attempting to lobby or influence for any purpose the following:
 - a. any federal, state, county or local agency, legislature, commission, council, or board;
 - b. any federal, state, county or local legislator, commission member, council member, board member, or other elected official; or
 - c. any officer or employee of any federal, state, county or local agency, legislature, commission, council, or board.

11. Health Division subgrants are subject to inspection and audit by representatives of the Health Division, Nevada Department of Health and Human Services, the State Department of Administration, the Audit Division of the Legislative Counsel Bureau or other appropriate state or federal agencies to
 - a. verify financial transactions and determine whether funds were used in accordance with applicable laws, regulations and procedures;
 - b. ascertain whether policies, plans and procedures are being followed;
 - c. provide management with objective and systematic appraisals of financial and administrative controls, including information as to whether operations are carried out effectively, efficiently and economically; and
 - d. determine reliability of financial aspects of the conduct of the project.

12. Any audit of Subgrantee's expenditures will be performed in accordance with Generally Accepted Government Auditing Standards to determine there is proper accounting for and use of subgrant funds. It is the policy of the Health Division (as well as a federal requirement as specified in the Office of Management and Budget (OMB) Circular A-133 [Revised June 27th, 2003]) that each grantee annually expending \$500,000 or more in federal funds have an annual audit prepared by an independent auditor in accordance with the terms and requirements of the appropriate circular. A COPY OF THE FINAL AUDIT REPORT MUST BE SENT TO THE NEVADA STATE HEALTH DIVISION, ATTN: ADMINISTRATIVE SERVICES OFFICER IV, 4150 TECHNOLOGY WAY, SUITE 300, CARSON CITY, NEVADA 89706-2009, within nine (9) months of the close of the Subgrantee's fiscal year. **To ensure this requirement is met Section D of this subgrant must be filled out and signed.**

13. The Department of Health and Human Services, Committee on Privacy and Confidentiality, has revised and standardized the language used in the Business Associate and Confidentiality Addendums used for all department contracts and subgrants. In order to streamline the process and incorporate these revised documents an additional section has been added to both the subgrants and contracts. **Please note that Section E is required to be filled out and signed.**

14. Subgrantee agrees to cost share/match a nonfederal contribution in the amount of 10% (\$1 for each \$10 of federal funds provided in this subgrant). The Cost Sharing/Match for Budget Year 1 will be \$1,150. This match may be provided directly or through donations from public or private entities and may be in cash or in kind, fairly evaluated, including plant, equipment or services. Amounts provided by the federal government or services assisted or subsidized to any significant extent by the federal government may not be included in determining the amount of such nonfederal contributions. Documentation of match, including methods and sources must be available upon request of Health Division. Subgrantee will sign attached Match Certification (Attachment 1).

**HEALTH DIVISION
NOTICE OF SUBGRANT AWARD
SECTION B**

Description of services, scope of work, deliverables and reimbursement

Washoe County Health District (WCHD), hereinafter referred to as Subgrantee, agrees to provide the following services and reports according to the identified timeframes:

- Scope of Work --- The purpose of this Subgrant award is to extend the Budget Year 11 to facilitate completion and closeout of all HPP activities originally stated in the detailed Scope of Work under ASPR07-11 (HD# 12049). This extension will reflect only remaining work to be performed and no new initiatives or project activities may be implemented during this subgrant period.
- Submit written Progress Reports to the Health Division electronically on or before:
 - January 13, 2013 Mid-Year Progress Report (For the period of date of execution-12/31/12)
 - July 30, 2013 End-of-Year Progress Report (For the period of date of execution -6/30/13)
- Additional information may be requested by the Health Division, as needed, due to evolving state and federal reporting requirements.
- Identify the source of funding on all printed documents purchased or produced within the scope of this subgrant, using a statement similar to: "This publication (journal, article, etc.) was supported by the Nevada State Health Division through Grant Number 4 U3REP090220-03-04 from Assistant Secretary for Preparedness and Response (ASPR). Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the Nevada State Health Division or the Assistant Secretary for Preparedness and Response (ASPR)."

Any activities performed under this subgrant shall acknowledge the funding was provided through the Nevada State Health Division by Grant Number 4 U3REP090220-03-04 from the Assistant Secretary for Preparedness and Response (ASPR).

(continued on next page)

Subgrantee agrees to adhere to the following budget:

1. Personnel	\$	2,854
2. Contractual/Consultant	\$	0
3. Travel	\$	5,448
4. Supplies	\$	0
5. Equipment	\$	0
6. Other	\$	2,423
7. Indirect	\$	776
Total Cost	\$	<u>11,501</u>

In-State and Out-of-State Travel: In compliance with Federal GSA rates.

Office / General Supplies, MRC program supplies, Books & subscriptions, Operating supplies for MRC program training and events, MRC Volunteer recruitment, identification and deployment supplies

9.9% Total direct costs excluding capital expenditure, sub-awards, and flow-through funds.

- Health Division policy is to allow no more than 10% flexibility (no more than a cumulative amount of **\$1,150** within approved Scope of Work, unless otherwise authorized. Upon reaching the 10% funding adjustment threshold, additional adjustments between categories cannot be made without prior written approval from the Health Division. Changes to the Scope of Work cannot be made without prior approval from the Health Division and the Federal funding agency. ****Redirect requests can only be submitted up to 60 days before the close of the subgrant period.**
- Equipment purchased with these funds belongs to the federal program from which this funding was appropriated and shall be returned to the program upon termination of this agreement.
- Travel expenses, per diem, and other related expenses must conform to the procedures and rates allowed for State officers and employees. It is the Policy of the Board of Examiners to restrict contractors/Subgrantees to the same rates and procedures allowed State Employees. The State of Nevada reimburses at rates comparable to the rates established by the US General Services Administration, with some exceptions (State Administrative Manual 0200.0 and 0320.0).

Subgrantee agrees to request reimbursement according to the schedule specified below for the actual expenses incurred related to the Scope of Work during the subgrant period.

- Requests for Reimbursement will be accompanied by supporting documentation, including a line item description of expenses incurred, summarizing the total amount and type of expenditure made during the reporting period.
- Requests for Reimbursements will be submitted monthly.
- Submit monthly Requests for Reimbursement no later than 15 days following the end of the month; submit a Request for Reimbursement for activities completed through the month of June no later than July 15, 2013.
- Additional expenditure detail will be provided upon request from the Health Division.
- The maximum amount of funding available through this subgrant is \$11,501.

Additionally, the Subgrantee agrees to provide:

- Provide a copy of all plans developed and all After Action Reports (AAR) for exercises within 45 days of completion.
- Provide a complete financial accounting of all expenditures to the Health Division within 30 days of the CLOSE OF THE SUBGRANT PERIOD. Any un-obligated funds shall be returned to the Health Division at that time, or if not already requested, shall be deducted from the final award.

The Nevada State Health Division agrees:

- Review and approve activities through programmatic and fiscal reports and conduct site visits at the subgrantee's physical site as necessary.
- Provide reimbursements, not to exceed a total of \$11,501 for the entire subgrant period.
- Provide technical assistance, upon request from the Subgrantee.
- The Health Division reserves the right to hold reimbursement under this subgrant until any delinquent forms, reports, and expenditure documentation are submitted to and accepted by the Health Division.

Both parties agree:

Based on the bi-annual narrative progress and financial reporting forms, as well as site visit findings, if it appears to the Health Division that activities will not be completed in time specifically designated in the Scope of Work, or project objectives have been met at a lesser cost than originally budgeted, the Health Division may reduce the amount of this subgrant award and reallocate funding to other preparedness priorities within the state. This includes but is not limited to:

- Reallocating funds between the subgrantee's categories, and
- Reallocating funds to another subgrantee or funding recipient to address other identified PHP priorities, by removing it from this agreement through a subgrant amendment,

All reports of expenditures and requests for reimbursement processed by the Health Division are SUBJECT TO AUDIT.

This subgrant agreement may be TERMINATED by either party prior to the date set forth on the Notice of Subgrant Award, provided the termination shall not be effective until 30 days after a party has served written notice upon the other party. This agreement may be terminated by mutual consent of both parties or unilaterally by either party without cause. The parties expressly agree that this Agreement shall be terminated immediately if for any reason the Health Division, state, and/or federal funding ability to satisfy this Agreement is withdrawn, limited, or impaired.

**HEALTH DIVISION
NOTICE OF SUBGRANT AWARD
SECTION C**
Financial Reporting Requirements

- ☞ A Request for Reimbursement is due on a **monthly** basis, based on the terms of the subgrant agreement, no later than the 15th of the month.
- ☞ Reimbursement is based on **actual** expenditures incurred during the period being reported.
- ☞ Payment will not be processed without all reporting being current.
- ☞ Reimbursement may only be claimed for expenditures approved within the Notice of Subgrant Award.
- ☞ **PLEASE REPORT IN DOLLARS and CENTS (No Rounding)**

Provide the following information on the top portion of the form: Subgrantee name and address where the check is to be sent, Health Division (subgrant) number, Bureau program number, draw number, employer I.D. number (EIN) and Vendor number.

An explanation of the form is provided below.

A. Approved Budget: List the approved budget amounts in this column by category.

B. Total Prior Requests: List the **total** expenditures for all previous reimbursement periods in this column, for each category, by entering the numbers found on Lines 1-8, Column D on the **previous** Request for Reimbursement/Advance Form. If this is the first request for the subgrant period, the amount in this column equals zero.

C. Current Request: List the **current** expenditures requested at this time for reimbursement in this column, for each category.

D. Year to Date Total: Add Column B and Column C for each category.

E. Budget Balance: Subtract Column D from Column A for each category.

F. Percent Expended: Divide Column D by Column A for each category and total. Monitor this column; it will help to determine if/when an amendment is necessary. Amendments **MUST** be completed (including all approving signatures) 30 days **prior** to the end of the subgrant period.

** An Expenditure Report/Backup that summarizes, by expenditure GL, the amounts being claimed in column 'C' is required.*

Justification Form

- ☞ Insert your total monthly expenditure amount from your attached reimbursement request in column a.
- ☞ Provide the percentage of the capabilities these funds are to be applied against in column b.
- ☞ If utilizing an electronic copy, this will auto-populate the dollar amount in column c.
- ☞ Return document along with the monthly reimbursement request.

**HEALTH DIVISION
NOTICE OF SUBGRANT AWARD
SECTION D**

**NEVADA STATE HEALTH DIVISION
AUDIT INFORMATION REQUEST**

1. Non-Federal entities that expend \$500,000.00 or more in total Federal Awards are required to have a single or program-specific audit conducted for that year, in accordance with *OMB Circular A-133*. A COPY OF THE FINAL AUDIT REPORT MUST BE SENT TO THE NEVADA STATE HEALTH DIVISION, ATTN: ADMINISTRATIVE SERVICES OFFICER IV, 4150 TECHNOLOGY WAY, SUITE 300, CARSON CITY, NEVADA 89706-2009, within nine (9) months of the close of your fiscal year.

2. Did your organization expend \$500,000.00 or more in all Federal Awards during your most recent fiscal year?
YES NO


3. When does your fiscal year end? June 30, 2013

4. How often is your organization audited? Annually

5. When was your last audit performed? June 30, 2012 – pending BCC acceptance
December 11, 2012

6. What time period did it cover? 7/1/11-6/30/12

7. Which accounting firm conducted the audit? Kafoury, Armstrong & Co.

<u></u>	<u>Administrative Health Services Officer</u>	<u>11/20/12</u>
SIGNATURE	TITLE	DATE

SECTION E

STATE OF NEVADA
DEPARTMENT OF HEALTH AND HUMAN SERVICES

NEVADA STATE HEALTH DIVISION

CONFIDENTIALITY ADDENDUM

BETWEEN
Nevada State Health Division

Public Health Preparedness (PHP)
Hereinafter referred to as "Division"
And
(Enter Organization/Individual Name)

Washoe County Health District (WCHD)
Hereinafter referred to as "Contractor"

This CONFIDENTIALITY ADDENDUM (the Addendum) is hereby entered into between Division and Contractor.

WHEREAS, Contractor may have access, view or be provided information, in conjunction with goods or services provided by Contractor to Division that is confidential and must be treated and protected as such.

NOW, THEREFORE, Division and Contractor agree as follows:

I. DEFINITIONS

The following terms shall have the meaning ascribed to them in this Section. Other capitalized terms shall have the meaning ascribed to them in the context in which they first appear.

1. **Agreement** shall refer to this document and that particular inter-local or other agreement to which this addendum is made a part.
2. **Confidential Information** shall mean any individually identifiable information, health information or other information in any form or media.
3. **Contractor** shall mean the name of the organization described above.
4. **Required by Law** shall mean a mandate contained in law that compels a use or disclosure of information.

II. TERM

The term of this Addendum shall commence as of the effective date of the primary inter-local or other agreement and shall expire when all information provided by Division or created by Contractor from that confidential information is destroyed or returned, if feasible, to Division pursuant to Clause VI (4).

III. LIMITS ON USE AND DISCLOSURE ESTABLISHED BY TERMS OF CONTRACT OR LAW

Contractor hereby agrees it shall not use or disclose the confidential information provided, viewed or made available by Division for any purpose other than as permitted by Agreement or required by law.

IV. PERMITTED USES AND DISCLOSURES OF INFORMATION BY CONTRACTOR

Contractor shall be permitted to use and/or disclose information accessed, viewed or provided from Division for the purpose(s) required in fulfilling its responsibilities under the primary inter-local or other agreement.

V. USE OR DISCLOSURE OF INFORMATION

Contractor may use information as stipulated in the primary inter-local or other agreement if necessary for the proper management and administration of Contractor; to carry out legal responsibilities of Contractor; and to provide data aggregation services relating to the health care operations of Division. Contractor may disclose information if:

1. The disclosure is required by law; or
2. The disclosure is allowed by the inter-local or other agreement to which this Addendum is made a part; or
3. The Contractor has obtained written approval from the Division.

VI. OBLIGATIONS OF CONTRACTOR

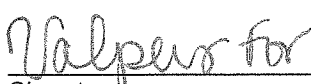
1. **Agents and Subcontractors.** Contractor shall ensure by subcontract that any agents or subcontractors to whom it provides or makes available information, will be bound by the same restrictions and conditions on the access, view or use of confidential information that apply to Contractor and are contained in Agreement.
2. **Appropriate Safeguards.** Contractor will use appropriate safeguards to prevent use or disclosure of confidential information other than as provided for by Agreement.
3. **Reporting Improper Use or Disclosure.** Contractor will immediately report in writing to Division any use or disclosure of confidential information not provided for by Agreement of which it becomes aware.
4. **Return or Destruction of Confidential Information.** Upon termination of Agreement, Contractor will return or destroy all confidential information created or received by Contractor on behalf of Division. If returning or destroying confidential information at termination of Agreement is not feasible, Contractor will extend the protections of Agreement to that confidential information as long as the return or destruction is infeasible. All confidential information of which the Contractor maintains will not be used or disclosed.

IN WITNESS WHEREOF, Contractor and the Division have agreed to the terms of the above written Addendum as of the effective date of the inter-local or other agreement to which this Addendum is made a part.

CONTRACTOR/ORGANIZATION

DIVISION


Signature


Signature

BDC SALK
Print Name

Richard Whitley
Print Name

ACTM OAD
Title

Administrator
Title

Nevada Department of Health and Human Services

Health Division # 13085
 Bureau Program # ASPR07-11A
 GL # 8516
 Draw #: _____

HEALTH DIVISION

REQUEST FOR REIMBURSEMENT / ADVANCE

Program Name: Public Health Preparedness Health Planning & Emergency Response	Subgrantee Name: Washoe County Health District (WCHD)
Address: 4150 Technology Way, Suite 200 Carson City, NV 89706	Address: 1001 East Ninth Street Reno, NV 89520
Subgrant Period: Date of Execution through June 30, 2013	Subgrantee EIN #: 88-6000138 Subgrantee Vendor #: T40283400Q Dun & Bradstreet #: 073786998

FINANCIAL REPORT AND REQUEST FOR FUNDS

(report in dollars and cents; must be accompanied by expenditure report/back-up)

Month(s): _____ **Calendar Year:** _____

Approved Budget Category	A Approved Budget	B Total Prior Requests	C Current Request	D Year To Date Total	E Budget Balance	F Percent Expended
1 Personnel	\$ 2,854.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,854.00	0%
5 Contract/Consultant	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0%
2 Travel	\$ 5,448.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 5,448.00	0%
3 Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0%
4 Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0%
6 Other	\$ 2,423.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,423.00	0%
7 Indirect	\$ 776.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 776.00	0%
8 Total	\$ 11,501.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 11,501.00	0%

This report is true and correct to the best of my knowledge.

Authorized Signature _____ Title _____ Date _____

Reminder: Request for Reimbursement cannot be processed without an expenditure report/backup. Reimbursement is only allowed for items contained within Subgrant Award documents. If applicable, travel claims must accompany report.

FOR HEALTH DIVISION USE ONLY

Program contact necessary? Yes No Contact Person: _____

Reason for contact: _____

Fiscal review/approval date: _____ Signed: _____

Scope of Work review/approval date: _____ Signed: _____

ASO or Bureau Chief (as required): _____ Date: _____

Nevada State Health Division : Public Health Preparedness
Assistant Secretary for Preparedness and Response: Hospital Preparedness Program
Budget Request and Justification Form
Washoe County Health District (WCHD)
Date of Execution through June 30, 2013

Contact Name:	Jeff Whiteside
Phone Number:	775-328-6130
E-Mail Address:	jwhitesides@washoecounty.us
Applicant/Agency Name:	WCHD
Total Agency Request:	\$11,501

** Insert your total monthly expenditure amount below from your attached reimbursement request in column a. Provide the percentage of the capabilities these funds are to be applied against in column b. If utilizing an electronic copy this will auto-populate the dollar amount in column c. Return this document along with your monthly reimbursement request. This will provide a tracking to expedite the mid- and end-of-year progress reporting.
 **Please contact us if you have any questions.

Budget Summary

	(a)	(b)	(c)
Monthly Expenditure:		Current % Utilized	Current \$ Utilized
Over-Arching Requirements:			
NIMS			\$ -
At-Risk Populations			\$ -
Education / Training			\$ -
Exercises, Evaluations & Corrective Actions			\$ -
			\$ -
Level One Capabilities:			
Interoperable Communications Systems			\$ -
Bed Tracking			\$ -
ESAR-VHP			\$ -
Fatality Management			\$ -
Medical Evacuation / Shelter-In-Place			\$ -
Partnerships / Coalition Development			\$ -
			\$ -
Level Two Capabilities:			
Alternate Care Sites (ACS)			\$ -
Mobile Medical Assets			\$ -
Pharmaceutical Cache			\$ -
Personel Protective Equipment			\$ -
Decontamination			\$ -
Medical Reserve Corps			\$ -
Critical Infrastructure Protection			\$ -
			\$ -
			\$ -

Nevada State Health Division
Public Health Preparedness
Match Certification

ASPR07-11A

Date: _____

External Funding Source: Assistant Secretary for Preparedness and Response (ASPR) _____

A mandatory cost sharing/matching cost contribution is required for the following proposal:

Funding Recipient: Washoe County Health District _____

Project Title: 2011 ASPR Hospital Preparedness Program (HPP) _____

Project Grant #: 4 U3REP09220-03-04 _____

Duration: From: Date of Execution To: June 30, 2013

Total cost sharing/matching cost contribution: \$1,150 / Percentage: 10% _____

Source of cost sharing/matching cost contribution:

Name: _____

Account # (if applicable): _____

Funding recipient hereby certifies that the identified cost sharing/matching cost contribution is not being used to match any other funding source.

Eileen Stickney
Administrative Health Services Officer
Washoe County Health District

Name and Title
(Funding Recipient)

Eileen Stickney
Signature

11/20/12
Date



Washoe County Health District



Public Health
Prevent. Promote. Protect.

STAFF REPORT BOARD MEETING DATE: 12/20/12

DATE: December 3, 2012

TO: District Board of Health

FROM: Patsy Buxton, Fiscal Compliance Officer, Washoe County Health District
775-328-2418, pbuxton@washoecounty.us *PB*

THROUGH: Eileen Stickney, Administrative Health Services Officer, Washoe County
Health District, 775-328-2417, estickney@washoecounty.us *ES*

SUBJECT: Ratification of Interlocal Agreement between the Washoe County Health District (WCHD) and the Board of Regents of the Nevada System of Higher Education on Behalf of the University of Nevada Cooperative Extension to utilize WCHD facilities for the “All 4 Kids©: Resiliency in the Obesogenic Environment” research project for the period upon approval by all parties through June 30, 2013; and if approved, authorize the Chairman to execute.

SUMMARY

The Washoe County District Board of Health must approve and execute, or direct the Health Officer to execute, contracts in excess of \$50,000, Interlocal Agreements and amendments to the adopted budget. A copy of the Interlocal Agreement is attached.

District Board of Health strategic priority: Be assured that mandates are met and needed services are delivered.

BCC Strategic Objective supported by this item: Achieving long term financial sustainability (County budget, resources, etc.)

PREVIOUS ACTION

There has been no previous action taken by the Board.

BACKGROUND

In September 2012, faculty from the University of Nevada, Reno – Cooperative Extension department contacted the Women, Infants, and Children (WIC) program manager to identify an opportunity to partner on the “All 4 Kids©: Resiliency in an Obesogenic Environment” research project.

AGENDA ITEM # _____

This is a multi-state project researching obesity with Nevada (specifically UNR) taking the lead. The project has received approval from the University of Nevada, Reno's Institutional Review Board. English-speaking mothers of a child aged 3-10 who is currently not pregnant that volunteer will be interviewed and asked a series of questions. The interview will be administered solely by UNR research staff, consists of approximately 300 questions, and is typically 30-45 minutes though some may last a little longer and include questions about play behavior, eating behaviors, and general family life (parenting styles, routines, and economics). Mothers may refuse to answer any of the questions. As part of the interview, the researcher will measure the height and weight of the mother and child (where available). No invasive procedures will be conducted on any human subjects. In exchange for completing the interview, the mother will receive \$35 worth of educational incentives (a Dr. Seuss book, jump ropes, and produce bags). The interviews are confidential and tracked via an identification number and analyzed as part of the whole not individually. UNR's goal is to complete 100-150 subject interviews over the next several months.

Attached are flyers that will be posted and provided to certifying WIC staff to share with clients who want to take it with them.

This Interlocal Agreement has been reviewed and approved by the Washoe County Risk Manager and Deputy District Attorney.

FISCAL IMPACT

Should the Board approve this item, there will be no additional fiscal impact to the adopted FY 13 budget.

RECOMMENDATION

Staff recommends that the District Board of Health ratify the Interlocal Agreement between the Washoe County Health District (WCHD) and the Board of Regents of the Nevada System of Higher Education on Behalf of the University of Nevada Cooperative Extension to utilize WCHD facilities for the "All 4 Kids©: Resiliency in the Obesogenic Environment" research project for the period upon approval by all parties through June 30, 2013; and if approved, authorize the Chairman to execute.

POSSIBLE MOTION

Move to Interlocal Agreement between the Washoe County Health District (WCHD) and the Board of Regents of the Nevada System of Higher Education on Behalf of the University of Nevada Cooperative Extension to utilize WCHD facilities for the "All 4 Kids©: Resiliency in the Obesogenic Environment" research project for the period upon approval by all parties through June 30, 2013; and if approved, authorize the Chairman to execute.

A Contract Between Washoe County Health District
Acting By and Through Its
HEALTH DEPARTMENT
(hereinafter referred to as the WCHD)
P.O. BOX 11130
Reno, Nevada 89520

And

BOARD OF REGENTS OF THE NEVADA SYSTEM OF HIGHER EDUCATION
On behalf of the University of Nevada Cooperative Extension
(hereinafter referred to as University)
University of Nevada, Reno
Reno, Nevada 89557

WHEREAS, the University desires to have access to community and clinical public health opportunities for a research project; and

WHEREAS, the WCHD conducts several community and clinical public health programs which would be enhanced by the services of the University research; and

WHEREAS, it is deemed that the services hereinafter set forth are both necessary and in the best interests of the parties;

NOW, THEREFORE, in consideration of the aforesaid premises, the parties mutually agree as follows:

CONTRACT TERM. This Contract shall be effective upon approval of the University and the Washoe County Health District, through June 30, 2013, unless extended by the mutual agreement of the Parties for the "All 4 Kids©: Resiliency in an Obesogenic Environment" research project.

TERMINATION. This Contract may be terminated by either party prior to the date set forth in paragraph (1), provided that a termination shall not be effective until 30 days after a party has served written notice upon the other party. This Contract may be terminated by mutual consent of both parties or unilaterally by either party without cause. The parties expressly agree that this Contract shall be terminated immediately if for any reason County, State and/or Federal funding ability to satisfy this Contract is withdrawn, limited, or impaired. This Contract may also be renegotiated in the event of a reduction in the anticipated County, State, or Federal funding revenue required to satisfy this Contract.

NOTICE. All notices or other communications required or permitted to be given under this Contract shall be in writing and shall be deemed to have been duly given if delivered personally in hand, by telephonic facsimile with simultaneous regular mail, or mailed certified mail, return receipt requested, postage prepaid on the date posted, and addressed to the other party at the address set forth above.

INCORPORATED DOCUMENTS. The parties agree that the services to be performed shall be specifically described; this Contract incorporates the following attachments:

ATTACHMENT A: SCOPE OF RESEARCH PROJECT (See Attachment A)
ATTACHMENT B: WASHOE COUNTY DISTRICT HEALTH DEPARTMENT VACCINE AND TB SCREENING REQUIREMENTS (See Attachment B)

BREACH; REMEDIES. Failure of either party to perform any obligation of this Contract shall be deemed a breach. Except as otherwise provided for by law or this Contract, the rights and remedies of the parties shall not be exclusive and are in addition to any other rights and remedies provided by law or equity, including but not limited to actual damages, and to a prevailing party reasonable attorneys' fees and costs.

LIMITED LIABILITY. The parties will not waive and intends to assert available NRS Chapter 41 liability limitations in all cases. Contract liability of both parties shall not be subject to punitive damages. To the extent applicable, actual contract damages for any breach shall be limited by NRS 354.626.

INDEMNIFICATION

To the extent limited in accordance with NRS 41.0305 to NRS 41.039, the University shall indemnify, defend and hold harmless WCHD from and against any and all liabilities, claims, losses, lawsuits, judgments, and/or expenses, including attorney fees, arising either directly or indirectly from any act or failure to act by the University or any of its officers or employees, which may occur during or which may arise out of the performance of this Agreement. The University will assert the defense of sovereign immunity as appropriate in all cases, including malpractice and indemnity actions. The University's indemnify obligation for actions sounding tort is limited in accordance with the provisions of NRS 41.035 to \$100,000 per cause of action.

FORCE MAJEURE. Neither party shall be deemed to be in violation of this Contract if it is prevented from performing any of its obligations hereunder due to strikes, failure of public transportation, civil or military authority, act of public enemy, accidents, fires, explosions, or acts of God, including, without limitation, earthquakes, floods, winds, or storms. In such an event the intervening cause must not be through the fault of the party asserting such an excuse, and the excused party is obligated to promptly perform in accordance with the terms of the Contract after the intervening cause ceases.

HIPAA. As covered entities, the parties acknowledge the applicability of the Health Insurance Portability and Accountability Act of 1996, P.L. 104-191 ("HIPAA") to any covered functions, which may be performed pursuant to this Agreement.

WAIVER OF BREACH. Failure to declare a breach or the actual waiver of any particular breach of the Contract or its material or nonmaterial terms by either party shall not operate as a waiver by such party of any of its rights or remedies as to any other breach.

SEVERABILITY. If any provision contained in this Contract is held to be unenforceable by a court of law or equity, this Contract shall be construed as if such provision did not exist and the nonenforceability of such provision shall not be held to render any other provision or provisions of this Contract unenforceable.

ASSIGNMENT. Neither party shall assign, transfer or delegate any rights, obligations or duties under this Contract without the prior written consent of the other party.

PUBLIC RECORDS. Pursuant to NRS 239.010, information or documents may be open to public inspection and copying. The parties will have the duty to disclose unless a particular record is made confidential by law or a common law balancing of interests.

CONFIDENTIALITY. Each party shall keep confidential all information, in whatever form, produced, prepared, observed or received by that party to the extent that such information is confidential by law or otherwise required by this Contract.

PROPER AUTHORITY. The parties hereto represent and warrant that the person executing this Contract on behalf of each party has full power and authority to enter into this Contract and that the parties are authorized by law to perform the service set forth in this agreement.

GOVERNING LAW; JURISDICTION. This Contract and the rights and obligations of the parties hereto shall be governed by, and construed according to, the laws of the State of Nevada. The parties consent to the jurisdiction of the Washoe County, Nevada district courts for enforcement of this Contract.

ENTIRE AGREEMENT AND MODIFICATION. This Contract and its integrated attachment(s) constitute the entire agreement of the parties and such are intended as a complete and exclusive statement of the promises, representations, negotiations, discussions, and other agreements that may have been made in connection with the subject matter hereof. Unless an integrated attachment to this Contract specifically displays a mutual intent to amend a particular part of this Contract, general conflicts in language between any such attachment and this Contract shall be construed consistent with the terms of this Contract. Unless otherwise expressly authorized by the terms of this Contract, no modification or amendment to this Contract shall be binding upon the parties unless the same is in writing and signed by the respective parties hereto, approved by Washoe County's legal advisor.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be signed and intend to be legally bound thereby.

APPROVED BY BOARD OF HEALTH

_____ On _____ Chairman
Washoe County Board of Health Date Title

ATTEST:

_____ On _____
Date

APPROVED BY BOARD OF REGENTS OF THE NEVADA SYSTEM OF HIGHER EDUCATION
On behalf of the University of Nevada Cooperative Extension

_____ On _____
Date Title

_____ On _____

ATTACHMENT A
SCOPE OF RESEARCH PROJECT
("All 4 Kids©: Resiliency in an Obesogenic Environment ")
COOPERATIVE EXTENSION

Responsibilities of the Parties

1. The parties agree to jointly plan for the utilization of the WCHD's facilities for research projects as part of preparation of public health and other related professionals. The maximum number of research staff and the specific period shall be jointly determined after consideration of the District's facilities and adequacy, extent and variety of research experiences available.
2. Both parties agree that research staff are not considered employees of the Washoe County Health District under this Agreement and therefore waive any and all claims to benefits otherwise provided to employees of the County, including, but not limited to any personal, liability or worker's compensation insurance from the County.

Responsibilities of the University

1. University shall maintain oversight of research staff participating in research opportunities through WCHD programs.
2. University shall ensure that all research staff carry and have evidence of adequate group medical insurance prior to the participation in any research project at the WCHD.
3. University shall ensure that vaccine and TB screening requirements have been met for all research staff prior to the beginning of a research project on site at the WCHD based on individual research activities/placement. The requirements for each research staff are contained in Attachment B: WASHOE COUNTY HEALTH DISTRICT VACCINE AND TB SCREENING REQUIREMENTS FOR STUDENTS/INTERNS/RESIDENTS.
4. University shall comply with all applicable laws, ordinances and regulations of governmental entities having jurisdiction over matters which are the subject of this Agreement. Further, pursuant to NRS Chapter 239B, University shall require background checks for research team personnel participating in the activities covered by this Agreement. The University will pay any cost associated with the background investigation. The results of these background checks which shall be made available to WCHD may result in removal of a participant from the program, at WCHD's discretion, or termination of this Agreement.
5. University shall immediately upon notice remove any research staff or faculty from WCHD program under this Agreement whom WCHD determines, in its reasonable discretion, imposes an unreasonable risk of harm to personnel, clients, property or to him/herself, or who violates WCHD policies, regulations or procedures despite warning.
6. Jenna Hayes or Madeleine Sigman-Grant will be the liaison officers and the principal contacts between WCHD and University for purposes of administration of this Agreement.

7. University agrees to comply with all aspects of the Code of Federal Regulations, Title 45 Public Welfare; Department of Health and Human Services; Part 46 Protection of Human Subjects.
8. Provide posters (one-page, preferably color, including participation incentives) and "take aways" for potential participants explaining the project and inviting participation with University contract information.
9. Allow WIC participants who want information or choose to participate in the project to do after their WIC Services or appointment.
10. Provide reception of potential participants, and explanation of the project, answer questions, and check-in of survey participants.
11. Recruit all participants, conduct all surveys, and perform heights and weights using n portable equipment brought in.
12. Provide any needed copies of immunizations records, TB test results, fingerprinting, etc. required by District Health prior to interactions with the public on premises.
13. Provide a summary report of a subset of the data, in other words the data provided by WIC subjects, for describing Washoe County Health District participants in terms of parenting styles, feeding styles, impact of economic strain, and use of routines (family meals, holidays, etc.). The report will include percentages in all of the categories for each of the measures for each of the WIC clinics surveyed and will be available in 2014 or early 2015.
14. Not interfere with operations of the WIC clinic nor activities of Washoe County Health District outside of what is specifically agreed upon.

Responsibilities of the WCHD

1. WCHD shall have sole responsibility for establishing the policies, regulations and procedures applicable to its operations and activities. It shall notify University of all policies, regulations and procedures that it expects University's personnel and research staff to adhere to while on WCHD premises or conducting activities in WCHD facilities. WCHD may notify University personnel and research staff directly without prior notice to University of policies, regulations and procedures if circumstances prohibit such prior notice.
2. WCHD shall maintain its facilities that are open to University personnel and research staff in compliance with applicable local, state and federal laws and regulations and accreditation requirements, if any.
3. WCHD will provide physical facilities as necessary to the administration of this Agreement and to the conduct of the research experiences conducted under the auspices of this Agreement, within the limits of the District.
4. WCHD administration and personnel recognize their responsibility to maintain a research environment of high quality in which sound research projects can occur.

5. WCHD will provide research opportunities for research staff within the limits of WCHD. The emphasis shall be on research rather than services without disruption of usual WCHD activities.
6. WCHD shall appoint a liaison officer and notify University of same. Such officer shall be the principal contact between WCHD and University for purposes of administration of this Agreement.
7. WCHD may remove and restrict from entry upon its premises University personnel, research staff who it determines, in its reasonable discretion, impose an unreasonable risk of harm to WCHD personnel, clients, property of him/herself, or who violates WCHD policies, regulations or procedures despite warning. WCHD shall exercise reasonable efforts under the circumstances to notify University of its intent to remove or restrict prior to taking action and shall notify University as soon thereafter as is reasonable.
8. Will post posters and "take aways" provided by University at each WIC site reception area and give same to certifying WIC staff to share with clients who want to take it with them.
9. Allow University project staff access to WIC clients on Thursday and Fridays at the Ninth St. location and any week day at the South Reno location by mutual agreement of dates and times.
10. Allow the University staff person to utilize a clip board and existing seating in the WIC reception area to provide information to potential participants, answer questions, and make appointments for interviews for the project.
11. Provide space inside the WIC office area for the project staff to interview clients.
12. Allow University project staff the opportunity to recruit participants for one to two minutes at the end of scheduled WIC nutrition education classes.
13. Not provide reception services for the University project or any explanation of the project nor check-in survey participants.
14. Not provide any translation services to the project.

WCHD personnel shall not be obligated to participate in the research experiences of research staff referred to WCHD hereunder except to the extent agreed between University and WCHD. To the extent WCHD personnel are engaged in the supervision of research staff experiences they shall adhere to the research experience requirements established under the authority of this Agreement and shall make such reports and provide such information specified therein.

Scheduling and Tracking Research Staff Placements

The University shall select, in consultation with the District, research experiences to which the research staff will be assigned from among those research opportunities made available by the WCHD. The University and the WCHD shall mutually determine dates and times for the use of these facilities by such research staff. (This research is faculty research only and is not associated with any University course.)

Communication between School and District Program Staff

School and the District have appointed the following principal contacts for all communications in connection with this Exhibit:

Contact for the Health District

Joseph P. Iser, MD, DrPH, MSc
District Health Officer
Administrative Health Services
PO Box 11130
Reno, NV 89520
775-328-2416
Email address: jiser@washoecounty.us

Contact for Cooperative Extension

Jenna T. Hayes, M.S.
Cooperative Extension

University of Nevada, Reno
1664 N. Virginia St, MS 0281
Reno, NV 89557

ATTACHMENT B

WAHSOE COUNTY HEALTH DISTRICT
VACCINE AND TB SCREENING REQUIREMENTS* FOR
RESEARCH STAFF

	9th Street and Off-site Clinical Areas	9th Street Non-Clinical Areas	Off-site Non-Clinical Areas
MMR	Required (1 dose or immunity to Measles, Mumps and Rubella if born before 1957, 2 doses if born during or after 1957)	Required (1 dose or immunity to Measles, Mumps and Rubella if born before 1957, 2 doses if born during or after 1957)	Recommended (2 doses if born during or after 1956)
Tdap	Required if 2 or more years since last Td booster	2007 – Recommend for next Tetanus booster	2007 – Recommend for next Tetanus booster
Varicella	Required (vaccine or history of chicken pox)	Recommended	Recommended
Influenza	Required during October – March	Recommended	Recommended
Approved TB Screening	Required (for example Quantiferon within 30 days prior to rotation or 2-step TST with second TST placed and read within 30 days prior to rotation)	Required (for example Quantiferon within 30 days prior to rotation or 2-step TST with second TST placed and read within 30 days prior to rotation)	N/A
Hepatitis B	If possible human blood exposure during rotation	If possible human blood exposure during rotation	If possible human blood exposure during rotation

* Requirements are based on staff activities and location.

Do you speak English?

Do you have at least one child aged 3-10?

Are you currently NOT pregnant?

If yes...

The *How Families Eat and Play* Team would like to invite you to participate in a research study.

To participate in the study, you will be asked to complete a one-time, 30-45 minute interview here at the WIC Office. You will be asked questions about your child's eating and play behavior as well as general family life. As part of the interview, we will measure your height and weight as well as that of your child (if they are available).

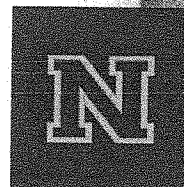
Participants will be given \$35 worth of educational incentives including a Dr. Seuss book, produce green bags, and a jump



If you are interested,

please talk to your WIC staff

for more information!

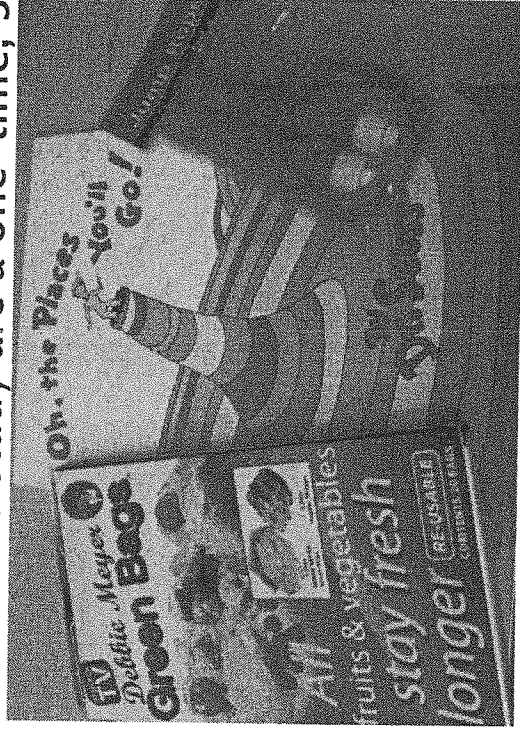


University of Nevada
Cooperative Extension

Thank you for interest in the *How Families Eat and Play* research study.

This study is only for English-speaking mothers of at least one child aged 3-10 who are currently NOT pregnant. Interviews for this study are a one-time, 30-45 minute interview involving questions about your child's play and eating behaviors as well as general family life.

After completing the interview, you will receive \$35 in educational incentives.



To sign up for an interview, see the research team at the

recruitment table or contact Jenna Hayes at (530)416-3024 or by email at jennah@unr.edu



Washoe County Health District



Public Health
Prevent. Promote. Protect.

STAFF REPORT

BOARD MEETING DATE: December 20, 2012

DATE: December 11, 2012

TO: District Board of Health

FROM: Patsy Buxton, Fiscal Compliance Officer, Washoe County Health District
775-328-2418, pbuxton@washoecounty.us *PB*

THROUGH: Eileen Stickney, Administrative Health Services Officer
775-328-2417, estickney@washoecounty.us *ES*

SUBJECT: Approval of the Washoe County Health District Indirect Cost Policy

SUMMARY

The Washoe County Health District has no formal policy on recovering indirect costs. The approval of the Indirect Cost Policy establishes standards for recovering indirect costs on grants, contracts and fees.

District Board of Health Strategic Priority: Approval, discussion, and/or direction supports the Washoe County Health District priority to assure that mandates are met and needed services are delivered.

PREVIOUS ACTION

The District Board of Health received a draft of the proposed policy at their Strategic Planning Retreat on December 6, 2012.

BACKGROUND

The Washoe County Health District has historically reflected the indirect costs as an in-kind contribution on grant applications. Progress has been made in recovering indirect costs as the practice went from including as an in-kind contribution to including as cost reimbursement. However, this is applicable to only new programs, grants or awards.

To maintain long-term financial stability, *all* programs must contribute to the cost of Washoe County's and Washoe County Health District's infrastructure. This requires a paradigm shift in how cost-based reimbursement is viewed and assessed. The proposed policy is to apply the full relevant indirect cost rate to *all* (new and continuation) external grants, contracts, and fees. Recognizing the need to have flexibility, the policy contains a provision for the District Health Officer and Administrative Health Services Officer to approve a full or partial waiver of the administrative costs normally incurred.

AGENDA ITEM # _____

Having an Indirect Cost Policy formally approved by the District Board of Health increases our ability to recover indirect costs in grants, contracts, and fees.

Attached is the Fiscal Year 2013 Washoe County Health District Indirect Cost Rate Proposal-Fixed Rate (ICRP) that is used for the period July 1, 2012 through June 30, 2013. The ICRP includes a list of each division's administrative personnel including salaries and benefits, the division's administrative expenditure exclusions, and program descriptions.

The ICRP is prepared by Scott Mayne of LSM Government Financial Management in accordance with the requirements of the Federal awards to which they apply and Office of Management and Budget (OMB) Circular A-87, "Cost Principles for State and Local Governments".

FISCAL IMPACT

There is no fiscal impact associated with approving the policy, however, any revenue received from recovering indirect costs will be posted to Health Fund in the period in which it was earned and/or received.

RECOMMENDATION

Staff recommends that the Washoe County District Board of Health approve the Washoe County Health District Indirect Cost Policy.

POSSIBLE MOTION

Move to approve the Washoe County Health District Indirect Cost Policy.

WASHOE COUNTY HEALTH DISTRICT

INDIRECT COST POLICY

Purpose of the Policy

In order for the Washoe County Health District to maintain long-term financial stability, programs must contribute to the cost of Washoe County's and Washoe County Health District's infrastructure. This policy establishes standards for recovering indirect costs on grants, contracts, and fees.

Washoe County develops on an annual basis a cost allocation plan in accordance with Office of Management and Budget Circular A-87, *Cost Principles for State, Local and Indian Tribal Governments* and the Implementation Guide for Office of Management and Budget Circular A-87. Washoe County utilizes the County Wide Cost Allocation Plan (COWCAP) to assess an allocation of indirect costs to all non-general fund departments (such as the Washoe County Health District), to account for their portion of central service costs (i.e. County Manager's Office, Comptroller's, Risk Management, Human Resources, Technology Services, etc.). The COWCAP is reconciled to the County's annual financial statements during the report's preparation. It is reviewed annually by the external auditors as part of their fiscal year end Comprehensive Annual Financial Report (CAFR) review.

The Washoe County Health District (WCHD) develops on an annual basis an Indirect Cost Rate Proposal (ICRP) at a Fixed Rate after the COWCAP has been completed. The ICRP reflects indirect administrative overhead costs of WCHD, exclusive of county-wide indirect costs and is reconciled to the County's annual financial statements during the report's preparation.

Definitions

Indirect cost rate is a ratio, based upon the proportion of all of the organizations' indirect costs to all of the organization's direct costs.

Direct costs are those costs that can be directly related to a specific project. Such costs may include salaries and wages, and benefits of staff assigned to the project, consumable supplies, travel and equipment necessary to carry out the project.

Indirect costs are those costs that are incurred for the benefit of more than one cost objective and difficult to assign to or identify with a specific cost object or cost center (department, function, program, and grant.) Indirect costs serve common or joint purposes, and to identify the specific program or grant served would take an effort disproportionate to the results achieved.

Fixed rate is calculated and "fixed" in advance for a specific future period on the basis of an estimate of that period's ratio of indirect costs and direct operating costs. Once the actual

indirect and direct operating costs of that period are known, the difference between the estimated and actual indirect costs is “carried forward” as an adjustment to the calculation of a future rate. This places any adjustments to the rate in a future period, allowing us to avoid filing amended federal or state program reports when actual indirect costs vary from estimated indirect costs.

Indirect cost rate certification must be signed on behalf of the organization, by an individual at a level no lower than executive director or chief financial officer of the organization that submits the proposal. The Administrative Health Services Officer signs the certification for the Washoe County Health District ICRP. The certification for the COWCAP is signed by the Washoe County Finance Director.

Policy

The Washoe County Health District policy is to apply the full relevant indirect cost rate to all external grants, contracts, and fees. In certain circumstances, the District Health Officer and Administrative Health Services Officer may approve full or partial waivers of the Administrative costs normally incurred.

Indirect Cost Waivers

A waiver may be granted under the following circumstances:

- it is required as a condition of the award;
- if the grantor has an official written and publicly disclosed policy regarding the use of funds for overhead expenses;
- if the Request for Proposal (RFP) defines a limit on indirect cost recovery as a condition of the project;

A special request for an indirect cost waiver may be considered by the District Health Officer on a case-by-case basis that may take any or all of the following into consideration:

- the total cost to the Washoe County Health District;
- the equity of granting the waiver when the other programs recover overhead costs;
- the effect of a waiver to increase direct costs available for public health services;
- the likelihood that an award would be seriously jeopardized without a waiver, and the potential effect of the loss of public health services.

Recording Revenue

Revenue derived from recovering indirect costs is posted to the program in which it was received. As the purpose of assessing the indirect cost rate is to off-set the administrative and infrastructure costs, an accounting entry will be made to move the revenue from the individual program to a Washoe County Health District administrative cost object. This will ensure that programs do not utilize these funds for daily operational expenditures; and assist with analyzing progress in recovery efforts.

WASHOE COUNTY, NEVADA
HEALTH DISTRICT
INDIRECT COST RATE PROPOSAL
Fixed Rate



Fiscal Year 2013

Dated 6/30/2012

Washoe County Health District
Indirect Cost Rate Proposal
Based on Actual Costs for the Fiscal Year Ending June 30, 2011
Fixed for the Fiscal Year Ending June 30, 2013

Certification

This is to certify that I have reviewed the indirect cost rate proposal submitted herewith and to the best of my knowledge and belief:

- (1) All costs included in this proposal dated 06/30/2012 to an establish fixed indirect cost rate for 07/01/12 to 6/30/13 are allowable in accordance with the requirements of the Federal awards to which they apply and OMB Circular A-87, "Cost Principles for State and Local Governments". Unallowable costs have been adjusted for in allocating costs as indicated in the indirect cost rate proposal.
- (2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the awards to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal Government will be notified of any accounting changes that would affect the fixed rate.

I declare that the foregoing is true and correct.

Government Unit

Washoe County Department of Public Health

Signature:

Eileen Stickney
Eileen Stickney

Name of Official:

Administrative Health Services Officer

Title:

Date of Execution:

4.17.12

Washoe County Health District
Indirect Cost Rate Proposal

6/30/2012

Based on Actual Costs for the Fiscal Year Ending June 30, 2011
Fixed for the Fiscal Year Ending June 30, 2013

Indirect Cost Notes

The Washoe County Health District indirect cost rate proposal included herein is based on actual costs for the fiscal year ending June 30, 2011, and will be used in the fiscal year ending June 30, 2013.

The following is a synopsis of the functions performed by the Washoe County Health District and the funding sources. All functions except general administration are considered direct service providers and have the potential to have indirect costs charged.

Administrative Health Services Division consists of the following functions:

General Administration includes the personnel who provide managerial services for all of the other Divisions. This includes the District Health Officer and the Administrative Health Services Officer who oversee all of the various Health Department programs. Some of their duties include coordinating the proposals, reports, and audits of programs receiving federal financial assistance. Also included is an administrative staff, which handles central services such as the payroll function for all staff, receipt of mail payments, purchasing, accounts payable, accounts receivable, contracts, and information technology support.

Emergency Medical Services monitors REMSA's performance under a franchise agreement; promotes coordination of medical disaster preparedness activities with public safety agencies, hospitals and ambulance services. This program receives no federal financial assistance.

Women, Infants, and Children is a preventative health and nutrition program for mothers and children providing health and educational services, as well as necessary foods, to eligible participants. Federal financial assistance from the U.S. Department of Agriculture is received through the State of Nevada.

Community and Clinical Health Services Division consists of the following functions:

General Community Health includes staff who provide management and specific administrative duties related to the Community Health programs and clinical services. These functions are different from, and not a replacement for, those of the general administrative function.

Chronic Disease program monitors indicators of community health and quality of life by collecting and analyzing health-related data; and is a resource for the community in measuring its progress toward achieving its goal for improved health and wellness.

Tobacco Prevention and Control is a program designed to develop an effective tobacco control program for Washoe County residents. The program collaborates with the Washoe County Tobacco Prevention Coalition to reduce tobacco use and its impact on other health determinants in Washoe County. Federal funding is received from the Centers for Disease Control and Prevention (CDC) through the State of Nevada.

Washoe County Health District
Indirect Cost Rate Proposal

6/30/2012

Based on Actual Costs for the Fiscal Year Ending June 30, 2011
Fixed for the Fiscal Year Ending June 30, 2013

Diabetes Prevention and Control is a program designed to develop community capacity in the implementation of chronic disease prevention programs. Funding supports implementing the chronic disease prevention plan that addresses the risk factors of tobacco use and exposure, overweight/obesity, physical inactivity and poor nutrition that contribute to diabetes and other chronic diseases. Federal funding is received from the Centers for Disease Control and Prevention (CDC) through the State of Nevada.

Sexual Health Program provides comprehensive prevention, education, treatment, and surveillance activities in Washoe County that reduce the incidence of STD infection including HIV. Federal funding is received from the Centers for Disease Control and Prevention (CDC) through the State of Nevada. Patient fees are also charged.

Tuberculosis provides assessment, diagnosis, counseling, and treatment for tuberculosis exposure and active disease patients, funded primarily by State and Federal grants and patient fees.

Family Planning and Teen Health Mail provides reproductive health, family planning and minor acute care services. Federal financial assistance is received directly from the U.S. Public Health Service. Patient fees are also charged. The program also receives funding from the State of Nevada.

Immunization Programs' mission is to promote public health by reducing vaccine preventable disease through immunization, with an emphasis on collaboration and cooperation with community partners. The program receives federal funding from the Centers for Disease Control and Prevention (CDC) through the State of Nevada. Patient fees are also charged.

Public Health Nursing Program's mission is to improve perinatal health outcomes in Washoe County through outreach, case management and support of local and state maternal and child health policies. Focus includes the prevention of child abuse and neglect. Other activities supported by Public Health Nursing include Kids to Senior Korner, Washoe County Social Services Child Protection Services Unit and community awareness campaigns. The program receives federal funding from the Office of Health Resources and Services Administration (HRSA) through the State of Nevada. The program also receives funding from the State of Nevada, Children's Trust Fund.

Adult Viral Hepatitis program provides outreach and information for the prevention of Adult Viral Hepatitis. The program receives federal funding from the Centers for Disease Control and Prevention (CDC) through the State of Nevada.

NACCHO ACHIEVE program provides funding to support local communities to address chronic disease risk factors of physical inactivity, poor nutrition, and tobacco use at the policy, systems, and environmental change level to reduce the burden of chronic diseases such as arthritis, obesity, diabetes, cardiovascular disease, and cancer. The program receives federal funding from the Centers for Disease Control and Prevention (CDC) through National Association of City and County Health Officials (NACCHO).

Based on Actual Costs for the Fiscal Year Ending June 30, 2011
Fixed for the Fiscal Year Ending June 30, 2013

Environmental Health Services Division consists of the following functions:

General Environmental Health provides administrative services for the other environmental functions: Food Protection Program, Underground Storage Tanks, Vector Control, Safe Drinking Water, Hazardous Waste, Liquid Waste and Solid Waste Management. These services are neither in conflict with, nor a replacement for, those of the general administration function. Personnel in this cost center perform plan review, investigations, and licensing for service, pools, spas and other regulated activities. During the course of this type of work, some time is also spent in reviewing the environmental impact for separate programs.

Food Protection program's mission is to reduce the public's risk of food borne illness by eliminating or minimizing environmental health hazards through education, inspections, regulation enforcement and cooperative working relationships with community partners. This program receives no federal financial assistance.

Underground Storage Tanks (UST) and Leaking Underground Storage Tank program's mission is to prevent the accidental or incidental release of petroleum products stored in underground storage tanks into the environment and to mitigate and remediate the environmental impact of petroleum products, released from failed UST systems, that have contaminated the environment, particularly ground water. This program receives funds from the Environmental Protection Agency (EPA) through the State of Nevada.

Vector – Borne Diseases is responsible for surveillance and ecological control of diseases that are transmitted from animal to humans. Mosquito population and the presence of encephalitis, hantavirus, plague and rabies in hosts are monitored. This program receives no federal financial assistance.

Safe Drinking Water administers the EPA's Safe Drinking Water program in Washoe County. This program is also concerned with how present and future development impacts the water supply. This program receives federal funds through the State of Nevada.

Hazardous Materials Program is responsible for ensuring proper storage, transportation and disposal of hazardous waste in Washoe County. This program receives federal funds from the Environmental Protection Agency (EPA) through the State of Nevada.

Solid Waste Management Program oversees all matters involving solid waste in Washoe County and monitors waste collection and disposal. Staff implement regulations involving permits, landfill and transfer station operations, importation of out-of-state municipal solid waste, illegal dumping, recycling, and complaint investigation. The State of Nevada created a \$1 per tire recycling fee to be charged at the sale of each retail tire sold in Nevada. This program receives 25% of these funds that are placed in the Solid Waste Management Account.

Washoe County Health District
Indirect Cost Rate Proposal

6/30/2012

Based on Actual Costs for the Fiscal Year Ending June 30, 2011
Fixed for the Fiscal Year Ending June 30, 2013

Air Quality Management Division consists of the following functions:

Air Quality seeks solutions to our community's air pollution problems through a combination of regulatory activities and public education. Federal financial assistance for this program is received directly from EPA. Fees for permits and plan reviews are also charged.

Title V is an operating permit program that strives to identify and implement the Clean Air Act requirements for air pollution sources thereby improving compliance with emissions control requirements. This program receives no federal funding. Funds are provided entirely from fees charged for permits issued to "major" stationary sources of certain pollutants (primarily industrial facilities and large commercial operations).

Air Quality DMV Pollution Control funds are allocated for the operation of the federally mandated oxygenated fuels program and provides significant assistance to the District's ambient air quality monitoring program.

Washoe County Health District
Indirect Cost Rate Proposal

6/30/2012

Based on Actual Costs for the Fiscal Year Ending June 30, 2011
Fixed for the Fiscal Year Ending June 30, 2013

Epidemiology (Epi) Center/Public Health Preparedness consists of the following functions:

Public Health Preparedness program's mission is to strengthen the capacity of public health infrastructure to detect, assess, and respond decisively to control the public health consequences of bioterrorism event. Federal funding is received from the Centers for Disease Control and Prevention (CDC) through the State of Nevada.

Civilian Volunteer Medical Reserve Corps (MRC) program focuses heavily on the recruitment of new members, volunteer recognition, credentialing and deployment. Federal funding is received from National Association of City and County Health Officials (NACCHO).

Assistant Secretary for Preparedness and Response (ASPR) Hospital Preparedness program funding supports activities created to increase hospital and clinic surge capacity and provide staffing for Point of Distribution (PODS) and alternate care sites in the event of an emergency. Federal funding is received from ASPR through the State of Nevada.

Public Health Emergency Response (PHER) program receives funding from the Centers for Disease Control and Prevention (CDC) "Public Health and Social Services Emergency Fund" to plan and implement the Pandemic (H1N1) 2009 Influenza Vaccination Campaign.

Communicable Disease Prevention program's mission is to provide comprehensive epidemiology services for Washoe County residents to detect, investigate, and respond to communicable diseases in order to reduce their incidence. This program receives federal funding from the Centers for Disease Control and Prevention (CDC) through the State of Nevada.

Vital Statistics is responsible for recording birth and death certificates in the County and for providing copies of the same upon request. This program receives no federal financial assistance. Fees for birth and death certificates are also charged.

In accordance with NRS 439.370, there is a District Board of Health which reviews the Health Department's actions, as well as setting fees for licensing, immunizations, supplies, etc., to be charged by the various divisions. The members of the Board receive no compensation from the Health Department.

Washoe County Health District - Indirect Cost Rate
Fixed for FY2013

Division/Program	Total	Exclusions	Expenditures not Allowable	Indirect Costs	Direct Costs		Balance
					Salaries and Wages	Other Expenditures	
Emergency Medical Services	\$ 79,353	\$ -	\$ -	\$ -	\$ 60,998	\$ 18,355	79,353
WIC Local	163,053	-	-	-	75,990	87,063	163,053
WIC	1,087,008	-	-	-	714,126	372,882	1,087,008
Epidemiological Public Health Prepared	1,913,275	-	25,137	238,370	970,221	679,547	1,913,275
Community/Clinical Health Services	5,128,178	-	-	353,701	2,944,702	1,829,774	5,128,178
Environmental Health	5,104,158	-	-	329,918	2,959,836	1,814,404	5,104,158
Air Quality Management	2,130,501	-	60,232	233,746	1,198,023	638,500	2,130,501
Department Indirect Costs	15,605,526	-	85,369	1,155,736	8,923,895	5,440,527	15,605,526
Public Health Administration	1,115,026	-	(77)	1,036,375	57,131	21,597	1,115,026
Subtotal Health District	\$ 16,720,552	\$ -	\$ 85,292	\$ 2,192,111	\$ 8,981,026	\$ 5,462,123	\$ 16,720,552
Health District - Depreciation Expense	\$ 89,417	\$ -	\$ -	\$ 89,417	\$ -	\$ -	\$ 89,417
From Comptroller Asset Report	\$ 89,417	\$ -	\$ -	\$ 89,417	\$ -	\$ -	\$ 89,417
Subtotal Health District	\$ 16,809,969	\$ -	\$ 85,292	\$ 2,281,528	\$ 8,981,026	\$ 5,462,123	\$ 16,809,969
Services Furnished and not Billed by Other							
County Departments							
County Manager	42,630			42,630			42,630
Community Relations	46,338			46,338			46,338
Mgmt Services/ Strategic Planning	5,256			5,256			5,256
Internal Audit	-			-			-
Comptroller/Accounting	74,966			74,966			74,966
Budget Division	29,679			29,679			29,679
Purchasing Administration	30,580			30,580			30,580
District Attorney Civil Division	89,148			89,148			89,148
Telecommunication	3,845			3,845			3,845
Information Tech - Software & Solutions	549,851			549,851			549,851
Information Tech - Enterprise Infrastructure	162,902			162,902			162,902
IT Infrastructure	13,732			13,732			13,732
Human Resources	163,821			163,821			163,821
Subtotal	\$ 18,022,717	\$ -	\$ 85,292	\$ 3,494,276	\$ 8,981,026	\$ 5,462,123	\$ 18,022,717

\$138396 transferred from Admin to CCH Ad
Balance in SAP

Added to Public Health Administration for dis

	Total	Exclusions	Expenditures not Allowable	Indirect Costs	Salaries and Wages	Other Expenditures
	\$ 18,022,717	\$ -	\$ 85,292	\$ 3,494,276	\$ 8,981,026	\$ 5,462,123
Subtotal, Previous Page						18,022,717
Services Furnished and not Billed by Other						
County Departments, continued						
Treasurer, Banking	4,220			4,220		4,220
Public Works Administration	13,412			13,412		13,412
General Services Administration	55,480			55,480		55,480
Energy Costs	113,820			113,820		113,820
Facility Management	290,292			290,292		290,292
Facility Infrastructure	11,331			11,331		11,331
Fund Transfers, Insurance	852,069			852,069		852,069
Total	\$ 19,363,341	\$ -	\$ 85,292	\$ 4,834,900	\$ 8,981,026	\$ 5,462,123

	Health Dept Admin and COW/CAP Allocated Costs	Allocated Based on Direct Salaries and Wages	COW/CAP Allocated Directly to Comm/Clinical Health	COW/CAP Allocated Directly to Environmental Health	COW/CAP Allocated Directly to Air Quality
Health Dept Admin and COW/CAP Allocated Costs	42,630	42,630	-	-	-
County Departments					
County Manager	46,338	46,338	-	-	-
Community Relations	5,256	5,256	-	-	-
Mgmt Svcs/Strategic Planning					
Internal Audit					
Comptroller/Accounting	74,966	74,966	-	-	-
Budget Division	29,679	29,679	-	-	-
Purchasing Administration	30,580	30,580	-	-	-
District Attorney Civil Division	89,148	89,148	-	-	-
Telecommunication	3,845	3,845	-	-	-
Information Tech - Software & Solutions	549,851	549,851	-	-	-
Information Tech - Enterprise Infrastructure	162,902	162,902	-	-	-
IT Infrastructure	13,732	13,732	-	-	-
Human Resources	163,821	163,821	-	-	-
Treasurer, Banking	4,220	4,220	-	-	-
Public Works Administration	13,412	13,412	-	-	-
General Service Administration	55,480	55,480	-	-	-
Energy Costs	113,820	113,820	-	-	-
Facility Management	290,292	290,292	-	-	-
Facility Infrastructure	11,331	11,331	-	-	-
Fund Transfers, Insurance	852,069	852,069	-	-	-
Department Indirect Costs	2,553,372	2,553,372	-	-	-
Department Administration	1,125,792	1,125,792	-	-	-
Total, Allocated Indirect Costs	\$ 3,679,164	\$ 3,679,164	\$ -	\$ -	\$ -

Total, Allocated Indirect Costs	\$ 3,679,164	\$ 3,679,164	\$ -	\$ -	\$ -	\$ 3,679,164
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Division/Program	Allocation Based on		COWCAP		Division	Total Indirect	Balance
	Direct Salaries and Wages	Direct Salaries and Wages	Direct Allocations	Direct Allocations			
Emergency Medical Services	\$ 60,998	\$ 24,988	\$ -	\$ -		\$ 24,988	
WIC Local	75,990	31,130	-	-		31,130	
WIC	714,126	292,549	-	-		292,549	
Epidemiological Public Health Prepared	970,221	397,460	-	238,370		635,830	
Community/Clinical Health Services	2,944,702	1,206,326	-	353,701		1,560,027	
Environmental Health	2,959,836	1,212,525	-	329,918		1,542,443	
Air Quality Management	1,198,023	490,782	-	233,746		724,528	
Department Administration	57,131	23,405	-	-		23,405	
Total	\$ 8,981,026	\$ 3,679,165	\$ -	\$ 1,155,736		\$ 4,834,900	\$ 4,834,901

Indirect Cost Rates

FY11 Indirect Costs	FY09 Indirect Costs	Adjustment for FY11 Actual	Total Indirect Cost For FY11	Direct Salaries and Wages	Total Indirect Rate	Dept Indirect Rate	Division Indirect Rate	CoCAP Indirect Rate
Emergency Medical Services	24,988	25,939	24,037	60,998	39.41%	11.52%	0.00%	27.89%
WIC Local	31,130	23,411	31,130	75,990	40.97%	11.52%	0.00%	29.45%
WIC	292,549	295,989	292,549	714,126	40.97%	11.52%	0.00%	29.45%
Epidemiological Public Health Prepared	635,830	510,507	125,323	970,221	78.45%	11.52%	37.42%	29.51%
Community/Clinical Health Services	1,560,027	2,057,074	(497,047)	2,944,702	36.10%	11.52%	4.20%	20.38%
Environmental Health	1,542,443	1,610,919	(68,476)	2,959,836	49.80%	11.52%	9.61%	28.67%
Air Quality Management	724,528	779,155	(54,627)	1,198,023	55.92%	11.52%	14.56%	29.84%
Department Administration	23,405	26,648	(3,243)	57,131	35.29%	11.52%	0.00%	23.78%
Total	\$ 4,834,901	\$ 5,329,642						

Health Division - Admin Only Indirect Cost Rate

FY11 Indirect Costs	FY09 Indirect Costs	Adjustment for FY11 Actual	Total Indirect Cost For FY11	Direct Salaries and Wages	Indirect Rate
1,036,375	1,038,530	(2,155)	1,034,220	8,981,026	11.52%

Health Division - Admin Only Indirect Cost Rate

FY11 Indirect Costs	FY09 Indirect Costs	Adjustment for FY11 Actual	Total Indirect Cost For FY11	Direct Salaries and Wages	Indirect Rate
Emergency Medical Services	-	-	-	60,998	0.00%
WIC Local	-	-	-	75,990	0.00%
WIC	-	-	-	714,126	0.00%
Epidemiological Public Health Prepared	238,370	113,648	124,722	363,092	37.42%
Community/Clinical Health Services	353,701	583,634	(229,933)	970,221	4.20%
Environmental Health	329,918	375,415	(45,497)	2,944,702	9.61%
Air Quality Management	233,746	293,006	(59,260)	1,198,023	14.56%
Department Administration	57,131	23,405	33,726	57,131	0.00%
Total Health Dept	1,365,703	1,365,703			

Department Expenditure Analysis

Dept Summary	Cost Center/ IO	Total (16,720,552)	Sal (10,500,051)	Ben (3,752,437)	Serv & Supp	Prof Services	Capital Outlay/ Unallowable/ Reimbursement	Indirect	Direct Sal	Direct Other	Balancing
	Total	16,720,552	10,500,051	3,752,437	2,029,690	353,005	85,292	2,192,111	8,981,026	5,462,123	16,720,552
Administration	170200	1,115,026	792,366	276,454	42,801	3,405	(77)	1,036,375	57,131	21,597	1,115,026
Note: \$138,396 of salary & benefits transferred from 170200 to 171100											
Emergency Med Serv	170400	79,353	60,998	15,528	2,827	-	-	-	60,998	18,355	79,353
WIC Local	174600	163,053	75,990	33,824	53,239	-	-	-	75,990	87,063	163,053
WIC	10031	1,087,008	714,126	301,299	71,584	-	-	-	714,126	372,882	1,087,008
Community/Clinical Health Services											
MCH - Local	170500	-	-	-	-	-	-	-	-	-	-
Field Nursing	170600	356,338	257,219	88,327	10,481	312	-	-	257,219	99,120	356,338
Nurse Family Partnership	170601	-	-	-	-	-	-	-	-	-	-
Chronic Dis/Inj Prev	170800	253,181	155,533	60,367	8,712	28,570	-	-	155,533	97,649	253,181
Podiatry	171103	-	-	-	-	-	-	-	-	-	-
Comm Disease/Inj Prev	171104	24,401	17,641	6,419	340	-	-	-	17,641	6,759	24,401
HIV Local	171200	-	-	-	-	-	-	-	-	-	-
Sexual Health Prog	171300	501,740	326,679	110,307	45,468	19,285	-	-	326,679	175,061	501,740
TB - Local	171400	317,157	223,718	66,943	15,553	10,944	-	-	223,718	93,439	317,157
Family Plan Local	173000	145,400	101,346	43,358	697	-	-	-	101,346	44,054	145,400
Teen Health Mail-FP	173001	-	-	-	-	-	-	-	-	-	-
Fam Plan-Non Title X	173002	-	-	-	-	-	-	-	-	-	-
Immunization Local	173500	743,902	491,148	171,633	63,857	17,264	-	-	491,148	252,754	743,902
MCH - Teen Hlth Mail	10007	24,808	13,860	4,686	6,262	-	-	-	13,860	10,948	24,808
Tobacco Control	10010	108,144	63,978	29,570	1,407	13,189	-	-	63,978	44,166	108,144
HIV Surveillance	10012	90,361	58,617	20,215	7,656	3,872	-	-	58,617	31,744	90,361
HIV Prevention	10013	567,327	241,317	80,304	239,604	6,102	-	-	241,317	326,010	567,327
STD Grant	10014	126,228	71,112	22,848	32,268	-	-	-	71,112	55,116	126,228
TB CDC	10016	69,046	45,859	16,758	6,430	-	-	-	45,859	23,187	69,046
Family Plan - Title X	10025	881,030	503,823	171,019	184,391	21,798	-	-	503,823	377,208	881,030
Womens Hlth Conn	10026	6,402	6,311	92	-	-	-	-	6,311	92	6,402
Immuni Base	10028	322,290	235,162	66,056	17,566	3,506	-	-	235,162	87,128	322,290
TB Supplemental B	10035	128,387	72,338	28,359	18,324	9,365	-	-	72,338	56,049	128,387
HIV Prev/ Fiscal Agt	10187	46,939	31,739	15,200	-	-	-	-	31,739	15,200	46,939
Child Abuse Prev Outreach	10410	-	-	-	-	-	-	-	-	-	-
Tobacco Use Prev	10418	-	-	-	-	-	-	-	-	-	-
Fam Plan - Fed Prog Inc	10478	-	-	-	-	-	-	-	-	-	-
Immunization - Fed Prog Inc	10479	-	-	-	-	-	-	-	-	-	-
STD - Fed Prog Inc	10480	-	-	-	-	-	-	-	-	-	-
TB - Fed Prog Inc	10481	-	-	-	-	-	-	-	-	-	-
Diabete Prevention Ctrl	10747	-	-	-	-	-	-	-	-	-	-
MCH Block Grant	10828	33,077	24,848	8,229	-	-	-	-	24,848	8,229	33,077
Adult Viral Hepatitis	10842	14,010	2,368	723	7,670	3,249	-	-	2,368	11,642	14,010
NACCHO ACHIEVE	10846	12,154	-	-	5,722	6,432	-	-	-	12,154	12,154
Perinatl Grant Program	60163	-	-	-	-	-	-	-	-	-	-
		4,772,322	2,944,614	1,011,412	672,408	143,888	-	-	2,944,614	1,827,708	4,772,322
Add: Staff from 170200		127,608	90,596	37,013	-	-	-	-	90,596	37,013	127,608
CCHS - Local	171100	228,247	162,504	54,085	10,908	750	sal	253,012	(90,507)	(34,947)	127,608
		5,128,178	3,197,714	1,102,509	683,316	144,638	ben	89,679			
							other	11,011			
								353,701	2,944,702	1,829,774	5,128,178

Environmental Health

172100	Vector Borne Disease	959,399	340,369	112,429	500,481	6,120	340,369	619,030	959,399
172101	Vector Control	-	-	-	-	60	-	-	-
172200	Safe Drinking Water-Local	123,184	85,078	31,984	6,062	212	85,078	38,107	123,184
172402	ENV Hlth IT Overlay	7,825	-	0	7,613	-	-	7,825	-
172404	Food Program	1,582,012	1,109,298	424,491	48,223	-	1,109,298	472,714	1,582,012
127500	Hazardous Material	-	-	-	-	-	-	-	-
172700	SW - Local	102,505	66,097	25,399	11,009	-	66,097	36,408	102,505
10017	SDW PWSS Fund	94,030	77,205	16,825	-	-	77,205	16,825	94,030
10022	HazMat	75,000	53,786	21,214	-	-	53,786	21,214	75,000
10023	Underground Str Tank	205,461	130,127	49,894	25,440	-	130,127	75,334	205,461
20269	Tire Fee	313,753	185,405	58,125	60,462	9,760	185,405	128,348	313,753
		3,463,169	2,047,365	740,361	659,290	16,152	2,047,365	1,415,803	3,463,169
172400	Env Health Local	1,640,989	1,127,379	412,721	100,189	700	912,471	398,601	1,311,071
							214,908		
							81,071		
							33,939		
							329,918		
		5,104,158	3,174,744	1,153,082	759,479	16,852	2,959,836	1,814,404	5,104,158

Air Quality

172302	Title V Local	22,271	16,883	5,387	-	-	-	-	-
10019	EPA 105 Base	631,678	399,244	139,234	32,967	16,950	43,284	189,151	631,678
10021	PM-2.5 Monitoring	30,028	19,974	7,452	2,602	-	19,974	10,054	30,028
10039	DMV Mobile Serv	-	-	-	-	-	-	-	-
10564	EPA State Indoor Radon	-	-	-	-	-	-	-	-
10685	DMV Excess Reser 9/10	93,049	6,862	99	20,880	65,208	6,862	86,188	93,049
10888	DMV Excess Reser 11/12	-	-	-	-	-	-	-	-
20288	DMV Pollution Control	303,193	198,560	69,893	17,482	308	198,560	87,684	303,193
		1,080,219	641,523	222,066	73,932	82,466	641,523	378,464	1,080,219
172300	Admin local	1,050,282	725,029	249,109	76,090	54	556,500	260,036	-
							168,530		
							43,085		
							22,132		
		2,130,501	1,366,552	471,174	150,023	82,520	1,198,023	638,500	2,130,501

Epidemiological Public Health Prepared

170300	Vital Statistics	160,349	93,032	36,661	26,160	4,496	93,032	67,318	160,349
10544	Pandemic Influenza Grant	-	-	-	-	-	-	-	-
10576	HRSA Bioterr Hospital	-	-	-	-	-	-	-	-
10640	Bioterrorism Preparedness	-	-	-	-	-	-	-	-
10655	MRC-NACCHO	2,779	-	-	2,779	-	-	2,779	-
10675	Influenza Surveillance	9,801	6,178	2,405	1,218	-	6,178	3,623	9,801
10676	NEDSS	-	-	-	-	-	-	-	-
10677	General ELC	40,962	25,266	7,696	8,000	-	25,266	15,696	40,962
10708	ASPR-Hospital Prepared	286,079	152,567	48,277	37,933	44,302	152,567	130,512	286,079
10713	PHP-2008 CDC	623,193	409,845	144,930	57,118	11,300	409,845	213,347	623,193
10725	MRC-NACCHO-FY09	5,000	-	-	3,500	1,500	-	5,000	-
10730	EPI and Lab Capacity-1	5,229	2,618	702	1,909	-	2,618	2,811	5,229
10737	PHP Base Carryfwd	22,137	-	-	-	-	22,137	-	-
10738	PHP Pan Flu Carryfwd	9,789	-	-	9,789	-	-	9,789	-
10780	CDC H1N1 - Focus 1	20,504	10,282	139	10,083	-	10,282	10,223	20,504
10781	CDC H1N1 - Focus 2	14,850	727	-	14,123	-	727	14,123	14,850
10782	CDC H1N1 - Focus 3	7,081	-	-	-	-	-	7,081	-
10923	EPI and Lab Capacity-2	47,750	34,135	11,201	2,414	6,000	34,135	13,615	47,750
08 CDC Base CarryFwd		8,387	-	-	8,387	-	-	8,387	-
09 CDC PHP Extension		31,111	-	-	25,111	6,000	-	31,111	-
09 ASPR HPP CarryFwd		47,659	(65)	-	29,949	17,775	(65)	47,724	-
10969	MRC-NACCHO FY11	2,000	-	-	-	2,000	-	2,000	-
		1,344,661	734,587	252,011	239,553	93,373	734,587	584,937	1,344,661
171700	Communicable Disease	568,614	382,974	146,554	26,869	12,217	382,974	235,634	568,614
							147,341		
							61,117		
							29,912		
		1,913,275	1,117,561	398,565	266,422	105,589	970,221	679,547	1,913,275

WASHOE COUNTY DISTRICT HEALTH DEPARTMENT
 INFORMATION FOR INDIRECT COST REPORT
 6/30/11

NAME	POSITION	SALARY	HEALTH INS	MEDICARE	RETIREMENT	W.C.I.	U.C.I.	TOTAL
DIVISION OF COMMUNITY AND CLINICAL HEALTH SERVICES (171100)								
Brown, Mary Ann	Division Director	\$ 58,201	\$ 4,870	\$ 817	\$ 12,493	\$ 287	\$ 176	\$ 76,844 ok - portion of 171100 only
Jordan, Margot	Public Health Nurse II	\$ 58,780	\$ 5,558	\$ 825	\$ 12,592	\$ 287	\$ 176	\$ 78,219 ok - portion of 171100 only
Kutz, Steve	Public Health Nursing Supervisor	\$ 15,700	\$ 1,224	\$ 211	\$ 3,226	\$ -	\$ -	\$ 20,360 Interim DD - MAB Interim DHO
Hardie, Stacy	Public Health Nursing Supervisor	\$ 9,071	\$ 1,208	\$ 117	\$ 1,866	\$ -	\$ -	\$ 12,261 Interim DD - MAB Interim DHO
Hunter, Candy	Public Health Nursing Supervisor	\$ 15,002	\$ 1,506	\$ -	\$ 3,403	\$ -	\$ -	\$ 19,911 Interim DD - MAB Interim DHO
Hadaya, Jen	Public Health Program Manager	\$ 5,662	\$ 585	\$ 78	\$ 1,162	\$ -	\$ -	\$ 7,487 Interim DD - MAB Interim DHO
Goatley, Jackie	Account Clerk II	\$ 41,986	\$ 3,297	\$ 605	\$ 8,833	\$ 287	\$ 176	\$ 60,184 ok - portion of 170200
Splan, Curtis	Department Computer Application Spec	\$ 48,610	\$ 7,196	\$ 705	\$ 10,451	\$ 287	\$ 176	\$ 67,424 ok - portion of 170200
TOTAL		\$ 253,012	\$ 30,442	\$ 3,338	\$ 54,026	\$ 1,148	\$ 704	\$ 342,690

DIVISION OF ENVIRONMENTAL HEALTH SERVICES (172400)								
Sack, Bob	Division Director	\$ 121,210	\$ 11,260	\$ 1,701	\$ 26,060	\$ 287	\$ 176	\$ 160,694 ok - all 172400
Valentin, Paula	Administrative Assistant I	\$ 31,761	\$ 3,805	\$ 441	\$ 6,829	\$ 287	\$ 176	\$ 43,298 ok - portion of 172400 only
Lampman, Susan	Plans/Permits/App'l Aide *40%	\$ 18,976	\$ 5,985	\$ 221	\$ 4,140	\$ 287	\$ 176	\$ 29,784 % off total (172400only)
Enfield, Trudy	Plans/Permits/App'l Aide *19%	\$ 7,894	\$ 1,524	\$ 111	\$ 1,697	\$ 287	\$ 176	\$ 11,689 % off total (172400only)
Nolle, Sheryl	Office Assistant II *36%	\$ 15,650	\$ 2,888	\$ 227	\$ 3,357	\$ 287	\$ 176	\$ 22,586 % off total (172400only)
Susan Henkes	Office Assistant II *45%	\$ 19,418	\$ 3,610	\$ 278	\$ 4,160	\$ 287	\$ 176	\$ 27,929 % off total (172400only)
TOTAL		\$ 214,908	\$ 29,071	\$ 2,978	\$ 46,243	\$ 1,722	\$ 1,056	\$ 295,979

Note: Percentages for clerical staff are based on daily time studies conducted throughout fiscal year. Time studies separated direct and indirect activities. Time study form will include directions on how to complete the form, definitions of direct versus indirect activities and have signature line for supervisor.

DIVISION OF AIR QUALITY MANAGEMENT (172300)								
Goodrich, Andrew	Division Director (retired in FY11)	\$ 60,343	\$ 1,041	\$ 873	\$ 3,532	\$ 287	\$ 176	\$ 66,252 ok - portion of 172300 only
Dick, Kevin	Division Director	\$ 69,425	\$ 3,447	\$ 1,007	\$ 14,905	\$ -	\$ -	\$ 88,784 ok - portion of 172300 only
Bonderson, Noel	Air Quality Supervisor *10%	\$ 6,652	\$ 1,169	\$ 89	\$ 1,430	\$ 287	\$ 176	\$ 9,803 ok - portion of 172300 only
Duane Sikorski	Air Quality Supervisor *10%	\$ 1,143	\$ 97	\$ 17	\$ 246	\$ -	\$ -	\$ 1,502 ok - portion of 172300 only
Mary Ames	Office Assistant II *65%	\$ 19,230	\$ 3,594	\$ 277	\$ 4,121	\$ 287	\$ 176	\$ 27,685 ok - portion of 172300 only
Burton, Christina	Plans/Permi/App'l Aide 35%	\$ 11,737	\$ 2,709	\$ 159	\$ 2,522	\$ 287	\$ 176	\$ 17,590 ok - portion of 172300 only
TOTAL		\$ 168,630	\$ 12,058	\$ 2,420	\$ 26,755	\$ 1,148	\$ 704	\$ 211,615

Note: Percentage allocation based on assignment. Will move forward to do time study to separate direct and indirect costs. Will review after six months of data collected.

DIVISION OF EPIDEMIOLOGY AND PUBLIC HEALTH PREPAREDNESS (171700)								
Todd, Randall	Division Director	\$ 26,843	\$ 2,146	\$ 377	\$ 5,764	\$ -	\$ -	\$ 35,131 ok - portion of 171700 only
Hawks, Cindy	Office Support Specialist	\$ 50,318	\$ 14,517	\$ 619	\$ 10,618	\$ 287	\$ 176	\$ 76,735 ok - portion of 171700 only
Cloffeiter, Sharon	Statistician	\$ 70,180	\$ 9,883	\$ 976	\$ 15,089	\$ 287	\$ 176	\$ 96,591 ok - portion of 171700 only
TOTAL		\$ 147,341	\$ 26,547	\$ 1,973	\$ 31,671	\$ 574	\$ 352	\$ 208,458
BOARD SECRETARY (170200)								
Smith, Janet	Administrative Secretary	\$ 57,131	\$ 8,022	\$ 828	\$ 12,283	\$ 287	\$ 176	\$ 78,727 ok - portion of 170200 only
TOTAL		\$ 57,131	\$ 8,022	\$ 828	\$ 12,283	\$ 287	\$ 176	\$ 78,727

BILLING CLERK and DEPT COMP APP SPEC (170200)								
Goatley, Jackie	Account Clerk II	\$ 41,986	\$ 8,297	\$ 605	\$ 8,833	\$ 287	\$ 176	\$ 60,184 moved to CCHS 171100
Splan, Curtis	Department Computer Application Spec	\$ 48,610	\$ 7,196	\$ 705	\$ 10,451	\$ 287	\$ 176	\$ 67,424 moved to CCHS 171100
TOTAL		\$ 90,596	\$ 15,493	\$ 1,310	\$ 19,284	\$ 574	\$ 352	\$ 127,608
TOTAL		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 37,013

*The remainder of salaries for these individuals are funded by grants, therefore 100% of salaries and benefits for these individuals have not been included here.

Adjustments for direct costs in division
min budget - FY11

	170200	171100	172300	172400	171700
	AHS	CCHS	AQM	EHS	EPHP
1100-710105: Medical Services		63			
1100-710508: Telephone Land Lines		112			
1100-711110: Equipment Svcs Asset					
jmt Fee		30			
1100-711113: Equipment Svcs Repl		29			
large		414			
2300-710100: Professional Services			54		
2300-710105: Medical Services			1,275		
2300-710502: Printing			664		
2300-710505: Rental Equipment			1,800		
2300-710506: Dept InsDeductible			150		
2300-710508: Telephone Land Lines			4,144		
2300-710512: Auto Expense			213		
2300-710519: Cellular Phones			5,058		
2300-710535: Credit Card Fees			1,083		
2300-711113: Equipment Svcs Asst			3,270		
2300-711113: Equipment Svcs Repl			13,808		
2300-711114: Equipment Svcs O&M			10,631		
2300-711115: Equipment Svcs Motor			325		
2300-711117: Equipment Svcs Fuel Chg			11,547		
2400-710100: Professional Svcs				700	
2400-710105: Medical Services				6,076	
2400-710205: Repairs and Maintenance				45	
2400-710300: Operating Supplies				711	
2400-710319: Chemical Supplies				224	
2400-710502: Printing				939	
2400-710503: Licenses & Permits				2,390	
2400-710506: Dept InsDeductible				150	
2400-710508: Telephone Land Lines				2,784	
2400-710509: Seminars & Meetings				3,545	
2400-710512: Auto Expense				-	
2400-710519: Cellular Phones				4,756	
2400-710535: Credit Card Fees				1,664	
2400-710546: Advertising				190	
2400-710551: Cash Discounts Lost				12	
jmt				4,320	
2400-711113: Equipment Svcs Repl				10,295	
2400-711114: Equipment Svcs O&M				12,709	
2400-711117: Equipment Svcs Fuel Chg				11,393	
2400-711210: Travel				680	
2400-711300: Cash Over Short				(20)	
2400-711504: Equipment Noncapital				3,407	
1700-710100: Professional Services					1,217
1700-710105: Medical Services					42
1700-710502: Printing					3,914
1700-710508: Telephone Land Lines					54
1700-710509: Seminars & Meetings					1,016
1700-710512: Auto Expense					(700)
1700-710519: Cellular Phones					59
1700-710512: Dues					149
1700-710512: Dues					365
1700-710703: Biologicals					21
1700-710721: Outpatient					1,214
jmt					210
1700-711113: Equipment Svcs Repl					635
2400-711114: Equipment Svcs O&M					103
1700-711115: Equip Srv: Motor Pool					50
1700-711210: Travel					505
1700-711504: Equipment nonCapital					319
	0	647	54,013	66,950	9,173

Employee vaccination requirements/testing - Home Visiting Nurse
Land Lines/long distance calls- program staff

vehicle assigned to division, used by program staff
vehicle assigned to division, used by program staff
used for service delivery

Asbestos testing, gas cylinder shipping charges
Physical Exams(Asbestos) for program staff
direct program supplies: renewals, permits, inspections, etc
Rental unit #9077

program vehicle claims
Land Lines/long distance calls-program staff (keep 14: 7200,7201,7210,7213,7215,7216,7224,7225,7226,7228,7230,7235,7236,7298)
Prichard call back

cell phones for 3 program staff
Credit Card Bank Fees
vehicles assigned to division, used by program staff
vehicles assigned to division, used by program staff
vehicles assigned to division, used by program staff
vehicles checked out by program staff
vehicles assigned to division, used by program staff

Modify IVR code for scheduling inspections
Hazmat Exams, vaccinations program staff
Repair on land development fax machine
spirit ribbons (hand washing) and camera batteries for program staff
chemicals

program materials
Registered Environmental Health Specialists - registration-program staff
program vehicle claims
Land Lines/Long distance calls-program staff (keep 20: 1129,1221,1222,2434,2435,2436,2489,2503,2610,2613,6144,6149,6165,6176,8008,8140,8141,8142,81-
Balloun Race-Hand Washing: certified environmental training for environmentalists
Valentin - OK

cell phones for program staff
Credit card bank fees
Swimming Pool regulations
Roll in with other services and supplies

vehicles assigned to division, used by program staff
vehicles assigned to division, used by program staff
vehicles assigned to division, used by program staff
vehicles assigned to division, used by program staff
program staff to attend various trainings
program fees
tanks/face pieces for Hazmat (OSHA required); camera for food program

Language Line
Employee vaccine requirements/testing - program staff
Temporary services-backfill vacant Epidemiologist

Business Cards - Antibiotgram
Land Lines/Long distance calls-program staff (keep 5: 2447,2495,2663,3764,8130)
Online Course cancelled and West Coast Epi conf reg

program staff
program staff
program staff-Public Relations Society
Pharmaceuticals
Lab tests

program trailer - from EHS
program vehicle
program vehicle
program staff
program staff travel: Border County meetings and West Coast Epi
Adjustable keyboard, adobe license for program staff



Washoe County Health District



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December 7, 2012

Mr. Dick Barnard, Chairman
Board of Directors
REMSA
450 Edison Way
Reno, NV 89502

Re: REMSA Amended and Restated Franchise Agreement

Dear Mr. Barnard:

This letter is sent to follow up on a series of public meetings which have occurred relating to the TriData Report. The public entities of Washoe County, Reno, and the Washoe County District Board of Health (DBOH) have reviewed this report and have all indicated a desire to discuss the TriData findings, public entity concerns, available options, and amendments to the REMSA Franchise Agreement. The Tri Data report will be reviewed by Sparks at its meeting of December 10, 2012. Most recently, at the October 25, 2012 DBOH meeting, REMSA, through its representative, indicated it is open to discussing the Tri Data findings, concerns of the public entities and available options to better serve the community and is agreeable to discussing amendments to the REMSA Franchise Agreement.

To facilitate these discussions, a regular schedule of meetings is requested from January through March. The goal is to present an Amended Franchise Agreement to the governing bodies of Reno, Sparks, and Washoe County for review and input prior to consideration and possible approval of an amendment to the Franchise Agreement by the DBOH before April 30, 2013.

Discussions should be multi-faceted and should include performance standards, response times, dispatch issues, and the sharing of response data and matters referenced in the TriData Report. The DBOH shall be the main facilitator of these meetings and will select its representatives who will coordinate with the County and City Managers to schedule meeting dates and times.

Mr. Dick Barnard
December 7, 2012
Page Two

If REMSA is committed to better serving the community and is agreeable to attending and participating in earnest discussions with the goal of addressing concerns and establishing amendments to the REMSA Franchise Agreement, please sign below and return this letter to the DBOH within the next 15 days.

Sincerely,



Matt Smith, Chairman
District Board of Health

REMSA ACCEPTANCE:

On behalf of REMSA, it is indicated that REMSA is committed to working in good faith with the DBOH and public entities to schedule regular meetings in order to review the TriData findings, concerns from the public entities, to present amendments to the Franchise Agreement for consideration and possible approval by the DBOH prior to April 30, 2013. The main contact for REMSA to facilitate these matters is _____.

Dated: This _____ day of December, 2012.

REMSA:

By: _____

Its: _____

MS/pfo

cc: Mr. Patrick Smith
Mr. Jim Gubbels
Ms. Katy Simon
Mr. Shaun Carey
Mr. Andrew Klinger



WASHOE COUNTY HEALTH DISTRICT

AIR QUALITY MANAGEMENT DIVISION



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DATE: December 20, 2012

TO: District Board of Health

FROM: Kevin Dick, Director, Air Quality Management

SUBJECT: Reno Rock Inc. – Case No. 1092
Appealed Citation No. 5255
Agenda Item: 9. A.

Recommendation

Air Quality Management Division Staff recommended Notice of Violation Citation No. 5225 be upheld and a fine of \$1,000 be levied against Reno Rock Inc. for failure to control fugitive dust resulting from material handling and vehicle traffic associated with the loading and unloading of aggregate materials. The Citation is a violation of Section 040.030 of the District Board of Health Regulations Governing Air Quality Management. The case was heard by the Air Pollution Control Hearing Board (APCHB) on October 2, 2012. After consideration of all of the facts and testimony, the APCHB recommended Notice of Violation Citation No. 5225 be upheld with the recommended \$1,000 fine.

Background

On Friday, August 10, 2012, Air Quality Management received a complaint from Mr. Gilbert Weikel, owner of Oak Wood Firewood, regarding fugitive dust being generated by Reno Rock Inc. Air Quality Specialist II Suzanne Dugger was dispatched to the facility located at 7770 Security Circle in Reno, Nevada. Upon receiving the dust complaint, AQ Specialist Dugger contacted Mr. Paul Archie, of Reno Rock Inc., via phone, to inform him of the dust complaint. AQ Specialist Dugger informed Mr. Archie that she was in route to the facility and that dust control measures were to be in place and operating upon her arrival or a citation may be issued if fugitive dust was observed.

During her approach and upon arrival on site, AQ Specialist Dugger observed fugitive dust being generated by the material handling activities and vehicle traffic importing and exporting material from Reno Rock Inc. AQ Specialist Dugger observed only one of the six sprinklers running in the yard storage area which was insufficient to control the amount of dust being generated by the truck traffic. It was also noted by AQ Specialist Dugger that, as soon as her presence was noticed by Reno Rock employees, the onsite activity was mostly stopped or slowed down in order to reduce potential emissions which greatly inhibited her ability to videotape and document the dust problem. AQ Specialist Dugger documented a 10 mile per hour wind from the west at this time.

AQ Specialist Dugger immediately contacted Mr. Paul Archie of Reno Rock Inc. to make him aware of the fugitive dust problem. Based on her observations, AQ Specialist Dugger issued Notice of Violation Citation No. 5225 for failure to control fugitive dust in accordance with Section 040.030 of the District Board of Health Regulations Governing Air Quality Management. An appeal form was provided to Mr. Archie with the Notice of Violation Citation.

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DBOH AGENDA ITEM NO. 9. A.

December 20, 2012

DBOH/Reno Rock Inc/Case 1092

Page 2

On August 13, 2012, AQ Specialist Dugger was contacted by Mr. Archie regarding the status of NOV Citation No. 5225. Mr. Archie informed AQ Specialist Dugger that he would like to enter into a negotiated settlement agreement to resolve the Citation and agreed to pay a fine of \$250. A Memorandum of Understanding was completed with the appropriate Air Quality Staff signatures and faxed to Mr. Archie for his approval and signature. Air Quality Management Staff never received a signed copy of the Memorandum of Understanding from Mr. Archie to finalize the negotiated settlement agreement.

On August 21, 2012, Air Quality Management Staff received, via mail, a petition to appeal Notice of Violation Citation No. 5225 to the Air Pollution Control Hearing Board at their next scheduled meeting.

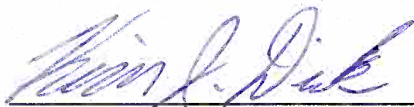
Air Pollution Control Hearing Board

On October 2, 2012, the Air Pollution Control Hearing Board convened to hear the appeal of Citation No. 5255. The case was presented by Air Quality Management staff with testimony from Mr. Archie, representing Reno Rock, and Mr. Weikel, the complainant. After consideration of all of the facts and testimony, a motion was made to uphold Citation No. 5255 with a fine in the amount of \$1,000. A copy of the APCHB meeting transcripts are enclosed for reference.

On October 5, 2012, a letter addressed to Dr. Iser, District Health Officer, was received from Mr. John Springgate, counsel for Mr. Archie, requesting an opportunity to present further testimony regarding the APCHB decision. The letter included a request to postpone the appeal until the December District Board of Health meeting. In a letter dated October 12, 2012, Dr. Iser accepted the appeal and approved the deferral to the regularly scheduled December Board of Health meeting scheduled for December 20, 2012.

Alternatives

1. The District Board of Health may determine that no violation of the Regulations has taken place and dismiss Citation No. 5225.
2. The Board may determine to uphold Citation No. 5225 and levy any fine in the range of \$0 to \$1,000.



Kevin Dick, Division Director
Air Quality Management

KD/DC: ma

APPEAL TO THE DISTRICT BOARD OF HEALTH
FROM RENO ROCK TRANSPORT
DATED 10-2-2012



WASHOE COUNTY HEALTH DISTRICT

AIR QUALITY MANAGEMENT DIVISION



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The Air Pollution Control Hearing Board has been established pursuant to Section 020.025 of the Washoe County District Board of Health Regulations Governing Air Quality Management, and Section 020.0251 authorizes its jurisdiction in hearing appeals from any aggrieved person. This Board is comprised of volunteers appointed by the District Board of Health, who meet the qualifications required in Section 020.025.

Appeals heard today, Oct 2, 2012, will be forwarded to the District Board of Health with a recommendation, as set forth in Section 020.0251 (D), and will be reviewed at their next regularly scheduled meeting, Thursday, Oct 25, 2012, at 1:00 p.m. At the discretion of the District Board of Health, all appellants may provide further testimony regarding their case at that time. Appellants must indicate in writing, in a letter addressed to the District Health Officer, within five (5) days of today's hearing, that they wish to be heard at the District Board of Health meeting.

Reno Rock TRANSPORT
Case No. 1092
Citation No. 5255

Handwritten signature of Tony Curcio in blue ink.

Appellant's Signature

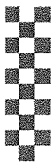
10/2/12
Date

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LETTER ADDRESSED TO DR. JOSEPH P. ISER, DISTRICT HEALTH OFFICER
FROM JOHN P. SPRINGGATE, ESQ.,
LAW OFFICES OF JOHN P. SPRINGGATE, ATTORNEY FOR RENO ROCK TRANSPORT
DATED: OCTOBER 5, 2012



LAW OFFICES OF
JOHN P. SPRINGGATE
203 SOUTH ARLINGTON AVENUE
RENO, NEVADA 89501

TELEPHONE (775) 323-8881

FAX (775) 323-3869

October 5, 2012

SENT BY TELEFAX TO

(775) 784-7225

AND REGULAR MAIL

Dr. Joseph Iser
District Health Officer
Washoe County Health District
Air Quality Management Division
PO Box 11130
Reno, NV 89520

**RE: Reno Rock Transport
Case No. 1092 - Citation No. 5255**

Dear Dr. Iser:

My client, Reno Rock Transport, hereby requests the opportunity to present further testimony regarding their case, #1092, which was an appeal of citation #5255, heard at the Air Quality Management Division October 2, 2012.

Pursuant to notice that Mr. Archie, the appellant, was provided at the time, it would normally be set for the next regularly scheduled meeting, October 25, 2012. Mr. Archie will be out of the country and I will be in a murder trial. Accordingly, we would request that that review be deferred to the December hearing. Please advise your receipt of this and the time frame for the review by the District Board of Health.

Very truly yours,

JOHN P. SPRINGGATE, ESQ.

JPS/cll

CC: Client

LETTER ADDRESSED TO JOHN P. SPRINGGATE, ESQ.,
LAW OFFICES OF JOHN P. SPRINGGATE, ATTORNEY FOR RENO ROCK TRANSPORT
FROM DR. JOSEPH P. ISER, MD, DRPH, MSC, DISTRICT HEALTH OFFICER
DATED: OCTOBER 12, 2012



Washoe County Health District



Public Health
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October 12, 2012

John P. Springgate, Esq.
Law Offices of John P. Springgate
203 S. Arlington Avenue
Reno, NV 89501

Re: Reno Rock Transport
Case No. 1092 – Citation No. 5255

Dear Mr. Springgate:

The Washoe County Health District has received your correspondence regarding the Reno Rock Transport Case No. 1092 which was an appeal of Citation No. 5255, heard before the Air Pollution Control Hearing Board on October 2, 2012. Reno Rock Transport will be provided the opportunity to present further testimony regarding the case to the District Board of Health.

Per your request, the case will be deferred until the December District Board of Health meeting, at which time it will appear on the agenda as an appeal of an Air Pollution Control Hearing Board Case. The December meeting will convene at 1:00 pm on Thursday, December 20, 2012, at the Washoe County Health District, 1001 East 9th Street, Building B, in the South Auditorium.

Should you have any questions or need any additional information, please do not hesitate to let us know.

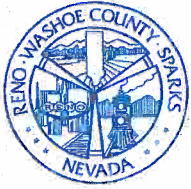
Sincerely,

Joseph P. Iser MD, DrPH, MSc

Joseph P. Iser, MD, DrPH, MSc
District Health Officer

JPI/pfo

cc: Charlene Albee, Washoe County Air Quality Management
Enforcement Branch Chief



Washoe County Health District



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CASE NO. 1092 – AS REVIEWED BEFORE THE AIR POLLUTION CONTROL HEARING BOARD

In Re: Appeal of **RENO ROCK**)
TRANSPORT for violation of)
Section 040.030 (Dust Control),)
Subsections (C)(2)(c) of the)
Washoe County District Board of)
Health Regulations Governing)
Air Quality Management.)

CASE NO. 1092
RENO ROCK TRANSPORT

At a hearing of the Air Pollution Control Hearing
Board at Wells Avenue at Ninth Street
Reno, Nevada
October 2, 2012

PRESENT: Chairman David Rinaldi
Vice Chairman Jon Greene
Member Michael Ford
Member Richard Harris, Esquire
Charlene Albee, Branch Chief of Permitting and Enforcement
Suzanne Dugger, Air Quality Specialist
Jerry Gaige, Air Quality Specialist
Janet Smith, CAP, Recording Secretary

ABSENT: Member Cathleen Fitzgerald, DEnv, PE
Member Andrew Sato
Member Joe Serpa

STATEMENT OF THAT FACTUAL QUESTION

SECTION 030.040 – DUST CONTROL (Amended 12/88, 12/15/93, 11/16/94; Revised 7/26/02, Effective 11/1/02)

SECTION A - GENERAL

1. **PURPOSE:** To limit particulate material emissions into the ambient air from any property, operations or activities that may serve as a fugitive dust source. The effect of this regulation shall be to minimize the amount of PM10 emitted into the ambient air as a result of the impact of the human activities by requiring measures to prevent, reduce, or mitigate particulate matter emissions.
2. **APPLICABILITY:** The provisions of this regulation shall apply to, but are not limited to, the following dust generating activities:
 - a. Dismantling or demolition of buildings;
 - b. Public or private construction;
 - c. Mining;
 - d. Processing of sand, gravel, rock or dirt;
 - e. Operation of machines or equipment;
 - f. Operation and use of unpaved parking facilities;
 - g. Operation and use of livestock arenas;
 - h. Operation and use of horse arenas;
 - i. Operation of feed lots;
 - j. Operation and use of raceways for animals or motor vehicles;
 - k. Motor vehicle/off road motor vehicle use on vacant land; or
 - l. Unpaved roads in the PM10 non-attainment area.
3. Except when engaged in commercial agricultural operations, no person may disturb the topsoil by removing, altering, or overlaying the ground cover through scraping, burning, excavating, storing of fill, application of palliative, or any other method on any real property unless reasonable precautions are taken to prevent generation of dust during both the active development phases and thereafter if the property is to remain unoccupied, unused, vacant or undeveloped.

SECTION B - DEFINITIONS: For the purpose of this regulation, the following definitions shall apply.

1. **Access Road.** Any public or private road open to travel.
2. **Bulk Material.** Any material, including but not limited to, earth, rock, silt, sediment, sand, gravel, soil, fill, dirt, mud, demolition debris, cotton, trash, cinders, pumice, saw dust, feeds, grains, fertilizers, and dry concrete, which are capable of producing fugitive dust at any location.

3. Bulk Material Handling, Storage, and/or Transporting Operation. The use of equipment, haul trucks, and/or motor vehicles, such as but not limited to, the loading, unloading, conveying, transporting, piling, stacking, screening, grading, or moving of bulk materials, which are capable of producing fugitive dust at any location.
4. Carry-Out/Trackout. Any and all bulk materials that have adhered to and agglomerate on the exterior surfaces of motor vehicles and/or equipment (including tires) and that have fallen onto a paved public roadway.
5. Control Measure. A technique, practice, or procedure used to prevent or minimize the generation, emission, entrainment, suspension, and/or airborne transport of fugitive dust. Control measures may include but are not limited to:
 - a. Paving.
 - b. Pre-wetting.
 - c. Applying dust suppressants.
 - d. Stabilizing with vegetation, gravel, re-crushed/recycled asphalt or other forms of physical stabilization.
 - e. Limiting, restricting, phasing and/or rerouting motor vehicle access.
 - f. Reducing vehicle speeds and/or number of vehicle trips.
 - g. Limiting use of off-road vehicles on open areas and vacant lots.
 - h. Utilizing work practices and/or structural provisions to prevent wind and water erosion onto paved public roadways.
 - i. Using dust control implements appropriately.
 - j. Installing one or more grizzlies, gravel pads, and/or wash down pads adjacent to the entrance of a paved public roadway to control carry-out and trackout.
 - k. Keeping open-bodied haul trucks in good repair, so that spillage may not occur from beds, sidewalls, and tailgates.
 - l. Covering the cargo beds of haul trucks to minimize wind-blown dust emissions and spillage.

6. Disturbed Surface Area. A portion of the earth's surface (or material placed thereupon), which has been physically moved, uncovered, destabilized, or otherwise modified from its undisturbed native condition, thereby increasing the potential for the emission of fugitive dust.
7. Dust Control Implement. A tool, machine, equipment, accessory structure, enclosure, cover, material or supply, including an adequate readily available supply of water and its associated distribution/delivery system, used to control fugitive dust emissions.
8. Dust Control Permit. A written plan describing control measures for a specific project.
9. Dust Generating Activity. Any activity capable of generating fugitive dust.
10. Dust Suppressant. Water, hygroscopic material, solution or water and chemical surfactant, foam, non-toxic chemical stabilizer or any other dust palliative, which is not prohibited for ground surface application by the U.S. Environmental Protection Agency (EPA) or any applicable law, rule, or regulation, as a treatment material for reducing fugitive dust emissions.
11. Freeboard. The vertical distance between the top edge of a cargo container area and the highest point at which the bulk material contacts the sides, front, and back of a cargo container area.
12. Fugitive Dust. The particulate matter, which is not collected by a capture system, which is entrained in the ambient air, and which is caused from human and/or natural activities, such as but not limited to, movement of soil, vehicles, equipment, blasting, and wind. For the purpose of this regulation, fugitive dust does not include particulate matter emitted directly from the exhaust of motor vehicles and other internal combustion engines, from portable brazing, soldering, or welding equipment, or from piledrivers. It does not include emissions from process and combustion sources that are subject to the specific requirements as listed in "Prohibited Emissions" of these regulations.
13. Fugitive Emissions. Emissions of any pollutants, including fugitive dust, which could not reasonably pass through a stack, chimney, vent or a functionally equivalent opening. (Amended 7/28/93)
14. Gravel Pad. A layer of washed gravel, rock, or crushed rock which is at least one inch or larger in diameter, maintained at the point of intersection of a paved public roadway and a work site entrance to dislodge mud, dirt, and/or debris from the tires of motor vehicles and/or haul trucks, prior to leaving the work site.
15. Grizzly. A device (i.e., rails, pipes, or grates) used to dislodge mud, dirt and/or debris from the tires and undercarriage of motor vehicles and/or haul trucks prior to leaving the work site.

16. Haul Truck. Any fully or partially open-bodied, self-propelled vehicle including any non-motorized attachments, such as but not limited to, trailers or other conveyances which are connected to or propelled by the actual motorized portion of the vehicle used for transporting bulk materials.
17. Motor Vehicle. A self-propelled vehicle for use on the public roads and highways of the State of Nevada, including any non-motorized attachments, such as but not limited to, trailers or other conveyances which are connected to or propelled by the actual motorized portion of the vehicle.
18. Off-Road Vehicle. Any self-propelled conveyance specifically designed for off-road use, including but not limited to, off-road or all-terrain equipment, trucks, cars, motorcycles, motorbikes, or motorbuggies.
19. Owner and/or Operator. Any person who owns, leases, operates, controls, or supervises a dust generating activity subject to the requirements of this regulation.
20. Open Areas and Vacant Lots. For the purpose of this regulation, vacant portions of residential or commercial lots that are immediately adjacent and owned and/or operated by the same individual or entity are considered one vacant open area or vacant lot.
 - a. An unsubdivided or undeveloped tract of land adjoining a developed or a partially developed residential, industrial, institutional, governmental, or commercial area.
 - b. A subdivided residential, industrial, institutional, governmental, or commercial lot, which contains no approved or permitted buildings or structures of a temporary or permanent nature.
 - c. A partially developed residential, industrial, institutional, governmental, or commercial lot.
21. Optimum Moisture Content. Water content at which soil can be compacted to the maximum dry weight by modified compacted effort using ASTM Method D1557 for Optimum Soil Content/Maximum Density.
22. Pave. To apply and maintain asphalt, concrete, or other similar material to a roadway surface (i.e., asphaltic concrete, concrete payment, chip seal, or rubberized asphalt).
23. Public Roadways. Any roadways that are open to public travel regardless of ownership.
24. Silt. Any aggregate material with a particle size less than 75 micrometers in diameter, which passes through a No. 200 Sieve.
25. Trackout Control Device. A gravel pad, grizzly, wheel wash system, or a paved area, located at the point of intersection of an unpaved area and a paved roadway, that controls or prevents vehicular trackout.

26. Unpaved Haul/Access Road. Any on-site unpaved road used by commercial, industrial, institutional, and/or governmental traffic.
27. Unpaved Parking Lot. Any area that is not paved and that is used for parking, maneuvering, or storing motor vehicles.
28. Unpaved Road. Any road or equipment path that is not paved. For the purpose of this regulation, an unpaved road is not a horse trail, hiking path, bicycle path, or other similar path used exclusively for purposes other than travel by motor vehicles.
29. Wind-Blown Dust. Visible emissions from any disturbed surface area, which are generated by wind action alone.
30. Work Site. Any property upon which any dust generating activities occur.

SECTION C - STANDARDS

1. VISIBLE EMISSIONS PROHIBITION: The owner and/or operator of a source engaging in dust generating activities shall not allow visible fugitive dust emissions for a period or periods accumulating more than 5 minutes in any hour.
2. STABILIZATION REQUIREMENTS FOR FUGITIVE DUST SOURCES:
 - a. Unpaved Parking Lot/Staging Areas: The owner and/or operator of any unpaved parking lot or staging area shall not allow visible fugitive dust emissions for a period or periods accumulating more than 5 minutes in any hour, and either:
 - (1) Shall not allow silt loading equal to or greater than 0.33oz/ft²; or
 - (2) Shall not allow the silt content to exceed 8 percent.
 - b. Unpaved Haul/Access Road: The owner and/or operator of any unpaved haul/access road (whether at a work site that is under construction or at a work site that is temporarily or permanently inactive) shall not allow visible fugitive dust emissions for a period or periods accumulating more than 5 minutes in any hour, and either:
 - (1) Shall not allow silt loading equal to or greater than 0.33oz/ft²; or
 - (2) Shall not allow the silt content to exceed 6 percent.

- c. Open Area and Vacant Lot or Disturbed Surface Area: The owner and/or operator of an open area and vacant lot or any disturbed surface area on which no activity is occurring shall meet at least one of the following standards:
- (1) Maintain a visible crust;
 - (2) Maintain a threshold friction velocity (TFV) for disturbed surface areas corrected for non-erodible elements of 100 cm/second or higher;
 - (3) Maintain a flat vegetative cover (i.e., attached [rooted] vegetation or unattached vegetative debris lying on the surface with a predominant horizontal orientation that is not subject to movement by wind) that is equal to at least 50 percent;
 - (4) Maintain a standing vegetative cover (i.e., vegetation that is attached [rooted] with a predominate vertical orientation) that is equal to or greater than 30 percent;
 - (5) Maintain a standing vegetative cover (i.e., vegetation that is attached [rooted] with a predominant vertical orientation) that is equal to or greater than 10 percent and where the threshold friction velocity is equal to or greater than 43 cm/second when corrected for non-erodible elements;
 - (6) Maintain a percent cover that is equal to or greater than 10 percent for non-erodible elements; or
 - (7) Comply with a standard of an alternative test method upon obtaining the written approval from the Control Officer and the U.S. Environmental Protection Agency.
- d. Open Storage Piles: All open storage piles shall be stabilized by utilizing at least one of the following standards:
- (1) Maintain a visible crust;
 - (2) Cover or tarp to prevent visible fugitive dust emissions for a period or periods accumulating more than 5 minutes in any hour;
 - (3) Adequate moisture to control fugitive dust or apply water to maintain a soil moisture content at a minimum of 12 percent, as determined by ASTM Method D2216-98, or other equivalent as approved by the Control Officer and the Administrator of EPA. For areas which have an optimum moisture content for compaction of less than 12 percent, as determined by ASTM Method D1557-91 (1998) or other equivalent approved by the Control Officer and the Administrator of EPA, maintain at least 70 percent of the optimum soil moisture content;

- (4) Stabilize material in the stockpile using a palliative for compliance as described in **Sections E.1.b.(3).i and E.1.b.(3).ii** of this Rule;
 - (5) An alternate control measure approved in writing by the Control Officer and the U.S. Environmental Protection Agency.
3. DUST CONTROL PERMIT REQUIREMENTS: The owner and/or operator of a dust generating activity shall apply for and obtain a Dust Control Permit prior to commencement of the dust generating activity. In the Dust Control Permit application, the owner and/or operator shall designate a person responsible for compliance with the "District Board of Health Regulations Governing Air Quality Management." Failure to comply with the provisions of an approved Dust Control Permit shall be deemed a violation of this Rule.
 - a. ELEMENTS OF A DUST CONTROL PERMIT: The Dust Control Permit shall describe all control measures to be implemented before, after, and while conducting any dust generating activity, including weekends, after work hours, and on holidays.
 - b. DUST CONTROL PERMIT REVISIONS:
 - (1) If the Control Officer determines that an approved Dust Control Permit has been followed, yet fugitive dust emissions from any given fugitive dust source still exceed the standards of Section C of this Rule, then the Control Officer shall issue a written notice to the owner and/or operator of such source explaining such determination. The owner and/or operator of such source shall make written revisions to the Dust Control Permit. These revisions shall be made in consultation with the Control Officer and be submitted within three working days of receipt of the Control Officer's written notice. The Control Officer, upon request, may extend such time period. During the time that such owner and/or operator is preparing revisions to the approved Dust Control Permit, such owner and/or operator must still comply with all requirements of this Rule.
 - (2) The owner and/or operator of a dust generating activity shall provide written notification to the Control Officer upon change of ownership and/or responsibility for said Dust Control Permit. The approved Dust Control Permit shall then apply to the new owner and/or operator for all or a portion of the site in which ownership and/or responsibility is stipulated.
 - c. PROJECT INFORMATION SIGN: The owner and/or operator of a dust generating activity subject to **Section C.3** of this Rule shall comply with the following project information sign requirements:

- (1) The project information sign shall be constructed at the main entrance and be visible to the public at all construction sites;
 - (2) Shall meet the project information sign criteria listed in the Dust Control Permit application; and
 - (3) Shall remain in place for all phases of the project.
- d. EXEMPTIONS:
- (1) The following dust generating activities shall be exempt from **Sections C.3.a, C.3.b, and C.3.c** of this Rule:
 - i. Dust generating activities requiring a Washoe County Air Quality Management Division stationary source Permit to Operate as specified in Rule **030.200**;
 - ii. Dust generating activities less than one (1) acre in size;
 - iii. Playing on a ballfield; and
 - iv. Landscape maintenance. For the purpose of this Rule, landscape maintenance does not include grading, trenching, or any other mechanized surface disturbing activities.
 - (2) The Control Officer may exempt the following dust generating activities from the Project Information Sign requirements of **Section C.3.c** of this Rule:
 - i. One unit residential projects;
 - ii. Projects that take less than two weeks to complete;
 - iii. Line projects (i.e., pipelines, cable access lines, etc.); and
 - iv. Other projects deemed appropriate by the Control Officer.
4. WORK PRACTICES: When engaged in the specific activities listed in Subsections a and b, the owner/operator of a source shall comply with the following work practices, in addition to any approved control measures in the applicable Dust Control Permit or Permit to Operate, to minimize fugitive dust emissions associated with haul trucks.

- a. Bulk Material Hauling Off-Site Onto Paved Public Roadways:
 - (1) Prevent spillage or loss of bulk material from holes or other openings in the cargo compartment floor, sides, and/or tailgate.
 - (2) At least one of the following control measures.
 - i. Cover all haul trucks with a tarp or other suitable closure; or
 - ii. Bulk materials must contain enough moisture and/or dust suppressant to prevent fugitive dust emissions during transport; or
 - iii. Load all haul trucks such that the freeboard is not less than six (6) inches.

- b. Spillage, Carry-Out, Erosion, and/or Trackout:
 - (1) Install and maintain a suitable trackout control device that controls and prevents trackout and removes particulate matter from tires and the exterior surfaces of haul trucks and/or motor vehicles that traverse such work site at all exits onto a paved public roadway.
 - (2) Clean-up spillage, carry-out, erosion, and/or trackout on the following time schedule:
 - i. At the end of the day, when spillage, carry-out, erosion, and/or trackout extend beyond the project boundaries; or
 - ii. Immediately at any time during the day if trackout is creating visible fugitive dust emissions for a period or periods accumulating more than 5 minutes in any hour.

- c. EXEMPTIONS: The Control Officer may exempt the following work practices **Section C.4** of this Rule:
 - (1) Construction, maintenance, and/or repair of paved roadways; and
 - (2) Application of de-icing and traction materials for wintertime driving safety as specified in **Rule 040.031, Street Sanding Operations**.

SECTION D – ADMINISTRATIVE REQUIREMENTS

1. DUST SCHOOL ATTENDANCE: Upon the issuance of a Notice of Violation Citation for **Sections C.1, C.2, or C.4** of this Rule upheld by the Board of Health, the person causing the dust generation shall attend the next available "Dust School" as provided by the Air Quality Management Division of the District Health Department. Failure to attend the "Dust School" shall constitute another violation of the regulations along with the appropriate penalty as specified in **Section 020.040** of the District Regulations.

SECTION E – COMPLIANCE AND RECORDS

1. COMPLIANCE DETERMINATION: To determine compliance with this Rule, the following test methods shall be conducted.
 - a. Visible Emissions Observations:
 - (1) Visible emissions shall be determined by observations of visible emissions conducted in accordance with U.S. Environmental Protection Agency Reference Method 22 using an observation period of not less than 5 minutes in any hour.
 - b. Stabilization Observations (Test Methods Text in Appendix A):
 - (1) Unpaved Parking Lots
 - i. Test Methods of Unpaved Roads and Unpaved Lots.
 - (2) Unpaved Haul/Access Roads
 - i. Test Methods for Stabilization for Unpaved Roads and Unpaved Parking Lots.
 - (3) Open Areas and Vacant Lot or Disturbed Surface Area: One of the test methods listed below.
 - i. Test Methods for Stabilization – Visible Crust Determination.
 - ii. Test Methods for Stabilization – Determination of Threshold Friction Velocity (TFV).
 - iii. Test Methods for Stabilization – Determination of Flat Vegetative Cover.
 - iv. Test Methods for Stabilization – Determination of Standing Vegetative Cover.

v. Test Methods for Stabilization – Rock Test Method.

2. RECORDKEEPING:

- a. Any person who conducts dust-generating activities subject to **Section C.3** of this Rule shall maintain daily records demonstrating compliance with **Section C** of this Rule.
 - (1) The Dust Control Permit shall be kept on the specific job site and made available to the Control Officer immediately upon request.
 - (2) Daily records shall be made available to the Control Officer immediately upon request.
- b. Any person who conducts dust-generating activities exempt from **Section C.3** of this Rule shall maintain daily records demonstrating compliance with **Sections C.1, C.2, and C.4** of this Rule.
 - (1) Daily records shall be made available to the Control Officer immediately upon request.

3. RECORD RETENTION: Daily records required by **Section E.2** of this Rule shall be retained for at least one (1) year following termination of the dust generating activity.

GENERAL COMMENTS

On October 2, 2012, the Hearing Board for the referenced Regulations held a public hearing to consider all evidence and testimony concerning the appeal of **RENO ROCK TRANSPORT, Citation No. 5255, Case No. 1092**, issued on August 10, 2012, for violation of Section 040.030 (Dust Control) of the Washoe County District Board of Health Regulations Governing Air Quality Management.

Ms. Charlene Albee, Branch Chief of Permitting and Enforcement, Air Quality Management Division, being duly sworn, advised Citation No. 5255 was issued to Reno Rock Transport by Air Quality Specialist, Ms. Suzanne Dugger, for failure to control fugitive dust emissions at Reno Rock Transport. Ms. Albee advised "this has been a long-standing situation to which Staff has responded; that Staff has received numerous complaints" regarding this site. Ms. Albee advised "every time a complaint has been filed Air Quality Management Staff have responded."

Ms. Albee advised on August 10, 2012, Ms. Dugger responded to a complaint received from Mr. Gilbert Weikel, owner of Oak Wood Firewood, the adjacent property; that upon arriving on-site Ms. Dugger did document fugitive dust emissions.

Ms. Albee advised Reno Rock Transport is not required to obtain and maintain a Permit to Operate for air quality purposes; however, Reno Rock Transport is required to take all reasonable precautions to control fugitive dust emissions on this site. Ms. Albee stated Staff have met with representative of Reno Rock Transport several times and have agreed upon "a plan for the facility to be equipped with water sprayers to control fugitive dust; that this was implemented years ago. "

Ms. Albee stated on August 10, 2012, when Ms. Dugger arrived on-scene Ms. Dugger did note with the exception of one (1) the water sprayers were inoperable; that upon documenting the fugitive dust violation Ms. Dugger issued a Notice of Violation Citation to Mr. Paul Archie of Reno Rock Transport.

Ms. Albee advised Staff did attempt to meet with Mr. Archie to discuss a negotiated settlement in the amount of \$250; however; Mr. Archie "decided to appeal" the Citation to the Hearing Board.

Ms. Suzanne Dugger, Air Quality Specialist, being duly sworn, advised on August 10, 2012, she was dispatched to investigate a complaint of dust being generated from the site of Reno Rock Transport. Ms. Dugger stated she contacted Reno Rock Transport to advise a complaint had been received and she was enroute to investigate; that she conferred with Mr. Archie who advised "he did not believe all of the water sprayers were working"; however, "those he had working he would turn on and ensure those were operating."

Ms. Dugger advised upon arrival she noted one (1) water sprayer in operation in the yard; that she did observe fugitive dust emissions. Ms. Dugger stated prior to initiating any documenting she met with Mr. Paul Archie in the office, advising him as to why she was there; that she advised Mr. Archie there was a violation of the Dust Control section of the Regulations occurring; however, Mr. Archie "didn't think it was that bad." Ms. Dugger stated she advised Mr. Archie "if [the dust emissions] can be seen and [Reno Rock Transport] isn't controlling the dust" it constitutes a violation.

Ms. Dugger stated while Mr. Archie was in the process of dispatching the trucks she continued to observe the haul trucks in operation continuing to generate fugitive dust emissions; that she left Mr. Archie's office and "began videotaping to document the fugitive dust." Ms. Dugger stated when she began videotaping the dust emissions "one (1) of the drivers stopped, came over, and asked 'what she was doing'; that she explained she was investigating a complaint and was in the process of documenting the fugitive dust. Ms. Dugger stated the driver advised her "he did not want to be part of the film; that all activity had stopped so she stopped videotaping as there was nothing more to document."

Ms. Dugger stated she returned to Mr. Archie's office advising him due to having only one (1) water sprayer in operation and because she had observed visible dust emissions she would be issuing a Notice of Violation to Reno Rock Transport; that as she had responded to this location a number of times she "believed numerous warning(s) had already been given."

In response to Mr. Rinaldi regarding Ms. Dugger "observing the violation when the trucks were bringing material in or when the trucks were taking material out", Ms. Dugger advised the dust was being generated from "the traffic of the

trucks, including both doubles and semis, coming in and out." Ms. Dugger advised "the loading and unloading was being performed at a 'slow-pace', [perhaps] intentionally trying to mitigate the dust emissions; however, the majority of the dust was being generated from the trucks coming in and out." Ms. Dugger advised the one (1) operational sprayer was "in the traffic lane between the storage bins of material."

In response to Mr. Rinaldi regarding the location of the other water sprayers, Ms. Dugger advised "she can't answer"; however, she has noted water sprayers on the storage piles.

In response to Mr. Rinaldi regarding "it being customary to call ahead" that Staff is enroute, Ms. Dugger advised "it is not customary; and she does not usually do it." Ms. Dugger stated "she has dealt with [Reno Rock Transport] for so many years and on so many occasions" she contacted Mr. Archie to advise "another complaint" had been received. Ms. Dugger advised "it was the same complainant as in the previous complaints."

Mr. Harris advised there was a complaint issued on August 21, 2009, which indicates "Mr. Prichard was on-site for two (2) hours with very little dust created by truck traffic"; that the next comment reads; "Next complaint that is received he (Mr. Prichard) will perform a method #22 Part 40 CFR"; that he would question "to what method that is referring."

In response to Mr. Harris, Ms. Dugger advised "it is the reading of opacity." In response to Mr. Harris regarding "whether that test was performed", Ms. Dugger stated "officially she cannot answer" whether Mr. Prichard performed the test. Ms. Dugger advised the Air Quality Specialists are trained and certified "Opacity Readers"; that when determining opacity Staff does "not look at a plume [of dust] with the sun in front"; that she "would position herself with the sun to her back"; that this ensures the view of the dust is not exacerbated by the sunlight.

Mr. Ford stated "the history in the packet show there were eleven (11) complaints prior to this one since 2003"; that he would question "if there were any fines levied previously." Mr. Ford stated the complaint [record] indicates "not a viable complaint and/or there was enough mitigation response on the operation to satisfy everything." Mr. Ford stated an additional complaint was received on August 17, 2012; however, no violation was noted. Mr. Ford questioned if "there is a specific time frame [duration], for a plume of dust occurring to warrant a Citation."

In response to Mr. Ford, Ms. Dugger advised this is the first violation of which she is aware Reno Rock Transport has been cited. Ms. Dugger advised the Regulations stipulate five (5) minutes of dust emissions within an hour in which Staff documents visible dust emissions constitutes a violation. Ms. Dugger reiterated she proceeded to the office upon arriving on site prior to attempting to video the violation.

Mr. Rinaldi stated "with the conditions witnessed [by Ms. Dugger] it is reasonable to expect the dust conditions would have prevailed for a major part of that hour, as the trucks were moving in and out"; that it would "have been chronic throughout the time the trucks were moving in and out."

In response to Mr. Rinaldi, Ms. Dugger stated there was an exceedance; however, as she advised, she was not able to document the violation by video.

In response to Mr. Rinaldi regarding "why this type of operation is not required to have a Permit to Operate", Ms. Albee advised the definition of "stationary source within the Regulations", specifically stipulate as to the type of sources which are required to have a Permit to Operate. Ms. Albee stated the requirement is less "than two (2) pounds per day of emissions"; that the "sporadic operations" of Reno Rock Transport does not "quantify as two (2) pounds per day of emissions." Ms. Albee stated Reno Rock Transport "does not have any mechanical working material processing"; that the operation is loading and unloading of the trucks; that "none of the rock businesses are required to have a Permit." Ms. Albee advised "some of these operations have a grizzly on-site; however, it is not a powered piece of equipment; therefore, the grizzly is also exempt from permitting requirements."

Mr. Rinaldi stated he would assume the majority of these operations have produced dust emissions.

In response to Mr. Rinaldi, Ms. Albee stated all of these types of operations have produced dust emissions; however, Staff "has worked with all of these operations with the exception of those on Reservation lands. Ms. Albee advised there had been a "significant issue with Truckee River Rock located on Old Highway 40", resulting in dust emissions obscuring traffic visibility; that Staff had similar conversations with Truckee River Rock. Ms. Albee stated Truckee River Rock has "the sprayers on a timer to keep the area wet; that there have been similar problems at the concrete plant off of Galetti Way and Second Street." Ms. Albee stated Staff has "done a lot of work to bring these operations into compliance with the requirements" of the Dust Control Regulations without "having to go through the permitting process."

In response to Mr. Rinaldi regarding the control measures being in operation at Reno Rock Transport, Ms. Dugger advised "only the one (1)" water sprayer was in operation.

Mr. Gary Archie, owner of Reno Rock Transport, being duly sworn, advised, he misunderstood that the \$250 was an offered negotiated settlement; that he "has no objections to paying a \$250 fine; that he thought he was supposed to send in the \$250 with the appeal." Mr. Archie stated "he didn't know, as he has never had a problem like this in the past."

Mr. Archie stated "he has asthma; that he wants good air quality." Mr. Archie stated he "has made a lot of attempts to solve the problem." Mr. Archie stated he reviewed the previous complaints and a number of the complaints are not his. Mr. Archie advised a number of the complaints were issued prior to him purchasing the property; that the previous owner was Reno Rock; that his company is Reno Rock Transport; that his is a "separate company and he has never been involved with the other company."

Mr. Archie stated "ever since he has moved to this location there have been complaints; that he doesn't even know the gentleman who is complaining." Mr. Archie stated he "has never talked to, has never met him; has never had an issue with him; that he (Mr. Archie) is only trying to run his business." Mr. Archie stated "if there is a problem with the dust all Mr. Weikel has to do is 'come over' and tell him there is a problem; that he (Mr. Archie) would be glad to turn the water on."

Mr. Archie stated the day the Citation was issued "the sprinklers were not working; that only one (1) was working"; however, he "had the sprinklers fixed the same day." Mr. Archie stated he has twelve (12) sprinklers on the property. In response to Mr. Rinaldi regarding the day the Citation was issued, Mr. Archie advised he was not at the office at

the time the violation occurred; that he was advised of it later. Mr. Archie stated his son advised him Ms. Dugger had been on-site and issued the Notice of Violation; that this son further advised him the sprinklers had not been working; that he directed his son "to get them fixed"; and the sprinklers were fixed within "an hour or two (2)." Mr. Archie stated he "has nothing to hide"; that he wouldn't have installed the sprinklers "if he didn't want to use them."

In response to Mr. Rinaldi regarding how long the sprinklers had been inoperable, Mr. Archie stated he "would guess a couple of days"; that "he was unaware of it until Ms. Dugger 's' investigation. Mr. Archie stated in reference to Ms. Dugger's comments regarding "the trucks slowing down ~ he has forty-five (45) employees; that a number of them have mentioned to him 'they do not want their pictures taken'."

Mr. Archie stated he can "prove [Reno Rock Transport] has been watering the property; that the water bill went from 10,000 gallons to 100,000 gallons since December"; that the water usage has increased "so dramatically" he had the line checked for a possible leak; that there was no leak. Mr. Archie stated "they are making attempts; that he wants to make every attempt he possibly can to fix this; that he does not want dust; that he doesn't want problems."

In response to Mr. Rinaldi regarding the materials, Mr. Archie stated Reno Rock Transport "handles rock, including river rock, which is the dustiest." Mr. Archie stated Reno Rock Transport "has attempted to get it screened"; however, "the majority of it comes from the Paiutes and it is not screened or watered." Mr. Archie advised Reno Rock Transport utilizes "3/4 base; type 2 base; that Reno Rock gets rock from Granite, which is usually pretty good." Mr. Archie stated the rock from Granite "is watered; however, [Granite] has to watch how it is watered, as it can create a weights and measurement problem; that too much water creates too much weight." Mr. Archie stated Reno Rock Transport has "some different barks' that it is his understanding there was a complaint there was bark dust going on to Mr. Weikel's property from the bins in the back." Mr. Archie stated Mr. Weikel complained about the "bark dust and he [Mr. Weikel] is in the wood business; that the bark dust cannot be controlled; that when it is loaded there is dust." Mr. Archie stated Reno Rock Transport "wets the bark" however, "when it is loaded there is dust from the bark." Mr. Archie advised Reno Rock Transport has gravel, sand, bark ~ all types of landscaping materials."

Mr. Archie stated "he does not want any problems; that he wants to be in compliance." Mr. Archie stated "all of the sprinklers are working; that [Reno Rock Transport] now has a water truck on the property." Mr. Archie reiterated he "would have paid the \$250 [negotiated settlement]; that he misunderstood; that he thought he had to send in the \$250."

In response to Mr. Archie, Mr. Rinaldi advised "the penalty assigned to the violation was a recommended \$1,000; that in negotiation Staff would have offered \$250"; that when a Citation is appealed to the Hearing Board "the amount offered as a negotiated settlement is withdrawn and the fine initially recommended is again recommended."

Mr. Ford stated prior to the Citation issued on August 10, 2012, Reno Rock Transport "had agreed to install sprinklers"; however, on August 10, "only one (1) sprinkler was operable and the remaining ones were not"; therefore, on August 10, Reno Rock Transport's mitigation measures were not fully operable."

Mr. Archie reiterated a number of the "violations noted are not" those of Reno Rock Transport." Mr. Archie stated "he is not here to argue with anyone"; that "he has been harassed three (3), four (4), five (5) times a week; that he was harassed with this property before he even opened up his business." Mr. Archie stated he "had mortar concrete bins

and no product; that he drove in with the pick-up trucks and received a complaint from Mr. Weikel that he was creating dust; and his business had not even started yet."

In response to Mr. Rinaldi regarding Mr. Archie's statements specific to a number of the complaints not being those associated with Reno Rock Transport, Ms. Albee advised she reviewed the records and determined "there was an administrative error in searching the records of complaints"; that "of those included six (6) are associated with this site, Reno Rock Transport at Security Circle; that the ones on North Virginia Street are incorrect" and not associated with Reno Rock Transport. Ms. Albee briefly reviewed the location of Security Circle and Reno Rock Transport. Ms. Albee stated Staff apologizes for the confusion.

Mr. Gilbert Weikel, being duly sworn, advised he is the owner of the business immediate adjacent to "this so called business" [Reno Rock Transport].

Mr. Rinaldi requested Mr. Weikel "keep his comments" specific to the facts of the case; and "to try not to be inflammatory."

Mr. Weikel stated he owns the property adjacent to Reno Rock Transport "on two (2) sides". Mr. Weikel stated "they are bombarded day and night, everyday, all day long with dirt and dust in the air; that it is the prevailing air that brings it towards them." Mr. Weikel stated "if his business was in a different location all of the dust would blow out onto the freeway." Mr. Weikel stated his business has been at this location for twenty (20) years; that Reno Rock Transport "moved in and [the dust] started." Mr. Weikel stated he has three (3) years of documentation of "abuse of the 'we only have a little bit of dust'; that the first pictures are as [Reno Rock Transport] moved in." Mr. Weikel stated at the time "there was no water mitigation; that there was nothing; that the lot was dirt and driving on to dirt raises dust."

Mr. Weikel stated he contacted the Health District; that the Health District responded and advised Reno Rock Transport it would be necessary to control the dust emissions; that Reno Rock Transport "threatened at the time to burn him out." Mr. Weikel stated Reno Rock Transport "through some negotiation did agree to install sprinklers"; that [Reno Rock Transport] "ran a bunch of water lines around the property, and put up a couple of sprinklers." Mr. Weikel stated he "can guarantee ..."

Objecting to Mr. Weikel's comments Mr. Archie left the meeting.

In response to Mr. Rinaldi regarding the submission of the photographs presented by Mr. Weikel, Mrs. Janet Smith, CAP, Recording Secretary, advised when materials are submitted (i.e., photographs) to the Hearing Board the materials are "to be submitted as part of the record." Mrs. Smith advised photographs have been "accepted previously; that the photographs are then part of the record."

Mr. Weikel stated he has offered these photographs to Staff as evidence; however, he has been advised Staff cannot accept his photographs as evidence; that Staff has advised him any photographs considered as evidence would have to be those taken by Staff. Mr. Weikel advised his photographs "documents since 2009; that it is an on-going thing."

Mr. Weikel stated he "is here because he is being abused; that he is being called all kinds of names, as the [Hearing Board] just witnessed." Mr. Weikel stated he "was running a peaceful business for twenty (20) years; that [Reno

Rock Transport] moved in and started creating dust and dirt, exceeding the previous activity on the property by a thousand percent, exacerbating the problem." Mr. Weikel reiterated he contacted the Health Department; that the Health Department negotiated with Reno Rock Transport; that Reno Rock Transport installed sprinklers; that "there were sprinklers running for a short period of time." Mr. Weikel stated the photographs, which "were taken during the years his business 'suffered in silence' presents a chronology; that it never stops; that it is continuous."

Mr. Weikel stated Oakwood Fire Wood (his business) "counted 800 tires rolling through the yard [of Reno Rock Transport] in one (1) day raising dust and dirt with no water mitigation." Mr. Weikel stated Reno Rock Transport installed the sprinklers "to placate the County"; however, "he can guarantee they haven't been on in two (2) years." Mr. Weikel stated Ms. Dugger "called ahead and Reno Rock Transport turned the sprinklers on and only one (1) worked." Mr. Weikel stated the reason the "sprinklers don't work is because the water lines are totally inoperative; that he has a photograph of that day. Mr. Weikel stated he knew [Reno Rock Transport] had been called as "he had been watching daily the dust, dirt, trucks just flying, debris in the air so thick you can't see; that it then stopped with the horns honking on the loader with people waving the drivers off." Mr. Weikel advised the Health Department arrived on-site; however, [Reno Rock Transport] "had already shut-down the operation; that the sprinkler was on." Mr. Weikel presented a photograph of the sprinkler in operation.

Mr. Weikel reiterated "none of the sprinklers work because the main water line is inoperative and has not operated in two (2) years."

Mr. Rinaldi stated, as Staff advised Mr. Weikel, the Hearing Board cannot "make conclusions on the one (1) period of time"; that Mr. Archie testified Reno Rock Transport had utilized 100,000 gallons of water in an effort to control the emissions.

In response to Mr. Rinaldi, Mr. Weikel stated, Mr. Archie indicated "his (Mr. Archie) water bill went up this summer from 10,000 gallons to 100,000 gallons; that is because his (Mr. Archie) water wasn't on.; that by virtue of this statement [Mr. Archie] has admitted they haven't been on."

Mr. Weikel stated Mr. Archie indicated Reno Rock Transport "moved there; that he [Mr. Archie] was harassed while he was still moving in ~ not moving from being non-existent, but from a previous location because the complaints were too numerous in the old location." Mr. Weikel stated "as [Reno Rock Transport] moved in these are the same trucks which operated off of the Golden Valley facility; that these are the exact same trucks which have now moved in next door to his property." Mr. Weikel stated these trucks have "proceeded to create dust after dust, after dust." Mr. Weikel presented photographs of Reno Rock Transport "after the citation; that all of the photographs were taken in August and September after [Reno Rock Transport] was cited."

Mr. Weikel stated "the problem is {Health Department Staff} cannot get to the location until after the dust has settled on the ground." Mr. Weikel stated the photographs depict the "humungous dust clouds", which were taken "after [Reno Rock Transport] supposedly turned-on the water back-on." Mr. Weikel stated "the dust started in '09 the day they moved in; that it is caused by Reno Rock Transport's trucks coming in and dumping; that they then reload everything." Mr. Weikel stated "the humungous clouds occur when they take the loader lifting it fifteen (15) feet in the air ; that the [photographs] in the book are just of the last sixty (60) days." Mr. Weikel reiterated his business "is in the wind pattern; that this has got to stop."

Mr. Weikel presented photographs of the dust from the woodchips. Mr. Weikel stated Staff from the Health Department for the Solid Waste Program have been on-site to investigate his complaint regarding the woodchips; that Health Department Staff advised him 'it was way excessive'; however, Health Department Staff "don't know what to do about it." Mr. Weikel stated the woodchips "do not come from anything he has on the premises; that the chips are cut with a knife in a chipper; that anything his business has is sawdust from a chainsaw; that they keep the dust down; that there isn't any chips in his yard."

Mr. Weikel stated "this is where they are; that the pictures have been taken over a period of three (3) to four (4) years. Mr. Weikel stated since the day the citation was issued the sprinklers "haven't been on; that they couldn't turn them on as they were disassembled or in disrepair"; that the Hearing Board members "have seen the pictures." Mr. Weikel stated Mr. Archie testified "the water bill went up this summer; that this has been going on for three (3) to four (4) years and it is getting really old; that is why he is here." Mr. Weikel stated he "has been patient and tried to work within the system; that they call when the huge cloud of dust is in the air; and it is settled by the time [Health Department Staff] get there." Mr. Weikel stated "when Health Department Staff are out front the word goes out; and it becomes awful quiet all of a sudden"; that the day the Citation was issued "they [employees] were frantic"; that the "trucks were stopped and the drivers didn't come in." Mr. Weikel stated the "one water sprinkler came on that day; that he has been living in this mess for four (4) years; that he is tired."

In response to Mr. Rinaldi regarding Mr. Weikel's descriptions of Reno Rock Transport being accurate, Ms. Dugger advised "she has not documented the way Mr. Weikel has"; that had she arrived on-site and observed what Mr. Weikel has she would have documentation of that. In response to Mr. Rinaldi regarding the length of time "this was Ms. Dugger's assigned area", Ms. Dugger advised it had been her area for the past six (6) years.

In response to Mr. Rinaldi regarding the history of this, Ms. Dugger stated in responding to the complaints she has "not been able to document what she would need per the Regulations to be able to issue a citation." Ms. Dugger advised she has observed dust from the site; that she has discussed the issue with Mr. Archie prior to the installation of the sprinkler system. Ms. Dugger advised "obviously there was more dust"; that Mr. Noel Bonderson, the previous supervisor of the enforcement program initiated "getting dust mitigation" measures in place." Ms. Dugger stated "historically there has been a problem; that [Reno Rock Transport] has made an effort by installing the sprinkler system." Ms. Dugger stated "for a long time there weren't any complaints"; therefore, she "thought the efforts of Reno Rock were working." Ms. Dugger reiterated she responded to this complaint as the other inspector was not in the office on this day; that she "was really surprised to receive a complaint as it had been awhile"; that she is unaware if Mr. Weikel had stopped contacting the Air Quality Management Division "in frustration because Staff wasn't observing what he was observing." Ms. Dugger stated on this day the efforts of Reno Rock Transport "weren't very good, as there was only one (1) sprinkler in operation."

Ms. Dugger stated "many times when a complaint is received it is difficult to document it"; that although Staff does attempt to respond within an hour of receipt of a complaint, when Staff is able to arrive on-scene the activity may have ceased and/or the dust has dissipated. Ms. Dugger stated when a citation is not issued it is not because Staff does not believe there isn't an issue; that it is because a violation cannot be verified; that this has been what occurred at Reno Rock Transport.

Mr. Archie returned to the meeting and apologized to the Hearing Board for leaving; that "no one likes being accused of having made a threat"; that he "has never broken the law nor does he ever intend to" do so; that "he doesn't threaten people; that he would never do anything like that." Mr. Archie stated "he is trying to co-exist with the man."

In response to Mr. Rinaldi regarding presenting any additional information, Mr. Archie stated when he first started his business at this location he met with Mr. Jerry Gaige to discuss "what could be done." Mr. Archie stated when [Reno Rock Transport] first moved to this location "there was no rock on the property; that they dumped rock and there is rock all over the property now, which helps keep the dust down." Mr. Archie stated "he just wants to comply"; that he "doesn't know what pictures Mr. Weikel presented to the Board; however, he is aware there are days in which Reno Rock Transport is not in operation and the winds are up" creating dust. Mr. Archie stated he cannot control the winds; that he cannot operate his sprinklers twenty-four (24) hours a day; that "he is trying to do his best; that he will do everything he possibly can do." Mr. Archie stated Ms. Dugger indicated there were six (6) complaints; however, he would question "how many of those were founded ~ one when the sprinklers were down that day; and he fixed them." Mr. Archie stated there "haven't been any [violations] since" that day.

Mr. Archie stated there was reference to "rocks in the road"; that there were five three-quarter inch rocks at the end of the driveway." Mr. Archie stated "sometimes customers come out with their trailers and will leave a trail of rock or sand on the road; that they will go out and sweep it up." Mr. Archie stated he "has had his employees sweep it up on North Virginia, which is a quarter of a mile away from his business; that he does this to be a good neighbor, which is what he is trying to do."

In response to Mr. Ford regarding having a City of Reno business license, Mr. Archie stated he does have a City Business License.

Mr. Rinaldi stated all "appellants have the opportunity to negotiate a settlement with Staff" prior to a case being presented to the Hearing Board; that the Hearing Board "may have been remiss in its duties in" recommending a reduction of the fine to the amount which would have been recommended through the settlement negotiation process, or in some cases recommending even lesser fines. Mr. Rinaldi stated "this is a waste of time for Staff and the Hearing Board members"; that it is necessary for the Hearing Board "to stick to the facts recognizing [the appellant] was in violation and offered concessions" by Staff. Mr. Rinaldi stated the Hearing Board members should "then evaluate the case on the validity of the violation and the paperwork submitted by Staff in calculating the penalty." Mr. Rinaldi stated he is presenting these comments "as a preface to the Hearing Board's consideration in this case" and future cases.

Mr. Ford stated "the appellant has acknowledged prior discussions with the Staff of the Air Quality Division about mitigation measures and those are in-place"; that the appellant acknowledges those measures did not work on that particular day [August 10, 2012]. Mr. Ford stated Staff has identified there was a violation. Mr. Ford stated the concerns expressed as to "the volume of traffic may be an issue specific to the terms and conditions of the City Business License Division or the Code Enforcement Division; that he would suggest Staff refer it to the proper authority for further review by that entity."

In response to Mr. Ford, Ms. Albee stated "Staff will ensure that occurs; that to her knowledge [City of Reno] Code Enforcement was aware of this issue, as Staff "had had contact" with the City.

MOTION

Mr. Ford moved that based upon the testimony and evidence presented, a violation of Section 040.030 (Dust Control) of the Washoe County District Board of Health Regulations did occur and that it be recommended to the District Board of Health that the appeal of **RENO ROCK TRANSPORT**, be denied and **Citation No. 5255, Case No. 1092** be **upheld** and a fine in the amount of **\$1,000** be levied against Reno Rock Transport.

The motion was seconded by Mr. Greene.

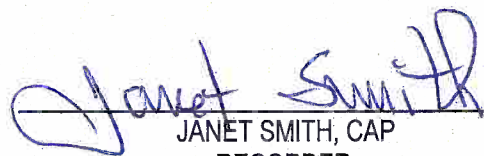
Upon a vote of the Board with Mr. Harris voting "no" and Chairman Rinaldi voting "aye", the motion carried.

Ms. Albee stated, as Mr. Weikel was advised, Air Quality Management Staff will "only take action when it is a violation Staff personally witnesses; that Staff does not rely on pictures taken by others or hearsay."

It was the consensus of the Hearing Board that the motion upholding the Citation was based upon the testimony and the photographs presented by Mr. Weikel were not taken into consideration in the Hearing Board's determination; therefore, Mr. Weikel's photographs were not entered into evidence.

Mrs. Janet Smith, CAP, Recording Secretary, advised Mr. Archie of his further right to appeal the Hearing Board's recommendation to the District Board of Health, in writing, within five (5) days of today's hearing.

DAVID RINALDI, CHAIRMAN
AIR POLLUTION CONTROL HEARING BOARD



JANET SMITH, CAP
RECORDER

AIR POLLUTION CONTROL HEARING BOARD
APPEAL – CASE NO. 1092 (RENO ROCK TRANSPORT)
October 2, 2012
Page Twenty-one

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The motion was seconded by Mr. Greene.

Upon a vote of the Board with Mr. Harris voting "no" and Chairman Rinaldi voting "aye", the motion carried.

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DAVID RINALDI, CHAIRMAN
AIR POLLUTION CONTROL HEARING BOARD

JANET SMITH, CAP
RECORDER



WASHOE COUNTY HEALTH DISTRICT

AIR QUALITY MANAGEMENT DIVISION



Public Health
Prevent. Promote. Protect.

DATE: October 2, 2012

TO: Air Pollution Control Hearing Board

FROM: Kevin Dick, Director, Air Quality Management

SUBJECT: Reno Rock Inc. – Case No. 1092
Appealed Citation No. 5255
Agenda Item: 4.A.

Recommendation

Air Quality Management Division Staff recommends that Notice of Violation Citation No. 5225 be upheld and a fine of \$1,000 be levied against Reno Rock Inc. for failure to control fugitive dust resulting from material handling and vehicle traffic associated with the loading and unloading of aggregate materials. The Citation is a violation of Section 040.030 of the District Board of Health Regulations Governing Air Quality Management.

Background

On Friday, August 10, 2012, Air Quality Management received a complaint from Mr. Gilbert Weikel, owner of Oak Wood Firewood, regarding fugitive dust being generated by Reno Rock Inc. Air Quality Specialist II Suzanne Dugger was dispatched to the facility located at 7770 Security Circle in Reno, Nevada. Upon receiving the dust complaint, AQ Specialist Dugger contacted Mr. Paul Archie, of Reno Rock Inc., via phone, to inform him of the dust complaint. AQ Specialist Dugger informed Mr. Archie that she was in route to the facility and that dust control measures were to be in place and operating upon her arrival or a citation may be issued if fugitive dust was observed.

During her approach and upon arrival on site, AQ Specialist Dugger observed fugitive dust being generated by the material handling activities and vehicle traffic importing and exporting material from Reno Rock Inc. AQ Specialist Dugger observed only one of the six sprinklers running in the yard storage area which was insufficient to control the amount of dust being generated by the truck traffic. It was also noted by AQ Specialist Dugger that, as soon as her presence was noticed by Reno Rock employees, the onsite activity was mostly stopped or slowed down in order to reduce potential emissions which greatly inhibited her ability to videotape and document the dust problem. AQ Specialist Dugger documented a 10 mile per hour wind from the west at this time.

AQ Specialist Dugger immediately contacted Mr. Paul Archie of Reno Rock Inc. to make him aware of the fugitive dust problem. Based on her observations, AQ Specialist Dugger issued Notice of Violation Citation No. 5225 for failure to control fugitive dust in accordance with Section 040.030 of the District Board of Health Regulations Governing Air Quality Management. An appeal form was provided to Mr. Archie with the Notice of Violation Citation.

P.O. BOX 11130 Reno, NV 89520-0027 • (775) 784-7200 • FAX (775) 784-7225

www.washoecounty.us/health

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APCHB AGENDA ITEM NO. 4.A.

October 2, 2012

APCHB/Reno Rock Inc./Case 1092

Page 2

On August 13, 2012, AQ Specialist Dugger was contacted by Mr. Archie regarding the status of NOV Citation No. 5225. Mr. Archie informed AQ Specialist Dugger that he would like to enter into a negotiated settlement agreement to resolve the Citation and agreed to pay a fine of \$250. A Memorandum of Understanding was completed with the appropriate Air Quality Staff signatures and faxed to Mr. Archie for his approval and signature. Air Quality Management Staff never received a signed copy of the Memorandum of Understanding from Mr. Archie to finalize the negotiated settlement agreement.

On August 21, 2012, Air Quality Staff received, via mail, a petition to appeal Notice of Violation Citation No. 5225 to the Air Pollution Control Hearing Board at their next scheduled meeting.

Alternatives

1. The Air Pollution Control Hearing Board may determine that no violation of the Regulations has taken place and dismiss Citation No. 5225.
2. The Board may determine to uphold Citation No. 5225 and levy any fine in the range of \$0 to \$1,000.



Kevin Dick, Division Director
Air Quality Management

KD/DC: ma



WASHOE COUNTY HEALTH DISTRICT
 AIR QUALITY MANAGEMENT DIVISION
 1001 EAST NINTH ST. • SUITE B171 • RENO NV 89512
 (775) 784-7200



NOTICE OF VIOLATION

NOV 5255

DATE ISSUED: 8-10-2012

ISSUED TO: RENO ROCK Transport PHONE #: 677-9553

MAILING ADDRESS: 7770 SECURITY CR. CITY/ST: RENO ZIP: 89506

NAME/OPERATOR: PAUL ARCHIE PHONE #: 677-9553

PERMIT NO. _____ COMPLAINT NO. CMP12-0139

YOU ARE HEREBY OFFICIALLY NOTIFIED THAT ON 8-10-2012 (DATE) AT 3:10 P.M. (TIME), YOU ARE IN VIOLATION OF THE FOLLOWING SECTION(S) OF THE WASHOE COUNTY DISTRICT BOARD OF HEALTH REGULATIONS GOVERNING AIR QUALITY MANAGEMENT:

- | | |
|---|---|
| <input checked="" type="checkbox"/> MINOR VIOLATION OF SECTION: | <input type="checkbox"/> MAJOR VIOLATION OF SECTION: |
| <input checked="" type="checkbox"/> 040.030 __ DUST CONTROL | <input type="checkbox"/> 030.000 OPERATING W/O PERMIT |
| <input type="checkbox"/> 040.055 __ ODOR/NUISANCE | <input type="checkbox"/> 030.2175 VIOLATION OF PERMIT CONDITION |
| <input type="checkbox"/> 040.200 __ DIESEL IDLING | <input type="checkbox"/> 030.105 ASBESTOS/NESHAP |
| <input type="checkbox"/> OTHER _____ | <input type="checkbox"/> OTHER _____ |

VIOLATION DESCRIPTION: FAILURE TO CONTROL FUGITIVE DUST,

LOCATION OF VIOLATION: 7770 SECURITY CR.

POINT OF OBSERVATION: SITE VISIT - YARD AREA

Weather: CLEAR Wind Direction From: N E S W

Emissions Observed: _____
 (If Visual Emissions Performed - See attached Plume Evaluation Record)

WARNING ONLY: Effective _____ a.m./p.m. _____ (date) you are hereby ordered to abate the above violation within _____ hours/days. I hereby acknowledge receipt of this warning on the date indicated.

Signature _____

CITATION: You are hereby notified that effective on 8-10-2012 (date) you are in violation of the section(s) cited above. You are hereby ordered to abate the above violation within 2 DAYS hours/days. You may contact the Air Quality Management Division to request a negotiated settlement meeting by calling (775) 784-7200. You are further advised that within 10 working days of the date of this Notice of Violation, you may submit a written petition for appeal to the Washoe County Health District, Air Quality Management Division, P.O. Box 11130, Reno, Nevada 89520-0027. Failure to submit a petition within the specified time will result in the submission of this Notice of Violation to the District Board of Health with a recommendation for the assessment of an administrative fine.

SIGNING THIS FORM IS NOT AN ADMISSION OF GUILT

Signature: [Signature] Date: 8-10-2012

Issued by: [Signature] Title: AQS II

PETITION FOR APPEAL FORM PROVIDED

COMPLAINT INVESTIGATION REPORT
Washoe County Air Quality Management Division

Complaint Number: **CMP12-0139**

Complaint Status: NOV

Source of Complaint: CITIZEN

Complaint Type: GENDUST

Date Received: 08/10/2012

Time: 2:45:00 PM

Inspector: SDUGGER

Inspector Area: 1

Complaint Description: NOV CITATION 5255, CASE 1092 - FUGITIVE DUST FROM RENO ROCK (SEE COMPLAINT CMP12-0130 - SAME COMPLAINANT)

Address: 7770 SECURITY CIR RENO

Location:

Parcel Number: 08249220

Related Permit Number:

Complainant:

OAK WOOD FIREWOOD
GILBERT WEIKEL, OWNER
7800 SECURITY CIRCLE
RENO NV 89506
775-677-1178

Responsible Party:

RENO ROCK INC
PAUL ARCHIE
7770 SECURITY CIRCLE
RENO NV 89506
775-677-9553

Investigation:

On Friday, August 10, 2012, Washoe County Health District, Air Quality Management Division (WCAQMD), received a fugitive dust complaint from Gilbert Weikel, Owner of Oak Wood, for fugitive dust being generated by Reno Rock Inc.

Prior to arrival on site AQS Dugger phoned Mr. Paul Archie to inform him of the complaint and stated he needed to have water sprays on controlling fugitive dust or a citation would be issued. Mr. Archie stated that not all sprays were working but would do the best he could with what water sprays he had that were operational. Upon arrival on site Air Quality Specialist II (AQS) Suzanne Dugger observed fugitive dust caused by truck traffic importing/exporting material from Reno Rock Inc. AQS Dugger attempted to document the fugitive dust prior to speaking with Mr. Archie but once AQS Dugger was observed on site most site activity stopped with the exception of a couple of trucks leaving the property slowed down significantly to reduce potential emissions. At this time AQS Dugger spoke with Mr. Archie stating the one sprinkler they had watering the truck staging area was not sufficient in controlling the fugitive dust being generated by the trucks entering and leaving the site.

Based on the observation of fugitive dust, NOV #5225 was issued for violation of 040.030. An appeal form was given with NOV #5225.

Enforcement Activities

Warning Citation...: 08/10/2012

NOV.....:

Settlement.....:

Appealed.....:

Upheld.....:

Citation Number: 5255

NOV Number....: 0

Case Number.....: 1092

Amount.....: \$0.00

Amount.....: \$0.00

Status Information

Initialized By.....: CALBEE

Date Assigned.....: 08/10/2012

Completed Date...:

Completed By.....:

AIR QUALITY MANAGEMENT
CONSTRUCTION SITE INSPECTION FORM
FOR RENO ROCK INC
DATED 8-10-2012 AT 3:30 PM

WASHOE COUNTY AIR QUALITY MANAGEMENT DIVISION

Office (775) 784-7200 * Fax (775) 784-7225

CONSTRUCTION SITE INSPECTION FORM

Enforcement Officer: SUZANNE DUBBER Date/Time: 8-10-2012 / 3:30

Permit #: NA Responsible Party: RENO ROCK

Project Name: RENO ROCK Location: 7770 SECURITY CIR.

Weather: [X] Clear [] Partly Cloudy [] Cloudy [] Recent Rain Temp: Wind/mph: 10 Direction: W

Site: [X] Active [] Inactive [] Project Complete Workers Present: [X] Yes [] No

Activities Occurring: [] None

- [] Clearing/Grubbing [] Backfilling [] Abrasive Blasting [] Clearing Forms [] Crushing/Screening
[] Cut & Fill [X] Importing/Exporting [] Explosive Blasting [] General Construction [] Subgrade Prep
[] Trenching [] Stockpiling [] Demolition (mech) [] Landscaping [] Paving

EMISSIONS COMPLIANCE [] Yes [X] No

Fugitive Dust Emissions: [X] Yes [] No If yes, source: TRAFFIC FROM UNLOADING HAUL TRUCKS Plume Length: Opacity: %

Project Soils: Stable: [] Moist [] Gravel [] Palliative [] Crust [] Other:
Unstable: [X] Dry [X] Loose [X] Powdery

Interior Roads: [] None Stable: [] Paved [] Type II [] Moist [] Dust Suppressant
Unstable: [X] Dry [X] Loose [] Powdery

Track-out: [X] Yes [] No Dust from vehicles: [X] Yes [] No If yes, [X] Interior [] Access

Water Source: [] Hydrant [] Stand Tank [] Reservoir [] None Observed [X] Other: SPRINKLER

Mitigation Equipment: [] Hose [] Pull(s) [] Truck(s) [] None Observed [X] Other: SPRINKLER

Mitigation Equipment Ratio: [] Adequate [] Inadequate

Track-out device present: [] Yes, functional [] Yes, not functional [X] No, needed [] No, not needed

ADMINISTRATIVE COMPLIANCE [] Yes [] No NA

Acreage Permitted: UNKNOWN Project Size: [] Equal to [] Greater than

Staging/Parking area(s): [] N/A [X] On-Site [] Off-Site, included in acreage [] Off-Site, not included in acreage

Stationary Source Permits: [X] No Equipment [] Screen [] Crusher [] Batch Plant ATC#:

DCP Sign: [] Yes [X] No DCP On-Site: [] Yes [] No [] Not Verified

Spoke with: PAUL ARCHIE Title: MANAGER [X] in person [] phone

Actions Taken: [] None [] Verbal Warning

[] Notice of Violation - Warning: [X] Notice of Violation - Citation: 5255

Deficiencies to be corrected: MORE WATER NEEDED FOR DUST CONTROL IN YARD AREA DURING LOADING AND UNLOADING

RECOMMENDED FINE WORKSHEET

DATE: 8-10-2012 CASE NO.: 1092 NOV NO.: 5255

COMPANY NAME: Reno Rock Inc.

CONTACT NAME: Paul Archie, Vice President

VIOLATION OF SECTION(S): 040.030 Dust Control

(MINOR & MAJOR)

X 1ST VIOLATION _____ 2ND VIOLATION _____ 3RD VIOLATION

NO HAZARDOUS AIR POLLUTANT YES / NO PM TYPE OF AIR CONTAMINANT
(CO, NOX, SOX, PM, VOC'S)

NO LEGALLY PERMITTED SOURCE YES / NO YES PUBLIC HEALTH EXPOSURE YES / NO

ONE NUMBER OF DAYS IN VIOLATION YES PUBLIC COMPLAINTS YES / NO

1. **DEGREE OF VIOLATION:** MINOR MODERATE MAJOR
(The degree to which the person/company has deviated from the regulatory requirements)

Minor violation 040.030, Section C.2.c. Failure to Control Fugitive Dust

2. **ECONOMIC BENEFIT COMPONENT:** (OPTIONAL): MINOR MODERATE MAJOR

ESTIMATED COST \$ undetermined

(Economic effect to the person/company for NOT complying with the Regulations including avoided costs and delayed costs)

Above ground sprinklers system is used to control fugitive dust. Only one sprinkler operational at the time the violation was noted. Informed Reno Rock that one sprinkler was not sufficient to control on-site fugitive dust. It is the responsibility of Reno Rock to make repairs to on-site defective system.

3. **DEGREE OF COOPERATION:** MINOR MODERATE MAJOR
(The person/company's efforts to immediately cease the violation and come into compliance)

No further site activity occurred once the violation was observed. The site manager stated he would make the necessary repairs in order to better control the fugitive dust.

4. **ADDITIONAL COMMENTS:**

Reno Rock and the complainant, Gilbert Weikel, have had issues with each other over the last several years. It appears to be an on-going problem.

RECOMMENDED FINE: \$1,000

Charlene Albee
for Suzanne Dugger

AQ SPECIALIST'S SIGNATURE

NOTE: "Minor Violations", per District Regulations, cannot exceed \$1000 for the first and second violations. Third minor violations, plus "major violations" cannot exceed \$10,000 per day.

RENO ROCK TRANSPORT PETITION TO THE APCHB
DATE AUGUST 17, 2012

AIR QUALITY MONIT.
AUG 21 2012
WASHOE COUNTY
HEALTH DIST.

AIR QUALITY MANAGEMENT DIVISION
WASHOE COUNTY HEALTH DISTRICT
PO Box 11130
Reno, Nevada 89520-0027
(775) 784-7200 Fax (775) 784-7225

A PETITION TO THE HEARING BOARD

PETITIONER: RENO ROCK TRANSPORT PHONE: 677-9500
ADDRESS (MAILING): 7770-SECURITY CIR ZIP CODE: 89506
ADDRESS (PHYSICAL LOCATION): 7770-SECURITY CIR RENO NV, 89506

EQUIPMENT OR PROCESS REGISTERED WITH CONTROL OFFICER?
YES NO

APPEAL OF ORDER
APPEAL OF VIOLATION
REQUEST FOR VARIANCE

NOTICE OF VIOLATION RECEIVED: # _____ DATE: 8-10-2012

REGULATION INVOLVED: SECTION: 040-030

BASIS FOR APPEAL/VARIANCE: NOT VALID
HARASSMENT BY PERSONS NEXT
DOOR
CHECK YOUR FILES ON
NUMBER OF CALLS THAT WERE
INVALID

FILED BY:
GARY B. ARCHIE
Name (Type or Print)
[Signature]
Signature

V. PRES.
Title
8/17/2012
Date

**ADDITIONAL AIR QUALITY MANAGEMENT COMPLAINTS
RECEIVED FOR RENO ROCK TRANSPORT**

COMPLAINT INVESTIGATION REPORT
Washoe County Air Quality Management Division

Complaint Number: **CMP12-0140**

Complaint Status: ASSIGNED

Source of Complaint: CITIZEN

Complaint Type: GENDUST

Date Received: 08/17/2012

Time: 1:40:00 PM

Inspector: JGAIGE

Inspector Area: 1

Complaint Description: TRACKOUT FROM SPILLAGE - HAUL TRUCKS BEING OVERFILLED. THIS HAPPENS EVERYDAY, ALL DAY LONG - GILBERT HAS 50 PICTURES

Address: 7770 SECURITY CIR RENO

Location:

Parcel Number: 08249220

Related Permit Number:

Complainant:

OAK WOOD FIREWOOD
GILBERT WEIKEL, OWNER
7800 SECURITY CIRCLE
RENO NV 89506-1943
775-677-1178

Responsible Party:

RENO ROCK TRANSPORT

7770 SECURITY CIRCLE
RENO NV 89506
775-677-9500

Investigation:

SEE OTHER COMPLAINTS: CMP12-0130 & CMP12-0139.

Enforcement Activities

Warning Citation...:	Citation Number:	0
NOV.....:	NOV Number.....:	0
	Case Number.....:	0
Settlement.....:	Amount.....:	\$0.00
Appealed.....:		
Upheld.....:	Amount.....:	\$0.00

Status Information

Initialized By.....: MAMES
Date Assigned.....: 08/17/2012

Completed Date....:
Completed By.....:

COPY

COMPLAINT INVESTIGATION REPORT
Washoe County Air Quality Management Division

C
7-24-12
DC

Complaint Number: **CMP12-0130**

Complaint Status: ASSIGNED

Source of Complaint: CITIZEN

Complaint Type: GENDUST

Date Received: 07/20/2012

Time: 4:27 P.M.

Inspector: MOSBORN

Inspector Area: 1

Complaint Description: DIRT, TRACKING - NO CONTROLS

Address: 7770 SECURITY CIR RENO

Location:

Parcel Number: 08249220

Related Permit Number:

Complainant:

GILBERT WEIKEL
OAK WOOD
7800 SECURITY CIRCLE
RENO NV 89506
677-1178

Responsible Party:

RENO ROCK

7770 SECURITY CIRCLE
RENO NV 89506
677-9500

Investigation:

On July 23, 2012, Specialist Osborn entered the office and received a citizens complaint dated 07-20-2012. The complaint was received on Friday at approximately 4:27 p.m.

The complaint was dirt, tracking with no controls. A note attached to the complaint stated that the complainant wanted contact from staff and that they start early.

On Monday morning at 0740 a.m. this specialist went to the location and the streets were clean. Possibly from water truck activity or from rains during the weekend of July 21. Which is unknown. On approaching the complainants residence the gate was observed to be closed and locked. No personnel were observed in the yard on this date and time. A phone call was placed to the contact number of the complained with negative results. The phone was allowed to ring in excess of 8 to 10 times with no answering machine coming on the line.

On Tuesday morning, 07-24-2012 at approximately 0745 a.m., Specialist Osborn attempted recontact with the complainant and met with neg. results.

Area was clean and no violations noted. There has been some kind of on-going dispute by these parties of unknown reasoning. No further action this date.



Enforcement Activities

Warning Citation..:	Citation Number:	0
NOV.....:	NOV Number....:	0
	Case Number.....:	0
Settlement.....:	Amount.....:	\$0.00
Appealed.....:		
Upheld.....:	Amount.....:	\$0.00

Status Information

Initialized By.....: TBURTON
Date Assigned.....: 07/20/2012

Completed Date...: *7-24-2012*
Completed By.....: *DAC*

**ADDITIONAL AIR QUALITY MANAGEMENT COMPLAINTS
RECEIVED FOR RENO ROCK
2003, 2006, 2009, 2010**

10/10/2003

COMPLM - Complaint Database

Home Create External Data Database Tools

View Paste Views Clipboard Font Rich Text Refresh All New Save Delete Records Totals Spelling More Filter Selection Advanced Toggle Filter Sort & Filter Size to Fit Form Switch Windows Find Find

COMPLAINT TRACKING

Control number: 21000T03004

Date: 10/10/2003 Time: 14:23 Taken by: SN Assigned to: NB

Complaint Category: Dust/Tracking Area code: 1

Complaint: DUST & DIRT FROM STAGING AREA FOR CONSTRUCTION PROJECT

Location: NORTH VIRGINIA STREET, 7800 - LOVETT LANDSCAPING

Responsible Party: RENO ROCK

Address: [REDACTED]

Complainant: ANONYMOUS

Address: [REDACTED]

Phone number: [REDACTED]

Investigator initials: NB Date inspected: 10/10/2003 Time investigated: 14:45

Regulation #: [REDACTED] and [REDACTED] and [REDACTED]

If NOV issued NOV #: [REDACTED] Permit #: [REDACTED]

Date closed: 10/13/2003 Reviewed By: NB Review date: 10/13/2003

Comments: [REDACTED]

Record: 4 of 8120 Unfiltered Search

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5/10/2006

COMPLN - Complaint Database

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COMPLAINT TRACKING

Control number: G10MAY06017

Date: 05/10/2006 Time: 11:51 Taken by: MA Assigned to: SD

Complaint Category: Dust/Tracking Area code: 1

Complaint: DUST - TRUCK DUMPING ROCKS, ETC.

Location: GOLDEN VALLEY DRIVE & NORTH VIRGINIA STREET

Responsible Party: RENO ROCK - PAUL ARCHIE, MGR

Address: [REDACTED]

Complainant: PATH, TIM

Address: WAS JUST DRIVING BY COMPLAINT SITE

Phone number: 784-2452

Investigator Initials: SD Date inspected: 05/10/2006 Time Investigated: 12:30

Regulation #: [REDACTED] and [REDACTED] and [REDACTED]

If NOV issued NOV #: N/A Permit #: [REDACTED]

Date closed: 05/10/2006 Reviewed by: NB Review date: 05/11/2006

Comments: [REDACTED]

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5/12/2006

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COMPLAINT TRACKING

Control number: C12MAY08022

Date: 05/12/2006 Time: 3:32 Taken by: MA Assigned to: JG

Complaint Category: Dust/Tracking Area code: 1

Complaint: DUST FROM TRUCKS LOADING DIRT & ROCK - NO WATERING. THIS HAPPENS ALL THE TIME

Location: GOLDEN VALLEY DRIVE & NORH VIRGINIA STREET

Responsible Party: RENO ROCK (PAUL ARCHE - MGR AND KYLE ARCHE)

Address: [REDACTED]

Complainant: CITY OF RENO, CODE ENFORCEMINT - ROB RICE

Address: CALL IN BY ANONYMOUS CALLER TO ROB

Phone number: ROB 334-2529

Investigator initials: JG Date inspected: 05/12/2006 Time investigated: 4:20

Regulation #: [REDACTED] and [REDACTED] and [REDACTED]

If NOV issued NOV #: N/A Permit #: [REDACTED]

Date closed: 05/19/2006 Renewed by: NB Review date: 05/19/2006

Comments: [REDACTED]

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6/28/2006

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COMPLAINT TRACKING

Control number: C28JUN06048

Date: 06/28/2006 Time: 9:51 Taken by: MA Assigned to: SD

Complaint Category: Dust/Tracking Area code: 1

Complaint: DUST FROM TRUCKS DUMPING AT RENO ROCK

Location: 7780 NORTH VIRGINIA STREET

Responsible Party: RENO ROCK - PAUL ARCHIE MGR

Address: [REDACTED]

Complainant: ANONYMOUS *CALLED DANALYN @ CITY OF P

Address: DANALYN 334-2088

Phone number: [REDACTED]

Investigator Initials: SD Date inspected: 07/17/2006 Time investigated: 9:30

Regulation #: [REDACTED] and [REDACTED] and [REDACTED]

If NOV issued NOV #: N/A Permit #: [REDACTED]

Date closed: 07/17/2006 Reviewed By: MB Review date: 07/17/2006

Comments: [REDACTED]

Record: 1517 of 8120 Unfiltered Search

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9/26/2006

COMPLIN - Complaint Database

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COMPLAINT TRACKING

Control number: C26SEP06057

Date: 09/26/2006 Time: 10:17 Taken by: TB Assigned to: SD

Complaint Category: Dust/Tracking Area code: 1

Complaint: DUST PROBLEM EVERY AFTERNOON. COMPLAINT WAS LEFT ON THE ANSWERING MACHINE OF RENO DIRECT. NO NAME, PHONE # WAS ON THEIR READ OUT.

Location: 7780 NORTH VIRGINIA

Responsible Party: RENO ROCK - PAUL, MGR 877-9574

Address: [REDACTED]

Complainant: RENO DIRECT - BARB 334-2099

Address: [REDACTED]

Phone number: 378-1469

Investigator initials: SD Date inspected: 09/26/2006 Time investigated: 11:00

Regulation #: [REDACTED] and [REDACTED] and [REDACTED]

If NOV issued NOV #: N/A Permit #: [REDACTED]

Date closed: 09/26/2006 Reviewed by: DC Review date: 09/27/2006

Comments: POSSIBLE PHONE # FOR COMPLAINT 378-1469

Record: 6499 of 8120 Unfiltered Search

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8/11/2009

COMPLN - Complaint Database

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COMPLAINT TRACKING

Control number: CT1AU09004

Date: 08/11/2009 Time: 5:00 Taken by: AS Assigned to: WP

Complaint Category: Dust/Tracking Area code: 1

Complaint: DUST

Location: 7770 SECURITY CIRCLE, RENO

Responsible Party: RENO ROCK 677-9553

Address: 7780 NORTH VIRGINIA STREET

Complainant: ANSWERING SERVICE - GILBERT WELKEL

Address: 7800 SECURITY CIRCLE

Phone number: 677-1505

Investigator initials: WP Date inspected: 08/11/2009 Time investigated: 5:08

Regulation #: and and

If NOV issued NOV #: N/A Permit #:

Date closed: 08/12/2009 Reviewed By: DC Review date: 08/12/2009

Comments: RENO ROCK IS MOVING THERE BUSINESS FROM 7780 N VIRGINIA TO 7770 SECURITY CIRCLE. WALLY IS TRYING TO RESOLVE THE PROBLEM BETWEEN THESE TWO BUSINESSES. WE WILL HEAR FROM THEM AGAIN.

Record: 1556 of 8120 Unfiltered Search

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COMPLN - Complaint Database

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COMPLAINT TRACKING

Control number: C21AUG09016

Date: 08/21/2009 Time: 11:13 Taken by: TB Assigned to: WP

Complaint Category: DustTracking Area code: 1

Complaint: DUST FROM 5:00 - 6:00 SO BAD YOU CANNOT SEE. LOTS OF TRUCKS. PICTURES AVAILABLE
*** PLEASE CALL THE COMPLAINANT ***

Location: 7770 SECURITY CIRCLE

Responsible Party: RENO ROCK

Address: [REDACTED]

Complainant: WEIKEL, GILBERT

Address: 7800 SECURITY CIRCLE

Phone number: 677-1505

Investigator initials: JG Date inspected: 08/21/2009 Time investigated: 11:15

Regulation #: [REDACTED] and [REDACTED] and [REDACTED]

If NOV issued NOV #: N/A Permit #: [REDACTED]

Date closed: 08/24/2009 Reviewed by: DC Review date: 08/25/2009

Comments: WALLY SAT ON THE SITE FOR OVER 2 HOURS AND THER WAS VERY LITTLE DUST
CREATED BY TRUCK TRAFFIC. NEXT COMPLAINT THAT IS RECEIVED HE WILL
PERFORM A METHOD #22 PART 40 CFR.

Record: 7870 of 8120 Unfiltered Search

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8/28/2009

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COMPLAINT TRACKING

Control number: C28AUG09024

Date: 08/28/2009 Time: 5:15 Taken by: AS/ni Assigned to: WP

Complaint Category: Dust/Tracking Area code: 1

Complaint: DUST - CALL COMPLAINANT BACK

Location: 7800 SECURITY CIRCLE

Responsible Party: RENO ROCK

Address: 7770 SECURITY CIRCLE

Complainant: WEIKEL, GILBERT

Address: 7800 SECURITY CIRCLE

Phone number: 677-1178

Investigator initials: WP Date inspected: 08/28/2009 Time investigated: 5:20

Regulation #: and and

If NOV issued NOV #: N/A Permit #:

Date closed: 09/03/2009 Reviewed by: DC Review date: 09/03/2009

Comments: WALLY CHECK THE AREA FRI & SUN (SUN - WINDS 20-30 MPH) AND THERE WAS NO DUST. THERE IS A MEETING ON 8/3/09 BETWEEN RENO ROCK & OAK WOOD TO TRY AND RESOLVE THE PROBLEM BETWEEN THE TWO BUSINESSES.

Record: 7872 of 8120 Unfiltered Search

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10/27/2009

COMPLIN - Complaint Database

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COMPLAINT TRACKING

Control number: C27OCT09016

Date: 10/27/2009 Time: 9:45 Taken by: KASS Assigned to: WP

Complaint Category: Dust/Tracking Area code: 1

Complaint: HUGE TRAIL OF SAND VISIBLE A BLOCK AWAY. DAILY DUST CLOUDS. BACKYARD IS FULL OF CUT WOODCHIPS FROM THEIR SITE. UPSET OVER HOW LONG COUNTY IS TAKING TO TAKE ACTION. WANTS SOMETHING TO BE DONE & FOR SOMEONE TO KEEP HIM UPDATED]

Location: OLD NORTH VIRGINIA & SECURITY CIRCLE

Responsible Party: RENO ROCK

Address: 7770 SECURITY CIRCLE

Complainant: WEIKEL, GILBERT

Address: [REDACTED]

Phone number: 677-1505

Investigator initials: WP Date inspected: 10/27/2009 Time investigated: 10:00

Regulation #: [REDACTED] and [REDACTED] and [REDACTED]

If NOV issued NOV #: N/A Permit #: [REDACTED]

Date closed: 12/15/2009 Reviewed by: DC Review date: 12/15/2009

Comments: COMPLAINT WOULD LIKE NOEL TO INFORM HIM ON THE PROGRESS OF PREVIOUS COMPLAINTS. 12/15/09 PER WALLY AQMD HAS CHECKED ON THIS COMPLAINT SEVERAL TIMES. THERE IS NO REASON TO CONTINUE BECAUSE MOST OF THE COMPLAINTS CALLED BY MR. WEIKEL HAVE BEEN FRIVOLOUS. WALLY

Record: 11 of 7869 of 8120 Unfiltered Search

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5/3/2010

COMPLIN - Complaint Database

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COMPLAINT TRACKING

Control number: COSMAY10001

Date: 05/03/2010 Time: 2:55 Taken by: CA Assigned to: SD

Complaint Category: Dust/Tracking Area code: 1

Complaint: DUST FROM SAND/BEAD BLASTING, BLOWING INTO YARD

Location: 7770 N VIRGINIA STREET

Responsible Party: RENO ROCK, OWNER GARY ARCHIE 677-9500

Address: [REDACTED]

Complainant: OAKWOOD

Address: [REDACTED]

Phone number: [REDACTED]

Investigator initials: SD Date inspected: 05/03/2010 Time investigated: 3:10

Regulation #: [REDACTED] and [REDACTED] and [REDACTED]

If NOV issued NOV #: N/A Permit #: [REDACTED]

Date closed: 05/03/2010 Reviewed by: AB Review date: 05/06/2010

Comments: MR ARCHIE WAS CONVINCED HIS NEIGHBOR WOULD COMPLAIN - 1/2HR LATER A COMPLAINT WAS PHONED IN. SUZY SUGGESTED MR ARCHIE MOVE THE SANDBLASTING OPERATION TO AN AREA FARTHEST FROM HIS NEIGHBOR. MR ARCHIE IS VERY UPSET BY THE CONSTANT HARASSMENT FROM HIS NEIGHBOR AND

Record: 4 of 6076 of 8120 Unfiltered Search

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WASHOE COUNTY HEALTH DISTRICT

AIR QUALITY MANAGEMENT DIVISION



Public Health
Prevent. Promote. Protect.

DATE: December 20, 2012

TO: District Board of Health

FROM: Kevin Dick, Director, Air Quality Management Division

SUBJECT: Public Hearing: Proposed Amendments to the Washoe County District Board of Health Regulations Governing Air Quality Management, Section 040.080, Gasoline Transfer and Dispensing Facilities

Agenda Item: 10

Recommendation

Air Quality Management Division Staff recommends the District Board of Health approve a change in regulations to adopt an exemption from the Phase II Vapor Recovery requirements for gasoline dispensing facilities that can demonstrate at least 95% of the fleet vehicles serviced are equipped with Onboard Refueling Vapor Recovery (ORVR).

Background

Pursuant to Section 040.080 of the Washoe County District Board of Health Regulations Governing Air Quality Management, gasoline dispensing facilities, with a few exceptions, are required to install and maintain a Phase II vapor recovery system (Phase II system). The Phase II system captures the emissions that are generated during the transfer of gasoline from a stationary storage tank to a motor vehicle tank. Section 040.080 was originally adopted by the District Board of Health on February 27, 1991 as a result of the county being designated as Moderate Non-attainment for ozone. The required application of Phase II systems was a county wide control measure to reduce hydrocarbon emissions which contribute to the formation of ozone. The requirement for the application of Phase II systems was just one of many strategies implemented which ultimately resulted in the County be redesignated as attainment for ozone.

The proposed amendment to Section 040.080 is based on a memorandum issued by the U.S. Environmental Protection Agency (EPA) on December 12, 2006, providing guidance to States concerning the removal of Phase II Vapor Recovery Systems in cases where fleet vehicles could demonstrate the widespread use of onboard refueling vapor recovery (ORVR). The specific fleets addressed by this memo included:

1. initial fueling of new vehicles at automobile assembly plants
2. refueling of rental cars at rental car facilities
3. refueling of flexible fuel vehicles at E85 dispensing pumps

EPA was provided the opportunity to waive the Phase II Vapor requirements under Section 202(a)(6) of the Clean Air Act if it was determined that ORVR is in widespread use throughout a motor fleet.

In order for the fleet operators located in Washoe County to take advantage of this opportunity, the following language is proposed to be included in Section 040.080:

040.080(B)(9) *ORVR (Onboard Refueling Vapor Recovery) is a vehicle emission control system that captures fuel vapors from the vehicle gas tank during refueling. The gas tank and fill pipe are designed so that when refueling the vehicle, fuel vapors in the gas tank travel to an activated carbon packed canister, which adsorbs the vapor. When the engine is in operation, it draws the gasoline vapors into the engine intake manifold to be used as fuel.*

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DBOH AGENDA ITEM NO. 11

040.080(C)(4)(e) *Facilities which exclusively refuel fleets that are comprised of at least 95% ORVR equipped vehicles. Persons requesting such an exemption shall provide documentation to the Control Officer on each of the fleet vehicles that may be serviced including the make, model year, gross vehicle weight, and the evaporation family code assigned to the ORVR system.*

On February 21, 2012, the District Board of Health approved a petition for a variance from the Phase II vapor recovery requirements submitted by The Hertz Corporation based on the same EPA guidance. As part of the recommendation of approval, Air Quality Staff recognized the exemption from Phase II Vapor Recovery may be applicable to other gasoline dispensing facilities located in Washoe County. Therefore, in addition to recommending the approval of the variance, staff committed to drafting a proposed regulation to be included in Section 040.083(C)(4), Phase II Exemptions, for fleets that are able to demonstrate the widespread availability of ORVR. Staff proposed to have the new regulation adopted within the next 12 months. This proposed amendment for consideration by the District Board of Health satisfies that commitment.

A Notice of Proposed Action was published in the Reno Gazette-Journal on November 16th, December 5th, and December 17th, 2012. Additionally, Staff mailed a copy of the Notice to all currently permitted facilities that may be interested in taking advantage of the exemption. Copies of the Notice were also sent to the area contractors that install gasoline dispensing equipment for their review. A copy was also sent to the Nevada Division of Environmental Protection – Bureau of Air Quality Planning as a courtesy. A complete list of the interested and/or affected facilities notified is included.

Fiscal Impact

Staff believes the proposed regulation will not impose any changes or new requirements on existing Washoe County business facilities subject to this regulation. There are currently, thirty-three (33) facilities in Washoe County that are eligible to take advantage of the proposed exemption. No fiscal impact is expected due to the passage of these regulations. A Business Impact Statement is included in the packet material.

Alternatives

1. The District Board may elect to adopt Section 040.080 with the amended language.
2. The District Board may direct Staff to research some aspect of the proposed Section 040.080 and return to the Board at a later date.
3. The District Board of Health may elect to make no changes to Sections 040.080.



Kevin Dick, Division Director
Air Quality Management

SECTION A – GENERAL

1. PURPOSE: The purpose of this regulation is to control and reduce emissions of volatile organic compounds (VOC)s from the sale and distribution of gasoline by requiring:
 - a. Control of gasoline vapors during the transfer and storage into stationary containers (Phase I)
 - b. Control of gasoline vapors from the fueling of vehicles (Phase II).
 - c. Enhanced Vapor recovery (EVR)
2. APPLICABILITY: All gasoline dispensing and storage facilities within the Health District. Certain requirements, including exemptions, are defined within the rules – differing standards apply to various operations within the gasoline-dispensing infrastructure.

SECTION B – DEFINITIONS: For the purpose of these regulations, the following definitions shall apply:

1. Building, Structure, Facility or Installation means all of the pollutant emitting activities which belong to the same industrial grouping, are located on one or more contiguous or adjacent properties and are under the control of the same person (or persons under common control). Pollutant emitting activities shall be considered as part of the same industrial grouping if they belong to the same "Major Group" (i.e. which have the same first two digit code) as described in the Standard Industrial Classification Manual, 1972, as amended by the 1977 Supplement (U.S. Government Printing Office stock Number 4101-0066 and 003-005-00176, respectively).
2. Control Officer means the District Health Officer of the Washoe County Health District or the person designated by said District Health Officer to enforce these local air pollution control ordinances and regulations as approved by said District Board of Health created pursuant to the inter-local agreement of the City of Reno, the City of Sparks, and the County of Washoe, Nevada.
3. District Approved Vapor Control System is a system which is designed to control vapors that are released during gasoline transfer operations and that is certified by either the California Air Resources Board or the New York Department of Environmental Conservation to be at least 95 percent efficient and has been approved by the Control Officer for installation and operation in Washoe County. (Adopted 2/27/91)
4. Enhanced Vapor Recovery (EVR) shall mean equipment which complies with the Enhanced Vapor Recovery (EVR) requirements approved pursuant to California Air Resources Board regulation CP-201 "Certification Procedure for Vapor Recovery Systems at Gasoline Dispensing Facilities", specifically, the use of the equipment certified through Executive Order by the California Air Resources Board to meet those requirements.
5. Gasoline includes any petroleum distillate having a Reid vapor pressure of four (4) pounds per square inch or greater.

6. Gasoline Dispensing Facility (GDF) is a facility which dispenses gasoline to the end user.
7. Leak-Free means a liquid leak no greater than three (3) drops per minute. (Adopted 2/27/91)
8. Major Modification means the modification of an existing GDF that makes it subject to the same requirements to which a new installation is subject. This includes any modification of the phase I vapor control system that causes any part of an underground storage tank top to be unburied, including the addition, replacement or removal of any underground storage tank at the facility. Major modification also includes 1) any modification to the phase II vapor control system that involves the removal, addition or replacement of 50 percent or more of the buried vapor piping; or 2) addition or replacement of 50 percent or more of the buried product piping.
9. ORVR (Onboard Refueling Vapor Recovery) is a vehicle emission control system that captures fuel vapors from the vehicle gas tank during refueling. The gas tank and fill pipe are designed so that when refueling the vehicle, fuel vapors in the gas tank travel to an activated carbon packed canister, which adsorbs the vapor. When the engine is in operation, it draws the gasoline vapors into the engine intake manifold to be used as fuel.
10. Phase I means gasoline vapor recovery from stationary tanks during the transfer of gasoline from delivery vehicles to stationary tanks used for re-fueling motor vehicles or equipment. May also be referred to as Stage I vapor recovery. (Adopted 2/27/91, Revised 10/22/97)
11. Phase II means gasoline vapor recovery from vehicle fuel tanks during vehicle refueling operations from stationary tanks. May also be referred to as Stage II vapor recovery. (Adopted 2/27/91, Revised 10/22/97)
12. Submerged Fill Pipe means any fill pipe the discharge opening of which is entirely submerged when the liquid level is six (6) inches or more above the bottom of the tank, or when applied to a tank which is loaded from the side, submerged fill pipe shall mean any fill pipe the discharge opening of which is entirely submerged when the liquid level is two (2) times the fill pipe diameter above the bottom of the tank.
13. Topping Off to attempt to dispense gasoline to a motor vehicle fuel tank after a vapor recovery dispensing nozzle has shut off automatically. The filling of those vehicle tanks which, because of the nature and configuration of the fill pipe, causes premature shut off of the dispensing nozzle, and which are filled only after the seal between the fill pipe and the nozzle is broken, shall not be considered topping off. (Adopted 2/27/91)
14. Vapor-Tight a reading of less than 10,000 ppm, above background, as methane, when measured at a distance of one centimeter from the leak source with a portable hydrocarbon detection instrument. Background is defined as the ambient concentration of organic compounds determined at least three meters upwind from any equipment to be inspected and which is uninfluenced by any specific emission permit unit. (Adopted 2/27/91)
15. Volatile Organic Compounds means any volatile compound containing carbon with the exception of the following:

carbon monoxide	carbon dioxide
carbonic acid	metallic carbides
metallic carbonates	ammonium carbonate
methane	ethane
acetone	CFC-11
CFC-22	CFC-23
CFC-113	CFC-114
CFC-115	HCFC-123
HCFC-124	HCFC-141b
HCFC-142b	HFC-125
HFC-125a	HFC-134
HFC-134a	HFC-143a

Non-volatile organic materials are not considered VOC. (Revised 10/25/95)

SECTION C – STANDARDS. For the purpose of these regulations, the following standards shall apply:

1. GASOLINE TRANSFER INTO STATIONARY STORAGE CONTAINERS (PHASE I).

A person shall not transfer, permit the transfer or provide equipment for the transfer of gasoline from any tank truck, trailer or railroad tank car into any stationary storage container with a capacity of more than 950 liters (251 gallons) unless all of the following requirements are met;

- a. Such container is equipped with a permanent submerged fill pipe, and
- b. A "District Approved Vapor Control System" is utilized, preventing the release to the atmosphere of not less than 95 percent by weight, of organic compounds in the vapors displaced. The displaced vapors shall be recovered by a vapor control system involving both the storage container and the delivery vehicle, and
- c. The system shall contain a "leak-free" and "vapor-tight" gasoline fill connector and vapor return line to the delivery vehicle of at least 7.6 cm. (3 inches) nominal diameter, and
- d. The vapor control equipment at the facility shall be maintained in such a way that the vapor control system meets the specifications set forth in this section at all times, and
- e. Each delivery vehicle shall be designed and maintained in a vapor-tight condition. A vapor laden vehicle may only be refilled at a facility equipped with a vapor control system which meets the requirements contained in Section 040.075 of these regulations.
- f. All Phase I vapor recovery systems shall have a poppetted drybreak on the vapor return.
- g. All newly-constructed Phase I vapor recovery systems shall be of a two-point configuration, which means that the system shall have a separate connection for liquid gasoline and a separate connection for vapor recovery. Newly-constructed

systems shall include, for the purposes of this regulation, all construction projects where one or more underground tanks are installed or replaced.

2. PHASE I EXEMPTIONS:

- a. Storage tanks with a capacity of less than 251 gallons.
- b. Storage tanks installed prior to the date of adoption of this regulation with an annual throughput of less than 60,000 gallons that were not previously equipped with Phase I vapor recovery.

3. GASOLINE TRANSFER INTO VEHICLE FUEL TANKS (PHASE II).

A person shall not transfer, permit transfer, or provide equipment for the transfer of gasoline from a stationary storage container to which gasoline has been transferred from another container subject to the provisions of paragraph C1, above, into any motor vehicle fuel tank of greater than 19 liters (5 gallons) capacity unless;

- a. The dispensing unit used to transfer the gasoline from the stationary storage container to the motor vehicle fuel tank is equipped with a "District Approved Vapor Control System"; and
- b. The vapor recovery system is operating in accordance with the manufacturer's specifications and shall be maintained to be "leak-free", "vapor-tight", and in good working order; and
- c. Equipment subject to this regulation is operated and maintained with none of the following defects:
 - (1) A nozzle boot which is torn in one or more of the following manners:
 - i. Triangular shaped or similar tear 1/2 inch or more to a side.
 - ii. A hole 1/2 inch or more in diameter.
 - iii. A slit 1 inch or more in length.
 - iv. Damaged face plate or flexible cone.
 - (2) Nozzle shut-off mechanisms which malfunction in any manner.
 - (3) Vapor return lines (including such components as swivels, anti-recirculation valves, and underground piping) which malfunction or are blocked or restricted.
 - (4) A vapor processing unit which is inoperative.

Any tank may be opened for gauging or inspection when loading operations are not in progress provided that such tank is not pressurized.

The requirements of **Section 040.080** do not apply to deliveries made to completely fill stationary tanks for the purpose of leak testing provided that such deliveries do not exceed 1,000 gallons at each facility.

Prohibition of use: whenever the Control Officer determines that a Phase II vapor recovery system, or any component thereof, contains a defect as described by these regulations, the Control Officer shall mark such system or component "Out of Order". No person shall use or permit the use of such marked component or system until it has been repaired, replaced, or adjusted, as necessary, and the Control Officer has re-inspected it or has authorized its use pending re-inspection.

4. PHASE II EXEMPTIONS:

- a. Facilities with an annual throughput of less than 240,000 gallons of gasoline. Persons requesting such an exemption shall certify their eligibility annually and maintain adequate records as specified by the Control Officer.
- b. Vehicle to vehicle refueling.
- c. Facilities which exclusively refuel vehicles that are not motor vehicles as defined by the Nevada Revised Statute 482.135.
- d. Any stationary tank with a fuel storage capacity of 1001 gallons or less.
- e. *Facilities which exclusively refuel fleets that are comprised of at least 95% ORVR equipped vehicles. Persons requesting such an exemption shall provide documentation to the Control Officer on each of the fleet vehicles that may be serviced including the make, model year, gross vehicle weight, and the evaporation family code assigned to the ORVR system.*

5. ENHANCED VAPOR RECOVERY (EVR) REQUIREMENTS

Facilities which are subject to the requirements of 040.080 C (3) of these regulations (Phase II vapor controls) shall be required to install equipment which meets the "Enhanced Vapor Recovery (EVR)" requirements, with the compliance dates and requirements for installation of this equipment as follows:

- a. Gasoline Dispensing Facilities (GDFs) which undergo any major modification as defined in this regulation, shall be required to install Phase I vapor control equipment which is certified to meet the Phase I portion of the Enhanced Vapor Recovery (EVR) requirements for the entire facility upon completion of the modification.
- b. All Gasoline Dispensing Facilities (GDFs) shall be exempt from requirements to install equipment which meets the Phase II portion of Enhanced Vapor Recovery (EVR) rules.

SECTION D – ADMINISTRATIVE REQUIREMENTS: For the purpose of these regulations, the following administrative requirements shall apply:

1. **AUTHORITY TO CONSTRUCT REQUIREMENTS:** Except as exempted in these regulations, a written Authority to Construct shall be required to construct, erect, alter or replace any equipment which may cause, potentially cause, reduce, control or eliminate the issuance of air contaminants. A single Authority to Construct may be issued for all

components of an integrated system or process. Plans and specifications drawn in accordance with acceptable engineering practices shall be required before issuance of an Authority to Construct. An Authority to Construct is not needed for routine operation and maintenance. This includes maintenance prescribed by the manufacturer, replacement of worn or broken components with like equipment, etc. All modifications, which are major modifications as defined in these regulations, shall require an Authority to Construct permit.

2. **BUILDING PERMIT ISSUANCE:** No local government authority within the Health District may issue a building permit to any person who wishes to operate, construct, establish, or relocate or modify any stationary source which requires an authority to construct or permit to operate until the Authority to Construct or Permit to Operate has been issued by the Control Officer.
3. **IMPLEMENTATION:** A person shall not offer for sale, sell or install within the District, any Phase I or Phase II vapor recovery equipment unless such equipment is "District Approved Vapor Control System" equipment. Such equipment shall also be approved by the appropriate local fire protection agency for the jurisdiction in which it is installed.

A person shall not install or modify Phase I or Phase II gasoline vapor recovery equipment, exclusive of repair or replacement of like parts, unless an Authority to Construct has been obtained pursuant to **Section 030.002**.

A person shall not operate or allow the operation of Phase I or Phase II gasoline vapor recovery equipment prior to the submission of a Registration Application and issuance of a Permit to Operate from the District pursuant to **Section 030.200**.

SECTION E – COMPLIANCE AND RECORDS: For the purpose of these regulations, the following compliance and record requirements shall apply:

1. **RECORD REQUIREMENTS:** All Gasoline Dispensing Facilities (GDFs) shall keep records of the quantities and types of fuels sold or dispensed. GDFs seeking to comply with these regulations through one or more of the various exemptions provided for under these rules shall keep records sufficient to demonstrate that compliance and shall retain them for a period of at least 3 years. Records to demonstrate that equipment installed in compliance with required Phase I or Phase II vapor controls is certified and approved for such applications shall also be maintained by the operator for a period of at least 3 years. All records as required above shall be provided to the Control Officer upon request.
2. **COMPLIANCE DEMONSTRATIONS:** The Control Officer may require the operator of a source to provide any applicable data to demonstrate compliance with the conditions of the Permit to Operate. Requested data must be provided in a timely manner, as specified by the Control Officer. Failure to provide this data as requested by the Control Officer constitutes a violation of the conditions of the Permit to Operate, and the affected source would be subject to a citation under these regulations, suspension of their Permit to Operate or both.

All Gasoline Dispensing Facilities (GDFs) that install new equipment which alters the Phase I or Phase II vapor systems such that a new Authority to Construct permit is required, shall have 30 days to perform testing to show that the system has been properly installed. The specific procedures and standards to be used for each type of system test shall be established by the Control Officer.

3. POSTING OF OPERATING INSTRUCTIONS: The operator of each retail facility utilizing a Phase II system shall conspicuously post operating instructions for the system in the gasoline dispensing area. The instructions shall clearly describe how to fuel vehicles correctly with vapor recovery nozzles utilized at the station, and shall include a warning that "Topping Off" may result in spillage or re-circulation of gasoline and is prohibited.
4. COMPLIANCE SCHEDULE: All new gasoline dispensing facilities, or those existing facilities commencing underground storage tank replacement which receive an initial building permit after July 1, 1991 shall be in compliance with the provisions of this rule at the time gasoline is first received or dispensed.

Any existing facilities which have been exempt under **Subsection 040.080 C(2.)** above, and later increase their annual throughput to an amount in excess of 240,000 gallons of gasoline, shall be required to install Phase II vapor controls in compliance with the provisions of this rule within one year of the date that the facility throughput exceeds the 240,000 gallon threshold. Once the annual throughput of 240,000 gallons has been exceeded, the facility can no longer be considered exempt under **Subsection 040.080 C(2.)**.

Any existing facilities which have been required to install Phase II vapor controls under these regulations, and which later decrease their annual throughput to an amount less than 240,000 gallons may not remove or disconnect the Phase II vapor controls.



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
RESEARCH TRIANGLE PARK, NC 27711

DEC 12 2006

OFFICE OF
AIR QUALITY PLANNING
AND STANDARDS

MEMORANDUM

SUBJECT: Removal of Stage II Vapor Recovery in Situations Where Widespread Use of Onboard Refueling Vapor Recovery is Demonstrated

FROM: Stephen D. Page, Director *Steve Page*
Office of Air Quality Planning and Standards

Margo Tsigotis Oge, Director *Margo T. Oge*
Office of Transportation and Air Quality

TO: Regional Air Division Directors

The purpose of this memorandum is to provide guidance to States concerning the removal of Stage II gasoline vapor recovery systems where States demonstrate to EPA that widespread use of onboard refueling vapor recovery (ORVR) has occurred in specific portions of the motor vehicle fleet. The specific fleets addressed here include:

1. initial fueling of new vehicles at automobile assembly plants
2. refueling of rental cars at rental car facilities
3. refueling of flexible fuel vehicles at E85 dispensing pumps

Background

Stage II vapor recovery systems are required to be used at gasoline dispensing facilities located in serious, severe, and extreme non-attainment areas for ozone under section 182(b)(3) of the Clean Air Act (CAA). States have included these control measures in their federally-approved state implementation plans (SIPs) in the form of generally applicable regulatory requirements governing all gasoline dispensing facilities that exceed the relevant gasoline dispensing throughput criteria. However, section 202(a)(6) of the CAA allows EPA to revise or waive the section 182(b)(3) Stage II requirement for these ozone non-attainment areas after the Agency determines that ORVR is in widespread use throughout the motor vehicle fleet.

CAA section 202(a)(6) does not specify which motor vehicle fleet must be the subject of a widespread use determination before EPA may revise or waive the section 182(b)(3) Stage II requirement. Nor does the CAA identify what level of ORVR use in the motor vehicle fleet must be reached before it is "widespread." EPA expects the possibility of

different rates of the implementation of ORVR across different geographic regions and among different types of motor vehicle fleets within any region. Given this, EPA does not believe that CAA section 202(a)(6) must be read narrowly to allow a widespread use determination and waiver of the Stage II requirement for a given area or area's fleet only if ORVR use has become widespread throughout the entire United States, or only if ORVR use has reached a definite level in each area. Rather, EPA believes that section 202(a)(6) allows the Agency to apply the widespread use criterion to either the entire motor vehicle fleet in a State or non-attainment area, or to special segments of the overall fleet for which ORVR use is shown to be sufficiently high, and to base widespread use determinations on differing levels of ORVR use, as appropriate. Moreover, a single national rulemaking is not needed to grant such a waiver for a specific area. Instead, EPA believes that the Act allows the Agency to use an area-specific rulemaking approving a SIP revision to issue the section 202(a)(6) waiver for a relevant fleet in a non-attainment area, where a State meets the recommended criteria discussed below.

Various metrics have been studied for demonstrating widespread use of ORVR in motor vehicle fleets. One metric focuses on the percentage of vehicles in service that are ORVR-equipped. Based on our preliminary analysis, this metric seems to track fairly closely with the percentage of vehicle miles traveled (VMT) from ORVR-equipped vehicles, and with the percentage of gasoline sold which is dispensed to ORVR-equipped vehicles. In fact, since newer vehicles tend to be driven more miles than older models, VMT traveled by ORVR-equipped vehicles and gasoline dispensed to ORVR-equipped vehicles may exceed 95 percent in a 95 percent ORVR-equipped fleet.

Another metric that EPA considered is when VOC emissions resulting from the application of ORVR controls alone equal the VOC emissions when both Stage II vapor recovery systems and ORVR controls are used, after accounting for incompatibility excess emissions. The incompatibility excess emissions factor relates to losses in control efficiency when certain types of Stage II and ORVR are used together. Studies conducted in three northeastern states indicate that when the percentages of motor vehicles in service with ORVR, vehicle miles traveled by ORVR-equipped vehicles, or gasoline dispensed to ORVR-equipped vehicles are above 95 percent, then the widespread use metric based on comparable VOC emissions will likely have been reached. For this reason, EPA believes that if 95 percent of the vehicles in a fleet have ORVR, then widespread use will likely have been demonstrated.

1. Initial Fueling at Automobile Assembly Plants

Based on our preliminary analysis, EPA expects that if a State's submission of a SIP revision shows that 95 percent of the new vehicles fueled at an automobile assembly plant are equipped with ORVR, and that this level of ORVR use would not decrease, the Agency can determine that widespread use of ORVR has been achieved for the fleet of motor vehicles that are fueled at that facility.

Since model year 2000, all passenger cars have been required to have ORVR. Also since 2006, all light duty trucks, SUVs and medium duty vehicles are required to be equipped

with ORVR. There may be a few situations, such as the chassis for motorized mobile homes, which still do not have ORVR. However, the number of these would be small. It is apparent that at most automobile assembly plants greater than 95 percent of the vehicles manufactured would have ORVR. Many assembly plants manufacture 100 percent ORVR equipped vehicles. Only such new vehicles are expected to be fueled at the automobile assembly plants.

States desiring to remove the Stage II requirement for these facilities would need to submit a SIP revision that EPA would evaluate through notice and comment rulemaking. The SIP would need to demonstrate that the widespread use benchmark has been achieved and provide assurance that any facility wishing to remove Stage II equipment maintains its eligibility for its motor vehicle fleet. Any EPA SIP approval would also be subject to the CAA section 110(l) requirement that the revision not interfere with any applicable requirement concerning attainment and reasonable further progress, or any other requirement of the CAA.

2. Refueling of Rental Cars at Rental Car Facilities

Similarly, EPA expects that if a SIP revision submission demonstrates that 95 percent of the vehicles in an automobile rental fleet refueling at a rental car facility are equipped with ORVR and that this level of ORVR use would not decrease, then widespread use of ORVR could be found for the motor vehicle fleet refueling at that facility. Most large rental car companies rent current model vehicles that would all have ORVR. There may be truck rental companies which have older vehicles which do not have ORVR and that would not be able to demonstrate widespread use of ORVR for their fleets. As discussed above, any SIP revision would be subject to CAA section 110(l) and other applicable requirements, and State and local agencies should consider any potential transportation conformity impacts if Stage II is currently included in a SIP's on-road motor vehicle emissions budget.

3. Refueling Flexible Fuel Vehicles at E85 Dispensing Pumps

E85 is a motor vehicle fuel that is a blend of as little as 15 percent gasoline and up to 85 percent ethanol. (In wintertime applications, the ratio may be 30 percent gasoline and 70 percent ethanol.) Ethanol is ethyl alcohol, a type of alcohol which can be produced from renewable resources such as corn. Based on the agency's survey of existing SIPs, EPA believes that most States have defined "gasoline" (for purposes of controlling emissions of VOC from refueling activities) to include gasoline/alcohol blends that have the same volatility as E85. EPA's guidance for States in developing their Stage II SIPs in the early 1990s suggested that States use the same definition of "gasoline" as the one found in EPA's Standards of Performance for Bulk Gasoline Terminals at 40 C.F.R. 60.501, which includes "any petroleum distillate or petroleum distillate/alcohol blend having a Reid vapor pressure of 27.6 kilopascals (kPa) or greater which is used as a fuel for internal combustion engines." EPA recommended using this definition to most broadly reach situations in which refueling of motor vehicles results in evaporative VOC emissions that contribute to ozone non-attainment concentrations, and to avoid a narrow interpretation of what is "gasoline" that

would allow significant VOC emissions from motor vehicle refueling activities in non-attainment areas to go uncontrolled.

E85 can only be used in specially designed flexible fuel vehicles (FFVs), which have mostly been manufactured since 1998. Since these are newer vehicles, most of them are equipped with ORVR, and every FFV built today has ORVR. Thus, most vehicles refueling at E85 dispensing pumps are already having their evaporative emissions captured, as in the cases of late model rental cars refueling at rental car facilities and newly manufactured cars being fueled for the first time at automobile assembly plants. EPA estimates that 59 percent of FFVs in current use are equipped with ORVR. The percentage of FFVs with ORVR will continue to climb as older vehicles are taken out of service and new models join the fleet. Across different ozone non-attainment areas and between States, these percentages may vary.

EPA believes that encouraging the use of E85 as a motor vehicle fuel reduces emissions of other air pollutants such as CO and benzene, a known human carcinogen, and reduces emissions of greenhouse gases. In addition, based on available information, the Agency is concerned that there is currently a lack of certified Stage II equipment for E85 (which may require different materials of construction than conventional Stage II equipment), and that the timing for when certified E85-compatible equipment will become widely available is uncertain. This may unnecessarily hinder E85 distribution in areas that now require Stage II.

Unlike in the cases of automobile assembly plants and rental car facilities, EPA is not recommending a specific percentage of the FFV fleet that should have ORVR before widespread use could be determined. This is because most E85 compatible vehicles are already equipped with ORVR and this percentage is increasing over time, whereas for automobile assembly plants and car rental facilities very high percentages of ORVR use have in most cases already been reached and are not expected to further increase significantly. The general use of ORVR in FFVs, instead, is expected to significantly increase, as are the miles driven by and amount of fuel dispensed to recent ORVR-equipped FFVs compared to those manufactured before 2000 without ORVR.

Moreover, we believe that in determining whether widespread use of ORVR has been demonstrated, it is reasonable under section 202(a)(6) to consider the VOC emissions impacts of removing Stage II, and that those impacts may inform the percentage of ORVR-equipped vehicles that would need to be achieved for a specific motor vehicle fleet or in a specific non-attainment area. EPA expects that the air quality impact of allowing E85 refueling facilities to operate without Stage II controls would likely be minimal in most non-attainment areas. FFVs currently comprise about 2 percent of the total US fleet. Non-ORVR FFVs are less 1 percent of the total U.S. vehicle fleet. EPA estimates that non-ORVR FFVs participate in only about 0.5 percent of all refueling events. Furthermore, because of the relatively small number of stations that offer E85 (around 1,000 out of 170,000 total refueling stations) EPA believes that very few of these non-ORVR refueling events actually occur at E85 pumps.

Considering the factors discussed above, if an area can demonstrate that any increase in emissions caused by operating E85 fueling facilities without Stage II controls is so small as to clearly not interfere with attainment of the ozone standard or reasonable further progress or any other applicable CAA requirement, then EPA expects it could find that ORVR is in widespread use for FFVs when refueling at E85 facilities in this area. These areas could then allow E85 facilities to operate without Stage II controls, after modifying their SIPs such that E85 is not included within the definition of "gasoline" for purposes of Stage II vapor recovery controls (or after taking other necessary SIP revision action). As discussed above, States would need to submit SIP revisions affecting this change to their current Stage II SIPs, which EPA would evaluate through notice and comment rulemaking, subject to the provisions of CAA section 110(l). In addition, State and local agencies should consider if there are any transportation conformity impacts related to removing Stage II, if emissions reductions from Stage II are included in a SIP's on-road motor vehicle emissions budget. Due to the expected rapid growth of E85 installations, EPA will explore the development of ways to expedite the SIP revision process for States which are dealing with the E85 issue.

General Exclusions from Widespread Use Determinations

States in the ozone transport region (OTR) are still required to apply Stage II, or a comparable measure, in all areas under 184(b)(2) of the CAA. This requirement is not affected by any widespread use determination or waiver of the section 182(b)(3) requirement granted under section 202(a)(6). For the independent section 184(b)(2) "comparable measure" requirement to not prevent an appropriate removal of Stage II controls, OTR States may want to revisit their previously approved comparable measure SIPs to consider substituting available non-Stage II measures for the Stage II controls they currently require.

Also, some States have chosen to add Stage II vapor recovery system requirements in their SIPs for ozone nonattainment areas that are classified in a category lower than "serious." While it is not necessary for States to demonstrate ORVR is in widespread use in moderate or cleaner ozone non-attainment areas, a revision of previously adopted SIP requirements to specifically waive Stage II requirements in such areas would need to comply with the provisions of CAA section 110(l) and, as described above, consider any transportation conformity impacts as applicable.

This guidance for widespread use determinations for special sectors would not necessarily apply to widespread use determinations for the general motor vehicle fleet. Within the overall motor vehicle fleet, the rate of penetration of ORVR-equipped vehicles has not advanced at the same rapid rates as for the fleets discussed in this memorandum. EPA is still considering the possible criteria for determining widespread use for the general fleet.

NOTICE OF PUBLIC HEARING WASHOE COUNTY DISTRICT BOARD OF HEALTH

The Washoe County District Board of Health does hereby declare 1:00 p.m., December 20, 2012, at the District Health Department South Auditorium (1001 East 9th Street, Reno) as the time, date, and place to consider a proposed amendment to the Washoe County District Board of Health Regulations Governing Air Quality Management for an exemption from the Phase II vapor recovery requirements for gasoline dispensing facilities that can demonstrate at least 95% of the fleet vehicles serviced are equipped with Onboard Refueling Vapor Recovery (ORVR).

Interested persons who may be affected or wish to comment on any action being considered on the above date should appear at the public hearing to submit oral testimony or may address comments, data, views, or arguments in written form to the Washoe County District Board of Health, Air Quality Management Division, P. O. Box 11130, Reno, NV 89520. Copies of the proposed revision to Section 040.080 – Gasoline Transfer and Dispensing Facilities, are available for inspection by any interested person at the Air Quality Management Division office, 1001 E. Ninth St., Suite B171, Reno, NV 89512.

Matt Smith, Chairman
Washoe County District Board of Health

Run Date –

Friday, November 16th
Wednesday, December 5th
Monday, December 17th

**Notification List for Interested/Affected Parties –
Notice of Proposed Action for 040.080 Amendment**

<p>ADVANTAGE RENT-A-CAR ATTN: ENVIRONMENTAL 1395 AIRMOTIVE WAY RENO NV 89502</p>	<p>INCLINE VILLAGE GID ATTN: ENVIRONMENTAL 893 SOUTHWOOD BLVD INCLINE VILLAGE NV 89451</p>
<p>AHERN RENTALS ATTN: ENVIRONMENTAL/EQUIPT SERV 3750 N VIRGINIA STREET RENO NV 89506</p>	<p>JONES WEST FORD ATT: R. SCHMALL P.O. BOX 12970 RENO, NV 89510</p>
<p>AT&T ATT: B WALDEN, EH&S 2600 SAN RAMON, RM 3E450Z SAN RAMON, CA 94583</p>	<p>MR. PETER KRUEGER CAPITOL PARTNERS 200 S VIRGINIA ST #800 RENO NV 89501</p>
<p>AVIS BUDGET CAR RENTAL, LLC ATT: M FEELEY 6 SYLVAN WY, DEPT. 29-C93-36 PARSIPPANY, NJ 07054</p>	<p>LA PERKS PETROLEUM SPECIALISTS 765 E GREG STREET SPARKS NV 89431</p>
<p>BUDGET RENT A CAR SYSTEMS, INC. DEPT. 29-C93-36 6 SYLVAN WAY PARSIPPANY NJ 07054</p>	<p>NEVADA AIR NATIONAL GUARD 152 MDG/EM 1776 NATIONAL GUARD WAY RENO NV 89502</p>
<p>CITY OF RENO – CORPORATE YARD ATTN: EQUIPMENT SERVICES PO BOX 1900 RENO NV 89505</p>	<p>NHP REGIONAL HEADQUARTERS ATTN: FLEET/EQUIPMENT SERVICES 555 WRIGHT WAY CARSON CITY NV 89711</p>
<p>CITY OF RENO POLICE STATION ATTN: EQUIPMENT SERVICES PO BOX 1900 RENO NV 89505</p>	<p>NEVADA STATE MOTOR POOL RENO AFC ATTN: FLEET EQUIPMENT SERVICES 2550 TERMINAL WAY RENO NV 89502</p>
<p>DTG OPERATIONS – DOLLAR RENT A CAR ATTN: ENVIRONMENTAL 5330 E. 31ST STREET #100 TULSA, OK 74135</p>	<p>NV DEPT OF TRANSPORTATION ATTN: EQUIPMENT DIVISION P.O. BOX 930 RENO, NV 89504</p>
<p>ENTERPRISE LEASING COMPANY - WEST, LLC ATTN: ENVIRONMENTAL 6855 BERBUDA RD LAS VEGAS, NV 89119-3607</p>	<p>PETROLEUM MAINTENANCE 550 EAST 4TH STREET RENO, NV 89512</p>
<p>GRANITE CONSTRUCTION CO ATTN: ENVIRONMENTAL PO BOX 2087 SPARKS NV 89432</p>	<p>Q & D CONSTRUCTION, INC. ATTN: FLEET EQUIPMENT SERVICES 1050S 21ST STREET SPARKS NV 89431</p>
<p>THE HERTZ CORPORATION 1551 NATIONAL GUARD WAY RENO NV 89502</p>	<p>RENO DISPOSAL ATTN: ENVIRONMENTAL 100 VASSAR STREET RENO NV 89520</p>

RENO FIRE DEPARTMENT ATTN: EQUIPMENT SERVICES PO BOX 1900 RENO NV 89505	UNIVERSITY OF NEVADA, RENO ARS SHOP FACILITIES MGT, MS #248 1303 EVANS AVE RENO NV 89557-0057
RENO RENTS ATTN: EQUIPMENT SERVICES 2525 CLAY BANK RD FAIRFIELD CA 94533	VANGUARD CAR RENTAL USA ATTN: ENVIRONMENTAL 6855 BERMUDA RD LAS VEGAS NV 89119-3607
RENO-TAHOE AIRPORT AUTHORITY ATTN: TODD WELTY PO BOX 12490 RENO NV 89510-2490	WASHOE COUNTY EQUIPMENT SERVICES ATTN: DAVE GONZALES PO BOX 11130 RENO NV 89520
STEAMBOAT DEVELOPMENT CORP. ATTN: ENVIRONMENTAL 6225 NEIL ROAD #300 RENO NV 89511	WASHOE COUNTY PARKS DEPT. ATTN: EQUIPMENT SERVICES PO BOX 11130 RENO NV 89520-0027
THUNDER CANYON COUNTRY CLUB ATTN: EQUIPMENT SERVICES 19 LIGHTNING W RANCH ROAD CARSON CITY NV 89704	WASHOE CO SCHOOL DISTRICT ATTN: FLEET MAINT COORDINATOR 1850 KLEPPE LN. SPARKS, NV 89431
TRUCKEE MEADOWS FIRE PROTECTION DIST. ATTN: EQUIPMENT SERVICES 1001 E. NINTH STREET, BLDG D, 2ND FLOOR RENO NV 89512	WASHOE LAKE STATE PARK ATTN: EQUIPMENT SERVICES 4855 EASTLAKE BLVD CARSON CITY NV 89704
UNIVERSITY OF NEVADA, RENO FACILITIES SERVICES MAIL STOP #182 RENO, NV 89557	WHITTLESEA CHECKER TAXI ATTN: EQUIPMENT SERVICES 100 SUNSHINE LANE RENO NV 89502

NDEP – BAQP
ATTN: ADELE MALONE
Email - amalone@ndep.nv.gov

BUSINESS IMPACT STATEMENT

The following business impact statement was prepared pursuant to NRS 237.090 to address the proposed impact of the proposed rule modification by the Air Quality Management Division of the Washoe County District Health Department, under the authority of the District Board of Health Regulations Governing Air Quality Management, Section 040.080 – Gasoline Transfer and Dispensing Facilities

1. The following constitutes a description of the manner in which comment was solicited from affected businesses, a summary of their response and an explanation of the manner in which other interested persons may obtain a copy of the summary (*List all trade association or owners and officers of businesses likely to be affected by the proposed rule that have been consulted*).

A Notice of Proposed Action was published in the Reno Gazette-Journal on August 24th, September 12th, and September 24th. Additionally, a written copy of the Notice of Proposed Action was mailed to all currently permitted gasoline distribution facilities that may be eligible to take advantage of the Phase II vapor recovery exemption. A copy of the Notice was also mailed to the local contractors that install gasoline dispensing equipment and to the Nevada Division of Environmental Protection – Bureau of Air Quality Planning as a courtesy. Air Quality staff has received phone calls requesting clarification but, to date, no official public comments have been received.

2. The estimated economic effect of the proposed rule on the businesses which it is to regulate, including, without limitation, both adverse and beneficial effects, and both direct and indirect effects:

Adverse Effects: None. Gasoline dispensing facilities that demonstrate 95% of the fleets serviced are equipped with ORVR will not have any increase in emissions as a result of the removal of the Phase II vapor recovery equipment.

Beneficial Effects: Adoption of the proposed changes will provide facilities that can demonstrate 95% ORVR equipped fleets the opportunity to remove the Phase II vapor recovery equipment. The removal of this equipment will eliminate the required daily inspection and replacement costs associated with the maintenance of the components of the Phase II vapor recovery system.

Direct Effects: Gasoline dispensing facilities that are currently permitted will have the option to request a permit modification to remove the Phase II vapor recovery if they can demonstrate the fleet serviced is 95% ORVR equipped.

Indirect Effects: The AQMD will continue to be the delegated agency responsible for permit issuance for gasoline dispensing facilities, whether they are equipped with Phase II vapor recovery or not.

3. The following constitutes a description of the methods that Washoe County considered to reduce the impact of the proposed rule on businesses and a statement regarding whether any, and if so which, of these methods were used: *(Include whether the following was considered: simplifying the proposed rule; establishing different standards of compliance for a business; and if applicable, modifying a fee or fine set forth in the rule so that a business could pay a lower fee or fine).*

The proposed rule change provides an option for facilities to request an exemption from the Phase II vapor recovery. The rule is not a mandatory requirement and therefore is not expected to affect any source operating in Washoe County that does not request the exemption.

4. Washoe County estimates that the annual cost to the County for enforcement of the proposed rule is:

There will be no additional cost to the County due to the revised rule language.

5. (If applicable, provide the following): The proposed rule provides a new fee or increases an existing fee and the total annual amount Washoe County expects to collect is:

Not Applicable.

6. (If applicable, provide the following:) The proposed rule includes provisions, which duplicate or are more stringent than federal, state or local standards regulating the same activity. The following explains why such duplicative or more stringent provisions are necessary.

The proposed rule change will provide an exemption from Phase II vapor recovery that will be consistent with the Clean Air Act, Section 202(a)(6).

ORIGINAL PUBLIC NOTICE, ITEM PULLED FROM THE SEPTEMBER 27, 2012
DISTRICT BOARD OF HEALTH MEETING FOR NOT BEING PROPERLY AGENDIZED

RUN DATES: AUGUST, 24, SEPTEMBER 12 & 24, 2012

NOTICE OF PUBLIC HEARING WASHOE COUNTY DISTRICT BOARD OF HEALTH

The Washoe County District Board of Health does hereby declare 1:00 p.m., September 27, 2012, at the District Health Department South Auditorium (1001 East 9th Street, Reno) as the time, date, and place to consider a proposed amendment to the Washoe County District Board of Health Regulations Governing Air Quality Management for an exemption from the Phase II vapor recovery requirements for gasoline dispensing facilities that can demonstrate at least 95% of the fleet vehicles serviced are equipped with Onboard Refueling Vapor Recovery (ORVR).

Interested persons who may be affected or wish to comment on any action being considered on the above date should appear at the public hearing to submit oral testimony or may address comments, data, views, or arguments in written form to the Washoe County District Board of Health, Air Quality Management Division, P. O. Box 11130, Reno, NV 89520. Copies of the proposed revision to Section 040.080 – Gasoline Transfer and Dispensing Facilities, are available for inspection by any interested person at the Air Quality Management Division office, 1001 E. Ninth St., Suite B171, Reno, NV 89512.

Matt Smith, Chairman
Washoe County District Board of Health

Run Date –

Friday, August 24th
Wednesday, September 12th
Monday, September 24th



WASHOE COUNTY HEALTH DISTRICT AIR QUALITY MANAGEMENT DIVISION



Public Health
Prevent. Promote. Protect.

Notice of Proposed Action

The Air Quality Management Division, of the Washoe County Health District, is issuing the following Notice of Proposed Action pursuant to the Health District Regulations Governing Air Quality Management and the Federal Clean Air Act.

The Director is proposing an amendment to the District Board of Health Regulations Governing Air Quality Management, specifically Section 040.080, Gasoline Transfer and Dispensing Facilities. The proposed amendment includes a definition of Onboard Refueling Vapor Recovery (ORVR) and an exemption from the Phase II vapor recovery requirements for gasoline dispensing facilities that can demonstrate at least 95% of the fleet vehicles serviced are equipped with ORVR. The proposed amendment includes the following language:

040.080(B)(9) *ORVR (Onboard Refueling Vapor Recovery) is a vehicle emission control system that captures fuel vapors from the vehicle gas tank during refueling. The gas tank and fill pipe are designed so that when refueling the vehicle, fuel vapors in the gas tank travel to an activated carbon packed canister, which adsorbs the vapor. When the engine is in operation, it draws the gasoline vapors into the engine intake manifold to be used as fuel.*

040.080(C)(4)(e) *Facilities which exclusively refuel fleets that are comprised of at least 95% ORVR equipped vehicles. Persons requesting such an exemption shall provide documentation to the Control Officer on each of the fleet vehicles that may be serviced including the make, model year, gross vehicle weight, and the evaporation family code assigned to the ORVR system.*

The Washoe County District Board of Health will consider adoption of the proposed amendment at 1:00 p.m. on September 27, 2012, at the District Health Department South Auditorium, located at 1001 East 9th Street, Building B. Interested persons who may be affected or wish to comment should appear at the public hearing to submit oral testimony or may submit comments, data, views, or arguments in written form to:

Charlene Albee, Permitting & Enforcement Branch Chief
Washoe County Health District, Air Quality Management Division
1001 E. 9th Street, Suite #B171
Reno, NV 89512
Phone (775) 784-7211 FAX (775) 784-7225

Written comments will be accepted until close of business on **Wednesday, September 26, 2012**, and will be presented to the District Board of Health prior to any final action taken on the proposed amendment.

P.O. BOX 11130 Reno, NV 89520-0027 • (775) 784-7200 • FAX (775) 784-7225

www.washoecounty.us/health

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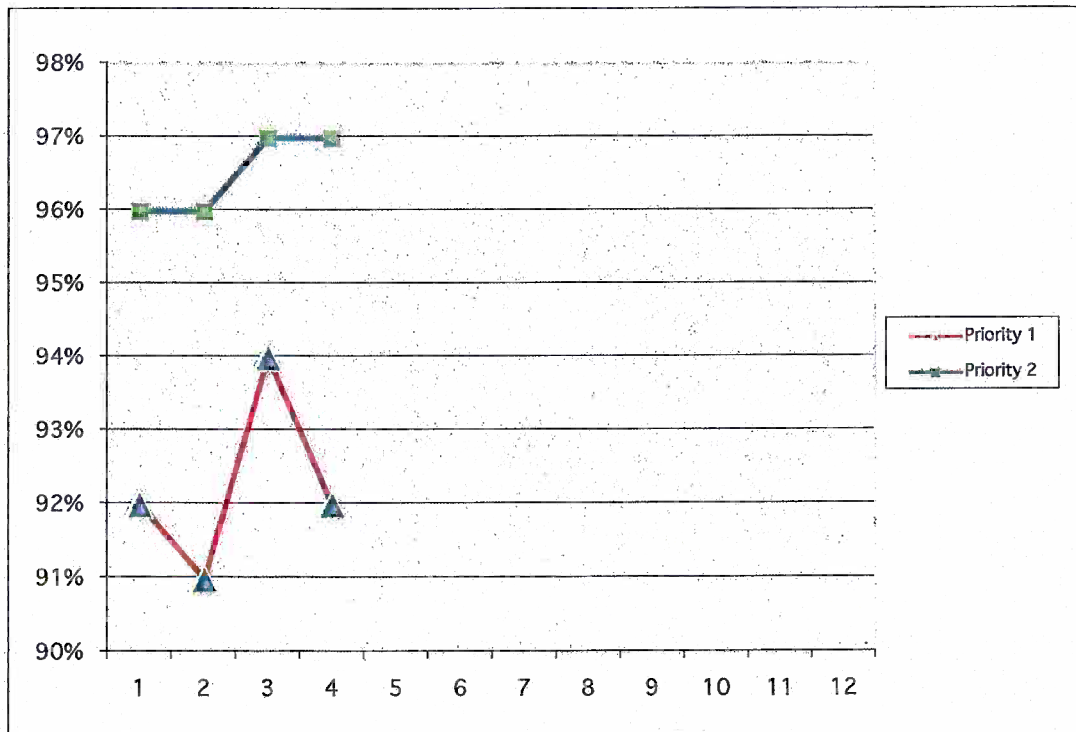


Regional Emergency Medical Services Authority

REMSA
OPERATIONS REPORTS
FOR
OCTOBER 2012

Fiscal 2013

Month	Avg. Response Time	Avg. Travel Time	Priority 1	Priority 2
Jul. 2012	5 mins. 46 secs.	4 mins. 48 secs.	92%	96%
Aug.	5 mins. 59 secs.	4 mins. 56 secs.	91%	96%
Sept.	5 mins. 46 secs.	4 mins. 48 secs.	94%	97%
Oct.	5 mins. 34 secs.	4 mins. 40 secs.	92%	97%
Nov.				
Dec.				
Jan. 2013				
Feb.				
Mar.				
Apr.				
May				
June 2013				



Care Flight

Month	#Patients	Gross Sales	Avg. Bill	YTD Avg.
Jul-12	10	\$69,730	\$6,973	\$6,973
Aug.	17	\$140,090	\$8,241	\$7,771
Sept.	12	\$95,505	\$7,959	\$7,829
Oct.	3	\$20,775	\$6,925	\$7,764
Nov.			\$0	\$7,764
Dec.			\$0	\$7,764
Jan. 2013			\$0	\$7,764
Feb.			\$0	\$7,764
Mar.			\$0	\$7,764
Apr.			\$0	\$7,764
May			\$0	\$7,764
June			\$0	\$7,764
Totals	42	\$326,100	\$7,764	\$7,764

Adjusted Allowed Average Bill - \$7,393.00

REMSA Ground

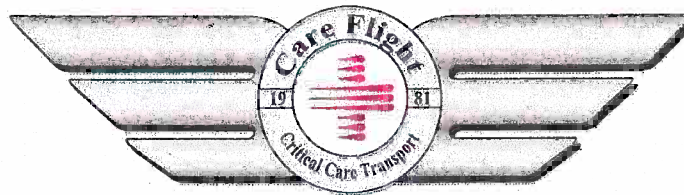
Month	#Patients	Gross Sales	Avg. Bill	YTD Avg.
Jul-12	3222	\$3,256,558	\$1,011	\$1,011
Aug.	3305	\$3,381,910	\$1,023	\$1,017
Sept.	3088	\$3,190,456	\$1,033	\$1,022
Oct.	3234	\$3,322,716	\$1,027	\$1,024
Nov.			\$0	\$1,024
Dec.			\$0	\$1,024
Jan. 2013			\$0	\$1,024
Feb.			\$0	\$1,024
Mar.			\$0	\$1,024
Apr.			\$0	\$1,024
May			\$0	\$1,024
June			\$0	\$1,024
Totals	12849	\$13,151,640	\$1,024	\$1,024

Allowed ground avg bill - \$1,028.00



Regional Emergency Medical Services Authority

**CARE FLIGHT
OPERATIONS REPORT
FOR
OCTOBER 2012**



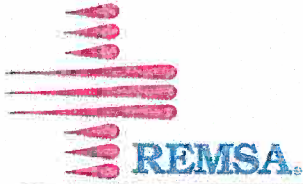
**CARE FLIGHT OPERATIONS REPORT
OCTOBER 2012
WASHOE COUNTY**

- ❖ **In Town Transfer:**
 - 0 Ground ITTs were completed
- ❖ **Outreach, Education, & Marketing:**
 - 0 Community Education & Public Events

❖ **Statistics**

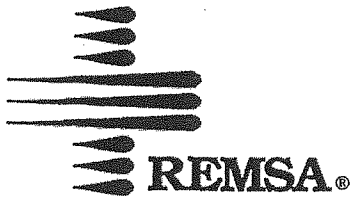
Washoe County Flights

	# patients
Total Flights:	3
Total Patients	3
Expired on Scene	0
Refused Transport (AMA)	0
Scene Flights	3
Hospital Transports	0
Cardiac	0
Trauma	1
Medical	2
Pulmonary	0
High Risk OB	0
Neuro	0
Pediatrics	0
Newborn	0
Full Arrest	0
Total	3



Regional Emergency Medical Services Authority

REMSA
GROUND OPERATIONS REPORT
FOR
OCTOBER 2012



GROUND AMBULANCE OPERATIONS REPORT

October 2012

1. OVERALL STATISTICS:

Total Number Of System Responses	5385
Total Number Of Responses In Which No Transport Resulted	2167
Total Number Of System Transports	3218

2. CALL CLASSIFICATION REPORT:

Cardiopulmonary Arrests	2%
Medical	45%
OB	1%
Psychiatric/Behavioral	5%
Transfers	18%
Trauma	25%
Trauma – MVA	7%
Trauma – Non MVA	18%
Unknown/Other	4%
Total Number of System Responses	100%

3. MEDICAL DIRECTOR'S REPORT:

The Clinical Director reviewed:

- 100% Full Arrest Ground Charts
- 100% Pediatric ALS and BLS Ground Charts
- 100% All Ground Intubations

Review of the following patient care records (PCR) for accurate and complete documentation and appropriate use of protocol:

- 100% of cardiopulmonary arrests
- 100% of pediatric patients both ALS and BLS transport and non-transport patients
- 100% of advanced airways (outside cardiac arrests)
 - ETCO2 use in cardiac arrests and advanced airway
- 100% of Phase 6 Paramedic and EMT PCRs
- 100% Pain/Sedation Management
- Total of 2874 PCRs

All follow-up deemed necessary resulting from Communication CQI was completed by Chris Barton, EMD, Communications Education and CQI Coordinator

4. EDUCATION AND TRAINING REPORT:
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A. Public Education

Advanced Cardiac Life Support

Date	Course Location	Students
10/6/2012	REMSA	11
10/23-24/2012	REMSA	9

Advanced Cardiac Life Support Recert

Date	Course Location	Students
10/2/2012	EMS CES 911 Training Site	1
10/3/2012	EMS CES 911 Training Site	2
10/3/2012	John Mohler & Co	14
10/5/2012	EMS CES 911 Training Site	1
10/10/2012	EMS CES 911 Training Site	1
10/14/2012	EMS CES 911 Training Site	1
10/15/2012	EMS CES 911 Training Site	3
10/19/2012	John Mohler & Co	19
10/19/2012	Renown Hospitalist - REMSA	11
10/19/2012	David Larivee	5
10/23/2012	REMSA	1
10/23/2012	Renown Hospitalist - REMSA	3
10/24/2012	John Mohler & Co	9
10/25/2012	Renown Hospitalist - REMSA	13
10/29/2012	EMS CES 911 Training Site	2

Advanced Cardiac Life Support Prep

Date	Course Location	Students
9/4/2012	REMSA	7
10/4/2012	REMSA	3

Advanced Cardiac Life Support Skills

Date	Course Location	Students
9/27/2012	REMSA	1
10/19/2012	REMSA	1
10/25/2012	Joe Kamman	1
10/28/2012	Riggs Ambulance	1

Advanced Cardiac Life Support Instructor

Date	Course Location	Students
9/28/2012	REMSA	1
11/2/2012	REMSA	1

Bloodborne Pathogen

Date	Course Location	Students
10/4/2012	CCNN	2

Basic Life Support Instructor

Date	Course Location	Students
6/4/2012	REMSA	1
9/1/2012	Peggy Drussel	3
9/27/2012	REMSA	1
6/1/2012	REMSA	1

Family & Friends CPR Awareness

Date	Course Location	Students
9/15/2012	Girl Scout Troop 751 - REMSA	10

Health Care Provider CPR

Date	Course Location	Students
8/30/2012	EMS CES 911 Training Site	1
9/21/2012	Nevada Air National Guard	2
9/28/2012	SNJC	6
9/30/2012	McDermitt EMS	1
10/2/2012	EMS CES 911 Training Site	5
10/3/2012	EMS CES 911 Training Site	1
10/3/2012	REMSA	8
10/4/2012	REMSA	10
10/5/2012	Orvis School of Nursing	3
10/5/2012	EMS CES 911 Training Site	9
10/5/2012	Barrick Cortez	9
10/6/2012	Riggs Ambulance	3
10/9/2012	Barrick Cortez	3
10/9/2012	REMSA	5
10/9/2012	NDOC	3
10/10/2012	Kenneth Cohen	1
10/12/2012	SNJC	9
10/13/2012	Great Basin College	9
10/13/2012	REMSA	8
10/13/2012	Storey County Fire Department	2
10/15/2012	EMS CES 911 Training Site	8

10/17/2012	REMSA	8
10/18/2012	Nye County Sheriff's Office	2
10/19/2012	West Hills	2
10/19/2012	Nye County Sheriff's Office	3
10/19/2012	National Guard	3
10/19/2012	Barrick Cortez	6
10/20/2012	Phi Delta Epi - REMSA	13
10/20/2012	REMSA	6
10/23/2012	Storey County Fire Department	4
10/23/2012	Nye County Sheriff's Office	2
10/24/2012	EMS CES 911 Training Site	10
10/25/2012	CPR 1st Aid Training	2
10/25/2012	REMSA	9
10/25/2012	Regent Care Center Reno	2
10/28/2012	McDermitt EMS	1
10/30/2012	EMS CES 911 Training Site	6

Health Care Provider, Employee

Date	Course Location	Students
9/21/2012	REMSA	1
9/28/2012	REMSA	1
10/5/2012	REMSA	1
10/8/2012	REMSA	1
10/9/2012	REMSA	1
10/10/2012	REMSA	1
10/15/2012	REMSA	1
10/16/2012	REMSA	1

10/24/2012	REMSA	1
10/24/2012	REMSA	1
10/26/2012	REMSA	1

Health Care Provider Recert

Date	Course Location	Students
10/3/2012	Tahoe Forest Hospital	2
10/8/2012	Riggs Ambulance	9
10/8/2012	Riggs Ambulance	9
10/10/2012	Riggs Ambulance	10
10/10/2012	Riggs Ambulance	10
10/10/2012	REMSA	4
10/11/2012	REMSA	10
10/16/2012	Tahoe Forest Hospital	15
10/16/2012	Tahoe Forest Hospital	1
10/17/2012	Riggs Ambulance	7
10/17/2012	Riggs Ambulance	10
10/17/2012	Nampa Fire Department	8
10/18/2012	REMSA	5
10/18/2012	Eastern Plumas Healthcare	11
10/19/2012	Renown Hospitalist - REMSA	10
10/19/2012	Tahoe Forest Hospital	2
10/20/2012	Airport Fire Department	1
10/22/2012	REMSA	1
10/22/2012	Tahoe Forest Hospital	1
10/23/2012	REMSA	10
10/23/2012	Lassen CPR Plus	5

10/23/2012	Renown Hospitalist - REMSA	3
10/24/2012	Michael Applegate	2
10/24/2012	Tahoe Forest Hospital	1
10/24/2012	WCSD	2
10/25/2012	Renown Hospitalist - REMSA	12
10/26/2012	Tahoe Forest Hospital	1
10/26/2012	REMSA	1
10/26/2012	REMSA	8
10/27/2012	EMS CES 911 Training Site	2
10/29/2012	EMS CES 911 Training Site	1
10/31/2012	Tahoe Forest Hospital	2

Health Care Provider Skills

Date	Course Location	Students
9/27/2012	REMSA	1
9/30/2012	Majen	1
10/3/2012	REMSA	1
10/4/2012	REMSA	1
10/5/2012	Orvis School of Nursing	1
10/8/2012	REMSA	1
10/10/2012	REMSA	1
10/12/2012	Willow Springs	14
10/15/2012	REMSA	1
10/15/2012	EMS CES 911 Training Site	1
10/16/2012	REMSA	2
10/18/2012	Tahoe Pacific Hospital	1
10/19/2012	REMSA	3

10/22/2012	Majen	4
10/23/2012	Majen	1
10/24/2012	Riggs Ambulance	1
10/25/2012	REMSA	1
10/30/2012	Lassen CPR Plus	1
10/31/2012	Tahoe Pacific Hospital	1
10/31/2012	REMSA	1
10/31/2012	Majen	1

Heart Saver CPR/AED

Date	Course Location	Students
9/8/2012	Tahoe Forest Hospital	15
9/15/2012	WCSD	6
9/20/2012	WCSD	4
9/29/2012	REMSA	9
10/1/2012	WCSD	2
10/1/2012	Kenneth Cohen	5
10/2/2012	RAVE Family Foundation	4
10/4/2012	Nampa Fire Department	14
10/4/2012	RAVE Family Foundation	12
10/4/2012	Diamond Mountain Casino	9
10/5/2012	UNR EHS	6
10/5/2012	Jennifer Kraushaar	3
10/6/2012	WCSD	4
10/6/2012	RAVE Family Foundation	10
10/8/2012	Sparks Storm - REMSA	2
10/9/2012	Project Uplift	6

10/9/2012	WCSD	7
10/9/2012	RAVE Family Foundation	5
10/10/2012	WCSD	6
10/10/2012	RAVE Family Foundation	6
10/10/2012	REMSA	9
10/11/2012	WCSD	5
10/11/2012	RAVE Family Foundation	13
10/13/2012	WCSD	6
10/13/2012	RAVE Family Foundation	11
10/15/2012	WCSD	5
10/16/2012	Majen	4
10/16/2012	WCSD	6
10/17/2012	The Ritz-Carlton Lake Tahoe	3
10/17/2012	WCSD	8
10/18/2012	WCSD	6
10/22/2012	WCSD	5
10/24/2012	WCSD	6
10/25/2012	Storey County Fire Department	8
10/25/2012	WCSD	4
10/26/2012	Project Uplift	4
10/29/2012	Majen	6
10/29/2012	WCSD	6
10/30/2012	WCSD	6

Heart Saver CPR/First Aid

Date	Course Location	Students
8/7/2012	JOIN	2
8/27/2012	NDOC	9

9/12/2012	HGH	4
9/26/2012	Majen	8
9/27/2012	NDOC	14
10/1/2012	SNJC	6
10/1/2012	NDOC	5
10/2/2012	SNJC	6
10/2/2012	Community Living Options	4
10/2/2012	NDOC	19
10/3/2012	Community Living Options	2
10/3/2012	Amazon	2
10/3/2012	NDOC	2
10/4/2012	Majen	4
10/4/2012	NDOC	19
10/6/2012	REMSA	4
10/8/2012	Susan Phillips	3
10/8/2012	Susan Phillips	4
10/8/2012	Sparks Storm - REMSA	4
10/8/2012	NDOC	4
10/9/2012	Majen	2
10/9/2012	Majen	8
10/9/2012	NDOC	6
10/10/2012	Amazon	4
10/10/2012	NDOC	6
10/10/2012	NDOC	20
10/11/2012	Community Living Options	2
10/11/2012	Majen	3

10/13/2012	Ronald Oliver	5
10/15/2012	NDOC	14
10/16/2012	Ascuaga's Nugget	5
10/16/2012	Majen	6
10/17/2012	Amazon	3
10/17/2012	Amazon	5
10/18/2012	UNR EHS	1
10/20/2012	Riggs Ambulance	9
10/20/2012	REMSA	2
10/23/2012	Majen	3
10/24/2012	CPR 1st Aid Training	1
10/24/2012	Majen	8
10/26/2012	Susan Phillips	5
10/29/2012	SNJC	6
10/30/2012	Majen	5
10/30/2012	SNJC	5
10/30/2012	EMS CES 911 Training Site	3
10/30/2012	Eagle Valley	6
10/31/2012	Amazon	4

Heart Saver AED-Skills

Date	Course Location	Students
10/17/2012	Elko County School District	1

Heart Saver CPR/First Aid Skills

Date	Course Location	Students
10/5/2012	Broadbent and Assoc - REMSA	1

Heart Saver First Aid

Date	Course Location	Students
8/10/2012	SNJC	6
10/2/2012	Community Living Options	2
10/2/2012	EMS CES 911 Training Site	1
10/5/2012	EMS CES 911 Training Site	7
10/9/2012	Majen	1
10/11/2012	REMSA	2
10/23/2012	Webelos Pack 10 - REMSA	7
10/25/2012	WCSD	9
10/30/2012	EMS CES 911 Training Site	1

Heart Saver Pediatric CPR/First Aid

Date	Course Location	Students
10/13/2012	REMSA	3
10/13/2012	EMS CES 911 Training Site	4
10/13/2012	Jennifer Kraushaar	13

International Trauma Life Support Recert

Date	Course Location	Students
10/18/2012	REMSA	16

International Trauma Life Support Instructor

Date	Course Location	Students
10/4/2012	REMSA	4

Pediatric Advanced Life Support

Date	Course Location	Students
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10/8/2012	Beth Burwell	1
10/11/2012	REMSA	5
10/25/2012	Barb Murphy	2
10/29/2012	American MedFlight	1
10/31/2012	EMS CES 911 Training Site	3
10/8/2012	EMS CES 911 Training Site	3

Pediatric Advanced Life Support Recert

Date	Course Location	Students
10/6/2012	John Mohler & Co	18
10/12/2012	John Mohler & Co	12
10/16/2012	REMSA	7
10/16/2012	EMS CES 911 Training Site	1
10/18/2012	John Mohler & Co	12
10/20/2012	David Larivee	5
10/25/2012	John Mohler & Co	9

Pediatric Advanced Life Support Instructor

Date	Course Location	Students
9/5/2012	REMSA	1
9/30/2012	REMSA	1
10/2/2012	REMSA	1
10/10/2012	REMSA	7

CE Courses

Date	Course Location	Students
10/25/12	Neuro Emergency Case Studies- REMSA	28

Ongoing Courses

Date	Course Description / Location	Students
1/3/12	REMSA Education- Paramedic	15
8/14/12	REMSA Education - Paramedic	13
10/2/12	REMSA Education- EMT	20
7/5/12	REMSA Education - EMT	3

Total Students This Report	1303
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5. COMMUNITY RELATIONS:

Community Outreach:

Point of Impact

Date	Description	Attending
10/13/12	Child Safety Seat Checkpoint, at Reno Sparks Indian Colony Clinic, Reno; 5 cars and 10 seats inspected.	7 volunteers, 4 staff
10/16/12	Transporting Children with Special Healthcare Needs Open House, in partnership with Ron Wood Family Resource Center	2 staff
10/19/12	Nationally Certified Child Passenger Safety Technician Recertification Course; all students passed	2 students

Northern Nevada Fitting Station Project

Date	Description	Attending
10/17/12	Northern Nevada Fitting Station quarterly partner meeting, REMSA.	1 staff; 5 partners

Safe Kids Washoe County

Date	Description	Attending
10/2/12	Obesity Forum planning committee meeting, Reno.	1 staff

10/3/12	International Walk To School Day. Safe Kids Washoe County sponsored two schools - Esther Bennett Elementary School in Sun Valley and Jesse Hall in Sparks.	1 staff, 25 volunteers, 5 Fed Ex volunteers, 1,100 students
10/4/12	Esther Bennett Photojournalism Photovoice Project, Pedestrian Safety and Photography lessons, Sun Valley.	2 volunteers, 1 staff, 7 students
10/5/12	Washoe County Child Death Review Board bi-monthly meeting, Washoe County Social Services.	2 staff, 1 volunteer
10/6/12	Homeless Awareness Fair at Paradise Park.	1 staff, 2 volunteers, approximately 2600 attendees
10/8/12	Walk This Way Halloween Safety teleconference.	1 staff
10/8/12	Coral Academy of Science Safety Committee meeting, Reno.	1 staff, 1 intern, 5 volunteers
10/9/12	Join Together Northern Nevada monthly coalition meeting, Reno.	1 intern
10/9/12	Safe Kids monthly Coalition meeting, Sparks.	1 staff, 12 volunteers
10/11/12	Esther Bennett Photojournalism Photovoice Project, Community Field Trip to downtown Sparks and downtown Reno.	4 volunteers, 7 students
10/16/12	Truckee Meadows Bicycle Alliance monthly meeting, Reno.	1 volunteer
10/17/12	Safe Kids Washoe County Board of Directors bi-monthly meeting, REMSA.	1 staff, 9 volunteers
10/17/12	SIDS? Not SIDS? professional presentation with Washoe County Women, Infants and Children program, Reno.	1 staff, 13 attendees
10/17/12	Immunize Nevada monthly coalition meeting, Reno.	1 staff
10/17/12	Safe Routes to Schools monthly partner meeting, Reno.	1 staff, 1 intern
10/18/12	Maternal Child Health Coalition of Northern Nevada monthly meeting, Reno.	2 staff
10/19/12	Esther Bennett Harvest Fest, Sun Valley.	3 volunteers, 300 attendees
10/24/12	Wells-Family Resource Center, Cribs for Kids Train the Trainer Program (Wells, Ely, and Elko)	1 Staff, 10 attendees

Public Relations

Date	Description	Attending
10/6/12	Winners Column in the Reno Gazette Journal about the Safe Kids Have a Ball Miniature Golf Tournament.	1 staff
10/18/12	Safe Haven subcommittee meeting hosted by State of Nevada Health Division, Carson City.	1 staff



Regional Emergency Medical Services Authority

**GROUND AMBULANCE AND CARE FLIGHT
INQUIRIES
FOR
OCTOBER 2012**

INQUIRIES

October 2012

There were no inquiries in the month of October.



Regional Emergency Medical Services Authority

**GROUND AMBULANCE
CUSTOMER SERVICE
FOR
OCTOBER 2012**

GROUND AMBULANCE CUSTOMER COMMENTS OCTOBER 2012

	What Did We Do Well?	What Can We Do To Serve You Better?	Description / Comments
1	Everything.	Bilingual - English & Spanish	Need more bilingual that can communicate with patients.
2	Driving safely and keeping us comfortable.	Have a better GPS. They parked on the wrong side or the furthest away.	Very knowledgeable.
3	Fast arrival.	Reduce the billing its too much for someone like me/student/only five minute drive.	Thank you for your service it did save my life. Thank you.
4	Your employees were kind & professional.	Better training in inserting IV's in elderly patients (it took them multiple trys)	
5	Got patient to hospital safely for more help.	As new housing pushes father away from the city center there should be emergency units "parked" out in those areas so people wouldn't have to wait so long for help.	
6	Telephone dispatcher was fabulous, caring & professional.	My mom's IV site was very badly bruised and was over 4" long. I don't know if this could have been avoided but thought I should mention it.	Good service and helpful people.
7	The ambulance was ready for me and exactly where dispatch said they would be, making everything much easier to be transported faster.	The cost of this short trip from McCarran Blvd to Renown is outrageous/I was in the ambulance a total of 10 minutes and the bill is over \$1000!	The crew was very professional and did their job well.
8	Asked me thorough questions and relied on my own "instinct" in regards to my infant.	Did not have infant travel accommodations, but I had an extra car seat base.	
9	Transport was gentle and efficient. She said "personnel were very nice".	Pt was given morphine when she preferred not to have it. Do you have a better pain stopper? Morphine's side effects were undesirable.	
10	Everything! (except for one thing = when the IV was inserted, it was right where the wrist bends and everytime I moved my hand it hurt like heck) I think the back of the hand would have been better than the wrist. BUT you saved my like & for that I am forever grateful!!!	PS This is NOT a complaint, only a suggestion. The "crew" was wonderful. I could not have had better care!	
11	Remsa is the best		
12	The individual in the ambulance that rode inside was a great person		
13	Responce time dealt with family very well kind to patient	No negatives	

	What Did We Do Well?	What Can We Do To Serve You Better?	Description / Comments
14	All		
15	Made me feel comfortable		
16	Good response time Responder is the greatest		
17	Everything was fine		
18	showed concern for comfort and transport from ER to Renown	Service provided was excellent	Excellent- no faults
19	All		Thank you
20	Save my life- Early response excellent service professionals		
21	saving lives, we know what happened in 2006-2007-2008 you were there, hang in there GOD does love us! God bless		
22	Took very good care of me	Nothing- They were here right away	Service was excellent
23	Made me feel very comfortable & supported & cared for		God Bless
24	Relieving pain and getting to the hospital	I'm hoping that wont be necessary	
25			The police who came were very good in helping The nurse was great
26	Explained everything, we carried on a good conversation		
27	Everything- Thanks		They worked well- As a team- Great Job!
28	As usual- You did everything well	Impossible to be better	
29	Timeliness, movement without pain, comfortably	Keep up the high standards	Both responders were extremely caring
30	very friendly and competent. I felt comfortable that I was in good hands.	Continue the good work. Thanks guys!	
31	Excellent		
32	Everything		response was very quick. Good job
33	Promptly picked me up and carried me to the bed and kept me comfortable in the ambulance.		I was very pleased and impressed with the service. It was better than the service I got in the E.R. room
34	Very attentive and professional	N/A	Thank you
35	Very patient with me. Explained procedures		Made a bad situation better
36	Coming to my aid in an timely matter & taking & giving very good care, from my hotel to the hospital.	I don't think they can be any better when they had given their all & best care.	

	What Did We Do Well?	What Can We Do To Serve You Better?	Description / Comments
37	Understood the pain I was in and did communicate with me regarding my fractured hip	Your personnel seem to have everything covered	
38	Paramedics caring- have nothing but good regarding the service received		
39	Excellent		Ambulance drivers were great. Thank them for me! Hospital emergency personnel were also superb
40	Courteous, helpful professional	keep on doing as you are	I have always been pleased with the service of Remsa & good to know I can count on them when I have to need their services
41	Very Well		
42	Very helpful & I was in alot of pain & the crew made me comfortable & at ease	nothing everything was great	The service was great & the flight crew were very caring & took good care of me
43	The 2 man crue & piolet were very nice with a good bed side manner. very nice ansverd all qustions.	not much very helpfull	fast nice & clean- plesent talk & took good care of me
44	Waited until IV pain med kicked in to be moved from vechile	not much everyone explained & listen as well	personel very patient with me & my pain level at the time
45	concern for my injury & comfort		
46	You arrived at our home in less than 5 min!	you all did great	very good
47	all of the above		
48	Exc. Service & response		
49	came right away, Thank you so very much.		
50			Your staff was professional in all ways
51	The crew was prompt, professional and compassionate		
52			Your staff is professional
53	The crew was wonderful with my breathing problems & concerned for my comfort		
54	Very nice & professional		
55	Made sure I was taken promptly and efficiently to ER. I had extreme pain and was given IV for relief		
56	The EMT talked to my Partner for Life on my cell phone & told him to meet us at St Mary's	Not a thing I can think of	
57	Personnel very courteous & helpful		

	What Did We Do Well?	What Can We Do To Serve You Better?	Description / Comments
58	personnel was great	from out of town	
59	All was good		
60	made me feel comfortable & taken care of	nothing	Both EMT's were kind, calming & professional
61			Very personal caring staff
62	Everything- very kind, comfortable, calming	I wouldn't know of a thing	Keep up the good work!
63	EKG, monitor vitals, gave oxygen		It was fine
64	Everything	Nothing	Very good
65	Prompt professional personnel who provided complete and caring service Thank you!		
66	customer (patient) care & comfort		
67	help me to relax- awesome. young people who new what they were doing		was able to get a IV in for its almost impossible with me.
68	Mad 2 runs on Sat 9/22. My wife had fallen. As usual staff totally professional	Keep up the exceptional work	
69	Everything	Keep up the wonderful superior service	
70	Very polite, caring, expert	show up when needed	
71	Providing reassurance, calm care. Thank you!		
72	Gentleness		
73	Made me feel comfortable		Keep up your good work
74	Everything	Cannot be improved upon	Excellent
75	very kind, explained what they needed. Friendly, always a smile	nope	
76	Easied the patient		
77	Everything	Everything was great!	
78	I felt everything we great just the was thing should be		
79			Patient lost consciousness until revived in hospital
80			I cant answer these questions, I was out.
81	Overall		
82	Everything, kind, concerned, pleasant	you couldn't be better	I never worry about anything, relaxed & grateful for Remsa

	What Did We Do Well?	What Can We Do To Serve You Better?	Description / Comments
83	Everything	Keep up your good work!	
84	Everything		
85	Did you jobs professionally		
86	Professional service with gurney and transport. Cautious and careful		Enjoyed the ride despite the circumstances
87	showed very professional skills in getting to the problem, very polite & caring	keep on keeping on	Thank you for being here for us we are fortunate to have such capable and caring caretakers!
88			As the husband of the patient I was not physically present, but the wife like your service
89	Everything is wonderful		
90	Quick response and very helpful and informative		
91	PROFESSIONALISM		
92	Convinced me to go to V.A. hospital where I was treated		
93	You helped save my life.	Keep up the good work.	
94	fast response, caring, knowledgeable techs		
95	Everytning	Don't know	
96	Everything! I felt confident I was in good & caring hands.	It was all well done!	
97	Very professional & courteous		
98	Explained everything that was going to happen including side effects of medication.	Nothing I can think of.	
99	Everything was done well		
100	Paramedics were very caring/ Hospital staff was very helpful	N/A	
101	Asked and explained all of the proper questions & answers		
102	The female was nice and made me feel comfortable		I called the crisis line and did not need your services the Reno Police asked me to go.
103	Everything		
104			Excellent
105	Everything		
106	Everything	N/a	

	What Did We Do Well?	What Can We Do To Serve You Better?	Description / Comments
107	explaining situations, getting here promptly, and friendly	more personable	everything was done well and professionally
108	Everything		Very Good
109	Everything!		
110	The ambulance crew took excellent care of me when transporting me to the NNMC E.R. after I fell and broke my arm in my backyard	Can't think of anything more!	
111	The crew were very kind & friendly and I was confident in their ability to get me to the ER.		The crew let me know every step of the way what was happening.
112	I sincerely appreciate their kindness		
113	Interaction with patient and family was polite and professional		
114	Provided speedy & professional service- maybe even saved my life	Hopefully I wont need you again but thanks for your good work!	
115	Came promptly and quick delivery to hospital	One EMS had trouble locating vein for IV	
116	Ambulance staff were comforting but still had a sense of humor		
117	The gentlemen that helped transport my dad home were very kind and calming		
118	made me feel comfortable. The staff was very calm and knowledgeable and made me feel safe.	n/a	I have not yet had to deal with the billing staff so comments only apply to paramedics
119	Everything		
120	Got to Sky Peaks fast. and very nice crew	Just keep up the good work	
121	Fast		
122	Keeping communication	It's perfect, don't change a thing	
123	Everything	Nothing you guys are great	The dispatcher was very helpfull and gave me great infromation.
124			Excellent
125	Everything		
126	Everything but not unform the cost		
127	Good Service		
128	The service was excellent.	Keep doing what you do.	
129	The young men were considerate and caring and friendly.		

	What Did We Do Well?	What Can We Do To Serve You Better?	Description / Comments
130	Excellant response time very kind staff	keep doing what you are doing	I would highly recommend your service.
131	911 call was handled well, calmly, accurately promte arrival	?	
132	Everything		
133	engined about meds, remember shoes, insurances cards, clothes, etc, etc	I have been very pleased with your excellent service	
134	Able to get IV in 1st attempt!!!	Nothing-Your guys were great	
135	Primarily saved my life	nothing	very good care and felt in good hands. Appreciated. thank the crew for me.
136	all personanel was prompt	nothing	
137	calmed my daughter very well	n/a	it was great
138	everything was perfect		
139	my care, kindness, concern-good people	everything was great.	
140	service from the airport to renown was good. The ambulance was waiting when the airplane landed		
141	everything-excellent service	nothing- everything went great	
142	Clean- Polite- work well with F.D		
143	Everything- Great team	nothing	
144	I was in a lot of pain and couldnt get up and the remsa team could of not been more helpful and getting me to the hospital prompt and safe.		
145	Explaining things clearly and understanding	dont change a thing/everything is great.	Nothing
146	On time, comfortable dispatch to so. meadows	Keep up the good work you're doing	no other suggestions
147	Swift	service good	
148	Did well on everything. excellent job. To me, nothing bad to comment for.	To me everything is perfect just a victim of police brutality. sorry to comment	Excellent
149	Very caring and professinal	all in excellent	
150	service was good	Nothing	
151			
152	Very Good	NO COMPLAINTS	

	What Did We Do Well?	What Can We Do To Serve You Better?	Description / Comments
153	Love you all!		
154	Speedy, courteous, compassionate, communicated well.		
155	The Medic Helped clean the blood off the floor after tending to my arm so blood wasn't tract through the house.	The service was excellent	
156	They were reassuring and comforting.	Nothing!Keep up the good work! I appreciate your entire Team!	
157	Everything was excellent.	I (the wife) will make sure to put the dog out first. He likes to sniff everything.	
158	helped out of bed-in the ambulance- xport to hospital	cant think of anything	Great team- good job
159	I was pretty much knocked out w/meds so I cants say much else but my family said all was well.		
160	Prompt, kind, advise		
161	The personel listened to me and were extremely gentle loading and unloading		
162	They were wonderful and so felpful	you did	very good
163	was here promptly		love the golden pasport!
164	Calmed down a panic situation	you did just fine	great service
165	Prompt response, efficien, kind	"more of the same!"	all remsa's services and personnel are tops!
166	Very fast, and knowledgeable.		
167	Everyone was great!		
168	Very good		yes
169	My boyfriend called Remsa. He said take me to St. Mary's. They said St. Mary's was out of their jurisdiction.	I am 66 years old and now I have a bad knee. I just wanted to go to bed!	I told them I don't want to go; they forced me, held me down and strapped me down. It should have been my decision. I was combative because I did not want to go. Now my knee is all screwed up.
170	Everything! Very nice staff.		
171	got me to hospital	?	
172	Everything		
173	got me to the hospital	nothing	
174	everything they got me to the hospital	nothing i can think of	
175	Everything got me back to the hospital	don't know	

	What Did We Do Well?	What Can We Do To Serve You Better?	Description / Comments
176	gentle-strong careful	excellent personable knowledgable	young men instilled confidence in their expertise
177	Very compassionate and efficient		
178	Everything was done to high standards	nothing	very good service no complaints
179	Prompt-helpful and keep ym at ease. careful in delivery instructions to patient while transporting		I really cant ask for more than what was done...Thank you so much!
180	Good rapport, bedside manner, instilled confidence in patient, gentle!	Not a thing!	Wonderful very professional competent and reassuring cor!
181			Thank you for your service
182	you did everything just right	nothing	
183	Everything	Nothing	
184	Quick efficient compassionate	thank you!	
185	promptness, and well executed response was fast and medics were very professional.	nothing	excellent!
186	the guys were amazing-compassionate and kind. They saved me from bleeding to death.		
187	Communicate my health status and keep me informed	nothing	
188	Very cautions and professional		
189	Everything		
190	Everything- great service from all		
191	Your emts demonstrated sincere professionalism while caring and comforting me in an expedient manner.	Thank you for giving me this opportunity to express my sincere appreciation to your staff for stabilizing my condition asap. Their professionalism saved a great individual.	
192	Patience		Very Good!
193	Everything	Nothing	everyone was just great
194	Everything was very well done as usual thank you so much		
195	everything was well done as usual thank you so much.		
196	Everything your excellent	nothing	thanks for your help and kindness
197	Everything was great. went smooth and very informative. great crew	Nothing you were awesome.	First time ride and all went well.
198			

	What Did We Do Well?	What Can We Do To Serve You Better?	Description / Comments
199	Everything well done.		
200	Care and handling of very sick patient	keep on keeping on	very efficient
201	Right on time		
202		very nice said the right things and professional	nothing
203	calm me down	it was a very short trip everything was fine	i went from dr office, always great
204	Professional in ambulance with me, made me very comfortable and secure	everything was fine. thank	
205	I've been transported multiple times. the crews all were caring kind and helpful.	my wife and I couldn't ask for better treatment	
206			Excellent service
207	As usual everything!!	how do you improve on excecance?	
208	Prompt, Courteous, Comforting		
209	Cared very well for my 5 yr old son. who was in so much pain and scared	n/a	I was very happy w/all the staff and what they did
210	You did it all very well were compassionate and caring		
211	Everything very professional caring!		very impressed with the professional treatment. good job
212	Very polite and informative.		
213	help me get wen y my kids		great service
214	put me at ease		personell very thoughtful, thank you
215	Very Caring. Kept me calm	keep up good job	
216	Timely, efficient, comforting	keep up the good work	excellent
217	Excellent!!! EMT informed me each step-procedure. he even kept the sun out of my eyes. keep up the good work		
218			I was not aware of what was going on. but thanks!!
219	your crew kept me informed of what was happing all the way to the hospital	the service was very prompt and i dont think they could have done anything better	the only time I had been in an ambalanced
220	quick and make the patient comfostable as much as possible	quick	
221	help arrived fast, caring and helpful		
222	good care and professional	n/a	

	What Did We Do Well?	What Can We Do To Serve You Better?	Description / Comments
223	Pt is unable to respond and her family is fully occupied with end of life issues. from all I've heard, REMSA has done well by her.		
224	Everything. I was upset and they remained calm and helpful.	I cant think of anything right now.	You did very well. Your help was appreciated.
225	calm me down during a real scary and dangerous time, God bless you guys.	more attention conversation during the boring times/staff patient conversation.	I really feel you have some true christians working there and God bless you guys cause the sense of care literally brought me back to health and live. thanx
226	Everything.	Nothing I can Imagine	My call to 911 was answered promptly and staff secured my house and power switches etc. Thank you !
227	I was very satisfied with everything the crew did.	Nothing that I'm aware of.	Since I have "silver savers" I have not talked to billing staff.
228	Everything thank you!	Just keep up the good work!	
229			Patient was sleeping during the flight-arrived safely.
230	All the young men were as very patient, kind and considerate		everyone was great/helpful/just thoughtful
231	Helped me out of truck on backboard and took me to hospital	not much	arrived fast and got me to hospital with care
232	Taking care of patient experienced	exelent	
233	Everything	N/A	
234	curteous service		
235	Made her comfortable		
236	you sent me to a collection agency when I was still in the hospital.	No fair	
237	everything was good		
238	Instead of taking over and pushing to to the side the ambulance drivers listened to what I had to say and complied with my instructions to care for my elderly drunk father		was very pleased
239	Everything	I dont know of anything	Everything was fine except the blood preasure cup was tight on my arm for to long of a time and hurt my arm and neck even hurt me yet.
240	Everything. Friendly, calming crew		
241	yes- I crew was efficient comforting and i felt that they were capable		the crew put me on the ekg and we were able to catch the problem that was going on so they could stop it to the er this was big for me- I had proof of what I was experiencing

	What Did We Do Well?	What Can We Do To Serve You Better?	Description / Comments
242	From the start to the finish the crew was amazing. everyone did everything well.	Nothing I cant think of a single thing.	
243	Getting me to the hospital in short order		
244	Listening to my symptoms, explaing what they were doing and why, gave me information about my situation all the way to hospital	nothing-they were professional and so calming to myself and my family	They were wonderful to me and my family, they represented you well!!!
245	Everything		Excellent
246	They helped me stay calm and feel safe		The service was great I can not think of anything that could be improved.
247	speedily responded to nmmc's call	keep up the good work	
248	1 person talking to patient and 1 person talking to me (family member)	keep track if they had been here 3x earlier in 2 wks	everything fix
249	Everybody did a good job	be more helpful (and the paramedics did a real good job)	No more words can say but thank you for the best ever job you guys did.
250	Served quickly. did professional job	noting I can think of	service was perfect. Professional and compassionate. Thanks
251	They were both very nice-made you feel at ease.		
252	question and info helpful for me to make a decision. caring and carefull		I passed on to others about how caring and interested the remsa crew were to me and my daughter.
253	Everything	nothing they did a great job of meeting my needs.	
254	everything	you are perfect	
255	very well		
256	Make me feel comfortable. and controlled my pain.	Nothing I can think of	Thank you
257	Friendly		
258	You transported me to the hoospital in a very good mannere.	Nothing. Everything was fine.	
259	Everything	I couldn't have gotten better care! Thank you	
260	Since I was awake the Remsa personell were very confident and reassuring		
261	Everything		
262	Stayed after transport and explained what would happen or what to expect of patients deteriorating condition. Thank you!!!		Staff was very kind and helpful.

	What Did We Do Well?	What Can We Do To Serve You Better?	Description / Comments
263	lv crew was so wonderful. No pain		
264	The two person team I had, "the best"		Good job, keep up the good work.
265	Everything		
266	Too bad you cant make copies of the woman who was in the back of the ambulance with me and fir her in all the others		
267	Everything		we havent been bill yet
268	Both young men were professional, kind, and helpful	Nothing	
269	Everything! Thank you!		
270	Comfortable ride		
271	Response time was very short. Personnel very polite.	Need to train med personnel in illestomy - ostomy procuders.	
272	Everything!!	Nothing!	All very polite and helpful- all three I was happy and placesed with their work
273	everything	Keep up the good work	Experienced excellent service again (also used your service on 10/26/12). Thanks for your assistance during a difficult time.
274	Response time excellent, response team was profesional, caring & communicated well to patient & family.	N/A	Your service is excellent & crew represented your company well.
275	Response time excellent, response team was professinal, caring & communicated well to patient & family	N/A	
276	It was all done well! Thanks		
277	I was very pleased with the way I was treated.		
278	Very helpful and caring!		
279	Your people were friendly & professional		
280	Total procedure.	Nothing	Professionals.

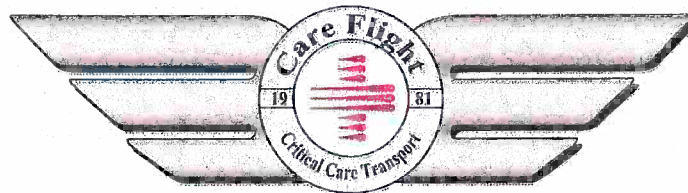
	What Did We Do Well?	What Can We Do To Serve You Better?	Description / Comments
281			Great!!!
282		N/A Did a good job.	
283	The two guys in the ambulance were so nice & caring. It was my 1st ambulance ride & they were great!	Give those guys a raise :)	
284	polite quick ontime	same	
285	Everything, very quick arrival, and very nice, and understanding.	service was fantastic	Amazing care
286	Friendly,kind,caring,gentle,helpful,calm,comforting,assuring.	nothing	I think it was he - were so wonderfully kind
287	I was treated vary well.		They were great.
288	Had very good service - always kept me informed		
289	Everything		
290	very kind and comforting		I need to get the ambulance plan
291	very helpful		
292	Personable/professional/helpful		I had minor issues of vertigo. - non life threating!
293	I don't remember too much.	I think you did very good.	
294	Caring about my condition make sure i was ok	not much more than wath you already did	service was great the crew was very helpful with good sense of humor
295	promptness & proffessional Thank you		
296	Your personal were very helpful		
297	He and the rest of the team were calm, professional and confident, and I immediately felt my husband was in good hands.	He in particular was very reassuring. all my question were answered and i know what the next steps were. He also checked in with me once we were in the ER. Thank you!!	
298	explained what they were doing. Answered my questions were helpful.	The crew did a great job. Very helpful	Did a great job to see I was comfortable.
299	Stabilized me Quickly and got me to hospital	none	Outstanding
300	Comforting the patient in time of stress		
301	Arrived Promoly		
302	Everything done very well	completely satisfied	everyone was very helpful and I am completely satisfied with my service

	What Did We Do Well?	What Can We Do To Serve You Better?	Description / Comments
303	Explained what was happening	N/A	
304	Everything	Nothing	
305	Arrived VERY quickly, & went straight to work on me.	nothing	They were polite & professional & clearly knew their job.
306	everything		
307	very quick arrival time - very professional staff.	I don't think you can improve! Service is great!	Excellent & very friendly ambulance crew!
308		I was totally out of it when we landed in Reno. Summit air and Remsa was there for me.	Thank you!
309	Came very quickly and administered aid immediatley	Nothing that I think of	
310	Entire crew was informative, professional, yet very friendly which calmed our fears		Thank you, you helped saved his life.
311	I was happy	nothing	
312	Took me to St. Marys ER. I was hurt on the escalator at the Peppermill. I was in a lot of pain.	You did an excellent job	I wanted to go to ST. Marys and they did. Thank you and God Bless you for your service.
313	quick response, courteous and respectful, very professional Thank you.		Great teamwork
314	My husband had fallen & broke his hip and was in shock & they were very reassuring I calming		



Regional Emergency Medical Services Authority

**CARE FLIGHT
CUSTOMER SERVICE
FOR
OCTOBER 2012**



CARE FLIGHT CUSTOMER COMMENTS OCTOBER 2012

	What Did We Do Well?	What Can We Do To Serve You Better?	Description / Comments
1	I couldn't ask for better care and attention.	Always be there for us.	
2	Very informative and friendly. Listened to my concerns of husbands fear of flying and reassured things would be fine.		Thank you very much!
3	Communication, transit, personnel, ALL A-1!	Excellent service, no suggestions.	A-1
4	Everything - great.		Care Flight called in by med personnel. No ambulance available. We were out of the loop. Didn't know anything until chopper landed.
5	You got me into the hospital (Renown) in Reno quick.		The crew was friendly and answered all my questions. My family and I are grateful you were there. Thank you.
6	Gentle, comforting, eased pain and reassured and most importantly "Expedient"	Nothing	The RN german was wonderful.
7	Everything.	Nothing	Just a big thank you for taking just great care of my husband
8	A smooth flight.		
9	Everything.	First time patient.	
10	Kept me informed	nothing	Thank you. You did a great job!
11	Got my husband to Carson fast and saved his life.		
13	Everything even to redirecting the flight to care facility close to my home.		Keep up the good work, I am forever grateful.
14	Excellent		
15	You got me to Renown, thunder storm and all.		I'm sure it was excellent, I was suffering from memory loss. But one of the nurses from the flight came to see me at the hospital and I was so amazed at your service.
16	Everything, but he passed away 10-1-12. Thank you for your help.		
17	Everything	Not sure	Excellent!
18	Very polite people		
19	The flight was pretty motionless and quick. Thank you.	Change a lot less. Thank God I have insurance or I be under ground.	
20	What I heard was that the crew especially the lead gal were very professional and know what they are doing.		
21	I was impressed with crew and service. You're a very important service.		
22	For the most painful time in my life the people that took care of me did an excellent job in keeping me calm and as comfortable as I could be. The light nurse rubbed my head and helped explain that I would be taken care of and helped relax a very stressful situation.		
23	Explained the flight and made as comfortable as possible.	Not a thing.	
24	Everything.		



Regional Emergency Medical Services Authority

REMSA
PUBLIC RELATIONS REPORT
FOR
OCTOBER 2012

PUBLIC RELATIONS

October 2012

ACTIVITY	RESULTS
Wrote and distributed Winners Column for the Reno Gazette Journal with regard to the Safe Kids Miniature Golf Tournament.	The column and a photo ran on 11/7/12.
Worked to schedule the Share Your Holiday food drive in December with REMSA, Care Flight, Scolari's and Channel 2.	The shopping day will take place on 12/12 and the food drop off will be on 12/14/12.
Worked with Channel 2 to produce a story regarding the importance of getting flu shots.	The story ran on 10/12/12.
Wrote and distributed a press release regarding REMSA's special needs car seat program.	KKOH, Channel 8, FOX and Channel 2 all did stories regarding the program.

VOICES

WINNERS: THE EFFORTS OF THE FOLLOWING INDIVIDUALS AND ORGANIZATIONS HAVE EARNED MENTION AS WINNERS THIS WEEK.

Community Foundation awards nonprofit grants

The Community Foundation of Western Nevada — including the Partnership Grant Program Donors, selection committee volunteers and the Community Foundation Program and Development Committees — for awarding Partnership Grants during a “Hats Off to Our Partners” presentation at Rancho San Rafael Park’s Ranch House. Recipients included: Brewery Arts Center, Bristlecone, Bruka Theater, CARE Chest, Charmanita Assistance League, Child Assault Prevention, Crisis Call Center, Friends in Service Helping, HAWC Community Health Centers, the Holland Project, Humboldt Volunteer Hospice, ICON International Foundation, Northern Nevada RAVE Family Foundation, Nevada Health Center Inc., Reno Rodeo Foundation, Safe Haven Rescue Zoo, Tahoe Youth Family Services, VSA arts of Nevada at the Lake Mansion and White Pine Nutrition.



A team from Northern Nevada Medical Center helped out to benefit Safe Kids Washoe County. From left to right are Judy Brown, Lisa Lipe, Kristi Eash, Erica Corvelli, Adeline Perez and Veronika Maki. HANDOUT

* 'Have a Ball' event raises \$9,000 to help Safe Kids

Sponsors of the fourth annual “Have a Ball!” minigolf tournament at Wild Island, which raised more than \$9,000 for Safe Kids Washoe County’s safety education programs to keep children safe from accidental injury. They included: Renown Children’s Hospital, Western Surgical Group, Amerigroup Community Care, SWAG Blue Moon Promotions, Frontier Financial Credit Union, KPS3 Marketing, Care Flight, Drinkwater Law Offices, Northern Nevada DUI Task Force, Northern Nevada Medical Center, the Gubbels family, Liberty Mutual, Maggie Tole, Nevada Department of Public Safety Office of Traffic Safety, Ebay Motors, Kohl’s Save Your Skull, Immunize Nevada, Text for Baby, Wild Island, Atlantis Casino Resort Spa and the Discovery Museum.

Sons fundraiser benefits the Nevada Boxing Team

The Sons of Nevada, for selecting the Jimmy Olivas Athletic Foundation as benefactor of its annual fundraising event at Sage Hills Gun Club. The event generated \$6,000 for the Nevada Boxing Team for its 2012-13 campaign.

Re/Max raises \$500 to benefit Miracle Network

The brokers and agents of Re/Max Realty Affiliates, for raising nearly \$500 for the Children’s Miracle Network by offering tethered balloon rides at the Great Reno Balloon Races. Money raised is donated to Renown Children’s Hospital. Re/Max has partnered with the Children’s Miracle Network since 1992, raising money through community, regional and international fund-raisers for sick and injured children.

Mary Kay Foundation grant aids Carson shelter

The Mary Kay Foundation, for its grant to Advocates to

End Domestic Violence, a women’s shelter in Carson City, in observance of Domestic Violence Awareness Month. The Mary Kay Foundation awards grants to more than 150 domestic violence shelters across the country totaling \$3 million.

The Solace Tree receives donations in September

Contributors to the Solace Tree in September, including: Verizon, Parasol Foundation, Vista Hospice, Hospice Foundation of Northern Nevada, Whole Foods, Starbuck’s (7th and Keystone), Port of Subs, Luva Bella and House of Bread. The Solace Tree provides peer support, information and education to schools and the community to promote healing and recovery for grieving children, teens and their families affected by loss.

YOUR VOICE: The Reno Gazette-Journal Editorial Board invites your comments on topics we write about. Go to RGJ.com and click on the “Voices” link to share your thoughts.

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Health Officials Urge Northern Nevadans to Get Flu Shot

Recommend 13 people recommend this. Be the first of your friends.

Posted: Oct 11, 2012 3:10 PM PDT
 Updated: Oct 11, 2012 9:09 PM PDT



Flu season is right around the corner and if you haven't already, health officials are asking you to get immunized.

In the past, there has been some concern about getting a flu shot, but Linda Hoover, a registered nurse with REMSA, says there is no reason to worry.

"Many years ago, when we used a live virus, people became ill afterwards. When we went to the dead virus, more people were willing because they were not suffering effects of having the flu shot."

Hoover said there are no effects from a flu shot now days, except for maybe a little soreness in your arm for a day or two.

The peak of flu season is usually between December and February, but it can start as early as October. You can see why getting your flu shot now is a good idea.

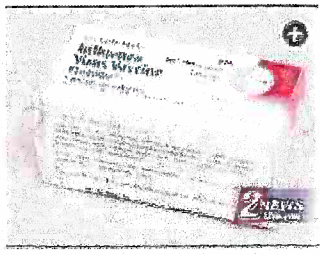
I spoke with the Londa Sherman, a receptionist at REMSA in Reno, just after she got her flu shot.

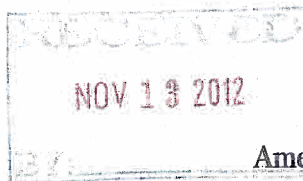
She said she gets one every year because she deals with the public quite a bit.

"It hurts for a second, while she's putting the vaccine in. You don't even have to look at it, you can turn your head. Honestly, it does keep you healthier during the flu season than not getting it."

For more information on flu shots, go to <http://www.co.washoe.nv.us/health>

Written by Chris Clario





American Heart Association | American Stroke Association

Learn and Live.

Western States Affiliate
1710 Gilbreth Road
Burlingame, CA 94010
Tel 650 259 6700
Fax 650 259 6891
www.heart.org

November 6, 2012

Regional Emergency Medical Services Authority
450 Edison Way
Reno, NV 89502-4117

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Dear Friend of Heart,

On behalf of the American Heart Association, I thank you for your gift of \$250 to sponsor our Heart Walk event. Your generosity makes a difference.

Because of donors like you, we have a chance to build healthier lives free from cardiovascular diseases and stroke. Thanks to you, lifesaving research and programs will save and change lives and more families will have a future together.

Yet, in spite of all our achievements, our most challenging work lies ahead.

Heart disease is still our country's leading killer and stroke remains our leading cause of disability. One out of every three children in this country is overweight or obese. Improvement is desperately needed to create heart-healthy communities. And there are so many questions that remain unanswered.

Thanks to you our progress will continue. Your support means so much. You are an important part of our Heart Family and we appreciate you.

Sincerely,

[Handwritten signature of Robert C. Robbins]

Robert C. Robbins, M.D.
President, Western States Affiliate

P.S. Please consider this letter your receipt. For your tax purposes, our federal tax identification number is 13-5613797 and we confirm that the American Heart Association did not provide any non-incidental goods or services in connection with your donation.

Hundreds of people dressed up and
came out for the big night!

"Dance" Sponsors

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Gary Laurie
Model Dairy

Omboli Interiors
REM/SA
Savage & Son, Inc.
Paula Smith Dermody
Lesh & Gigi Turville
US Foods

Magic!

Saturday, October 27, 2012
Downtown Reno Ballroom



Thank you for making
a genuine difference
in the lives of children
in our community.

RenownTM
HEALTH FOUNDATION

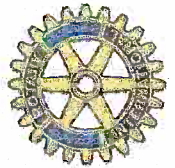


Rotary Club of Reno Sunrise
P.O. Box 11456
Reno, Nevada 89510
www.RenoSunrise.org
www.EdiblePedal100.org
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EDIBLE PEDAL 100™

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Rotary Club of Reno Sunrise


11-1-12

Dear Jim -

Thank you so much for the mini medical cards, used for the Goodie Bags. What a thoughtful and really useful item for our riders. You made a significant contribution to our community.

Awan Smith, Goodie Bag Chair

Washoe County
Health District

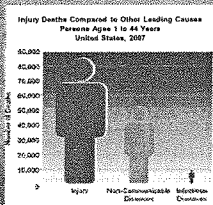


Health in All Policies (HiAP)

Joseph P. Iser, MD, DrPH, MSc
District Health Officer

Problem

- Chronic disease (non-communicable disease) causes a significant amount of disease and disability here in Washoe County and the US.
- Unintentional injuries cause even more.
- But what is the real problem? And what are our choices in promoting policies?



Policy and Public Health

- Historically, our most important improvements in public health are due to policy changes
 - Tobacco: smoking bans or restrictions
 - Injuries: helmet laws for cycles and skiers, seatbelt laws
 - Disease prevention: immunization requirements, sanitation improvements
- Even now, the biggest impacts we can make are in the area of policy
- A solution: Health in All Policies (HiAP)

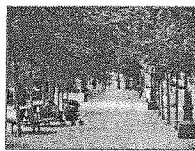
Promote Healthy Communities: Housing and Indoor Spaces

- › Aspirational goal: All Nevada residents live in safe, healthy, affordable housing
- What are the links to health?
 - Housing location influences access to physical activity opportunities, healthy food, jobs, and schools
 - Affordable housing makes resources available for health care and healthy food
 - Housing hazards (lead, fire, mold) are linked to developmental disabilities, injuries, and asthma



Promote Healthy Communities: Parks, Urban Greening & Places to be Active

- › Aspirational goal: Every Nevada resident has access to places to be active, including parks, green space, and healthy tree canopy
- Links to health
 - Open and green spaces and parks provide opportunities for physical activity
 - Shade from trees provides protection from heat and cancer-causing UV radiation
 - Wildfire related air quality and safety



Promote Healthy Communities: Violence Prevention

- › Aspirational goal: Every Nevada resident is able to live and be active in their communities without fear of violence or crime
- Links to health
 - Violence is a leading cause of injury, disability, and death, with disproportionate impacts on low-income and communities of color
 - Violence and fear of violence keep people indoors, reducing physical activity, limiting access to healthy food, and reducing social interactions
 - Environmental design guidance



My Goal

- › Understand that Public Health is far greater than just clinical services
- › A call to action to you
 - Work with us in as you progress through medical school and consider health impacts for the things that you do
 - Call on your local and state and federal legislators in this election year and the future to require health considerations in the laws they pass
 - Work with state agencies to incorporate health into their policies and regulations
 - Let's ask the Governor to support HiAP

Health in All Policies

- › Joe Iser
- › jjiser@washoecounty.us
- › 775 328-2416

Washoe County Health District Strategic Plans

1. Health District Strategic Plan and Metrics
2. AHS Strategic Plan and Metrics
3. AQM Strategic Plan; Accomplishments and Planned Actions
4. CCHS – Program Accomplishments 2012; Strategic Plan; and Examples of Progress
5. EHS Strategic Plan
6. EPHP Strategic Plan (2012/13 and 2013/14)

**Washoe County Health District
2012 – 2015 Strategic Plan**

DBOH Agenda Item No. 15.1.

S T R A T E G I C D I R E C T I O N

Vision Statement:
We are Leaders
In a Unified
Community
Committed to
Optimal Human and
Environmental
Health.

Mission Statement:
To protect and
enhance the
physical well being
and quality of life
for all citizens of
Washoe County
through providing
health information,
disease prevention,
emergency
preparedness, and
environmental
services.

- Organizational Values:**
- **Trustworthiness**
 - Appropriate allocation of resources
 - Spend prudently
 - Stewardship
 - **Professionalism**
 - Ethics
 - Education
 - Accountability
 - **Partner - Collaborate**
 - Be Flexible, Adapt
 - Be accessible
 - Be Proactive
 - Innovate and Create

Goal 1:
Demonstrate the value and contribution of public health.

Strategy 1:
Develop and implement Public Health branding.

Strategy 2:
Develop communications strategies for educating staff, public, and key partners.

Strategy 3:
Demonstrate value using cost-benefit and health outcome analyses.

Goal 2: Strengthen District-wide infrastructure to improve public health.

Strategy 1:
Prepare for and respond to public health threats.

Strategy 2: Include health in policy and decision making across State and local agencies. (HIAP)

Strategy 3:
Strengthen WCHD public health workforce development.

Goal 3: Secure and deploy resources for sustainable impact.

Strategy 1:
Improve alignment of resources with WCHD priorities.

Strategy 2: Pursue new opportunities to secure/generate revenue.

Strategy 3:
Strengthen / streamline resource acquisition, management, and deployment.

Strategy 4:
Leverage opportunities to support Key Initiatives across WCHD Programs.

Goal 4: Strengthen WCHD as an innovative, high-performing organization.

Strategy 1: Work towards National Public Health Accreditation.

Strategy 2: Retain and recruit a skilled, diverse, and empowered workforce.

Strategy 3: Foster a cohesive, values-driven culture.

Strategy 4:
Optimize WCHD organizational structure and processes.

Strategy 5:
Optimize technology to support WCHD priorities.

Goal 5: Achieve targeted improvements in health outcomes and health equity.

Strategy 1: Establish benchmarks to improve health outcomes and health equity.

Strategy 2: Identify, validate, and disseminate evidence-based and promising practices.

Strategy 3:
Implement a systematic program review process.

Metrics for WCHD Strategic Plan

Goal 1: Demonstrate the value and contribution of public health

- 1.1 Develop and approve Media Plan by December 2012 (and ongoing)
- 1.2 Design approaches to social media, including Twitter and Facebook, by December 2012 (and ongoing)
- 1.3 Train assigned staff in use of policy and social media by February 2013
- 1.4 Work with UNR on training in cost-benefit analysis and health outcomes by June 2015

Goal 2: Strengthen District wide infrastructure to improve public health

- 2.1 Coordinate and/or participate in three trainings or more each Fiscal Year
- 2.2 Discuss HiAP proposal with local Assembly and Senate members during the Legislative Session
- 2.3 Discuss HiAP with Governor's representative by June 2013
- 2.4 Present HiAP to Reno and Sparks City Councils and BCC by June 2013
- 2.5 Present HiAP to 5 community-based groups or organizations by June 2013
- 2.6 Provide ten training opportunities to all WCHD staff in program or policy areas that involve the District by June 2013

Goal 3: Secure and deploy resources for sustainable impact

- 3.1 Prioritize needs for program support and/or improvement by June 2013
- 3.2 Research and apply for at least 10 grants over \$100,000 by June 2015
- 3.3 Review AHS, AQM, and EHS by June 2013
- 3.4 Review AQM and EPHP by June 2014
- 3.5 As resources allow, continue to leverage opportunities to increase inter-Divisional collaboration (ongoing)

Goal 4: Strengthen WCHD as an innovative, high-performing organization

- 4.1 As resources allow, complete Health Assessment, Improvement Plan, and revised Strategic Plan by November 2015
- 4.2 Attempt no layoffs with budget cuts during Fiscal Year 2013-2015
- 4.3 Provide all hands training on customer service and WCHD values by June 2013
- 4.4 Review at least annually the organizational structure and how efficiencies can be improved and Strategic Plan can be met
- 4.5 Become HL7 compliant by June 2013
- 4.6 Research new technologies for field use (EHS, AQM, CCHS) and perform cost analysis for improvements (and ongoing)

Goal 5: Achieve targeted improvements in health outcomes and health equity

- 5.1 Using data from Health Assessment, State plans, CDC Winnable Battles, and HP 2020, establish 20 goals to attain by 2020 (June 2014)
- 5.2 Work with UNR, NACCHO, and other groups to identify evidence-based and promising practices and prioritize efforts (ongoing)
- 5.3 After initial program reviews as per 3.3 and 3.4, establish timeline to re-review every 1-2 years as resources allow (timeframe established by June 2013)

**Washoe County Health District
Administrative Health Services
2012 – 2015 Strategic Plan**

S T R A T E G I C D I R E C T I O N

Vision Statement:
We are Leaders
in a Unified
Community
Committed to
Optimal Human and
Environmental
Health.

Mission Statement:
AHS strives to ensure
administrative
compliance with
fiscal and
operational policies
as established by the
District Board of
Health and Board of
County
Commissioners.

- Organizational Values:**
- **Trustworthiness**
 - Appropriate allocation of resources
 - Spend prudently
 - Stewardship
 - **Professionalism**
 - Ethics
 - Education
 - Accountability
 - **Partner - Collaborate**
 - Be Flexible, Adapt
 - Be accessible
 - Be Proactive
 - Innovate and Create

Goal 1: Ensure fiscal sustainability and good stewardship of resources.

Strategy 1: Evaluate the use of existing funding and staff resources for cost effectiveness and quality outcomes.

Strategy 2: Implement a Department financial policy to ensure sound financial management.

Strategy 3: Formalize the process to seek and evaluate new mission-appropriate funding opportunities.

Goal 2: Serve the public through enhanced use of technology.

Strategy 1: By June 2013, 75% of WCHD website users surveyed consider the website user-friendly.

Strategy 2: By June 2014, implement Phase 2 enhancements to the *washoeats* website.

Strategy 3: By June 2015, increase business transactions available on the website.

Strategy 4: Evaluate new technologies to enhance and facilitate field activities in each Division.

Goal 3: Ensure a competent, diverse public health workforce.

Strategy 1: Develop leadership opportunities for staff through professional development trainings and mentoring.

Strategy 2: By June 2013, ensure annual performance evaluations are conducted timely.

Strategy 3: By June 2013, increase the number of staff proficient in the use of technology.

AHS Strategic Plan

Goal 1: Ensure fiscal sustainability and good stewardship of resources

- 1.1 By June 2014, evaluate the use of existing funding and staff resources for cost effectiveness and quality outcome. (To be conducted).
- 1.2 By June 2014, implement a Department financial policy to ensure sound financial management. (In progress – staff prepared Indirect Cost Policy for District Board of Health review).
- 1.3 Formalize the process to seek and evaluate new mission-appropriate funding opportunities. (AHS staff prepared and the District Board of Health adopted policy 5/24/12).

Goal 2: Serve the public through enhanced use of technology

- 2.1 By June 2013, 75% of WCHD website users surveyed consider the web-site user friendly. (In progress – staff making updates to website).
- 2.2 By June 2014, implement Phase 2 enhancements to the WashoeEats. (In progress – staff working on Phase 2 enhancements).
- 2.3 By June 2015, increase business transactions available on the website. (In progress - Division Directors and Program Managers have been requested to review and identify transactions that could be web-based).
- 2.4 By June 2015, evaluate new technologies to enhance and facilitate field activities in each division. (Staff is participating on evaluation team for replacement software for Permits Plus).

Goal 3: Ensure a competent, diverse public health workforce

- 3.1 Develop leadership opportunities for staff through professional development and mentoring. (AHSO established a formal mentoring with WCHS staff which resulted in formal report on their increased knowledge, skills, and abilities).
- 3.2 By June 2013, ensure annual performance evaluations are conducted timely. (As of November 2012, AHS is at 100% and conducted timely; WIC is at 93% and are being conducted timely going forward).
- 3.3 By June 2013, increase the number of staff proficient in the use of technology. (Baseline needs to be conducted).

**Washoe County Health District
Air Quality Management Division
2012 – 2015 Strategic Plan**

S T R A T E G I C D I R E C T I O N

Vision Statement:
We are Leaders
In a Unified
Community
Committed to
Optimal Human and
Environmental
Health.

Mission Statement:
The Air Quality
Management
Division implements
clean air solutions
that protect the
quality of life for the
citizens of Reno,
Sparks, and Washoe
County through
community
partnerships along
with programs and
services such as air
monitoring,
permitting and
enforcement,
planning, and public
education.

- Organizational Values:**
- **Trustworthiness**
 - Appropriate allocation of resources
 - Spend prudently
 - Stewardship
 - **Professionalism**
 - Ethics
 - Education
 - Accountability
 - **Partner - Collaborate**
 - Be Flexible, Adapt
 - Be Accessible
 - Be Proactive
 - Innovate and Create

Goal 1: Assure Compliance with Air Quality Regulations.

Strategy 1: Encourage and reinforce compliance.

Strategy 2: Use enforcement as a tool to achieve compliance.

Strategy 3: Have an effective enforcement penalty structure.

Goal 2: Understand factors affecting air quality.

Strategy 1: Collect quality ambient air data.

Strategy 2: Analyze data and convert it to useful information.

Strategy 3: Research pollutants of concern.

Goal 3: Take action to maintain and improve air quality.

Strategy 1: Identify necessary control measures.

Strategy 2: Codify appropriate regulations and prepare federally required plans and reports.

Strategy 3: Permit regulated sources.

Strategy 4: Implement voluntary programs.

Goal 4: Increase public engagement, outreach, and the profile of Air Quality in Washoe County.

Strategy 1: Collaborate with partners and external organizations.

Strategy 2: Engage all staff in an outreach roles / responsibilities.

Strategy 3: Establish strong community support.

Strategy 4: Shape regional planning to benefit air quality.

Strategy 5: Encourage behavioral and lifestyle changes to maintain good air quality.

Goal 5: Maintain a high performing, good work environment.

Strategy 1: Evaluate/establish operational procedures, eliminate redundancies.

Strategy 2: Go Green – less paper/more digital; electric vehicle replacement program.

Strategy 3: Expand the use of technology in operations to increase efficiency.

Strategy 4: Provide and encourage professional development opportunities.

AQM STRATEGIC PLAN ACCOMPLISHMENTS AND PLANNED ACTIONS

Goal 1: Assure Compliance with Air Quality Regulations

1. Changed geographic assignments of inspectors to have a “fresh set of eyes” inspecting for compliance with permit conditions and worked to increase consistency of compliance determinations and enforcement actions.
2. Developed more comprehensive inspection and case file development procedures following review of guidance on EPA’s Office of Enforcement and Compliance Assurance State Review Framework program audit procedures that resulted in increased detail and documentation of inspections, complaints, and citations.
3. Update to “Fine Assessment Worksheet” in process.
4. Collected fine assessment policies and guidance documents from EPA and NDEP and reviewing for potential proposal of modifications to fine schedules.
5. Annual inspections of permitted facilities and semi-annual inspections of gas stations conducted.
6. Respond to complaints. See attachment A.
7. Issue warnings or citations as necessary in response to violations and to assure compliance.
8. Press Release prepared and distributed in August 2012 highlighting \$35,000 of penalties assessed for air quality violations in FY 2012, and penalty funds collected provided to the Washoe County School District.

Goal 2: Understand Factors Affecting Air Quality.

1. Continue to maintain and improve ambient air quality monitoring network.
 - a. Collected and certified data and submitted to EPA’s Air Quality System.
 - b. Developing additional equipment Standard Operating Procedures to supplement Quality Assurance Project Plan (QAPP).
 - c. Developed Annual Air Quality Trends Report.
 - d. Developed Annual Ambient Air Quality Monitoring Network Plan and submitted to EPA.
 - e. Purchased Air Vision data management and automation software and configuring for full utilization.
 - f. Have established broadband Internet connectivity with all stations but Incline.
 - g. Designed and relocated climate controlled filter weighing lab and mechanical repair room from Building A to Building B.

- h. Replaced Hi-Volume Filter based PM10 monitors with BAM1020 continuous PM10 monitors at Plumb-Kit, South Reno, and Toll monitoring stations to provide near real time data, and reduce filter collection and weighing labor requirements.
 - i. New TAPI 200EU trace level NOx analyzer installed at NCore Reno 3 site.
 - j. Replaced 12 year old Ozone analyzer at Incline site with new TAPI 400E analyzer.
 - k. Completed 1 year data comparison between FRM and FEM particulate data at Reno 3 and Sparks sites to ensure continuous BAM particulate data correlates well with the filter based FRM data collection being replaced.
 - l. Began automated calibration checks for equipment at NCore Reno 3 site to reduce labor demands (CO, Ozone, SO₂ and NO_y).
 - m. Received grant funding for and purchased E-Bam for mobile monitoring deployment during PM2.5 pollution episodes.
 - n. Purchased new meteorological instrumentation for installation at monitoring sites.
2. Converted collected ambient air quality data to Air Quality Index levels and reported daily AQI.
 3. Finalized research paper with Desert Research Institute (DRI) determining speciation of elevated PM2.5 levels which occurred during the winter of 2009-2010. Paper published November 2, 2012 in Atmos. Chem. Phys., 12, 10051–10064, 2012.
 4. Initiated mobile monitoring study with DRI to determine spatial distribution of elevated PM2.5 concentrations during wintertime inversions around the Sparks monitoring site. Report due by July 2013.
 5. 2011 Criteria Air Pollutants Emissions Inventory completed and adopted by District Board of Health October 2012.
 6. Conduct Residential Wood Use Survey and prepare report, spring 2013.

Goal 3: Take action to maintain and improve air quality.

1. PM2.5 Infrastructure State Implementation Plan (I-SIP) completed, adopted by DBOH and submitted through NDEP to EPA. EPA Approval and Partial Disapproval in October 2012.
2. NO₂ I-SIP prepared and to be presented to DBOH for adoption in January 2013 for submittal for approval by EPA.
3. Transportation Conformity SIP being prepared for presentation to DBOH for adoption in January 2013 for submittal for approval by EPA.
4. Complete SO₂ I-SIP and present for DBOH approval for submittal for approval by EPA summer of 2013.

5. Complete PM10 Redesignation request and present for DBOH approval for submittal for approval by EPA fall of 2013.
6. Present Onboard Refueling Vapor Recovery Phase II exemption regulations for fleets for adoption at December 2012 DHOH meeting.
7. Update woodstove regulations, September 2013.
8. Yellow and Red Burn Codes issued as necessary to reduce wood smoke emissions during wintertime fine particulate pollution events.
9. Prepare grant applications for EPA and DMV funding to support AQM operations. Applications prepared and submitted in March, June and September 2012.
10. Provide testimony and support for continuing implementation of annual vehicle smog check program during 2013 legislative session as necessary.
11. Revise regulations and SIP to eliminate wintertime Oxy-fuel program.
12. Process new permit applications and issue new permits and annual renewals. See Attachment A.

Goal 4: Increase public engagement, outreach, and the profile of Air Quality in Washoe County.

1. Developed and launched "Keep it Clean" AQM campaign, October 2012.
2. Developed and launched "Know the Code" Green-Yellow-Red Burn Code program with new Burn Code icons November 1, 2012. Icons being used on Channel 2 and 4 weather reports.
3. Published and distributed "Keep it Clean" air quality insert in November 1, 2012 Reno News and Review.
4. Purchased AQM trade show booth, September 2012.
5. Launched "Know the Code" radio and internet marketing campaign November 12, 2012.
6. Participate in monthly RTC Agency working group meetings for development of the 2035 Regional Transportation Plan, as well as on RTC Technical Advisory Committee, and RTC-NDOT Liaison Committee. Seek to institute planning options to reduce vehicle miles traveled and provide multi-modal transit options.
7. Participate in monthly Development Services forum meetings with development community representatives and hosted by Washoe County Community Development. Provided presentation on air quality activities November 2012.
8. Coordinate with Truckee Meadows Regional Planning Agency.
9. Participate in Regional Jobs Network.
10. Participate in Smoke Management meetings of federal and state land managers.
11. Participate in N. Nevada Section of the American Planning Association.
12. Participate in the Eastern Sierra Chapter of the Air and Waste Management Association.
13. Participate in NDOT "Connecting Nevada" Transportation Planning Project.

14. Participate in Nevada Advisory Committee on Control of Emissions from Motor Vehicles.
15. Participate in N. Nevada Bicycle Alliance, and Safe Routes to Schools.
16. Participate in TRPA Air Monitoring and Planning working group.
17. Membership and participate in greenUP!
18. Membership and participation in Local Governments for Sustainability (ICLEI).
19. Participate in the Regional Green Team including representatives from Reno, Sparks, Washoe County, UNR, TMCC, Reno-Tahoe Airport, Sparks Indian Colony, and RTC.
20. Participate in the Washoe County Green Team.
21. Participate in Chronic Disease Coalition Meetings.
22. Participate in Washoe County Economic Development working group.
23. Board of Directors representation on HomeFree Nevada and the EnergyFit Nevada Program.
24. Board of Directors representation on Keep Truckee Meadows Beautiful.
25. Provided funding for UNR Business Environmental Program Outreach, Education and Technical Assistance for Fleet Operations in Northern Nevada, July 1, 2012-June 30, 2013.
26. Provide information to the public through interviews and events.
 - a. Media interviews to provide information on air quality, air quality programs, or advisories.
 - b. Lectures and Presentations to classes and organizational meetings.
 - c. Tours of ambient air monitoring stations.
 - d. Informational booths/tables at events.
27. Promote electric vehicle (EV) use.
 - a. Participate in Nevada Electric Vehicle Infrastructure Readiness Task Force.
 - b. Purchased Nissan Leaf EV May 2012 for use as AQM pool vehicle and designed and applied EV promotional wrap.
 - c. Advertised and participated in National Plug in America Day event at Idlewild Park September, 2012.
 - d. Installed electric vehicle charging stations behind the Health District at the County complex, September 2012, for use by AQM and the public.
 - e. Secure extended range EV cargo van for use by the AQM monitoring program December 2012.

Goal 5: Maintain a high performing good work environment.

1. Relocated AQM Division from Building A to Building B, June 2011. Complete workspace furnishing modifications December 2012.
2. Filled open AQS positions within budget June and July 2012, while maintaining permitting engineer vacancy for budget savings.
3. Conduct annual evaluations and provide continuous coaching and feedback to staff.
4. Conduct regular Branch meetings and monthly Divisional staff meetings.
5. Procured new modeling computers in September 2012 to run MOVES and AIRMOD air quality models.
6. Evaluate current inspection schedules and whether frequency of inspections might be reduced for certain source types without significant impacts on air quality or public health. Transition to annual telephone contact for equipment updates and biennial inspection schedule for fuel burning equipment only permits.
7. Technical training and conference attendance provided for AQM staff as required or funding allows.
 - a. Annual MSHA and Asbestos and Visible Emissions training/certifications for AQM inspection staff.
 - b. AHERA Asbestos training completed for new permitting engineer.
 - c. Air and Waste Management Association Annual Conference, June 2012.
 - d. National Emissions Inventory Conference August. 2012.
 - e. National EPA Air Quality System Air Monitoring Conference, August 2012.
 - f. WESTAR/UNR Western Ozone Transport Conference, October 2012.
 - a. National Association of Clean Air Agencies Conference, October 2012.

COMPLAINTS	2012		2011		
	OCTOBER	YTD	OCTOBER	YTD	Annual Total
Asbestos	0	15	3	19	21
Burning	0	5	1	3	10
Construction Dust	2	30	4	52	59
Dust Control Permit	0	6	0	18	22
General Dust	3	39	0	0	0
Diesel Idling	0	7	0	2	3
Odor	7	14	2	17	17
Spray Painting	1	4	0	6	8
Permit to Operate	10	49	8	47	63
Wood Stove	1	15	0	2	7
TOTAL	24	184	19	148	210
NOV'S	OCTOBER	YTD	OCTOBER	YTD	Annual Total
Warnings	4	42	0	39	55
Citations	7	32	1	8	9
TOTAL	11	74	1	47	64

TYPE OF PERMIT	2012		2011	
	OCTOBER	YTD	OCTOBER	ANNUAL TOTAL
Renewal of Existing Permits	86	1151	79	1215
New Authorities to Construct	7	73	6	82
Dust Control Permits	10 (70 acres)	94 (1254 acres)	2 (2 acres)	89 (796 acres)
Wood Stove Certificates	25	266	27	259
WS Dealers Affidavit of Sales	25 (16 replacements)	87 (53 replacements)	8 (5 replacements)	107 (69 replacements)
WS Notice of Exemptions	625 (15 stoves removed)	6104 (75 stoves removed)	465 (9 stove removed)	5480 (51 stoves removed)
Asbestos Assessments and Asbestos Removal Notifications (NESHAP)	124	983	93	999

Community and Clinical Health Services Program Accomplishments 2012

Family Planning Program

- Program continues to see greater than two clients per hour, per practitioner (a greater than doubling since a program redesign in 2008). Clients seen remains level.
- Continued intermittent hourly staff to help sustain services and bridge gaps in program service levels.
- Awarded 4 year competitive grant.
- Completed the Title X Corrective Action for the Information & Education Committee review of existing and new educational materials.

Sexual Health Program

- Consistently provided HIV results to over 95% of newly diagnosed HIV positives while linking them to HIV care services.
- Transitioned from fiscal agent role with community organizations at the end of 2011
- Decreased testing of the "worried well" and increased testing to those naming risk factors.
- Maintained testing and services through Washoe County Detention Center yielding a high positivity rate and a mechanism for partner services, and HIV linkage to care services.
- Successfully transitioned between CDC reporting systems by establishing and maintaining an interdivisional team that responds to the constantly changing CDC reporting requirements.
- Provided capacity building for the Northern Nevada Outreach Team (NNOT), while continuing collaboration with community organizations to maintain a high level of prevention services and increase community capacity to provide those services.
- Continued integration of the HIV and STD programs into an integrated Sexual Health program to streamline services and maximize resources well before the CDC rolled out program integration recommendations.

Immunization Program

- Provided trainings on various topics including vaccine preventable diseases, immunizations, immunizations schedules, vaccine administration, vaccine storage and handling for healthcare providers, school nurses, clinical aides, childcare providers, UNR medical residents, UNR Orvis School of Nursing students, Carrington College nursing students, and community members.
- Weekly outreach, partnering with the Kids to Senior Korner (KSK) program.
- Collaborated with the Sexual Health Program to provide Twinrix (Hepatitis A & B vaccine) to inmates at Washoe County Detention Facility.
- Partnered with EPHP Division for a POD exercise involving the US Postal Service.

- Conducted 48 School Located Vaccination Clinics (SLVC), in partnership with the Washoe County School District, Nevada State Health Division and Immunize Nevada.
- Partnered with the EPHP Program on a Pertussis Outbreak.

Home Visiting Program for Maternal and Child Health

- Public Health Nurses (PHNs) exceeded home visit encounter expectations by 120-150%.
- Continued upward trend in all ten health objectives established for the very high risk population of women characterized by teen pregnancy, substance abuse and family violence (child maltreatment and domestic violence) served in the home environment, including:
 - A reduction or abstinence from use of tobacco and efforts to minimize or eliminate second hand smoke exposure for their children (93% in 2012)
 - Gaining an understanding of immunization requirements and where to access immunization services (96% in 2012)
 - Establishing a medical home and gaining an understanding of birth control methods along with where to access family planning services (97% in 2012)
- The Pregnancy Connection Program, which works improve access to early and adequate prenatal care, reported prenatal care access in Washoe County at 80.2% in 2011, an improvement from the 67% reported in 2010.
- Continued facilitation by program staff of quarterly Home Visitation Network meeting to ensure community needs are met without duplication of services.

Chronic Disease Prevention Program

- The Tobacco Control program targeted four high risk groups to be reached with comprehensive tobacco prevention strategies: Low socio-economic status, 18 – 24 year old individuals, Hispanics, same sex orientations. For 2011-2012, the reach of the campaign, which includes web hits, media, direct messaging to all target populations, was 150,000+, and one media campaign for cessation in English.
- Completion of a NACCHO ACHIEVE (Action Communities for Health, Innovation and Environmental Change) project :
 - Annually in 2010, 2011, 2012, community assessments were completed in five sectors to characterize policy, system and environmental factors.
 - Implementation of a Community Action Plan based on the assessment produced a Washoe County Food Plan, created a regional Food Policy Council, developed Wellness and Family Engagement Policies for child care and out-of-school time providers, and sustained a leadership team (CHART) to advise the program.
- Produced the fourth annual Obesity Forum drawing 150 participants to learn about obesity prevention and treatment strategies.
- Annually produce EpiNews for 800 health care providers on tobacco and obesity/overweight. Regularly produce press releases and talk to media promoting and educating about tobacco cessation, physical activity, good

nutrition and Health in All Policies. Sustain GetHealthyWashoe.org website for chronic disease prevention messaging.

- Produced four major proposals (not funded) for resource development in FY12.

Tuberculosis Prevention and Control Program

- The incidence of tuberculosis disease in the United States is declining and Washoe County follows this trend with a decline from 4 cases per 100,000 in 2006 to an average incidence rate of 2.43 over the past three years.
- Performance measures collected in accordance with the Centers for Disease Control (CDC) indicate:
 - Excellent performance in patient completion of therapy for cases of active disease at 100% for the past two years Consistently identification of contacts in 100% of cases
- Treat an average of 13-22 cases of TB annually, 100-120 clients with latent TB infection (LTBI), evaluated 61 suspected TB cases in FY12 until disease was ruled out, conduct contact investigations on every case and offer treatment to infected contacts.
- Reduced and improved testing of low risk individuals
 - The 2011 skin test positivity rate was 60.3% (three year average 67.6%) indicating targeted testing of high risk individuals.
 - Implemented use of Interferon-Gamma release assays using whole blood that aid in diagnosing Mycobacterium tuberculosis infection.
- Staff provided consults to health care providers on symptom identification for differential diagnosis that considers TB.
- Used Intermittent Hourly nurses to better meet variable caseload needs.
- Increased use of videophone technology for Direct Observed Therapy to reduce personnel time and mileage for daily medication observation.
- Implemented a new shorter regimen of treatment for LTBI and collect/submit data in a research partnership with the CDC on adverse effects.

Washoe County Health District
CCHS 2013 – 2014 Strategic Plan
 Revised 12.3.2012

S T R A T E G I C D I R E C T I O N

Vision Statement:
 We are Leaders
 In a Unified
 Community
 Committed to
 Optimal Human and
 Environmental
 Health.

Mission Statement:
 To protect and
 enhance the
 physical well being
 and quality of life
 for all citizens of
 Washoe County
 through providing
 health information,
 disease prevention,
 emergency
 preparedness, and
 environmental
 services.

- Organizational Values:**
- **Trustworthiness**
 - Appropriate allocation of resources
 - Spend prudently
 - Stewardship
 - **Professionalism**
 - Ethics
 - Education
 - Accountability
 - **Partner - Collaborate**
 - Be flexible, adapt
 - Be accessible
 - Be Proactive
 - Innovate and create



Goal 1: Improved health of Washoe County's populations

Strategy 1: Continue provision of clinical services, assuring community need is met.

Strategy 2: Support and develop public policy that positively impacts health outcomes.

Strategy 3: Collaborate and partner with community stakeholders to extend reach of services.

Strategy 4: Incorporate model practices into all programs.

Goal 2: Emerging public health needs in the community addressed

Strategy 1: Seek grants and new sources of funding and resources to support programs and services.

Strategy 2: Prepare and respond to the impact of Healthcare Reform.

Strategy 3: Conduct or participate in the assessment of the health of the population of Washoe County.

Strategy 4: Create programs or expand existing services to meet need identified in analysis of assessments.

Goal 3: CCHS will operate effectively and efficiently

Strategy 1: Explore costs and benefits of combining existing clinics.

Strategy 2: Increase the use of productivity measurements to improve.

Strategy 3: Utilize Performance Improvement processes to address challenges.

Strategy 4: Maximize the effective use of technology including social media.

Goal 4: CCHS employees will remain highly skilled and engaged

Strategy 1: Embrace a culture of "learning" emphasis, including working with students, staff training and skill attainment.

Strategy 2: Acknowledge and celebrate the "gift" of public service.

Strategy 3: All employees will have a plan for professional development.

CCHS Strategic Plan – Examples of Progress

Goal 1: Improved health of Washoe County's populations

Strategies –

1. Clinical services – continued provision of immunizations, sexual health services, family planning and tuberculosis services.
2. Continued policy work in the Chronic Disease program, addressing tobacco use, obesity/overweight, and physical activity.
3. Ongoing partnerships with Immunize Nevada for School Located Vaccination Clinics (SLVC), and other immunization clinics.
4. Ongoing – routinely incorporate model practices into programs – family planning, immunizations, sexual health, tuberculosis, etc.

Goal 2: Emerging public health needs in the community addressed

Strategies –

1. Chronic Disease program (CDPP) put forth four new grants in 2012; CCHS received two NACCHO grants.
2. Beginning discussions with DHO and CCHS management re: Healthcare Reform.
3. CDPP conducted annual ACHIEVE community assessment.
4. Immunization services meeting community need with SLVC efforts.

Goal 3: CCHS will operate effectively and efficiently

Strategies –

1. Exploring combining of family planning and sexual health clinics; programs now under one manager.
2. Productivity measures used to guide program direction, for staff evaluations and for reporting.
3. Quality planning and quality improvement processes routinely used to address challenges – from larger projects to smaller, rapid-cycle interventions that improve client or staff processes and satisfaction.
4. Began use of texting for contacting sexual health clients when no other options exist.

Goal 4: CCHS employees will remain highly skilled and engaged

Strategies –

1. Routinely provide learning experiences to UNR nursing, community health students and medical students/residents. Provide staff training on an ongoing basis, including the CCHS “Annual Training Day”, to assure that critical competencies are met.
2. Routinely acknowledge the hard work of staff, thanking them for their efforts, and encouraging even more.
3. Professional development plans are part of all staff evaluations.

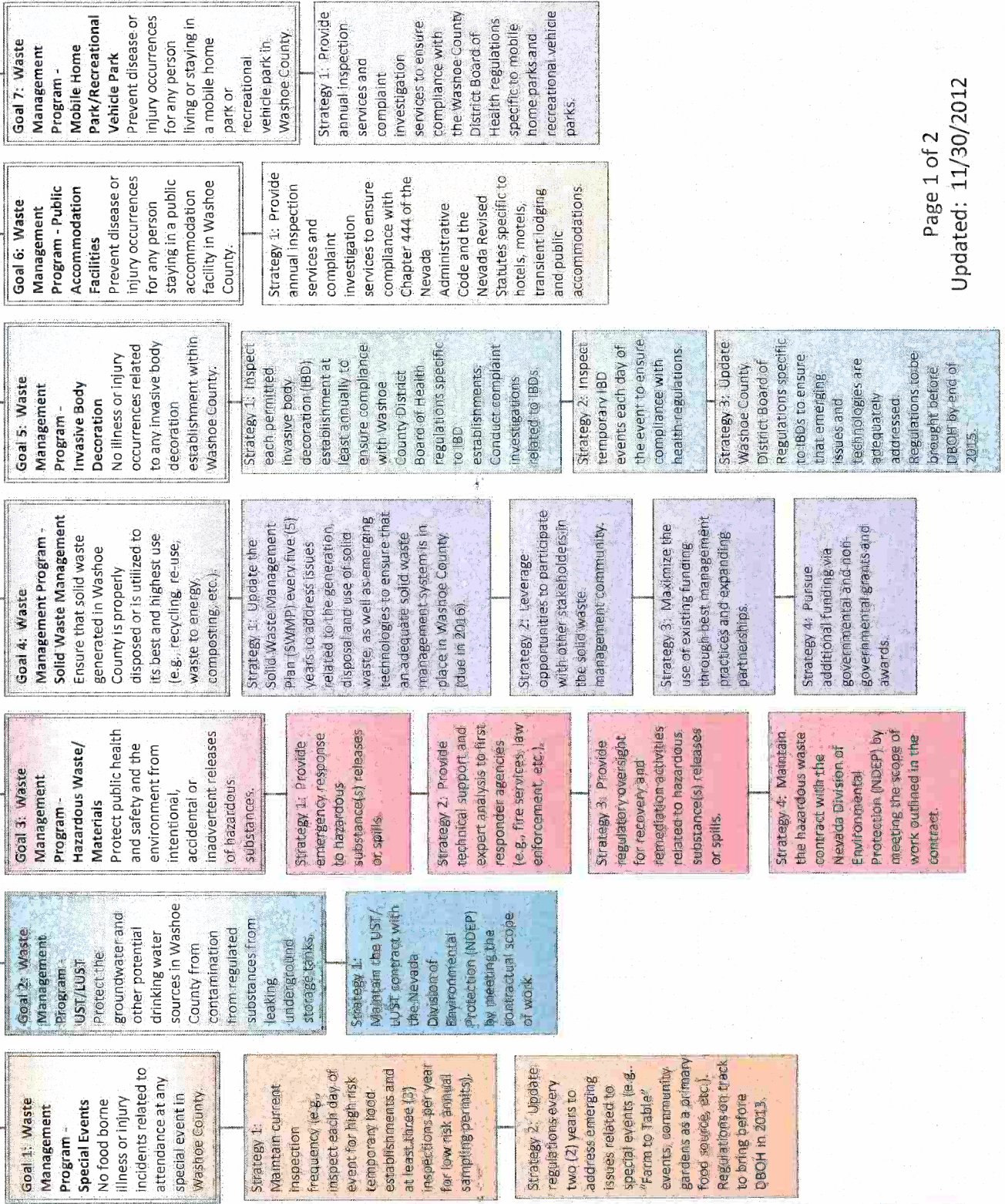
**Washoe County Health District
Environmental Health Services
2012-2015 Strategic Plan**

STRATEGIC DIRECTION

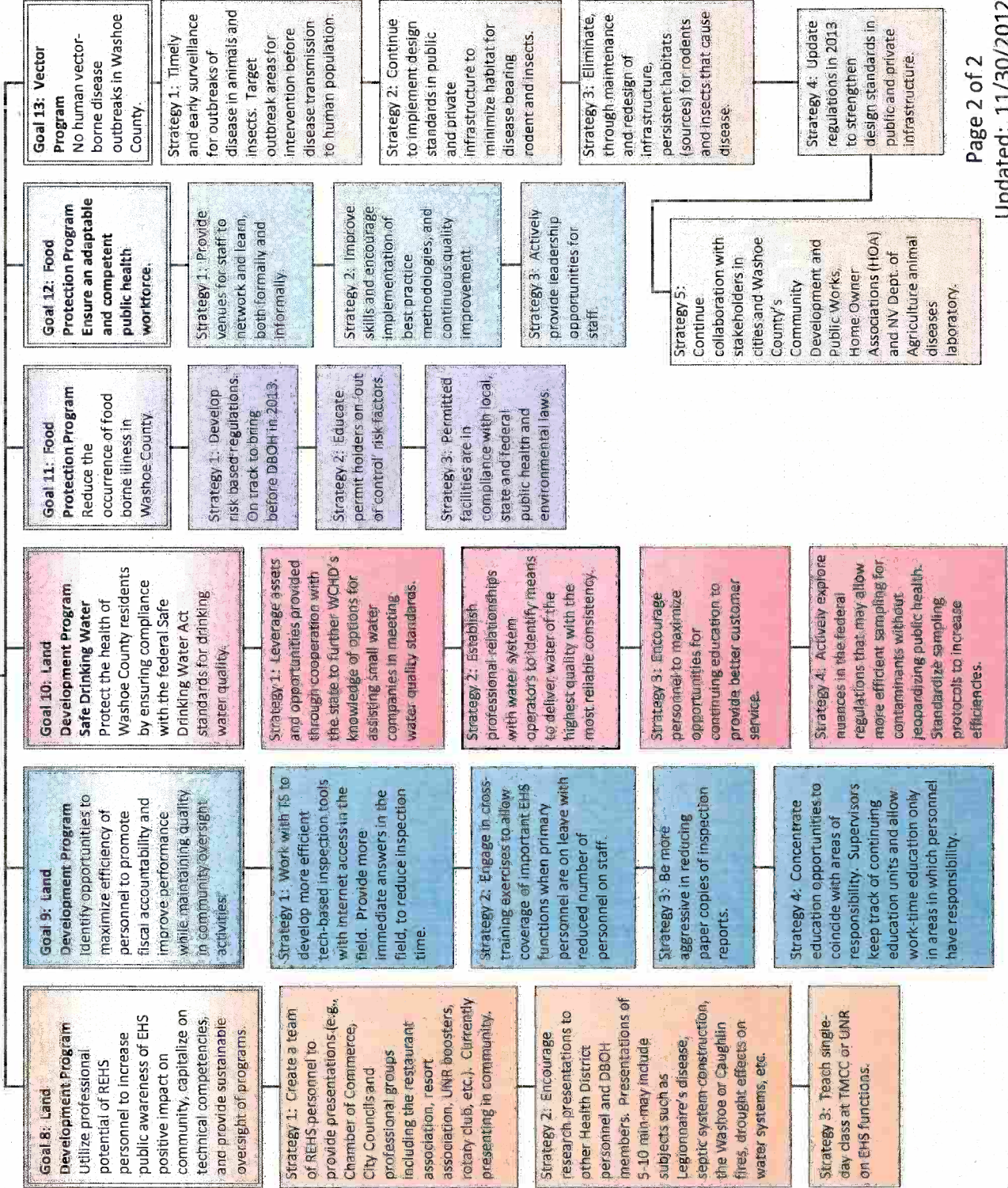
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Washoe County Health District Environmental Health Services 2012-2015 Strategic Plan



STRATEGIC DIRECTION

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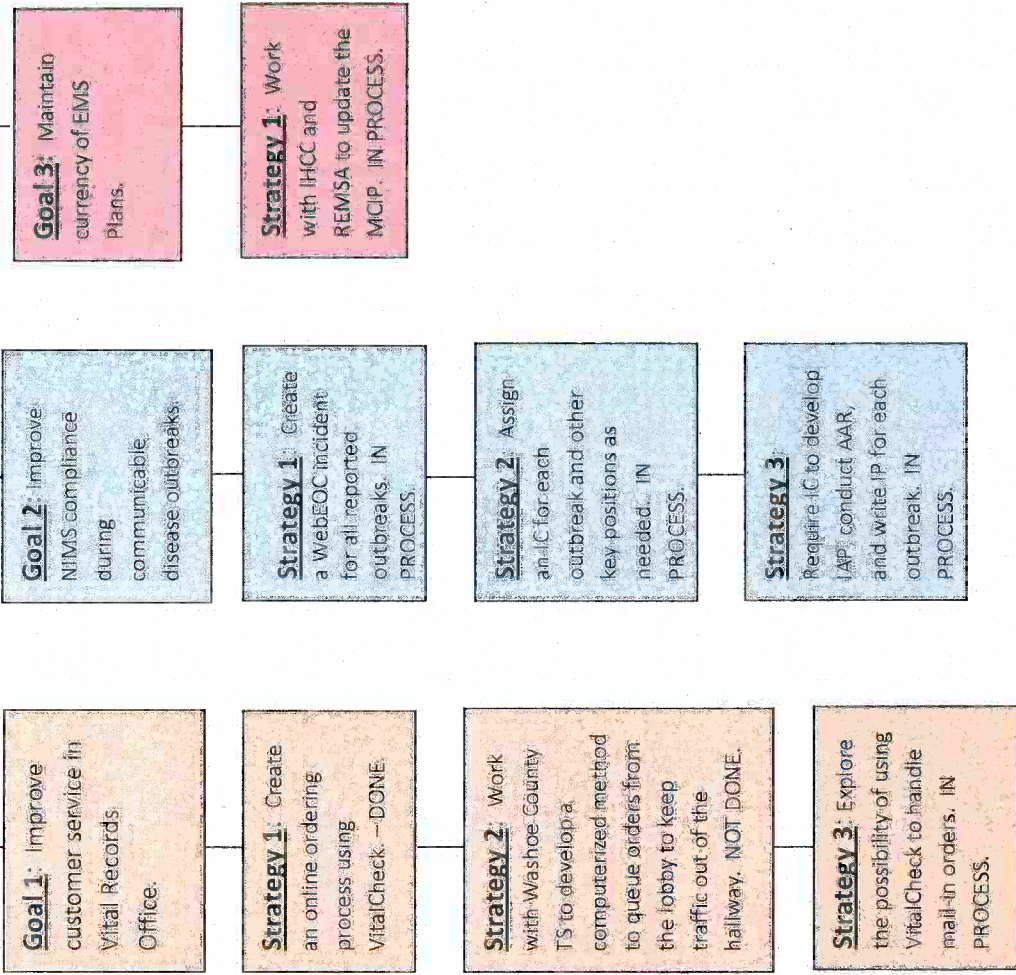
S T R A T E G I C D I R E C T I O N

Vision Statement:
 We are Leaders in a Unified Community Committed to Optimal Human and Environmental Health.

Mission Statement:
 To improve the health status of eligible pregnant and postpartum women, infants, and children up to age five by providing monthly supplemental nutritious foods, nutrition education, and referrals.

- Organizational Values:**
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**Washoe County Health District
 Epidemiology and Public Health Preparedness
 2012 - 2013 Strategic Plan**



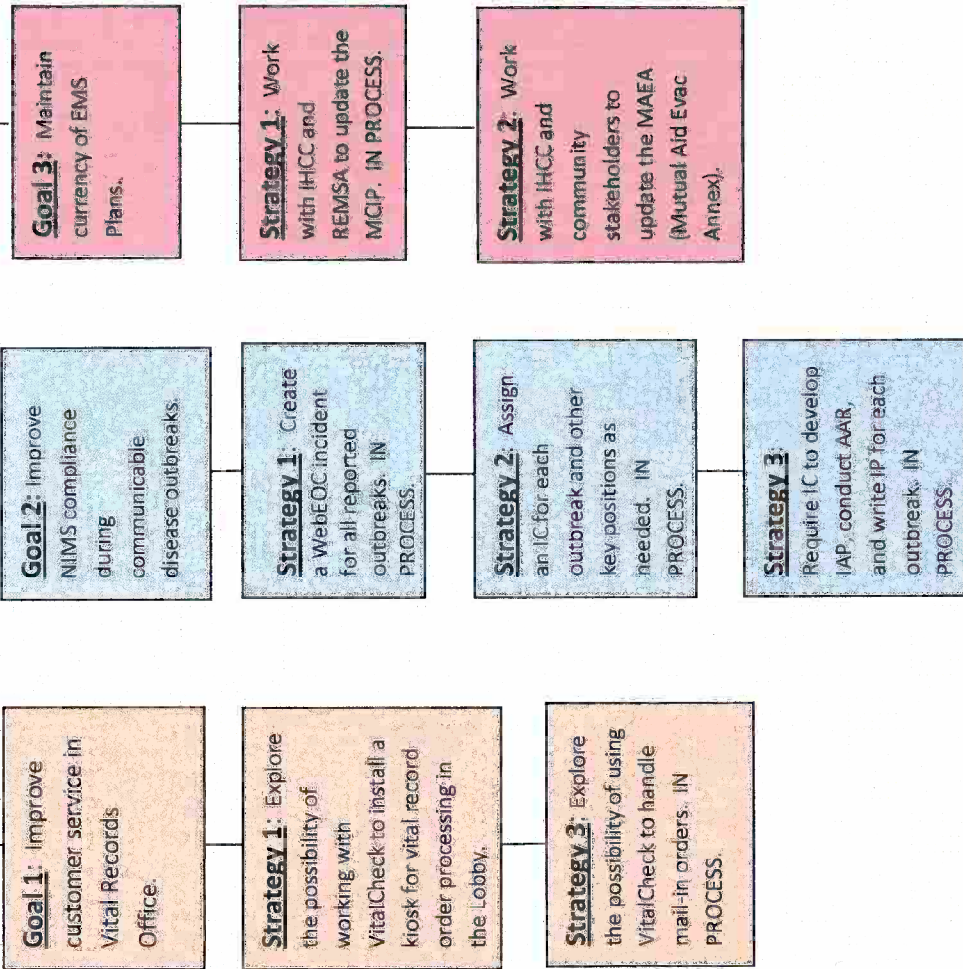
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**Washoe County Health District
 Epidemiology and Public Health Preparedness
 2013 – 2014 Strategic Plan**





Washoe County Health District



Public Health
Prevent. Promote. Protect.

December 10, 2012

To: Members District Board of Health

From: Eileen Stickney

Subject: Public Health Fund Revenue and Expenditure Report for November 2012 Agenda Item No. -

Recommendation

Staff recommends that the District Board of Health accept the attached report of revenues and expenditures for the Health Fund for November 2012 of fiscal year 13.

Background

The attached reports are for the accounting period 5/13 and the percentages should approximate 42% of the year. The total revenues and expenditures for the current year (FY13) compared to last year (FY12) are as follows:

Nov 2012	FY13 – REV	FY12 – REV	FY13 – EXP	FY12 – EXP
Transfer	8%	8%		
AHS	33%	38%	41%	35%
AQM	21%	35%	36%	34%
CCHS	29%	24%	38%	35%
EHS	35%	39%	37%	40%
EPHP	45%	35%	41%	36%
TOTAL	31%	30%	34%	35%

The Environmental Oversight Account for November is \$108,297.88.

I would be happy to answer any questions of the Board during the meeting or you may contact me directly at 328-2417.

Eileen Stickney
Administrative Health Services Officer

Enclosure

Washoe County Health District
REVENUE
Periods 1-5, FY13

Accounts	2013 Plan	2013 Actuals	Balance	Act%	2012 Plan	2012 Actual	Balance	Act%
422503 Environmental Permits	51,500.00-	21,406.00-	30,094.00-	42	46,900.00-	18,330.00-	28,570.00-	39
422504 Pool Permits	68,000.00-	11,304.00-	56,696.00-	17	63,000.00-	10,495.85-	52,504.15-	17
422505 RV Permits	10,500.00-	4,750.00-	5,750.00-	45	9,700.00-	3,872.00-	5,828.00-	40
422507 Food Service Permits	369,000.00-	154,948.00-	214,052.00-	42	342,000.00-	125,827.00-	216,173.00-	37
422508 Wat Well Const Perm	20,000.00-	11,371.00-	8,629.00-	57	27,000.00-	5,888.00-	21,112.00-	22
422509 Water Company Permits	2,500.00-	749.00-	1,751.00-	30	3,500.00-	702.00-	2,798.00-	20
422510 Air Pollution Permits	448,037.00-	176,625.50-	271,411.50-	39	370,485.00-	111,479.75-	259,005.25-	30
422511 SDS Permits	49,000.00-	23,242.00-	25,758.00-	47	47,000.00-	26,603.00-	20,397.00-	57
422513 Special Event Permits	79,000.00-	38,087.00-	40,913.00-	48	74,000.00-	40,307.00-	33,693.00-	54
422514 Initial Applic Fee	27,000.00-	11,912.00-	15,088.00-	44	25,000.00-	9,155.00-	15,845.00-	37
* Licenses and Permits	1,124,537.00-	454,394.50-	670,142.50-	40	1,008,585.00-	352,659.60-	655,925.40-	35
431100 Federal Grants	5,494,407.51-	1,539,344.70-	3,955,062.81-	28	6,249,019.10-	1,626,397.21-	4,622,621.89-	26
431105 Federal Grants - Indirect	76,068.00-	28,158.90-	47,909.10-	37	38,708.00-	45,082.56-	6,374.56	116
432100 State Grants	99,857.00-	25,489.97-	74,367.03-	26	458,327.00-	258,082.64-	200,244.36-	56
432310 Tire Fee NRS 444A.090	418,766.00-	115,359.18-	303,406.82-	28	452,000.00-	222,991.65-	229,008.35-	49
432311 Pol Ctrf 455B.830	300,000.00-	79,864.00-	220,136.00-	27	297,006.07-	162,600.00-	134,406.07-	55
* Intergovernmental	6,389,098.51-	1,788,216.75-	4,600,881.76-	28	7,495,060.17-	2,315,154.06-	5,179,906.11-	31
460500 Other Immunizations	89,000.00-	29,531.00-	59,469.00-	33	89,000.00-	34,536.73-	54,463.27-	39
460501 Medicaid Clinical Services	36,200.00-	44.46	36,244.46-	0	40,300.00-	12,642.19-	27,657.81-	31
460503 Childhood Immunizations	30,000.00-	8,780.00-	21,220.00-	29	59,000.00-	14,540.54-	44,459.46-	25
460508 Tuberculosis	4,100.00-	2,140.18-	1,959.82-	52	6,250.00-	1,582.15-	4,667.85-	25
460510 IT Overlay	113,400.00-	49,712.00-	63,688.00-	44	96,800.00-	36,243.00-	60,557.00-	37
460511 Birth and Death Certificates	400,000.00-	189,419.00-	210,581.00-	47	280,000.00-	179,296.00-	100,704.00-	64
460512 Duplication Service Fees		237.78-	237.78			14.70-	14.70	
460513 Other Health Service Charges	2,700.00-	2,211.00-	489.00-	82	2,700.00-	676.50-	2,023.50-	25
460514 Food Service Certification	13,900.00-	7,005.00-	6,895.00-	50	9,000.00-	7,889.00-	1,111.00-	88
460515 Medicare Reimbursement					300.00-		300.00-	
460516 Pgm Inc-3rd Prty Rec	2,250.00-	2,416.00-	2,250.00-	35	4,750.00-	8,752.83-	4,002.83	184
460517 Influenza Immunization	7,000.00-	9,381.90-	4,584.00-	41	7,000.00-	2,883.00-	4,117.00-	41
460518 STD Fees	23,000.00-	13,618.10-	13,618.10-	41	28,000.00-	9,495.43-	18,504.57-	34
460520 Eng Serv Health	44,000.00-	13,935.00-	30,065.00-	32	42,000.00-	13,898.00-	28,102.00-	33
460521 Plan Review - Pools & Spas	2,500.00-	530.00-	1,970.00-	21	2,500.00-	2,288.00-	232.00-	91
460523 Plan Review - Food Services	17,000.00-	10,525.00-	6,475.00-	62	17,000.00-	7,350.00-	9,650.00-	43
460524 Family Planning	44,000.00-	12,648.23-	31,351.77-	29	44,000.00-	12,775.21-	31,224.79-	29
460525 Plan Review - Vector	30,000.00-	17,293.00-	12,707.00-	58	24,000.00-	12,048.00-	11,952.00-	50
460526 Plan Review-Air Quality	40,000.00-	15,227.00-	24,773.00-	38	25,000.00-	14,163.00-	10,837.00-	57
460527 NOE-AQM	100,000.00-	42,744.00-	57,256.00-	43	76,000.00-	39,925.00-	36,075.00-	53
460528 NESHAP-AQM	84,000.00-	24,780.00-	59,220.00-	30	66,000.00-	29,472.00-	36,528.00-	45
460529 Assessments-AQM	41,000.00-	19,925.00-	21,075.00-	49	28,000.00-	13,314.00-	14,686.00-	48
460530 Inspector Registr-AQ	2,600.00-	2,838.00-	238.00	109	3,115.00-	2,670.00-	445.00-	86
460531 Dust Plan-Air Quality	95,000.00-	40,768.00-	54,232.00-	43	165,000.00-	37,560.00-	127,440.00-	23
460532 Plan Rvw Hotel/Motel		322.00-	322.00					
460533 Quick Start						87.00-	87.00	
460534 Child Care Inspection	8,500.00-	3,616.00-	4,884.00-	43	8,000.00-	3,588.00-	4,412.00-	45
460535 Pub Accomod Inspectn	17,300.00-	6,561.00-	10,739.00-	38	16,000.00-	6,238.00-	9,762.00-	39
460570 Education Revenue	5,700.00-	825.77-	4,874.23-	14	13,400.00-	3,521.00-	9,879.00-	26
* Charges for Services	1,253,150.00-	513,327.40-	739,822.60-	41	1,153,115.00-	507,429.28-	645,685.72-	44
484050 Donations Federal Pgm Income	41,934.00-	17,322.10-	24,611.90-	41	41,450.00-	19,011.95-	22,438.05-	46

Washoe County Health District

REVENUE

Periods 1-5, FY13

Accounts	2013 Plan	2013 Actuals	Balance	Act%	2012 Plan	2012 Actual	Balance	Act%
484195 Non-Gov'tl Grants					5,000.00-		5,000.00-	
485100 Reimbursements		135.00-	135.00			150.00-	150.00	
485121 Jury Reimbursements		42.45-	42.45					
485300 Other Misc Govt Rev	41,934.00-	17,499.55-	24,434.45-	42	805,650.00-	1,253.80-	804,396.20-	0
* Miscellaneous	8,808,719.51-	2,773,438.20-	6,035,281.31-	31	852,100.00-	20,415.75-	831,684.25-	2
** Revenue					10,508,860.17-	3,195,668.69-	7,313,201.48-	30

Washoe County Health District
EXPENSES
Periods 1-5, FY13

Accounts	2013 Plan	2013 Actuals	Balance	Act%	2012 Plan	2012 Actual	Balance	Act%
701110 Base Salaries	9,412,433.37	3,640,431.81	5,772,001.56	39	9,478,553.73	3,623,265.36	5,855,288.37	38
701120 Part Time	527,508.89	218,570.64	308,938.25	41	542,290.09	226,805.39	315,484.70	42
701130 Pooled Positions	441,368.86	174,268.86	267,089.99	39	425,879.50	151,617.65	274,261.85	36
701140 Holiday Work	1,450.00	1,296.51	153.49	89	1,200.00	2,355.74	1,155.74	196
701200 Incentive Longevity	161,762.00	494.22	161,267.78	0	162,380.00	1,474.60	160,905.40	1
701300 Overtime	50,825.11	22,302.99	28,522.12	44	57,406.25	21,629.64	35,776.61	38
701403 Shift Differential		24.57	24.57					
701406 Standby Pay						5,427.32	5,427.32	
701408 Call Back	1,000.00	545.41	454.59	55	3,000.00	376.24	2,623.76	13
701412 Salary Adjustment	40,388.54		40,388.54		101,818.78		101,818.78	
701413 Vac Payoff/Sick Pay-Term		27,908.45	27,908.45			98,236.41	98,236.41	
701415 Physical Fitness Pay		16.84	16.84					
701417 Comp Time		17,487.45	17,487.45					
701419 Comp Time - Transfer		9,723.83	9,723.83			13,896.47	13,896.47	
701500 Merit Awards					92,818.62		92,818.62	
* Salaries and Wages	10,636,736.77	4,113,089.14	6,523,647.63	39	10,679,709.73	4,145,084.82	6,534,624.91	39
705110 Group Insurance	1,443,538.10	564,534.46	879,003.64	39	1,489,390.16	568,021.74	921,368.42	38
705199 Lab Cost Sav-Benef						2,107.00	2,107.00	
705210 Retirement	2,388,527.05	914,133.75	1,474,393.30	38	2,386,170.12	904,840.59	1,461,329.53	38
705215 Retirement Calculation					355,282.00	4,667.24	350,614.76	1
705230 Medicare April 1986	137,846.64	55,327.49	82,519.15	40	137,288.33	54,535.85	82,752.48	40
705320 Workmens Comp	63,932.41	26,638.60	37,293.81	42	63,088.76	32,229.05	30,859.71	51
705330 Unemploy Comp	15,533.45	15,533.45	15,533.45	100	14,892.40		14,892.40	
705360 Benefit Adjustment	10,656.00		10,656.00		11,708.00		11,708.00	
* Employee Benefits	4,060,033.65	1,576,167.75	2,483,865.90	39	4,437,819.77	1,562,187.47	2,875,632.30	35
710100 Professional Services	757,831.38	177,226.64	580,604.74	23	1,126,661.42	56,407.59	1,070,253.83	5
710105 Medical Services	9,264.00	1,565.50	7,698.50	17	8,914.00	757.00	8,157.00	8
710108 MD Consultants	46,900.00	17,137.50	29,762.50	37	60,900.00	15,237.50	45,662.50	25
710110 Contracted/Temp Services	68,500.00	9,038.42	59,461.58	13	89,365.00	10,237.00	79,128.00	11
710119 Subrecipient Payments					186,242.00	52,338.98	133,903.02	28
710200 Service Contract	105,243.00	36,727.75	68,515.25	35	69,433.00	52,047.85	17,385.15	75
710205 Repairs and Maintenance	20,541.91	2,537.53	18,004.38	12	19,940.00	2,250.80	17,689.20	11
710210 Software Maintenance	16,200.00	13,920.00	2,280.00	86	12,000.00	9,000.00	3,000.00	75
710300 Operating Supplies	130,502.55	56,128.66	74,373.89	43	158,652.00	58,361.77	100,290.23	37
710302 Small Tools & Allow	3,685.00		3,685.00		1,685.00		1,685.00	
710308 Animal Supplies	2,000.00	343.91	1,656.09	17	2,000.00	323.75	1,676.25	16
710319 Chemical Supplies	231,950.00	232,079.07	129.07	100	281,950.00	265,391.74	16,558.26	94
710325 Signs and Markers						1,336.50	1,336.50	
710334 Copy Machine Expense	28,166.89	8,798.66	19,368.23	31	29,324.89	8,607.25	20,717.64	29
710350 Office Supplies	39,970.01	13,243.39	26,726.62	33	44,277.01	15,278.45	28,998.56	35
710355 Books and Subscriptions	7,359.00	1,904.20	5,454.80	26	7,684.00	3,353.76	4,330.24	44
710360 Postage	21,360.00	6,971.40	14,388.60	33	21,085.00	7,198.53	13,886.47	34
710361 Express and Courier	610.75	356.53	254.22	58	780.00	88.38	691.62	11
710391 Fuel & Lube	100.00		100.00		100.00		100.00	
710500 Other Expense	42,473.51	9,974.44	32,499.07	23	28,331.31	6,435.09	21,896.22	23
710502 Printing	28,155.00	4,977.14	23,177.86	18	17,557.00	3,988.93	13,568.07	23
710503 Licenses & Permits	8,870.00	3,447.39	5,422.61	39	8,540.00	2,181.00	6,359.00	26
710505 Rental Equipment	3,324.00	792.00	2,532.00	24	2,300.00	650.00	1,650.00	28

Washoe County Health District
EXPENSES
Periods 1-5, FY13

Accounts	2013 Plan	2013 Actuals	Balance	Act%	2012 Plan	2012 Actual	Balance	Act%
710506 Dept Insurance Deductible		302.58	302.58-			150.00	150.00-	
710507 Network and Data Lines	6,240.00	4,216.01	2,023.99	68	5,960.00	4,674.98	1,285.02	78
710508 Telephone Land Lines	45,215.00	15,472.02	29,742.98	34	46,189.00	15,577.12	30,611.88	34
710509 Seminars and Meetings	32,070.00	9,390.50	22,679.50	29	33,040.00	10,811.00	22,229.00	33
710512 Auto Expense	19,368.00	5,815.82	13,552.18	30	23,268.00	5,701.47	17,566.53	25
710514 Regulatory Assessments	11,920.00	5,960.00	5,960.00	50				
710519 Cellular Phone	18,290.00	5,048.43	13,241.57	28	17,240.00	5,314.22	11,925.78	31
710529 Dues	11,576.00	5,136.00	6,440.00	44	6,886.00	2,604.00	4,282.00	38
710535 Credit Card Fees	11,455.00	4,744.86	6,710.14	41	10,495.00	3,972.71	6,522.29	38
710546 Advertising	44,728.86	39,623.71	5,105.15	89	42,465.52	31,766.09	10,699.43	75
710551 Cash Discounts Lost		19.95	19.95-			19.38	19.38-	
710552 Moving Costs						1,046.14	1,046.14-	
710577 Uniforms & Special Clothing	3,000.00	1,247.97	1,752.03	42	3,150.00		3,150.00	
710585 Undesignated Budget	21,769.00		21,769.00		923,058.00		923,058.00	
710600 LT Lease-Office Space	113,439.00	47,487.20	65,951.80	42	113,439.00	56,062.69	57,376.31	49
710703 Biologicals	249,583.98	84,297.22	165,286.76	34	242,794.79	49,353.25	193,441.54	20
710714 Referral Services	9,040.00	9,040.00	9,040.00		9,040.00		9,040.00	
710721 Outpatient	110,399.15	29,119.62	81,279.53	26	97,399.00	13,849.32	83,549.68	14
710872 Food Purchases	9,100.00	1,908.34	7,191.66	21	3,726.00	206.24	3,519.76	6
711010 Utilities	2,880.00		2,880.00		3,483.00		3,483.00	
711100 ESD Asset Management	17,040.00	6,936.00	10,104.00	41	17,160.00	7,618.00	9,542.00	44
711113 Equip Srv Replace	25,938.64	11,241.49	14,697.15	43	44,139.00	19,309.90	24,829.10	44
711114 Equip Srv O & M	42,163.13	19,247.21	22,915.92	46	57,849.02	20,104.67	37,744.35	35
711115 Equip Srv Motor Pool	16,741.00		16,741.00			5,778.64	5,778.64-	
711117 ESD Fuel Charge	51,253.35	26,261.03	24,992.32	51	48,768.76	25,019.80	23,748.96	51
711119 Prop & Liab Billings	80,283.41	33,451.40	46,832.01	42	77,036.32	32,098.45	44,937.87	42
711210 Travel	184,372.25	28,192.05	156,180.20	15	163,845.00	23,004.88	140,840.12	14
711300 Cash Over Short						3.00-	3.00-	
711400 Overhead - General Fund	2,553,372.00		2,553,372.00					
711502 Build Imp nonCapital						127.00	127.00-	
711504, Equipment nonCapital	104,441.08	83,371.75	21,069.33	80	66,984.98	74,119.02	7,134.04-	111
* Services and Supplies	5,368,685.85	1,065,661.29	4,303,024.56	20	4,235,138.02	979,757.84	3,255,380.18	23
781004 Equipment Capital	364,770.01	96,589.40	268,180.61	26	529,183.12	262,214.75	266,968.37	50
* Capital Outlay	364,770.01	96,589.40	268,180.61	26	529,183.12	262,214.75	266,968.37	50
** Expenses	20,430,226.28	6,851,507.58	13,578,718.70	34	19,881,850.64	6,949,244.88	12,932,605.76	35
621001 Transfer From General	8,623,891.00-	718,658.00-	7,905,233.00-	8	7,250,850.00-	604,238.00-	6,646,612.00-	8
* Transfers In	8,623,891.00-	718,658.00-	7,905,233.00-	8	7,250,850.00-	604,238.00-	6,646,612.00-	8
** Other Financing Src/Use	8,623,891.00-	718,658.00-	7,905,233.00-	8	7,250,850.00-	604,238.00-	6,646,612.00-	8
*** Total	2,997,615.77	3,359,411.38	361,795.61-	112	2,122,140.47	3,149,348.19	1,027,207.72-	148

Washoe County Health District
 Administrative Health Services
 Periods 1-5, FY13

Accounts	2013 Plan	2013 Actuals	Balance	Act%	2012 Plan	2012 Actual	Balance	Act%
431100 Federal Grants	1,109,658.25-	367,758.45-	741,899.80-	33	1,191,109.00-	420,498.75-	770,610.25-	35
* 431105 Federal Grants - Indirect						28,103.25-	28,103.25	
* Intergovernmental	1,109,658.25-	367,758.45-	741,899.80-	33	1,191,109.00-	448,602.00-	742,507.00-	38
460511 Birth and Death Certificates		5.00-	5.00			8.00-	310.00-	
460512 Duplication Service Fees		5.00-	5.00			302.00	8.00	
* Charges for Services								
** Revenue								
701110 Base Salaries	1,109,658.25-	367,763.45-	741,894.80-	33	1,191,109.00-	448,300.00-	742,809.00-	38
701130 Pooled Positions	1,587,759.85	643,579.07	944,180.78	41	1,600,778.33	648,773.75	952,004.58	41
701200 Incentive Longevity	5,000.00	7,784.85	2,784.85-	156	24,125.42	7,850.13	16,275.29	33
701300 Overtime	30,755.00	57.70	30,697.30	0	30,500.00	490.38	30,009.62	2
701412 Salary Adjustment	1,200.00	1,008.57	191.43	84	2,000.00	930.15	1,069.85	47
701413 Vac Payoff/Sick Pay-Term	10,554.54		10,554.54		58,579.12		58,579.12	
701417 Comp Time		3,173.40	3,173.40-			388.28	388.28-	
* Salaries and Wages	1,635,269.39	18.92	18.92-			0.48	0.48-	
705110 Group Insurance	254,302.59	655,622.51	979,646.88	40	1,715,982.87	658,433.17	1,057,549.70	38
705199 Lab Cost Sav-Benef		101,792.61	152,509.98	40	261,042.78	106,176.35	154,866.43	41
705210 Retirement	384,397.43	152,821.17	231,576.26	40	385,686.97	152,478.33	233,208.64	40
705215 Retirement Calculation								
705230 Medicare April 1986	22,639.74	9,066.89	13,572.85	40	355,282.00	9,133.12	13,738.96	40
705320 Workmens Comp	11,339.00	4,724.60	6,614.40	42	11,830.05	4,929.20	6,900.85	42
705330 Unemply Comp	2,755.00	2,755.00		100	2,794.50		2,794.50	
* Employee Benefits	675,433.76	271,160.27	404,273.49	40	1,039,508.38	272,290.60	767,217.78	26
710100 Professional Services	1,500.00	24,513.98	23,013.98-	1,634	1,500.00	210.00	1,290.00	14
710105 Medical Services	350.00	26.00	324.00	7	350.00		350.00	
710200 Service Contract	1,500.00		1,500.00		1,500.00	2.45	1,497.55	0
710205 Repairs and Maintenance	400.00	80.00	320.00	20	400.00	34.00	366.00	9
710300 Operating Supplies	9,100.00	2,739.93	6,360.07	30	17,251.00	15,834.93	14,160.07	92
710334 Copy Machine Expense	4,500.00	1,922.13	2,577.87	43	5,500.00	2,413.60	3,086.40	44
710350 Office Supplies	8,500.00	4,060.79	4,439.21	48	11,700.00	6,224.62	5,475.38	53
710355 Books and Subscriptions	1,000.00	383.44	616.56	38	1,000.00	787.00	213.00	79
710360 Postage	1,125.00	404.48	720.52	36	1,125.00	285.16	839.84	25
710361 Express and Courier	100.00	35.22	64.78	35	100.00		100.00	
710500 Other Expense	1,600.00	461.95	1,138.05	29	1,600.00	448.30	1,151.70	28
710502 Printing	2,050.00	313.88	1,736.12	15	2,050.00	562.01	1,487.99	27
710503 Licenses & Permits	2,340.00	446.00	1,894.00	19	2,340.00	1,851.00	489.00	79
710507 Network and Data Lines	630.00	154.21	475.79	24	630.00	159.96	470.04	25
710508 Telephone Land Lines	10,080.00	3,258.65	6,821.35	32	11,080.00	3,262.28	7,817.72	29
710509 Seminars and Meetings	5,300.00	1,578.50	3,721.50	30	5,900.00	1,656.00	4,244.00	28
710512 Auto Expense	2,900.00	1,162.90	1,737.10	40	2,900.00	1,183.97	1,716.03	41
710519 Cellular Phone	1,470.00	671.88	798.12	46	1,470.00	967.56	502.44	66
710529 Dues	2,850.00	2,905.00	55.00-	102	2,850.00	1,240.00	1,610.00	44
710546 Advertising	150.00		150.00		150.00		150.00	
710552 Moving Costs						1,046.14	1,046.14-	
710600 LT Lease-Office Space	71,788.00	30,637.20	41,150.80	43	71,788.00	35,842.69	35,945.31	50
710872 Food Purchases	150.00		150.00		150.00		150.00	

Washoe County Health District
Administrative Health Services
Periods 1-5, FY13

Accounts	2013 Plan	2013 Actuals	Balance	Act%	2012 Plan	2012 Actual	Balance	Act%
711010 Utilities	1,000.00		1,000.00		1,000.00		1,000.00	
711100 ESD Asset Management					312.00	130.00	182.00	42
711114 Equip Srv O & M					767.04	306.90	460.14	40
711115 Equip Srv Motor Pool						50.00	50.00	
711117 ESD Fuel Charge					557.28	337.73	219.55	61
711119 Prop & Liab Billings	14,239.00	5,932.95	8,306.05	42	14,500.35	6,041.80	8,458.55	42
711210 Travel	13,500.00	2,622.33	10,877.67	19	13,500.00	2,839.76	10,660.24	21
711300 Cash Over Short						3.00	3.00	
711504 Equipment nonCapital	1,500.00	2,765.05	1,265.05	184	1,500.00	22,896.58	21,396.58	1,526
* Services and Supplies	159,622.00	87,076.47	72,545.53	55	175,470.67	106,611.44	68,859.23	61
** Expenses	2,470,325.15	1,013,859.25	1,456,465.90	41	2,930,961.92	1,037,335.21	1,893,626.71	35
*** Total	1,360,666.90	646,095.80	714,571.10	47	1,739,852.92	589,035.21	1,150,817.71	34

Washoe County Health District
Air Quality Management
Periods 1-5, FY13

Accounts	2013 Plan	2013 Actuals	Balance	Act%	2012 Plan	2012 Actual	Balance	Act%
422510 Air Pollution Permits	448,037.00-	176,625.50-	271,411.50-	39	370,485.00-	111,479.75-	259,005.25-	30
* Licenses and Permits	448,037.00-	176,625.50-	271,411.50-	39	370,485.00-	111,479.75-	259,005.25-	30
431100 Federal Grants	912,531.00-	22,643.00-	889,888.00-	2	863,531.00-	97,408.93-	766,122.07-	11
431105 Federal Grants - Indirect	30,224.00-		30,224.00-			4,324.07-	4,324.07	
432100 State Grants								
432311 Pol Ctrl 455B.830	300,000.00-	79,864.00-	220,136.00-	27	230,000.00-	230,000.00-	134,406.07-	100
* Intergovernmental	1,242,755.00-	102,507.00-	1,140,248.00-	8	297,006.07-	162,600.00-	896,204.07-	55
460526 Plan Review-Air Quality	40,000.00-	15,227.00-	24,773.00-	38	1,390,537.07-	494,333.00-	896,204.07-	36
460527 NOE-AQM	100,000.00-	42,744.00-	57,256.00-	43	25,000.00-	14,163.00-	10,837.00-	57
460528 NESHAP-AQM	84,000.00-	24,780.00-	59,220.00-	30	76,000.00-	39,925.00-	36,075.00-	53
460529 Assessments-AQM	41,000.00-	19,925.00-	21,075.00-	49	66,000.00-	29,472.00-	36,528.00-	45
460530 Inspector Registr-AQ	2,600.00-	2,838.00-	238.00-	109	28,000.00-	13,314.00-	14,686.00-	48
460531 Dust Plan-Air Quality	95,000.00-	40,768.00-	54,232.00-	43	3,115.00-	2,670.00-	445.00-	86
* Charges for Services	362,600.00-	146,282.00-	216,318.00-	40	165,000.00-	37,560.00-	127,440.00-	23
485100 Reimbursements					363,115.00-	137,104.00-	226,011.00-	38
485300 Other Misc Govt Rev		14.56-	14.56			150.00-	150.00	
* Miscellaneous		14.56-	14.56			423.30-	423.30	
** Revenue	2,053,392.00-	425,429.06-	1,627,962.94-	21	2,124,137.07-	743,490.05-	1,380,647.02-	35
701110 Base Salaries	1,345,462.49	516,897.14	828,565.35	38	1,292,212.29	463,041.34	829,170.95	36
701130 Pooled Positions	85,151.68	4,685.85	80,465.83	6	28,000.00	3,482.85	24,517.15	12
701140 Holiday Work	250.00	140.18	109.82	56		131.55	131.55-	
701200 Incentive Longevity	19,210.00	2,329.39	19,210.00	23	22,400.00	251.54	22,148.46	1
701300 Overtime	10,045.11	2,023.44	7,715.72	23	7,599.56	1,475.54	6,124.02	19
701413 Vac Payoff/Sick Pay-Term		918.38	918.38-			38,584.09	38,584.09-	
701417 Comp Time						5,358.86	5,358.86-	
* Salaries and Wages	1,460,119.28	526,994.38	933,124.90	36	1,350,211.85	512,325.77	837,886.08	38
705110 Group Insurance	172,127.11	65,307.11	106,820.00	38	177,040.72	63,173.64	113,867.08	36
705199 Lab Cost Sav-Benef						401.40-	401.40	
705210 Retirement	324,109.95	122,743.12	201,366.83	38	305,669.98	108,801.14	196,868.84	36
705230 Medicare April 1986	19,385.69	7,374.30	12,011.39	38	18,443.93	6,838.68	11,605.25	37
705320 Workmens Comp	7,585.40	3,160.60	4,424.80	42	7,543.80	3,143.25	4,400.55	42
705330 Unemploy Comp	1,843.00	1,843.00		100	1,782.00		1,782.00	
* Employee Benefits	525,051.15	200,428.13	324,623.02	38	510,480.43	181,555.31	328,925.12	36
710100 Professional Services	245,103.78	56,417.86	188,685.92	23	298,767.94	283.00	298,484.94	0
710105 Medical Services	1,416.00	1,098.00	318.00	78	1,316.00	323.50	992.50	25
710200 Service Contract	500.00	90.07	409.93	18	500.00		500.00	
710205 Repairs and Maintenance	10,741.91	2,101.03	8,640.88	20	11,730.00	449.01	11,280.99	4
710210 Software Maintenance	4,200.00	4,170.00	30.00	99				
710300 Operating Supplies	11,079.55	10,392.70	686.85	94	8,600.00	5,362.28	3,237.72	62
710334 Copy Machine Expense	4,400.00	1,202.95	3,197.05	27	4,400.00	1,503.46	2,896.54	34
710350 Office Supplies	2,000.00	1,384.06	2,615.94	35	4,000.00	1,441.41	2,558.59	36
710355 Books and Subscriptions	4,000.00	334.13	110.13-	149	224.00	268.37	44.37-	120
710360 Postage	2,900.00	1,173.77	1,726.23	40	2,900.00	1,216.05	1,683.95	42
710361 Express and Courier	80.75	203.10	122.35-	252	175.00	41.83	133.17	24
710500 Other Expense	100.00	118.85	18.85-	119	100.00	2,957.82	2,857.82-	2,958

Washoe County Health District
 Air Quality Management
 Periods 1-5, FY13

Accounts	2013 Plan	2013 Actuals	Balance	Act%	2012 Plan	2012 Actual	Balance	Act%
710502 Printing	800.00	570.00	230.00	71	800.00	156.29	643.71	20
710503 Licenses & Permits	135.00	232.39	97.39-	172	135.00		135.00	
710505 Rental Equipment	1,800.00		1,800.00		1,800.00		1,800.00	
710507 Network and Data Lines		2,275.00	2,275.00-			2,200.00	2,200.00-	
710508 Telephone Land Lines	6,500.00	1,788.93	4,711.07	28	6,500.00	1,741.82	4,758.18	27
710509 Seminars and Meetings	3,005.00	914.00	2,091.00	30	5,000.00	300.00	4,700.00	6
710512 Auto Expense	1,000.00	226.46	773.54	23	1,000.00	166.53	833.47	17
710519 Cellular Phone	4,700.00	1,358.24	3,341.76	29	4,700.00	1,526.77	3,173.23	32
710529 Dues	4,435.00	740.00	3,695.00	17	435.00		435.00	
710535 Credit Card Fees	1,600.00	1,034.11	565.89	65	1,500.00	660.47	839.53	44
710546 Advertising	1,000.00	10,616.00	9,616.00-	1,062	1,000.00	11,915.36	10,915.36-	1,192
710577 Uniforms & Special Clothing	1,100.00	1,247.97	147.97-	113	1,100.00		1,100.00	
711100 ESD Asset Management	2,592.00	1,080.00	1,512.00	42	2,808.00	1,170.00	1,638.00	42
711113 Equip Srv Replace	8,499.58	3,968.12	4,531.46	47	13,719.96	6,316.96	7,403.00	46
711114 Equip Srv O & M	10,384.74	3,956.63	6,428.11	38	12,963.22	3,613.48	9,349.74	28
711117 ESD Fuel Charge	10,687.05	4,915.98	5,771.07	46	10,520.54	5,260.39	5,260.15	50
711119 Prop & Liab Billings	9,525.40	3,968.90	5,556.50	42	9,246.60	3,852.75	5,393.85	42
711210 Travel	26,088.25	8,266.82	17,821.43	32	31,000.00	1,177.25	29,822.75	4
711504 Equipment nonCapital	33,117.08	29,834.57	3,282.51	90	24,000.00	25,793.97	1,793.97-	107
* Services and Supplies	411,715.09	155,680.64	256,034.45	38	460,941.26	79,698.77	381,242.49	17
781004 Equipment Capital	322,770.01	95,239.40	227,530.61	30	330,432.00	116,338.60	214,093.40	35
* Capital Outlay	322,770.01	95,239.40	227,530.61	30	330,432.00	116,338.60	214,093.40	35
** Expenses	2,719,655.53	978,342.55	1,741,312.98	36	2,652,065.54	889,918.45	1,762,147.09	34
*** Total	666,263.53	562,913.49	113,350.04	83	527,928.47	146,428.40	381,500.07	28

Washoe County Health District
Community and Clinical Health Services
Periods 1-5, FY13

Accounts	2013 Plan	2013 Actuals	Balance	Act%	2012 Plan	2012 Actual	Balance	Act%
431100 Federal Grants	2,128,855.53-	621,892.22-	1,506,963.31-	29	2,361,625.00-	562,800.14-	1,798,824.86-	24
431105 Federal Grants - Indirect	15,300.00-	4,853.37-	10,446.63-	32		2,981.53-	2,981.53	
432100 State Grants	24,857.00-	6,489.97-	18,367.03-	26	153,327.00-	9,332.64-	143,994.36-	6
Intergovernmental	2,169,012.53-	633,235.56-	1,535,776.97-	29	2,514,952.00-	575,114.31-	1,939,837.69-	23
460500 Other Immunizations	89,000.00-	29,531.00-	59,469.00-	33	89,000.00-	34,536.73-	54,463.27-	39
460501 Medicaid Clinical Services	36,200.00-	44.46	36,244.46-	0-	40,300.00-	12,642.19-	27,657.81-	31
460503 Childhood Immunizations	30,000.00-	8,780.00-	21,220.00-	29	59,000.00-	14,540.54-	44,459.46-	25
460508 Tuberculosis	4,100.00-	2,140.18-	1,959.82-	52	6,250.00-	1,582.15-	4,667.85-	25
460515 Medicare Reimbursement					300.00-		300.00-	
460516 Pgm Inc-3rd Prty Rec	2,250.00-		2,250.00-		4,750.00-	8,752.83-	4,002.83	184
460517 Influenza Immunization	7,000.00-	2,416.00-	4,584.00-	35	7,000.00-	2,883.00-	4,117.00-	41
460518 STD Fees	23,000.00-	9,381.90-	13,618.10-	41	28,000.00-	9,495.43-	18,504.57-	34
460524 Family Planning	44,000.00-	12,648.23-	31,351.77-	29	44,000.00-	12,775.21-	31,224.79-	29
460570 Education Revenue	4,500.00-	643.77-	3,856.23-	14	11,000.00-	2,701.00-	8,299.00-	25
Charges for Services	240,050.00-	65,496.62-	174,553.38-	27	289,600.00-	99,909.08-	189,690.92-	34
484050 Donations Federal Pgm Income	41,934.00-	17,322.10-	24,611.90-	41	41,450.00-	19,011.95-	22,438.05-	46
484195 Non-Govtl Grants					5,000.00-		5,000.00-	
485300 Other Misc Govt Rev		27.89-	27.89			830.50-	830.50	
Miscellaneous	41,934.00-	17,349.99-	24,584.01-	41	46,450.00-	19,942.45-	26,607.55-	43
* Revenue	2,450,996.53-	716,082.17-	1,734,914.36-	29	2,851,002.00-	694,865.84-	2,156,136.16-	24
701110 Base Salaries	2,237,201.94	854,741.98	1,382,459.96	38	2,290,226.58	875,977.67	1,414,248.91	38
701120 Part Time	503,356.32	209,906.84	293,449.48	42	518,071.35	216,973.04	301,098.31	42
701130 Pooled Positions	175,944.41	91,650.67	84,293.74	52	240,007.08	75,214.22	164,792.86	31
701140 Holiday Work		108.90	108.90					
701200 Incentive Longevity	48,012.00	148.06	47,863.94	0	44,097.00	46.16	44,050.84	0
701300 Overtime	1,280.00	802.39	477.61	63	8,606.69	21.75-	8,628.44	0-
701403 Shift Differential		24.57	24.57-					
701412 Salary Adjustment	75.00-				5,998.39		5,998.39	
701413 Vac Payoff/Sick Pay-Term							9,289.66	
701415 Physical Fitness Pay		6,513.33	6,513.33-					
701417 Comp Time		10.01	10.01-					
701419 Comp Time - Transfer		7,024.55	7,024.55-					
Salaries and Wages	2,965,719.67	9,723.83	9,723.83-			2,423.57	2,423.57-	
705110 Group Insurance	433,968.28	1,180,655.13	1,785,064.54	40	3,107,007.09	1,179,902.57	1,927,104.52	38
705199 Lab Cost Sav-Benef		169,379.20	284,589.08	39	433,145.91	153,470.26	279,675.65	35
705210 Retirement	657,442.56	252,537.15	404,905.41	38	670,286.51	426.40-	426.40	
705230 Medicare April 1986	36,874.75	15,451.67	21,423.08	42	37,606.78	257,932.94	412,353.57	38
705320 Workmens Comp	18,435.65	7,681.50	10,754.15	42	17,766.03	14,963.68	22,643.10	40
705330 Unemploy Comp	4,479.25	4,479.25	4,479.25	100	4,196.70	13,344.50	4,421.53	75
Employee Benefits	1,151,200.49	449,528.77	701,671.72	39	1,163,001.93	439,284.98	723,716.95	38
710100 Professional Services	75,150.71	13,579.46	61,571.25	18	160,510.33	15,720.40	144,789.93	10
710105 Medical Services	850.00	331.50	518.50	39	600.00	14.00	586.00	2
710108 MD Consultants	46,900.00	17,137.50	29,762.50	37	48,900.00	13,237.50	35,662.50	27
710110 Contracted/Temp Services	1,000.00	934.07	65.93	93	2,555.00	2,355.85	199.15	92
710119 Subrecipient Payments					186,242.00	52,338.98	133,903.02	28
710200 Service Contract	6,048.00	2,585.20	3,462.80	43	4,938.00	2,429.83	2,508.17	49

Washoe County Health District
Community and Clinical Health Services
Periods 1-5, FY13

Accounts	2013 Plan	2013 Actuals	Balance	Act%	2012 Plan	2012 Actual	Balance	Act%
710205 Repairs and Maintenance	3,800.00	127.50	3,672.50	3	5,710.00	1,017.89	4,692.11	18
710300 Operating Supplies	76,719.00	38,466.43	38,252.57	50	76,784.00	29,296.84	47,487.16	38
710334 Copy Machine Expense	13,847.00	4,300.89	9,546.11	31	13,775.00	3,425.94	10,349.06	25
710350 Office Supplies	13,520.01	3,399.93	10,120.08	25	11,877.01	2,313.17	9,563.84	19
710355 Books and Subscriptions	2,060.00	718.73	1,341.27	35	1,200.00	1,196.95	3.05	100
710360 Postage	4,490.00	1,356.41	3,133.59	30	4,740.00	1,635.61	3,104.39	35
710361 Express and Courier	245.00	83.40	161.60	34	320.00	35.99	284.01	11
710500 Other Expense	30,602.51	9,235.84	21,366.67	30	18,990.31	1,764.97	17,225.34	9
710502 Printing	9,675.00	3,414.43	6,260.57	35	6,277.00	1,416.45	4,860.55	23
710503 Licenses & Permits	3,555.00	2,769.00	786.00	78	3,325.00	330.00	2,995.00	10
710506 Dept Insurance Deductible		152.58	152.58					
710507 Network and Data Lines	2,560.00	1,141.89	1,418.11	45	2,280.00	1,355.26	924.74	59
710508 Telephone Land Lines	13,975.00	5,004.53	8,970.47	36	13,394.00	5,067.23	8,326.77	38
710509 Seminars and Meetings	4,750.00	3,147.00	1,603.00	66	6,600.00	2,795.00	3,805.00	42
710512 Auto Expense	13,318.00	3,743.19	9,574.81	28	13,043.00	3,408.30	9,634.70	26
710519 Cellular Phone	540.00	72.65	467.35	13	540.00	160.91	379.09	30
710529 Dues	1,350.00	749.00	601.00	55	1,350.00	300.00	1,050.00	22
710535 Credit Card Fees	3,245.00	985.73	2,259.27	30	3,730.00	1,064.48	2,665.52	29
710546 Advertising	34,903.86	29,007.71	5,896.15	83	37,390.52	17,348.70	20,041.82	46
710577 Uniforms & Special Clothing	200.00		200.00		350.00		350.00	
710585 Undesignated Budget	15,300.00		15,300.00					
710703 Biologicals	246,163.19	84,297.22	161,865.97	34	239,040.00	49,111.25	189,928.75	21
710714 Referral Services	9,040.00		9,040.00		9,040.00		9,040.00	
710721 Outpatient	108,264.15	27,881.78	80,382.37	26	95,264.00	13,599.12	81,664.88	14
710872 Food Purchases	6,550.00	1,737.50	4,812.50	27	3,026.00	149.37	2,876.63	5
711010 Utilities	1,700.00		1,700.00		2,303.00		2,303.00	
711100 ESD Asset Management	288.00	120.00	168.00	42				
711114 Equip Srv O & M	550.44	306.44	244.00	56				
711115 Equip Srv Motor Pool						132.50	132.50	
711117 ESD Fuel Charge		349.27	362.08	49				
711119 Prop & Liab Billings	23,150.65	9,646.05	13,504.60	42	21,776.21	9,073.40	12,702.81	42
711210 Travel	28,184.00	3,695.32	24,488.68	13	27,781.00	4,037.96	23,743.04	15
711504 Equipment nonCapital	6,530.00	189.00	6,341.00	3	13,093.00	187.06	12,905.94	1
Services and Supplies	809,735.87	270,667.15	539,068.72	33	1,036,744.38	236,320.91	800,423.47	23
781004 Equipment Capital	17,000.00	1,350.00	15,650.00	8	20,174.00		20,174.00	
Capital Outlay	17,000.00	1,350.00	15,650.00	8	20,174.00		20,174.00	
* Expenses	4,943,656.03	1,902,201.05	3,041,454.98	38	5,326,927.40	1,855,508.46	3,471,418.94	35
** Total	2,492,659.50	1,186,118.88	1,306,540.62	48	2,475,925.40	1,160,642.62	1,315,282.78	47

Washoe County Health District
Environmental Health Services
Period 1-5, FY13

Accounts	2013 Plan	2013 Actuals	Balance	Act%	2012 Plan	2012 Actual	Balance	Act%
422503 Environmental Permits	51,500.00-	21,406.00-	30,094.00-	42	46,900.00-	18,330.00-	28,570.00-	39
422504 Pool Permits	68,000.00-	11,304.00-	56,696.00-	17	63,000.00-	10,495.85-	52,504.15-	17
422505 RV Permits	10,500.00-	4,750.00-	5,750.00-	45	9,700.00-	3,872.00-	5,828.00-	40
422507 Food Service Permits	369,000.00-	154,948.00-	214,052.00-	42	342,000.00-	125,827.00-	216,173.00-	37
422508 Wat Well Const Perm	20,000.00-	11,371.00-	8,629.00-	57	27,000.00-	5,888.00-	21,112.00-	22
422509 Water Company Permits	2,500.00-	749.00-	1,751.00-	30	3,500.00-	702.00-	2,798.00-	20
422511 ISDS Permits	49,000.00-	23,242.00-	25,758.00-	47	47,000.00-	26,603.00-	20,397.00-	57
422513 Special Event Permits	79,000.00-	38,087.00-	40,913.00-	48	74,000.00-	40,307.00-	33,693.00-	54
422514 Initial Applic Fee	27,000.00-	11,912.00-	15,088.00-	44	25,000.00-	9,155.00-	15,845.00-	37
* Licenses and Permits	676,500.00-	277,769.00-	398,731.00-	41	638,100.00-	241,179.85-	396,920.15-	38
431100 Federal Grants	277,000.00-	70,017.64-	206,982.36-	25	277,000.00-	69,665.66-	207,334.34-	25
432100 State Grants	75,000.00-	19,000.00-	56,000.00-	25	75,000.00-	18,750.00-	56,250.00-	25
432310 Tire Fee NRS 444A.090	418,766.00-	115,359.18-	303,406.82-	28	452,000.00-	222,991.65-	229,008.35-	49
* Intergovernmental	770,766.00-	204,376.82-	566,389.18-	27	804,000.00-	311,407.31-	492,592.69-	39
460510 IT Overlay	113,400.00-	49,712.00-	63,688.00-	44	96,800.00-	36,243.00-	60,557.00-	37
460512 Duplication Service Fees		232.78-	232.78			6.70-	6.70	
460513 Other Health Service Charges	2,700.00-	2,211.00-	489.00-	82	2,700.00-	676.50-	2,023.50-	25
460514 Food Service Certification	13,900.00-	7,005.00-	6,895.00-	50	9,000.00-	7,889.00-	1,111.00-	88
460520 Eng Serv Health	44,000.00-	13,935.00-	30,065.00-	32	42,000.00-	13,898.00-	28,102.00-	33
460521 Plan Review - Pools & Spas	2,500.00-	530.00-	1,970.00-	21	2,500.00-	2,268.00-	232.00-	91
460523 Plan Review - Food Services	17,000.00-	10,525.00-	6,475.00-	62	17,000.00-	7,350.00-	9,650.00-	43
460525 Plan Review - Vector	30,000.00-	17,293.00-	12,707.00-	58	24,000.00-	12,048.00-	11,952.00-	50
460532 Plan Rvw Hotel/Motel		322.00-	322.00					
460533 Quick Start							87.00-	
460534 Child Care Inspection	8,500.00-	3,616.00-	4,884.00-	43	8,000.00-	3,588.00-	4,412.00-	45
460535 Pub Accomod Inspectn	17,300.00-	6,561.00-	10,739.00-	38	16,000.00-	6,238.00-	9,762.00-	39
460570 Education Revenue	1,200.00-	182.00-	1,018.00-	15	2,400.00-	820.00-	1,580.00-	34
* Charges for Services	250,500.00-	112,124.78-	138,375.22-	45	220,400.00-	91,112.20-	129,287.80-	41
485121 Jury Reimbursements		135.00-	135.00					
* Miscellaneous		135.00-	135.00					
** Revenue								
701110 Base Salaries	1,697,766.00-	594,405.60-	1,103,360.40-	35	1,662,500.00-	643,699.36-	1,018,800.64-	39
701130 Pooled Positions	3,018,372.82	1,167,786.97	1,850,585.85	39	2,981,274.44	1,180,711.68	1,800,562.76	40
701140 Holiday Work	174,772.77	56,217.34	118,555.43	32	103,247.00	64,968.89	38,278.11	63
701200 Incentive Longevity	1,200.00	1,001.05	198.95	83	1,200.00	2,224.19	1,024.19-	185
701300 Overtime	50,800.00	288.46	50,511.54	1	53,100.00	288.46	52,811.54	1
701406 Standby Pay	36,600.00	17,574.54	19,025.46	48	34,000.00	18,675.81	15,324.19	55
701408 Call Back	1,000.00	545.41	454.59	55	3,000.00	5,427.32	5,427.32-	
701413 Vac Payoff/Sick Pay-Term		16,198.28	16,198.28-			376.24	2,623.76	13
701415 Physical Fitness Pay		6.83	6.83-			31,628.55	31,628.55-	
701417 Comp Time		9,525.60	9,525.60-			280.89	280.89-	
701500 Merit Awards								
* Salaries and Wages	3,282,745.59	1,269,144.48	2,013,601.11	39	3,083,002.82	1,304,582.03	1,778,420.79	42
705110 Group Insurance	434,110.13	167,119.27	266,990.86	38	454,634.94	178,792.84	275,842.10	39
705199 Lab Cost Sav-Benef						426.40-	426.40-	
705210 Retirement	728,879.94	277,399.75	451,480.19	38	709,981.00	278,609.21	431,371.79	39
705230 Medicare April 1986	41,040.99	16,890.16	24,150.83	41	40,395.20	16,767.76	23,627.44	42
705320 Workmens Comp	18,838.38	7,849.35	10,989.03	42	18,966.18	7,902.60	11,063.58	42

Washoe County Health District
Environmental Health Services
Period 1-5, FY13

Accounts	2013 Plan	2013 Actuals	Balance	Act%	2012 Plan	2012 Actual	Balance	Act%
705330 Unemply Comp	4,577.10	4,577.10		100	4,480.20		4,480.20	
* Employee Benefits	1,227,446.54	473,835.63	753,610.91	39	1,228,457.52	481,646.01	746,811.51	39
710100 Professional Services	325,401.67	6,183.20	319,218.47	2	490,885.57	6,527.00	484,358.57	1
710105 Medical Services	6,548.00	110.00	6,438.00	2	6,548.00	419.50	6,128.50	6
710110 Contracted/Temp Services	65,000.00	4,115.87	60,884.13	6	55,225.00	7,881.15	47,343.85	14
710200 Service Contract	95,300.00	31,386.98	63,913.02	33	60,300.00	44,674.57	15,625.43	74
710205 Repairs and Maintenance	4,600.00	229.00	4,371.00	5	1,100.00	654.95	445.05	60
710300 Operating Supplies	20,100.00	4,499.93	15,600.07	22	20,100.00	2,265.09	17,834.91	11
710302 Small Tools & Allow	3,685.00		3,685.00		1,685.00		1,685.00	
710308 Animal Supplies	2,000.00	343.91	1,656.09	17	2,000.00	323.75	1,676.25	16
710319 Chemical Supplies	231,950.00	232,079.07	129.07	100	281,950.00	265,391.74	16,558.26	94
710334 Copy Machine Expense	2,250.00	490.87	1,759.13	22	2,250.00	624.45	1,625.55	28
710350 Office Supplies	9,100.00	2,194.80	6,905.20	24	9,500.00	3,183.37	6,316.63	34
710355 Books and Subscriptions	2,400.00	244.00	2,156.00	10	2,400.00	654.95	1,745.05	27
710360 Postage	9,775.00	3,049.55	6,725.45	31	9,300.00	2,956.18	6,343.82	32
710361 Express and Courier	175.00		175.00		175.00	10.56	164.44	6
710391 Fuel & Lube	100.00		100.00		100.00		100.00	
710500 Other Expense	8,300.00	157.80	8,142.20	2	8,800.00	1,264.00	4,536.00	22
710502 Printing	11,525.00	542.49	10,982.51	5	4,025.00	1,454.18	2,570.82	36
710503 Licenses & Permits	2,690.00		2,690.00		2,590.00		2,590.00	
710506 Dept Insurance Deductible		150.00	150.00			150.00	150.00	
710507 Network and Data Lines	2,500.00	462.63	2,037.37	19	2,500.00	799.80	1,700.20	32
710508 Telephone Land Lines	9,710.00	3,616.84	6,093.16	37	9,375.00	3,705.27	5,669.73	40
710509 Seminars and Meetings	13,415.00	1,494.00	11,921.00	11	9,240.00	4,330.00	4,910.00	47
710512 Auto Expense	100.00	29.69	70.31	30	4,450.00	41.78	4,408.22	1
710514 Regulatory Assessments	11,920.00	5,960.00	5,960.00	50				
710519 Cellular Phone	6,600.00	1,971.23	4,628.77	30	7,450.00	1,984.55	5,465.45	27
710529 Dues	1,661.00	382.00	1,279.00	23	1,661.00	404.00	1,257.00	24
710535 Credit Card Fees	4,610.00	1,903.99	2,706.01	41	3,965.00	1,474.33	2,490.67	37
710546 Advertising	6,050.00		6,050.00		1,050.00	2,242.53	1,192.53	214
710577 Uniforms & Special Clothing	1,700.00		1,700.00		1,700.00		1,700.00	
710585 Undesignated Budget					78,700.00		78,700.00	
710600 LT Lease-Office Space	41,651.00	16,850.00	24,801.00	40	41,651.00	20,220.00	21,431.00	49
711100 ESD Asset Management	11,856.00	4,776.00	7,080.00	40	11,232.00	5,278.00	5,954.00	47
711113 Equip Srv Replace	17,061.11	7,115.87	9,945.24	42	29,926.32	12,787.64	17,138.68	43
711114 Equip Srv O & M	30,573.49	14,265.58	16,307.91	47	40,610.32	16,028.49	24,581.83	39
711115 Equip Srv Motor Pool	16,741.00		16,741.00			5,596.14	5,596.14	
711117 ESD Fuel Charge	39,776.37	20,981.22	18,795.15	53	37,533.78	19,421.68	18,112.10	52
711119 Prop & Liab Billings	23,656.38	9,856.85	13,799.53	42	23,247.26	9,686.40	13,560.86	42
711210 Travel	81,150.00	7,089.29	74,060.71	9	44,650.00	10,894.48	33,755.52	24
711504 Equipment nonCapital	62,544.00	1,384.28	61,159.72	2	9,000.00	310.25	8,689.75	3
* Services and Supplies	1,184,175.02	383,916.94	800,258.08	32	1,313,875.25	453,640.78	860,234.47	35
781004 Equipment Capital	25,000.00		25,000.00					
* Capital Outlay	25,000.00		25,000.00					
** Expenses	5,719,367.15	2,126,897.05	3,592,470.10	37	5,625,335.59	2,239,868.82	3,385,466.77	40
*** Total	4,021,601.15	1,532,491.45	2,489,109.70	38	3,962,835.59	1,596,169.46	2,366,666.13	40

Washoe County Health District
Epidemiology Public Health Preparedness
Periods 1-5, FY13

Accounts	2013 Plan	2013 Actuals	Balance	Act%	2012 Plan	2012 Actual	Balance	Act%
431100 Federal Grants	1,066,362.73-	457,033.39-	609,329.34-	43	1,555,754.10-	476,023.73-	1,079,730.37-	31
431105 Federal Grants - Indirect	30,544.00-	23,305.53-	7,238.47-	76	38,708.00-	9,673.71-	29,034.29-	25
* Intergovernmental	1,096,906.73-	480,338.92-	616,567.81-	44	1,594,462.10-	485,697.44-	1,108,764.66-	30
460511 Birth and Death Certificates	400,000.00-	189,419.00-	210,581.00-	47	280,000.00-	179,606.00-	100,394.00-	64
* Charges for Services	400,000.00-	189,419.00-	210,581.00-	47	280,000.00-	179,606.00-	100,394.00-	64
** Revenue	1,496,906.73-	669,757.92-	827,148.81-	45	1,874,462.10-	665,303.44-	1,209,158.66-	35
701110 Base Salaries	1,223,636.27	457,426.65	766,209.62	37	1,314,062.09	454,760.92	859,301.17	35
701120 Part Time	24,152.57	8,663.80	15,488.77	36	24,218.74	9,832.35	14,386.39	41
701130 Pooled Positions	500.00	13,947.71	13,447.71-	2,790	30,500.00	101.56	30,398.44	0
701140 Holiday Work		46.38	46.38-					
701200 Incentive Longevity	12,985.00		12,985.00		12,283.00	398.06	11,884.94	3
701300 Overtime	1,700.00	588.10	1,111.90	35	5,200.00	569.89	4,630.11	11
701412 Salary Adjustment	29,909.00		29,909.00		37,241.27		37,241.27	
701413 Vac Payoff/Sick Pay-Term						18,345.83	18,345.83-	
701417 Comp Time						5,832.67	5,832.67-	
* Salaries and Wages	1,292,882.84	480,672.64	812,210.20	37	1,423,505.10	489,841.28	933,663.82	34
705110 Group Insurance	149,029.99	60,936.27	88,093.72	41	163,525.81	66,408.65	97,117.16	41
705199 Lab Cost Sav-Benef						426.40-	426.40	
705210 Retirement	293,697.17	108,632.56	185,064.61	37	294,545.66	107,018.97	187,526.69	36
705215 Retirement Calculation						4,667.24	4,667.24-	
705230 Medicare April 1986	17,905.47	6,544.47	11,361.00	37	17,970.34	6,832.61	11,137.73	38
705320 Workmens Comp	7,733.98	3,222.55	4,511.43	42	6,982.70	2,909.50	4,073.20	42
705330 Unemply Comp	1,879.10	1,879.10		100	1,639.00		1,639.00	
705360 Benefit Adjustment	10,656.00		10,656.00		11,708.00		11,708.00	
* Employee Benefits	480,901.71	181,214.95	299,686.76	38	496,371.51	187,410.57	308,960.94	38
710100 Professional Services	110,675.22	76,532.14	34,143.08	69	174,997.58	33,667.19	141,330.39	19
710105 Medical Services	100.00		100.00		100.00		100.00	
710108 MD Consultants					12,000.00	2,000.00	10,000.00	17
710110 Contracted/T emp Services	2,500.00	3,988.48	1,488.48-	160	31,585.00		31,585.00	
710200 Service Contract	1,895.00	2,665.50	770.50-	141	2,195.00	4,941.00	2,746.00-	225
710205 Repairs and Maintenance	1,000.00		1,000.00		1,000.00	94.95	905.05	9
710210 Software Maintenance	12,000.00	9,750.00	2,250.00	81	12,000.00	9,000.00	3,000.00	75
710300 Operating Supplies	13,504.00	29.67	13,474.33	0	35,917.00	5,602.63	30,314.37	16
710325 Signs and Markers						1,336.50	1,336.50-	
710334 Copy Machine Expense	3,169.89	881.82	2,288.07	28	3,399.89	639.80	2,760.09	19
710350 Office Supplies	4,850.00	2,203.81	2,646.19	45	7,200.00	2,115.88	5,084.12	29
710355 Books and Subscriptions	1,675.00	223.90	1,451.10	13	2,860.00	446.49	2,413.51	16
710360 Postage	3,070.00	987.19	2,082.81	32	3,020.00	1,105.53	1,914.47	37
710361 Express and Courier	10.00	34.81	24.81-	348	10.00		10.00	
710500 Other Expense	1,871.00		1,871.00		1,841.00	400.00	1,841.00	9
710502 Printing	4,105.00	136.34	3,968.66	3	4,405.00		4,005.00	
710503 Licenses & Permits	150.00		150.00		150.00		150.00	
710505 Rental Equipment	1,524.00	792.00	732.00	52	500.00	650.00	150.00-	130
710507 Network and Data Lines	550.00	182.28	367.72	33	550.00	159.96	390.04	29
710508 Telephone Land Lines	4,950.00	1,803.07	3,146.93	36	5,840.00	1,800.52	4,039.48	31
710509 Seminars and Meetings	5,600.00	2,257.00	3,343.00	40	6,300.00	1,730.00	4,570.00	27

Washoe County Health District
Epidemiology Public Health Preparedness
Periods 1-5, FY13

Accounts	2013 Plan	2013 Actuals	Balance	Act%	2012 Plan	2012 Actual	Balance	Act%
710512 Auto Expense	2,050.00	653.58	1,396.42	32	1,875.00	900.89	974.11	48
710519 Cellular Phone	4,980.00	974.43	4,005.57	20	3,080.00	674.43	2,405.57	22
710529 Dues	1,280.00	360.00	920.00	28	590.00	660.00	70.00-	112
710535 Credit Card Fees	2,000.00	821.03	1,178.97	41	1,300.00	773.43	526.57	59
710546 Advertising	2,625.00		2,625.00		2,875.00	259.50	2,615.50	9
710585 Undesignated Budget	6,469.00		6,469.00		38,708.00		38,708.00	
710703 Biologicals	3,420.79		3,420.79		3,754.79	242.00	3,512.79	6
710721 Outpatient	2,135.00	1,237.84	897.16	58	2,135.00	250.20	1,884.80	12
710872 Food Purchases	2,400.00	170.84	2,229.16	7	550.00	56.87	493.13	10
711010 Utilities	180.00		180.00		180.00		180.00	
711100 ESD Asset Management	2,304.00	960.00	1,344.00	42	2,808.00	1,040.00	1,768.00	37
711113 Equip Srv Replace	377.95	157.50	220.45	42	492.72	205.30	287.42	42
711114 Equip Srv O & M	654.46	718.56	64.10-	110	3,508.44	155.80	3,352.64	4
711117 ESD Fuel Charge	78.58	14.56	64.02	19	157.16		157.16	
711119 Prop & Liab Billings	9,711.98	4,046.65	5,665.33	42	8,265.90	3,444.10	4,821.80	42
711210 Travel	35,450.00	6,518.29	28,931.71	18	46,914.00	4,055.43	42,858.57	9
711502 Build Imp nonCapital						127.00	127.00-	
711504 Equipment nonCapital	750.00	49,198.85	48,448.85-	6,560	19,391.98	24,931.16	5,539.18-	129
* Services and Supplies	250,065.87	168,300.14	81,765.73	67	442,456.46	103,466.56	338,989.90	23
781004 Equipment Capital					178,577.12	145,876.15	32,700.97	82
* Capital Outlay					178,577.12	145,876.15	32,700.97	82
** Expenses	2,023,850.42	830,187.73	1,193,662.69	41	2,540,910.19	926,594.56	1,614,315.63	36
*** Total	526,943.69	160,429.81	366,513.88	30	666,448.09	261,291.12	405,156.97	39



WASHOE COUNTY HEALTH DISTRICT

EPIDEMIOLOGY AND PUBLIC HEALTH PREPAREDNESS DIVISION



Public Health
Prevent. Promote. Protect.

December 12, 2012

MEMORANDUM

To: Members, Washoe County District Board of Health

From: Randall L. Todd, DrPH
Epidemiology and Public Health Preparedness (EPHP) Director

Subject: Report to the District Board of Health, December 2012

Communicable Disease – Viral Gastroenteritis

The communicable disease program continues to investigate a large outbreak of viral gastroenteritis in the Washoe County School District. There are currently 16 schools that have been involved since the beginning of the school year. Of these, 8 have returned to baseline levels of illness and investigations have been closed. The total case count based on a sensitive case definition is 1,937. Using a strict case definition which requires vomiting and/or diarrhea the case count is 988. Other facilities not associated with the school district have also experienced outbreaks. If these cases are included it brings the sensitive and strict case definition totals (including the school district) to 2,018 and 1,067 respectively.

As the winter break approaches, the school district has agreed to do a deep cleaning in all schools, kitchens, school busses, delivery trucks, etc. They will also participate in a joint press release to go out during the winter break reminding parents to keep ill children at home and to pay attention to hand hygiene. They will issue a ConnectEd message just prior to the end of the vacation to re-emphasize these points. Finally, they have agreed to continue the enhanced exclusion policy for two weeks after the winter break to verify that the outbreak has ended. If the data support that illness is at baseline levels after the end of the two-week observation, we will lift the enhanced exclusion measures. We have asked that the school district continue to clean any public vomiting incident using Norovirus guidelines indefinitely in order to help prevent future outbreaks.

Influenza

For the week ending December 1 (MMWR Week 48) eight of sixteen participating sentinel healthcare providers reported a total of 92 patients with influenza-like-illness (ILI) out of a total of 4,250 patients seen. This yields an ILI percentage of 2.2% which is below the regional baseline of 3.5%. During the previous week the national ILI percentage was 2.2% which is at the national baseline. Regionally, the ILI percentage ranged from 0.9% to 4.2%.

Two death certificates were received for week 47 listing pneumonia (P) or influenza (I) as a factor contributing to the cause of death. The total number of deaths submitted for week 47 was 95. This reflects a P&I ratio of 2.1% which is below the epidemic threshold set by CDC for week 47 at 6.7%. Nationally, the P&I ratio was 6.3%. We have also received a report of extensive ILI illness in a local charter school. The attack rate based on the reported cases is 41%.

Public Health Preparedness –

The new Medical Reserve Corp Coordinator mentioned in last month's report withdrew. Fortunately, there were two other well qualified candidates. Therefore, David Gamble has assumed this important position effective December 3. Mr. Gamble's previous experience has included work at the Washoe County School District and the National Council of Juvenile and Family Court Judges.

The PHP Program has also hired a temporary employee, Sara Dinga, to fill a position that was vacated over a year ago due to a military deployment. It appears that this deployment will be ongoing and the need to meet grant deliverables made it necessary to temporarily fill this position.

PHP staff attended Advanced Crisis Response training in San Antonio, Texas to begin learning more about community resiliency for emergency planning projects. Resiliency is a major theme in the current PHP grants.

PHP staff coordinated and hosted an all-day Hazard Vulnerability Assessment (HVA) workshop for regional Skilled Nursing Facilities to aid with their emergency preparedness efforts.

PHP staff attended a three-day Homeland Security Exercise and Evaluation Program (HSEEP) training course. Grant requirements mandate this training for staff receiving Homeland Security Funding through CDC and/or ASPR. The training covers the design of exercises and the writing of after action reports and improvement plans that are HSEEP compliant. In addition, participants in this class developed objectives and exercise evaluation guidelines for a Washoe County full-scale earthquake exercise called Urgent Solidarity being conducted by the Washoe County School District. This exercise will involve many community emergency management partners and is scheduled for May 23, 2013.

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Randall L. Todd, DrPH, Epidemiology and Public Health Preparedness Director




Washoe County Health District



Staff Report Board Meeting Date: 12/20/12

DATE: December 20, 2012

TO: District Board of Health Members

FROM: Steve Kutz, RN, MPH, Division Director 
Community and Clinical Health Services
(775) 328-3759 skutz@washoecounty.us

SUBJECT: Community and Clinical Health Services (CCHS) Division Report,
December 2012 District Board of Health Meeting

1. Insight Database Update
2. Program Reports

1. Insight Database

In 2002, Community and Clinical Health Services began researching available databases to replace an antiquated, DOS-based system. Management staff conducted extensive research on available products, ultimately choosing the Insight database. Insight is a comprehensive practice management and electronic health record software solution designed specifically for the unique needs of local health departments. Insight is a Windows-based solution that supports a variety of public health programs. Initially Insight was implemented to schedule clinic appointments, capture client financial information and complete payment for services (cash handling). After significant development, testing and training, clinical programs began using Insight in October 2004 for medical charting and documentation, eventually implementing EMR throughout the clinical programs over the next few years. Currently there are over 70,000 clients in the database.

Insight allows for the systematic and complete collection and analysis of data, including the following:

- employee productivity
- outcome measures
- client visits (duplicated and unduplicated)
- client demographics

- client disease positivity rates
- treatments
- retesting rates

Insight also assisted CCHS in meeting HIPAA electronic health standards set forth in 1996, as well as meeting key features of the Affordable Care Act (2009) related to electronic health records (medical charting, lab results, etc.).

As other health care providers have noted, implementation of electronic health record-keeping has proven to be challenging, yet holds promise as a technological advancement that provides both clients and providers with valuable health information. An Insight workgroup evolved to regularly and systematically address issues that arise to ensure a high quality system.

1. Highlights of 2012 Accomplishments:

- Hosted a site visit with a Netsmart technical expert – validated many processes, provided guidance on others, and identified opportunities for improvement of current practices
- Resolved several long-term problems that impacted accurate lab reporting, and another that impaired clinic ability to ensure confidential clients would not receive communications that would violate confidentiality
- Coding improvements that have led to better billing abilities, with the expected outcome of increased revenues; staff also attended billing and coding trainings
- Data cleaning to be able to accurately bill, provide clean data for reporting
- Developed process to test database upgrades, and identify issues early on, and most often before the launch of an upgrade
- Recovering from budget reductions, and vacancy of primary billing staff member
- Continued interdivisional collaboration between CCHS, AHS, and EPHP
- Development of roles and responsibilities for Insight leadership, contributors, and users
- Ongoing training of staff, increasing knowledge and competency of Insight
- Ongoing work with Tech Services to provide online clinic appointments via an interface with Insight

2. Future plans:


- Explore purchase of an STD module enhancement to increase the ease of data entry for Disease Intervention Specialist (DIS) staff required for case and contact investigations and reporting; allow for additional data entry by other program staff; and will allow for the elimination of the DIS database, STD*MIS
- HL7 connections (Data sharing between software systems):

- i. Begin work with the Nevada State Public Health Laboratory to receive lab data electronically, directly into client records
 - ii. Continue work with the Nevada State Health Division for bi-directional data sharing of immunization information between the State Immunization Registry, WebIZ, and Insight; this will also eliminate the use of a database, simplifying Immunization Program work
- Implement the recently purchased Inventory/Supply module
 - Evaluate the Family Planning module, assessing for improved documentation to better support billing and increasing revenue
 - Growth of automated features to mitigate the loss of staff
 - Systemically integrate quality assurance plans into clinical activities through the use of Insight

2. Program Reports

- a. **Sexual Health** – World AIDS Day activities targeting Men who have Sex with Men (MSM) and youth were recently held. Activities were well received and well attended. Two venues were at capacity during their targeted events, and it is estimated that over 1,500 people participated. Testing was provided through community partners (final numbers not yet available). Response at one venue was so overwhelming that some were referred to the second venue. Also, Sexual Health Program staff and EPHP staff conducted a Tabletop Exercise on November 19, 2012, successfully testing the recently developed STD Outbreak Response Plan.
- b. **Immunizations** – Staff have concluded the second month of school located vaccination clinics (SLVC), providing 375 doses of Tdap and over 1400 doses of Flu vaccines. Final SLVCs for this school year are planned for December and January.
- c. **Tuberculosis Prevention and Control Program** – A new contact investigation is underway involving three local health care organizations and more than 60 individuals.
- d. **Family Planning/Teen Health Mall** – The Title X Corrective Action for the Information & Education Committee has been completed. The committee has reviewed existing and new educational materials as required by Title X.
- e. **Chronic Disease Prevention Program** – Staff prepared and presented on Chronic Disease in Washoe County at the DBOH Planning Retreat. Work continues in partnership with University staff on a tobacco free UNR campus.

- f. **Home Visitation** – Home visitation nurses attended training on motivational interviewing through the child protection system's Nevada Training Partnership and led a networking meeting with local providers.

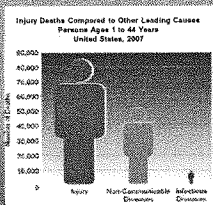
Washoe County

 Health District

Health in All Policies (HiAP)

Joseph P. Iser, MD, DrPH, MSc
 District Health Officer

Problem

- > Chronic disease (non-communicable disease) causes a significant amount of disease and disability here in Washoe County and the US.
- > Unintentional injuries cause even more.
- > But what is the real problem? And what are our choices in promoting policies?



Category	Approximate Number of Deaths
Injury	70,000
Non-Communicable Diseases	40,000
Infectious Diseases	10,000

Policy and Public Health

- > Historically, our most important improvements in public health are due to policy changes
 - Tobacco: smoking bans or restrictions
 - Injuries: helmet laws for cycles and skiers, seatbelt laws
 - Disease prevention: immunization requirements, sanitation improvements
- > Even now, the biggest impacts we can make are in the area of policy
- > A solution: Health in All Policies (HiAP)

How Do HiAP Policies Work?

- ▶ Level 1—Reducing disease burden (locating schools away from freeways or other sources of pollution)
- ▶ Level 2—Reducing risk factors for disease (smoking bans, retail tobacco licensing to reduce opportunities for smoking)
- ▶ Level 3—Focus on underlying disease determinants (create a healthier built environment by incorporating health into land use decisions)

Recommendations

- ▶ Promote Healthy Communities
 - Active Transportation; Housing & Indoor Spaces; Parks, Urban Greening and Places to be Active; Violence Prevention; Healthy Food
- ▶ Promote Healthy Public Policy
 - State Guidance; Embedding Health in Decision-Making; Data & Research; Collaboration & Community Engagement
- ▶ Each recommendation:
 - Links to health

Promote Healthy Communities: Active Transportation

- ▶ Data
 - Map transit to essential destinations
 - Assess health impacts active transportation
- ▶ Complete Streets
 - Training for road designers, planners, operations
- ▶ Safety of all users
 - Amend Vehicle Code to allow localities to lower speed limits
 - Possible lower highway speed limits
- ▶ Trails and greenways
 - Bike trails, walking trails
 - Bicycle lanes



Promote Healthy Communities: Housing and Indoor Spaces

- ▶ Aspirational goal: All Nevada residents live in safe, healthy, affordable housing
 - What are the links to health?
 - Housing location influences access to physical activity opportunities, healthy food, jobs, and schools
 - Affordable housing makes resources available for health care and healthy food
 - Housing hazards (lead, fire, mold) are linked to developmental disabilities, injuries, and asthma



Promote Healthy Communities: Parks, Urban Greening & Places to be Active

- ▶ Aspirational goal: Every Nevada resident has access to places to be active, including parks, green space, and healthy tree canopy
 - Links to health
 - Open and green spaces and parks provide opportunities for physical activity
 - Shade from trees provides protection from heat and cancer-causing UV radiation
 - Wildfire related air quality and safety



Promote Healthy Communities: Violence Prevention

- ▶ Aspirational goal: Every Nevada resident is able to live and be active in their communities without fear of violence or crime
 - Links to health
 - Violence is a leading cause of injury, disability, and death, with disproportionate impacts on low-income and communities of color
 - Violence and fear of violence keep people indoors, reducing physical activity, limiting access to healthy food, and reducing social interactions
 - Environmental design guidance



Promote Healthy Communities: Healthy Food



- › Aspirational goal: Every Nevada resident has access to healthy, affordable foods at school, at work, and in their neighborhoods
 - Links to health
 - Poor diet is a leading cause of death and linked to obesity, heart disease, high blood pressure, and cancer
 - Disparities in access to fresh and affordable produce
 - Farm to fork
 - State food assistance programs
 - Washoe County Policy Council
 - WIC vouchers/farmers markets



Promote Healthy Communities: Public Policy

- › Aspirational goal: Nevada's decision makers are informed about the health consequences of various policy options during the policy development process
 - Links to health
 - Policies related to policy goals influence environments in which people live, work, and play
 - Environments influence adoption of behaviors that promote or diminish health
 - Health linked to productivity, healthy economy
 - "Agencies should collaborate with each other to ensure that health is considered when policies are developed"

Promote Healthy Communities: Education

- › Aspirational goal: Every Nevada resident ...
 - Links to health
 - Examples



My Goal

- › Understand that Public Health is far greater than just clinical services
- › A call to action to you
 - Work with us in as you progress through medical school and consider health impacts for the things that you do
 - Call on your local and state and federal legislators in this election year and the future to require health considerations in the laws they pass
 - Work with state agencies to incorporate health into their policies and regulations
 - Let's ask the Governor to support HiAP

Health in All Policies

- › Joe Iser
- › jiser@washoecounty.us
- › 775 328-2416



Washoe County Health District

ENVIRONMENTAL HEALTH SERVICES DIVISION



Public Health
Prevent. Promote. Protect.

DATE: December 11, 2012

TO: District Board of Health Members

FROM: Robert O. Sack, Division Director, Environmental Health Services (EHS)

SUBJECT: Environmental Health Services Division Report for December 2012

Food Program

- Staff continues to work with PHP EPI and the Washoe County School District on the school disease outbreaks. Supplementary information is included in Dr. Todd's report. Staff is busy finishing this year's inspections. The program is on track to complete them all.

Land Development

- Staff is busy completing 2012 routine annual inspections.

Solid Waste/Special Events

- Jim English was promoted to Environmental Health Specialist Supervisor, replacing Jeanne Rucker's vacant position. He has worked in most of the environmental health programs since he began his career at the Health District.

Vector-Borne Disease Program

- Vector staff met with the Swan Lake Nature Advisory Board to discuss vegetation management. The intent is to create more open water for waterfowl and less pesticide use to control insects, while encouraging diversity of plants and predators.
- Staff also met with Sierra Regional Center, an agency placing disabled and elderly in housing, concerning bed bug issues found in these units. Information on bed bug control and where they exist in dwellings was made available. The Vector-Borne Diseases Program will provide site investigations to assist Social Services if bed bugs or other insects are present prior to them calling for treatment of the residence.
- Jim Shaffer was reappointed (retroactively to July 1, 2012) at the December 11, 2012, BCC meeting to the Washoe-Storey Conservation District, with a term to expire on June 30, 2014.

Robert O. Sack, Division Director
Environmental Health Services Division



WASHOE COUNTY HEALTH DISTRICT

AIR QUALITY MANAGEMENT DIVISION



Public Health
Prevent. Promote. Protect.

Date: December 10, 2012

To: District Board of Health KD

From: Kevin Dick, Director, Air Quality Management

Re: Monthly Report for Air Quality Management

Agenda Item: ~~20~~ D.

The enclosed Air Quality Management Division Report is for the month of November 2012 and includes the following sections:

- Air Quality
- Monitoring Activity
- Planning Activity
- Permitting Activity
- Compliance/Inspection Activity
- Enforcement Activity



Director's Report

NOVEMBER 2012

Know the Code

AQM began the Burn Code season on November 1 with the new "Know the Code" Green-Yellow-Red Burn Code icons. The icons are distributed with the Air Quality Index (AQI)/Burn Code email distribution and posted on the AQM website. Channel 2 and Channel 4 are using the icons on their weather forecasts to advise the public on the burn code and the Chief Meteorologists from both stations have provided positive feedback to AQM on the new icons.

The first yellow burn codes of the season were issued November 24th – 26th and again on the 28th due to stagnant air conditions that led to levels of PM2.5 in the high moderate range, and into the Unhealthy for Sensitive Groups range on the 28th.

Publications, Presentations, and Media Interviews

The Reno News & Review published a 12-page "Keep it Clean" air quality insert in the November 1 issue.

A paper resulting from a contract with Desert Research Institute (DRI) to determine the speciation of elevated PM2.5 levels which occurred during the winter of 2009-2010 was published November 2, 2012 in Atmos. Chem. Phys., 12, 10051–10064, 2012, *Wintertime particulate pollution episodes in an urban valley of the Western US: a case study*.

In addition, AQM provided a number of presentation and media interviews in November. These included:

- Presentation to the Development Services Forum on Air Quality Management's Keep it Clean and Know the Code campaigns and electric vehicle project on November 8th.

AIR QUALITY COMPARISON FOR NOVEMBER

Air Quality Index Range	# OF DAYS NOVEMBER 2012	# OF DAYS NOVEMBER 2011
GOOD 0 to 50	10	6
MODERATE 51 to 100	19	24
UNHEALTHY FOR SENSITIVE GROUPS 101 to 150	1	0
UNHEALTHY 151 to 200	0	0
VERY UNHEALTHY 201 to 300	0	0
TOTAL	30	30

- Lecture on air quality monitoring and other AQM activities to Lei Chen's graduate level Public Health Surveillance class at UNR on November 13th.
- Presentation with Environmental Health Services to promote careers in public health to UNR community health sciences students on November 13th.
- Lecture on air quality for Steve Kutz' undergraduate Community Health Sciences course on November 29th.
- Interviews with Channels 2, 11, 27 or KKOH regarding the Burn Code program on November 5th, 26th and/or 28th.
- Interview on Channel Two Money Talk news segment regarding the EnergyFit Nevada home energy efficiency rebate program on November 28th.

Phone System

AQM's phone system was switched over to a new Voice over Internet Protocol (VoIP) system and phones on November 20th. The new system provides for automated directory assistance calling to AQM staff which reduces workload for front office staff routing calls to other AQM staff. The new phone system provides additional technology features that should benefit AQM operations and productivity.

Kevin Dick, Division Director

HIGHEST AQI NUMBER BY POLLUTANT

Air Quality

POLLUTANT	NOVEMBER 2012	YTD for 2012	NOVEMBER 2011	Highest for 2011
CARBON MONOXIDE (CO)	26	26	25	39
OZONE 8 hour (O3)	42	104	43	114
PARTICULATES (PM _{2.5})	105	105	89	132
PARTICULATES (PM ₁₀)	70	74	88	88

For the month of November, the highest Air Quality Index (AQI) value reported was one-hundred five (105) for PM2.5. There were no exceedances of Carbon Monoxide, Ozone or PM10. There were ten (10) days the air quality was in the good range, nineteen (19) days the air quality was in the moderate range, and one (1) day the air quality was in the "unhealthy for sensitive groups" range.

Planning & Monitoring Activity

Emissions Inventory:

The DBOH adopted the 2011 periodic emissions inventory at the November 15 meeting. Attached to this AQM report is an executive summary of the inventory including how inventories are used in the air quality planning process.

National Weather Service Partnership:

Staff has been meeting the NWS to upgrade their webcam at the Reno Weather Forecast Office near Truckee Meadows Community College. Weather is a critical factor affecting our local air pollution levels. The new webcam became operational on November 26 and a panoramic view of the Truckee Meadows can be seen at the NWS website (www.wrh.noaa.gov/rev/webcam.php). The webcam will be used to help validate forecast models, provide an additional tool for the smoke management program, and provide visual documentation for future exceptional events requests submitted to EPA for their approval.

*Dan Inouye, Branch Chief
Planning and Monitoring*

Permitting Activity

TYPE OF PERMIT	2012		2011	
	NOVEMBER	YTD	NOVEMBER	ANNUAL TOTAL
Renewal of Existing Air Permits	92	1243	90	1215
New Authorities to Construct	9	82	8	82
Dust Control Permits	6 (48 acres)	100 (1302 acres)	2 (212 acres)	89 (796 acres)

Wood Stove Certificates	14	280	21	259
WS Dealers Affidavit of Sale	13 (9 replacements)	100 (62 replacements)	12 (10 replacements)	107 (69 replacements)
WS Notice of Exemptions	881 (8 stoves removed)	6985 (83 stoves removed)	405 (4 stoves removed)	5480 (51 stoves removed)

Asbestos Assessments and Asbestos Removal Notifications (NESHAP)	77	1060	70	999
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Compliance & Inspection Activity

Staff reviewed twenty-one (21) sets of plans submitted to the Reno, Sparks or Washoe County Building Departments to assure the activities complied with Air Quality requirements.

Staff conducted thirty-four (34) stationary source renewal inspections and fifty-three (53) gas station inspections in November 2012. Staff also conducted inspections on asbestos removal and construction/dust projects.

Permitting & Enforcement Activity

Three members of the Permitting and Enforcement staff attended a two-day training course, Compliance Assurance and Title V Monitoring, provided by the Western States Air Resources Council (WESTAR) in Carson City. The course provided staff with the tools necessary to determine if a major source is in compliance with Federal standards that are reflected in the Air Quality Permits to Operate. The information and skills gained through this training will be utilized during the annual compliance determinations of RR Donnelly & Sons, SFPP (Sparks Tank Farm), and Unique Infrastructure Group, once construction is completed and operations commence. WESTAR provided this training at no cost to the District.

Members of the Enforcement Staff attended a training course provided at the University of Nevada, Reno campus to complete the annual renewal of their asbestos certification. This training was also attended by local asbestos consultants and abatement contractors. The inspectors successful completion of the course with local contractors not only satisfies the regulatory requirements but also helps to establish a working relationship with the regulated community.

*Charlene Albee, Branch Chief
Permitting & Enforcement*

Enforcement Activity

COMPLAINTS	2012*		2011		
	NOVEMBER	YTD	NOVEMBER	YTD	Annual Total
Asbestos	3	18	2	21	21
Burning	3	8	1	4	10
Construction Dust	0	30	4	56	59
Dust Control Permit	0	6	1	19	22
General Dust	5	44	0	0	0
Diesel Idling	0	7	1	3	3
Odor	1	15	0	17	17
Spray Painting	0	4	2	8	8
Permit to Operate	4	53	11	58	63
Woodstove	1	16	0	2	7
TOTAL	17	201	22	188	210
NOV'S	NOVEMBER	YTD	NOVEMBER	YTD	Annual Total
Warnings	1	43	11	50	55
Citations	6	38	1	8	9
TOTAL	7	81	12	58	64

* Discrepancies in totals between monthly reports can occur because of data entry delays.

Notices of Violation (NOVs):

There were seven (7) Notice of Violations (NOV's) issued in the month of November, 2012. There was one (1) NOV Warning and six (6) NOV Citations.



Washoe County Health District



Public Health
Prevent. Promote. Protect.

December 20, 2012

TO: District Board of Health Members

FROM: Joseph P. Iser, MD, DrPH, MSc
Washoe County District Health Officer

SUBJECT: December 2012 Washoe County District Health Officer Report

2013 Legislative Session

- WCHD continues to coordinate with Washoe County, WCMS, NSMA, and others on legislative support issues. An agenda was proposed at the DBOH Retreat, and the Board is considering a subcommittee.

Budget

- In previous reports, we have discussed the significant budget shortfall for next fiscal year.
- We believe we have made good progress towards decreasing the shortfall in the FY 14 budget year, which would require that we leave many general funded positions unfilled and other programs potentially underfunded.

Human Resources

- Most open, non-general funded positions are now filled.
- We have filled the position for the Medical Reserve Corps.

Communication

- DHO will continue to meet routinely or as needed with all partners.
- We continue to work with St. Mary's and UNR on their effort to produce a more substantial data set, as reported to you previously, and it appears that Renown will be working with us in the near future on a unified report to be conducted every three years.
- We have received information that the health assessment will be ready for private introductions and public use in January.

Accreditation

- Internal accreditation meetings continue to occur.
- We have begun intermittent meetings and discussions to strengthen our applications next year for the CDC Public Health Prevention Specialist and the Public Health Associate Program.

- DHO met with students at UNR about matching their interests with our needs.
- Because of the projected budget shortfall, other significant efforts for accreditation have been put on hold.

Washoe County and Community Activities

- DHO attended the REMSA Board of Directors meeting in November.
- An update on all EMS activities related to the TriData report and other activities will be provided monthly.
- DHO and the Director of CCHS will continue to meet regularly with the group looking at school-based health centers, led by WCSD.
- WCHD is now working with the County and other agencies about sponsoring community gardens. This has been brought to the Food Policy Council, which is supportive, and we will research grant opportunities.
- DHO continues to meet routinely with the Sheriff's Dispatch working group, and he was asked to take the lead on researching and reporting on EMD.

State-Wide (and Beyond) Organizational Efforts

- We have established monthly conference calls with the other two local health authorities and have invited the NSHD to join us. The first of these new calls occurred in November. We will continue calls monthly to continue to try to coordinate public health in Nevada.
- DHO will work to continue broader discussions among border counties for other mutual aid and program effectiveness issues. These will primarily involve the health officers, with specific program representatives involved as appropriate.

Interjurisdictional Sharing of Resources

- Our application for the Robert Wood Johnson grant to look at sharing of resources across jurisdictional lines will be awarded in January. This two year grant will allow WCHD the resources to assist these other counties to review their current public health services and how they receive those services from the State. Some of these counties may want to contract with WCHD, others may want to continue working with the NSHD, and others may want to join or create their own Health Districts. All seven counties provided letters of support, as did the NSHD, Ms. Simon, and Chairman Smith.
- Monthly reports will be provided to you.

District Board of Health Information and Resources

- Letters from UNR scholarship recipients.
- Health District Media Contacts and Outreach

Health District Media Contacts: November 7 - December 7, 2012

<u>DATE</u>	<u>MEDIA</u>	<u>REPORTER</u>	<u>STORY</u>
12/4/2012	KTVN-CH 2 CBS Reno	John Potter	Influenza - Ulibarri/Shore
12/4/2012	KRXI-CH 21 FOX 11 Reno	Jaime Hayden	Norovirus - Ulibarri
12/4/2012	KRXI-CH 21 FOX 11 Reno	Jaime Hayden	Influenza - Ulibarri
12/4/2012	KOLO-CH8 ABC Reno	Samantha Boatman	Influenza - Ulibarri
12/3/2012	KREN - CH 27 Univision	Raul Delgado	Norovirus - Ulibarri
12/3/2012	KREN - CH 27 Univision	Raul Delgado	Influenza - Ulibarri
11/28/2012	KREN - CH 27 Univision	Raul Delgado	Air Quality Burn Code - Dick
11/26/2012	KKOH Radio - 780 AM	John Summers	Air Quality Burn Code - Dick
11/26/2012	KTVN-CH 2 CBS Reno	Gina Martini/Gabby Tafolla	Air Quality Burn Code - Dick
11/26/2012	KRXI-CH 21 FOX 11 Reno	Matt Rosenburg	Air Quality Burn Code - Dick
11/20/2012	KRXI-CH 21 FOX 11 Reno	Matt Rosenburg	GI Illness - Paulson
11/19/2012	KRNV-CH 4 NBC Reno	Justin	GI Illness - Paulson
11/19/2012	Reno Gazette - Journal	Steve Timko	GI Illness - Paulson
11/15/2012	KTVN-CH 2 CBS Reno	John Potter	Great American Smokeout - Dixon
11/14/2012	KRNV-CH 4 NBC Reno	Dina Kupfer	Great American Smokeout - Dixon
11/28/2012	KTVN-CH 2 CBS Reno	Kristen Remington	EnergyFit Nevada
Press Releases/Media Advisories/Editorials			
12/6/2012	Media Distribution List	PIO Ulibarri/AQMD Director Dick	EnergyFit Holiday Rebates
11/29/2012	Media Distribution List	PIO Ulibarri	Handwashing Exclusion Cleaning Press Release
11/27/2012	Media Distribution List	PIO Ulibarri	Burn Code Media Advisory
11/13/2102	Media Distribution List	Kelli Seals	Great American Smokeout
11/28/2012	KRXI-CH 21 FOX 11 Reno	Matt Rosenburg	Air Quality Burn Code - Dick
11/20/2012	KRXI-CH 21 FOX 11 Reno	Matt Rosenburg	GI Illness - Paulson
11/19/2012	Reno Gazette - Journal	Steve Timko	GI Illness - Paulson

Joseph P. Iser MD, DrPH, MSc

Joseph P. Iser, MD, DrPH, MSc
 District Health Officer



Division of Health Sciences
University of Nevada, Reno

November 19, 2012

Joseph Iser, M.D.
Washoe County District Health Department
PO Box 11130
Reno, NV 89512

Dear Dr. Iser,

This fall the University of Nevada, Reno campus is filled with a sense of optimism and excitement. As Vice President of the Division of Health Sciences, I continue to be impressed with our student's quest for knowledge and their commitment to serving in the health professions. It takes friends and donors, such as you, to support during this arduous educational journey. I want you to know that your support through the Washoe County District Board of Health Scholarship Endowment is instrumental in assisting this future generation of health care providers who will serve and care for us, our families, and communities in the future.

I began my second year as vice president this July. I am increasingly impressed with the talent, passion, and commitment of our faculty, staff and students. I believe the Division of Health Sciences reflects an intersection of many disciplines, leading to partnerships and opportunities for teamwork in research, education and service that will improve the health, health care and quality of life for the people of Nevada. I hope to communicate with you as these opportunities develop.

Enclosed you will find a note of thanks from the recipients of the Washoe County District Board of Health Scholarship. I hope you enjoy learning about the students that are supported by your generous contributions. Thank you for your commitment to supporting health education at the University of Nevada, Reno.

Sincerely,

Thomas L. Schwenk, M.D.
Vice President, Division of Health Sciences
Dean, University of Nevada School of Medicine

Division of Health Sciences
University of Nevada, Reno/0136
Reno, Nevada 89557-0136
(775) 784-6977
(775) 784-6979 fax
www.unr.edu/healthsciences

October 29, 2012

RE: Washoe County District Board of Health Scholarship

Dear Washoe County District Board of Health:

Thank you for the Washoe County District Board of Health Scholarship. I am extremely excited and honored to have been selected as a recipient for this award. I appreciate your confidence in me and willingness to contribute to my higher education.

Next semester will be my second semester in the Master's in Public Health program, which I expect to be finishing in 2014. I am going to school full-time and working full-time in order to pay for my education, so I am extremely grateful for this award. Receiving this scholarship will not only help reduce my financial burden, but will alleviate some stress as I continue furthering my education.

Once again, thank you for your generosity and support. I will continue to work very hard and one day will hopefully be able to help other students achieve their goal just as you have helped me.

Sincerely,

Heather Ochs

October 30, 2012

Dear Washoe County District Board of Health Scholarship Donor,

I am very appreciative to have been considered and selected as one of the recipients of the Washoe County District Board of Health Scholarship. I am writing to thank you for your financial support towards my higher education.

As a first generation student, I have faced financial and academic challenges, but have always believed and valued education to bring myself and my family to a better future. Before, I thought a bachelors' degree would suffice, but now as I am working for a Master's Degree in Public Health I know completing the program will be one of my greatest accomplishments not just for myself, but also for my family.

Serving and protecting the health of the community has always been appealing to me, and upon completion of the program I hope to give back by helping to improve access to health care for the underserved population through program planning and health education.

Your generous support will help me fund for books and cover some fees for tuition, bringing me one step closer to one of my greatest accomplishments. Again, I am truly grateful for your generosity and support.

Sincerely,

Stephanie Serra

Thank you Washoe County District Board of Health for the scholarship. I greatly appreciate being the recipient of this scholarship and words cannot express how grateful I am for this scholarship. This scholarship will help ease the burden of paying for graduate school, especially for school textbooks and supplies. It was a nice surprise receiving the scholarship mid-semester which only give me more motivation to keep going strong.

I am currently going to graduate school in the pursuit of a master's degree in public health with an emphasis in epidemiology at the University of Nevada, Reno. I plan on one day hopefully working at a county health department analyzing data of the local population and identifying key diseases and illnesses among the different groups hat make up the local population.

Thank you again,



Sandra Ochoa



October 29th, 2012

Dear Washoe Country District Board of Health:

I am writing to sincerely thank you for the Washoe Country District Board of Health scholarship. I cannot even express fully to you how thrilled I was to hear I was selected as the recipient. It means so much to me!

This will help me pay my tuition this Fall, and also in the upcoming Spring semester. I work full-time in order to pay my tuition and to cover living expenses, and receiving this money will allow me to take a few days off of work during finals to help my studying. Financial worries are always stressful, and this scholarship has definitely taken some of that stress away from me! I really can't tell you enough how much I appreciate this.

Again, I sincerely thank you for your act of generosity. Words cannot express how grateful and appreciative I am. Thank you!

Sincerely,



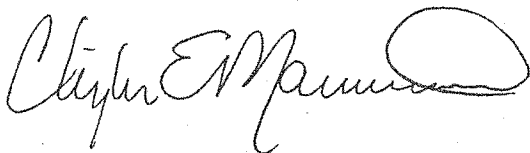
Nicole Heidt
MPH Student Year I

Dear Members of the Washoe County District Board of Health,

I want to take a moment to thank you for the generous scholarship I have been awarded by your organization. As a relatively new member of the public health community, I am continuously impressed by the network of public health professionals that assist students in the Masters of Public Health program at the University of Nevada, Reno in establishing, maintaining, and furthering their professional careers. It is a testament to the MPH program, as well as our community. I know that I am not speaking just for myself when I say that without your support, many of us would be unable to pursue our dreams of higher education. I am extremely thankful to have both the means to attend graduate school, as well as the opportunity. I am a combat veteran of the war in Iraq, and I was the first person in my family to graduate from college. My father dropped out of school in the second grade, and my mother put aside her aspirations to attend college in order to raise my brother and I. These things help motivate me to succeed, but you cannot succeed on motivation alone. Assistance from generous people and organizations like yourselves help to ensure that students like me have the financial resources to attend college and prepare ourselves to give back to the community that has been so good to us. Like many students, I have chosen a loaded schedule and limited income in order to pursue my graduate degree. This \$500 scholarship will help to alleviate some of that financial burden, and will allow me the opportunity to focus more on school than work. For that, I am thankful. Again, to the members of the Washoe County District Board of Health, thank you for awarding this scholarship to me as it is greatly appreciated.

Sincerely,

Christopher Marchand

A handwritten signature in black ink, appearing to read "Christopher Marchand". The signature is fluid and cursive, with a large, prominent loop at the end of the last name.

October 30, 2012

Dear Washoe County District Board of Health,

Thank you for awarding me the Washoe County District Board of Health Scholarship. This \$500 scholarship will go towards helping me pay for my tuition next semester and will therefore allow me to buy a new laptop. I have been using my current laptop since high school and it is no understatement to say that it needs replacing. I will think of your generosity every time I appreciate how much faster and easier to use my new laptop is.

I am very glad that the Board of Health is so supportive of public health students. After graduating with my Master of Public Health degree, I plan to apply to medical school and use my background in public health as a foundation for my medical training. I believe that the prevention emphasized in public health is an important part of helping to improve the health of our community. If more doctors had public health training, more attention would be paid to preventing illnesses from occurring in the first place, instead of playing catch-up and treating an illness once it has already taken hold. This scholarship helps me take one more step in realizing my goal of becoming a doctor.

Again, thank you for the scholarship and for advocating for public health in this way. Your support is much appreciated and I hope that you will not stop in your generosity and will continue to help other students to afford the opportunities that I have through my Master's program. Thank you!

All the best,



Sherry Liao